

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large Mayor	
Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large Bob Spahr, Position at Large

Regular Meeting of Monday, April 10, 2017

5:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
1. <u>Call to Order.</u> (Mayor)		
2. <u>Pledge of Allegiance.</u> (Mayor)		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
PUBLIC HEARING		
3. <u>Application to Rezone Property at 1856 SW Hubbard Lane and Ordinance No. 967-B, First Reading – Rezoning Property at 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General.</u> (City Manager, Community Development Director)	CONDUCT PUBLIC HEARING; PASS ORDINANCE ON FIRST READING	1

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CITIZENS BUSINESS		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
4. <u>Minutes of the Regular Meeting of March 27, 2017.</u> (City Clerk)	APPROVE	54
5. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	57
6. <u>Change and Field Orders in the Amount of \$51,252 to Prospect Construction, Inc., for the Redundant Flocculation Basin Project.</u> (City Manager, Public Works Director, Water Superintendent)	APPROVE	59
7. <u>Contribute \$15,000 to the Lewis Economic Development Council for Continued Flood Mitigation Work.</u> (City Manager)	APPROVE	67
8. <u>Resolution No. 3-2017, First and Final Reading – Declaring Property to be Surplus.</u> (City Manager, Airport Manager, City Clerk)	ADOPT	69

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
9. <u>Agreement with Lewis Economic Development Council to Provide Economic Development Services to City.</u> (City Manager)	APPROVE; AUTHORIZE CITY MANAGER TO SIGN	71

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
10. <u>Administration Reports.</u>		
a. City Manager update. (City Manager)	INFORMATION ONLY	---
11. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

EXECUTIVE SESSION		
12. Pursuant to RCW 42.30.140(4)(a) – Collective Bargaining.		

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MAY 8, 2017.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent J. Lougheed, P.E., Community Development Director

DATE: April 10, 2017

SUBJECT: Public Hearing Regarding an Application to Rezone Property at 1856 SW Hubbard Lane

ISSUE

The City received an application to rezone 1856 SW Hubbard Lane (tax parcel #005604035013) from its current zoning designation of R-2 Medium Density Residential to CG Commercial General. The Chehalis Planning Commission held a public meeting on March 14, 2017 to review the rezone application and accepted the City's Development Review Committee's recommendation to approve the rezone request with certain conditions discussed below, and recommended that the matter be forwarded to the City Council for consideration and approval.

The zoning change has been requested so the parcel may be added to an existing parcel to the north that is currently zoned CG. This parcel is narrow, which limits development and maneuverability onsite. The parcel site is accessed from South Market Boulevard via a shared driveway for the existing commercial zoned parcels. This rezone would expand the existing CG zone.

DISCUSSION

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal on February 23, 2017. The documents reviewed for the project included:

1. Rezone application
2. SEPA checklist application
3. SEPA DNS
4. Public comments received
5. Maps and photos
6. Notice of public hearing by the Planning Commission with list of neighboring parcel owners notified.

Notice of the public hearing was mailed to the owner/applicant, property owners within 300' of the site and appropriate agencies on February 17, 2017. Notice was published in The

Chronicle on February 25, 2017 and sent to both KELA and KITI radio stations. The Chehalis Development Review Committee (DRC) completed the review and provided the recommendation to the Planning Commission on March 6, 2017.

The DRC provided the following comments regarding the proposed rezone:

- This lot is currently vacant with no buildings upon it. It was originally subdivided by previous owners who did not follow the Washington state or City of Chehalis zoning/platting regulations at the time. Subsequently, it was part of a Boundary Line Adjustment that was approved by the Community Development Department and recorded on 10/26/2007.
- In September of 2005, this property was cited for a code violation: *"Storm drainage ditch being covered/changed/filled in and replaced by culvert without any approved plans or permits."* As a result of the citation, the owner indicated in a letter received by Community Development that RB Engineering was working on a storm water plan.
- In 2006, a stormwater easement was recorded with the Lewis County Auditor's office that described the location of a storm water easement. The easement was not reviewed or approved by the City of Chehalis Community Development Department or the Public Works Department. The recorded document granted the storm water easement to the City of Chehalis, without any review or approval by the City of Chehalis. It referenced two parcels only.
- At issue is the existing storm water ditch that is currently conveying storm water runoff to multiple parcels to the south of this property, regularly causing flood-like conditions for property owners "downstream." This existing ditch conveys water to sites that were never consulted about this conveyance nor were they approved to receive this stormwater. As it is currently configured, the storm water system does not meet minimum standards for storm water. This storm water system never received the required approvals or inspections prior to being covered up; therefore the City of Chehalis cannot be responsible for this system.
- An application for grading was submitted on September 21, 2009 proposing to fill the site in order to make it suitable for temporary parking for commercial purposes. Because this property is located in a residential zone, the permit application was not approved. Several letters explaining the zoning regulations as well as the alternatives and processes involved to comply, were sent. No response was received from the owner or agent.
- In December of 2009 this property was cited again for *"FILL/GRADE ACTIVITY WITHOUT THE REQUIRED PERMITS AND USE OF A RESIDENTIAL LOT AS A COMMERCIAL PARKING LOT WITHOUT THE REQUIRED CONDITIONAL USE PERMIT APPROVAL."* Several notices were sent to the owner, with no response.

- In January of 2010 the owner sent a letter to Community Development asking for permission to “clean off vegetation for maintenance purposes.” The request was denied by the Director. It was deemed that this site already had *“fill/grade activity without the required permits.”* And that the lot was being used as a commercial parking lot without approval. A notice was sent to the owner expressly explaining that the *“Capacity of the existing drainage system is unknown, no further work will be allowed until such time as civil plans are submitted and approved.”* Another letter was sent giving the applicant until March 2010 to comply. There was no further progress made for this site following that letter.

Therefore, the DRC has the following recommended conditions for this rezone:

1. The rezone is feasible, however, the storm water system shall be corrected to meet the minimum requirements of the Chehalis Municipal Code; specifically Chapter 15. This will require a storm water master plan to be submitted and approved incorporating storm water management of all land within this parcel. The storm water master plan shall address the existing non-conforming and/or failing storm water facilities at the site. This shall be fully implemented prior to any other permits being issued for this parcel.
2. Access for ingress/egress shall be allowed only from Market Boulevard and not through the residential neighborhood on SW Hubbard Lane. Easements shall be recorded by the owner of record.
3. Due to the proximity of the parcel to residential lots, it is recommended that a fence be constructed to separate the parcel from residential uses to the south. This fence should be a minimum of five (5) in height. It is also recommended that landscaping be required to be installed to visually separate the two land uses and create a buffer between them.
4. It is not clearly demonstrated that this rezone meets the intent of the code. Therefore it shall be up to the reviewing bodies (Planning Commission and City Council) to decide if this rezone should be granted. For details about the code criteria, see below:

The City of Chehalis Municipal Code has the following criteria that must be met for a rezone:

17.09.140 Amendments/rezones.

For the purpose of establishing and maintaining sound, stable, and desirable development within the city, the rezoning of land is to be discouraged and allowed only under certain circumstances as provided in this section. This policy is based on the opinion of the city council that the map is the result of a detailed and comprehensive appraisal of the city’s present and future needs regarding land use allocation and, as such, should not be amended unless to correct a manifest error or because of changed or changing conditions in a particular area or the city in general. Rezoning shall only be allowed if the petitioner demonstrates by clear and convincing evidence that:

1. The land to be rezoned was initially zoned in error and as presently zoned is inconsistent with the policies and goals of the comprehensive plan; or

2. Conditions in the area for which rezoning is requested have changed or are changing to such a degree that it is in the public interest to encourage a redevelopment of the area; or

3. The proposed rezoning is necessary in order to provide land for a community-related use which was not anticipated at the time of the adoption of the comprehensive plan, and that such rezoning will be consistent with the policies of the comprehensive plan.

[Ord. 720B § 1, 2002.]

DRC Findings of Fact:

1. The applicant requests a rezone of this parcel from R-2 to CG
2. The applicant has submitted the application in a timely manner
3. This site has an unapproved storm water drainage system that floods neighboring properties
4. It is questionable if this proposal meets the minimum code criteria for a rezone

The Chehalis Planning Commission held a public meeting on March 14, 2017 to review the rezone application and accepted the DRC's recommendation to approve the rezone request with the conditions noted above, and that the recommendation be forwarded to the City Council for consideration.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council conduct the public hearing on the application to rezone 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General (Rezoning Application No. "Rezoning-16-002"); accept the recommendation of the Chehalis Planning Commission, including the conditions recommended by the City Development Review Committee; and pass Ordinance No. 967-B on first reading.

SUGGESTED MOTION

I move that the City Council accept the recommendation of the Chehalis Planning Commission, including the conditions recommended by the City Development Review Committee, and pass Ordinance No. 967-B on first reading to approve the rezoning of 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General.

SUMMARY

Application(s):	Rezone-16-0002	Applicant/Contact:	RB Engineering, Inc. Attn: Robert Balmelli P.O. Box 923 Chehalis, WA 98532 (360)740-8919
Site Address:	1856 SW Hubbard Ln.	Report Date:	March 6, 2017
Parcel Number:	005604035013		
Owner:	Rusty Gill P.O. Box 416 Chehalis, WA 98532 (360) 508-1129		

Prepared by: **City of Chehalis Community Development Department**

Request:

This proposal is to rezone tax parcel #005604035013. Currently it is zoned R-2 Medium Density Residential. The proposal is to change the zoning to CG Commercial General. This change of zoning is requested so the parcel may be added to an existing parcel to the north that is currently zoned CG. This parcel is narrow which limits development and maneuverability onsite. The parcel site is accessed from South Market Boulevard via a shared driveway for the existing commercial zoned parcels. This rezone would expand the existing CG zone.

Applicable Regulations:

Chehalis Municipal Code (CMC):
 § 2.50 Hearing Examiner
 §17.09.140 Amendments/Rezoning
 §17.09.130 Public hearings
 § City of Chehalis Comprehensive Plan
 §15.30 Storm Water and Storm water runoff

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal on February 23, 2017

Documents:

Rezone application, SEPA checklist application, SEPA DNS, Public comments received, Maps, Photos, Notice of Public Hearings, list of neighboring parcel owners notified.

The subject property is zoned **Residential-2 (R-2)**

Public Notice:

Notice of the Public Hearing was mailed to the owner/applicant, property owners within 300' of the site and appropriate agencies on February 17, 2017. Notice was published in The Chronicle newspaper on February 25, 2016 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:
March 6, 2017

BACKGROUND AND DRC REVIEW/RECOMMENDATION

The DRC has the following comments and recommended conditions for this rezone:

This lot is currently vacant with no buildings upon it. It was originally subdivided by previous owners who did not follow the Washington state or City of Chehalis zoning/platting regulations at the time. Subsequently it was part of a Boundary Line Adjustment that was approved by the Community Development Dept. and recorded on 10/26/2007.

In September of 2005, this property was cited for a code violation: "*Storm drainage ditch being covered/changed/filled in and replaced by culvert without any approved plans or permits*". As a result of the citation, the owner indicated in a letter received by Community Development that RB Engineering was working on a storm water plan.

In 2006 a stormwater easement was recorded with the Lewis County Auditor's office that described the location of a storm water easement. The easement was not reviewed or approved by the City of Chehalis Community Development Department or the Public Works Department. The recorded document granted the storm water easement to the City of Chehalis, without any review or approval by the City of Chehalis. It referenced two parcels only.

At issue is the existing storm water ditch that is currently conveying storm water runoff to multiple parcels to the south of this property, regularly causing flood like conditions for property owners "downstream". This existing ditch conveys water to sites that were never consulted about this conveyance nor were they approved to receive this stormwater. As it is currently configured, the storm water system does not meet minimum standards for storm water. This storm water system never received the required approvals or inspections prior to being covered up; therefore the City of Chehalis cannot be responsible for this system.

An application for grading was submitted on September 21, 2009 proposing to fill the site in order to make it suitable for temporary parking for commercial purposes. Because this property is located in a residential zone, the permit application was not approved. Several letters explaining the zoning regulations as well as the alternatives and processes involved to comply, were sent. No response was received from the owner or agent.

In December of 2009 this property was cited again for "*FILL/GRADE ACTIVITY WITHOUT THE REQUIRED PERMITS AND USE OF A RESIDENTIAL LOT AS A COMMERCIAL PARKING LOT WITHOUT THE REQUIRED CONDITIONAL USE PERMIT APPROVAL.*" Several notices were sent to the owner, with no response.

In January of 2010 the owner sent a letter to Community Development asking for permission to "clean off vegetation for maintenance purposes". The request was denied by the Director. It was deemed that this site already had "*fill/grade activity without the required permits*". And that the lot was being used as a commercial parking lot without approval. A notice was sent to the owner expressly explaining that the "*Capacity of the existing drainage system is unknown, no further work will be allowed until such time as civil plans are submitted and approved*". Another letter was sent giving the applicant until March of 2010 to comply. There was no further progress made for this site following that letter.

Therefore, the DRC has the following recommended conditions for this rezone:

1. The rezone is feasible, however, the storm water system shall be corrected to meet the minimum requirements of the Chehalis Municipal Code; specifically Chapter 15. This will require a storm water master plan to be submitted and approved incorporating storm water management of all land within this parcel. The storm water master plan shall address the existing non-conforming and/or failing storm water facilities at his site. This shall be fully implemented prior to any other permits being issued for this parcel.
2. Access for ingress/egress shall be allowed only from Market Blvd. and not through the residential neighborhood on SW Hubbard Lane. Easements shall be recorded by the owner of record.
3. Due to the proximity of the parcel to residential lots, it is recommended that a fence be constructed to separate the parcel from residential uses to the south. This fence should be a minimum of five (5) in height. It is also recommended that landscaping be required to be installed to visually separate the two land uses and create a buffer between them.
4. It is not clearly demonstrated that this rezone meets the intent of the code. Therefore it shall be up to the reviewing bodies (Planning Commission and City Council) to decide if this rezone should be granted. For details about the code criteria, see below:

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1. The land to be rezoned was initially zoned in error and as presently zoned is inconsistent with the policies and goals of the comprehensive plan; or
2. Conditions in the area for which rezoning is requested have changed or are changing to such a degree that it is in the public interest to encourage a redevelopment of the area; or
3. The proposed rezoning is necessary in order to provide land for a community-related use which was not anticipated at the time of the adoption of the comprehensive plan, and that such rezoning will be consistent with the policies of the comprehensive plan. [Ord. 720B § 1, 2002.]

DRC FINDINGS OF FACT

1. The applicant requests a rezone of this parcel from R-2 to CG
2. The applicant has submitted the application in a timely manner
3. This site has an unapproved storm water drainage system that floods neighboring properties
4. It is questionable if this proposal meets the minimum code criteria for a rezone

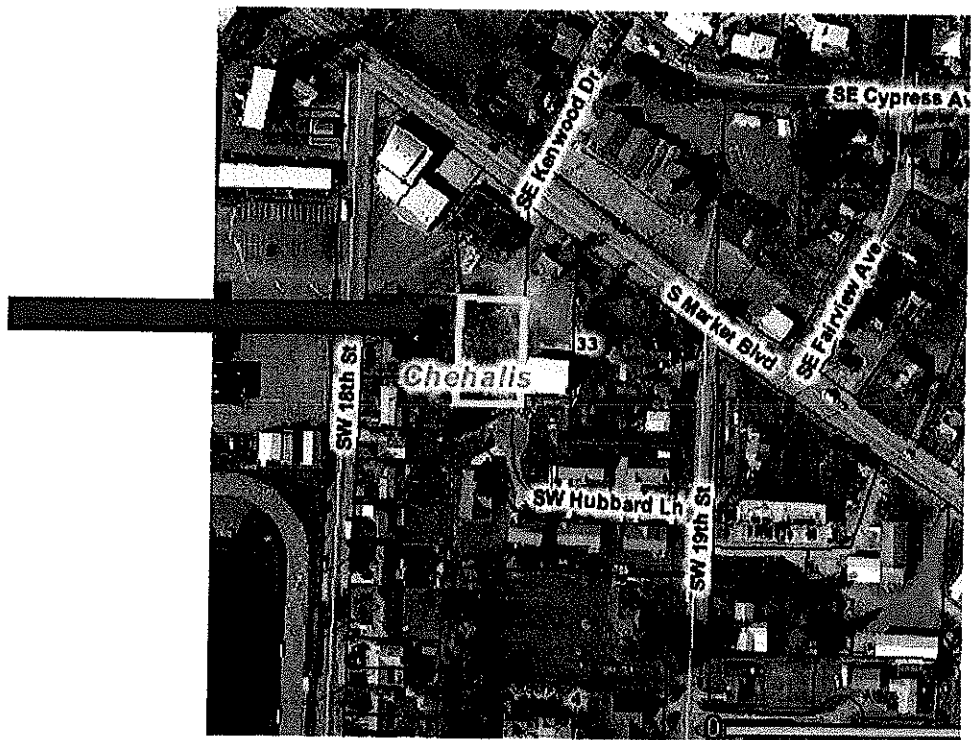
Vicinity map & general information for 342 SW 16th St. :

Parcel Number **005604035013**
Parcel Address 1856 SW , Chehalis
Use Code 11 Single Unit
TCA 020

Total Acres 0.24 acres

Owner/Taxpayer: Gill, Rusty
 Po Box 416
 Chehalis, WA 98532

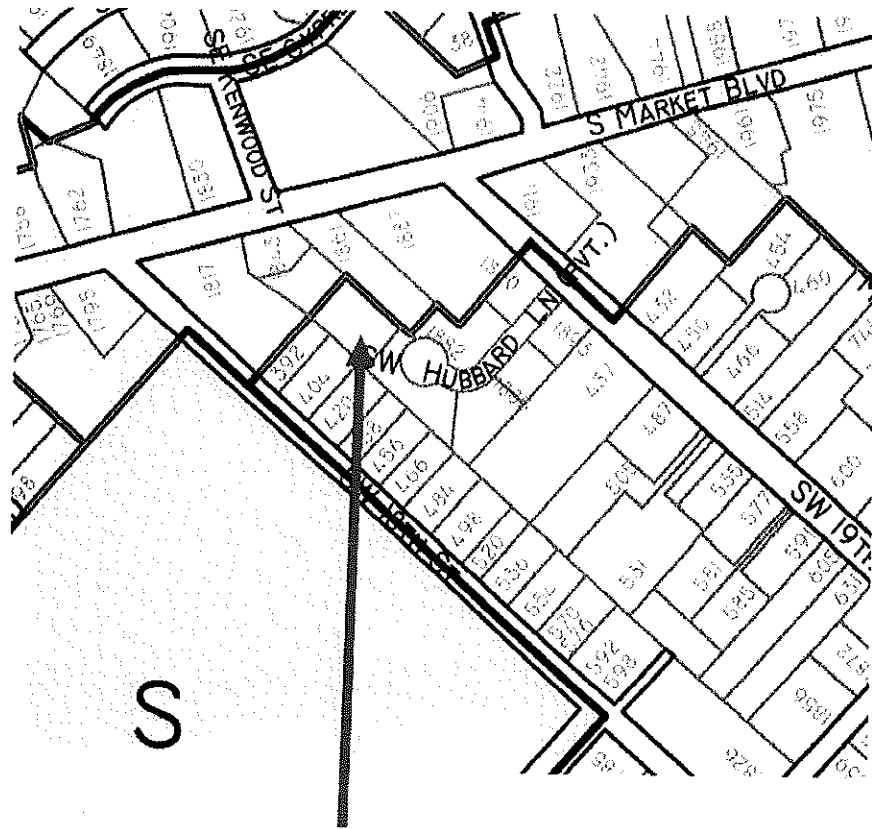
Partial Legal Description: Section 33 Township 14N Range 02W PT LOT 5 URQUHART
COFFMAN KEPNER ADD LOT 8 PT LOT 7 SP 96-027 1400525 B BLA
05-113 3261286



Site: 1856 SW Hubbard Ln

4

Zoning Map for 1856 SW Hubbard Ln.



Subject Lot: R-2= Residential 2 zone (pink)

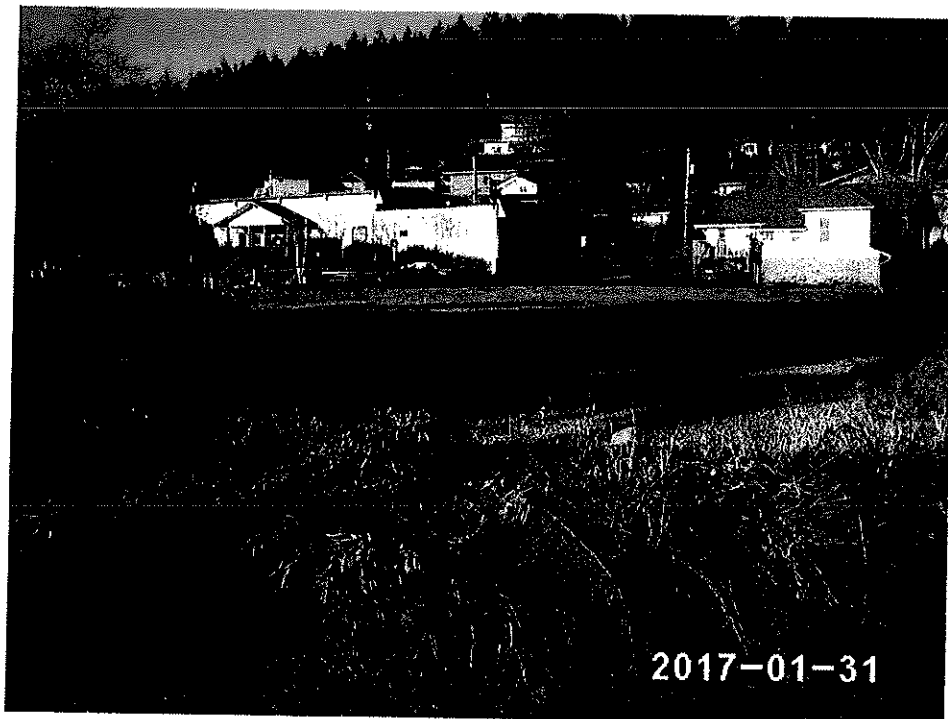
CG=Commercial General (blue)

EPF=Essential Public Facilities (school-green)

Site pictures for 1856 SW Hubbard Lan



Looking South from Market Blvd.



Looking North from Cul-de-Sac on SW Hubbard Ln



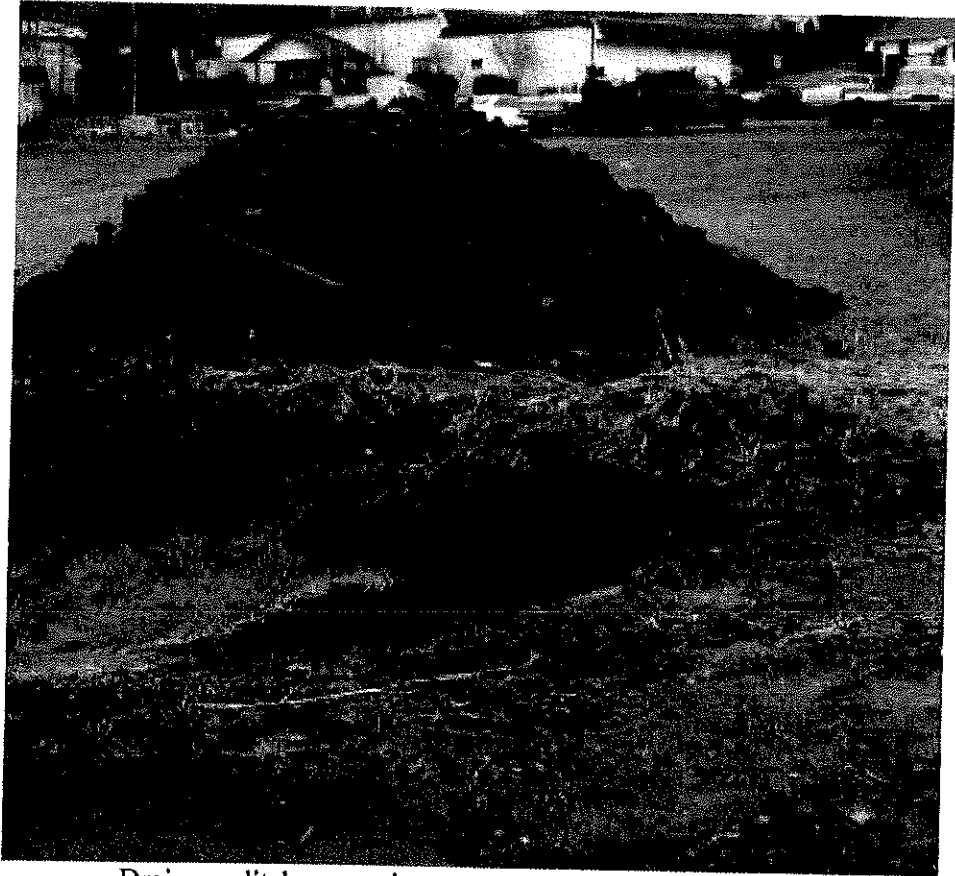
Looking east on lot (building is on lot next door)



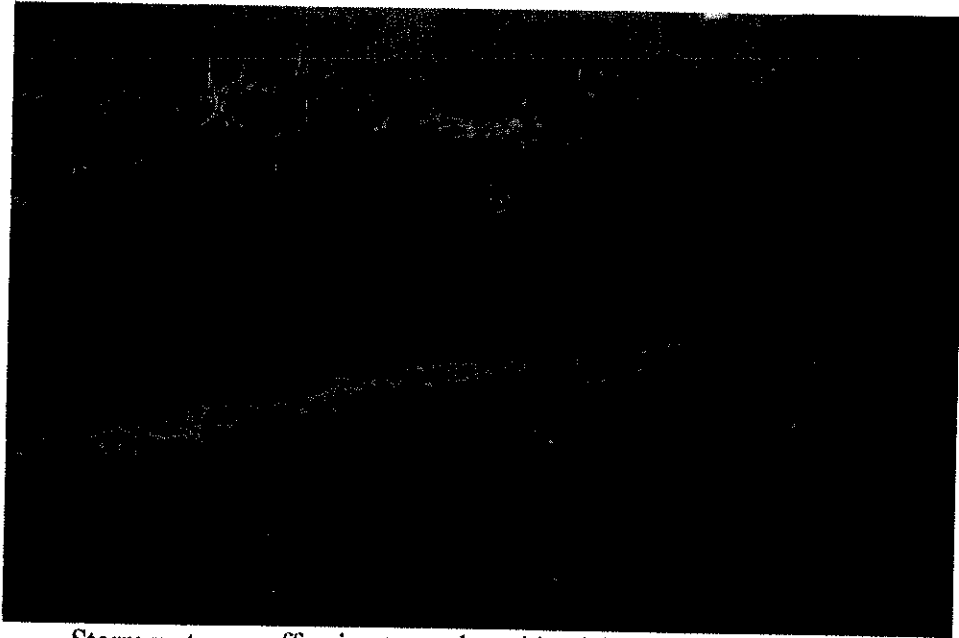
Looking southeast on lot



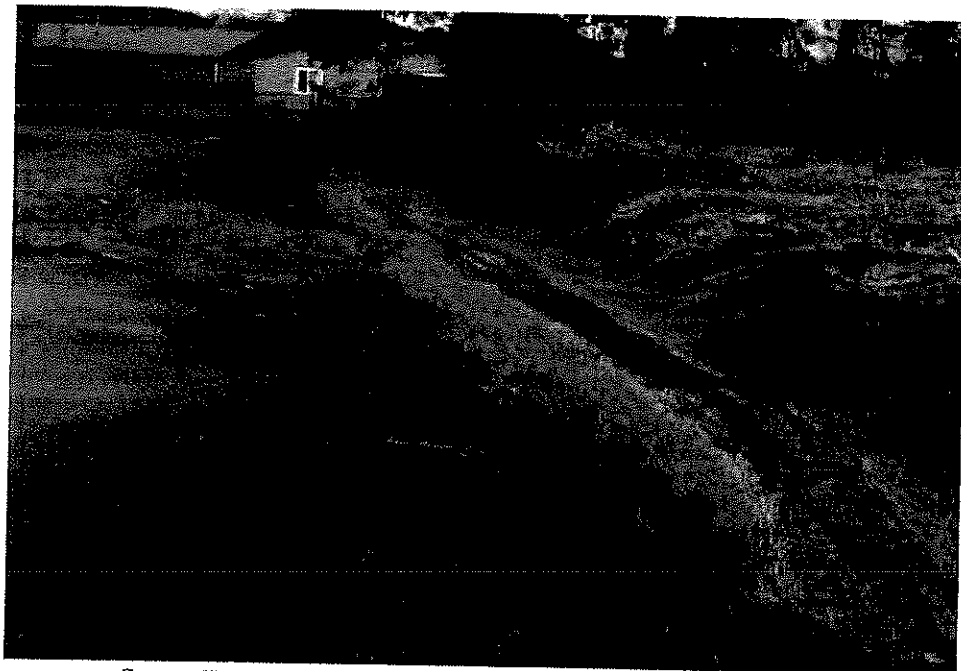
Culvert pipe draining water to the south – on a dry day



Drainage ditch conveying storm water to neighboring lots



Storm water runoff going towards residential properties to the south



Storm Water runoff going towards residential neighborhood

RZ-16-0002

PETITION FOR AMENDMENT

(check only one)

- Chehalis Comprehensive Plan (July 12, 1999)
- Chehalis Uniform Development Regulations (March 25, 2002)
- Chehalis Public Works Standards (July, 2005)
- Chehalis Zoning Map (Rezone)
- Other (specify): _____

To: The Honorable Mayor and City Council
Chehalis Planning Commission
Chehalis Development Review Committee

From: [The undersigned]

SEP 20 2016 *[Signature]*

Date: 9.7.16

Subject: Request for Formal Review and Decision on a Proposed Change to the Indicated Document.

1. The specific location (page number, section number or other identification) of the referenced text or map to be considered for amendment:

TPN 005604035013 - 1856 Hubbard Ln

2. The specific text proposed to be changed. Use ~~strikethrough~~ format to indicate text proposed to be deleted, and underline format for text proposed to be added. If lengthy, attach additional pages:

N/A

3. Submit a map for the alternative to the existing map. (Attach). Use dashed lines to indicate new lines proposed to be added or moved, and 'X's on removed or revised lines.

RZ-16-0002

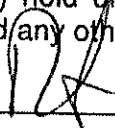
4. The specific reason (in detail) why this change is necessary:

SEE ATTACHED NARRATIVE

5. The anticipated/expected affect of this change on the location, vicinity and/or overall community:

SEE ATTACHED NARRATIVE

6. By my signature hereon, I hereby certify that I have a full understanding of the implications of the above proposal, and request an opportunity to present testimony at any public hearing(s) held on this petition. I further understand that the Chehalis city council will consider this and any other similar petitions only during the second quarter of a calendar year.

Signature (x): 

Printed name: RUSTY GILL

Mailing address: PO BOX 416
CHEHALIS WA 98532

Phone #: 360 508 1129

OFFICE USE ONLY:

Received SEP 20 2016 By 

File # RZ-16-0002

Fee paid on 9/20/16 Check #: 5464

Receipt # 4431

Submit to the Development Review Committee on: 9/29/16 AND

Submit to the Planning Commission on: March 14, 2017

Submit to the City Council on: March 27, 2017

11



**South Market Boulevard Re-zone Application
16083**

PROJECT NARRATIVE

SEP 20 2016 *OK*

4. The specific reason why this change is necessary:

We are proposing the re-zone of tax parcel no. 005604035013 currently located in the Medium Residential Zone (R2). The applicant also owns the adjacent parcel to the ~~North~~ that is zoned General Commercial (CG), tax parcel no. 005604037000. The applicant is requesting this change so the rezoned property can be added to the existing commercial property which will allow for a more efficient commercial development. The current parcel is a narrow parcel which limits development and maneuverability onsite. The project site is accessed from South Market Boulevard via a shared driveway for the existing commercial zoned properties. This zoning change would allow for the expansion of the existing commercial properties and fit in consistently with the existing R2/CG zoning boundaries.

5. The anticipated/expected affect of this change on the location, vicinity and or overall Community:

This zoning change would allow for the expansion of the existing commercial properties and fit in consistently with the existing R2/CG zoning boundaries. As the City of Chehalis grows the South Market Boulevard corridor will also need to grow to provide the necessary commercially zoned properties to support the growth in population. The local residential community will benefit by having future commercial businesses and services located within their neighborhoods.

PO Box 923
91 SW 13th Street
Chehalis, WA 98532
Phone: (360) 740-8919
Fax: (360) 740-8912

RZ-16-0002

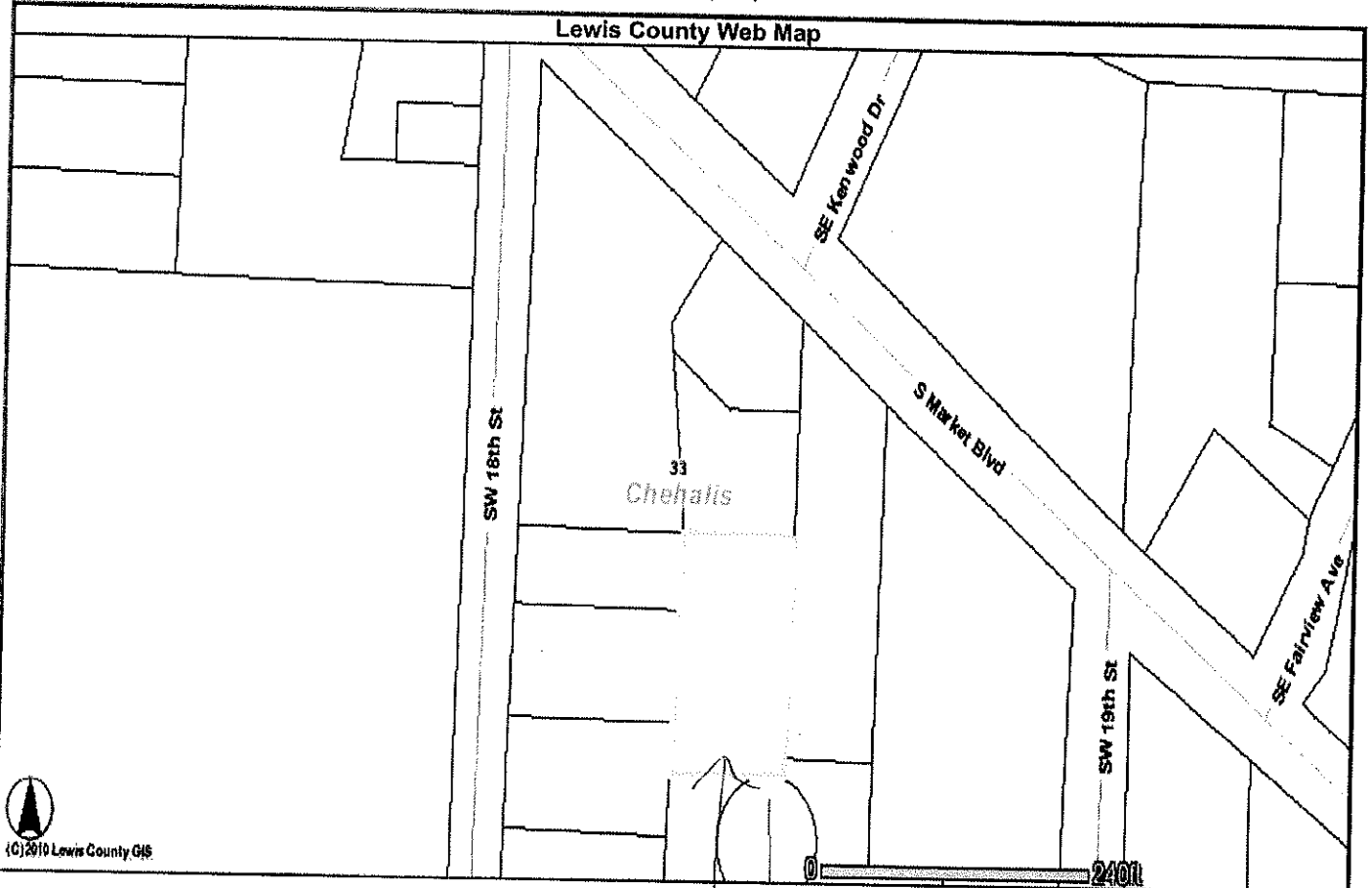
SEP 20 2016 *OK*



S. Market Rezone - Aerial Photo

14

Lewis County Web Map



Site
1856 SW
Hubbard Ln.

SEPA-17-0002

SEPA Environmental Checklist – 2014 Version

FEB 15 2017 *[Signature]*

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization of compensatory mitigation measure will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants: [\[help\]](#)

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once the threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for non-project proposals: [\[help\]](#)

For non-project proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site," should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B – Environmental Elements – that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)

South Market Boulevard Re-Zone

2. Name of applicant: [\[help\]](#)

Rusty Gill

3. Address and phone number of applicant and contact person: [\[help\]](#)

*PO Box 416 Chehalis, WA 98532
(360) 508-1129*

4. Date checklist prepared: [\[help\]](#)

February 8, 2017

5. Agency requesting checklist: [\[help\]](#)

City of Chehalis

6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)

Zoning change hearing to be held by City of Chehalis in 2017

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)

Not at this time.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)

None

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)

*Sept 30, 2016 (CB)
Petition for Amendment was submitted on August 7, 2017 to the City of Chehalis. This petition was to amend Parcel #00560403513 to CG- General Commercial.*

10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)

None

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)

We are requesting a rezone for Parcel #00560403513 to be rezoned to CG - General Commercial. The parcel is currently 0.24 acres. The rezone would allow the client to use their neighboring 0.50 acres, currently zoned as General Commercial, along with the rezoned piece in order to allow more efficient commercial development.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit, any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

Property Address(s) is 1861 S. Market Blvd. Chehalis, Parcel No.#005604037000 and #00560403513, Section 33, Township 14N, Range 02, W.M.

B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

1. Earth

a. General description of the site [\[help\]](#) (select one): Flat, rolling, hilly, steep slopes, mountainous, other:

b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

Steepest slope onsite is approximately 10%.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long term commercial significance and whether the proposal results in removing any of these soils. [\[help\]](#)

Galvin Silt Loam and Lacamas Silt Loam

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)

No

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill. [\[help\]](#)

None

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)

Not Applicable

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)

Not Applicable

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

Not Applicable

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)

Not Applicable

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)

No

- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

None

3. Water

- a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)

None

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)

No

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)

None

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

No

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)

No

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

No.

- b. Ground Water:

- 1) Will ground water be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to ground water? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

No

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)

None

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)

The existing natural flows to the south of the site and drains into an existing ditch on the south end of the property. No change is proposed at this time.

- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

No.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

None

4. Plants [\[help\]](#)

a. Check or circle types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other:
- evergreen tree: fir, cedar, pine, other:
- shrubs
- grass
- pasture
- crop or grain
- Orchards, vineyards or other permanent crops
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other:
- water plants: water lily, eelgrass, milfoil, other:
- other types of vegetation:

b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)

None

- c. List threatened or endangered species known to be on or near the site. [\[help\]](#)

None Known.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)

Not Applicable

- e. List all noxious weeds and invasive species known to be on or near the site:

None Known

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site: Examples include: [\[help\]](#)

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other:

- b. List any threatened or endangered species known to be on or near the site. [\[help\]](#)

None Known

- c. Is the site part of a migration route? If so, explain. [\[help\]](#)

No

- d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

None

- e. List any invasive animal species known to be on or near the site:

None Known

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)

Not Applicable

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)

No

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

None

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [\[help\]](#)

No

- 1) Describe any known or possible contamination at the site from present or past uses:

None

- 2) Describe existing hazardous chemical/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity:

None

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project:

None

- 4) Describe special emergency services that might be required.

None

- 5) Proposed measures to reduce or control environmental health hazards, if any:

None

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

Typical noise levels associated with public traffic and professional business offices.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours' noise would come from the site. [\[help\]](#)

None

- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

None

8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)

Current use of the site is commercial office and equipment storage. The adjacent properties are general commercial and residential use.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to non-farm or non-forest use? [\[help\]](#)

No

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling and harvesting? If so, how:

No

- c. Describe any structures on the site. [\[help\]](#)

None

- d. Will any structures be demolished? If so, what? [\[help\]](#)

None

- e. What is the current zoning classification of the site? [\[help\]](#)

Residential

- f. What is the current comprehensive plan designation of the site? [\[help\]](#)

Urban

- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

Not Applicable

- h. Has any part of the site been classified as critical area by the city or county? If so, specify. [\[help\]](#)

This site soils are listed as hydric per Lewis County GIS mapping.

- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

None

- j. Approximately how many people would the completed project displace? [\[help\]](#)

None

- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

None

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)

The neighboring parcels to the north and east are currently zoned as General Commercial. The parcels to the south and west are residential zoned.

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

None

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)

None

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)

None

- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

None

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)

Not Applicable

- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

Not Applicable

- c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

24

Not Applicable

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)

None

- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)

No

- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)

None

- d. Proposed measures to reduce or control light and glare impacts, if any:

None

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)

None

- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)

No

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

None

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [\[help\]](#)

No

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries, Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)

Research of available public resources did not produce any known registers.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archeological surveys, historic maps, GIS data, etc. [\[help\]](#)

Research of available public resources did not produce any known registers.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Not Applicable

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)

The parcel is accessed through the neighboring commercial zoned parcels to the north from South Market Street Boulevard.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)

Yes, nearest transit stop is approximately 3/4 of a mile away.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)

Not Applicable

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)

No

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)

No

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non- passenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)

None

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

None

15. Public services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)

No

b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

No

16. Utilities

a. Select utilities currently available at the site: [\[help\]](#)

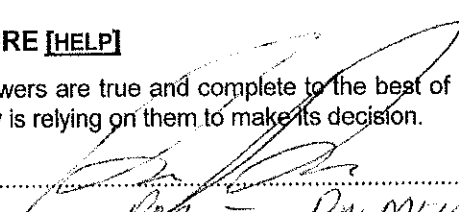
- electricity, natural gas, water, refuse service, telephone,
- sanitary sewer, septic system, other:

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. [\[help\]](#)

Sewer Service - City of Chehalis
Water Service - City of Chehalis
Gas Service - Puget Sound Energy
Phone Service - CenturyLink
Cable Service - Comcast
Power - Lewis County PUD

C. SIGNATURE [\[HELP\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: 

Name of signee: *Robert Balme*

Position and Agency/Organization: *Project Engineer*

Date Submitted: *2-15-17*

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS [\[help\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

No alterations of the property will be conducted for this rezone application.

Proposed measures to avoid or reduce such increases are:

None

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

It will not impact.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

None

3. How would the proposal be likely to deplete energy or natural resources?

It will have no impact.

Proposed measures to protect or conserve energy and natural resources are:

None

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

It will have no impact.

Proposed measures to protect such resources or to avoid or reduce impacts are:

None

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The rezone would allow a more efficient use of the existing commercial properties.

Proposed measures to avoid or reduce shoreline and land use impacts are:

None

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The small site would have minimal impacts once developed.

Proposed measures to reduce or respond to such demand(s) are:

Updated access driveway and new utilities would be extended to the site.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

Rezone will not result in any conflicts to local, state and federal laws.



Community Development Department
1321 S Market Blvd. Chehalis, WA 98532
(360) 345-2229 / Fax: (360) 345-1039
www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

FINAL DETERMINATION OF NON-SIGNIFICANCE

Issued: **March 7, 2017**

File#: SEPA-17-0002

Description of Project or Proposal: This proposal is to rezone tax parcel #005604035013. Currently this parcel is zoned R-2 Medium Density Residential. The proposal is to change the zoning to CG Commercial General. This change of zoning is requested so the parcel may be added to an existing parcel to the north that is currently zoned CG. This parcel is narrow which limits development and maneuverability onsite. The parcel site is accessed from South Market Boulevard via a shared driveway for the existing commercial zoned parcels. This rezone would expand the existing CG zone.

Applicant or Proponent: Rusty Gill

Location of Project or Proposal: 1856 SW Hubbard Lane, Chehalis Washington

Lead Agency: City of Chehalis, Department of Community Services

The Lead Agency for this project or proposal has determined that it does not have a probable significant adverse impact on the environment, under the criteria and definitions contained in the SEPA rules.

An Environmental Impact Statement (EIS) is not required under the provisions of RCW 43.21C.030(2)(c). This decision was made after a review of a completed environmental checklist and other information submitted with the application or proposal and review of how applicable development regulations would accomplish mitigation. This information is on file with the lead agency and is available for public review during regular business hours at the office address listed below.

This Final Determination of Non-Significance (DNS) is issued under WAC 197-11-340(2); the Lead Agency will not act on this project or proposal for fourteen (14) days from the date of publication of this notice. Written comments must be received by the Lead Agency by **March 21, 2017**. Any appeal from this decision must be initiated consistent with the provisions of the Chehalis Municipal Code, Section 17.15.270. Appeals must contain factual statements directly related to the project or proposal in order to be considered.

The following conditions shall apply to this project:

1. An erosion control plan in accordance with RCW 90.48 and WAC 173-201A shall be submitted, approved, and implemented prior to any land alteration.
2. A storm water master plan shall be submitted and approved incorporating storm water management of all land within the parcel. The storm water master plan shall address the existing non-conforming and/or failing storm water facilities at the site. This shall be fully implemented prior to any other permits being issued for this parcel.
3. In the event that any artifact is discovered, all work must stop, and appropriate agencies must be notified prior to commencement of excavation activity.
4. All local, state, federal, etc. permits and approvals must be obtained prior to commencing work.
5. Building permits are required prior to the start of construction.

Information regarding local agency permit requirements applicable to this project or proposal is available from the SEPA Responsible Official at the office address listed below.

SEPA Responsible Official: Trent Lougheed, Director of Community Development

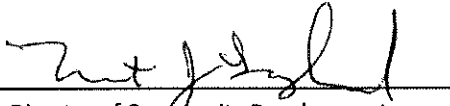
Mailing Address: 1321 S Market Blvd., Chehalis, WA 98532

Office Address: 1321 S Market Blvd., Chehalis, WA 98532

Phone: (360) 345-2229

e-Mail: comdev@ci.chehalis.wa.us

File #: SEPA-17-0002

RO Signature: 
Trent Lougheed, Director of Community Development

**Public
Comments
Received for
SEPA-17-0002**

From: lfnbrg@comcast.net
Subject: File #: SEPA-16-0002
Date: March 2, 2017 at 6:32 PM
To:

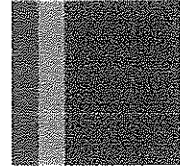
MAR 03 2017 

To Whom it concerns,

I am writing in regards to the project proposal at 1856 SW Hubbard Lane, Chehalis. I am not opposed to the land being zoned commercial, but I do have concerns on what will be built there and the water runoff. I live at 484 SW 18th St. and have lived here since the beginning of 2006. When I bought my house there was an open ditch that ran from Market St. all the way to Snively, behind my house. At that time my back yard would get wet but no standing water. Then at the end of 2007 beginning of 2008 the house at the end of Hubbard Ln sold and the open city ditch that ran behind my property up to Market St was replaced with a culvert. The land on the other side had been built way up then sloped right into my back yard, along with the residents between me and Market St. At this time I was working on the road and was not aware of this going to happen when I returned home I was in shock that this could have taken place. How could the City allow this to happen? I had a City inspector come out and showed him what had been done and his response was " what is done is done and I could get a lawyer", hahaha really! Being new to this community with two boys and wife I was supporting I couldn't afford to get an attorney I was dumping money into the house already so I added french drains that helped my yard for a while. For the past 2-3 years I've been getting standing water in my back yard and under my house, also have had so much water in my front yard you can't hardly walk through it, all my grass is dead and turned to mud(all new turf in 2010). So when I received your letter of this new proposal I decided to walk up to the property of the proposal. I could not believe how much more of the open ditch had been replaced by a culvert and no wonder I was getting so much more water in the back, under my house, and now my front yard. I have seen so much water coming through my neighbors yards from the back to the front towards market street it floods the high school track and football field at the north end. My neighbors have been out in the pouring rain digging ditches trying to keep the water out of their houses. This neighborhood was built in the 40's my house didn't have any sign of water under it until a couple years ago. That tells me that the land build up,removal of an open ditch,culverts installed, and land sloped into our backyards is the reason for all the extra water that my neighborhood is experiencing!! Like I say I have no objection to the proposal of land being zoned as commercial but the water has to be taken care of first, there is definitely an environmental impact.

Sincerely,
Jake Laufenberg
(509) 771-0767
484 SW 18th ST
Chehalis

Shannon Boucher
466 SW 18th Street; Chehalis, WA 98532
360-748-1244 shannzboosha@yahoo.com



2-27-17

MAR 03 2017

City of Chehalis
Building Permit Committee
1321 S Market Blvd.
Chehalis, WA 98532
Phone: (360) 345-2229
Fax: (360) 345-1039

Dear City of Chehalis,

I recently received a letter of Preliminary Determination of Non-Significance (File# SEPA-16-0002). My current position is not against changing the zone to commercial. But the concern is the water runoff filling my backyard. **15.30.050 Storm water management measures required.**

No person shall develop any land for residential, commercial, industrial, or institutional uses without having provided for appropriate storm water management measures that control or manage runoff from such developments, except as provided within this chapter. [Ord. 455B, 1992.]

When the shop at 1856 SW Hubbard Lane was put in all of sudden my back yard was soggy and had standing water in spots. I immediately contacted the City of Chehalis. The response was disappointing, the reason given was Rusty Gill rerouted the storm ditch without City of Chehalis Permission. According to public record no one from the city signed an approval on the ditch relocation. Chehalis Municipal Code: **30.090 Permit – Issuance conditions.**

A land-disturbance or building permit may not be issued for any parcel or lot unless a storm drainage plan has been approved or waived by the director as meeting all the requirements of this chapter. Where appropriate, such permits may not be issued without:



A. Recorded easements for the storm water management facilities and easements to provide adequate access for inspection and maintenance from a public right-of-way;

B. A record storm water management maintenance agreement; and

C. Security. [Ord. 455B, 1992.]

My neighbors have all voiced concern and have already put in French drains at the owners' expense. My concern is I have already taken measures and failed to get rid of excess water on my property. I live on a concrete slab and since the ditch was rerouted there is standing water under my house. The backyard of my home is even soggy at times during the summer now. If the drainage is not diverted unto Market or a side street the problem can only worsen. Extra storm water drainage will also cause my house and property to loose value.

Sincerely,



Shannon Boucher

Deborah King

From: Gina Eichelberger <meichelberger2001@yahoo.com>
Sent: * Saturday, March 04, 2017 11:21 AM
To: Community Development
Subject: Building

To whom it may concern,

MAR 06 2017 *OK*

I am writing in response to a letter I received regarding the proposal to build behind my home located at 456 SW 18th St in Chehalis.

Years back a home was built directly behind my home. Numerous folks in this neighborhood have been negatively effected by this build. Since that time several of us have to deal with the water run off caused by this home. There was a gully behind my home which was filled in and raised to accommodate the building of the new house. The water is starting to damage my home and the homes of my neighbors.

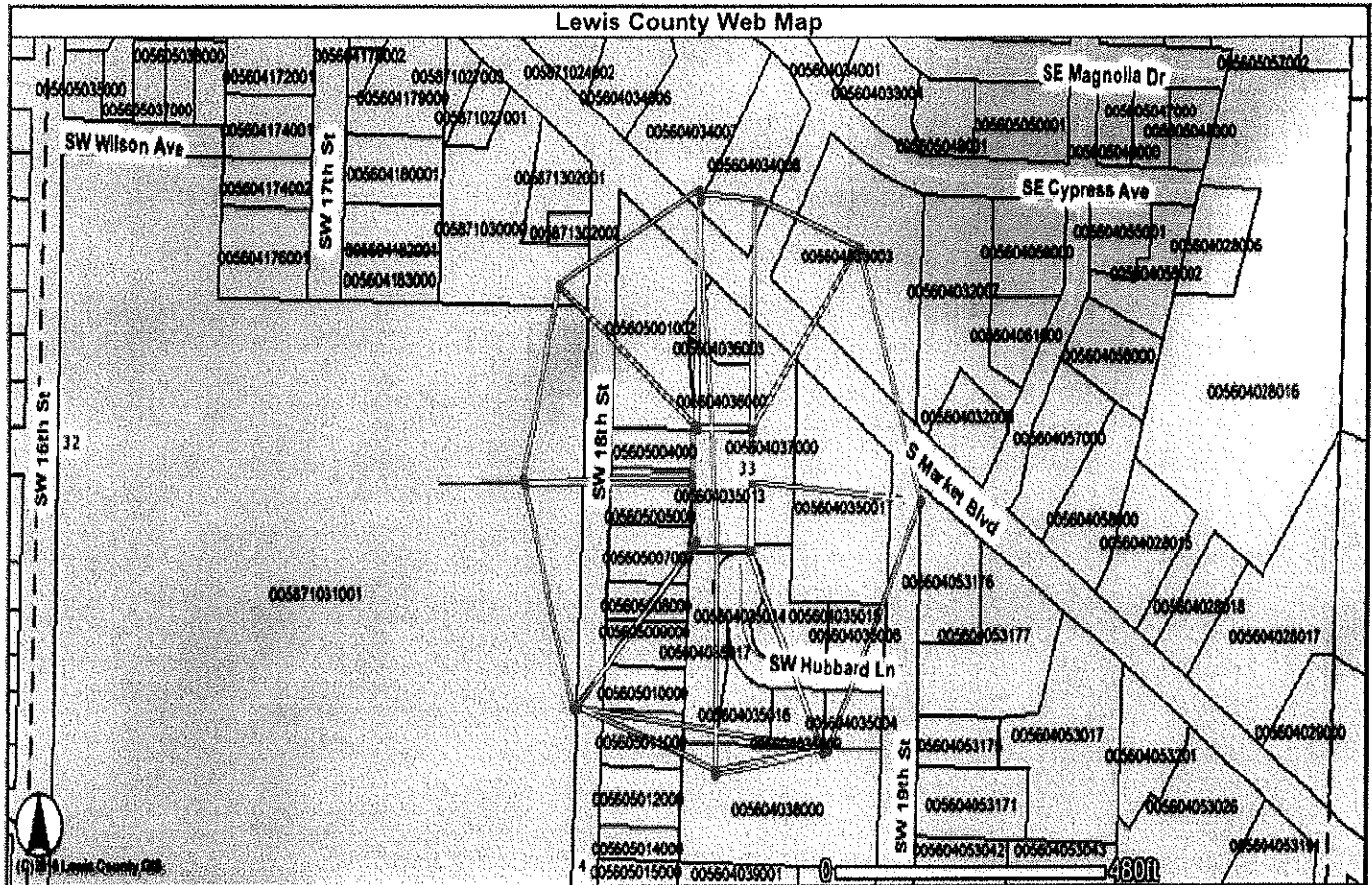
I am not opposed to building. It is my hope that the City of a Chehalis would be prudent in addressing the issue of water run off. This did not happen previously and the City does not take any responsibility and told me I had a civil suit. I would not have these water issues if this had been properly addressed when the house was built.

If building is allowed to proceed I ask that the water run off issues are addressed and shared with myself and my neighbors so we can be assured that we will not have to worry about additional costs to address an already terrible problem.

Thank you for your time,
Gina Eichelberger

Sent from my iPhone

* SENT AFTER COMMENT PERIOD ENDED FOR SEPA (3/3/17)



*Properties within
300 ft. of
Subject property*

Property address	Owner/mailling address	Tax Parcel #
0 S Market Blvd	Sundquist, Janice L 1762 S Market Blvd Chehalis, WA 98532	005604034007
1830 S Market Blvd	Sundquist-Burdett, Janice 1762 S Market Blvd Chehalis, WA 98532	005604034008
1866 S Market Blvd	First Baptist Church Of Chehalis 1866 S Market Blvd Chehalis, WA 98532	005604033003
1911 S Market Blvd	Tri County Holding Llc 3311 36th Ave Nw Olympia, WA 98502-3549	005604053176
1911 S. Market Blvd	Current Occupant 1911 S. Market Blvd Chehalis, WA 98532	005604053176
437 Sw 19th St	Eklund, John E 437 SW 19th St Chehalis, WA 98532-4001	005604038000
1893 Hubbard Ln	1893 SW Hubbard Ln Chehalis Wa Tst, The 5129 Evergreen Way Bldg 4d-331 Everett, WA 98203	005604035004
1893 Hubbard Ln	Current Occupant 1893 Hubbard Ln Chehalis, WA 98532	005604035004
1890 Hubbard Ln	Fuss, Robert Michael 121 SE 9 th St Chehalis, WA 98532	005604035008
1890 Hubbard Ln	Current Occupant 1890 Hubbard Ln Chehalis, WA 98532	005604035008
1885 Hubbard Ln	Strozyk, Michael Po Box 276 Chehalis, WA 98532-0276	005604035009
1885 Hubbard Ln	Current Occupant 1885 Hubbard Ln Chehalis, WA 98532	005604035009
1882 Hubbard Ln	Kihn, Kevin L & Teresa D 1882 Hubbard Ln Chehalis, WA 98532	005604035015
1879 Hubbard Ln	Hubbard, Ralph Kevin Po Box 1125 Chehalis, WA 98532-0169	005604035016
1879 Hubbard Ln	Current Occupant 1879 Hubbard Ln Chehalis, WA 98532	005604035016

1865 SW Hubbard Ln	Middleton, Ronald W & Shana J 1865 SW Hubbard Ln Chehalis, WA 98532	005604035017
484 SW 18th St	Laufenberg, Jacob & Karen 484 SW 18th St Chehalis, WA 98532-3817	005605011000
466 SW 18th St	Boucher, Shannon L & Sheila A 466 SW 18th St Chehalis, WA 98532-3817	005605010000
456 SW 18th St	Eichelberger, Gina M 456 SW 18th St Chehalis, WA 98532-3817	005605009000
438 SW 18th St	Knudsvig, Taylor D & Megan A 438 SW 18th St Chehalis, WA 98532-3817	005605008000
420 SW 18th St	Chambers, Donald S 420 Sw 18 th St Chehalis, WA 98532	005605007000
392 SW 18 th St	Isaacson, Jonathan 105 Kennicott Dr Chehalis, WA 98532	005605004000
392 SW 18 th St.	Current Occupant 392 SW 18 th St. Chehalis, WA 98532	005605004000
1817 S Market Blvd	Tom Sawyer Enterprises Inc 3022 Magnolia Lane Gig Harbor, WA 98335	005605001002
1817 S. Market Blvd	Current Occupants Multi-units 1817 S. Market Blvd Chehalis, WA 98532	005605001002
1765 S Market Blvd	Cate, Theron W & Blaine 1767 S Market Blvd Apt 24 Chehalis, WA 98532-3802	005871030000
342 SW 16th St	Chehalis School Dist. 302 310 SW 16th St Chehalis, WA 98532	005871031001
404 SW 18 th ST.	Ryan Fenstermaker 404SW 18 th St. Chehalis, WA 98532	005605005000



BLA \$99.00

3261547
Page: 1 of 8
09/12/2006 02:10P
Lewis Co, WA

AFTER RECORDING RETURN TO:

KEVIN & DEBBIE HUBBARD

175 MOORCROFT ROAD

CHEHALIS, WA 98532

CITY OF CHEHALIS

SHORT-PLAT

BOUNDARY LINE ADJUSTMENT

REFERENCE NUMBER (S) of related documents (if applicable):

96SPL027 (AFN 1400525); AFN 3261286,
BL-04-105 (AFN 3194458)

GRANTOR/PROPERTY OWNER (S):

(Last name first, first name, initials)

HUBBARD, KEVIN AND DEBBIE

additional grantors/owners listed on page N/A of document

GRANTEE/ASSIGNEE/BENEFICIARY (S):

(Last name first, first name, initials)

HUBBARD, KEVIN AND DEBBIE

additional grantees listed on page N/A of document

LEGAL DESCRIPTION:

(abbreviated form-lot, block, plat or section-township-range) PTN. LOTS 5, 6, & 7 OF

URQUHART, COFFMAN & KERNER ADDITION TO CHEHALIS SW 1/4 SW 1/4
SEC. 33, TWP. 14N, R. 2W, W.M.

complete legal description listed on page _____ of document

ASSESSOR'S TAX PARCEL NUMBER (S): OF AFFECTED PROPERTY (IES):

005604035013

005604035012



1



3261547
Page: 2 of 8
09/12/2006 02:10P
Lewis Co, WA

BLR \$39.00

CITY OF CHEHALIS

SHORT SUBDIVISION APPLICATION

APPLICANT NAME KEVIN & DEBBIE HUBBARD

ADDRESS 175 MOORCROFT ROAD

CHEHALIS, WA 98532

TELEPHONE NO (360) 880-7851

Complete legal description of the existing parcel(s) and/or lot(s), which will be altered in any manner:

TAX PARCEL#	OLD LEGAL DESCRIPTION (S)
005604035013	SEE ATTACHED (p. 6)
005604035012	SEE ATTACHED (p. 6)

New legal description of each lot created or altered (identify on attached copy of assessors plat map or record of survey).

LOT ID#	NEW LEGAL DESCRIPTION (S)
PARCEL A	SEE ATTACHED (p. 7)
PARCEL B	SEE ATTACHED (p. 8)



3261547

Page: 3 of 8

09/12/2006 02:10P

Lewis Co, WA

BLA \$39.00

Describe the proposed/new easements on each new lot created (except private road):

LOT ID#	DESCRIPTION
NONE	

Will this short subdivision create any private road?

NO - All new lots will front on existing public right-of-way (Ord. 138-B)

YES - Lot ID# on which private road is located:

Name of private road N/A

Consult with Zoning Administrator prior to naming road.

This lot/private road shall contain the following easement(s) thereon:

1. A non-exclusive easement for ingress, egress and utilities over, under, and across said lot.

N/A

The following restrictive covenants and/or agreements shall apply: (Do not include easements in this section)

LOT ID#	DESCRIPTION
N/A	



BLA \$39.00

(DO NOT WRITE IN THE 1" MARGIN)

I, (Print) Kevin Hubbard, as the subdivider, hereby certify that the map or record of survey attached hereto shows the entire contiguous land in which there is an interest by reason of ownership, contract for purchase, earnest money agreement or option by any person, firm, or corporation in any manner connected with the subdivision, and that the following are signatures of all persons with interest of record therein.

X [Signature]
(subdivider)

X _____
(owner/purchaser)

X _____
(owner/purchaser)

X _____
(owner/purchaser)

X _____
(owner/purchaser)

X _____
(owner/purchaser)

I, (Print) Kevin Hubbard, do hereby state that the information contained in this application, map and supporting documents is true and correct to the best of my knowledge.

Notarize this signature (X) [Signature]

For an Individual

State of Washington
County of Lewis

I certify that I know or have satisfactory evidence that Kevin Hubbard is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

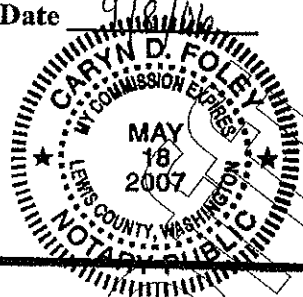
Date 9/11/06

Caryn S. Foley
Notary Public in and for the State of Washington

Residing at Chehalis

My name is (printed) Caryn S. Foley

My commission expires 5/18/07



FOR OFFICE USE ONLY

File No. BL05-13

Department Action Approved By BB F/DRC Date 9/11/06

Check # 3136 Receipt # 4601 Date Received 9/25/05

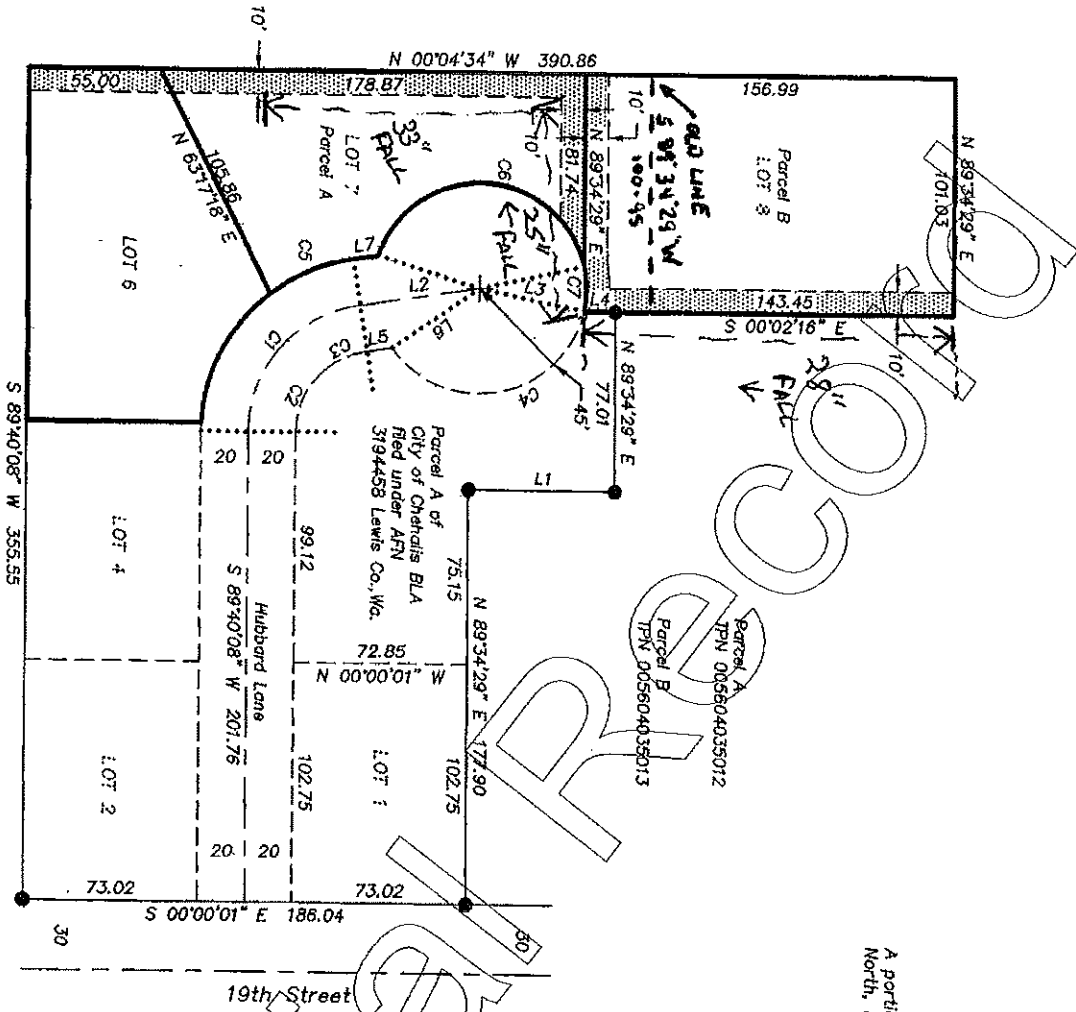
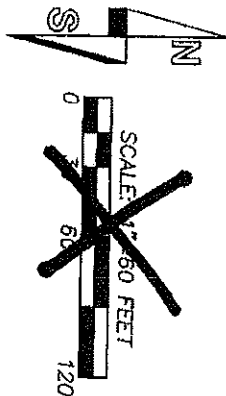


EXHIBIT B (Easement Diagram)
A portion of the SW 1/4 of the SW 1/4 of Section 33, Township 14 North, Range 2 West, 11th, prepared at the request of Kevin Hubbard



LINE TABLE

NO.	BEARING	DISTANCE
L1	S 00°02'16" E	61.96
L2	N 08°49'56" W	50.72
L3	N 11°53'54" E	45.00
L4	N 00°02'16" W	13.55
L5	N 08°49'56" W	10.41
L6	N 35°13'12" W	45.00
L7	N 08°49'58" W	10.41

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	81°29'36"	55.00	78.23
C2	48°35'29"	35.00	29.88
C3	52°54'27"	35.00	20.10
C4	132°52'54"	45.00	104.57
C5	29°18'48"	75.00	38.37
C6	149°41'44"	45.00	117.57
C7	24°38'49"	45.00	19.36



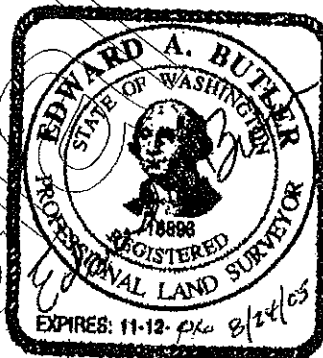
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Page: 6 of 8
09/12/2006 02:10P
Lewis Co, WA

BLA \$39.00

Prepared by Butler Surveying, Inc.
August 24, 2005
04-063B Hubbard
04-063B Original Desc.doc

ORIGINAL DESCRIPTION

Lot 7 and Lot 8 of City of Chehalis Short Plat No. 96SPL027 as recorded under Auditor's File Number 1400525, Records of Lewis County, Washington.





3261547
Page: 7 of 8
09/12/2006 02:10P
Lewis Co, WA

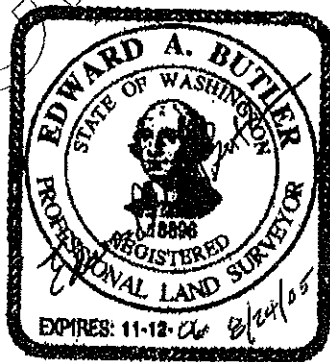
BLA \$39.00

Prepared by Butler Surveying, Inc.
August 24, 2005
04-063B Hubbard
04-063B New Desc.doc

NEW PARCEL A DESCRIPTION 1815 SW HUBBARD LANE

Lot 7 of City of Chehalis Short Plat No. 96SPL027 as recorded under Auditor's File Number 1400525, Records of Lewis County, Washington. EXCEPTING therefrom that portion of said Lot 7 described as follows:

BEGINNING at the northwest corner of said Lot 7; thence S00°04'34"W along the west line of said Lot 7 a distance of 30.24 feet; thence N89°34'29"E a distance of 81.74 feet to the intercept of a curve whose radius point bears S12°44'56"E a distance of 45.00 feet; thence Easterly along said curve through a central angle of 24°38'49" an arc distance of 19.36 feet to the east line of said Lot 7; thence N00°02'16"W along the east line of said Lot 7 a distance of 30.24 feet to the northeast corner of said Lot 7; thence S89°34'29"W a distance of 100.95 feet to the Point of Beginning.





BLR \$39.00

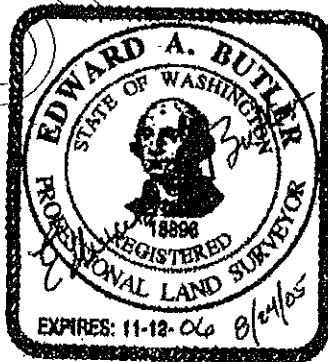
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Page: 8 of 8
09/12/2006 02:10P
Lewis Co, WA

Prepared by Butler Surveying, Inc.
August 24, 2005
04-063B Hubbard
04-063B New DescB.doc

NEW PARCEL B DESCRIPTION

Lot 8 of City of Chehalis Short Plat No. 96SPL027 as recorded under Auditor's File Number 1400525, Records of Lewis County, Washington. TOGETHER with that portion of Lot 7 of said Short Plat described as follows:

BEGINNING at the northwest corner of said Lot 7; thence $S00^{\circ}04'34''W$ along the west line of said Lot 7 a distance of 30.24 feet; thence $N89^{\circ}34'29''E$ a distance of 81.74 feet to the intercept of a curve whose radius point bears $S12^{\circ}44'56''E$ a distance of 45.00 feet; thence Easterly along said curve through a central angle of $24^{\circ}38'49''$ an arc distance of 19.36 feet to the east line of said Lot 7; thence $N00^{\circ}02'16''W$ along the east line of said Lot 7 a distance of 30.24 feet to the northeast corner of said Lot 7; thence $S89^{\circ}34'29''W$ a distance of 100.95 feet to the Point of Beginning.



B

ORDINANCE NO. 967-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
REZONING CERTAIN PROPERTY DESCRIBED HEREIN, AND
ESTABLISHING AN EFFECTIVE DATE HEREOF.**

WHEREAS, the City of Chehalis has received a petition from Rusty Gill to rezone certain property located at 1856 SW Hubbard Lane; and

WHEREAS, Chehalis Municipal Code Section 17.09.140 prescribes the manner to be used by the city to review and make decisions on such rezone petitions; and

WHEREAS, the Chehalis Planning Commission held a public hearing on said petition and forwarded a recommendation to the City Council; and

WHEREAS, the Chehalis City Council held a public hearing on said petition; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO ORDAIN AS
FOLLOWS:**

Section 1. The property legally described as Section 33 Township 14N Range 02W PT Lot 5 Urquhart Coffman Kepner Addition Lot 8 PT Lot 7 SP 96-027 1400525 B BLA 05-113 326186 shall be, and the same hereby is, rezoned from R-2 Medium Density Residential to CG Commercial General.

Section 2. The effective date of this ordinance shall be the _____ day of _____, 2017.

PASSED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2017.

Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney

March 27, 2017

The Chehalis city council met in regular session on Monday, March 13, 2017, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Loughheed, Community Development Director; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Justyna Tomtas from *The Chronicle*.

1. Special Business.

a. **Welcome and Recognition of Chehalis Boy Scout Pack 301.** Mayor Dawes welcomed Brian Cummings, one of the leaders of Pack 301, and pack members Will Cummings, Hayden Steele, Braden Newman, and Nathan Baine. The pack was in attendance to learn about city government, how to be good citizens, and conservation.

b. **Chehalis Wedding Show Report.** Matt Shannon and Lori Kahn of Premier Broadcasters reported on the Chehalis Wedding Show held February 18 at The Loft. Verified attendance, the number of vendors, and the number of registered brides were all up. It was noted that many vendors return year after year and were happy with the event. Many had bookings at the event and following the event. Attendees were lined up at the door for the 10:00 am opening.

Mayor Dawes asked if there was any way to know how many folks may book weddings in town because of the Wedding Show. He noted a bill in the legislature could have had the potential of severely impacting the hotel-motel tax dollars and the organizations that receive funding. He stated the bill is dead at this time; however, he asked if that was something that could be tracked in the event the bill reappears.

Councilor Harris noted he has some ideas that he will work with Premier on.

c. **Welcome and Presentation of Certificates to Visiting Sister City Delegation, and Recognition of Host Families.** Mayor Dawes and Councilor Ketchum welcomed eight members from the city's sister city of Inasa, Japan. Each member was recognized with a certificate and photos from the week. Mayor Dawes also recognized and thanked all of the host families that opened their homes to the visitors, including Steve and Sue Carmick; Denny and Bonnie Clark; Terry and Etsuko Holmes; Tom, Carrina, Monica and Ruby Stanton; Paul and Val Rasku; and Mike and Di Morgan. He also recognized the work of Councilor Ketchum, Caryn Foley, and Denny Peace for their work in making the visit possible.

Mr. Fumiaki Kuroyanagi presented the city with a gift of a beautiful scroll. He expressed gratitude for the city's kindness and hospitality. Mayor Dawes thanked Mr. Kuroyanagi for the gift. The group was brought forward for a photo with the council.

2. Consent Calendar. Councilor Lund moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of March 13, 2017;
- b. March 15, 2017 Claim Vouchers No. 118516-118675 and Electronic Funds Transfer No. 22017 in the amount of \$300,034.08;
- c. Supplemental Grant Agreement with WSDOT in the amount of \$3,965.08 for the Airport Apron Project;
- d. Award bid for the Kresky Avenue Sewer Repair Project to DJ's Plumbing in the amount of \$68,963.40;
- e. Resolution No. 2-2017, first and final reading – declaring property to be surplus; and
- f. Set date and time of April 10, 2017 at 5:00 p.m. for a public hearing regarding an application to rezone property at 1856 SW Hubbard Lane.

The motion was seconded by Councilor Spahr and carried unanimously.

March 27, 2017

3. Administration Reports.

a. **Finance Report for February 2017.** Finance Manager Judy Pectol noted that everything is looking as predicted for this time of the year.

b. **City Manager Update.** City Manager Anderson stated a water line was impacted by a contractor earlier today in the neighborhood of 16th and Market. It should be restored between 6:00 and 7:00 p.m. this evening. Additionally, Airport Manager David Fleckenstein provided support for a bill in the legislature that would potentially help small airport revitalization.

4. Councilor Reports/Committee Updates.

a. **Councilor Taylor.** Councilor Taylor stated that the city manager would be meeting with Rob LaFontaine of Twin Transit to hear an update on a potential project for a transit center in Centralia. He hoped to have Mr. LaFontaine update the council on that and other happenings going on with the Transit.

b. **Councilor Pope.** Councilor Pope stated Gonzaga is in the final four!!

c. **Councilor Harris.** Councilor Harris thanked the city manager for attending the Chehalis Basin Partnership meeting last week.

d. **Mayor Dawes.** Mayor Dawes attended the March 21 state auditor's 2015 exit conference, and thanked Judy Pectol and staff for their work. A meeting of city staff was held March 22 to discuss the next steps in continuing to work with Fire District 6 relating to a possible consolidation of services. Finally, he attended the welcome reception for the sister city delegation on March 28.

Councilor Harris echoed Mayor Dawes' comments on the exit interview. He stated there has been a good working relationship with the auditor's office and they really are there to help.

Councilor Pope noted that Black Hills High School is having their senior prom at the Red Barn and are looking for places in Chehalis to have dinner.

5. Downtown Restroom Renovation Project. City Manager Anderson stated the restrooms have been closed for a period of time. The Chehalis Community Renaissance Team (CCRT) approached the city about the importance of having them open again and graciously offered \$25,000 to renovate the facilities. Bid estimates were sought and received. Staff was recommending that the council accept the \$25,000 donation and award the bid for the project.

Public Works Director Rick Sahlin stated four bids were received with the lower bidder being JP&KP Enterprises, Inc. It is projected that the restrooms will be opened prior to the beginning of the Farmers Market, which opens in June. A meeting with the CCRT and Twin Transit is scheduled to talk about the project, including the hours that it is open.

Councilor Taylor asked if the work would address any of the concerns expressed by the police department. Mr. Sahlin stated it will include blocking up the existing bus shelter to make it a storage area. The brush around the back side, where people were getting behind, was previously removed.

Councilor Spahr moved that the City Council accept a \$25,000 donation from the CCRT; award the bid to JP&KP Enterprises, Inc., in the amount of \$28,362.56; authorize the City Manager to execute the contract agreement; authorize an additional 10% project budget contingency of \$2,836; and authorize the City Manager to execute change orders that do not exceed the total project budget of \$75,349.40 for the Downtown Restroom Renovation Project. The motion was seconded by Councilor Ketchum.

Mayor Dawes questioned how the total budget could be \$75,349.40. City Manager Anderson stated it was a "cut and paste error" and should be \$31,198.56.

March 27, 2017

Councilor Spahr amended the main motion to include a total project budget of \$31,198.56. The motion was seconded by Councilor Ketchum and carried unanimously. The main motion, as amended, carried unanimously.

There being no further business to come before the council, the meeting was adjourned.

Dennis L. Dawes, Mayor

Attest:

Caryn Foley, City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Judy Pectol, Finance Manager
Michelle White, Accounting Tech II

MEETING OF: April 10, 2017

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for the Vouchers and Transfers dated March 31, 2017.

DISCUSSION

The March 31, 2017 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 118676-118804 in the amount of \$303,766.69 dated March 31, 2017 and the transfer of \$101,274.72 from the General Fund, \$456.66 from the Dedicated Street Fund-4% Sales Tax, \$7,985.35 from the Tourism Fund, \$27,048.11 from the Wastewater Fund, \$150,251.64 from the Water Fund, \$1,084.78 from the Storm & Surface Water Utility Fund, \$14,663.17 from the Airport Fund and \$1,002.26 from the Firemen's Pension Fund.

RECOMMENDATION

It is recommended that the City Council approve the March 31, 2017 Claim Vouchers No. 118876-118804 in the amount of \$303,766.69.

SUGGESTED MOTION

I move that the City Council approve the March 31, 2017 Claim Vouchers No. 118676-118804 in the amount of \$303,766.69.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Judy Pectol, Finance Manager
Betty Brooks, Payroll Accountant

MEETING OF: April 10, 2017

SUBJECT: Payroll Vouchers and Transfers

ISSUE

City Council approval is requested for the Payroll Vouchers and Transfers dated March 31, 2017.

DISCUSSION

The administration is requesting City Council approval for Payroll Vouchers No. 39444-39491, Direct Deposit Payroll Vouchers No. 8095-8192 and Electronic Federal Tax Payment No. 170 dated March 31, 2017 in the amount of \$811,073.90 and the transfer of \$561,473.71 from the General Fund, \$7,062.03 from the Arterial Street Fund, \$92,626.33 from the Wastewater Fund, \$95,424.22 from the Water Fund, \$22,851.35 from the Storm & Surface Water Utility Fund, \$29,814.57 from the Airport Fund and \$1,821.69 from the Firemen's Pension Fund.

RECOMMENDATION

It is recommended that the City Council approve the March 31, 2017 Payroll Vouchers No. 39444-39491, Direct Deposit Payroll Vouchers No. 8095-8192, and Electronic Federal Tax Payment No. 170 in the amount of \$811,073.90.

SUGGESTED MOTION

I move that the City Council approve the March 31, 2017, Payroll Vouchers No. 39444-39491, Direct Deposit Payroll Vouchers No. 8095-8192, and Electronic Federal Tax Payment No. 170 in the amount of \$811,073.90.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Rick Sahlin, Public Works Director
Dave Vasilauskas, Water Superintendent

DATE: April 10, 2017

SUBJECT: Redundant Flocculation Basin Project -- Change and Field Orders

ISSUE

The Redundant Flocculation Basin Project is at 90% completion. The administration is requesting City Council approval of change and field orders, as well as additional contingency funding to address change orders that might be needed to complete the project.

DISCUSSION

In July 2016, the City Council awarded a construction contract to Prospect Construction, Inc., in the amount of \$1,204,349 for the Redundant Flocculation Basin Project. The purpose of the project was to add a filtration basin to increase capacity while creating redundancy to prevent potable (drinking) water service interruptions in the event that the existing basin needed to be taken offline for repairs.

Original funding for this project was a Drinking Water Revolving State Fund (DWSRF) loan in the amount of \$909,000. An additional \$303,000 was secured from the DWRSF in December 2016 to cover the full contract amount. This brings the total for the loan required to fund the project to \$1,212,000 for 24 years at 1.50%.

Most complex infrastructure projects require changes to address unexpected conditions in the field and opportunities to make project adjustments that will enhance the operation or durability of the project. Generally, quick decisions need to be made in the field to keep the project on track and prevent delays, which generally add even more to project costs.

To date, the Redundant Flocculation Basin Project has had two change orders and three field orders, which had a budgetary impact on the project and are summarized below:

- **November 1, 2016 Field Order:** – Install 8” blow off for Chehalis River raw water feed to the Water Filter Plant existing and new flocculation basins. (\$12,175 including tax)

- **November 15, 2016 Change Order:** During connection to the 18” Chehalis River Pipeline, an aging flap isolation valve needed repair and created additional work, including: weld flanges to existing pipe, repair leaking water flap gate, temperately plug off 18” pipe. (\$3,911 including tax)
- **December 5, 2016 Field Order:** Alum feed system upgrades to new flocculation basin were installed rather than a very basic pump to provide a similar level of control functionality as the plant’s existing chlorine pumps. (\$400 including tax)
- **January 24, 2017 Change Order:** Change to piling and base slab construction - higher strength concrete and additional rebar installed to meet design and construction tolerances needed consistent International Building Code seismic requirements. An upgrade to the gas chlorine system feed line to existing basin and new basin was also added to increase operational reliability. (\$30,696 including tax)
- **February 6, 2017 Field Order:** Added a HMI (operator input) screen to the new PLC to provide controls for new mixer motors to improve plant operability and resiliency. (\$4,070 including tax)

FISCAL IMPACT

The total cost of the contract was estimated to be \$1,212,000, plus an initial project contingency of \$40,000; however, the cost of the two change orders is \$34,607 and the three field orders is an additional \$16,645, for a total of \$51,252, which is \$11,252 over the budgeted contingency. Therefore, it is requested that the City Council approve all of the change and field orders and a project budget adjustment to reflect an additional \$11,252.

It is also requested that the expenditure of up to an additional \$25,000 be approved by the City Council for any new change or field orders that may be required to complete the project and authorize the City Manager to execute additional change or field orders up to that amount. This would add \$36,252 to the total project budget, which is less than 3% of the total cost. The source of the additional funds is the state DWSRF loan and the water utility. If the additional \$25,000 is not needed, it will not be used and is being requested only to prevent any delays as the project nears completion.

RECOMMENDATION

It is recommended that the City Council:

- **Approve** Change Orders and Field Orders in the amount of \$51,252
- **Approve** up to \$25,000 for any additional change or field orders that may be required to complete the project
- **Authorize** the City Manager to execute additional change or field orders that do not exceed \$25,000.

SUGGESTED MOTION

I move that the City Council approve the Redundant Flocculation Basin Project Change and Field Orders in the amount of \$51,252; approve up to \$25,000 for any additional change or field orders that may be required to complete the project; and authorize the City Manager to execute additional change or field orders that do not exceed \$25,000.

Field Order

Project: Second Flocculation Train	
Subject: Field Order #5	
Date: 11/1/2016	Contract Effective Date: July 25, 2016
Owner: City of Chehalis	Contractor: Prospect Construction Inc.

The Contract Documents are modified as follows upon execution of this Field Order which results in no change in Contract Price or Contract Time.

Description/Justification

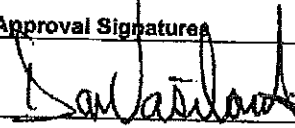
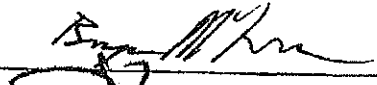
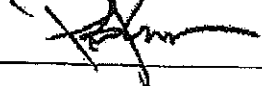
- This field order is administrative to clarify and document cost accounting for the project.
- The City requested Change Order Request No. 1 to deal with dewatering the existing 18-inch raw water pipeline.
- Prospect had issued Change Proposal No. 1 for the amount of \$11,274.00 and zero additional days.
- Given the no additional days are asked, this field order directs Prospect to place the cost of Change Proposal No. 1 under Miscellaneous Field Orders as Field Order No. 5.
- No Change Order will be issued in response to Change Proposal No. 1.

Attachments

- September 1, 2016 Change Proposal No. 1.

Payment

- No additional payments beyond the original amount of \$11,274.00.

Approval Signatures	
	City of Chehalis
	Prospect Construction Inc.
	HDR Engineering, Inc.

Change Order

Project:	Second Flocculation Train Project		
Subject:	Change Order #1		
Date:	November 15, 2016	Agreement Effective Date:	July 25, 2016
Owner:	City of Chehalis	Contractor:	Prospect Construction, Inc.

The Contract Documents are modified as follows upon execution of this Change Order:

Description/Justification

- During the connection to the 18-inch Chehalis River pipeline, the aging flap isolation valve inside the existing WTP floc basin would not fully seat and stop the WTP from draining out. As a result, the Contractor had to expend additional time and money to control the water flowing back through the cut pipe prior to continuing work.
- In addition, the 18-inch pipe outer diameter is non-standard and special fittings had to be ordered to connect the existing pipe to the new piping.

Attachments

- Prospect Letter No. 1 providing an initial estimate for cost and duration.
- Prospect Letter No. 3 providing final costs and project duration impacts.

Change to Contract Price

Original Contract Price (including tax): (bid amount of \$1,115,138.00 plus 8.0% sales tax of \$89,211.04)	\$1,204,349.04
Increase from previously approved Change Orders	\$0.00
Contract Price prior to this Change Order	\$1,204,349.04
Contract Price (including tax) due to this Change Order will be increased by amount of \$3,622.00 plus 8.0% sales tax of \$289.76	\$3,911.76
New Contract Price (including tax) including this Change Order will be: (amount of \$1,118,760.00 plus 8.0% sales tax of \$89,500.80)	\$1,208,260.80

Change to Contract Time

Notice to Proceed Date	July 25, 2016
Contract Time Commence Date	August 16, 2016
Original Contract Time and Dates	Substantial Completion: 240 calendar days April 13, 2017 Final Completion: 270 calendar days May 13, 2017
Increase from previously approved Change Orders	Substantial Completion: 0 calendar days Final Completion: 0 calendar days
Contract Time prior to this Change Order	Substantial Completion: 240 calendar days Final Completion: 270 calendar days
Contract Time due to this Change Order will be increased by:	Substantial Completion: 1 calendar days Final Completion: 1 calendar days
New Contract Time including all Change Orders	Substantial Completion: 241 calendar days Final Completion: 271 calendar days
New Dates for Completion including all Change Orders	Substantial Completion: April 14, 2017 Final Completion: May 14, 2017

Field Order

Project: Second Flocculation Train	
Subject: Field Order #7	
Date: December 5, 2016	Contract Effective Date: July 25, 2016
Owner: City of Chehalis	Contractor: Prospect Construction Inc.

The Contract Documents are modified as follows upon execution of this Field Order which results in no change in Contract Price or Contract Time.

Description/Justification

- The existing Sumaclear feed pump has no instrumentation, low functionality, and is not very reliable.
- Instead of providing another basic pump, this field order upgrades the new Sumaclear coagulant feed pump at a small cost to provide a similar level of the control functionality as the plant's existing, modern advanced chlorine feed pumps.

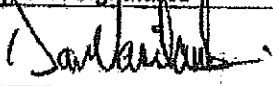
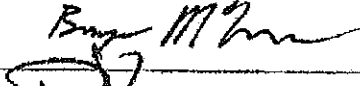
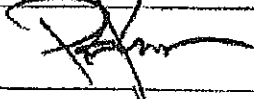
Attachments

- See Prospect Letter 07

Payment

- \$371.00, the differential cost increase between the requested pump and the specified pump and with the contractor mark-ups.

Approval Signatures

	City of Chehalis
	Prospect Construction Inc.
	HDR Engineering, Inc.

Change Order

Project: Second Flocculation Train Project	
Subject: Change Order #2	
Date: January 24, 2017	Agreement Effective Date: July 25, 2016
Owner: City of Chehalis	Contractor: Prospect Construction, Inc.

The Contract Documents are modified as follows upon execution of this Change Order:

Description/Justification

1. During construction of the piling and base slab, design and construction tolerances required that higher strength concrete and additional rebar be installed in the base slab in order for the piles and base slab to work together under IBC 2012 code-based seismic event.
2. The existing flocculation train has a gas chlorine solution feed line that serves as a backup to the calcium hypochlorite system. It is the City's desire to add this same capability at the new flocculation train to maintain the same level of operational reliability in the new train. Modifications to the existing feed line and a new feed line are required.
3. Several of the remaining chemical lines in the Chemical Room consist of loose tubing. The City desires to replace all the loose tubing with hard piping for improved worker safety and operational reliability. The loose tubing to be replaced are:
 - a. Between the existing coagulant tank and calcium hypochlorite tablet saturator to the existing and new pumps.
 - b. From the existing chlorine feed pumps to the existing clearwell pipe penetration through the floor near the Chemical Room entry door.
 - c. The chlorine tank discharge to the feed pumps. The City also desires adding a four-valve header.
 - d. These betterments are to be field located by Prospect for City review and comment prior to installation.
4. Drawing 00Y-04 shows cold-water flush connections (CFW) on the suction side of the calcium hypochlorite pump P-1742 and the Sumaclear 801B feed pump P-1752. The City desires to replace the hose connections with piped water connections for improved worker safety and operational reliability. In addition, the City desires to add piped compressed air and water connections on the discharge side of the pumps.

Attachments

- Summary of costs for base slab concrete and rebar.
- Figures displaying modifications to existing gas chlorine feed line and connection to new flocculation train.
- Mark-ups to Drawing 00Y-04.
- Prospect pricing.

Change to Contract Price

Original Contract Price (including tax): (bid amount of \$1,115,138.00 plus 8.0% sales tax of \$89,211.04)	\$1,204,349.04
Increase from previously approved Change Orders (\$3,622.00 plus 8.0% sales tax of \$289.76)	\$3,911.76
Contract Price prior to this Change Order	\$1,208,260.80
Contract Price (including tax) due to this Change Order will be increased by amount of \$28,423.00 plus 8.0% sales tax of \$2,273.84)	\$30,696.84
New Contract Price (including tax) including this Change Order will be: (amount of \$1,146,799.00 plus 8.0% sales tax of \$91,743.92)	\$1,238,957.64

Field Order

Project: Second Flocculation Train	
Subject: Field Order #9	
Date: February 6, 2017	Contract Effective Date: July 25, 2016
Owner: City of Chehalis	Contractor: Prospect Construction Inc.

The Contract Documents are modified as follows upon execution of this Field Order which results in no change in Contract Price or Contract Time.

Description/Justification

- Added a HMI screen to the new PLC to provide direct control of the mixers and pumps to improve plant operability and resiliency.

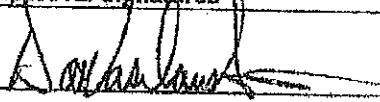

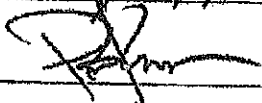
Attachments

- See Prospect Letter 08

Payment

- \$3,769 per Prospect Letter 08.

Approval Signatures

	City of Chehalis
	Prospect Construction Inc.
	HDR Engineering, Inc.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Jill Anderson, City Manager

MEETING OF: April 10, 2017

SUBJECT: Request for Flood Mitigation Funding

ISSUE

The Lewis Economic Development Council (EDC) is requesting \$15,000 in funding for continued work toward flood mitigation efforts.

DISCUSSION

Reducing the impact of catastrophic flooding is a top priority for all Lewis County communities, and in neighboring counties. The Governor's Chehalis Basin Work Group has been working to address flood mitigation alternatives. Their preferred alternative includes a water retention facility in the upper Chehalis basin, basin-wide salmon habitat enhancement, and several local projects to address flooding in our region.

In 2010, the cities of Chehalis and Centralia, Lewis County, and many local businesses established a "FEMA flood fund" to help cover the costs of professional services needed to assist our communities to advocate on these issues. The fund was managed by the city of Chehalis.

The fund became depleted in 2016. On May 9, 2016, EDC Executive Director Matt Matayoshi approached the City Council to request \$15,000 to continue flood mitigation efforts by the Governor's Chehalis Basin Work Group, specifically the professional services provided by J. Vander Stoep. He also offered the EDC's services in monitoring and overseeing the fund. The cities of Chehalis and Centralia, the Port of Chehalis, and Lewis County each contributed \$15,000 to the fund.

Once again, there is a need to replenish the fund. To support this effort, the cities of Chehalis and Centralia, the Port of Chehalis, and Lewis County are again being asked to contribute \$15,000 to the fund. Lewis County has already committed a \$20,000 contribution. The EDC will continue to serve as the manager of the fund.

FISCAL IMPACT

This expense is not included in the 2017 Budget, so a budget amendment would be needed to reflect this additional expense, which would be a Non-Departmental General Fund expense if approved.

RECOMMENDATION

It is recommended that the City Council approve contributing \$15,000 from the Non-Departmental Fund to the EDC for continued flood mitigation work and authorize the related adjustments to the budget to accommodate the budget adjustment.

SUGGESTED MOTION

I move that the City Council approve an appropriation of \$15,000 for Non-Departmental General Fund Expenses to be paid to the Lewis County Economic Development Council for continued flood mitigation work.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: David Fleckenstein, Airport Manager
Caryn Foley, City Clerk

DATE: April 10, 2017

SUBJECT: Resolution No. 3-2017, First and Final Reading – Declaring Property to be Surplus

ISSUE

The airport and city hall have property that is no longer needed. State law requires that property must first be declared surplus by the City Council before being sold, transferred, or disposed of.

DISCUSSION

The airport has an inoperative generator that is not economically repairable for the airport. However, the generator is mounted on a custom made trailer with a built-in fuel tank. The airport intends to sell the generator with the trailer through a local auction. The airport is also in the process of upgrading its utility truck and would like to surplus the current vehicle once the new one arrives. Any proceeds from the sale of the generator or the utility truck will go back into the airport's operating budget.

In addition, City hall has an adding machine that is more than 10 years old and no longer functions, which needs to be discarded.

FISCAL IMPACT

The sale of the generator and trailer, and utility truck will add to the airport's operating budget.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 3-2017 on first and final reading.

SUGGESTED MOTION

I move that the City Council adopt Resolution No. 3-2017 on first and final reading.

RESOLUTION NO. 3-2017

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, DECLARING PERSONAL PROPERTY OF
THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO
FURTHER USE TO THE CITY, AND DIRECTING THE
DISPOSITION THEREOF.**

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO
RESOLVE AS FOLLOWS:**

Section 1. The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

City Hall	City Tag #	Model #	Serial # / VIN #
Texas Instruments Adding Machine	NA	TI-5660	0008747
Airport Department			
Allis-Chalmer Generator (mounted on custom-made trailer w/ built-in fuel tank)	NA	NA	70-18426
2000 Chevrolet C2500/K2500	NA	NA	1GCGC24R5YR158576

Section 2. The personal property described herein shall be disposed of by the City Manager.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this ____ day of _____, 2017.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Caryn Foley, City Clerk

MEETING OF: April 10, 2017

SUBJECT: Agreement for Economic Development Services

ISSUE

Attached for City Council consideration is an updated agreement between the City and the Lewis Economic Development Council (EDC) to provide support to the City in its efforts to recruit new retail business and industry to the community. The Executive Director of the Lewis County Economic Development Council, Matt Matayoshi, is planning to attend the meeting to provide an update to the City Council and address any questions.

DISCUSSION

The purpose of the agreement is to utilize the EDC's resources, marketing tools, and contacts for recruiting new business and industry. The proposed agreement provides that the EDC will:

- actively recruit business and industry;
- provide business retention outreach;
- support efforts by the City to recruit new retail businesses; and
- provide written and oral reports as required in the agreement

The agreement being presented is for one year, and may be renewed annually upon authorization of funding by the City Council.

FISCAL IMPACT

The proposed fee for services is \$6,000 annually. Funding was included in the 2017 adopted budget for these services.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute the agreement between the City and the EDC to provide economic development and recruitment services to the City of Chehalis.

SUGGESTED MOTION

I move that the City Council authorize the City Manager to execute the agreement between the city and the EDC to provide economic development and recruitment services to the city of Chehalis.

AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2017, by and between the **LEWIS COUNTY ECONOMIC DEVELOPMENT COUNCIL**, a nonprofit Washington corporation, herein referred to as EDC, and the **CITY OF CHEHALIS, WASHINGTON**, a municipal corporation, herein referred to as City.

W I T N E S S E T H:

For and in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

A. Services.

1. EDC will perform the following services:
 - a) Recruit the EDC will actively recruit business and industry to Chehalis and the greater community.
 - b) EDC will provide business retention outreach to businesses in Chehalis and the greater community.
 - c) The EDC will support efforts by the City to recruit new retail businesses to the City of Chehalis. This includes research and expertise as requested by City staff.
 - d) Conduct informative briefings for the City Council and/or City personnel, as requested by the City Manager.

2. EDC shall provide City with quarterly written reports and provide oral reports annually. Each quarterly report shall explain how contract deliverables are being accomplished.

B. City Payment. City agrees to pay \$6,000.00 for services rendered in 2017. Payments may be made in equal quarterly installments of \$1,500.00 each, made at the end of each quarter upon receipt of invoice.

C. Termination. Either party may terminate this Agreement by giving the other party notice of such intent no later than thirty (30) days prior to the effective date of termination. In the event of termination, the City's obligation to pay for services provided shall be pro-rated to the date of termination.

D. Renewal. This Agreement may be renewed annually by the parties upon authorization by the City Council of City of the appropriation for the fee to be paid to EDC for services rendered.

CITY OF CHEHALIS, WASHINGTON,
a municipal corporation

LEWIS COUNTY ECONOMIC DEVELOPMENT
COUNCIL, a non-profit corporation

By: _____
Its City Manager

By: _____
Its Executive Director

Attest: _____
Its City Clerk

By: _____
Its President