

# IMPORTANT NOTICE

Due to regulations pertaining to in-person meetings listed in the Governor's Open Public Meetings Act Proclamation(s), this meeting will be held remotely.

There are two options for viewing/listening to the meeting:

## 1. Live-Stream

View and listen through live streaming by using the following link –

<https://www.ci.chehalis.wa.us/citycouncil/live-streaming-and-demand-viewing-city-council-meetings>

or

## 2. Telephone

Dial: 1-253-215-8782

Meeting ID: 822 5811 8879

Passcode: 674890

Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under the Citizens Business portion of the meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Caryn Foley at 360-345-1042 or at [cfoley@ci.chehalis.wa.us](mailto:cfoley@ci.chehalis.wa.us). Citizens Business comments will be limited to five (5) minutes.

If you have any questions about live streaming the meeting or submitting a comment, please contact City Clerk Caryn Foley at [cfoley@ci.chehalis.wa.us](mailto:cfoley@ci.chehalis.wa.us) or 360-345-1042.

**The City truly appreciates the community's cooperation  
and patience during this challenging time.**

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL  
350 N MARKET BLVD | CHEHALIS, WA 98532

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

## Regular Meeting of Monday, January 25, 2021 5:00 p.m.

1. <u>Call to Order.</u> (Mayor)
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ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>PROCLAMATIONS / PRESENTATIONS</b>		
2. <u>Recognition of Judy Schave, HR/Risk Manager.</u> (Mayor)		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>SPECIAL BUSINESS</b>		
3. <u>Port of Chehalis Update.</u> (Randy Mueller)		
4. <u>Chehalis River Basin Flood Authority Update.</u> (Edna Fund)		

<b>CITIZENS BUSINESS</b>
Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – <a href="https://www.ci.chehalis.wa.us/contact">https://www.ci.chehalis.wa.us/contact</a> . If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Caryn Foley at 360-345-1042 or at <a href="mailto:cfoley@ci.chehalis.wa.us">cfoley@ci.chehalis.wa.us</a> . Citizens Business comments will be limited to five (5) minutes.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR</b>		
5. <u>Minutes of the Regular City Council Meeting of January 11, 2021.</u> (City Clerk)	APPROVE	1
6. <u>2020 Vouchers and Transfers – Accounts Payable in the Amount of \$384,476.61 Dated January 15, 2021.</u> (City Manager, Finance Director)	APPROVE	5
7. <u>2021 Vouchers and Transfers – Accounts Payable in the Amount of \$671,759.11 Dated January 15, 2021.</u> (City Manager, Finance Director)	APPROVE	7

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>UNFINISHED BUSINESS</b>		
8. <u>Ordinance No. 1015-B, Second and Final Reading - Amending CMC 17.78 Uses/Occupancy, Prohibiting New Congregate Housing.</u> (City Manager, Planning & Building Manager)	PASS	8
9. <u>Second Reading of Ordinance No. 1016-B – Updating CMC 17.09 Permit Processing – Suspension of Rules to Schedule Second Reading for February 8, 2021.</u> (City Manager, Planning & Building Manager)	SUSPEND RULES/ APPROVE	15

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
10. <u>Proposed Work Plan for Downtown Parking.</u> (City Manager, Planning & Building Manager)	DIRECTION REQUESTED	48

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
11. <u>Administration Reports.</u>	INFORMATION ONLY	---
a. Finance Report. (City Manager, Finance Director)		51
b. City Manager Update. (City Manager)		
12. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

**EXECUTIVE SESSION**

13. Pursuant to RCW:

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

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, FEBRUARY 8, 2021.**

January 11, 2021

The Chehalis city council met in regular session on Monday, January 11, 2021. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning & Building Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Trent Loughheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; and Lilly Wall, Recreation Manager (Zoom). Celine Fitzgerald of *The Chronicle* attended the meeting via Zoom. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – Law Enforcement Appreciation Day.** Mayor Dawes read a proclamation designating January 9 as Law Enforcement Appreciation Day.

2. **Chehalis Basin Partnership (CBP) Update.** Terry Harris stated that in November, the council adopted a resolution in support of the Chehalis River Basin Flood Damage Reduction Project draft NEPA Environmental Impact Statement. Mr. Harris provided a history of the project and the mission of the CBP. In November 2020, the CBP submitted to the Department of Ecology (DOE) a watershed plan addendum in response to the streamflow restoration law, recommending that it be implemented. Along with the submission came a dissent letter from the Quinault Indian Nation, expressing many of the same concerns as the CBP, primarily related to implementation. The city may soon benefit from the Chehalis water supply diversion relocation plan that was widely supported by the CBP and DOE. He thanked Dave Vasilauskas and Trent Loughheed for their efforts on the proposal. He recognized Bob Spahr, Jill Anderson, Merlin MacReynold, Dave Campbell, Kahle Jennings, Lyle Hojem, Chuck Caldwell, the late Bill Schulte, Lee Napier, Bonnie Canaday, Patrick Wiltzius, Jim Hill, Julie Balmelli-Powe, Glenn Conally, Mark Swartout, Brian Thompson, Kim Ashmore, Colleen Suter, Caprice Fisano, Mark Mobbs, and others for their commitment to the CBP. Mr. Harris added that he was meeting with the Chehalis Foundation next week to discuss funding for Christmas decorations. He thanked everyone involved in putting up Christmas decorations throughout the city.

3. **COVID-19 Data.** Cory Stajduhar (Chehalis) addressed the council regarding COVID-19 data and reopening the community. He provided data and noted there were only two Chehalis residents who died from COVID in 2020. He believed the actual crisis related to the ramifications of the lockdowns. He asked the council to pass an ordinance similar to Mossyrock to acknowledge that the city does not believe the data supports an emergency in Chehalis.

After discussion, the council concluded it would be counterproductive to go against state restrictions. It was suggested that cities/organizations work with legislators to reopen the state, and respect and operate within the law.

4. **Flood Mitigation Issues.** Edna Fund with the Office of the Chehalis Basin and Flood Authority stated she asked the City Clerk to forward to the council a copy of an article written by Denny Waller for *The Chronicle* regarding the water retention facility. It talked about there being no other option of the multiple options reviewed by the Army Corps of Engineers that could do what the water retention facility could do. She asked the council to share the article with their constituents. She reminded everyone to visit [www.rivers.lewiscountywa.gov](http://www.rivers.lewiscountywa.gov) to monitor river levels during flood events.

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

- a. Minutes of the regular city council meeting of December 14, 2020;
- b. December 15, 2020 Claim Vouchers No. 130669 – 130799 and Electronic Funds Transfer Check Nos. 1053 – 1072 and 1120201 in the amount of \$406,105.73;
- c. December 31, 2020 Claim Vouchers No. 130800 – 130906 and Electronic Funds Transfer Check Nos. 1073 – 1092, 1120202 and 1120203 in the amount of \$237,091.10 and voided Check No. 130747 in the amount of \$73,001.72 for the net total transfer of \$164,089.38;
- d. December 31, 2020, Payroll Vouchers No. 41519-41548, Direct Deposit Payroll Vouchers No. 12905-13008, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 323-326 in the amount of \$845,696.44;
- e. Accept the Recreation Park Construction Project as complete and release retainage to KBH Construction after all statutory requirements are met;

January 11, 2021

- f. Professional service agreement with Loowit Consulting Group, LLC for shoreline master plan update;
- g. Professional service agreement with Local Planning Solutions for annexation planning and UGA expansions;
- h. Request from Bass Enterprises (dba Dutch Brothers Coffee) to assign its lease to Dutch Brothers, LLC; and
- i. Award bid for Above-Ground Fuel Storage Tanks Project to Mascott Equipment Company in the amount of \$449,503.00.

City Manager Anderson requested that item "i" be pulled from the Consent Calendar or clarify the recommendation to add authorization to the City Manager to execute change orders and contract documents related to the project.

The motion was seconded by Councilor Pope.

Mayor Dawes understood the agreement under item "g" was to be shared between the city, the Port of Chehalis, and the developer. He asked if the agreement with the consultant should be approved at this time. City Manager Anderson stated Mayor Dawes was correct, but an agreement had not yet been drafted. Services were also needed at this time for planning and an absence of staff, so there would be some funding required that was not going to be shared.

The motion was carried unanimously.

**6. Second Reading of Ordinance No. 1015-B, Amending CMC 17.78 Uses/Occupancy, Prohibiting New Congregate Housing – Suspension of Rules to Schedule Second Reading for January 25, 2021.** City Manager Anderson requested council suspend its rules and move the second reading of the ordinance to January 25. Public comment on the SEPA decision ends January 12.

Councilor Spahr moved to suspend Section 12 of Resolution 6-2017 to allow Ordinance No. 1015-B, amending CMC 17.78 Uses/Occupancy to have a second reading at the January 25, 2021 council meeting. The motion was seconded by Councilor Lund and carried unanimously.

**7. Award Bid for Above-Ground Fuel Storage Tanks Project to Mascott Equipment Company in the Amount of \$449,503.00.** Brandon Rakes provided an overview of the proposed project, stating the current fueling system was nearing the end of its life expectancy. The project would be completed through a WSDOT Community Aviation Revitalization Board loan and airport funds. The project would consist of two phases – purchase of the tank system and then removal of the existing system and installation of the new system.

Councilor Lund asked why the project needed to be done in phases. Brandon Rakes explained that if the city purchased the tanks the installation contractor would not have to mark up the price, which would save money. He also noted there was a 14- to 16-week lead time for the tanks to be delivered.

Councilor Spahr moved to award the bid for the Above-Ground Fuel Storage Tanks Project to Mascott Equipment Company, Inc., in the amount of \$449,503; authorize an additional 5% contingency budget of \$22,475.15; authorize the City Manager to execute change orders that do not exceed a total project cost of \$471,978.15; and authorize the City Manager to sign all related contract documents. The motion was seconded by Councilor Lord and carried unanimously.

**8. Ordinance No. 1016-B, First Reading – Updating CMC 17.09 Permit Processing.** Tammy Baraconi stated the proposed changes would provide consistency, clarity, and simplification of the permit process for both developers and staff. The proposed changes were reviewed by the Planning Commission, several developers within the community, and the city's Hearing Examiner and no significant changes were requested. A public hearing was held by the Planning Commission on November 10, 2020 and no members of the public were present to comment. The Planning Commission voted unanimously to recommend to the council that the changes be adopted as presented. Ms. Baraconi reviewed some of the noteworthy changes. She stated the council was being asked to approve the first reading of the ordinance with the following changes:

- Eliminate CMC 17.09.100, which was a duplication within the code; and
- Add language giving the city legal authority as per state laws to issue permits and address violations.

January 11, 2021

Councilor Spahr asked why the city wouldn't already have legal authority to issue permits and address violations. City Attorney Hillier explained these were provisions that currently existed in CMC 17.09 and needed simply to be put back into the draft ordinance.

Councilor Spahr moved to pass on first reading Ordinance No. 1016-B, amending CMC 17.09 permit processing with the condition that CMC 17.09.100 be removed. The motion was seconded by Councilor Lund.

Councilor Spahr moved to amend the main motion to add back in the language giving the city legal authority and violation provisions that are currently in the city's code. The motion was seconded by Councilor Lund and carried unanimously.

The main motion, as amended, carried unanimously.

**9. Administration Reports.**

a. **City Manager Update.** Trent Lougheed provided an update on the progress being made at the city-owned site for the permanent fire station. The contractor has mobilized onto the site and survey construction staking was completed. There was a delay due to non-availability of needed rock and materials, and weather. Weather was supposed to clear up on Wednesday, so the contractor will begin work and hoped to finish by mid- to late-February, weather depending.

City Manager Anderson asked for a couple meetings to be set with the council budget committee and the council GMA committee. The budget committee meeting was set for February 2 at 1:30 pm and the GMA committee was set for February 11 at 1:30 pm.

**10. Councilor Reports/Committee Updates.**

a. **Councilor Spahr.** Councilor Spahr stated Richard DeBolt had been appointed as the new executive director of the Lewis EDC. Councilor Spahr will be meeting with Mr. DeBolt and asked council members to contact him if they had anything to relay to Mr. DeBolt. Mr. DeBolt will also be attending an upcoming council meeting.

b. **Councilor Taylor.** Councilor Taylor stated he would recuse himself from the executive session.

c. **Mayor Dawes.** Mayor Dawes attended a mayors meeting with much of it dedicated to COVID.

11. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate; RCW 42.30.110(1)(i) – Litigation/Potential Litigation; and RCW 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate, not to exceed 7:30 pm and there would be potential action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:25 pm. Councilor Taylor left the meeting at 6:25 pm. The executive session began at 6:26 pm. Following conclusion of the executive session, the regular meeting was reopened at 7:29 pm.

12. **Addendum to Lease with SERJ Car Wash, LLC Db a Glint Car Wash.** City Manager Anderson clarified the request was to extend the lease to 180 days for the inspection period for a total of 360 days from the effective date of the lease.

Councilor Pope moved to approve the addendum to the ground lease with SERJ Car Wash, LLC Db a Glint Car Wash and authorize the City Manager to execute the document. The motion was seconded by Councilor Lund and carried unanimously.

13. **Consideration of Offer to Lease Tract 15 at 1715 NW Louisiana Avenue to Washington State Employees Credit Union.** Councilor Spahr moved to approve acceptance of the Lease for Tract 15 at 1715 NW Louisiana Avenue by the Washington State Employees Credit Union and the non-exclusive lease commission agreement with Cramer Foster of Kidder Mathews and authorize the City Manager to execute the documents. The motion was seconded by Councilor Pope and carried unanimously.

There being no further business to come before the council, the meeting at 7:35 pm.

January 11, 2021

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Dennis L. Dawes, Mayor

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Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_



**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

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

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** January 25, 2021

**SUBJECT:** 2020 Vouchers and Transfers – Accounts Payable in the Amount of \$384,473.61

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**ISSUE**

City Council approval is requested for 2020 Vouchers and Transfers dated January 15, 2021.

**DISCUSSION**

The January 15, 2021 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. 130907 – 130982, 131029 and Electronic Funds Transfer Check Nos. 1093 – 1111, 1220200, 1220201, and 1220202 in the amount of \$384,473.61 dated January 15, 2021 which includes the transfer of:

- \$ 53,089.01 from the General Fund
- \$ 476.45 from the Dedicated Street Fund – 4% Sales Tax Fund
- \$ 489.00 from the Transportation Benefit District Fund
- \$ 19,081.64 from the Tourism Fund
- \$ 3.23 from the LEOFF 1 OPEB Reserve Fund
- \$ 36,365.09 from the Automotive Equipment Reserve Fund
- \$ 40,247.42 from the Wastewater Fund
- \$ 88,225.22 from the Water Fund
- \$ 2,421.74 from the Storm & Surface Water Utility Fund
- \$ 144,074.81 from the Airport Fund

**RECOMMENDATION**

It is recommended that the City Council approve the January 15, 2021 Claim Vouchers No. 130907 – 130982, 131029 and Electronic Funds Transfer Check Nos. 1093 – 1111, 1220200, 1220201, and 1220202 in the amount of \$384,473.61.

**SUGGESTED MOTION**

I move that the City Council approve the January 15, 2021 Claim Vouchers No. 130907 – 130982, 131029 and Electronic Funds Transfer Check Nos. 1093 – 1111, 1220200, 1220201, and 1220202 in the amount of \$384,473.61.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

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

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** January 25, 2021

**SUBJECT:** 2021 Vouchers and Transfers – Accounts Payable in the Amount of \$671,759.11

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**ISSUE**

City Council approval is requested for 2021 Vouchers and Transfers dated January 15, 2021.

**DISCUSSION**

The January 15, 2021 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. 130983 – 131028 and Electronic Funds Transfer Check Nos. 1112 – 1117 in the amount of \$671,759.11 dated January 15, 2021 which includes the transfer of:

- \$ 308,410.19 from the General Fund
- \$ 1,916.00 from the Arterial Street Fund
- \$ 1,933.86 from the LEOFF 1 OPEB Reserve Fund
- \$ 35,933.30 from the 2011 G.O. Bond Fund
- \$ 168,700.93 from the Wastewater Fund
- \$ 106,438.49 from the Water Fund
- \$ 8,927.94 from the Storm & Surface Water Utility Fund
- \$ 39,440.65 from the Airport Fund
- \$ 57.75 from the Custodial Other Agency Fund

**RECOMMENDATION**

It is recommended that the City Council approve the January 15, 2021 Claim Vouchers No. 130983 – 131028 and Electronic Funds Transfer Check Nos. 1112 – 1117 in the amount of \$671,759.11.

**SUGGESTED MOTION**

I move that the City Council approve the January 15, 2021 Claim Vouchers No. 130983 – 131028 and Electronic Funds Transfer Check Nos. 1112 – 1117 in the amount of \$671,759.11.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

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

**FROM:** Jill Anderson, City Manager

**BY:** Tammy Baraconi, Planning and Building Manager

**MEETING OF:** January 25, 2021

**SUBJECT:** Ordinance No. 1015-B, Second and Final Reading – Amending CMC 17.78 Uses/Occupancy, Prohibiting New Congregate Housing

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**ISSUE**

The First Reading of Ordinance No. 1015-B, amending CMC 17.78 Uses/Occupancy, prohibiting new congregate housing, and establishing a minimum dwelling unit size of 310 square feet was conducted by the City Council on December 14, 2020. This agenda item has been prepared to provide for the Second Reading of the Ordinance.

**BACKGROUND**

In December 2019, the Hearing Examiner heard a request for congregate housing in the downtown. Many of the speakers presented concerns over the lack of long-term oversight for this type of use. On January 27, 2020, the City Council discussed the concerns related to congregate housing as an allowed use and impacts on parking.

In order to address the concerns, the Planning Commission considered potential solutions. That discussion resulted in the proposal to prohibit congregate housing in the City. Creating a minimum dwelling size was also discussed by the Planning Commission, which is the second component of the proposed ordinance. The minimum dwelling unit size is defined within the International Residential Code as 190 square feet with a kitchen no smaller than five feet by ten feet, a bathroom no smaller than seventy square feet, and a closet.

Looking at minimum housing sizes at various locations up and down the I-5 corridor, it was determined that 310 square feet is the average minimum size. In order to establish a minimum standard of housing for Chehalis residents with affordable housing options, the Planning Commission settled on a minimum dwelling size of 310 square feet with requirements for a bathroom, kitchen, and closet.

On November 10, 2020 the Planning Commission held a public hearing to take public testimony on the proposed changes to CMC 17.78 Uses/Occupancy. Having no members of the public present to make comment, the Planning Commission, after careful deliberation, made a recommendation to the City Council to approve the proposed changes to CMC 17.78 Uses/Occupancy, which would do the following:

- Prohibit new congregate housing
- Establish a minimum dwelling unit size of 310 square feet and further define a dwelling unit having an individual kitchen, bathroom, and closet as defined in the International Building Code and the International Residential Code

### **DEFINITION OF CONGREGATE HOUSING?**

Congregate housing is defined in the International Building Code (IBC) as a building or part thereof that has sleeping units and where residents share bathroom or kitchen facilities, or both. While the proposal to remove congregate housing is considered, there are some limits to this change that should be noted. This change will affect only new development, not existing congregate housing, and it only affects the type of housing they may offer; it does not affect who may rent that housing. The Chehalis Zoning Code does not currently include a separate definition of Congregate Housing. Therefore, the creation of a definition that provides greater detail will be added to the list of issues when the Zoning Code update begins later this year.

### **FISCAL IMPACT**

There is no fiscal impact for these updates.

### **RECOMMENDATION**

It is recommended that the City Council pass Ordinance No. 1015-B to adopt the proposed changes to CMC 17.78 Uses/Occupancy on second and final reading.

### **SUGGESTED MOTION**

I move that the City Council pass Ordinance No. 1015-B on second and final reading.

**ORDINANCE NO. 1015-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING SECTION 17.78.020, TO RESTRICT CONGREGATE RESIDENCE OCCUPANCY AND TO ESTABLISH SQUARE FOOTAGE REQUIREMENTS FOR ALL RESIDENTIAL DWELLINGS; AND ESTABLISHING THE EFFECTIVE DATE HEREOF.**

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

**Section 1.** Section 17.78.020 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**“17.78.020 Use chart adopted.**

**USE CHART – Sorted Alphabetically within the RESIDENTIAL Occupancy Group  
(See Appendix Chapter F for Definitions)**

CODE	USE OR OCCUPANCY	PARKING	R-1	R-2	R-UGA	R-3	R-4	EPF	C-O	C-N	C-G	C-F	CBD	I-L	I-H
R310	Accessory dwelling unit*	2	A	A	C	P	P	C			A3		A3	P	P
R312	Accessory living quarters (single-family dwelling)*	1	A	A	A	A	A	A	A	X	A	A	A	A	A
R341	Adult family home	2 + 1 per guest room	P	P	P	P	P		X	X	X	X	X	X	X
R141	Adult family residence	2 + 1 per guest room	C	C	P	P	P		X	X	X	X	X	X	X
R121	Apartment house	2 per du	X	X	C	P	P		4	X		X	3	X	X
R161	Bed and breakfast	2 + 1 per guest room	12	12	P	C	P		P		P		C	X	X
R010	Backyard wildlife habitat	none	A	A	A	A	A	A	A	A	A	A	A	X	X
R142	Children’s family home	1 per 3 occupants	X	X	P	P	P	P	X	X	X	X	X	X	X
R313	Condominium*	2	P	P	P	P	P		X	X	X	X	3	X	X
R140	Congregate Residence	1 per occupant	X	X	X	X	X	X	X	X	X	X	X	X	X
R143	Convalescent center	1 per occupant	X	X	P	P	P	P				X	X	X	X
R321	Dwelling, duplex*	4	5	5	C	P	P		X	X	X	X	X	X	X
R122	Dwelling, multiple-unit*	2 per du	X	X	C	P	P		4	X		X	3	X	X
R311	Dwelling, single-family*	2	P	P	P	10	10		X	X	X	X	X	X	X
R314	Dwelling, special care	1	C	C	C	A	A		X	X	X	X	X	X	X

CODE	USE OR OCCUPANCY	PARKING	R-1	R-2	R-UGA	R-3	R-4	EPF	C-O	C-N	C-G	C-F	CBD	I-L	I-H
R144	Group care facility	1 per occupant		13		C	C	P		X		X	X	X	X
R009	Home occupation (see Chapter 17.90 CMC)	8	A	A	A	A	A	A	A		A		A		
R111	Hotel	1 per guest room	X	X	X	X	X			X	P	P	C	X	X
R112	Inn	1 per guest room	X	X	X	X	X			X	P	P	C	X	X
R331	Lodging house	1 per guest room	X	X	C	P	P		X	X				X	X
R315	Manufactured home (single-family dwelling) 7*	2	C	P	P	10	10		X	X	X	X	X	X	X
R316	Mobile home (single-wide)	-	X	X	X	X	X	X	X	X	X	X	X	X	X
R317	Modular home (single-family dwelling)*	2	P	P	P	10	10		X	X	X	X	X	X	X
R113	Motel	1 per guest room	X	X	X	X	X			X	P	P	C	X	X
R013	Recreational vehicle park (campground)	1 per space	X	X	X	13	13	A	13	X	P	P	X	A	A
R145	Rehabilitation center (halfway house)	1 per occupant	X	X	9,13	9,13	9,13	9,13		X	X	X	X	X	X
R146	Rehabilitation center (Oxford house)	1 per occupant	X	9,13	9,13	9,13	9,13	9,13		X	X	X	X	X	X
R401	Residential group care facility for 6 to 16 persons	1/bed	X	X		X	C		C	X	X	X	X	X	X
R012	Retirement center	8	X	X	C	P	P			X		X	X	X	X
R151	Retirement home	1 per occupant			P	P	P			X	X	X	X	X	X
R147	Shelter, family homeless	1/3 beds	X	X		C	C		C	C			X	X	X
R148	Shelter, transient homeless	1/3 beds	X	X	X	X		9,13	X	X	X	X	X	X	X

## NOTES

\* The minimum size for any dwelling unit is 310 square feet and must comply with the currently adopted International Building Code and the International Residential Code, as applicable.

A. P=Permitted use; A=Accessory use; C=Conditional use; T=Temporary use (one year or less); X=Prohibited use; Blank=Conditional use (see CMC 17.09.115(B)(2) and the .010 sections of Division V of this title)

B. An X use is not applicable to any approved use complying with Chapter 17.90 CMC, Home Occupation

1=None if transfer station only; otherwise 1/4 occupants

2=Permitted if underground; conditional if above grade

3=Permitted if located above a commercial ground floor; otherwise X

4=Conditional if located above a commercial ground floor; otherwise X

5=P if the lot size or each development portion of the lot is 10,000 square feet or larger and the lot is adjacent to an arterial street; otherwise C (see also CMC 17.42.100 or 17.45.100)

6=T if associated with a regular subdivision (10 or more lots); otherwise X

7=See Chapter 17.81 CMC for RV provisions

8=As required for the individual occupancies

9=If approved, shall be located more than 1,000 feet from any school, park, playground, day care and other like facility

10=P if the lot size allows only one unit under the density calculation; otherwise C

11=See also WAC 197.11.800(27) for "personal communications antenna"

12=C if located in a historic district (see CMC 17.33.120) and approved by the historic commission; otherwise X

13=C if the lot is adjacent to an arterial street or associated with an approved use; otherwise X

14=P if owner/grower; otherwise T

15=The facility must comply with any and all state requirements.

16=The facility must comply with city restrictions regarding control of odor so that no odor can be detected outside the facility. Every applicant (before commencing business) must conduct their operations in a manner that results in no detectable odor outside of the facility. All facilities must provide an odor control plan identifying locations and model numbers of all odor control systems as well as sizing calculations for the proprietary devices to be installed. If at any time the city determines that the odor control system is not sufficient, the facility must upgrade their odor control plan and implement identified upgrades within 30 days of a written notice from the city. During operation, if the building official detects odor problems, the business shall be immediately shut down and will not be allowed to operate until the odor issue is resolved to the city manager or designee's satisfaction.

17=Outdoor production facilities shall be prohibited.

18=The number of cannabis retail facilities shall be limited to two within the city limits of Chehalis.

19=The number of production, processing and growing facilities shall be limited to one within the city limits of Chehalis.

20=Even though this city ordinance limits production and processing facilities to one operation, the city recognizes the following business applicants as being vested to operate in the city



subject to state and municipal regulations. These businesses are:

Washington State Producers, LLC

355 N.W. State Avenue

Chehalis, Washington 98532

CBD Management, LLC/Loaded Soda

420 N.E. Alaska Way

Chehalis, Washington 98532

Chiliwist Creek Farms

1132 N.W. State Avenue

Chehalis, Washington 98532

Wild Mint, LLC

1132 N.W. State Avenue

Chehalis, Washington 98532

Doc Croc

1132 N.W. State Avenue

Chehalis, Washington 98532

**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 \_\_\_\_\_, 2020.

---

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:** Tammy Baraconi, Planning and Building Manager

**MEETING OF:** January 25, 2021

**SUBJECT:** Second reading of Ordinance No. 1016-B, Amending CMC 17.09 Permit processing – Suspension of Rules to Schedule Second Reading for February 22, 2021

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**ISSUE**

On January 11, 2021, Ordinance No. 1016-B was passed on First Reading. In order to complete the State Environmental Protection Act (SEPA) requirements, it is requested that the City Council schedule the Second Reading for February 22, 2021, which would also require a suspension of the City policy to conduct the first and second readings at consecutive meetings.

**DISCUSSION**

Ordinance No. 1016-B, which would amend CMC 17.09 to update the City's permit processing procedures was presented to the City Council on January 11, 2021. The proposed changes address all building, land use, and engineering permits issued by the City.

The SEPA decision and the subsequent public comment period typically occurs after the First Reading. This allows the City Council to provide comment and possible changes prior to the SEPA process. In this case, the public comment/appeal period ends on February 12, 2021.

Resolution 6-2017, Section 12, sets forth that the first and second reading of all ordinances must occur at consecutive meetings. In order to complete the SEPA public comment process, it is requested that the City suspend Section 12 of the Resolution and allow the Second Reading of Ordinance No. 1016-B to be held on February 22, 2021. If the Council decides not to suspend the Second Reading and if the Council decides to pass Ordinance No. 1016-B, it is requested that the effective date be February 13, 2021 to allow for the completion of the SEPA public comment process.

**FISCAL IMPACT**

There are no fiscal impacts associated with the proposed delay.

**RECOMMENDATION**

It is recommended that the City Council suspend Section 12 of Resolution 6-2017 and allow Ordinance No. 1016-B, Amending CMC 17.09 Permit processing to have a second reading at the February 22, 2021 Council meeting.

**SUGGESTED MOTION**

I move that the City Council suspend Section 12 of Resolution 6-2017 to allow Ordinance No. 1016-B, Amending CMC 17.09 Permit processing to have a second reading at the February 22, 2021 Council meeting.

**ORDINANCE NO. 1016-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, REVISING PERMIT PROCESSING TO ESTABLISH PERMIT TYPES, A DEVELOPMENT REVIEW COMMITTEE, AND REVIEW AND APPEAL PROCEDURES; REPEALING AND REPLACING CHAPTER 17.09 OF THE CHEHALIS MUNICIPAL CODE; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Chehalis, Washington, has an established a permitting process codified under Organization and Enforcement Section 17.09 of the Chehalis Municipal Code; and

**WHEREAS**, over time, the permit processing has become less uniform, less consistent, and subject to varying interpretation or application; and

**WHEREAS**, the City Planning Commission held public workshops and worked with staff to draft proposed revisions to Section 17.09 in effort to improve clarity, efficiency, and consistency of the permitting processes; and

**WHEREAS**, the Planning Commission held a public hearing to review proposed revisions on November 10, 2020; and

**WHEREAS**, after careful deliberation, the Planning Commission voted unanimously to recommend approval of the proposed code revisions to the City Council; and,

**WHEREAS**, the City Council of the City of Chehalis, Washington, having considered the recommendation from the Planning Commission, and does hereby find that proposed revisions of CMC Section 17.09 are appropriate and in the manner set forth below is in the best interest of the public.

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

**Section 1.     Repeal.**

The following ordinances shall be, and the same hereby are, repealed:

Section 2, Ordinance No. 750-B passed June 23, 2003

Section 8, Ordinance No. 769-B passed July 12, 2004

Section 7, Ordinance No. 819-B passed June 25, 2007  
Section 9, Ordinance No. 847-B passed September 28, 2009  
Section 3, Ordinance No. 912-B passed June 22, 2013

**Section 2.** New Chapter. A new chapter 17.09 of the Chehalis Municipal Code relating to Permit Processing is hereby adopted as set forth in **Exhibit A** as attached.

**Section 3.** Severability. If any provision of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the chapter which can be given effect without the invalid provision or application, and to this end revisions of this chapter are declared to be severable.

**Section 4.** Effective Date. This Ordinance shall become effective five (5) days after the date of publication by summary.

**PASSED** by the City Council of the City of Chehalis, Washington, and **APPROVED** by its mayor this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form:

\_\_\_\_\_  
City Attorney

## **EXHIBIT A**

### **Chapter 17.09**

#### **PERMIT PROCESSING**

##### Sections:

- 17.09.010 Introduction.
- 17.09.020 Project review classification.
- 17.09.030 Permit classification table.
- 17.09.040 Preapplication conferences.
- 17.09.050 Procedures for Type 1 review.
- 17.09.060 Procedures for Type 2 review.
- 17.09.070 Procedures for Type 3 review.
- 17.09.080 Procedures for Type 4 review.
- 17.09.090 Completeness review.
- 17.09.100 Public notice/Notice of application.
- 17.09.110 SEPA threshold determinations.
- 17.09.120 Determination of consistency.
- 17.09.125 Development review committee (DRC).
- 17.09.130 Site plan review.
- 17.09.140 Permit processing.
- 17.09.150 Notice of decision.
- 17.09.155 Notice of public hearing.
- 17.09.160 Appeals.
- 17.09.170 Performance.
- 17.09.180 Public notice requirements.
- 17.09.185 Conditional use permits.
- 17.09.190 Variances.
- 17.09.195 Binding site plans.
- 17.09.200 Planned unit developments.
- 17.09.205 Master planned developments.
- 17.09.210 Rezones, zoning and comprehensive plan amendments.

##### **17.09.010 Introduction.**

The purpose of this chapter is to provide for effective and efficient review of land use and development applications with consistent procedures for similar projects, and to combine procedural and substantive environmental reviews with the review of project permit applications under other applicable requirements. This chapter is intended to provide a framework within which the consistency of project permit applications with the city comprehensive plan and development regulations shall be determined.

##### **17.09.020 Project review classification.**

Four types of review are established for the purposes of administering this title. The permits included in each Type, the public notice requirements, the hearing body, the decision maker, and appellate body are summarized in Section 17.09.030.

A. The city manager or his/her designee is authorized to determine the classification of review for any permit or approval not identified on the following table.

B. It is the goal of the city to consolidate the permit processing for projects or development activities that require two or more permits or approvals. The city manager or his/her designee shall determine the appropriate means of consolidating the processing of all permits and shall assign the highest Type review classification of the individual permits being sought to the consolidated permit application (with Type 4 being the highest followed by Types 3, 2, and 1). This consolidation may include integrating public hearings, establishing unified comment periods, and/or

concurrent reviews. The city manager or his/her designee is authorized to make modifications to the procedural requirements of this title in order to effectively consolidate project reviews.

1. Except for the appeal of a SEPA determination of significance, no more than one open record public hearing and no more than one closed record appeal may occur on a single permit application or master application.

2. A public meeting(s) may be held prior to an open record hearing. A public meeting may include but is not limited to a scoping meeting for the preparation of a draft environmental impact statement or presentation of a final environmental impact statement, an informational meeting, and/or a neighborhood meeting. The proceedings at a public meeting may be recorded and a report or recommendation may be included in the project permit application file.

**17.09.030 Permit classification table.**

Types of Permit /Approval/Action		Public Notice/Notice of Application	Hearing Body	Decision Maker	Appellate Body
Type 1 Review	-Building Permit -Sign Permit -Fire Safety Permit -Civil Permit -Certificate of Appropriateness -Certificate of Design Review -Certificate of Occupancy -Clearing and Grading Permit -Code Enforcement Action -Code Interpretation -Shoreline Permit -Shoreline Letter of Exemption -Boundary Line Adjustment -Short Plat Approval (4 lots or less) -SEPA Action (not requiring public notice) -Site Plan Approval -Special Event Permit -Temporary Use Permit	None	None	City Manager or his/her designee	Hearing Examiner
Type 2 Review	-Critical Area Permit -Floodplain Development Permit -SEPA Action -Shoreline Substantial Development Permit -Variance (with Type 1 or 2 permit)	Yes	None	City Manager or his/her designee	Hearing Examiner
Type 3 Review	-Conditional Use Permit -Binding site plan -Preliminary Plat (5 or more lots) /Final -Planned Unit Development -Master Planned Development -Reasonable Use Exception -Shoreline Conditional Use Permit -Shoreline Variance -Variance (with Type 3 permit)	Yes	Hearing Examiner	Hearing Examiner/ City Council	Superior Court/ Shoreline Hearings Board
Type 4 Review	-Approval for Final Plat of subdivisions -Comprehensive Plan/ Land Use Map Amendment -Development Regulation Amendment -Rezone -Shoreline Master Program Amendment	Yes	Planning Commission/Hearing Examiner	City Council	Superior Court/ Growth Management Hearings Board

**17.09.040 Preapplication/pre-submission conferences.**

Prior to formal submittal of a Type 2, 3, or 4 permit application, applicants are encouraged to request a preapplication conference with city staff and representatives of appropriate public agencies. The date, time and place of such conferences shall be established by policy. Preapplication conferences can occur outside the date, time, and place established by staff at the mutual agreement of both staff and applicant. Such conferences are intended as an informal discussion and review of possible applications to assist the applicant in discovery of appropriate city regulations, standards, application materials, and review processes that would be required of a project. A preapplication conference does not vest a proposed project permit application.



**17.09.050 Procedures for Type 1 review.**

Applications subject to a Type 1 review involve administrative action by the city manager or his/her designee without public notice or an open record public hearing. The city hearing examiner shall conduct an open record public hearing for appeals of decisions on Type 1 permits unless otherwise noted in this title.

A. Applications for Type 1 permits shall be processed by the city in accordance with the following general procedures unless the applicant is otherwise notified in writing:

1. Completeness review and determination of complete application;
2. Determination of consistency;
  - a. Site plan and downtown design review, as appropriate;
  - b. Application and applicable fees paid;
3. Issuance of a SEPA threshold determination, if required; and
4. Notification to the applicant of approval or denial of the application.

**17.09.060 Procedures for Type 2 review.**

Applications subject to a Type 2 review involve administrative action by the city manager or his/her designee following distribution of a public notice and the opportunity to submit written comments. The city hearing examiner shall conduct an open record public hearing for appeals of decisions on Type 2 permits unless otherwise noted in this title.

A. Applications for Type 2 permits shall be processed by the city in accordance with the following general procedures unless the applicant is otherwise notified in writing:

1. Preliminary site visit/inspection by city staff and/or preapplication meeting, if appropriate;
2. Completeness review and determination of complete application;
3. Determination of Consistency.
  - a. Site plan and downtown design review, as appropriate;
  - b. Application and applicable fees paid;
4. Issuance of a notice of application;
5. Issuance of a SEPA threshold determination, if required;
6. Review of public comments; and
7. Issuance of a notice of decision.

**17.09.070 Procedures for Type 3 review.**

The city hearing examiner shall conduct an open record public hearing before making a decision on Type 3 permit applications. The decision of the hearing examiner is subject to appeal in superior court or, in the case of shoreline permits, to the shoreline hearings board.

A. Applications for Type 3 permits shall be processed by the city in accordance with the following general procedures, unless the applicant is otherwise notified in writing:

1. Preliminary site visit/inspection by city staff and/or preapplication meeting, if appropriate;
2. Completeness Review and Determination of Complete Application.
  - a. Site plan and downtown design review, as appropriate;
  - b. Application or letter and all fees paid, as applicable;
3. Distribution of a notice of application;
4. Issuance of a SEPA threshold determination, if required;
5. Preparation of a staff report containing relevant information about the application and a determination of consistency. This report may also include a staff recommendation and shall be distributed to the public prior to the open record public hearing;
6. An open record public hearing shall be conducted by the hearing examiner, during which the applicant shall be given the opportunity to present the proposed project and interested parties shall be allowed to make comments and submit written testimony; and
7. Hearing examiner review of the record and issuance of a notice of decision.
8. Note: State law requires that final approval of plats involving five or more lots must be made by the city council. All final plats will be reviewed by the Hearing Examiner for consistency with the preliminary approval before going to the City Council for final plat approval.

**17.09.080 Procedures for Type 4 review.**

Decisions on all Type 4 permit applications shall be made by the city council following an open record public hearing conducted by the planning commission or hearing examiner.

A. Applications for Type 4 permits shall be processed by the city in accordance with the following procedures, unless the applicant is otherwise notified in writing:

1. Preliminary site visit/inspection by city staff and/or preapplication meeting, if appropriate;
2. Completeness review and determination of complete application;
3. Distribution of a notice of application;
4. Issuance of a SEPA threshold determination, if required;
5. Preparation of a staff report and staff recommendation that shall be forwarded to the planning commission and be made available for public review prior to the open record public hearing;
6. Distribution of the proposed amendments to state agencies, as appropriate, for review and comment;
7. An open record public hearing shall be conducted by the planning commission, during which the applicant shall be given the opportunity to present the proposed amendment, and interested parties shall be allowed to make comments and submit written testimony;
8. A review of the complete record by the planning commission and the adoption of a recommendation to the city council;
9. The recommendation of the planning commission along with a complete copy of the record shall be provided to the city council for review prior to their decision;
10. City council review and action; and
11. Issuance of a notice of decision.

**17.09.090 Completeness review.**

All applications shall be submitted on such forms and in accordance with such procedures as may be prescribed by the city; provided, that:

A. All applications shall be signed by the property owner or show owner consent of the application by the agent acting on the owner's behalf;

B. All applicable fees shall be submitted at the time of application unless otherwise specified;

C. A completed SEPA checklist shall be filed at the same time as an application for all permits, except when:

1. The city has determined the activity to be categorically exempt from the requirements of SEPA; or
2. The city and applicant agree that an EIS is required; or
3. SEPA compliance for the proposed project has already been completed; or
4. SEPA compliance has been initiated by another agency;

D. Within twenty-eight days of submittal, the city shall conduct a review of all application materials to determine if the application is complete and ready for processing. The city shall then make a determination of completeness and shall provide the applicant with written notification which states:

1. That the application is complete and ready for processing or that the application is incomplete and what is necessary to make the application complete;
2. To the extent known by the city, other agencies that may also have jurisdiction over the application; and
3. To the extent known by the city, other permits or approvals that may be required;

E. Nothing in this title shall limit the city from incorporating the notice of application and determination of completeness into one document;

F. The issuance of a determination of a complete application shall not preclude the city from requesting additional information from the applicant in order to complete the processing of an application;

G. If the city determines an application is not complete, or that additional information is necessary to complete the review of the application, and the applicant fails to respond to the request from the city in the established time frames, the city shall notify the applicant in writing that the application has lapsed and become void.

**17.09.100 Public notice/Notice of application.**

When review procedures require a notice of application, the following shall apply:

A. **Timeline.** The notice shall be provided within fourteen days after the determination of completeness is issued.

B. **Content.** The notice of application shall include the following:

1. The file number assigned;
2. The date of application, date of the notice of completeness, and the date of the notice of application;
3. A description of the proposed project action and a list of permits included with the application and, if applicable, a list of requested studies;
4. Identification of known permits not included with the application;
5. Identification of existing environmental documents that evaluate the proposal;

6. The location where the application and any studies can be reviewed;
  7. A statement of the public comment period which shall not be less than fourteen or more than thirty days. Shoreline substantial development, conditional use and variance permit applications require a public comment period of not less than thirty days;
  8. A statement of the rights of any person to comment on the application, receive notice of and participate in any hearings, request a copy of the decision and any appeal rights;
  9. Any other information determined appropriate by the city.
- C. Legal Notice. Notice shall be provided in the following manner as applicable:
1. Mail. The notice shall be sent by USPS first class mail to the following:
    - a. The applicant;
    - b. Affected city departments via e-mail or interoffice mail;
    - c. State, federal and local agencies with jurisdiction; and
    - d. Any person who requests such notice in writing to the department.
  2. Posting of the Property. Notice shall be posted according to the following:
    - a. At least one location on or adjacent to the subject property that shall be clearly visible and legible from an adjacent street or public area;
    - b. The director shall determine the specifications to the construction and installation of the notice boards;
    - c. The posting shall remain in effect for the duration of the public notice period.
  3. Publishing Notice. A published notice in the city's official newspaper of general circulation within the city boundaries and on the city's website is required. The content shall include the following:
    - a. Project location;
    - b. Project description;
    - c. Type of permit(s) required;
    - d. Comment period and dates;
    - e. Location where the complete application may be viewed.
- D. Integration of Notices. The city will integrate the notice of application with SEPA review whenever possible. Notification for a notice of application should be combined with the notification for threshold determination and the scoping for a determination of significance whenever possible.
- E. Issuance of Decisions. Except for a threshold determination, the city may not issue a decision or a recommendation on a permit until the expiration of the public comment period.
- F. Public Comments. Comments shall be as specific as possible. Comments shall be received by the last day of the comment period specified in the notice. If no comments are received by the date specified in the notice from an affected city department or agency with jurisdiction, which notification was sent to, then it is presumed that the department or agency has no comments.

**17.09.110 SEPA threshold determinations.**

A threshold determination is required for any proposal that is not categorically exempt within ninety days that an application and supporting documentation has been deemed complete. All threshold determinations shall result in a determination of nonsignificance (DNS), or a determination of significance (DS); provided, that the city may also issue a mitigated determination of nonsignificance (MDNS) based on conditions attached to the proposal, or on changes to or clarifications of the proposal made by the applicant.

A. After submission of an environmental checklist and prior to a threshold determination, the city shall notify the applicant if it is considering issuing a DS. As a result, the applicant may clarify or change features of the proposal to mitigate the impacts which make the DS likely. If a proposal continues to have a probable significant adverse environmental impact, even with the mitigating measures, an EIS shall be prepared.

B. If a preliminary SEPA threshold determination was not made in conjunction with a notice of application, and no probable significant adverse impacts are anticipated, a determination of nonsignificance shall be issued and a fifteen-day comment period may be required.

C. If a predecision open record public hearing is required, the SEPA threshold determination must be issued at least fifteen days before the hearing.

D. If the city makes a SEPA determination of significance (DS) concurrently with the notice of application, the notice of application shall be combined with the determination of significance and scoping notice.

E. Whenever the city makes a threshold determination, it shall seek to include the public notice for the SEPA action with the notice of application or notice of decision for any associated land use application(s) or permits; provided, that:

1. If no public notice is required for the permit or approval, the city shall give notice of the DNS or DS by publishing a notice in the city's newspaper of record;
2. Whenever the city issues a DS, all public notices shall state the scoping procedure for the required EIS; and
3. Whenever the city issues a DEIS (draft EIS), or SEIS (supplemental EIS), notice of the availability of those documents shall be given by at least two of the following methods:
  - a. Indicating the availability of the DEIS or SEIS in any public notice required for an associated land use application or permit;
  - b. Posting the property, for site-specific proposals;
  - c. Publishing notice in the city's newspaper of record;
  - d. Notifying public or private groups which have expressed interest in a certain proposal or in the type of proposal being considered;
  - e. Notifying the news media; and/or
  - f. Publishing notice in agency newsletters and/or sending notice to agency mailing lists.

F. Mitigation measures incorporated in the MDNS shall be deemed conditions of approval of the permit decision and may be enforced in the same manner as any term or condition of the permit or enforced in any manner specifically prescribed by the city.

G. Nothing in this section shall limit the authority of the city in its review or mitigation of a project to adopt or otherwise rely on environmental analyses and requirements under other laws, as provided by Chapter 43.21C RCW.

**17.09.120 Determination of consistency.**

As part of all project and application reviews, the city shall determine if a proposed project or development activity is consistent with applicable city development regulations, and the goals, policies, and objectives of the adopted comprehensive plan.

**17.09.125 Development review committee (DRC).**

The purpose of the Development review committee is to oversee orderly growth and development through a predictable review process that provides a developer with all the necessary information to successfully develop while ensuring that all levels of government have participated in the process as necessary.

**A. Site Plan Review, when required by Development Review Committee membership.**

1. Site plan review and/or DRC approval shall be required prior to the initial or additional use of land or activity, where city services will be provided within the boundaries of the Chehalis comprehensive plan. Specifically:

- a. The construction or location of any residential building in which two or more dwelling units would be contained;
- b. The construction or location of any public, commercial or industrial building;
- c. Annexations;
- d. Rezones;
- e. Subdivisions, short and long;
- f. Capital improvement projects that exceed the SEPA threshold or trigger CAO review;
- g. As required by this zoning code.

2. Prior to applying for site plan review, a developer may file with the DRC a summary site plan or proposal, with adequate copies, which shall contain in a rough and approximate manner all the information required in the site plan application. The purpose of the summary site plan is to enable a developer filing the plan to obtain the advice of the DRC as to applicability of the intent, standards and provisions of this chapter to the plan. After filing of a summary site plan, the DRC shall make available to the developer its written advice regarding the compatibility of the preliminary site plan with the intent, standards and provisions of this chapter. This preliminary advice is not to be construed as an approval or disapproval outright of the proposal nor should it be interpreted as vesting of the project.

3. An application, in completed form, shall be filed for site plan review and approval with the appropriate department. An application shall not be in completed form under this section if it fails to contain any of the information and material required under CMC 17.09.130(B).

4. The DRC shall consist of the following department members: the planning and building manager, the city manager, the building official, and the water/wastewater utilities administrator, the city engineer, the public works director, the fire chief, the fire marshal, the police chief, the airport manager, the port manager, the city attorney, and/or their designee.

**B. Review by the DRC.**

1. The DRC shall approve, disapprove or approve with conditions any site plan submitted in compliance with Chapter 17.09 CMC. The action taken by the DRC will be submitted to the building official for subsequent action on the building permit application. An applicant can request a preliminary site plan review with the understanding that the committee response is advisory in nature and is not intended to be construed as final approval or vesting of the project.

2. The DRC shall review a site plan and approve, or approve with conditions, site plans which conform to the standards, provisions and policies of the city as expressed in its various adopted plans and ordinances. The DRC shall make the determination of complete application to the applicant as required in Chapter 17.09 CMC and shall make a determination of consistency in accordance with Chapter 17.09 CMC on projects that require DRC approval. Whenever the DRC disapproves a site plan, it shall set forth in writing the findings which shall specify the particular standards, provisions and policies to which the site plan fails to conform and the reasons why it fails to conform.
3. The decision of the DRC shall be final unless appealed in accordance with Chapter 17.09 CMC.

C. Appeals.

1. The hearing examiner shall not approve or disapprove a site plan or proposal different from that approved or disapproved by the DRC. The intent of this section is to ensure that the hearing examiner and the DRC make decisions based on the same set of plans or proposal. If the hearing examiner receives a site plan or proposal different from that considered by the DRC, the site plan or proposal shall be referred back to the DRC for further consideration.

The hearing examiner shall hear site plan applications referred with other applications or appealed to the hearing examiner and approve, or approve with conditions, site plans which conform to the standards, provisions and policies of the city as expressed in its various plans and ordinances. Similarly, the hearing examiner shall disapprove site plans which do not conform to such standards, provisions and policies.

**17.09.130 Site plan review.**

The purpose of a site plan review is to help ensure that new development activities do not adversely affect the public health, safety and welfare of residents of Chehalis, and that new development activities are compatible with existing patterns of development and the provisions of the Chehalis comprehensive plan. All required site plans shall be approved by the DRC.

A. A site plan review shall be required for all proposed development activities in the residential (R-1, R-2, R-3, R-4, and R-UGA) and the commercial and industrial zones (EPF, C-O, C-N, C-G, C-F, CBD, I-L, and I-H), , unless waived in writing by the city. Single family homes are exempt from formal DRC approval but must still submit a site plan consistent with CMC 17.09.130(B). Development that does not require a building permit is exempt from this requirement.

1. In addition to a site plan review, proposed development activities located within the special districts must also comply with Title 17, Division IV. Special Districts.
2. Development activities subject to a site plan review shall be determined by the city and shall include new construction, modifications to existing uses or structures that increase the size of the building or the intensity of the use, and/or changes of use.
3. The site plan review shall include the whole site, including subsequent phases of development without regard to existing or proposed lot lines.
4. A site plan review permit is separate from and does not replace other required permits such as a conditional use permit or a shoreline substantial development permit. A site plan review may be combined and reviewed concurrently with other permits and approvals, as determined by the city.
5. The site plan review must be conducted prior to, or with the approval of the city concurrent with, the review of any required building permit or clearing and grading permit applications.

B. A complete site plan review application shall be submitted in a format prescribed by the city and may include, but is not limited to, the following on plans that are drawn to scale:

1. The location and dimension of the lot(s).
2. Existing topography and natural features.

3. Proposed grading and drainage facilities, including areas to be preserved or protected for the implementation of low impact development stormwater features in accord with the provisions of the Chehalis Engineering Design Manual.
4. The footprint of existing and proposed structures, proposed building heights, proposed building setbacks, and the proposed uses.
5. The location of existing and proposed roads, access plans, parking facilities, loading areas, curbs, drains, paving, hydrants, sign and light pole locations, walls, fences, walks, approaches, and proposed landscaping plans.
6. The location of existing and proposed water, storm, and sanitary sewer lines and facilities.
7. The nature, location, dimensions of environmentally sensitive areas, shorelines, or floodplain areas and their associated buffers, if any, on or adjacent to the site.
8. All required technical reports prepared by experts with demonstrated qualifications in the area(s) of concern.
9. Any additional information deemed necessary by the city.

C. The city may approve a proposed site plan in whole or in part, with or without conditions, if all of the following findings of fact can be made in an affirmative manner:

1. The project is consistent with the Chehalis comprehensive plan and meets the requirements and intent of the Chehalis Municipal Code, including the type of land use and the intensity/density of the proposed development.
2. The physical location, size, and placement of the development on the site and the location of the proposed uses within the project minimize impacts to any critical resource or floodplain area to the greatest extent possible or are compatible with the character and intended development pattern of the surrounding properties.
3. The project makes adequate provisions for water supply, storm drainage, sanitary sewage disposal, emergency services, and environmental protection to ensure that the proposed project would not be detrimental to public health and safety.
4. Public access and circulation including non-motorized access, as appropriate, are adequate to and on the site.
5. Adequate setbacks and buffering have been provided. Any reduction to setbacks or buffer widths is the minimum necessary to allow for reasonable economic use of the lot and does not adversely impact the functional value of the critical resource area or adjoining land uses.
6. The physical location, size, and placement of proposed structures on the site and the location of proposed uses within the project are compatible with and relate harmoniously to the surrounding area.
7. The project adequately mitigates impacts identified through the SEPA review process, if required.
8. The project would not be detrimental to the public interest, health, safety, or general welfare.

D. Authorization of a site plan review shall be valid for one year after the effective date and shall lapse at that time unless a building permit has been issued.

1. The city may extend the site plan review one time for an additional year if it finds that the regulations on which the site plan review is approved have not changed substantially.
2. Knowledge of expiration date and initiation of a request for extension of approval time is the sole responsibility of the applicant. The city shall not be held responsible for notification of expirations. All requests for additional time must be submitted to the community development department at least 30 days prior to expiration of site plan approval.



**17.09.140 General permit processing.**

A. Applications determined to be complete and accepted for processing may be approved or disapproved by the city in accordance with the procedures in this chapter; provided, that:

1. The city may request additional information from the applicant at any time and may suspend the processing of an application(s) pending the receipt of requested information.

a. Such requests shall be made in writing and shall identify the additional information required, the reason for the information, and the time frames for submitting the additional information.

b. If the applicant does not respond to the request for additional information within one year, the application may be terminated.

B. The city may approve, approve subject to conditions, or deny an application based on the information included in the record.

1. In approving an application, the city may impose such conditions and safeguards as may be required to comply with the provisions of this title and to protect the public health, safety, and welfare. These conditions and safeguards may include, but are not limited to, the following:

a. Measures identified during the environmental review process including but not limited to;

- i. Flood plain development
- ii. Stormwater compliance
- iii. Creeks and streams
- iv. Slopes

b. Measures necessary to comply with the provisions of the Chehalis comprehensive plan;

c. Measures necessary to comply with provisions of the Chehalis Municipal Code, including but not limited to; and/or

- i. Airport overlay zone
- ii. Historic districts
- iii. Port of Chehalis
- iv. Urban Growth Area

d. Measures necessary to ensure compatibility of the proposed development activity with neighboring land uses, and consistency with the intent and character of the zoning district. This may include, but is not limited to:

- i. Increasing the required lot size, setback or yard dimensions;
- ii. Limiting the height of buildings or structures;
- iii. Controlling the number and location of vehicular access points;
- iv. Requiring the dedication of additional rights-of-way for future public street improvements identified in an adopted transportation plan;
- v. Requiring the designation of public use easements and the recording of same;

- vi. Increasing or decreasing the number of required off-street parking and/or loading spaces as well as designating the location, screening, drainage, surfacing or other improvement of a parking area;
- vii. Limiting the number, size, height, shape, location and lighting of signs;
- viii. Requiring view-obscuring fencing, landscaping or other facilities to protect adjacent or nearby properties;
- ix. Requiring site reclamation upon discontinuance of use and/or expiration or revocation of the project permit;
- x. Limiting hours and size of operation; and
- xi. Controlling the siting of the use and/or structures on the property.

2. The city may deny an application based on finding that the proposed action:

- a. Would have a probable, significant, adverse impact on the environment that cannot be reasonably mitigated;
- b. Is not consistent with the goals and policies of the Chehalis comprehensive plan;
- c. Information required by the city in order to complete the processing was not provided in accordance with the provisions of this title; or
- d. Does not comply with the provisions of the Chehalis Municipal Code.

**17.09.150 Notice of decision.**

A notice of decision shall be issued for all Type 2, 3 and 4 permit applications. A notice of decision may not be issued until the expiration of the comment period on the notice of application.

A. Notices of decision shall include:

- 1. A description of the decision or actions taken;
- 2. Any mitigation or conditions of approval required under applicable development regulations or under SEPA;
- 3. If a SEPA threshold determination has not been issued previously, the notice of decision shall state this determination; and
- 4. A description of applicable appeal procedures.

**17.09.155 Notice of hearing.**

When review procedures require a notice of hearing, the following shall apply:

A. Notice Integration. A notice of hearing is required for public hearings. A notice of hearing may be integrated with the notice of application.

B. Notice Content. A written notice of hearing shall contain the following information:

- 1. The name of the applicant or designated contact;
- 2. A description of the affected property (not including any legal description);
- 3. Project summary/description of each project permit application;
- 4. The application/project file number;
- 5. The date, time and place of the hearing;

6. A statement that all interested persons may appear and provide testimony;
7. A statement where information may be examined or obtained, and the staff contact and phone number;
8. A statement how written testimony or comments may be submitted;
9. The SEPA threshold determination along with any appropriate statement regarding any shared or divided lead agency status and phased review, and stating the end of any final comment period;
10. The deadline (date, time and place) for submitting a SEPA appeal;
11. A statement regarding any administrative appeal process including SEPA appeal.

C. Appeal Notification. Notification for a hearing on an open-record or closed-record appeal shall be provided in the following manner:

1. Mail. The notice shall be sent by USPS first class mail, e-mail or interoffice mail to the following:
  - a. The applicant/appellant;
  - b. Parties of record;
  - c. Affected agencies;
  - d. Parties requesting notice; and
  - e. Other persons whom the department believes may be affected by the action.

D. Project Permit Notification. Notification for a hearing on a project permit shall be provided in the following manner as applicable:

1. Mail. The notice shall be sent by first class mail or higher to the following:
  - a. The applicant;
  - b. All property owners of real property (as shown by the records of the Lewis County assessor's office) within three hundred feet of the subject property; and
  - c. Any person providing a written request to the department;
  - d. Where any portion of a property abutting the subject property is owned, controlled, or under the option of purchase by the applicant, all property owners within a three-hundred-foot radius of the total ownership interest shall be notified by mail as referenced above.
2. Posting of the Property. The notice shall be posted in the same manner and location(s) as the notice of application set forth in CMC 17.09.100.
3. Publishing Notice. A published legal notice in the city's official newspaper of general circulation within the city boundaries is required. The content of the published notice shall include the following information:
  - a. Project location;
  - b. Project description;
  - c. Type of permit(s) required;
  - d. Comment period and dates;
  - e. Location where the complete application may be viewed.

- E. Notice Deadlines. Notice shall be given at least fourteen days before the hearing date except:
1. Shoreline permits pursuant to WAC 173-27-110(3) shall be given at least fifteen days.
  2. An integrated notice of hearing and notice of application shall be given at least fifteen days.
  3. An integrated notice of hearing and notice of a SEPA threshold determination shall be given at least fifteen days.
- F. Continuation of Hearing. Continued hearings do not require additional notices of hearing.
- G. Additional Procedures. In addition to the procedures contained in this chapter, the department may develop general procedures for notification, including mailing packets and the format of the notice and an affidavit of posting/ mailing form to be filled out by the party doing notice.

**17.09.160 Appeals.**

A. Standing to initiate an administrative appeal of Type 1 and 2 reviews is limited to the applicant or owner of the property in which the project permit is proposed, parties of record, affected agencies or tribes, or any person aggrieved by the final decision and who will suffer direct and substantial impacts from approval or denial of the project. The term "parties of record" for the purposes of this title shall mean:

1. Any person who testified at the open record public hearing on the application; or
2. Any person who submitted written comments in response to the notice of application or environmental review; or
3. Any person who submitted written comments concerning the application at the open record public hearing (excluding persons who have only signed petitions or mechanically produced form letters).

B. All appeals of interpretations or actions regarding Type 1 and 2 reviews shall be filed in a format prescribed by the city along with the required fee, within fourteen days of the date of the interpretation or action. If the deadline to file an appeal falls on a weekend or on a city holiday, the deadline shall become the next business day. The city shall mail written notice to all parties of record to apprise them of all open and closed record public appeal hearings and shall place a public notice in the city's newspaper of record at least fourteen days before the open record appeal hearing.

1. The notice of appeal shall specify the claimed error(s) and issue(s) which the appellate body is asked to consider and shall specifically state all grounds for such appeal. Issues or grounds of appeal which are not so identified need not be considered by the appellate body;
2. The appellants and any respondents to the notice of appeal shall have the opportunity to present oral and written arguments during open record appeal hearings. For all closed record appeals, the record shall be limited to information presented during the preceding open record hearing. Oral argument shall be confined to the established record and to any alleged errors in the decision;
3. Following an appeal hearing, the appellate body may affirm, reverse or modify the decision of record and shall adopt its own written findings and conclusions in support of its decision; and
4. The city may require an applicant and/or the appellant to reimburse the city for the cost of preparing materials to be used during open record public hearings or closed record appeals including but not limited to the cost of copying, taping, and/or transcribing a certified record of the proceedings.

C. Appeals of SEPA threshold determinations or SEPA actions shall be combined with any appeals of associated applications or permits.

1. If the final decision incorporates the SEPA threshold determination subject to a fourteen-day comment period, a joint twenty-one-calendar-day appeal period shall be provided on both the project decision and the SEPA threshold determination.

D. All Type 3 and Type 4 land use decisions and the decisions of the hearing examiner on appeals of Type 1 and 2 permits may be appealed by a party with standing to file a land use petition in Washington State Superior Court, unless otherwise specified, in accordance with the provisions of Chapter 36.70C RCW. Such petition must be filed within twenty-one days of issuance of the decision. This process shall be the exclusive means of judicial review except for local land use decisions reviewable by a quasi-judicial body created by state law, such as the shorelines hearings board.

1. Appeals of decisions of shoreline permits shall be heard by the Washington State Shorelines Hearings Board in accordance with the provisions of Chapter 90.58 RCW.

2. Proposed amendments to the city's shoreline master program must be approved by the Washington State Department of Ecology. Appeals of decisions on proposed amendments by the Department of Ecology shall be heard by the Washington State Growth Management Hearings Board in accordance with the provisions of Chapter 90.58 RCW.

#### **17.09.170 Performance.**

A. Any action authorized under this title shall be completed within two years from the date of approval, unless otherwise specified by the city. Failure to meet the time limit set shall void the approval; except that the city may authorize a time extension upon request, provided such extension request is filed in writing prior to the required completion date. Such extension request shall detail unique and special circumstances that prohibited the completion of the use authorized.

B. The city may revoke a project permit issued pursuant to this title if it is ascertained that the application included any false information material to the project permit approval, or if it develops that the conditions and safeguards made a part of the terms under which the approval was granted have not been complied with or are not now being maintained.

1. If the city finds the conditions and safeguards made part of the terms under which the project permit was granted have not been complied with or are not being maintained, the city shall prescribe a reasonable time for correction, and if corrections are not made within the time limit, the permit may be suspended or revoked.

2. The suspension or revocation of a permit may be appealed to the city hearing examiner in order to show cause why such permit approval should not be suspended or revoked.

3. An application for a permit previously revoked under this section cannot be submitted until all remedial actions required of the applicant/project sponsor/ property owner have been completed and all fines, penalties, and fees paid.

C. Violation of such conditions and safeguards, when made part of the terms under which the project permit is granted, shall be considered a violation of this title and may result in suspension or revocation of the permit and/or enforcement actions in accordance with the provisions of the Chehalis Municipal Code.

#### **17.09.185 Conditional use permits.**

A. The city's policy is to mitigate the impacts of conditional uses through special conditions of approval. Where impacts cannot be mitigated effectively, the review authority shall deny the application. A conditional use may be approved or modified only when all of the following criteria are met:

1. The use is listed as a conditional use in the master use table in CMC 17.78 Use/Occupancy;
2. Is suitable for the proposed site considering size, shape, location, topography, existence of improvements and natural features;

3. Is timely, considering the adequacy of transportation systems, public facilities and services existing or planned for the area affected by the use;
4. The location, size, and functional characteristics of the proposal are such that it can be made reasonable compatible with and have minimal impact on the livability and development opportunities in the neighboring area;
5. Is consistent with the applicable goals and policies of the Chehalis comprehensive plan and the purpose of the underlying zone;
6. Complies with all applicable site plan review requirements; and
7. Does not have significant environmental consequences when compared with other permitted uses in the underlying zone which cannot be mitigated through conditions of approval.

B. The review authority may impose conditions of approval as necessary to protect the public interest, achieve compliance with the Chehalis comprehensive plan, or to mitigate any adverse impacts resulting from approval of uses or impacts subject to this chapter.

C. The review authority, on its own motion, may initiate proceedings consistent with the procedures provided in the Chehalis municipal code, to revoke land use approval for noncompliance with the requirements of the title or conditions of approval listed in the final decision approving the conditional or nonconforming use or development.

D. Decisions may be appealed consistent with the provisions of CMC 17.09.160, Appeals.

**17.09.190 Variances.**

This section shall govern the issuance of variances for certain provisions of this title.

A. A variance may be granted to the density, dimension, height, setback and development standards; provided, that all other provisions of this title can be met.

B. Under no circumstances shall the city grant a variance to allow a use not permissible under the terms of this title in the zoning district involved, or any use expressly or by implication prohibited in the zoning district by the terms of this title.

C. Variances may be approved by the city based on a finding that such variance will not be contrary to the public interest and the comprehensive plan or where literal enforcement of the provisions of this title would result in undue hardship. A variance shall not be granted unless the city further finds that the applicant has demonstrated all of the following:

1. That special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, do exist; and
2. That because of such special circumstances, strict application of this title would deprive the subject property of rights and privileges enjoyed by other properties in the vicinity under identical zoning district classification; and
3. That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zoning district classification in which the property is situated; and
4. That the special circumstances do not result from the actions of the applicant; and
5. That the granting of a variance will be in harmony with the general purpose and intent of this title, the specific zoning district, and the comprehensive plan.

**17.09.195 Binding site plans.**

**A. Type of application.**

General and final binding site plans are Type III applications; such applications shall be processed in accordance with procedures set forth in CMC Title 17. This process does not apply to binding site plans approved before December 31, 2020.

**B. Purpose.**

This chapter provides for an optional method for the division for lease or sale of commercial or industrial property, condominiums and tiny home parks and/or mobile home parks through the use of a binding site plan as provided for in Chapter 58.17 RCW. This method may be employed as an alternative to the subdivision and short subdivision procedures in this title when consistent with this chapter. The overall process for approving a binding site plan is a two-step process in which general binding site plan approval is obtained first, and specific binding site plan approval is obtained second.

**C. Requirements for a complete application.**

These requirements are in addition to the minimum application requirements in CMC 17.12.300.

**1. General Binding Site Plan.**

- a. The application submittal requirements of CMC 17.09;
- b. A copy of the site plan as approved by the city through the grading or building permit, planned unit development or other development application process;
- c. A copy of any existing, recorded or proposed covenants, conditions and restrictions, property owners' association bylaws and incorporation documents, and all other private restrictions or provisions currently applicable or which may become applicable to the subject property;
- d. If an existing residential development, evidence of the vote or appropriate association approval authorizing the submittal of the application;
- e. A copy of a title company certification (current within 60 days from filing of the binding site plan) confirming that the title of the lands as described and shown on the binding site plan is in the name of the owner(s) signing the binding site plan; and
- f. The number of copies as directed by the city.

**2. Final Binding Site Plan.**

- a. The number of copies as directed by the city;
- b. Required information as set forth in CMC 17.09 and CMC 17.12.300;
- c. Approved plans and documents from the applicable general binding site plan;
- d. A statement indicating that all development on the subject parcel is bound to the binding site plan; and
- d. Reference by recording number to the covenants, conditions and restrictions and property owners' association incorporation documents applicable to the property.

**D. Scope – Property allowed to use the binding site plan process.**

**1. The division of property by binding site plan is limited to the following:**

- a. Divisions of land into lots with a zoning classification allowing industrial or commercial uses;

b. A division for the purpose of lease when no residential structures other than manufactured/mobile homes or travel trailers are permitted to be placed upon the land, provided the site plan complies with all applicable manufactured/mobile home park regulations and the zoning code;

c. A division made for the purpose of alteration by adjusting boundary lines, between platted or unplatted lots or both, which does not create any additional lot, tract, parcel, site, or division nor create any lot which contains insufficient area and dimension to meet the minimum requirements for lot circle and lot area as determined by the underlying zoning classification; and

d. A division of land subject to Chapters 64.32 and 64.34 RCW as now in effect or hereafter amended so long as the site plan complies with the standards for condominiums under applicable Chehalis Municipal Code provisions.

2. Concurrent Applications. When an applicant wishes to utilize the binding site plan process, a binding site plan may be applied for and reviewed concurrent with an application for a general binding site plan.

3. Existing Development. Approved condominium developments, approved mobile home parks, approved final planned unit developments and approved building permits for any of the developments identified within this section which have been approved prior to the effective date of this chapter shall hereafter qualify as an approved general binding site plan. The division or redivision of land for sale or lease qualifying under this subsection may be achieved through either the specific binding site plan, subdivision or, if four or fewer lots, the short subdivision process.

4. Binding Site Plan Runs with the Land. After a general or specific binding site plan is filed with the auditor of the county in which the land lies, all persons, parties, their successors, heirs or assigns, who own, have, or will have by virtue of purchase, inheritance or assignment, any interest in the real property of the subject site or portions thereof, shall be bound by the conditions and inscriptions attending the general/specific binding site plan.

#### E. Procedure – General binding site plan.

1. The general binding site plan shall be considered by the appropriate decision body as provided for within Chapter 17.09 and 17.12.300 CMC.

2. Criteria for Review. The general binding site plan shall be reviewed for consistency with the Chehalis Comprehensive Plan and with the applicable development regulations in the Chehalis Municipal Code.

#### F. Procedure – Final binding site plan.

1. Filing – Final Binding Site Plan. A final binding site plan shall be filed with the department of community development at such time as the property owner(s) intends to sell or lease a portion of property as approved in a general binding site plan.

2. Limitations. The final binding site plan shall not be used to modify the provisions of the approved general binding site plan, building permit, final occupancy permit, or associated planned unit development other than to divide lots for sale or lease within areas designated for lot development in the general binding site plan.

3. Review Procedures – Final Binding Site Plan. The final binding site plan shall be reviewed for compliance with the conditions of the general binding site plan, building permit, applicable planned unit development conditions and all other applicable regulations in effect at the time of application.

4. Approval and Recording. Upon determination of consistency, the final binding site plan shall be signed by the community development director and the public works director and filed with the county auditor of the county in which the property is located.

#### G. Special provisions applicable to condominium developments subject to Chapter 64.34 or 64.32 RCW.

The following additional conditions shall be required:



1. The improvements constructed or to be constructed thereon are required by the provisions of the binding site plan to be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest;
2. The city has approved a general binding site plan pursuant to CMC 17.12.300 and CMC 17.09 for the subject property;
3. All necessary documents are recorded with the county in which such land is located; and
4. The binding site plan contains the following statement on the face of the binding site plan:

All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the city, town, or county having jurisdiction over the development of such land, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development and use thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This binding site plan shall be binding upon all now or hereafter having any interest in the land described herein. [RCW 58.17.040(7)(e)]

5. The general binding site plan for a condominium development shall be deemed approved if the subject property has received final approval of a preliminary subdivision, planned unit development, a building permit, or a final certificate of occupancy has been issued.

H. Modifications.

1. Binding Site Plan Modifications. Modifications to a binding site plan shall be processed in the same manner as the original binding site plan.
2. Information Waiver. The city manager or appointee may waive the submittal of required information for general and final binding site plans if the information is either recorded or recorded by reference with the auditor and is available in the city's file(s).
3. The city may rescind all or a portion of a general or final binding site plan upon the request of the owner or owners of a legal lot or lots subject to a recorded binding site plan; provided, that any portion of a binding site plan which is rescinded shall be considered to be one lot unless divided by an approved subdivision or short division.
4. Signatures of the owners of those portions of a binding site plan which are not proposed to be altered by an amendment or rescission are not required on the amended binding site plan or application for rescission.

**17.09.200 Planned unit developments.**

The purpose of this chapter is to provide for public spaces, parks and trails consistent with the adopted community vision and plans, thereby creating an integrated system of linked local and regional trails, public rights-of-way and utility corridors for the use and enjoyment of all Chehalis residents and the general public. PUD's are meant for lands of 10 acres or less and will obtain full build out within 10 years. Lands over 10 acres or developments that will take more than 10 years for full build out must follow the master planned development code. The purpose of the planned unit development (PUD) approval process is to allow flexibility in site planning, building design, open space, parks and trails, circulation facilities and other features, while providing for the orderly development of the city consistent with the Chehalis comprehensive plan and the following objectives:

- A. Allow for planned development equal to or superior to traditional lot-by-lot subdivisions by providing for a mixture of single-family or multifamily residential buildings, including but not limited to single-family homes, townhouses and condominiums in one development that are architecturally and spatially compatible;

B. Promote flexibility, variety and innovation in site and building design subject to provisions of this chapter. Buildings in groups shall be related by common materials and roof styles, but contrast shall be provided throughout the site by the use of varied materials, architectural detailing, building scale and orientation;

C. Encourage efficient street design, utility systems and public services and uses of land that could include development clustering;

D. Provide and ensure preservation and enhancement of usable open spaces, parks and trails;

E. Ensure that pedestrian and vehicular circulation facilities, parking facilities and other pertinent amenities are an integral part of the landscape and provide a safe integration of pedestrian, bicycle and vehicular traffic;

F. Ensure that recreational areas (active and passive) generally are dispersed throughout the development and easily accessible from all dwelling units;

G. Preserve and enhance natural vegetation and natural landscape features of the site; avoid development on steep slopes, wetlands and riparian areas; and protect and enhance critical fish and wildlife habitat areas, pursuant to Title 17, Division III., Environmental Districts;

H. Maintain surface water and groundwater quality through employment of best management practices and recent science in planning and designing stormwater drainage systems that are uniquely adapted to the site and the affected environment;

I. Provide for a multi-modal transportation system;

J. Provide for the transition of new developments into the existing community through innovative design, screening, buffering, building setbacks and other measures to assure compatibility with existing zoning and plan districts, and adjacent existing neighborhoods.

K. PUDs must be approved in conjunction with a site plan review and/or subdivision, whichever is applicable and as a Type 3 review. PUD approval involving uses that are not permitted outright or conditionally in the underlying zone are purely discretionary. Such uses must be approved by the hearing examiner through the conditional use permit process with a positive recommendation from the DRC and adoption of a finding that the proposal is consistent with the policies and procedures of the Chehalis comprehensive plan.

#### **17.09.205 Master Planned Development.**

A. Master Planned Development created.

1. There shall be, and hereby is, created a special district to be known as the master planned development (MPD) district. Such districts shall be unique to a specific application and approval process identified in this chapter.
2. Any approved MPD shall be added to Appendix Chapter P and shall include all conditions of approval.

B. Purpose:

The purpose of this district is to protect land within the Chehalis Urban Growth Area (UGA) from premature land division and development that would preclude efficient transition to urban development and impede fulfillment of the goals contained within the Chehalis Comprehensive Plan. The MPD designation shall be applied on sites that are 10 acres or greater in size. The City may apply the MPD designation to lands within the UGA or other lands within the city boundaries.

The MPD is a separate zoning classification that is intended to allow new development which is consistent with the comprehensive plan. More specifically, the purpose of this district is to:

1. Facilitate the efficient use of land and provide for a comprehensive review of integrated development projects;

2. Increase economic feasibility by fostering an efficient arrangement of land uses, buildings, transportation systems, open space and utilities;
3. Preserve or enhance natural amenities, features, shorelines and critical areas in the development of a particular site;
4. Identify significant environmental impacts and ensure appropriate mitigation;
5. Provide certainty regarding the character, timing and conditions of the MPD within an identified geographic area and vest such projects through a public review process;
6. Encourage environmentally sustainable development;
7. Provide needed services and facilities in an orderly, fiscally responsible manner;
8. Create vibrant mixed-use neighborhoods, with a primary focus on housing, but that also includes commercial, civic and recreational opportunities; and
9. Promote consistency with the goals, policies and objectives of the City of Chehalis and Lewis County Comprehensive Plans.

Applicants for MPD will be encouraged to utilize unique and innovative approaches that encourage the efficient and economical use of the land; promote a sound system for traffic and pedestrian circulation; promote open space and use of natural and/or developed amenities; and provide an architecturally attractive, durable, and energy-efficient development.

**B. Supporting documentation.**

An application for an MPD shall be accompanied by a project narrative and a conceptual master site plan that allows for analysis of overall project concepts and phasing as well as review of how the major project elements work together to implement city goals and policies. Master plan review allows for consideration and mitigation of cumulative impacts from large-scale development and allows for coordination with city capital improvement planning. Master plan review should occur at an early stage in the development of a project, when the scale, intensity and layout of a project are known. Specific application materials include the following:

1. A legal description and site location map of the property showing the location of the site and its relationship to surrounding areas, including existing streets, driveways, major physiographic features such as lakes, streams, shorelines, schools, parks and other prominent features;
2. A conceptual master site plan showing compatibility of development within the master plan area, and compatibility of anticipated uses in areas adjacent to and abutting the master plan area. Unless waived in writing by the city planning department as inapplicable or unnecessary to the understanding of the preliminary MPD, the conceptual master site plan shall show at a minimum the following items:
  - i. Site boundaries;
  - ii. Streets abounding or abutting the site;
  - iii. Existing topographic contours at intervals of not more than five feet, together with conceptual grading, drainage, and landscaping plans;

- iv. Special features, including all existing environmentally sensitive areas (as identified within the city municipal code) accompanied with a text describing conditions or features which cannot be accurately displayed on maps or drawings;
  - v. Existing buildings and indication of future use or disposition;
  - vi. Proposed land uses and densities;
  - vii. Proposed development areas including building footprints, including conceptual elevations or illustrative photos of similar development, identification of types, the number of dwelling units in each residential type and the number of square feet in each commercial type;
  - viii. Proposed location of off-street parking facilities showing points of ingress to and egress from the site;
  - ix. Proposed pedestrian and vehicular circulation pattern and proposed types of circulation facilities;
  - x. Proposed location and dimension of all common open spaces;
  - xi. Proposed location of utilities including water, sewer, storm drainage, solid waste collection, power and communications;
  - xii. Proposed streets and associated improvements and parks and open spaces;
  - xiii. Any other specific information requested by the city planning department or any other applicable provisions of the Chehalis Municipal Code;
3. A preliminary development plan consisting of a written statement for development setting out detailed information concerning the following subjects as they may be involved in the development, including, but not limited to the following items:
- i. Market analysis of proposed use;
  - ii. Proposed ownership method;
  - iii. Proposed operation and maintenance of development and landscaping;
  - iv. Provisions to assure permanence and maintenance of common open spaces through homeowner association formation, condominium development, or other means acceptable to the city;
  - v. General timetable for development, including future phases;
  - vi. Impact on community facilities and services including but not limited to streets, schools, parks, medical, fire, police, water, sewer, storm drainage, solid waste and public transportation;
  - vii. Compatibility with surrounding land uses; and
  - viii. An assessment of how the project is consistent with the purpose of the comprehensive plan and base zone, as well as MPD criteria.

C. Certain exemptions applicable.

An MPD proposal need not consider the requirements or limitations of Division V of this title, Land Use Zones (Zoning), provided:

1. Uses occurring in a MPD development shall include the permitted, accessory and temporary uses identified in CMC 17.78.020 (zoning use chart); except, limited "prohibited" uses may be allowed when the planning commission finds that the nature and design of the development proposal precludes negative impacts between normally incompatible uses, and the SEPA process does not identify any significant adverse impacts. Such "prohibited" uses should be limited to not more than 10 percent of the development proposal and the applicant must demonstrate that negative or nuisance impacts will not be created by the proposal;
2. Any request for a variance from any applicable requirements of this title shall require a consideration of other reasonable site design alternatives, and demonstrate wherein such alternatives are inconsistent with CMC 17.39.030, Intent/purpose;
3. No building or structure shall be higher than its distance to the MPD district boundary, and in no case higher than the capability of the city's fire department response apparatus as determined by the fire chief;
4. The applicant shall demonstrate that the proposed parking configuration is consistent with recognized industry standards for the applicable uses; and
5. The provision of essential public services identified in the proposal shall be approved by the purveyor of such services.

D. Consistency with Division II of this title, Subdivisions.

1. Any aspect of an MPD proposal which requires consistency with Division II of this title, Subdivisions, shall be submitted for review and approval as required in Division II of this title.

No MPD proposal shall be approved until all applicable requirements of Division II of this title have been accomplished.

E. Consistency with Division III of this title, Environmental Districts.

1. Any aspect of an MPD proposal which requires consistency with Division III of this title, Environmental Districts, shall be submitted for review and approval as required in Division III of this title.
2. No MPD proposal shall be approved until all applicable requirements of Division III of this title have been accomplished.

F. Consistency with Division VII of this title, General Provisions.

Any aspect of an MPD proposal which requires consistency with any applicable section of Division VII of this title, General Provisions, shall cause the city to incorporate such requirements as a condition of approval. Such requirements shall be made a matter of record during the applicable review process.

G. Application for MPD.

An MPD, approved in accordance with the procedures of this chapter, shall be limited to those which are specifically approved in MPD development plan including recreational and open spaces, and shall achieve a net urban density of four units per acre. MPDs may specifically permit all proposed uses and developments which can be shown to be in conformance with the policies of the comprehensive plan.

1. Application for an MPD shall follow the requirements for a conditional use process identified in CMC 17.09.
2. Applications for an MPD shall not be SEPA exempt proposals and shall comply with all applicable requirements of Chapter 17.15 CMC, State Environmental Policy Act (SEPA).

H. Initiation of project – Application – Fee.

A completed application must include all supporting documentation as identified within this chapter and a nonrefundable filing fee together with a written commitment to pay all fees associated with the project as established by resolution of the city council. Application shall be made by the owner or owners of the parcel or parcels intended to be developed as a unit, or their duly authorized agent or agents. The ownership of all the parcels to be included must join in or be represented in the application. MPD projects may be initiated by any owner or group of owners of property acting jointly, or as a developer authorized to act as an agent for an owner or group of owners.

**I. Phased development.**

Development of the project may be phased, in which case each complete phase may be processed separately through both preliminary development plan review and final development plan review. A map showing all property owned or controlled by the applicant which is contiguous to the initial development site together with a description of said properties' possible eventual development through all potential phases, shall be submitted with the application for the first phase. The described plan shall conform to the purposes of this chapter. The city's comprehensive plan shall be used by the city in reviewing all phases of the development.

No development shall be allowed until applicable requirements of this chapter are met. Compliance with applicable plan goals and policies is deferred until the MPD has been approved.

**17.09.210 Rezones, zoning regulations and comprehensive plan amendments.**

**A. Purpose.**

The comprehensive plan is a document which guides the nature and intensity of the development in the city. An amendment to the plan is a mechanism by which the city may modify its land use, development or growth policies in order to respond to changing circumstances or needs of the city. Therefore, the purpose of this chapter is to provide guidance as to how the comprehensive plan of the city of Chehalis will be updated and amended over time. Amendments to the plan may involve changes in the written text or in the map designation adopted as part of the plan, or to supporting documents, including capital facilities plans. This chapter states the specific procedures and review criteria necessary to process comprehensive plan amendments. Plan amendments will be reviewed in accordance with the state Growth Management Act (GMA), the county-wide planning policies, applicable capital facility plans, other pertinent city plans, official population growth forecasts and key growth indicators.

Additionally, many rezone requests and changes to the zoning regulations require an underlying change to the comprehensive plan. As such they should be processed together whenever possible. If there are no necessary changes to the comprehensive plan required to affect the requested rezone or zoning regulations, the application shall be processed as a Type 4 review.

**B. Who may initiate.**

1. The city council or the planning commission may initiate consideration of an amendment to the comprehensive plan. An affirmative vote of not less than a majority of the total members of the council is required to initiate consideration of an amendment.
2. A resident or a property owner may apply for an amendment to the comprehensive plan in conformance with CMC 17.09.210.

**C. Time to initiate.**

1. Subject to subsections (C) and (D) of this section, the city council or the planning commission may initiate consideration of an amendment to the comprehensive plan at any time. A new element may be added to the comprehensive plan at any time.
2. Subject to subsections (C) and (D) of this section, a resident or property owner may apply for an amendment to the comprehensive plan between January 1st and March 1st. At any other time during the year, a resident or property owner may request that the planning commission or city council initiate consideration of an amendment to the comprehensive plan.

3. An amendment to the comprehensive plan may not be initiated by the planning commission or by a private party unless at least two years have elapsed since the adoption or review and reaffirmation of the element or subarea plan affected by the proposed amendment. In addition, at least three years must elapse between amendments to the land use designation of a property. These time limits do not apply if the applicant proves that there exists obvious technical error justifying the need for the amendment.
4. The planning commission may defer review of a proposed amendment if review of the affected subarea is scheduled or reasonably likely to occur within the calendar year the proposed amendment was requested.

D. Applicable procedure.

1. General. Subject to subsection (B) of this section, the city will process an amendment to the comprehensive plan using the planning commission as an advisory body and the appropriate city staff to perform analysis of the application.
2. Notice of Receipt of Private Application. In addition to notice required under Chapter 17.09 CMC, the city shall provide the following public notice:
  - a. Content. The city shall prepare notice of the receipt of a private application for a comprehensive plan amendment containing the following:
    - i. The name of the applicant and, if applicable, the project name; and
    - ii. If the application involves specific property, the street address or tax account number used by the Lewis County assessor's office, and a description in nonlegal terms sufficient to identify its location; and
    - iii. If the application involves specific property, a vicinity map indicating the location of the subject property; and
    - iv. The citation of CMC 17.09.150, 17.09.160 and 17.09.170 outlining the decision process; and
    - v. A brief description of the action, permit or approval requested in the application; and
    - vi. A description of the upcoming geographic scope and public hearing process.
  - b. Time of Notice. The city shall provide notice of the receipt of a private application for a comprehensive plan amendment within thirty calendar days of receipt of that application.
  - c. Means of Notice. The city shall provide notice of the receipt of a private application for a comprehensive plan amendment by:
    - i. Publishing notice of receipt in a local newspaper; and
    - ii. Posting notice of the receipt of the application at each official posting place; and
    - iii. If the application involves specific property rather than an area-wide change, then the city must mail notice of the receipt of the application to each property owner within two hundred feet or who has requested such notice in writing for the calendar year and who has paid the fee established by the applicable city department.

E. Determination of Geographic Scope of Proposal. Prior to providing public notice, the city shall establish the geographic scope of the proposed amendment.

F. Expansion of the geographic scope of the proposal.

1. In order to allow for consideration of nearby property, similarly situated property or area-wide impacts, the city council or the planning commission may expand the geographic scope of a private initiated amendment.

2. The city shall consider the following in deciding whether to expand the scope of the proposed amendment:
  1. The effect of the proposed amendment on the adjoining areas of the city; and
  2. The effect of the proposed amendment on the land use and circulation pattern of the city or subarea; and
  3. The effect of the proposed amendment on the future development of the city or subarea.
3. Notice. Within thirty calendar days of establishing the geographic scope of the proposal, the city shall provide notice of the proposed comprehensive plan amendment describing its geographic scope by:
  1. Giving notice as described in CMC 17.09.100; and
  2. Mailing notice of the proposed comprehensive plan amendment to each owner of real property within two hundred feet of any boundary of the subject property and of any contiguous property in the applicant's ownership.

G. Overall method of review.

Proposed plan amendments that are submitted for review shall be subject to the applicable criteria of this chapter. The review shall be processed as outlined in CMC 17.09.150, 17.09.160 and 17.09.170. Applications for plan map amendments are generally processed in conjunction with concurrent rezone requests. Zoning map amendments must be to a zone corresponding to the requested comprehensive plan map designations. Concurrent zoning map amendments must meet all the approval criteria of this chapter and zone changes consistent with the comprehensive plan map shall be considered subject to the approval criteria for rezones.

H. Application.

The criteria and requirements of this chapter shall apply to all applications or proposals for changes to the comprehensive plan text, policies, map designations, zoning map or supporting documents. For the purposes of establishing review procedures, criteria and timelines, amendments shall be distinguished as follows:

1. Comprehensive plan map changes involving urban growth area (UGA) boundary changes;
2. Comprehensive plan map changes not involving changes to UGA boundaries;
3. Comprehensive plan policy or text changes;
4. Changes to other plan documents (such as capital facilities);
5. Out-of-cycle amendments limited to the following:
  - a. Emergency;
  - b. Initial adoption of a subarea plan;
  - c. Adoption or amendment to a shoreline master program;
  - d. To resolve an appeal of the comprehensive plan filed with the growth management hearings board or from a court of competent jurisdiction.

I. Plan map changes—Procedure.

1. Application for all plan amendments shall be considered legislative actions, subject to the application review procedures outlined in CMC 17.09.150, 17.09.160 and 17.09.170.
2. Site-specific plan map amendments requested by private parties shall be considered legislative actions, subject to the application review procedures outlined in CMC 17.09.150, 17.09.160 and 17.09.170.



J. Submittal requirements.

1. The city shall specify the submittal requirements, including type, detail and number of copies, for a comprehensive plan amendment application to be deemed complete and accepted for filing.
2. The city may waive specific submittal requirements determined to be unnecessary for review of application.

K. Decision criteria.

The planning commission may recommend, and the city council may approve with modifications an amendment to the plan if:

1. There exists an obvious technical error in the pertinent comprehensive plan provision; or
2. The applicant has carried the burden of proof and produced evidence sufficient to support the conclusion that the application merits approval or approval with modifications; and
3. The amendment bears a substantial relation to public health, safety and welfare; and
4. The amendment addresses changing circumstances or the needs of the city as a whole; and
5. The amendment is compatible with the provisions of the comprehensive plan or other goals and policies of the city; and
6. If applicable to an identified property, the amendment is compatible with adjacent land use and surrounding neighborhoods; and
7. The amendment will not result in development which will adversely impact community facilities, including, but not limited to, utilities, transportation, parks or schools.

L. Comprehensive plan review.

General Goals and Policies. The planning commission shall review and consider plan amendments to the goals and policies regularly at five- year intervals.

M. Cumulative impact.

In reviewing all prospective comprehensive plan changes, the city of Chehalis shall analyze and assess the following to the extent possible:

1. The cumulative impacts of all plan map changes on the overall adopted plan, plan map and relevant implementing measures, and adopted environmental policies;
2. The cumulative land use environmental impacts of all applications on the applicable local geographic area and adopted capital facilities plan;
3. Where any adverse impacts are identified, the city may require mitigation. Conditions which assure that identified impacts are adequately mitigated may be proposed by the applicant, and if determined to be adequate, imposed by the city as part of the approval action.

N. Public hearing.

1. Any person may participate in the public hearing on the rezone application by:
  - a. Submitting written comments on the application to the city prior to the public hearing; or
  - b. Submitting written comments or making oral comments to the planning commission at the public hearing.
2. The city shall transmit all written comments received prior to the public hearing to the planning commission no later than the date of that hearing.

3. The planning commission shall make an electronic sound recording of the hearing on the application and provide written minutes of that hearing.

O. Planning commission recommendation.

1. After the public hearing and any necessary public study sessions on the application, the planning commission shall either recommend approval, approval with modifications or denial of the application. The planning commission's recommendation shall be based on the criteria included in CMC 17.09.210(I).

2. The planning commission may recommend approval or approval with modifications only if the application or the application as modified complies with the applicable criteria of this chapter. In all other cases, the planning commission shall recommend denial of the application.

3. A vote to recommend approval or approval with modifications must be by a majority vote of the planning commission members present and voting. Any other vote constitutes a recommendation of denial of the application.

4. The planning commission's recommendation shall be transmitted to the city council for their action.

P. City council action.

1. Within sixty days of receipt of the recommendation from the planning commission, the city council shall consider the application at a public meeting. The following elements are to be considered in deciding upon the application:

a. The application; and

b. The minutes of any public hearing on the application and any written material submitted in accordance with CMC 17.09.120(L); and

c. The city staff recommendation on the application; and

2. The recommendation of the planning commission; and

a. The recommendation of any other affected board or commission; and

b. Any comments on the application received at the public meeting or received by the city council; and

c. Any other relevant information.

3. The city council shall take one of the following actions:

a. Adopt an ordinance or resolution approving the proposal; or

b. Adopt an ordinance or resolution approving the proposal with modifications; or

c. Adopt a motion denying the proposal; or

d. Refer the proposal back to the planning commission for further proceedings, in which the council shall specify the time within which the planning commission shall report back to the city council with a recommendation on the proposal.

4. The city council shall adopt an ordinance or resolution which approves or approves with modifications the proposal by a majority of the membership of the council. Any other vote on the proposal constitutes a denial of the application.

5. The decision of the city council is the final decision of the city subject to the decision being appealed to superior court.

6. The applicant may commence activity or obtain other required approvals or permits seven calendar days following the effective date of the ordinance or resolution. Activity commenced prior to the expiration date of the full appeal period provided in this chapter is at the sole risk of the applicant.

**Q. Appeal of city council action to superior court.**

Any person adversely affected by the decision may appeal the decision of the city council. A person filing an appeal must make application to the superior court for a writ of certiorari, writ of prohibition or writ of mandamus. The decision of the city council must be appealed to superior court no more than twenty calendar days following the effective date of the city council decision on the application or is thereafter barred.

**R. Fees.**

Application fees for all plan amendments and zone changes shall be considered as follows:

1. Fees for plan amendments and zone changes shall be noted in the city's fees and other charges resolution.
2. If multiple similar applications are received in the same review period, the fees set in the city's fees and other charges resolution may be adjusted downward to reflect actual cost.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

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

**FROM:** Jill Anderson, City Manager

**BY:** Tammy S. Baraconi, Planning and Building Manager

**MEETING OF:** January 25, 2021

**SUBJECT:** Discussion of Potential Changes to Parking Exemptions for the Historic Downtown (CMC 17.84.010)

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**ISSUE**

At this time the Chehalis Municipal Code, CMC 17.84 Parking and Loading, specifically exempts the imposition of parking requirements in the Historic Downtown. Members of the City Council have expressed concerns regarding this exemption, specifically that when a change of use occurs in the downtown, parking requirements are not considered in the process.

**CURRENT CODE**

The Chehalis Municipal Code Section 17.84 consists of 9 sections addressing parking and loading requirements for projects in the City. The first of the 9 sections: 17.84.010 (Parking Spaces Required) states the following:

- A. Every use hereafter created on any private property within the City, and every change of use or occupancy, shall provide for the parking and maneuvering of motor vehicles as specified in this chapter, except ***this chapter shall not apply to any change in use or occupancy in the downtown historic district.*** (emphasis added)
- B. The required number of on-site parking spaces for every use of property shall be as identified in CMC 17.78.020, Use chart adopted, and shall occur on the same tax lot or leased area as the development proposal, except as identified in CMC 17.84.060 (Joint use of parking lot.)
- C. No development permit shall be issued for any new construction or addition to an existing structure if the required number of on-site parking spaces for the subject use or occupancy is not provided.
- D. The DRC may consider reducing the required number of on-site parking spaces for any change of use or occupancy, or any addition to an existing structure, ***if all of the following are found to apply*** (emphasis added):
  - 1. The applicant has submitted an engineering report, published study, or other bona fide documentation demonstrating that the required number of spaces may be reduced ***without impacting any public right-of-way*** (emphasis added);
  - 2. The documentation submitted by an applicant has been determined by the DRC to be relevant and appropriate for the subject proposal;

3. The DRC has attached any conditions of development it determines appropriate to protect the public's interest in any associated right-of-way; and

4. The DRC has found that the listed number of on-site parking spaces could not be physically provided without reducing the nature or scope of the proposal to an unreasonable development proposal.

E. Provisions for handicapped accessible parking spaces shall be as required in WAC 51-50-1106 or as otherwise required by the state. [Ord. 720B § 1, 2002.]

## **BACKGROUND**

On January 27, 2020, the City Council discussed a congregate housing project that had been approved by the Hearing Examiner as a change of use at a building in the historic downtown. During the discussion, the City Council raised concerns regarding how the project could impact the parking available downtown. A proposal to prohibit congregate housing in the City was considered at the December 14, 2020 City Council meeting and the issue of how changes of use of downtown buildings impact parking were again raised by the City Council. This agenda item has been prepared in response to the City Council's request for an opportunity to review the applicable section of the code and provide direction to staff regarding possible changes.

## **POSSIBLE CHANGE TO THE CODE**

Based on the City Council discussion at the City Council meeting on December 14, 2020, a change to the CMC removing the parking exemption could be prepared. The proposed change would simply delete the section regarding the downtown historic district:

A. Every use hereafter created on any private property within the City, and every change of use or occupancy, shall provide for the parking and maneuvering of motor vehicles as specified in this chapter, ~~except this chapter shall not apply to any change in use or occupancy in the downtown historic district.~~ (emphasis added)

The process includes a public hearing before the Planning Commission, which includes a public notice and a SEPA decision, including public comment opportunities. The Planning Commission would then act on the matter and make a recommendation to the City Council, which is responsible for all changes to the Chehalis Municipal Code (CMC).

## **POTENTIAL IMPACTS**

If the CMC is changed to remove the parking exemption for the historic downtown, all changes in use would have to include plans for providing parking consistent with the City's CMC. This could hinder a change of use, including new businesses and restaurants, because the ability to create and/or provide parking consistent with the City's parking requirements would be very difficult and/or expensive to do in the historic downtown. On the other hand, it would also provide an opportunity for changes in use to be reviewed by the City and go through a process, which seems consistent with City's Council's comments in December 2020.

For example, if a restaurant is proposed for a currently vacant storefront in the historic downtown today, it is not required to provide parking consistent with the CMC. If the CMC is changed to require the parking requirements to be imposed on a change of use, a proposed new restaurant would be required to provide sufficient parking. Any decision by the Development Review Committee (DRC), Planning Commission, or Hearing Examiner, would have to consider the applicable parking requirements in the decision-making process.

Adding this layer of evaluation to the process would provide the City an opportunity to consider the impacts of a change of use on the parking for existing residents and businesses. However, the parking standards would be difficult to meet in the historic downtown and financially unfeasible in some scenarios. It also makes the process lengthier and more uncertain for all involved, including business and property owners wanting to change the use of their buildings downtown.

**RECOMMENDATION**

It is requested that the City Council provide direction to staff to initiate a process to amend the code to require that parking requirements be met in the historic downtown or to table this matter. If tabled at this time, the matter could be added for consideration during the Zoning Code update which is planned to occur after the Comprehensive Plan update that is taking place in 2021.

**SUGGESTED MOTION**

There is no suggested motion.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

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

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director

**MEETING OF:** January 25, 2021

**SUBJECT:** 2020 Fourth Quarter Financial Status Report (Preliminary)

**DISCUSSION**

This document provides a summary review of the City’s financial status for the fourth quarter ending 12/31/2020.

The first part of the report provides a summary of all City funds with their beginning cash balances, total revenues and transfers in, total expenditures and transfers out, changes in fund balances during the year, and estimated ending cash balances. The second part of the report provides two-year comparative financial data of year-to-date (YTD) actual revenues and expenditures compared to the budget for the General Fund and major enterprise funds.

The reports have been formatted to be consistent with the budget for ease of comparison and review of information. Comparisons and variances shown are based on straight-line projections. **The YTD target for December is 100% (12 of 12 months).**

**CITY-WIDE OVERVIEW**

Overall, on a city-wide basis, the city has received 98.2% or \$27,587,390 of the 2020 revenue budget (including transfers-in) and has expensed 80.1% or \$25,843,738 of the 2020 expenditure budget (including transfers-out) through the end of December 2020.

<b>Chehalis City-Wide, All Funds</b>	2020 Amended Budget	2020 YTD 12/31/2020	YTD % of Budget	Budget to Actual Variance Positive (Negative)
Revs. & Transfers In	\$ 28,086,500	\$ 27,587,390	98.2%	\$ (499,110)
Exps. & Transfers Out	32,265,920	25,843,738	80.1%	6,422,182
Increase (Decrease) in Fund Balance	(4,179,420)	1,743,652	-41.7%	\$ 5,923,072
Beginning Fund Balance	23,401,490	23,401,490	100.0%	-
Ending Fund Balance	\$ 19,222,070	\$ 25,145,142	130.8%	\$ 5,923,072

Total YTD revenues received is \$499,110 or 1.8% below the YTD target amount. The key contributing factors for this variance are summarized below:

- YTD actual revenues for General Fund exceeded the YTD target amount by \$266,155.
- YTD actual revenues for TBD Fund was \$614,941 below the YTD target amount. TBD sales tax revenue exceeded the budget projection by \$97,567 (about 8.8%), but TIB grant reimbursement budgeted for \$707,535 was not received in 2020. The project is being carried forward to 2021. A budget amendment will be needed in 2021 for both the grant revenue and project expenditures.
- YTD actual revenues for utilities funds exceeded the YTD target amount by \$173,783.
- YTD actual revenues for the Airport Fund was \$482,662 below the YTD target amount. This is due to the CARB loan proceeds of \$500,000 that was budgeted for the above ground fuel storage project which was not drawn in 2020. The project was delayed and is being carried forward to 2021. A budget amendment will be needed in 2021.

Total YTD expenditures is \$6,422,182 or 19.9% below the YTD target amount.

- About \$5.0 million (or 78%) of the total variance is related to capital project activities in progress. The city-wide capital outlay budget is \$10.48 million and about 52.2% or \$5.47 million has been expensed by the end of 2020.
- About \$1.42 million (or 22%) of the total variance is for operating expenditures, which includes salaries and benefits, operating supplies, and services.

The revenue and expenditure variances for the General Fund and major enterprise funds are explained in detail in the fund overview sections below.

### **GENERAL FUND OVERVIEW**

The General Fund YTD actual revenue is 102.7% of the 2020 budget. This exceeds the 2020 revenue budget by \$266,155. Total YTD expenditures is 92.0% of the 2020 budget. This is \$824,544 (or 8.0%) below the 2020 budget. The actual total revenues exceeded the total expenditures by \$794,639. The fund balance (cash and investments) as of December 31, 2020 is \$2,256,763, which is about 21.9% of the 2020 General Fund revenue. This is \$1,227,474 above the 10% reserve policy goal of the City Council.

When compared to 2019, total 2020 General Fund revenue increased by \$15,759 and total expenditures decreased by \$1,119,193 from 2019. The total decrease in expenditures is comprised of the following: \$627,345 reduction in transfers-out; \$564,887 reduction in payroll; moving \$100,963 in custodial disbursements from the General Fund to custodial funds, and the remaining \$174,002 net increase for all other expenditures.

General Fund	2020 Amended Budget	YTD Actual 12/31/2020	YTD Actual % of Budget	Variance YTD
				Actual vs. Target Positive (Negative)
Revenues & Transfers-In	\$ 10,026,736	\$ 10,292,891	102.7%	\$ 266,155
Expenditures & Transfers-Out	10,322,796	9,498,252	92.0%	824,544
Revenues Over (Under) Expenditures	(296,060)	794,639	-268.4%	1,090,699
Beginning Fund Balance	1,462,124	1,462,124		
Ending Fund Balance	\$ 1,166,064	\$ 2,256,763		
Ending Fund Balance % of Revenue	11.6%	21.9%		



The 2021 adopted budget was balanced with use of beginning reserves and an estimated ending fund balance of \$645,134 (6.7% of revenue budget). A Council Budget Committee meeting is scheduled on 2/2/2021 to discuss prioritizing and assigning the fund balance in excess of the budget projection.

**General Fund Revenues:**

The table below provides the budget-to-actual comparisons for General Fund revenues by major revenue sources.

General Fund Revenues	2020 Amended Budget	YTD Actual 12/31/2020	YTD % of Budget Rec'd	Variance YTD Target vs. Actual	2020-2019 YTD Comparison
Property Taxes	\$ 1,937,842	\$ 1,951,513	100.7%	\$ 13,671	\$ 46,348
Sales and Use Taxes	4,893,500	5,283,036	108.0%	389,536	127,447
Utility Taxes	1,592,635	1,589,090	99.8%	(3,545)	(2,208)
Other Taxes	50,168	56,164	112.0%	5,996	(2,312)
Subtotal for Tax Revenues	8,474,145	8,879,803	104.8%	405,658	169,275
Non-Tax Revenues:					
Licenses and Permits	195,780	224,053	114.4%	28,273	(11,109)
Intergovernmental	882,282	681,917	77.3%	(200,365)	257,544
Charges for Goods & Services	180,670	176,139	97.5%	(4,531)	(214,673)
Fines and Forfeitures	120,190	117,561	97.8%	(2,629)	(4,404)
Miscellaneous Other	122,669	145,918	119.0%	23,249	(53,829)
Subtotal Non-Tax Revenues	1,501,591	1,345,588	89.6%	(156,003)	(26,471)
Custodial Receipts	-	16,500	0.0%	16,500	(98,045)
Transfers-in	51,000	51,000	100.0%	-	(29,000)
<b>Total Revenues</b>	<b>\$ 10,026,736</b>	<b>\$ 10,292,891</b>	<b>102.7%</b>	<b>\$ 266,155</b>	<b>\$ 15,759</b>

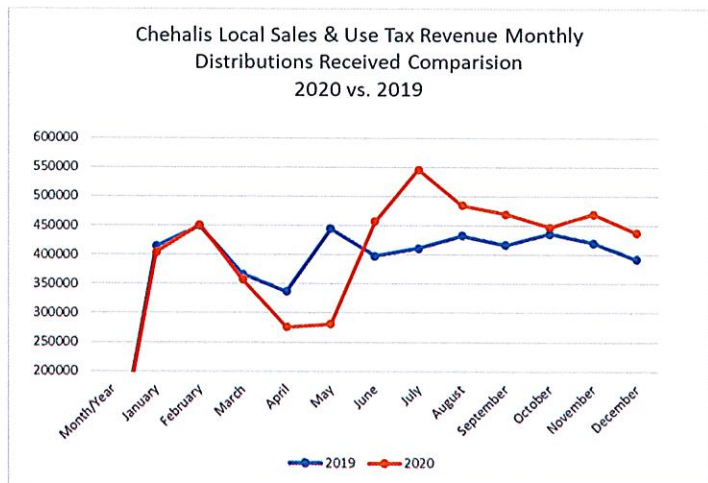
Total tax revenues received in 2020 is \$8,879,803 or 104.8% of the 2020 budget and exceeds the 2020 revenue budget projection by \$405,658. Some of this variance is explained below:

**Property Tax:** YTD revenue received is \$1,951,513 or 100.7% of the 2020 budget. Total property tax collected includes 2020 property tax of \$1,916,430 and delinquent (prior years) tax of \$35,083. Total 2020 property tax levy was \$1,946,389 and about 98.46% of 2020 property tax levy was collected in 2020. Historically, about 98% of tax levy is collected in the tax levy year and the remaining is collected in subsequent years.

**Sales and Use Tax:** YTD revenue received is \$5,283,036 or 108% of the 2020 budget. This exceeds the 2020 revenue projection by \$389,536 and is an \$127,447 (or 2.5%) increase from 2019. This total includes local sales and use tax, Brokered Natural Gas sales tax, and Criminal Justice sales tax.

The chart below provides month-to-month comparisons for local sales tax revenues received in 2020 and 2019. There is a 2-month lag time between the month of sales and when the tax revenues are received by the City. Example, December sales tax revenue primarily represents October sales.

Following the sharp declines from March through May, Chehalis local sales tax collection continued to recover and improve since June.



When compared with 2019, sales tax from the motor vehicle and parts dealer group was down 1.1% in 2020. However, sales tax from the general merchandise stores, building material & garden supplies, and miscellaneous retail stores groups were up 7.1%, 23.8%, and 12.8%, respectively. Sales tax from the food services and drinking places (restaurants and bars) was down 6.2%, while the food and beverage store sales tax is up 10.3%. 2020 YTD sales taxes from aggregated construction groups decreased 17.4%, whereas the aggregated non-construction group sales taxes increased 4.8% from this time last year.

**Utility Tax:** YTD utility tax revenue received is \$1,589,090 or 99.8% of the 2020 budget. YTD electricity utility tax revenue exceeded the 2020 budget by \$35,391, whereas telephone utility tax revenue was \$45,094 below the 2020 budget projection. When compared with 2019, both the electricity and telephone utility taxes declined 2.0% (or \$14,917) and 12.5% (or \$23,257), respectively.

**Non-tax revenues** include licenses and permit fees, intergovernmental shared revenues and grants, recreation program fees, fines, and other miscellaneous revenues. Intergovernmental grant is one of the key contributing factors for YTD revenues falling behind the YTD target amount. RCO grant of \$316,676 for the flood storage mitigation project was budgeted but only \$83,250 has been received.

**General Fund Expenditures and Transfers-out**

YTD expenditures is \$9,498,252 or 92.0% of the 2020 budget. This is \$824,544 below the YTD target amount. Most all departments operated within the budget parameters. Municipal Court YTD expenditures exceeded the 2020 budget by \$10,679 due to court bail deposit and refund activities which were not factored in the amended budget. City Manager YTD expenditures exceeded the 2020 budget by \$3,249 due to actual contra expenditures (indirect cost allocation) being slightly below the budget projection.

YTD expenditures for public safety (police and fire) is \$5,456,231 and makes up about 57.4% of the total general fund expenditures. YTD expenditures for public works streets and facilities/parks is \$1,549,167 and makes up about 16.0% of the total general fund expenditures.

**Expenditures by Category:**

Payroll: YTD payroll expenditures totaled \$6,869,950 or 95.7% of the 2020 budget. The YTD expended is \$307,598 or 4.7% below the 2020 budget amount. This positive variance (budget savings) is mainly a result of temporary vacancies of budgeted positions and reduction of seasonal temporary workers in Fire, Street, and Recreation departments. Payroll expenses make up about 72.3% of the total General Fund expenditures.

Supplies: Overall YTD expenditures for supplies is \$345,319 or 84.2% of the 2020 budget. This is \$64,574 below the 2020 budget amount. This category includes office supplies, parts and supplies for public works operations, and minor tools and equipment.

Services: Overall YTD expenditures for services is \$2,188,974 or 83.0% of the 2020 budget. This is \$446,843 below the 2020 budget. About \$233,425 of this variance is unspent portion of professional services budget for flood storage master plan study. Services category includes insurance, professional services, repairs and maintenance of facilities, computer software & hardware maintenance, utilities, phone service, and intergovernmental services.

Contra Expenses (Indirect Cost Allocation): The City's General Fund provides administrative support services to utilities and Airport funds. The administrative support departments include City Council, City Manager, Legal, City Clerk, Human Resources, Finance, and non-departmental IT services. A portion of administrative support department expenditures are allocated to utilities and Airport funds using specific allocation factors. A total of \$424,602 was allocated to utilities and Airport funds in 2020.

**Bottom Line:** Overall, the General Fund operated within the budget parameters.

### **STREET MAINTENANCE**

The City maintains three (3) operating funds for City street maintenance (excluding TBD fund which is primarily for major transportation improvement capital projects), which include Street Department in the General Fund, Dedicated Street Fund, and Arterial Street Fund. During 2020, the City expensed a total of \$751,259 in ordinary and routine street maintenance, including chip sealing.

The Arterial Street Fund received \$138,799 in Motor Vehicle Fuel Tax from the state during 2020. The remaining \$612,460 was provided by General Fund revenues, including 1% (or \$50,879) of local sales tax dedicated to the Dedicated Street Fund for city street maintenance during 2021.

### **WASTEWATER FUND OVERVIEW**

YTD operating revenues received is \$5,480,827 or 99.9% of the 2020 budget.

2020 late payment fee revenue decreased \$33,578 from last year due to the Governor's COVID-19 proclamation for rate payer assistance. Interest earnings also declined due to the declined interest rates. Hookup/connection fee revenue decreased \$51,088 from last year. Overall, total 2020 YTD revenues declined \$88,333 from 2019.

YTD total operating expenditures is \$2,966,235 or 93.5% of the 2020 budget. This is about \$205,490 below the 2020 budget amount. YTD capital expenditure is \$641,316 or 59.9% of the 2020 budget. YTD total expenditures exceeded total revenue by \$6,627.

### **WATER FUND OVERVIEW**

YTD operating revenues received is \$3,079,786 or 102.7% of the 2020 budget. This is \$80,546 above the 2020 budget amount.

When compared to last year, 2020 YTD charges for services is \$53,567 down, hookup/connection fee is down \$77,190, late payment fee is down \$19,560 and interest revenue is down \$88,996. Overall, total 2020 YTD operating revenue decreased \$235,274 from 2019. The revenue decrease in charges for services and late payment fees are largely related to the COVID-19 pandemic.

YTD total operating expenditures is \$2,222,787 or 94.9% of the 2020 budget. This is \$119,764 below the 2020 budget amount. YTD capital expenditures is \$668,540 or 29.6% of the 2020 budget. YTD total revenues exceeded total expenditures by \$22,207.

### **STORM AND SURFACE WATER FUND OVERVIEW**



YTD operating revenues received is \$742,323 or 106.6% of the 2020 budget. YTD operating expenditures is \$498,306 or 96.6% of the 2020 budget. Only 2.8% of 2020 capital outlay budget was spent through December. YTD total revenues exceeded total expenditures by \$239,065.

**COVID-19 IMPACTS ON CITY UTILITIES**

Governor Inslee’s proclamation for Ratepayer Assistance prohibits energy, water, and landline telephone companies from disconnecting services due to nonpayment or charging fees for late payment for residential customers. Recently the proclamation was extended through April 30, 2021.

As of December 27, 2020, total utility billing past due balance was \$175,123. This is a \$96,466 increase from a year ago. Since there has been no rate increases nor significant changes in total number of customers from 2019, the increase in unpaid balance in 2020 is largely assumed to be related to the COVID-19 pandemic and the Governor’s proclamation for Ratepayer Assistance. The proclamation does not relieve customers from the obligation to pay for utility services, and the City will need to work with the customer to collect payments. However, the late payment fees are waived and will be a loss for the City’s utilities.

**AIRPORT FUND**

YTD operating revenues received is \$1,900,539 or 103.9% of the 2020 budget. This is \$71,145 ahead of the twelve-month target amount. Fuel sales revenue and lease/rent revenue exceeded the twelve-month target amount by \$51,501 and \$22,230, respectively. When compared with 2019, the 2020 fuel sales revenue increased by \$89,050 but the lease/rent revenue decreased by \$21,762.

YTD operating expenditures is \$1,301,873 or 98.8% of the 2020 budget. Only 46.0% of the 2020 capital budget has been spent through December. The above ground fuel storage project has not yet started at the end of 2020.

YTD total revenues exceeded total expenditures by \$221,932.

**TREASURER’S REPORT – CASH AND INVESTMENTS**

The city’s total cash, deposits, and investments as of December 31, 2020 is \$25,145,142. About 87% or \$21,792,253 of the city’s fund is invested and earns interests. The remaining 13% or \$3,352,889 is deposited in non-interest-bearing checking accounts and revolving cash funds to provide on-going operational cash flow needs. A summary of cash funds and investment types are as follows:

City of Chehalis Cash, Deposits & Investments - Total Combined All Funds		
Account Type	Balance 12/31/2020	% of Total
Checking & Revolving Cash Fund	3,352,889	13.3%
Local Government Investment Pool (LGIP)	19,216,956	76.4%
US Govt Agency Securities (Bonds)	2,575,297	10.2%
Total	\$ 25,145,142	100.0%

Only 9.0% or \$2,256,763 of the total cash and investments belongs to the General Fund.

Other than the General Fund, all other funds are restricted or committed funds that account for specific revenues or resources that are legally restricted or committed to finance particular activities of the City, such as transportation benefit district, tourism, utilities, Airport , and Firemen’s Pension funds.

Total investment interest earnings through December 31, 2020 totaled \$171,964. The average LGIP net earnings rates for 2020 and 2019 were 0.638% and 2.307%, respectively. LGIP net earnings rate as of 12/31/2020 is 0.156%. The 2020 investment interest earnings decreased by \$249,181 (about 59%) from 2019 which was \$421,145.

**FISCAL IMPACT**

As shown.

**RECOMMENDATION**

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

**SUGGESTED MOTION**

N/A

# City of Chehalis



## Quarterly Council Financial Report Fourth Quarter 2020 - Preliminary

For the Period Ending December 31, 2020  
(January through December)

The City of Chehalis, Washington

City of Chehalis  
 Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual  
 2020 Fourth Quarter Financial Statements - All Funds  
 As of December 31, 2020

Fund Type/Name	Beginning Fund Balance			Revenues & Transfers			Expenditures & Transfers			Changes in Fund Balance			Ending Fund Balance	
	2020 Amended Budget	Actual 1/1/2020	2020	Amended Budget	YTD 12/31/2020 Actual	YTD % of Budget	Amended Budget	YTD 12/31/2020 Actual	YTD % of Budget	2020 Amended Budget	YTD 12/31/2020 Actual	2020 Amended Budget	YTD 12/31/2020 Actual	
<b>General Funds:</b>														
General Fund	\$ 1,462,124	\$ 1,462,124	\$ 10,026,736	\$ 10,292,891	\$ (266,155)	102.7%	\$ 10,322,796	\$ 9,498,252	\$ 824,544	92.0%	\$ (296,060)	\$ 1,166,064	\$ 2,256,763	
Dedicated Street Fund	222,014	222,014	48,300	52,078	(3,778)	107.8%	201,520	85,617	115,903	42.5%	(153,220)	68,794	188,475	
Building Abatement Fund	103,032	103,032	1,600	561	1,039	35.1%	52,000	51,979	21	100.0%	(50,400)	52,632	51,614	
Compensated Absences Fund	196,908	196,908	3,640	1,112	2,528	30.5%	-	-	-	0.0%	3,640	200,548	198,020	
<b>Total General Funds</b>	<b>1,984,078</b>	<b>1,984,078</b>	<b>10,080,276</b>	<b>10,346,642</b>	<b>(266,366)</b>	<b>102.6%</b>	<b>10,576,316</b>	<b>9,635,848</b>	<b>940,468</b>	<b>91.1%</b>	<b>(496,040)</b>	<b>1,488,038</b>	<b>2,694,872</b>	
<b>Special Revenue Funds:</b>														
Arterial Street Fund	121,703	121,703	137,199	139,797	(2,598)	101.9%	166,019	162,972	3,047	98.2%	(28,820)	92,883	98,528	
Transportation Benefit Dist. Fund	2,166,644	2,166,644	2,260,601	1,645,660	614,941	72.8%	2,417,881	707,143	1,710,738	29.2%	(157,280)	2,009,364	3,105,161	
Tourism Fund	420,501	420,501	195,130	214,581	(19,451)	110.0%	562,483	525,029	37,454	93.3%	(367,353)	53,148	110,053	
LEOFF 1 OPEB Reserve Fund	24,454	24,454	233,549	224,861	8,688	96.3%	223,500	139,565	83,935	62.4%	10,049	10,049	85,296	
Community Block Grant Fund	87,927	87,927	480	138	342	28.8%	1,000	-	1,000	0.0%	(520)	23,934	24,592	
HUD Block Grant Fund	2,821,229	2,821,229	1,720	2,225,584	1,223	28.9%	2,000	-	2,000	0.0%	(280)	87,647	88,424	
<b>Total Special Revenue Funds</b>	<b>2,821,229</b>	<b>2,821,229</b>	<b>2,828,679</b>	<b>2,225,584</b>	<b>603,145</b>	<b>78.7%</b>	<b>3,372,883</b>	<b>1,534,709</b>	<b>1,838,174</b>	<b>45.5%</b>	<b>(544,204)</b>	<b>2,277,025</b>	<b>3,512,054</b>	
<b>Debt Service Funds:</b>														
2011 G.O. Bond Fund	1	1	160,914	160,914	-	100.0%	160,915	160,910	5	100.0%	(1)	-	5	
<b>Total Debt Service Fund</b>	<b>1</b>	<b>1</b>	<b>160,914</b>	<b>160,914</b>	<b>-</b>	<b>100.0%</b>	<b>160,915</b>	<b>160,910</b>	<b>5</b>	<b>100.0%</b>	<b>(1)</b>	<b>-</b>	<b>5</b>	
<b>Capital Project Funds:</b>														
Public Facilities Reserve Fund	1,066,995	1,066,995	2,533,677	2,670,361	(136,684)	105.4%	3,346,556	2,778,882	567,674	83.0%	(812,879)	254,116	958,474	
Automotive/Equip. Reserve Fund	240,631	240,631	3,640	1,254	2,386	34.5%	202,083	133,707	68,376	66.2%	(198,443)	42,188	108,178	
First Quarter REET Fund	136,249	136,249	112,980	121,108	(8,128)	107.2%	39,982	39,982	-	100.0%	72,998	209,247	217,375	
Second Quarter REET Fund	152,571	152,571	113,300	121,211	(7,911)	107.0%	33,156	33,156	-	100.0%	80,144	232,715	240,626	
<b>Total Capital Project Funds</b>	<b>1,596,446</b>	<b>1,596,446</b>	<b>2,763,597</b>	<b>2,913,934</b>	<b>(150,337)</b>	<b>105.4%</b>	<b>3,621,777</b>	<b>2,985,727</b>	<b>636,050</b>	<b>82.4%</b>	<b>(858,180)</b>	<b>738,266</b>	<b>1,524,653</b>	
<b>Proprietary Funds:</b>														
Garbage Fund	8,002	8,002	6,440	5,070	1,370	78.7%	6,610	4,754	1,856	71.9%	(170)	7,832	8,318	
Wastewater Fund	5,374,991	5,374,991	5,484,355	5,480,827	3,528	99.9%	6,122,746	5,487,454	635,292	89.6%	(638,391)	4,736,600	5,368,364	
Water Fund	7,967,916	7,967,916	3,068,730	3,201,383	(132,653)	104.3%	4,891,126	3,179,176	1,711,950	65.0%	(1,822,396)	6,145,520	7,990,123	
Storm & Surface Water Fund	1,460,054	1,460,054	696,295	742,323	(46,028)	106.6%	691,283	503,258	188,025	72.8%	5,012	1,465,066	1,699,119	
Airport Fund	1,169,630	1,169,630	2,666,334	2,183,672	482,662	81.9%	2,437,489	1,961,740	475,749	80.5%	228,845	1,398,475	1,391,562	
<b>Total Proprietary Funds</b>	<b>15,980,593</b>	<b>15,980,593</b>	<b>11,922,154</b>	<b>11,613,275</b>	<b>308,879</b>	<b>97.4%</b>	<b>14,149,254</b>	<b>11,136,382</b>	<b>3,012,872</b>	<b>78.7%</b>	<b>(2,227,100)</b>	<b>13,753,493</b>	<b>16,457,486</b>	
<b>Fiduciary Funds:</b>														
Fiermen's Pension Fund	1,013,143	1,013,143	32,375	20,203	12,172	62.4%	80,270	77,290	2,980	96.3%	(47,895)	965,248	956,056	
Custodial Court Fund	6,000	6,000	92,780	92,179	601	99.4%	98,780	98,179	601	99.4%	(6,000)	-	-	
Custodial Other Agency Fund	-	-	205,725	214,708	(8,983)	104.4%	205,725	214,693	(8,968)	104.4%	-	-	15	
<b>Total Fiduciary Funds</b>	<b>1,019,143</b>	<b>1,019,143</b>	<b>330,880</b>	<b>327,090</b>	<b>3,790</b>	<b>98.9%</b>	<b>384,775</b>	<b>390,162</b>	<b>(5,387)</b>	<b>101.4%</b>	<b>(53,895)</b>	<b>965,248</b>	<b>956,071</b>	
<b>TOTAL ALL CITY FUNDS</b>	<b>\$ 23,401,490</b>	<b>\$ 23,401,490</b>	<b>\$ 28,086,500</b>	<b>\$ 27,587,390</b>	<b>\$ 499,110</b>	<b>98.2%</b>	<b>\$ 32,265,920</b>	<b>\$ 25,843,738</b>	<b>\$ 6,422,182</b>	<b>80.1%</b>	<b>\$ (4,179,420)</b>	<b>\$ 19,222,070</b>	<b>\$ 25,145,142</b>	

Note: May contain rounding differences of +/-

City of Chehalis  
 Comparative Revenues, Expenditures, and Fund Balances - Budget to Actual  
 December 2019 and 2020  
 General Fund

GENERAL FUND (#001)	2019		2019 YTD % of Budget	2020		2020 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2020- 2019
	Amended Budget	YTD Actual 12/31/2019		Amended Budget	YTD Actual 12/31/2020			
						YTD Target % * 100.00%		
<b>Revenues:</b>								
<b>Taxes:</b>								
Property Taxes	\$ 1,926,749	\$ 1,905,165	98.9%	\$ 1,937,842	\$ 1,951,513	100.7%	\$ 13,671	\$ 46,348
Sales and Use Taxes	5,142,110	5,155,589	100.3%	4,893,500	5,283,036	108.0%	389,536	127,447
Utility Taxes	1,576,490	1,591,298	100.9%	1,592,635	1,589,090	99.8%	(3,545)	(2,208)
Other Taxes	46,670	58,476	125.3%	50,168	56,164	112.0%	5,996	(2,312)
<b>Total Taxes</b>	<b>8,692,019</b>	<b>8,710,528</b>	<b>100.2%</b>	<b>8,474,145</b>	<b>8,879,803</b>	<b>104.8%</b>	<b>405,658</b>	<b>169,275</b>
<b>Non-Tax Revenues:</b>								
Licenses and Permits	200,575	235,162	117.2%	195,780	224,053	114.4%	28,273	(11,109)
Intergovernmental Revenues	361,521	424,373	117.4%	882,282	681,917	77.3%	(200,365)	257,544
Charges for Goods & Services	422,037	390,812	92.6%	180,670	176,139	97.5%	(4,531)	(214,673)
Fines and Forfeitures	120,110	121,965	101.5%	120,190	117,561	97.8%	(2,629)	(4,404)
Miscellaneous	157,995	199,747	126.4%	122,669	145,918	119.0%	23,249	(53,829)
<b>Total Non-Tax Revenues</b>	<b>1,262,238</b>	<b>1,372,059</b>	<b>108.7%</b>	<b>1,501,591</b>	<b>1,345,588</b>	<b>89.6%</b>	<b>(156,003)</b>	<b>(26,471)</b>
<b>Other Fund Sources:</b>								
Custodial Activity	104,405	114,545	109.7%	-	16,500	0.0%	16,500	(98,045)
Transfers-in	80,000	80,000	100.0%	51,000	51,000	100.0%	-	(29,000)
<b>Total Other Fund Sources</b>	<b>184,405</b>	<b>194,545</b>	<b>105.5%</b>	<b>51,000</b>	<b>67,500</b>	<b>132.4%</b>	<b>16,500</b>	<b>(127,045)</b>
<b>Total Revenues</b>	<b>\$ 10,138,662</b>	<b>\$ 10,277,132</b>	<b>101.4%</b>	<b>\$ 10,026,736</b>	<b>\$ 10,292,891</b>	<b>102.7%</b>	<b>\$ 266,155</b>	<b>\$ 15,759</b>
<b>Expenditures</b>								
<b>Expenditures by Department:</b>								
City Council	\$ 97,825	\$ 92,510	94.6%	\$ 91,601	\$ 71,691	78.3%	\$ 19,910	\$ (20,819)
Municipal Court	497,978	479,432	96.3%	399,558	410,237	102.7%	(10,679)	(69,195)
City Manager	201,348	198,952	98.8%	199,081	202,330	101.6%	(3,249)	3,378
Finance	299,503	270,212	90.2%	286,298	278,215	97.2%	8,083	8,003
City Clerk	86,347	81,195	94.0%	85,367	81,218	95.1%	4,149	23
Legal Service	78,183	72,700	93.0%	75,673	73,646	97.3%	2,027	946
Facilities and Parks	1,173,217	1,096,475	93.5%	1,082,802	1,046,497	96.6%	36,305	(49,978)
Non-Departmental	1,373,097	1,285,516	93.6%	534,793	518,765	97.0%	16,028	(766,751)
Human Resources	202,578	165,809	81.8%	139,311	117,917	84.6%	21,394	(47,892)
Police	3,305,621	3,195,859	96.7%	3,337,741	3,238,073	97.0%	99,668	42,214
Fire	2,362,379	2,275,940	96.3%	2,432,267	2,218,158	91.2%	214,109	(57,782)
Public Works - Streets	616,810	574,084	93.1%	620,487	502,670	81.0%	117,817	(71,414)
Planning & Building	391,443	352,714	90.1%	698,027	459,882	65.9%	238,145	107,168
Recreation	482,879	476,047	98.6%	339,790	278,953	82.1%	60,837	(197,094)
<b>Total Expenditures</b>	<b>11,169,208</b>	<b>10,617,445</b>	<b>95.1%</b>	<b>10,322,796</b>	<b>9,498,252</b>	<b>92.0%</b>	<b>824,544</b>	<b>(1,119,193)</b>
<b>Excess (Deficiency) Revenues Over (Under) Expenditures</b>	<b>\$ (1,030,546)</b>	<b>\$ (340,313)</b>	<b>33.0%</b>	<b>\$ (296,060)</b>	<b>\$ 794,639</b>	<b>-268.4%</b>	<b>1,090,699</b>	<b>\$ 1,134,952</b>
<b>Beginning Fund Balance</b>	<b>1,804,262</b>	<b>1,804,262</b>	<b>100.0%</b>	<b>1,462,124</b>	<b>1,462,124</b>	<b>100.0%</b>	<b>-</b>	<b>(342,138)</b>
<b>Ending Fund Balance</b>	<b>\$ 773,716</b>	<b>\$ 1,463,949</b>	<b>189.2%</b>	<b>\$ 1,166,064</b>	<b>\$ 2,256,763</b>	<b>193.5%</b>	<b>\$ 1,090,699</b>	<b>\$ 792,814</b>

Foot Note:

\* The target percentage of budget is calculated as the month of reporting (12 for December) divided by the number of months (12) in the year.

^ Variance from YTD target amount to YTD actual amount. Positive variance, if YTD revenue>target amount and YTD expenditure<target amount.



City of Chehalis  
Expenditures by Category - Budget to Actual  
December 2019 and 2020  
General Fund

GENERAL FUND (#001)	2019		2019 YTD % of Budget	2020		YTD Target % * 100.00%		^Variance YTD Target vs. Actual	Change YTD Actual 2020- 2019
	Amended Budget	YTD Actual 12/31/2019		Amended Budget	YTD Actual 12/31/2020	2020 YTD % of Budget			
<b>Expenditures by Category:</b>									
Salaries	\$ 5,059,205	\$4,965,431	98.1%	\$ 4,970,156	\$4,832,666	97.2%	\$ 137,490	\$ (132,765)	
Benefits	2,619,740	2,469,406	94.3%	2,207,302	2,037,284	92.3%	170,018	(432,122)	
<b>Subtotal for Payroll</b>	<b>7,678,945</b>	<b>7,434,837</b>	<b>96.8%</b>	<b>7,177,458</b>	<b>6,869,950</b>	<b>95.7%</b>	<b>307,508</b>	<b>(564,887)</b>	
Supplies	410,433	378,283	92.2%	409,893	345,319	84.2%	64,574	(32,964)	
Services	2,386,342	2,150,318	90.1%	2,635,817	2,188,974	83.0%	446,843	38,656	
Capital Outlay	18,412	15,700	85.3%	164,013	149,026	90.9%	14,987	133,326	
Debt Service	114,432	114,556	100.1%	114,432	114,432	100.0%	-	(124)	
Custodial Activity	104,415	115,963	111.1%	-	15,000	0.0%	(15,000)	(100,963)	
Transfers-out	870,554	867,498	99.6%	245,332	240,153	97.9%	5,179	(627,345)	
Inferfund Charges	(414,325)	(459,710)	111.0%	(424,149)	(424,602)	100.1%	453	35,108	
<b>Total Expenditures</b>	<b>11,169,208</b>	<b>10,617,445</b>	<b>786.1%</b>	<b>10,322,796</b>	<b>9,498,252</b>	<b>92.0%</b>	<b>824,544</b>	<b>(1,119,193)</b>	

Foot Note:

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^ Variance from YTD target amount to YTD actual amount. Positive variance, if YTD revenue>target amount and YTD expenditure<target amount.

City of Chehalis  
 Comparative Revenues and Expenditures - Budget to Actual  
 December 2019 and 2020  
 Wastewater Fund

Wastewater Fund (#404)	2019			YTD Target % * 100.00%			^Variance YTD Target vs. Actual	Change YTD Actual 2020-2019
	Amended Budget	YTD Actual 12/31/2019	2019 YTD % of Budget	2020 Amended Budget	YTD Actual 12/31/2020	2020 YTD % of Budget		
<b>Revenues:</b>								
<b>Operating Revenues:</b>								
Charges for Services	\$ 5,068,094	\$ 5,026,879	99.2%	\$ 5,056,865	\$ 5,062,790	100.1%	\$ 5,925	\$ 35,911
Hookup/Connection Fee	99,000	105,156	106.2%	57,920	54,068	93.3%	(3,852)	(51,088)
Capacity Charge (Cost Share)	277,378	277,378	100.0%	277,380	277,378	100.0%	(2)	-
Intergovernmental Revenues	-	-	0.0%	4,400	6,370	144.8%	1,970	6,370
Late Payment Fees	42,910	48,285	112.5%	15,450	14,707	95.2%	(743)	(33,578)
Interest Earnings	104,130	106,041	101.8%	67,250	61,343	91.2%	(5,907)	(44,698)
Rental Income	4,140	3,545	85.6%	3,550	3,545	99.9%	(5)	-
Miscellaneous Other	1,550	1,313	84.7%	1,540	626	40.6%	(914)	(687)
<b>Total Operating Revenues</b>	<b>5,597,202</b>	<b>5,568,597</b>	<b>99.5%</b>	<b>5,484,355</b>	<b>5,480,827</b>	<b>99.9%</b>	<b>(3,528)</b>	<b>(87,770)</b>
<b>Other Fund Sources:</b>								
Custodial Activities	660	563	85.3%	-	-	0.0%	-	(563)
Debt Proceeds	-	-	0.0%	-	-	0.0%	-	-
<b>Total Other Fund Source</b>	<b>660</b>	<b>563</b>	<b>85.3%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>(563)</b>
<b>Total Revenues &amp; Fund Sources</b>	<b>\$ 5,597,862</b>	<b>\$ 5,569,160</b>	<b>99.5%</b>	<b>\$ 5,484,355</b>	<b>\$ 5,480,827</b>	<b>99.9%</b>	<b>\$ (3,528)</b>	<b>\$ (88,333)</b>
<b>Expenditures:</b>								
<b>Operating Expenditures:</b>								
Wages	\$ 1,007,949	\$ 992,106	98.4%	\$ 1,066,122	\$ 958,820	89.9%	\$ 107,302	\$ (33,286)
Benefits	511,882	493,507	96.4%	563,775	480,539	85.2%	83,236	(12,968)
Supplies	457,486	472,920	103.4%	438,652	502,727	114.6%	(64,075)	29,807
Services	1,146,597	1,147,207	100.1%	1,103,176	1,024,149	92.8%	79,027	(123,058)
<b>Total Operating Expenditures:</b>	<b>3,123,914</b>	<b>3,105,740</b>	<b>99.4%</b>	<b>3,171,725</b>	<b>2,966,235</b>	<b>93.5%</b>	<b>205,490</b>	<b>(139,505)</b>
<b>Other Expenditures:</b>								
Capital Outlay	890,294	365,976	41.1%	1,071,116	641,316	59.9%	429,800	275,340
Debt Service	1,880,055	1,881,263	100.1%	1,879,905	1,879,903	100.0%	2	(1,360)
Custodial Receipts / Deposits	600	563	93.8%	-	-	0.0%	-	(563)
Interfund Loan Disbursements	-	-	0.0%	-	-	0.0%	-	-
<b>Total Other Expenditures</b>	<b>2,770,949</b>	<b>2,247,802</b>	<b>81.1%</b>	<b>2,951,021</b>	<b>2,521,219</b>	<b>85.4%</b>	<b>429,802</b>	<b>273,417</b>
<b>Total Expenditures</b>	<b>\$ 5,894,863</b>	<b>\$ 5,353,542</b>	<b>90.8%</b>	<b>\$ 6,122,746</b>	<b>\$ 5,487,454</b>	<b>89.6%</b>	<b>\$ 635,292</b>	<b>\$ 133,912</b>
<b>Changes in Fund Balance</b>	<b>\$ (297,001)</b>	<b>\$ 215,618</b>	<b>-72.6%</b>	<b>\$ (638,391)</b>	<b>\$ (6,627)</b>	<b>1.0%</b>	<b>\$ 631,764</b>	<b>\$ (222,245)</b>
<b>Beginning Fund Balance</b>	<b>5,112,880</b>	<b>5,112,880</b>	<b>100.0%</b>	<b>5,374,991</b>	<b>5,374,991</b>	<b>100.0%</b>	<b>-</b>	<b>262,111</b>
<b>Ending Fund Balance</b>	<b>\$ 4,815,879</b>	<b>\$ 5,328,498</b>	<b>110.6%</b>	<b>\$ 4,736,600</b>	<b>\$ 5,368,364</b>	<b>113.3%</b>	<b>\$ 631,764</b>	<b>\$ 39,866</b>

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City of Chehalis  
 Comparative Revenues and Expenditures - Budget to Actual  
 December 2019 and 2020  
 Water Fund

	2019		2019 YTD % of Budget	YTD Target % * 2020		100.00% 2020 YTD		^Variance YTD Target vs. Actual	Change YTD Actual 2020-2019
	Amended Budget	YTD Actual 12/31/2019		Amended Budget	YTD Actual 12/31/2020	Budget	% of		
<b>WATER FUND (#405)</b>									
<b>Revenues:</b>									
<b>Operating Revenues:</b>									
Charges for Services	\$ 2,648,500	\$ 2,998,830	113.2%	\$ 2,864,810	\$ 2,945,263	102.8%	\$ 80,453	\$ (53,567)	
Hookup/Connectoin Fee	136,640	142,194	104.1%	61,770	65,004	105.2%	3,234	(77,190)	
Intergovernmental Revenues	-	-	0.0%	5,500	5,480	99.6%	(20)	5,480	
Late Payment Fees	27,720	27,189	98.1%	7,820	7,629	97.6%	(191)	(19,560)	
Interest Earnings	144,176	145,959	101.2%	59,110	56,963	96.4%	(2,147)	(88,996)	
Other Receipts	1,220	888	72.8%	230	(553)	-240.4%	(783)	(1,441)	
<b>Total Operating Revenues</b>	<b>2,958,256</b>	<b>3,315,060</b>	<b>112.1%</b>	<b>2,999,240</b>	<b>3,079,786</b>	<b>102.7%</b>	<b>80,546</b>	<b>(235,274)</b>	
<b>Other Funding Source</b>									
Interfund Loan Repayment	68,095	68,308	100.3%	69,490	69,482	100.0%	(8)	1,174	
Custodial Activities/Customer Deposit	270	83	30.7%	-	47,401	0.0%	47,401	47,318	
Other Resources	-	682	0.0%	-	4,714	0.0%	4,714	4,032	
<b>Total Other Fund Source</b>	<b>68,365</b>	<b>69,073</b>	<b>101.0%</b>	<b>69,490</b>	<b>121,597</b>	<b>175.0%</b>	<b>52,107</b>	<b>52,524</b>	
<b>Total Revenues &amp; Fund Sources</b>	<b>\$ 3,026,621</b>	<b>\$ 3,384,133</b>	<b>111.8%</b>	<b>\$ 3,068,730</b>	<b>\$ 3,201,383</b>	<b>104.3%</b>	<b>\$ 132,653</b>	<b>\$ (182,750)</b>	
<b>Expenditures</b>									
<b>Operating Expenditures</b>									
Wages	\$ 980,324	\$ 835,804	85.3%	\$ 848,476	\$ 792,643	93.4%	55,833	(43,161)	
Benefits	490,492	393,019	80.1%	430,881	368,888	85.6%	61,993	(24,131)	
Supplies	335,689	353,916	105.4%	344,456	283,351	82.3%	61,105	(70,565)	
Services	709,188	650,638	91.7%	718,738	777,905	108.2%	(59,167)	127,267	
<b>Total Operating Expenditures</b>	<b>2,515,693</b>	<b>2,233,377</b>	<b>88.8%</b>	<b>2,342,551</b>	<b>2,222,787</b>	<b>94.9%</b>	<b>119,764</b>	<b>(10,590)</b>	
<b>Other Expenditures</b>									
Capital Expenditures	1,464,300	269,700	18.4%	2,262,297	668,540	29.6%	1,593,757	398,840	
Debt Service	321,662	321,150	99.8%	286,278	287,849	100.5%	(1,571)	(33,301)	
Custodial Activities	100	33	33.0%	-	-	0.0%	-	(33)	
<b>Total Other Expenditures</b>	<b>1,786,062</b>	<b>590,883</b>	<b>33.1%</b>	<b>2,548,575</b>	<b>956,389</b>	<b>37.5%</b>	<b>1,592,186</b>	<b>365,506</b>	
<b>Total Expenditures</b>	<b>\$ 4,301,755</b>	<b>\$ 2,824,260</b>	<b>65.7%</b>	<b>\$ 4,891,126</b>	<b>\$ 3,179,176</b>	<b>65.0%</b>	<b>\$ 1,711,950</b>	<b>\$ 354,916</b>	
<b>Change in Fund Balance</b>	<b>\$ (1,275,134)</b>	<b>\$ 559,873</b>	<b>-43.9%</b>	<b>\$ (1,822,396)</b>	<b>\$ 22,207</b>	<b>-1.2%</b>	<b>\$ 1,844,603</b>	<b>\$ (537,666)</b>	
<b>Beginning Fund Balance</b>	<b>7,437,091</b>	<b>7,437,091</b>	<b>100.0%</b>	<b>7,967,916</b>	<b>7,967,916</b>	<b>100.0%</b>	<b>-</b>	<b>530,825</b>	
<b>Ending Fund Balance</b>	<b>\$ 6,161,957</b>	<b>\$ 7,996,964</b>	<b>129.8%</b>	<b>\$ 6,145,520</b>	<b>\$ 7,990,123</b>	<b>130.0%</b>	<b>\$ 1,844,603</b>	<b>\$ (6,841)</b>	

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City of Chehalis  
 Comparative Revenues and Expenditures - Budget to Actual  
 December 2019 and 2020  
 Storm and Surface Water Fund

	2019		2019 YTD % of Budget	YTD Target % * 2020		100.00% 2020 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2020- 2019
	Amended Budget	YTD Actual 12/31/2019		Amended Budget	YTD Actual 12/31/2020			
<b>Storm Water Fund (#406)</b>								
<b>Revenues:</b>								
<b>Operating Revenues:</b>								
Charges for Goods & Services	\$ 704,070	\$ 689,413	97.9%	\$ 677,015	\$ 724,679	107.0%	\$ 47,664	\$ 35,266
Hookup/Connection Fee	8,000	8,998	112.5%	4,750	3,472	73.1%	(1,278)	(5,526)
Intergovernmental Revenue	-	-	0.0%	3,100	3,097	99.9%	(3)	3,097
Late Payment Fees	5,000	5,507	110.1%	2,200	2,095	95.2%	(105)	(3,412)
Interest Earnings	26,570	26,483	99.7%	9,230	8,669	93.9%	(561)	(17,814)
Other Misc. Revenues	-	659	0.0%	-	311	0.0%	311	(348)
<b>Total Operating Revenues</b>	<b>743,640</b>	<b>731,060</b>	<b>98.3%</b>	<b>696,295</b>	<b>742,323</b>	<b>106.6%</b>	<b>46,028</b>	<b>11,263</b>
<b>Other Fund Sources:</b>								
Custodial Activities	30	55	183.3%	-	-	0.0%	-	(55)
Other Resources	-	136	0.0%	-	-	0.0%	-	(136)
<b>Total Other Fund Sources</b>	<b>30</b>	<b>191</b>	<b>636.7%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>(191)</b>
<b>Total Revenues &amp; Fund Sources</b>	<b>\$ 743,670</b>	<b>\$ 731,251</b>	<b>98.3%</b>	<b>\$ 696,295</b>	<b>\$ 742,323</b>	<b>106.6%</b>	<b>\$ 46,028</b>	<b>\$ 11,072</b>
<b>Expenditures:</b>								
<b>Operating Expenditures:</b>								
Wages	\$ 287,387	\$ 269,921	93.9%	\$ 259,451	\$ 241,498	93.1%	\$ 17,953	\$ (28,423)
Benefits	148,679	139,552	93.9%	131,530	124,263	94.5%	7,267	(15,289)
Supplies	61,662	48,129	78.1%	60,852	70,930	116.6%	(10,078)	22,801
Services	63,358	68,256	107.7%	64,250	61,615	95.9%	2,635	(6,641)
<b>Total Operating Expenditures</b>	<b>561,086</b>	<b>525,858</b>	<b>93.7%</b>	<b>516,083</b>	<b>498,306</b>	<b>96.6%</b>	<b>17,777</b>	<b>(27,552)</b>
<b>Other Expenditures:</b>								
Capital Expenditures	240,800	13,755	5.7%	175,200	4,952	2.8%	170,248	(8,803)
Debt Service	-	131	0.0%	-	-	0.0%	-	(131)
Custodial Activities	50	54	108.0%	-	-	0.0%	-	(54)
<b>Total Other Expenditures</b>	<b>240,850</b>	<b>13,940</b>	<b>5.8%</b>	<b>175,200</b>	<b>4,952</b>	<b>2.8%</b>	<b>170,248</b>	<b>(8,988)</b>
<b>Total Expenditures</b>	<b>801,936</b>	<b>539,798</b>	<b>67.3%</b>	<b>691,283</b>	<b>503,258</b>	<b>72.8%</b>	<b>188,025</b>	<b>(36,540)</b>
<b>Changes in Fund Balance</b>	<b>\$ (58,266)</b>	<b>\$ 191,453</b>	<b>-328.6%</b>	<b>\$ 5,012</b>	<b>\$ 239,065</b>	<b>4769.9%</b>	<b>\$ 234,053</b>	<b>\$ 47,612</b>
Beginning Fund Balance	1,264,662	1,264,662	100.0%	1,460,054	1,460,054	100.0%	-	195,392
<b>Ending Fund Balance</b>	<b>\$ 1,206,396</b>	<b>\$ 1,456,115</b>	<b>120.7%</b>	<b>\$ 1,465,066</b>	<b>\$ 1,699,119</b>	<b>116.0%</b>	<b>\$ 234,053</b>	<b>\$ 243,004</b>

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City of Chehalis  
 Comparative Revenues and Expenditures - Budget to Actual  
 December 2019 and 2020  
 Airport Fund

Airport Fund (#407)	2019		2019 YTD % of Budget	YTD Target % * 100.00%		2020 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2020- 2019
	2019 Amended Budget	YTD Actual 12/31/2019		2020 Amended Budget	YTD Actual 12/31/2020			
<b>Revenues:</b>								
<b>Operating Revenues:</b>								
Fuel sales	\$ 620,073	\$ 637,451	102.8%	\$ 675,000	\$ 726,501	107.6%	\$ 51,501	\$ 89,050
Other Misc. Revenues	1,375	2,495	181.5%	1,300	244	18.8%	(1,056)	(2,251)
Late Payment Fees	-	103	0.0%	-	89	0.0%	89	(14)
Interest Earnings	24,140	25,600	106.0%	9,750	8,131	83.4%	(1,619)	(17,469)
Rents & Leases	1,121,347	1,187,336	105.9%	1,143,344	1,165,574	101.9%	22,230	(21,762)
<b>Total Operating Revenues</b>	<b>1,766,935</b>	<b>1,852,985</b>	<b>104.9%</b>	<b>1,829,394</b>	<b>1,900,539</b>	<b>103.9%</b>	<b>71,145</b>	<b>47,554</b>
<b>Other Fund Sources:</b>								
Intergovernmental - Capital Grants	2,644,795	2,452,599	92.7%	321,684	267,877	83.3%	(53,807)	(2,184,722)
Custodial Activities	194,743	203,961	104.7%	15,256	15,256	100.0%	-	(188,705)
Proceeds from Sale of Capital Asset	-	945	0.0%	-	-	0.0%	-	(945)
Debt Proceeds (Bonds/Loans)	-	-	0.0%	500,000	-	0.0%	(500,000)	-
<b>Total Other Fund Sources</b>	<b>2,839,538</b>	<b>2,657,505</b>	<b>93.6%</b>	<b>836,940</b>	<b>283,133</b>	<b>33.8%</b>	<b>(553,807)</b>	<b>(2,374,372)</b>
<b>Total Revenues &amp; Fund Sources</b>	<b>\$ 4,606,473</b>	<b>\$ 4,510,490</b>	<b>97.9%</b>	<b>\$ 2,666,334</b>	<b>\$ 2,183,672</b>	<b>81.9%</b>	<b>\$ (482,662)</b>	<b>\$(2,326,818)</b>
<b>Expenditures:</b>								
Wages	\$ 301,651	\$ 307,845	102.1%	\$ 312,092	\$ 296,884	95.1%	\$ 15,208	\$ (10,961)
Benefits	178,416	171,778	96.3%	179,291	155,560	86.8%	23,731	(16,218)
Supplies	439,380	550,378	125.3%	592,480	628,815	106.1%	(36,335)	78,437
Services	257,580	190,944	74.1%	233,890	220,614	94.3%	13,276	29,670
<b>Total Operating Expenditures</b>	<b>1,177,027</b>	<b>1,220,945</b>	<b>103.7%</b>	<b>1,317,753</b>	<b>1,301,873</b>	<b>98.8%</b>	<b>15,880</b>	<b>80,928</b>
<b>Other Expenditures:</b>								
Capital Expenditures	2,973,678	2,866,801	96.4%	850,375	391,321	46.0%	459,054	(2,475,480)
Debt Service	32,151	32,216	100.2%	99,795	98,988	99.2%	807	66,772
Custodial Activities	195,359	204,009	104.4%	100,076	100,076	100.0%	-	(103,933)
Interfund Loan Payment	68,095	68,308	100.3%	69,490	69,482	100.0%	8	1,174
<b>Total Other Expenditures</b>	<b>3,269,283</b>	<b>3,171,333</b>	<b>97.0%</b>	<b>1,119,736</b>	<b>659,867</b>	<b>58.9%</b>	<b>459,869</b>	<b>(2,511,466)</b>
<b>Total Expenditures</b>	<b>\$ 4,446,310</b>	<b>\$ 4,392,278</b>	<b>98.8%</b>	<b>\$ 2,437,489</b>	<b>\$ 1,961,740</b>	<b>80.5%</b>	<b>\$ 475,749</b>	<b>\$(2,430,538)</b>
<b>Changes in Fund Balance</b>								
Beginning Fund Balance	\$ 1,051,418	\$ 1,051,418	100.0%	\$ 1,169,630	\$ 1,169,630	100.0%	\$ -	\$ 118,212
Ending Fund Balance	<b>\$ 1,211,581</b>	<b>\$ 1,169,630</b>	<b>96.5%</b>	<b>\$ 1,398,475</b>	<b>\$ 1,391,562</b>	<b>99.5%</b>	<b>\$ (6,913)</b>	<b>\$ 221,932</b>

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