

**CHEHALIS CITY COUNCIL AGENDA**  
 CITY HALL  
 350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Terry F. Harris, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Mayor	Dennis Dawes, Position at Large, Mayor Pro Tem Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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**Regular Meeting of July 11, 2011**

**6:00 p.m.**

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

<b>CITIZENS BUSINESS</b>
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.
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<b>CONSENT CALENDAR</b>		
3. <u>Minutes of the Regular Meeting of June 27, 2011.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	5
5. <u>Award Bid for SE Evergreen Drive Water Main Replacement Project to Martin Sand and Gravel, Inc., in the amount of \$207,157.</u> (Public Works Director, Water Superintendent)	AWARD BID TO MARTIN SAND AND GRAVEL, INC., IN THE AMOUNT OF \$205,157	7

ADMINISTRATION AND CITY COUNCIL REPORTS		
6. <u>Administration Reports.</u>		
a. Special meeting on July 18, at 5:30 p.m. to discuss debt issuance. (City Manager, Finance Manager)	INFORMATION ONLY	
b. Purchase of diesel generator for the high level pump station. (Public Works Director)	INFORMATION ONLY	9
7. <u>Special Reports</u>		
a. Update on Chehalis Renaissance. (Larry McGee, CCRT Chair)	INFORMATION ONLY	
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS		
9. <u>Resolution No. 11-2011, First and Final Reading – Revising Appendix Chapter "A" (Schedule of Fees and Charges) of the Uniform Development Regulations. (Community Development Director)</u>	ADOPT	10

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

SPECIAL MEETING – MONDAY, JULY 18, 2011  
NEXT REGULAR CITY COUNCIL MEETING - MONDAY, JULY 25 2011

June 27, 2011

The Chehalis city council met in regular session on Monday, June 27, 2011, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:42 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Dennis Dawes. Councilor Taylor was absent (excused). Staff present included: Merlin MacReynold, City Manager; Judy Schave, City Clerk; and Peggy Hammer, Human Resources Administrator.

1. **Executive Session.** Mayor Ketchum announced that the council would be in executive session pursuant to RCW 42.30.140(4)(a) – collective bargaining for approximately fifteen minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 5:56 p.m. and announced the council would take a four minute recess and reopen the regular meeting at 6:00 p.m. Additional staff included: Bill Hillier, City Attorney; Bob Nacht, Community Development Director; Becky Fox, Court Administrator; Eva Lindgren, Finance Manager; Herta Fairbanks, Public Works Director; Larry Allen, Assistant Fire Chief/Fire Marshal; Randy Kaut, Deputy Police Chief; and Judi Smith, Public Works Office Manager. Members of the news media included Lee Hughes from *The Chronicle* and Bruce Hunting from KITI.

2. **Citizen Business.**

a. **Relay for Life.** Relay for Life Chair, Debbie Knapp thanked the city of Chehalis for working with them and for allowing them the use Stan Hedwall Park for the Relay for Life event. She noted they had 65 teams this year and collected close to \$130,000 for the Cancer Society. Ms. Knapp reported they brought in over 3,000 people throughout the weekend, and if they city would have them back; they would like to hold the event at the same location next year.

b. **Update on the Community Farmers Market.** Community Farmers Market Manager Jackie Rose stated their 2010 season reported a seven percent increase over 2009 in overall sales. She noted they added five new vendors to the market this year that would be offering candy, emu oil, produce (2 vendors), and meats. Ms. Rose thanked the city officials and business owners for coming down on opening day for the ribbon cutting ceremony, noting it was a great day for them. She stated the Chehalis business owners had been extremely supportive of the market over the years, which was very welcoming to her as the new market manager. Ms. Rose reported they had 23 vendors for the 2011 market season, up from 22 in 2010. She noted they actually had to turn away some vendors this year due to the lack of space.

Ms. Rose reported they were in the process of conducting vendor and customer surveys to find out how people would like to see the market to grow.

c. **Introduction of University of Washington (UW) Medical Student.** Councilor Pope reported for a number of years he has had medical students come to our community as part of an off-site facility for the UW Medical School. He introduced Eric Mar who had been with Pope's Kids Place for about three weeks. Councilor Pope stated it was his hope that some of the students that come here for the program would eventually come back here to work and live.

Mr. Mar talked briefly about the program, noting it was an outstanding experience.

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

a. Minutes of the regular meeting of June 13, 2011;

b. Claim Vouchers No. 100218-100356 in the amount of \$1,074,523.43 dated June 15, 2011; and

c. Authorize city manager to execute the interlocal agreement between the city and the Chehalis-Centralia Airport for the airport to construct new wayfinding kiosks.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Administration Reports.**

a. **May Financial Report.** Eva Lindgren stated the report was pretty self explanatory and offered to answer any

June 27, 2011

questions the council might have.

Councilor Harris stated, with regard to the revenues donations/contributions, he wanted to thank the Chehalis Foundation and the other organizations for putting the money forward to help the city.

**b. Report on the City's Outstanding Debt.** Ms. Lindgren reported, during a previous meeting, the council expressed an interest in the city's current debt. She referred to the detailed report she prepared on the debt service, noting the information was also included in the city's financial statements and audited annually. Ms. Lindgren hoped the 2010 financials would be issued next month, after the completion of the state audit.

Ms. Lindgren talked briefly about the difference between general obligation (G.O.) debt and revenue debt. She noted G.O. debt was required to be paid by the city; and revenue debt was used for a specific revenue stream and normally associated with debt incurred by utility funds.

Ms. Lindgren reported the city issued debt on behalf of the Chehalis Industrial Park, adding there was an interlocal agreement in which the Chehalis Industrial Park pledged collateral towards the debt. She noted even though the debt was being reimbursed 100 percent by the Chehalis Industrial Park, it remained the City's debt and was reported accordingly.

Ms. Lindgren stated the city also had resolutions in place for the City of Napavine and Lewis County Sewer District #4 to reimburse the City a portion of the debt service paid on Loan #L050014 for the Chehalis Regional Water Reclamation Facility. She noted the water fund also had some G.O. debt and was making all of the payments on that debt service, as well.

Councilor Dawes questioned why the interfund loan for city hall was not on the schedule. Ms. Lindgren stated it was her understanding that the council was only interested in the city's regular issued debt. Councilor Dawes stated he was the one who generated the question, which was to know what our debt was, and the timeline. He asked if there was something written in the loans prohibiting the city from renegotiating when conditions are favorable. Ms. Lindgren believed the Hamilton loan did not provide any provision for that. She noted there was some language in the 1979 revenue bond that suggested there was a possibility to do that. City Attorney Hillier addressed the Hamilton loan, noting it was a secured note set with a fixed interest rate. He stated there was no room to adjust it, according to the terms of the note.

## **5. Council Reports.**

**a. Update from Councilor Dawes.** Councilor Dawes reported he had a chance to attend a ribbon cutting ceremony and an open house event. The first was a Business After Hours with The Chamber at Rainier Connect, and the other was at Northwest Farm Credit in the 600 block of S. Market Boulevard.

Councilor Dawes reported they handed out information binders to the committee members at their last North Lewis County Regional Fire Authority (NLCRFA) meeting. He noted they recently set up a website to post all of the information about the NLCRFA, so people can follow what's happening with the process. Some of the information on the site would include presentations, minutes, and meeting schedules.

Councilor Dawes reported he attended the 2011 AWC Convention in Spokane, Washington, noting there were a lot of people in attendance. He stated he had a chance to attend a number of different sessions, adding it was well worth the time to go.

**b. Update from Councilor Harris.** Councilor Harris reported he also attended the AWC Convention, adding he hadn't been to a state convention in a number of years. He reported over the next couple of weeks he planned to provide the council with some of the information he received from two or three of the key workshops he attended.

Councilor Harris talked briefly about the outward sharing that took place at the convention, which let him know Chehalis was pretty much on the right track, as far as what we are limited with. He also noted there were a lot more cities that were more lost than we are. Councilor Harris reported a lot of communities were trying to develop assets, such as local organizations, private and citizen groups that are willing to stand up and volunteer their time to do things, which in a lot of ways, we already have in our community.

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c. **Update from Councilor Pope.** Councilor Pope reported, at a recent Chehalis Foundation meeting, one of the topics discussed was the maintenance on the pool equipment. He stated no real decision was made; however, they requested Bob Nacht to provide them with some more information.

Mr. Nacht stated he was asked to look at what it would take to bring the pool facility up to current code, and also to look at what it would take to refurbish or upgrade the pool for a 20 to 50-year life cycle. He noted the pool was built in the late 1950s or early 1960s and a lot of the systems were made up of steel pipe or cast-iron, which were rusted through. Mr. Nacht noted there had been a lot of band-aids put on the pool over the last few years, but it was running and they didn't anticipate any issues this year.

Mr. Nacht reported they recently did a walk-through with an expert on how to upgrade and make the pool facility meet all of the codes and standards, adding they would get that report to the Foundation as soon as it's available. He noted there were a lot of issues that he was dealing with in trying to put together a package of alternatives.

Councilor Pope reported there were some questions about a covered pool, noting that was absolutely prohibitive and the Foundation could not do that. Mr. Nacht suggested it would take several million dollars to cover the pool, adding it was pretty much impractical at this time. Councilor Pope suggested if there were individuals in the community who would like to make a donation to the Foundation to put towards the project, it would be greatly appreciated.

d. **Update from Councilor Lund.** Councilor Lund reported he also attended the NLCRFA planning committee meeting along with Councilor Dawes.

6. **Ordinance No. 874-B, Second and Final Reading – Amending Title 1 of the Chehalis Municipal Code, Creating a New Chapter 1.14 Relating to the Disclosure of Public Records.** City Manager MacReynold reported the suggested ordinance came as a recommendation from our insurance carrier, Washington Cities Insurance Authority. He noted city clerk Judy Schave worked with the city attorney to put together the ordinance, and she also created an informational brochure that was a lot more 'user' friendly for the public.

Ms. Schave reported there were no changes to the ordinance since its passage on first reading, and asked that the council consider passing the ordinance on second and final reading.

Councilor Harris moved to pass Ordinance No. 874-B on second and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

7. **Ordinance No. 875-B, Second and Final Reading – Amending the 2011 Budget.** Ms. Lindgren reported on the amendments she made to the ordinance since the first reading. She stated the Chehalis Foundation stepped up again for Lintott-Alexander Park, noting they covered the \$5,000 deductible associated with damages from a fallen tree in the park. She indicated the city also received an additional \$4,500 from the Foundation for custodial care at Lintott-Alexander Park for 2010.

Ms. Lindgren reported the city received a \$20,000 donation for pool operations, as well.

Councilor Harris moved to pass Ordinance No. 875-B on second and final reading, as amended.

The motion was seconded by Councilor Pope and carried unanimously.

8. **Confirm City Manager's Appointment of Municipal Court Judge to Fill Unexpired Four-Year Term Ending December 31, 2013.** City Manager MacReynold reported, with the retirement of former Municipal Court Judge Steve Buzzard, the city went through a process to hire a new court judge. He noted they interviewed four possible candidates and did reference checks.

City Manager MacReynold stated Attorney Dale McBeth was clearly the best match for our city, adding he had extensive experience not only in our city, but pretty much the whole court system. He asked that the council confirm his appointment of Attorney Dale McBeth as our Municipal Court Judge.

June 27, 2011

Councilor Spahr moved to confirm the City Manager's appointment of Attorney Dale McBeth as the new Municipal Court Judge for the remainder of the unexpired four-year term ending December 31, 2013.

Councilor Dawes seconded the motion.

Mayor Ketchum asked what the appointment would do to their efforts of looking at combining the Chehalis and Centralia courts. City Manager MacReynold reported it didn't impact it at all, adding he and city staff were planning to meet in the near future with Centralia City Manager Rob Hill and his court administrator, to continue discussions on the possibility of combining the courts. He noted they needed to spend some time analyzing how our courts work to see if it is even feasible.

The motion carried unanimously.

9. **Swearing-in of New Municipal Court Judge.** City Attorney Bill Hillier swore in Attorney Dale McBeth as the city's new Municipal Court Judge.

10. **Lodging Tax Advisory Committee (LTAC) Membership Appointments.** Councilor Harris, Chair of the LTAC, reported they had been working with a five member panel for a number of years. He noted they had legal restrictions that required them to have an equal number of motels and recipients on the committee.

Councilor Harris reported applications were received from Debbie Knapp, representing the Lewis County Historical Museum, and Todd Chaput, representing the Holiday Inn Express & Suites. He stated it was wonderful that they both stepped up to get involved, adding Mr. Chaput's experience on the Lewis County Lodging Tax Advisory Committee would be very beneficial.

Councilor Harris stated he was glad to take it from five members to seven, noting they would have that many more minds, ideas and insight that would be nothing but beneficial.

Councilor Harris moved that Debbie Knapp and Todd Chaput be appointed to the city's LTAC.

The motion was seconded by Councilor Spahr and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:39 p.m.

\_\_\_\_\_  
Mayor



Attest:

\_\_\_\_\_  
City Clerk

**SUGGESTED MOTION**

**I move that the council approve the minutes of the regular city council meeting of June 27, 2011.**

**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: June 30, 2011  
TO: The Honorable Mayor and City Council  
FROM: Eva Lindgren, Finance Manager   
PREPARED BY: Michelle White, Accounting Tech II   
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Voucher No. 52011 and Claim Vouchers 100357 through 100450 in the amount of \$83,586.03 dated June 30, 2011 and the transfer of \$51,213.71 from the General Fund, \$2,500.00 from the Tourism Fund, \$262.22 from the Garbage Fund, \$10,396.59 from the Wastewater Fund, \$16,929.50 from the Water Fund, \$942.93 from the Storm & Surface Water Utility Fund and \$1,341.08 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the June 30, 2011 Claim Voucher No. 52011 and Claim Voucher Nos. 100357 through 100450 in the amount of \$83,586.03.

SUGGESTED MOTION

I move to approve the June 30, 2011 Claim Voucher No. 52011 and Claim Vouchers No. 100357 through 100450 in the amount of \$83,586.03.

Reviewed by:  , City Manager

**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: June 30, 2011  
TO: The Honorable Mayor and City Council  
FROM: Eva Lindgren, Finance Manager *EL*  
PREPARED BY: Michelle White, Accounting Tech II *MW*  
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

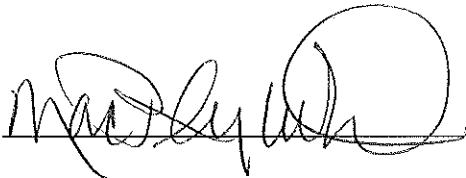
1. Payroll Vouchers No. 34773 through 34870, Direct Deposit Payroll Vouchers No. 2375 through 2442, and Electronic Federal Tax Payment No. 100 in the amount of \$683,087.96 dated June 30, 2011, and the transfer of \$463,911.32 from the General Fund, \$25,571.42 from the Arterial Street Fund, \$15,894.36 from the Gambling Enforcement Fund, \$785.90 from the Garbage Fund, \$78,240.69 from the Wastewater Fund, \$81,502.34 from the Water Fund, \$12,151.03 from the Storm & Surface Water Utility Fund, and \$5,030.90 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the June 30, 2011, Payroll Vouchers No. 34773 through 34870, Direct Deposit Payroll Vouchers No. 2375 through 2442, and Electronic Federal Tax Payment No. 100 in the amount of \$683,087.96.

SUGGESTED MOTION

I move to approve the June 30, 2011, Payroll Vouchers No. 34773 through 34870, Direct Deposit Payroll Vouchers No. 2375 through 2442, and Electronic Federal Tax Payment No. 100 in the amount of \$683,087.96.

Reviewed by: , City Manager



**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** July 6, 2011  
**TO:** The Honorable Mayor and City Council  
**FROM:** Herta Fairbanks, Public Works Director  
Dave Vasilauskas, Water Superintendent  
**SUBJECT:** Bid Award – Evergreen Drive, Watermain Replacement Project

**ISSUE**

Bids for Evergreen Drive Watermain Replacement were solicited and eight bids were received (attached). The administration seeks council approval to award the contract to the lowest responsible bidder.

**DISCUSSION**

Public Works, RB Engineering, and the City Clerk recently completed the bidding phase of the Evergreen Drive Watermain Replacement project. This project is one phase of several necessary to replace old and undersized watermains in this area. This phase will include replacement of approximately 1,600 feet of 4-inch and 6-inch cast iron watermain with 10-inch ductile iron watermain. It will also include replacement of existing fire hydrants, main valves, water service connections and other appurtenances, as well as the installation of 2 new fire hydrants. The low bidder for this work is Martin Sand and Gravel, Inc., of Rochester, Washington, with a bid amount of \$207,157, which includes a 24% contingency. The contingency cannot be used until authorized by the city.

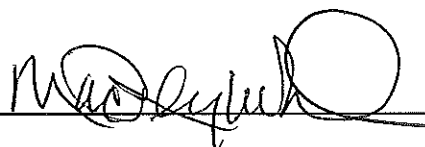
The engineering estimate for this project was \$210,000, including engineering. Funding was included in the Water Division budget adopted for 2011. The administration, along with the engineering firm of RB Engineering reviewed the bid by Martin Sand and Gravel, Inc., Rochester, Washington, and finds it to be the lowest reasonable and responsible bid.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the city council award the Evergreen Drive Watermain Replacement project, to Martin Sand and Gravel Inc., Rochester, Washington, in the amount of \$207,157.

**SUGGESTED MOTION**

I move that the council award the Evergreen Drive Watermain Replacement project to Martin Sand and Gravel, Inc., in the amount of \$207,157.

REVIEWED BY:  \_\_\_\_\_, CITY MANAGER

**CITY OF CHEHALIS  
SE EVERGREEN DRIVE WATER MAIN REPLACEMENT  
BIDDERS LIST  
JUNE 7, 2011  
3:00 p.m.**

	<b>Lump Sum Bid Price (Includes Sales Tax)</b>
<b>1. Northern Con-Agg, LLP</b>	<b>\$263,000.00</b>
<b>2. Sterling Breen Crushing, Inc.</b>	<b>\$259,692.64</b>
<b>3. Balmelli Contracting, Inc.</b>	<b>\$269,294.31</b>
<b>4. Martin Sand and Gravel, Inc.</b>	<b>\$207,157.19 ALB</b>
<b>5. Nova Contracting, Inc.</b>	<b>\$294,600.00</b>
<b>6. Titan Earthwork</b>	<b>\$332,000.00</b>
<b>7. George Gill Construction</b>	<b>\$284,000.00</b>
<b>8. Rognlins, Inc.</b>	<b>\$256,889.40</b>

**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** July 6, 2011  
**TO:** The Honorable Mayor and City Council  
**FROM:** Herta Fairbanks, Public Works Director  
Dave Vasilauskas, Water Superintendent  
**SUBJECT:** Purchase of 60kW Cummins Diesel Generator

**ISSUE**

This agenda item is to inform council of the purchase of a new Cummins Diesel Generator for the city's High Level Pump Station.

**DISCUSSION**

The city has a generator at the High Level Pump Station to provide backup power in the event of a power outage to ensure that water service to our customers is continuous. The existing generator is a 1970s vintage military surplus generator and is no longer operable. Reparation/refurbishment of the existing generator to bring it back to operable condition would be cost-prohibitive.

The city is a member of the State's Purchasing Co-op administered by the Washington State Department of General Administration (Co-op #22102-888) and is therefore able to purchase items directly from any vendor who has won the state bid for the item being sought. By purchasing from the state bid, we are guaranteed that all bidding requirements have been met through the Co-op.

The administration has reviewed the State Bid for generators and has identified Cummins Northwest, LLC, as the bidholder for diesel generators. Cummins Northwest, LLC, submitted a bid price of \$27,040, plus tax. The new generator includes a 5 year warranty.

Public Works budgeted for this item in the first budget amendment to the 2011 budget, passed on June 27, 2011. The budget amendment for the purchase of the generator was estimated at \$34,560 for purchase and installation.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

No action is required at this time. This agenda item is for informational purposes only.

REVIEWED BY:  \_\_\_\_\_, CITY MANAGER

**CITY OF CHEHALIS  
AGENDA REPORT**

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

**FROM:** Eva Lindgren, Finance Manager  
Bob Nacht, Community Development Director

**DATE:** July 6, 2011

**SUBJECT:** Resolution No. 11-2011; Revising Appendix Chapter 'A' (Schedule of Fees and Charges) of the Uniform Development Regulations.

**ISSUE**

An inconsistency has been identified between what the city charges for copies, and the maximum allowed by state law. This Resolution will correct that inconsistency.

**BACKGROUND**

**17.09.170 Appendices.**

A. All appendices to this title are adopted by reference as if fully set forth herein. The full text of all adopted appendices shall be available for public review at the community development office. The user of this document should verify the full content and context of any referenced or applicable appendix prior to submitting any final proposal to the city.

B. Most appendices provide guidance for compliance with the provisions of this title. In the absence of a specific regulation relating to a specific circumstance contained in this title, the provisions of the appendix relating thereto shall be applicable unless specifically exempted therefrom.

C. The criteria in the appendices are expected to be updated frequently and/or regularly. Adoption of a revised appendix may be by resolution of the city council unless:

1. Another method of update or revision is specified in this title; or
2. The city attorney determines that an ordinance is necessary for a specific circumstance.

D. Additions (but not revisions or deletions) to any of the adopted appendices may be made to the appendix document as such pages (e.g., maps, charts, graphs, diagrams, etc.) become constructed without adoption of a resolution therefor; provided, that such pages only explain or clarify, and do not change, the requirements of this title. [Ord. 810B § 6, 2006; Ord. 720B § 1, 2002.]

**DISCUSSION**

In addition to correcting the inconsistency for charges for copies, the revised fee schedule also clarifies existing fees or charges, and incorporates them into the schedule. There are no new fees established by this amendment.

The primary change to this schedule involves reducing the cost for copying documents from \$.50 to \$.15 to be consistent with state law. This change will not affect the city's budget significantly – revenues generated from this activity are quite small.

In addition to the charge for copies, this Resolution provides that the fee for NSF checks also applies to NSF electronic fund transfer activity. Now that the city accepts electronic fund payments, the NSF fee must be extended to that activity.

This Resolution also incorporates existing charges for parking permits and building rentals into the Schedule. It is more convenient for the public if all fees and charges for city services are in a single location. Utility related fees and charges are not included in this schedule at this time. Those fees are established by separate ordinance.

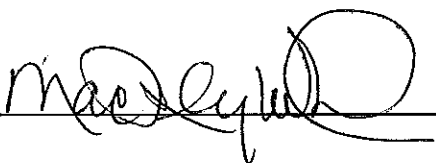
During the 2012 budget preparation activity, the administration will review this schedule as it relates to the Three-year Financial and Organizational Strategy presented earlier this year. No new fees or charges, nor any increases in existing fees are being proposed until that review is completed.

**RECOMMENDATION / COUNCIL ACTION DESIRED**

The administration recommends that the council adopt Resolution No. 11-2011 on first and final reading.

**SUGGESTED MOTION**

I move that the council adopt Resolution No. 11-2011 on first and final reading.

Reviewed by  \_\_\_\_\_, City Manager

**RESOLUTION NO. 11-2011**

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, REVISING APPENDIX CHAPTER 'A' OF THE CHEHALIS UNIFORM DEVELOPMENT REGULATIONS, CODIFIED AS CHEHALIS MUNICIPAL CODE TITLE 17, AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, Appendix Chapter 'A' of the Uniform Development Regulations establishes the listing of fees and charges for services provided by the city of Chehalis; and

**WHEREAS**, Chehalis Municipal Code section 17.09.170.C provides that amendments and revisions to Appendix Chapter 'A' may be made by Resolution; and

**WHEREAS**, If inconsistencies are identified between Appendix Chapter 'A' and other applicable local, state or federal requirements, said Appendix Chapter 'A' must be altered to reflect such requirements; and

**WHEREAS**, Appendix Chapter 'A' must be reviewed at least annually to determine the appropriate fees and charges for city services; now, therefore,

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

**Section 1.** Appendix Chapter 'A' (Schedule of fees and charges) of the Uniform Development Regulations, codified in the Chehalis Municipal Code as Title 17, shall be, and the same hereby is, revised to reflect the established fees and charges listed in the attached Schedule.

**Section 2.** The effective date of this Resolution shall be immediately upon its adoption.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof on this 11<sup>th</sup> day of July, 2011.

Attest:

\_\_\_\_\_  
Anthony Ketchum, Mayor

\_\_\_\_\_  
Judith A Schave, City Clerk

Approved as to form and content:

\_\_\_\_\_  
Mark Scheibmeir, Assistant City Attorney

**Uniform Development Regulations  
Appendix Chapter 'A'  
Schedule of Fees and Charges**

**Plan Review/Application Fees**

Most plans for which a development permit is required will be assessed a plan review fee in addition to any permit fees. The plan review fee is based on the construction cost or value of the development project, or projected staff review time; and may be a percentage of the development permit fee from the applicable code. Generally, the following formulas are used for the identified type of plan review.

- **Building Permit Plan Review**
  - Residential – one and two family dwellings**
    - New; addition; alteration - 25% of the calculated permit fee
    - Repair; accessory buildings less than 200 square feet; driveways; fences; swimming pools; spas/hot tubs – no plan review fee
  - Residential – multifamily, condominium**
    - New; addition; alteration; substantial repair - 65% of the calculated permit fee
    - Minor repair (including roof, foundation), site work, signs – no plan review fee
  - Non-Residential – institutions, commercial, industrial**
    - New; addition; alteration; substantial repair - 65% of the calculated permit fee
    - Minor repair (including roof, foundation), site work, signs – no plan review fee
- **Manufactured structure** – no plan review fee
- **Fire Permit Plan Review**
  - Development permit – no additional plan review fee
  - Occupancy permit (initial development) – no plan review fee
  - Occupancy permit (annual renewal) – no plan review fee
  - Underground storage tanks – no plan review fee
- **State Environmental Policy Act (SEPA) – Plan/Checklist Review** - \$100.00
- **Land Use/Zoning Plan Review**
  - No plan review fee, unless variance or conditional use permit is required
  - Variance permit fee                      \$200.00
  - Conditional Use permit fee              \$200.00
- **Public Works Variance** – no additional plan review fee
- **Fill/Grade/Clear Plan Review**
  - Any project associated with a Development (Building) Permit – no additional plan review fee
  - Other construction project on R/W (or utility easement) – calculated the same as a building permit plan review fee
  - Occupancy (no construction) of R/W – no plan review fee
- **House-moving Permit Application** – no plan review fee (a development permit may be required at the placement location of moved structures)
- **Joint Aquatic Resource Permit Application (JARPA)**
  - If Shorelines Management Act permit      \$200.00
  - Otherwise    no fee

***Plan review fees must be submitted with the application before any city plan review or approval process will be initiated. Other county, state, and federal agencies with jurisdiction may charge additional review or permitting fees.***

**Uniform Development Regulations  
Appendix Chapter 'A'  
Schedule of Fees and Charges**

**Development Permit Fees**

Permit fees are collected after the plan review, if any, is completed and before the permit is issued or any required public hearings are scheduled. Generally, the permit approvals, and conditions, if any, will be forwarded to the applicant with instructions that the permit would be issued when the applicable fees are paid.

- **Building Permit (UBC Table 1-A 1997 Edition)**  
Building permit fees are based on the type of construction, the value or cost of the construction, and the use of the building. Generally, Table 1-A of the 1997 UBC is applicable. The Community Development Manager or the building inspector will calculate fees on the computer on request if the following information is provided:
  - 1 what kind of work is being done to the building;
  - 2 the proposed or current use of the building.
  - 3 the approximate square footage of the area involved in the project;
  - 4 the estimated construction cost or contract price.
- **Manufactured Structure** - \$100.00 (per assembled structure)
- **Demolition Permit** - \$28.00
- **Fire Permit**  
Occupancy - \$15.00 initial application  
Fireworks stand (annual renewal) - \$15.00  
UST - \$25.00 per tank installed or removed
- **Sign Permit - For Project Cost**  
\$1 through \$2,000: \$20.00  
\$2,001 or more: \$50.00
- **Variance (Zoning)** - no permit fee
- **Variance (Public Works)** - no permit fee
- **Conditional Use (Zoning)** - no permit fee
- **Earth Disturbing Permit (Stormwater)** -1997 UBC Table A-33-B 'Grading Permit Fees'
- **Right-of-Way Permit**  
For construction activity - No permit fee  
For temporary (less than 30 days) occupancy - No permit fee  
For permanent occupancy associated w/adjacent business - [general business license]  
For permanent occupancy otherwise - \$200.00
- **Housemoving Permit** - \$200.00 plus damage deposit of \$5,000.00 or performance bond.



**Uniform Development Regulations  
Appendix Chapter 'A'  
Schedule of Fees and Charges**

Development Permit Fees (continued)

• **Joint Aquatic Resources Permit**

If Shoreline Management Act permit, flood hazard zone-permit, local wetland development permit; or slope/slide/unstable soil permit - no permit fee  
If other agency involved - Other agency requirements

State of Washington surcharge - \$4.50 + \$2.00 per residential unit over one. (attached to any building permit issued)

Appeal Fees

Appeal from decision of Responsible Official (SEPA) to Hearing Examiner - \$250.00 \*

Appeal from decision of Development Review Committee member to Hearing Examiner - \$100.00 \*\*

Appeal from decision of Shorelines Administrator to Hearing Examiner - \$250.00 \*

\* 80% of the appeal fee may be refunded to a prevailing party (appellant) upon written request, at the discretion of the Hearing Examiner.

\*\* 100% of the appeal fee shall be refunded to a prevailing party (appellant).

Planning/Zoning Fees

Comprehensive Plan amendment (annual review) - no fee for first form submitted, \$20.00 per form thereafter Comprehensive Plan amendment with rezone application - \$300.00

Rezone Application - \$200.00

Development Regulation Text Amendment (Title 17) - \$100.00

Subdivision (preliminary plat application) - \$200.00 plus \$5.00 per lot

Subdivision (final plat application) - \$200.00 (includes filing fees at county auditor)

Short-plat application - \$200.00 (includes filing fees at county auditor)

Boundary line adjustment application - \$100.00 (includes filing fees at county auditor)

Planned Unit Development application (PUD) - \$200.00

State Environmental Policy Act checklist - \$200.00

Environmental Impact Statement - \$200.00 (review only -EIS by applicant)

Preliminary site plan review (Development Review Committee) - no fee

Pre-submission conference (Development Review Committee) - no fee

Preconstruction conference (Development Review Committee) - no fee

Other (Miscellaneous) License Fees

Amusement devices/Games of skill - no fee

General business license (conduct of business within the city)

Initial application fee - \$35.00

Annual renewal fee - \$15.00

Change of name or location - no fee

Carnival - (general business license)

Flea market/Swap meet - (general business license)

Temporary mall sales (outside vendors) - (general business license)

Music machine - no fee

Music machine vendor - (general business license)

Notary - no fee if city business; \$5.00 otherwise

**Uniform Development Regulations  
Appendix Chapter 'A'  
Schedule of Fees and Charges**

Other (Miscellaneous) License Fees (continued)

NSF or returned (for any reason) check fee - \$25.00  
Pawnbroker license - (general business license)  
Secondhand dealer license - (general business license)  
Solicitor (any type) - (general business license)  
Taxi/For-hire vehicle - (general business license)  
Wrecker license (base operation) - (general business license)  
Wrecker license (independent yard) - included in base operation  
Private security patrol - (general business license)  
Bicycle license - no fee  
Concealed weapons permit - \$55.25

Other (Miscellaneous) Fees

NSF or returned (for any reason) check or ACH fee - \$25.00;  
Parking permits: residential \$7.50 per month, business \$15 per month;  
Sale of class A biosolids (loaded at CRWRF by city on buyer's vehicle) - \$1.00 per cubic yard;  
Fingerprinting - \$10.00;  
Photocopies - ~~\$0.50~~ \$0.15 (may be waived if associated with city business and less than 50 copies);  
Certified copies - \$5.00 first page, \$1.00/page thereafter for same document (may be waived if associated with city business);  
Copy of audio Compact Disk (CD) or audio tape - \$15.00 (may be waived if associated with city business);  
Copy of map or public data file on Compact Disk (CD) - \$5.00;  
Blueprint/Map copies (black/white):

- up to 24x36 -\$4.00/sheet;
- 24x36 -\$10.00/sheet;
- over 36 x 42 \$10.00/sheet;

Blueprint/Map copies (color):

- up to 24x36 \$10.00/sheet;
- 24x36 -\$15.00/sheet; over 36 x 42 - \$20.00/sheet;

Installation of Hydrant Meter - \$160.00

**Uniform Development Regulations  
Appendix Chapter 'A'  
Schedule of Fees and Charges**

**Animal Control Fees**

Initial license, unsterilized dog	\$25.00
Renewal license, unsterilized dog	\$10.00
Late license, add	\$10.00 to any required license fee
Initial license, sterilized dog	\$5.00
Renewal license, sterilized dog	\$3.00
Late license, add	\$10.00 to any required license fee
Cat license	\$5.00
Other animal, initial license	\$5.00
Replacement licenses	\$3.00
Registration, potentially dangerous dog	\$150.00
Registration, dangerous dog	\$250.00
Registration, other animal: Dangerous/potentially dangerous	\$250.00
Registration for micro-chipped animal Not otherwise categorized	no fee
Registration, other animal	\$5.00
Late Registration, add	\$25.00 to any required registration fee
Detainment (impound) per day or Part of day	\$35.00
Quarantine, per day or part of day	\$10.00
Disposal fee (relinquished animal)	\$20.00
Rabies testing	actual cost

**Building Rental Fees**

**VR Lee Community Building**

<i>Time of Day</i>	<i>Monday-Thursday</i>	<i>Friday</i>	<i>Saturday/holiday</i>	<i>Sunday</i>
Daytime	\$60.00	\$60.00	N/A	N/A
Evening	\$60.00	\$70.00	N/A	N/A
All Day	\$120.00	\$130.00	\$130.00	\$120.00

**Fred Hess Kitchen**

<i>Time of Day</i>	<i>Monday-Thursday</i>	<i>Friday</i>	<i>Saturday/holiday</i>	<i>Sunday</i>
Daytime	\$35.00	\$35.00	N/A	N/A
Evening	\$45.00	\$50.00	N/A	N/A
All Day	\$80.00	\$85.00	\$85.00	\$80.00

**Stan Hedwall Park Covered Shelter (all day) \$100.00**

**Robert E. Lintott / Alexander Park Covered Shelters (all day) \$100.00**