

Town of Yacolt

Council Meeting Agenda

Monday, February 13, 2023
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

- [1.](#) 1-9-23 Meeting Minutes

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.](#) New Chambers Electrical Bids
- [3.](#) New Chambers Drywall and Painting Bids
- [4.](#) Battle Ground School District Impact Fees Interlocal Agreement Draft
- [5.](#) Records Room Review Update
- [6.](#) ORD #590 - Clerk Wage Increase

New Business

- [7.](#) Conditional Use Permit Public Hearing, Vote: Duplex at 110 S Hubbard
- [8.](#) Conditional Use Permit Public Hearing, Vote: TriPlex at 106 E Humphrey
- [9.](#) Water Treatment Building

[10.](#) Streetlight Maintenance Interlocal Agreement

[11.](#) Past Due School Impact Fees

[12.](#) Red Cross Month Proclamation

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.

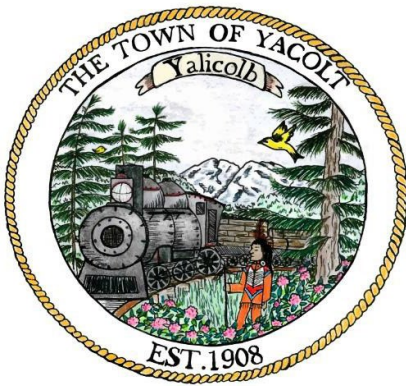
Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday, January 9, 2023

7:00 PM

Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Ian Shealy, Kandi Peto, Joshua Beck, Ronald Homola, Marina Viray

Also present: Mayor Katelyn Listek, Town Attorney David Ridenour, Public Works Staff Terry Gardner and John Parker, and Clerk Stephanie Fields

Late Changes to the Agenda

None

Approve Minutes of 12-12-22 Meeting and Public Hearings (with one minor spelling change)

Motion: Homola 2nd: Beck

Aye: Shealy, Peto, Beck, Homola, Viray

Nay: 0

Motion Carried

Citizen Communication

Anne Van Antwerp made a comment about her broken toe.

Unfinished Business

Records Room Review Update

Clerk Fields gave a quick update on the records room review: not much got done in the month of December due to illness, but progress should be moving forward again this month.

Ordinance #589: Mayor and Council Stipend Increases

With a revised version of the Ordinance on Council's desks, (the revised version is included with these minutes) Councilmember Homola made a motion to adopt the new Ordinance, thereby approving Mayor and future Council Member stipend increases.

Motion: Homola 2nd: Viray

Aye: Shealy, Peto, Beck, Homola, Viray

Nay: 0

Motion Carried

Executive Session

Mayor Listek closed the public meeting and asked all of Council and Attorney Ridenour to join her in an executive session to discuss employee performance, prior to decisions being made regarding wage adjustments. The session ran from 7:10 – 7:25, and was then extended twice, until a final reconvening of the regular public meeting at 7:50pm.

Employee Wage Adjustments

Following the Executive Session, Councilmember Beck moved that all three staff members' wages be increased across the board to the maximum budgeted rate for this year. The increases would result in the following new hourly rates for staff members as follows: Terry Gardner: \$30.29, John Parker: \$25.97, and Stephanie Fields: \$28.85.

Motion: Beck **Second:** Shealy

Aye: Shealy, Beck, Homola, Viray **Nay:** Peto

Motion Carried

Note: at this point, Attorney Ridenour advised that Washington Statutes require that an Ordinance be drafted and signed by the Mayor in order to increase the Clerk's wage. Council asked that this be done before the next meeting, and to make all three staff members' raises effective as of January 1st of this year.

New Business

New Council Chambers Electrical Bids

After some discussion regarding the bids not being apples-to-apples, and specific types of fixtures not having been decided upon, Councilmember Beck moved that we table approval on any bids until they are brought back before them, apples-to-apples, with more specifics.

Motion: Beck **2nd:** Peto

Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0

Motion Carried

New Council Chambers Drywall Bids

These bids were also not apples-to-apples for true comparison. Some of them included paint and some did not. Councilmember Homola asked that this also be brought back to Council once they are made to be apples-to-apples.

Motion: Homola **2nd:** Beck

Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0

Motion Carried

Paint Striper Machine Bids

As Council reviewed the bids, and Clerk Fields reminded them that a maximum of \$30,000 was budgeted for Capital Equipment purchases in the Transportation Impact Fees fund in the 2023 Budget, Attorney Ridenour advised that a purchase of this size requires a Call for Bids. There was some discussion regarding looking for a used striper, and the possibility of hiring the striping to be done rather than buying the machine. Councilmember Shealy suggested we solicit for more bids.

Motion: Shealy **2nd:** Peto

Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0

Motion Carried

Rotate Mayor Pro Tem

Councilmember Beck nominated Councilmember Peto to rotate in as Mayor Pro Tem

Motion: Beck **2nd:** Homola

Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0

Motion Carried

Rotate Finance Committee

Councilmember Homola nominated Councilmember Shealy to rotate onto the Finance Committee

Motion: Homola **2nd:** Viray

Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0

Motion Carried

Town Clerk's Report

- Will be receiving a \$56,225.00 reimbursement from the Transportation Improvement Board this month, for last summer's crack-seal project
- Due to its relatively low risk factors, Yacolt qualified for significantly lower insurance rates than most municipalities
- Will soon be closing out 2022 and posting all 2022 financial reports on the Town website
- W-2s and 1099s should be out by next week or the week after
- Update to the Records Review update: Financial records are done; HR and Information Management are almost done; then only 4 more boxes of Agency Management records to go through. They're seeing light at the end of the tunnel!

Public Works Department Report

- We've just had some huge wind events; besides lots of branches blowing down, the readerboard by the cemetery was blown down; otherwise no other significant damage observed
- Town Park has been cleaned up; Rec Park and Ballfields are bad- they are next for clean-up
- Will be taking down the Christmas lights this week
- The new readerboard is next on the big task list

Attorney's Comments

Cautioned everyone to watch out for spam emails – he told a story about how he got caught up in a scam just before Christmas.

Citizen Communication

None

Approve to Pay Bills on Behalf of the Town

Motion: Beck **2nd:** Shealy

Aye: Shealy, Peto, Beck, Homola, Viray **Nay:** 0

Motion Carried

Yacolt Town Council Meeting January 9, 2023

Council's Comments

Shealy – Inspired Learning is going to start doing once/month home-school co-ops on the 2nd Friday of every month, at 6:30pm., open to any age/grade level

Viray – Happy New Year! She sees great energy in this Council, and looks forward to a happy, prosperous year

Homola – NCEMS will be working this week to select an interim Chief to replace Shaun Ford

Mayor's Comments

It's been a wonderful first meeting of the year. She's looking forward to getting a lot accomplished this year. She is planning to attend AWC's City Action Days Feb. 15-16, and invited any Council Members who are interested in going to join her. Happy New Year to all; Council is working so well together; she's grateful for everyone in this room.

Adjourn

9:14 pm

Mayor Katelyn Listek

Clerk Stephanie Fields

Approved by Council vote on _____

ORDINANCE #589

AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, PROVIDING FOR INCREASED STIPENDS FOR THE TOWN'S MAYOR AND MEMBERS OF THE TOWN COUNCIL; AMENDING CHAPTER 2.20 OF THE YACOLT MUNICIPAL CODE, [OFFICERS' COMPENSATION]; AND ESTABLISHING AN EFFECTIVE DATE

Recitals

Whereas, the Town of Yacolt, (hereafter “Town” or “Yacolt”), desires to provide compensation to its Mayor and Council members in accordance with Washington law;

Whereas, pursuant to RCW 35.27.130, the Town's Mayor and members of the Town Council may receive a salary or compensation for their services to the Town at such levels as the Town Council may establish by ordinance;

Whereas, pursuant to Chapter 2.20 of the Yacolt Municipal Code, (hereafter “YMC”), the Mayor’s compensation is currently set at Seven Hundred Dollars (\$700.00) per month, and the compensation of Council members is currently set at Fifty Dollars (\$50.00) for each meeting attended that relates to Town business;

Whereas, at its regular Council meeting held on December 5, 2022, the Town Council decided to increase the Mayor’s monthly stipend to One Thousand Dollars, (\$1,000.00), effective as of January 1, 2023;

Whereas, at its regular Council meeting held on December 5, 2022, the Town Council decided to increase the Council members’ stipend to One Hundred Dollars, (\$100.00), per meeting, and to maintain the current maximum compensation of Three Thousand Dollars, (\$3,000.00), per Council member per calendar year;

Whereas, Article XI, §8, and Article XXX, §1, of the Washington State Constitution provide generally that the salary or compensation of any voting elected public officer of the Town shall not be increased or decreased after the election of such public officer or during the term of office for which the officer was elected;

Whereas, Yacolt’s 2023 Budget, adopted by Ordinance #588 on December 12, 2022, contains adequate appropriations for the increased stipend amounts in its General Fund, (Fund #001); and,

Whereas, the Town Council of the Town of Yacolt is in regular session this 9th day of January, 2023, and all members of the Town Council have had notice of the time, place, and purpose of said meeting;

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

Section 1 - Adoption of Recitals: The foregoing Recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance upon adoption hereof.

Section 2 - Amendment of YMC Chapter 2.20 – Officers’ Compensation: Chapter 2.20 of the YMC [Officers’ Compensation] is hereby amended as set forth below. New text is shown by underline. Deleted text is shown by strikethrough.

2.1 Section 2.20.010, Compensation of the Mayor: YMC Section 2.20.010, [Compensation of the Mayor], is hereby amended as set forth below.

2.20.010 Compensation of the Mayor.

The compensation paid to the mayor of the town of Yacolt shall be as follows:

A. Mayor's Stipend. The mayor shall receive compensation for his or her services in the form of a stipend of One Thousand Dollars (\$1,000.00) ~~\$700.00~~ per month, effective January 1, 2023.

B. Effective Date of Adjustments to the Compensation of the Mayor. The salary payable to the mayor may be revised from time to time by ordinance, but any decrease in the salary payable to the mayor shall not be applicable to the term then being served by an incumbent mayor or to the term of a mayor-elect if such ordinance decreasing the mayor's salary is adopted on or after his or her election. Any increase in the salary payable to the mayor shall not be applicable to the term then being served by an incumbent mayor if the incumbent mayor casts a tie-breaking vote in favor of such ordinance increasing the mayor's salary; provided, that if the mayor does not cast such a vote, then his or her salary may be increased during his or her term of office effective immediately on such date as may be provided in the ordinance.

2.2 Section 2.20.020, Compensation of the Members of the Town Council: YMC Section 2.20.020, [Compensation of the Members of the Town Council], is hereby amended as set forth below.

2.20.020 Compensation of the Members of the Town Council.

The compensation paid to the members of the town council of the town of Yacolt shall be as follows:

A. Council Member Compensation. Council members shall receive compensation in the form of a stipend, in the amount of One Hundred Dollars, (\$100.00) ~~\$50.00~~ for attending any meeting of the town of Yacolt. This fee is payable for attendance at any regular or special meeting of the town council, as well as attendance at any meeting that is adjourned due to lack of quorum. The fee is also payable for attending any meeting of any other group or organization where the council member is attending such meeting as a representative of the town, and the meeting is reasonably related to town business.

B. Maximum Annual Compensation. In no event shall the total compensation for any one council member exceed \$3,000 in any single 12-month calendar year.

C. Effective Date of Adjustments to the Compensation of Council Members. The compensation payable to the members of the town council may be revised from time to time by ordinance, but any decrease in the compensation payable to the members of the town council shall not be applicable to the term then being served by an incumbent council member or to the term of a council member elect if such ordinance decreasing the council member's compensation is adopted on or after his or her election. Any increase in the compensation payable to the members of the town council shall not be applicable to the terms then being served by incumbent council members at the time such ordinance is adopted.

Section 3 - Instructions to the Clerk: The Town Clerk is directed to perform the following tasks:

///

3.1 Codification of Ordinance: Upon the Effective Date of this Ordinance, the Town Clerk is directed to send a copy hereof to Code Publishing Company of Seattle, Washington, so that the provisions of this Ordinance may be promptly reflected in the Yacolt Municipal Code.

3.2 Implementation of Stipend Increases: The Town Clerk is directed to increase the compensation of the Mayor and the members of the Council pursuant to this Ordinance only when the circumstances surrounding the increase as to each Officer satisfy the conditions and requirements of Article XI, §8, and Article XXX, §1, of the Washington State Constitution, and the requirements of YCC 2.20.

Section 4 - Severability: If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected.

Section 5 - Effective Date: The Town Clerk shall certify the adoption of this Ordinance and cause it, or the following summary of it, to be published once within fifteen (15) days of adoption in the Town's legal newspaper of record. This Ordinance shall take effect immediately upon adoption and publication, according to law.

Town of Yacolt - Summary of Ordinance #589

The Town Council of the Town of Yacolt adopted Ordinance #589 at its regularly scheduled Town Council meeting held on January 9, 2023. The content of the Ordinance is summarized in its title as follows:

AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, PROVIDING FOR INCREASED STIPENDS FOR THE TOWN'S MAYOR AND MEMBERS OF THE TOWN COUNCIL; AMENDING CHAPTER 2.20 OF THE YACOLT MUNICIPAL CODE, [OFFICERS' COMPENSATION]; AND ESTABLISHING AN EFFECTIVE DATE.

The effective date of the Ordinance is January 18, 2023.

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

Published this 18th day of January, 2023.
Stephanie Fields, Town Clerk

PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 9th day of January, 2023.

TOWN OF YACOLT

Katelyn J. Listek, Mayor

Attest:

Stephanie Fields, Town Clerk

Approved as to Form:

David W. Ridenour, Town Attorney

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

TOWN CLERK’S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #589 of the Town of Yacolt, Washington, entitled “AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, PROVIDING FOR INCREASED STIPENDS FOR THE TOWN’S MAYOR AND MEMBERS OF THE TOWN COUNCIL; AMENDING CHAPTER 2.20 OF THE YACOLT MUNICIPAL CODE, [OFFICERS’ COMPENSATION]; AND ESTABLISHING AN EFFECTIVE DATE” as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

Stephanie Fields, Town Clerk

Approved: January 9, 2023
Published: January 18, 2023
Effective Date: January 18, 2023
Ordinance Number: 589



Town of Yacolt Request for Council Action

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

Name: John Parker

Group Name:

Address: 202 W. Cushman St.

Phone: (360) 553-0013

Yacolt, WA 98675

Email Address: pwd@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: New Council Chambers Electrical Bids

Proposed Meeting Date: February 13, 2023

Action Requested of Council: Review and discuss the attached bids for electrical work for the new Council Chambers; decide if you want to move forward with any of them, request more bids and/or alter the current bid requests, etc.

Proposed Motion: TBD based on review of bids

Summary/ Background: The large room upstairs was intended to be completed at some point, to become the new Council Chambers. The next sequential step toward completion must be to wire in lighting, outlets, and wall heaters. The attached bids are updates after the last meeting, when Council requested apples-to-apples bids. The total amount budgeted for completion of the new chambers (and subsequently the new community room in the old chambers) is \$60,000.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922

Scope of Work

Electrical

Client: Town of Yacolt

Project Name: New council chambers

Prepared by: John Parker

Approved by:

Date: 1-31-23

This scope of work is the official description of the work that is to be completed during the contract.

1. Demo/ remove all unused electrical and track lighting.
2. Install new 125-amp, 30 space 48 circuit sub-panel in the N.E corner of proposed council chambers via conduit through attic space fed from existing service panel on lower floor.
3. Install new 20-amp circuit with 6 receptacles to service the phone/data system next to sub-panel.

4. Install new 20-amp circuit to service 10 wall receptacles.
5. Install new 20-amp circuit to service 6 floor receptacles with data under council members desks, via conduit from data room.
6. Install 2 new 30-amp circuits for 2 wall heaters.
7. Install exterior porch light using existing circuit.
8. Install new lights in data room and closet.
9. Install new circuit for 2 ceiling fans and 8 flush mount ceiling lights on dimmers.
10. Install new smoke detector using existing circuit.
11. Install 2 new 20-amp circuits for A/C units.
12. Install new 20-amp circuit for 10 wall sconces on dimmer.
13. Install conduit along exposed beam for 2 receptacles for projector.
14. Contractor will supply material and labor to complete project.
15. Include permit, related inspections, one trip for rough-in and one trip for finish.
16. **Note** Town will supply Light fixtures, wall heaters and ceiling fans.

Tane Electric
27014 NE 103rd Ave
Battle Ground, WA 98604
360.836.1022
colt@taneelectric.com
http://www.taneelectric.com



Estimate

ADDRESS

John Parker
Customer- Yacolt Town Hall
202 W Cushman St
Yacolt, WA 98675
United States

ESTIMATE # 1096

DATE 02/05/2023

DATE	ACTIVITY	DESCRIPTION	RATE	AMOUNT
	Com- Commercial Remodel	1) Demo/ remove all unused electrical and track lighting.	22,406.21	22,406.21T
		2) Install new 125-amp, 30 space 48 circuit sub-panel in the N.E corner of proposed council chambers via outdoor conduit, then through attic space from existing service panel on lower floor.		
		3) Install new 20-amp 120volt circuit with 6 receptacles to service the phone/data system next to sub-panel.		
		4) Install new 20-amp 120volt circuit to service 12-13 general wall receptacles. (Wall receptacles are required to be every 12 linear feet.)		
		5) Install new 20-amp 120volt circuit to service 6 floor receptacles, with room for data ports, under council members desks, via conduit from data room.		
		6) Install 2 new 30-amp 240volt circuits for 2 wall heaters. (240v / 16.7 amps each with 1 heater located on each side of the room under beam.)		
		7) Install exterior porch light using existing circuit.		
		8) Install new lights in data room and closet. 1 surface mount light in data room and 1 surface mount light in closet. Single paddle		

Thank you for your business!

DATE	ACTIVITY	DESCRIPTION	RATE	AMOUNT
		switch.		
		9) Install new 20amp 120volt circuit for 2 ceiling fans and 8 flush mount ceiling lights on dimmers. The fans will be mounted in the peak of the ceiling, centered. Surface mount light fixtures. 3-way switching with dimmer paddle switches located at both doors.		
		10) Install new smoke detector using existing circuit.		
		11) Install 2 new 20-amp 240volt circuits for A/C units. 1 each side of the room located under the windows, 115v / 12 amps. No disconnect single NEMA 5 plug.		
		12) Install new 20-amp circuit for 10 wall sconces on dimmer. 120v / 1 amp, located around the room, center of fixture approx. 60". 3-way switching with dimmer paddle switches location TBD.		
		13) Install conduit along exposed beam for 2 receptacles for projector. Approx. center of beam, 120v / up to 3 amps only need 1 conduit, does not need to be a dedicated		
		14) Contractor will supply material and labor to complete project.		
		15) Include permit, related inspections, one trip for rough-in and one trip for for final.		
		***Yacolt Town Hall will supply Light fixtures, wall heaters, ceiling fans, and A/C units.		
	First Time Customer Discount 10%		-2,240.62	-2,240.62T
	Permit-WA-Com-New Service, Largest New Feeder or Transformer Primary or Secondary	Permit-WA-Com- 0-200amps New Service, Largest New Feeder or Transformer Primary or Secondary. (New service fee includes circuits no feeders. Feeder fees include circuits) ***Feeder to new sub-panel is 125amps	107.40	107.40T

- 10%First time customer discount!
- Bid good for 7 days.
- All Sheetrock and/or plaster repaired by others.
- Parts and labor warranty of 2 years.
- Any change orders from original estimate shall have written and signed authorization.
- Deposit of 60% to start and balance due upon completion.

SUBTOTAL	20,272.99
TAX (8.5%)	1,723.20
TOTAL	\$21,996.19

Thank you for your inquiry!

Thank you for your business!



PO BOX 458, AMBOY, WA 98601
 Phone: 360.921.2921
 E-Mail: legacy.service.wa@gmail.com

Project Proposal

DATE: February 2nd, 2023

PROPOSAL SUBMITTED TO:	WORK TO BE PERFORMED AT:
Town of Yacolt ATTN John	202 Cushman St Yacolt, WA 98675

WORK DESCRIPTION

Legacy Electric will supply material labor to complete project per proposal

1. Demo/ remove all unused electrical and track lighting.
2. Install new 100-amp, 20 circuit sub-panel in the N.E corner of proposed council chambers via conduit through attic space fed from existing service panel on lower floor.
3. Install new 20-amp circuit with 6 receptacles to service the phone/data system next to sub-panel.
4. Install new 20-amp circuit to service 10 wall receptacles.
5. Install new 20-amp circuit to service 6 floor receptacles with data under council members desks, via conduit from data room.
6. Install 2 new 30-amp circuits for 2 wall heaters.
7. Install exterior porch light using existing circuit.
8. Install new lights in data room and closet.
9. Install new circuit for 2 ceiling fans and 8 flush mount ceiling lights on dimmers.
10. Install new smoke detector using existing circuit.
11. Install 2 new 20-amp circuits for A/C units.
12. Install new 20-amp circuit for 10 wall sconces on dimmer.
13. Install conduit along exposed beam for 2 receptacles for projector.
14. Contractor will supply material and labor to complete project.
15. Include permit, related inspections, one trip for rough-in and one trip for finish.
16. **Note** Town will supply Light fixtures, wall heaters and ceiling fans.

Prevailing wage intents and affidavits

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of:

24,500 twenty four thousand five hundred dollars plus tax @ 8.5% if applicable

**Payment due 80% at rough electrical inspection plus all change orders
Remaining 20% due at final electrical inspection**

Cash, check or credit card. Add 4% for all credit card transactions

Any alterations or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. **EXCLUSIONS:** This proposal does not include the following: - Washington State Sales Tax - Sheetrock patching, painting, or repairs of any kind - Code updates, alterations, corrections not associated with proposed work - Additional fees due if inspector is not given access -

Acceptance of Proposal

The above prices, material, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as outlined above. Payment will be made as above mentioned.

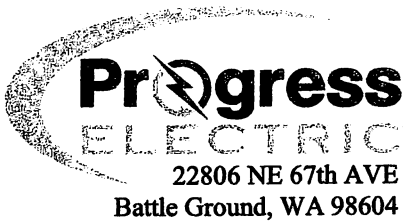
Authorizing Signature (customer): _____

Date: _____

Payment to be made as follows: Day of Completion, Cash, Check or Credit Card - 30% due at time of acceptance of proposal.

Respectfully submitted: Jeffrey Matson

NOTE: This proposal may be withdrawn if not accepted within 30 days.



Since 1984

Estimate

Pete Simon
Estimator/Manager
Pete@ProgressElectric.us

Date	Estimate #
2/3/2023	1317

Name / Address
Town of Yacolt Payable PO BOX 160 Yacolt, WA 98675
Bill 360 947 6474

Site Address
202W Cushman St Yacolt, WA 98675

Description	Qty	Rate	Total
Yacolt Town hall Council Chambers Remodel. Scope of work Dated 1/31/23 1. Demo/ Remove all unused electrical and track lighting. 2. Install new 100-amp, 20 circuit sub panel in NE corner of chamber, conduit through attic space fed from existing service on lower floor. 3. Install new 20 amp circuit for 6 receptacles to phone data system. 4. Install new 20-amp circuit to service 10 wall receptacles. 5. Install new 20-amp circuit to service 6 floor receptacles with data under council members desks, via conduit from data room. 6. Install 2 new 30-amp circuits for 2 wall heaters. 7. Install exterior porch light using existing circuit. 8. Install new lights in data room and closet. 9. Install new circuit for 2 ceiling fans and 8 flush mount ceiling lights on dimmers. 10. Install new smoke detector using existing circuit. (Low volt) 11. Install 2 new 20-amp circuits for A/C units. 12. Install new 20-amp circuit for 10 wall sconces on dimmer. 13. Install conduit along exposed beam for 2 receptacles for projector. 14. Contractor will supply material and labor to complete project. 15. Include permit, related inspections, one trip for rough-in and one trip for finish.	1	68,000.00	68,000.00

	Subtotal
By signing this estimate I agree to pay for the services indicated above upon completion.	Sales Tax (8.5%)
	Total

pwd

Cascade Electric

From: Jimmy Lindberg <jimmyl@cascadeelec.com>
Sent: Monday, November 14, 2022 8:05 AM
To: pwd
Subject: Bid

John, Thanks for reaching out on this project. We are going to pass on this one. Thanks

Jimmy Lindberg
Cascade Electrical LLC
PO Box 160 • Brush Prairie, WA 98606
📞 360-608-1103
✉ jimmyl@cascadeelec.com
🌐 www.cascadeelec.com





Town of Yacolt Request for Council Action

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

Name: John Parker

Group Name:

Address: 202 W. Cushman St.

Phone: (360) 553-0013

Yacolt, WA 98675

Email Address: pwd@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: New Council Chambers Drywall and Painting Bids

Proposed Meeting Date: February 13, 2023

Action Requested of Council: Review and discuss the attached bids for drywall installation and painting for the new Council Chambers; decide if you want to move forward with any of them, request more bids and/or alter the current bid requests, etc.

Proposed Motion: TBD based on review of bids

Summary/ Background: The large room upstairs was intended to be completed at some point, to become the new Council Chambers. The next step once the wiring has been completed will be to install the sheetrock and finish the walls, including painting them. The bids attached were updated after the last meeting, when Council requested apples-to-apples bids.. The total amount budgeted for completion of the new chambers (and subsequently the new community room in the old chambers) is \$60,000.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922

Scope of Work

Drywall

Client: Town of Yacolt

Project Name: New council chambers

Prepared by: John Parker

Approved by:

Date: 1-31-23

This scope of work is the official description of the work that is to be completed during the contract.

1. Install approx. 1311 sqft of 5/8 rock in new council chambers, walls only.
2. Install approx. 426 sqft of 5/8 rock in new data room, walls only.
3. Install approx. 178 ft of L trim at top of drywall to wood ceiling transition and around wood beam.
4. Install approx. 56 ft of L trim at exterior windows.

5. Install approx. 56ft of square corner bead at exterior windows.
6. Install approx. 20ft of square corner bead at data room and closet.
7. Install tape and finish mud to a level 3.
8. Install PVA primer.
9. Install orange peel texture.
10. Contractor will supply material and labor to complete project.
11. Include permit, related inspections and removal of all debris.
12. **NOTE** Town will supply sheetrock, screws, tape, finish mud and pva primer.

Choice Interiors LLC

February 3, 2023

Dear John:

Here is the estimate for the work on your project!

1. Install approx. 1311 sqft of 5/8 rock in new council chambers, walls only.
2. Install approx. 426 sqft of 5/8 rock in new data room, walls only.
3. Install approx. 178 ft of L trim at top of drywall to wood ceiling transition and around wood beam.
4. Install approx. 56 ft of L trim at exterior windows.
5. Install approx. 56ft of square corner bead at exterior windows.
6. Install approx. 20ft of square corner bead at data room and closet.
7. Install tape and finish mud to a level 3.
8. Install PVA primer.

-
9. Install orange peel texture.
 10. Contractor will supply material and labor to complete project-materials noted in bullet point #12 indicate town in responsible for all materials except masking supplies, cornerbead for window wraps, and L trim. Town representative will agree to meet with contractor at least five business days prior to the agreed upon date of project start to itemize materials and ensure enough is on site.
 11. Include permit, related inspections and removal of all debris.
 12. **NOTE** Town will supply sheetrock, screws, tape, finish mud and pva primer.

\$9755 plus tax of \$819.432 for a total of \$10,574.42

Choice Interiors requires a 50% deposit to begin our phase of construction with the remaining balance due within seven business days of completion.

Sincerely,

Peter Faville

Scope of Work

Interior Paint

Client: Town of Yacolt

Project Name: New council chambers

Prepared by: John Parker

Approved by:

Date: 1-31-23

This scope of work is the official description of the work that is to be completed during the contract.

1. Install 1 coat primer on walls, approx. 1813 sqft
2. Install 2 coats of paint on walls.
3. Install 2 coats of paint on interior door
4. Install 2 coats of paint on 3 barn style doors.
5. Match and touch up stain on ceiling, approx. 10 sqft
6. Contractor will supply material and labor to complete project.

7. Include permit, related inspections and removal of all debris.

8. **NOTE** Town will supply paint.

Choice Interiors LLC

February 6, 2023

Dear John:

Here is the quote for the painting work on Yacolt Town Hall City Chambers:

1. Install 1 coat primer on walls, approx. 1813 sqft
2. Install 2 coats of paint on walls.
3. Install 2 coats of paint on interior door
4. Install 2 coats of paint on 3 barn style doors.
5. Match and touch up stain on ceiling, approx. 10 sqft
6. Contractor will supply material and labor to complete project.
7. Include permit, related inspections and removal of all debris.
8. **NOTE** Town will supply paint.

Choice Interiors will supply stain, primer, and paint for doors. Town representative will agree to meet with contractor at least five business days prior to the agreed upon date of project start to itemize materials and ensure enough is on site.

Cost: \$8695

Choice Interiors requires a 50% deposit to begin our phase of construction with the remaining balance due within seven business days of completion.

Sincerely,



PO BOX 1861 BATTLE GROUND, WA
98604

PROPOSAL

JOB: Yacolt Town Hall New Council Chambers

TO: City of Yacolt
ATTN: John

DATE: 2/3/2023
ADDENDA:

SPEC SECTION	SCOPE OF WORK	\$
054000	Metal Stud Framing	\$ -
061000	Rough Carpentry	\$ -
072100	Insulation	\$ -
092500	Drywall	\$ 9,170.00
095000	Acoustical Ceilings	\$ -
099000	Painting	\$ 7,315.00
081000	Doors & Hardware	\$ -
010000	Restroom Accessories	\$ -
BASE BID		\$ 16,485.00

ALTERNATED / ADDS

	\$ -
	\$ -
	\$ -
Sales Tax	\$ -
TOTAL BID	\$ 16,485.00

MJS Contracting is pleased to present the following proposal for the Yacolt Town Hall New Council Chambers, based on plans and specifications dated xxxxxx and subject to the following inclusions, exclusions and qualifications.

DRYWALL ASSEMBLIES (LABOR ONLY)

- Install approx. 1,311 sf 5/8" drywall at new council chamber walls.
- Install approx. 426 sf 5/8" drywall at new data room walls.
- Install approx. 178 lf of L trim at top of drywall to wood transition and around wood beam.
- Will provide cornerbead and L Trim
- Install approx. 56 lf of L trim at exterior windows.
- Install approx. 56 lf of Square cornerbead at exterior windows.
- Install approx. 20 lf of Square cornerbead at data room and closet.
- Install tape and finish mud to level 3 finish.
- Install PVA primer.
- Install orange peel texture.

PAINTING

- Install 1 coat primer on walls approx. 1,813 sf.
- Install 2 coats of paint on walls.
- Install 2 coats of paint on 1 interior door.
- Install 2 coats of paint on 3 barn style doors.
- Match and touch up stain on ceiling approx. 10 sf.
- Supply primer and misc materials for work scope.

EXCLUSIONS

- Temp lights, heat, water, power, toilets, dump or dumpster fees
- Plans, shop drawings or engineering
- Permit costs or fees
- Sales tax
- Items not noted on plans
- Any wood or wood products except as listed above
- Any insulation or insulation products except as listed above
- Doors and hardware except as listed above
- Fire caulking, fire stopping or fire proofing.
- Any items not noted above.

QUALIFICATIONS

- This proposal is valid for 30 days from the above date.
- Assumes mutually agreeable contract and schedule.
- Leave space broom cleaned after our work is completed.
- Town will supply drywall, screws, tape, finish mud and primer.
- Prevailing wages.
- Town will supply paint.
- Includes removal of derbies from our work.



Town of Yacolt Request for Council Action

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

Name: David W. Ridenour, Town Attorney **Group Name:** Staff
Address: 202 W. Cushman St. **Phone:** DWR - (360) 991-7659
P.O. Box 160
Yacolt, WA 98675
Email Address: david@davidridenourlaw.com **Alt. Phone:** Town Clerk (360) 686-3922

ITEM INFORMATION:

Item Title: Interlocal Agreement with the Battle Ground School District for the Collection and Distribution of School Impact Fees.

Proposed Meeting Date: February 13, 2023.

Action Requested of Council: Continue review of a proposed Interlocal Agreement with the Battle Ground School District for the collection and handling of school impact fees.

Proposed Motion: None.

Summary/ Background: The Town of Yacolt has been negotiating the terms of an Interlocal Agreement with the Battle Ground School District for the handling of school impact fees that are collected by the Town from new residential building projects.

The parties negotiated a tentative final version of the Agreement in late 2022. The School District offered two additional changes to Sections 7.1 and 12 of the Agreement. The proposed changes deal with the termination of the Agreement and the Town's reporting obligations.

The Town Attorney responded to the proposals on January 27, 2023, with comments and alternative solutions that are described in the attached draft Agreement. (The School District's changes are in purple. The Town Attorney's comments and changes are in blue.) The Town did not receive a response from the School District's attorney before this Council packet was assembled.

The purpose of this agenda item is to update the Council on the status of the negotiations. Staff will be prepared to discuss the latest proposed changes to the draft Agreement during the Council meeting, and invites the Council's comments and direction.

(The Council has discussed or reviewed progress on this Agreement during its meetings on 6/13/22; 9/12/22; 10/10/22; and 12/12/22.)

Attachments:

Yacolt's most recent draft Interlocal Agreement.

Staff Contact(s):

Stephanie Fields, Town Clerk.

Katelyn Listek, Mayor of Yacolt.

David W. Ridenour, Town Attorney

**INTERLOCAL AGREEMENT BETWEEN THE BATTLE GROUND SCHOOL DISTRICT #119
AND THE TOWN OF YACOLT FOR THE COLLECTION, DISTRIBUTION, AND
EXPENDITURE OF SCHOOL IMPACT FEES**

THIS INTERLOCAL AGREEMENT ("*Agreement*") is by and between the Town of Yacolt, a Washington municipal corporation, ("*Town*" or "*Yacolt*"), and Battle Ground School District No. 119, a Washington municipal corporation, ("*District*"). The Town and the District are collectively referred to as the "*Parties*".

RECITALS

Whereas, the Washington State Legislature passed the Growth Management Act of 1990 and 1991, Chapter 36.70A RCW, (the "*Act*"), and Chapter 82.02 RCW, which authorize the collection of impact fees on new growth and development activity for the purpose of having that new growth and development pay a proportionate share of the costs of new facilities required based on that new growth and development;

Whereas, the Act and Chapter 82.02 RCW require that impact fees may only be collected for public facilities which are addressed by a capital facilities element of a comprehensive land use plan;

Whereas, on or about May 3, 1994, the Yacolt Town Council adopted Ordinance No. 352, now codified at Article I of Chapter 3.15 of the Yacolt Municipal Code, ("*YMC*"), for the purposes of implementing the Act for the collection of school impact fees;

Whereas, on August 15, 2016, the Yacolt Town Council adopted Ordinance No. 545, now codified at Article III of Chapter 3.15 of the YMC, for the purposes of implementing a program for the deferral of certain impact fees as required by Section 82.02.050 RCW;

Whereas, the Town has collected and continues to collect school impact fees on behalf of the District;

Whereas, the District periodically prepares capital facilities plans in compliance with the Act and Chapter 82.02 RCW for adoption by the District's School Board;

Whereas, the Town's authority to collect and distribute current and future school impact fees is contingent upon the Town's adoption of the District's capital facilities plans; and,

Whereas, the Town and the District desire to enter into this Agreement under the terms and conditions provided below pursuant to and in accordance with the Interlocal Cooperation Act, Chapter 39.34 RCW, for the purposes of administering and distributing authorized school impact fees:

NOW THEREFORE, in consideration of the mutual promises herein, the Parties agree as follows:

AGREEMENT

1. **GENERAL AGREEMENT.** The Town and the District agree to comply with the terms of this Agreement which govern the collection, distribution, and expenditure of school impact fees.
2. **RESPONSIBILITIES OF THE DISTRICT.** The District, by and through its employees, agents, and representatives, agrees to:

- 2.1 Generally. Comply with Chapter 82.02 RCW, as written or hereafter amended, Chapter 36.70A, as written or hereafter amended, YMC 3.15, as written or hereafter amended, and with all applicable laws regarding school district impact fees, including without limitation all requirements regarding capital facilities plans, school impact fee schedules, impact fee limitations, use of funds, and refunds.
- 2.2 Submit Capital Facilities Plans for Town Review. Upon the adoption of any capital facilities plan or any update to a previously adopted plan, but in no event later than every six years, the District shall submit to the Town a six-year capital facilities plan or an update to a previously adopted plan, together with a school impact fee schedule and calculations, which meets the requirements of the Act, Chapter 82.02 RCW, and YMC 3.15. The District will attempt to provide these submittals to the Town on or before June 1 of the year it is submitted.
- 2.3 Establish Fund for Deposit of Impact Fees. Authorize Clark County, as Treasurer for the District, to establish a District Impact Fee Fund as a sub-fund of the District's Capital Projects Funds in which impact fee revenues and interest revenues will be deposited. The fund shall be an interest-bearing fund, and shall be invested in a manner consistent with the investment policies of the District. The District authorizes the Town to collect school impact fees on behalf of the District and to deposit the impact fees into the District's Impact Fee Fund described herein.
- 2.4 Expenditure of Impact Fees. Expend impact fee revenues provided to the District under this Agreement, and all interest proceeds on such revenues, solely for expenditures authorized by Chapter 82.02 RCW, as written or hereafter amended, and by YMC 3.15, as written or hereafter amended, related to facilities identified in capital facilities plans and plan updates as adopted from time to time by the District, and as authorized and approved by the Town.
- 2.5 Annual Report. Prepare a report sufficient to satisfy the requirements of RCW 82.02.070(1), as it exists or may be amended, and submit such report to the Town on or before January 1 of each year, showing the source and amount of all moneys collected, earned or received, and system improvements that were financed in whole or in part by school impact fees. Each District annual report shall be sent to the Town on or before April 1 of each year for the preceding calendar year.
- 2.6 Refunds of Impact Fees. Refund impact fees and interest earned on impact fees which have been disbursed to the District's Impact Fee Fund when a refund is required under applicable law and documentation in support of such refund, as may be reasonably required by the District, is provided by the Town. Examples of situations where a refund may be required include, without limitation, (1) when the proposed development activity does not proceed and no impact to the District has resulted, unless the District determines that it has expended or encumbered the fees in good faith prior to the application for a refund, (2) when the impact fees or interest earned on impact fees are not expended or encumbered within the time limits established by law, or (3) when the school impact fee program is terminated.
- 2.7 Assistance to the Town. Reasonably participate and assist with decisions and actions involving impact fee assessments, credits, appeals, refunds, deferrals, collections and other matters that may arise during the term of this Agreement. Assistance to the Town may include, where reasonably necessary, providing District witnesses or information at the

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District's expense to defend any administrative or other appeal or challenge of YMC 3.15 or this Agreement.

- 2.8 Record Keeping. Maintain all accounts and records necessary to ensure proper accounting for all impact fee funds and compliance with this Agreement, the Act, Chapter 82.02 RCW, and YMC 3.15, as amended.

3. **RESPONSIBILITIES OF THE TOWN.** The Town, by and through its employees, agents, and representatives, agrees to:

- 3.1 Generally. Comply with Chapter 82.02 RCW, as written or hereafter amended, Chapter 36.70A, as written or hereafter amended, YMC 3.15, as written or hereafter amended, and with all applicable laws regarding school district impact fees, including without limitation all requirements regarding capital facilities plans, school impact fee schedules, impact fee limitations, use of funds, and refunds.
- 3.2 Review New Capital Facilities Plans. Timely review and take action on capital facilities plans and plan updates as adopted from time to time by the District and revised impact fee schedules and calculations as proposed by the District, consistent with the requirements of Chapter 82.02 RCW as amended, Chapter 36.70A RCW as amended, and YMC 3.15 as amended.
- 3.3 Collect School Impact Fees. Assess and collect school impact fees pursuant to the District's then current capital facilities plan, as adopted by the Town, and Chapter 3.15 of the Yacolt Municipal Code, as written or hereafter amended, before the issuance of permits as set forth in YMC 3.15.030, unless collection of the school impact fee is deferred pursuant to YMC 3.15, Article III, (Deferral of Impact Fees).
- 3.4 Segregation of School Impact Fees Collected. Deposit all school impact fees collected on behalf of the District in a Town Fund specifically identified and reserved for the District. School impact fees collected by the Town will be deposited with a financial institution of the Town's choosing pursuant to a deposit schedule set by Town policy. The Town Fund shall be an interest-bearing fund, and shall be invested in a manner consistent with the investment policies of the Town. Funds received by the Town and attributed to school impact fees which are paid under protest shall not be available for transfer to the District, and shall be held by the Town or County, as is applicable, until the matter underlying said protest has been resolved pursuant to YMC 3.15.060, (Appeals), at which time said impact fees paid under protest shall be distributed according to the resolution of said protest.
- 3.5 Transfer School Impact Fees to the District. Transfer school impact fees and associated interest earned from the Town's Fund to the Clark County Treasurer for the benefit of the District Impact Fee Fund. The Town shall endeavor to transfer the school impact fees on a monthly basis, on or before the fifteenth of each month, for school impact fees collected during the preceding calendar month.
- 3.6 Monthly Reports. Distribute reports monthly to the District on the amount of impact fees collected, the person or entity who paid the fees, a description of the property where the development paying the fees is located, the permit number(s) associated with each payment, the interest attributed to the District that month for each contribution, and the name of any project/development and the number and type of units for which school impact fees were paid under protest pursuant to YMC 3.15.060, (Appeals), and the corresponding

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amount of school impact fees paid under protest.

- 3.7 Review Exemptions. Determine whether exemptions from the payment of impact fees should be made pursuant to YMC 3.15.030-040. The Town shall evaluate applications to reduce or eliminate the school impact fee under YMC 3.15.040 in consultation with the District.
- 3.8 Review Credits and Adjustments. Review any request for credits and/or adjustments as to the required impact fees pursuant to Sections 82.02.060(3), (4), and (5) RCW, as amended, or YMC 3.15.050, as amended, and, in consultation with the District, determine the credits and/or adjustments as to the school impact fees due, if any, and provide the District with documentation and a written decision regarding the same.
- 3.9 Assist the District's Research. Cooperate with the District and assist the District in determining student generation factors of new developments and/or other demographic and development information.

4. **ADMINISTRATIVE FEES.** To cover the Town's administrative costs in collecting and depositing impact fee revenue into the applicable fund, generating monthly and annual reports as required herein, and generally undertaking all appropriate accounting measures, the District agrees to pay to the Town, upon receipt of an acceptable invoice, a flat fee of Ten Dollars, (\$10.00), per month for the Town's reporting requirement, plus Twenty Dollars, (\$20.00), for each impact fee received. The Town agrees to provide an invoice for administrative fees under this Section on at least an annual basis.

5. **AUDIT.**

- 5.1 Retention of Records. The Parties shall maintain suitable records of all material matters covered by this Agreement in accordance with State records retentions laws.
- 5.2 Availability of Records. Each party's records and documents with respect to all matters covered by this Agreement shall be subject to inspection, review, or audit by the other party. Each party agrees to cooperate with any monitoring or evaluation activities conducted by the other party that pertain to the subjects of this Agreement. Each party agrees to allow the other party to have full access to and the right to examine during normal business hours, all of the subject party's records with respect to all matters covered by this Agreement, (subject to exceptions from disclosure pursuant to applicable law). Each party and/or any of its employees, agents, or representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all invoices, materials, payrolls, and records of matters covered by this Agreement. The party requesting the audit shall give at least fifteen (15) days' advance notice to the other party of fiscal audits being requested.
- 5.3 Public Records Act. The results and records of any such audit shall be maintained and disclosed in accordance with Chapter 42.56 RCW.
- 5.4 Survival of Obligations. Duties owed under this Section shall not be diminished or extinguished by the prior termination of this Agreement pursuant to Section 7. [NOTE: I'm proposing to delete this here, and add it to Section 7 with the rest of the "survival" language...]

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6. **DURATION OF AGREEMENT.** This Agreement shall remain in effect until terminated pursuant to Section 7 of this Agreement.

7. **TERMINATION OF AGREEMENT.**

- 7.1 Generally. The obligation to collect impact fees under this Agreement may be terminated without cause by the Town or the District, in whole or in part, at any time; provided that the Town remains obligated to transfer any school impact fees its collects to the District even if this Agreement is terminated. All other obligations under this Agreement shall remain in effect until both of the following conditions have been satisfied: (1) the Town or the District provide written notice that this Agreement is being terminated; and (2) neither the District nor the Town on behalf of the District retain unexpended or unencumbered impact fees and interest earned thereon.
- 7.2 Survival of General Rights and Remedies. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or by law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.
- 7.3 Survival of Rights and Obligations for Indemnification. The obligations under Section 8, (Indemnification), shall be continuing and shall not be diminished or extinguished by the termination of this Agreement.

I think I see the purpose behind the proposed new language you added, but it calls up concerns I've had with this Section all along. Maybe we can improve this if we put our heads together...

First, I have no real problem with the general concept assuming the purpose is simply to say that the Town must forward any school impact fees it collects for the District, to the District, after this Agreement is terminated. But we don't know how SIF obligations and benefits may change in the future, and I think it's better not to be too general or assume too much. As long as the relationship between Yacolt and BGSD stays the same, any fees collected for BGSD should be transferred to BGSD. I don't know what else would Yacolt do with them.

Second, I recognize the value in paragraphs like we have in 7.2 and 7.3 because they offer well-defined exceptions to termination where some survival of rights and obligations is necessary to give effect to the intent of the Parties. [We have another one of these specific survival obligations in Section 5.]

But the current language used in Section 7.1 creates a blanket "survival" that almost completely consumes the purpose of a Termination paragraph:

"All other obligations under this Agreement shall remain in effect until both of the following conditions have been satisfied: (1) the Town or the District provide written notice that this Agreement is being terminated; and (2) neither the District nor the Town on behalf of the District retain unexpended or unencumbered impact fees and interest earned thereon."

The above sentence literally says that the entire Agreement survives until the last dollar received has been fully accounted for. Since the Funds may be held for six years before they have to be spent or refunded, (or much longer when school districts extend that time-limit), we are saying that the entire Agreement could live on, without exception, for what – 9 or 10 years, plus or minus?

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As written, one of our clients may decide to terminate the Agreement in the future and learn that the Agreement itself says that nothing can be terminated until the last dollar is spent or refunded. I don't think that's what either Party intends. I think the Parties expect that if they terminate the Agreement, the Agreement terminates.

As I've said before, my understanding is that the regulation of impact fees, collections, deferrals, distribution, appeals, refunds, CFP development, expenditures by the District, and the rights of the Applicants who pay the fees, etc., are all fixed by the laws in place at the time fees are collected or paid. They have never depended on the existence of an Interlocal Agreement between our two agencies. We are not trying to preempt any of those laws by entering this Agreement. The purpose of the Interlocal is to clarify administrative expectations between the Parties, and really nothing more.

At the same time, I agree that there are many administrative responsibilities described here that would benefit the Parties beyond termination of the Agreement. I guess I'm looking for a way to say that those administrative responsibilities that support the ongoing work required of the Parties following termination are still regulated by this Agreement (or any future amendment). But those rights and obligations that are not necessary to the administrative processing of impact fees collected prior to termination, are terminated as of the date of notice of termination by either Party.

We have to ask ourselves what termination should mean. In my opinion, termination should mean that this Agreement no longer applies to the relationship between the Parties as to future projects, future impact fee collections, etc. Any issue surrounding the future of Jacoli's SIF program will then be governed by applicable State statutes, regulations, and local laws and rules of the respective agencies. As I'm talking through my thoughts on this, I realize that I struggle with the entire first paragraph of this Section. It is identified as a "general" statement about terminating the Agreement, but that's not what it does. The paragraph actually starts by talking about terminating "the obligation to collect impact fees under this Agreement". It's addressing a very specific concept – the obligation of the Town to collect impact fees. And ironically, the obligation to collect impact fees is NOT an obligation that depends on this Agreement, or that is imposed under this Agreement. Thus, the reference does nothing other than create ambiguity and confusion. It tries to elevate the Town's obligation to collect impact fees to the point that the Town no longer controls that basic decision.

The obligation to collect school impact fees is an obligation that is imposed by State statutes, and then only if the Town adopts a legislative plan to collect those impact fees in its own ordinances. It's a choice, and the Town cannot enter an Agreement that says it gives up that basic right to make the choice. I don't want the Agreement to say anything to the contrary, because the only purpose served would be to open the door to unreasonable arguments in the future.

Either party should be able to terminate this contract on terms that they can agree upon before adoption. Both parties should be able to rely on the other to reasonably finish what they started when they entered the Agreement. I've drafted a new Section 7 that I think reflects the intent of the Parties and the current state of the law much more simply and accurately. I'm sure it can be improved, but hopefully this gives us a more useful starting point.

7. Termination of Agreement

7.1 Generally, This Agreement may be terminated by either Party at any time, without cause and with immediate effect, upon notice to the other Party pursuant to Section 10.

7.2 Survival of Rights and Obligations. Unless barred by an applicable statute of limitation or repose, the provisions of this Agreement that would reasonably be expected to survive the termination of this Agreement as having not been fully and necessarily performed as of the date of termination, shall survive termination, including without limitation Section 2.4 (Expenditure of Impact Fees); Section 2.5 (Annual Report); Section 2.6 (Refunds of Impact Fees); Section 2.7 (Assistance to the Town); Section 2.8 (Record Keeping); Section 3.4 (Segregation of School Impact Fees Collected) as to school impact fees collected by the Town prior to termination of the Agreement; Section 3.5 (Transfer School Impact Fees to the District) as to school impact fees collected by the Town prior to termination of the Agreement; Section 3.6 (Monthly Reports); Section 3.8 (Review Exemptions); Section 4 (Administrative Fees); Section 5 (Audit); Section 8, (Indemnification); Section 9 (Administration); Section 10 (Notices and Payments); Section 12 (Limitations of Liability); Section 14 (Dispute Resolution); Section 15 (Attorney Fees and Costs); Section 16 (Governing Law and Venue); Section 17 (Entire Agreement); Section 18 (Waiver); Section 20 (Assignment); Section 23 (Ratification); Section 24 (No Rights Conveyed to Other Parties); Section 25 (Additional Documents); and Section 26 (Time of the Essence).

8. INDEMNIFICATION.

- 8.1 **Generally.** Each party will protect, save, and hold harmless the other party, and its officers, agents, and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the acts or omissions of the indemnifying party, its assigns, agents, contractors, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Agreement. Each party further agrees to defend the other party and its authorized agents and employees in any litigation, including payment of any costs or attorney fees for any claims or action commenced thereon arising out of or in connection with the acts or activities authorized by this Agreement. This obligation shall not include such claims, costs, damages, or expenses which may be caused by the sole negligence of the other party or its authorized agents and employees. PROVIDED, that if the claims or damages are caused by or result from the concurrent negligence of each party and their agents or employees, this indemnity provision shall be valid and enforceable only to the extent of the indemnifying party's concurrent negligence. The District specifically agrees to defend and hold the Town harmless from any claims, actions, costs, damages or expenses of any nature including the costs of legal defense in the event that any action is brought challenging the authority, validity, legality, or constitutionality of school impact fees charged or to be charged under this Agreement or Chapter 3.15 of the Yacolt Municipal Code. No liability shall attach to the District or the Town by reason of entering into this Agreement except as expressly provided herein.
- 8.2 **Mutual Waiver of Immunity.** Each party specifically agrees to indemnify and hold harmless the other party from any and all bodily injury claims brought by its employees. For this purpose, the District and the Town, by mutual negotiation, hereby expressly waive, as to the other party only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. This Section does not purport to require that either party indemnify the other against liability for damages arising out of bodily injuries to person or damages caused by or resulting from the negligence of the party that would otherwise be entitled to indemnity under this provision, or its elected officials, officers, employees, and agents.

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8.3 Attorneys' Fees and Costs. In the event either party incurs attorneys' fees, costs, or other legal expenses to enforce the provisions of this Section against the other party, all such fees, costs, and expenses shall be recoverable by the prevailing party. The indemnifying party shall be responsible for the reasonable attorneys' fees and costs of the indemnified party, including all fees of attorneys and experts, and other costs and expenses incurred in good faith. In addition, the indemnified party shall be entitled to recover compensation for all of its in-house expenses (including materials and labor) consumed in its defense.

9. **ADMINISTRATION.** The Parties designate the following as their representatives responsible for administering the terms of this Agreement:

9.1 For the Town: The Town's Mayor.

9.2 For the District: The District's Superintendent or their designee.

10. **NOTICES AND PAYMENTS.** Notices, payments and other communications between the Parties shall be in writing and shall be either hand-delivered, emailed, or mailed by first-class mail, postage prepaid, to the addresses set forth in this Section. All notices shall be deemed given on the day such notice is personally served or emailed, and three (3) days after the date such notice is mailed by first-class mail. The name and address to which notices shall be directed may be changed by a party by giving the other party notice of such change as provided in this Section.

10.1 If to the Town:

Town of Yacolt
Attn: Town Clerk

P.O. Box 160
Yacolt, Washington 98675

Phone: 360-686-3922
E-mail: clerk@townofyacolt.com

10.2 If to the District:

Battle Ground School District
Attn: Superintendent

11104 N.E. 149th Street
Brush Prairie, WA 98606

E-mail: waters.denny@battlegroundps.org
Phone: 360-885-5300

11. **RELATIONSHIP TO EXISTING LAWS.** In meeting the commitments encompassed in this Agreement, the Parties will comply with the requirements of the Open Public Meeting Act, State Environmental Policy Act, annexation statutes and other applicable State or local law. The ultimate authority for land use and development decisions in Yacolt is retained by the Town. By executing this Agreement, the District and the Town do not purport to abrogate the decision-making responsibilities vested in them by law.

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12. **LIMITATIONS OF LIABILITY.** The Parties agree that the Town shall in no event be liable to the District for the payment of money in connection with the school impact fee program with the exception of remitting to the District the impact fees collected for the District and the interest earned thereon. The Parties acknowledge that the Town is vested with authority to impose and collect school impact fees. The Town will collect school impact fees pursuant to YMC 3.15 and/or other applicable laws as they exist now or as they may be amended in the future. The Town must notify the District each time it grants a deferral of impact fees under YMC 3.15.300 and RCW 82.02.050(3), and when deferred impact fees have not been paid when due to allow the District to exercise its rights under RCW 82.02.050(3)(d)(ii). The Town and District may also work together cooperatively to collect school impact fees.

1. This looks like the wrong place for this subject... This discussion belongs under the "Town's Responsibilities", Section 3, not this section about "Limitations of Liability".
2. It makes sense to require notice to BGSD of any situation where impact fees haven't been paid when due, because BGSD has rights that it can exercise in those events, and it can't exercise those rights if it doesn't know about the problem. I propose we add your line about deferred impact fees that haven't been paid when due to Section 3.6, (Monthly Reports). The status of any unpaid impact fees can be part of the routine monthly reporting process, and I think that would be adequate for BGSD's purposes.
3. You have also proposed a reporting requirement for every instance when a deferral application has been granted. Is there a particular reason for that? Does any other agency have this requirement in its Interlocal Agreement with BGSD? The event doesn't trigger any rights belonging to BGSD that I know of. It may trigger an expectation of future revenue, but the same is true of the Town's receipt of any application for a single-family dwelling, especially on newly-developed property.
4. Summary: I see no reason to require notice of deferral applications, or notice of the Town's acceptance of a deferral application. I'm open to hearing a rationale that perhaps I haven't considered. I propose amending your new language so that it describes a reporting requirement (from the Town to BGSD) for impact fees generally, where they remain unpaid when due, (including specifically any deferred fees), and adding this requirement to Section 3.6 about the monthly reports. This would actually broaden the Town's obligation to BGSD from your draft to include notice of all late fee payments rather than just those relating to deferral agreements. But it removes the unnecessary requirement for notice of deferral agreements.

If you agree, I suggest something like the following change to Section 3.6. (I separated the subjects with a semi-colon because there are so many conjunctions, it was already quite confusing.):

3.6 Monthly Reports. Distribute reports monthly to the District on the amount of impact fees collected; the person or entity who paid the fees; a description of the property where the development paying the fees is located; the permit number(s) associated with each payment; the interest attributed to the District that month for each contribution; the name of any project/development and the number and type of units for which school impact fees were paid under protest pursuant to YMC 3.15.060, (Appeals) and the corresponding amount of school impact fees paid under protest; and the details surrounding any situation where school impact fees were not paid when due, (including school impact fees that were deferred under YMC 3.15.300 and RCW 82.02.050(3)), to allow the District to exercise its

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rights, including its rights under RCW 82.02.050(3)(d)(ii).

13. **COMPLIANCE WITH THE INTERLOCAL COOPERATION ACT.** This Agreement is an intergovernmental agreement entered into under the authority of the Interlocal Cooperation Act, Chapter 39.34 RCW. The Agreement includes the following elements:
- 13.1 Duration of Agreement. The duration of this Agreement is set forth in Section 6.
- 13.2 No Separate Entity - Joint Administration. No separate legal or administrative agency exists or will be established in connection with this Agreement. The Parties shall administer the performance of this Agreement through their administrators as identified in Section 9.
- 13.3 Purpose of Agreement. The purpose of this Agreement is to describe the rights and obligations of the Parties with regard to the collection, distribution, and expenditure of school impact fees within the Town of Yacolt.
- 13.4 Manner of Financing. The Agreement will not require financing of any kind. Each party shall be responsible for budgeting any projected and actual financial impacts from the activities described in this Agreement in its own budgets.
- 13.5 Termination of Agreement. This Agreement may be terminated as set forth in Section 7.
- 13.6 Disposition of Property. No real property will be acquired, held, used, or disposed of in connection with this Agreement. The disposition of personal property and money to be collected, transferred and spent pursuant to this Agreement is described in Section 2, Section 3, and other sections of this Agreement.
- 13.7 Document Execution, Filing and Effective Date. The Parties agree to execute two (2) originals of this Agreement by authorized signature(s) of the necessary official(s) of each party. An executed original of this Agreement shall either be recorded with the Clark County Auditor or posted on each party's web site as required by Section 39.34.040 RCW. Upon execution by the Parties and compliance with Section 39.34.040 RCW, each signed original Agreement shall constitute an enforceable Agreement that is binding upon the Parties. The Agreement shall therefore be effective upon recording with the Clark County Auditor.
14. **DISPUTE RESOLUTION.** The Parties are committed to working cooperatively in resolving all matters related to this Agreement and achieving its intent and purpose. If a dispute should arise, then the Parties agree to meet on an informal basis and try to resolve the matter. If the Parties are unable to resolve their dispute on an informal basis, then the Parties shall be free to pursue any remedies to which they are entitled, including formal litigation of any kind.
15. **ATTORNEY FEES AND COSTS.** If suit or action is brought either directly or indirectly to enforce the terms of this Agreement, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney fees incurred in such proceedings, as well as the prevailing party's costs and disbursements, whether in trial, appellate or bankruptcy courts.
16. **GOVERNING LAW AND VENUE.** This Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the

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State of Washington. Any action to enforce the provisions of this Agreement shall be brought in the court(s) of competent jurisdiction of Clark County, Washington.

17. **ENTIRE AGREEMENT.** The Parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings or other agreements not incorporated herein are excluded.
18. **WAIVER.** The waiver of any default, term or condition of this Agreement shall not be deemed to be a waiver of any other or subsequent default, term or condition. Waiver or breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the Town and the District, which shall be attached to the original Agreement.
19. **AMENDMENTS.** This Agreement may be amended only by an instrument in writing that is formally approved and executed by the Parties.
20. **ASSIGNMENT.** No party hereto shall assign its rights or obligations under this Agreement without the prior written consent of the other party.
21. **SEVERABILITY.** In the event any term or condition of this Agreement or application thereof to any person or circumstance is held invalid or unenforceable, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid or unenforceable term, condition or application. To this end the terms and conditions of this Agreement are declared severable.
22. **NONDISCRIMINATION.** There shall be no discrimination against any employee or independent contractor paid by any funds which are the subject of this Agreement or against any applicant for such employment because of race, religion, color, sex, age, sexual orientation, handicap, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

The District and any independent contractor paid by funds which are the subject of this Agreement shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

23. **RATIFICATION.** Acts taken in conformity with this Agreement prior to its execution are hereby ratified and affirmed by the Parties.
24. **NO RIGHTS CONVEYED TO OTHER PARTIES.** It is understood and agreed that this Agreement is solely for the benefit of the Parties hereto and conveys no right to any other party.
25. **ADDITIONAL DOCUMENTS.** The Parties agree to cooperate fully and execute any and all supplemental documents which are reasonably necessary and to take all additional actions which are reasonably necessary and appropriate to give full force and effect to the basic terms and intent of this Agreement.
26. **TIME OF THE ESSENCE.** Both Parties recognize that time is of the essence in the performance of the provisions of this Agreement.

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27. **SECTION HEADINGS.** Section and subsection headings contained in this Agreement are included solely for the convenience of the reader, and are not intended to be a part of this Agreement.

IN WITNESS WHEREOF, the Town and the District have executed this Agreement on the dates indicated below.

“Town”

The Town of Yacolt, a Washington municipal corporation:

Katelyn J. Listek, Mayor

Date

Attest:

Stephanie Fields, Town Clerk

Date

Approved as to form only:

David W. Ridenour, Town Attorney

“District”

Battle Ground School District No. 119, a Washington municipal corporation:

Denny Waters, Superintendent

Date

Mark Watrin, President, Board of Directors

Date

Approved as to form only:

LeAnne M. Bremer, District Attorney

Date

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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 Update

Proposed Meeting Date: February 13, 2023

Action Requested of Council: none

Proposed Motion: none

Summary/ Background: Review of records for decisions on retention, archiving, or destruction has been ongoing since late July of 2022. Clerk Fields will give an update on the status of the project.

Staff Contact(s): Stephanie Fields, Town Clerk/Treasurer
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

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

Name: Mayor Listek

Group Name:

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Ordinance #590 Follow-Up

Proposed Meeting Date: February 13, 2023

Action Requested of Council: None; update only

Proposed Motion: None

Summary/ Background: During the January 9, 2023 Council Meeting, the Town Council approved wage increases for the Town Clerk and Public Works staff. Attorney Ridenour pointed out that an Ordinance is required to be adopted to implement the Clerk's wage increase. So Council pre-approved for the Ordinance to be drafted and signed by the Mayor. Attached is the signed Ordinance, #590.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

Mayor Listek

mayorlistek@townofyacolt.com

(360) 686-3922

ORDINANCE #590

AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, PROVIDING FOR INCREASED WAGES FOR THE TOWN CLERK AND ESTABLISHING AN EFFECTIVE DATE

Recitals

Whereas, the Town of Yacolt, (hereafter “Town” or “Yacolt”), desires to provide compensation to its Officers in accordance with Washington law;

Whereas, pursuant to RCW 35.27.130, a town’s treasurer and treasurer-clerk shall receive compensation to be fixed by ordinance;

Whereas, pursuant to Section 2.10.020(A) of the Yacolt Municipal Code, the office of Town Treasurer has been combined with the office of Town Clerk, and the duties of the Town Treasurer are performed by the Town Clerk;

Whereas, Yacolt’s 2023 Budget, adopted by Ordinance #588 on December 12, 2022, contains adequate appropriations in its General Fund, (Fund #001) for the increased salary amounts described below; and,

Whereas, the Town Council of the Town of Yacolt is in regular session this 9th day of January, 2023, and all members of the Town Council have had notice of the time, place, and purpose of said meeting;

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

Section 1 - Adoption of Recitals: The foregoing Recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance upon adoption hereof.

Section 2 – Increase to Clerk’s Pay Rate: The Clerk’s hourly rate of pay will be increased to \$28.85 as of the pay period beginning January 1, 2023.

Section 3 - Yacolt Municipal Code: This Ordinance #590 is a special Ordinance of the Town of Yacolt and therefore shall not result in any amendment to the Yacolt Municipal Code.

Section 4 - Instructions to the Clerk: The Town Clerk is directed to perform the following tasks:

4.1 Publication of Ordinance: Upon the Effective Date of this Ordinance, the Town Clerk is directed to send a copy hereof to Code Publishing Company of Seattle, Washington.

4.2 Implementation of Increase to Pay Rate: The Town Clerk is directed to increase the hourly pay rate of the Clerk to \$28.85 as of the pay period beginning January 1, 2023.

Section 5 - Severability: If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any person or circumstances is held invalid, the remaining portion of this Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected.

Section 6 - Effective Date: The Town Clerk shall certify the adoption of this Ordinance and cause it, or the following summary of it, to be published once within fifteen (15) days of adoption in the Town's legal newspaper of record. This Ordinance shall take effect immediately upon adoption and publication, according to law.

Town of Yacolt - Summary of Ordinance #590

The Town Council of the Town of Yacolt adopted Ordinance #590 at its regularly scheduled Town Council meeting held on January 9, 2023. The content of the Ordinance is summarized in its title as follows:

AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, PROVIDING FOR INCREASED WAGES FOR THE TOWN CLERK AND ESTABLISHING AN EFFECTIVE DATE.

The effective date of the Ordinance is January 18, 2023.

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

Published this 18th day of January, 2023.
Stephanie Fields, Town Clerk

PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 9th day of January, 2023.

TOWN OF YACOLT



Katelyn J. Listek, Mayor

Attest:



Stephanie Fields, Town Clerk

Approved as to Form:

David W. Ridenour, Town Attorney

Ayes: Shealy, Beck, Homola, Viray
Nays: Peto
Absent: _____
Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #590 of the Town of Yacolt, Washington, entitled "AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, PROVIDING FOR INCREASED WAGES FOR THE TOWN CLERK AND ESTABLISHING AN EFFECTIVE DATE" as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:



Stephanie Fields, Town Clerk

Approved: January 9, 2023

Published: January 18, 2023

Effective Date: January 18, 2023

Ordinance Number: 590



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: Application by Mr. Lane Johnston for a Conditional Use Permit to Allow Multi-Family Housing in a Single-Family Residential Zone.

Proposed Meeting Date: February 13, 2023.

Action Requested of Council: Consider the Application of Mr. Lane Johnston for a Conditional Use Permit to allow the construction of a residential duplex at 110 S. Hubbard Avenue which is zoned R1-10, (single-family residential).

This matter will follow a public hearing on the subject, during which the Council will hear presentations from the Town Engineer and the Applicant, as well as public comments on the proposal.

Proposed Motion(s): "I move that the application for a Conditional Use Permit to allow the construction of a duplex at 110 S. Hubbard Avenue:

- 1). be approved based on the Council's finding that the proposed use satisfies the standards set forth in YMC 18.40.060, subject to the conditions described by the Town Engineer in the Staff Report and his public hearing presentation,
(*Conditions can be changed and added as desired by Council*),
or;
- 2). be denied because the use applied for in this particular case would be significantly detrimental to the health, safety or general welfare of people and property in the neighborhood or to the general welfare of the community.

Summary/ Background:

Mr. Lane Johnston has applied for a conditional use permit that would allow him to construct a duplex on the lot at 110 S. Hubbard Avenue. The property is zoned R1-10, (single-family residential uses on minimum 10,000 sq. ft. lots). Yacolt's Zoning Code allows the Council to consider multi-family improvements in R1-10 zones as a "conditional use". The approval of a conditional use permit requires special consideration by the Council.

The Town Council has the authority to approve, approve with conditions, or disapprove conditional use permits. When approving a conditional use permit application, the Council may impose any conditions that it finds necessary to protect the interests of the surrounding properties, the neighborhood, or the community as a whole. (Examples are provided at YMC 18.40.060.)

According to YMC 18.40.060, the Council must make the following finding before approving a conditional use permit:

"...the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be significantly detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the community."

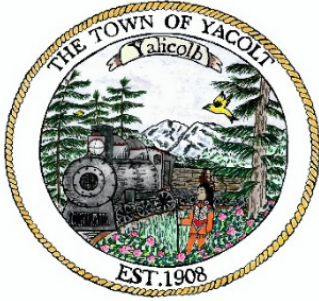
The Town Engineer has reviewed the Application and prepared a Staff Report for the Council's consideration. The Town Engineer recommends that a number of conditions be considered by the Council if the Council decides to approve the Application.

Notice of a Public Hearing regarding this Application was published in the Reflector and posted on the subject property on January 25, 2023 and also posted on the front door of Town Hall.

The materials that follow include 1). The Application; 2). The Town Engineer's Staff Report; 3). The Applicant's Narrative in Support of the Application; 4). A plot plan showing the general improvements planned at the site; and 5). A concept drawing of the proposed duplex. No written comments were received by the Town as of the time the meeting packets were compiled. If any written comments are submitted before the deadline of 4pm on Feb. 9, 2023, they will be made available at the meeting that evening at 7pm.

Staff Contact(s):

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



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.

Conditional use permit for a new construction of a 2233 sq. ft. duplex.

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): \$ 350000

Property Information

Property Street Address: 110 S Hubbard Ave.

Tax Parcel Number(s): 65690000

Legal Description: YACOLT 2ND ADDN LOT 1 & E 25FT LOT 2 BLK 5

Owners' Name(s): Lane Johnston

Owners' Mailing Address: P.O. Box 831, Battle Ground, WA 98604

Owners' Phone Number(s): (406) 249-0125

Owners' Cell Phone Number(s): (406) 249-0125

Owners' Email Addresses: johnstonla04@gmail.com

Occupants' Name(s): N/A

Occupants' Phone Number(s): N/A

Occupants' Cell Phone Number(s): N/A

Occupants' Email Addresses: N/A

Other Contact Information

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

Primary Contact Information

Contact Person: Lane Johnston

Company Name: N/A

Contact Address: P.O. Box 831, Battle Ground, WA 98604

Phone Number(s) (incl. cell): (406) 249-0125

Contact Email Address: johnstonla04@gmail.com

Project Manager / Other Authorized Representative

Company Name: Kaski Homes

Company Address: P.O. Box 703, Yacolt, WA 98675

Company Phone Number(s): (360) 907-7131

Contact Name: Ty Kaski

Contact Email Address: ty@kaskihomesllc.com

Contact Phone, (incl. cell): (360) 907-7131

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

Contractor Company Name: Kaski Homes

Company Address: P.O. Box 703, Yacolt, WA 98675

Company Phone Number(s): (360) 907-7131

Contact Name: Ty Kaski

Contact Email Address: ty@kaskihomesllc.com

Contact Phone: (360) 907-7131

Contractor's WA State UBI Number: 604 568 811

Contractor's WA L&I License Number: 612,526-00

Contractor's WA State Contractor's License Number: KAKSIHL802C4

Licensing Bond, (company and amount): The North River 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: _____

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): Lane Johnston

Company Name: N/A

Mailing Address: P.O. Box 831, Battle Ground, WA 98604

Phone Number(s) (incl. cell): (406) 249-0125

Email Address: johnstonla04@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: _____ Date: 10/17/2022
Printed Name: **Lane Johnston** Title: Owner

Signature: _____ Date: 10/17/2022
Printed Name: **Ty Kaski** Title: Contractor

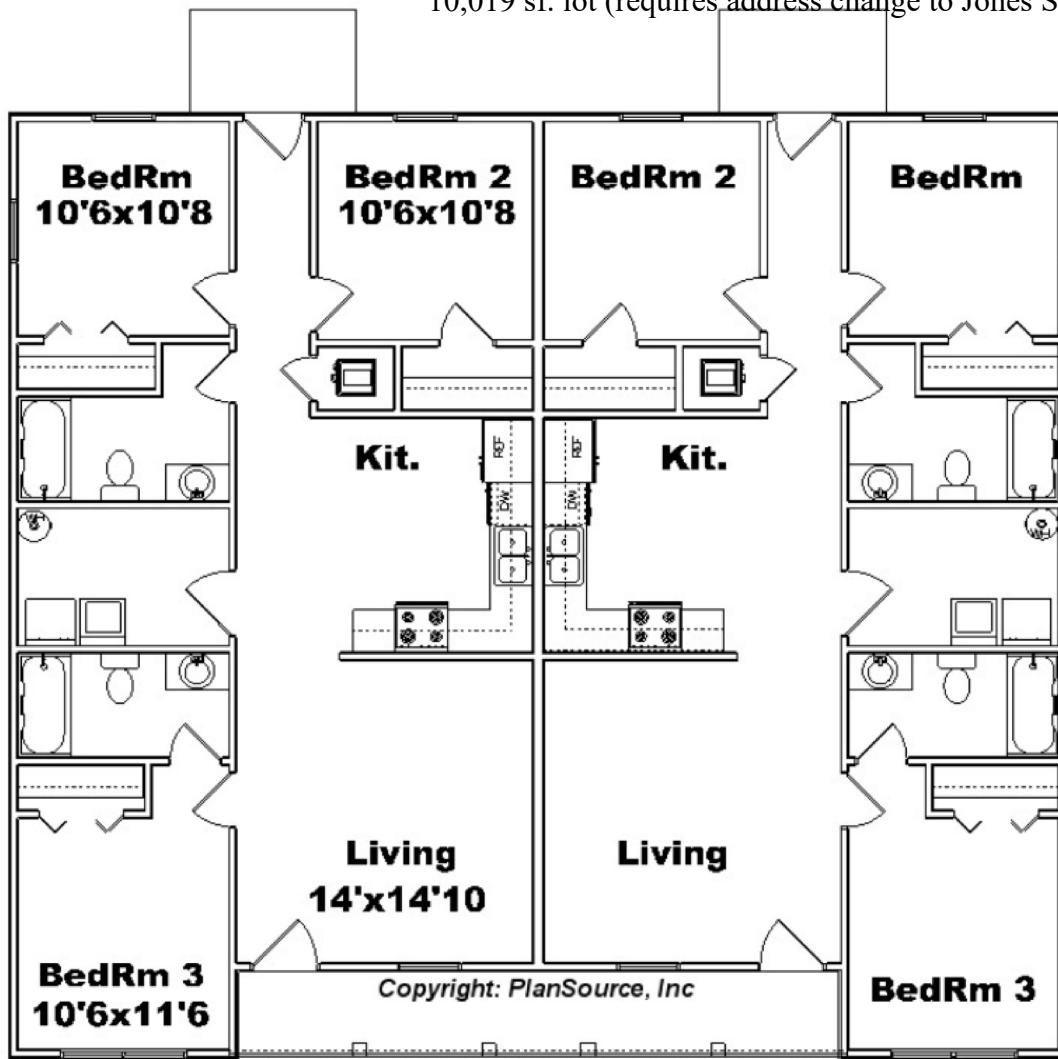
Signature: _____ Date: _____
Printed Name: _____ Title: _____

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

Floor plan

110 S Hubbard Ave. Duplex Concept

10,019 sf. lot (requires address change to Jones St.)



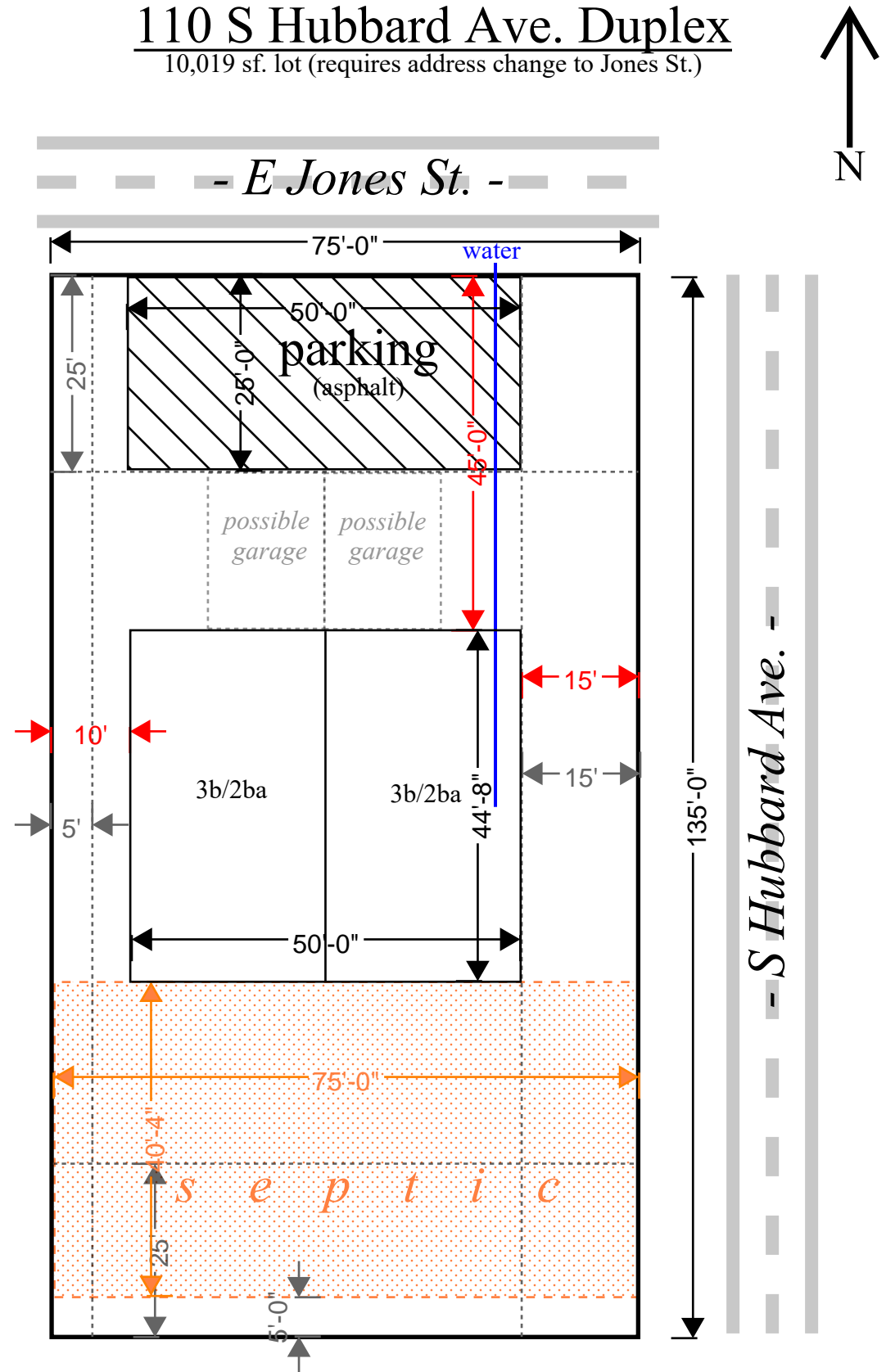
Exterior view



Rear elevation



110 S Hubbard Ave. Duplex
10,019 sf. lot (requires address change to Jones St.)



scale: 1" = 20'

Conditional Use Permit #2022.0034.CU0001 Narrative

Feb 4, 2023

Project Description:

This proposed project is located @ 110 S Hubbard Ave. in Yacolt, WA on a 10,019 sf. lot (parcel #65690000). Upon the following findings this project seeks conditional use approval from the city council. The lot this project lies on is zoned as a single-family residential district which falls under the City of Yacolt Municipal Code (YMC) section 18.25. Under the code section is section 18.25.030 which refers to the conditional uses in this zoning wherein duplexes are allowed upon approval. The project consists of an approximate 2,300 sf. duplex (~1,150 sf./unit) of standard wood framed construction. The project would also include, as required by code, the necessary mechanical, electrical, and plumbing systems as well as surface parking. The entrance for this duplex project would be from E Jones St., in order to meet setbacks, and therefore would require an address change at time of permitting. This project would meet all lot requirements including setbacks (YMC 18.25.050), lot coverage (YMC 18.25.060), and parking (YMC 18.70.020). In addition to meeting the previously mentioned YMC this project would also meet YMC 18.40.060 which in part states:

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

All referenced YMC code requirements have been reviewed and conditionally approved by Jackson Civil Engineering, on behalf of the Town of Yacolt, as the acting consultant and town engineer per the staff report that has been procured.

In regards to these code requirements being met a survey has been procured, site plan has been drawn showing the setbacks etc., and we have a rough rendering of the project showing the planned building dimensions. This project has been approved for the necessary septic by the Clark County Environmental Health Unit. Water service for this project will be by Clark Public Utilities and there is currently a water meter installed and ready for connection.

This project would uphold and promote the city ordinance #563 which was adopted in the council meeting on March, 1st, 2017. This adopted city ordinance is in participation with the development and application of Washington’s comprehensive growth management plan. In summary this adopted ordinance is to help provide additional middle/affordable housing.

This project is also subject to the following applicable codes:

2018 Washington State Building Code - based on 2018 IBC

Conditional Use Permit #2022.0034.CU0001 Narrative

Feb 4, 2023

2018 Washington State Fire Code - base on 2018 IFC

2018 International Mechanical Code (IMC) with Washington Amendments

2018 Washington State Plumbing Code - base on 2018 UPC

2020 National Electrical Code (NEC)

2018 Washington State Energy Code (WSEC)

City of Yacolt Municipal Code

Property Owner/Applicant: Lane Johnston



Town of Yacolt

202 W. Cushman Street

PO Box 160

Yacolt, WA 98675

(360) 686-3922

Staff Report

Project Name: S Hubbard Ave.

Meeting Date: February 13th, 2023

Proposal: The project consists of an approximate 2,300 sf. duplex (~1,150 sf./unit) of standard wood framed construction. The project would also include, as required by code, the necessary mechanical, electrical, and plumbing systems as well as surface parking. The entrance for this duplex project would stay consistent with the prior residence off South Hubbard Avenue.

Location: South of Jones St., between Railroad St. and E Hubbard Ave.

Owner: Lane Johnston

Applicant: Lane Johnston

Applicant's Rep: Nathan EK; Ek Engineering

Staff:
Katie Listek, Mayor
Terry Gardner, Public Works Director
Stephanie Fields, Clerk
Devin Jackson, Town Engineer (Consultant, Jackson Civil)
David Ridenour, Town Attorney

Recommendation: Approved subject to Conditions

Date issued:

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I. BACKGROUND

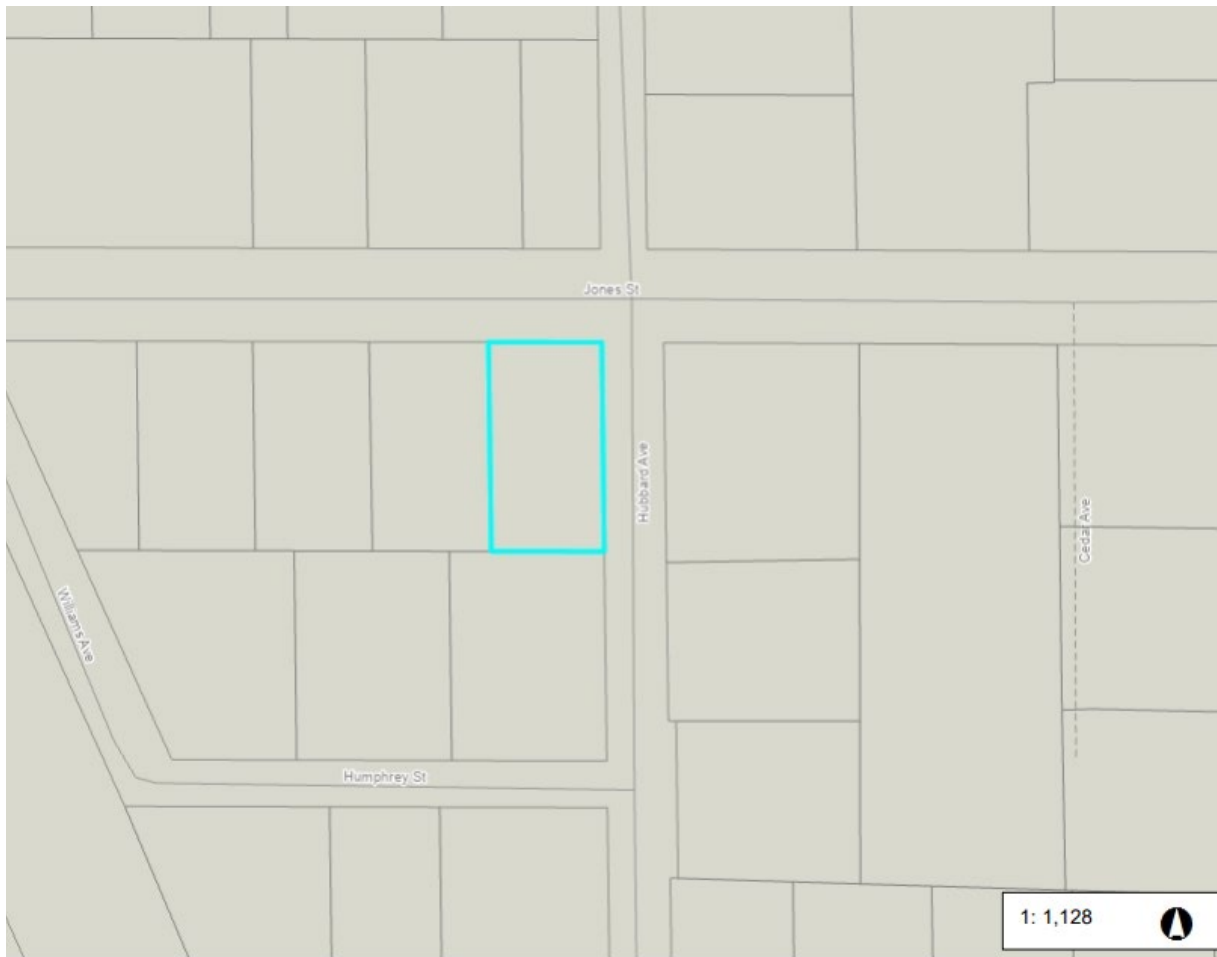
A. General Site Information

Size of Site:	0.23 acres
Existing Vegetation:	Shrubs, and grass.
Existing Structures:	None
Adjacent Land Uses:	The property is surrounded by developed single-family residential.
Adjacent Zoning:	The property is surrounded by single-family residential zoning.
Topography:	The site is generally flat.
Wetlands:	None
Flood Plain:	None
Shoreline Jurisdiction:	None
Access Roads:	The site is served by E Jones St. along its North boundary.

B. Land Use Processing

Application Submitted:	28 Day Counter Technical Complete
Decision on a Development Proposal:	120 Day for Review

Figure 1. Location



Parcel Information

Property Identification Number: 65690000

Property Location Address

110 S HUBBARD AVE, YACOLT, WA 98675

Property Owner

JOHNSTON LANE N

Owner Mailing Address

PO BOX 831
BATTLE GROUND WA, 98604

II. DOCUMENTS REVIEWED

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

- A. Clark County on-site sewage soil and site evaluation concurrency letter
- B. Duplex Narrative
- C. Survey Plan
- D. Site Plan

III. AUTHORITY

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 public hearing will be conducted in accordance with rules of procedure adopted by the Yacolt Town Council. The final decision on the Application will be made by the Yacolt Town Council.

IV. APPLICABLE REGULATIONS/ANALYSIS

A. Yacolt Municipal Code

Title 13 PUBLIC SERVICES

13.05 Water Main Installation

13.05.070 Town standards – Approval.

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

FINDING: The project does not provide utility plan; therefore, the standard does not meet.

CONDITION OF APPROVAL: Prior to engineering approval, the applicant shall submit a utility plan for Town review and approval.

13.10 Stormwater Management and Facility Maintenance

13.10.010 Stormwater management plan

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

13.10.080 Maintenance required

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

13.10.090 Minimum standards

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

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

13.10.110 Compliance

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

FINDING: According to 1992 Stormwater Management Manual for the Puget Sound Basin, the proposed development is duplex; therefore, the project only needs to meet the small parcel minimum requirements 1-4 and to prepare a small parcel erosion and sediment control plan.

CONDITION OF APPROVAL: Prior to building permit approval, the applicant shall provide a site plan and TIR demonstrating compliance with the small parcel minimum requirements 1-4.

Title 16 ENVIRONMENT

16.05 State Environmental Policy Act (SEPA)

16.05.110 Environmental checklist

- A. *A completed environmental checklist (or a copy), in the form provided in WAC 197-11-960, shall be filed at the same time as an application for a permit, license, certificate, or other approval not specifically exempted in this chapter; provided, a checklist is not needed if the town and applicant agree an EIS is required, or if SEPA compliance has been completed, or if SEPA compliance has been initiated by another agency. The town shall use the environmental checklist to determine the lead agency and, if the town is the lead agency, to determine the responsible official for making the threshold determination.*
- B. *For private proposals, the town will require the applicant to complete the environmental checklist, and shall provide assistance as the town determines necessary. For town proposals, the department initiating the proposal shall complete the environmental checklist for that proposal.*
- C. *The town may require that it, and not the private applicant, will complete all or part of the environmental checklist for a private proposal, if either of the following occurs:*
 - 1. *The town has technical information on a question or questions that is unavailable to the private applicant; or*
 - 2. *The applicant has provided inaccurate information on previous proposals or on proposals currently under consideration.*

FINDING: According to WAC 197-11-800, this project is categorical exemptions for SEPA. The standard does not apply.

16.25 Critical Aquifer Recharge Areas (CARAs)

16.25.030 Administration

A. Permit Requirements

- 1. To receive a CARA permit required by YMC 16.25.020, the applicant must demonstrate, through a Level 1 site evaluation report, how they will integrate necessary and appropriate best management practices (BMP) to prevent degradation of groundwater. The applicant must also meet existing local, state, and federal laws and regulations.*
- 2. If an applicant wants to avoid implementation of BMPs, they must submit a Level 2 site evaluation report and develop and implement a monitoring program that:*
 - a. Demonstrates how the applicant will prevent degradation to groundwater. The applicant must also meet existing local, state, and federal laws and regulations; and*
 - b. Includes quarterly reporting to the public works department. The public works department will evaluate the monitoring program and may require periodic changes based on the monitoring results, new technology, and/or BMPs.*

B. Level 1 Site Evaluation Report/Approval Criteria

- 1. For all proposed activities to be located in a critical aquifer recharge area, the site evaluation report shall include a Level 1 assessment by an engineer as defined in YMC 16.20.260.*
- 2. The report will identify how the applicant will follow the requirements of the Dangerous Waste Regulations, Chapter 173-303 WAC, in the event hazardous material is released onto the ground or into groundwater.*
- 3. The report will be reviewed by the public works department in the same process as the primary development permit. If approved, the applicant will receive a CARA permit allowing the activity on the subject property.*
- 4. The public works department may waive the requirement for an engineer. This would be done when the site conditions or project mitigations have been, or can be, adequately addressed in the site evaluation report.*

C. Level 2 Site Evaluation Report/Approval Criteria

- 1. A qualified groundwater professional as defined in YMC 16.20.260 will determine whether the proposed activity will have any adverse impacts on groundwater in CARAs. This determination must be based upon the requirements of the Safe Drinking Water Act and the Wellhead Protection Area Program, Public Water Supplies, Chapter 246-290 WAC; Water Quality Standards for Ground Waters of the State of Washington, Chapter 173-200 WAC; Chapter 173-218 WAC, Underground Injection Control Program; and Dangerous Waste Regulations, Chapter 173-303 WAC. By this reference, Chapters 173-200, 173-303, and 246-290 WAC, as written and hereafter updated, will be part of this chapter.*
- 2. The Level 2 site evaluation report will include the following:*
 - a. Identification of the proposed development plan, along with potential impacts (e.g., on-site septic systems and other on-site activities) that may adversely impact groundwater quality underlying or down gradient of the project or project area;*
 - b. Site plans or diagrams at an appropriate scale (1:2,400 or one inch to 200 feet) showing the location of abandoned and active wells, springs, and surface water bodies within 1,000 feet of the project or project area; and*
 - c. A description of the geologic and hydrogeologic characteristics of the subject property including the following:*

- i. *Lithologic characteristics and stratigraphic relationships;*
 - ii. *Aquifer characteristics including recharge and discharge areas, depth to and static waterflow patterns, and an estimate of groundwater flow velocity;*
 - iii. *Contaminant rate and transport including probable migration pathways and travel time of a potential contaminant release from the site through the unsaturated zone to the aquifer(s) and through the aquifer(s), and how the contaminant(s) may be attenuated within the unsaturated zone and the aquifer(s);*
 - iv. *Appropriate hydrogeologic cross sections which depict lithology, stratigraphy, aquifer, units, potential or probable contaminant pathways from a chemical release, and rate of groundwater flow;*
 - v. *Existing groundwater quality; and*
 - vi. *A proposal for quarterly monitoring of groundwater quality to detect changes and a description of corrective actions that will be taken if monitoring results indicate contaminants from the site have entered the underlying aquifer(s).*
3. *The report will be reviewed by the public works department, in consultation with the Clark County health department and/or the local water purveyor, in conjunction with the same process as the primary development permit. If approved, the applicant will receive a CARA permit allowing the activity on the subject property.*
 4. *Penalties. Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of this chapter shall be subject to penalties as defined in Chapter 70.119A RCW and Chapters 173-200 and 246-290 WAC.*

FINDING: According to Clark County GIS, this development site located category 1 recharge areas. According to Clark County Critical Aquifer Recharge Areas document, the CARA ordinance does not apply to residential uses. The standard does not apply.

Title 18 ZONING

18.25 Single-Family Residential Districts

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

18.25.020 Permitted uses

The following uses are permitted:

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

18.25.030 Conditional uses

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

- A. Churches.
- B. Public or private schools, including preschools.

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

FINDING: The proposed site is located in the R1-10 zone. The applicant is proposing the construction of a duplexes. Duplexes are a conditional use; therefore, a conditional use hearing must be held.

18.25.040 Height regulations

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

18.25.050 Lot requirements

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

Table 4A

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

The minimum street side yard shall be 15 feet.

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

18.25.060 Lot coverage

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

18.25.080 Off-street parking

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

18.25.085 Local health officer authority

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

FINDING: According to the duplex narrative, the height, lot requirements, and lot coverage would meet all lot requirements. In addition, the site plan shows lot coverage less than 50%, 25-foot setback for front yard, 5-foot and 15-foot setback for side yard and 25-foot setback for rear yard. However, the site plan does not indicate building height. This standard applies.

CONDITION OF APPROVAL: Prior to building permit approval, architectural and site design plans satisfying all parts of YMC Section 18.25. Site Planning and Architectural Design Guidelines shall be submitted for review and approval by the Town.

18.40 Conditional Use Permits

18.40.030 Application.

A property owner or any interested person may make application for a conditional use permit which shall be made to the mayor in a manner prescribed by the town. Such application shall be accompanied by a site plan.

18.40.050 Public hearings

Before a conditional use is permitted, the proposed conditional use shall be considered by the town council at a public hearing. Notice of said hearing shall be given as provided in Chapter 18.95 YMC.

18.40.060 Action by the town council.

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

In order to grant any conditional use, the town council must find that the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be significantly detrimental to the health, safety, or general welfare of persons residing or

working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the community.

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

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

18.40.070 Effect.

No building or other permit shall be issued in any case where a conditional use permit is required by the terms of this chapter until five days after the approval of the conditional use by the town council.

FINDING: After review of the proposal staff has found that the proposed building and site layout can feasibly meet the zoning criteria with the recommended conditions and a conditional use approval from council. The proposal is for a multifamily building which is residential in nature. The site plan has shown that stormwater and septic can be accommodated therefore staff does not feel that this proposal is detrimental to the health, safety, or general welfare of person residing or working in the neighborhood. Additionally, staff does not feel the proposal is detrimental or injurious to the property and improvements in the neighborhood or into the general welfare of the community.

Staff also notes that with the passage of House Bill 1220 in 2021 by the Washington State Legislature moderate housing (duplex, triplex, and townhomes) policy goals are now required as a part of the comprehensive plan.

18.70 Parking, Access and Circulation

18.70.020 Calculation of parking requirements

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

- A. Where Table 11A requires a certain number of parking spaces based on the area of a building, the area shall be the gross floor area within the exterior walls of the structure, excluding the area of a building that encloses parking or loading spaces.
- B. Where more than one use occupies a given structure or parcel of land or where a given business includes a combination of uses, the minimum required number of parking spaces shall be the sum of the requirements for each use, except to the extent the uses comply with the requirements of this chapter for shared parking.
- C. Where a building may be used for more than one purpose, and the applicant does not limit the permitted uses in the building, parking spaces shall be provided based on the possible use(s) that require the most parking spaces.
- D. Where Table 11A does not list the parking requirements for a proposed use, the town council shall determine the minimum parking requirements for the use, based on requirements in Table 11A for other similar uses, if any, or on substantial evidence of parking needs for similar uses in other, similar locations.
- E. Up to 30 percent of required parking spaces and all parking spaces in excess of minimum requirements may comply with the standards for compact cars in Table 11B.

- F. All parking areas shall comply with applicable local, state and federal standards regarding parking for disabled persons.
- G. The town council may reduce the required number of parking spaces to less than that required in Table 11A if the town finds that a lesser number of off-street parking spaces will be enough to fulfill all parking needs of the use or development, based on substantial evidence in the applications, such as an adequate survey or parking demand at similar uses under similar conditions. The number of parking spaces for disabled persons may not be reduced under this section.

Table 11A

USE	MINIMUM NUMBER OF PARKING SPACES
A. Residential	
1. 1-, 2- and 3-unit family dwellings	2 spaces/dwelling unit. Single-family and duplex parking may be tandem (one car behind the other).
2. Multifamily dwelling containing 4 or more dwelling units	1 1/2 spaces/dwelling unit
3. Apartment, hotel, rooming or boarding house	1 1/2 spaces/guest accommodation
4. Residential care facility	1 space/7 residents served under age of 12 1 space/5 residents served ages 12 – 17 1 space/4 residents served ages 18 years or older
5. Retirement housing facilities	1 space/each 3 units
B. Commercial residential	
1. Hotel	1 space/bedroom
2. Motel	1 space/bedroom
3. Clubs/lodges	Spaces to meet the combined requirements of the uses being conducted, such as hotel, restaurant, auditorium, etc.
C. Institutions	
1. Welfare or correctional institutions	1 space/3 beds for patients or inmates
2. Convalescent hospital, nursing home, sanitarium, rest home, home for the aged	1 space/3 beds for patients or residents
3. Hospital	2 spaces/bed
D. Places of assembly	
1. Church	1 space/4 seats, or 8 feet of bench length in the main auditorium
2. Library, reading room, museum, art gallery	1 space/400 square feet of floor area
3. Preschool, nursery, kindergarten, mini-day care center or commercial day care center	2 spaces/teacher or employee
4. Elementary or junior high school	1 space/4 seats, or 8 feet of bench length in auditorium or assembly room, whichever is greater
5. High school	1 space/employee, plus 1 space/each 6 students, or 1 space/4 seats, or 8 feet of bench length in the auditorium, whichever is greater
6. College, commercial school for adults	1 space/3 seats in classroom
7. Other auditoriums, meeting rooms	1 space/4 seats, or 8 feet of bench length

E. Commercial amusements	
1. Stadium, arena, theater	1 space/4 seats, or 8 feet of bench length
2. Bowling alley	5 spaces/lane
3. Dance hall, skating rink	1 space/150 square feet of floor area
F. Commercial	
1. Retail store except supermarkets and stores selling bulky merchandise and grocery stores, 1,500 square feet gross floor area or less	1 space/350 square feet of floor area
2. Commercial retail, 1,501 square feet or more	1 space/350 square feet of floor area
3. Service or repair shops	1 space/200 square feet of floor area
4. Retail stores and outlets selling furniture, automobiles or other bulky merchandise where the operator can show the bulky merchandise occupies the major area of the building	1 space/600 square feet of floor area
5. Bank, office (except medical and dental)	1 space/400 square feet of floor area
6. Medical and dental office or clinic	1 space/200 square feet of floor area
7. Eating or drinking establishments	1 space/200 square feet of floor area
8. Mortuaries	1 space/4 seats or 8 feet of bench length
G. Industrial	
1. Manufacturing establishment	1 space/500 square feet
2. Storage warehouse, wholesale establishment, rail or trucking freight terminal	1 space/2,000 square feet of floor area

FINDING: Based on Table 11A, each 3-unit family dwellings is required to have a minimum of 2 parking spaces. The applicant does not indicate parking spaces calculation. This standard is not met.

CONDITION OF APPROVAL: Prior to building permit approval, the applicant shall provide parking space calculations for Town review and approval.

18.75 Landscaping and Screening

18.75.030 Landscaping and screening approval standards – Generally

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

- D. As a condition of approval of a conditional use, the town may require an applicant to provide landscaping and screening that differs from the standards in Table 12A where necessary to comply with the other applicable approval standards for the use or development.
- E. Landscaped areas required for stormwater management purposes may be used to satisfy the landscaping requirements of this chapter, even though those areas may be inundated by surface water.
- F. Required landscaping and screening shall be located on the perimeter of a lot or parcel. Required landscaping and screening shall not be located on a public right-of-way or private street easement, unless authorized under another ordinance.

FINDING: Based on the Clark County GIS maps, the surrounding properties are zoned single-family; therefore, no landscaping or screening is required along the site boundaries. This standard does not apply.

B. Yacolt Engineering Standard

Chapter I – General Design Requirements

1.03 Permits

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

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

A. Environmental Review

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

B. Construction Permits

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

construction activities or special events is obtained through the Right-of-Way Permit.

4. Utilities Work: Permits, service requests, and applications are required for water and sewer-related items, including side sewers, fire hydrant use permits and water meters.

C. Approvals and Other Permits

There are several other pennits or approvals which may be required and referred to in these Standards: Developer Extension Agreements; plat and short plat approvals; and Certificate of Occupancy.

In addition, there are several other Town approvals (land use) which may have been obtained prior to the above listed permits and which may affect the Standards as contained in this document.

FINDING: The proposal includes on-site sewage application documents for Town to review. The standard applies.

CONDITION OF APPROVAL: Prior to construction, applicant shall obtain and have in their possession all necessary permits to perform work.

1.04 Submittal Requirements

A. General

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

B. Design Plan Format

1. The plans shall be submitted on 24 x 36-inch sheets.
2. Vicinity Maps shall be located on the first sheet of all plans and shall show the location of the project in respect to the nearest major street intersection.
3. A north arrow shall be shown on each plan view sheet of the plans and adjacent to any other drawing which is not oriented the same as other drawings on the sheet.
4. Site Development Plans shall be organized as follows:
 - a. Title sheet to include project name, vicinity map, name and mailing address of developer/owner and engineering firm, general notes, notice to excavators, index, and space for town approval stamp (5 x 5-inch) in the lower right quadrant.
 - b. Composite utility plan: include existing public and private utilities, and proposed public improvements.
 - c. Sanitary sewer and water, including fire hydrant locations.
 - d. Street and storm sewer, showing existing and finished contours at 2-foot intervals.
 - e. Grading and erosion control plan with maximum contour intervals of 2 feet. Contours shall extend offsite a minimum of 50 feet. This sheet shall also note the source of information, date of field work, and location of original document.

- f. Approved preliminary plat (if it is a subdivision).
 - g. Landscape plan including sidewalks, bikeways, retaining walls, irrigation, and lighting.
5. Details - All Town Standard Drawings and details shall be full size.
6. The scale shall be 1-inch = 2 feet, 3 feet, 4 feet, 5 feet, or 10 feet vertically and shall be 1-inch = 10 feet, 20 feet, 30 feet, 40 feet, or 50 feet horizontally for all drawings except structural details. Scale shall be shown with north arrow and within a title block.
7. Letter size shall not be smaller than 0.10 of an inch high.
8. The location and elevation of a National Geodetic Survey, United States Geological Survey, Clark County, or Town of Yacolt bench mark shall be shown. No other datum shall be used without permission of the Town Engineer. Temporary control bench marks and elevations shall also be shown on the plans.
9. A title block shall appear on each sheet of the plan set and shall be placed in the lower right-hand corner of the sheet, across the bottom edge of the sheet, or across the right-hand edge of the sheet. The title block shall include the names of the project, the engineering firm, the owner, the sheet title, and the sheet number.
10. The seal of the registered Washington Professional Engineer responsible for preparation of the plans shall appear on each sheet.
11. The description and date of all revisions to the plans shall be shown on each sheet affected, and shall be approved and dated by the registered Professional Engineer of record as evidenced by an original signature or initial.
12. Through use of standard drafting symbols, indicate the location and direction of view for all sections.
13. 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 for Public Works Construction".

C. Plan View

Plan views shall show the following:

- Right-of-Way, property, tract, and easement lines (existing and proposed).
- Subdivision name, lot numbers, street names, and other identifying labels. Subdivision and street names are subject to the approval of the Mayor, Fire Marshal's Office, and the County Surveyor.
- Location and stationing of existing and proposed street center lines and curb faces.
- Horizontal alignment and curve data of street center lines and curb returns.
- Existing underground utilities and trees over 6 inches in diameter within the construction limits.
- Location of existing buildings, wells, septic tanks, drain fields, fuel tanks, and any other buried structures. An ALTA survey shall be required for at least 100 feet surrounding any of the above items to remain.
- Location, stationing, and size of all mains and service lines for storm drainage, sanitary sewer and water. Location of all fire hydrants. Stationing shall be located in relationship to the street stationing at all manholes or other key locations.
- Match lines with sheet number references.
- Provisions for cross-connection control must be clearly shown on the plans, including any retro-fitting of existing water service connections and existing auxiliary water supplies, conversions to Town of Yacolt water service that are required as a condition

of development approval, upgrading of existing service connections by replacement of same, and any other cross connection control required by state and local rules and codes.

- Street stationing to be noted at a minimum of 100-foot intervals.
- Top of curb elevations along curb returns at quarter-delta's, and at 100-foot stations.
- Location of the low points of street grades and curb returns.
- Sidewalk locations. This shall include ramps, transitions in location or width, and relationship with driveways.
- Crown lines along portions of streets transitional from one typical section to another.
- Center line stationing of all intersecting streets.
- Location and description of existing survey monuments, including but not limited to: section corners, quarter corners, donation land claim comers, and Town bench marks.
- Location of proposed street intersection monument boxes.
- FEMA designated 100-year flood plains and flood ways, or areas of flooding during a 100-year storm event.
- Wetland areas and storm water quality undisturbed corridors (buffer strips).
- Legend.
- Developer's name, address and phone number.
- Any additional information that the Town deems necessary.

D. Profile View

Profile Views shall show the following:

- Stationing, elevations, vertical curve data (including curve k factors), and slopes for center of streets or top of curbs. For off-set or superelevation cross-sections, both curbs shall be profiled. Where curbs are not to be constructed, center line of street and ditch inverts shall be shown.
- Original ground along the center line and if necessary at the edges of the right-of-way if grade differences are significant.
- Center line, top of curb, and gutter flow lines of existing streets for a distance of at least three hundred (300) feet each way at intersections with proposed streets. For stub streets that may be extended in the future, the vertical alignment shall be designed for at least 300 feet beyond the scope of the proposed construction. At the discretion of the Town Engineer, additional design information concerning the vertical and horizontal alignment of future street extensions may be required.
- Vertical alignment of streets, including existing center line monumentation.
- The top of curb for all cul-de-sacs, eyebrows and curb returns.
- All proposed drainage facilities, all invert and top elevations, slopes, materials, bedding, and backfill.
- Existing drainage facilities, including off-site facilities, upstream and downstream that affect the design (i.e., downstream restrictions that back water onto project site). In addition, base flood elevations shall be shown on the profile.
- Profiles for ditch and creek flow lines shall extend a minimum of two hundred (200) feet beyond the project, both upstream and downstream. Typical cross sections at fifty (50) foot intervals shall also be submitted.
- Designate structures using alpha or numeric labels on profiles to correspond to plan view notation.
- Profile for existing and proposed storm, sanitary, and water mains. Profiles for water mains less than 12 inches in diameter shall not be required unless directed so by the Town Engineer.

- All existing and proposed sanitary, water, storm lines and other utilities crossing the profile.
- E. Site Grading Plan
- The Town of Yacolt requires a site grading plan as part of the Application for any development that involves the excavation or fill of greater than fifty (50) cubic yards of material. Grading contours (existing & proposed) shall be at no more than 2-foot intervals, and shall extend off-site a minimum of 50 feet. This sheet shall also note source of information, date of field work, and location of original document.
- All soil disturbing construction activity must adhere to the requirements of Chapter 2. A detailed erosion control plan shall be shown in conjunction with the site grading plan.
- F. Drainage Calculations
- Drainage calculations shall be presented in a clear, concise and complete manner. These calculations shall address all runoff into the drainage system; areas contributing flow to each inlet must be computed separately and each inlet with contributing area shall be designated and shown on an accompanying contour map work sheet.
- Initial time of concentration calculation with assumptions listed and charts or nomographs used shall be included with drainage calculations.
- G. Other Requirements
- Other information to be shown on the construction drawings or the other submittals include;
- The design assumptions for each street (ex: traffic coefficient, R-value).
 - The design elements such as:
 1. Street classification;
 2. Design speed;
 3. Superelevation;
 4. Average Daily Traffic (ADT) or Design Hourly Volume (DHV).
 - Structural construction plans and the necessary calculations shall be submitted for proposed structures (ex: walls, box culverts, bridges).
 - Any additional information that the Town Engineer deems necessary to review the plans and assure compliance with design standards.

FINDING: The proposal includes site plans; however, the proposal does not provide utility plans drainage calculations, erosion control plans and other information as required; therefore, this standard is not met. Please refer to YMC 13.10 condition of approval.

Chapter 2 – Land Alteration

2A Policies

2A.01 General

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

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

normally be required under these Standards. The designer must apply these Standards bearing in mind these constraints.

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

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

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

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

2A.02 Seasonal Limits

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

- A. When land alteration activities are interrupted by heavy rain, operations shall not be resumed until the Town determines that erosion control facilities (See Section 2B.02) are operating satisfactorily.*
- B. Land alteration activities near sensitive areas, including slopes over 5%, wetlands, flood plains, or riparian corridors shall be subject to limitations imposed by the Town. Permits from other agencies in addition to the Town may be required by law for such work. It is the responsibility of the project sponsor to obtain such permits prior to beginning work and to see that all applicable regulations are complied with at all times during the course of the work.*
- C. Work shall be stopped and the site shall be secured from erosion at any time when weather conditions change or the threat of heavy rain makes erosion problems likely.*

2A.03 Preservation of Existing Vegetation

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

2A.04 Temporary Erosion/Sedimentation Control

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

2A.05 Permanent Erosion Control and Vegetation Restoration

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

2A.07 Clearing and Grading on Environmentally Sensitive Lands

Clearing and grading shall be prohibited in sensitive areas.

2A.08 Drainage Control

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

2A.09 Water Quality Standards

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

FINDING: The proposal does not include a SWPPP and Erosion Control Plan, so this standard is not met. Please refer to YMC 13.10 condition of approval.

2B Design Standards

2B.01 Temporary Erosion Control

- A. Prior to any clearing and grading of any land development, devices for interception of all runoff from the cleared area shall be installed. Said interception shall preclude discharging silt-laden runoff from the proposed land development to downstream properties to the maximum extent possible with the best available technology. Said interception shall cause all silt-laden runoff to be conveyed by open swale or other means to whatever temporary facility is necessary or required to remove silt from said runoff prior to discharge to downstream properties (see paragraph e below). Sequence of work shall be specified on the plans. An applicant for pre-application review of a preliminary short plat shall submit the requisite fee, a completed pre-application review form provided for that purpose by the city, and the information listed in Chapter 1.030.020(C) WDC.*
- B. Care shall be taken so as to deposit no material from sites of land alteration activity onto public rights-of-way and/or adjoining properties. If such depositions occur, it shall be the responsibility of the Permittee to immediately remove such material from public rights-of-way and adjoining properties, and restore to the original conditions.*
- C. Since site conditions may change rapidly during construction due to construction activity, weather, and other factors, it should be anticipated that the erosion control measures on the approved plan may become ineffective. Under special conditions,*

measures additional to those showing on the plan may be required by the Town in order to control erosion and sedimentation when such special conditions occur.

D. The following shall be carried as general notes on the Temporary Erosion/Sedimentation Control Plan:

- 1. All construction shall be in accordance with the Town of Yacolt's Engineering Standards for Public Works Construction, Yacolt Ordinances, Permit Conditions, and all other applicable codes, ordinances, standards and policies.*
- 2. The temporary erosion control system shall be installed prior to all other construction.*
- 3. Where possible, maintain natural vegetation for erosion and siltation control.*
- 4. As construction progresses and seasonal conditions dictate, more siltation control facilities may be required to ensure complete siltation control. Therefore, during the course of construction, it shall be the obligation and responsibility of the developer to address any new conditions that may be created by his activities and to provide additional facilities over and above the minimum requirements as may be needed to achieve the performance standards required by the permit.*
- 5. Temporary siltation ponds and all temporary siltation and erosion controls shall be maintained in a satisfactory conditions until such time that clearing and/or construction is completed, permanent drainage facilities are operational, and the potential for erosion has passed. Ponds and controls shall be cleaned or replaced as directed by the Town. Contractor shall maintain a 24 hour contact number at (206) - for emergency response to maintain and repair all on site erosion and sedimentation control measures and facilities.*
- 6. All disturbed land areas unworked for seven (7) days or more shall be protected from erosion by hydroseeding with a mix or by a method approved by the Town. If required due to weather, timing, or site conditions, the hydroseeding shall be supplemented by mulching with straw a minimum of 1 inch thick and stapling jute or utility mesh over the mulch.*
- 7. Approval of this temporary erosion and sedimentation control plan does not constitute an approval of design, nor location of pipes, restrictors, or retention facilities, or an approval of plans required for a building permit; but is an approval of grading and sedimentation control plan only, unless specifically noted on the plan approval stamp.*
- 8. Prior to occupancy of the building, the permanent storm drainage system shall be cleaned by pumping (not into the storm drainage system) or other method as approved by the Town.*
- 9. The Permittee shall be responsible for preventing water pollution due to construction materials, methods or equipment. All exposed aggregate concrete shall be installed and constructed so that no wash water enters the storm drainage system. The contractor shall provide a separate area, a minimum of 200 square feet in size, for washing of concrete trucks. This area shall also be isolated so that no water enters the storm drainage system.*

E. General Methods of Erosion and Sedimentation Controls - The types of controls, as outlined in the Puget Sound Manual, shall be utilized in such combination as is necessary to achieve the level of erosion control required by these Standards and meet water quality objectives. Erosion control facilities shall be periodically inspected and maintenance performed in order to ensure their proper functioning as required by the approved erosion and sedimentation control management plan.

2B.02 Environmental Protection During Construction

A. General Policy and Requirements

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

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

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

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

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

B. Air Pollution Control

1. *Dust. Dust shall be minimized to the extent practicable, utilizing all measures necessary, including, but not limited to:*

- a. *Sprinkling haul and access roads and other exposed dust producing areas with water. Obtaining water from a hydrant will require specific authorization from the applicable water jurisdiction.*
- b. *Applying DOE approved dust palliatives on access and haul roads.*
- c. *Establishing temporary vegetative cover.*
- d. *Placing wood chips or other effective mulches on vehicle and pedestrian use areas.*
- e. *Maintaining the proper moisture condition on all fill surfaces.*
- f. *Pre-wetting cut and borrow area surfaces.*
- g. *Use of covered haul equipment.*

2. *Fumes, Smoke, and Odors*

- a. *Tires, oils, paints, asphalts, coated metals, or other such materials will not be permitted in combustible waste piles, and will not be burned at the construction site.*
- b. *Open burning shall not be permitted unless approved by the Southwest Washington Air Pollution Control Authority and the County Fire Marshal's Office.*
- c. *Open burning shall not be permitted within 1,000 feet of a structure or within 250 feet of the drip line of any standing timber or flammable growth.*
- d. *Open burning shall not be permitted during a local air inversion or other climatic conditions that may result in a smoke pall hanging over a built-up area or community.*
- e. *Open burning shall not be permitted when climatic and moisture conditions are contributing to high danger of forest or range fires as determined by town, state, or federal authorities.*

- f. *All open burning shall be constantly attended by a crew with a supply of fire-fighting tools and equipment. The number and size of fires shall be limited such that the burning crew can adequately control them.*

C. *Erosion Control*

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

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

1. *Measures to prevent erosion at construction sites shall be incorporated into the construction drawings and specifications.*
2. *All earth and soft or broken rock areas that have been disturbed by construction operations such as during stripping, excavation, and by traffic shall be protected from erosion by the action of concentrated runoff, by the impact of falling rain, by wind action, by vehicular tracking, or a combination of actions.*
3. *The concentration of runoff on or across slopes shall be prevented.*
4. *Sections of bare earth and the length of time of their exposure to potential erosion shall be minimized by proper scheduling, limiting the work areas, and placement of appropriate cover.*
5. *Precautions shall be taken in the use of construction equipment to prevent operations that increase the potential for erosion. Wheel tracks or ruts, particularly down slopes, that permit concentration of surface flows, shall be avoided. Fording of live streams that accelerate erosion and damage aquatic animal habitat shall be avoided. Where frequent stream crossings are necessary, temporary bridges shall be installed.*
6. *Areas for borrow pits and waste disposal shall be selected with full consideration of erosion control needs during and after borrow operations.*

D. *Maintaining Surface Water Quality*

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

E. *Fish and Wildlife Habitat Preservation*

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

F. *Control of Noise Levels*

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

G. *Natural Vegetation*

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

H. Historical and Archaeological Areas

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

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

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

I. Use of Pesticides

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

FINDING: Refer to finding for YES 2A of this report.

Chapter 3 - Streets

3A Functional Classification

3A.01 Access

Access to public streets shall conform to the requirements of Paragraph 3B.10. The Town Engineer shall have the authority to limit access and designate access locations on public streets under the jurisdiction of the Town. Access to streets and highways under Clark County or State of Washington jurisdiction must be formally approved by those entities at the applicant's initiative and expense.

3A.02 Width

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

3A.03 Number of Lanes

The number of lanes for each class of road shall be as directed by the Town Engineer. Additional lanes may be required at intersections in excess of the road sections shown in Table 3B.04A. Right-of-way may be needed in addition to that shown in Table 3B.04A to accommodate the increased number of lanes at intersections.

3A.04 Design Speed

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

3A.05 Dedications

A. *Right-of-Way shall be deeded for streets and other improvements as required per Table 3B.04A to accommodate motorized and non-motorized transportation, landscaping, utility and buffer requirements. Some reduction in the minimum right-of-way requirement may be granted by the Town where it can be demonstrated that sufficient area has been provided for all functions within the right-of-way and/or alternate locations. Conveyance shall be fee simple using a statutory warranty deed.*

B. *Easements for all public systems shall be provided as required. Specific requirements for sewer, water, and storm drainage easements are detailed in the relevant chapters. Particular design features of a road may necessitate slope, wall or drainage easements. Such easements may be required by the Engineer in conjunction with dedication or acquisition of right-of-way and other standard easements (temporary construction, right of entry, sidewalk, pedestrian., street lighting, and traffic control devices, etc.).*

C. *Special Access Easements or Tracts.*

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

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

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

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

- 1. The short plat abuts an existing substandard public street and the additional right-of-way is necessary to incorporate future frontage improvements necessary for public safety, or*
- 2. Additional right-of-way is needed to provide right-of-way for the extension of existing public street improvements necessary for public safety, or*
- 3. Additional right-of-way is needed to provide future street improvements necessary for public safety for planned new public streets.*

E. *It is within the authority of the Town to refuse to approve or sign any land partition, partition plat, or subdivision plat for a development that has not installed or completed the construction of the necessary public infrastructure to serve the proposed and affected existing lots. Such approval may be withheld until it can be verified that the*

location and width of proposed rights of way and easements are adequate for the completed infrastructure.

- F. Easements are subject to the approval of the Town Attorney prior to recording. Variation from the Town standard form of conveyance shall be allowed only when extraordinary circumstances warrant, as determined by the Mayor and Town Attorney.*
- G. All recording costs for easements created by private development shall be borne by the developer unless specifically agreed to by the Town.*

3A.11 Sight Obstruction Requirements

- A. Sight distance should be maintained at all driveways, building or garage entrances where structures, wing walls, etc. are located adjacent to or in close proximity to a pedestrian walkway.*
- B. Sight lines to traffic control devices (signs, signals, etc.) should not be obscured by landscaping, street furniture, marquees, awnings or other obstructions. Refer to the Manual of Uniform Traffic Control Devices for required sightlines (MUTCD).*

3A.13 Survey Monuments

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

3A.18 Driveways

A. General Requirements

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

B. Conditions of Approval

- 1. Driveways directly giving access onto arterials may be denied if alternate access is available.*
- 2. All abandoned driveway areas on the street frontage to be improved shall be removed and new curb, gutter, and sidewalk shall be installed.*
- 3. No commercial driveway shall be approved where backing onto the sidewalk or street will occur.*
- 4. Left turns from and to a driveway may be restricted as a development condition or in the future if such maneuvers are found to be unduly hazardous.*
- 5. Driveways shall be aligned wherever possible with existing driveways on the opposite side of the street on two (2) or three (3) lane streets.*

6. *All driveways shall be angled ninety-degrees (90°) to the street, unless designated as right turn only with the approval of the Engineer.*

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

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

3A.21 Mailboxes

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

3A.22 Street Illumination

- A. *Plats and Short Plats*

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

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

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

B. Existing Residential Areas

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

C. Commercial

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

D. General Considerations

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

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

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

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

3A.23 Traffic Control and Signing

- A. Traffic Control Devices.** *The Town shall review and approve all traffic control devices.*
- B. Signing.** *In new plats the developer shall install all traffic control signs which shall include but not be limited to street name, parking, stop, dead end, and pedestrian signing. The developer will be responsible for supplying and installing the required signs.*
- C. Pavement Marking.** *In new plats or commercial developments pavement markings, including buttons, paint, thermoplastics and delineators will be required for roadway safety. Such markings shall be provided and installed by the developer. All markings shall be approved by the Town prior to installation.*
- D. Temporary Traffic Control.** *It is the responsibility of the developer to provide adequate temporary traffic control to ensure traffic safety during construction activities.*
- E. Traffic Signal Modification.** *Traffic signal modification designs shall be prepared by a licensed engineer experienced in traffic signal design.*

3A.28 Surfacing Requirements

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

3A.29 Trench Backfill and Restoration

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

FINDING: The project does not include any public improvements information; however, the engineering plan shall include standard residential driveway and sidewalk ADA standard. In addition, this project shall access from E Jones St not S Hubbard Ave. The standard is not met.

CONDITION OF APPROVAL: Prior to engineering approval, standard residential driveway and sidewalk ADA standard design shall be in accordance with Yacolt Engineering Standard. In addition, the duplex narrative access location shall modify from S Hubbard Ave to E Jones St.

3B Design Standards

3B.01 Easements

- A. Pedestrian access easements or tracts shall be a minimum of ten feet (10') wide. If the easement is over one-hundred and fifty feet (150') in length but less than three-hundred feet (300'), the width shall be fifteen feet (15'); if over three-hundred (300') in length, the width shall be twenty feet (20'). Structure setbacks shall be a minimum of fifteen feet from the edge of the easement or tract.*
- B. In residential subdivisions or residential short subdivisions, minimum panhandle width shall be twenty feet (20'). A greater width may be required to accommodate grading or utility requirements.*
- C. In commercial subdivisions or commercial short subdivisions, minimum private roadway easement or panhandle width shall be thirty feet (30'). A greater width may be required to accommodate grading or utility requirements.*

3B.13 Driveways

Design Criteria:

A. Width

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

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

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

B. Elevation

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

C. Clearance from Structures

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

Where the building facade or other design element is less than ten feet (10') behind the sidewalk front setback both pedestrian and vehicular sight distance shall be maintained. Vehicular sight distance shall be per section 3A.11.

D. Sight Distance

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

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

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

G. Construction shall be per Standard Drawings.

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

3B.15 Mailboxes

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

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

B. Placement in relation to curb or sidewalk:

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

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

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

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

3B.17 Street Illumination

A. Design Standards

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

Illumination Levels

Street Classification	Horizontal Foot Candles	Uniformity Ratio (average to minimum)
Arterials	1.0 FC	3:1

Local Commercial/Industrial	1.0 FC	3:1
Local Residential Collectors	0.7 FC	3:1
Local Residential Streets	0.3 FC	None; 300 foot maximum spacing

B. General Considerations

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

FINDING: Refer to finding and condition of approval for YES chapter 3A of this report.

Chapter 4 – Storm Drainage

4A Polices

4A.01 General

- A. The Town of Yacolt has established the requirements for the design of facilities intended to protect the public health, safety, and welfare from damage due to flooding. Beyond that level of protection, additional measures are specified in this chapter which are intended to minimize any potential flooding damage and allow for efficient operation, repair, and maintenance of the storm drainage system.
- B. Provisions must be made for gravity drainage of roofs and foundation drains for all new buildings and structures. For multi-family, residential, commercial, or industrial developments, these drains shall be piped directly to on-site stormwater systems. In single family residential developments, these drains shall be discharged to on-site splash blocks and shall not be permitted to discharge to the street gutter or directly to the public storm drain system.
- C. Provisions must be made for stormwater from private property to remain on private property wherever feasible. Runoff from driveways shall not be permitted to drain directly to the street.
- D. These requirements shall apply to all storm drainage facilities in existing and proposed public right-of-way, public drainage easements, and tracts of common ownership in the Town. Storm drainage systems include, but are not limited to: inlets, pipes, ditches, creeks, rivers, wetlands, and storm water quality and quantity facilities.
- E. The Town of Yacolt has adopted the '1Stormwater Management Manual for the Puget Sound Basin' (hereinafter referred to as the Puget Sound Manual) prepared by the Washington State Department of Ecology. All design and construction standards must

meet or exceed these requirements and those shown on the Town's Standard Details. The Town has adopted the Puget Sound Manual with the following notations:

- 1. Storm water quantity management requirements are amended by Section 4B of these Standards.*
 - 2. All steps within structures must comply with OSHA standards. There shall be no more than 24 inches between the top of the casting and the rung of the top step.*
 - 3. No more than eight (8) inches of riser rings shall be used.*
 - 4. All inside drops and pollution control structures must be constructed with pipe; no partitions will be allowed.*
 - 5. All inside drops and pollution control manholes must be 60 inch or larger diameter structures.*
 - 6. All pipe shall be installed with watertight joints.*
 - 7. All backfill material shall be referenced per Standard Specifications.*
 - 8. No private storm sewer shall be located within any lot other than the lot which is the site of the building or structure served by such sewer. The exception to this will be common areas in planned unit developments, and/or Town right-of-ways, or as otherwise approved by the Town Engineer.*
- F. Drain inlets shall be curb inlets per the Standard Drawings. Curb inlets shall be placed so that no more than 7,000 square feet of hard surfacing, pavement and driveways which drain to the street including top of curb and sidewalk where sidewalk is adjacent to the curb, shall drain to each drain inlet.*
- G. Storm drain conveyance systems shall be designed in accordance with the requirements of Chapter 6 of these Standards. All storm sewer pipe and culverts used in the Town shall be gasketed concrete pipe meeting the requirements of the Standard Specifications.*
- H. Storm drainage design for all developments shall conform to the Town's Stormwater Management Plan.*

4B Design Standards

4B.01 Water Quantity Standards

- A. All development shall conform to the Town's Stormwater Management Plan. For the areas planned for surface water discharge to Yacolt Creek, if a development occurs prior to the availability of the regional facility, sites one-half (0.5) acre or greater in area shall be required to provide on-site detention.*
- B. Storm detention facilities shall be designed to provide storage using a 25 year event, with the safe overflow conveyance of the 100 year storm. Calculations of site discharge for both the existing and proposed conditions shall be required using the King County Hydrograph V4.20. Storms to be evaluated shall include the 2, 10, 25, and 100 year events. Allowable post-development discharge rate for the 2, 10, and 25 year events shall be that of the pre-development discharge rate, with a maximum allowable release rate of one half (0.5) cubic feet per second per acre in the 25 year event. An outfall structure such as a 11Vee-Notch" weir or multiple orifice structure shall be designed to control the release rate for the above events. No flow control orifice smaller than 2.5 inches shall be allowed. If the allowable release rate cannot be met with all the site drainage controlled by a single 2.5 inch orifice, the allowable release rate provided by a 2.5 inch orifice will be considered adequate at the discretion of the Town Engineer.*

- C. *If a site is proposed to be constructed in phases, the first phase shall have a storm water quantity facility designed and built to accommodate the ultimate development of the site.*
- D. *When the above storm detention requirement is to be met by creating a ponded area in a parking lot, the following shall apply:*
 - 1. *Maximum depth of standing water in all parking lot ponds shall be one (1) foot. No more than 25 percent of the entire number of parking stalls in a parking lot shall be inundated by a parking lot pond during the design storm.*
 - 2. *No parking lot ponds shall be located within the primary ingress/egress portions of a site. Parking lot ponding shall be so designed that, at maximum water level for the design storm, a minimum twenty (20) foot wide emergency vehicle lane to the buildings will remain unflooded, including during system overflow condition.*
 - 3. *Slopes on all parking lot surface ponds should not be less than one (1) percent nor exceed five (5) percent in areas designed for vehicular traffic.*
 - 4. *All parking lot ponds shall be designed and constructed in such a manner so as to provide a maximum water surface elevation 0.25 feet lower than any and all structures designed to contain the ponding.*
 - 5. *Where curbing is used to contain a parking lot pond, extruded curbing shall not be used. A public standard "vertical" type curb will be required.*
 - 6. *No parking lot ponding shall occur at an elevation more than one (1) foot below the lowest habitable floor elevation of buildings within the proximity of the pond. Under no circumstances shall ponds or other detention facilities be designed in such a manner that system failure would cause flooding in any habitable building area.*
 - 7. *No parking lot ponding shall be designed for parking lots under buildings. Whenever the possibility of flooding an underground parking facility or other uninhabited building area exists, care shall be taken to floodproof electrical equipment areas and other building appurtenances with overflow and/or private pump systems being provided to drain such a flooded facility.*
 - 8. *Parking lot pond construction plans shall include a note stating that "Grading is critical to functioning of detention system and plan must be strictly followed." Parking lot design volumes shall be shown on the plans and the pond volume inspected prior to paving. The developer's engineer shall certify that the design pond volume has been constructed.*

4B.02 Water Quality Standards

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

FINDING: Refer to finding and condition of approval for YMC 13.10 of this report.

V. COMMENTS

General Comments

None

A. CONDITIONS OF APPROVAL

1. Prior to Engineering Approval

- 1) The applicant shall submit a utility plan for Town review and approval.
- 2) Standard residential driveway and sidewalk ADA standard design shall be in accordance with Yacolt Engineering Standard. In addition, the duplex narrative access location shall modify from S Hubbard Ave to E Jones St.

2. Prior to Construction

- 1) The applicant shall obtain and have in their possession all necessary permits to perform work.

3. Prior to Building Permit Approval

- 1) The applicant shall provide a site plan and TIR demonstrating compliance with the small parcel minimum requirements 1-4.
- 2) Architectural and site design plans satisfying all parts of YMC Section 18.25. Site Planning and Architectural Design Guidelines shall be submitted for review and approval by the Town.
- 3) The applicant shall provide parking space calculations for Town review and approval.

B. RECOMMENDATION

Based upon the proposed plan, and the findings and conclusion stated above and within the attached reports and recommendation, the Town of Yacolt Council hereby **Approves with Conditions**.



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: Application by Mr. Lane Johnston for a Conditional Use Permit to Allow Multi-Family Housing in a Single-Family Residential Zone.

Proposed Meeting Date: February 13, 2023.

Action Requested of Council: Consider the Application of Mr. Lane Johnston for a Conditional Use Permit to allow the construction of a residential tri-plex at 106 E Humphrey Street which is zoned R1-10, (single-family residential).

This matter will follow a public hearing on the subject, during which the Council will hear presentations from the Town Engineer and the Applicant, as well as public comments on the proposal.

Proposed Motion(s): "I move that the application for a Conditional Use Permit to allow the construction of a tri-plex at 106 E Humphrey Street:

- 1). be approved based on the Council's finding that the proposed use satisfies the standards set forth in YMC 18.40.060, subject to the conditions described by the Town Engineer in the Staff Report and his public hearing presentation,
(*Conditions can be changed and added as desired by Council*),
or;
- 2). be denied because the use applied for in this particular case would be significantly detrimental to the health, safety or general welfare of people and property in the neighborhood or to the general welfare of the community.

Summary/ Background:

Mr. Lane Johnston has applied for a conditional use permit that would allow him to construct a tri-plex on the lot at 106 E Humphrey St. The property is zoned R1-10, (single-family residential uses on minimum 10,000 sq. ft. lots). Yacolt's Zoning Code allows the Council to consider multi-family improvements in R1-10 zones as a "conditional use". The approval of a conditional use permit requires special consideration by the Council.

The Town Council has the authority to approve, approve with conditions, or disapprove conditional use permits. When approving a conditional use permit application, the Council may impose any conditions that it finds necessary to protect the interests of the surrounding properties, the neighborhood, or the community as a whole. (Examples are provided at YMC 18.40.060.)

According to YMC 18.40.060, the Council must make the following finding before approving a conditional use permit:

"...the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be significantly detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the community."

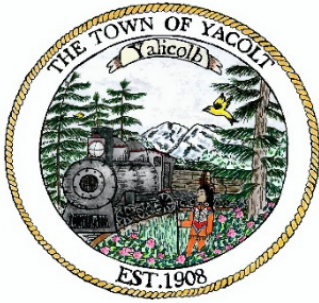
The Town Engineer has reviewed the Application and prepared a Staff Report for the Council's consideration. The Town Engineer recommends that a number of conditions be considered by the Council if the Council decides to approve the Application.

Notice of a Public Hearing regarding this Application was published in the Reflector and posted on the subject property on January 25, 2023 and also posted on the front door of Town Hall.

The materials that follow include 1). The Application; 2). The Town Engineer's Staff Report; 3). The Applicant's Narrative in Support of the Application; 4). A plot plan showing the general improvements planned at the site; and 5). A concept drawing of the proposed triplex. No written comments were received by the Town as of the time the meeting packets were compiled. If any written comments are submitted before the deadline of 4pm on Feb. 9, 2023, they will be made available at the meeting that evening at 7pm.

Staff Contact(s):

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



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.

Conditional use permit for a new construction of a 2654 sq. ft. triplex.

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): \$ 500000

Property Information

Property Street Address: 106 E Humphrey St.

Tax Parcel Number(s): 65750000

Legal Description: YACOLT 2ND ADDN LOTS 10 & 11 BLK 5

Owners' Name(s): Lane Johnston

Owners' Mailing Address: P.O. Box 831, Battle Ground, WA 98604

Owners' Phone Number(s): (406) 249-0125

Owners' Cell Phone Number(s): (406) 249-0125

Owners' Email Addresses: johnstonla04@gmail.com

Occupants' Name(s): N/A

Occupants' Phone Number(s): N/A

Occupants' Cell Phone Number(s): N/A

Occupants' Email Addresses: N/A

Other Contact Information

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

Primary Contact Information

Contact Person: Lane Johnston

Company Name: N/A

Contact Address: P.O. Box 831, Battle Ground, WA 98604

Phone Number(s) (incl. cell): (406) 249-0125

Contact Email Address: johnstonla04@gmail.com

Project Manager / Other Authorized Representative

Company Name: Kaski Homes

Company Address: P.O. Box 703, Yacolt, WA 98675

Company Phone Number(s): (360) 907-7131

Contact Name: Ty Kaski

Contact Email Address: ty@kaskihomesllc.com

Contact Phone, (incl. cell): (360) 907-7131

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

Contractor Company Name: Kaski Homes

Company Address: P.O. Box 703, Yacolt, WA 98675

Company Phone Number(s): (360) 907-7131

Contact Name: Ty Kaski

Contact Email Address: ty@kaskihomesllc.com

Contact Phone: (360) 907-7131

Contractor's WA State UBI Number: 604 568 811

Contractor's WA L&I License Number: 612,526-00

Contractor's WA State Contractor's License Number: KAKSIHL802C4

Licensing Bond, (company and amount): The North River 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: _____

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): Lane Johnston

Company Name: N/A

Mailing Address: P.O. Box 831, Battle Ground, WA 98604

Phone Number(s) (incl. cell): (406) 249-0125

Email Address: johnstonla04@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: _____ Date: 10/17/2022
Printed Name: **Lane Johnston** Title: Owner

Signature: _____ Date: 10/17/2022
Printed Name: **Ty Kaski** Title: Contractor

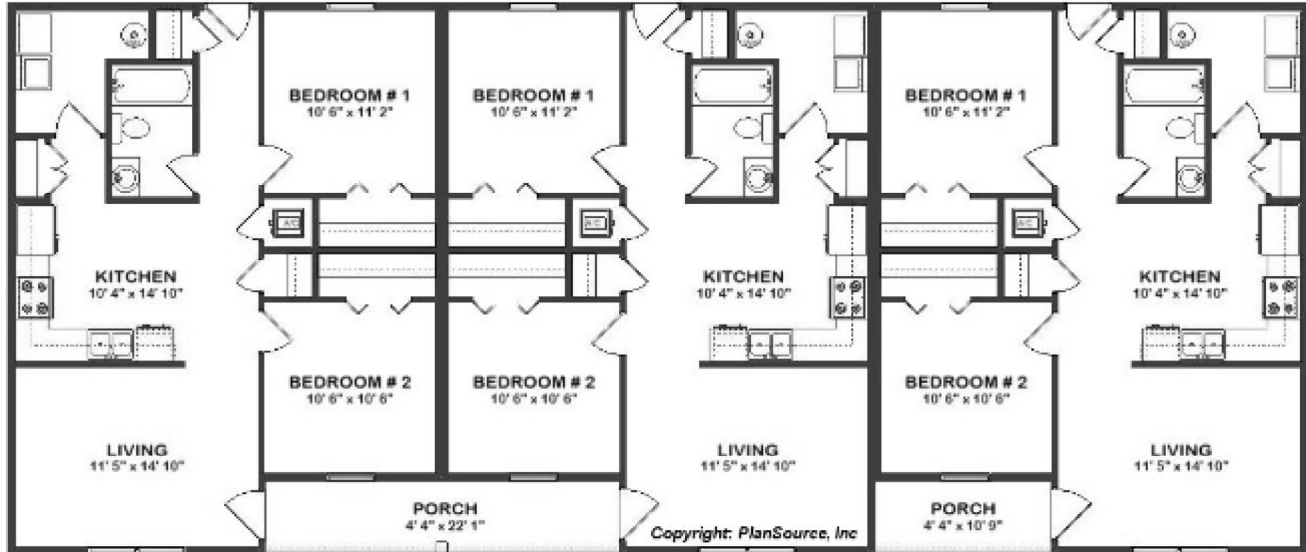
Signature: _____ Date: _____
Printed Name: _____ Title: _____

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

106 E Humphrey St. Triplex Concept

13,504 sf. lot

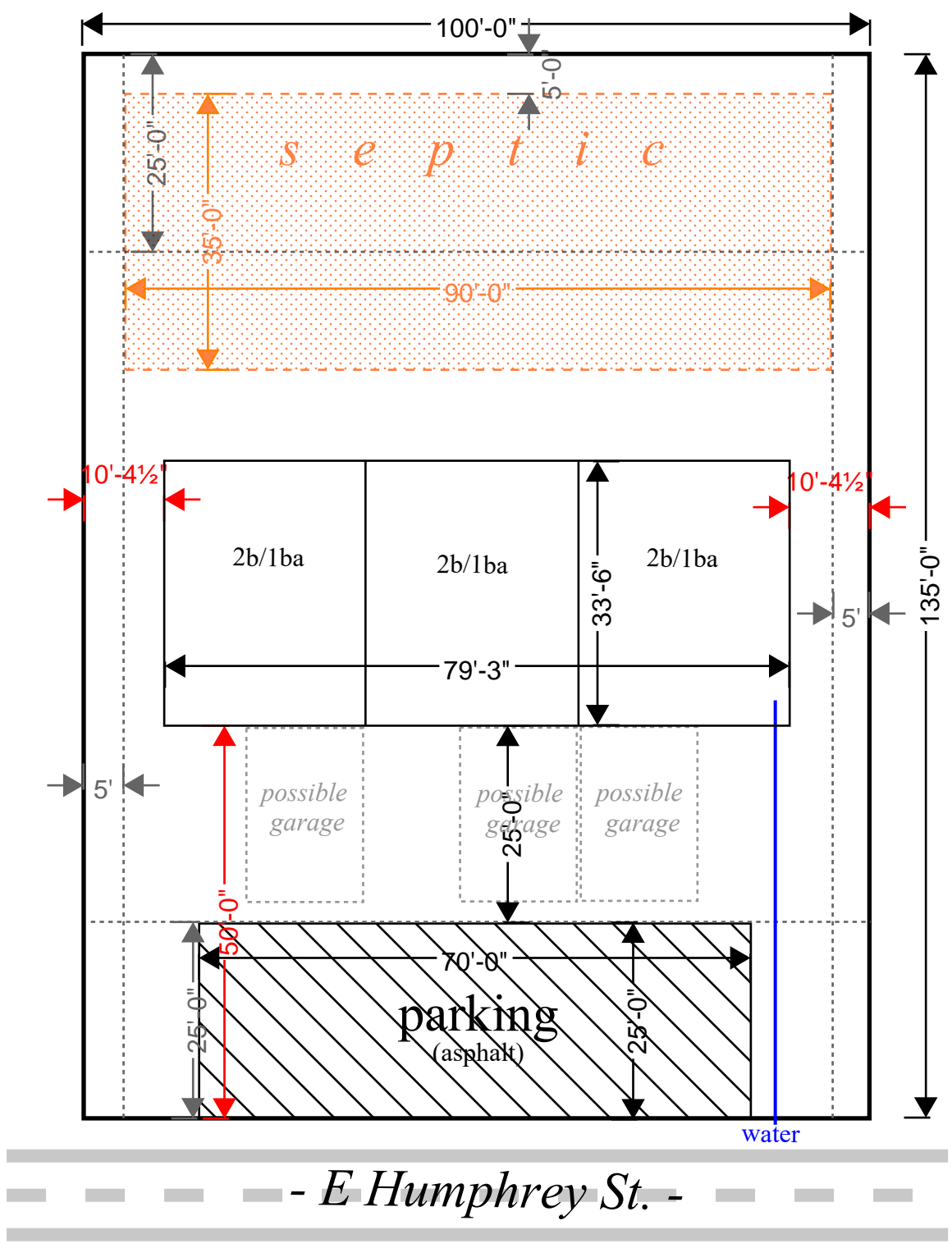
Floor plan



Exterior view



106 E Humphrey St. Triplex
13,504 sf. lot



scale: 1" = 20'

Conditional Use Permit #2022.0034.CU0001 Narrative

Feb 4, 2023

Project Description:

This proposed project is located @ 106 E Humphrey St.. in Yacolt, WA on a 13,504 sf. lot (parcel #65750000). Upon the following findings this project seeks conditional use approval from the city council. The lot this project lies on is zoned as a single-family residential district which falls under the City of Yacolt Municipal Code (YMC) section 18.25. Under the code section is section 18.25.030 which refers to the conditional uses in this zoning wherein triplexes are allowed upon approval. This project consists of an approximate 2,700 sf. triplex (~900 sf./unit) of standard wood framed construction. The project would also include, as required by code, the necessary mechanical, electrical, and plumbing systems as well as surface parking. The entrance for this triplex project would be off of East Humphrey Street. This project would meet all lot requirements including setbacks (YMC 18.25.050), lot coverage (YMC 18.25.060), and parking (YMC 18.70.020). In addition to meeting the previously mentioned YMC this project would also meet YMC 18.40.060 which in part states:

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

All referenced YMC code requirements have been reviewed and conditionally approved by Jackson Civil Engineering, on behalf of the Town of Yacolt, as the acting consultant and town engineer per the staff report that has been procured.

In regards to these code requirements being met a survey has been procured, site plan has been drawn showing the setbacks etc., and we have a rough rendering of the project showing the planned building dimensions. This project has been approved for the necessary septic by the Clark County Environmental Health Unit. Water service for this project will be by Clark Public Utilities and there is currently a water meter installed and ready for connection.

This project would uphold and promote the city ordinance #563 which was adopted in the council meeting on March, 1st, 2017. This adopted city ordinance is in participation with the development and application of Washington’s comprehensive growth management plan. In summary this adopted ordinance is to help provide additional middle/affordable housing.

This project is also subject to the following applicable codes:

2018 Washington State Building Code - based on 2018 IBC

2018 Washington State Fire Code - base on 2018 IFC

Conditional Use Permit #2022.0034.CU0001 Narrative

Feb 4, 2023

2018 International Mechanical Code (IMC) with Washington Amendments

2018 Washington State Plumbing Code - base on 2018 UPC

2020 National Electrical Code (NEC)

2018 Washington State Energy Code (WSEC)

City of Yacolt Municipal Code

Property Owner/Applicant: Lane Johnston



Town of Yacolt

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

Staff Report

Project Name: E Humphrey St.

Meeting Date: February 13th, 2023

Proposal: This project consists of an approximate 2,700 sf. triplex (~900 sf./unit) of standard wood framed construction. The project would also include, as required by code, the necessary mechanical, electrical, and plumbing systems as well as surface parking. The entrance for this triplex project would be off East Humphrey Street. This project would meet all lot requirements.

Location: North of E Humphrey St., between Railroad St. and E Hubbard Ave.

Owner: Lane Johnston

Applicant: Lane Johnston

Applicant's Rep: Nathan EK; Ek Engineering

Staff: Katie Listek, Mayor
Terry Gardner, Public Works Director
Stephanie Fields, Clerk
Devin Jackson, Town Engineer (Consultant, Jackson Civil)
David Ridenour, Town Attorney

Recommendation: Approved subject to Conditions

Date issued:

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V. COMMENTS

I. BACKGROUND

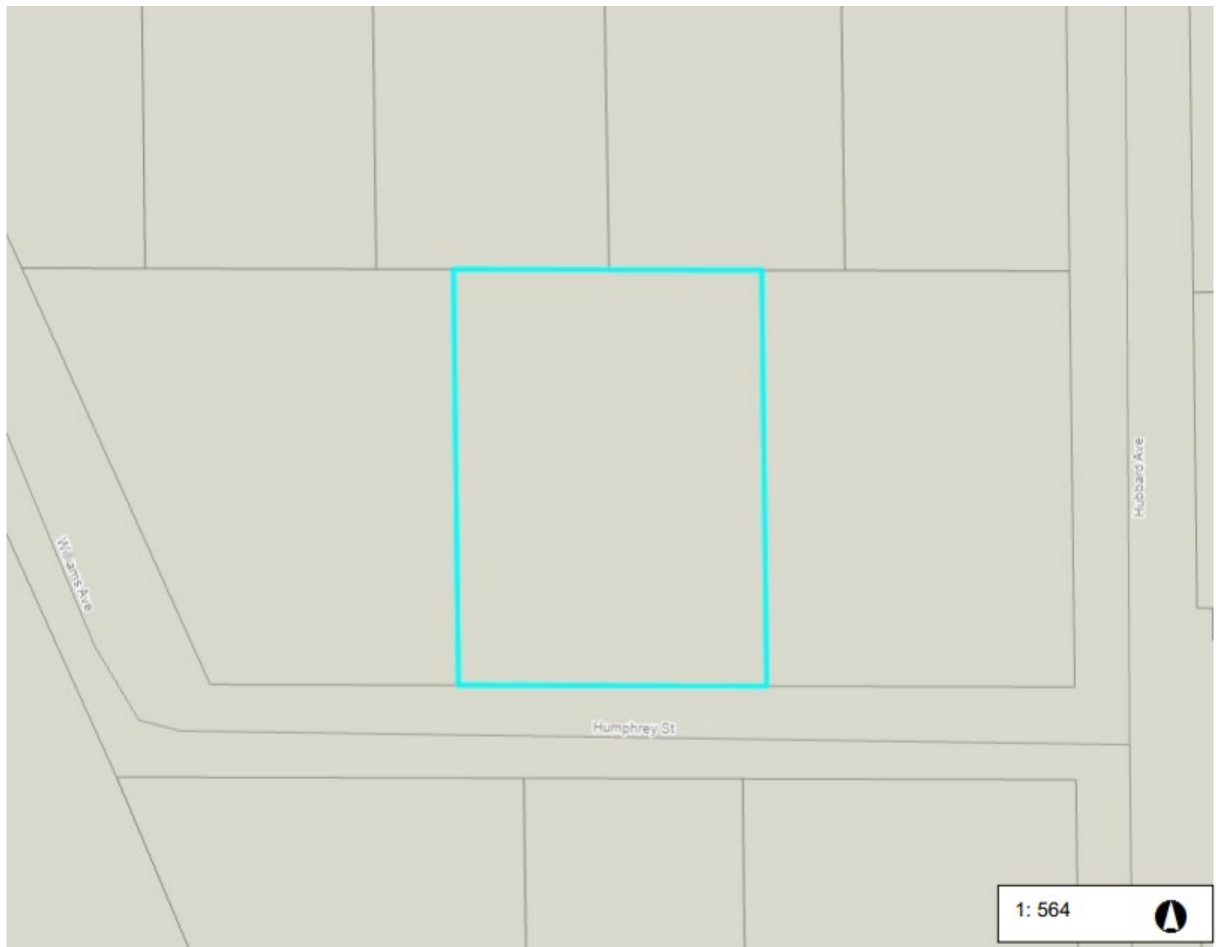
A. General Site Information

Size of Site:	0.31 acres
Existing Vegetation:	Shrubs, and grass.
Existing Structures:	None
Adjacent Land Uses:	The property is surrounded by developed single-family residential.
Adjacent Zoning:	The property is surrounded by single-family residential zoning.
Topography:	The site is generally flat.
Wetlands:	None
Flood Plain:	None
Shoreline Jurisdiction:	None
Access Roads:	The site is served by E Humphrey St. along its South boundary.

B. Land Use Processing

Application Submitted:	28 Day Counter Technical Complete
Decision on a Development Proposal:	120 Day for Review

Figure 1. Location



Parcel Information

Property Identification Number: 65750000

Property Location Address

no situs address available

Property Owner

JOHNSTON LANE

Owner Mailing Address

PO BOX 831
BATTLE GROUND WA, 98604

II. DOCUMENTS REVIEWED

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

- A. Clark County on-site sewage soil and site evaluation concurrency letter
- B. Triplex Narrative
- C. Survey Plan
- D. Site Plan

III. AUTHORITY

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 public hearing will be conducted in accordance with rules of procedure adopted by the Yacolt Town Council. The final decision on the Application will be made by the Yacolt Town Council.

IV. APPLICABLE REGULATIONS/ANALYSIS

A. Yacolt Municipal Code

Title 13 PUBLIC SERVICES

13.05 Water Main Installation

13.05.070 Town standards – Approval.

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

FINDING: The project does not provide utility plan; therefore, the standard does not meet.

CONDITION OF APPROVAL: Prior to engineering approval, the applicant shall submit a utility plan for Town review and approval.

13.10 Stormwater Management and Facility Maintenance

13.10.010 Stormwater management plan

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

13.10.080 Maintenance required

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

13.10.090 Minimum standards

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

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

13.10.110 Compliance

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

FINDING: According to 1992 Stormwater Management Manual for the Puget Sound Basin, if the proposed impervious surfaces less than 5,000 ft², the project only needs to meet the small parcel minimum requirements 1-4 and to prepare a small parcel erosion and sediment control plan.

CONDITION OF APPROVAL: Prior to building permit approval, the applicant shall provide a site plan and TIR demonstrating compliance with the small parcel minimum requirements 1-4.

Title 16 ENVIRONMENT

16.05 State Environmental Policy Act (SEPA)

16.05.110 Environmental checklist

- A. *A completed environmental checklist (or a copy), in the form provided in WAC 197-11-960, shall be filed at the same time as an application for a permit, license, certificate, or other approval not specifically exempted in this chapter; provided, a checklist is not needed if the town and applicant agree an EIS is required, or if SEPA compliance has been completed, or if SEPA compliance has been initiated by another agency. The town shall use the environmental checklist to determine the lead agency and, if the town is the lead agency, to determine the responsible official for making the threshold determination.*
- B. *For private proposals, the town will require the applicant to complete the environmental checklist, and shall provide assistance as the town determines necessary. For town proposals, the department initiating the proposal shall complete the environmental checklist for that proposal.*
- C. *The town may require that it, and not the private applicant, will complete all or part of the environmental checklist for a private proposal, if either of the following occurs:*
 - 1. *The town has technical information on a question or questions that is unavailable to the private applicant; or*
 - 2. *The applicant has provided inaccurate information on previous proposals or on proposals currently under consideration.*

FINDING: According to WAC 197-11-800, this project is categorical exemptions for SEPA. The standard does not apply.

16.25 Critical Aquifer Recharge Areas (CARAs)

16.25.030 Administration

A. Permit Requirements

- 1. To receive a CARA permit required by YMC 16.25.020, the applicant must demonstrate, through a Level 1 site evaluation report, how they will integrate necessary and appropriate best management practices (BMP) to prevent degradation of groundwater. The applicant must also meet existing local, state, and federal laws and regulations.*
- 2. If an applicant wants to avoid implementation of BMPs, they must submit a Level 2 site evaluation report and develop and implement a monitoring program that:*
 - a. Demonstrates how the applicant will prevent degradation to groundwater. The applicant must also meet existing local, state, and federal laws and regulations; and*
 - b. Includes quarterly reporting to the public works department. The public works department will evaluate the monitoring program and may require periodic changes based on the monitoring results, new technology, and/or BMPs.*

B. Level 1 Site Evaluation Report/Approval Criteria

- 1. For all proposed activities to be located in a critical aquifer recharge area, the site evaluation report shall include a Level 1 assessment by an engineer as defined in YMC 16.20.260.*
- 2. The report will identify how the applicant will follow the requirements of the Dangerous Waste Regulations, Chapter 173-303 WAC, in the event hazardous material is released onto the ground or into groundwater.*
- 3. The report will be reviewed by the public works department in the same process as the primary development permit. If approved, the applicant will receive a CARA permit allowing the activity on the subject property.*
- 4. The public works department may waive the requirement for an engineer. This would be done when the site conditions or project mitigations have been, or can be, adequately addressed in the site evaluation report.*

C. Level 2 Site Evaluation Report/Approval Criteria

- 1. A qualified groundwater professional as defined in YMC 16.20.260 will determine whether the proposed activity will have any adverse impacts on groundwater in CARAs. This determination must be based upon the requirements of the Safe Drinking Water Act and the Wellhead Protection Area Program, Public Water Supplies, Chapter 246-290 WAC; Water Quality Standards for Ground Waters of the State of Washington, Chapter 173-200 WAC; Chapter 173-218 WAC, Underground Injection Control Program; and Dangerous Waste Regulations, Chapter 173-303 WAC. By this reference, Chapters 173-200, 173-303, and 246-290 WAC, as written and hereafter updated, will be part of this chapter.*
- 2. The Level 2 site evaluation report will include the following:*
 - a. Identification of the proposed development plan, along with potential impacts (e.g., on-site septic systems and other on-site activities) that may adversely impact groundwater quality underlying or down gradient of the project or project area;*
 - b. Site plans or diagrams at an appropriate scale (1:2,400 or one inch to 200 feet) showing the location of abandoned and active wells, springs, and surface water bodies within 1,000 feet of the project or project area; and*
 - c. A description of the geologic and hydrogeologic characteristics of the subject property including the following:*

- i. *Lithologic characteristics and stratigraphic relationships;*
 - ii. *Aquifer characteristics including recharge and discharge areas, depth to and static waterflow patterns, and an estimate of groundwater flow velocity;*
 - iii. *Contaminant rate and transport including probable migration pathways and travel time of a potential contaminant release from the site through the unsaturated zone to the aquifer(s) and through the aquifer(s), and how the contaminant(s) may be attenuated within the unsaturated zone and the aquifer(s);*
 - iv. *Appropriate hydrogeologic cross sections which depict lithology, stratigraphy, aquifer, units, potential or probable contaminant pathways from a chemical release, and rate of groundwater flow;*
 - v. *Existing groundwater quality; and*
 - vi. *A proposal for quarterly monitoring of groundwater quality to detect changes and a description of corrective actions that will be taken if monitoring results indicate contaminants from the site have entered the underlying aquifer(s).*
3. *The report will be reviewed by the public works department, in consultation with the Clark County health department and/or the local water purveyor, in conjunction with the same process as the primary development permit. If approved, the applicant will receive a CARA permit allowing the activity on the subject property.*
 4. *Penalties. Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of this chapter shall be subject to penalties as defined in Chapter 70.119A RCW and Chapters 173-200 and 246-290 WAC.*

FINDING: According to Clark County GIS, this development site located category 1 recharge areas. According to Clark County Critical Aquifer Recharge Areas document, the CARA ordinance does not apply to residential uses. The standard does not apply.

Title 18 ZONING

18.25 Single-Family Residential Districts

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

18.25.020 Permitted uses

The following uses are permitted:

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

18.25.030 Conditional uses

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

- A. Churches.
- B. Public or private schools, including preschools.

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

FINDING: The proposed site is located in the R1-10 zone. The applicant is proposing the construction of a triplex. Triplexes are a conditional use; therefore, a conditional use hearing must be held.

18.25.040 Height regulations

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

18.25.050 Lot requirements

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

Table 4A

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

The minimum street side yard shall be 15 feet.

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

18.25.060 Lot coverage

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

18.25.080 Off-street parking

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

18.25.085 Local health officer authority

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

FINDING: According to the triplex narrative, the height, lot requirements, and lot coverage would meet all lot requirements. In addition, the site plan shows lot coverage less than 50%, 25-foot setback for front yard, 5-foot setback for side yard and 25-foot setback for rear yard. However, the site plan does not indicate building height. This standard applies.

CONDITION OF APPROVAL: Prior to building permit approval, architectural and site design plans satisfying all parts of YMC Section 18.25. Site Planning and Architectural Design Guidelines shall be submitted for review and approval by the Town.

18.40 Conditional Use Permits

18.40.030 Application.

A property owner or any interested person may make application for a conditional use permit which shall be made to the mayor in a manner prescribed by the town. Such application shall be accompanied by a site plan.

18.40.050 Public hearings

Before a conditional use is permitted, the proposed conditional use shall be considered by the town council at a public hearing. Notice of said hearing shall be given as provided in Chapter 18.95 YMC.

18.40.060 Action by the town council.

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

In order to grant any conditional use, the town council must find that the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be significantly detrimental to the health, safety, or general welfare of persons residing or

working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the community.

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

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

18.40.070 Effect.

No building or other permit shall be issued in any case where a conditional use permit is required by the terms of this chapter until five days after the approval of the conditional use by the town council.

FINDING: After review of the proposal staff has found that the proposed building and site layout can feasibly meet the zoning criteria with the recommended conditions and a conditional use approval from council. The proposal is for a multifamily building which is residential in nature. The site plan has shown that stormwater and septic can be accommodated therefore staff does not feel that this proposal is detrimental to the health, safety, or general welfare of person residing or working in the neighborhood. Additionally, staff does not feel the proposal is detrimental or injurious to the property and improvements in the neighborhood or into the general welfare of the community.

Staff also notes that with the passage of House Bill 1220 in 2021 by the Washington State Legislature moderate housing (duplex, triplex, and townhomes) policy goals are now required as a part of the comprehensive plan.

18.70 Parking, Access and Circulation

18.70.020 Calculation of parking requirements

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

- A. Where Table 11A requires a certain number of parking spaces based on the area of a building, the area shall be the gross floor area within the exterior walls of the structure, excluding the area of a building that encloses parking or loading spaces.
- B. Where more than one use occupies a given structure or parcel of land or where a given business includes a combination of uses, the minimum required number of parking spaces shall be the sum of the requirements for each use, except to the extent the uses comply with the requirements of this chapter for shared parking.
- C. Where a building may be used for more than one purpose, and the applicant does not limit the permitted uses in the building, parking spaces shall be provided based on the possible use(s) that require the most parking spaces.
- D. Where Table 11A does not list the parking requirements for a proposed use, the town council shall determine the minimum parking requirements for the use, based on requirements in Table 11A for other similar uses, if any, or on substantial evidence of parking needs for similar uses in other, similar locations.
- E. Up to 30 percent of required parking spaces and all parking spaces in excess of minimum requirements may comply with the standards for compact cars in Table 11B.

- F. All parking areas shall comply with applicable local, state and federal standards regarding parking for disabled persons.
- G. The town council may reduce the required number of parking spaces to less than that required in Table 11A if the town finds that a lesser number of off-street parking spaces will be enough to fulfill all parking needs of the use or development, based on substantial evidence in the applications, such as an adequate survey or parking demand at similar uses under similar conditions. The number of parking spaces for disabled persons may not be reduced under this section.

Table 11A

USE	MINIMUM NUMBER OF PARKING SPACES
A. Residential	
1. 1-, 2- and 3-unit family dwellings	2 spaces/dwelling unit. Single-family and duplex parking may be tandem (one car behind the other).
2. Multifamily dwelling containing 4 or more dwelling units	1 1/2 spaces/dwelling unit
3. Apartment, hotel, rooming or boarding house	1 1/2 spaces/guest accommodation
4. Residential care facility	1 space/7 residents served under age of 12 1 space/5 residents served ages 12 – 17 1 space/4 residents served ages 18 years or older
5. Retirement housing facilities	1 space/each 3 units
B. Commercial residential	
1. Hotel	1 space/bedroom
2. Motel	1 space/bedroom
3. Clubs/lodges	Spaces to meet the combined requirements of the uses being conducted, such as hotel, restaurant, auditorium, etc.
C. Institutions	
1. Welfare or correctional institutions	1 space/3 beds for patients or inmates
2. Convalescent hospital, nursing home, sanitarium, rest home, home for the aged	1 space/3 beds for patients or residents
3. Hospital	2 spaces/bed
D. Places of assembly	
1. Church	1 space/4 seats, or 8 feet of bench length in the main auditorium
2. Library, reading room, museum, art gallery	1 space/400 square feet of floor area
3. Preschool, nursery, kindergarten, mini-day care center or commercial day care center	2 spaces/teacher or employee
4. Elementary or junior high school	1 space/4 seats, or 8 feet of bench length in auditorium or assembly room, whichever is greater
5. High school	1 space/employee, plus 1 space/each 6 students, or 1 space/4 seats, or 8 feet of bench length in the auditorium, whichever is greater
6. College, commercial school for adults	1 space/3 seats in classroom
7. Other auditoriums, meeting rooms	1 space/4 seats, or 8 feet of bench length

E. Commercial amusements	
1. Stadium, arena, theater	1 space/4 seats, or 8 feet of bench length
2. Bowling alley	5 spaces/lane
3. Dance hall, skating rink	1 space/150 square feet of floor area
F. Commercial	
1. Retail store except supermarkets and stores selling bulky merchandise and grocery stores, 1,500 square feet gross floor area or less	1 space/350 square feet of floor area
2. Commercial retail, 1,501 square feet or more	1 space/350 square feet of floor area
3. Service or repair shops	1 space/200 square feet of floor area
4. Retail stores and outlets selling furniture, automobiles or other bulky merchandise where the operator can show the bulky merchandise occupies the major area of the building	1 space/600 square feet of floor area
5. Bank, office (except medical and dental)	1 space/400 square feet of floor area
6. Medical and dental office or clinic	1 space/200 square feet of floor area
7. Eating or drinking establishments	1 space/200 square feet of floor area
8. Mortuaries	1 space/4 seats or 8 feet of bench length
G. Industrial	
1. Manufacturing establishment	1 space/500 square feet
2. Storage warehouse, wholesale establishment, rail or trucking freight terminal	1 space/2,000 square feet of floor area

FINDING: Based on Table 11A, each 3-unit family dwellings is required to have a minimum of 2 parking spaces. The applicant does not indicate parking spaces calculation. This standard is not met.

CONDITION OF APPROVAL: Prior to building permit approval, the applicant shall provide parking space calculations for Town review and approval.

18.75 Landscaping and Screening

18.75.030 Landscaping and screening approval standards – Generally

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

- D. As a condition of approval of a conditional use, the town may require an applicant to provide landscaping and screening that differs from the standards in Table 12A where necessary to comply with the other applicable approval standards for the use or development.
- E. Landscaped areas required for stormwater management purposes may be used to satisfy the landscaping requirements of this chapter, even though those areas may be inundated by surface water.
- F. Required landscaping and screening shall be located on the perimeter of a lot or parcel. Required landscaping and screening shall not be located on a public right-of-way or private street easement, unless authorized under another ordinance.

FINDING: Based on the Clark County GIS maps, the surrounding properties are zoned single-family; therefore, no landscaping or screening is required along the site boundaries. This standard does not apply.

B. Yacolt Engineering Standard

Chapter I – General Design Requirements

1.03 Permits

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

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

A. Environmental Review

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

B. Construction Permits

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

construction activities or special events is obtained through the Right-of-Way Permit.

4. Utilities Work: Permits, service requests, and applications are required for water and sewer-related items, including side sewers, fire hydrant use permits and water meters.

C. Approvals and Other Permits

There are several other pennits or approvals which may be required and referred to in these Standards: Developer Extension Agreements; plat and short plat approvals; and Certificate of Occupancy.

In addition, there are several other Town approvals (land use) which may have been obtained prior to the above listed permits and which may affect the Standards as contained in this document.

FINDING: The proposal includes on-site sewage application documents for Town to review. The standard applies.

CONDITION OF APPROVAL: Prior to construction, applicant shall obtain and have in their possession all necessary permits to perform work.

1.04 Submittal Requirements

A. General

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

B. Design Plan Format

1. The plans shall be submitted on 24 x 36-inch sheets.
2. Vicinity Maps shall be located on the first sheet of all plans and shall show the location of the project in respect to the nearest major street intersection.
3. A north arrow shall be shown on each plan view sheet of the plans and adjacent to any other drawing which is not oriented the same as other drawings on the sheet.
4. Site Development Plans shall be organized as follows:
 - a. Title sheet to include project name, vicinity map, name and mailing address of developer/owner and engineering firm, general notes, notice to excavators, index, and space for town approval stamp (5 x 5-inch) in the lower right quadrant.
 - b. Composite utility plan: include existing public and private utilities, and proposed public improvements.
 - c. Sanitary sewer and water, including fire hydrant locations.
 - d. Street and storm sewer, showing existing and finished contours at 2-foot intervals.
 - e. Grading and erosion control plan with maximum contour intervals of 2 feet. Contours shall extend offsite a minimum of 50 feet. This sheet shall also note the source of information, date of field work, and location of original document.

- f. Approved preliminary plat (if it is a subdivision).
 - g. Landscape plan including sidewalks, bikeways, retaining walls, irrigation, and lighting.
- 5. Details - All Town Standard Drawings and details shall be full size.
- 6. The scale shall be 1-inch = 2 feet, 3 feet, 4 feet, 5 feet, or 10 feet vertically and shall be 1-inch = 10 feet, 20 feet, 30 feet, 40 feet, or 50 feet horizontally for all drawings except structural details. Scale shall be shown with north arrow and within a title block.
- 7. Letter size shall not be smaller than 0.10 of an inch high.
- 8. The location and elevation of a National Geodetic Survey, United States Geological Survey, Clark County, or Town of Yacolt bench mark shall be shown. No other datum shall be used without permission of the Town Engineer. Temporary control bench marks and elevations shall also be shown on the plans.
- 9. A title block shall appear on each sheet of the plan set and shall be placed in the lower right-hand corner of the sheet, across the bottom edge of the sheet, or across the right-hand edge of the sheet. The title block shall include the names of the project, the engineering firm, the owner, the sheet title, and the sheet number.
- 10. The seal of the registered Washington Professional Engineer responsible for preparation of the plans shall appear on each sheet.
- 11. The description and date of all revisions to the plans shall be shown on each sheet affected, and shall be approved and dated by the registered Professional Engineer of record as evidenced by an original signature or initial.
- 12. Through use of standard drafting symbols, indicate the location and direction of view for all sections.
- 13. 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 for Public Works Construction".

C. Plan View

Plan views shall show the following:

- Right-of-Way, property, tract, and easement lines (existing and proposed).
- Subdivision name, lot numbers, street names, and other identifying labels. Subdivision and street names are subject to the approval of the Mayor, Fire Marshal's Office, and the County Surveyor.
- Location and stationing of existing and proposed street center lines and curb faces.
- Horizontal alignment and curve data of street center lines and curb returns.
- Existing underground utilities and trees over 6 inches in diameter within the construction limits.
- Location of existing buildings, wells, septic tanks, drain fields, fuel tanks, and any other buried structures. An ALTA survey shall be required for at least 100 feet surrounding any of the above items to remain.
- Location, stationing, and size of all mains and service lines for storm drainage, sanitary sewer and water. Location of all fire hydrants. Stationing shall be located in relationship to the street stationing at all manholes or other key locations.
- Match lines with sheet number references.
- Provisions for cross-connection control must be clearly shown on the plans, including any retro-fitting of existing water service connections and existing auxiliary water supplies, conversions to Town of Yacolt water service that are required as a condition

of development approval, upgrading of existing service connections by replacement of same, and any other cross connection control required by state and local rules and codes.

- Street stationing to be noted at a minimum of 100-foot intervals.
- Top of curb elevations along curb returns at quarter-delta's, and at 100-foot stations.
- Location of the low points of street grades and curb returns.
- Sidewalk locations. This shall include ramps, transitions in location or width, and relationship with driveways.
- Crown lines along portions of streets transitional from one typical section to another.
- Center line stationing of all intersecting streets.
- Location and description of existing survey monuments, including but not limited to: section corners, quarter corners, donation land claim comers, and Town bench marks.
- Location of proposed street intersection monument boxes.
- FEMA designated 100-year flood plains and flood ways, or areas of flooding during a 100-year storm event.
- Wetland areas and storm water quality undisturbed corridors (buffer strips).
- Legend.
- Developer's name, address and phone number.
- Any additional information that the Town deems necessary.

D. Profile View

Profile Views shall show the following:

- Stationing, elevations, vertical curve data (including curve k factors), and slopes for center of streets or top of curbs. For off-set or superelevation cross-sections, both curbs shall be profiled. Where curbs are not to be constructed, center line of street and ditch inverts shall be shown.
- Original ground along the center line and if necessary at the edges of the right-of-way if grade differences are significant.
- Center line, top of curb, and gutter flow lines of existing streets for a distance of at least three hundred (300) feet each way at intersections with proposed streets. For stub streets that may be extended in the future, the vertical alignment shall be designed for at least 300 feet beyond the scope of the proposed construction. At the discretion of the Town Engineer, additional design information concerning the vertical and horizontal alignment of future street extensions may be required.
- Vertical alignment of streets, including existing center line monumentation.
- The top of curb for all cul-de-sacs, eyebrows and curb returns.
- All proposed drainage facilities, all invert and top elevations, slopes, materials, bedding, and backfill.
- Existing drainage facilities, including off-site facilities, upstream and downstream that affect the design (i.e., downstream restrictions that back water onto project site). In addition, base flood elevations shall be shown on the profile.
- Profiles for ditch and creek flow lines shall extend a minimum of two hundred (200) feet beyond the project, both upstream and downstream. Typical cross sections at fifty (50) foot intervals shall also be submitted.
- Designate structures using alpha or numeric labels on profiles to correspond to plan view notation.
- Profile for existing and proposed storm, sanitary, and water mains. Profiles for water mains less than 12 inches in diameter shall not be required unless directed so by the Town Engineer.

- All existing and proposed sanitary, water, storm lines and other utilities crossing the profile.
- E. Site Grading Plan
- The Town of Yacolt requires a site grading plan as part of the Application for any development that involves the excavation or fill of greater than fifty (50) cubic yards of material. Grading contours (existing & proposed) shall be at no more than 2-foot intervals, and shall extend off-site a minimum of 50 feet. This sheet shall also note source of information, date of field work, and location of original document.
- All soil disturbing construction activity must adhere to the requirements of Chapter 2. A detailed erosion control plan shall be shown in conjunction with the site grading plan.
- F. Drainage Calculations
- Drainage calculations shall be presented in a clear, concise and complete manner. These calculations shall address all runoff into the drainage system; areas contributing flow to each inlet must be computed separately and each inlet with contributing area shall be designated and shown on an accompanying contour map work sheet.
- Initial time of concentration calculation with assumptions listed and charts or nomographs used shall be included with drainage calculations.
- G. Other Requirements
- Other information to be shown on the construction drawings or the other submittals include;
- The design assumptions for each street (ex: traffic coefficient, R-value).
 - The design elements such as:
 1. Street classification;
 2. Design speed;
 3. Superelevation;
 4. Average Daily Traffic (ADT) or Design Hourly Volume (DHV).
 - Structural construction plans and the necessary calculations shall be submitted for proposed structures (ex: walls, box culverts, bridges).
 - Any additional information that the Town Engineer deems necessary to review the plans and assure compliance with design standards.

FINDING: The proposal includes site plans; however, the proposal does not provide utility plans drainage calculations, erosion control plans and other information as required; therefore, this standard is not met. Please refer to YMC 13.10 condition of approval.

Chapter 2 – Land Alteration

2A Policies

2A.01 General

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

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

normally be required under these Standards. The designer must apply these Standards bearing in mind these constraints.

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

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

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

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

2A.02 Seasonal Limits

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

- A. When land alteration activities are interrupted by heavy rain, operations shall not be resumed until the Town determines that erosion control facilities (See Section 2B.02) are operating satisfactorily.*
- B. Land alteration activities near sensitive areas, including slopes over 5%, wetlands, flood plains, or riparian corridors shall be subject to limitations imposed by the Town. Permits from other agencies in addition to the Town may be required by law for such work. It is the responsibility of the project sponsor to obtain such permits prior to beginning work and to see that all applicable regulations are complied with at all times during the course of the work.*
- C. Work shall be stopped and the site shall be secured from erosion at any time when weather conditions change or the threat of heavy rain makes erosion problems likely.*

2A.03 Preservation of Existing Vegetation

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

2A.04 Temporary Erosion/Sedimentation Control

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

2A.05 Permanent Erosion Control and Vegetation Restoration

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

2A.07 Clearing and Grading on Environmentally Sensitive Lands

Clearing and grading shall be prohibited in sensitive areas.

2A.08 Drainage Control

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

2A.09 Water Quality Standards

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

FINDING: The proposal does not include a SWPPP and Erosion Control Plan, so this standard is not met. Please refer to YMC 13.10 condition of approval.

2B Design Standards

2B.01 Temporary Erosion Control

- A. Prior to any clearing and grading of any land development, devices for interception of all runoff from the cleared area shall be installed. Said interception shall preclude discharging silt-laden runoff from the proposed land development to downstream properties to the maximum extent possible with the best available technology. Said interception shall cause all silt-laden runoff to be conveyed by open swale or other means to whatever temporary facility is necessary or required to remove silt from said runoff prior to discharge to downstream properties (see paragraph e below). Sequence of work shall be specified on the plans. An applicant for pre-application review of a preliminary short plat shall submit the requisite fee, a completed pre-application review form provided for that purpose by the city, and the information listed in Chapter 1.030.020(C) WDC.*
- B. Care shall be taken so as to deposit no material from sites of land alteration activity onto public rights-of-way and/or adjoining properties. If such depositions occur, it shall be the responsibility of the Permittee to immediately remove such material from public rights-of-way and adjoining properties, and restore to the original conditions.*
- C. Since site conditions may change rapidly during construction due to construction activity, weather, and other factors, it should be anticipated that the erosion control measures on the approved plan may become ineffective. Under special conditions,*

measures additional to those showing on the plan may be required by the Town in order to control erosion and sedimentation when such special conditions occur.

D. The following shall be carried as general notes on the Temporary Erosion/Sedimentation Control Plan:

- 1. All construction shall be in accordance with the Town of Yacolt's Engineering Standards for Public Works Construction, Yacolt Ordinances, Permit Conditions, and all other applicable codes, ordinances, standards and policies.*
- 2. The temporary erosion control system shall be installed prior to all other construction.*
- 3. Where possible, maintain natural vegetation for erosion and siltation control.*
- 4. As construction progresses and seasonal conditions dictate, more siltation control facilities may be required to ensure complete siltation control. Therefore, during the course of construction, it shall be the obligation and responsibility of the developer to address any new conditions that may be created by his activities and to provide additional facilities over and above the minimum requirements as may be needed to achieve the performance standards required by the permit.*
- 5. Temporary siltation ponds and all temporary siltation and erosion controls shall be maintained in a satisfactory conditions until such time that clearing and/or construction is completed, permanent drainage facilities are operational, and the potential for erosion has passed. Ponds and controls shall be cleaned or replaced as directed by the Town. Contractor shall maintain a 24 hour contact number at (206) - for emergency response to maintain and repair all on site erosion and sedimentation control measures and facilities.*
- 6. All disturbed land areas unworked for seven (7) days or more shall be protected from erosion by hydroseeding with a mix or by a method approved by the Town. If required due to weather, timing, or site conditions, the hydroseeding shall be supplemented by mulching with straw a minimum of 1 inch thick and stapling jute or utility mesh over the mulch.*
- 7. Approval of this temporary erosion and sedimentation control plan does not constitute an approval of design, nor location of pipes, restrictors, or retention facilities, or an approval of plans required for a building permit; but is an approval of grading and sedimentation control plan only, unless specifically noted on the plan approval stamp.*
- 8. Prior to occupancy of the building, the permanent storm drainage system shall be cleaned by pumping (not into the storm drainage system) or other method as approved by the Town.*
- 9. The Permittee shall be responsible for preventing water pollution due to construction materials, methods or equipment. All exposed aggregate concrete shall be installed and constructed so that no wash water enters the storm drainage system. The contractor shall provide a separate area, a minimum of 200 square feet in size, for washing of concrete trucks. This area shall also be isolated so that no water enters the storm drainage system.*

E. General Methods of Erosion and Sedimentation Controls - The types of controls, as outlined in the Puget Sound Manual, shall be utilized in such combination as is necessary to achieve the level of erosion control required by these Standards and meet water quality objectives. Erosion control facilities shall be periodically inspected and maintenance performed in order to ensure their proper functioning as required by the approved erosion and sedimentation control management plan.

2B.02 Environmental Protection During Construction

A. General Policy and Requirements

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

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

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

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

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

B. Air Pollution Control

1. Dust. Dust shall be minimized to the extent practicable, utilizing all measures necessary, including, but not limited to:

- a. Sprinkling haul and access roads and other exposed dust producing areas with water. Obtaining water from a hydrant will require specific authorization from the applicable water jurisdiction.
- b. Applying DOE approved dust palliatives on access and haul roads.
- c. Establishing temporary vegetative cover.
- d. Placing wood chips or other effective mulches on vehicle and pedestrian use areas.
- e. Maintaining the proper moisture condition on all fill surfaces.
- f. Pre-wetting cut and borrow area surfaces.
- g. Use of covered haul equipment.

2. Fumes, Smoke, and Odors

- a. Tires, oils, paints, asphalts, coated metals, or other such materials will not be permitted in combustible waste piles, and will not be burned at the construction site.
- b. Open burning shall not be permitted unless approved by the Southwest Washington Air Pollution Control Authority and the County Fire Marshal's Office.
- c. Open burning shall not be permitted within 1,000 feet of a structure or within 250 feet of the drip line of any standing timber or flammable growth.
- d. Open burning shall not be permitted during a local air inversion or other climatic conditions that may result in a smoke pall hanging over a built-up area or community.
- e. Open burning shall not be permitted when climatic and moisture conditions are contributing to high danger of forest or range fires as determined by town, state, or federal authorities.

- f. *All open burning shall be constantly attended by a crew with a supply of fire-fighting tools and equipment. The number and size of fires shall be limited such that the burning crew can adequately control them.*

C. *Erosion Control*

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

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

1. *Measures to prevent erosion at construction sites shall be incorporated into the construction drawings and specifications.*
2. *All earth and soft or broken rock areas that have been disturbed by construction operations such as during stripping, excavation, and by traffic shall be protected from erosion by the action of concentrated runoff, by the impact of falling rain, by wind action, by vehicular tracking, or a combination of actions.*
3. *The concentration of runoff on or across slopes shall be prevented.*
4. *Sections of bare earth and the length of time of their exposure to potential erosion shall be minimized by proper scheduling, limiting the work areas, and placement of appropriate cover.*
5. *Precautions shall be taken in the use of construction equipment to prevent operations that increase the potential for erosion. Wheel tracks or ruts, particularly down slopes, that permit concentration of surface flows, shall be avoided. Fording of live streams that accelerate erosion and damage aquatic animal habitat shall be avoided. Where frequent stream crossings are necessary, temporary bridges shall be installed.*
6. *Areas for borrow pits and waste disposal shall be selected with full consideration of erosion control needs during and after borrow operations.*

D. *Maintaining Surface Water Quality*

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

E. *Fish and Wildlife Habitat Preservation*

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

F. *Control of Noise Levels*

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

G. *Natural Vegetation*

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

H. Historical and Archaeological Areas

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

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

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

I. Use of Pesticides

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

FINDING: Refer to finding for YES 2A of this report.

Chapter 3 - Streets

3A Functional Classification

3A.01 Access

Access to public streets shall conform to the requirements of Paragraph 3B.10. The Town Engineer shall have the authority to limit access and designate access locations on public streets under the jurisdiction of the Town. Access to streets and highways under Clark County or State of Washington jurisdiction must be formally approved by those entities at the applicant's initiative and expense.

3A.02 Width

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

3A.03 Number of Lanes

The number of lanes for each class of road shall be as directed by the Town Engineer. Additional lanes may be required at intersections in excess of the road sections shown in Table 3B.04A. Right-of-way may be needed in addition to that shown in Table 3B.04A to accommodate the increased number of lanes at intersections.

3A.04 Design Speed

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

3A.05 Dedications

A. Right-of-Way shall be deeded for streets and other improvements as required per Table 3B.04A to accommodate motorized and non-motorized transportation, landscaping, utility and buffer requirements. Some reduction in the minimum right-of-way requirement may be granted by the Town where it can be demonstrated that sufficient area has been provided for all functions within the right-of-way and/or alternate locations. Conveyance shall be fee simple using a statutory warranty deed.

B. Easements for all public systems shall be provided as required. Specific requirements for sewer, water, and storm drainage easements are detailed in the relevant chapters. Particular design features of a road may necessitate slope, wall or drainage easements. Such easements may be required by the Engineer in conjunction with dedication or acquisition of right-of-way and other standard easements (temporary construction, right of entry, sidewalk, pedestrian., street lighting, and traffic control devices, etc.).

C. Special Access Easements or Tracts.

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

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

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

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

- 1. The short plat abuts an existing substandard public street and the additional right-of-way is necessary to incorporate future frontage improvements necessary for public safety, or*
- 2. Additional right-of-way is needed to provide right-of-way for the extension of existing public street improvements necessary for public safety, or*
- 3. Additional right-of-way is needed to provide future street improvements necessary for public safety for planned new public streets.*

E. It is within the authority of the Town to refuse to approve or sign any land partition, partition plat, or subdivision plat for a development that has not installed or completed the construction of the necessary public infrastructure to serve the proposed and

affected existing lots. Such approval may be withheld until it can be verified that the location and width of proposed rights of way and easements are adequate for the completed infrastructure.

- F. Easements are subject to the approval of the Town Attorney prior to recording. Variation from the Town standard form of conveyance shall be allowed only when extraordinary circumstances warrant, as determined by the Mayor and Town Attorney.*
- G. All recording costs for easements created by private development shall be borne by the developer unless specifically agreed to by the Town.*

3A.11 Sight Obstruction Requirements

- A. Sight distance should be maintained at all driveways, building or garage entrances where structures, wing walls, etc. are located adjacent to or in close proximity to a pedestrian walkway.*
- B. Sight lines to traffic control devices (signs, signals, etc.) should not be obscured by landscaping, street furniture, marquees, awnings or other obstructions. Refer to the Manual of Uniform Traffic Control Devices for required sightlines (MUTCD).*

3A.13 Survey Monuments

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

3A.18 Driveways

A. General Requirements

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

B. Conditions of Approval

- 1. Driveways directly giving access onto arterials may be denied if alternate access is available.*
- 2. All abandoned driveway areas on the street frontage to be improved shall be removed and new curb, gutter, and sidewalk shall be installed.*
- 3. No commercial driveway shall be approved where backing onto the sidewalk or street will occur.*
- 4. Left turns from and to a driveway may be restricted as a development condition or in the future if such maneuvers are found to be unduly hazardous.*

5. *Driveways shall be aligned wherever possible with existing driveways on the opposite side of the street on two (2) or three (3) lane streets.*
6. *All driveways shall be angled ninety-degrees (90°) to the street, unless designated as right turn only with the approval of the Engineer.*

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

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

3A.21 Mailboxes

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

3A.22 Street Illumination

- A. *Plats and Short Plats*

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

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

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

B. Existing Residential Areas

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

C. Commercial

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

D. General Considerations

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

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

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

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

3A.23 Traffic Control and Signing

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

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

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

D. Temporary Traffic Control. *It is the responsibility of the developer to provide adequate temporary traffic control to ensure traffic safety during construction activities.*

E. Traffic Signal Modification. *Traffic signal modification designs shall be prepared by a licensed engineer experienced in traffic signal design.*

3A.28 Surfacing Requirements

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

3A.29 Trench Backfill and Restoration

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

FINDING: The project does not include any public improvements information; however, the engineering plan shall include standard residential driveway. The standard is not met.

CONDITION OF APPROVAL: Prior to engineering approval, standard residential driveway design shall be in accordance with Yacolt Engineering Standard.

3B Design Standards

3B.01 Easements

- A. Pedestrian access easements or tracts shall be a minimum of ten feet (10') wide. If the easement is over one-hundred and fifty feet (150') in length but less than three-hundred feet (300'), the width shall be fifteen feet (15'); if over three-hundred (300') in length, the width shall be twenty feet (20'). Structure setbacks shall be a minimum of fifteen feet from the edge of the easement or tract.*
- B. In residential subdivisions or residential short subdivisions, minimum panhandle width shall be twenty feet (20'). A greater width may be required to accommodate grading or utility requirements.*
- C. In commercial subdivisions or commercial short subdivisions, minimum private roadway easement or panhandle width shall be thirty feet (30'). A greater width may be required to accommodate grading or utility requirements.*

3B.13 Driveways

Design Criteria:

A. Width

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

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

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

B. Elevation

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

C. Clearance from Structures

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

Where the building facade or other design element is less than ten feet (10') behind the sidewalk front setback both pedestrian and vehicular sight distance shall be maintained. Vehicular sight distance shall be per section 3A.11.

D. Sight Distance

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

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

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

G. Construction shall be per Standard Drawings.

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

3B.15 Mailboxes

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

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

B. Placement in relation to curb or sidewalk:

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

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

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

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

3B.17 Street Illumination

A. Design Standards

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

Illumination Levels

Street Classification	Horizontal Foot Candles	Uniformity Ratio (average to minimum)
------------------------------	--------------------------------	--

Arterials	1.0 FC	3:1
Local Commercial/Industrial	1.0 FC	3:1
Local Residential Collectors	0.7 FC	3:1
Local Residential Streets	0.3 FC	None; 300 foot maximum spacing

B. General Considerations

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

FINDING: Refer to finding and condition of approval for YES chapter 3A of this report.

Chapter 4 – Storm Drainage

4A Polices

4A.01 General

- A. The Town of Yacolt has established the requirements for the design of facilities intended to protect the public health, safety, and welfare from damage due to flooding. Beyond that level of protection, additional measures are specified in this chapter which are intended to minimize any potential flooding damage and allow for efficient operation, repair, and maintenance of the storm drainage system.
- B. Provisions must be made for gravity drainage of roofs and foundation drains for all new buildings and structures. For multi-family, residential, commercial, or industrial developments, these drains shall be piped directly to on-site stormwater systems. In single family residential developments, these drains shall be discharged to on-site splash blocks and shall not be permitted to discharge to the street gutter or directly to the public storm drain system.
- C. Provisions must be made for stormwater from private property to remain on private property wherever feasible. Runoff from driveways shall not be permitted to drain directly to the street.
- D. These requirements shall apply to all storm drainage facilities in existing and proposed public right-of-way, public drainage easements, and tracts of common ownership in the Town. Storm drainage systems include, but are not limited to: inlets, pipes, ditches, creeks, rivers, wetlands, and storm water quality and quantity facilities.
- E. The Town of Yacolt has adopted the '1Stormwater Management Manual for the Puget Sound Basin' (hereinafter referred to as the Puget Sound Manual) prepared by the

Washington State Department of Ecology. All design and construction standards must meet or exceed these requirements and those shown on the Town's Standard Details. The Town has adopted the Puget Sound Manual with the following notations:

- 1. Storm water quantity management requirements are amended by Section 4B of these Standards.*
 - 2. All steps within structures must comply with OSHA standards. There shall be no more than 24 inches between the top of the casting and the rung of the top step.*
 - 3. No more than eight (8) inches of riser rings shall be used.*
 - 4. All inside drops and pollution control structures must be constructed with pipe; no partitions will be allowed.*
 - 5. All inside drops and pollution control manholes must be 60 inch or larger diameter structures.*
 - 6. All pipe shall be installed with watertight joints.*
 - 7. All backfill material shall be referenced per Standard Specifications.*
 - 8. No private storm sewer shall be located within any lot other than the lot which is the site of the building or structure served by such sewer. The exception to this will be common areas in planned unit developments, and/or Town right-of-ways, or as otherwise approved by the Town Engineer.*
- F. Drain inlets shall be curb inlets per the Standard Drawings. Curb inlets shall be placed so that no more than 7,000 square feet of hard surfacing, pavement and driveways which drain to the street including top of curb and sidewalk where sidewalk is adjacent to the curb, shall drain to each drain inlet.*
- G. Storm drain conveyance systems shall be designed in accordance with the requirements of Chapter 6 of these Standards. All storm sewer pipe and culverts used in the Town shall be gasketed concrete pipe meeting the requirements of the Standard Specifications.*
- H. Storm drainage design for all developments shall conform to the Town's Stormwater Management Plan.*

4B Design Standards

4B.01 Water Quantity Standards

- A. All development shall conform to the Town's Stormwater Management Plan. For the areas planned for surface water discharge to Yacolt Creek, if a development occurs prior to the availability of the regional facility, sites one-half (0.5) acre or greater in area shall be required to provide on-site detention.*
- B. Storm detention facilities shall be designed to provide storage using a 25 year event, with the safe overflow conveyance of the 100 year storm. Calculations of site discharge for both the existing and proposed conditions shall be required using the King County Hydrograph V4.20. Storms to be evaluated shall include the 2, 10, 25, and 100 year events. Allowable post-development discharge rate for the 2, 10, and 25 year events shall be that of the pre-development discharge rate, with a maximum allowable release rate of one half (0.5) cubic feet per second per acre in the 25 year event. An outfall structure such as a 11Vee-Notch" weir or multiple orifice structure shall be designed to control the release rate for the above events. No flow control orifice smaller than 2.5 inches shall be allowed. If the allowable release rate cannot be met with all the site drainage controlled by a single 2.5 inch orifice, the allowable release rate provided by a 2.5 inch orifice will be considered adequate at the discretion of the Town Engineer.*

- C. *If a site is proposed to be constructed in phases, the first phase shall have a storm water quantity facility designed and built to accommodate the ultimate development of the site.*
- D. *When the above storm detention requirement is to be met by creating a ponded area in a parking lot, the following shall apply:*
 - 1. *Maximum depth of standing water in all parking lot ponds shall be one (1) foot. No more than 25 percent of the entire number of parking stalls in a parking lot shall be inundated by a parking lot pond during the design storm.*
 - 2. *No parking lot ponds shall be located within the primary ingress/egress portions of a site. Parking lot ponding shall be so designed that, at maximum water level for the design storm, a minimum twenty (20) foot wide emergency vehicle lane to the buildings will remain unflooded, including during system overflow condition.*
 - 3. *Slopes on all parking lot surface ponds should not be less than one (1) percent nor exceed five (5) percent in areas designed for vehicular traffic.*
 - 4. *All parking lot ponds shall be designed and constructed in such a manner so as to provide a maximum water surface elevation 0.25 feet lower than any and all structures designed to contain the ponding.*
 - 5. *Where curbing is used to contain a parking lot pond, extruded curbing shall not be used. A public standard "vertical" type curb will be required.*
 - 6. *No parking lot ponding shall occur at an elevation more than one (1) foot below the lowest habitable floor elevation of buildings within the proximity of the pond. Under no circumstances shall ponds or other detention facilities be designed in such a manner that system failure would cause flooding in any habitable building area.*
 - 7. *No parking lot ponding shall be designed for parking lots under buildings. Whenever the possibility of flooding an underground parking facility or other uninhabited building area exists, care shall be taken to floodproof electrical equipment areas and other building appurtenances with overflow and/or private pump systems being provided to drain such a flooded facility.*
 - 8. *Parking lot pond construction plans shall include a note stating that "Grading is critical to functioning of detention system and plan must be strictly followed." Parking lot design volumes shall be shown on the plans and the pond volume inspected prior to paving. The developer's engineer shall certify that the design pond volume has been constructed.*

4B.02 Water Quality Standards

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

FINDING: Refer to finding and condition of approval for YMC 13.10 of this report.

V. COMMENTS

General Comments

None

A. CONDITIONS OF APPROVAL

1. Prior to Engineering Approval
 - 1) The applicant shall submit a utility plan for Town review and approval.
 - 2) Standard residential driveway design shall be in accordance with Yacolt Engineering Standard.
2. Prior to Construction
 - 1) The applicant shall obtain and have in their possession all necessary permits to perform work.
3. Prior to Building Permit Approval
 - 1) The applicant shall provide a site plan and TIR demonstrating compliance with the small parcel minimum requirements 1-4.
 - 2) Architectural and site design plans satisfying all parts of YMC Section 18.25. Site Planning and Architectural Design Guidelines shall be submitted for review and approval by the Town.
 - 3) The applicant shall provide parking space calculations for Town review and approval.

B. RECOMMENDATION

Based upon the proposed plan, and the findings and conclusion stated above and within the attached reports and recommendation, the Town of Yacolt Council hereby **Approves with Conditions**.



Town of Yacolt

Request for Council Action

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

Name: John Roth

Group Name: Clark Public Utilities

Address: PO Box 8900
Vancouver, WA 98668

Phone: (360) 992-8023

Email Address: jroth@clarkpud.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Clark Public Utilities 8' x 10' Corrosion Control Building at the Ballfields

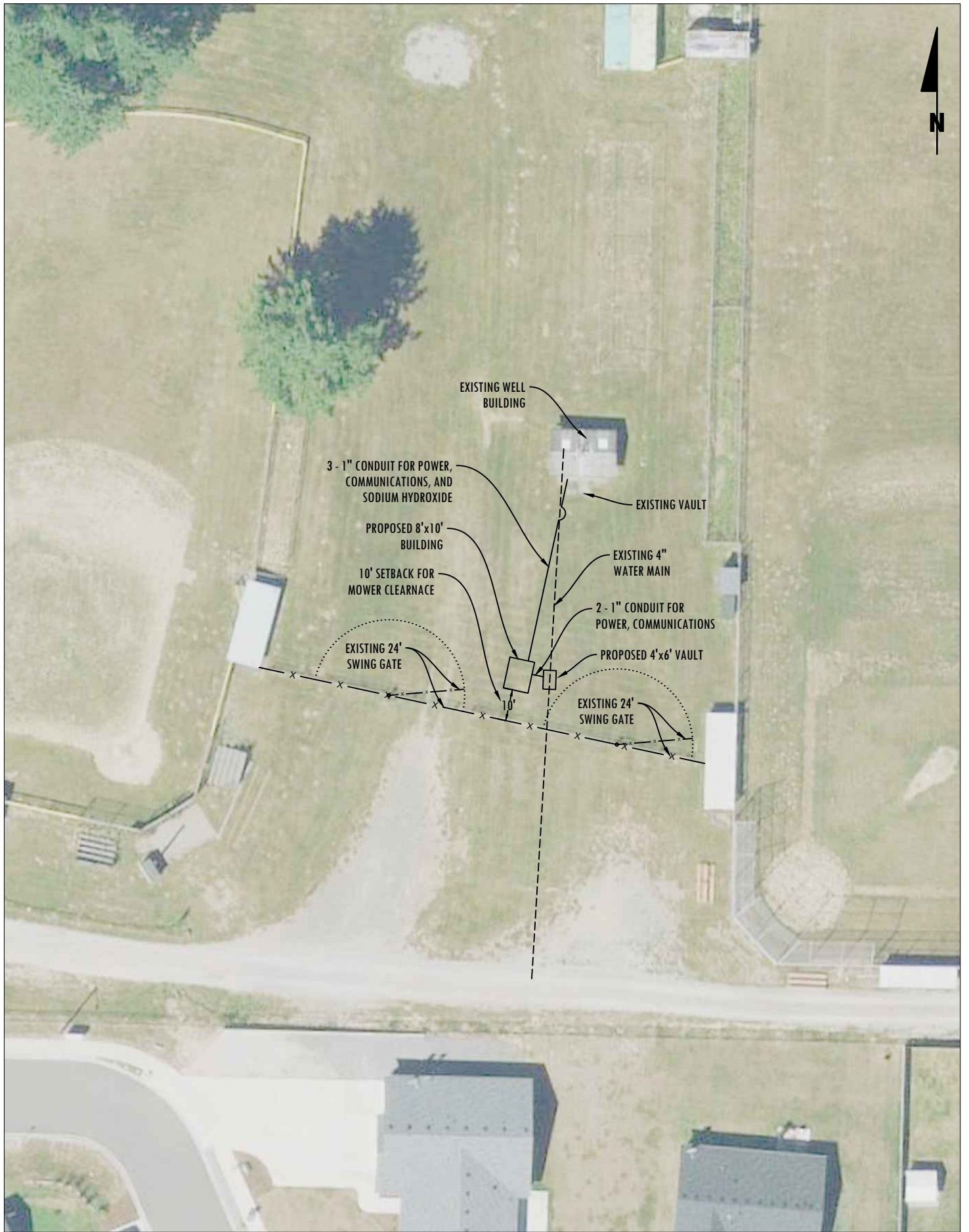
Proposed Meeting Date: February 13, 2023

Action Requested of Council: Review and potentially approve the plan for the 8x10 Corrosion Control Building proposed to be built by Clark Public Utilities at the Ballfields, near the Town Well facility

Proposed Motion: "I move that the Town of Yacolt approve (or does not approve) for Clark Public Utilities to build the proposed new 8' x 10' Corrosion Control Building as per the submitted plans and Building Inspector's conditions."

Summary/ Background: The water in Yacolt's water system has been determined to exceed the action level for copper. While this is not a violation, it does mandate that a corrosion control treatment solution be put into place. This requires installation of a small new facility at the ballfields, near the well building. The plans for the building and ancillary equipment have been submitted to the Town's engineer and building inspector, and have been approved with conditions: A hazard placard must be placed on the front of the building, and a secure lock must be installed on the building to prevent unwanted entry. Also, if CPU decides to add more gravel onto the roadway in the future, they must submit a Stormwater Mitigation Plan if the total impervious surface area will exceed 5,000 square feet, including this building. The building and site plans are attached.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com (360) 686-3922 Mayor Katelyn Listek
mayorlistek@townofyacolt.com



SCALE 1"=40'

SHEET 1 OF 1

YACOLT BALL FIELDS - PROPOSED 8'x10' BUILDING



Clark
Public
Utilities

138

16997



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- Live chat with an agent



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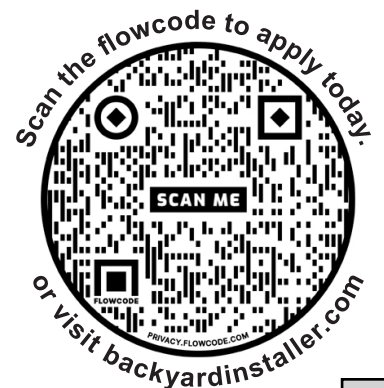
Flexible schedule



No selling,
just building



Bonus incentives
available



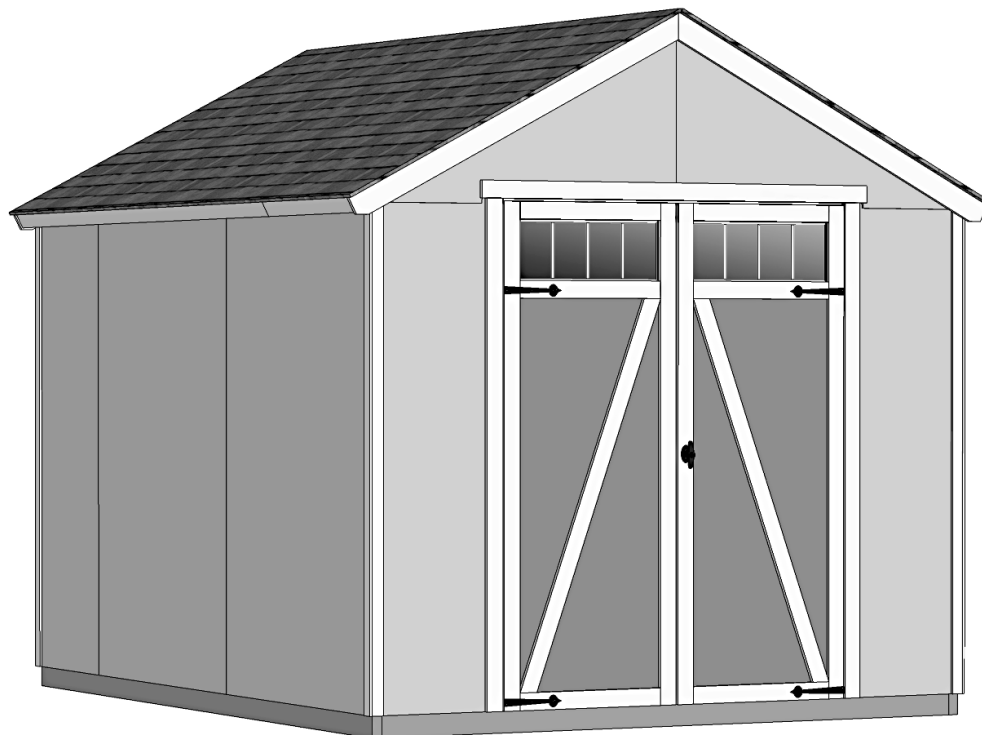
*based on number of completed installations

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MIDTOWN 8' x 10' (244 x 302,8 cm)

ACTUAL FLOOR SIZE IS 96" x 120" (243,2 x 302,8 cm)

KEEP THIS MANUAL FOR FUTURE REFERENCE



⚠ IMPORTANT! ⚠

READ INSTRUCTIONS THOROUGHLY PRIOR TO BEGINNING ASSEMBLY.

BEFORE YOU BEGIN

- **BUILDING RESTRICTIONS AND APPROVALS**

Be sure to check local building department and homeowners association for specific restrictions and/ or requirements before building.

- **ENGINEERED DRAWINGS**

Contact our Customer Service Team if engineered drawings are needed to pull local permits.

- **SURFACE PREPARATION**

To ensure proper assembly you must build your shed on a level surface. Recommended methods and materials to level your shed are listed on page 9.

- **CHECK ALL PARTS**

Inventory all parts listed on pages 3-5.

- **ADDITIONAL MATERIALS**

You will need additional materials to complete your shed. See page 6 for required and optional materials and quantities.

*****CONTACT OUR CUSTOMER SERVICE TEAM
IF ANY PARTS ARE MISSING OR DAMAGED*****

- Order form and warranty at back of manual -

Call: 1-877-743-3400 email: backyardproductsllc.com



TOOLS

Required


☐ Phillips Screwdriver 

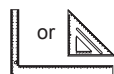
☐ Drill / Driver
☐ 1/8" Drill Bit
☐ 1/4" Drill Bit
☐ 5/16" Drill Bit
☐ 1/2" Drill Bit
☐ #2 Phillips Drive Bit

☐ Hammer 

☐ Level 

☐ Pencil 

☐ Tape Measure 


☐ Square 

☐ Utility Knife 

☐ Shingle Blades 

☐ Caulk Gun 

☐ Paint Tools 

☐ Safety Glasses 


☐ Ladder 

Optional

☐ Tool Belt/ Nail Pouch 

☐ Tin Snips (for drip edge) 

☐ Chalk Line 

☐ Nail Gun
 • gun nails 

☐ Gloves 

Safety! Always use approved safety glasses during assembly.

HELPFUL REMINDER SYMBOLS

Look for these symbols for helpful reminders throughout this manual.



= Assistance Required; two or more people.



= Ensure squareness.



= Important required step or operation.



= Helpful assembly hint.



= Mark part with pencil.



= Beginning of steps for assembly or installation.



= You have finished the assembly or installation.

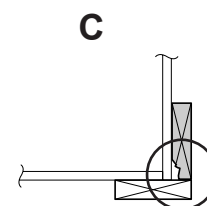
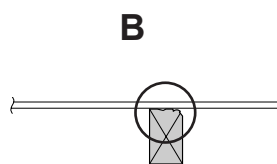
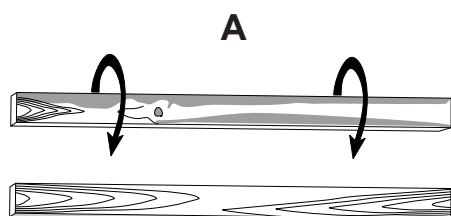


= Level

ORIENT LUMBER AND TRIM FOR BEST APPEARANCE

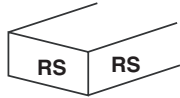
Framing lumber is graded for structural strength and not appearance. Exterior trim is graded for one good side.

Always install the material leaving the best edge and best surface visible. Please remember that these blemishes in no way negatively affect the strength or integrity of our product. (See Fig. A, B, C.)



PARTS IDENTIFICATION AND SIZES

Part identification letters are stamped on some parts.



Check these locations for part stamp.

Treated lumber is stamped:

TREATED

WOOD SIZE CONVERSION CHART

Nominal Board Size	Actual Size
2 x 4.....	1-1/2" x 3-1/2" (3,8 x 8,9 cm)
1 x 4.....	3/4" x 3-1/2" (1,9 x 8,9 cm)
2 x 3.....	1-1/2" x 2-1/2" (3,8 x 6,3 cm)
1 x 3.....	3/4" x 2-1/2" (3,8 x 6,3 cm)

PARTS LIST

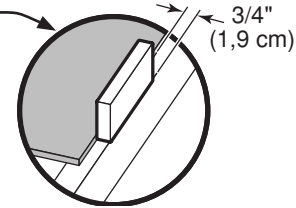


INVENTORY YOUR PARTS before you begin.

We suggest sorting parts by the category they are listed in.

WALLS

- ☐ **x1** **GAA** 1 x 3 x 5" (2,5 x 7,6 x 12,7 cm) Gauge Block for 3/4" (1,9 cm) measurement
- ☐ **x2** **RD** 2 x 4 x 16-1/2" (5,1 x 10,2 x 41,9 cm)
- ☐ **x1** **NCA** 2 x 4 x 18-1/2" (5,1 x 10,2 x 47 cm)
- ☐ **x1** **SBA** 2 x 4 x 21" (5,1 x 10,2 x 53,3 cm)
- ☐ **x4** **RL** 2 x 4 x 24" (5,1 x 10,2 x 61 cm)
- ☐ **x21** **UM** 2 x 4 x 68" (5,1 x 10,2 x 172,7 cm)
- ☐ **x1** **OY** 2 x 3 x 72" (5,1 x 7,6 x 182,9 cm)
- ☐ **x3** **SZ** 2 x 4 x 89" (5,1 x 10,2 x 226,1 cm)
- ☐ **x4** **TP** 2 x 4 x 96" (5,1 x 10,2 x 243,2 cm)



RAFTERS

- ☐ **x10** 6 x 24" (15,2 x 61 cm) **OSB OR WOOD GRAIN**
- ☐ **x12** **WI** 2 x 4 x 54-1/16" (5,1 x 10,2 x 137,3 cm)

TRIM

- ☐ **x2** **ROR** 19/32" x 2-1/2 x 28-1/2" (5,1 x 2,5 x 72,4 cm)
- ☐ **x2** **EFC** 2 x 3 x 49-1/2" (5,1 x 7,6 x 125,7 cm)
- ☐ **x2** **BSR** 19/32" x 3-1/2 x 58-7/8" (2,5 x 8,9 x 149,5 cm)
- ☐ **x2** **BSL** 19/32" x 3-1/2 x 58-7/8" (2,5 x 8,9 x 149,5 cm)
- ☐ **x1** **WR** 19/32" x 2-1/2 x 63" (2,5 x 6,3 x 160 cm)
- ☐ **x8** 3/8 x 1-3/4 x 71-1/2" (1 x 4,4 x 181,6 cm)
- ☐ **x2** **OY** 2 x 3 x 72" (5,1 x 7,6 x 182,9 cm)
- ☐ **x2** **DKB** 19/32" x 2-1/2 x 93" (2,5 x 6,3 x 236,2 cm)

DOOR

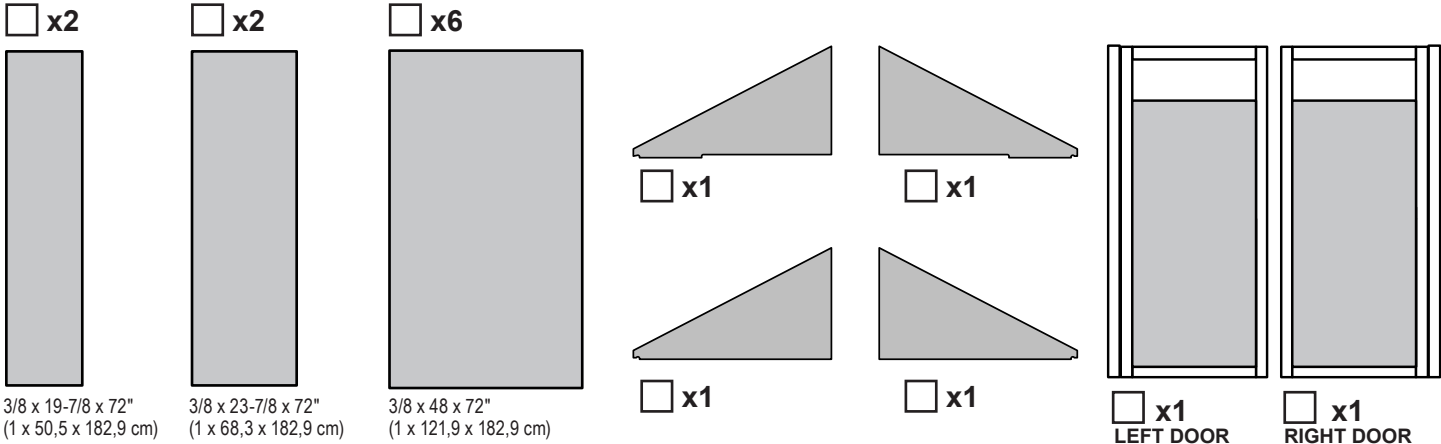
- ☐ **x2** **FA** 19/32" x 2-1/2 x 22-5/8" (2,5 x 6,3 x 57,5 cm)
- ☐ **x1** **ACL** 19/32" x 2-1/2 x 51" (1,5 x 7,6 x 67,6 cm)
- ☐ **x1** **ACR** 19/32" x 2-1/2 x 51" (1,5 x 7,6 x 67,6 cm)
- ☐ **x2** **OO** 69" (175,3 cm) Door Stiffener

PARTS LIST continued...

WALL PANELS & DOORS

Wall panels are 3/8" (1,0 cm) thick.

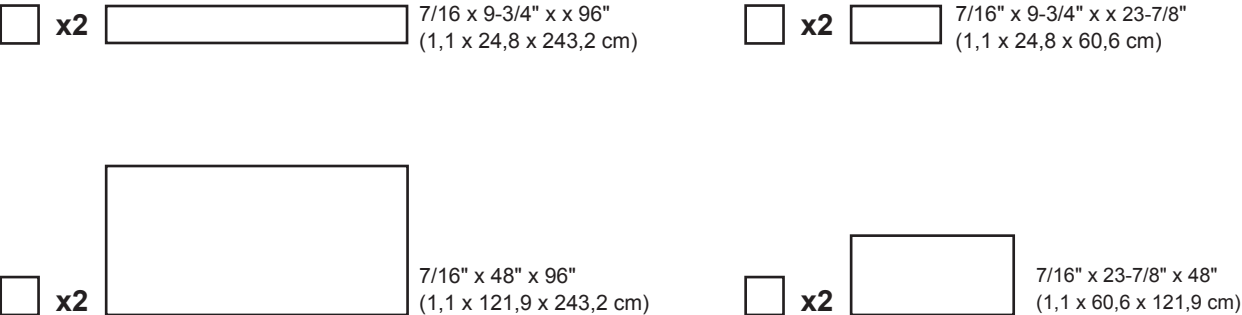
NOTE: Panel parts are not stamped.



ROOF PANELS

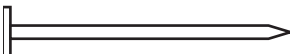
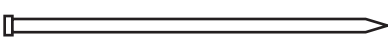





Roof panels are 7/16" (1,1 cm) thick.

NOTE: Panel parts are not stamped.



PARTS LIST continued...

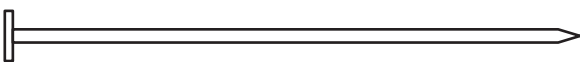
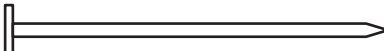
FASTENER/HARDWARE BAG

- ☐ x150  1-1/2" (3,8 cm)
- ☐ x140  2" (5,1 cm)
- ☐ x60  3" (7,6 cm)
- ☐ x22  2" (5,0 cm)
- ☐ x40  1-1/4" (3,2 cm)
- ☐ x75  3/4" (1,9 cm)
- ☐ x12  1/2" (1,3 cm)

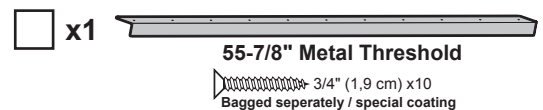
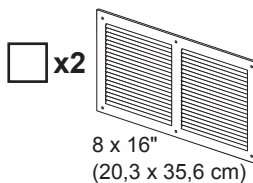
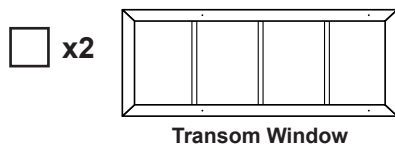
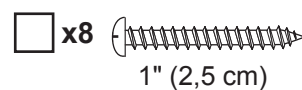
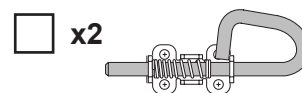
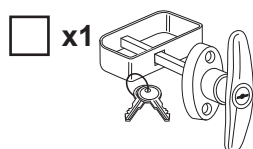
NOTE:

If you are using a nail gun, nails may be used where screws are shown for quicker assembly. Length of nail must match screw length.

NAIL BOXES (Shown Actual Size)

- ☐ x2 BOXES  3" (7,6 cm)
- ☐ x3 BOXES  2" (5,1 cm)

VENT, DOOR HARDWARE, and WINDOWS



ADDITIONAL MATERIALS

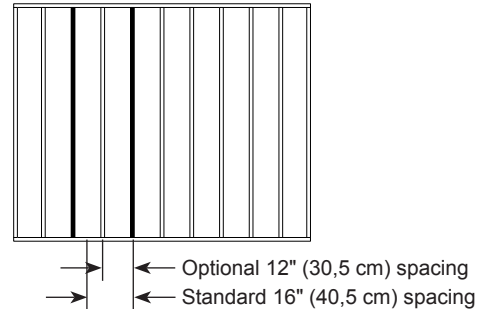
FOUNDATION OR FLOOR MATERIALS

- If your shed came with a separate floor kit, then please use the instructions supplied with that kit to assemble your floor.
- See the FLOOR LEVELING section on page 9 for recommended methods and suggested materials to properly level your floor, as this will vary depending on your specific site.
- If you choose to install your floor on a concrete slab, refer to page 7.
- If you choose to build your own wood floor foundation, refer to page 8.

REINFORCED WOOD FLOOR FRAME (OPTIONAL)


IMPORTANT! Depending on your specific use you may want to construct a heavy duty floor frame by adding additional floor joists (shown below as shaded). Below is a list of additional materials (not included):

- ☐ **x2** 2 x 4 x 10' (5,1 x 10,2 x 304,8 cm) Treated Lumber
Cut to 2 x 4 x 117" (5,1 x 10,2 x 297,2 cm)
- ☐ **x8** 3" (7,6 cm) hot-dipped galvanized nails



COMPLETING YOUR SHED

You will need these additional materials:

- | | |
|--|---|
| <input type="checkbox"/> 3-TAB SHINGLES 5 Bundles | <input type="checkbox"/> 1" GALVANIZED ROOFING NAILS.... 3 Lbs
For shingles. |
| <input type="checkbox"/> PAINT FOR SIDING 2 Gallons
Use 100% acrylic latex exterior paint. (2) coats recommended. | <input type="checkbox"/> PAINT FOR TRIM2 Quarts
Use 100% acrylic latex exterior paint. |
| <input type="checkbox"/> CAULK 2 Tubes
Use acrylic latex exterior caulk that is paintable.  | You must caulk completely around window frame to validate your warranty. Use a paintable exterior rated caulk. |

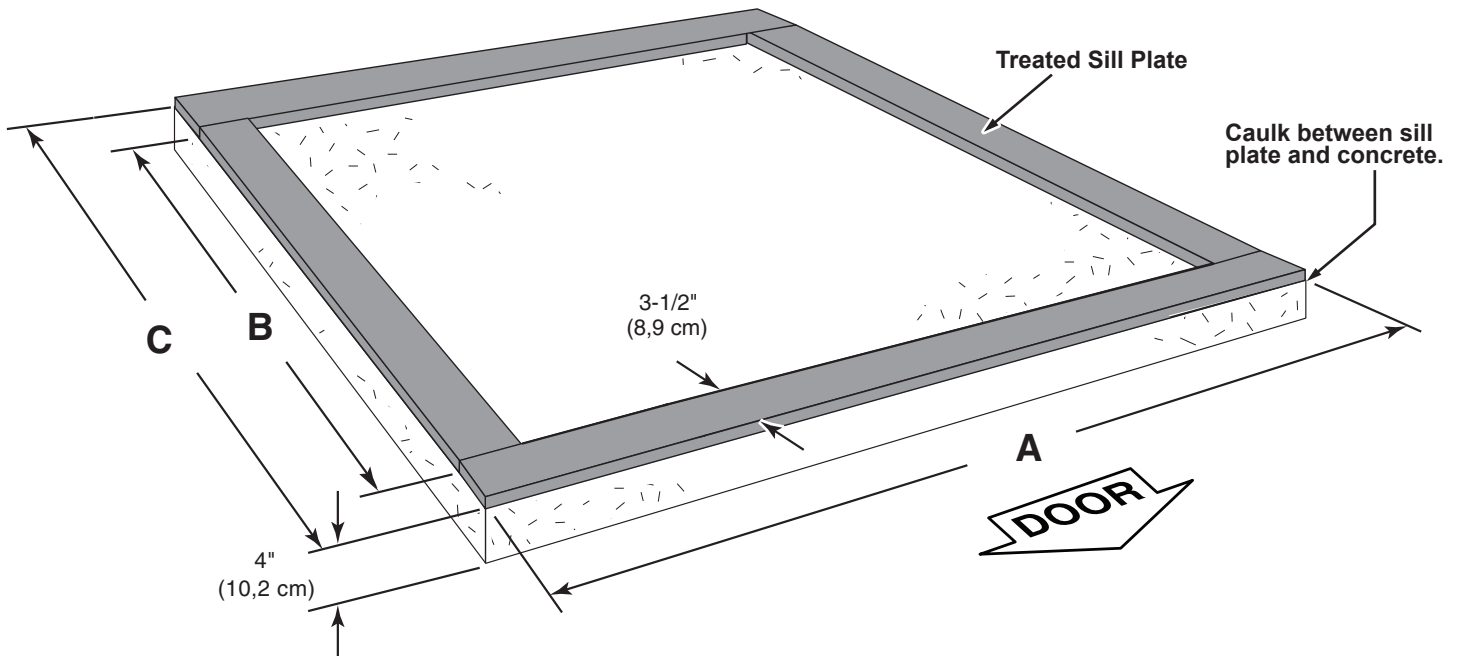
OPTIONAL MATERIALS

- | | |
|---|--|
| <input type="checkbox"/> DRIP EDGE 50 Feet | <input type="checkbox"/> #15 ROOFING FELT
To cover 116 Sq. Ft. of roof area. |
| | <input type="checkbox"/> 1" GALVANIZED ROOFING NAILS..... 1/4 Lb
For roofing felt. |

REFER TO THE BACK OF THIS MANUAL AND THE MANUFACTURER'S INSTRUCTIONS FOR INSTALLATION OF SHINGLES, DRIP EDGE AND FELT.

CONCRETE FOUNDATION

If you choose to install your kit on a concrete slab refer to the diagram below.



Building Size	Actual Floor Size	A	B	C
8'x 10' (243,8 x 304,8 cm)	96" x 120" (243,8 x 304,8 cm)	96" (243,8 cm)	113" (287 cm)	120" (304,8 cm)

Requires:

- ☐ **x2** 2 x 4 x 10' (5,1 x 10,2 x 304,8 cm) **MUST be treated lumber.**
Cut to 113" (287 cm)
- ☐ **x2** 2 x 4 x 8' (5,1 x 10,2 x 243,8 cm) **MUST be treated lumber.**
- ☐ **x1** Caulk

Allow new concrete slabs to cure for at least seven (7) days.

- A treated 2 x 4 (5,1 x 10,2 cm) sill plate is required when installing your shed on concrete.

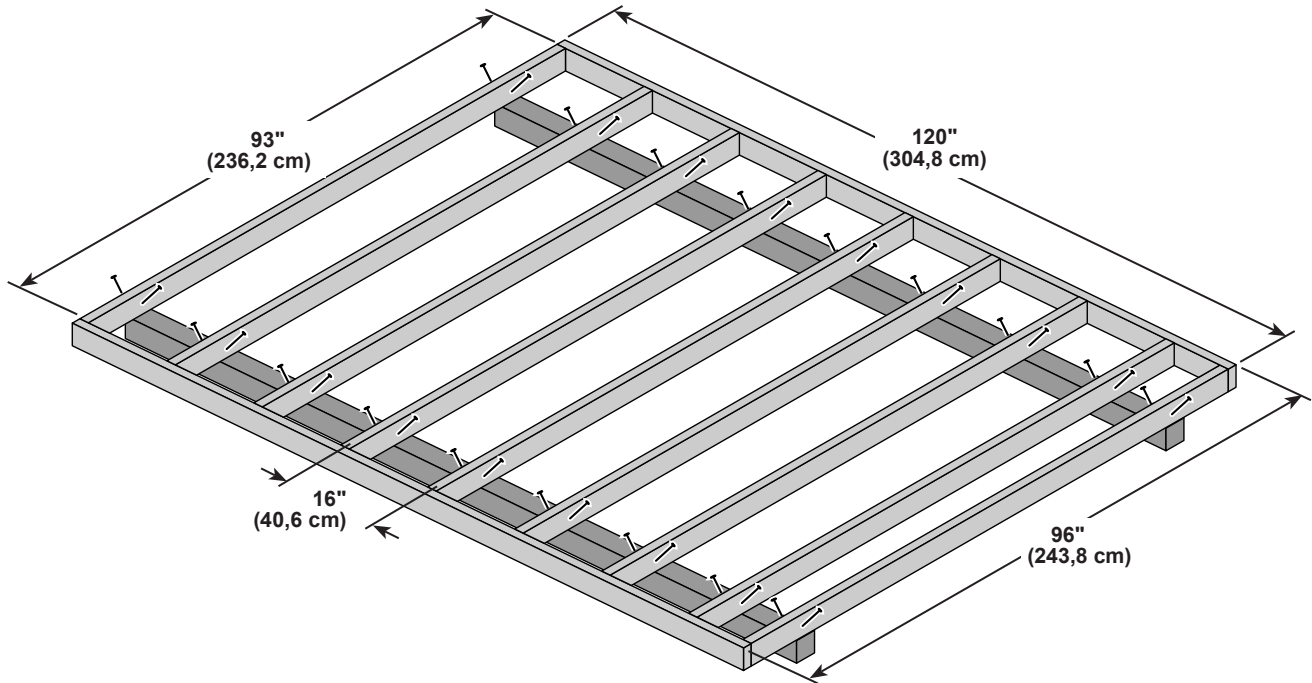
Hint: Use treated lumber in your kit or purchase full length treated lumber.

- Use a high quality exterior grade caulk beneath all sill plates.
- Fasten 2 x 4 (5,1 x 10,2 cm) sill plates to slab using approved concrete anchors (**fasteners not included**).
- Check local code for concrete foundation requirements.

NOTES


BUILD YOUR OWN WOOD FLOOR OPTION


(Materials not included.)




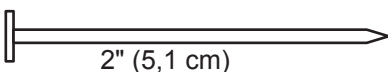
MATERIAL REQUIRED:

☐ **x2** 2 x 4 x 12' (5,1 x 10,2 x 304,8 cm)  **MUST be treated lumber**

☐ **x9** 2 x 4 x 8' (5,1 x 10,2 x 243,8 cm)  **MUST be treated lumber**
Cut to 93" (5,1 x 10,2 x 236,2 cm)

☐ **x2** 4 x 4 x 12' (10,2 x 10,2 x 365,8 cm)  **MUST be treated lumber**

☐ **x3**  5/8" x 48" x 96" (1,6 x 121,9 x 243,8 cm)
Cut (1) to 24" x 96" (1,6 x 61 x 243,8 cm)

☐ **x1**  2" (5,1 cm) 1 lb. of 2" (5,1 cm) Hot Dipped Galvanized Box-Type Nails

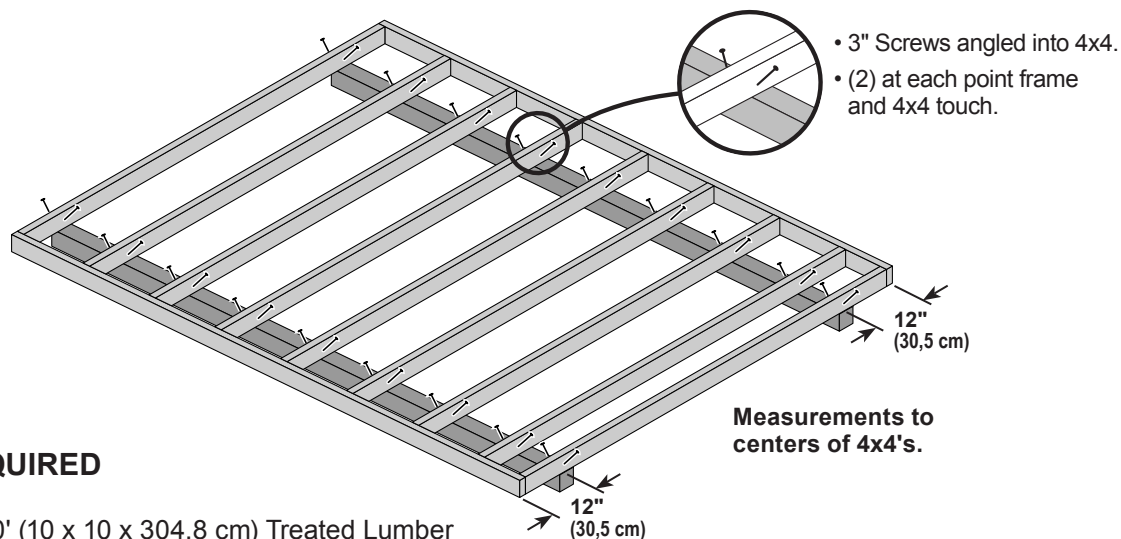
☐ **x36**  3" (7,6 cm) 40 Nails - 3" (7,6 cm) Hot Dipped Galvanized Box-Type Nails

☐ **x36**  3" (7,6 cm) **Screws for Frame to 4"x 4"**
Minimum 3" screws / exterior grade.

FLOOR LEVELING OPTIONS

There are multiple ways to level your floor frame. Our recommended leveling method is shown below.
Leveling materials are not included in this kit.

PREFERRED METHOD - 4x4 TREATED RUNNERS



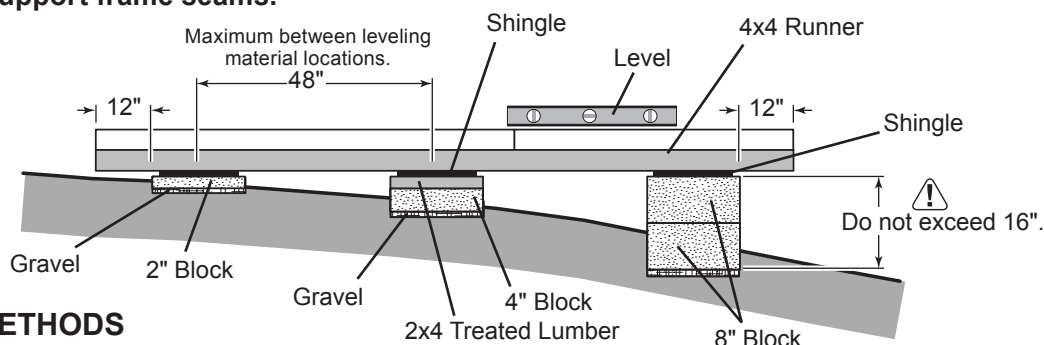
Measurements to centers of 4x4's.

MATERIAL REQUIRED

- ☐ **x2** 4 x 4 x 10' (10 x 10 x 304,8 cm) Treated Lumber
- ☐ **Fasteners for Frame to 4 x 4.**
(3" Screws shown as one option.) Minimum (44) 3" screws / exterior grade.

! Use only wood treated for ground contact and fasteners approved for use with treated wood.

! Always support frame seams.



LEVELING METHODS

- Level under 4x4 runners only.
- Locate leveling material 12" from ends of runners and no more than 48" apart.
- Asphalt shingles should be used between 4x4 runners and blocks or treated lumber. Never use shingles in direct contact with ground.
- For best results and aiding in water drainage use gravel under each concrete block.

LEVELING MATERIALS

- ☐ Gravel
- ☐ Solid Masonry Blocks in 1", 2", 4" or 8" thickness
- ☐ 2x4 Treated Lumber
- ☐ Asphalt Shingles

! Leveling higher than 16" not recommended.

CONCRETE

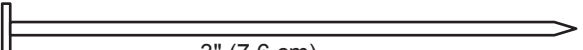
- If you are building your shed on a concrete foundation see page 7.

FLOOR FRAME

PARTS REQUIRED:

x9 TREATED
2 x 4 x 93" (5,1 x 10,2 x 236,2 cm)

Look for
TREATED
Stamp

x36  3" (7,6 cm)

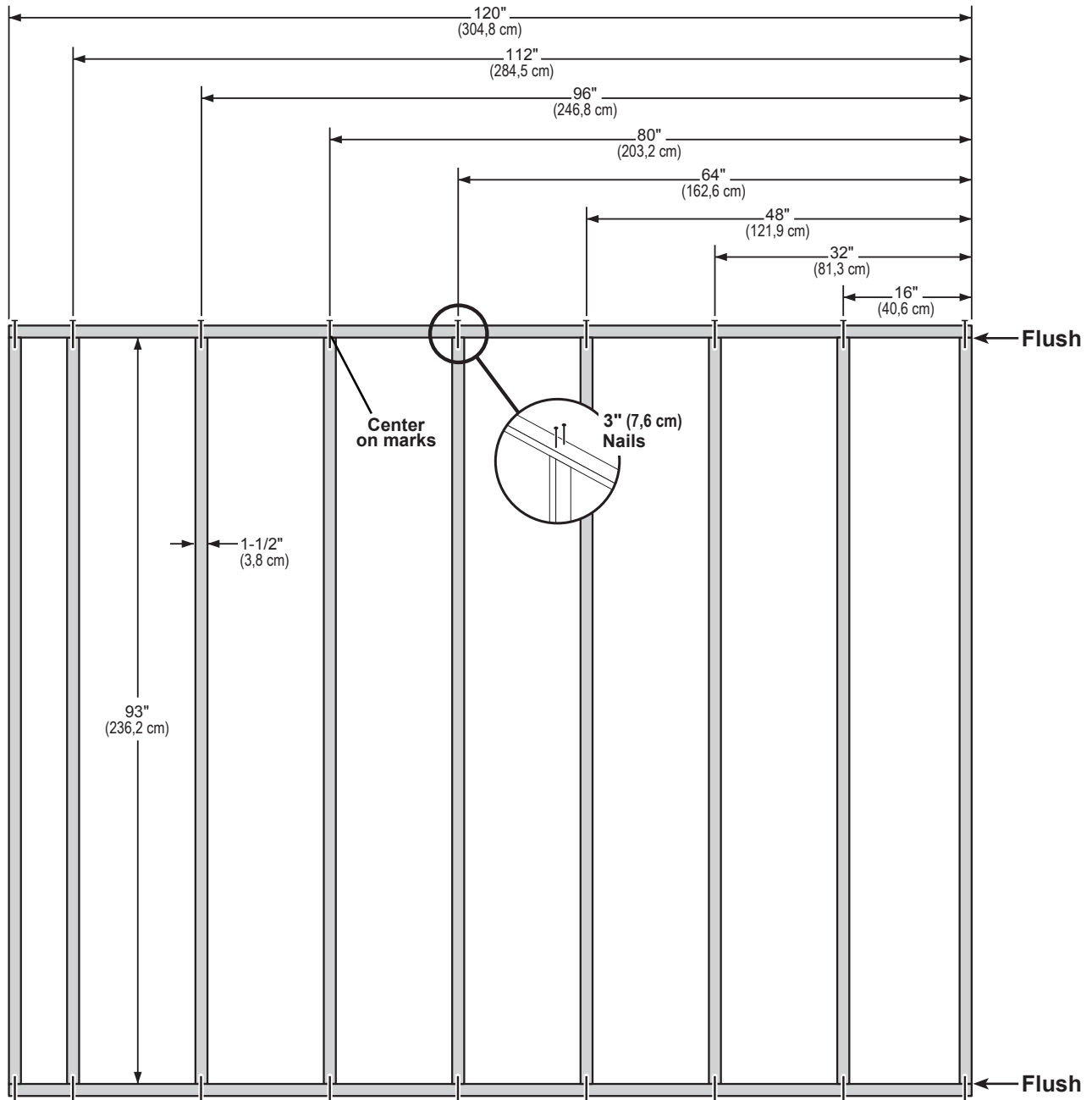
x2 TREATED
2 x 4 x 120" (5,1 x 10,2 x 304,8 cm)



✓ BEGIN

- 1 Arrange parts as shown on flat surface. Measure and mark.
Secure with (2) 3" nails at each mark and (4) 3" nails at seams.

HINT:  For easier nailing stand on frame. 



Your floor frame is now assembled.

STOP!



LEVEL AND SQUARE FLOOR FRAME



STOP!

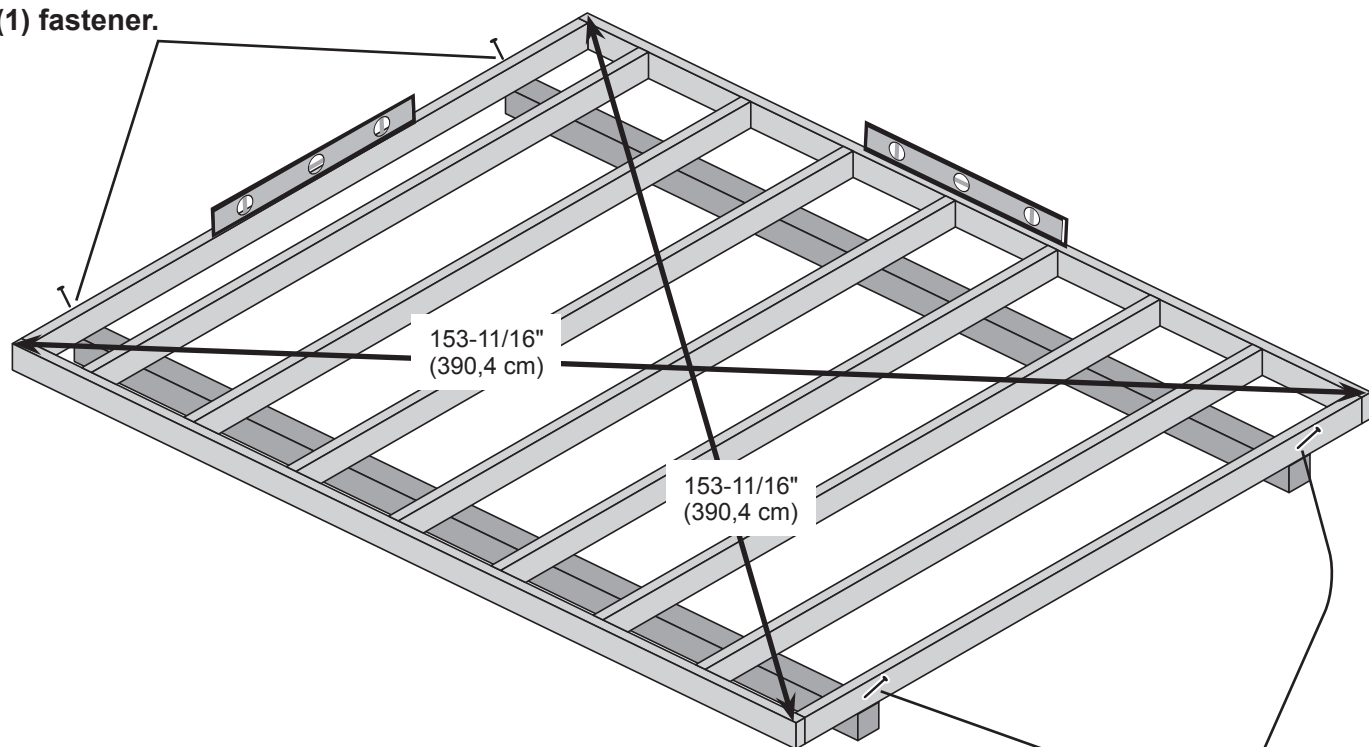
Before attaching floor decking, it is important to level and square the floor frame.
A level and square floor frame is required to correctly construct your shed.

BEGIN

- 1** See page 9 for the preferred floor leveling method.
- 2** Use level and check the frame is level before applying floor panels.
- 3** Check for frame squareness by measuring diagonally across corners. If the measurements are the same, the frame is square. The diagonal measurement will be approximately 153-11/16" (390,4 cm).
- 4** When the frame is level and square, secure one side of frame to the 4x4 runners with one fastener at ends of each runner. Move to the opposite end of the frame. Secure the frame to 4x4 runners with (1) fastener at ends of each runner making sure the frame remains square (**Fig. A**).

**First, secure
at ends with
(1) fastener.**

Fig. A



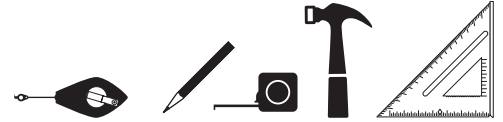
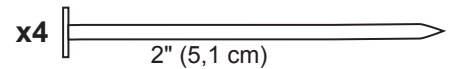
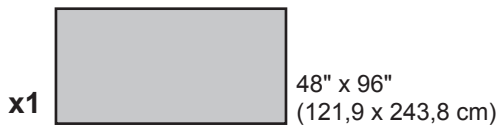
**Second, secure
at ends with
(1) fastener.**



Once the floor frame is level and square fasten the frame to the 4x4 runners at each point where the frame contacts the 4x4 runners.

FLOOR PANELS

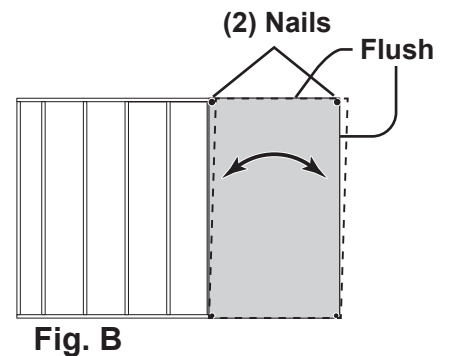
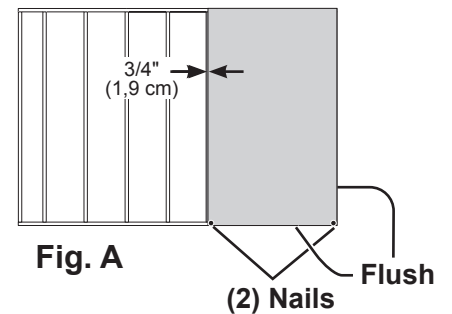
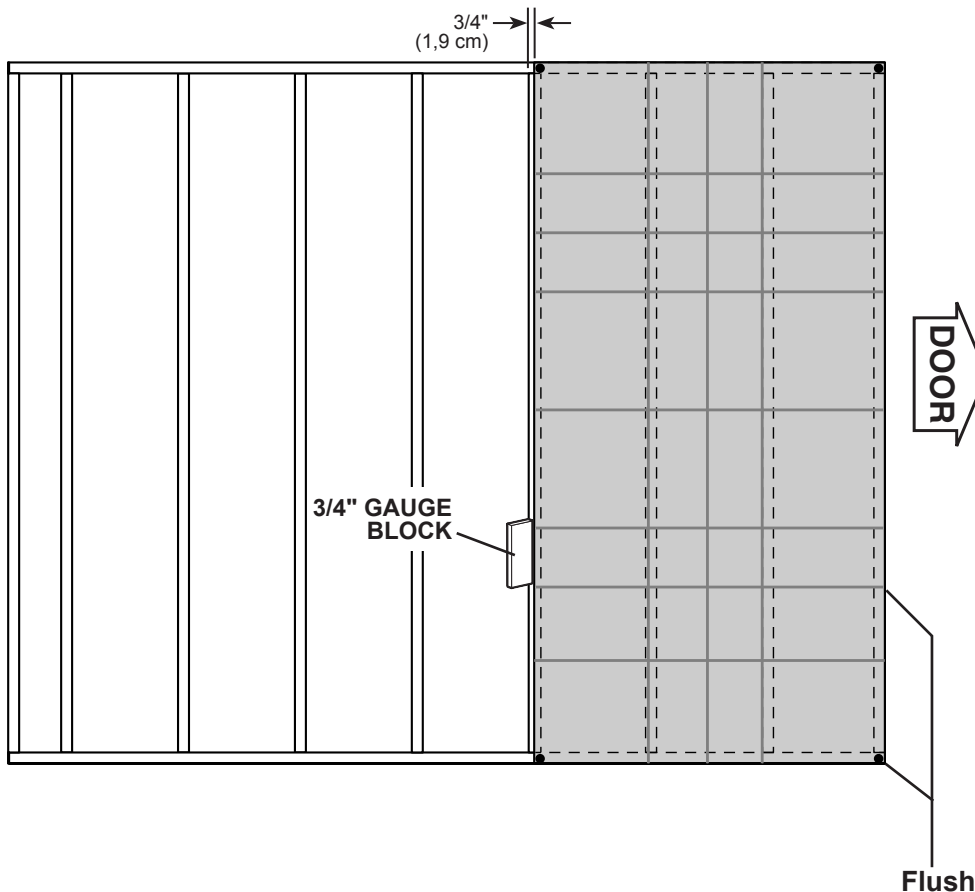
PARTS REQUIRED: Floor panels are 5/8" (1,6 cm) thick.



Install all floor panels with the painted grid lines facing up.

✓ **BEGIN**

- 1** Install (1) 48" x 96" panel on the wall frame, as shown.
Use the gauge block to mark the 3/4" side measurement floor joist.
Secure panel with (2) 2" nails in the corners (**Fig. A**).
- 2** Move to the opposite end. Using the long edge of the panel as a lever, move the panel side-to-side until you have a 3/4" measurement on the floor joist.
Secure corner with (2) 2" nails (**Fig. B**).



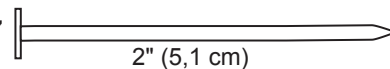
FLOOR PANELS

PARTS REQUIRED:



3/4" GAUGE
BLOCK

x167



x2



48" x 96"
(121,9 x 243,8 cm)

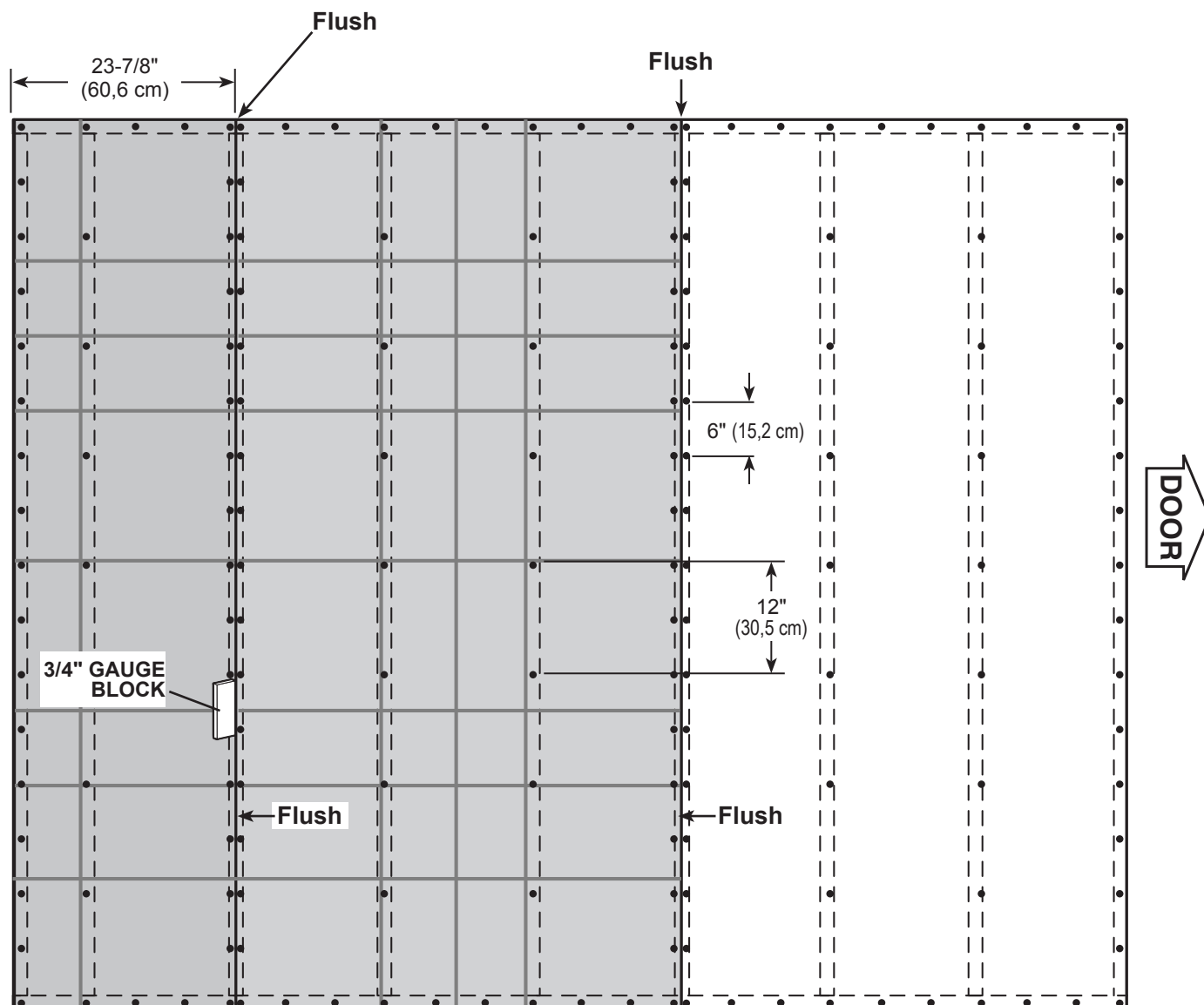
x1



23-7/8" x 96"
(60,6 x 243,8 cm)



- 3 Install next **48" x 96"** panel flush to installed panel.
Secure with 2" nails spaced 6" apart on edges and 12" apart inside panels.
- 4 Install (1) **23-7/8" x 96"** panel flush to installed panel.
Secure with 2" nails spaced 6" apart on edges and 12" apart inside panel.

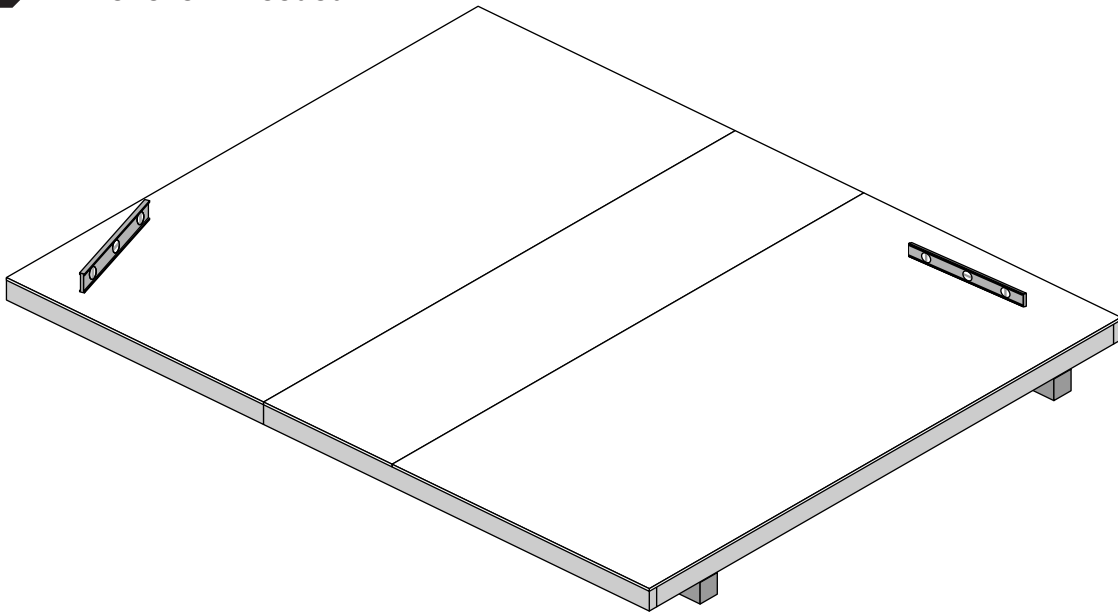


Your floor panels are now installed.

IMPORTANT!

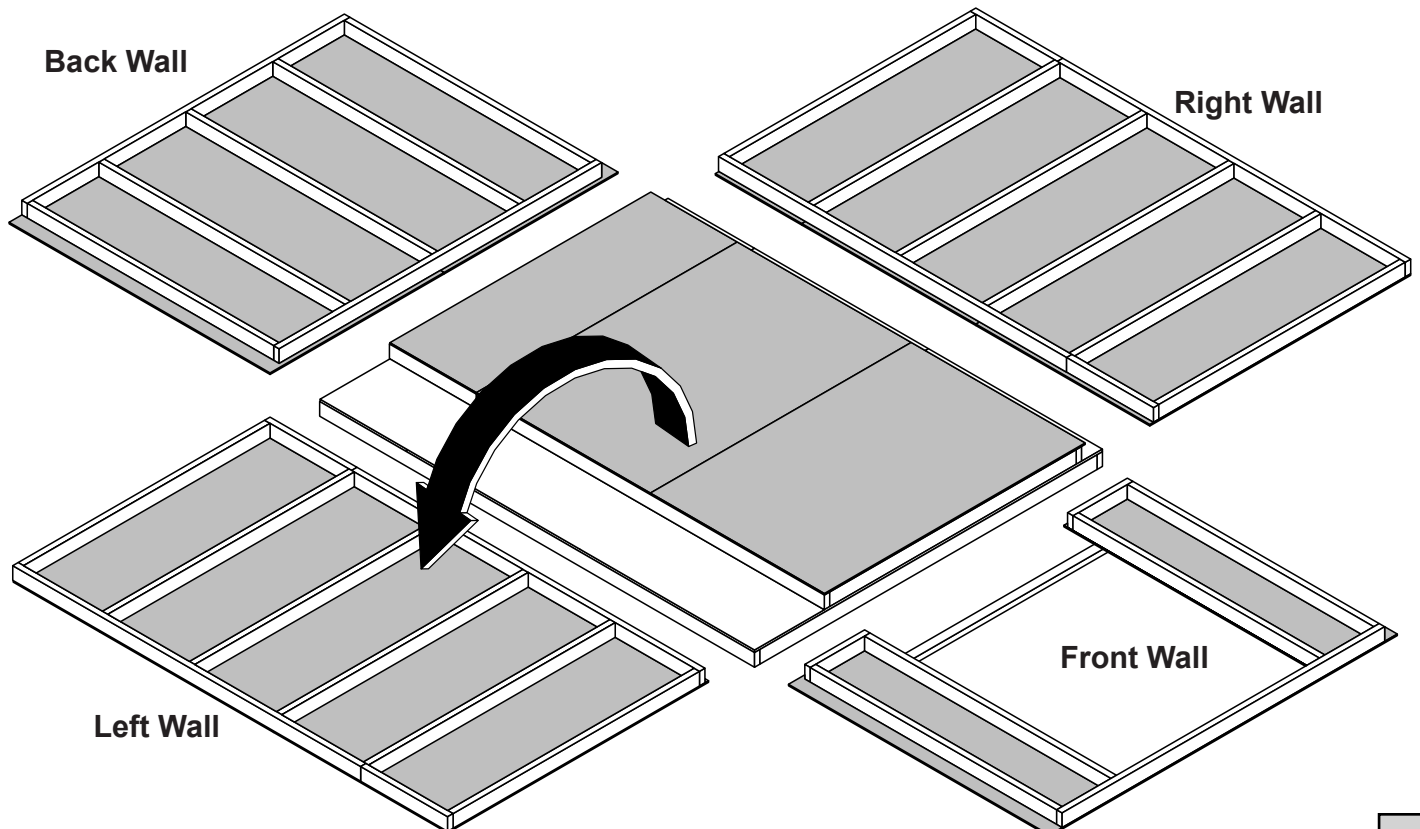
STOP!

Check the floor frame is level after installing floor panels.
Re-level if needed.



HINT:

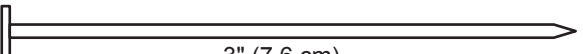
- The floor should be used as a stable work surface for wall construction.
- Organize your assembly procedure during the build process to avoid over-handling of the walls.



SIDE WALL FRAME

PARTS REQUIRED:

x2 **RL** 2 x 4 x 24" (5,1 x 10,2 x 61 cm)

x28  3" (7,6 cm)

x6 **UM** 2 x 4 x 68" (5,1 x 10,2 x 172,7 cm)

x2 **TP** 2 x 4 x 96" (5,1 x 10,2 x 243,2 cm)



BEGIN

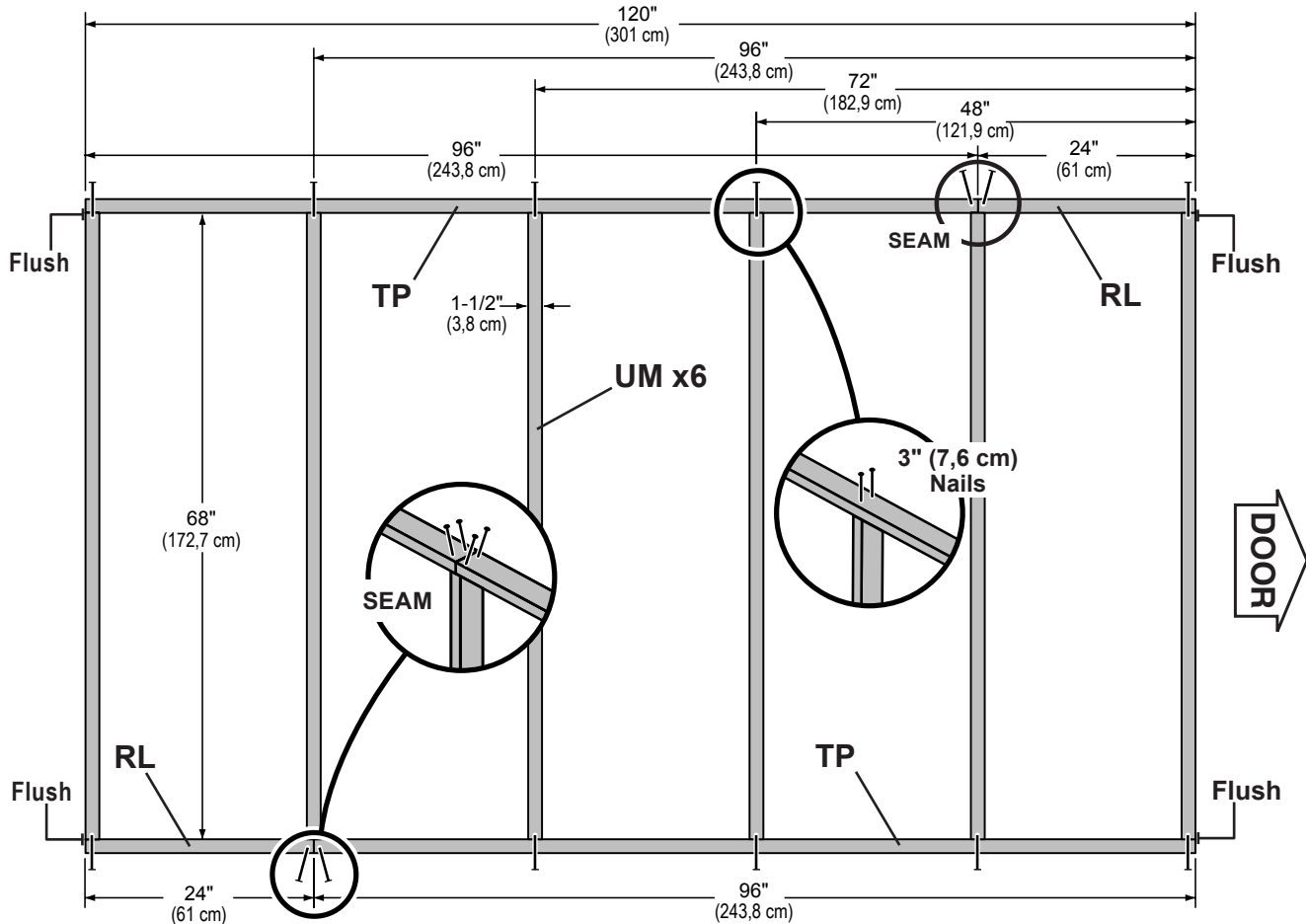
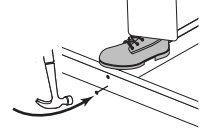
1

Arrange parts on edge on floor. Measure and mark.

Secure with (2) 3" nails at each mark and (4) 3" nails at seams.

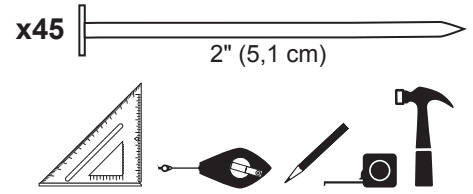
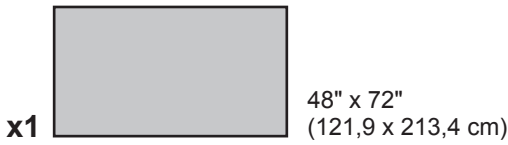


HINT:
For easier nailing
stand on frame.



SIDE WALL PANELS

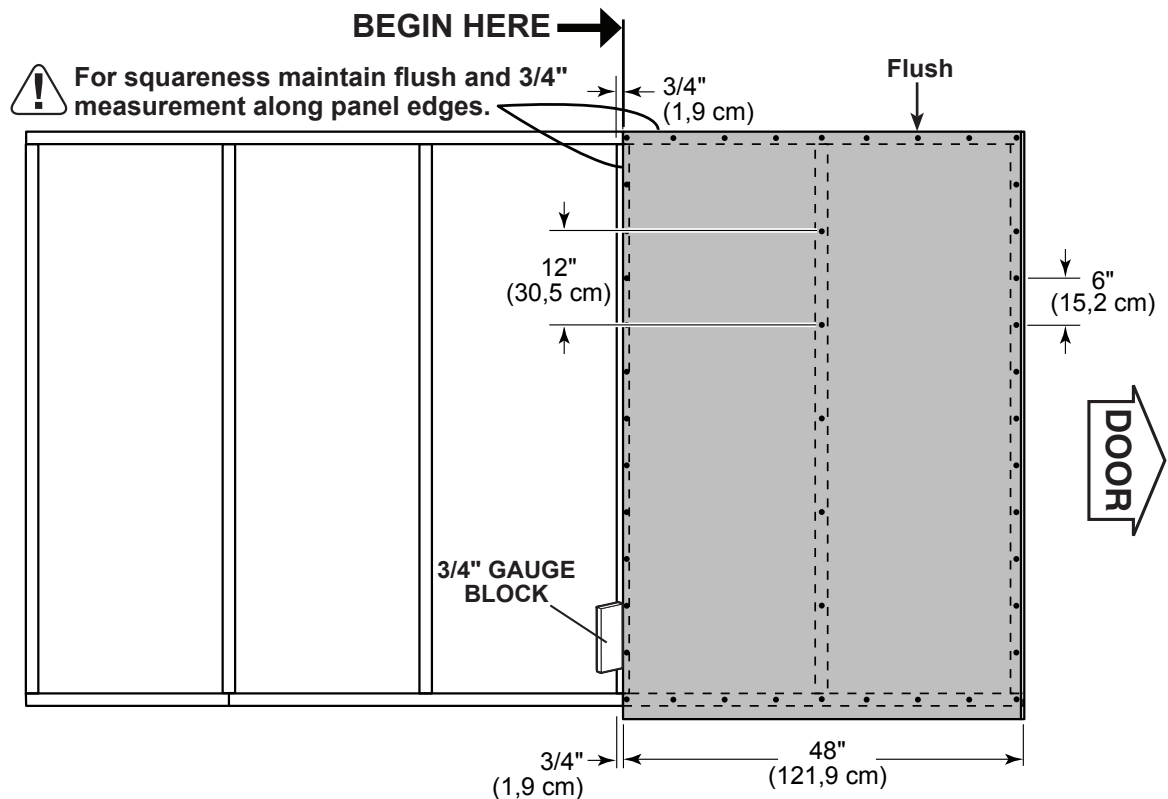
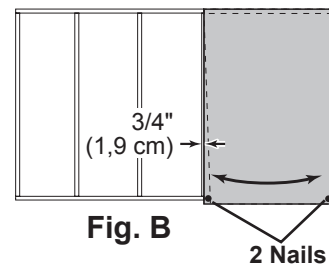
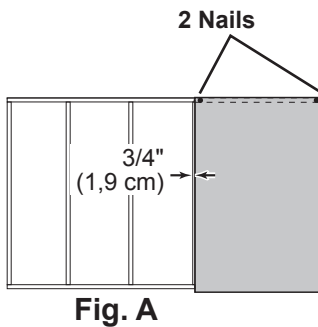
PARTS REQUIRED:



Install all panels with the primed side facing up.

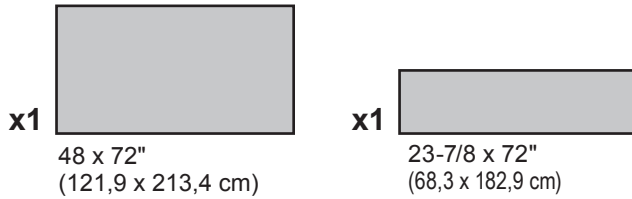
- 2 Install (1) 48" x 72" panel on the wall frame, as shown.
Use the gauge block to mark the 3/4" side measurement on the wall stud.
Secure panel with (2) 2" nails in the corners (**Fig. A**).
- 3 Move to the opposite end. Using the long edge of the panel as a lever,
move the panel side-to-side until you have a 3/4" measurement on the wall stud.
Secure corner with (2) 2" nails (**Fig. B**).

Secure panel with 2: nails spaced 6" apart on edges and 12" inside panel.

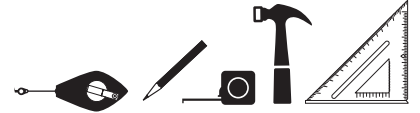
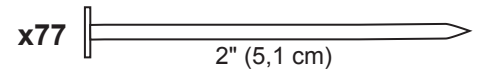


SIDE WALL PANELS

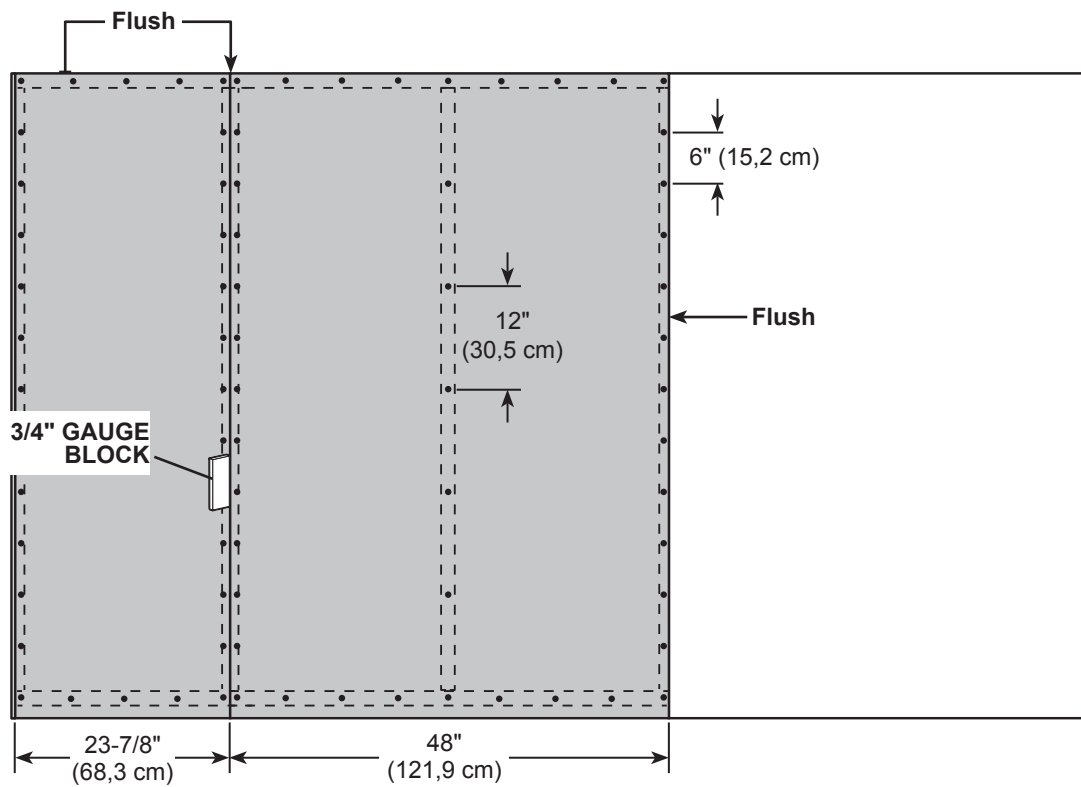
PARTS REQUIRED:



3/4" GAUGE
BLOCK



- 4** Install (1) **48" x 72"** panel first. Second, install the **23-7/8" x 72"** panel.
Secure with 2" nails spaced 6" apart on edges and 12" apart inside panel.

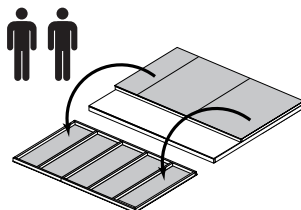


Repeat steps to build your second side wall.



Your side walls are now assembled.

Carefully flip the side wall over.

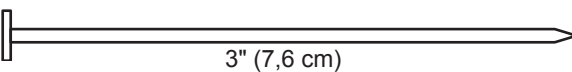


BACK WALL FRAME

PARTS REQUIRED:

x5 **UM**
2 x 4 x 68" (5,1 x 10,2 x 172,7 cm)

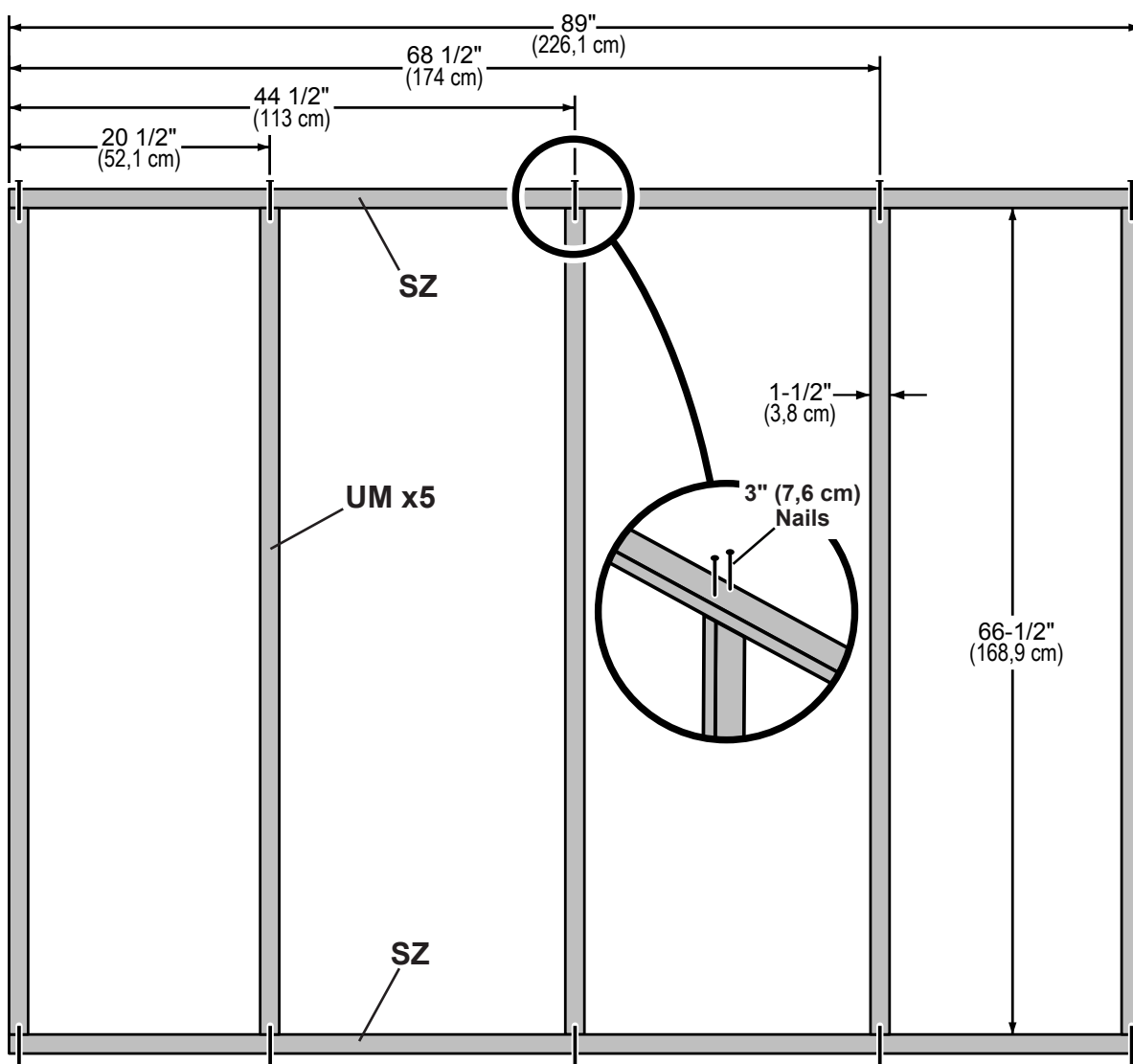
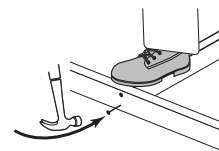
x2 **SZ**
2 x 4 x 89" (5,1 x 10,2 x 226,1 cm)

x20  3" (7,6 cm)



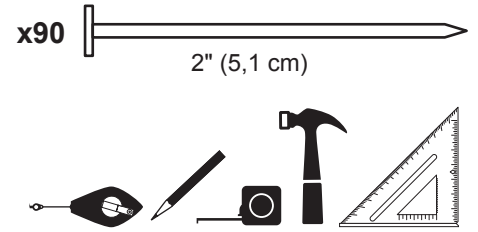
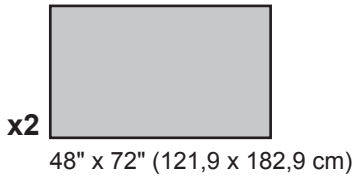
✓ **BEGIN**

- 1 Arrange parts on edge on floor. Measure and mark.
Secure with (2) 3" nails at each mark.



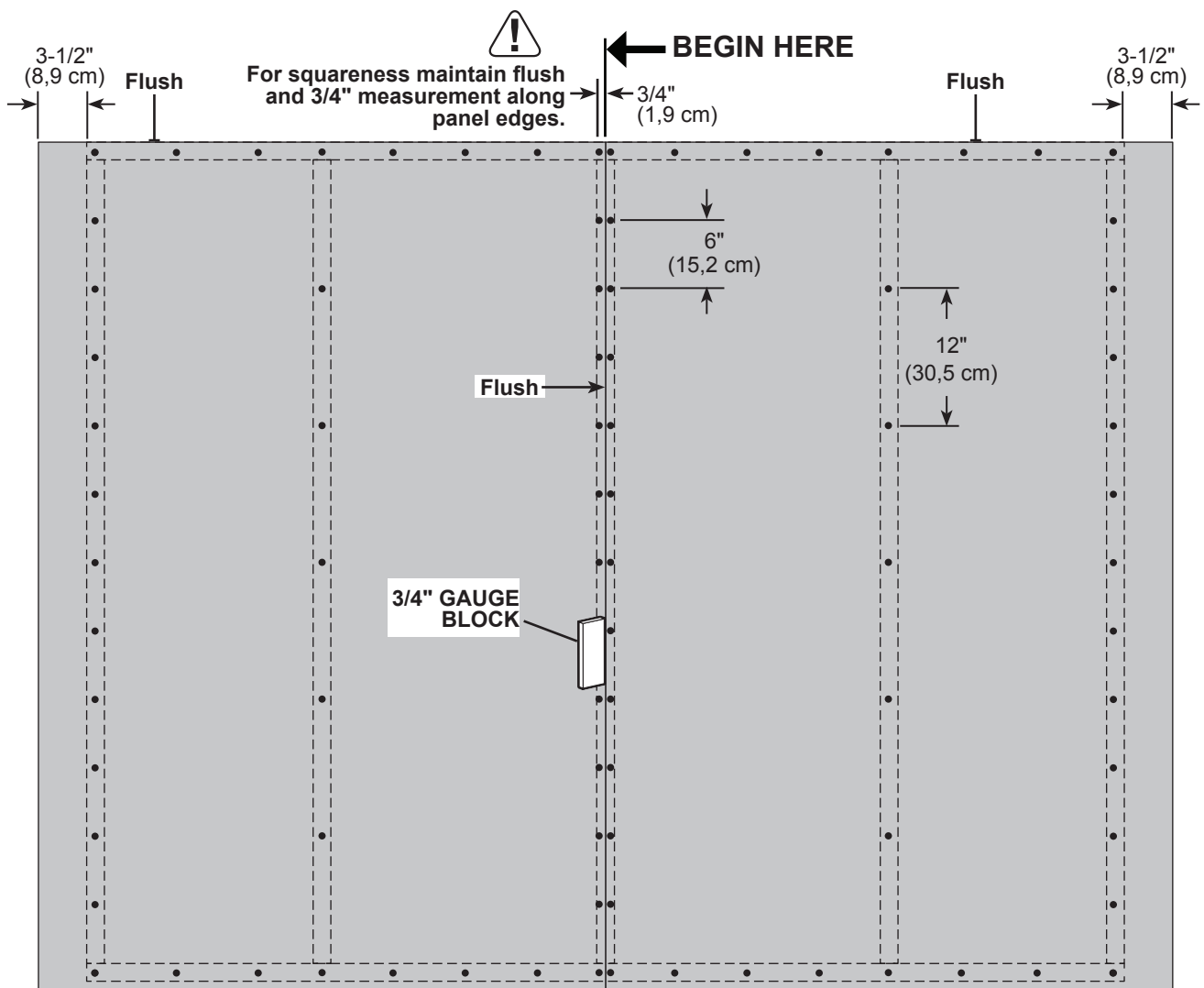
BACK WALL PANELS

PARTS REQUIRED:



Install all panels with the primed side facing up.

- 2 Install (2) 48" x 72" panels, as shown.
Secure panels with 2" nails spaced 6" apart along edges and 12" apart on inside of panel.



Your back wall is now assembled.

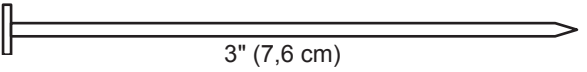
FRONT WALL

PARTS REQUIRED:

x2 **RD**
2 x 4 x 16-1/2" (5,1 x 10,2 x 41,9 cm)

x4 **UM**
2 x 4 x 68" (5,1 x 10,2 x 172,7 cm)

x1 **SZ**
2 x 4 x 89" (5 x 10,2 x 226,1 cm)

x16  3" (7,6 cm)



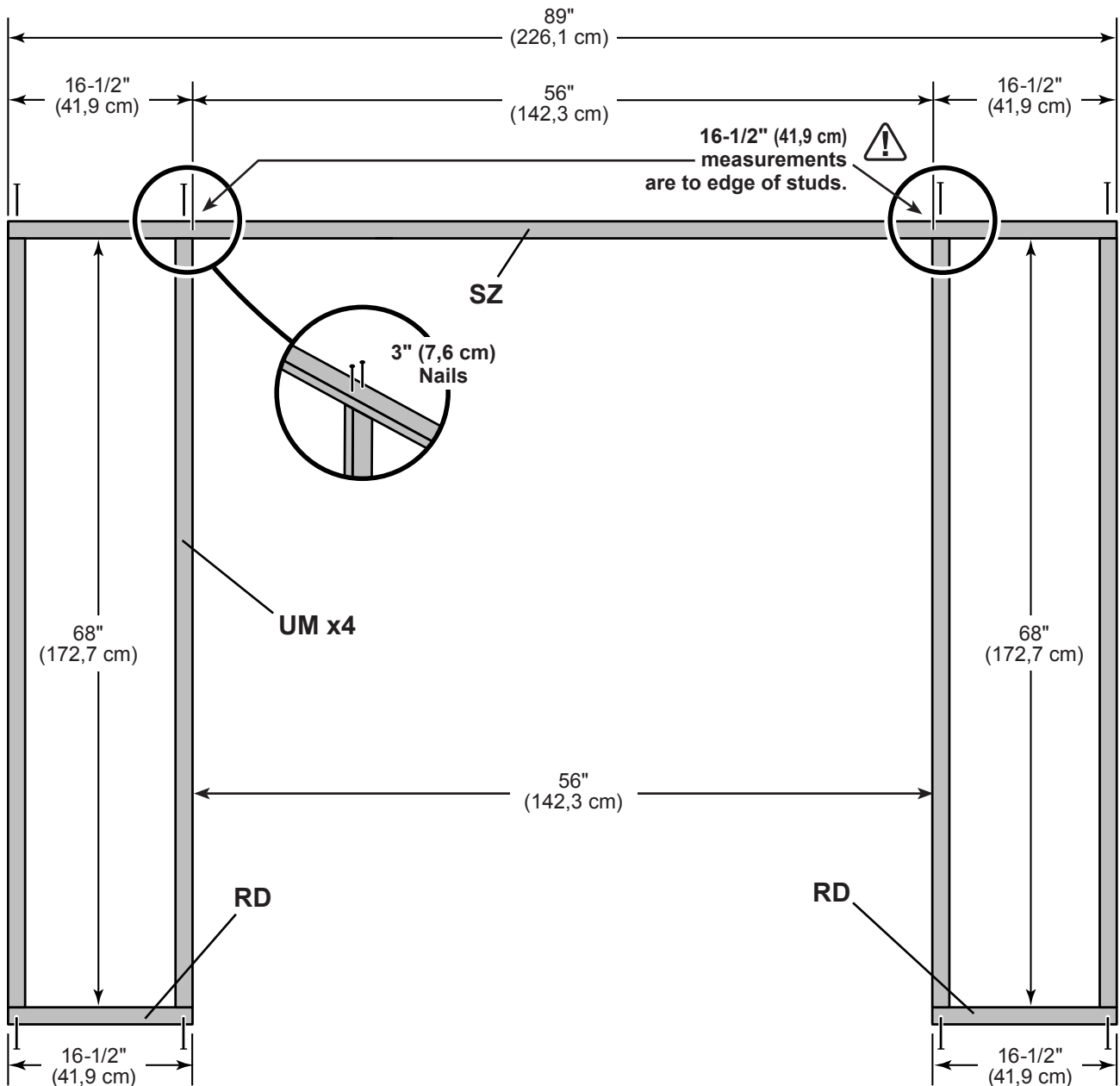
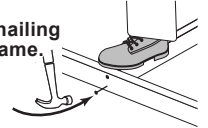
✓ BEGIN

1 Orient parts on edge on floor. Measure and mark.

Secure with (2) 3" nails at each mark.



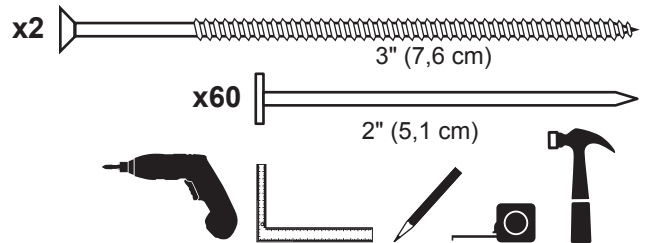
HINT:
For easier nailing
stand on frame.



FRONT WALL

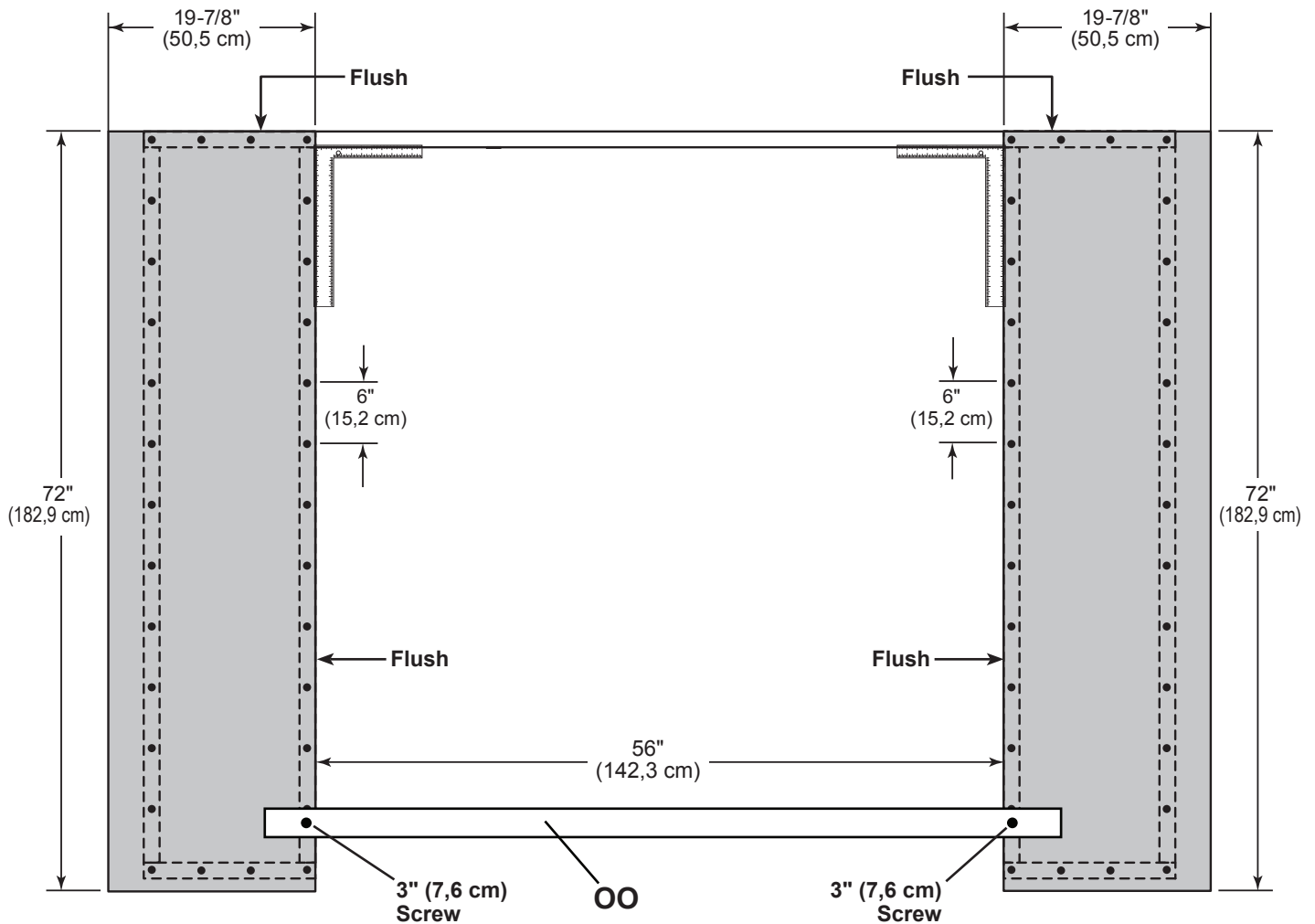
PARTS REQUIRED:

- x1** **OO**
1-1/4 x 2-1/2 x 69" (3,2 x 6,3 x 175,3 cm) **TEMPORARY SUPPORT**
- x2**
19-7/8 x 72" (50,5 x 182,9 cm)



Install all panels with the primed side facing up.

- 2** Install (2) 19-7/8" x 72" panels onto wall frame, as shown.
Secure panel with 2" nails spaced 6" apart.
- 3** Install **OO** as a brace to maintain 56" (142,3 cm) opening. Secure **OO** with (2) 3" screws.



Your front wall is now assembled.

RIGHT SIDE WALL INSTALLATION

PARTS REQUIRED:

x1 **OO**

69" (175,3 cm) Door Stiffener



- x10 3" (7,6 cm)
- x2 3" (7,6 cm)
- x23 2" (5,1 cm)

✓ **BEGIN**

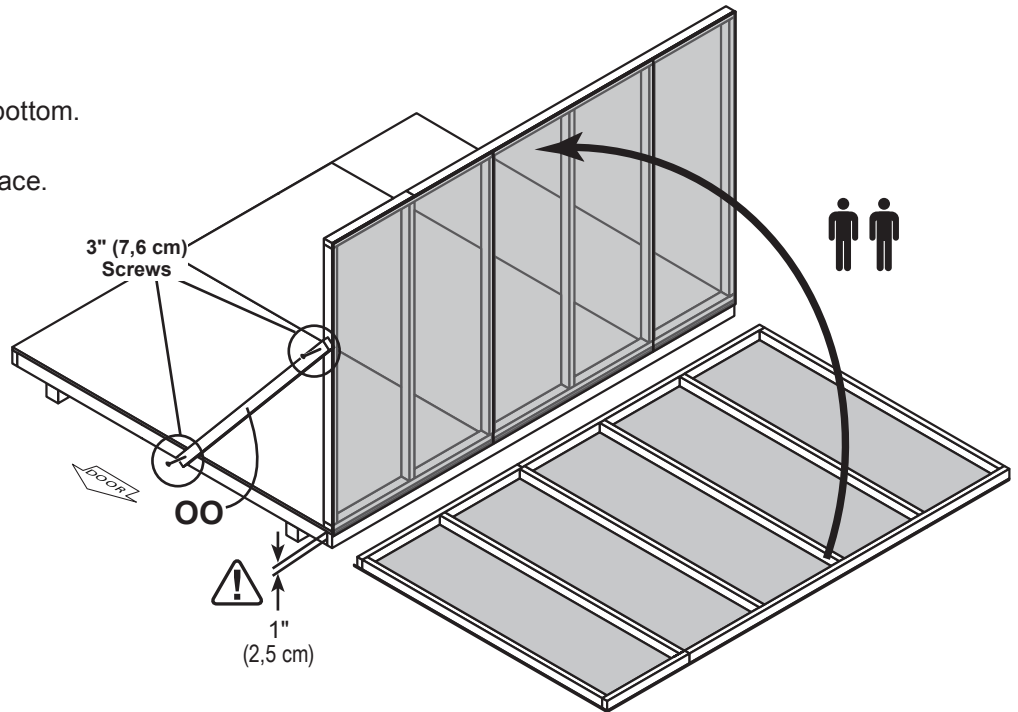
1

Center right side wall.

1" (2,5 cm) overlap is to the bottom.

Install **OO** as a temporary brace.

Secure with (2) 3" screws.



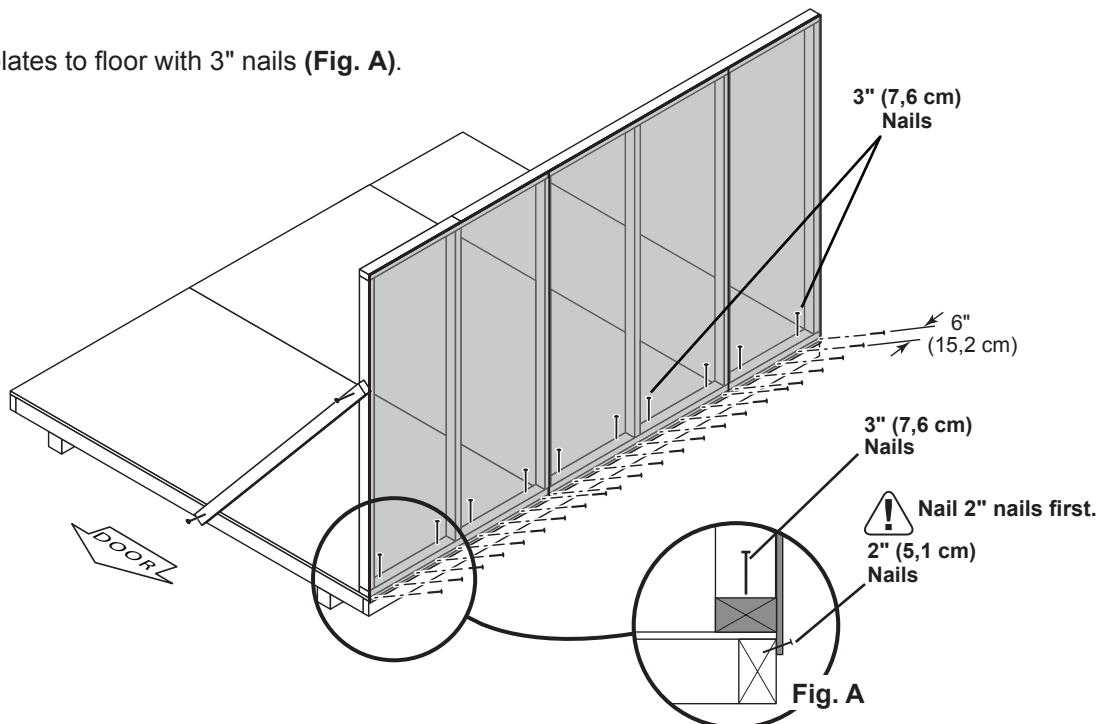
2

Secure panel to floor frame with 2" nails spaced 6" apart.

Angle nail into floor frame (**Fig. A**).

3

Secure wall bottom plates to floor with 3" nails (**Fig. A**).





You have finished standing your right side wall.


BACK WALL INSTALLATION

PARTS REQUIRED

A diagram of a wooden dowel. It is a long, thin, light-colored rectangular piece of wood with rounded ends. The text "x18" is written vertically along the left side, and "2" (5,1 cm)" is written horizontally below the center of the dowel.

x11  1-1/2" (3,8 cm)

x1  3" (7,6 cm)

x2  2" (5,1 cm)

 **BEGIN**

- 1 Secure back wall with (1) 2" screw into side wall bottom plate (**Fig. A**) and top plate (**Fig. B**).



Fig. B

**2" (5,1 cm)
Screw**

Flush

2" (5,1 cm)
Screw—

Fig. A

⚠ ENSURE PANEL CORNERS ARE FLUSH.

2 Secure panels to floor with 2" nails spaced 6" apart. Angle nails into floor frame (**Fig. C**).

Secure wall bottom plates to floor with 3" nails (Fig. C).

Secure panel to side wall stud with 1-1/2" nails.

3 Secure wall top plate with (1) 3" screw, angled into top plates (**Fig. D**).

3" (7,6 cm)
Screw

-Fig. D

6" (15,2 cm)

**1-1/2" (3,8 cm)
Nails**

3" (7,6 cm)

2" (5,1 cm)
Nails

**3" (7,6 cm)
Nails**

2" (5,1 cm)
Neile

Nail 2" nails first.

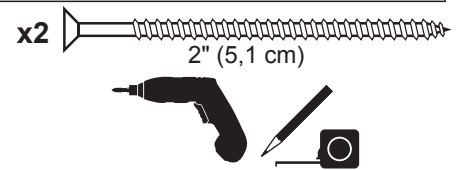
Fig. C



Your back wall is now installed.

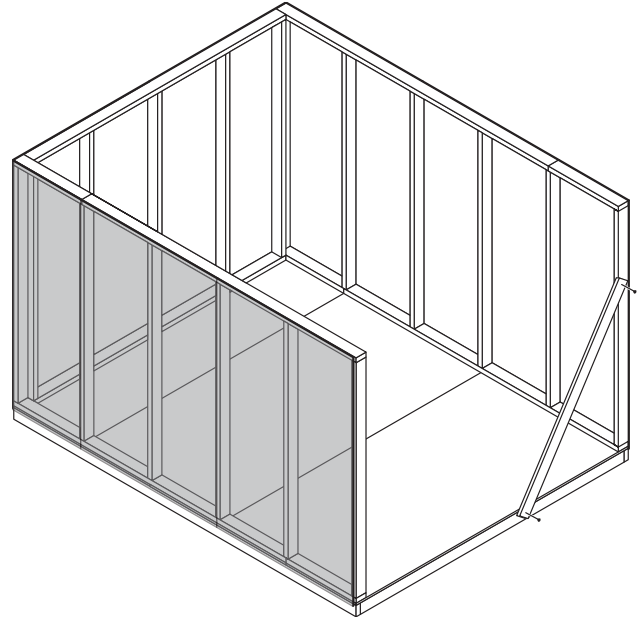
LEFT SIDE WALL INSTALLATION

PARTS REQUIRED:

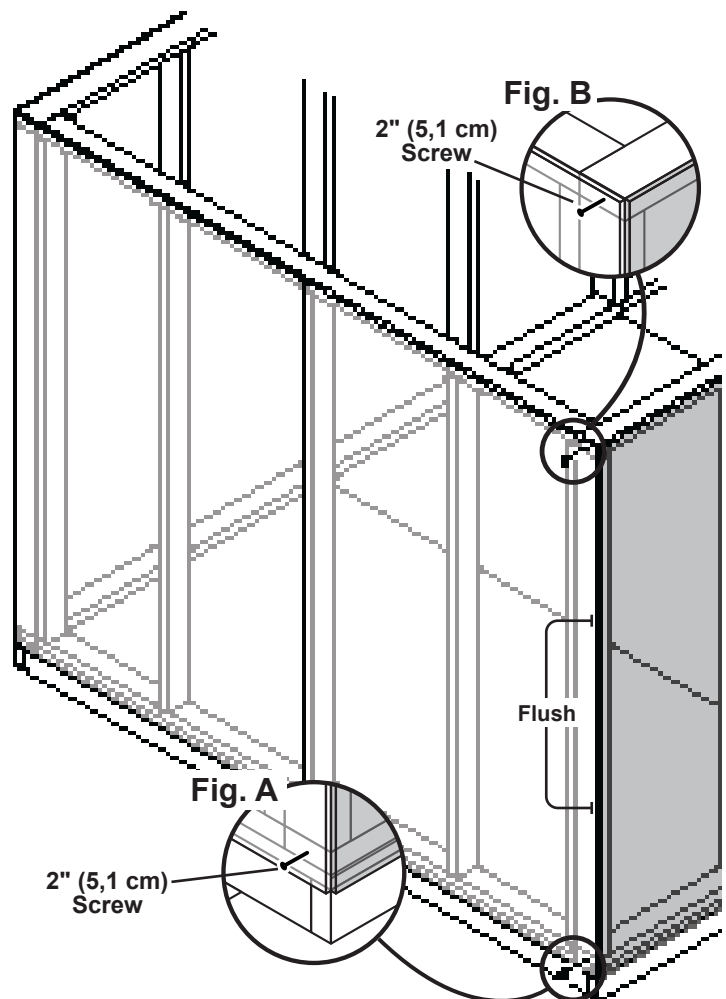


✓ BEGIN

- 1 Install left wall, securing with (1) 2" screw through back wall panel into side wall bottom and top plates (**Fig. B, Fig. A**).

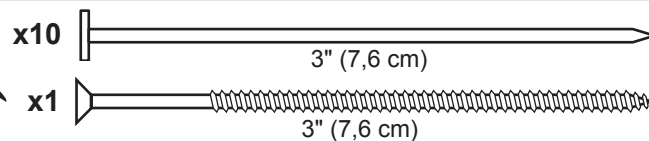
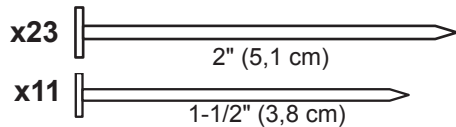


⚠ ENSURE PANEL CORNERS ARE FLUSH.



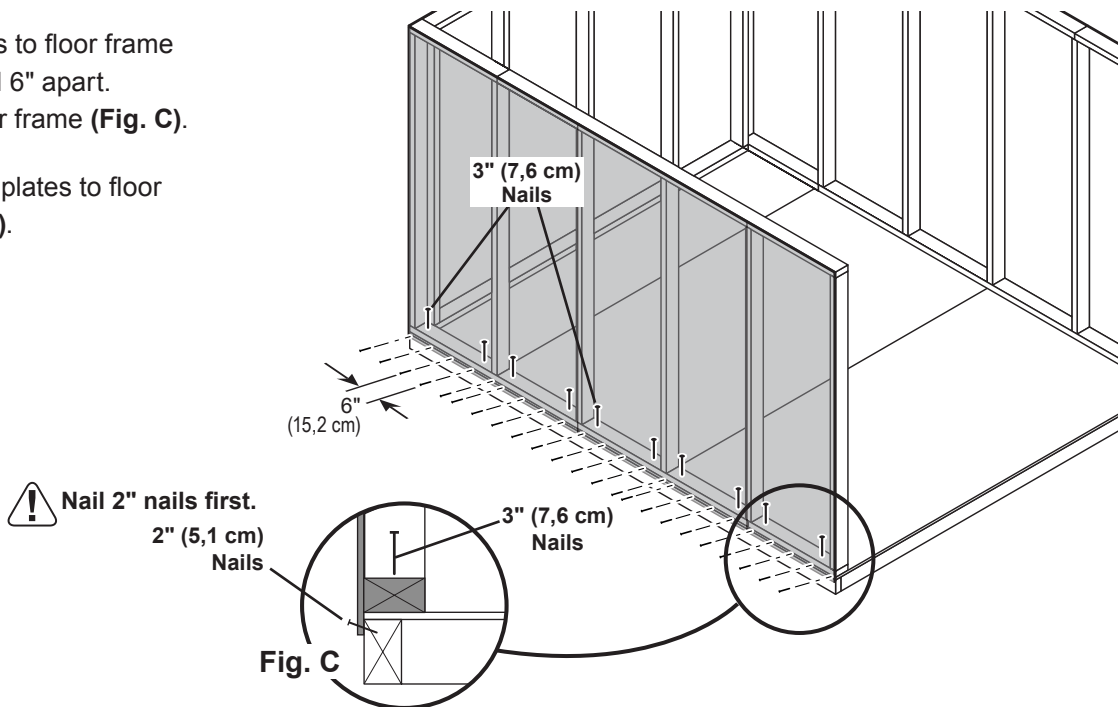
LEFT SIDE WALL INSTALLATION

PARTS REQUIRED:



- 2 Nail side wall panels to floor frame with 2" nails spaced 6" apart. Angle nails into floor frame (**Fig. C**).

Secure wall bottom plates to floor with 3" nails (**Fig. C**).



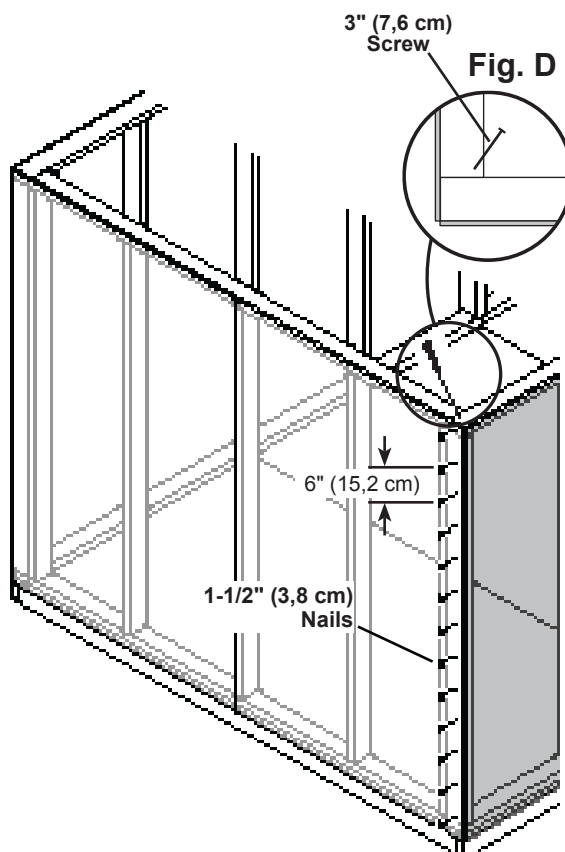
- 3 Nail back wall panel to side wall stud with 1-1/2" nails spaced 6" apart.

- 4 Secure gable wall top plate with (1) 3" screw angled into top plates (**Fig. D**).



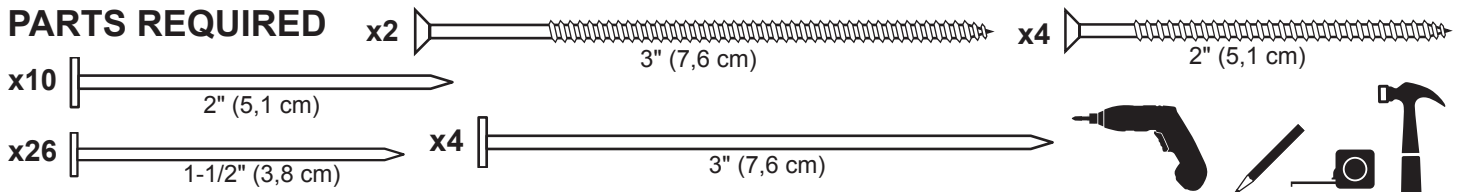
Your left side wall is now installed.

**REMOVE
TEMPORARY
BRACING**



FRONT WALL INSTALLATION

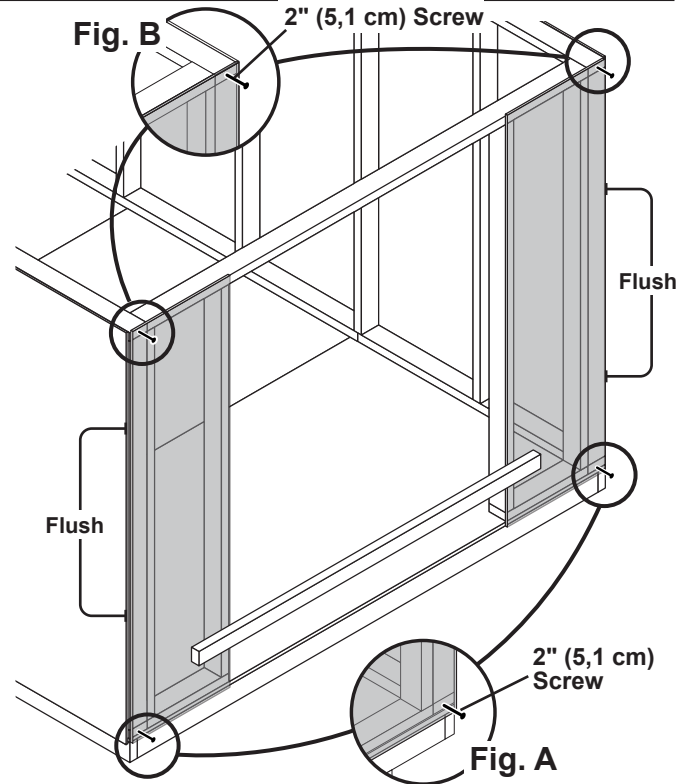
PARTS REQUIRED



✓ BEGIN

- 1 Secure front wall with 2" screws into top and bottom plates (**Fig. A**, **Fig. B**).

⚠ ENSURE PANEL CORNERS ARE FLUSH. ⚠



- 2 Nail panels to floor with 2" nails spaced 6" apart.
Angle nails into floor frame (**Fig. C**).

Secure panels to both side wall studs with 1-1/2" nails.

Secure wall bottom plates to floor with 3" nails (**Fig. C**).

- 3 Secure top plates with 3" screws, angled into top plates (**Fig. D**).

REMOVE TEMPORARY BRACING



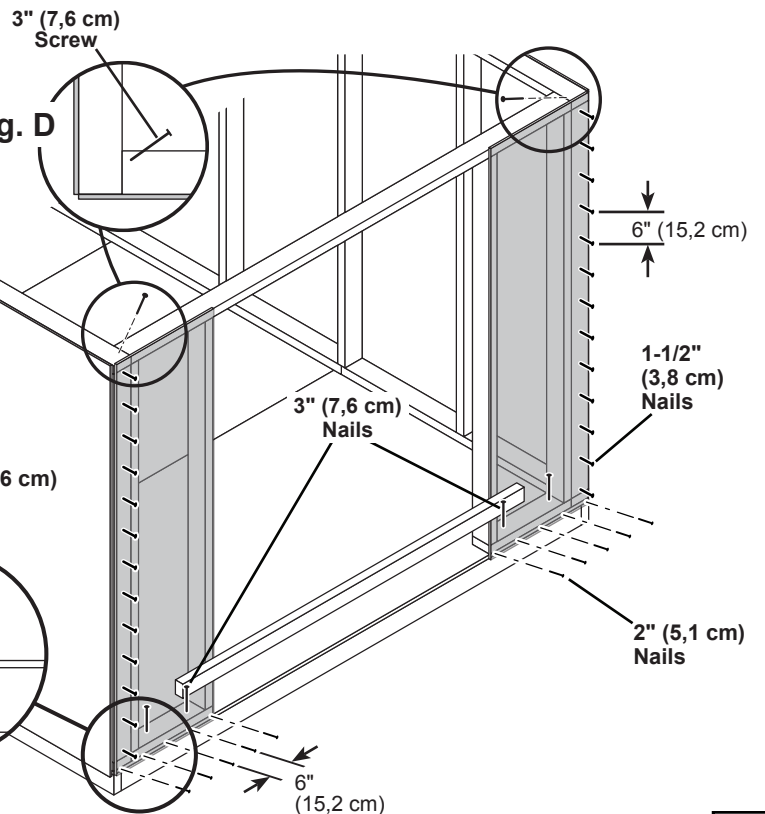
Nail 2" nails first.

2" (5,1 cm) Nails

Fig. C

3" (7,6 cm) Nails

Fig. D




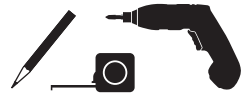
Your front wall is now installed.

FRONT WALL HEADER

PARTS REQUIRED:

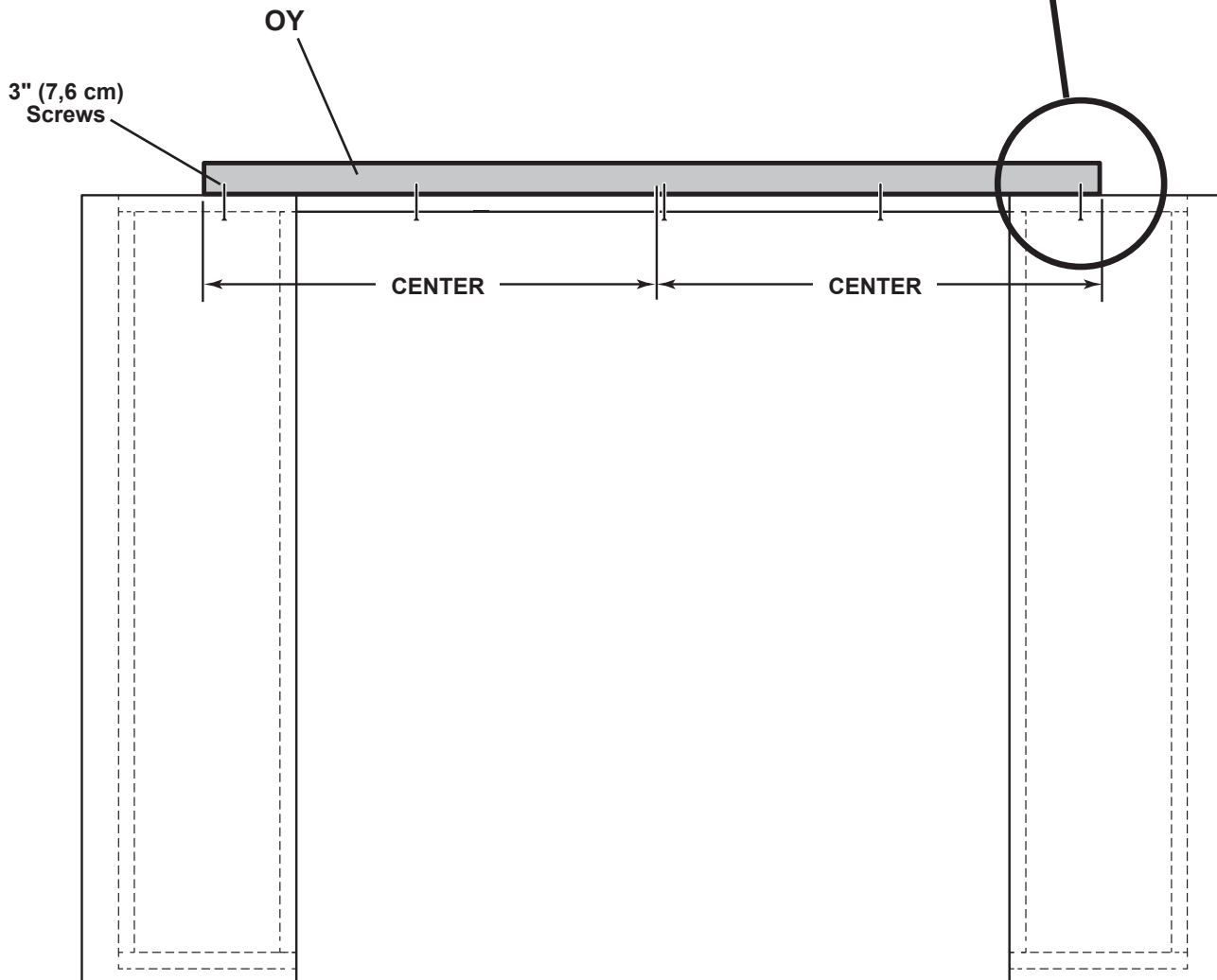
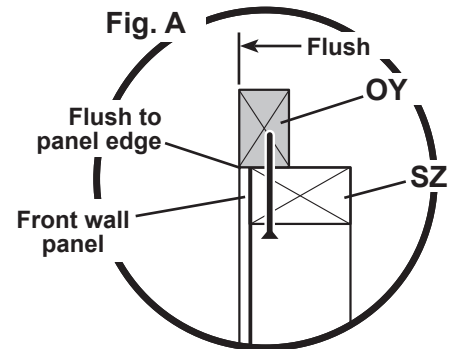
x1 **OY**
2 x 3 x 72" (5,1 x 7,6 x 213,4 cm)

x5  3" (7,6 cm)



✓ **BEGIN**

- 1** Center **OY** on **SZ** flush to edge of panel (**Fig. A**).
Secure with (5) 3" screws spaced evenly, as shown.




FINISH


Your front wall header is installed.

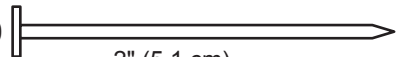
RAFTERS

PARTS REQUIRED:

x10  OSB OR WOOD GRAIN 
6 x 24" (15,2 x 61 cm)

x12  WI
2 x 4 x 54-1/16" (5,1 x 10,2 x 137,3 cm)

TEMPORARY SUPPORT
x1  SBA
2 x 4 x 21" (5,1 x 10,2 x 53,3 cm)

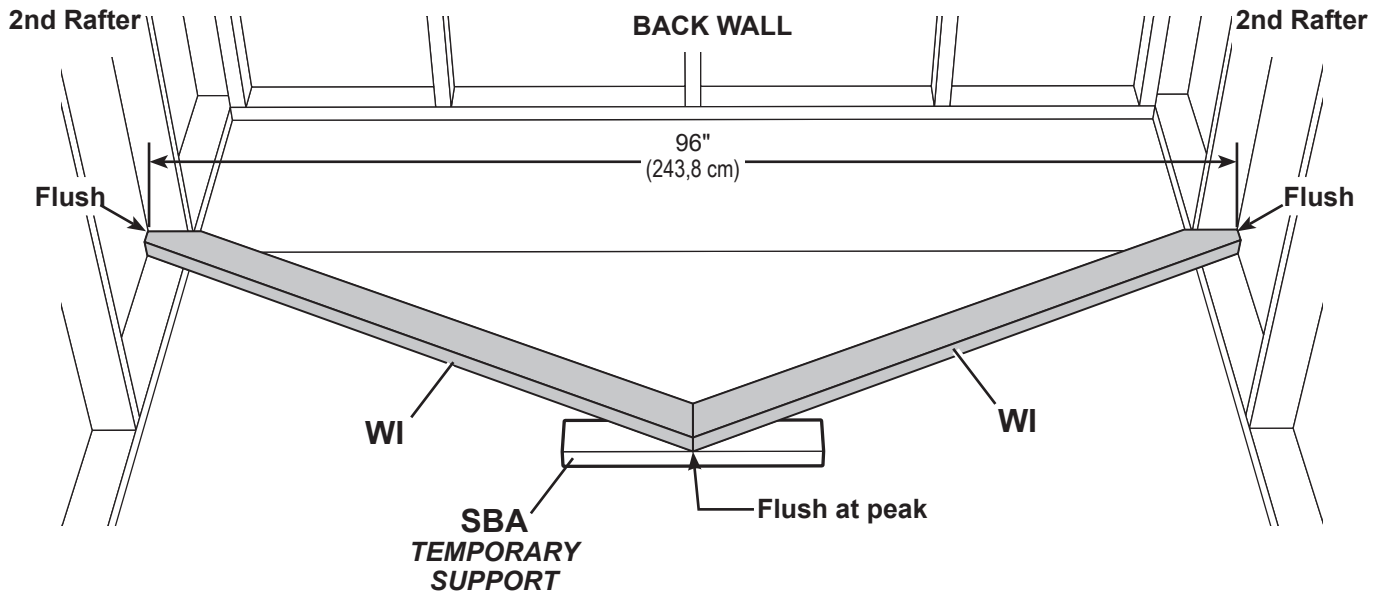
x120  2" (5,1 cm)



You will build Six assemblies. (4) with two gussets, and (2) with one gusset.

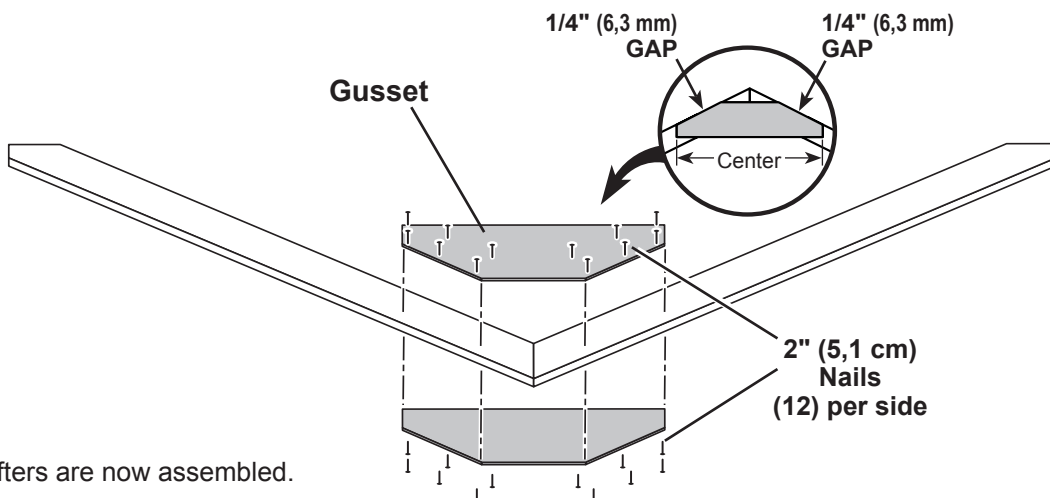
✓ BEGIN

- 1 Place two rafter halves flush in corners of 2nd studs from back wall and flush to side wall panels.
Place temporary support **SBA** beneath rafters at peak.



- 2 Secure gusset to rafters with (12) 2" nails as shown.
 SET ASIDE TWO RAFTER ASSEMBLIES WITH ONLY ONE GUSSET ATTACHED.

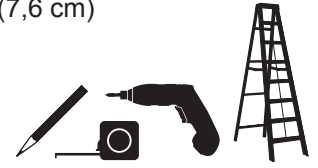
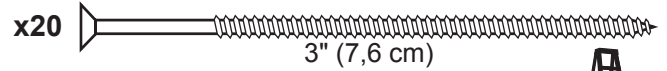
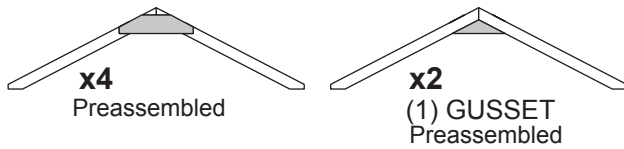
- 3 Flip rafter assembly over and repeat STEP 3 to attach second gusset to other side.
Repeat STEPS 2 - 3 to build 3 additional rafter assemblies.



Your rafters are now assembled.

RAFTER INSTALL

PARTS REQUIRED:



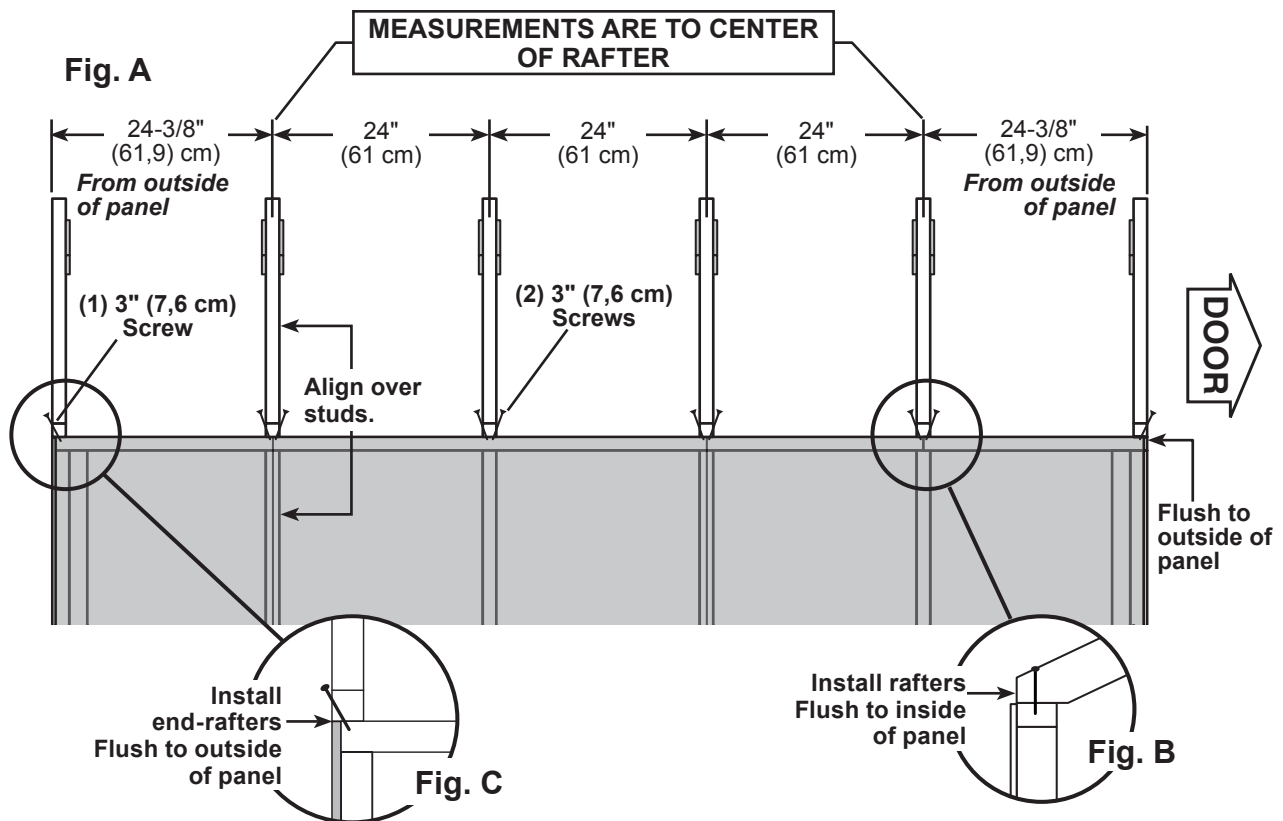
✓ BEGIN



1 Secure rafters to top plate with (2) 3" screws in each rafter end (Fig. A, Fig. B).

- *Note single-gusset rafters at front & back walls with gusset facing inward.*

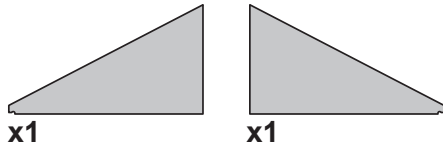
Secure single-gusset rafters to top plate with (1) 3" screw in each rafter end (Fig. C).



Your rafters are now installed.

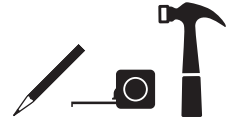
BACK GABLE UNIT

PARTS REQUIRED:



x1 **SBA** 2 x 4 x 21" (5,1 x 10,2 x 53,3 cm)

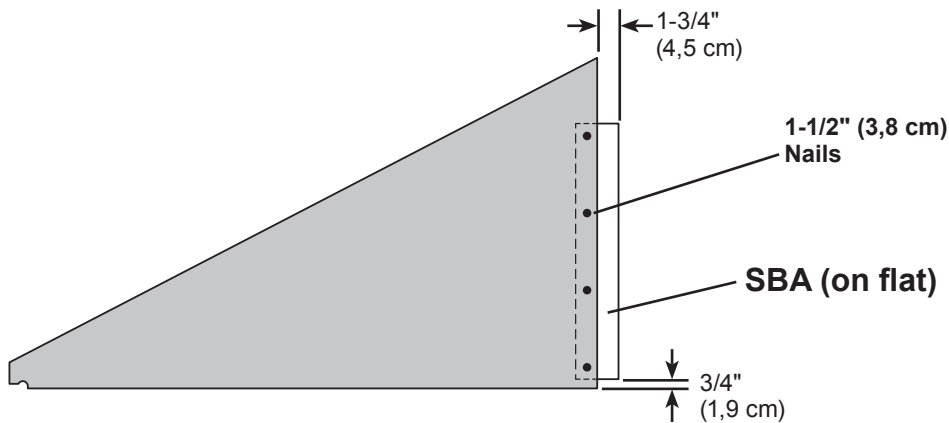
x8 1-1/2" (3,8 cm)



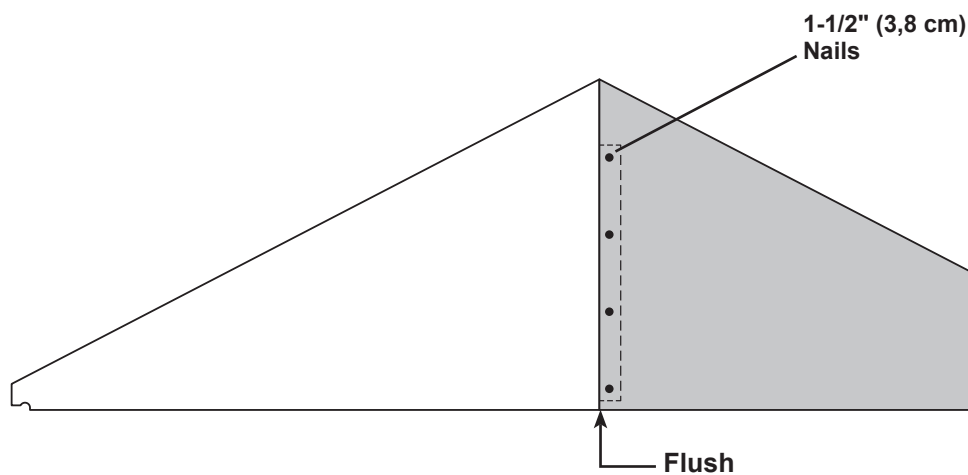
Install all panels with the primed side facing up.

✓ BEGIN

1 Place left gable panel on **SBA**. Secure with 1-1/2" nails, as shown.



2 Place right gable panel flush to left panel. Secure with 1-1/2" nails, as shown.

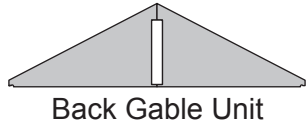


FINISH

Your back gable unit is now assembled.

BACK GABLE UNIT INSTALLATION

PARTS REQUIRED:



x38 1-1/2" (3,8 cm)

x2 3" (7,6 cm)



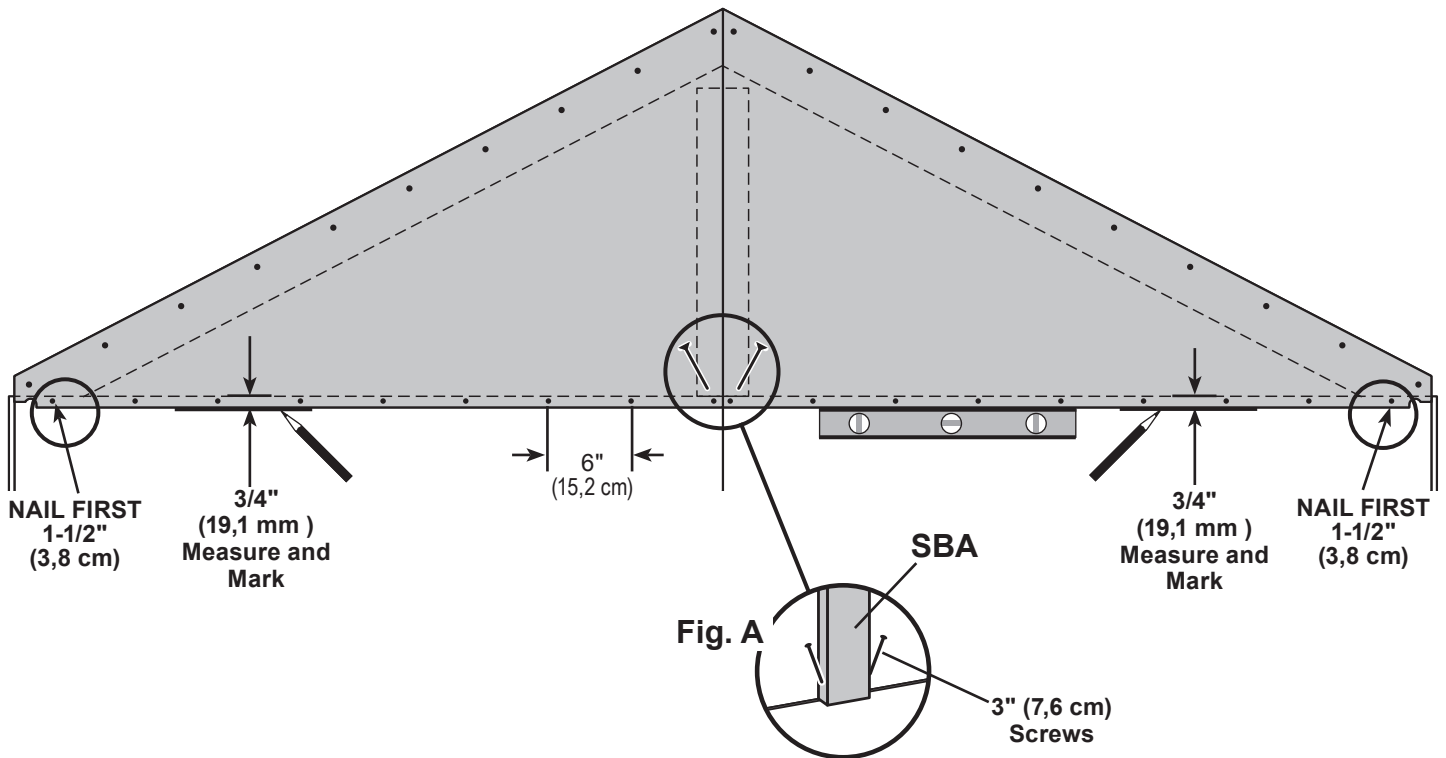
BE SURE GABLE IS CENTERED ON WALL BEFORE NAILING.



✓ BEGIN

- 1 Measure 3/4" down from top plate and mark at each side, as shown. Set gable unit on top plate. Secure with (1) 1-1/2" nail on each side.

- 2 Continue nailing lower edge of panels into top plate with 1-1/2" nails spaced 6" apart. Secure panels to rafter with 1-1/2" nails spaced 6" apart.



- 3 Working inside, secure gable unit with (2) 3" screws into **SBA** (Fig. A).



FINISH

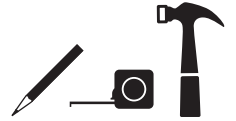
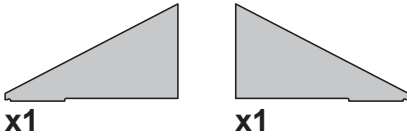
Your back gable unit is now installed.

FRONT GABLE UNIT

PARTS REQUIRED:

x1 **NCA** 2 x 4 x 18-1/2" (5,1 x 10,2 x 47 cm)

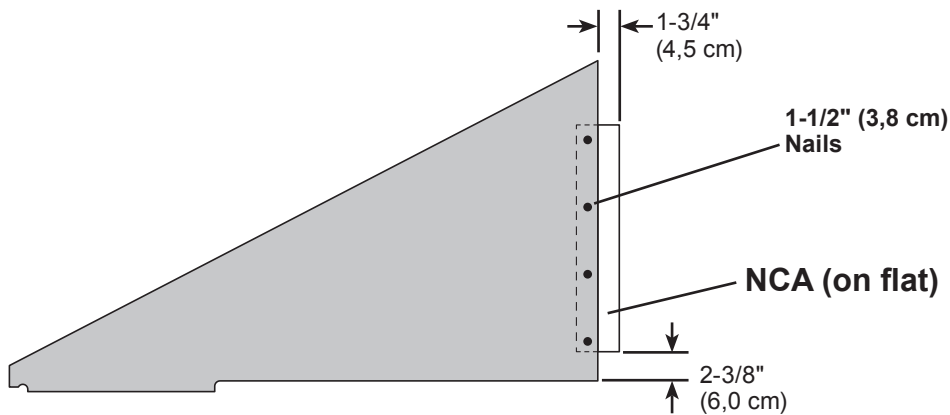
x8 1-1/2" (3,8 cm)



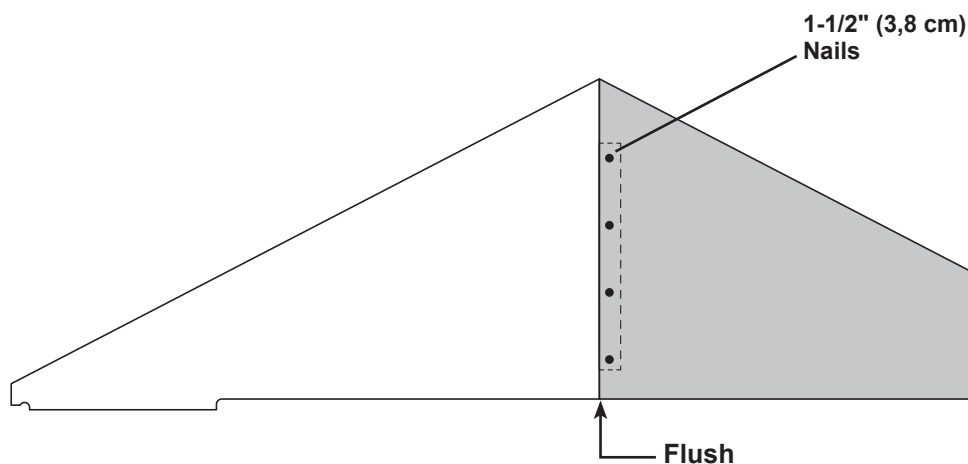
Install all panels with the primed side facing up.

✓ BEGIN

1 Place left gable panel on **NCA**. Secure with 1-1/2" nails, as shown.



2 Place right gable panel flush to left panel. Secure with 1-1/2" nails, as shown.

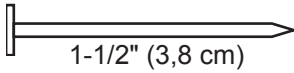



FINISH

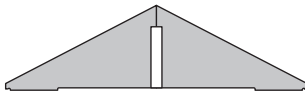
Your front gable unit is now assembled.

FRONT GABLE UNIT INSTALLATION

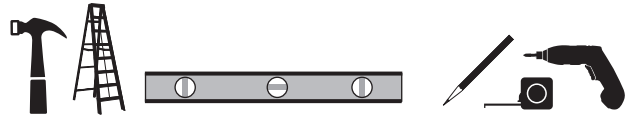
PARTS REQUIRED:

x40  1-1/2" (3,8 cm)

x2  3" (7,6 cm)



Front Gable Unit



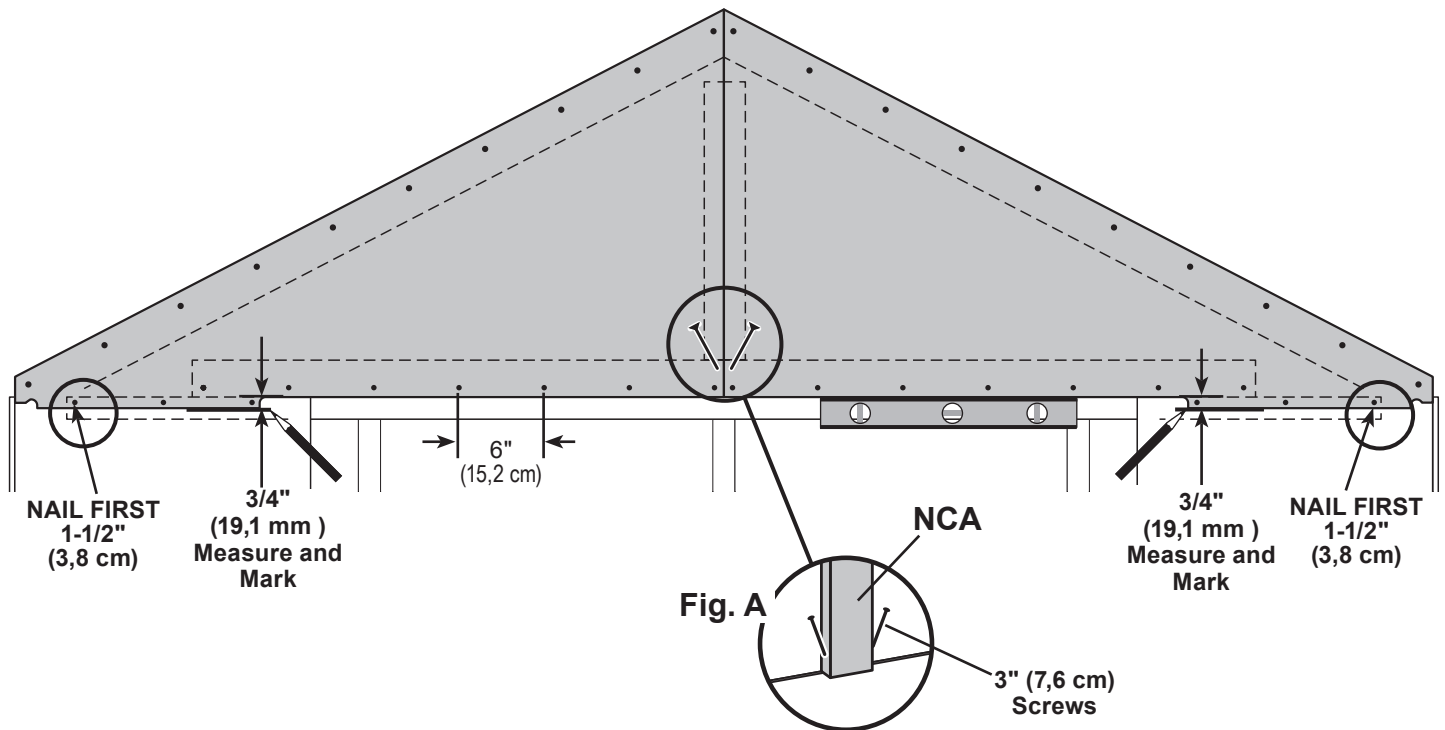
 **BE SURE GABLE IS CENTERED ON WALL BEFORE NAILING.**



✓ **BEGIN**

- 1 Measure 3/4" down from top plate and mark at each side as shown. Set gable unit on top plate.
Secure with (1) 1-1/2" nail on each side.

- 2 Continue nailing lower edge of panels into top plate with 1-1/2" nails spaced 6" apart.
Secure panels to rafter with 1-1/2" nails spaced 6" apart.



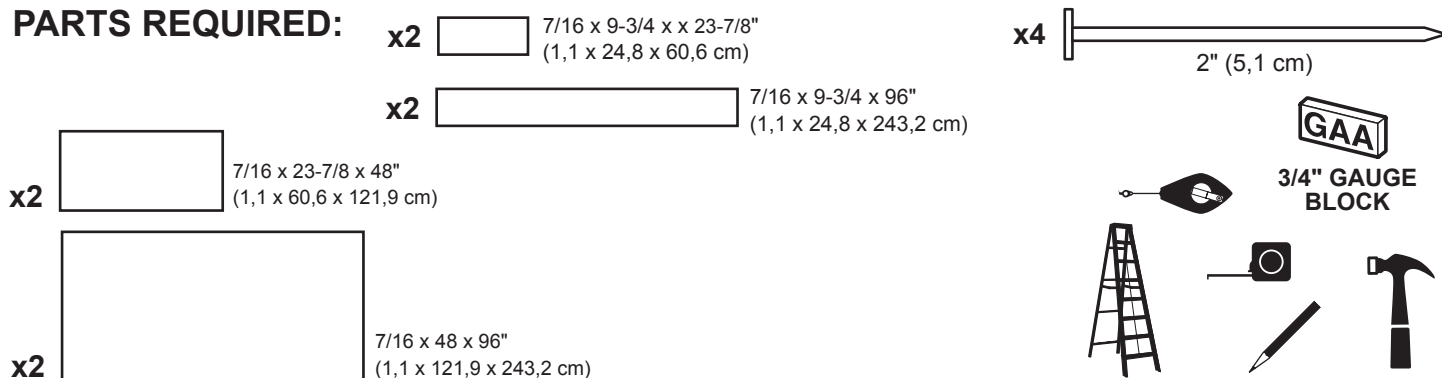
- 3 Working inside, secure gable unit connector **NCA** with (2) 3" screws into nailer **OY** at an angle (**Fig. A**).



Your front gable unit is now installed.

ROOF PANELS

PARTS REQUIRED:



Install all roof panels with the rough side facing up (painted grid lines side).

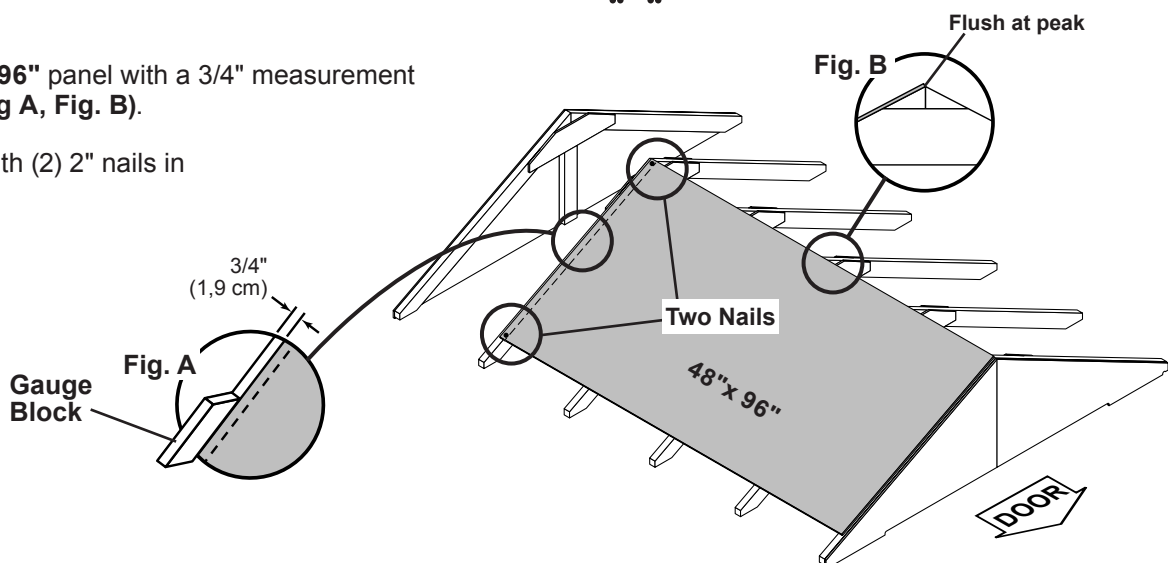
! Roof panels may cause serious injury until securely fastened.



✓ BEGIN

- 1 Install (1) 48" x 96" panel with a 3/4" measurement on the rafter (Fig A, Fig. B).

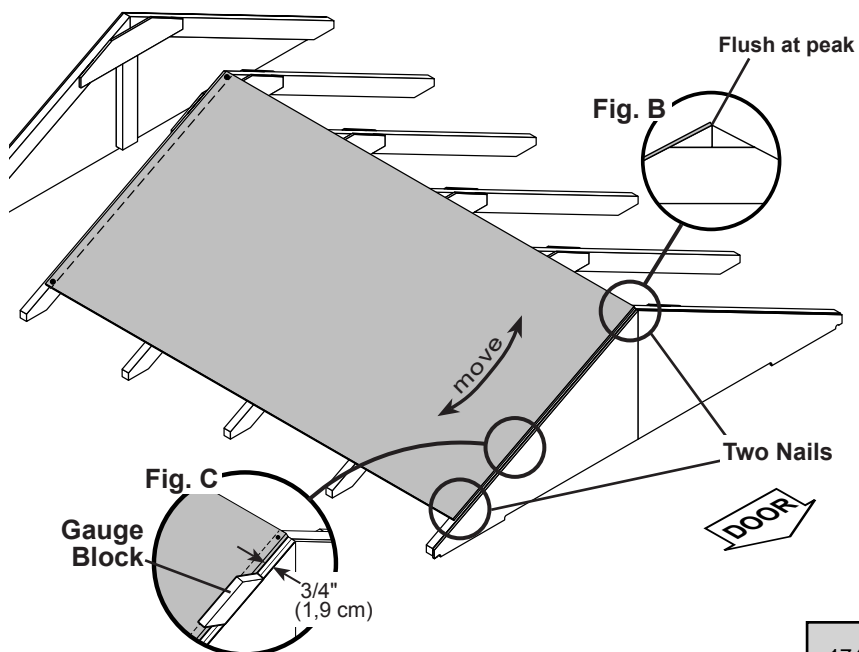
Secure panel with (2) 2" nails in the corners.



- 2 Move to the opposite end of panel. Maintain panel flush at peak (Fig. B).

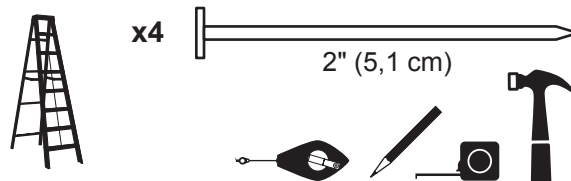
Use **GAA** gauge block for 3/4" measurement along outside edge of gable panel (Fig. C).

Secure panel with (2) 2" nails in the corners.



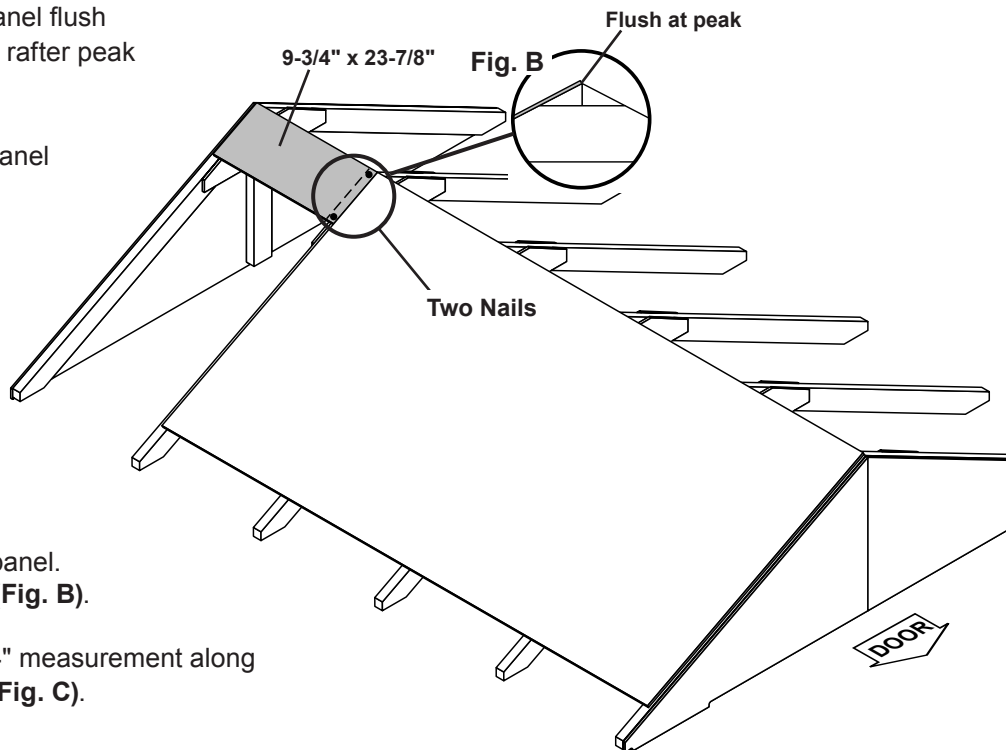
ROOF PANELS

PARTS REQUIRED:



- 3 Install 9-3/4" x 23-7/8" roof panel flush to installed panel and flush at rafter peak (**Fig. B**).

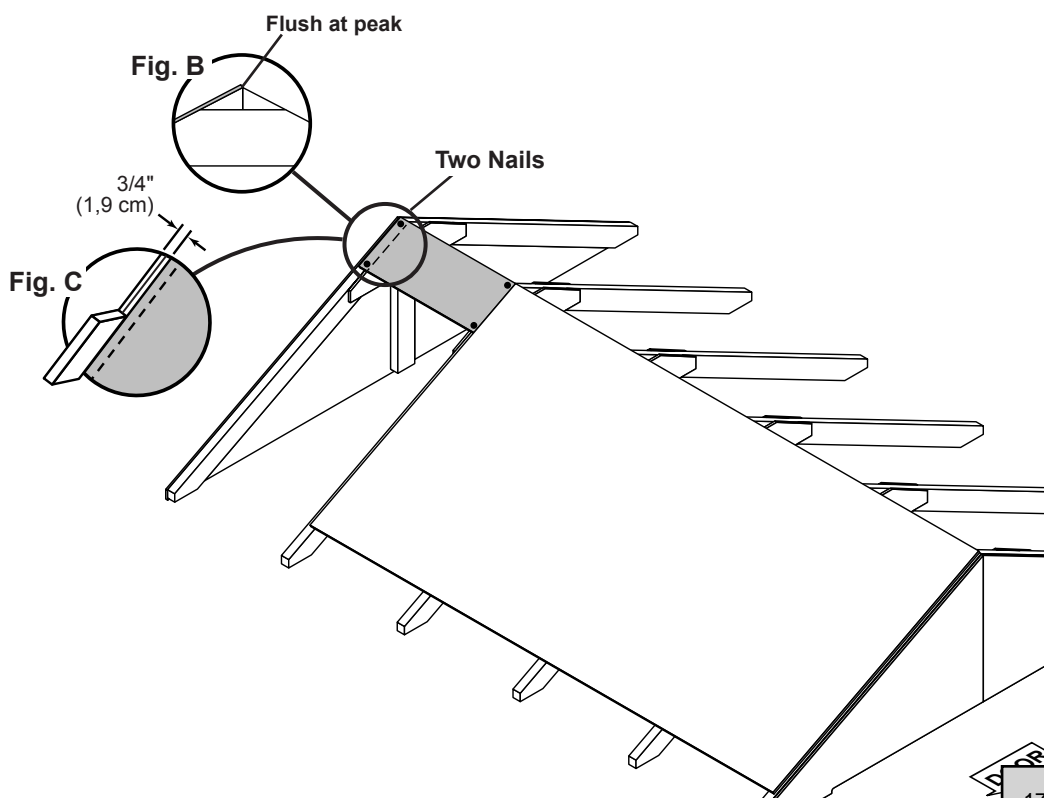
Secure with (2) 2" nails into panel corners, as shown.



- 4 Move to the opposite end of panel. Maintain panel flush at peak (**Fig. B**).

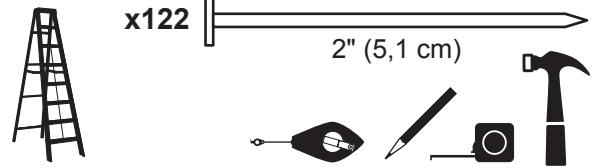
Use **GAA** gauge block for 3/4" measurement along outside edge of gable panel (**Fig. C**).

Secure panel with (2) 2" nails in the corners.



ROOF PANELS

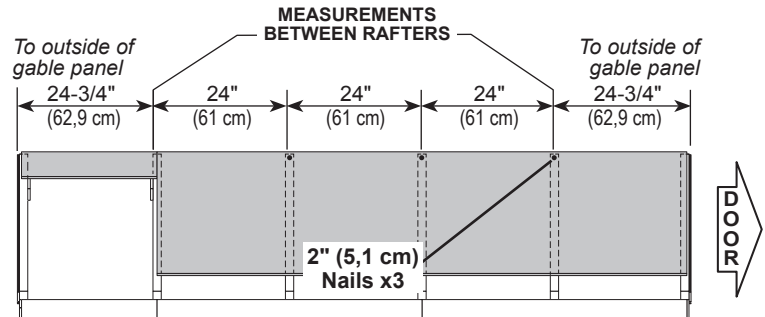
PARTS REQUIRED:



- 5** Maintain spacing between the center of the rafters.

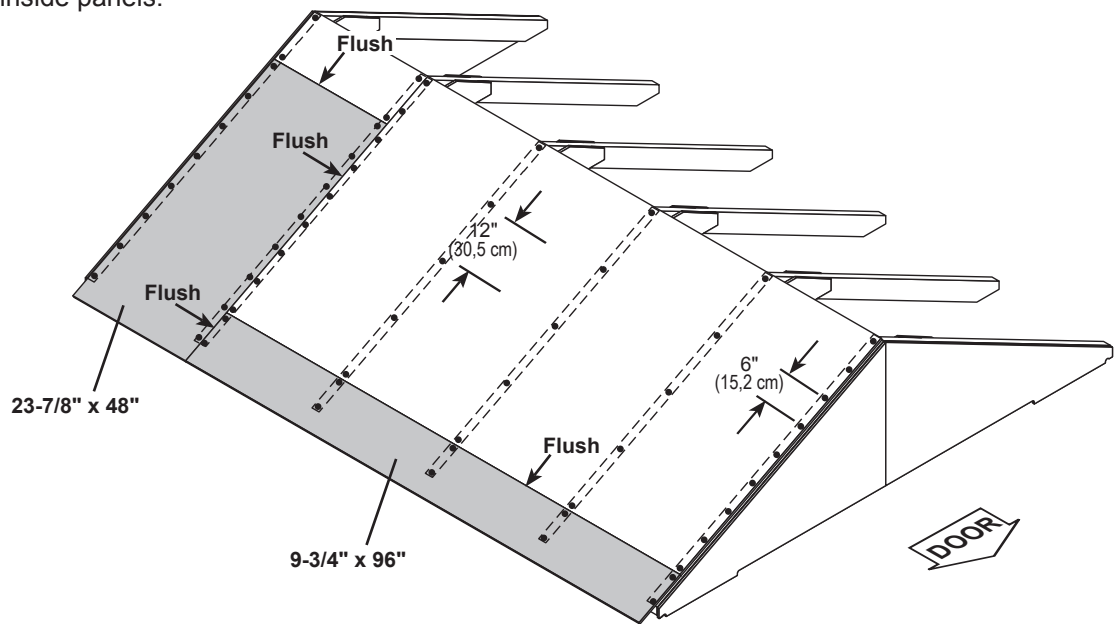
Secure with (1) 2" nail into each rafter (Fig. D).

Fig. D

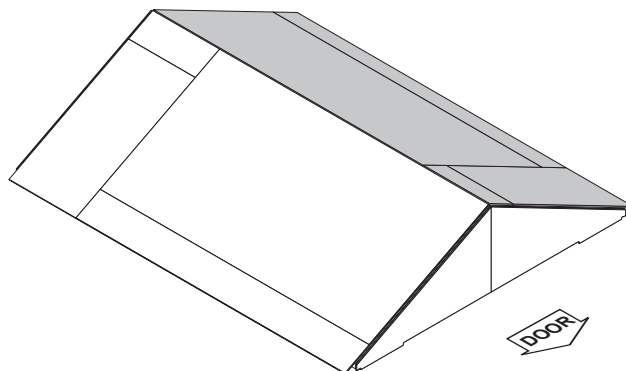


- 6** Install 23-7/8" x 48" and 9-3/4" x 96" roof panels flush to installed panels, as shown.

Secure roof panels with 2" nails spaced 6" apart along edges and 12" inside panels.



- 7** Repeat steps to attach roof panels on the opposite side. Install panels in opposite pattern, as shown.



Your roof panels are now installed.

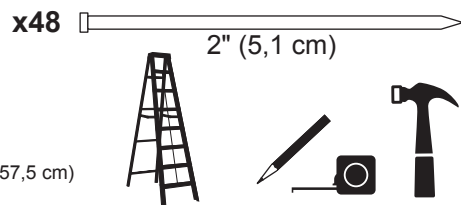
GABLE FASCIA - FRONT

PARTS REQUIRED:

x1 **BSR**
19/32" x 3-1/2 x 58-7/8" (2,5 x 8,9 x 149,5 cm)

x1 **BSL**
19/32" x 3-1/2 x 58-7/8" (2,5 x 8,9 x 149,5 cm)

TEMPORARY
x4 **FA**
19/32" x 2-1/2 x 22-5/8" (2,5 x 6,3 x 57,5 cm)

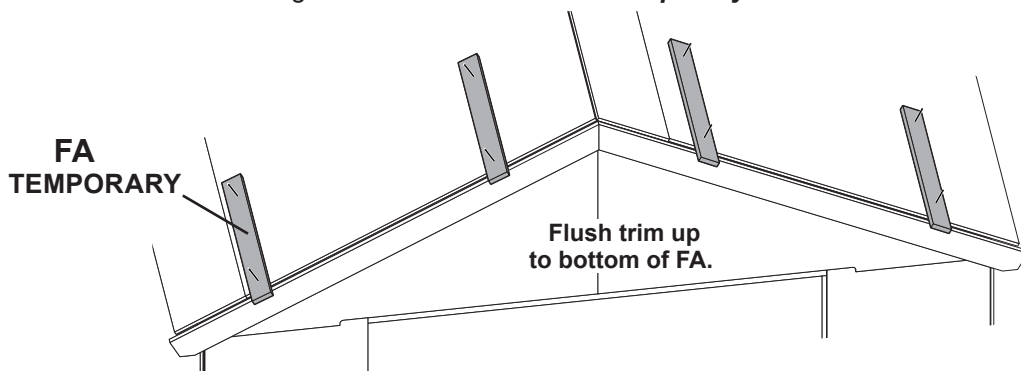


Install all trim boards with the primed side facing out.

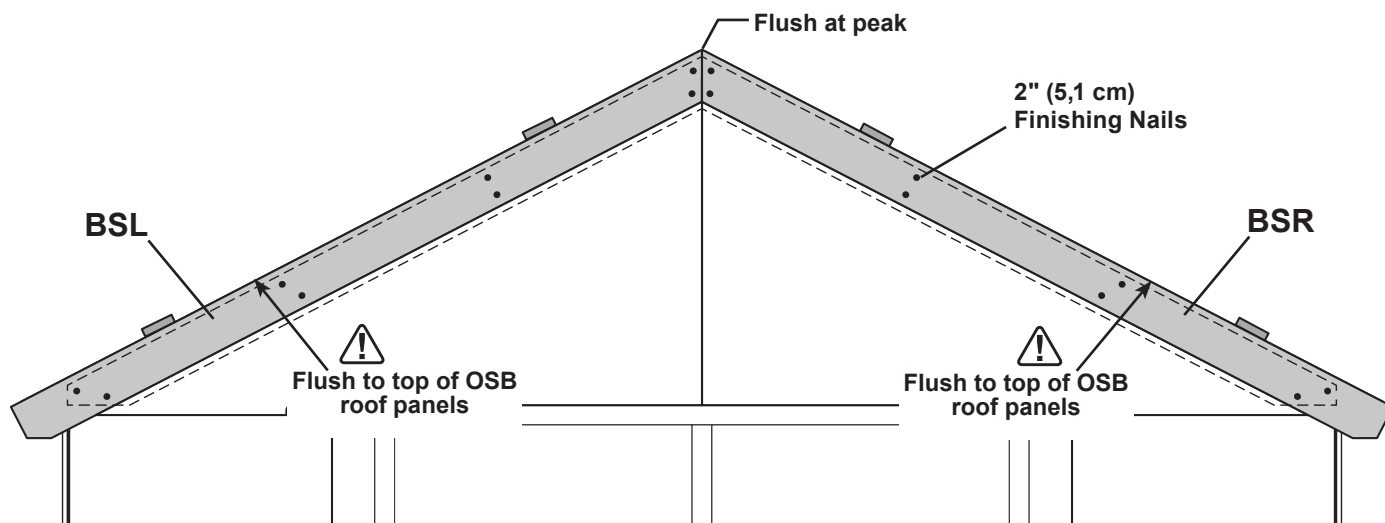
Use FA as temporary ledger-boards to help install trim boards.

✓ BEGIN

- 1 Install (4) **FA** projecting out past edge of OSB roof panels, two on each side of roof, as shown. Fasten each with 2" finishing nails. **Do not sink nails completely.**



- 2 Install **BSL** and **BSR** flush at rafter peak and flush to top of OSB roof panels. Fasten trim with 2" finishing nails in pattern shown.



Remove temporary roof ledger boards.

Repeat steps to install the back gable trim.



FINISH

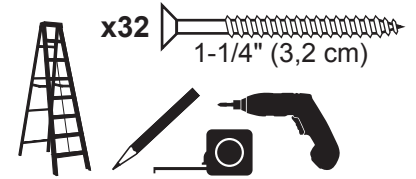
Your front and back gable trim is now installed.

EAVE SOFFIT

PARTS REQUIRED:

x2 **EFC** 2 x 3 x 49-1/2" (5,1 x 7,6 x 125,7 cm)

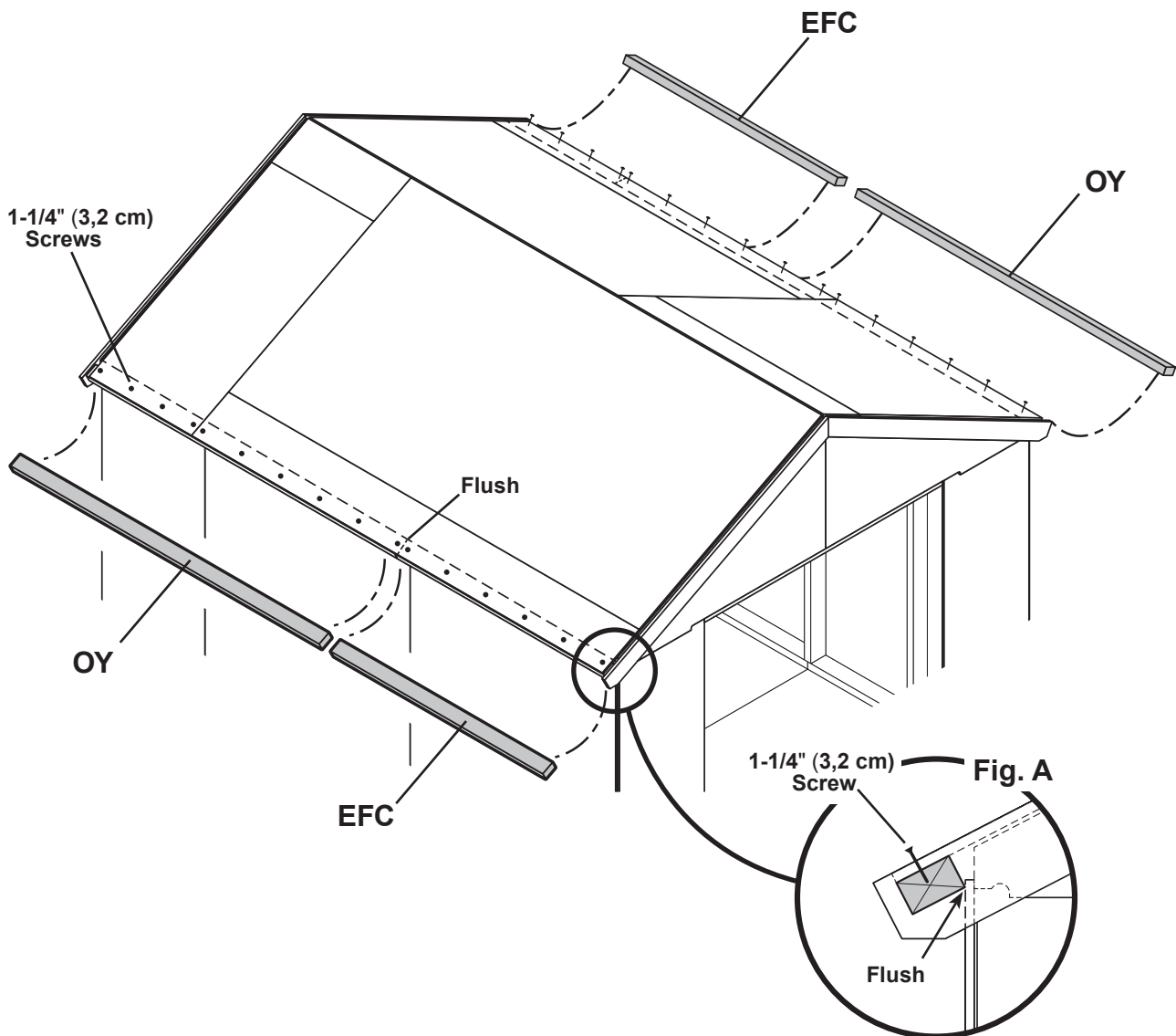
x2 **OY** 2 x 3 x 72" (5,1 x 7,6 x 182,9 cm)



✓ **BEGIN**

1 Place parts **OY** and **EFC** flush to bottom of roof overhang and wall panel as shown (**Fig. A**).

Secure with 1-1/4" screws in the pattern shown.



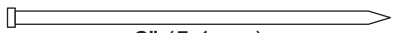
You have finished installing your eave soffits.

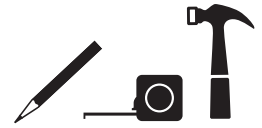
EAVE FASCIA

PARTS REQUIRED:

x2 **ROR** 2 x 2-1/2 x 28-1/2" (5,1 x 6,3 x 72,4 cm)

x2 **DKB**
19/32" x 2-1/2 x 93" (2,5 x 6,3 x 236,2 cm)

x22  2" (5,1 cm)

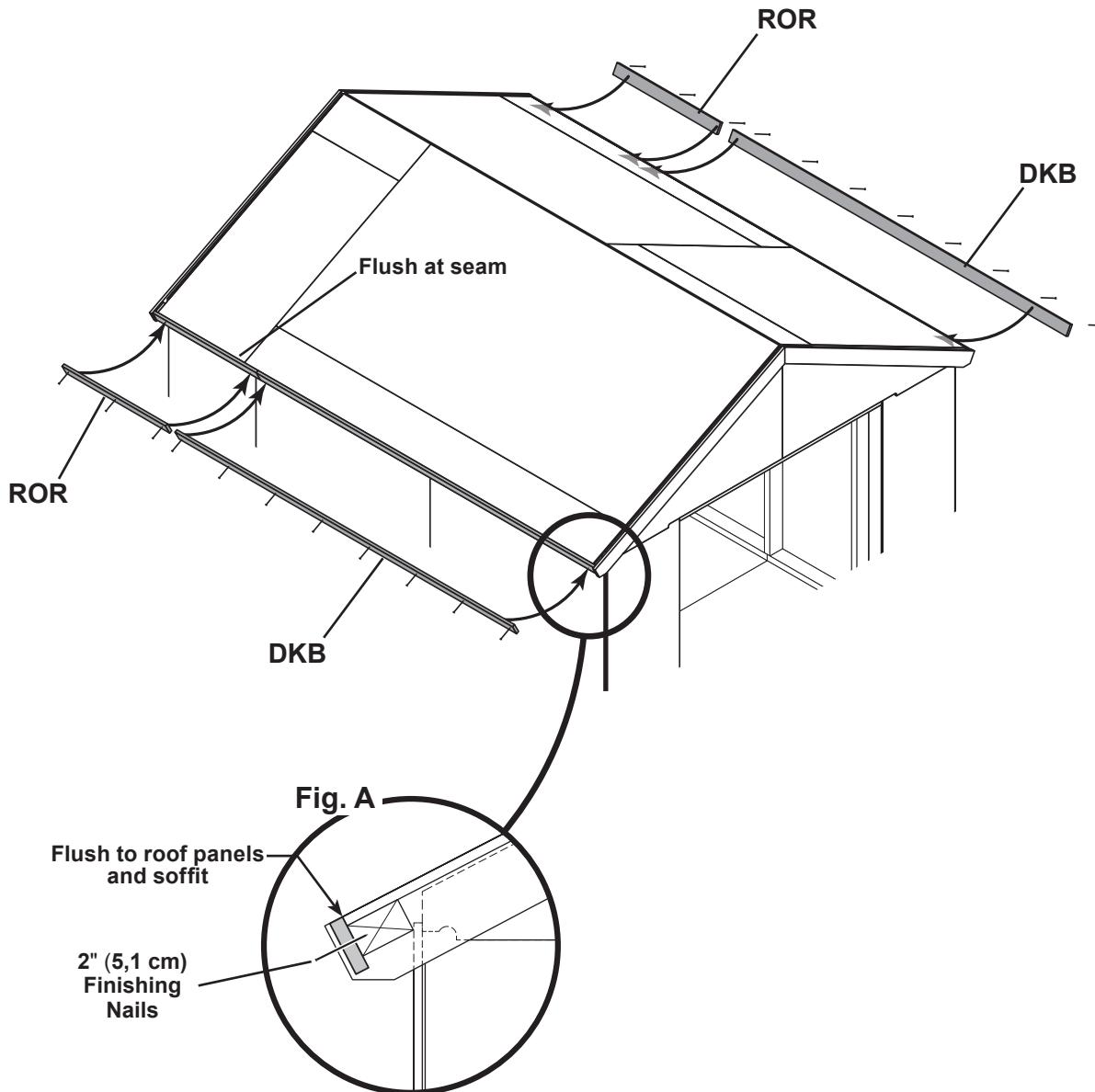


Install all trim boards with the primed side facing out.

✓ **BEGIN**

1 Install eave fascia boards **ROR** and **DKB**, as shown (Fig. A).

Secure with 2" finishing nails.




You have installed your eave fascia.


DOORS

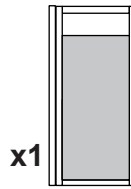
PARTS REQUIRED:

x1 **OO**
69" (175,3 cm) Door Stiffener

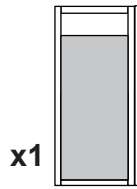
x1 **GAA**
1 x 3 x 5" (2,5 x 7,6 x 12,7 cm)

x4  3" (7,6 cm)

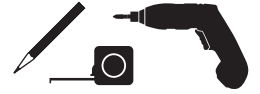
x2  1-1/4" (3,2 cm)



Left Door Assembled



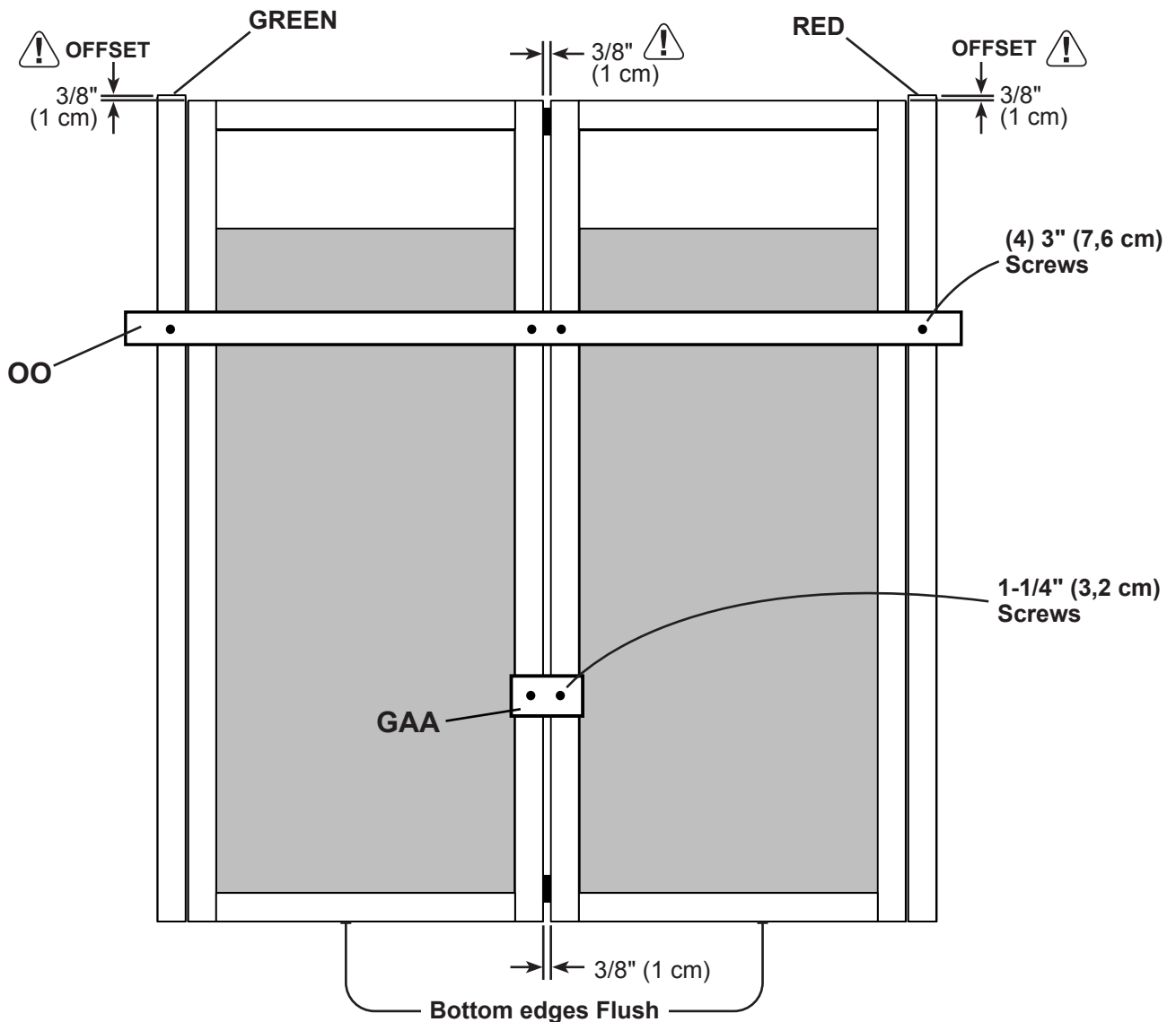
Right Door Assembled



✓ BEGIN

- 1 Arrange parts as shown, on flat surface. **Ensure that the 3/8" offset is to top.**
Look for red (right) and green (left) on hinge board.


Attach temporary supports **OO** and **GAA** as shown.



DOORS

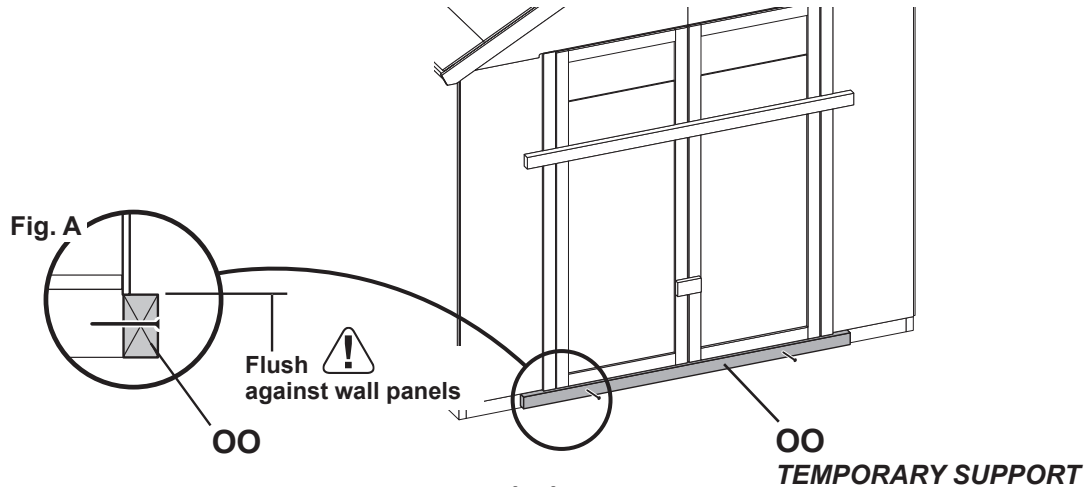
PARTS REQUIRED:


x1 **OO** *TEMPORARY SUPPORT*
69" (175,3 cm) Door Stiffener

x12  3" (7,6 cm)



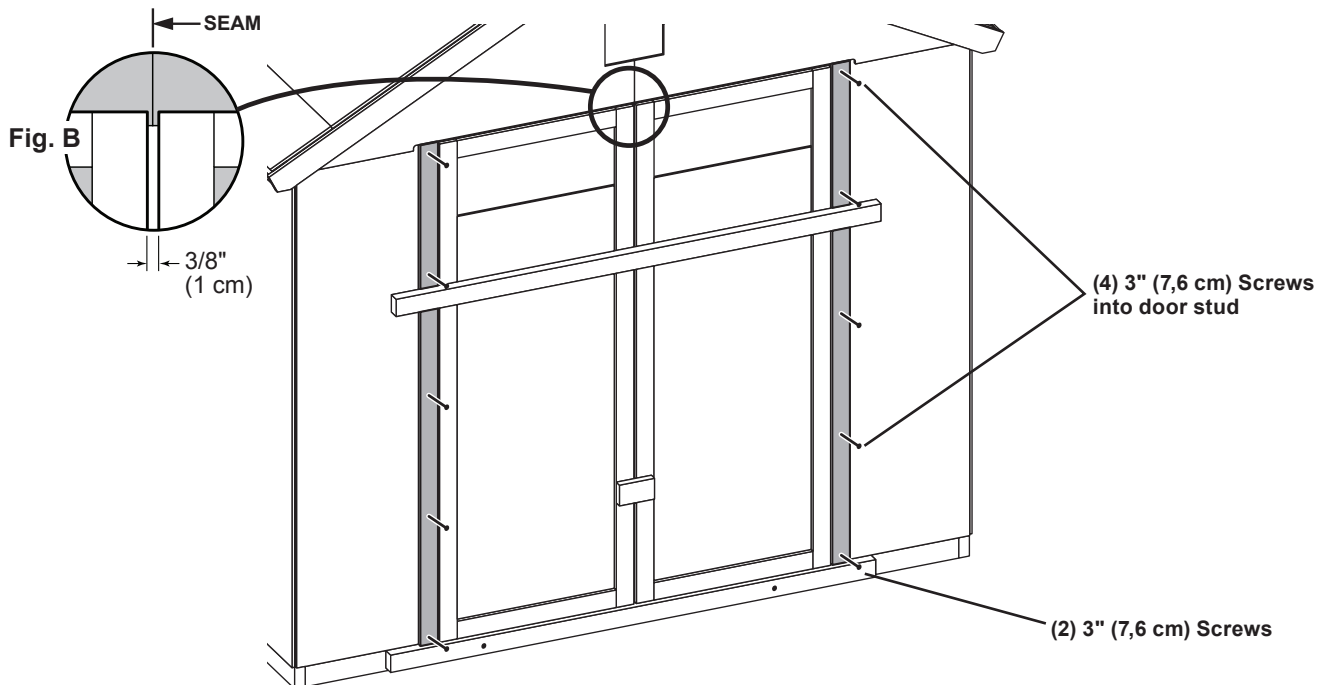
- 2 Install **OO** flush under panels.
Secure to floor frame with (2) 3" screws (**Fig. A**).



- 3 Center doors on the panel seam, as shown (**Fig. B**). 

- 4 Secure hinge boards to wall inner framing with (10) 3" screws as shown.

 **Make sure screws go into framing.**




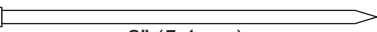
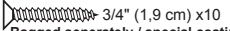

Remove temporary supports and ensure that the doors open and close properly.



You have finished installing your doors.

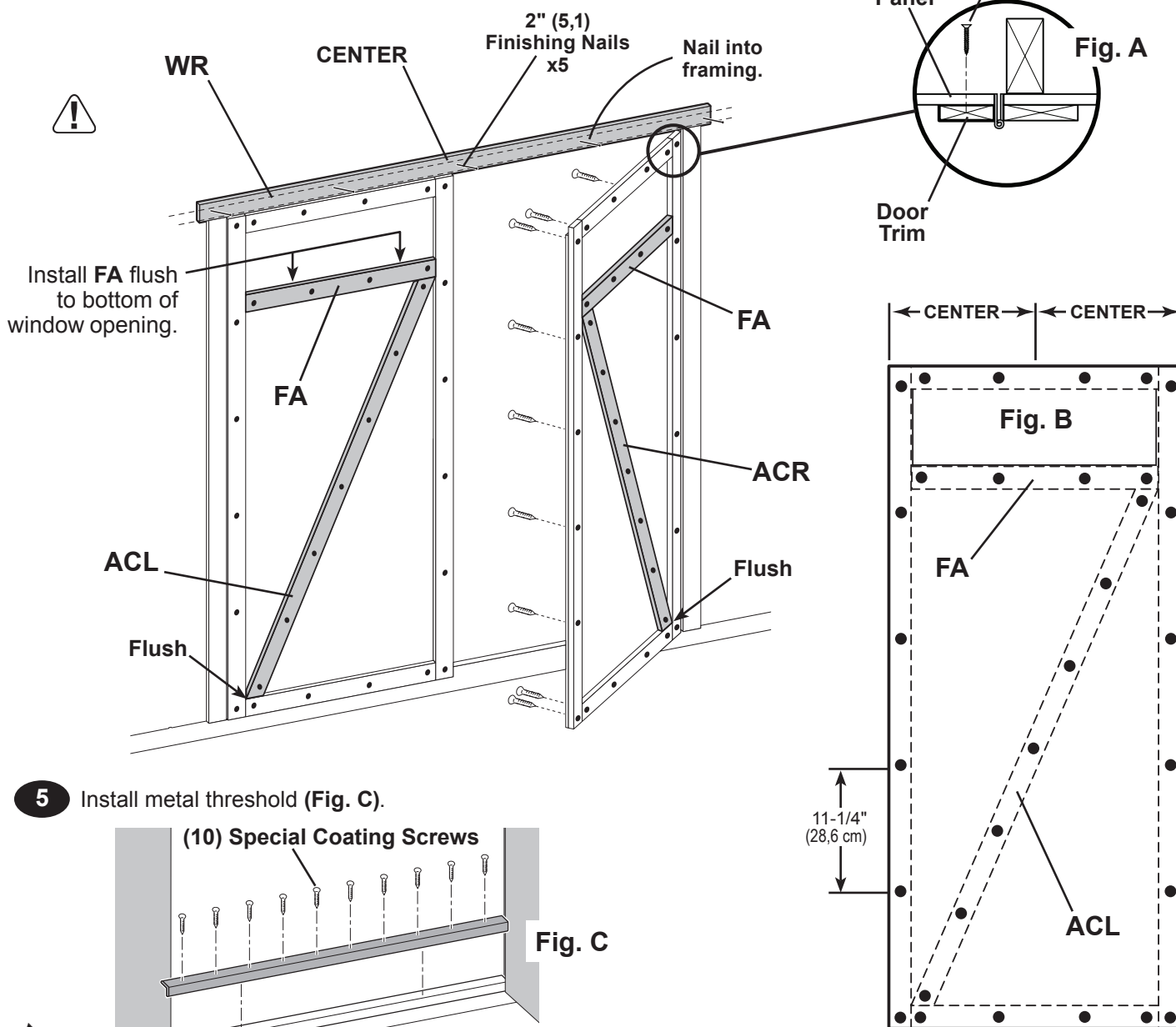
DOOR TRIM

PARTS REQUIRED:

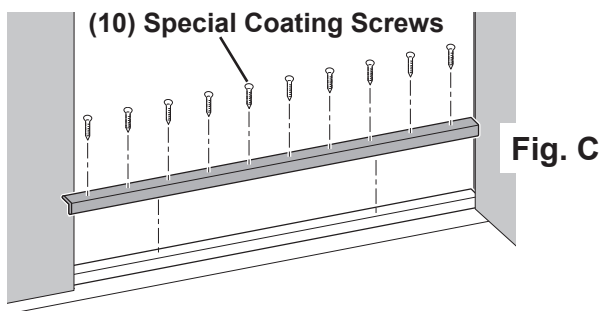
x2	FA	x1		x5	
	19/32" x 2-1/2 x 22-5/8" (2,5 x 6,3 x 57,5 cm)		55-7/8" Metal Threshold		2" (5,1 cm)
x1	WR			x60	
	19/32" x 2-1/2 x 63" (2,5 x 6,3 x 160 cm)		3/4" (1,9 cm) x 10 Bagged separately / special coating		3/4" (1,9 cm)
x1	ACL	x1	ACR		
	19/32" x 2-1/2 x 51" (1,5 x 7,6 x 67,6 cm)		19/32" x 2-1/2 x 51" (1,5 x 7,6 x 67,6 cm)		

BEGIN

- 1 Reinforce the door trim using 3/4" screws through door panel into door trim (Fig. A, Fig. B).
- 2 Fasten (2) horizontal door rails **FA** with 3/4" screws from inside of doors.
- 3 Install door trim **ACL** and **ACR**, as shown, with 3/4" screws from inside of doors.
- 4 Center trim **WR** over doors and secure with (5) 2" finishing nails into framing.



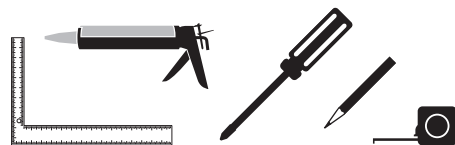
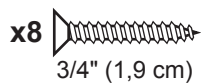
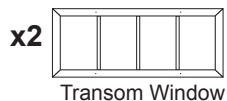
- 5 Install metal threshold (Fig. C).



Your door trim and threshold are now installed.

DOOR TRANSOM WINDOWS

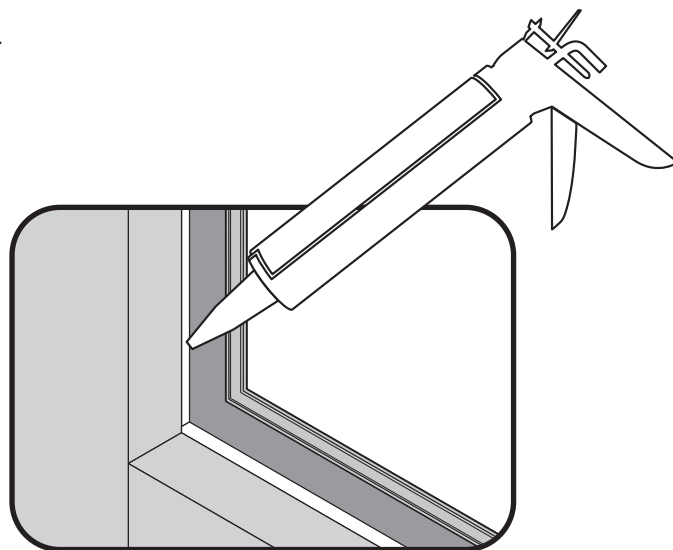
PARTS REQUIRED:



✓BEGIN

- 1 Apply high quality exterior-grade caulk behind frame near edge before installing to seal window.

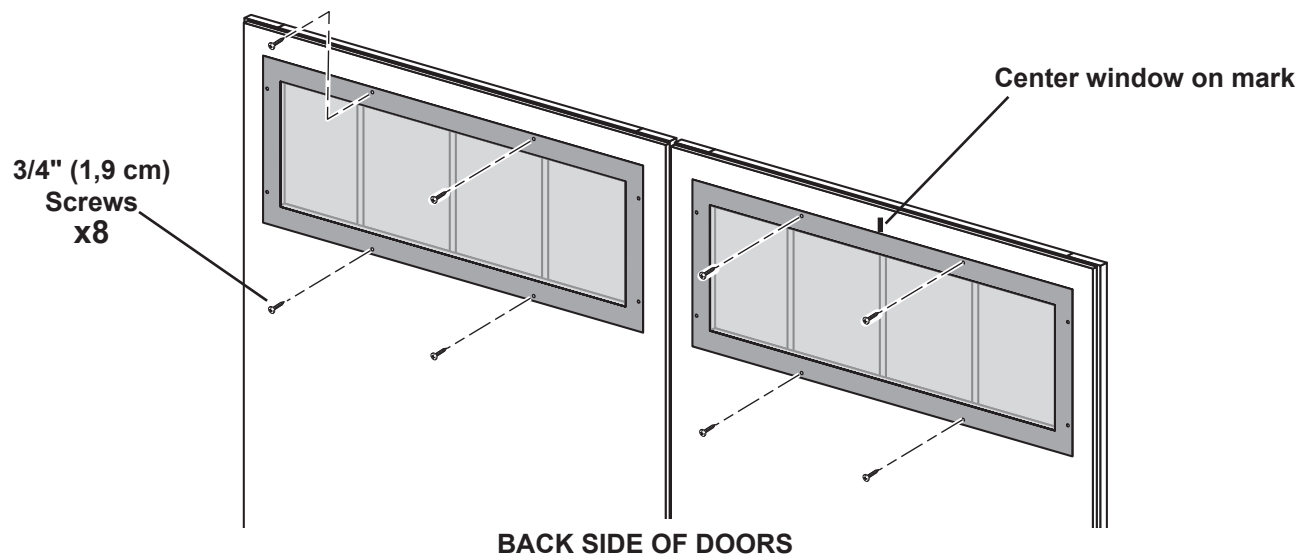
You must caulk completely around window frame and all exposed door panel edges and trim to validate your warranty. Use a paintable exterior rated caulk.



FRONT SIDE VIEW

- 2 Install window from the back side of the door. Center the window looking at the front of the door, make sure there is an even reveal along the trim of the door and the window.

Use 3/4" screws to secure the window.



Your transom windows are installed.

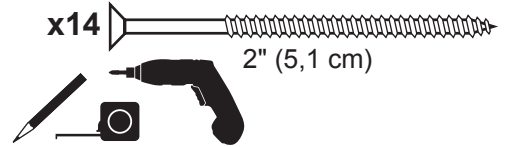
DOOR STIFFENERS

PARTS REQUIRED:

x2 **OO**

69" (175,3 cm) Door Stiffener

x14



2" (5,1 cm)

✓ **BEGIN**

1 Center **OO**'s vertically on the left and right doors as shown (Fig. A, Fig. B).

Secure with (7) 2" screws through outside trim into **OO** (Fig. B).

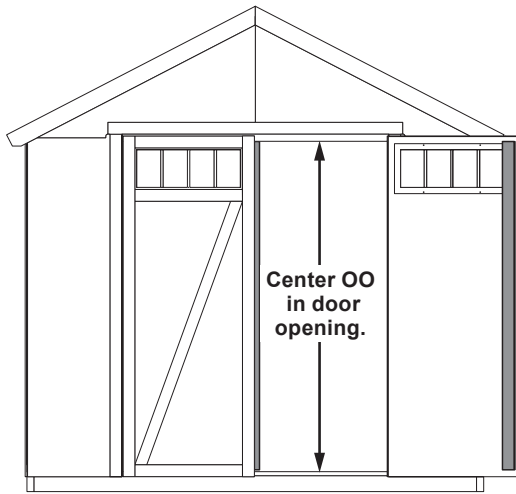
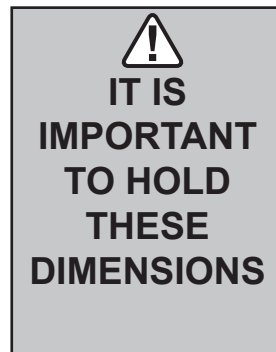


Fig. A



3/4" (1,9 cm)

Fig. B

OO x2

3/4" (1,9 cm)

OFFSET

2" (5,1 cm) Screws

2" (5,1 cm) Screws
x14

11" (27,9 cm) Approximately

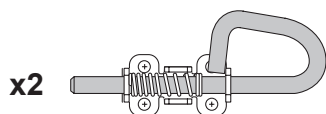


FINISH

Your door stiffeners are now installed.

DOOR HARDWARE

PARTS REQUIRED:



x8 1" (2,5 cm)

5/16" (0,8 cm) Drill Bit



✓ BEGIN

- 1 Place spring bolt onto **OO** in open position with bolt end 3/8" down from frame. Bolt is open when loop is contacting base (**Fig A**).

Mark and pre-drill holes for screws.

- 2 Install bolt with screws supplied and drill 5/16" hole for bolt to extend into.

- 3 Place bolt onto **OO** in open position with bolt end 1/2" up from floor. Bolt is open when loop is contacting base (**Fig B**).

Mark and pre-drill holes for screws.

- 4 Install bolt with screws supplied and drill 5/16" hole for bolt to extend into.

Fig. A

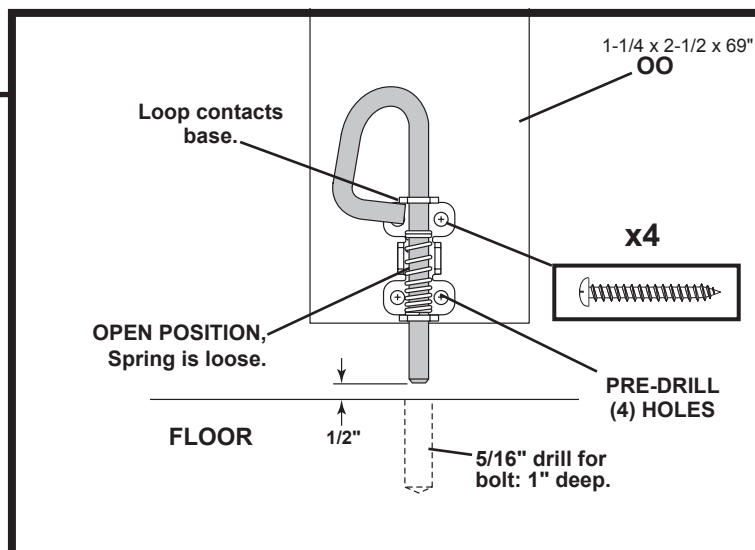
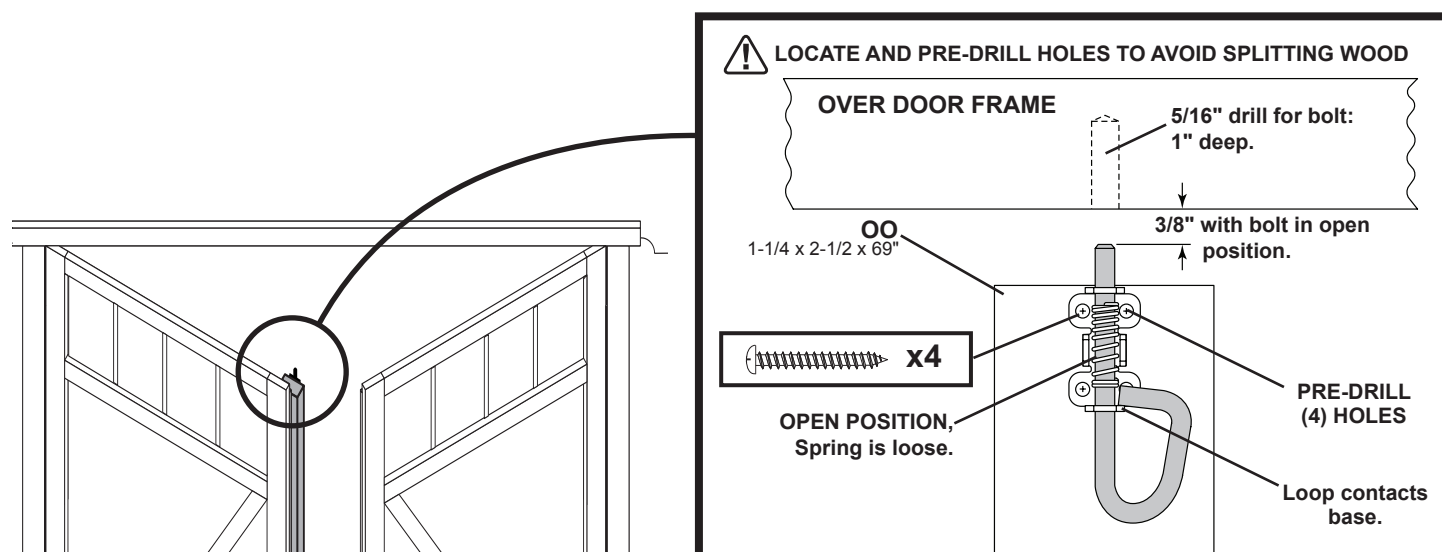


Fig. B

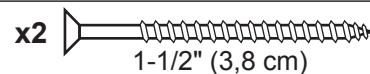
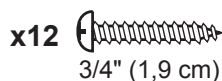
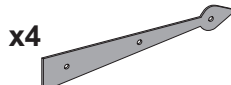
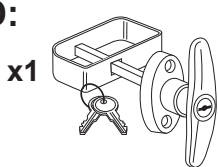


FINISH

Your spring bolts are now installed.

DOOR HARDWARE / DECORATIVE HINGES

PARTS REQUIRED:



3/8" (10,9 cm) Drill Bit

1/4" (0,6 cm) Drill Bit



✓ BEGIN

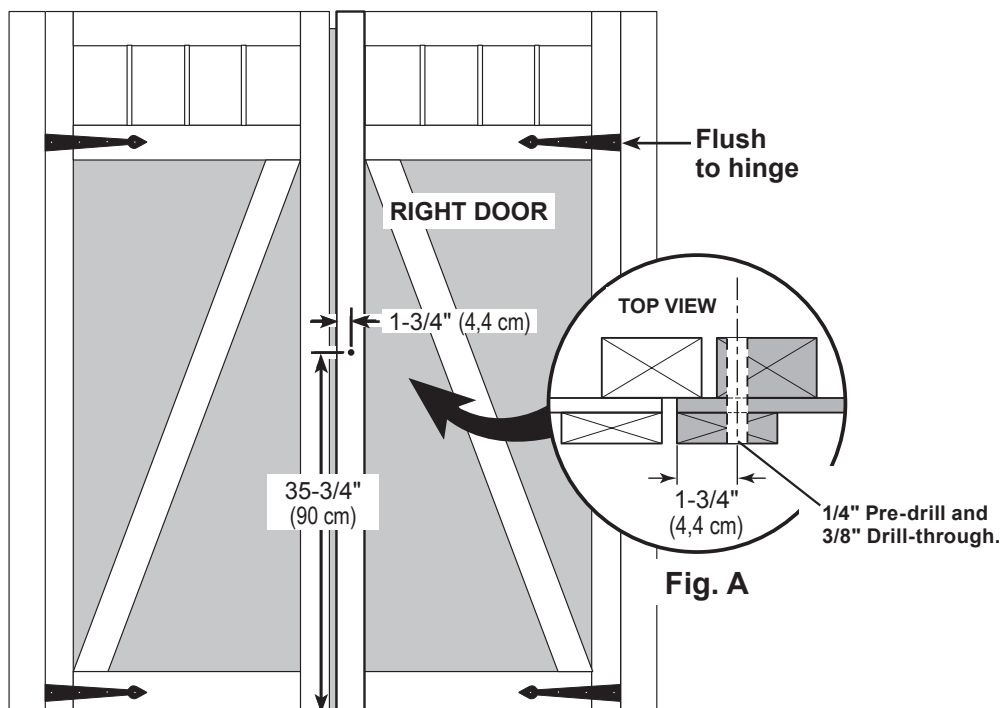
- 1 Measure and mark location of hole on outside of right door as shown (Fig. A).

Pre-drill hole with 1/4" drill.

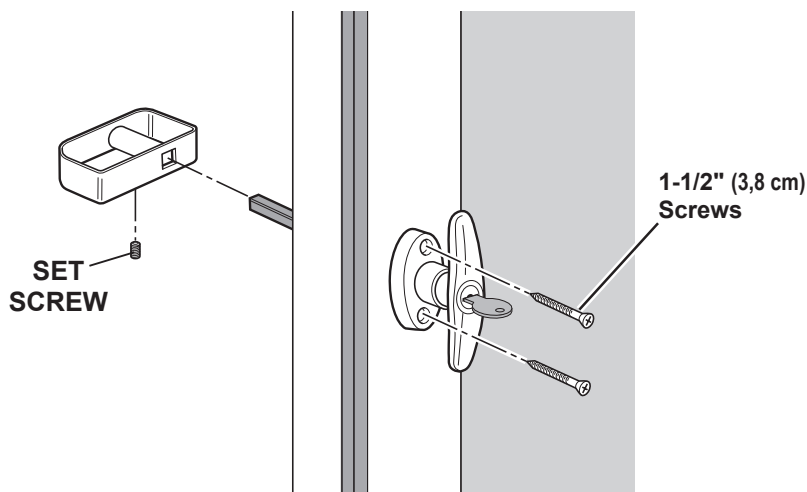
Re-drill hole with 3/8" drill.



Keep drilled hole square to trim to avoid breaking edge of door stiffener.




- 2 Insert handle in hole and secure with 1-1/4" screws.
- 3 Attach inside handle and secure with set screw.
- 4 Install decorative hinges on horizontal trim and flush against hinge, as shown.

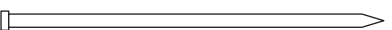



Your T-handle and decorative hinges are now installed.

CORNER TRIM

PARTS REQUIRED:

x8 
3/8 x 1-3/4 x 71-1/2" (1 x 4,4 x 181,6 cm)

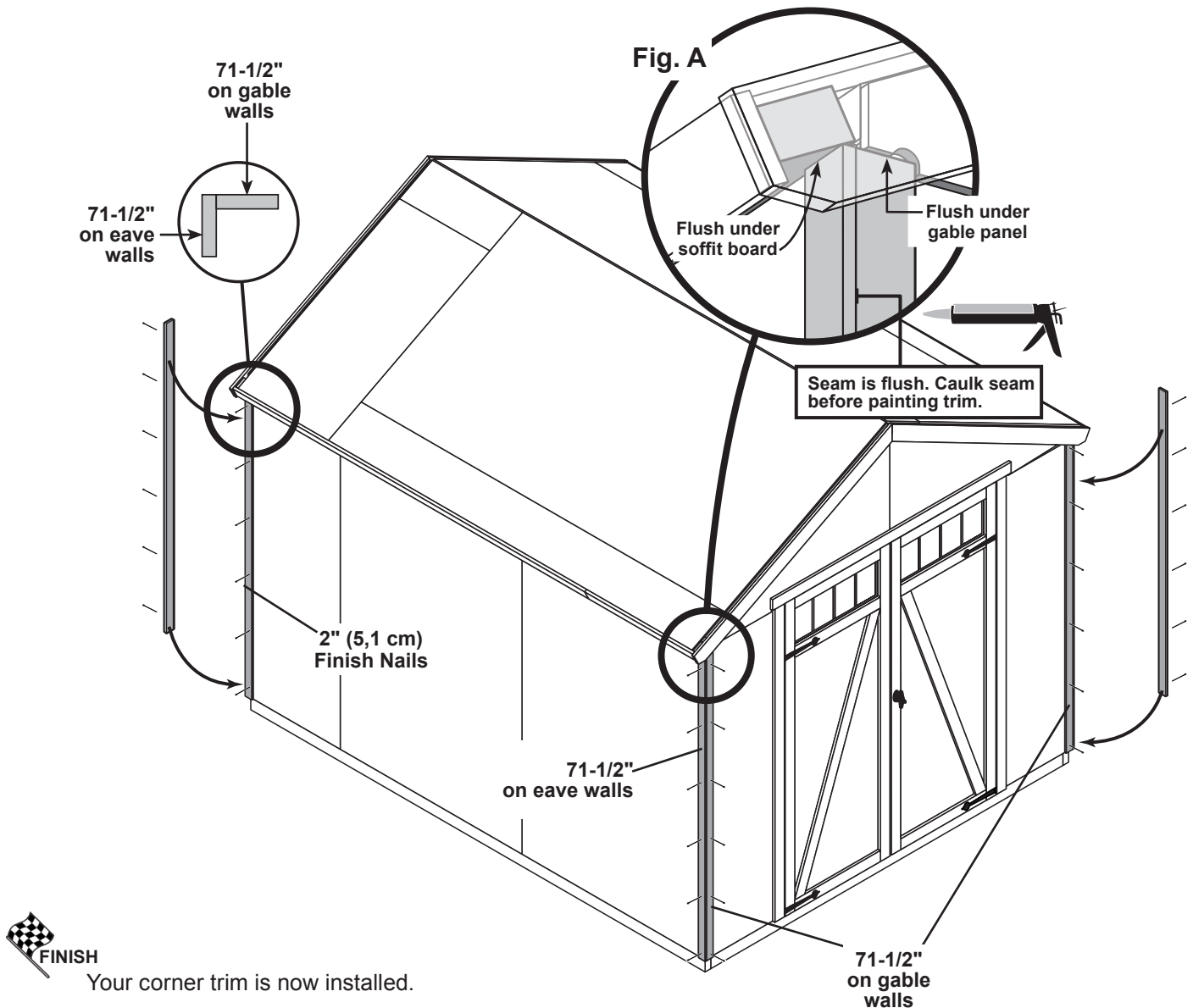
x48 
2" (5,1 cm)



✓ BEGIN

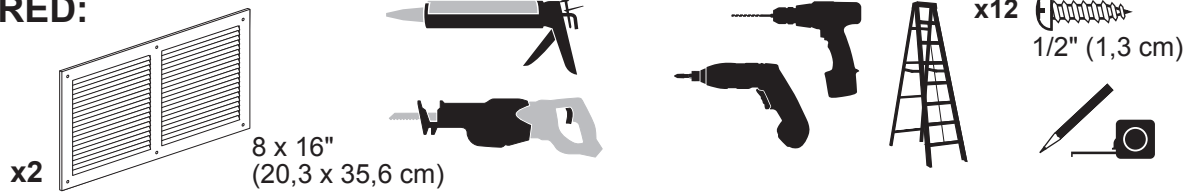
- 1 Front and back 71-1/2" corner trim is flush under gable panel (**Fig. A**) and flush along the face of side wall panel. Secure with 2" finishing nails, spaced evenly.
- 2 Install 71-1/2" side corner trim is flush under soffit board and flush along edge of front and back corner trim. Secure with 2" finishing nails, spaced evenly.

Repeat steps to install trim to all four corners.



WALL VENTS

PARTS REQUIRED:



You can place your side wall vent on either side of shed

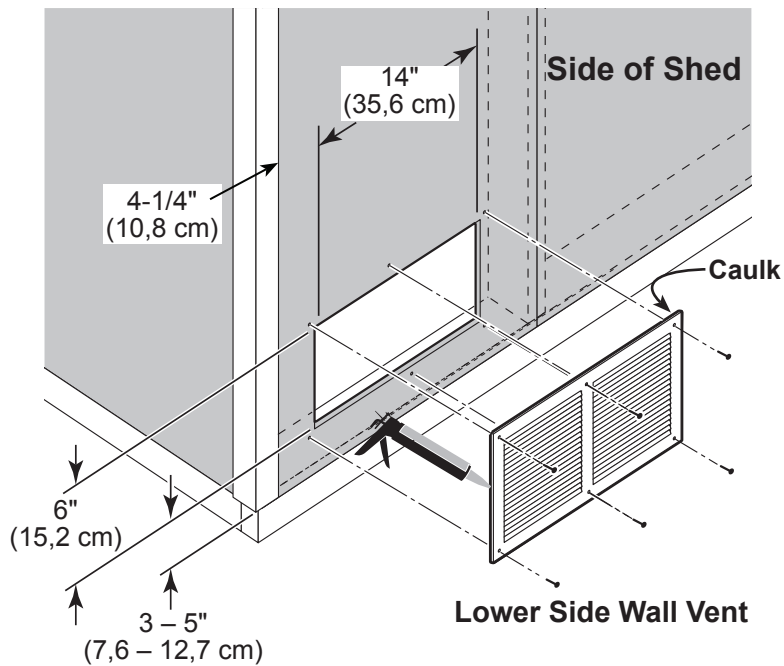
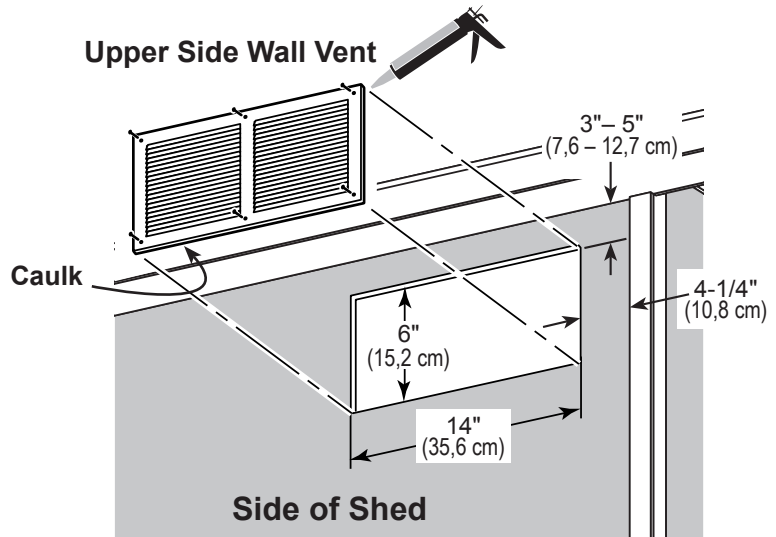


BEGIN

1 Locate and mark for vents in side walls. Install (1) vent near the floor and (1) vent near the eave.

Caulk behind vent flanges.

Secure with 1/2" screws.



FINISH

Your wall vents are now installed.

PAINT & CAULK

- NOT INCLUDED -



- Use acrylic latex caulk that is paintable. Caulk at all horizontal and vertical seams, between the trim and walls, and all around the door trim.
- Use a high quality exterior acrylic latex paint. When painting your building, there are a few key areas that can be easily overlooked that must be painted:
 - Bottom edge of all siding and trim
 - Inside of doors and all 4 edges

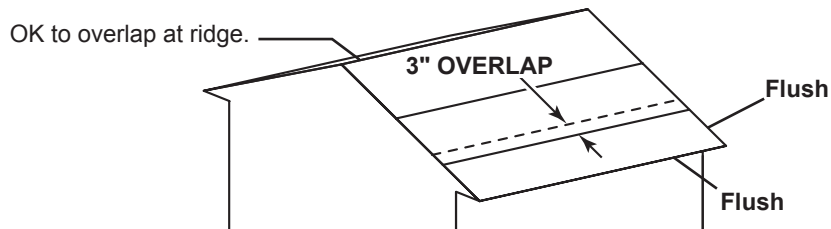
Note:

Prime all un-primed exterior wood before painting.
(Follow directions provided by manufacturer.)

ROOF FELT

- NOT INCLUDED -

- Install felt flush to all roof edges overlapping 3". Use minimal amount of roofing nails to hold in place.

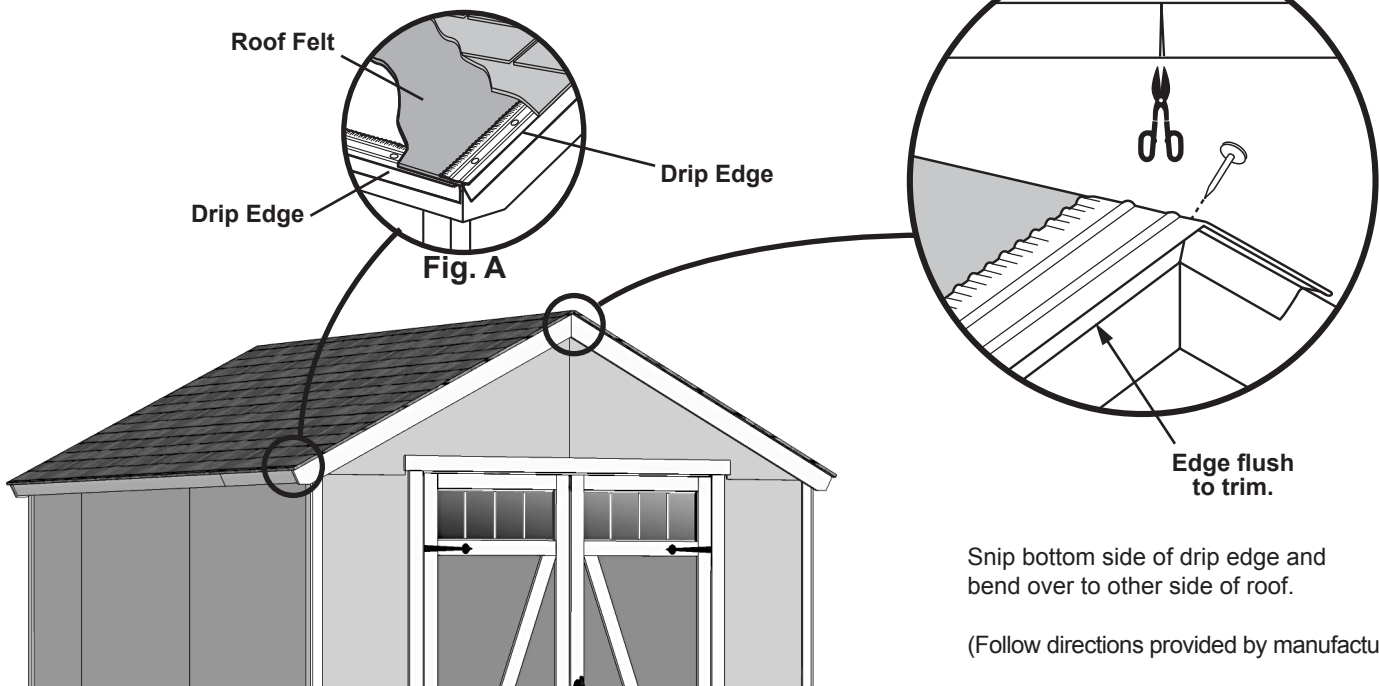


DRIP EDGE

- NOT INCLUDED -

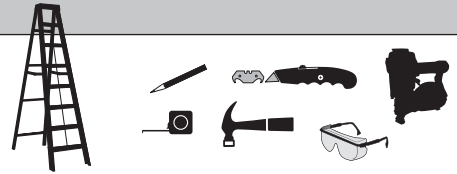


- Install drip edge over roof felt on gable side and under roof felt on eave side (**Fig. A**).
- Do not use nails on side of drip edge that hangs over side of building.
- Only nail top of drip edge as shown.

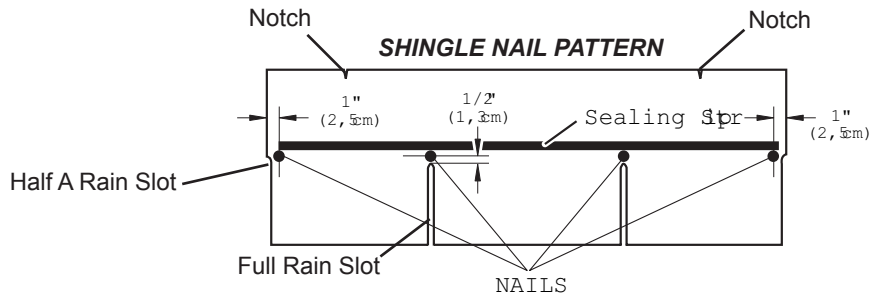


SHINGLES - NOT INCLUDED -

- Follow directions provided by manufacturer and these instructions.



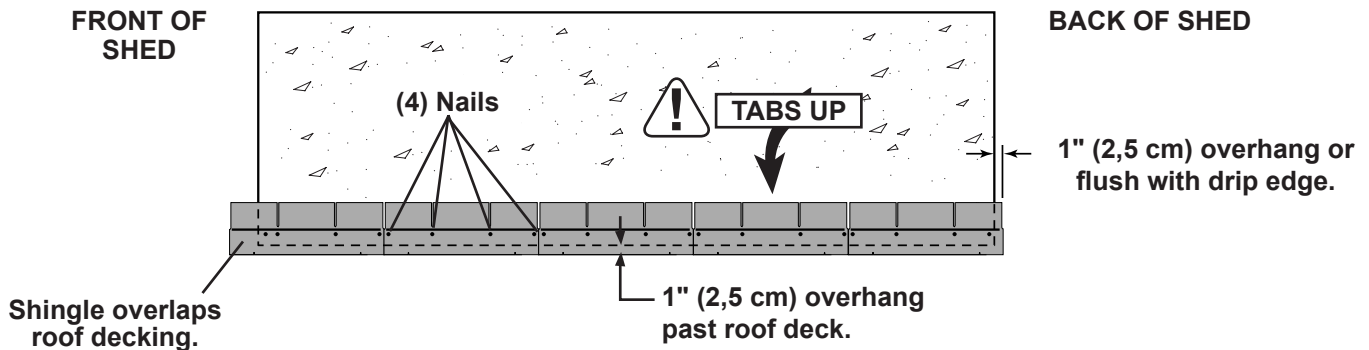
! Familiarize yourself with a 3-Tab Shingle.



! NEVER DRIVE FASTENERS INTO OR ABOVE SEALING STRIPS.

✓ BEGIN

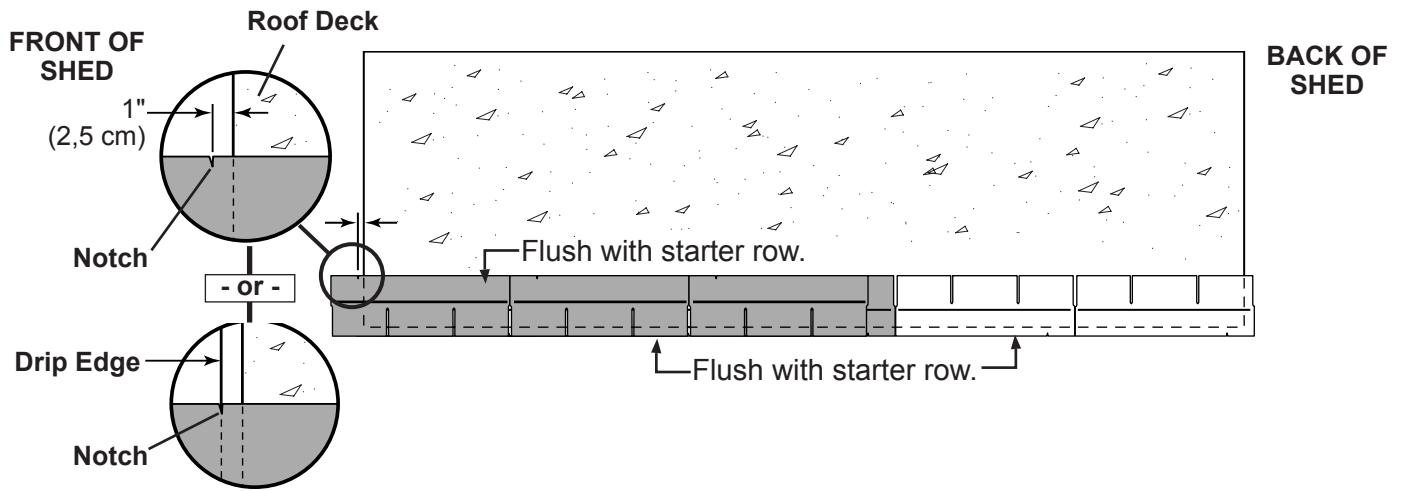
- 1 Install first starter row upside down and color up with a 1" overhang at back and bottom of roof panel. Use (4) nails per shingle. **Starter row must be straight and level all the way across with lower edge of roof deck.**
NOTE: If you have installed drip edge install shingles flush to drip edge.



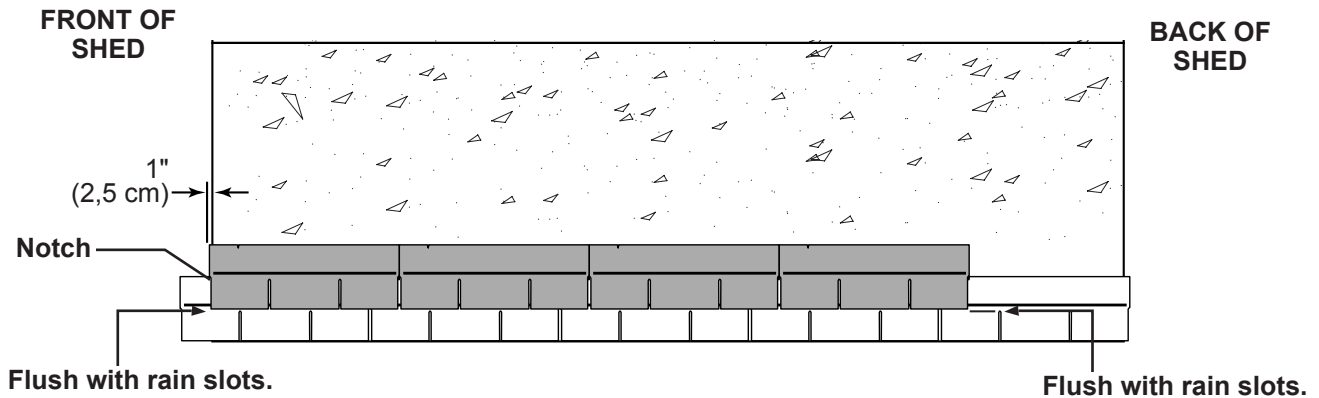
SHINGLES

continued...

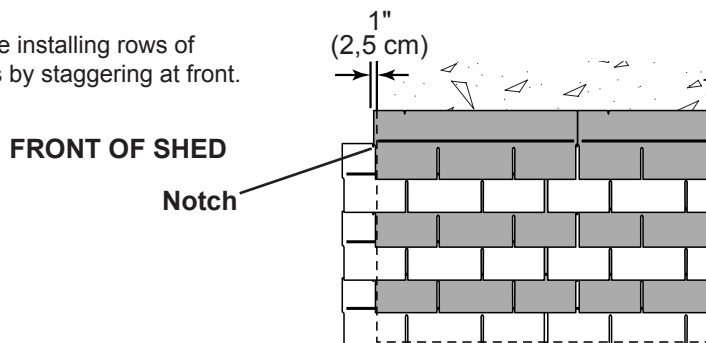
- 2 Beginning at front of shed, install first row of shingles with notch at 1" past roof edge or flush with drip edge.



- 3 Install second row of shingles flush at top of first row's rain slots. Ensure 1" overhang or flush to drip edge at front, stagger each row.



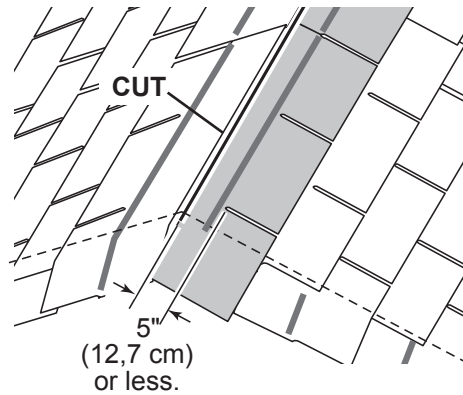
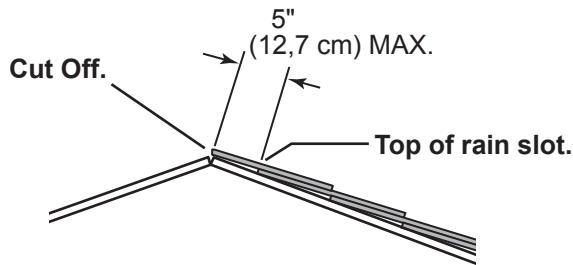
- 4 Continue installing rows of shingles by staggering at front.



SHINGLES

continued...

- 5** Continue installing rows of shingles to the peak. At the peak make sure there is a maximum of 5" or less to the rain slot, as shown below. If shingles overlap at ridge cut to peak with a utility knife.

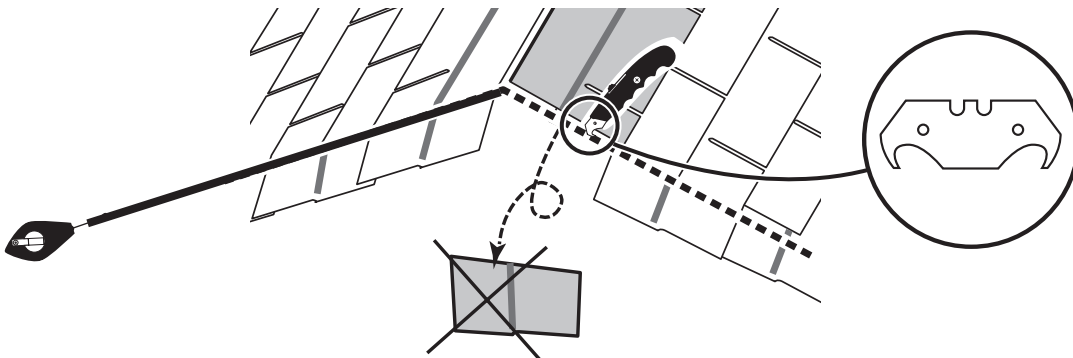


- !** • If more than 5" to rain slot you must install another row of shingles.

- 6** Repeat steps 1 - 5 to shingle the opposite side of your roof. Trim shingles at ridge.

- 7** Once both sides are shingled you need to trim ends. Strike a chalk line 1" from edge.

- 8** Using your shingle hooked blade carefully cut shingles along chalk line.

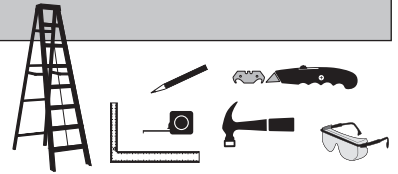


You have finished shingling your roof. Proceed to capping the ridge.

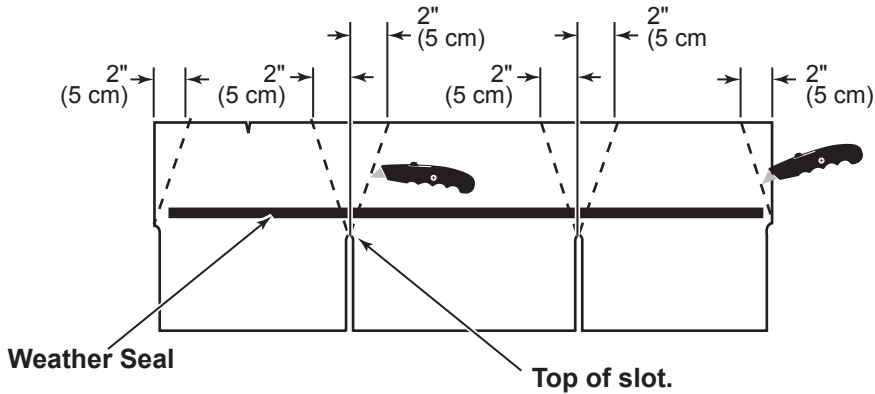
SHINGLES - RIDGE CAP

- You will finish off the top of the roof with a ridge cap made from shingles.

✓ **BEGIN**



- 1** Cut shingles into THREE pieces. **Hint:** Use cut-off pieces first.

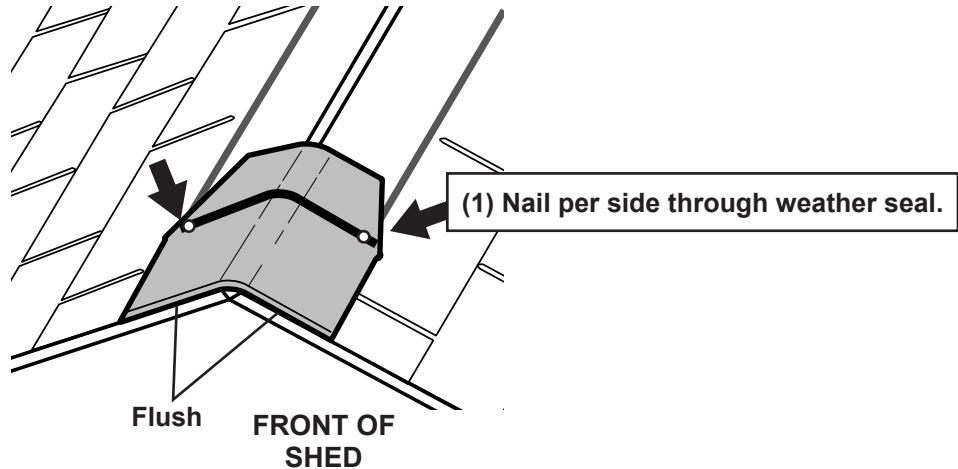


Score shingle, then snap-off angled cut.

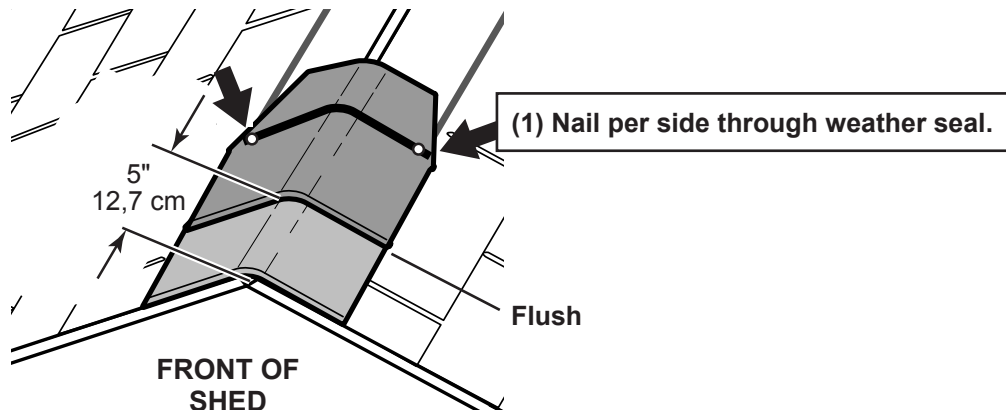
Note: • You will need about 27 - 29 cut pieces.

27 to 29 Pieces

- 2** Install first ridge cap flush to shingles at front, as shown.



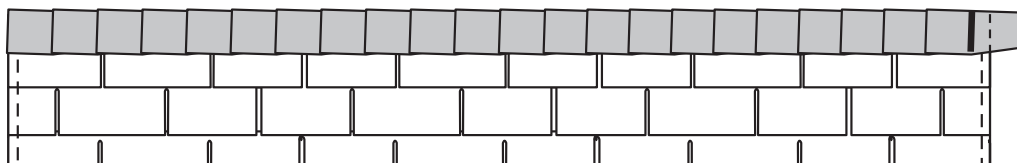
- 3** Install second ridge cap 5" back, as shown.



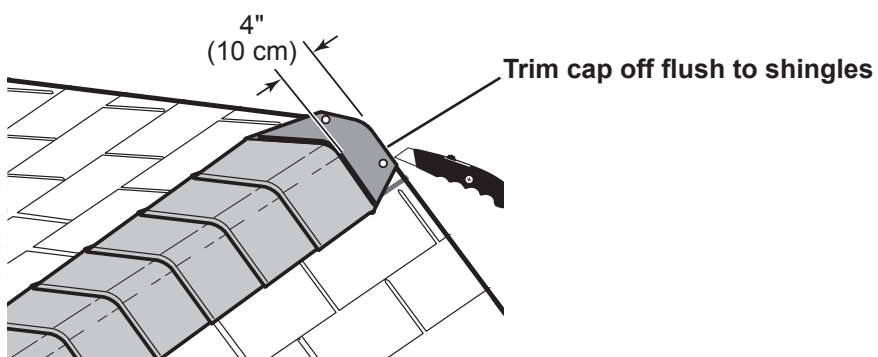
SHINGLES - RIDGE CAP

continued...

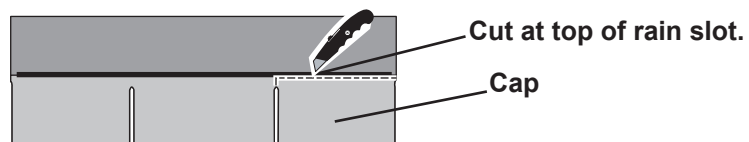
- 4 Continue installing ridge cap to back of roof.



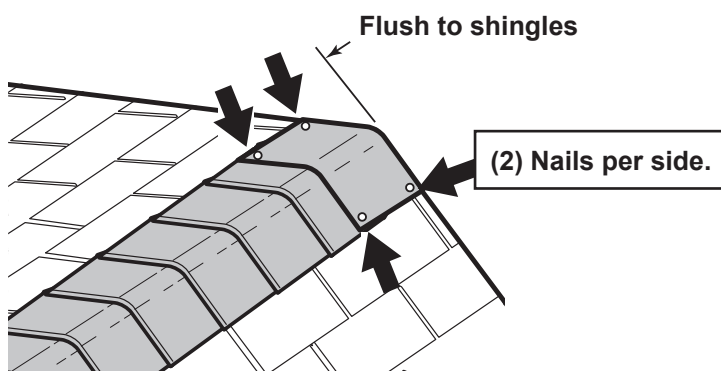
- 5 Make sure there is 4" between the shingle-color and edge of shingles.



- 6 When you have 4" minimum of shingle color cut one piece to cap your roof.



- 7 Install flush to shingles.



You have finished your ridge cap.

16997 8' x 10' Order Form

CATEGORY	PART DESCRIPTION	PART SIZE	PART ITEM #	BUILDING QTY.	PART ID
2 X 3	Soffit "A" / Nailer	LUM SPF 2 X 3 X 72 #2&BTR	Q 72000000000	3	OY
	Soffit "B"	2 X 3 X 49 1/2"	Q 49080000000	2	EFC
2 X 4	Gable Connector - Front	2 X 4 X 18-1/2"	O 18080000000	1	NCA
	Gable Connector - Back	2 X 4 X 21" PRE-CUT NEED ANGLE	O 21000000000	1	SBA
	Rafter	2 X 4 X 54 1/16" 27.5" RAFTER	O 54012727000	12	WI
	Front/Back Wall Plate	*2 X 4 X 89" PLATE	O 89000000000	3	SZ
	Sidewall Plate "A"	LUM SPF 2X4X96 #2&BTR	12306	4	TP
	Sidewall Plate "B"	2 X 4 X 24" DOUBLER / PLATE	O 24000000000	4	RL
	Frontwall Bottom Plate	2 X 4 X 16-1/2"	O 16080000000	2	RD
	Wall Stud	2 X 4 X 68" STUD	O 68000000000	21	UM
1 X 3 PINE	Gauge Block	1 X 3 X 5" PINE FILLER	U 05000000000	1	GAA
7/16 OSB	Roof Panel "A"	OSB 7/16" x 4' x 8'	11110	2	---
	Roof Panel "B"	7/16" OSB 9-3/4" X 96" ROOF PANEL	C 96000912000	2	---
	Roof Panel "C"	7/16" OSB 23 7/8" X 48" ROOF &	C 48002314000	2	---
	Roof Panel "D"	7/16" OSB 9-3/4" X 23 7/8" ROOF	C 23140912000	2	---
GUSSETS	Gusset	EZ 8" 6" X 24" GUSSET 28"-	J 24000600280	10	---
NO GROOVE SIDING	Frontwall Panel	3/8" NG 19-7/8" X 72"	K 72001914000	2	---
	Wall Panel	SIDING NGSE 3/8X4'X6'	11509	6	---
	Sidewall Panel	3/8"NG 23 7/8" X72" PANEL OR	K 72002314000	2	---
	Right Front Gable Panel	*3/8" NG x 27" x 48" RIGHT GABLE PANEL	K 4800270010F	1	---
	Left Front Gable Panel	*3/8" NG x 27" x 48" LEFT GABLE PANEL	K 4800270020F	1	---
	Right Back Gable Panel	3/8" NG 27" X 48" RGT BCK GABLE PANEL	K 48002700100	1	---
	Left Back Gable Panel	3/8" NG 27" X 48" LEFT BCK GABLE PANEL	K 48002700200	1	---
	Corner Trim	3/8" NG 1 3/4" X 71 1/2"	K 71080112000	8	---
19/32 X 3 SMART TRIM	Horizontal Door Rail	19/32 TST 2 1/2" X 22 5/8"	UT22100208000	2	FA
	Over Door Trim	19/32 TST 2 1/2" X 63"	UT63000208000	1	WR
	Right Crossbuck	19/32 TST 2 1/2" X 59" 20" L/S RIGHT	UT59000208120	1	ACR
	Left Crossbuck	19/32 TST 2 1/2" X 59" 20" L/S LEFT	UT59000208220	1	ACL
	Eave Trim "A"	19/32 TST 2 1/2" X 93"	UT93000208000	2	DKB
	Eave Trim "B"	19/32 TST 2 1/2" X 28 1/2"	UT28080208000	2	ROR
19/32 X 4 SMART TRIM	Right Gable Trim	19/32 TST 3 1/2" X 58-7/8" 27.5" O/E RIGHT GABLE TRIM	UT58140308127	2	BSR
	Left Gable Trim	19/32 TST 3 1/2" X 58-7/8" 27.5" O/E LEFT GABLE TRIM	UT58140308227	2	BSL
PURCHASED COMPONENTS	Black T&D Handle	HANDLE - T 5-1/2" SHAFT & "D"	15375	1	---
	Faux Hinges	HINGE (FAUX) w/ SCREWS (4 HING	15246	1	---
	Threshold	THRESHOLD 7/8" X 1-1/2" X 55-7/8	15419	1	---
	Transom Window	WINDOW 9X25 TRANSOM (SINGLE) 2	15437	2	---
	Door Stiffener	LSL 1-1/4 X 2-1/4 X 69 PET	12715	2	OO
	Barn Vent	VENT 16" X 8" EXTERIOR (WHITE)	15002	2	---
	Nails	NAIL 10D 3" BOX HDG BOX	15109	2	---
	Nails	NAIL 6D 2" BOX HDG BOX	15105	3	---
	Hardware Kit	H/K (33029) 8x10 MIDTOWN - DIY	15954	1	---
PACKAGING	Instructions		16997	1	---
Right Door Assembly	30185-R				
	Door Panel	3/8" NG 27-3/8" X 71-1/2" DOOR	K 7108270600W	1	---
	Right Hinge Assembly	HINGE RIGHT (RED) 19/32x3 THIN TRIM	30121-TT	1	---
	Vertical Door Stiles	19/32 TST 2 1/2" X 71 5/8"	UT71100208000	1	GY
	Horizontal Door Rails	19/32 TST 2 1/2" X 22 5/8"	UT22100208000	2	FA
Left Door Assembly	30185-L				
	Door Panel	3/8" NG 27-3/8" X 71-1/2" DOOR	K 7108270600W	1	---
	Left Hinge Assembly	HINGE LEFT (GREEN) 19/32x3 THIN TRIM	30131-TT	1	---
	Vertical Door Stiles	19/32 TST 2 1/2" X 71 5/8"	UT71100208000	1	GY
	Horizontal Door Rails	19/32 TST 2 1/2" X 22 5/8"	UT22100208000	2	FA

LIMITED CONDITIONAL WARRANTY*

Backyard Storage Solutions, LLC warrants the following:

1. Every product is warranted from defects in workmanship and manufacturing for 1 year.
2. All accessories, hardware and metal components are warranted for 2 years.
3. All Oriented Strand Board (OSB) is warranted for 2 years
4. Siding and Trim is warranted for 10 years.
5. Solar Shed windows are warranted for 1 year.
6. Cedar lumber is warranted for 15 years.
7. Preserved Pine is warranted for 10 years.
8. Redwood is warranted for 10 years.

Backyard Storage Solutions, LLC will repair, replace or pay for the affected part. In no event shall Backyard Storage Solutions, LLC pay the cost of labor or installation or any other costs related thereto. All warranties are from date of purchase. If a cash refund is paid on an affected part, it will be prorated from the date of purchase.

CONDITIONS

The warranty is effective only when:

1. The unit has been erected in accordance with the assembly instructions.
2. The unit has been properly shingled and painted or stained and reasonably and regularly maintained thereafter.
3. The failure occurs when the unit is owned by the original purchaser.
4. Backyard Storage Solutions, LLC has received the warranty registration card within thirty (30) days of purchase and notification of the failure in writing within the warranty period specified above.
5. Backyard Storage Solutions, LLC has had reasonable opportunity during the sixty (60) days following receipt of notification to inspect and verify the failure prior to commencement of any repair work.

REQUIREMENTS

Storage Buildings

To validate your warranty, it is necessary to properly maintain your Backyard Storage Solutions, LLC unit; shingle the roof and paint or solid-colored stain the siding using quality, 100% acrylic latex exterior product with a minimum of two (2) coats within thirty (30) days of assembly; caulk above all doors and all horizontal and vertical trim boards; paint and seal all exposed edges, sides and faces of siding/trim and OSB siding to include all exterior walls and all sides and all edges of doors.

Gazebos & Pergolas

To validate your warranty, it is necessary to properly maintain your Backyard Storage Solutions, LLC unit. This includes treating all of the exposed cedar and pine surfaces on your gazebo or pergola structure with an exterior grade wood preservative, an exterior oil-based semi-transparent stain, an acrylic latex exterior paint or an acrylic latex solid color exterior stain within 30 days of assembly and as needed thereafter to maintain your warranty.

Keep vegetation trimmed away from building and make sure siding panels and trim do not come in contact with masonry or cement. The minimum ground clearance for siding must be one half inch ($\frac{1}{2}$ inch) from concrete slab or two and one half inches ($2\frac{1}{2}$ ") from the ground when building is erected or constructed on a treated wood floor kit. Water from sprinklers must be kept off unit. In no event will Backyard Storage Solutions, LLC be responsible for any indirect, incidental, consequential or special damages nor for failure(s) that are caused by events, acts or omissions beyond our control including, but not limited to, misuse or improper assembly, improper maintenance (which eventually leads to rot or decay) and acts of God. Backyard Storage Solutions, LLC will not be held responsible for any labor costs incurred to construct your unit.

This warranty gives you certain specific rights that vary from state to state.

CLAIM PROCEDURE

To make a claim under this warranty, you can either call 1-888-827-9056 or email: customerservice@backyardproducts.com.

Please have ready the information below when you call or include the information in your email:

1. The model and size of the product.
2. A list of the part(s) for which the claim is made.
3. Proof of purchase of the Backyard Storage Solutions, LLC item, as shown on the original invoice or receipt.
4. Run code: found on exterior product label or assembly instructions enclosed in the product package.

All other inquiries can be mailed to:

Backyard Storage Solutions, LLC
Attn: Customer Service
1000 Ternes
Monroe, MI 48162

***WARRANTY TERMS MAY VARY OUTSIDE THE U.S.A.**

IMPORTANT: This is your warranty certificate.

10Y MV LDR: 3/20/2019



Town of Yacolt Request for Council Action

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

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

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

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

ITEM INFORMATION:

Item Title: Interlocal Agreement with Clark Public Utilities for Street Light Maintenance.

Proposed Meeting Date: February 13, 2023.

Action Requested of Council: Review proposed Interlocal Agreement with Clark Public Utilities for the maintenance of Yacolt's street lights.

Proposed Motion: "I move that the Council approve Resolution #610 as presented."

Summary/ Background: The Town of Yacolt provides street lights within the Town's boundaries, either on dedicated street light poles or on Clark Public Utilities' utility poles (as allowed by CPU). Yacolt owns the street lights and related equipment. CPU provides electrical energy to power the street lights at a municipal rate that is established from time to time by the CPU Board of Directors. CPU also assists the Town with installation work, bulb replacement, and other services in connection with the street lights.

State law requires that government agencies pay each other for the true value of goods and services received. Though Yacolt has been paying for the electricity needed to power its street lights, the parties had not established a formal agreement to describe the details of their relationship. The attached Interlocal Agreement is being proposed to clarify the rights and obligations of the parties to this arrangement.

Attachments: Resolution #610 for Adoption of Interlocal Agreement.
Draft Interlocal Agreement for Street Light Maintenance Services.

Staff Contact(s):

Stephanie Fields, Town Clerk.
Katelyn Listek, Mayor of Yacolt.
David W. Ridenour, Town Attorney.

**A RESOLUTION OF THE TOWN COUNCIL OF YACOLT, WASHINGTON,
AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN THE
TOWN OF YACOLT AND CLARK PUBLIC UTILITIES FOR THE MAINTENANCE OF
STREET LIGHTS AND STREET LIGHT EQUIPMENT**

Whereas, the Town of Yacolt, (hereafter “*Yacolt*” or “*Town*”), possesses the power and legal authority under RCW 35.27.370(4) to provide street lights and street light services within its boundaries;

Whereas, Clark Public Utilities, (hereafter “*CPU*”), maintains a system of electrical poles, wires and equipment to provide electric utility services within the boundaries of Yacolt;

Whereas, CPU is willing and able to provide installation and maintenance services for the Town’s system of street lights, including in agreed cases the use of CPU’s utility poles for the installation of street light equipment;

Whereas, RCW 43.09.210 requires local government agencies to pay the true and full value of any service or property received from another local government agency;

Whereas, the Town desires to enter into an agreement with CPU whereby CPU will provide certain street light maintenance related services within the boundaries of the Town;

Whereas, the Town has negotiated an agreement with CPU for street light maintenance services pursuant to the Interlocal Cooperation Act, RCW 39.34;

Whereas, the Town Council has determined that it is in the public interest to authorize the Mayor of Yacolt to execute the Interlocal Agreement between the Town and CPU that is attached to this Resolution as Exhibit A, (hereafter, “*Agreement*”); and,

Whereas, the Yacolt Town Council is in regular session this 13th day of February, 2023, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

NOW THEREFORE, be it Resolved by the Town Council of the Town of Yacolt, Washington, as follows:

Section 1 - Approval of Agreement: The Interlocal Agreement between the Town of Yacolt and Clark Public Utilities, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby accepted and approved by the Town Council. The Mayor of the Town of Yacolt is hereby authorized to execute the Agreement between the Town and CPU in a form substantially similar to Exhibit A, for and on behalf of the Town.

Section 2 - Filing of Agreement: The Town Clerk is directed to file an executed original of the Agreement with the Clark County Auditor or to publish and file the Agreement in any other manner that satisfies the filing requirements of RCW 39.34.040.

Section 3 - Effective Date: This Resolution shall be effective immediately upon adoption by the Town Council in accordance with law. The Town Clerk is directed to publish notice of the adoption of this Resolution in the Town's official newspaper by publishing the following summary:

Town of Yacolt - Summary of Resolution #610

The Town Council of the Town of Yacolt adopted Resolution #610 at a regular meeting of the Town Council held on February 13, 2023. The content of the Resolution is summarized in its title as follows: "A RESOLUTION OF THE TOWN COUNCIL OF YACOLT, WASHINGTON, AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN THE TOWN OF YACOLT AND CLARK PUBLIC UTILITIES FOR THE MAINTENANCE OF STREET LIGHTS AND STREET LIGHT EQUIPMENT".

The effective date of the Resolution is February 13, 2023. A copy of the full text of the Resolution will be mailed upon request to the undersigned at the Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this 22nd day of February, 2023.
Yacolt Town Clerk.

Resolved by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 13th day of February, 2023.

TOWN OF YACOLT

DRAFT

Katelyn J. Listek, Mayor

Attest:

DRAFT

Stephanie Fields, Town Clerk

Approved as to Form:

DRAFT

David W. Ridenour, Town Attorney

Ayes: _____
Nays: _____
Absent: _____
Abstain: _____

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of Resolution #610 of the Town of Yacolt, Washington, entitled "A RESOLUTION OF THE TOWN COUNCIL OF YACOLT, WASHINGTON, AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN THE TOWN OF YACOLT AND CLARK PUBLIC UTILITIES FOR THE MAINTENANCE OF STREET LIGHTS AND STREET LIGHT EQUIPMENT" as approved according to law by the Yacolt Town Council on the date therein mentioned.

Attest:

DRAFT

Stephanie Fields, Town Clerk

Published: February 22, 2023

Effective Date: February 13, 2023

Resolution Number: 610

**INTERLOCAL AGREEMENT BY AND BETWEEN
THE TOWN OF YACOLT
AND CLARK PUBLIC UTILITIES
STREET LIGHT MAINTENANCE**

This Interlocal Agreement, hereinafter referred to as the “Agreement”, is made and entered into by and between Clark Public Utilities, a public utility district of the State of Washington, hereinafter referred to as “Clark,” and the Town of Yacolt, a municipal corporation of the State of Washington, hereinafter referred to as the “Town,” for the purpose of providing street light maintenance and other street-light related work as requested by the Town.

WHEREAS, the Town possesses the power and legal authority to provide street light services within its boundaries; and

WHEREAS, Clark has the authority to provide street light services within the unincorporated portions of Clark County and within the geographical area of the Town; and

WHEREAS, the Town desires to enter into an agreement with Clark whereby Clark will provide certain street light maintenance and other street-light related services within the boundaries of the Town; and

WHEREAS, Clark is agreeable to providing such services to the Town on the terms and conditions as set for herein; and

WHEREAS, this Agreement is entered into under the Interlocal Cooperation Act, Chapter 39.34, RCW;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties hereby agree as follows.

AGREEMENT

I. SCOPE OF SERVICES

Clark will furnish all labor, equipment, materials and supplies (except as provided below) for the performance of the following street light maintenance and other street-light related services:

- a. Clark will perform general maintenance services on Town-owned Utility Standard Street Light Equipment (as defined in Section II) located on public streets, highways, and thoroughfares within the Town of Yacolt. These services include: (1) like-kind fixture replacement (limited to LED street lights) due to mechanical failure; (2) photo cell replacement; (3) refractor maintenance and (4) the repair of Clark-owned overhead and underground wires.
- b. Clark will also provide other street light services at an additional time and material-based charge, which include, but are not limited to, street light replacement (except for like-kind mechanical failure), street light relocations (at the Town's request), installation of additional street lights (on CPU wood poles only), work on Non-Utility Standard Street Light Equipment (as defined in Section II below), repair of damage to Town-owned fixtures, pole bases, and foundations due to vandalism or other causes.
- c. Any new street light installations (new development, road projects, additions/changes to existing street light circuits) that may be subject to service under this Agreement, must be approved and energized by Clark before Clark will assume maintenance responsibilities.
- d. Clark will not perform any work on street lights located on the customer-side of any electrical meter/disconnect, street lights connected to electrical wires not owned by Clark, or street lights connected to electrical sources that serve other Town facilities.
- e. The installation of Non-Utility Standard Street Light Equipment will require advance approval by Clark. Lights that are not approved by Clark will be installed by the Town behind a meter or disconnect. These lights will be maintained by the Town and billed for electric service under a general service rate schedule.
- f. Clark reserves the right to discontinue service of any specific Town street light or refuse to accept any street light. If Clark decides to discontinue service for an existing street light, Clark shall provide written notice to the Town and identify the specific reason(s) for discontinuing service. If Clark agrees and the Town is able to correct the reason(s) for which Clark intends to discontinue service within thirty (30) days of the notice, Clark may continue to provide service for that specific Town street light at its discretion.

II. LIGHT STANDARDS

The following types of street lights and poles shall be considered current utility standards and specifications ("Utility Standard Street Lights"):

Decorative Acorn fixture:

- Acorn-shaped, with acrylic globe, black housing

Decorative Acorn direct bury light pole:

- Fiberglass, black, fluted shaft with clamshell base, 14.5' mounting height

Cobra Head fixture:

- Elliptical or rectangular shaped, downward facing, gray housing.

Cobra Head direct bury light poles:

- Aluminum, 6' upsweep mast arm, 25' mounting height
- Aluminum, 6' upsweep mast arm, 32' mounting height

The standards for Utility Standard Street Lights may be amended by Clark, at its discretion. Any change in Utility Standard Street Lights standards will be documented by Clark in writing.

Any Town street lights maintained under this Agreement that are not designated as Utility Standard Street Lights shall be referred to as "Non-Utility Standard Street Light Equipment." The Town shall be responsible for purchasing, storing, and providing to Clark all materials needed to complete maintenance, repair, or replacement of Non-Utility Standard Street Light Equipment. Any costs associated with picking up materials, installing lights, and/or maintaining lights for Non-Utility Standard Street Light Equipment are the responsibility of the Town.

All non-LED street lights shall be considered Non-Utility Standard Street Light Equipment. Upon receiving a maintenance request for a non-LED Town street light, Clark may (at its discretion) choose to maintain the light if it can be initially repaired by changing out the photo cell and/or repairing Clark-owned wires. If the fixture cannot be repaired using these methods, or subsequent repairs are required on the same street light, Clark will convert the existing light fixture to an LED fixture on a time and materials basis. Clark shall notify the Town whenever this conversion is required. After such a conversion occurs, that street light shall then be considered a Town-owned Utility Standard Street Light that shall then be maintained pursuant to Section I(a) herein and all other terms and conditions of this Agreement that apply to Utility Standard Street Lights.

III. COST OF SERVICES

Clark will perform general maintenance services on the Town's Utility Standard Street Lights and the Town will pay for such services in accordance with Clark's current Rate Schedule 94-LED (which is subject to revision by Clark's Board of Commissioners). *See attached Exhibit 'A'*. These services include: (1) like-kind fixture replacement (limited to LED street lights) due to mechanical failure; (2) photo cell replacement; (3) refractor maintenance; and (4) repair of Clark-owned overhead and underground wires. The Town will be billed monthly pursuant to Clark's Schedule 94-LED for each Town-owned street light.

All other street light services as described in Section I (b) will be performed by Clark on a time and materials basis. Electric service for non-LED lights, if any, shall be charged in accordance with Clark's then current applicable rate schedule for non-LED street lights.

IV. AUDIT AND RECORDKEEPING

Clark shall retain records documenting all direct and indirect costs associated with individually billed services provided under this Agreement. However, no specific records shall be required for any service that is provided and billed pursuant to an approved rate schedule (including, but not limited to Clark's Rate Schedule 94-LED). Records shall be subject to inspection, review, or audit by each Party and the Office of the Washington State Auditor. All records shall be retained in accordance with the State of Washington records retention schedules.

Clark will periodically audit the Town's street lights to verify the number of units serviced under this Agreement. These audits shall not be performed any more frequently than every five years. The Town will be responsible for the costs of these audits in proportion to the number of Town street lights within the area audited (i.e. the Town would only be responsible for its proportionate share of a county-wide audit, but would be responsible for the entire cost of a Town-only audit).

V. FACILITY OWNERSHIP

The Town shall retain ownership of its street lights and any Town infrastructure supporting this system. None of the work performed by Clark shall transfer any ownership interest from the Town to Clark. Once street light equipment is installed and energized within the Town's infrastructure, any property interest held by Clark in the equipment shall transfer to the Town. The Town will be responsible for transferring ownership to the Town of any newly installed street lights installed by other parties. Nothing herein shall be construed in any way to divest the Town of its powers with respect to the supervision and management of the streets and street lights within its boundaries.

VI. EQUIPMENT STORAGE

Clark shall be responsible for storing Utility Standard Street Light equipment as described in Section II. The Town shall store, at its expense, all other custom or Non-Utility Standard Street Light Equipment. The equipment stored by the Town shall be, at a minimum, available to Clark during normal business hours or as mutually agreed upon between the Town and Clark to best meet the needs of customers.

VII. MAINTENANCE REQUEST

The Town shall notify Clark when it becomes aware that any of its street lights require maintenance or repair. Clark requires a streetlight number for all maintenance requests. If no tag is present, the Town shall provide the light location address. The Town shall also

encourage and direct its residents to contact Clark and report a street light in need of maintenance.

Clark will attempt to respond to any maintenance request within five business days (actual repairs may take longer).

Emergency response (e.g. car hit street light) will be addressed as soon as possible after notification from emergency services or the general public. In the event of an emergency, Clark will disconnect equipment at Clark's source and notify the Town. The Town will provide emergency/afterhours contact information.

The Town shall not perform any maintenance or repair work on facilities serviced by Clark under this Agreement. This provision shall not preclude the Town from taking any action as needed to ensure the facilities serviced by Clark under this Agreement are returned to a safe condition in the event of any emergent circumstances.

For the purpose of facilitating the performance of the services under this Agreement, the Town will allow the temporary closing to traffic of any street, or portions thereof, necessary to be closed for Clark to perform its services herein.

Clark shall not be required to obtain a right-of-way permit or any other authorization from the Town for street light maintenance work performed under this Agreement. The Town will be responsible for the cost of any permits required by other entities.

Clark will provide the Town with 24-hours' notice before it works on individual Town street lights located on main streets and arterials that may block a lane of traffic for an extended period of time.

VIII. NEW CONSTRUCTION

Requests for additional street lights (road frontage improvement projects/subdivisions located within Town limits) must be submitted upon plans approved by the Town. The developer/installer will be required by the Town to provide all new street light materials meeting Clark's streetlight utility standards and specifications. If the installed facilities meet Clark's requirements, Clark will be responsible for inspecting these installations, energizing the facilities, and maintaining the new lights under this Agreement.

The Town will be responsible for approving all street light designs and layouts. Clark is responsible for approving the electrical source for street light systems and service wire layout.

The Town will be responsible for any permitting costs associated with the installation of any new streetlights under this Agreement.

///

IX. TERM AND TERMINATION

This Agreement shall be effective upon execution by the Parties and shall remain in effect unless otherwise terminated as provided herein. This Agreement may be terminated for any reason by either Party upon not less than six (6) months written notice to the other Party.

X. ADDITIONAL TERMS

1. **Dispute Resolution.** The principal executive or their designee of each Party shall attempt to resolve all disputes regarding the terms of this Agreement in good faith. In the event the dispute is not resolved by the Parties, the matter will be referred to the Superior Court of the State of Washington in and for Clark County.

Parties shall bear their own legal fees, costs, and expenses related to enforcing rights and responsibilities of this Agreement.

2. **Independent Contractor.** Both Parties shall be deemed independent contractors for all purposes, and the employees of each Party and any of its contractors, subcontractors, consultants, and the employees thereof, shall not in any manner be deemed to be the employees of the other Party. Nothing in this Agreement shall make any employee of a Party an employee of the other Party for any purpose, including but not limited to, for withholding of taxes, payment of benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment.

3. **Indemnification/Hold Harmless.** Each Party agrees to indemnify, defend, and hold harmless the other Party, its employees, agents, and elected and appointed officials from any and all claims, demands or damages of whatever kind or nature related to this Agreement, which may be made against them to the extent arising out of the negligent acts or omissions of the indemnifying Party, its employees, agents or elected or appointed officials.

It is further specifically and expressly understood that the indemnification provided herein constitutes Clark's and the Town's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this section shall survive the expiration or termination of this Agreement.

4. **Amendments.** This Agreement shall not be modified or amended in any manner except by an instrument in writing executed by the Parties hereto.

5. **Assignment.** No Party hereto shall assign its rights or obligations under this Agreement without the prior written consent of the other Party hereto.

6. Notices. All communications, notices and demands of any kind which are required by this Agreement shall be in writing and shall be deemed given three (3) days after they are deposited in the U.S. mail, first class postage prepaid, to the following addresses. The name and address to which notices shall be directed may be changed by a Party by giving the other Party notice of such change as provided in this Section:

If to Clark:

Clark Public Utilities
Attn: Director of Engineering
P.O. Box 8900
Vancouver, WA 98668

If to the Town:

Town of Yacolt
P.O. Box 160
Yacolt, WA 98675

7. Counterparts. This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

8. Entire Agreement. This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned herein, and no prior Agreements shall be effective to the contrary.

9. Filing. Executed copies of this Agreement shall be filed as required by RCW 39.34.040 or alternatively listed on a Party's web site or other electronically retrievable public source.

10. Administration, Property, Financing, Budgets. No new or separate legal or administrative entity or joint board is created to administer the provisions of this Agreement. The Parties hereto shall be jointly responsible for administering the performance herein. The Parties will not acquire any jointly-owned real or personal property in connection with performance of this Agreement which will need to be disposed of upon partial or complete termination of this Agreement. Any real or personal property used or acquired by either Party in connection with the performance of this Agreement shall be disposed of by that Party as it shall determine in its discretion. The Parties shall each be responsible for their own individual financial costs of performance of this Agreement. The Agreement will not require financing of any kind, and no joint budget will be prepared to carry out the performance of this Agreement.

11. Severability. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.

12. Ratification. Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

13. Governing Law/Venue. This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the Parties

hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

14. Waiver. Failure by any Party to this Agreement to exercise rights under this Agreement shall not preclude that Party from subsequent exercise of those rights and shall not constitute a waiver of those rights or any other right under this Agreement. Waiver of any rights under this Agreement requires a written statement signed by an authorized representative of the Party waiving such rights.

15. Indirect or Third-Party Beneficiaries. The Parties do not intend by this Agreement to assume contractual obligations to any party other than the Parties named in this Agreement. There are no indirect or third-party beneficiaries to this Agreement.

IN WITNESS WHEREOF, the authorized representatives of the Parties have executed this Agreement on the dates indicated below.

CLARK PUBLIC UTILITIES
"Clark"

By: _____
Lena Wittler, General Manager

DATED: _____

DRAFT

Approved as to Form:

By: _____
John Eldridge
General Counsel

DATED: _____

THE TOWN OF YACOLT
"Town"

By: _____
Katelyn J. Listek, Mayor

DATED: _____

Attest:

By: _____
Stephanie Fields, Town Clerk

DATED: _____

Approved as to Form:

By: _____
David W. Ridenour
Town Attorney

DATED: _____

Exhibit 'A' to Interlocal Agreement

CLARK PUBLIC UTILITIES
Vancouver, Washington

Page 1

SCHEDULE 94-LED MUNICIPAL LIGHTING

Applicability

LED street lighting service for locations along public streets, highways, thoroughfares, and public grounds supplied to municipalities, counties, or agencies of federal or state governments where funds for payment for electric service are provided through taxation or special assessment.

Rate schedules apply to the sale of electrical energy for the sole and exclusive use of the Customer. Any redistribution or resale of electrical energy by the Customer must have the approval of the Utility.

Character of Service

Unmetered electric service, from dusk to dawn, 4,100 hours annually, controlled by a light sensitive relay.

The Utility reserves the right to specify the voltage and phase of service supplied under this schedule.

Specifications

All lights shall have a factory installed fixture wattage label, per utility specifications.

Ownership and Maintenance Responsibility

The Customer owns and maintains light standards and luminaires as well as all facilities beyond Customer owned secondary pedestals. The Utility owns and maintains the overhead and underground lighting service wire to the Customer owned light standard or secondary pedestal.

Street light service wire repairs will be completed as soon as reasonably possible after notification by the customer.

If the Customer and Utility have a lighting maintenance agreement, additional charges and conditions will apply.

The Customer will notify the utility of all additions, removals and changes relating to lights that are served under this schedule.

Energy Charge: LED \$0.0909 per KWh

Resolution No: 7294 7294
Date of Issue: September 27, 2016

Effective Date: January 1, 2014*
August 1, 2016
*See Resolution

SCHEDULES 94, 95 AND 96 LED (continued)

Code	Type	Watt Band	Average Watts	KWH	Energy	Maint.	Capital Charge	Total (1st 10 years)	Total (After 1st 10 years)	Capital Prepay
Cobra - LED										
254	LED	18-67	43	15	1.36	1.48	3.83	6.67	2.84	387.00
255	LED	68-117	93	32	2.91	1.48	3.83	8.22	4.39	387.00
256	LED	118-167	143	49	4.45	1.48	-	-	5.93	-
257	LED	168-217	193	66	6.00	1.48	-	-	7.48	-
258	LED	218-268	243	83	7.54	1.48	-	-	9.02	-
Acorn - LED										
259	LED	18-67	43	15	1.36	2.43	9.87	13.66	3.79	998.00
260	LED	68-117	93	32	2.91	2.43	-	-	5.34	-
261	LED	118-167	143	49	4.45	2.43	-	-	6.88	-
Post Top - LED										
262	LED	18-67	43	15	1.36	2.43	6.00	9.79	3.79	607.00
263	LED	68-117	93	32	2.91	2.43	-	-	5.34	-
Flood - LED										
264	LED	18-67	43	15	1.36	2.43	-	-	3.79	-
265	LED	68-117	93	32	2.91	2.43	5.34	10.68	5.34	540.00
266	LED	118-167	143	49	4.45	2.43	5.34	12.22	6.88	540.00
Area - LED										
267	LED	18-67	43	15	1.36	1.48	3.29	6.13	2.84	333.00

Poles					
275	25' Fiberglass	13.41	13.41	-	1,356.00
276	30' Fiberglass	17.29	17.29	-	1,748.00
277	30' Wood	6.52	6.52	-	659.00
278	35' Wood	8.42	8.42	-	852.00
279	14.5' Fluted Shaft Fiberglass	14.56	14.56	-	1,472.00

Energy Charge: LED \$0.0909 kWh



Town of Yacolt Agenda Request

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

Name: Clerk Stephanie 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 Past Due Impact Fees

Proposed Meeting Date: February 13, 2023

Action Requested of Council: Approve payment of Past Due Impact Fees to Battle Ground School District

Proposed Motion: "I move that we clear the books by paying these old Impact Fees in the amount of \$80,000 to Battle Ground School District with today's Accounts Payables."

Summary/ Background: Almost a year ago, Michelle Scott (BGSD CFO) asked Yacolt's Town Clerk Stephanie Fields to provide an accounting of all School Impact Fees still due and payable to Battle Ground School District, indicating that she wasn't sure all fees had been correctly accounted for since 2016. Clerk Fields then began researching, and over the course of several months, found that it appeared as if there were quite a number of permits which triggered Impact Fees to be collected and paid, which *may not* have been paid. She then needed to track down which fees had actually been collected, because not all building permit payments had been properly *tied back* to the permits they were for. Once Fields confirmed how much in School Impact Fees the Town *should have* collect since 2016 (\$195,000), how much *was* collected (\$195,000), and how much of that total had been *paid out* to BGSD already (\$115,000), she determined that the Town still owes \$80,000 in School Impact Fees. Clerk Fields and Michelle Scott would like to get this cleared off the books once and for all by paying it off in full. Yacolt's 2023 Budget allowed for \$75,000 to be spent on School Impact Fees. This payment will use up all of that plus a little more. However, we now don't anticipate that the big subdivision at Hoag and RR Ave will be triggering the amount (if any) of School Impact Fees that we expected to pay out when our 2023 Budget was passed; therefore, this payment will basically take the place of the Impact Fees we had initially planned for in this year's Budget. Because this is such a large amount to pay out at once, Clerk Fields wanted to make sure she has full Council approval to pay this overdue bill.

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

NEW SFR Permits Requiring BGSD Impact Fees

Permit #	Permit App Date	Address	Impacts Required	Impact Paid to BGSD	Amt. Paid to BGSD	Check #	Bal. Owed to BGSD
2016	2016	507 W Humphrey St	5,000.00	8/15/2016	5,000.00	15927	
2016.0022.SF0002	10/5/2016	610 W Jones St	5,000.00	* 1/17/2017	5,000.00	16095	
2016.0023.SF0003	10/5/2016	621 W Cushman St	5,000.00	* 7/8/16, 1/17/2017	5,000.00	15897, 16095	
2016.0026.SF0004	11/10/2016	615 W Jones St	5,000.00	* 2/6/2017	5,000.00	16097	
2016.0030.SF0005	11/17/2016	617 W Cushman St	5,000.00				5,000.00
2016.0032.SF0006	12/5/2016	619 W Cushman St	5,000.00				5,000.00
2017.0007.SF0001	2/7/2017	609 W Jones St	5,000.00	* 5/15/2017	5,000.00	16192	
2017.0010.SF0002	3/2/2017	613 W Jones St	5,000.00				5,000.00
2017.0011.SF0003	3/3/2017	611 W Jones St.	5,000.00				5,000.00
2017.0031.SF0005	6/9/2017	119 W Christy Ct	5,000.00	* 8/7/2017	5,000.00	16265	
2017.0040.SF0007	7/17/2017	143 W. Christy Ct.	5,000.00	9/5/2017	5,000.00	16298	
2017.0042.SF0009	7/17/2017	155 W. Christy Ct.	5,000.00	* 9/18/2017	5,000.00	16314	
2017.0041.SF0008	7/17/2017	179 W. Christy Ct.	5,000.00	9/5/2017	5,000.00	16298	
2017.0039.SF0006	7/17/2017	185 W. Christy Ct.	5,000.00	* 9/18/2017	5,000.00	16314	
2017.0053.SF0010	7/25/2017	120 W. Christy Ct.	5,000.00	* 9/18/2017	5,000.00	16314	
2017.0057.SF0011	7/26/2017	262 W. Christy Ct.	5,000.00	* 1/22/2019	5,000.00	16740	
2017.0063.SF0013	8/3/2017	225 W. Christy Ct.	5,000.00	* 11/20/2017	5,000.00	16376	
2017.0066.SF0014	8/3/2017	267 W. Christy Ct.	5,000.00	* 10/2/2017	5,000.00	16328	
2017.0079.SF0015	8/14/2017	127 W. Christy Ct.	5,000.00				5,000.00
2017.0080.SF0016	8/14/2017	135 W. Christy Ct.	5,000.00				5,000.00
2017.0083.SF0018	9/5/2017	182 W. Christy Ct.	5,000.00	* 11/20/2017	5,000.00	16376	
2017.0084.SF0019	9/5/2017	255 W. Christy Ct.	5,000.00				5,000.00
2017.0099.SF0022	9/14/2017	219 W. Christy Ct.	5,000.00	* 11/20/2017	5,000.00	16376	
2017.0100.SF0023	9/14/2017	233 W. Christy Ct.	5,000.00	* 11/20/2017	5,000.00	16376	
2017.0102.SF0024	9/25/2017	167 W. Christy Ct.	5,000.00				5,000.00
2017.0109.SF0025	10/9/2017	138 W. Christy Ct.	5,000.00				5,000.00
2017.0123.SF0026	10/23/2017	146 W. Christy Ct.	5,000.00				5,000.00
2017.0129.SF0027	10/30/2017	250 W. Christy Ct.	5,000.00				5,000.00
2017.0135.SF0028	11/7/2017	249 W. Christy Ct.	5,000.00	* 1/22/2019	5,000.00	16740	
2017.0145.SF0029	12/4/2017	236 W. Christy Ct.	5,000.00	* 1/22/2019	5,000.00	16740	
2018.0002.SF0001	1/30/2018	101 W Jones St.	5,000.00	* 1/22/2019	5,000.00	16740	
2019.0001.SF0001	1/3/2019	110 W. Wilson St.	5,000.00	3/4/2019	5,000.00	16781	
2019.0013.SF0002	2/25/2019	195 S Hubbard Ave	5,000.00				5,000.00
2019.0016.SF0003	2/26/2019	205 S Hubbard Ave	5,000.00				5,000.00
2019.0037.SF0004	5/6/2019	565 Amboy Ave	5,000.00				5,000.00
2019.0051.SF0007	6/17/2019	585 N Amboy Ave	5,000.00	* 2/14/2022	5,000.00	17643	
2019.0054.SF0008	6/17/2019	575 N Amboy Ave	5,000.00	* 2/14/2022	5,000.00	17643	
2021.0049.SF0002	9/20/2021	151 S Spruce Ave	5,000.00				5,000.00
2021.0048.SF0001	9/20/2021	185 S Spruce Ave	5,000.00				5,000.00
			195,000.00		115,000.00		80,000.00



Town of Yacolt Agenda Request

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

Name: Mayor Listek

Group Name:

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Red Cross Month Proclamation

Proposed Meeting Date: February 13, 2023

Action Requested of Council: Support our Mayor in Proclaiming March as Red Cross Month

Proposed Motion: None

Summary/ Background: Across the nation, cities, and counties, are being asked to issue this proclamation to highlight the work of Red Cross and our Chapters. We ask you to support the Red Cross mission *to prevent and alleviate human suffering* in our communities. This has been another dynamic year with us slowly moving back to “normal” with challenges related to the COVID pandemic, social equity, and disasters both large and small. The Cascades Region and SW Washington Chapter have helped meet these challenges through the participation of our many volunteers and the generosity of donors for both blood donations and financial donations. They have asked our Town to proclaim March as Red Cross Month.

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

Mayor Katelyn Listek
mayorlistek@townofyacolt.com

(360) 686-3922