

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
--	---	---

Regular Meeting of Monday, May 8, 2017

5:00 p.m.

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

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
PROCLAMATIONS / PRESENTATIONS		
3. <u>Proclamation – Police Week.</u> (Mayor)	---	---
4. <u>Twin Transit Update.</u> (Rob LaFontaine)	INFORMATION ONLY	---

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
PUBLIC HEARING		
5. <u>Public Hearing Regarding an Application to Rezone Property at 0 SW Armstrong Court.</u> (City Manager, Community Development Director)	CONDUCT PUBLIC HEARING	1

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

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
6. <u>Minutes of the Regular Meeting of April 24, 2017.</u> (City Clerk)	APPROVE	38
7. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	41
8. <u>High Level Reservoir Project Change Orders.</u> (City Manager, Public Works Director, Water Superintendent)	APPROVE	43
9. <u>Set May 22, 2017 at 5:00 p.m. to Conduct a Public Hearing on the City's 2018-2023 Six-Year Transportation Improvement Program.</u> (City Manager, Public Works Director, Street Superintendent)	APPROVE	47

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
UNFINISHED BUSINESS		
10. <u>Ordinance No. 969-B, Second and Final 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	50

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
11. <u>Ordinance No. 970-B, First Reading – Rezoning Property at 0 SW Armstrong Court.</u> (City Manager, Community Development Director)	PASS	1 & 37
12. <u>Capital Facilities Plan Update.</u> (City Manager, Airport Director)	AUTHORIZE CITY MANAGER TO APPROVE MISSION STATEMENT AND RECOMMENDATIONS	54
13. <u>City Representative to the Chehalis River Basin Flood Authority.</u> (City Manager)	ACCEPT RESIGNATION OF JULIE BALMELLI-POWE; DISCUSS FILLING VACANCY	55

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

EXECUTIVE SESSION		
16. Pursuant to RCW:		
a. 42.30.110(1)(i) – Litigation/Potential Litigation		
b. 42.30.110(1)(g) – Review Performance of a Public Employee.		

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MAY 22, 2017.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

DATE: May 8, 2017

SUBJECT: Application to Rezone Tax Parcel #017535003000 ("O" SW Armstrong Court)

ISSUE

The City received an application to rezone tax parcel #017535003000 ("O" 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 the 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

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 newspaper on March 25, 2017 and was sent to both KELA and KITI radio stations. The DRC completed the review and provided a recommendation on March 2, 2017.

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.]

Significant DRC Findings of Fact:

1. The applicant requests to change the zoning from CG to R-2.
2. This parcel is approximately two (2) acres in size.
3. The property is part of an original Land Donation Claim and has not been subdivided in the past.
4. The intent of the current CG zoning is to "provide an area for development of general commercial businesses, offices, retail stores, institutions, and similar commercial uses, with zoning controls designed to require mitigation of significant impacts which may occur with such development."
5. The intent of the proposed R-2 zoning is to: "provide an area for development of a higher density of single-family residences than the R-1 zone, including relatively smaller lot sizes with adequate public facilities. Zoning controls are designed to protect the residential living environment and provide for a variety of conditional uses under special or unique circumstances."
6. The surrounding lots on the north and east are all developed residential lots with single family residences.
7. There is a railroad track to the south that prevents access from the south and west.
8. This area is served by the City of Chehalis water and sewer systems.
9. This area is served by the City of Chehalis storm water system.
10. Should this parcel be rezoned, it could possibly be subdivided into a maximum of 20 residential parcels.

The Chehalis Planning Commission held a public meeting on March 14, 2017 to review the rezone application and accepted the DRC's recommendation to approve the rezone request, and that the recommendation be forwarded to the City Council for consideration. The Planning Commission voted unanimously to recommend approval of the proposed application on April 11, 2017.

A complete staff report with the DRC comments and recommended conditions is attached for review.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council conduct the public hearing on the application to rezone "0" SW Armstrong Court (Tax Parcel #017535003000) from CG Commercial General to R-2 Medium Density Residential, and accept the recommendation of the Chehalis Planning Commission, including the conditions recommended by the City Development Review Committee, and pass Ordinance No. 970-B on first reading.

SUGGESTED MOTION

I move that the City Council accept the recommendation of the Chehalis Planning Commission and pass Ordinance No. 970-B on first reading to approve the rezone of Tax Parcel #017535003000 ("0" SW Armstrong Court) from CG Commercial General to R-2 Medium Density Residential.

PETITION FOR AMENDMENT

(check only one)

- Chehalls 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]

Date: FEBRUARY 27, 2017

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:

PLEASE SEE ATTACHED

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:

PLEASE SEE ATTACHED

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.

2.

The subject parcel is currently zoned for commercial use, identified as Zone CG. General Commercial. R-2 Residential zones adjoin the property on the Northwest and Northeast.

3.

Maps included in (1) above.

4. The specific reason why this change is necessary.

This parcel is currently undeveloped. The only legal access to the property is from SW Fair Avenue. All surrounding properties for several blocks to the Northwest and Northeast appear to be used for single family residential purposes. The CG Zoning does continue from this property Southerly to Interstate Avenue where there are commercial uses. However, this property has no legal access in this direction , and there are wetland areas and a rail spur between which would make commercial development using this access very improbable.

If a commercial use of some type were to be sited on this property, it would seem that increased traffic, potential noise, etc would not necessarily be a good thing for the surrounding residential neighborhood.

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

It is anticipated/expected that a change of this parcel to residential use would allow the property to be used in a manner that would provide more benefit to the community. If zoning is left unchanged the property will be difficult to use in a manner to benefit the community.

SEPA ENVIRONMENTAL CHECKLIST

MAR 20 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 or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

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 an 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 a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

The help links in this checklist are intended to assist users in accessing guidance on the checklist questions. Links are provided to the specific sections of the guidance applicable to the questions. However, the links may not work correctly on all devices. If the links do not work on your device, open the guidance at www.ecy.wa.gov/programs/sea/sepa/apguide/EnvChecklistGuidance.html and navigate to the appropriate section.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT 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.

MAR 20 2017 

A. Background

1. Name of proposed project, if applicable: **Rezone for Fair Avenue Property**
2. Name of applicant: **Legend Oaks, LLC**
3. Address and phone number of applicant and contact person: **Lawrence M Shaw**
206-242-8228
4. Date checklist prepared: **3/19/2017**
5. Agency requesting checklist: **City of Chehalis**
6. Proposed timing or schedule (including phasing, if applicable): **N/A**
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. **Nothing planned**
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. **N/A**
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. **No**
10. List any government approvals or permits that will be needed for your proposal, if known. **N/A**
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.) Please refer to project portion of the application.
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. Please refer to project portion of the application.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

- b. What is the steepest slope on the site (approximate percent slope)? Insignificant; **Likely 5% or less.**
- 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. Clay
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. Nothing observed.
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. None
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. No
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? **N/A**
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: **N/A**

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. **None**
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. **None**
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: **none**

3. Water

a. Surface Water:

- 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. **Nothing observed.**

- 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. **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. **None**

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. **No**

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. **Partially**

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.
No

b. Ground Water:

1) Will groundwater 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 groundwater? Give general description, purpose, and approximate quantities if known. **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. **N/A**

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. **N/A**

2) Could waste materials enter ground or surface waters? If so, generally describe. **N/A**

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

N/A

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

N/A

4. Plants

a. Check the 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? **None**

c. List threatened and endangered species known to be on or near the site. **Nothing known.**

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: **N/A**

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:

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

mammals: deer, bear, elk, beaver, other:
fish: bass, salmon, trout, herring, shellfish, other _____

b. List any threatened and endangered species known to be on or near the site. **None known**

c. Is the site part of a migration route? If so, explain. **N/A**

d. Proposed measures to preserve or enhance wildlife, if any: **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.

N/A

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

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:

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.

No

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

None known.

2) Describe existing hazardous chemicals/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 known.

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 known.**

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)? **None**

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. **None**

3) Proposed measures to reduce or control noise impacts, if any: **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. **Vacant land; adjacent is single family residential.**

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 nonfarm or nonforest use? **None**

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. **None**

d. Will any structures be demolished? If so, what? **No**

e. What is the current zoning classification of the site? **CG**

f. What is the current comprehensive plan designation of the site? **unknown**

g. If applicable, what is the current shoreline master program designation of the site? **Unknown**

i. Has any part of the site been classified as a critical area by the city or county? If so, specify.

j. **Not aware of any**

i. Approximately how many people would reside or work in the completed project? **0**

j. Approximately how many people would the completed project displace? **0**

k. Proposed measures to avoid or reduce displacement impacts, if any: **0**

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: **None**

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. **0**

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. **0**

c. Proposed measures to reduce or control housing impacts, if any: **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? **N/A**

b. What views in the immediate vicinity would be altered or obstructed? **None**

b. Proposed measures to reduce or control aesthetic impacts, if any: **N/A No change**

11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? **N/A**

b. Could light or glare from the finished project be a safety hazard or interfere with views?
N/A

c. What existing off-site sources of light or glare may affect your proposal?
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?
None

b. Would the proposed project displace any existing recreational uses? If so, describe.
NO

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:
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. **Not aware of any**

c. 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. **Not aware of any**

d. 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, archaeological surveys, historic maps, GIS data, etc.

N/A – no impacts

- e. 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.

N/A

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.

Fair Avenue

- 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?

Twin Transit in vicinity.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

N/A

- 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).

No

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

None

- 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 nonpassenger vehicles). What data or transportation models were used to make these estimates?

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:

No impacts

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.

No

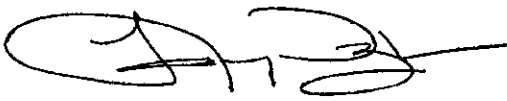
- b. Proposed measures to reduce or control direct impacts on public services, if any. ***None***

16. Utilities

- a. Circle utilities currently available at the site:
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. *None*

C. Signature

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 _____ Larry Unzelman _____

Position and Agency/Organization _____ by authority of L M Shaw _____

Date Submitted: ___03/19/2017_____

D. supplemental sheet for nonproject actions

(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?

None

Proposed measures to avoid or reduce such increases are:

- 2. How would the proposal be likely to affect plants, animals, fish, or marine life? None

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

LARRY UNZELMAN

Position and Agency/Organization

BY DIRECTION OF OWNER

Date Submitted:

2/27/17

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?

N/A

Proposed measures to avoid or reduce such increases are:

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

N/A

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

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

N/A

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

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?

N/A

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

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?

N/A

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

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

CHANGE FROM COMMERCIAL TO RESIDENTIAL USE
WOULD LIKELY DECREASE POTENTIAL DEMANDS ON
PUBLIC TRANSPORTATION, SERVICES AND UTILITIES.

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

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

N/A

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

PLEASE SEE ATTACHED.

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

PLEASE SEE ATTACHED.

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):

OWNER:

Printed name:

LARRY UNZELMAN

LAWRENCE M. SHAW

Mailing address:

P.O. B 243
CHEHALIS, WA 98532

2460 WESTLAKE AVEN. UNIT B
SEATTLE, WA 98109-2281

Phone #:

360 249 6824

206 242 8228

Contract Person

OFFICE USE ONLY:

Received FEB 27 2017

By [Signature]

File # RZ-17-0001

Fee paid on 2/27/17

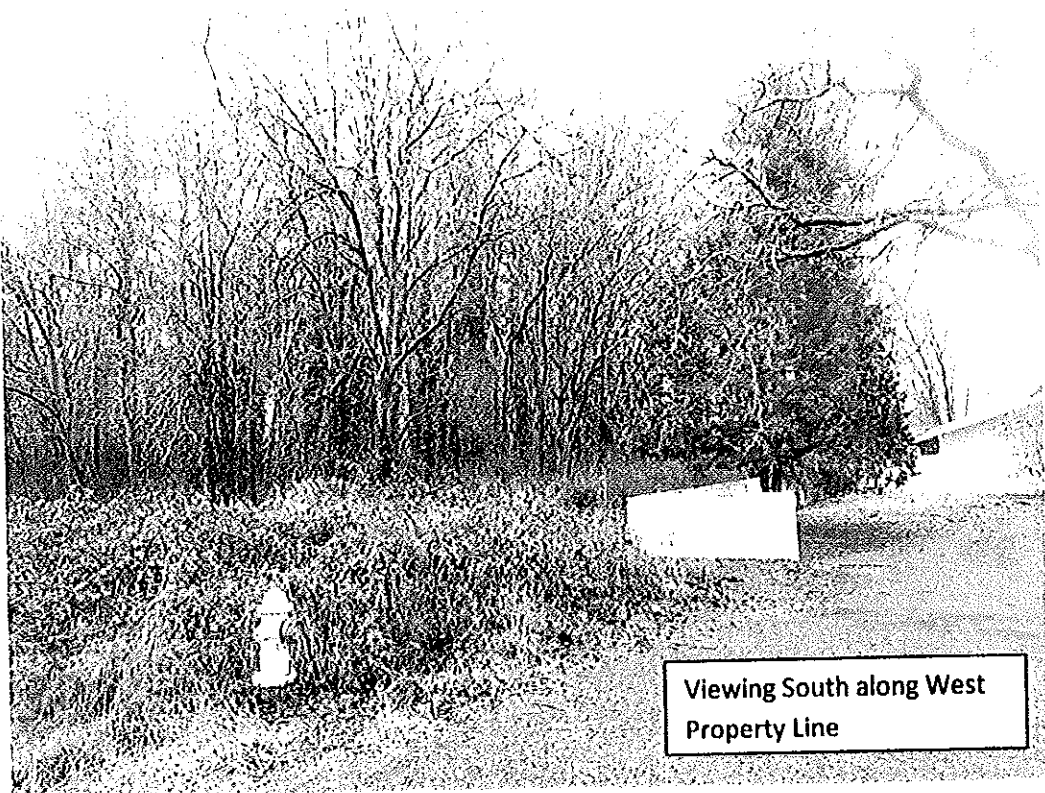
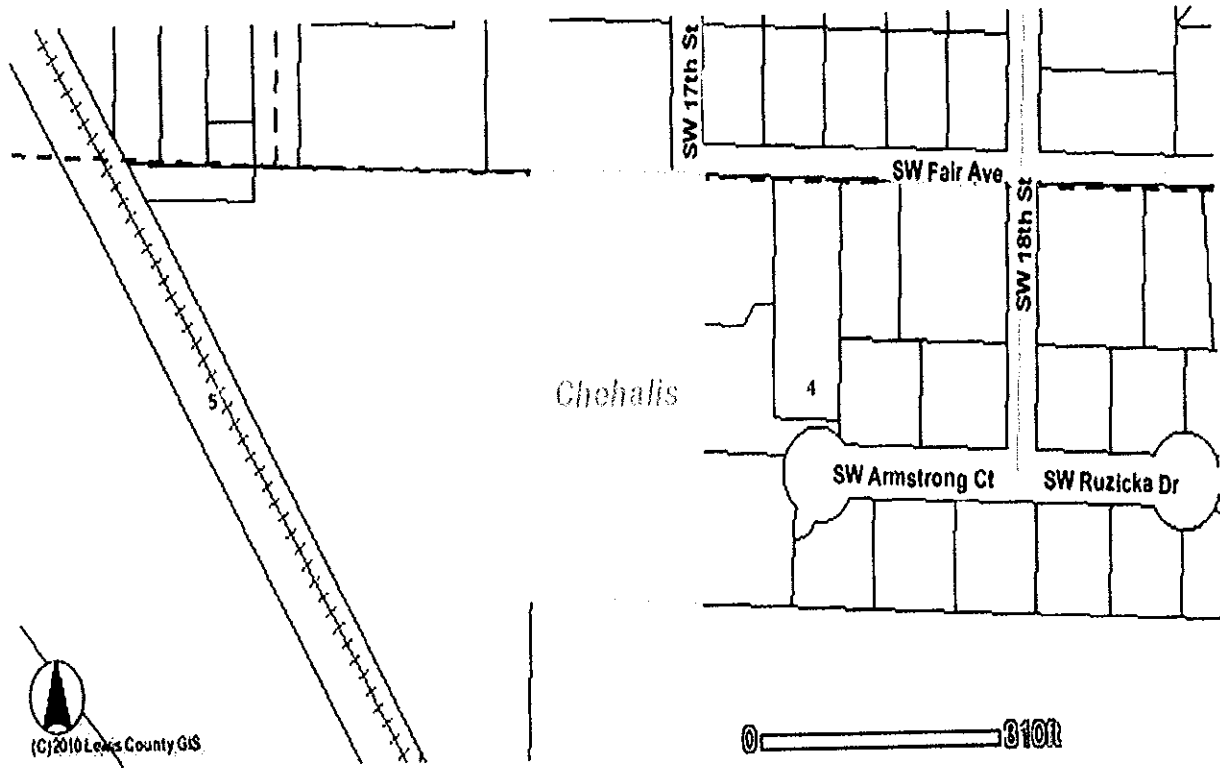
Check #: 3742

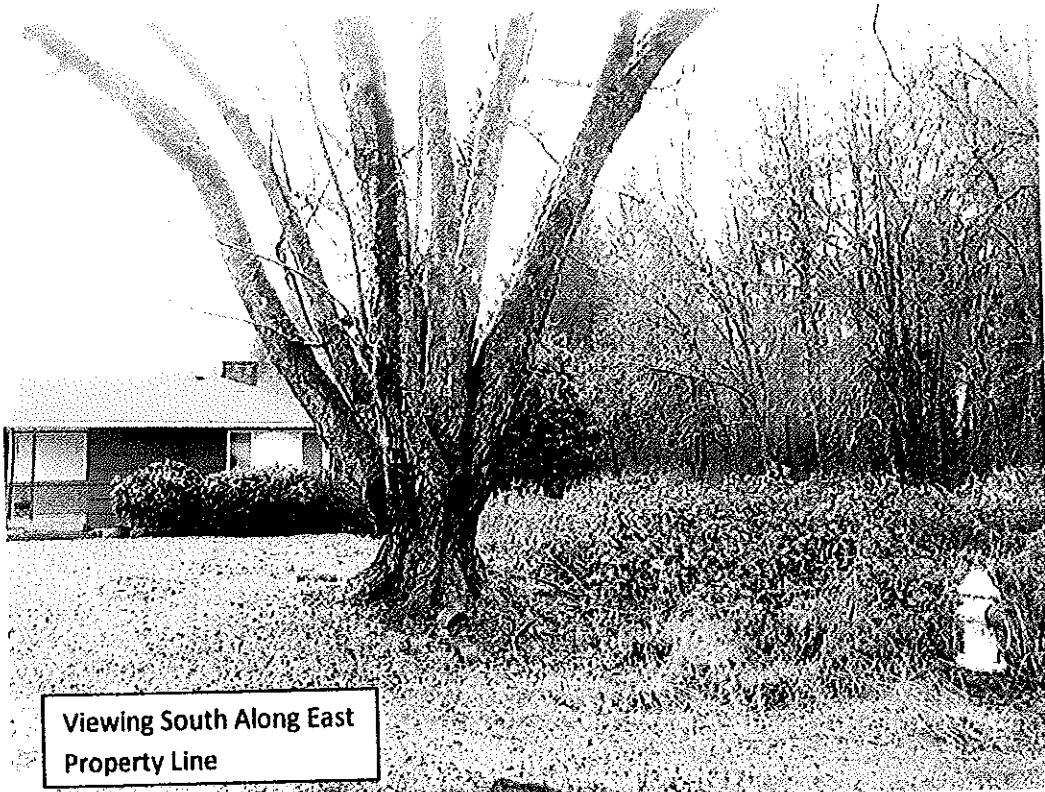
Receipt # 5077

Submit to the Development Review Committee on: 3/2/17

Submit to the Planning Commission on: April 11, 2017

Submit to the City Council on: April 24, 2017





Viewing South Along East Property Line



Viewing Central Portion of Property from SW Fair



CITY OF CHEHALIS

Where Heart and History Shape Our Future

Community Development Department

1321 S Market Blvd. Chehalis, WA 98532

(360) 345-2229 / Fax: (360) 345-1039

www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

FINAL DETERMINATION OF NON-SIGNIFICANCE

Issued: March 22, 2017

File#: SEPA-17-0003

Description of Project or Proposal: The proposal is to rezone this parcel. Currently it is zoned Commercial General (CG). The proposal is to rezone this as Residential 2 (R-2). This parcel is undeveloped. It is approximately two acres in size. It is situated in a corner of a residential zone. It is inaccessible from any other direction. The current zoning would create an incompatible use if it were to be developed as a commercial use.

Applicant or Proponent: Legend Oaks, LLC
6323 SW Ash Creek Dr.
Portland, OR 97219

Location of Project or Proposal: "0" SW Armstrong Ct., Chehalis Washington Tax Parcel# 017535003000

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 **April 5, 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. Prior to any excavating, an erosion control plan in accordance with RCW 90.48 and WAC 173-201A shall be submitted, approved, and implemented.
2. In the event that any artifact is discovered, all work must stop, and appropriate agencies must be notified prior to recommencement of excavation activity.
3. All local, state, federal, etc. permits and approvals must be obtained prior to any development work.
4. Any further subdividing or development shall comply with City of Chehalis regulations (CMC).

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 Responsibly Official: Trent Lougheed, Director of Community Development

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

Phone: (360) 345-2229 e-Mail: comdev@ci.chehalis.wa.us

RO Signature: 

Trent Lougheed, Director of Community Development



CITY OF
CHEHALIS

Where Heart and History Shape Our Future

Community Development Department

1321 S Market Blvd. Chehalis, WA 98532

(360) 345-2229 / Fax: (360) 345-1039

www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

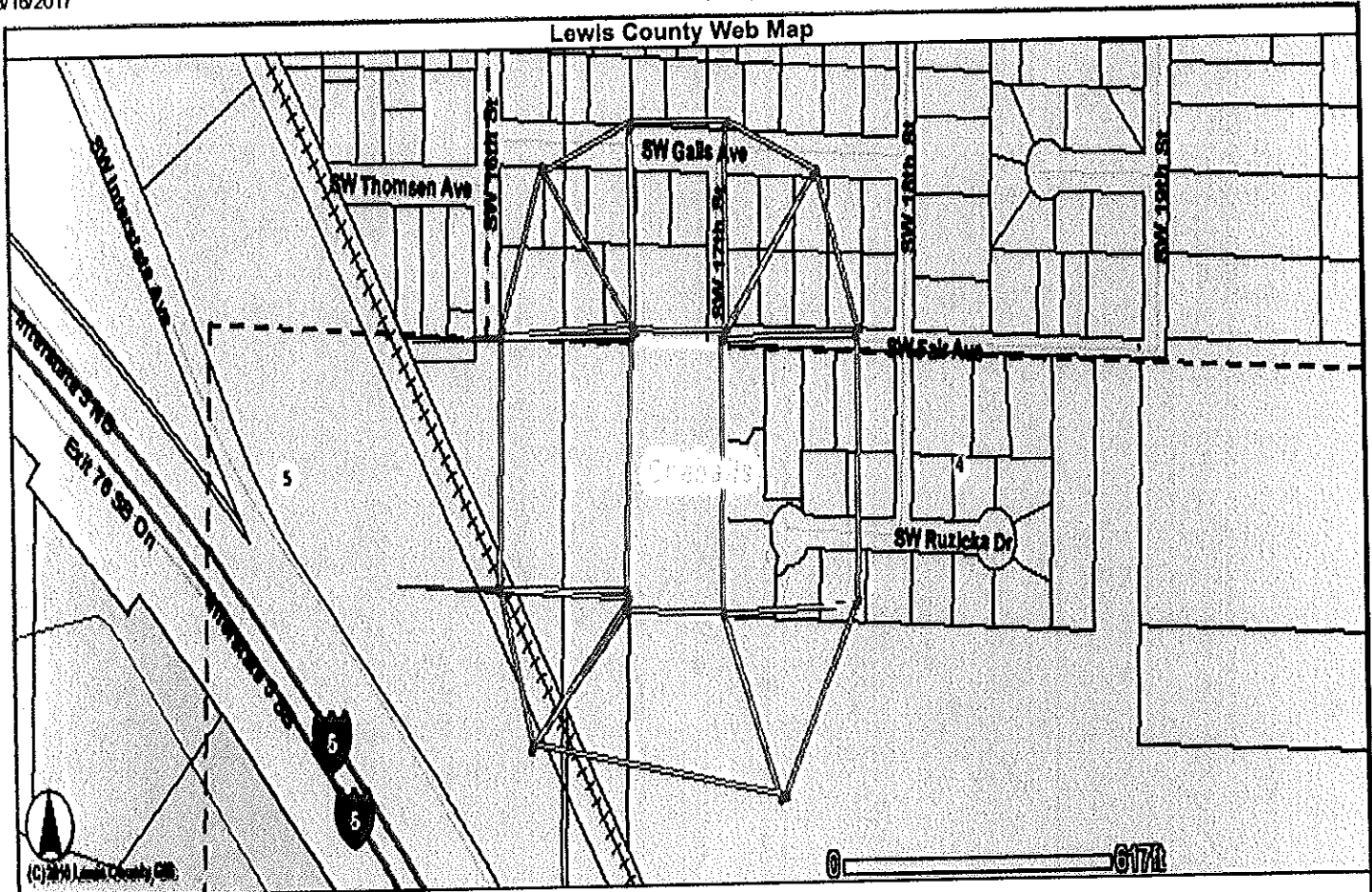
Notice of Planning Commission Meeting

NOTICE IS HEREBY GIVEN that the Chehalis Planning Commission will meet at the Chehalis City Hall, Council Chamber, 350 N Market Blvd., **Tuesday, April 11th 2017**, at the hour of 6:00 PM to discuss the proposed Rezone of tax parcel #017535003000 "0" SW Armstrong Ct., Chehalis WA.

This meeting is open to the public for comments.

Copies of the proposal are available for public review at the Chehalis Community Development Office, 1321 S Market Blvd., Chehalis, WA, during regular business hours (M-F, 8-5). Copies of the proposal can also be emailed to any party upon written request to comdev@ci.chehalis.wa.us.

Questions regarding any of the proposals may be directed to the Chehalis Community Development Director at 1321 S Market Blvd., Chehalis, or emailed to comdev@ci.chehalis.wa.us. Interested persons and persons potentially affected by the proposals are encouraged to present their views on the subject proposal.



Properties within 300 ft.

Site address	Owner/Mailing address	Tax parcel #
950 Sw 16th St	Sayler, Timothy A & Jennifer 1320 NW State Ave Chehalis, WA 98532	017537001000
950 SW 16 th St.	Current Occupant 950 SW 16 th St. Chehalis, WA 98532	017537001000
930 Sw 16 th St	Spahr, Robert J 930 SW 16 th St Chehalis, WA 98532-3930	005871053133
999 Sw 17 th St	Hennessey, Stephen D & Margarte M 999 SW 17 th St Chehalis, WA 98532-3908	005871053131
1613 Sw Gails Ave	Combs, Clinton C Jr & Nicole 1613 SW Gails Ave Chehalis, WA 98532	005871053109
1631 Sw Gails Ave	Pope, Isaac S 1631 SW Gails Ave Chehalis, WA 98532-3921	005871053118
1651 Sw Gails Ave	Workman, Linda Louise 1651 SW Gails Ave Chehalis, WA 98532-3921	005871053112
1673 Sw Gails Ave	Petit, Donald R & Juanita R 1673 SW Gails Ave Chehalis, WA 98532-3921	005871053106
1689 Sw Gails Ave	Miller, Dorothy J (Hankins) 1689 SW Gails Ave Chehalis, WA 98532-3921	005871053113
1717 Sw Gails Ave	Sorensen, Doreen M 1717 SW Gails Ave Chehalis, WA 98532-3923	005604214000
1735 Sw Gails Ave	Cleary, Joseph C & Julie A 1735 SW Gails Ave Chehalis, WA 98532-3923	005604215000
1747 Sw Gails Ave	Stanton, Thomas M & Carrina Po Box 514 Chehalis, WA 98532-0514	005604216000
1747 SW Gails Ave.	Current Occupant 1747 SW Gails Ave. Chehalis, WA 98532	005604216000
1775 Sw Gails Ave	Woodring, Wilma C 1775 SW Gails Ave Chehalis, WA 98532	005604217000

1734 Sw Fair Ave	Duncan, Maxine 1734 SW Fair Chehalis, WA 98532	005604220000
1754 Sw Fair St	Williams, Bonita K 1754 SW Fair Ave Chehalis, WA 98532-3920	005604221000
1768 Sw Fair Ave	Lund, Gregory A & Denise C 278 Brockway Rd Chehalis, WA 98532	005604222000
1768 SW Fair Ave.	Current Occupant 1768 SW Fair Ave. Chehalis, WA 98532	005604222000
944 Sw 17 th St	Dalton, Laura 944 SW 17 th St Chehalis, WA 98532-3931	005604223000
1787 Sw Fair Ave	Graham, Terry G 94 Malone Hill Rd Elma, WA 98541	005605076001
1787 SW Fair Ave	Current Occupant 1787 SW Fair Ave. Chehalis, WA 98532	005605076001
1765 Sw Fair St	Macreynold, Merlin & Tanna 1765 SW Fair Ave. Chehalis, WA 98532	005604062305
1745 Sw Fair Ave	Talley, Daniel 1745 SW Fair St Chehalis, WA 98532-3919	005605072000
1723 Sw Fair St	Plant, Elizabeth 1723 SW Fair St Chehalis, WA 98532-3919	005605071000
1786 Sw Armstrong Crt,	Matz, Dale W & Anne E 1786 SW Armstrong Ct Chehalis, WA 98532-3918	005604062001
1766 Sw Armstrong Crt,	Miller, Lori 1766 SW Armstrong Ct Chehalis, WA 98532-3918	005604062002
1758 Sw Armstrong Ct Sw,	Goulter, Trina Marie & Allen James Iii 889 Chinook Valley Rd Ilwaco, WA 98624-9038	005605076002
1758 SW Armstrong Ct. SW	Current Occupant 1758 SW Armstrong Ct. Chehalis, WA 98532	005605076002

1750 Sw Armstrong Crt,	Barker, Kip & Staci 145 Oak Point Rd Chehalis, WA 98532	005604062304
1750 SW Armstrong Ct.	Current Occupant 1750 SW Armstrong Ct. Chehalis, WA 98532	005604062304
1761 Sw Armstrong Crt,	Compton, Randy 1761 SW Armstrong Ct Chehalis, WA 98532-3917	005604062004
1779 Sw Armstrong Crt,	Brady, Dan B 1779 SW Armstrong Ct Chehalis, WA 98532-3917	005604062005
1220 Bishop Rd, Chehalis	Chehalis School Dist 302 310 SW 16 th St Chehalis, WA 98532	017535000000
1656 Sw Gails Ave	Sandberg, Tracy L & Roberts, Tara C Po Box 735 Chehalis, WA 98532	005604209000
1656 SW Gails Ave.	Current Occupant 1656 SW Gails Ave. Chehalis, WA 98532	005604209000
1670 Sw Gails Ave	Dotson, Alvie 1670 SW Gails Ave Chehalis, WA 98532-3922	005604210000
1684 Sw Gails Ave	Hampson, Tracy & Rihna Po Box 969 Apo -, AP 96555	005604211000
1684 SW Gails Ave.	Current Occupant 1684 SW Gails Ave. Chehalis, WA 98532	005604211000
1710 Sw Gails Ave	Hobgood, Tom & Mary Jane 1710 SW Gails Ave Chehalis, WA 98532	005604212000

SUMMARY

Application(s): #RZ-17-0001

Site Address: "0" SW Armstrong Ct.
Parcel Number: 017535003000
Owner: Lawrence M. Shaw
2460 Westlake Ave. N.
Unit B
Seattle, WA 98109-2281

Applicant/Contact: Larry Unzelman
P.O. Box 243
Chehalis, WA 98532

Report Date: March 22, 2017
Prepared by: City of Chehalis, Community Development Department.

Request:

The proposal is to rezone this parcel. Currently it is zoned Commercial General (CG). The proposal is to rezone this as Residential 2 (R-2). This parcel is undeveloped. It is approximately two acres in size. It is situated in a corner of a residential zone. It is inaccessible from any other direction. The current zoning would create an incompatible use if it were to be developed as a commercial use.

Applicable Regulations:

Chehalis Municipal Code (CMC):

- § 2.50 Hearing Examiner
- §17.45 Bulk Regulations (R-2 Residential 2)
- §17.63 Bulk Regulations (CG Commercial General)
- § CMC Title 15 Environment
- § CMC Title 17 Uniform Development Regulations
- §17.09.140 Amendments/Rezoning
- §17.09.130 Public hearings
- § City of Chehalis Comprehensive Plan

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal under SEPA-17-0003 February 27, 2017. See below for Findings of Fact and review comments and/or recommendations.

Documents:

Rezone Application; SEPA checklist application; SEPA final DNS; Notice of Public Hearing

BACKGROUND

Applicant has applied to have this property rezoned.

Currently it is CG. The request is to rezone it to R-2.

This site is undeveloped land that is currently only accessible through a residential neighborhood on the north side of this parcel. It is blocked from access on the south by railroad tracks and a large tract of land which is currently under construction for two new elementary schools.

This property is part of an original Land Donation, Johnson DLC, and has not been subdivided.

It is approximately two acres in size.

The zoning designation of Commercial General zoning is a designation that did not take into account the proximity of the parcel in relation to the residential neighborhood nor did it take into consideration that this parcel has no legal access other than through the residential neighborhood.

Should this parcel be developed as it is currently zoned, as a commercial property, it would likely be incompatible with the existing residential neighborhood. Commercial traffic would have to be routed through the residential neighborhood in order to gain access to this site. Even for a simple business, this would cause the existing neighborhood to be subject to an increased amount of traffic that the existing roads might not be able to handle.

Application

RZ-17-0001

Date Application Submitted

February 27, 2017

Date Application Deemed Complete

March 21, 2017

Status

Planning Commission/Public Hearing scheduled for April 11, 2017

Public Notice:

Notice of the Public Hearing 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 newspaper on March 25, 2017 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:

March 2, 2017

DRC FINDINGS OF FACT

1. The applicant requests to change the zoning from CG to R-2.
2. The current zoning is CG, Commercial General
3. The CG zoning allows for a multitude of different businesses.
4. The R-2 zoning allows for residential uses.
5. This parcel is approximately two (2) acres in size.
6. The property is part of an original Land Donation Claim and has not been subdivided in the past.
7. The intent of the current CG zoning is to “provide an area for development of general commercial businesses, offices, retail stores, institutions, and similar commercial uses, with zoning controls designed to require mitigation of significant impacts which may occur with such development.”
8. The intent of the proposed R-2 zoning is to: “provide an area for development of a higher density of single-family residences than the R-1 zone, including relatively smaller lot sizes with adequate public facilities. Zoning controls are designed to protect the residential living environment and provide for a variety of conditional uses under special or unique circumstances.”
9. The surrounding lots on the north and east are all developed residential lots with single family residences.
10. There is a railroad track to the south that prevents access from the south and west.
11. There is a large tract of land to the south that is currently under construction for two new elementary schools.

12. This area is served by the City of Chehalis water and sewer systems.
13. This area is served by the City of Chehalis storm water system.
14. According to the Lewis County mapping program, there is a portion of this parcel that might have some wetlands and/or wetland buffer, hydric soils and flood zone. These will not affect the rezoning of this parcel, but may affect any future development proposals.
15. Should this parcel be rezoned, it could possibly be subdivided into a maximum of 20 residential parcels.

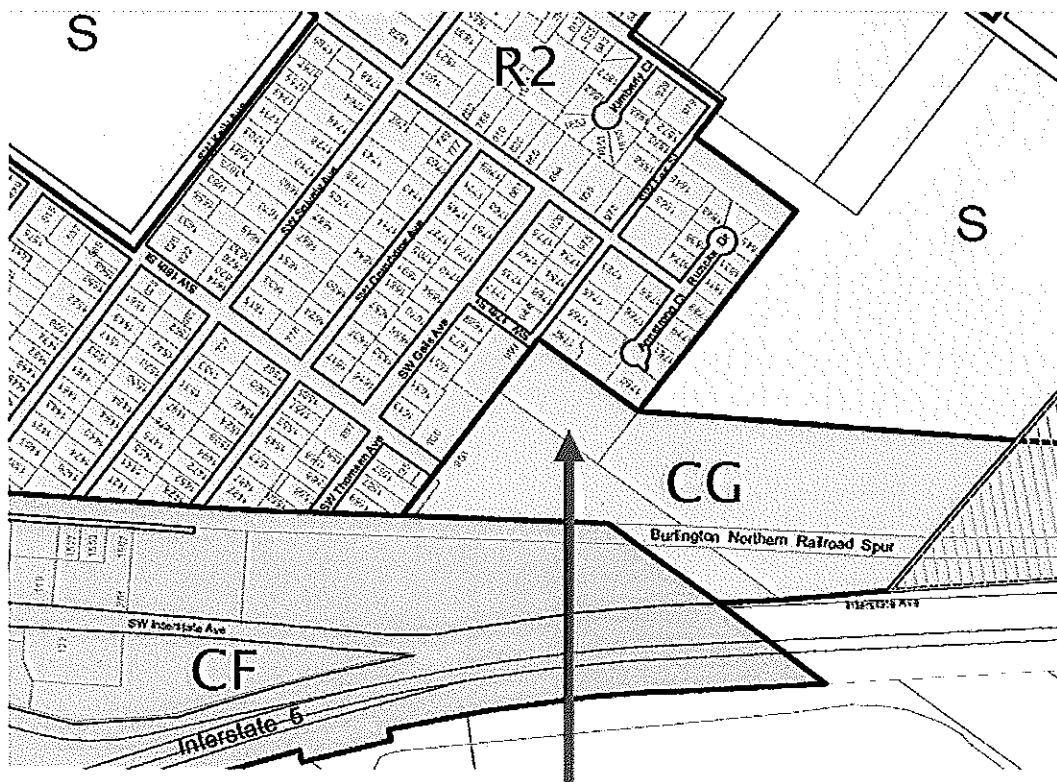
DRC REVIEW/RECOMMENDATION

The DRC recommends approval of the rezone request.

Map & general information for “0” SW Armstrong Court

Parcel Numbers 017535003000
Parcel Address “0” SW Armstrong Court
Chehalis, WA 98532
Use Code 11 Single Unit
TCA 020
Total Acres Per Lewis County Assessor: 2 acres
Legend Oaks LLC
Owner/Taxpayer 6323 SW Ash Creek Dr.
Portland, OR +7219
Partial Legal Description Section 04 Township 13N Range 02W PT L JOHNSON DLC

Zoning Map for “0” SW Armstrong Court



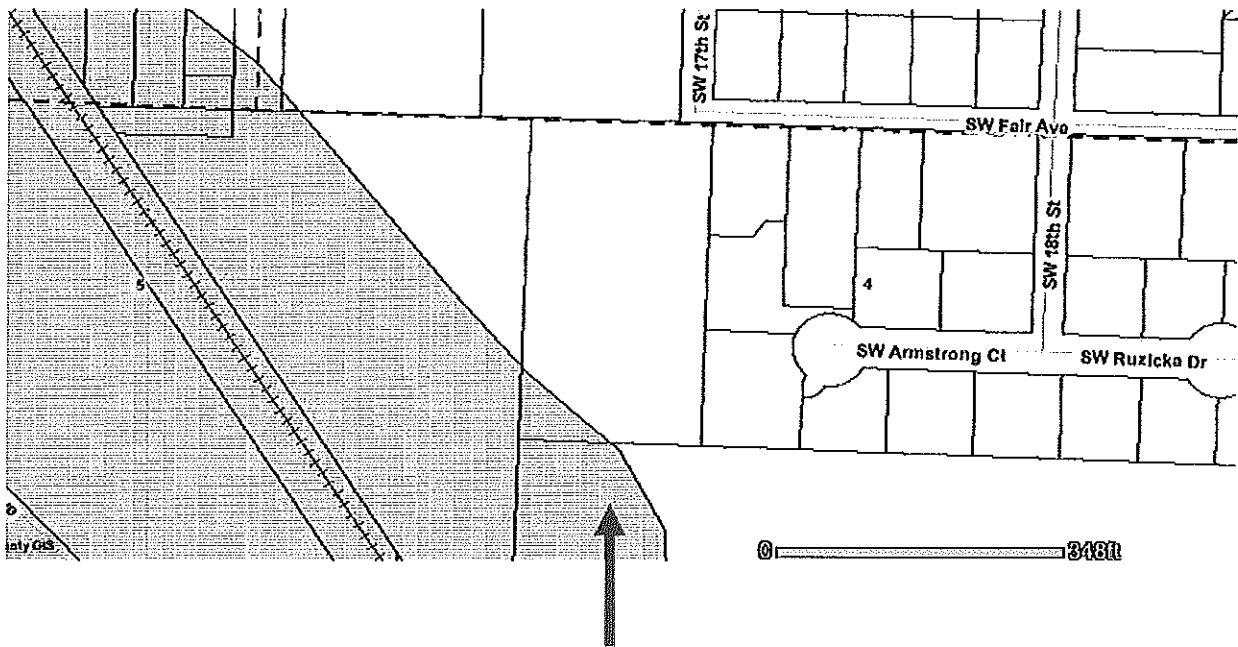
Parcel: currently zoned CG abuts R-2 zoning



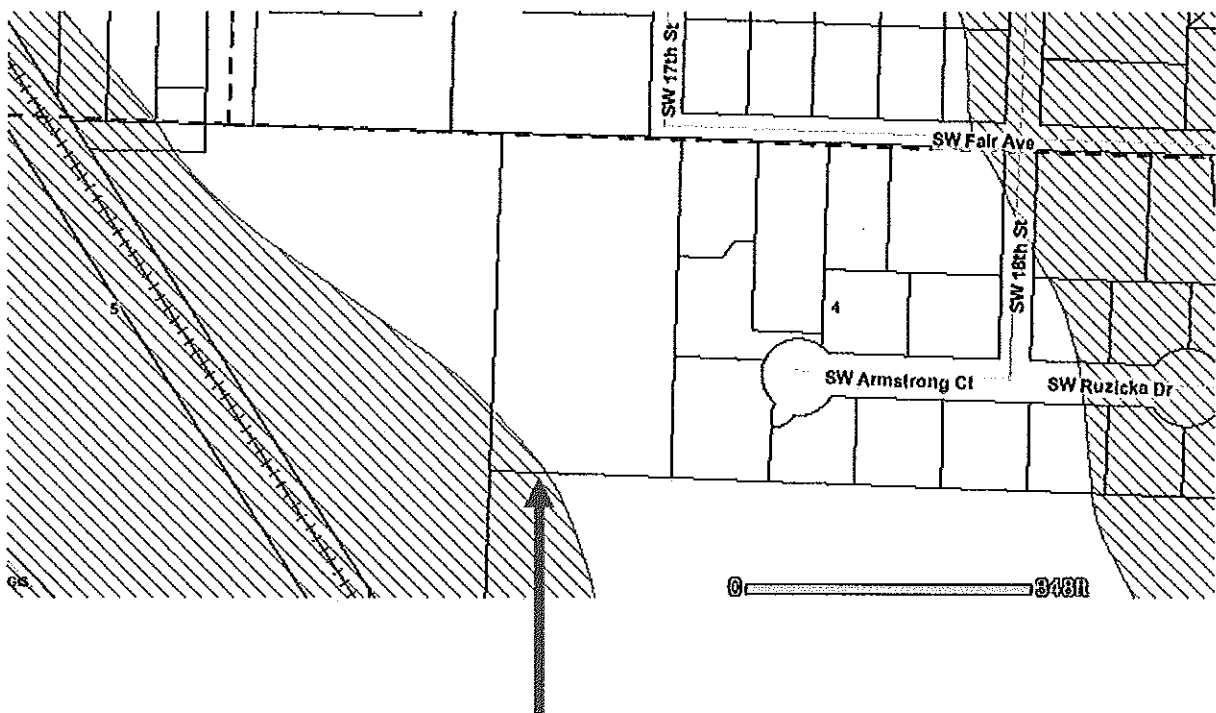
Aerial Photograph of site from 2013
Lewis County P.A.T.S.



Mapped wetlands from Lewis County P.A.T.S.



Mapped flood zone from Lewis County P.A.T.S.



Mapped Hydric Soils per Lewis County Maps P.A.T.S.

Site pictures for 32 SW 13th St., 51 SW 13th St. and 59 SW 13th St.



View from SW 17th St. & SW Fair Ave. in front of lot looking southward



Looking southwesterly along SW Fair Ave. at front of lot



Looking westward

Bulk Regulations for each zone:
Current Zoning

17.63.020 Bulk regulations (C-G zone).

Use Category	Min. Zone Size	Min. Lot Size	Min. Lot Frontage	Max. Cover	Max. Height	Minimum Street Setback	Minimum Adj. Lot Setback	Minimum Alley Setback	DU Density Minimum/Maximum
Permitted	1 acre of contiguous commercial zones	5,000 sq. ft.	50'	100%	50'	10'	3'	None	0/24 units/acre
Accessory	—	5,000 sq. ft.	50'	50%	50'	10'	3'	None	0/24 units/acre
Conditional	—	—	—	100%	50'	10'	3'	None	0/24 units/acre
Temporary	—	5,000 sq. ft.	50'	100%	50'	10'	3'	None	0/24 units/acre

Proposed Zoning:**17.45.020 Bulk regulations (R-2 zone).**

Use Category	Min. Zone Size	Min. Lot Size	Min. Lot Frontage	Max. Cover	Max. Height	Minimum Street Setback	Minimum Adj. Lot Setback	Minimum Alley Setback	DU Density Minimum/Maximum
Permitted	10 acre of contiguous commercial zones	5,000 sq. ft.	50' except: flag lot may have 12' frontage	60%	35'	20'	10% of lot width but not more than 10' nor less than 3'	5'	4/10 units/acre
Accessory	—	If Res 7, 500 otherwise 5,000 sq. ft.	-	25%	35'	20'	3' if in rear yard- otherwise same as permitted	0' or 5'	4/10 units/acre
Conditional	—	—	—	60%	35'	20'	10% lot width- or 5' to 10'	5'	4/10 units/acre
Temporary	—	5,000 sq. ft.	50'	60%	35'	20'	See above	5'	4/10 units/acre

ORDINANCE NO. 970-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 Larry Unzelman to rezone certain property located at "0" SW Armstrong Court (Tax Parcel 017535003000856); 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 04 Township 13N Range 02W PT L JOHNSON DLC shall be, and the same hereby is, rezoned from CG Commercial General to R-2 Residential Single Family Medium Density.

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

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

Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney

April 24, 2017

The Chehalis city council met in regular session on Monday, April 24, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, and Bob Spahr. Councilor Chad Taylor arrived at 5:31 p.m. Staff present included: Jill Anderson, City Manager; David Fleckenstein, Airport Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Loughheed, Community Development Director; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; Judy Schave, Human Resources/Risk Manager; and Dave Vasilauskas, Water Superintendent.

1. **Proclamation – Sexual Assault Awareness Month.** Mayor Dawes read and presented a proclamation designating April as Sexual Assault Awareness Month to Councilor Ketchum, a board member for the Human Response Network (HRN). Councilor Ketchum stated that the HRN provides 24-hour services to victims of sexual assault and domestic violence in Lewis County.

2. **Well City Award Recognition.** Mayor Dawes stated this is the fourth year the city has received the Well City designation through the efforts of the committee and the participation of employees. Among other things, the designation affords the city a two percent reduction in health insurance premiums. He recognized committee members Betty Brooks, Tracey Cox, Larry Dobyms, David Fleckenstein, Lloyd Gruginski, Julie Hampson, Judd Riddle, and Judy Schave.

David Fleckenstein thanked everyone involved with the program.

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

a. Minutes of the regular meeting of April 10, 2017;

b. April 14, 2017 Claim Vouchers No. 118805-118962 and Electronic Fund Transfers No. 32017 and 320171 in the amount of \$598,456.21.

c. 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; and

d. Designate the City Manager to be the official signer on all grant-related documents.

The motion was seconded by Councilor Pope and carried unanimously.

4. **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.** Trent Loughheed stated there had been no changes since the public hearing and first reading of the ordinance at the last city council meeting. He reminded the council of the condition of having a master storm water plan prior to any development permits issued on the property.

Councilor Harris moved to 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. The motion was seconded by Councilor Pope and carried unanimously.

5. **Newaukum Heights Water Agreement.** Rick Sahlin noted this had been a fairly long process to update the 1973 agreement. The original agreement had no limit on the amount of water that the city would provide, no kind of penalties for excess water usage, and there were only 82 connections compared to 208 today. He noted that both parties are happy with the agreement that is being presented to the council. The agreement includes an expiration date of December 31, 2025, and allows for a maximum of 10 million gallons per year. If that amount is exceeded, the Association would receive a 100% surcharge on any amount over 10 million. Mr. Sahlin noted the Association would be charged the same rate that is charged to commercial customers outside the city limits.

Mayor Dawes noted the agenda report indicated there was no fiscal impact, so he assumed there were no connection fees involved if the number of connections went from 82 to 208. Mr. Sahlin stated there were no connection fees. He added the Association had never gone over the usage for the 82 connections. He stated the city was not their only supply of water, as they have wells. The concern was if their system started having issues (wells drying up) and they wanted more water from the

April 24, 2017

city. He stated the area was not within the city's Urban Growth Area (UGA) and the city is not supposed to provide services outside its UGA unless it was existing service in place when the UGA was adopted, which Newaukum Heights is.

Mayor Dawes asked why they are not charged connection fees. Mr. Hillier stated it is an agreement to provide water to that area, pre-UGA. The same requirements were not in place in 1973 that are there now. A connection fee is to help the city support the infrastructure of the city, but the city doesn't own the infrastructure for that area.

Mayor Dawes didn't want there to be a chance that the amount of water consumed by the Association would impact the city's ability to do anything in areas where the city wants to grow. Mr. Sahlin indicated that was why a limit was included in the agreement.

Councilor Ketchum moved that the City Council authorize the City Manager to sign the water use agreement with Newaukum Hill Water Association. The motion was seconded by Councilor Lund and carried unanimously.

6. Ordinance No. 969-B, First Reading – Adding Section “B” to Chapter 17.86.090 of the Chehalis Municipal Code Relating to Off Premises Signs. David Fleckenstein stated the ordinance was the result of a WSDOT request for the city to add supplemental directional signs to the “blue signs” on I-5 that direct travelers to various services. Once you get off the freeway there is no further signage, and WSDOT will not put up any additional blue signs on the freeway unless the city agrees to supplement with directional signs. The ordinance would allow the city manager, through the review of the Development Review Committee, to approve the signage. All signs would have to meet current city codes and the process would eliminate having to go through the city's hearings examiner for approval. The ordinance also addresses safety by allowing the city manager to authorize temporary road closures, etc.

Councilor Harris stated the ordinance states it is important to regulate the use of signs in order to prevent their overuse. He wondered what parameters would be used to determine overuse. Mr. Fleckenstein stated the limiting factor is probably the number of people willing to pay for the signs that WSDOT installs and he expected the case would be the same for the city.

Councilor Spahr moved to 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. The motion was seconded by Councilor Lund and carried unanimously.

7. Ordinance No. 968-B, First and Final Reading – Changing the Position Title of Airport Manager to Airport Director. City Manager Anderson stated that since the city has taken over the airport the position's responsibilities have changed dramatically, particularly in regard to the commercial and development activities, as well as the interaction with state and federal agencies. It seems that the title “director” has more power and influence to opening doors and getting returned phone calls than the title “manager.” The change would have no budget impact.

Councilor Harris moved to suspend the rules requiring two readings of an ordinance. The motion was seconded by Councilor Pope and carried unanimously. Councilor Harris moved to pass Ordinance No. 968-B on first and final reading. The motion was seconded by Councilor Pope and carried unanimously.

8. Administration Reports.

a. **Finance Report.** Judy Pectol noted the city had not received much property tax yet, but expect to receive the bulk of it this month and in May. Some budget amendments will be coming to the council next month. She will also be bringing a number of account numbering changes to the council for approval as a result of changes made by the State Auditor's Office. Overall, things look good.

Councilor Lund commented that he was glad to see that someone had been brought in to help the Finance Department.

April 24, 2017

b. **City Manager Update.** City Manager Anderson thanked the council for their support in getting the Finance Department some additional assistance. Judy Pectol has been putting in very long hours. She added that the entire management team is an outstanding group. City Manager Anderson stated a team from the city would be speaking at a State Transportation Commission on Wednesday about some of the issues Chehalis is facing.

9. **Councilor Reports/Committee Updates.**

a. **Councilor Pope.** Councilors Pope and Harris attended the groundbreaking for the STEM wing at W.F. West High School, which is going to do a lot for the school and the city. One of the students of the STEM program is Ashlyn Gallagher, a junior, who is participating in the International Science and Engineering Fair, May 15-19 in Los Angeles. Ms. Gallagher's project focusses on molecular genetics. Councilor Ketchum stated that when the Inasa sister city delegation was visiting they toured the STEM program and Ms. Gallagher did a demonstration.

b. **Mayor Dawes.** Mayor Dawes attended the ribbon cutting for Flood Valley Brewing on April 18, and the annual Firemen's Pension Board meeting on April 20. He asked staff to look into the pedestrian bridge that is currently closed on National Avenue near the EDC office to get it repaired. He also asked if the city's utility billing software would allow email notification that would allow people to sign up for notifications when they are out of town. He thought it would be a good service to the citizens and would potentially reduce paper bills. Mayor Dawes stated it was time to conduct a six-month evaluation on the city manager. He distributed an evaluation form to each council member and asked them to return it to the City Clerk by May 1.

10. **Executive Session.** At 5:42 p.m., Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, RCW 42.30.110(1)(i) – Litigation/Potential Litigation, and RCW 42.30.140(4)(a) – Collective Bargaining not to exceed 7:00 p.m. and there would be no decisions following conclusion of the executive session. Mayor Dawes closed the regular meeting and the council convened into executive session at 5:45 p.m. The regular meeting was reopened at 6:57 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Dennis L. Dawes, Mayor

Attest:

Caryn Foley, City Clerk

Approved:

Initials: _____

**CITY OF CHEHALIS CITY COUNCIL
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: May 8, 2017

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for Vouchers and Transfers dated April 28, 2017.

DISCUSSION

The April 28, 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. 118963-119084 in the amount of \$175,037.68 dated April 28, 2017, which includes the transfer of:

- \$101,333.69 from the General Fund
- \$1,835.08 from the Dedicated Street Fund – 4% Sales Tax
- \$26,542.58 from the Tourism Fund
- \$22,847.38 from the Wastewater Fund
- \$14,926.39 from the Water Fund
- \$691.58 from the Storm & Surface Water Utility Fund
- \$5,997.83 from the Airport Fund
- \$863.15 from the Firemen’s Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the April 28, 2017 Claim Vouchers No. 118963-119084 in the amount of \$175,037.68.

SUGGESTED MOTION

I move that the City Council approve the April 28, 2017 Claim Vouchers No. 118963-119084 in the amount of \$175,037.68.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: May 8, 2017

SUBJECT: Payroll Vouchers and Transfers

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated April 28, 2017.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 39492-39539, Direct Deposit Payroll Vouchers No. 8193-8291, and Electronic Federal Tax Payment No. 171 dated April 28, 2017 in the amount of \$780,313.37, which include the transfer of:

- \$542,587.43 from the General Fund
- \$5,997.44 from the Arterial Street Fund
- \$88,335.60 from the Wastewater Fund
- \$89,133.15 from the Water Fund,
- \$23,652.02 from the Storm & Surface Water Utility Fund
- \$28,786.04 from the Airport Fund
- \$1,821.69 from the Firemen's Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the April 28, 2017 Payroll Vouchers No. 39492-39539, Direct Deposit Payroll Vouchers No. 8193-8291, and Electronic Federal Tax Payment No. 171 in the amount of \$780,313.37.

SUGGESTED MOTION

I move that the City Council approve the April 28, 2017, Payroll Vouchers No. 39492-39539, Direct Deposit Payroll Vouchers No. 8193-8291, and Electronic Federal Tax Payment No. 171 in the amount of \$780,313.37.

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

DATE: May 8, 2017

SUBJECT: High Level Water Reservoir Replacement Project -- Change Orders

ISSUE

The High Level Reservoir Replacement Project is at 90% completion. The project has been on hold since November 8, 2017 due to weather. The administration is requesting City Council approval of change orders, as well as additional contingency funding to address change orders that might be needed to complete the project.

DISCUSSION

In April 2016, the City Council awarded a construction contract to T Bailey, Inc., in the amount of \$718,837 for the High-Level Reservoir Replacement Project. This project was in the six-year Water System Plan and consists of the construction of a new 150,000-gallon steel reservoir in McFadden Park.

Original funding for this project was a Drinking Water Revolving State Fund (DWSRF) loan in the amount of \$555,500. An additional \$303,000 was secured from the DWRSF in July 2016 to cover the full contract amount. This brings the total for the loan required to fund the project to \$858,500 for 14 years at 1.50%.

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

To date, the High Level Project has had two change orders, which had a budgetary impact on the project and are summarized below:

- **August 17, 2016 Change Order:** Upgrade high level reservoir booster pump station control panel, soft pump starters. (\$19,406 including tax)

- **February 21, 2017 Change Order:** Change the telemetry cable from the Water Treatment Plant to the high level booster pump station ethernet to optic. (\$7,895 including tax)

FISCAL IMPACT

The total cost of the contract was estimated to be \$718,837, plus an initial project contingency of \$15,000; however, the cost of the two change orders is \$27,302, which is \$12,302 over the budgeted contingency. Therefore, it is requested that the City Council approve all the change orders and a project budget adjustment to reflect an additional \$12,302.

It is also requested that expenditures of up to an additional \$20,000 be approved by the City Council for any new change orders that may be required to complete the project and authorize the City Manager to execute additional change orders up to that amount. This would add \$32,302 to the total project budget. The source of the additional funds is the state DWSRF loan and the water utility. If the additional \$20,000 is not needed, it will not be used and is being requested only to prevent any delays as the project nears completion.

RECOMMENDATION

It is recommended that the City Council:

- Approve change orders in the amount of \$27,302
- Approve up to \$20,000 for any additional change orders that may be required to complete the project
- Authorize the City Manager to execute additional change orders that do not exceed \$20,000.

SUGGESTED MOTION

I move that the City Council approve the High Level Reservoir Replacement Project Change Orders in the amount of \$27,302; approve up to \$20,000 for any additional change orders that may be required to complete the project; and authorize the City Manager to execute additional change orders that do not exceed \$20,000.

Change Order #5

Project:	High Level Water Reservoir Replacement Project		
Date:	February 21, 2017	Contract Effective Date:	May 10, 2016
Owner:	City of Chehalis	Contractor:	T Bailey Inc.

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

Description/Justification

- The telemetry cable from the water treatment plant to the high level booster pump station was changed from Ethernet to fiber optic, and required replacing approximately 50 feet of conduit, addition of two breakout boxes, and addition of two multi-mode switches.
- The City changed responsibilities for programming, commissioning, startup, and training for operators of the PLC and HMI systems and supply of the radio components, reducing the scope and costs to be provided by T Bailey's subcontractor L2 Systems.
- The City's change in responsibilities also resulted in additional antenna mast improvements at the water treatment plant provided by T Bailey's subcontractor Hamer Electric.
- The City and T Bailey agreed to suspend Contract Times in Change Order #4, with the date for Work to resume to be mutually agreed at a later date. Contract Time added as a result of this Change Order #5 is 10 days.
 - Contract Time elapsed is 152 days (June 9, 2016 to November 8, 2016), therefore T Bailey will have the following Contract Times remaining when the date for Work to resume is agreed to:
 - Substantial Completion: Prior 53 days + 10 days = 63 days
 - Final Completion: Prior 73 days + 10 days = 83 days

Attachments

1. Summary of changes to contract price and contract time as a result of this change order.
2. T Bailey, Inc. cost change proposal to install new fiber optic line rom booster pump station to water filter plant.
3. L2 Systems cost change proposal for reduction in scope and responsibility.
4. T Bailey, Inc. and Hamer cost change proposal for antenna mast improvements at water treatment plant.

Change to Contract Price

Original Contract Price (including tax): (bid amount of \$665,590.00 plus 8.0% sales tax of \$53,247.20)	\$718,837.20
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4 (amount of \$17,969.03 plus 8.0% sales tax of \$1,437.52)	\$19,406.55
Contract Price prior to this Change Order (amount of \$683,599.03 plus 8.0% sales tax of \$54,684.72)	\$738,243.75
Contract Price (including tax) due to this Change Order will be [increased] [decreased] by: (amount of \$7,310.72 plus 8.0% sales tax of \$584.86)	\$7,895.58
New Contract Price (including tax) including this Change Order will be: (amount of \$690,869.75 plus 8.0% sales tax of \$55,269.58)	\$746,139.33

Change Order #2

Project: High Level Water Reservoir Replacement Project	
Date: August 17, 2016	Contract Effective Date: May 10, 2016
Owner: City of Chehalis	Contractor: T Bailey Inc.

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

Description/Justification

- The City requested detailed shop drawings and construction of modifications to the High Level Booster Pump Station control panel. The existing Furnas starters will be replaced by new soft starters mounted in a new control panel. All current functionality will be duplicated with the new control panel.
- HDR provided basic design drawings, a bill of materials, and proposed soft starters to install.
- T Bailey provided RFI #15 requesting clarifications on motor parameters, which were responded to by HDR.
- T Bailey and its subcontractors L2 and Hamer provided the cost proposal for the modifications.
- The City accepts the cost proposal for the modifications.

Attachments

- Attachment 1 – Proposed Booster Pump Control Panel design (Booster Pump Control Panel.pdf)
- Attachment 2 – Proposed Booster Pump Control Panel Bill of Materials (Chehalis_BOM.xls)
- Attachment 3 – Proposed soft starters to install.
- Attachment 4 – RFI #15 – Motor parameters
- Attachment 5 – T Bailey Cost Proposal

Change to Contract Price

Original Contract Price (Including tax): (bid amount of \$665,590.00 plus 8.0% sales tax of \$53,247.20)	\$718,837.20
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1	\$0
Contract Price prior to this Change Order	\$718,837.20
Contract Price (Including tax) due to this Change Order will be [Increased] [decreased] by: (amount of \$17,969.03 plus 8.0% sales tax of \$1,437.52)	\$19,406.55
New Contract Price (Including tax) including this Change Order will be: (amount of \$683,599.03 plus 8.0% sales tax of \$54,684.72)	\$738,243.75

Change to Contract Time

Notice to Proceed Date	May 11, 2016
Original Contract Time Commence Date	May 16, 2016
Current Contract Time Commence Date	June 9, 2016
Original Contract Time and Dates	Substantial Completion: 140 calendar days October 3, 2016 Final Completion: 160 calendar days October 23, 2016
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1	Substantial Completion: 0 calendar days Final Completion: 0 calendar days
Contract Time prior to this Change Order	Substantial Completion: 140 calendar days Final Completion: 160 calendar days
Contract Time due to this Change Order will be [Increased] [decreased] by:	Substantial Completion: 5 calendar days Final Completion: 5 calendar days
New Contract Time including all Change Orders	Substantial Completion: 145 calendar days Final Completion: 165 calendar days
New Dates for Completion including all Change Orders	Substantial Completion: November 1, 2016 Final Completion: November 21, 2016

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Rick Sahlin, Public Works Director
Don Schmitt, Street/Storm Superintendent

MEETING OF: May 8, 2017

SUBJECT: Set Date and Time for Public Hearing for the 2018-2023 Six-Year
Transportation Program

ISSUE

A public hearing will be included on the May 22, 2017, meeting agenda to provide the opportunity for comment and input on the City's proposed 2018-2023 Transportation Improvement Program (TIP). This hearing is required as part of the Six-Year Transportation Improvement Program (STIP) preparation process.

DISCUSSION

State law requires that a municipality conduct a public hearing to provide citizens the opportunity to comment on a proposed TIP prior to its adoption. The administration will conduct the required hearing on May 22 as part of the regularly scheduled City Council meeting. The proposed TIP will be presented to the public at that time and will include discussion of projects that could be funded by the Transportation Benefit District. The administration will then use the public comments received to refine the TIP and present it to the City Council for formal adoption during the June 12 City Council meeting. For your reference, attached is a copy of the 2017-2022 TIP.

FISCAL IMPACT

N/A

RECOMMENDATION

It is recommended that the City Council set May 22, 2017, at 5:00 p.m. as the date and time to conduct the public hearing concerning the City's 2018-2023 Six-Year Transportation Improvement Program.

SUGGESTED MOTION

I move that the City Council set May 22, 2017, at 5:00 p.m. as the date and time to conduct the public hearing concerning the City's 2018-2023 Six-Year Transportation Improvement Program.

CITY OF CHEHALIS - 2017-2022 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM

Project	General Description	Funding Source	Start Year	Prior Years	2016	2017	2018	2019	2020	2021	2022	Future	Total Cost
National Ave. Bridge Scour	Scour project & Repair, Salzer Creek Crossing	Grants	2014-2015		260,000								260,000
National Ave./ Coal Cr. Improvements	Coal Creek Bridge, intersection, pedestrian improvements	Grants	Future									3,000,000	3,000,000
National Ave. Improvements	Grind, overlay, safety, etc.	Grants	Future									2,500,000	2,500,000
National Ave. Grind & overlay	Grind & overlay, City limits to Kresky Ave.	TIB grant, 4% Dedicated Fund	2016		491,400								491,400
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	Utility Fund & Twin Transit	Future									2,000,000	2,000,000
Market Blvd - Park St to 13th St	Grind / overlay	Grants & Loans	Future									1,000,000	1,000,000
Market Blvd - 13th to city limits	Grind / overlay	Grants & Loans	Future									750,000	750,000
Snively Ave improvements	Reconstruct 16th to 20th	General Fund, Utility Funds & Twin Transit	Future									2,234,000	2,234,000
Guardrail	Various locations throughout city	General Fund	Future									125,000	125,000
Riverside Dr/Newakum Ave repairs	Spot repairs Hwy 6 to Shorey Rd	General Fund	Future									250,000	250,000
Chamber Way Bridge Replacement	Replace Bridge	Grants & Loans	Future									15,000,000	15,000,000
Kresky Ave improvements	Overlay	Grants & Loans	Future									500,000	500,000
Kresky Ave Flood Mitigation	Raise roadway between Exhibitor and Scott Johnson Blvd.	General Fund	Future									2,078,000	2,078,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	General Fund, Grants & Loans	Future									2,500,000	2,500,000
Louisiana Ave Repairs	Spot repair & overlay Hwy 6 North	General Fund / TBD	Future									450,000	450,000
					751,400	0	0	0	0	0	0	52,387,000	33,138,400

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: David Fleckenstein, Airport Director

DATE: May 8, 2017

SUBJECT: Ordinance No. 969-B, Second and Final Reading – Relating to Off-Premise Signs

INTRODUCTION

The City Council conducted the first reading of Ordinance No. 969-B, which would streamline the process for the placement of informational signs in the City right of way in certain situations. This item has been scheduled to provide the second and final reading of the Ordinance.

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 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 second and final 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 the second and final 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: David Fleckenstein, Airport Director
DATE: May 8, 2017
SUBJECT: Capital Facilities Working Group Report

ISSUE

A Capital Facilities Working Group was established to address infrastructure requirements for City facilities. The Capital Facilities Working Group report provides an update on the maintenance performed within the past six months and maintenance identified as deferred or required in the future. In order to meet known future requirements, the City will need to expand its current annual maintenance budget as the overall budget allows.

DISCUSSION

In order to maintain City facilities in acceptable working order, periodic maintenance and upgrades are required. City management team members identified the infrastructure work requirements within their respective departments. In turn, the Capital Facilities Working Group identified which requirements could be funded under the current maintenance budget and which required prioritization for future funding. Finally, the working group made recommendations on how to proceed as projects are identified.

FISCAL IMPACT

To be determined during the annual budget review.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to approve the mission statement and recommendations derived from the Capital Facilities Working Group.

SUGGESTED MOTION

I move that the City Council authorize the City Manager to approve the mission statement and recommendations derived from the Capital Facilities Working Group.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

DATE: May 8, 2017

SUBJECT: City Representative to the Chehalis River Basin Flood Authority

ISSUE

Julie Balmelli-Powe has announced her resignation as the city's primary representative on the Chehalis River Basin Flood Authority.

DISCUSSION

Ms. Balmelli-Powe has resigned her position as the city's primary representative on the Chehalis River Basin Flood Authority effective April 20, 2017. Ms. Balmelli-Powe has been the city's representative for several years, and did an outstanding job. Community Development Director Trent Lougheed serves as the city's alternate on the Flood Authority.

The purpose of this agenda report is to ask that the City Council accept Ms. Balmelli-Powe's resignation and provide direction as to how the City Council would like to fill the vacancy.

Options for filling the vacancy include:

- Appointing a person selected through a formal recruitment process.
 - Members of the community would be invited to apply by completing a simple form during a specified period of time.
 - City Council could review the applications and conduct interviews if needed prior to making an appointment.
- Appointing an interested member of the community without an application process
- Appointing a member of the City Council
- Appointing a member of the staff

RECOMMENDATION

It is recommended that the City Council accept Ms. Balmelli-Powe's resignation as the city's primary representative on the Chehalis River Basin Flood Authority and provide direction as to how the City Council would like to fill the vacancy.

SUGGESTED MOTION

I move that the City Council accept Ms. Balmelli-Powe's resignation as the city's primary representative on the Chehalis River Basin Flood Authority and provide direction as to how the City Council would like to fill the vacancy.