

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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## Regular Meeting of Monday, April 24, 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
<b>SPECIAL BUSINESS</b>		
3. <u>Proclamation – Sexual Assault Awareness Month.</u> (Mayor)	---	---
4. <u>Well City Award Recognition.</u> (Mayor)	---	---

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CITIZENS BUSINESS</b>		
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
<b>CONSENT CALENDAR</b>		
5. <u>Minutes of the Regular Meeting of April 10, 2017.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	4

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR - CONTINUED</b>		
7. <u>Set Date and Time of May 8, 2017 at 5:00 p.m. for a Public Hearing regarding an Application to Rezone Property at 0 SW Armstrong Court.</u> (City Manager, Community Development Director)	APPROVE	5
8. <u>Designating the City Manager to be the Official Signer on All Grant-Related Documents.</u> (City Manager)	APPROVE	7

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>UNFINISHED BUSINESS</b>		
9. <u>Ordinance No. 967-B, Second and Final Reading – Rezoning Property at 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General.</u> (City Manager, Community Development Director)	PASS	8

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
10. <u>Newaukum Heights Water Agreement.</u> (City Manager, Public Works Director, Water Superintendent)	APPROVE	60
11. <u>Ordinance No. 969-B, First Reading – Adding Section “B” to Chapter 17.86.090 of the Chehalis Municipal Code Relating to Off Premises Signs.</u> (City Manager, Airport Manager)	PASS	74
12. <u>Ordinance No. 968-B, First and Final Reading – Changing the Position Title of Airport Manager to Airport Director.</u> (City Manager)	PASS	77

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
13. <u>Administration Reports.</u>		
a. Finance report. (City Manager, Finance Manager)	INFORMATION ONLY	80
b. City Manager update. (City Manager)	INFORMATION ONLY	---
14. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

**EXECUTIVE SESSION**

15. Pursuant to RCW:

- a. 42.30.110(1)(c) – Sale/Lease of Real Estate
- b. 42.30.110(1)(i) – Litigation/Potential Litigation
- c. 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.**

April 10, 2017

The Chehalis city council met in regular session on Monday, April 10, 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, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Councilor Daryl Lund was absent (excused). Staff present included: Jill Anderson, City Manager; David Fleckenstein, Airport Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; Judy Schave, Human Resources/Risk Manager; and Dave Vasilauskas, Water Superintendent.

1. **Public Hearing – Application to Rezone Property at 1856 SW Hubbard Lane.** Mayor Dawes recessed the regular meeting and opened the public hearing. Community Development Director Trent Lougheed stated all of the parcels fronting Market Boulevard are zoned Commercial General, but the subject parcel is zoned residential. If the parcel was developed to be a residential lot you would want access off of Hubbard Lane and not between businesses in a commercially-zoned area. He stated the lot is more at level with Market Boulevard than it is with Hubbard Lane. He believed that when the area was originally zoned for the subject lot, they looked at what was adjacent to the lot instead of where the lot would be accessed from, and it makes sense that the lot would be accessed from the commercial side. The request was originally reviewed by the city's Development Review Committee (DRC) and they recommended approval of the rezone with conditions:

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) feet 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.*

Mayor Dawes asked if access to Market Boulevard would have to be through an agreement with an adjoining property owner. Mr. Lougheed stated the applicant owns the property adjacent to Market. He stated it was likely that a boundary line adjustment or lot consolidation would be requested if the rezone is approved. He stated the property is landlocked and the owner would probably have to seek a legal determination to access the property if the rezone was denied.

Councilor Spahr stated the agenda item included letters from area property owners who don't object to the rezone, but do object to what has been done to the property in the past, which has created problems for them. The rezone wouldn't fix their problem today, but when a project is proposed, it will be addressed.

Councilor Harris asked why the storm water issue can't be addressed until a development application is submitted. He also wondered what type of business might end up being there that could potentially create noise near a residential area. Mr. Lougheed believed the property owner plans to use the property in a similar fashion as it is being used now, and any use would have to comply with the zoning designation.

Mayor Dawes asked if anyone wished to speak on the proposed rezone. There being no public comment, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:13 p.m.

2. **Ordinance No. 967-B, First Reading – Rezoning Property at 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General.** Councilor Ketchum moved to accept the recommendation of the Chehalis Planning Commission, including the conditions recommended by the City Development Review Committee, and pass Ordinance

April 10, 2017

No. 967-B on first reading to approve the rezone of 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General. The motion was seconded by Councilor Taylor and carried unanimously.

3. **Consent Calendar.** Councilor Ketchum moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of March 27, 2017;

b. March 31, 2017 Claim Vouchers No. 118676-118804 in the amount of \$303,766.69; and 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.

c. Change and Field Orders in the amount of \$51,252 to Prospect Construction, Inc., for the Redundant Flocculation Basin Project;

d. Contribute \$15,000 to the Lewis Economic Development Council for continued flood mitigation work; and

e. Resolution No. 3-2017, first and final reading – declaring property to be surplus.

The motion was seconded by Councilor Taylor and carried unanimously.

4. **Agreement with Lewis Economic Development Council (EDC) to Provide Economic Development Services.**

City Manager Anderson stated this was a review of the agreement the city has with the EDC and is essentially a continuation with minor changes of the work already being done by the EDC. The city has enjoyed a good partnership with the EDC.

Councilor Taylor moved that the 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. The motion was seconded by Councilor Harris and carried unanimously.

Matt Matayoshi, Executive Director of the EDC, thanked the council for its continued support and he sees the relationship between the city and the EDC as a good one to move forward job creation and retention. The EDC is appreciative of Councilor Spahr's participation on its board of directors. The EDC is currently working with a number of companies that add up to about 1,000 potential jobs to be created in the city's urban growth area, and they are working closely with the Port of Chehalis to move those projects forward, as well as some smaller projects.

5. **Councilor Reports/Committee Updates.**

a. **Mayor Dawes.** A meeting is tentatively scheduled for Wednesday with Fire District No. 6. City Manager Anderson will confirm the meeting with the district and inform the council subcommittee. Mayor Dawes stated one of the next steps is to have a facilitator determine the facts and figures needed to go to the next step. The council subcommittee asked for the council's consensus on splitting the cost of a facilitator with the District. The council concurred. Any agreement with a facilitator would require council approval.

6. **Executive Session.** At 5:22 p.m., Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.140(4)(a) – Collective Bargaining not to exceed 60 minutes and there would be no decisions following conclusion of the executive session. Mayor Dawes closed the regular and the council convened into executive session at 5:25 p.m. The regular meeting was reopened at 6:20 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

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Dennis L. Dawes, Mayor

April 10, 2017

Attest:

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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 24, 2017

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for the Vouchers and Transfers dated April 14, 2017.

**DISCUSSION**

The April 14, 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. 118805-118962 and Electronic Fund Transfers No. 32017 and 320171 in the amount of \$598,456.21 dated April 14, 2017 and the transfer of \$137,328.31 from the General Fund, \$10,000.00 from the Tourism Fund, \$36.14 from the Garbage Fund, \$143,747.40 from the Wastewater Fund, \$210,015.07 from the Water Fund, \$3,547.98 from the Storm & Surface Water Utility Fund and \$93,781.31 from the Airport Fund.

**RECOMMENDATION**

It is recommended that the City Council approve the April 14, 2017 Claim Vouchers No. 118805-118962 and Electronic Fund Transfers No. 32017 and 320171 in the amount of \$598,456.21.

**SUGGESTED MOTION**

I move that the City Council approve the April 14, 2017 Claim Vouchers No. 118805-118962 and Electronic Fund Transfers No. 32017 and 320171 in the amount of \$598,456.21.

**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 24, 2017

**SUBJECT:** Setting Date and Time of April 24, 2017 at 5:00 p.m. for a Public Hearing Regarding an Application to Rezone "0" SW Armstrong Court (Tax Parcel #017535003000 )

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**ISSUE**

The City received an application to rezone tax parcel 017535003000 ("0" SW Armstrong Court). Currently, the parcel is zoned CG Commercial General. The proposal is to change the zoning to R-2 Residential Single Family Medium Density. This parcel has no legal access from the south or west and can only be accessed from the north, which is currently a residential neighborhood. The property is currently undeveloped. Should development occur with the current zoning, the commercial uses would have to travel through the residential neighborhood to reach this property. This rezone would make any future development of this parcel more compatible with the existing neighborhood.

**DISCUSSION**

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal on March 2, 2017. The documents reviewed included:

1. Rezone application
2. SEPA checklist application
3. SEPA DNS
4. Maps and photos
5. Notice of public hearing with list of neighboring parcel owners notified

The DRC provided a recommendation to the Chehalis Planning Commission to approve the rezone application.

Notice of the public hearing held before the Planning Commission on April 11, 2017 was mailed to the owner/applicant, property owners within 300' of the site and appropriate agencies on March 21, 2017. Notice was published in The Chronicle on March 25, 2017, and was sent to both



KELA and KITI radio stations. The Planning Commission voted unanimously to recommend approval of the proposed application on April 11, 2017.

**FISCAL IMPACT**

None by this action.

**RECOMMENDATION**

It is recommended that the City Council set April 24, 2017 at 5:00 p.m. for the second required public hearing on the proposed rezone of "O" SW Armstrong Court (Tax Parcel #017535003000).

**SUGGESTED MOTION**

I move that the City Council set April 24, 2017 at 5:00 p.m. for the second required public hearing on the proposed rezone of "O" SW Armstrong Court. (Tax Parcel #017535003000).

**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 24, 2017

**SUBJECT:** Designating the City Manager to be the Official Signer on All Grant-Related Documents

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**ISSUE**

From time to time, the City is required to designate an official signer on some grant-related projects.

**DISCUSSION**

The City is the recipient of various grants, some of which require written designation of the official signer for grant-related documents. The administration is requesting that the City Council officially designate the City Manager to be the signer on all grant-related documents.

This action would simply make official what is currently being practiced, and will become part of a "signing policy" that is being drafted for the City Council's review and approval.

**FISCAL IMPACT**

None by this action.

**RECOMMENDATION**

It is recommended that the City Council designate the City Manager to be the official signer on all grant-related documents.

**SUGGESTED MOTION**

I move that the City Council designate the City Manager to be the official signer on all grant-related documents.

**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 24, 2017

**SUBJECT:** Ordinance No. 967-B, Second Reading - Application to Rezone Property at 1856 SW Hubbard Lane

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**ISSUE**

The second reading of Ordinance No. 967-B, which was approved by the City Council on April 10, 2017, has been scheduled for action by the City Council.

**BACKGROUND**

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.

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 City Council conducted a public hearing on April 10 and received no public comment. Following the public hearing, the City Council passed Ordinance No. 967-B on first reading.

**DISCUSSION**

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.

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.

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

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 City Council conducted a public hearing on April 10 and received no public comment. Following the public hearing, the City Council passed Ordinance No. 967-B on first reading.

**FISCAL IMPACT**

None by this action.

**RECOMMENDATION**

It is recommended that the City Council pass Ordinance No. 967-B on second and final reading to approve the rezone of 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General.

**SUGGESTED MOTION**

I move that the City Council pass Ordinance No. 967-B to approve the rezone of 1856 SW Hubbard Lane from R-2 Medium Density Residential to CG Commercial General.

**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 3<sup>rd</sup> day of May, 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

## SUMMARY

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

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

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### 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:

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

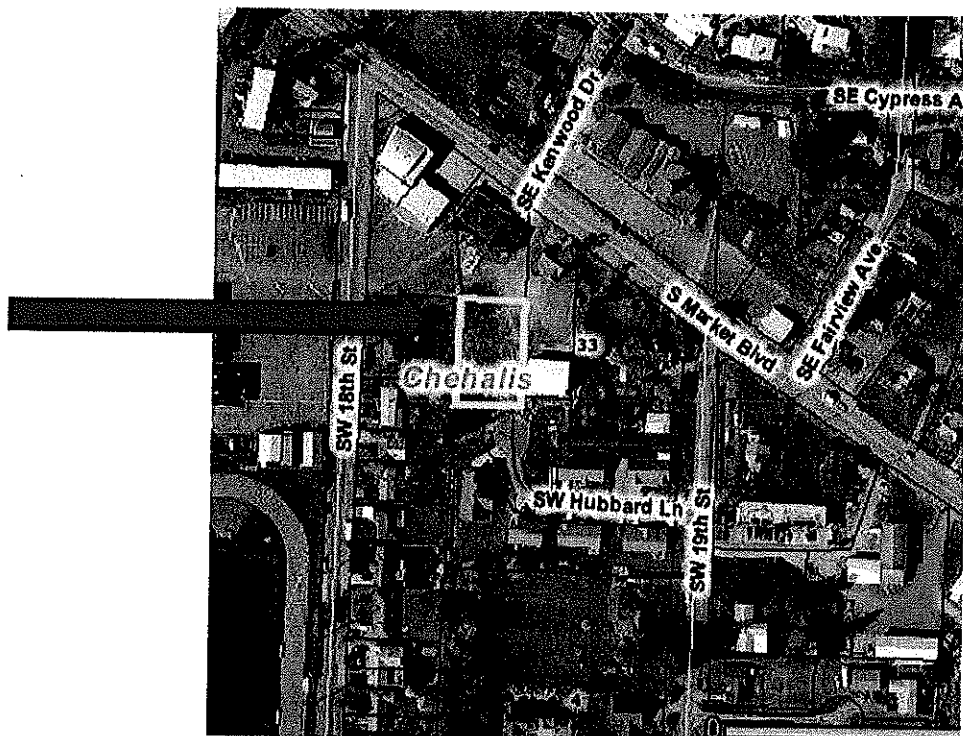
**Vicinity map & general information for 342 SW 16<sup>th</sup> St. :**

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

**Total Acres**            0.24 acres

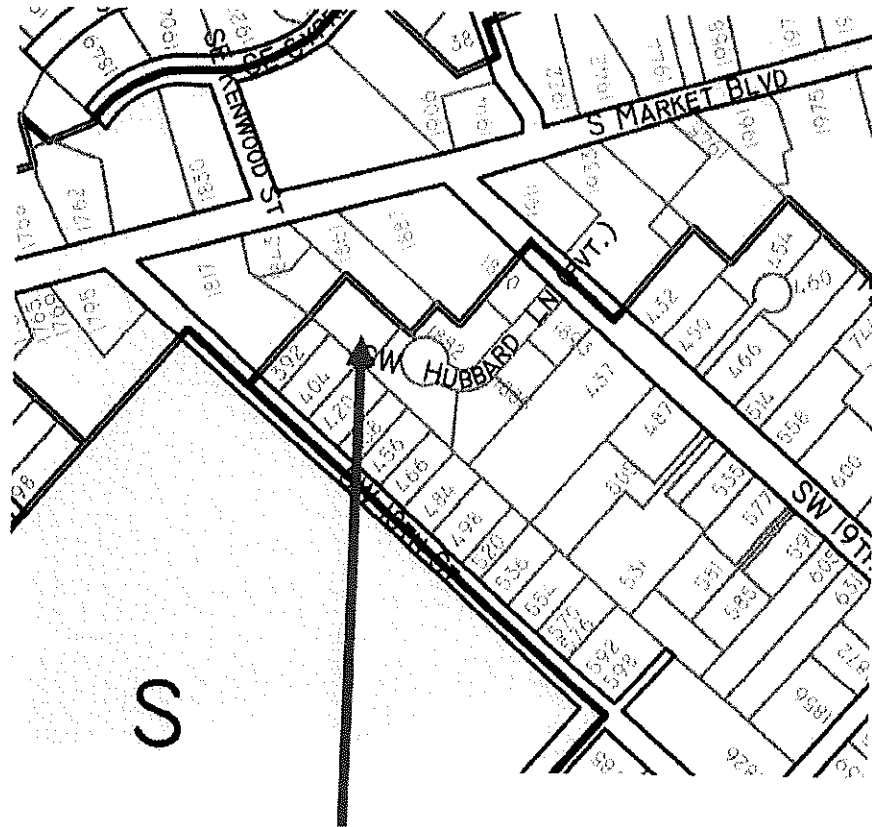
**Owner/Taxpayer:**      Gill, Rusty  
                                    Po Box 416  
                                    Chehalis, WA 98532

**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

**Zoning Map for 1856 SW Hubbard Ln.**



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

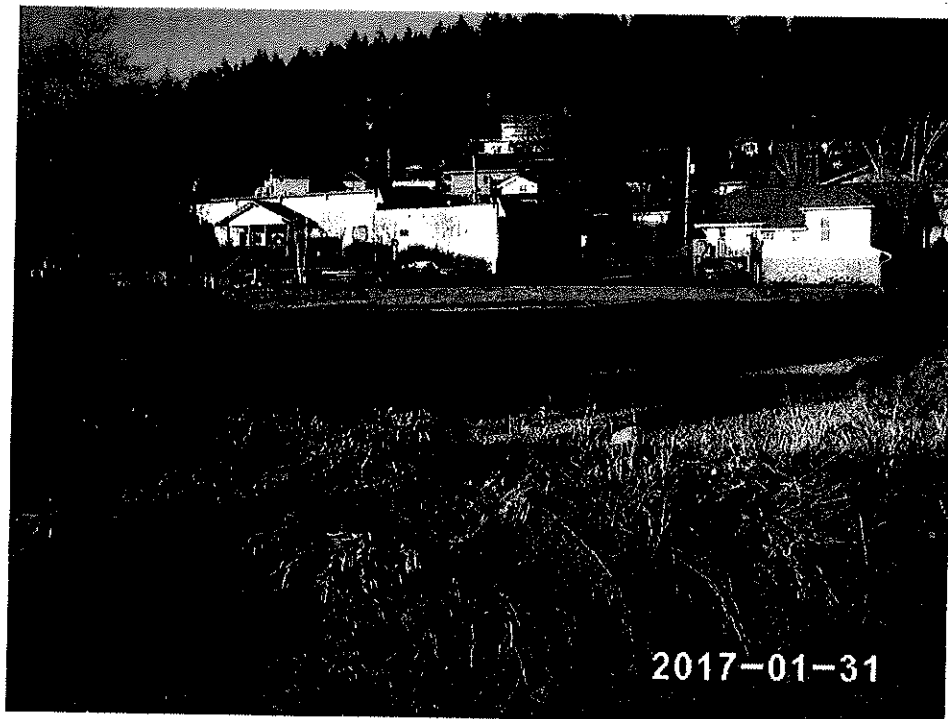
**CG=Commercial General (blue)**

**EPF=Essential Public Facilities (school-green)**

Site pictures for 1856 SW Hubbard Ln



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)



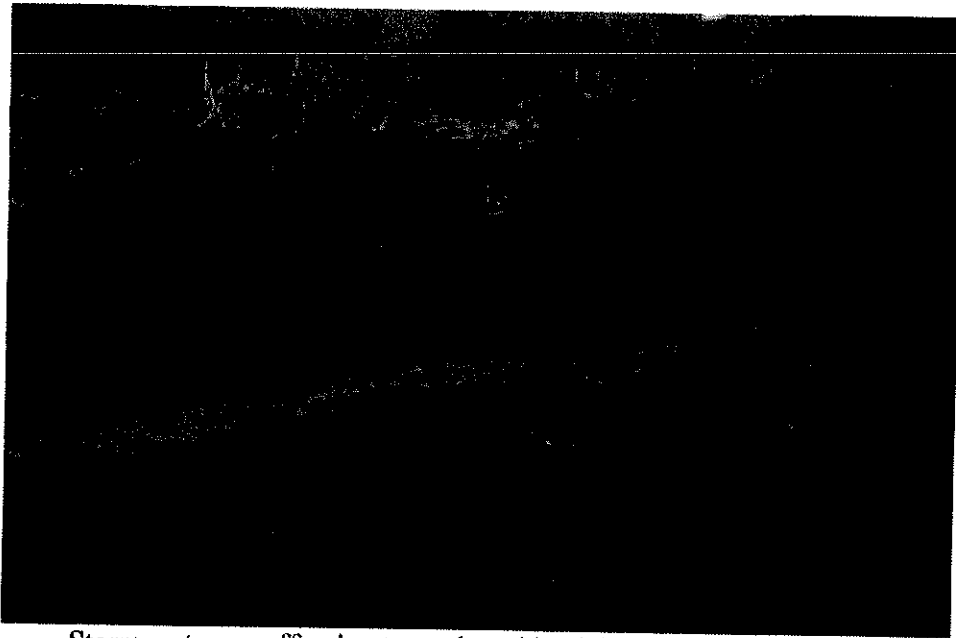
Looking southeast on lot



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 

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

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



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

**PROJECT NARRATIVE**

SEP 20 2016 *PK*

**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.

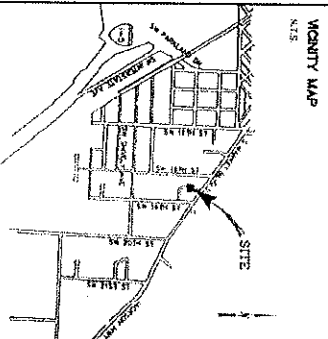
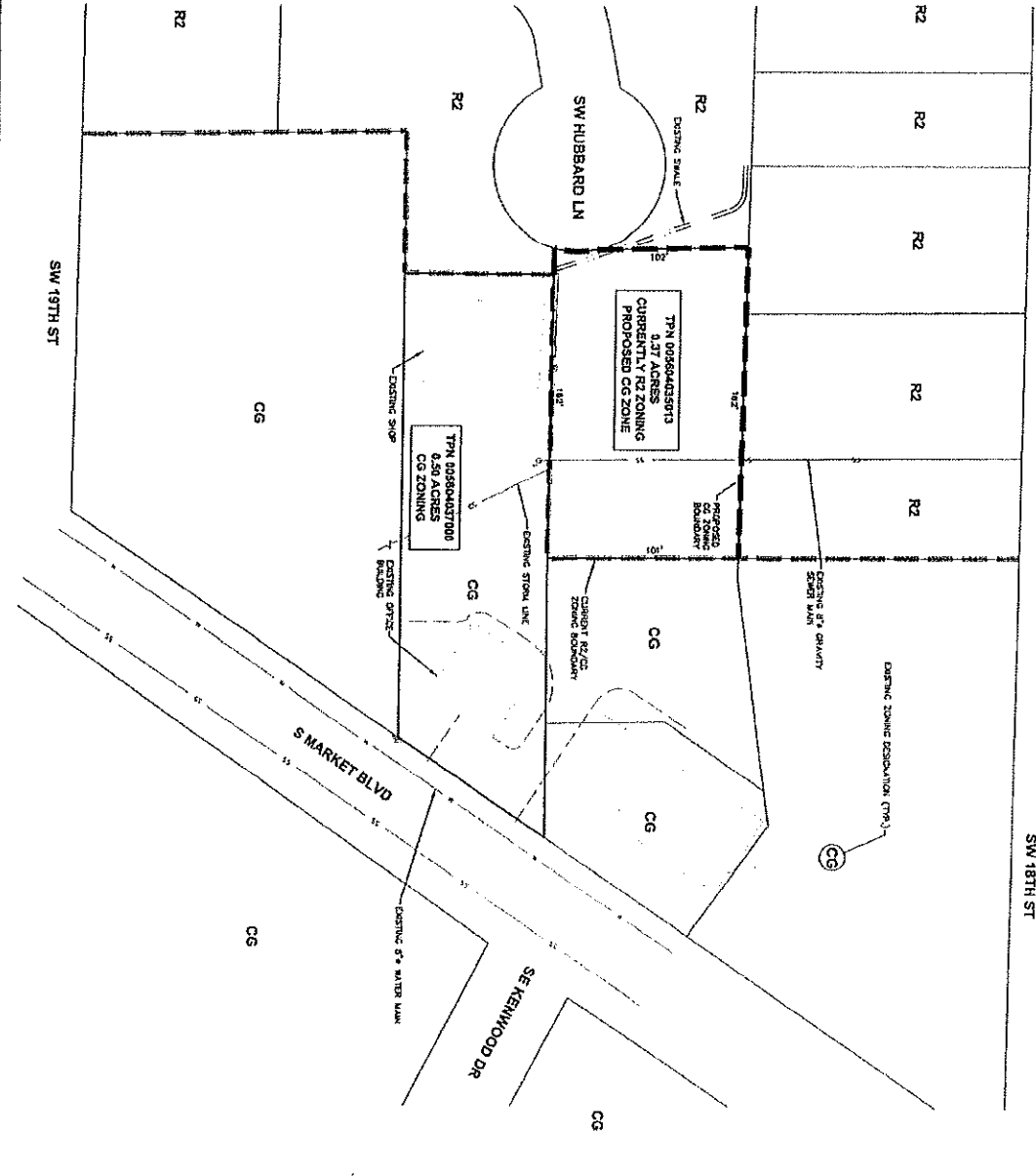
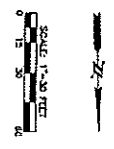
**5. The anticipated/expected affect of this change on the location, vicinity and or overall Community:**

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.

# SOUTH MARKET BOULEVARD RE-ZONE

SECTION 19, TOWNSHIP 14 NORTH, RANGE 2 WEST, W.M.  
"CHEHALIS", WASHINGTON

RZ-16-0003



### PROJECT INFORMATION

APPLICANT: TELL DEVELOPMENT DEVELOPMENT  
 PROJECT: SOUTH MARKET BLVD RE-ZONE  
 PROJECT NO: 2016-0003  
 PROJECT ADDRESS: 1800 SW 18TH ST  
 PROJECT PHONE: 360-738-4501  
 PROJECT FAX: 360-738-4501  
 PROJECT ZIP: 98532  
 PROJECT CITY: CHEHALIS, WA  
 PROJECT STATE: WA  
 PROJECT COUNTY: CHEHALIS  
 PROJECT DISTRICT: 19

**ZONING LEGEND**  
 CG - GENERAL COMMERCIAL  
 R2 - MEDIUM DENSITY RESIDENTIAL

**RB Engineering**  
 CIVIL ENGINEERING - LAND PLANNING - UTILITIES  
 1000 N. 10TH ST.  
 CHEHALIS, WA 98532  
 (360) 738-4501  
 FAX: (360) 738-4501  
 WWW.RBENGINEERING.COM

SEP 20 2016 RE-ZONING EXHIBIT

**SOUTH MARKET BLVD RE-ZONE**  
 RUSTY GILL  
 PO BOX 416  
 CHEHALIS, WA 98532

NO.	DATE	REVISION

DESIGNED BY: RGT  
 DRAWN BY: HJC  
 CHECKED BY:  
 DATE: 8/20/2016  
 SCALE: 1" = 30'

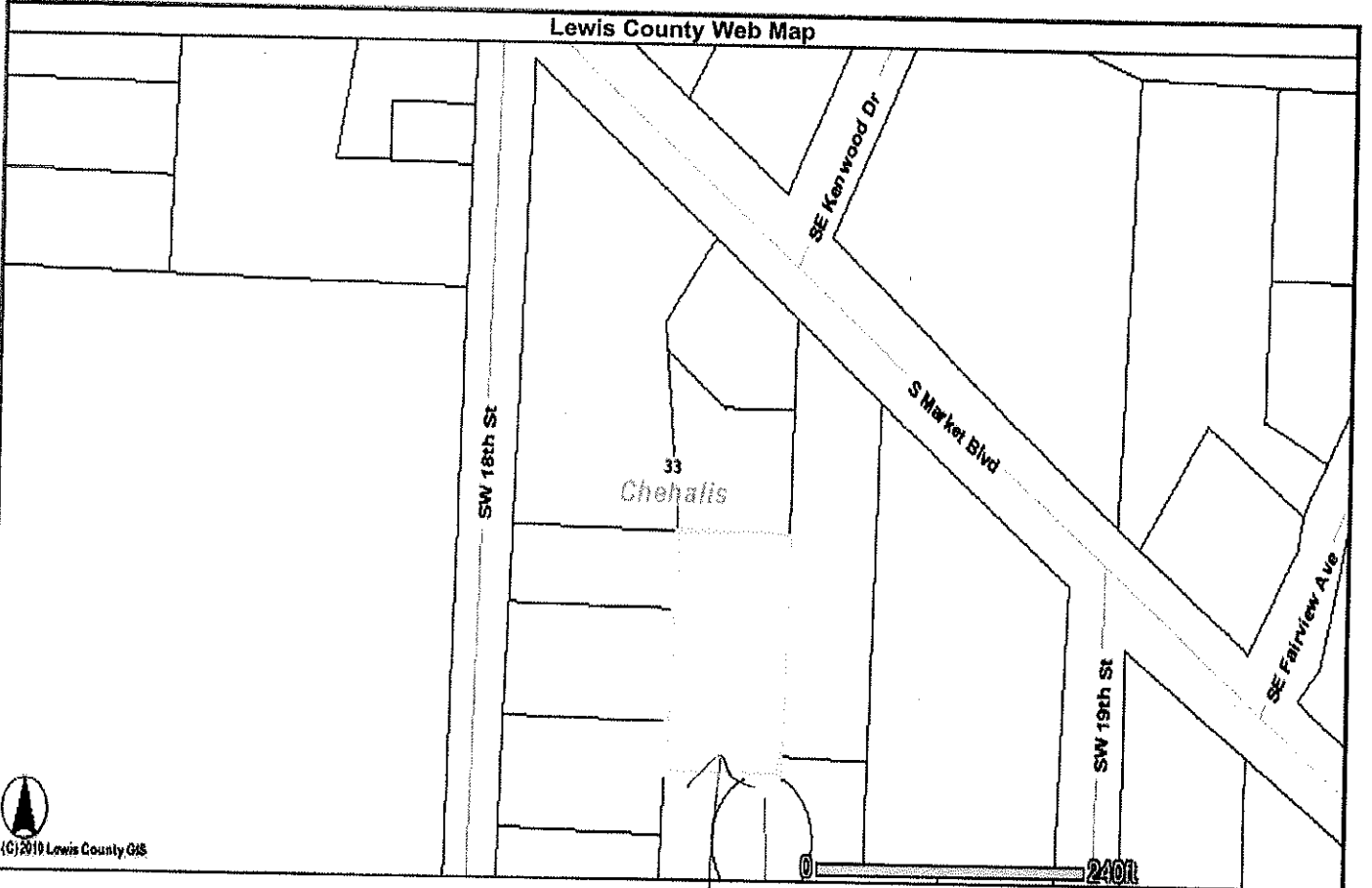
RZ-16-0002

SEP 20 2016 *OK*



S. Market Rezone - Aerial Photo

Lewis County Web Map



(C) 2010 Lewis County GIS

240'

Site  
1856 SW  
Hubbard Ln.

SEPA-17-0002

SEPA Environmental Checklist – 2014 Version

FEB 15 2017

**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 20, 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: [\[help\]](#)

*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 PALMELLI* .....

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](http://www.ci.chehalis.wa.us) email: [comdev@ci.chehalis.wa.us](mailto: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 recommencement 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

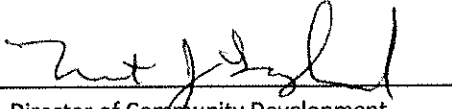
Mailing Address: 1321 S Market Blvd., Chehalis, WA 98532

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

Phone: (360) 345-2229

e-Mail: [comdev@ci.chehalis.wa.us](mailto: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: lfabrg@comcast.net  
Subject: File #: SEPA-16-0002  
Date: March 2, 2017 at 6:32 PM  
To:

MAR 03 2017 

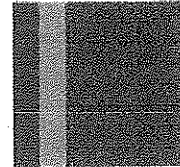
To Whom it concerns,

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 18<sup>th</sup> 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.

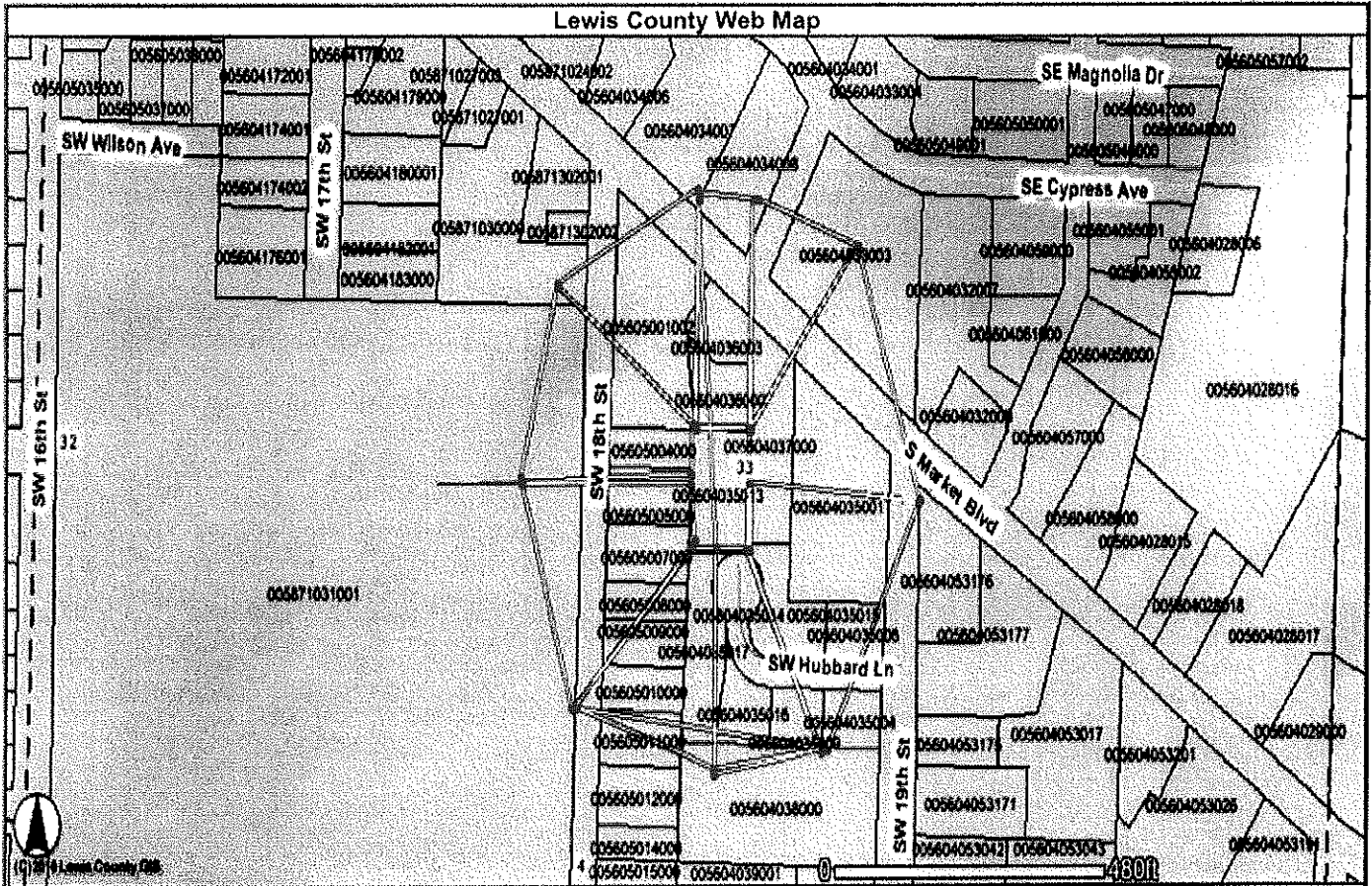
If building is allowed to proceed I ask that the water run off issues are addressed and shared with myself and my neighbors so we can be assured that we will not have to worry about additional costs to address an already terrible problem.

Thank you for your time,  
Gina Eichelberger

Sent from my iPhone

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

Lewis County Web Map



*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 <sup>th</sup> 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 <sup>th</sup> St Chehalis, WA 98532	005605007000
392 SW 18 <sup>th</sup> St	Isaacson, Jonathan 105 Kennicott Dr Chehalis, WA 98532	005605004000
392 SW 18 <sup>th</sup> St.	Current Occupant 392 SW 18 <sup>th</sup> 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 <sup>th</sup> ST.	Ryan Fenstermaker 404SW 18 <sup>th</sup> St. Chehalis, WA 98532	005605005000



3261547  
Page: 1 of 8  
09/12/2008 02:10P  
Lewis Co, WA

BLA \$39.90

**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, COLEMAN & 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



Unfiled Record



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:**

<b>TAX PARCEL#</b>	<b>OLD LEGAL DESCRIPTION (S)</b>
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).**

<b>LOT ID#</b>	<b>NEW LEGAL DESCRIPTION (S)</b>
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):**

<u>LOT ID#</u>	<u>DESCRIPTION</u>
----------------	--------------------

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:**

N/A

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)**

<u>LOT ID#</u>	<u>DESCRIPTION</u>
----------------	--------------------

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 purposed mentioned in the instrument.

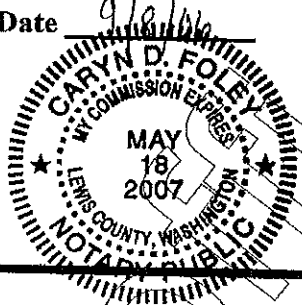
Date 9/11/06

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. BLOS-113

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

Check # 31346 Receipt # 46601 Date Received 9/25/05

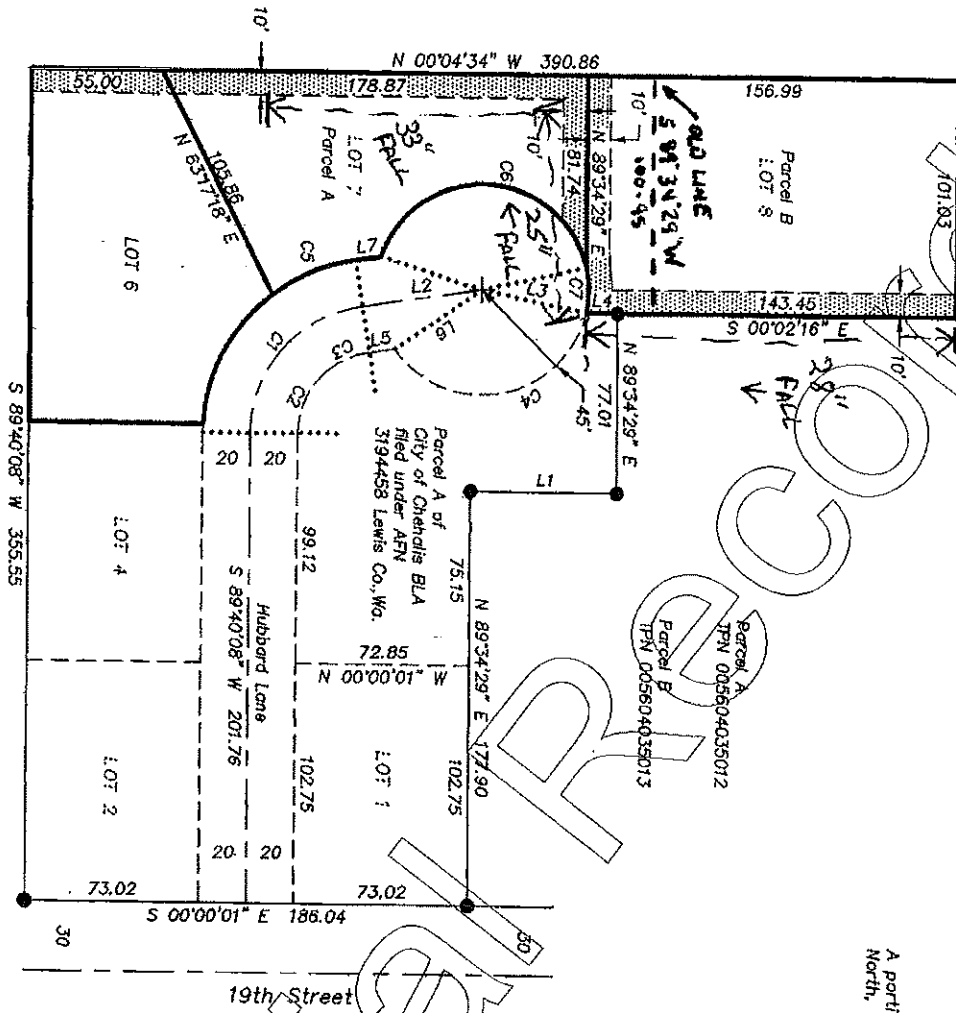


EXHIBIT B (Easement Diagram)  
A portion of the SW 1/4 of the SW 1/4 of Section 33, Township 14 North, Range 2 West, W.M. prepared at the request of Kevin Hubbard

LINE 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°49'56" W	10.41

CURVE NO.	DELTA	RADIUS	LENGTH
C1	81°29'56"	55.00	78.23
C2	48°35'29"	35.00	29.88
C3	32°54'27"	35.00	20.10
C4	132°52'54"	45.00	104.37
C5	29°18'48"	75.00	36.37
C6	149°41'44"	45.00	117.57
C7	24°38'49"	45.00	19.36



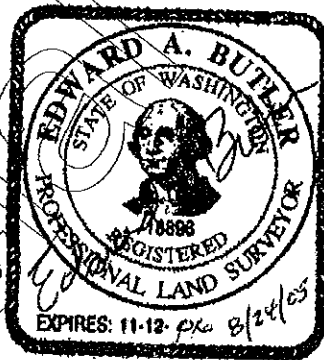
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Page: 6 of 8  
09/12/2006 02:10P  
Lewis Co, WA

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.





BLA \$39.00

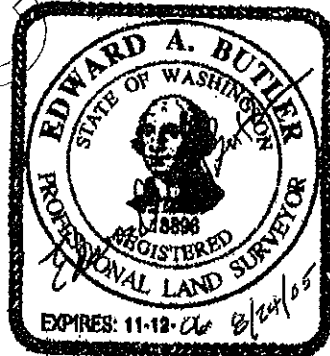
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Page: 7 of 8  
09/12/2006 02:10P  
Lewis Co, WA

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

**NEW PARCEL A DESCRIPTION** 1965 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.





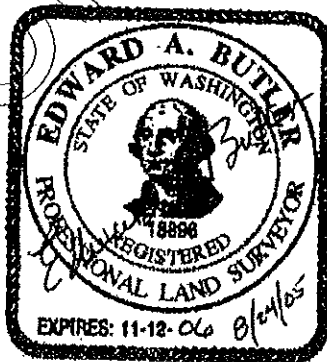
BLA \$39.00

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°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.



**CITY OF CHEHALIS  
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 24, 2017

**SUBJECT:** Water Use Agreement with the Newaukum Hill Water Association

---

**ISSUE**

The administration is presenting a water supply agreement with the Newaukum Hill Water Association (NHWA) for City Council's review and consideration.

**DISCUSSION**

The NHWA is a small private water system just west of the City with approximately 208 connections. In addition to their own well, they purchase water from the City to meet the needs of their customers. NHWA is charged the same rate that is charged to commercial customers located outside the city limits.

The City has had an agreement with the NHWA for the purchase of water from the City since 1973. Since that agreement had no end date and needed to be updated, a new agreement (attached) has been negotiated. The term of this agreement is effective as dated until December 31, 2025. It allows for NHWA to purchase/use 27,397 gallons per day or 10,000,000 gallons per year. The only significant change to the agreement is section 8.03, which stipulates a 100% surcharge in the wholesale rate if their allotment of 10,000,000 gallons per year is exceeded.

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDATION**

It is recommended that the City Council authorize the City Manager to sign the Water Use Agreement with the Newaukum Hill Water Association.

**SUGGESTED MOTION**

I move that the City Council authorize the city manager to sign the Water Use Agreement with the Newaukum Hill Water Association.



Water Use Agreement

City of Chehalis  
and  
Newaukum Hill Water Association

Final DRAFT – March 23, 2017

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WATER SUPPLY AGREEMENT BETWEEN THE CITY OF CHEHALIS  
AND  
THE NEWAUKUM HILL WATER ASSOCIATION

This Agreement between the City of Chehalis, a municipal corporation ("Chehalis"), and the Newaukum Hill Water Association, a non-profit organization formed under authority of Ch. 24.03 Title 24 RCW ("Newaukum"), is dated this \_\_ day of \_\_\_\_\_ 2017, to be effective \_\_\_\_\_, 2017.

Whereas Chehalis is a municipal water supplier currently providing service to numerous water customers in Lewis County Washington; and,

Whereas the Newaukum Hill Water Association was formed for the purpose of providing water supply to its customers; and,

Whereas the Newaukum Hill Water Association desires to enter into an agreement for water supply with Chehalis on behalf of its customers.

Now therefore, Chehalis and Newaukum agree to the following terms and conditions for the provision and purchase of water supply.

**Article I. Agreement**

Chehalis agrees to sell to Newaukum and Newaukum agrees to purchase from Chehalis, according to the terms of this Agreement, a wholesale supply of water.

The term of this Agreement is ongoing, effective as of the date noted above and a provision to renegotiate terms and conditions after the date of December 31, 2025.

Apart from the contract right to purchase water from Chehalis under the terms of this Agreement, neither Newaukum nor any Newaukum customer has any right or claim to the Chehalis Water System, or to any other water right or claim held by Chehalis. Likewise, Chehalis shall have no right or claim to the Newaukum Water System or to any ground water right or claim held by any Newaukum customer, or to any future source of supply developed by Newaukum or by any of its customers.

**Article II. Definitions**

*Annual Total Supply.* The maximum amount of water to be supplied by the Chehalis Water System to Newaukum in a calendar year.

*Daily Average Supply.* The average daily amount of water to be supplied by the Chehalis Water System to Newaukum, calculated as the Annual Total Supply divided by 365 days.

*Daily Maximum Supply.* The maximum daily amount of water to be supplied by the Chehalis Water System to Newaukum, calculated as the Daily Average Supply multiplied by the Peaking Factor.

*Chehalis Water System.* The Chehalis Supply System and the Chehalis Transmission System as currently configured together comprise the Chehalis Water System.

*Equivalent Residential Unit (ERU).* The amount of water consumed by a single family residence.

*Facilities.* Any facilities owned and operated by Chehalis that are not identified as Existing Supply System, Existing Transmission System, or Newaukum System.

*Management Agreement.* A written agreement, pertaining to subjects authorized by this Agreement, between the City of Chehalis and the Board of Directors, Newaukum Hill Water Association.

*Newaukum Customer.* A water user that has entered into a customer Agreement with the Newaukum Hill Water Association.

*Newaukum Water System.* Tangible and intangible assets owned or operated by Newaukum, useable in connection with the provision of water supply.

*Peaking Factor.* A ratio applied to the Daily Average Supply to calculate the Daily Maximum Supply.

*Points of Delivery.* Specific metered delivery locations at which Chehalis provides a defined level of service.

*Wheeling of Water.* The practice of obtaining water from a supply, transporting it through system pipelines and selling it to a customer outside of the established service area.

### **Article III. Supply**

#### ***Section 3.01 Quantity of Supply***

Each calendar year from the effective date of this Agreement through December 31, 2025, Chehalis shall make available to Newaukum a volume of water up to the Annual Total Supply. For the purposes of this agreement, the Annual Total Supply is equal to 10,000,000 gallons. This equates to a Daily Average Supply of 27,397 gallons per day (gpd), based on dividing the Annual Total Supply by 365 days. A Daily Maximum Supply is calculated as 54,794 gpd (assuming a Peaking Factor of 2.0).

#### ***Section 3.02 Increase in Quantity of Supply***

The Annual Total Supply may only be increased by a signed amended contract between Chehalis and Newaukum.

#### ***Section 3.03 Reduction in Quantity of Supply***

In the event the capacity of the Chehalis Supply System is reduced, supply to Newaukum will be reduced in proportion to such Chehalis Supply System reductions, in accordance with the City of

Chehalis Water Shortage Response Plan (which is an appendix to the City of Chehalis Water System Plan). Newaukum shall be notified of any potential change in Annual Total Supply as far in advance as possible.

***Section 3.04 Purpose of Supply***

All water supplied to Newaukum under this Agreement is for the purpose of re-sale to Newaukum customers; provided that all water supplied under this Agreement must be used within the service area as defined in Newaukum's Washington State Department of Health approved Water System Plan or Small Water System Management Plan.

***Section 3.05 Closure of Chehalis Facilities***

Normal operation of the water system includes the periodic shutdown of various facilities for routine maintenance, rehabilitation and replacement. Chehalis and Newaukum shall cooperate in the timing of such activities. Newaukum shall not use such activities as evidence of the unavailability of supply or transmission services provided by Chehalis under this Agreement so long as Chehalis proceeds in good faith to restore such facilities to service.

**Article IV. Transmission**

***Section 4.01 Terms and Conditions***

The following terms and conditions shall apply to the Chehalis Transmission System:

- A. Chehalis shall supply water at the inlet side of the Point of Delivery meter at a hydraulic gradient of no less than 20 psi. Chehalis may change the minimum hydraulic gradient at any Point of Delivery once during any 20-year period, provided that four years prior notice is given to Newaukum. Under emergency conditions or other unusual short-term operating situations Chehalis shall not be obligated to meet minimum hydraulic gradients.
- B. No provision of this Agreement shall be construed to require Chehalis to provide flows greater than those identified in Article III. Upon notice by Chehalis, Newaukum shall immediately reduce Newaukum deliveries at the Point of Delivery to no more than those identified in Article III. In the event that Newaukum is unwilling or unable to maintain deliveries as required under this provision, Chehalis may install and operate flow restricting devices at non-compliant points of delivery all at Newaukum expense.

***Section 4.02 Responsibility for Operating Newaukum Transmission Facilities***

Newaukum is served by transmission facilities referred to as the Newaukum System listed in Exhibit A, as provided by Newaukum. The costs of operating, maintaining, repairing and replacing these facilities shall be the responsibility of Newaukum.

***Section 4.03 Newaukum Transmission System***

Nothing herein shall restrict Newaukum's authority to construct an independent water transmission system for its own water supply.

**Article V. Water Quality**

Chehalis shall be responsible for water quality within the Chehalis Water System, and it shall supply water to Newaukum that meets or exceeds federal and state drinking water quality standards, as those standards may change from time to time.

**Article VI. Conservation**

Each Party is committed to the principles of water conservation and each intends to achieve its anticipated savings by implementing water conservation programs either unilaterally or in partnership with other agencies.

**Article VII. Planning and Shortage Management**

***Section 7.01 Obligations***

Each Party recognizes its obligation to plan for water supply and distribution in compliance with the Washington State Department of Health water system planning regulations. Each Party shall develop a water system plan for its service area and the Parties shall coordinate those elements of overlapping responsibilities.

***Section 7.02 Coordination***

Newaukum and Chehalis shall coordinate the development, adoption and implementation of their respective Water Shortage Response Plans. Before invoking its Water Shortage Response Plan, the Parties shall communicate with each other concerning current and projected water supply conditions.

**.Article VIII. Cost Recovery**

***Section 8.01 Administration***

The provisions of this Article shall apply to the establishment of fees and charges for water supply and related services beginning the effective date of this agreement.

***Section 8.02 Cost of Water***

Chehalis shall bill Newaukum for water supplied by monthly invoice due and payable within thirty days of the date thereof. The unit cost of water supplied will be that established by City of Chehalis Municipal Code (CMC) Chapter 13.12. Water rates charged to commercial customers located outside of city limits shall apply to Newaukum, as set forth in CMC 13.12.120.

***Section 8.03 Surcharge***

In any calendar year that Newaukum exceeds the Annual Total Supply, Newaukum's water rates will be subject to a 100% surcharge, for that volume in exceedance of the Annual Total Supply.

#### ***Section 8.04 Water Rate Payment***

Chehalis and Newaukum shall conduct business by the scheduled as follows:

- A. Billing. Chehalis shall submit the billing for the water use by the end of the month following the master meter reading.
- B. Payment of Billing. Newaukum shall submit payment to Chehalis by the 20th of the month following the billing. Overdue balances shall bear interest at the rate of 10% per month.
- C. Emergency Surcharge. In the event of a catastrophe or other extraordinary condition that requires emergency expenditures to maintain a sufficient water supply, Chehalis may impose an emergency surcharge proportionately on all of its retail and wholesale customers, including Newaukum in order to pay for such expenditures. Any such emergency surcharge shall be presented to Newaukum prior to adoption by Chehalis. Chehalis shall consider Newaukum's comments but shall nevertheless have the full authority to adopt the charge.

#### ***Section 8.05 Existing Authorized Connections***

Chehalis recognizes 203 connections to the Newaukum water system, as stated by Newaukum. During the term of this agreement, Chehalis does not support or authorize additional connections to the system.

### **Article IX. Administration**

#### ***Section 9.01 Metering***

Chehalis shall own and maintain appropriate metering devices to measure the water flowing from the Chehalis Water System to the Point of Delivery. At Newaukum's request and sole expense, Chehalis will install and maintain equipment selected by Newaukum and approved by Chehalis to transmit signals to recording equipment of Newaukum or its customers (located elsewhere) of the amount of water delivered, as measured by Chehalis' meters.

#### ***Section 9.02 Accounting Procedures***

Chehalis shall keep full and complete books of accounts for the Chehalis Water Supply System and Chehalis's retail distribution system in compliance with current standards required by the Washington State Auditor. Newaukum, at its own expense, may at any time audit Chehalis's book of accounts using the services of a public accounting firm and Chehalis shall make the books and records of the Chehalis Water System and Chehalis's retail distribution system available to such auditors during reasonable business hours upon reasonable notice at the place where such records are normally kept. Chehalis shall provide adequate facilities; i.e., room and workspace, so the audit can be performed. Chehalis shall have reciprocal rights to audit Newaukum books and accounts.



***Section 9.03 Legal***

This Agreement shall be interpreted according to the laws of the State of Washington and the venue for any litigation between the Parties concerning its terms shall be in the Superior Court of Lewis County at Chehalis. The Parties shall be entitled to specific performance of the terms of this Agreement.

***Section 9.04 Successors and Assigns***

This Agreement shall inure to the benefit of and be binding upon successors of interest and assigns of the Parties. Neither this Agreement nor obligations to perform hereunder may be voluntarily assigned by either Party without the other Party's written consent, which shall not be unreasonably withheld; provided however, that a change in Newaukum's corporate form; e.g., from inter-local organization to another form of organization authorized by Washington law, shall not be considered an assignment. Chehalis may not convey the Chehalis Water System or its component parts without providing for an assumption of this Agreement and the obligations contained herein by the conveyee. The Parties do not intend to confer rights or benefits upon any third party. Only a writing executed by the Parties may modify this Agreement.

***Section 9.05 Contact Information***

All notices relating to this Agreement shall be sent to the following addresses, certified mail, return receipt requested, unless the other party is previously notified in writing of a change in recipient or address:

To Chehalis:  
Chehalis Public Works Dept.  
2007 NE Kresky Avenue  
Chehalis, WA 98532

To Newaukum:  
Board of Directors  
Newaukum Hill Water Association  
169 Devereese Road  
Chehalis, WA 98532

***Section 9.06 Validity of Agreement***

If any provision of this Agreement or its application is determined by a court of law to be illegal, invalid, or void without rendering performance of this Agreement impossible or infeasible, then the Parties intend that the validity of the remaining provisions of this Agreement or their application shall not be affected and shall continue in full force and effect.

***Section 9.07 Purpose of Agreement***

This Agreement is a contract for the purchase and sale of water supply and no provision hereof shall be construed to make the Parties partners or joint ventures. Neither Party is the agent of the other, nor shall either Party be held liable for the acts of the other on a theory of agency or any other representative capacity.

This Agreement replaces the prior Water Purchase Contract between Chehalis and Newaukum, dated July 20<sup>th</sup>, 1973.

### ***Section 9.08 Default Provisions***

In the event of default of any provision of this Agreement, the non-defaulting Party shall issue written notice to the other Party setting forth the nature of the default. If the default is for a monetary payment due hereunder, the defaulting Party shall have thirty (30) days to cure the default. In the event of other defaults, the defaulting Party shall use its best efforts to cure the default within ninety (90) days. If such default cannot be reasonably cured within such ninety (90) day period, the defaulting party shall, upon written request prior to the expiration of the ninety (90) day period be granted an additional sixty (60) days to cure the default.

### **Article X. Technical Committee**

A Technical Committee comprising Chehalis staff, Newaukum staff and other affected parties will address day to day operational issues related to the Chehalis and Newaukum Water Systems. Finance cost and rate issues will be addressed independently between the Chehalis Public Works Director and the General Manager of Newaukum Hill Water Association, or their respective designees as provided for in written notice to the other. It is recognized that daily operation of the Chehalis and Newaukum Water Systems may require direct communication between Chehalis staff and the staff of the Newaukum system.

### **Article XI. Dispute Resolution**

#### ***Section 11.01 Primary Procedures***

Newaukum and Chehalis shall make good faith efforts to resolve by informal discussion any dispute arising under or in connection with this Agreement. If at any time, a Party to a dispute determines that such informal discussions will not result in a resolution; such party may initiate non-binding mediation of any dispute arising under or in connection with this Agreement. Within ten (10) days of receiving written notice of initiation of non-binding mediation by one or both Parties, each party shall designate in writing not more than five (5) candidates it proposes to act as a non-binding mediator. The Parties shall within an additional five (5) days select one of the mediators from either list to serve as mediator. Should the parties be unable to agree upon a mediator, a mediator shall be chosen from one of the two lists by the presiding judge of the Lewis County Superior Court at Chehalis. Upon selection of the mediator; the Parties shall use reasonable efforts to resolve the dispute within thirty (30) days with the assistance of the mediator. The cost of mediation shall be shared by Newaukum and Chehalis equally.

#### ***Section 11.02 Secondary Options***

If mediation fails to resolve the dispute within thirty (30) days of selection of the mediator, the Parties may thereafter seek redress in court.

#### ***Section 11.03 Responsibilities***

Pending the decision in any mediation or litigation process pursuant to this section, the Parties to such process shall continue to fulfill their respective duties under this Agreement.

### **Article XII. Emergency Events**

***Section 12.01 Rights and Responsibilities***

The Parties recognize that unforeseen and unavoidable events may occur which would require Chehalis to act unilaterally for what it deems to be in the best interest of the general public served by the Chehalis Water System; including water shortages resulting from drought circumstances and temporary reduction in water supply associated with turbidity events. Upon the occurrence of an unforeseen or unavoidable event, Chehalis shall, to the extent practicable, treat its wholesale and retail customers equally and any curtailment of supply shall be imposed proportionately among those customers. This authority to act unilaterally carries with it a unilateral responsibility of Chehalis to restore, expeditiously, the Chehalis Water System to its pre-emergency capability to supply the region.

***Section 12.02 Unavoidable Events***

Upon occurrence of an unforeseen or unavoidable event that adversely impacts the Newaukum Water System, Newaukum may request Chehalis to temporarily modify or suspend operational or supply provisions of this Agreement and Chehalis shall make reasonable efforts to grant such request. Newaukum will act expeditiously to restore the Newaukum Water System to its pre-emergency capability.

***Section 12.03 Time Limitations***

The time periods for Chehalis's performance under any provisions of this Agreement shall be extended for a reasonable period of time during which Chehalis's performance is prevented, in good faith, due to fire, flood, drought, turbidity events, earthquake, lockouts, strikes, embargoes, acts of God, war and civil disobedience. If this provision is invoked, Chehalis agrees to immediately take all reasonable steps to alleviate, cure, minimize or avoid the cause preventing such performance.

**Article XIII. Exhibits**

Exhibit A is attached hereto and is hereby incorporated by reference into the Agreement as if set forth in full herein.

**Article XIV. Complete Agreement**

This Agreement represents the entire agreement between the parties concerning the subject matter hereof.

THE CITY OF CHEHALIS, a municipal corporation

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY MANAGER, CITY OF CHEHALIS

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

GENERAL MANAGER, NEWAUKUM  
HILL WATER ASSOCIATION

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Dave Fleckenstein, Airport Manager

**DATE:** April 24, 2017

**SUBJECT:** Ordinance No. 969-B Relating to Off-Premises Signs

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**ISSUE**

Currently there are limited numbers of directional signs located on City right of way providing directions to businesses. These signs often supplement the WSDOT highway business and informational signs found near off ramps. Some business owners would like to take advantage of directional signs in order to increase the volume of traffic at their location.

**DISCUSSION**

Directional signs along City right of way will help limit confusion among motorists and will improve business opportunities. In particular, no directional signs exist within the airport's general commercial area. The airport plans to use a kiosk-like sign format based on the metal CCRT (Chehalis Community Renaissance Team) signs located throughout the city. In order to prevent the overuse of signs, all requests for directional signs would be submitted to the Development Review Committee for their recommendation to the City Manager.

**FISCAL IMPACT**

An annual fee for business users will be applied to recoup initial installation costs and subsequent maintenance of the directional signs.

**RECOMMENDATION**

It is recommended that the City Council pass Ordinance No. 969-B on first reading to add Section B to Chapter 17.86.090 of the Chehalis Municipal Code to authorize the City Manager to approve the placement of signs on city-owned property or right away when it is deemed to be in the best interest of the public or for public safety.

**SUGGESTED MOTION**

I move that the City Council pass Ordinance No. 969-B on first reading to add Section B to Chapter 17.86.090 of the Chehalis Municipal Code to authorize the City Manager to approve the placement of signs on city-owned property or right away when it is deemed to be in the best interest of the public or for public safety.

**ORDINANCE NO. 969-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING ORDINANCE NO. 720-B, CODIFIED IN THE CHEHALIS MUNICIPAL CODE AS CHAPTER 17.86.090 ALLOWING THE CITY MANAGER TO AUTHORIZE THE PLACEMENT OF SIGNS ON CITY OWNED PROPERTY AND ESTABLISHING AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, the City of Chehalis has seen significant development growth within the General Commercial areas; and

**WHEREAS**, the City of Chehalis has identified a need to keep motorists and visitors informed of government, business, and recreation areas; and

**WHEREAS**, the City of Chehalis recognizes the need to support and attract businesses to Chehalis; and

**WHEREAS**, the City of Chehalis recognizes it is important to regulate the use of signs in order to prevent their overuse; and

**WHEREAS**, the City of Chehalis recognizes the role of the City Manager, acting on behalf of the City, when it is in the best interest of the public.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 17.86.090 Off-premises advertising signs (billboard) of the Chehalis Municipal Code shall be amended to add subsection "B" as follows:

B. The City Manager may approve the placement of signs on city-owned property or right of way when it is deemed in the best interest of the public or for public safety. Any sign placement approved by the City Manager must meet the design considerations outlined within this Chapter 17.86.090. As part of the approval process, the Development Review Committee will recommend to the City Manager approval or disapproval, including justification as to the recommendation.

**Section 2.** This 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

**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 24, 2017

**SUBJECT:** Ordinance No. 968-B, First Reading – Changing the Position Title of Airport Manager to Airport Director

---

**ISSUE**

It is proposed that the current position title of Airport Manager be updated to Airport Director in order to reflect the position's current responsibilities and reoccurring interactions with state and federal agencies, as well as commercial developers.

**DISCUSSION**

The Airport Manager position was carried forward in January 2014 from management under the Airport Board to a position under the City of Chehalis. Since that time, the position has evolved. The responsibilities of the position have expanded given the growth of the airport's operations, increased commercial development activity, interactions with state and federal agencies, and additional responsibilities as a participating member of the city's management staff. Hence, a position name change is appropriate and reflective of airport director positions with similar responsibilities.

**FISCAL IMPACT**

There is no fiscal impact due to the change in position title.

**RECOMMENDATION**

It is recommended that the City Council suspend the rules requiring two readings of an ordinance and pass Ordinance No. 968-B on first and final reading to change the position title of Airport Manager to Airport Director.

**SUGGESTED MOTION**

I move that the City Council suspend the rules requiring two readings of an ordinance and pass Ordinance No. 968-B on first and final reading to change the position title of Airport Manager to Airport Director.



**ORDINANCE NO. 968-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, CREATING AND ESTABLISHING AN AIRPORT DEPARTMENT TO BE CODIFIED IN THE CHEHALIS MUNICIPAL CODE AS CHAPTER 2.36; PROVIDING FOR THE APPOINTMENT OF THE AIRPORT DIRECTOR; PRESCRIBING THE DUTIES OF THE AIRPORT DIRECTOR; REPEALING ORDINANCE NO. 922-B; AND ESTABLISHING THE EFFECTIVE DATE HEREOF.**

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

**2.36.010 Department Created.**

There shall be, and the city council does hereby create and establish, a department for the city to be known as the airport department.

**2.36.020 Positions.**

Positions within the airport department shall consist of the airport director and such other staff as may be established and authorized in the city's annual budget.

**2.36.030 Airport Director to be Director.**

The airport director shall be the director of the department and shall be appointed, supervised, and removed by the city manager, subject to applicable rules, regulations, or other tenure of office laws. In the event that a vacancy should occur in the position of director, the duties of director shall be assumed by the city manager or designee.

**2.36.040 Powers and Duties.**

The powers and duties of the airport director shall be to perform any and all duties which heretofore have been or hereafter may be assigned by ordinance to the airport director; scheduling, managing, and overseeing all city personnel of the airport; administering the leases at the airport; and such other related functions and duties as may be assigned by the city manager.

**2.36.050 Repeal.**

Ordinance No. 922-B, passed the 9<sup>th</sup> day of December, 2013, is hereby repealed.

**2.36.060 Effective Date.**

The effective date of this ordinance shall be the 3<sup>rd</sup> day of May, 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 \_\_\_\_\_, 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:** Judy Pectol, Finance Manager

**MEETING OF:** April 24, 2017

**SUBJECT:** Finance Report for Three Months Ending March 2017

---

**ISSUE**

Staff would like to present the City Council with information regarding the City's financial results of operations for the three months ending March 2017.

**DISCUSSION**

After three months of operation, the results are generally what was expected. The first allocation of general fund overhead costs to the proprietary funds was made in March which lowered the expenses for the City Council, City Manager, City Clerk, Human Resources, and Finance Departments and increased the expenses in the Water, Wastewater, Storm, and Airport Funds.

Next month we will bring a budget amendment to the City Council, which if approved, will increase the estimated revenues and appropriations for grant projects carried over from 2016. This will include \$541,100 for the I & I project in the Wastewater Fund which will make the Capital Outlay expenses in that fund look more reasonable.

**FISCAL IMPACT**

As shown.

**RECOMMENDATION**

It is recommended that the City Council review this information and let staff know if there are any questions about it.

**SUGGESTED MOTION**

N/A

To: The Honorable Mayor and Council  
 Via: Tracie J Anderson, City Manager  
 From: Judy Pectol, Finance Manager  
 Prepared by: Jeff Fithen, Police Officer  
 Date:  
 Subject: Monthly Financial Reports for February

City of Chehalis  
 Comparative Financial Reports  
 March 2016 and 2017

GENERAL FUND (#001) REVENUES	A March 2016		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Expected % Rec'd*	Variance Expected	% Variance				
General Property Taxes	\$1,276,948	\$33,702	\$1,464,432	\$31,469	2.6%	\$1,464,432	\$31,469	2.1%	\$31,469	\$31,469	25.0%	25.0%	(\$334,639)	-22.9%				
EMS Property Taxes	304,886	7,620	328,028	7,360	2.5%	328,028	7,360	2.2%	7,360	7,360	25.0%	25.0%	(74,647)	-22.8%				
Sales & Use Tax	3,772,472	942,372	4,044,090	1,063,051	25.0%	4,044,090	1,063,051	26.3%	1,063,051	1,063,051	25.0%	25.0%	52,028	1.3%				
Electricity Tax	495,100	158,258	505,002	187,063	32.0%	505,002	187,063	37.0%	187,063	187,063	25.0%	25.0%	60,813	12.0%				
Gas/Natural Gas Tax	217,725	72,464	240,202	80,069	33.3%	240,202	80,069	33.3%	80,069	80,069	25.0%	25.0%	20,019	8.3%				
Criminal Justice Tax	105,050	26,373	106,101	29,859	25.1%	106,101	29,859	28.1%	29,859	29,859	25.0%	25.0%	3,334	3.1%				
Main Street B & O Credit	0	0	0	0	0.0%	0	0	100.0%	0	0	25.0%	25.0%	39,877	75.0%				
Water/Sewer B & O Tax	452,900	110,694	464,727	150,162	24.4%	464,727	150,162	32.3%	150,162	150,162	25.0%	25.0%	33,980	7.3%				
Garbage Tax	81,900	15,884	81,900	16,408	19.4%	81,900	16,408	20.0%	16,408	16,408	25.0%	25.0%	(4,067)	-5.0%				
Cable Tax	133,485	26,893	135,500	26,829	20.1%	135,500	26,829	19.8%	26,829	26,829	25.0%	25.0%	(7,046)	-5.2%				
Telephone Tax	275,000	77,540	260,000	75,334	28.2%	260,000	75,334	29.0%	75,334	75,334	25.0%	25.0%	10,334	4.0%				
Leasehold Excise Tax	41,000	9,508	43,050	11,737	23.2%	43,050	11,737	27.3%	11,737	11,737	25.0%	25.0%	974	2.3%				
Timber Excise Tax	45	0	45	0	0.0%	45	0	0.0%	0	0	25.0%	25.0%	(11)	-25.0%				
<b>Total Tax Revenues</b>	<b>7,156,511</b>	<b>1,481,308</b>	<b>7,673,077</b>	<b>1,719,218</b>	<b>20.7%</b>	<b>7,673,077</b>	<b>1,719,218</b>	<b>22.4%</b>	<b>1,719,218</b>	<b>1,719,218</b>	<b>25.0%</b>	<b>25.0%</b>	<b>(199,051)</b>	<b>-2.6%</b>				
Licenses & Permits	157,050	85,138	210,550	61,125	54.2%	210,550	61,125	29.0%	61,125	61,125	25.0%	25.0%	8,488	4.0%				
Intergov't Grants/Entitlements	445,620	33,183	183,661	41,947	7.4%	183,661	41,947	22.8%	41,947	41,947	25.0%	25.0%	(3,968)	-2.2%				
Charges for Goods and Svcs.	371,196	52,754	326,265	63,018	14.2%	326,265	63,018	19.3%	63,018	63,018	25.0%	25.0%	(18,549)	-5.7%				
Fines and Forfeitures	147,420	40,699	144,770	28,546	27.6%	144,770	28,546	19.7%	28,546	28,546	25.0%	25.0%	(7,647)	-5.3%				
Interest Earnings	11,890	5,181	15,990	5,741	43.6%	15,990	5,741	35.9%	5,741	5,741	25.0%	25.0%	1,744	10.9%				
Rents & Royalties	71,280	19,213	82,100	20,008	27.0%	82,100	20,008	24.4%	20,008	20,008	25.0%	25.0%	(518)	-0.6%				
Donations/Contributions	0	7,000	0	2,625	100.0%	0	2,625	100.0%	2,625	2,625	25.0%	25.0%	2,625	0.0%				
Misc. Revenue/Insurance	29,385	4,037	29,385	8,538	13.7%	29,385	8,538	29.1%	8,538	8,538	25.0%	25.0%	1,192	4.1%				
Non-Revenues	124,435	34,342	148,351	22,381	27.6%	148,351	22,381	15.1%	22,381	22,381	25.0%	25.0%	(14,707)	-9.9%				
<b>Total Non-Tax Revenues</b>	<b>1,358,276</b>	<b>281,547</b>	<b>1,141,072</b>	<b>253,928</b>	<b>20.7%</b>	<b>1,141,072</b>	<b>253,928</b>	<b>22.3%</b>	<b>253,928</b>	<b>253,928</b>	<b>25.0%</b>	<b>25.0%</b>	<b>(31,340)</b>	<b>-2.7%</b>				
	<b>\$8,514,787</b>	<b>\$1,762,855</b>	<b>\$8,814,149</b>	<b>\$1,973,147</b>	<b>20.7%</b>	<b>\$8,814,149</b>	<b>\$1,973,147</b>	<b>22.4%</b>	<b>\$1,973,147</b>	<b>\$1,973,147</b>	<b>25.0%</b>	<b>25.0%</b>	<b>(\$230,391)</b>	<b>-2.6%</b>				

Key:  
 \* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 is divided by 12-the number of months in the year.  
 ^To calculate the dollar variance between expected and actual expenditures, the following formula is used:  
 H=(D\*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

**City of Chehalis**  
**Comparative Financial Reports**  
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GENERAL FUND (#001) EXPENDITURES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Var'nc from Expected	% Variance		
City Council	\$95,657	\$27,737	\$92,351	\$13,901	29.0%	15.1%	\$92,351	\$13,901	\$92,351	\$13,901	15.1%	25.0%	25.0%	\$9,187	9.9%		
Municipal Court	522,105	137,053	480,523	98,002	26.3%	20.4%	480,523	98,002	480,523	98,002	20.4%	25.0%	25.0%	22,129	4.6%		
City Manager	305,708	90,532	312,582	56,196	29.6%	18.0%	312,582	56,196	312,582	56,196	18.0%	25.0%	25.0%	21,950	7.0%		
Finance	228,295	97,016	231,511	61,330	42.5%	26.5%	231,511	61,330	231,511	61,330	26.5%	25.0%	25.0%	(3,452)	-1.5%		
City Clerk	78,878	24,055	79,915	12,026	30.5%	15.0%	79,915	12,026	79,915	12,026	15.0%	25.0%	25.0%	7,953	10.0%		
Facilities and Parks	0	0	791,001	216,728	0.0%	27.4%	791,001	216,728	791,001	216,728	27.4%	25.0%	25.0%	(18,978)	-2.4%		
Non-Departmental	463,976	79,618	611,351	169,034	17.2%	27.6%	611,351	169,034	611,351	169,034	27.6%	25.0%	25.0%	(16,196)	-2.6%		
Human Resources	85,553	31,449	80,584	21,712	36.8%	26.9%	80,584	21,712	80,584	21,712	26.9%	25.0%	25.0%	(1,566)	-1.9%		
Police	2,737,263	720,571	2,927,678	752,405	26.3%	25.7%	2,927,678	752,405	2,927,678	752,405	25.7%	25.0%	25.0%	(20,485)	-0.7%		
Fire	2,017,257	486,703	2,211,515	680,831	24.1%	30.8%	2,211,515	680,831	2,211,515	680,831	30.8%	25.0%	25.0%	(127,952)	-5.8%		
Public Works - Streets	753,224	91,913	588,527	108,739	12.2%	18.5%	588,527	108,739	588,527	108,739	18.5%	25.0%	25.0%	38,393	6.5%		
Planning & Building	0	0	359,957	92,528	0.0%	25.7%	359,957	92,528	359,957	92,528	25.7%	25.0%	25.0%	(2,539)	-0.7%		
Recreation	0	0	482,185	96,371	0.0%	20.0%	482,185	96,371	482,185	96,371	20.0%	25.0%	25.0%	24,175	5.0%		
Community Development	1,414,294	351,897	0	0	24.9%	0.0%	0	0	0	0	0.0%	25.0%	25.0%	0	0.0%		
	\$8,702,210	\$2,138,544	\$9,249,680	\$2,379,801	24.6%	25.7%	\$9,249,680	\$2,379,801	\$9,249,680	\$2,379,801	25.7%	25.0%	25.0%	(\$67,381)	-0.7%		

Net Budget/Income/Variance: (\$187,423) (\$375,689)

(\$435,531) (\$406,655)

(\$297,772)

Key:

\* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 is divided by 12-the number of months in the year.

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City of Chehalis  
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WASTEWATER FUND (#404) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	March 2016 Actual	% Rec'd	Budget	March 2017 Actual	% Rec'd	Budget	March 2017 Actual	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Varinc from Expected	% Variance					
Non-Revenue - Loans	\$1,400,000	\$0	0.0%	\$275,000	\$0	0.0%	\$0	0.0%	25.0%	25.0%	(\$68,750)	0.0%						
Wastewater Fees	4,868,053	1,236,531	25.4%	5,289,972	1,341,745	25.4%	1,341,745	25.4%	25.0%	25.0%	19,252	0.4%						
Sewer Connection/Misc. Fees	30,000	0	0.0%	60,000	11,514	19.2%	11,514	19.2%	25.0%	25.0%	(3,486)	-5.8%						
Rentals	3,545	3,545	100.0%	3,545	3,545	100.0%	3,545	100.0%	25.0%	25.0%	2,659	75.0%						
Misc. Revenues/Insurance	3,000	590	19.7%	3,000	536	17.9%	536	17.9%	25.0%	25.0%	(214)	-7.1%						
Non-Revenue Tax Receipts	555	502	90.5%	555	498	89.7%	498	89.7%	25.0%	25.0%	359	64.7%						
Intergovernmental Receipts	0	0	0.0%	0	8,795	100.0%	8,795	100.0%	25.0%	25.0%	8,795	75.0%						
Proceeds of Long-Term Debt	0	28,576	100.0%	0	574,953	100.0%	574,953	100.0%	25.0%	25.0%	574,953	75.0%						
Fines and Forfeitures	0	14,554	0.0%	50,000	12,885	25.8%	12,885	25.8%	25.0%	25.0%	385	0.8%						
Interest Earnings	2,459	0	0.0%	3,000	4,324	144.1%	4,324	144.1%	25.0%	25.0%	3,574	119.1%						
<b>Tot</b>	<b>\$6,307,612</b>	<b>\$1,284,298</b>	<b>20.4%</b>	<b>\$5,685,072</b>	<b>\$1,958,794</b>	<b>34.5%</b>	<b>\$1,958,794</b>	<b>34.5%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>\$537,526</b>	<b>9.5%</b>						

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WASTEWATER FUND (#404) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	March 2016 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Expected % Exp*	Expected % Exp*	Varinc from Expected	% Variance					
Operating Expenses	\$2,723,260	\$504,061	18.5%	\$2,804,925	\$718,134	25.6%	\$718,134	25.6%	25.0%	25.0%	(\$16,902)	-0.6%						
Capital Outlay	1,467,900	26,503	1.8%	473,000	560,621	118.5%	560,621	118.5%	25.0%	25.0%	(442,371)	-93.5%						
Debt Principal	1,834,840	93,081	5.1%	1,846,181	19,773	1.1%	19,773	1.1%	25.0%	25.0%	441,772	23.9%						
Interest Expense	34,733	9,962	28.7%	43,937	29	0.1%	29	0.1%	25.0%	25.0%	10,955	24.9%						
Interfund Loan Disbursements	83,784	0	0.0%	0	0	0.0%	0	0.0%	25.0%	25.0%	0	25.0%						
Transfers Out	0	0	0.0%	0	0	0.0%	0	0.0%	25.0%	25.0%	0	25.0%						
<b>Tot</b>	<b>\$6,144,517</b>	<b>\$633,607</b>	<b>10.3%</b>	<b>\$5,168,043</b>	<b>\$1,298,556</b>	<b>25.1%</b>	<b>\$1,298,556</b>	<b>25.1%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>-\$6,546</b>	<b>-0.1%</b>						

Net Budget/Income/Variance: \$163,095 \$650,691 \$517,029 \$660,238 \$530,981

Key:

\* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 is divided by 12-the number of months in the year.

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H=(D\*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis  
Comparative Financial Reports  
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WATER FUND (#405) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	March 2016 Actual	% Rec'd	Budget	March 2017 Actual	% Rec'd	Budget	March 2017 Actual	% Exp'd	Expected % Rec'd*	Expected % Rec'd*	Exp'd	% Exp'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	Var'nc from Expected	% Variance
Intergovernmental Revenues	\$0	\$0	100.0%	\$0	\$0	0.0%	\$0	\$0	0.0%	25.0%	25.0%	0.0%	25.0%	25.0%	\$0	\$0	100.0%	
Water Sales	\$2,376,387	\$602,195	25.3%	\$2,613,600	\$686,622	26.3%	\$2,613,600	\$686,622	26.3%	25.0%	25.0%	26.3%	25.0%	25.0%	33,222	33,222	1.3%	
Water Connection/Misc. Fees	10,000	3,535	35.4%	75,000	12,434	16.6%	75,000	12,434	16.6%	25.0%	25.0%	16.6%	25.0%	25.0%	(6,316)	(6,316)	-8.4%	
Interfund Principal Repayment	0	0	0.0%	0	0	0.0%	0	0	0.0%	25.0%	25.0%	0.0%	25.0%	25.0%	0	0	0.0%	
Misc. Revenues/Insurance	2,121	2,534	119.5%	2,121	454	21.4%	2,121	454	21.4%	25.0%	25.0%	21.4%	25.0%	25.0%	(76)	(76)	-3.6%	
Non-Revenue Tax Receipts	100	-260	0.0%	150	42	27.7%	150	42	27.7%	25.0%	25.0%	27.7%	25.0%	25.0%	4	4	2.7%	
Proceeds of Long-Term Debt	555,500	0	0.0%	1,000,000	0	0.0%	1,000,000	0	0.0%	25.0%	25.0%	0.0%	25.0%	25.0%	(250,000)	(250,000)	-25.0%	
Fines and Forfeitures	0	7,287	0.0%	28,000	8,681	31.0%	28,000	8,681	31.0%	25.0%	25.0%	31.0%	25.0%	25.0%	1,681	1,681	6.0%	
Interest Earnings	6,275	387	6.2%	9,750	3,274	33.6%	9,750	3,274	33.6%	25.0%	25.0%	33.6%	25.0%	25.0%	836	836	8.6%	
<b>Total</b>	<b>\$2,950,383</b>	<b>\$615,678</b>	<b>20.9%</b>	<b>\$3,728,621</b>	<b>\$711,506</b>	<b>19.1%</b>	<b>\$3,728,621</b>	<b>\$711,506</b>	<b>19.1%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>19.1%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>(\$220,649)</b>	<b>(\$220,649)</b>	<b>-5.9%</b>	

WATER FUND (#405) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	March 2016 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Expected % Exp*	Expected % Exp*	Exp'd	% Exp'd	Expected % Exp*	Expected % Exp*	Var'nc from Expected	Var'nc from Expected	% Variance
Operating Expenses	\$1,888,309	\$383,875	20.3%	\$1,930,577	\$542,154	28.1%	\$1,930,577	\$542,154	28.1%	25.0%	25.0%	28.1%	25.0%	25.0%	(\$59,509)	(\$59,509)	-3.1%	
Capital Outlay	1,847,000	57,963	3.1%	1,603,000	353,172	22.0%	1,603,000	353,172	22.0%	25.0%	25.0%	22.0%	25.0%	25.0%	47,578	47,578	3.0%	
Debt Principal	134,077	10,000	7.5%	135,077	11,000	8.1%	135,077	11,000	8.1%	25.0%	25.0%	8.1%	25.0%	25.0%	22,769	22,769	16.9%	
Interest Expense	14,435	2,325	16.1%	12,480	1,833	14.7%	12,480	1,833	14.7%	25.0%	25.0%	14.7%	25.0%	25.0%	1,287	1,287	10.3%	
Transfers Out	0	0	0.0%	0	0	0.0%	0	0	0.0%	25.0%	25.0%	0.0%	25.0%	25.0%	0	0	0.0%	
<b>Total</b>	<b>\$3,883,821</b>	<b>\$454,163</b>	<b>11.7%</b>	<b>\$3,681,134</b>	<b>\$908,158</b>	<b>24.7%</b>	<b>\$3,681,134</b>	<b>\$908,158</b>	<b>24.7%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>24.7%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>\$12,125</b>	<b>\$12,125</b>	<b>0.3%</b>	

Net Budget/Income/Variance: (\$933,438)      \$161,515      \$47,487      (\$196,653)      (\$208,524)

Key:  
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City of Chehalis  
Comparative Financial Reports  
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STORM FUND (#406) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	March 2016 Actual	Budget	March 2017 Actual	% Rec'd	Budget	March 2017 Actual	% Rec'd	Budget	March 2017 Actual	% Rec'd	Expected % Rec'd*	Expected	Variance	Expected	Variance		
Storm & Surface Water Fees	\$505,500	\$136,764	0	\$151,208	27.1%	\$545,910	\$151,208	27.7%	\$545,910	\$151,208	27.7%	25.0%	\$14,730	2.7%	\$14,730	2.7%		
Storm Connection/Misc. Fees	4,000	0	0	8,663	0.0%	2,000	8,663	433.1%	2,000	8,663	433.1%	25.0%	8,163	408.1%	8,163	408.1%		
Misc. Revenues/Insurance	2,000	0	0	6,750	0.0%	0	6,750	100.0%	0	6,750	100.0%	25.0%	6,750	75.0%	6,750	75.0%		
Non-Revenue Tax Receipts	275	0	0	25	0.0%	0	25	100.0%	0	25	100.0%	25.0%	25	75.0%	25	75.0%		
Fines and Forfeitures	0	1,255	0	1,209	0.0%	0	1,209	100.0%	0	1,209	100.0%	25.0%	1,209	75.0%	1,209	75.0%		
Interest Earnings	580	0	0	914	0.0%	1,000	914	91.4%	1,000	914	91.4%	25.0%	664	66.4%	664	66.4%		
<b>Total</b>	<b>\$512,355</b>	<b>\$138,019</b>	<b>0</b>	<b>\$168,769</b>	<b>26.9%</b>	<b>\$548,910</b>	<b>\$168,769</b>	<b>30.7%</b>	<b>\$548,910</b>	<b>\$168,769</b>	<b>30.7%</b>	<b>25.0%</b>	<b>\$31,541</b>	<b>5.7%</b>	<b>\$31,541</b>	<b>5.7%</b>		

STORM FUND (#406) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	March 2016 Actual	Budget	March 2017 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Expected % Exp*	Expected	Variance	Expected	Variance		
Operating Expenses	\$469,176	\$64,217	0	\$86,449	13.7%	\$524,898	\$86,449	16.5%	\$524,898	\$86,449	16.5%	25.0%	\$44,775	8.5%	\$44,775	8.5%		
Transfers Out	0	0	0	0	0.0%	0	0	0.0%	0	0	0.0%	25.0%	0	25.0%	0	25.0%		
<b>Total</b>	<b>\$469,176</b>	<b>\$64,217</b>	<b>0</b>	<b>\$86,449</b>	<b>13.7%</b>	<b>\$524,898</b>	<b>\$86,449</b>	<b>16.5%</b>	<b>\$524,898</b>	<b>\$86,449</b>	<b>16.5%</b>	<b>25.0%</b>	<b>\$44,775</b>	<b>8.5%</b>	<b>\$44,775</b>	<b>8.5%</b>		

Net Budget/Income/Variance: \$43,179      \$73,802      \$24,012      \$82,320      \$76,317

Key:

\* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 is divided by 12-the number of months in the year.

^To calculate the dollar variance between expected and actual expenditures, the following formula is used:

H=(D\*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)



City of Chehalis  
Comparative Financial Reports  
March 2016 and 2017

AIRPORT FUND (#407) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	March 2016 Actual	% Rec'd	Budget	March 2017 Actual	% Rec'd	Budget	March 2017 Actual	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	% Variance					
Intergovernmental Revenues	\$916,600	\$58,044	6.3%	\$944,587	\$94,340	10.0%	\$944,587	\$94,340	10.0%	25.0%	(141,807)	-15.0%						
Charges for Goods and Svcs.	533,622	100,532	18.8%	534,567	97,191	18.2%	534,567	97,191	18.2%	25.0%	(36,451)	-6.8%						
Interest Earnings	14,000	0	0.0%	5,325	385	7.2%	5,325	385	7.2%	25.0%	(947)	-17.8%						
Licenses & Permits	0	0	100.0%	1,450	0	0.0%	1,450	0	0.0%	25.0%	(363)	-25.0%						
Rents & Royalties	896,423	271,363	30.3%	981,437	266,360	27.1%	981,437	266,360	27.1%	25.0%	21,001	2.1%						
Misc. Rev/Ins/Donations	600	0	0.0%	700	1,705	243.6%	700	1,705	243.6%	25.0%	1,530	218.6%						
Fines and Forfeitures	0	0	0.0%	0	0	0.0%	0	0	0.0%	25.0%	0	0.0%						
Non-Revenue Tax Receipts	157,373	42,872	27.2%	168,424	42,237	25.1%	168,424	42,237	25.1%	25.0%	76	0.1%						
Proceeds of Long-Term Debt	0	0	0.0%	0	0	0.0%	0	0	0.0%	25.0%	0	-25.0%						
Operating Transfers In	0	0	0.0%	0	0	0.0%	0	0	0.0%	25.0%	0	-25.0%						
	\$2,518,618	\$472,811	18.8%	\$2,636,490	\$502,217	19.0%	\$2,636,490	\$502,217	19.0%	25.0%	(\$157,036)	-6.0%						

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AIRPORT FUND (#407) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=G-F	
	Budget	March 2016 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Budget	March 2017 Actual	% Exp'd	Expected % Exp*	Expected % Exp*	Var'nc from Expected	% Variance					
Operating Expenses	\$1,338,870	\$228,072	17.0%	\$1,327,471	\$252,328	19.0%	\$1,327,471	\$252,328	19.0%	25.0%	\$79,540	6.0%						
Capital Outlay	871,630	132,509	15.2%	1,184,587	62,304	5.3%	1,184,587	62,304	5.3%	25.0%	233,842	19.7%						
Principal - G.O. Bonds	278,505	2,458	0.9%	1,597,850	3,794	0.2%	1,597,850	3,794	0.2%	25.0%	395,668	24.8%						
Interest Expense	74,084	1,989	2.7%	44,382	2,877	6.5%	44,382	2,877	6.5%	25.0%	8,219	18.5%						
	\$2,563,089	\$365,028	14.2%	\$4,154,290	\$321,303	7.7%	\$4,154,290	\$321,303	7.7%	25.0%	\$717,269	17.3%						
	(\$44,471)	\$107,783		(\$1,517,800)	\$180,914		(\$1,517,800)	\$180,914			\$560,233							

Key:

\* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 is divided by 12-the number of months in the year.

<sup>^</sup>To calculate the dollar variance between expected and actual expenditures, the following formula is used:

H=(D\*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis  
 First Quarter Preliminary Financial Statements - All Funds  
 March 31, 2017

	General Fund #001		Dedicated Street Fund #003		Bldg Abatement #004		Arterial Str Fund #102		TBD Fund #103	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	-	1,462,273	30,000	12,382	0	0	88,237	104,266	0	0
Revs. & Transfers In	8,814,149	1,973,147	161,949	42,561	100,200	0	155,516	37,237	0	0
Exps. & Transfers Out	(9,249,680)	(2,379,801)	(154,436)	(4,364)	0	0	(149,844)	(18,946)	0	0
Ending Fund Balance	1,026,742	735,066	37,513	50,579	100,200	0	93,909	122,557	0	0

	Tourism Fund #107		CDBG Fund #195		HUD BG Fund #197		2011 G.O. Bond #200		Auto/Eq Reserve #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	245,840	264,582	110	111	57,350	57,506	0	0	459	461
Revs. & Transfers In	233,500	46,095	0	0	100	59	98,966	0	0	0
Exps. & Transfers Out	(237,000)	(7,985)	0	0	0	0	(98,966)	(300)	0	0
Ending Fund Balance	242,340	302,692	110	111	57,450	57,565	0	(300)	459	461

	1st QTR REET Fund #305		2nd QTR REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	228,876	217,398	212,941	197,213	4,500	3,869	3,500,000	4,312,826	4,600,000	4,844,780
Revs. & Transfers In	111,025	21,826	110,950	21,805	6,435	1,044	5,685,072	1,958,794	3,728,621	711,506
Exps. & Transfers Out	(41,566)	0	(32,659)	0	(5,740)	0	(5,168,043)	(1,298,556)	(3,681,134)	(908,158)
Ending Fund Balance	298,335	239,224	291,232	219,018	5,195	4,913	4,017,029	4,973,064	4,647,487	4,648,128

	Storm/Surface Wtr #406		Airport Fund #407		Firemens Pension #611		City Agency Fund #633		ALL FUNDS TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	600,000	834,822	1,605,778	1,817,718	500,000	602,021	8,000	9,560	13,144,364	14,421,235
Revs. & Transfers In	548,910	168,769	2,636,490	502,217	172,785	4,026	0	0	22,564,668	5,489,086
Exps. & Transfers Out	(524,898)	(86,449)	(4,154,290)	(321,303)	(78,500)	(8,509)	0	(2,000)	(23,576,756)	(5,036,371)
Ending Fund Balance	624,012	917,142	87,978	1,998,632	594,285	597,538	8,000	7,560	12,132,276	14,873,950

Note: In some instances, ending fund balances include non-cash components, such as prepaid insurance and inventory. Resulting variances are considered immaterial.

City of Chehalis  
**PRELIMINARY Fourth Quarter Financial Statements - All Funds**  
**December 31, 2016**

	General Fund #001		Dedicated Street Fund #003		Arterial Str Fund #102		TBD Fund #103		Tourism Fund #107	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	1,512,139	1,512,139	92,883	92,883	68,357	68,357	0	0	198,720	198,720
Revs. & Transfers In	9,431,988	9,017,123	593,159	162,217	150,000	159,286	0	0	224,895	246,375
Exps. & Transfers Out	(9,745,599)	(9,390,203)	(640,260)	(242,719)	(130,120)	(123,377)	0	0	(218,380)	(180,514)
Ending Fund Balance	1,198,528	1,139,039	45,782	12,381	88,237	104,266	0	0	205,235	264,581

	CDBG Fund #195		HUD BG Fund #197		2011 G.O. Bond #200		Public Fac. Res. #301		Auto/Eq Reserve #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	110	110	57,350	57,350	0	0	0	0	459	459
Revs. & Transfers In	10,136	0	390	155	96,017	95,706	0	0	12,000	1
Exps. & Transfers Out	0	0	0	0	(96,017)	(95,706)	0	0	(12,000)	0
Ending Fund Balance	10,246	110	57,740	57,505	0	0	0	0	459	460

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	1st QTR REET Fund #305		2nd QTR REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	155,433	155,433	126,740	126,740	4,554	4,554	3,271,463	3,271,463	5,584,336	5,643,056
Revs. & Transfers In	100,175	101,986	100,150	101,916	6,410	6,592	6,362,612	5,606,359	3,859,383	2,986,400
Exps. & Transfers Out	(40,149)	(40,020)	(31,545)	(31,443)	(4,155)	(3,714)	(5,902,971)	(4,560,354)	(3,883,821)	(3,865,573)
Ending Fund Balance	215,459	217,399	195,345	197,213	6,809	7,432	3,731,104	4,317,468	5,559,898	4,763,883

	Storm/Surface Wtr #406		Airport Fund #407		Firemens Pension #611		City Agency Fund #633		ALL FUNDS TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	682,478	682,478	1,899,100	1,901,080	490,266	490,266	8,107	8,000	14,152,495	14,213,088
Revs. & Transfers In	512,355	563,501	2,548,063	2,699,301	151,845	149,158	360,000	343,985	24,519,578	22,240,061
Exps. & Transfers Out	(513,276)	(411,017)	(2,628,899)	(2,782,443)	(74,333)	(37,403)	(360,000)	(342,425)	(24,281,525)	(22,106,911)
Ending Fund Balance	681,557	834,962	1,818,264	1,817,938	567,778	602,021	8,107	9,560	14,390,548	14,346,238

Note: In some instances, ending fund balances include non-cash components, such as prepaid insurance and inventory. Resulting variances are considered immaterial.

City of Chehalis  
Third Quarter Financial Statements - All Funds  
September 30, 2016

	General Fund #001		Dedicated Street Fund #003		Arterial Str Fund #102		TBD Fund #103		Tourism Fund #107	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	1,512,139	1,512,139	92,883	92,883	68,357	68,357	0	0	198,720	198,720
Revs. & Transfers In	8,624,812	6,595,258	593,159	118,194	150,000	116,801	0	0	224,895	174,003
Exps. & Transfers Out	(9,112,095)	(6,804,124)	(640,260)	(120,647)	(130,120)	(98,457)	0	0	(218,380)	(92,326)
Ending Fund Balance	1,024,856	1,303,273	45,782	90,430	88,237	86,701	0	0	205,235	280,397
	<b>CDBG Fund #195</b>		<b>HUD BG Fund #197</b>		<b>2011 G.O. Bond #200</b>		<b>Public Fac. Res. #301</b>		<b>Auto/Eq Reserve #302</b>	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	110	110	57,350	57,350	0	0	0	0	459	459
Revs. & Transfers In	10,136	0	390	113	96,017	15,566	0	0	12,000	1
Exps. & Transfers Out	0	0	0	0	(96,017)	(15,566)	0	0	(12,000)	0
Ending Fund Balance	10,246	110	57,740	57,463	0	0	0	0	459	460
	<b>1st QTR REET Fund #305</b>		<b>2nd QTR REET Fund #306</b>		<b>Garbage Fund #402</b>		<b>Wastewater Fund #404</b>		<b>Water Fund #405</b>	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	155,433	155,433	126,740	126,740	4,554	4,554	3,271,463	3,271,463	5,584,336	5,643,056
Revs. & Transfers In	100,175	82,579	100,150	82,524	6,410	6,559	6,307,612	4,206,305	3,859,383	2,197,845
Exps. & Transfers Out	(40,149)	(6,693)	(31,545)	(4,981)	(4,155)	(5,375)	(6,092,688)	(3,008,138)	(3,883,821)	(2,401,444)
Ending Fund Balance	215,459	231,319	195,345	204,283	6,809	5,738	3,486,387	4,469,630	5,559,898	5,439,457
	<b>Storm/Surface Wtr. #406</b>		<b>Airport Fund #407</b>		<b>Firemens Pension #611</b>		<b>City Agency Fund #633</b>		<b>ALL FUNDS TOTALS</b>	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	682,478	682,478	1,899,100	1,901,080	490,266	490,266	8,107	8,000	14,152,495	14,213,088
Revs. & Transfers In	512,355	418,306	2,551,118	1,657,960	151,845	90,926	360,000	204	23,660,457	15,763,144
Exps. & Transfers Out	(487,176)	(246,494)	(2,595,589)	(1,579,176)	(74,333)	(29,245)	(360,000)	0	(23,778,328)	(14,412,666)
Ending Fund Balance	707,657	854,290	1,854,629	1,979,864	567,778	551,947	8,107	8,204	14,034,624	15,563,566

Note: In some instances, ending fund balances include non-cash components, such as prepaid insurance and inventory. Resulting variances are considered immaterial.

City of Chehalis  
**Second Quarter Financial Statements - All Funds**  
 June 30, 2016

	General Fund #001		Dedicated Street Fund #003		Arterial Str. Fund #102		TBD Fund #103		Tourism Fund #107	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	1,512,139	1,512,139	92,883	92,883	68,357	68,357	0	0	198,720	198,720
Revs. & Transfers In	8,624,812	4,185,005	593,159	75,447	150,000	76,280	0	0	224,895	99,419
Exps. & Transfers Out	(9,112,095)	(4,561,715)	(640,260)	(41,832)	(130,120)	(24,312)	0	0	(218,380)	(54,571)
Ending Fund Balance	1,024,856	1,135,429	45,782	126,498	88,237	120,325	0	0	205,235	243,568

	CDBG Fund #195		HUD BG Fund #197		2011 G.O. Bond #200		Public Fac. Res. #301		Auto/Eq Reserve #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	110	110	57,350	57,350	0	0	0	0	459	459
Revs. & Transfers In	10,136	0	390	72	96,017	15,566	0	0	12,000	1
Exps. & Transfers Out	0	0	0	0	(96,017)	(15,566)	0	0	(12,000)	0
Ending Fund Balance	10,246	110	57,740	57,422	0	0	0	0	459	460

	1st QTR REET Fund #305		2nd QTR REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	155,433	155,433	126,740	126,740	4,554	4,554	3,271,463	3,271,463	5,584,336	5,643,056
Revs. & Transfers In	100,175	63,327	100,150	63,291	6,410	6,114	6,307,612	2,865,732	3,859,383	1,240,647
Exps. & Transfers Out	(40,149)	(6,693)	(31,545)	(4,981)	(4,155)	(2,533)	(6,092,688)	(2,105,699)	(3,883,821)	(1,059,883)
Ending Fund Balance	215,459	212,067	195,345	185,050	6,809	8,135	3,486,387	4,031,496	5,559,898	5,823,820

	Storm/Surface Wtr #406		Airport Fund #407		Firemens Pension #611		City Agency Fund #633		ALL FUNDS TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	682,478	682,478	1,899,100	1,901,080	490,266	490,266	8,107	8,000	14,152,495	14,213,088
Revs. & Transfers In	512,355	273,056	2,551,118	946,416	151,845	88,358	360,000	204	23,660,457	9,998,935
Exps. & Transfers Out	(487,176)	(133,710)	(2,595,589)	(995,749)	(74,333)	(21,199)	(360,000)	0	(23,778,328)	(9,028,443)
Ending Fund Balance	707,657	821,824	1,854,629	1,851,747	567,778	557,425	8,107	8,204	14,034,624	15,183,580

Note: in some instances, ending fund balances include non-cash components, such as prepaid insurance and inventory. Resulting variances are considered immaterial.

City of Chehalis  
 First Quarter Preliminary Financial Statements - All Funds  
 March 31, 2016

	General Fund #001		Dedicated Street Fund #003		Arterial Str Fund #102		TBD Fund #103		Tourism Fund #107	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	1,036,237	1,512,139	1,000	92,883	4,369	68,357	0	0	141,959	198,720
Revs. & Transfers In	8,514,787	1,762,855	150,899	37,695	150,000	37,912	0	0	224,895	40,206
Exps. & Transfers Out	(8,702,210)	(2,138,544)	(148,000)	(630)	(130,120)	(10,689)	0	0	(218,380)	0
Ending Fund Balance	848,814	1,136,450	3,899	129,948	24,249	95,580	0	0	148,474	238,926

	CDBG Fund #195		HUD BG Fund #197		2011 G.O. Bond #200		Public Fac. Res. #301		Auto/Eq Reserve #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	10	110	43,991	57,350	0	0	0	0	0	459
Revs. & Transfers In	10,136	0	390	0	95,592	0	0	0	12,000	0
Exps. & Transfers Out	0	0	0	0	(95,592)	(425)	0	0	(12,000)	0
Ending Fund Balance	10,146	110	44,381	57,350	0	(425)	0	0	0	459

	1st QTR REET Fund #305		2nd QTR REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	176,016	155,433	144,385	126,740	0	4,554	1,528,146	3,271,463	4,475,544	5,584,336
Revs. & Transfers In	100,175	33,648	100,150	33,648	6,410	1,440	6,307,612	1,284,298	2,950,383	615,678
Exps. & Transfers Out	(40,149)	0	(31,545)	0	(4,155)	(3)	(6,144,517)	(633,607)	(3,883,821)	(454,163)
Ending Fund Balance	236,042	189,081	212,990	160,388	2,255	5,991	1,691,241	3,922,154	3,542,106	5,745,851

	Storm/Surface Wtr #406		Airport Fund #407		Firemens Pension #611		City Agency Fund #633		ALL FUNDS TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	554,295	682,478	1,612,249	1,899,100	479,285	490,266	7,307	8,107	10,204,793	14,152,495
Revs. & Transfers In	512,355	138,019	2,518,618	472,811	151,845	3,654	360,000	204	22,166,247	4,462,068
Exps. & Transfers Out	(469,176)	(64,217)	(2,563,089)	(365,028)	(74,333)	(13,153)	(360,000)	0	(22,877,087)	(3,680,459)
Ending Fund Balance	597,474	756,280	1,567,778	2,006,883	556,797	480,767	7,307	8,311	9,493,953	14,934,104

Note: In some instances, ending fund balances include non-cash components, such as prepaid insurance and inventory. Resulting variances are considered immaterial.