

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BLVD | 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, July 10, 2017
5:00 p.m.

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| 1. <u>Call to Order.</u> (Mayor)

2. <u>Pledge of Allegiance.</u> (Mayor) |
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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		
3. <u>Minutes of the Regular Meeting of June 26, 2017.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	4

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
UNFINISHED BUSINESS		
5. <u>Ordinance No. 973-B, Second and Final Reading – Amending the 2017 Budget.</u> (City Manager, Finance Manager)	PASS	6

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
6. <u>Ordinance No. 974-B, First and Final Reading – Amending Ordinance No. 714-B Relating to Small Works Roster.</u> (City Manager, Airport Director)	SUSPEND RULES / PASS	15
7. <u>Ordinance No. 975-B, First Reading – Modifying Chehalis Municipal Code 7.04 Relating to Vapor Product Crimes and Cybercrime, and Parking.</u> (City Manager, Police Chief)	PASS	19
8. <u>Ordinance No. 976-B, First Reading – Adopting the 2015 International Building Code Council Codes.</u> (City Manager, Community Development Director)	PASS	24
9. <u>Ordinance No. 977-B, First Reading – Amending Chehalis Municipal Code Chapter 17.78 Allowing Micro-Breweries and Micro-Wineries in Commercial General and in Central Business District Zones.</u> (City Manager, Community Development Director)	PASS	30
10. <u>Ordinance No. 978-B, First Reading – Amending Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Relating to Adjacent Lot Setbacks.</u> (City Manager, Community Development Director)	PASS	36

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

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, JULY 24, 2017.**

June 26, 2017

The Chehalis city council met in regular session on Monday, June 26, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Councilors Terry Harris and Tony Ketchum were absent (excused). Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Rob Gebhart; Fire Captain; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; and Patrick Wiltzius, Wastewater Superintendent. Members of the news media present included Natalie Johnson from *The Chronicle*.

1. **Special Business – Chamber Way Bridge Update.** Frank Green, a project engineer with the Washington State Department of Transportation (WSDOT), stated the project was awarded to Quigg Bros., Inc. out of Aberdeen with a bid of just over \$10.9 million. A design-build delivery method is the process being used for the project, which process provides an accelerated schedule. Instead of WSDOT designing the project and then selecting a contractor, the contractor actually does the design, which allows them to start constructing elements of the project before design is completed. The construction plans minimize closures and construction impacts to the traveling public on I-5, Chamber Way, and the ramps. Closures will be limited to nighttime hours, generally 10:00 to 11:00 pm to morning. I-5 will be closed a maximum of eight times, Chamber Way three times, and the ramps four times throughout duration of the contract. Mr. Green stated that Quigg Bros. proposed constructing a detour bridge to again help minimize impacts to the traveling public. The detour bridge will be constructed north of the existing bridge, and then the new four-lane bridge will be constructed. He noted there will be no closures during the Seattle-to-Portland Bike Ride, Chehalis Garlic Fest & Craft Show, the Southwest Washington Fair, and some restrictions during the holiday season. The design will be very similar to the LaBree Road Bridge. The new overpass will include four lanes with five foot shoulders and an eight foot sidewalk on the south end of the bridge. The two inside lanes will be turn lanes onto the freeway ramps.

Councilor Spahr asked if the new bridge would accommodate six lanes on I-5. Mr. Green stated it would.

Mayor Dawes asked about the projected timeline for getting the third lane through Chehalis. Mr. Green stated that to replace Chamber Way, some Connecting Washington projects had to be moved, and he believed the widening project was around 2021.

Mr. Green noted construction will begin by July 31 this year and is to be completed by end of October next year.

Mayor Dawes wondered, somewhat tongue-in-cheek, what had more of an impact on getting the project moved forward – the bridge getting hit to the point that the temporary bridge had to be installed or within a few days of the temporary bridge going up, the other span being hit, but fortunately, not damaged.

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

a. Minutes of the regular meeting of June 12, 2017;

b. June 15, 2017 Claim Vouchers No. 119349-119506 and Electronic Funds Transfer No. 520171 in the amount of \$721,229.70.

c. Amendment 1 in the amount of \$24,210 from the Department of Ecology for Additional Funding for the Coal Creek Sewer Extension Project; and

d. Lewis/Grays Harbor County Ambulance Transport Contract with American Medical Response Ambulance Service, Inc., to expire September 1, 2019.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Ordinance No. 972-B, Second and Final Reading – Amending the Chehalis Comprehensive Plan Dated 2011.** Trent Lougheed noted no public comments had been received on the update.

Councilor Spahr moved to pass Ordinance No. 972-B on second and final reading. The motion was seconded by Councilor Pope and carried unanimously.

June 26, 2017

4. **Ordinance No. 973-B, First Reading – Amending the 2017 Budget.** Judy Pectol noted most of the changes relate to requirements from the State Auditor's Office that change account numbers. As far as dollar values, the amendment includes increased estimated revenues and appropriations for things related to grants for projects not completed in 2016. Other changes include small things such as donations to specific items.

Councilor Spahr asked if there was a rational reason that the Auditor's Office made changes to account numbers. Ms. Pectol stated in her opinion, no.

Councilor Spahr moved to pass Ordinance No. 973-B on first reading. The motion was seconded by Councilor Pope and carried unanimously.

5. **911 Communications Center Feasibility Study.** City Manager Anderson distributed a proposal from ADCOMM Engineering Company that will complete the study. She stated the handout was not included in the agenda packet.

Chief Schaffer stated that approximately two years ago he addressed the council on matters pertaining to the Lewis County 911 Dispatch Center. Issues and challenges on both performance and equipment still exist today, which concerns have been widely publicized. Steve Mansfield is the third director in several years, and Chief Nielsen and Chief Kytta meet with Mr. Mansfield regularly on behalf of all the fire and police chiefs in the county. Some progress is finally starting and the jurisdictions still continue to be dedicated to working on improvements with the current Center. Back when these concerns were first expressed, and countless times since, the administration has been asked why the city doesn't just start its own 911 center. This would allow the city to have control of costs and decisions, and to be able to tailor the center to specific needs. It would also be costly. A feasibility study would determine if a 911 center could be created for Chehalis, Centralia, and Riverside Fire Authority. ADCOMM Engineering Company would conduct the study. Chief Schaffer noted they had done three studies for the county's 911 Center, so they are familiar with the jurisdiction's needs and services provided. The study would provide options to determine the best manner in which to proceed, will answer the question of whether a 911 center for Chehalis and Centralia is reasonable to pursue, and provide some idea of the cost. If it's not reasonable, the idea can be put behind the jurisdictions and they can then focus attention on the current system. The cost of the study is \$46,000 and is set to take six months to complete. The city's share is \$13,800.

Councilor Pope asked if the study would include a physical setting for a center. Chief Schaffer believed the study included everything.

Councilor Spahr asked about the prior studies completed by ADCOMM on the existing 911 Center, specifically whether there had ever been a rate study. Chief Schaffer stated the studies were done in 1981, 1998, and 2005.

Mayor Dawes stated the center once operated with an administrative and operations board, but those have since gone away. It seemed that was when the problems started multiplying. He stated it would be nice to make what we have work, but if we can't make it work, we owe it to our citizens to get something that is going to work and something we can have some definite influence on.

Councilor Taylor moved that the City Council allocate \$13,800 for the city's portion of the cost to complete a feasibility study of a combined 911 communications center. The motion was seconded by Councilor Lund.

City Manager Anderson asked the council to amend the motion to authorize the city manager to sign the agreement for services with ADCOMM. Councilor Taylor moved to amend his motion to include authorizing the city manager to sign the agreement for services with ADCOMM. The motion carried unanimously.

Councilor Taylor asked if there was or if there could be a document that authorized the city manager to have authority to sign documents for items approved by the council. City Manager Anderson stated that action is typically included in the motion. She stated she was probably being over-cautious in light of the state auditor's office reviewing the minutes of council meetings and comparing those to expenditures.

June 26, 2017

Bill Hillier stated the council-manager form of government implies that the city manager has the authority to sign documents, but the council could pass an ordinance saying any budgetary expenses authorized by the council can be signed by the city manager.

Mayor Dawes recalled that legal contracts based on council-approved funds have always been signed by the city manager. Bill Hillier agreed, noting the mayor's signature is usually only required on transferring real estate.

6. Administration Reports.

a. **Finance Report.** Judy Pectol indicated the city was doing fine. Various grant funds have been received from the Recreation Conservation Office, transportation grants, and a few small grants. The Wastewater Fund has spent more than 100% of what was budgeted, but again, that is due to grants started last year. She noted they are still awaiting the final GO Bond payment from the county that will go into the Airport Fund.

b. **City Manager Update.** City Manager Anderson reported she attended the Association of Washington Cities conference, which was well worth the time and investment. Topics ranged from the future of the world, civility, tips for how to issue financial bonds, and the fact that the state has yet to reach a budget agreement.

7. Councilor Reports/Committee Updates.

a. **Councilor Spahr.** Councilor Spahr stated an update would be coming from the fire consolidation subcommittee at another time. He attended an event in Eugene, Oregon. He was surprised and happy to see there was no protesting at the Saturday market like there usually is.

b. **Mayor Dawes.** Mayor Dawes stated at the last meeting they talked about the number of readings of resolutions. Caryn Foley stated there is a resolution that speaks to the order of business for council meetings. Changes were made by the council, but she thought those changes should be updated by resolution, which she will confirm with the city attorney. Ms. Foley will provide a more detailed update to the council through the weekly report.

Mayor Dawes and Councilor Pope attended a meeting with the city manager, and county staff and Commissioner Jackson regarding the interlocal agreement for permitting in the Urban Growth Area. It was a good conversation and he believed there would be an agreement in place by September. The council fire consolidation subcommittee met with District 6 representatives where they heard the results of a study about facilitating a citizen's task force on area fire and EMS services. Mayor Dawes also attended Business After Hours at Linex on Kresky Avenue.

8. **Executive Session.** At 5:39 pm, Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate; and RCW 42.30.110(1)(i) – Litigation/Potential Litigation not to exceed 7:00 pm and there would be no decisions following conclusion of the executive session. Mayor Dawes recessed the regular meeting and the council convened into executive session at 5:41 pm. Mayor Dawes reopened the regular meeting at 6:46 pm 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: _____

**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: July 10, 2017

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for Vouchers and Transfers dated June 30, 2017.

DISCUSSION

The June 30, 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. 119507-119661 in the amount of \$220,805.22 dated June 30, 2017, which includes the transfer of:

- \$90,368.71 from the General Fund
- \$2,058.81 from the Dedicated Street Fund – 4% Sales Tax
- \$9,795.06 from the Building Abatement Fund
- \$1,991.11 from the Arterial Street Fund
- \$34,803.33 from the Wastewater Fund
- \$44,431.44 from the Water Fund
- \$1,100.56 from the Storm & Surface Water Utility Fund
- \$35,393.05 from the Airport Fund
- \$863.15 from the Firemen’s Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the June 30, 2017 Claim Vouchers No. 119507-119661 in the amount of \$220,805.22.

SUGGESTED MOTION

I move that the City Council approve the June 30, 2017 Claim Vouchers No. 119507-119661 in the amount of \$220,805.22.

**CHEHALIS CITY COUNCIL MEETING
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: July 10, 2017

SUBJECT: Payroll Vouchers and Transfers

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated June 30, 2017.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 39593-39685, Direct Deposit Payroll Vouchers No. 8393-8496, and Electronic Federal Tax Payment No. 173 dated June 30, 2017 in the amount of \$882,922.42, which include the transfer of:

- \$590,708.62 from the General Fund
- \$12,340.18 from the Arterial Street Fund
- \$110,109.39 from the Wastewater Fund
- \$116,247.63 from the Water Fund
- \$21,190.13 from the Storm & Surface Water Utility Fund
- \$30,504.78 from the Airport Fund
- \$1,821.69 from the Firemen's Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the June 30, 2017 Payroll Vouchers No. 39593-39685, Direct Deposit Payroll Vouchers No. 8393-8496, and Electronic Federal Tax Payment No. 173 in the amount of \$882,922.42.

SUGGESTED MOTION

I move that the City Council approve the June 30, 2017, Payroll Vouchers No. 39593-39685, Direct Deposit Payroll Vouchers No. 8393-8496, and Electronic Federal Tax Payment No. 173 in the amount of \$882,922.42.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Judy Pectol

MEETING OF: July 10, 2017

SUBJECT: Ordinance No. 973-B, Second Reading -- Amending the 2017 Budget

ISSUE

Ordinance No. 937-B amending the 2017 Budget, is hereby submitted to reflect the changes in estimates and actual activity of the city. This ordinance is necessary to ensure compliance with state appropriation requirements and to document adjustments to the 2017 Budget.

DISCUSSION

In November, 2016 the City Council approved the 2017 Budget. After that the State Auditor's Office made several changes to the Chart of Accounts for cities using the cash basis of accounting, the completion of some projects was carried over from 2016 to 2017, and some new issues have arisen. The first version of this ordinance, which was passed on first reading at the June 26 City Council meeting, has been changed to include the following appropriations:

- \$13,800 for a feasibility study for a 911 communications center;
- A Building Abatement Fund for fencing to put around one site;
- \$375 for expenses related to activities for the Flood Authority; and
- Drug seizure revenues for training expenses.

This budget amendment does not include increases related to collective bargaining agreements, nor does it include increases to budget line items related to the fire building. Those and other changes will be brought to the City Council later in 2017. This proposed budget amendment includes a net city-wide increase in fund balances of \$586,927.

Revenue estimates, donations, and grants not previously included in the 2017 Budget and related expenses are included in the proposed amendment.

Exhibit A summarizes the revenues and expenditures of all funds and reflects the changes associated with the first requested budget amendment.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No 973-B on second and final reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No 973-B on second and final reading.

City of Chehalis
 2017 Budget Amendment No. 1 - Ordinance No. 973-B
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Fund No. and Name Fund 001 - General Fund	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total Increase/(Decrease)
			Increase/(Decrease)		Increase/(Decrease)		In/(Out)	Increase/(Decrease)	
001.361.019.00	Investment Service Fees	State Auditor's Office Recommendation	960			960			
001.E1.592.014.89.00	Investment Service Fees	State Auditor's Office Recommendation							960
001.P2.554.090.41.00	Professional Services	Dillenbaugh Creek Culvert Assessment				122,000			122,000
001.334.002.70	State Grants	RCO Grant							
001.334.003.82	State Grants	TIB Grant							
001.369.030.00	Confisc. & Forfeit - Drugs	State Auditor's Office Recommendation							
001.369.031.00	Confisc. & Forfeit - Drugs	State Auditor's Office Recommendation							
001.369.090.00	NSF CHECKS	State Auditor's Office Recommendation							
001.359.000.03	Fines & Penalties - NFS Checks	State Auditor's Office Recommendation							
001.369.090.01	Other Misc Revenue - Non-Taxed	State Auditor's Office Recommendation							
001.369.091.01	Other Misc Revenue - Non-Taxed	State Auditor's Office Recommendation							
001.369.090.03	Other Mun Court - NSF Fees	State Auditor's Office Recommendation							
001.369.091.03	Other Mun Court - NSF Fees	State Auditor's Office Recommendation							
001.386.000.03	Due to State - Police Dept	State Auditor's Office Recommendation							
001.389.030.03	Due to State - Police Dept	State Auditor's Office Recommendation							
001.386.000.04	Due to State - Sales Tax	State Auditor's Office Recommendation							
001.389.030.04	Due to State - Sales Tax	State Auditor's Office Recommendation							
001.386.000.06	Due to State - LET	State Auditor's Office Recommendation							
001.389.030.06	Due to State - LET	State Auditor's Office Recommendation							
001.386.000.10	Fireworks Stand Deposit	State Auditor's Office Recommendation							
001.389.010.00	Fireworks Stand Deposit	State Auditor's Office Recommendation							
001.386.000.12	Due to Other Government - UNIT	State Auditor's Office Recommendation							
001.389.030.12	Due to Other Government - UNIT	State Auditor's Office Recommendation							
001.386.000.14	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation							
001.389.030.14	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation							
001.389.030.24	Due to State - St Bldg Code	State Auditor's Office Recommendation							
001.386.000.83	Due to State - Trauma Care	State Auditor's Office Recommendation							
001.389.030.83	Due to State - Trauma Care	State Auditor's Office Recommendation							
001.386.000.91	Due to State - State Remit	State Auditor's Office Recommendation							
001.389.030.91	Due to State - State Remit	State Auditor's Office Recommendation							
001.386.000.92	Due to State - PSEA	State Auditor's Office Recommendation							
001.389.030.92	Due to State - PSEA	State Auditor's Office Recommendation							
001.386.000.94	Due to State - Hwy Safety	State Auditor's Office Recommendation							
001.389.030.94	Due to State - Hwy Safety	State Auditor's Office Recommendation							
001.386.000.96	Due to State - Lab/Blood	State Auditor's Office Recommendation							
001.389.030.96	Due to State - Lab/Blood	State Auditor's Office Recommendation							
001.386.000.97	Due to State - JIS	State Auditor's Office Recommendation							
001.389.060.97	Due to State - JIS	State Auditor's Office Recommendation							
001.R1.586.004.00.00	Due to State - Sales Tax	State Auditor's Office Recommendation							(4,775)
001.R1.589.030.00.04	Due to State - Sales Tax	State Auditor's Office Recommendation							4,775
001.F2.586.014.00.00	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation							(540)
001.F2.586.014.00.00	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation							540
001.367.011.75	Donations	CCRT - Renovation of Downtown Restrooms							
			25,000						25,000

City of Chehalis
 2017 Budget Amendment No. 1 - Ordinance No. 973-B
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Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total
			Increase/(Decrease)	Increase/(Decrease)	In/(Out)	Increase/(Decrease)			
001.F2.576.020.48.00	Capital Repairs	Renovation of Downtown Restrooms			32,000				
001.367.011.76	Donations	Twin Transit Donation - Downtown Restrooms							
001.11.522.010.41.00	Professional Services	Consolidation Services	2,000		7,205				
001.337.009.41	WCIA Grants	Grant Received for facilitation training	2,000						
001.H1.521.040.49.01	Misc - Training Staff	Expenses Reimbursed by WCIA			2,000				
001.F2.518.030.11.00	Advertising	To Correct Budget Line Item for Facilities			(4,000)				
001.F2.518.030.45.00	Rentals	To Correct Budget Line Item for Facilities			4,000				
001.F2.518.030.48.00	Repairs & Maintenance	Re-roofing the Maintenance & Recreation Bldgs			24,245				
001.H1.521.022.31	Supplies	Maintenance Expenses for JNET vehicle			411				
001.367.011.21	Donations	Chehalis Foundation	6,900						
001.H1.521.022.35.00	Small Tools and Equipment	Radar Trailer			6,900				
001.367.011.76	Donations	The Chehalis Foundation	1,125						
001.F2.518.030.35.00	Small Tools and Equipment	Pressure Washer for Lirtott Alexander Park			1,125				
001.367.011.76	Donations	Chehalis Little League	1,500						
001.F2.518.030.31.00	Supplies	Supplies for Little League Complex restroom			1,500				
001.369.010.00	Sales of Assets	Sold Scrap Metal	1,537						
001.K1.542.064.31.00	Supplies	Street Supplies			1,537				
001.H1.521.010.41.00	Police Professional Services	911 Center Feasibility Study			6,900				
001.11.522.010.41.00	Fire Professional Services	912 Center Feasibility Study			6,900				
001.P2.553.030.43.00	Travel	Flood Authority Meetings Mileage			275				
001.P2.553.030.31.00	Supplies	Flood Authority Supplies			100				
001.H1.521.040.49.01	Miscellaneous Staff	Drug Unit Detective Training Expenses			275				
001.H1.521.040.43.01	Travel	Drug Unit Travel Expenses			555				
Total General Fund			534,389		214,888				319,501
Fund 004 - Building Abatement Fund									
004.59.559.030.35.00	Property Development	Fencing materials			10,000				10,000
004.345.029.00	Other Environmental/Abatement Charges	Bill Property Owner for Fencing	10,000						10,000
Total Building Abatement Fund			10,000		10,000				-
Fund 197 - HUD Block Grant									
197.345.090.00	Loan Principal	Received Loan Payment	13,100						13,100
Total HUD Block Grant Fund			13,100						13,100

City of Chehalis
 2017 Budget Amendment No. 1 - Ordinance No. 973-B
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Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total
			Increase/(Decrease)	Increase/(Decrease)	Increase/(Decrease)	In/(Out)	Increase/(Decrease)		
Fund 404 - Wastewater Fund									
404.337.000.52	Coal Creek Extension	Local Grant Funds Received	13,500						
404.391.080.03	DOE Funds	Grant	320,000		70,000				
404.11.594.035.65.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	(60,000)						
404.379.000.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	60,000						
404.343.050.30	Due to State - Sales Tax	State Auditor's Office Recommendation	(100)						
404.386.000.04	Due to State - Sales Tax	State Auditor's Office Recommendation	100						
404.389.030.04	Leasehold Excise Tax	State Auditor's Office Recommendation	(455)						
404.386.000.06	Leasehold Excise Tax	State Auditor's Office Recommendation	455						
404.389.030.06	SRF Loan/Grant - I&I	I & I Projected Finished in 2017	570,100						
404.391.080.01	Construction Projects	I & I Projected Finished in 2017			570,100				
404.11.594.035.65.00									
Total Wastewater Fund			903,600		640,100				263,500

Fund 405 - Water Fund									
405.361.090.00	Investment Service Fees	State Auditor's Office Recommendation	250						
405.10.592.034.89.00	Investment Service Fees	State Auditor's Office Recommendation			250				
405.379.000.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	(75,000)						
405.343.040.30	Utility Hook Up/Connection	State Auditor's Office Recommendation	75,000						
405.386.000.04	Due to State - Sales Tax	State Auditor's Office Recommendation	(150)						
405.389.030.04	Due to State - Sales Tax	State Auditor's Office Recommendation	150						
Total Water Fund			250		250				-

Fund 406 - Storm & Surface Water Utility Fund									
406.379.000.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	(2,000)						
406.343.010.30	Utility Hook Up/Connection	State Auditor's Office Recommendation	2,000						
406.343.010.30	Utility Hook Up/Connection	Revenue Higher than Budgeted	8,000						
406.343.010.28	Forfeited Disc & Late Charges	State Auditor's Office Recommendation	(5,000)						
406.359.000.00	Late Payment Fees	State Auditor's Office Recommendation	5,000						
Total Storm & Surface Water Utility Fund			8,000		-				8,000

Fund 407 - Airport Fund

City of Chehalis
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Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total	
			Increase/(Decrease)	(Increase)/(Decrease)	Increase/(Decrease)	In/(Out)	Increase/(Decrease)	Increase/(Decrease)		
407.347.000.00	Culture & Recreation	State Auditor's Office Recommendation	(945)							
407.347.030.00	Culture & Recreation	State Auditor's Office Recommendation	945							
407.369.060.00	Miscellaneous Revenue-Other	State Auditor's Office Recommendation	(300)							
407.369.091.00	Miscellaneous Revenue-Other	State Auditor's Office Recommendation	300							
407.386.000.00	Rental Car Tax	State Auditor's Office Recommendation	(160)							
407.389.030.00	Rental Car Tax	State Auditor's Office Recommendation	160							
407.386.000.04	Sales Tax	State Auditor's Office Recommendation	(42,690)							
407.389.030.04	Sales Tax	State Auditor's Office Recommendation	42,690							
407.386.000.06	Leasehold Excise Tax	State Auditor's Office Recommendation	(125,574)							
407.389.030.06	Leasehold Excise Tax	State Auditor's Office Recommendation	125,574							
407.395.010.00	Proceed from Sales of Cap Assets	Sale of 1979 Suburban	1,440							
407.09.586.004.00.00	Due to State - Sales Tax	State Auditor's Office Recommendation		(42,680)						
407.09.589.030.00.04	Due to State - Sales Tax	State Auditor's Office Recommendation		42,680						
407.09.586.006.00.00	Leasehold Excise Tax	State Auditor's Office Recommendation		(125,574)						
407.09.589.030.00.06	Leasehold Excise Tax	State Auditor's Office Recommendation		125,574						
407.09.586.010.00.00	Rental Car Tax	State Auditor's Office Recommendation		(160)						
407.09.589.030.00.10	Rental Car Tax	State Auditor's Office Recommendation		160						
407.331.020.00	Federal Grants	FFA Airport Improvement Revenues	341,657							
407.334.036.00	Indirect Federal Grants	DOT Grant	18,947							
407.09.594.046.63.00	Other Improvements	Winterized Apron Project Carried to 2017		379,618						
Total Airport Fund			362,044	379,618	-	(17,574)				
Fund 633 - City Agency Fund										
633.386.002.00	Court Deposits/ Prepayments Rec'd	State Auditor's Office Recommendation	(360,000)							(360,000)
633.389.000.00	Custodial Activities	State Auditor's Office Recommendation	360,000							360,000
633.386.002.01.	Court Deposits/Paid Out	State Auditor's Office Recommendation	360,000							360,000
633.00.589.090.00	Custodial Activities	State Auditor's Office Recommendation		360,000						360,000
Total City Agency Fund			360,000	360,000	-	-				
Total of All Funds			2,191,383	1,604,856	-	586,527				

ORDINANCE NO. 973-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY FOR THE CALENDAR YEAR 2017, BY INCREASING APPROPRIATIONS OF THE GENERAL FUND, THE BUILDING ABATEMENT FUND, THE WASTEWATER FUND, THE WATER FUND, AND THE AIRPORT FUND BY A COMBINED TOTAL OF ONE MILLION SIX HUNDRED FOUR THOUSAND EIGHT HUNDRED FIFTY-SIX (\$1,604,856) AND DIRECTING THE FINANCE MANAGER TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the General Fund's estimated revenues by \$534,389; and increase appropriations by \$214,888.

Section 2. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Abatement Fund's estimated revenues by \$10,000 and increase appropriations by \$10,000.

Section 2. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the HUD Block Grant Fund's estimated revenues by \$13,100.

Section 3. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's estimated revenue by \$903,600 and increase appropriations by \$640,100.

Section 4. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Water Fund's estimated revenues by \$250 and increase the appropriations by \$250,

Section 5. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Storm and Surface Water Fund's estimated revenue by \$8,000.

Section 6. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Airport Fund's estimated revenue by \$362,044 and increase appropriations by \$379,618.

Section 7. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the City Agency Fund's estimated revenue by \$360,000 and increase the appropriations by \$360,000.

Section 8. Attached hereto and identified as Exhibit A, in summary form, are the total of estimated revenues, transfers in, expenditures, and transfers out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2017 budget which, shows a total estimated ending fund balance of \$13,995,674.

PASSED by the city council of the City of Chehalis, Washington, and **APPROVED** on its second reading at a regularly scheduled open public meeting thereof this 10th day of July, 2017.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

EXHIBIT A
CITY OF CHEHALIS AMENDED 2017 BUDGET
2017 Budget Summary Revised with Ordinance #973-B

FUND NAME	Beg. Fund Balance	Revenue	Operating Transfers In	Expenditures	Operating Transfers Out	Est. End. Fund Balance
General Fund	1,137,916	9,348,538	-	9,178,063	286,505	1,021,886
Dedicated Street Fund - 4% Sales Tax	12,382	185	161,764	154,436	-	19,895
Building Abatement Fund	-	10,200	100,000	10,000	-	100,200
Arterial Street Fund	104,266	155,516	-	149,844	-	109,938
Transportation Benefit Fund	-	-	-	-	-	-
Tourism Fund	264,582	233,500	-	237,000	-	261,082
Community Dev. Block Grant Fund	111	-	-	-	-	111
HUD Block Grant Fund	57,506	13,200	-	-	-	70,706
Federal and State Grant Fund	-	-	-	-	-	-
2011 G.O. Bond Fund	-	-	98,966	98,966	-	-
Automotive/Equip. Res. Fund	461	-	-	-	-	461
1st Quarter REET Fund	217,398	111,025	-	-	41,566	286,857
2nd Quarter REET Fund	197,213	110,950	-	-	32,659	275,504
Garbage Fund	7,673	6,435	-	5,740	-	8,368
Wastewater Fund	4,312,826	6,588,672	-	5,808,143	-	5,093,355
Water Fund	4,844,780	3,728,871	-	3,681,384	-	4,892,267
Storm & Surface Water Fund	834,822	556,910	-	524,898	-	866,834
Airport Fund	1,817,718	2,998,534	-	4,533,908	-	282,344
Firemen's Pension Fund	602,021	172,785	-	78,500	-	696,306
City Agency Fund	9,560	360,000	-	360,000	-	9,560
TOTALS	14,421,235	24,395,321	360,730	24,820,882	360,730	13,995,674

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: David Fleckenstein, Airport Director

DATE: July 10, 2017

SUBJECT: Ordinance No. 974-B, First and Final Reading – Amending Chehalis Municipal Code (CMC) 13.20 Relating to Small Works Roster

ISSUE

Ordinance No. 714-B (CMC 13.20) designates the process to be used for small works projects below \$200,000. This amount is in conflict with the current Revised Code of Washington (RCW) 39.04 which allows for small works projects below \$300,000.

DISCUSSION

RCW 39.04 provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The City of Chehalis Small Works Roster may be used for public work projects valued below \$200,000 per Ordinance No. 714-B. The RCW was revised to increase the value from \$200,000 to \$300,000. Hence, the City of Chehalis ordinance needs to be updated to reflect the current amount in accordance with the RCW.

FISCAL IMPACT

Amending the current ordinance will reduce the costs associated with advertising for bids as well as the associated man hours.

RECOMMENDATION

It is recommended that the City Council suspend the rules requiring two readings of an ordinance and pass Ordinance No. 974-B on first and final reading.

SUGGESTED MOTIONS

I move that the City Council suspend the rules requiring two readings of an ordinance.

I move that the City Council pass Ordinance No. 974-B on first and final reading.

ORDINANCE NO. 974-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, PROVIDING FOR THE ESTABLISHMENT OF A SMALL WORKS ROSTER FOR PUBLIC WORK OR IMPROVEMENT CONTRACTS OF THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) OR LESS; REPEALING ORDINANCE NO. 714-B, PASSED THE 10TH DAY OF DECEMBER, 2001, CODIFIED AS CHAPTER 13.20 OF THE CHEHALIS MUNICIPAL CODE; AND ESTABLISHING THE EFFECTIVE DATE HEREOF.

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

Section 13.20.010 Established.

A. The city shall establish a small works roster for public work or improvement contracts of Three Hundred Thousand Dollars (\$300,000.00) or less. The small works roster shall be used to award public work contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property.

B. The small works roster ordinance is based on Chapter 138 Laws of 2000 (the "Act"). The Washington State Legislature amended the authorization in RCW 39.04.155 to establish a common small works roster procedure.

Section 13.20.020 Requests for inclusion.

The small works roster to be established shall be comprised of all contractors who have requested to be on the roster and are, where required by law, properly licensed or registered to perform such work in the State of Washington as may be proposed by the City. Contractors desiring to be placed on the roster must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the City as a condition of being placed on the small works roster. At least once a year, the City shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster and solicit the names of contractors for such roster. In addition, responsible contractors shall be added to an appropriate roster at any time they submit a written request and necessary records. Master contracts may be required to be signed that become effective when a specific award is made using a small works roster.

Section 13.20.030 Requests for inclusion--Application.

Contractors requesting to be on the small works roster shall submit an application provided by the public works department and shall, in addition to completion of said application form, show proof of ability to provide insurance naming the City as additional insured prior to the performance of any contract, a performance bond prior to performance of any contract, a list of references of similar projects performed by the contractor in the two years previous to applying for placement on the small works roster, proof of appropriate contractor license, and a

statement that the contractor has no previous record of default in the performance of or failed to complete a written public contract and has not been convicted of a crime arising from a previous public contract.

Section 13.20.040 Bidding and proposal procedures.

A. Whenever work shall be done by contract by the City, the estimate of which is Three Hundred Thousand Dollars (\$300,000.00) or less, the City may use the small works roster. Quotations may be invited from all appropriate contractors on the small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. However, if the estimated cost of the work is from One Hundred Thousand Dollars (\$100,000.00) to Two Hundred Thousand Dollars (\$200,000.00), and the City chooses to solicit bids from less than all the appropriate contractors, it must also notify the remaining contractors on the roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by publishing notice in the local newspaper, or mailing a notice to these contractors by mail, facsimile, or other electronic means.

B. Whenever possible, the City shall invite at least one proposal from a minority or woman contractor who shall otherwise qualify under this ordinance.

C. All invitations shall include an estimate of the scope and nature of the work to be performed and materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. When awarding such a contract for public work or improvement, the estimated cost of which is Three Hundred Thousand Dollars (\$300,000.00) or less, the City shall award the contract to the contractor submitting the lowest responsible bid.

D. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process. The City soliciting bids may not favor certain contractors on the appropriate small works roster who perform similar services.

Section 13.20.050 Repeal.

Ordinance No. 714-B, passed the 10th day of December, 2001, codified as Chapter 13.20 of the Chehalis Municipal Code, shall be, and the same hereby is, repealed.

Section 13.20.060 Effective date.

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 content:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Glenn Schaffer, Police Chief

MEETING OF: July 10, 2017

SUBJECT: Ordinance 975-B, First Reading – Adopting Selected Provisions of the Revised Code of Washington Pertaining to Vapor Product Crime and Cybercrime, and Creating Additional Ordinances to Prevent Parking Obstructions

ISSUE

Ordinance 975-B pertaining to the adoption of certain RCWs into the City’s Municipal Code related to vapor product and cybercrime, as well as modifying the City’s parking codes.

DISCUSSION

The State of Washington recently developed several new RCWs pertaining to Vapor Product and Cyber Crime enforcement which have not yet been adopted in the City’s Municipal Code. The proposed ordinance would adopt the new RCWs and include them into Title 7.04 of the Chehalis Municipal Code.

In addition, the proposed ordinance provides new parking codes which would prohibit blocking or obstructing alleys, blocking or obstructing traffic or sidewalks, and allowing for the impounding of such vehicles.

FISCAL IMPACT

There is no fiscal impact to the passage of this ordinance.

RECOMMENDATION

It is recommended that the City Council pass Ordinance 975-B on first reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 975-B on first reading.

ORDINANCE NO. 975-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
MODIFYING CHEHALIS MUNICIPAL CODE TITLE 7.04,
ADOPTING SELECTED PROVISIONS OF THE REVISED CODE
OF WASHINGTON PERTAINING TO VAPOR PRODUCT CRIME
AND CYBERCRIME, AND CREATING ADDITIONAL PARKING
ORDINANCES.**

WHEREAS, the City Council of the City of Chehalis has determined that it is in the best interests of the City and its citizens that Title 7.04 of the Chehalis Municipal Code be expanded.

WHEREAS, the City Council of the City of Chehalis has determined that it is in the best interests of the City and its citizens to amend Title 7.04.005.A of the Chehalis Municipal Code by adopting the following provisions of the of the Revised Code of Washington pertaining to Vapor Product Crimes and Cybercrime, provided, however, that provisions of said Revised Code of Washington defining or relating solely to felony offenses are excluded from such adoption by reference; now, therefore,

WHEREAS, the City Council of the City of Chehalis has determined that it is in the best interests of the City and its citizens to amend Title 7.04.240.

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

Section 1. Title 7.04.005.A of the Chehalis Municipal Code, shall be, and the same hereby is, amended to now include the additional sections of the Revised Code of Washington as listed in Section 2 below.

Section 2. The following provisions of the Revised Code of Washington, as now in force or hereafter amended, added to, or deleted from shall be, and they hereby are adopted by reference, provided, however, that provisions of said titles defining or relating solely to felony offenses are excluded from such adoption by reference:

VAPOR PRODUCTS

RCW 70.345.010 Definitions.

RCW 70.345.030 License required—Must allow inspections—Sale of certain substances prohibited—Penalties

RCW 70.345.080 Vendor assistance required for sales—Exception.

RCW 70.345.140 Purchase or possession by persons under eighteen—Penalty—Jurisdiction.

RCW 70.345.150 Use of products in public places—When prohibited.

WASHINGTON CYBERCRIME ACT

RCW 9A.90.010 Findings—Intent—2016 c 164.

RCW 9A.90.020 Short title—2016 c 164.

RCW 9A.90.030 Definitions.

RCW 9A.90.040 Computer trespass in the first degree.

RCW 9A.90.050 Computer trespass in the second degree.

RCW 9A.90.060 Electronic data service interference.

RCW 9A.90.070 Spoofing.

RCW 9A.90.080 Electronic data tampering in the first degree.

RCW 9A.90.090 Electronic data tampering in the second degree.

RCW 9A.90.100 Electronic data theft.

RCW 9A.90.110 Commission of other crime.

Section 3. Title 7.04.240 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to now include the additional sections 7.04.240.D, listed in Section 4 below.

Section 4. CMC 7.04.240.D

D. Blocking or Obstructing Alleys, Driveways, Sidewalks, or Traffic. The following traffic codes shall be in addition to the “Washington Model Traffic Ordinance,” Chapter 46.90 RCW. A person who violates any portion or subsection of CMC 7.04.240.D is guilty of a traffic infraction.

1. Parking in Driveway Entrance or Alley Entrance. No person shall stand or park a vehicle in front of a public or private driveway within a street or alley or in front of, or in, an alley entrance or within five feet (5’) of the end of a constructed driveway return or alley entrance return, or if none, within five feet (5’) of the projection of the

edge of the driveway or alley. Violation of this section constitutes a parking violation rather than a moving violation.

2. Parking in Alleys. No person shall stand or park any vehicle, except an authorized emergency vehicle, in any alley or alleyway for a period of time longer than is necessary for the expeditious loading, unloading, pick-up or delivery of materials from such vehicle. Violation of this section constitutes a parking violation rather than a moving violation.

3. Blocking or Obstructing Traffic or Sidewalk – Unoccupied Vehicle. No person shall drive, operate, or park a vehicle upon or along any street or highway in the city, as to needlessly, unnecessarily, and unwarrantedly block, obstruct, or interfere with the orderly flow of traffic on said street or highway. Nor shall any person exit such vehicle when traffic will be unreasonably obstructed thereby, or when, in areas designated for angle parking, the vehicle is of such a length as to obstruct the sidewalk or the adjacent moving traffic lane. Proof that such traffic was blocked, obstructed, or interfered with shall be prima facie evidence that such blocking, obstructing, and interference was needless, unnecessary, and unwarranted. Violation of this section constitutes a parking violation rather than a moving traffic violation.

4. Blocking or Obstructing Traffic or Sidewalk – Occupied Vehicle. No person shall stop, stand, or park a vehicle and remain therein upon or along any street or highway in the city when traffic will be unreasonably obstructed. Violation of this section constitutes a moving violation rather than a parking violation. (RCW 46.61.560)

5. Impounding Vehicles. Any vehicle that is found unattended, on any portion of public property, shall be subject to immediate impound and may be removed by or at the discretion and direction of a police officer under the following circumstances:

- a. The vehicle is a hazard such that it is blocking a crosswalk, alleyway, a public or private driveway, or other similar conduct that poses a danger or risk to the public; or
- b. The vehicle is in violation of any parking regulation in this chapter; or
- c. The vehicle is parked in violation of the terms of an impound warning notice as defined in RCW 46.55.085.

The cost of such impound, removal, and all subsequent storage of the vehicle shall be borne by the operator or owner of the vehicle.

Section 5. The City Clerk shall be, and she hereby is, instructed to amend Title 7.04.005.A of the Chehalis Municipal Code.

Section 6. The City Clerk shall be, and she hereby is, instructed to amend Title 7.04.240 of the Chehalis Municipal Code.

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

MEETING OF: July 10, 2017

SUBJECT: Ordinance No. 976-B, First Reading – Adopting the 2015 International Building Code Council Codes

ISSUE

The City is currently administering the 2009 building codes. The Washington State Building Code Council adopted the 2015 International Code Council Codes on July 1, 2016. This proposal is to adopt these codes to update Chehalis Municipal Code Title 17. This will allow the City to be in compliance with State regulations WAC 51-50-001 and RCW 19.27.031.

DISCUSSION

This update to the building codes is to be considered a house-keeping update to ensure the City is administering current codes. Staff is unaware of any significant changes that would affect typical development in our community. The following are the proposed updates:

Appendix Chapter E List of International, Uniform, and SBCC Codes Adopted

A. WAC 51-50 - International Building Code (IBC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC, provided:

1. IBC Section 105.2; Building, and IRC Section R105.2; Building, (exempted work) shall be amended to add the following exemptions:

'A. Non-structural modifications or repairs to any building which do not alter any building line defined herein, alter any required exitway, or otherwise violate any provision of this code, and the valuation or cost of construction does not exceed \$2,500'; and

'B. Non-structural roof recover, including strip and re-sheet projects, consistent with IBC Section 1510 - Reroofing; provided that no framing or other structural modifications are performed.'

B. WAC 51-51 - International Residential Code (IRC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.

C. WAC 51-52 - International Mechanical Code (IMC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.

- D. WAC 51-54 - International Fire Code (IFC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.
- E. WAC 51-56 and 51-57 - Uniform Plumbing Code and Standards, ~~2009~~ 2015 Edition, published by the IAPMO, as amended by the SBCC.
- F. WAC 51-11 - Washington State Energy Code, ~~2009~~ 2015 updated edition, adopted by the SBCC.
- G. WAC 51-13 - Washington State Ventilation and Indoor Air Quality Code, 1997 edition, adopted by the SBCC.
- H. WAC 51-19 - Washington State Historical Building Code, first edition, adopted by the SBCC.
- I. Uniform Code for the Abatement of Dangerous Buildings, 1997 edition, published by the ICBO.
- J. Uniform Housing Code, 1997 edition, published by the ICBO.
- K. 2015 IBC Appendix Chapter 'C', Agricultural Buildings.
- L. 2015 IBC Appendix Chapter 'I', Patio Covers.
- M. 2015 IRC Appendix Chapter 'H', Patio Covers.
- N. 2015 IFC Appendix Chapter 'B', Fire Flow Requirements for Buildings.
- O. 2015 IFC Appendix Chapter 'C', Fire Hydrant Location and Distribution.
- P. 2015 IFC Appendix Chapter 'D', Fire Apparatus Access Roads (and Turnarounds)
- Q. 2015 IFC Appendix Chapter 'E', Hazard Categories.
- R. 2015 IFC Appendix Chapter 'F', Hazard Ranking.
- S. 2015 IFC Appendix Chapter 'G', Cryogenic Fluids.
- T. 2015 IBC Appendix Chapter 'J', Grading
- U. 2015 IRC Appendix Chapter 'G', Piping Standards for Various Applications
- V. WAC-51-50-480000 2015 International Existing Building Code including all appendices

The attached ordinance is presented for consideration on first reading. The Planning Commission held a public hearing on this proposal on June 13, 2017. There have been no citizen comments on this proposal. The complete staff report is attached to this agenda.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 976-B on first reading to amend Chehalis Municipal Code Title 17 Appendix Chapter E and Chapter 9.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 976-B on first reading to amend Chehalis Municipal Code Title 17 Appendix Chapter E and Chapter 9.

SUMMARY

Application(s): #PFA-2017-001 Petition for Amendment (Code)

Contact: Trent Lougheed
Director Community Development Department
1321 S. Market Blvd.
Chehalis, WA 98532

Report Date: June 5, 2017
Prepared by: City of Chehalis, Community Development Department.

Request:

The proposal is to Amend the Chehalis Municipal Code Title 17 and Appendix E to update the codes used for development within the City and the UGA

Applicable Regulations:

Chehalis Municipal Code (CMC):

- § CMC Title 17 Uniform Development Regulations
- § Appendix Chapter E
- §17.09.130 Public hearings

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal under PFA-2017-001 on May 25, 2017.

BACKGROUND

The Washington State Building Code Council adopted the 2015 International Code Council Codes on July 1, 2016. This proposal is to adopt those codes to the Chehalis Municipal Code Title 17 to be in compliance with state regulations WAC-51-50-001 and RCW 19.27.031

<u>Application</u>	<u>Date Application Submitted</u>
PFA-2017-001	May 22, 2017
<u>Date Application Deemed Complete</u>	<u>Status</u>
May 22, 2017	Planning Commission/Public Hearing scheduled for June 13, 2017

Public Notice:

Notice of the Public Hearing was published in The Chronicle newspaper on June 3, 2017 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:
May 25, 2017

DRC REVIEW/RECOMMENDATION

The DRC recommends approval/adoption of the Code update to comply with Washington State.

APPLICABLE TEXT

Appendix Chapter E

List of International, Uniform and SBCC Codes Adopted

- A. WAC 51-50 - International Building Code (IBC), 2009 2015 Edition, published by the International Code Council, as amended by the SBCC, provided:
1. IBC Section 105.2; Building, and IRC Section R105.2; Building, (exempted work) shall be amended to add the following exemptions:
 - 'A. Non-structural modifications or repairs to any building which do not alter any building line defined herein, alter any required exitway, or otherwise violate any provision of this code, and the valuation or cost of construction does not exceed \$2,500'; and
 - 'B. Non-structural roof recover, including strip and re-sheet projects, consistent with IBC Section 1510 - Reroofing; provided that no framing or other structural modifications are performed.'
- B. WAC 51-51 - International Residential Code (IRC), 2009 2015 Edition, published by the International Code Council, as amended by the SBCC.
- C. WAC 51-52 - International Mechanical Code (IMC), 2009 2015 Edition, published by the International Code Council, as amended by the SBCC.
- D. WAC 51-54 - International Fire Code (IFC), 2009 2015 Edition, published by the International Code Council, as amended by the SBCC.
- E. WAC 51-56 and 51-57 - Uniform Plumbing Code and Standards, 2009 2015 Edition, published by the IAPMO, as amended by the SBCC.
- F. WAC 51-11 - Washington State Energy Code, 2009 2015 updated edition, adopted by the SBCC.
- G. WAC 51-13 - Washington State Ventilation and Indoor Air Quality Code, 1997 edition, adopted by the SBCC.
- H. WAC 51-19 - Washington State Historical Building Code, first edition, adopted by the SBCC.
- I. Uniform Code for the Abatement of Dangerous Buildings, 1997 edition, published by the ICBO.
- J. Uniform Housing Code, 1997 edition, published by the ICBO.
- K. ~~2015~~ IBC Appendix Chapter 'C', Agricultural Buildings.
- L. ~~2015~~ IBC Appendix Chapter 'I', Patio Covers.
- M. ~~2015~~ IRC Appendix Chapter 'H', Patio Covers.
- N. ~~2015~~ IFC Appendix Chapter 'B', Fire Flow Requirements for Buildings.
- O. ~~2015~~ IFC Appendix Chapter 'C', Fire Hydrant Location and Distribution.
- P. ~~2015~~ IFC Appendix Chapter 'D', Fire Apparatus Access Roads (and Turnarounds)
- Q. ~~2015~~ IFC Appendix Chapter 'E', Hazard Categories.
- R. ~~2015~~ IFC Appendix Chapter 'F', Hazard Ranking.
- S. ~~2015~~ IFC Appendix Chapter 'G', Cryogenic Fluids.
- T. ~~2015~~ IBC Appendix Chapter 'J', Grading
- U. ~~2015~~ IRC Appendix Chapter 'G', Piping Standards for Various Applications
- V. ~~WAC-51-50-480000~~ 2015 International Existing Building Code including all appendices
-

ORDINANCE NO. 976-B

**AN ORDINANCE OF THE CITY OF CHEHALIS,
WASHINGTON, AMENDING APPENDIX CHAPTER E OF
THE CHEHALIS MUNICIPAL CODE UPDATING THE
LIST OF INTERNATIONAL, UNIFORM AND SBCC
CODES ADOPTED BY THE CITY.**

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

Section 1. Chehalis Municipal Code Appendix Chapter E shall be amended to read as follows:

“A. WAC 51-50 – International Building Code (IBC), 2015 Edition, published by the International Code Council, as amended by the SBCC, provided:

1. IBC Section 105.2; Building and IRC Section R105.2; Building, (exempted work) shall be amended to add the following exemptions:

‘A. Non-structural modifications or repairs to any building which do not alter any building line defined herein, alter any required exitway, or otherwise violate any provision of this code, and the valuation or cost of construction does not exceed \$2,500’; and

‘B. Non-structural roof recover, including strip and re-sheet projects, consistent with IBC Section 1510 – Reroofing; provided that no framing or other structural modifications are performed.’

“B. WAC 51-51 – International Residential Code (IRC), 2015 Edition, published by the International Code Council, as amended by the SBCC.

“C. WAC 51-52 – International Mechanical Code (IMC), 2015 Edition, published by the International Code Council, as amended by the SBCC.

“D. WAC 51-54 – International Fire Code (IFC), 2015 Edition, published by the International Code Council, as amended by the SBCC.

“E. WAC 51-56 and 51-57 – Uniform Plumbing Code and Standards, 2015 Edition, published by the IAPMO, as amended by the SBCC.

“F. WAC 51-11 - Washington State Energy Code, 2015 updated edition, adopted by the SBCC.

“G. WAC 51-13 – Washington State Ventilation and Indoor Air Quality Code, 1997 edition, adopted by the SBCC.

“H. WAC 51-19 – Washington State Historical Building Code, first edition, adopted by the SBCC.

“I. Uniform Code for the Abatement of Dangerous Buildings, 1997 edition, published by the ICBO.

“J. Uniform Housing Code, 1997 edition, published by the ICBO.

“K. 2015 IBC Appendix ‘C’, Agricultural Buildings.

“L. 2015 IBC Appendix ‘I’, Patio Covers.

“M. 2015 IRC Appendix ‘H’, Patio Covers.

- “N. 2015 IFC Appendix ‘B’, Fire Flow Requirements for Buildings.
- “O. 2015 IFC Appendix ‘C’, Fire Hydrant Location and Distribution.
- “P. 2015 IFC Appendix ‘D’, Fire Apparatus Access Roads (and Turnarounds)
- “Q. 2015 IFC Appendix ‘E’, Hazard Categories.
- “R. 2015 IFC Appendix ‘F’, Hazard Ranking.
- “S. 2015 IFC Appendix ‘G’, Cryogenic Fluids.
- “T. 2015 IBC Appendix ‘J’, Grading
- “U. 2015 IRC Appendix ‘G’, Piping Standards for Various Applications.
- “V. WAC-51-50-480000 2015 International Existing Building Code including all appendices.

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 content:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: July 10, 2017

SUBJECT: Ordinance No. 977-B, First Reading – Amending Chehalis Municipal Code 17.78 Allowing Micro-Breweries and Micro-Wineries in Commercial General and Centralia Business District Zones

ISSUE

The proposal is to amend the Chehalis Municipal Code Title 17 Zoning Regulations to allow Micro-Breweries and Micro-Wineries to be located in the Commercial General zone and the Central Business District zone.

DISCUSSION

The zoning set forth in the Chehalis Municipal Code allows certain uses in certain zones. Currently Micro-Brewery and Micro-Winery are uses that are prohibited in the Central Business District and the Commercial General zones. This amendment will allow those uses outright in the zoning ordinances without special approval. These uses will still need to meet the requirements of the Building Code and any Washington State regulations in order to operate. This update simply allows these uses in zones where they were not allowed before in order to accommodate this growing segment of the hospitality industry.

The following are the proposed updates:

17.78 ZONING: Micro-Breweries and Micro-Wineries shall be allowed in the Central Business District and in General Commercial zones.

17.78.010 DEFINITIONS: F-2 141 “Micro-Brewery” and “Micro-Winery” means either Beer/Ale or Wine with an alcohol content up to and including 16 percent alcohol content and includes the manufacturing of such not to exceed 60,000 barrels per year of beer or not to exceed 250,000 liters of wine per year.

<u>F143</u>	<p data-bbox="332 205 857 237"><u>MICRO-BREWERY AND MICRO-WINERY</u></p> <p data-bbox="332 268 1448 384"><u>Low hazard manufacturing and production of beer/ale or wine up to and including 16 percent alcohol content. For Beer/Ale this shall not exceed 60,000 barrels per year. For Wine this shall not exceed 250,000 liters per year.</u></p>
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The attached ordinance is presented for consideration on first reading. The Planning Commission held a public hearing on this proposal on June 13, 2017. There have been no citizen comments on this proposal. The complete Planning Commission agenda report is attached to this agenda.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 977-B on first reading to amend Chehalis Municipal Code Division VI, Use Chart/Zoning Map, Chapter 17.78, Use and Occupancy / Use Chart, and Definitions 17.78.010

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 977-B on first reading to amend Chehalis Municipal Code Division VI, Use Chart/Zoning Map, Chapter 17.78, Use and Occupancy / Use Chart, and Definitions 17.78.010.

SUMMARY

Application(s): #PFA-2017-002 Petition for Amendment (Code)

Contact: Trent Lougheed
Director Community Development Department
1321 S. Market Blvd.
Chehalis, WA 98532

Report Date: June 5, 2017
Prepared by: City of Chehalis, Community Development Department.

Request:

The proposal is to Amend the Chehalis Municipal Code Title 17 Zoning Regulations to allow Micro-Breweries and Micro-Wineries to be located in the Commercial General zone and the Central Business District zone.

Applicable Regulations:

Chehalis Municipal Code (CMC):

- § CMC Title 17.78 Zoning
- § CMC Title 17.78.010 Definitions
- §17.09.130 Public hearings

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal under PFA-2017-002 on June 1, 2017.

BACKGROUND

The zoning set forth in the Chehalis Municipal Code allows certain uses in certain zones. Currently Micro-Brewery and Micro-Winery are uses that are prohibited in the Central Business District and the Commercial General zones. This amendment will allow those uses outright in the zoning ordinances without special approval. These uses will still need to meet the requirements of the Building Code and any Washington State regulations in order to operate. This update simply allows these uses in these zones when it was not allowed before.

<u>Application</u>	<u>Date Application Submitted</u>
PFA-2017-002	May 30, 2017
<u>Date Application Deemed Complete</u>	<u>Status</u>
May 30, 2017	Planning Commission/Public Hearing scheduled for June 13, 2017

Public Notice:

Notice of the Public Hearing was published in The Chronicle newspaper on June 3, 2017 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:
June 1, 2017

DRC REVIEW/RECOMMENDATION

The DRC recommends approval and adoption of the zoning amendment.

APPLICABLE TEXT

17.78 ZONING

Micro-Breweries and Micro-Wineries shall be allowed in the Central Business District and in General Commercial zones.

17.78.010 DEFINITIONS

F-2 141 "Micro-Brewery" and "Micro-Winery" means either Beer/Ale or Wine with an alcohol content up to and including 16 percent alcohol content and includes the manufacturing of such not to exceed 60,000 barrels per year of beer or not to exceed 250,000 liters of wine per year.

	<u>MICRO-BREWERY AND MICRO-WINERY</u>
<u>F143</u>	<u>Low hazard manufacturing and production of beer/ale or wine up to and including 16 percent alcohol content. For Beer/Ale this shall not exceed 60,000 barrels per year. For Wine this shall not exceed 250,000 liters per year.</u>

ORDINANCE NO. 977-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING TITLE 17.78 ZONING OF THE CHEHALIS MUNICIPAL CODE TO AUTHORIZE MICRO-BREWERIES AND MICRO-WINERIES TO BE ESTABLISHED IN THE CENTRAL BUSINESS DISTRICT AND IN COMMERCIAL GENERAL ZONES; AMENDING DEFINITIONS AS SET FORTH IN 17.78.010; AND AMENDING THE USE CHARTS/ZONING MAPS OF CHAPTER 17.78 AND THE USE AND OCCUPANCY USE CHART.

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

Section 1. Micro-Breweries and Micro-Wineries shall be allowed in the Central Business District and in the Commercial General zones of the City of Chehalis.

Section 2. Chehalis Municipal Code Section 17.78.010, Definitions, shall be amended to include:

“F-2 142 Micro-Brewery and Micro-Winery means either Beer/Ale or Wine with an alcohol content up to and including 16 percent alcohol content and includes the manufacturing of such not to exceed 60,000 barrels per year of beer or not to exceed 250,000 liters of wine per year.”

Section 3. The Use Charts/Zoning Maps of Chapter 17.78 and the Use and Occupancy Use Chart shall be amended to be consistent herewith.

Section 4. 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 content:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: July 10, 2017

SUBJECT: Ordinance No. 978-B, First Reading – Amending Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Relating to Adjacent Lot Setbacks

ISSUE

The proposal is to amend the Chehalis Municipal Code Title 17 Zoning Bulk Regulations affecting adjacent lot setbacks. This proposal will amend the code to read: 5 ft. (min).

DISCUSSION

The bulk regulations are regulations that are applicable to multiple code sections and include minimum setbacks for construction of buildings from an adjacent property line. In the residential zones, the current adjacent lot setback states that a building shall be placed at a distance of *“10% of lot width but not more than 10 ft., nor less than 3 ft.”* This verbiage can be confusing and inconsistent, and serves no discernable purpose. This is difficult for the public to understand and difficult for the staff to administer, particularly in the case of oddly shaped lots where the width is not clearly identifiable. Therefore it is proposed to amend the language so that it makes more sense and is easier for everyone to understand.

The IRC Building code stipulates that a residential building shall be a min. of 3 ft. to another property line, as measured from the foundation of the building, as long as the roof overhang does not exceed 24”. (This is to be measured from the edge of the roof overhang if the roof overhang is greater than 24”). This amounts to a standardized setback for fire/safety reasons. This proposal to establish a 5’ minimum exceeds that requirement and as such will still maintain a safe and manageable setback between residential buildings.

The following are the proposed updates:

17.42.020 BULK REGULATIONS (R-1 ZONE) (R-2 ZONE) (R-3 ZONE)

Minimum Adjacent Lot Setback: ~~10% of lot width but not more than 10’ nor less than 3’~~ 5 feet.

The attached ordinance is presented for consideration on first reading. The Planning Commission held a public hearing on this proposal on June 13, 2017. There have been no citizen comments on this proposal. The complete staff report is attached to this agenda.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 978-B on first reading to amend Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Bulk Regulations.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 978-B on first reading to amend Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Bulk Regulations.

SUMMARY

Application(s): #PFA-2017-003 Petition for Amendment (Code)

Contact: Trent Lougheed
Director Community Development Department
1321 S. Market Blvd.
Chehalis, WA 98532

Report Date: June 5, 2017
Prepared by: City of Chehalis, Community Development Department.

Request:

The proposal is to Amend the Chehalis Municipal Code Title 17 Zoning Bulk Regulations affecting adjacent lot setbacks. This proposal will amend the code to read: 5 ft. (min)

Applicable Regulations:

Chehalis Municipal Code (CMC):

§ CMC Title 17.42.020, 17.45.020 and 17.48.020 Bulk Regulations for R-1, R-2 and R-3 zones
§17.09.130 Public hearings

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal under PFA-2017-003 on June 1, 2017.

BACKGROUND

The bulk regulations dictate the minimum setbacks that buildings are allowed to be built from an adjacent property line. Currently the verbiage is confusing and inconsistent. This serves no discernable purpose. In the residential zones, the current adjacent lot setback states that a building shall be placed at a distance of *“10% of lot width but not more than 10 ft. nor less than 3 ft.”*

This is difficult for the public to understand and difficult for the staff to administer, particularly in the case of oddly shaped lots where the width is not clearly identifiable.

The IRC Building code stipulates that a residential building shall be a min. of 3 ft. to another property line, as measured from the foundation of the building, as long as the roof overhang does not exceed 24”. (This is to be measured from the edge of the roof overhang if the roof overhang is greater than 24”). This amounts to a standardized setback for fire/safety reasons. This proposal exceeds that requirement and as such will still maintain a safe setback between residential buildings.

<u>Application</u>	<u>Date Application Submitted</u>
PFA-2017-003	May 30, 2017
<u>Date Application Deemed Complete</u>	<u>Status</u>
May 30, 2017	Planning Commission/Public Hearing scheduled for June 13, 2017

Public Notice:

Notice of the Public Hearing was published in The Chronicle newspaper on June 3, 2017 and sent to both KELA and KITI radio stations:

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

June 1, 2017

DRC REVIEW/RECOMMENDATION

The DRC recommends approval and adoption of the zoning amendment.

APPLICABLE TEXT

17.42.020 BULK REGULATIONS (R-1 ZONE) (R-2 ZONE) (R-3 ZONE)

Minimum Adjacent Lot Setback: ~~10% of lot width but not more than 10' nor less than 3'~~ 5 feet

ORDINANCE NO. 978-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING 17.42.020, 17.45.020, AND 17.48.020 OF THE CHEHALIS MUNICIPAL CODE PROVIDING FOR MINIMUM SETBACKS AFFECTING ADJACENT LOTS, AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

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

Section 1. Chapters 17.42.020, 17.45.020 and 17.48.020 shall be, and the same hereby are, amended to provide the minimum adjacent lot setback in R-1, R-2 and R-3 Zones to be five (5) feet.

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 content:

City Attorney