

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr.
 Mayor

Jerry Lord, District 1
 Daryl J. Lund, District 2
 Dr. Isaac S. Pope, District 4

Robert J. Spahr, Mayor Pro Tem, Position at Large No. 3
 Kevin Carns, Position at Large No. 2
 Kate McDougall, Position at Large No. 1

Regular Meeting of Monday, September 26, 2022
5:00 pm

To access this meeting via Zoom:

Meeting ID: 834 4212 6653
 Pass Code: 674890

Revised Copy

1. Call to Order (Mayor Ketchum)
2. Pledge of Allegiance (Mayor Ketchum)
3. Approval of Agenda (Mayor Ketchum)

CONSENT CALENDAR	ADMINISTRATION RECOMMENDATION	PAGE
4. <u>Minutes of the Regular Meeting September 12, 2022</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers- Accounts Payable in the Amount of \$499,187.85</u> (Finance Director)	APPROVE	5
6. <u>Recreation Park Improvement Project-Fencing and Drainage at the Sports Complex</u> (Parks and Recreation Manager) Additional Information Added	APPROVE	7

CITIZENS BUSINESS (PUBLIC COMMENT)

Individuals 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 – <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 Kassi Mackie at 360-345-1042 or at kmackie@ci.chehalis.wa.us. Public comments will be limited to five (5) minutes.

NEW BUSINESS	ADMINISTRATION RECOMMENDATION	PAGE
7. <u>Ordinance No. 1032-B, Second and Final Reading of Subdivision Code Updates</u> (Building and Planning Manager)	APPROVE	11
8. <u>Ordinance No. 1034-B, Second and Final Reading of the 2nd Budget Amendment for FY2022</u> (Finance Director) Corrected: Attachment – Exhibit A of Ordinance No. 1034-B	APPROVE	57

9. <u>Resolution No. 14-2022, Lodging Tax Advisory Committee Recommendations for 2023 Tourism Funds</u> (Councilor Lord, Committee Chair)	APPROVE	67
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ADMINISTRATION AND CITY COUNCIL REPORTS	ADMINISTRATION RECOMMENDATION	PAGE
10. <u>Administration Reports</u> a. City Manager Update (City Manager) 11. <u>Councilor Reports/Committee Updates</u> (City Council)	INFORMATION ONLY	- - - - - -

EXECUTIVE SESSION
12. 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 SPECIAL CITY COUNCIL MEETING
TBD

NEXT REGULAR CITY COUNCIL MEETING
MONDAY, OCTOBER 10, 2022- 5:00 P.M.
MONDAY, OCTOBER 24, 2022- 5:00 P.M.

Chehalis City Council
Regular Meeting Minutes
September 12, 2022
5:00 p.m.

Council Present: Mayor Ketchum, Councilmember McDougall, Councilmember Pope, Councilmember Lord, Councilmember Spahr, Councilmember Carns, Councilmember Lund (virtual attendance)

Council Absent:

Staff Present: Jill Anderson, City Manager (virtual attendance); Kassi Mackie, City Clerk; Cassie Frazier, Administrative Assistant; Glenn Schaffer, Human Resources Manager; Erin Hillier, City Attorney; Lance Bunker, Public Works Director; Matt McKnight, Police Chief; Brandon Rakes, Airport Operations Coordinator; Tedd Hendershot, Fire Chief

Public Present:

1. **Call to Order:**
Mayor Ketchum called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance**
Councilmember Lord led the flag salute.
3. **Approval of Agenda**
Mayor Ketchum suggested moving item #6 to the item #4 position.

A motion was made by Councilmember Spahr, seconded by Councilmember Lord, to approve the agenda as amended.

PRESENTATIONS

4. **Centralia/Chehalis Railroad Update**
Mary Kay Nelson provided an update on the Chehalis/Centralia Railroad, including the Highway 6 Crossing, upgrades to railroad facilities and equipment, and upcoming winter activities.
5. **National Preparedness Month Proclamation**
The Proclamation for National Preparedness was presented to Tedd Hendershot, Fire Chief and Matt McKnight, Deputy Police Chief.
6. **Recognition of Tiesto, K-9 Officer**
The Council recognized K-9 Officer Tiesto and his handler, Warren Ayers with a plaque and gift.

CONSENT CALENDAR

7. **Minutes of the Regular City Council Meeting of August 22nd, 2022**
8. **Vouchers and Transfers – Payroll in the Amount of \$858,950.26 Dated August 31, 2022**
9. **Vouchers and Transfers- Accounts Payable in the Amount of \$439,199.28 dated August 31, 2022**

10. **Resolution No. 10-2022, Interlocal with Lewis County for VPN and Emergency Services Database Access to Interim Chehalis Fire Station #48**
11. **Resolution No. 11-2022, Interlocal with Lewis County to Provide Fire Investigation Services**
12. **Resolution No. 12-2022, Interlocal with Centralia/Chehalis Cooperative Regional Pupil Transportation for Emergency Vehicle Maintenance**
13. **Resolution No. 13-2022, Surplus Property**

A motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

CITIZENS BUSINESS

Edna Fund was present to update the City Council on the Chehalis Basin Flood Authority.

Tyler Davis introduced himself to the Council and Community as a new engineer to the area.

UNFINISHED BUSINESS

NEW BUSINESS

14. **Ordinance No. 1032-B, First Reading of Subdivision Code Updates**

Councilmember Lord and Councilmember Spahr will provide Building and Planning Manager Tammy Baraconi with suggested edits prior to this ordinance returning for final reading.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve Ordinance No. 1032-B on first reading. The motion carried unanimously.

15. **Ordinance No. 1034-B, First Reading of the Second Budget Amendment for FY2022**

Chun Saul, Finance Director summarized the second budget amendments for FY 2022.

A motion was made by Councilmember Spahr, seconded by Councilmember Pope to approve Ordinance No. 1034-B at first reading. The motion carried unanimously.

16. **Direction Requested Regarding Proposal to Prepare a Code Amendment to Allow Electrical Fencing Around Motor Vehicle Retailers**

Council engaged in discussion and directed staff to return to Council with suggestions to consider that will provide businesses within Chehalis options for protecting personal and professional property.

ADMINISTRATION AND CITY COUNCIL REPORTS

17. **City Manager Update**

City Manager Anderson provided a reminder to the Council and public regarding the meeting on the 21st of September to discuss the 21st Street development. City Manager Anderson also provided commendations to Parks and Recreation staff.

18. **Councilor Reports/Committee Updates**

Councilor Lord provided a verbal report.

Councilor McDougall provided a verbal report.

Councilor Carns provided a verbal report.

Mayor Ketchum provided a verbal report.

ADMINISTRATION AND CITY COUNCIL REPORTS

19. **Pursuant to RCW:**

42.30.140(4)(b)- Collective Bargaining

Mayor Ketchum adjourned the regular session at 6:10 p.m. and convened the executive session until 6:50 p.m.

Mayor Ketchum adjourned the executive session at 6:50 p.m. to announce that twenty more minutes were required. The regular meeting was adjourned, and the executive session reconvened at 6:50 p.m.

Mayor Ketchum adjourned the executive session at 7:10 p.m.

ADJOURNMENT

Mayor Ketchum adjourned the meeting at 7:10 p.m.

Anthony Ketchum, Sr., Mayor

Attest: Kassi Mackie, City Clerk

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Clare Roberts, Accounting Tech II

MEETING OF: September 26, 2022

SUBJECT: 2022 Vouchers and Transfers – Accounts Payable in the Amount of \$499,187.85

ISSUE

City Council approval is requested for 2022 Vouchers and Transfers dated September 15, 2022.

DISCUSSION

The September 15, 2022 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 including Electronic Funds Transfer Checks No. 2293 – 2330 and 70 - 71 and Voucher Checks No. 135053 - 135144 in the amount of \$499,187.85 dated September 15, 2022 which included the transfer of:

- \$ 182,419.51 from the General Fund
- \$ 36,089.79 from the Street Fund
- \$ 64,058.83 from the Transportation Benefit District Fund
- \$ 2,389.43 from the LEOFF 1 OPEB Reserve Fund
- \$ 5,111.25 from the Public Facilities Reserve Fund
- \$ 494.36 from the Garbage Fund
- \$ 70,545.16 from the Wastewater Fund
- \$ 46,003.61 from the Water Fund
- \$ 3,254.91 from the Storm & Surface Water Utility Fund
- \$ 79,763.58 from the Airport fund
- \$ 4,455.00 from the Water Capital Fund
- \$ 1,396.20 from the Airport Capital Fund

- \$ 2870.64 from the Custodial Court Fund
 - \$ 335.58 from the Custodial Other Agency fund
- \$ 499,187.85 Total for Vouchers for September 15, 2022

RECOMMENDATION

It is recommended that the City Council approve the September 15, 2022 Claim Vouchers including Electronic Funds Transfer Checks No. 2293 – 2330 and 70 - 71 and Voucher Checks No. 135053 - 135144 in the amount of \$499,187.85.

SUGGESTED MOTION

I move that the City Council approve the September 15, 2022 Claim Vouchers including Electronic Funds Transfer Checks No. 2293 – 2330 and 70 - 71 and Voucher Checks No. 135053 - 135144 in the amount of \$499,187.85.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Lilly Wall, Recreation Manager
Andrew Hunziker, Park and Facilities Manager

MEETING OF: September 26, 2022

SUBJECT: Recreation Park Improvement Project – Fencing and Drainage at the Sports Complex

ISSUE

City staff recommends the following improvements at the Chehalis Sports Complex; installation of permanent fencing including a 12-inch concrete mow strip on Field #3 and drainage around the perimeter of Field #3 and Field #4.

DISCUSSION

The need for permanent fencing is due to maintenance challenges with upkeep and repair. When mowing near the portable fencing it requires the fence to be taken down and then reinstalled, this is time consuming and labor intensive. The portable fencing is not secure, the public continues to damage it when trying to access the field when it is not approved for use. This requires staff time to purchase replacement parts and repair the broken fence. Some of the fence netting and posts have become too damaged to be repaired and large sections of the fence have had to be replaced. Even with such challenges, we do recommend keeping portable fencing on one field: Field #4. The outfield is used for special events such as the STP Bike Ride and Music in the Park.

The city currently owns the black 6ft fencing needed to fence Field #3. Staff recommends having it installed with a 12-inch concrete mow strip. This will be a long-term cost saving measure as staff will not need to weed eat or spray the grass along the fence line.

Due to budget constraints, no drain lines were placed beyond the outfield fences during the renovation project. There is a definite need to have drainage installed in the grassy areas beyond the fence lines on fields 3 and 4. There is no place for the water to drain when it rains or even when irrigating in the summer months creating pools of water. This makes those areas hard to maintain as mowers sink creating ruts in the grass and it is unusable for active play, picnicking or spectator seating for the ballfields.

Three written quotes were received, sales tax included.

KBH Construction	\$43,848.05	
DJ's Plumbing	\$49,122.80	(Corrected)
Express Iron Works, Inc.	\$61,782.20	

Staff recommends using KBH Construction as they provided the lowest responsible quote and performed the original work on the drainage for the sports complex.

FISCAL IMPACT

The estimated cost of the project is \$45,000. This project will not affect the general fund. It will be funded by donations.

- Twin Cities Sports Commission Donation - \$20,000
- Park Improvement Fund (303) – \$25,000. This fund currently has an unspent balance of \$140,000 in restricted donations received for the Recreation Park project.

RECOMMENDATION

It is recommended that the City Council award KBH Construction the Recreation Park Improvement Project contract in the amount of \$43,848.05 and authorize the City Manager to execute all related documents including change orders, not to exceed \$5,000.

SUGGESTED MOTION

I move the City Council award KBH Construction the Recreation Park Improvement Project contract in the amount of \$43,848.05 and authorize the City Manager to execute all related documents including change orders, not to exceed \$5,000.



**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: September 26, 2022

SUBJECT: Second reading of Ordinance Number 1032-B Updating CMC 17.12 Subdivisions

INTRODUCTION

The Planning Commission and staff are proposing changes to the Subdivision Code. The code was originally created in 2002 with minor changes in 2007 and 2009. The code needed review for compliance with State law and case law. It also needs clarity, removal of redundant code, and updated procedures to match CMC 17.09, Permit Processing.

The first reading of Ordinance No. 1032-B Updating CMC 17.12 Subdivisions was held on September 12, 2022 and is being presented for second reading at this time with some revisions to the sections relating to the definitions of legal lots.

DISCUSSION

Created in 2002 and last updated in 2009, the Subdivision Code needed review for compliance with current State law as well as case law. While doing this, staff and the Planning Commission found it advantageous to review and make proposed updates to the entire code.

The Planning Commission workshopped this proposal the last quarter in 2021. A public hearing was held on January 11, 2022, to take public testimony on the proposed changes. The Planning Commission unanimously voted to recommend that the City Council approve the changes to the code.

After the public hearing the Subdivision code then went to the WA Dept of Commerce for a mandatory 90-day review period. During this time, staff conducted SEPA review and issued a Determination on Non-Significance for the project.

The City Council workshopped the code on July 25, 2022. At that workshop, it was requested that we modify the definition of a boundary line adjustment, removing some complicating language. This has been done. Shortly after the workshop, it was also suggested that we add language for legal lot determinations.

Major changes to the code are as follows:

- Removal of redundant code.
- Add language for Boundary Line Adjustments.
- More clearly define the subdivision process as it pertains to short plats and long plats.
- More directly define all items required on the face of the plat.
- Creation of a Table of Required Information to assist with the platting process.
- Review of the code for compliance with current State regulations and case law.

On September 12, 2022, the City Council considered Ordinance 1032-B on first reading. During the discussion, staff was directed to meet with Mayor Pro-Tem Spahr and Councilor Lord to review the criteria for legal lot descriptions in CMC 17.22.020. The changes requested during that meeting have been incorporated into the draft before you at this time. They are indicated within the code text, crossed out for deleted text and a bold pink color for the new text.

FISCAL IMPACT

There is no fiscal impact from this code update.

RECOMMENDATION

It is recommended that the City Council approve Ordinance No. 1032-B updating CMC 17.12 Subdivisions on second reading.

SUGGESTED MOTION

Move to approve Ordinance No. 1032-B updating CMC 17.12 Subdivisions on second reading.

ORDINANCE NO. 1032-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE SUBDIVISION CODE, CHAPTER 17.12 OF THE CHEHALIS MUNICIPAL CODE BY CLARIFYING THE AREA OF APPLICABILITY OF THE SUBDIVISION CODE - 17.12.010, THE REQUIREMENTS FOR BOUNDARY LINE ADJUSTMENTS - 17.12.055, FINAL PLATS - 17.12.175, RE-PLATS -17.12.190, REQUIRED APPLICATION MATERIALS - 17.12.400, AND ADDING SECTION 17.12.020 TO ESTABLISH CRITERIA AND A PRODEDURE FOR MAKING LEGAL LOT DETERMINATIONS.

WHEREAS, local regulation for the orderly subdivision of land is mandated by Title 58.17 RCW; and

WHEREAS, pursuant to Title 58.17 RCW, the City of Chehalis has adopted regulations for the subdivision of land in Chapter 17.12 of the City of Chehalis Municipal Code; and

WHEREAS, the need for clarification and minor revisions to the subdivision regulations pertaining to Boundary Line Adjustments, Final Plats, Re-plats, and certain application requirements have been identified; and

WHEREAS, it is in the public interest to establish a process for determining when and if certain lots are either exempt from, or have been created through, a legally-established land subdivision process; and

WHEREAS, the proposed changes to Chapter 17.12 were heard at a duly noticed meeting of the Chehalis Planning Commission on January 11, 2022; and

WHEREAS, the required notice of the proposed changes were sent to the Washington State Department of Commerce on February 16, 2022 for a determination of consistency with the Washington Growth Management Act; and

WHEREAS, a Determination of Nonsignificance for the proposed changes to Chapter 17.12 was issued pursuant to the Washington State Environmental Policy Act on February 14, 2022; and

WHEREAS, at a duly noticed meeting, the City of Chehalis City Council held a workshop on the proposed changes to Chapter 17.12 on July, 25, 2022

WHEREAS, after the required published notice, the City of Chehalis City Council held a hearing on the proposed changes to Chapter 17.12 on **December 28, 2021**; and

WHEREAS, after full consideration, the Chehalis City Council has approved the proposed changes to Chapter 17.12; now therefore,

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

Section 1. The following sections of the Chehalis Municipal Code are hereby amended to clarify the applicability, procedures, and application requirements for the subdivision of land:

17.12.010; 17.12.055; 17.12.175; 17.12.190; and 17.12.400.

Section 2. A NEW SECTION, 17.12.020, is added the Chapter 17.12 of the Chehalis Municipal Code to establish a process for determining the legal status of lots within the City's jurisdiction.

Section 3. Upon adoption, any section of previously adopted ordinances that may be in conflict with this ordinance, including Ordinances 720-B, 769-B, 819-B, 847-B, 858-B, 924-B, and 988-B.

Section 4. If any section, sentence, clause or phrase of this Ordinance shall be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. The effective date of this Ordinance shall be the _____ day of _____, 2022.

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 _____, 2022

Mayor

Attest:

City Clerk

Approve as to form:

City Attorney

SUBDIVISION CODE

- 17.12.010 Purpose and general administration**
- 17.12.020 Legal Lot Determinations**
- 17.12.035 Fees**
- 17.12.055 Boundary Line Adjustment**
- 17.12.100 Preliminary Plat-Subdivisions, PUD, MPUD**
- 17.12.150 Terms and effect of preliminary approval**
- 17.12.175 Final Plat**
- 17.12.190 Replatting**
- 17.12.200 Short Plats**
- 17.12.300 Binding Site Plans**
- 17.12.400 Table of Required Information**

17.12.010 Purpose and general administration

A. Title and purpose

This chapter shall be titled the Chehalis subdivision regulations and may be referred to as the subdivision and platting chapter.

1. Purpose.

The purpose of this chapter is to regulate the subdivision of land and to further the health, safety and general welfare by:

- i. Providing for platting, subdivision, boundary line adjustments, dedication and recording of plats of land;
- ii. Providing for safe and adequate access;
- iii. Providing for safe and adequate utilities, parks, recreation facilities, schools and other public facilities;
- iv. Providing for minimum acceptable levels of light, air and open space;
- v. Promoting effective use of land by preventing overcrowded or scattered development;
- vi. Providing for adequate water, sanitary sewer, drainage, transportation or other public facilities, and preventing excessive expenditure of public funds for such services;
- vii. Promoting coordinated development to protect environmentally sensitive areas, conserve natural beauty and preserve other natural resources;
- viii. Encouraging the most appropriate use of land throughout the city and the city's UGA;
- ix. Providing for expeditious review and approval of proposed plats that conform to the standards in this title;
- x. Implementing adopted comprehensive plans;
- xi. Providing for the housing and commercial needs of the city;

Subdivision code

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- xii. Providing for flexibility in industrial zones where ports are operating under a master plan for development; and
- xiii. Requiring uniform monumenting of land divisions and conveyance of accurate legal descriptions.

B. Scope

- 1. The regulations of this chapter shall apply to the subdivision of any lot, parcel or tract into two or more lots or tracts or division of land for sale, lease or development. The regulations shall apply to every situation where there is a dedication of streets, alleys, easements or land for public use.
- 2. Divisions of land accomplished under subsection (B) of this section shall not require the city to issue development permits if such division does not meet the minimum requirements of this chapter.

C. Applicability of codes and conformance with other regulations.

Any plat, short plat, boundary line adjustment, or binding site plan within the ~~corporate limits~~ jurisdiction of Chehalis shall be approved and recorded as prescribed by this chapter. No plat, short plat, boundary line adjustment, or binding site plan shall be recorded or have any validity unless and until it has the approval of the city and such other approvals as may be required by this title, CMC 17.09 Permit Processing, CMC 12 Streets/Sidewalks/Public Places, the currently adopted International Building Code and International Fire Code, and other federal, state, and local regulations as may apply. All records of survey in connection with any plat, short plat, or binding site plan shall be in conformance with Chapter 58.09 RCW. All plats shall be consistent with the need to minimize flood damage.

D. Consent to access

The developer shall permit free access to the land being divided to all agencies considering the subdivision, short subdivision, boundary line adjustment, or binding site plan for the period of time extending from the time of application to the time of final action.

E. Specific exemptions

The provisions of this title shall not apply to the following:

- 1. Cemeteries and other burial plots while used for that purpose;
- 2. Divisions made by testamentary provisions or the laws of descent;
- 3. Assessor's plats made in accordance with RCW [58.18.010](#), [58.17.240](#) and [58.17.250](#);
- 4. A division for the purpose of lease when the land is to be developed as a mobile home park and a binding site plan has been approved pursuant to the requirements of the zoning code (Title 17);
- 5. Condominium plats, when prepared and filed in accordance with the horizontal regime act, RCW Chapter [64.32](#), and a binding site plan has been approved pursuant to the requirements of the zoning code (Title [17](#));
- 6. Divisions of land into lots, parcels or tracts, each of which is at least 40 acres or 1/16 of a section in area;

Subdivision code

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7. Divisions of land due to condemnation or sale under threat thereof, by any agency or division of government vested with the power of condemnation.

F. Definitions

For the purpose of this title, certain words and terms are defined in this chapter. When consistent with the context, words used in the present tense shall include the future; the singular term shall include the plural; and the plural, the singular; the word "shall" is always mandatory and the word "may" denotes a use of discretion.

1. "Applicant" means any individual or entity who applies for preliminary plat, short plat, large lot subdivision or binding site plan approval under this title.
2. "Auditor" means the auditor of Lewis County, Washington.
3. "Binding site plan" means a drawing made and approved in accordance with the provisions of subdivisions D, E and G of Section 17.09.195 of this title which contains inscriptions and attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the city, and which contains provisions requiring any development to be in conformance with the site plan.
4. "Buildable lot" means a lot meeting all of the requirements of size, shape, frontage, sanitation, etc., contained in this title and other ordinances of the city for any specific type of development.
5. "Boundary line adjustment" means an alteration of a division of land by adjustment of boundary lines, between platted or unplatted lots or parcels or both, which does not create an additional lot, tract, parcel, building site, or division nor creates any lot, tract, parcel, building site, or division which contains insufficient area or dimension to meet the minimum requirements for width or area for a building site. Boundary line adjustments include lot consolidations wherein boundary lines are removed.
6. "Chehalis coordinate system" means the horizontal ground scale coordinate system referenced to the Washington Coordinate System as established by the city Public Works Department.
7. "City council" means the mayor and council members of the city.
8. "Comprehensive plan" means a plan adopted by the City Council as a guide to the physical growth and improvement of the city, including modifications or refinements which may be made from time to time. Said plan may include the following elements: land use, transportation, transit, public services and facilities, housing, community development, and additional subjects relating to the physical development of the city.
9. "County" means the county of Lewis, state of Washington.
10. "Date of filing" means the date that a complete and accurate application for preliminary plat, short plat, large lot plat or final plat approval is filed with the city.
11. "Declaration of short subdivision" means a document signed by all persons having any real interest in the land being subdivided that they signed the same as their free act and deed, and containing, as a minimum, the following elements:
 - i. A legal description of the tract being divided;
 - ii. An illustrative map;
 - iii. Any restrictive covenants;

Subdivision code

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- iv. A title report or plat certificate;
 - v. Any special conditions of short subdivision approval (e.g., frontage improvements requirements).
12. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to that owner no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat, short plat or binding site plan showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat or plan for filing by the appropriate governmental unit.
 13. "Department" The City of Chehalis Planning and Building Department.
 14. "Development" means the development of land as proposed and/or described in any application for development permit approval submitted to the city.
 15. "Development permit" means any land use permit which must be approved by the city prior to the development of land. Development permits shall include preliminary plats, short plats, binding site plans, large lot subdivisions and final plats.
 16. "Director" means the Manager of Planning and Building and the Manager's designee.
 17. "DRC and Development Review Committee" are defined in CMC 17.09.125.
 18. "Easement" means a right granted by a property owner to specifically named parties or to the general public for the use of certain areas or strips of land for particular purposes. Where appropriate to the context, easement may also refer to the land covered by the rights granted. This may include pedestrian paths, bicycle paths, utility easements, drainage, open space, etc.
 19. "Final Approval" means the final official action taken by the City Council, Hearing Examiner, or planner on the proposed subdivision, short subdivision, binding site plan, large lot subdivision or dedication, or portion thereof.
 20. "Final plat" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in RCW Chapter 58.17 and in this title adopted pursuant thereto.
 21. "Flooding" means the inundation of an area of land that is not usually under water.
 22. "Hearing examiner" means the land use Hearing Examiner for the city.
 23. "Improvements" means and includes, but is not limited to, streets and roads complying with the development standards and specifications adopted by the city; public utility and pedestrian facilities; street lights; landscape features; bridge structures; storm drainage facilities; and traffic control devices as are required to be installed as a part of subdivision, short subdivision, large lot subdivision or binding site plan approval.
 24. "Lot" means a fractional part of subdivided or site planned land having fixed boundaries, being of sufficient area and dimensions to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.
 25. "Mean sea level datum" means the published mean sea level datum established by the U. S. Coast and Geodetic Survey (now National Geodetic Survey) and the benchmarks referenced to this datum established by the city Public Works Department.

Subdivision code

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26. "Person" means every person, firm, partnership, association, social organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit.
27. "Planned unit development" means a unified development approved in accordance with Title 17 of this code.
28. "Plat" means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions or dedications.
29. "Preliminary Approval" means the official action taken on a proposed division of land when provision of improvements or fulfillment of conditions are to occur prior to final approval.
30. "Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks and other elements of a subdivision consistent with the requirements of this chapter. The preliminary plat shall furnish a basis for the approval or disapproval of the general layout of a subdivision.
31. "Short plat" means the map or representation of a short subdivision containing all of the pertinent information as required by this title.
32. "Short subdivision" means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.
33. "Subdivider" means a person who undertakes the subdividing of land.
34. "Subdivision" means the division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, which are less than five acres in area, whether immediate or future, for the purpose of sale, lease or transfer of ownership. This definition applies whether or not there is a dedication involved.
35. "Utilities easements" means rights-of-way which may be used by public utilities, including, but not limited to, electricity, water, natural gas, sewer, telephone and television cable for the construction, operation, maintenance, alteration and repair of their respective facilities.
36. "Variance" means an authorization granting relief under the provisions of Chapter 17.09 of this title from the literal enforcement of this title, when special conditions exist, or unusual hardship will result therefrom.

G. Review and recommendation.

Planning department and DRC review.

1. Preliminary plats will be reviewed by the planning department for consistency with all applicable regulations.
2. The department shall review the preliminary plat to ensure that:
 - i. The proposed preliminary plat is consistent with the comprehensive plan for:
 - a. Type of land use;
 - b. The level of development, such as units per acre or other measure of density;
 - c. Infrastructure, including public facilities and services needed to serve the development; and
 - ii. Lack of compliance with the criteria in subsection (B)(2) of this section or any condition of approval, including mitigating conditions established in the SEPA process, shall be grounds for denial of a proposed preliminary plat.
3. The DRC shall review all plats, boundary line adjustments, or binding site plans for the following and make a recommendation to the deciding body.
 - i. Conformance with site requirements (zoning and dimensional requirements);

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- ii. Conformance of the street system with the adopted street plans and is laid out in such a manner as to provide for safe and efficient circulation of traffic;
 - iii. Adequately served with approved water, sewer and other appropriate utilities;
 - iv. The layout of lots, their size and dimension, taking into account topography and vegetation on the site in order that buildings may be reasonably sited, and that the least disruption of the site, topography and vegetation will result from development of the lots;
 - v. Identified hazards and limitations to development have been considered in the design of streets and lot layout to assure that streets and building sites are on geologically stable soil considering the stress and loads to which the soil may be subjected.
4. The SEPA responsible official shall issue a threshold determination for the proposal consistent with the requirements of Chapter 17.15 CMC.

H. Pre-applications.

Prior to applying for site plan review, a developer may file with the DRC a pre-application 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 pre-application 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 pre-application, 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.

I. General layout of lots

1. All lots within a regular subdivision must meet the minimum size and dimension requirements established in the applicable zone for the property pursuant to this title and any other applicable land use regulations. The minimum lot area shall be deemed to have been met if:
 - i. The average lot area is not less than the minimum lot area required within the applicable zoning district; and
 - ii. No lots contain an area of less than 80 percent of the prescribed minimum for the applicable zoning district (lot averaging). No more than ten percent of the lots may be less than the minimum required.
2. All lots within a short plat or a boundary line adjustment must meet the minimum size requirements established in the applicable zone.
3. All lots must be shaped to permit reasonable use and development of the lot and provide for a minimum building dimension of 24 feet by 24 feet without encroaching into any setback area.
4. Not more than 15 percent of any proposed lot which is designated for development may contain environmentally sensitive, critical and/or resource areas as defined Division III of this title. This 15 percent includes all required buffers for the various environmental areas.
5. Not more than two flag lots shall be created back to back in a subdivision or short plat or from any single lot of record.

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6. The “flagpole” portion of any flag lot shall be a minimum of 12 feet wide if serving only one single-family dwelling or duplex. “Flagpole” portions that serve more than four dwelling units must be 20 feet wide. No more than two lots may be served by a driveway created in the “flagpole”.
7. Flag lots serving commercial and industrial uses will be permitted provided the flag is designed in a manner to allow for sufficient access to the parcel for a commercial and industrial user. The limitation on flag lots contained in CMC 17.12.070(E) does not apply to master planned areas.
8. In any short plat or subdivision, a lot created for the exclusive purpose of utility fixtures or equipment need not comply with the dimensional standards required by this chapter; provided, that an easement or dedication is recorded for such utility purpose within the approval documents.
9. Mailboxes. Mailboxes shall be installed consistent with the Engineering Development Code (CMC 12.04.320(G), Mailboxes, and associated Figure 2-18).
 - i. Documentation of consultation with the United States Post Office is required to determine the proper location for the proposed mailbox(es). This shall be done by the applicant and documentation shall be provided to the department by the applicant.
 - ii. Any proposed mailbox or mailbox cluster location must be shown on the subdivision or short plat map.

A. Streets and roads

1. All lots must have direct legal access abutting either a public right-of-way or a platted private street or road. The city may require that the legal right of access be granted to other adjoining properties in order to provide a safe and efficient circulation system within the city. Private streets or roads shall be clearly marked on the face of the plat and dedicated as such in the plat certificate in accordance with RCW 58.17.165 and reserved for ingress, egress, and utilities. The city shall require a dedicated right-of-way and construction to public street standards when:
 - i. The street or road serves more than four lots;
 - ii. The street or road can be made to link two existing rights-of-way;
 - iii. The public works department or designated consultant determines that, under the applicable circumstances, a dedicated right-of-way is required.
 - iv. Boundary line adjustments must only show dedicated access to a right of way. As per RCW 58.17 boundary line adjustments are not subject to street and road conditions required for plats and binding site plans.
2. Roads shall be designed with appropriate consideration for existing and projected streets or roads, anticipated traffic patterns, topographic and drainage conditions, public convenience and safety, and the proposed uses of the land served.
3. The standard width and engineering design of public and private rights-of-way, streets and roads shall conform to the requirements of the development engineering standards. Private streets serving more than four lots, which may be approved through a variance process, shall be constructed to public street standards consistent with the anticipated functional classification.
4. Where necessary to connect to existing streets or roads, or to provide for overall area circulation, streets or roads may be required to extend to the outside boundaries of the plat.

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5. Street or road grades, curves, frontage improvements, and intersections shall be engineered and be consistent with development engineering standards.
6. All plats shall incorporate provisions for controlling access onto arterial roads in accordance with accepted engineering practices and development engineering standards.
7. When proposed, privately owned and maintained roads serving lots may be approved only when it is determined that:
 - i. There will be no resulting public safety hazard;
 - ii. Such roads will be built to private road standards;
 - iii. The road is not required to be public, pursuant to subsection (A) or (H) of this section; and
 - iv. Approved provisions for future maintenance of such private roads are identified in the proposal.
8. Dedication to the city of public right-of-way shall be required within or along the boundaries of the plat or short plat under the following circumstances:
 - i. Where the six-year improvement plan indicates the necessity of a new right-of-way or portion thereof for street purposes; or
 - ii. Where necessary to extend or to complete the existing neighborhood street pattern.

B. Transit/bus stops

1. All regular subdivisions of 10 or more lots shall provide an approved transit/bus stop within 1,000 feet of every lot created if one does not currently exist. Such stop shall be located upon a public right-of-way unless an alternate location is approved by the DRC. Any such stop located upon a right-of-way shall comply with all applicable requirements of the development engineering standards.
2. Notwithstanding any provisions of the development engineering standards, no transit/bus stop shall be located such that a bus serving such stop would be required to back up to continue service on its assigned route.
3. If, during the development review process, the serving transit authority or operator of the transit system advises the DRC that the proposed transit/bus stops will not be served within one year of final plat approval by a regular bus route and schedule, the DRC may waive the construction of the transit shelter; provided, that the required bus pull-out lane is constructed. Any future construction of a bus shelter shall be at the discretion of the transit authority or operator, and must be approved by the public works department if located upon a right-of-way.

C. Utilities

1. The applicant shall provide for connections to the public water service for each lot created.
2. The applicant shall construct and dedicate to the city a water system consistent with city standards that will provide adequate fire flow and all fire fighting infrastructure and appurtenances required by the fire marshal; except, a dedicated water system will not be required if all of the following apply:
 - i. Four or fewer lots are created;
 - ii. No building is more than 100 feet from a water meter placed on a public right-of-way;
 - iii. No building is more than 300 feet from a fire hydrant on a public right-of-way;

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iv. All other applicable water utility criteria are met.

3. The applicant shall comply with the construction phase and permanent storm water control requirements of the development engineering standards. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
4. The applicant shall provide for connections to the sanitary sewer system for each new lot created.
5. Arrangements shall be made by the applicant to install all utility lines, including electricity and telephone service, underground. All utilities, utility equipment and facilities, such as water, sewer, electrical, gas, telephone, and cable, shall be located and constructed to minimize or eliminate flood damage.
6. Utility lines, other than in rights-of-way and vehicular access easements or tracts, shall be within an easement centered on property lines wherever possible. Except in unusual circumstances, easements for utilities shall be at least 20 feet in width. The city may require that utilities be extended to the perimeter of the plat or short plat adjoining other properties, and easements be granted therefor, in order to provide an efficient utility system within the city.

D. Dedication of open space

1. All plats creating 10 or more lots (regular subdivisions, master planned development, planned unit development, residential binding site plan) shall provide a minimum of 10 percent of the total gross area of the plat for parks, open space, greenbelt and/or buffer strips. Wetlands and other identified environmentally sensitive areas may be included in the 10 percent calculation, provided at least half of the nonenvironmentally sensitive area shall be capable of use for active recreation. Active recreational areas shall not be located in required buffers except for trails. Acceptable types of active recreation are:
 - i. Tot lots
 - ii. Trails
 - iii. Pavilion
 - iv. Outdoor picnic/barbeque areas
 - v. Community gardening
 - vi. Other active recreational activities that may be appropriate for the overall design of the plat.

These activities must be submitted to staff. Final approval will be made by the hearing examiner.

2. All subdivisions shall provide for parks, open space, greenbelt and/or buffer strips, wetlands and other identified environmentally sensitive areas as depicted in the adopted master plan. All open space, parks or common areas shall comply with any applicable agency requirements.
3. Open space, parks, or common areas shall be efficiently located and provide adequate access.

E. Submission requirements

1. The applicant shall prepare a preliminary plat together with improvement plans and other supplementary material as may be required to indicate the general program and objectives of the project. The applicant will also complete application for a zoning map amendment, variance or any other applications necessary under this title. These applications will be processed by the city simultaneously with plat application, except that any application that requires an amendment to the city's comprehensive plan shall be reviewed at the time that such amendments are contemplated (generally, annually).

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2. All forms including the plat shall be submitted electronically to the City for review. The form and contents of the preliminary plat are specified CMC 17.12.400 Table of required information.
 3. All subdivisions shall be prepared by a land surveyor and/or civil engineer licensed in the state of Washington.
 4. An environmental checklist consistent with the requirements of Chapter 17.15 CMC, State Environmental Policy Act (SEPA), may be required for any preliminary plat application submitted.
 5. All civil, utility and roadway plans shall be prepared by a civil engineer consistent with the development engineering standards.
 6. All applications pursuant to this chapter shall be delivered to planning and department and must be accompanied by applications for other approvals which may be required as a condition of approval of a proposed plat of land under this title, including but not limited to all regulations identified in this title.
 7. The planning and building department shall note the date of receipt of the application and shall notify the applicant within 28 days of receipt of any deficiencies found in the application as identified in CMC 17.09.090 Completeness review. The issuance of a determination of a complete application shall preclude the city from requesting additional information from the applicant in order to complete the processing of an application.
 8. If no deficiencies are found and all applicable fees are paid, the planning and building department shall accept the application as fully complete and the application shall be deemed filed as of the date it was found complete.
 9. If deficiencies are found, the applicant shall be notified in writing that the application is not complete until such deficiencies are corrected.
 10. All applications for a preliminary plat pursuant to this chapter shall be considered under the provisions of zoning and other land use control regulations of this code, in effect on the land at the time of filing a fully complete application.
- F. Responsibility of accuracy
The applicant is responsible for the accuracy of all data and information submitted on or with an application. Any application found at any time to be materially inaccurate or misleading shall be returned to the applicant with a notice stating that the application must be corrected and returned to the planning and building department.
- G. Identification markers
The developer shall, for identification purposes only, cause markers of a type approved by the city to be placed upon each of the approximate road frontage corners of the subject property and maintain them thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks of the proposed short subdivision. Where other data or where identification markers are found necessary by any relevant agency to assist it in making its determination, such data and

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markers shall be placed upon the land and maintained thereon during the period extending from the time of application to the time of final action for the purpose of permitting field checks by the applicable agencies.

H. Dedications and certificate.

Every subdivision, short subdivision or large lot subdivision filed for record must contain a certificate giving a full and correct description of the lands divided as they appear on the plat, short plat or binding site plan, including a statement that the division has been made with the free consent and in accordance with the desires of the owner or owners. If the division is subject to a dedication, the certificate or separate written instrument shall also contain the dedication of all streets and other areas to the public, any individual or individuals, religious society or societies or to any corporation, public or private, as shown on the plat and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of the street. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands divided and recorded as part of the final plat, short plat or large lot plat.

I. Improvements-Agreement to perform in the future-Financial guarantee

1. Before requesting final approval of any division of land pursuant to this title, the developer shall install required improvements and repair any existing streets and other public facilities damaged in the development of a subdivision. In lieu of the completion of the actual construction of any required minor improvements or minor repairs to existing improvements, the developer may enter into an agreement with the Director of Public Works, or the Director's designee, for the installation of minor improvements or minor repairs to existing improvements. Minor improvements shall include, but not be limited to, landscaping, tree planting, and street lights. Prior to and as a condition of entering into such an agreement, the Director of Public Works, or the Director's designee shall determine whether the delay in construction of such minor repairs or minor improvements shall constitute a hazard to public health and safety.

The agreement shall provide that if the work is not completed within one year, plus any approved extension of time not to exceed six months, the city may complete the work and recover the full cost and expense thereof from the developer. In no event shall completion of such work exceed one and one-half years from the execution of such agreement. The agreement shall also contain an indemnification supported by liability insurance in an amount determined by the city's risk manager to be sufficient to cover foreseeable liability for the city and its agents.

In addition, the agreement must contain a provision whereby the developer will be responsible for the successful growth and/or operation of, and all repairs to, the improvements for a two-year period following their installation. Costs and reasonable attorneys fees for the city shall be provided for in the agreement in the event of default. The developer shall also execute and deliver to the Director of Public Works, or the Director's designee, an easement, in a form acceptable to the city attorney, allowing the city's agents to enter upon the subject property to perform the necessary improvement in the event of default.

2. The developer shall file with the agreement, to assure the developer's full and faithful performance thereof, one of the following:

- i. A surety bond executed by a surety company authorized to transact business in the state in a form approved by the City Attorney;
- ii. Cash;
- iii. Letter of credit approved by the City Attorney from a financial institution stating that the money is held for the purpose of development of the stated project;

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- iv. Assigned savings pursuant to an agreement approved by the City Attorney; or Lien agreement approved by the City Attorney.

The agreement and financial assurance shall be filed with the Director of Public Works or the Director's designee.

3. Such assurance of full and faithful performance shall be for 150% of a sum determined by the Director of Public Works, or the Director's designee, as sufficient to cover the cost of the improvements and repairs, including related engineering, incidental expenses, inflation and contingencies.

4. If the developer fails to carry out provisions of the agreement and the city has unreimbursed costs or expenses resulting from such failure, the city shall call on the developer's financial security for reimbursement. If the amount of the developer's financial security exceeds the cost and expense incurred by the city, the remainder shall be released. If the amount of the developer's financial security is less than the cost and expense incurred by the city, the developer shall be liable to the city for the difference in addition to all costs, including reasonable attorneys fees, of recovery of such amount, including, but not limited to, reasonable attorneys fees.

5. Also in lieu of actual construction, a developer may request the Director of Public Works to enter into a subdivision improvement deferral agreement for completion of actual construction of major improvements or their repairs. Major improvements shall include, but not be limited to, sanitary sewer, domestic water system, streets and appurtenances, and storm drainage. Prior to entering into such agreement, it shall be reviewed by the Hearing Examiner after public notice and a hearing pursuant to CMC Chapter 17.09. In determining whether to accept, reject, approve, or deny a request, the Hearing Examiner shall decide whether any delay in construction of major improvements and repairs constitutes hazards to the public's health and safety and the conditions necessary to mitigate such hazards, including, but not limited to, withholding building permits until such improvements or repairs are installed and accepted by the City.

Such an agreement shall contain all of the conditions described in Subsections A through J herein.

J. Trees and vegetation-Prior to approval

No trees or vegetation shall be removed in the development of the subdivision except as provided in an approved tree protection and replacement plan. All trees and vegetation on individual building lots shall be retained until such time as plans are submitted for a building permit and approved as to specific location of building pads, drives and other aspects of land development. An exception to this regulation can be made if the applicant submits and the city approves a tree protection and replacement plan.

K. Inspections

Required improvements shall be inspected and approved by the city. The cost of all inspections, plan checking, testing, sampling and other work incidental to approval of the required improvements shall be charged to the applicant and paid before final approval of the plat or short plat. The city may arrange for inspections to be conducted by properly qualified consultants and may charge the applicant for the cost of such inspections. No roadway, bridge, water system, sewer system or other required public improvement shall be accepted unless the design and construction shall be certified by the public works department or designated consultant, or a civil engineer licensed by the state and acceptable to the city, to be in accordance with all applicable state and local requirements. In any case where a permit is required for work performed on a county right-of-way, the applicant shall comply with all applicable requirements of Lewis County.

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1. An applicant for a plat, short plat or binding site plan may apply for a variance from any development standard set forth in this title where there exist extraordinary conditions such as topography, access, location, shape, size, drainage or other physical features of the site or other adjacent development which result in unusual hardship or extraordinary difficulties to the owner in attempting to make any reasonable use of the land. Such variance application shall accompany the plat application, shall outline the provisions from which the variance is sought, and shall include the information required to support the variance request consistent with CMC 17.09.190.

2. Any application for a variance associated with a plat, boundary line adjustment, or binding site plan shall be submitted to the hearing examiner consistent with CMC 17.09.190. The decision of the hearing examiner shall become a component of such short plat or binding site plan application.

17.12.020 Legal Lot Determinations

A. Purpose and Summary.

1. The purpose of this section is to provide a process and criteria for determining whether parcels are lots of record consistent with applicable state and local law, and to include a listing of potential remedial measures available to owners of property which do not meet the criteria.

2. In summary, parcels are lots of record if they followed applicable laws regarding zoning and platting at the time of their creation. Zoning laws pertain primarily to the minimum lot size and dimensions of the property. Platting laws pertain primarily to the review process used in the creation of the lots. Specific provisions are listed herein.

B. Applicability. The standards of this section apply to all requests for lot determinations, or for building permit, placement permit, site plan review, short plat, subdivision, conditional use permit, rezone, or comprehensive plan change application.

In all circumstances a lot of record must meet the minimum zoning requirements in place at the time the lot was created. This shall include but not limited to lot size, dimensions, lot coverage, and frontage width.

C. Determination Process. Lot of record status may be formally determined through the following ways:

1. Lot Determinations as Part of a Building Permit or Other Development Request. Building or other development applications for new principal structures on parcels which are not part of a platted land division shall be reviewed by the city for compliance with the criteria standards of this section, according to the timelines and procedure of the building permit or other applicable review involved. A separate written approval will not be issued unless requested by the applicant.

2. Lot Determination Requests Submitted Without Other Development Review. Requests for determinations of lot of record status not involving any other city development reviews shall apply for lot determination. The city will issue a letter of determination in response to all such requests.

3. Application and Submittal Requirements. The following shall be submitted with all applications for lot determination, or applications for other development review in which a lot determination is involved. Applicants are encouraged to submit material as necessary to demonstrate compliance with this section:

i. Prior city/county short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a lot of record after June 9, 1937 and recorded;

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the case of short plats, or after April 19, 1993, in the case of any segregation resulting in parcels of five acres or larger.

2. Public Interest Exception, Mandatory. The responsible official shall determine that parcels which meet the following criteria are lots of record:

i. Date of Creation. The lot was created before January 1, 1995;

ii. Zoning. The parcel meets minimum zoning dimensional requirements currently in effect, including lot size, dimensions, and frontage width; and

iii. Platting.

a. The responsible official determines that improvements or conditions of approval which would have been imposed if the parcel had been established through platting are already present and completed; or

b. The property owner completes conditions of approval which the responsible official determines would otherwise be imposed if the parcel had been established through platting under current standards. Preliminary and final submittal plans shall be required where applicable.

3. Public Interest Exception, Discretionary. The responsible official may, but is not obligated to, determine that parcels meeting the following criteria are lots of record:

a. Zoning. The parcel lacks sufficient area or dimension to meet current zoning requirements but meets minimum zoning dimensional requirements, including lot size, dimensions, and frontage width, in effect at the time the parcel was created; and

i. Platting.

a. The responsible official determines that conditions of approval which would have been imposed if the parcel had been established through platting under current standards are already present on the land; or

b. The property owner completes conditions of approval which the responsible official determines would otherwise be imposed if the parcel had been established through platting under current standards. Preliminary and final submittal plans shall be required where applicable.

ii. The responsible official shall apply the following factors in making a lot of record determination under the discretionary public interest exception:

a. The parcel size is generally consistent with surrounding lots of record within 1,000 feet;

b. Recognition of the parcel does not adversely impact public health or safety;

c. Recognition of the parcel does not adversely affect or interfere with the implementation of the comprehensive plan; and

d. The parcel purchase value and subsequent tax assessments are consistent with a buildable lot of record.

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e. Recognition of lot of record status based on the public interest exception shall be valid for five years from the date of lot determination or review in which the determination was made. If a building or other development permit is not sought within that time, the determination will expire. Applications for development or lot recognition submitted after five years shall require compliance with applicable standards at that time.

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F. Minimum Lot Size Standard. For the purposes of reviewing the status of pre-existing lots for compliance with platting and zoning standards, parcels within ten percent of minimum lot size requirements shall be considered in compliance with those standards unless the responsible official determines that public health or safety impacts are present.

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17.12.035 Fees

Applicants for permits or other approvals pursuant to this title shall pay to the city the applicable fees identified in the fee schedule as adopted by City Council. No application under this title shall be deemed to be complete unless accompanied by all applicable fees.

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17.12.055 BLA, Boundary Line Adjustments

A. Applicability and reference to general admin and Chehalis Municipal Code that refers to Boundary line adjustments.

Every boundary line adjustment, whether lot consolidation or lot line move shall comply with this chapter and with applicable state law. No boundary line adjustment shall be approved or recorded that does not comply with the criteria below; provided that approval may be granted if existing nonconforming aspects of the site are either not changed or are made more conforming.

B. Review criteria

The Department shall consider and review the proposed boundary line adjustment, and approve the boundary line adjustment, and certify that the proposed boundary line adjustment conforms to the requirements of this subsection, and affix its signature to the adjustment prior to recording, if and only if:

1. No additional lots, tracts, parcels, building sites or land divisions are created, ~~and all lot line adjustments are minor and do not alter the underlying plat pattern, such as changing the cardinal direction of a line or general orientation of lots or lot access;~~
2. The purpose of the boundary line adjustment is to ~~resolve boundary line issues between two lots, tracts, parcels, sites or divisions of land, such as an encroachment or encroachments found as a result of a land boundary survey~~ adjust boundary lines as needed or to consolidate two or more lots, tracts, or parcels;
3. The boundary line adjustment does not result in the entire relocation of lots, sites, tracts, or parcels from one area to another;
4. All resulting parcels contain sufficient area and dimensions to meet all applicable requirements for a building site and conform to all required setbacks and building and fire separation standards;
5. All resulting parcels comply with any restrictive covenants contained on the face of the final plat, short plat, or large lot plat, if any; and all resulting lots do not violate previous conditions of preliminary plat, short plat, or large lot approval;
6. Each resulting parcel has legal access;

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7. The Record of Survey includes acknowledged signatures of all parties having an interest in the lots of which the lines are being adjusted;
8. Legal descriptions of each of the resulting parcels conform to applicable standards; together with the signature of a licensed land surveyor, licensed in the State of Washington, which attests to the accuracy of the legal description and survey describing the adjusted lot lines; and
9. The boundary line adjustment is not for the purpose of avoiding public improvement requirements that would be associated with a replat or other new land division approval or an obligation to pay latecomer fees.

C. Final approval and recording

Approval of the boundary line adjustment shall not be final until:

1. There is compliance with the requirements above; and
2. The surveyor preparing the Record of Survey shall find or set monuments at all corners and angle points of the adjusted parcels. At the discretion of the City ~~Surveyor~~Engineer, witness corners and reference monuments may be used when impracticable to monument the actual corners; and
3. Each adjusted parcel shall have a unique identifier on the Record of Survey that has not been previously used or associated, in any way, with the adjusted parcels; and
4. The county treasurer has certified that all taxes on the land have been fully paid and discharged; and
5. A final Record of Survey has been approved by the Department and filed for record with Lewis County Auditor.

17.12.100 Preliminary Plat (subdivisions, PUD, MPUD)

A. Pre-application recommended but not required

Prior to the submission of the preliminary plat application, the subdivider or the subdivider's representative may meet with the Director to discuss preliminary sketches or studies. At this time, said Director shall make available all pertinent information as may be on file relating to the general area. It is the purpose of this conference to eliminate as many potential problems as possible in order for the preliminary plat to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor. Discussion topics at this time would include such things as the comprehensive plan, development standards, Shore-line Master Plan, zoning, availability of sewer and water, latecomer charges, development concepts, other city requirements and permits, and the environmental impact of the plat. If the applicant owns adjacent land, the possibilities of future development should be discussed.

B. Complete application-Format and content.

1. Filing of Application. The subdivider shall prepare a preliminary plat and environmental checklist, together with improvement plans and other supplementary material required to indicate the subdivider's general program and objectives, and shall submit electronic copies of the preliminary plat and supplementary data to the office of the Planning Department. The Planning Department shall assign the subdivision a permanent file number. The Planning Department shall inform the applicant within two weeks of the date of receipt of the application of any deficiencies found in the preliminary plat application. The Planning Department shall return the application to the plat applicant if it is deemed incomplete or inaccurate. The time set forth in Sections [17.16.050](#) and [17.16.060](#) for hearing plat applications shall not run until all information has been provided in a complete and accurate manner as determined by the Planning Department. Resubmittals with the necessary information making the application complete must

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be submitted within six months of original filing. If not, the file shall be considered void and unexpended filing fees refunded.

2. Environmental Checklist and Impact Statements. Each and every preliminary plat submitted to the planning department shall be accompanied by an environmental checklist. If it is determined that an environmental impact statement is required to be completed, then the plat shall not be considered as submitted until the final environmental impact statement has been completed. No public hearing on the preliminary plat shall be held until the final environmental impact statement (if required) has been completed and been made available for the general public.
3. Responsibility for Data Accuracy. Accuracy for all data and information submitted on or with a preliminary plat shall be the responsibility of the applicant. Any proposed plat found to be inaccurate or misleading so as to hamper the decision of the Hearing Examiner and/or the City Council shall be returned to the applicant with a letter stating that the plat must be corrected and returned to the Planning Department.
4. General. Preliminary plats shall be prepared in conformance with the requirements set forth in this section.
5. Format.
 - i. Preliminary plats shall bear the seal of a registered land surveyor or registered professional engineer licensed to practice in the state.
 - ii. Preliminary plats shall be accompanied by a completed environmental checklist prepared by the applicant, or applicant's representative, on forms provided by the Department.
 - iii. Preliminary plats shall be drawn on paper having maximum dimensions of 24" by 36", and at a horizontal scale between 200' to the inch and 50' to the inch. Where vertical profiles are required, the scale shall be between ten feet to the inch and two feet to the inch. Other scales or paper dimensions may be used where deemed appropriate by the Community Planning and Development and Public Works Departments.
 - iv. Preliminary plats shall be accompanied by all information required by the Table of Required Information. See CMC 17.12.400.

C. Review Criteria

1. Council and Examiner Inquiry into Public Use and Interest. The council, hearing examiner and Planning Department shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and dedication. The council or hearing examiner shall determine if appropriate provisions are made for, but not limited to, the public health, safety and general welfare, for open spaces, drainageways, streets, alleys, other public ways, water supplies, sanitary wastes, parks playgrounds, sites for schools and school grounds, fire protection and other public facilities, and shall consider all other relevant facts, including the physical characteristics of the site and determine whether the public interest will be served by the subdivision and dedication. If the council or hearing examiner find that the proposed plat makes appropriate provisions for the above, then it shall be approved. If the council or hearing examiner find that the proposed plat does not make such appropriate provisions or that the public use and interest will not be served, then the council or hearing examiner shall disapprove the proposed plat.
2. Dedication. Dedication of land or payment of fees to any public body may be required as a condition of subdivision approval. Evidence of such dedication and/or payment shall accompany final plat approval.

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3. Release from Damages from Other Property Owners. The council or hearing examiner shall not, as a condition of plat approval, require an applicant to obtain a release from damages from other property owners.
 4. Flood hazard areas. The council or hearing examiner shall consider the physical characteristics of a proposed subdivision site, and may disapprove a proposed plat because of flood, inundation or swamp conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat.
 5. Health Department. As a condition of preliminary plat approval, the health department may require lot sizes larger than the minimum permitted by the zoning code in those instances where topography, soils, water table or other conditions make larger lot sizes necessary in order to prevent possible health hazards due to water contamination or sewage disposal system malfunction.
 6. School District. When a preliminary plat wholly or partially contains a school site proposed in the comprehensive plan or other officially adopted plans, or when the school district finds a reasonably foreseeable need for such a site, the applicant may be required to dedicate a portion of the plat or reserve it for future purchase by the school district. The city shall require evidence of need from the school district as a prerequisite to requiring dedication or reservation. The council or hearing examiner may recommend a time limit on the effective period of any reservation.
 7. Fire District. When the affected fire district finds a reasonably foreseeable need for a site wholly or partially contained within the preliminary plat, the applicant may be required to dedicate a portion of the plat or reserve it for future purchase by the fire district. The city shall require evidence of need from the fire district as a prerequisite to requiring dedication or reservation. The council or hearing examiner may recommend a time limit on the effective period of any reservation.
 8. Parks. When a preliminary plat contains a portion of a trail or open space network which is indicated in the park plan element of the comprehensive plan or other officially adopted plan, an area encompassing such trail or open space network may be required to be set aside for its intended purpose by the granting of a trail or open space easement to the city, dedication or reservation for future purchase by the public. The council or hearing examiner may determine a reasonable time or specify the event, limiting the effective period of the reservation.
 9. Shoreline Management. Whenever a preliminary plat is wholly or partially located within an area subject to the jurisdiction of the Shoreline Management Act of 1971, RCW Chapter 90.58, the applicant shall comply with the Shoreline Master Program for the Lewis Region, Title 14 of this code and RCW Chapter 90.58.
- D. Public hearing, notice, appeal as per CMC 17.09
Preliminary plat applications are considered a Type 3 and notices, approvals and appeals shall be processed in accordance with the provisions of this title, Chapter 17.15 and Chapter 17.09.

17.12.150 Terms and effect of preliminary approval

- A. Duration of approval
Approval of the preliminary plat shall be effective for five years from the date of approval by the hearing examiner or City Council, during which time a final plat or plats may be submitted. During this time the terms and conditions upon which the preliminary approval was given will not be changed, except as provided for in Section 17.09.
- B. Responsibility of applicant
Knowledge of the expiration date and initiation of a request for extension of approval time is the responsibility of the applicant. The city shall not be held accountable for notification of expirations,

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although it may notify an applicant of date of expiration. All requests for an extension of time must be submitted to the Planning Department at least 30 days prior to expiration of the preliminary plat.

C. Changes, alterations or deletions

Once the preliminary plat map has been approved, it shall not be altered unless approved by both the planning and public works departments. If the alteration is felt to be of a substantial nature by the planning and public works departments, then the plat shall be resubmitted in accordance with the procedures for preliminary plat approval.

D. Preliminary plat withdrawal or lapse

Wherever a preliminary plat has been approved and the time period for final approval has not expired, and the applicant desires to withdraw the plat, the applicant shall submit the applicant's written request to the Planning Department. The Planning Department will review the request and advise the applicant in writing of the effect of the withdrawal of preliminary plat approval. Being advised that the applicant fully understands the effect of the preliminary plat approval withdrawal, the Planning Department shall approve the withdrawal request, making the appropriate changes in the records of the Planning Department.

If the applicant has failed to record the final plat within five years from the date of preliminary plat approval, the preliminary plat approval shall lapse.

17.12.175 Final Plat

A. Submission of app and copies

The subdivider shall submit two (2) ~~dark~~-paper prints and an electronic copy to the department.

B. Format and content

A. Survey of Subdivision and Preparation of Plat. The survey of the proposed subdivision and preparation of the plat shall be made by or under the supervision of a registered land surveyor who shall certify on the plat that it is a true and correct representation of the lands actually surveyed.

B. Drafting Standards. All final plats shall be drawn in accordance with the following:

1. The final plat shall be clearly and legibly drawn in permanent black ink upon a stable base polyester film.
2. The scale of the plat shall be not less than 1" = 200'. Lettering shall be at least 3/32 of an inch high. The perimeter of the plat or subdivision being recorded shall be depicted with heavier lines wider than the remaining portion of the plat or subdivision.
3. The size of each sheet shall be 18" by 24".
4. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of three inches on the left, and one-half inch on each side of the other three sides.
5. If more than two sheets are used, an index of the entire subdivision showing the arrangement of all sheets shall be included. Each shall be appropriately numbered.
6. The plat title, date, scale and north arrow shall be shown on each appropriate sheet of the final plat.
7. All signatures placed on the final plat shall be original signatures written in permanent black India ink.

C. Street Monuments. The surveyor preparing the plat shall submit a street monumentation plat to the Public Works Department for approval prior to setting any permanent street monuments. The Public Works

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Department shall determine the number and location of permanent control monuments in streets within and leading into the plat, if any. All street monuments shall conform to the standard specifications of the American Public Works Association or as amended by city standard plans.

D. Content.

1. The following information is required on the final plat map:
 - i. The date, scale, north arrow, legend, controlling topography and existing features such as highways and railroads;
 - ii. Legal description of the plat boundaries;
 - iii. Reference points and lines of existing surveys identified, related to the plat as follows:
 - a. Adjoining corners of adjoining subdivisions,
 - b. City or county boundary lines when crossing or adjacent to the subdivision,
 - c. Section and donation land claim lines within and adjacent to the plat,
 - d. Whenever the county or a city has established the centerline of a street adjacent to or within the proposed subdivision, the location of this line and monuments found or reset,
 - e. All other monuments found or established in making the survey of this subdivision or required to be installed by provisions of this title,
 - f. The basis of bearing shall be shown and shall be the Chehalis coordinate system;
 - iv. The exact location and width of streets and easements intersecting the boundary of the tract;
 - v. Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest 0.01 foot;
 - vi. The width of the portion of streets being dedicated, the width of any existing rights-of-way and the width of each side of the centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimensions, the radius and central angle shall be indicated;
 - vii. Easements denoted by fine dashed lines or described by narrative, clearly identified and, if already of record, their recorded reference. The width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication;
 - viii. Lot numbers beginning with number "1" and numbered consecutively without omission or duplication throughout the plat. The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Lot numbers in an addition to a subdivision of the same name shall be a continuation of the numbering of the original subdivision;
 - a. Accurate outlines and designations of any areas to be dedicated or reserved for public use or to be committed for the common use of all property owners with the purpose of dedication, reservation and commitment to be clearly set forth on the plat document together with accurate references to appropriate recorded documents;

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2. All required dedications, endorsements, covenants, affidavits and certificates shall show on the face of the final plat;
3. The final plat shall show the subdivision of the section or sections involved and show the township(s) and range(s); provided, that if the land being platted is not described by section subdivision, the final plat map shall show a vicinity map showing monuments and land corners sufficient to properly orient the new subdivision;
4. Specific wording as may be required by the preliminary plat approval;
5. A plat or subdivision contiguous to, or representing a portion of or all of the frontage of a body of water, river or stream shall indicate the location of monuments, which shall be located at such distance above high-water mark as to reasonably insure against damage and destruction by flooding or erosion;
6. Lots containing one acre or more shall show net acreage to nearest hundredth, whenever possible;
7. Designation of lots to be used for other than single-family residential purposes;
8. If the plat constitutes a replat of all or portions of an existing subdivision, this shall be clearly indicated just below the subdivision name. All original plat lines shall be shown in half-tone around the perimeter of the new plat.
9. A summary of the terms and conditions, including building permit restrictions, of any agreement and security to construct improvements in the future on the plat.
 - i. Acknowledgments and Certificates. Acknowledgments and certificates required by this title shall be in language substantially indicated in the following subsections:
 - a. Dedications. The intention of the owner shall be evidenced by the owner's presentation for filing of a final plat clearly showing the dedication thereof and bearing the following certificate signed by all real parties of interest:

"Know all persons by these presents that _____, the undersigned owner, in fee simple of the land hereby platted, _____, and _____, the mortgagee thereof, hereby declare this plat and dedicate to the use of the public forever all streets, avenues, places and sewer easements or whatever public property there is shown on the plat and the use for public purposes. Also, the right to make all necessary slopes for cuts and fills upon lots, blocks, tracts, etc. shown on this plat in the reasonable original grading of all the streets, avenues, places, etc. shown hereon. Also the right to drain all streets over and across any lot or lots where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said roads.

IN WITNESS WHEREOF we set our hands and seals this _____ day of _____, [year].

In the event that a waiver of right of direct access is included, then the certificate shall contain substantially the following additional language:

"Access to _____ street from lots numbered _____ is hereby waived, and dedication to the public shall in no way be construed to permit a right of direct access to _____ street from lots numbered _____, nor shall the City of Chehalis or any other local governmental agency within which the property is or may become located ever be required to grant a permit to build or construct an access of approach to said street from said lots."

- b. Acknowledgment.

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STATE OF WASHINGTON)

) ss.

COUNTY OF LEWIS)

This is to certify that on this ____ day of _____, [year], before me, the undersigned, a notary public, personally appeared to me known to be the person(s) who executed the foregoing dedication and acknowledged to me that _____ signed the same as _____ free and voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal the day and year first above-written.

(Seal)

NOTARY PUBLIC in and for the
State of Washington, residing at

- c. Restrictions. The following restrictions shall show on the face of the final plat:
 - i. The following shall be required when the plat contains a private street: "The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the streets may be held."
 - ii. "All landscaped areas in public rights-of-way shall be maintained by the owner and the owner's successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City road purposes."
 - iii. The following shall be required when the plat contains commonly owned tracts: "Community tracts shall be owned and maintained in common for the benefit of all lot owners. All lots have an undivided interest in the ownership and maintenance of community areas. The ownership interest in each community tract shall be stated in the deed to each lot"
 - iv. The following shall be required when the installation of required improvements has not been completed prior to recording: "Pursuant to City Ordinance, the City of Chehalis may deny the issuance of building or occupancy permits for any structure within this plat until street, sidewalk, or other required plat improvements have been installed."
 - v. Any additional conditions as approved by the hearing examiner.
- d. Certificate From Land Surveyor. The completed plat must show a certificate from the land surveyor who platted the property, in substantially the following form:

"I hereby certify that the Plat of _____ is based upon an actual survey and subdivision of a portion of Section _____, Township _____, Range _____, W.M.; that the distances and courses shown thereon are correct; that the monuments have been set and lot and block corners staked on the ground."
- e. Certificates of City Officers. The plat shall also show the following certificates:

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i. Certificate--City Engineer.

"Examined and approved this ____ day of _____ [year].

Chehalis City Engineer"

ii. Certificate--Assessor.

"Examined and approved this ____ day of _____ [year].

Lewis County Assessor"

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iii. Certificate-Treasurer.

"I hereby certify that all taxes on the land described hereon have been fully paid to and including the year _____.

Lewis County Treasurer"

iv. Certificate--Planning and Building Manager.

"Examined and approved this _____ day of _____ [year].

Planning and Building Manager"

v. Certificate--County Auditor.

"Filed for record at the request of _____ this ____ day of _____, [year], at _____ minutes past _____ .m., and recorded in Volume _____ of Plats, on page _____, records of Lewis County, Washington.

Lewis County Auditor

Deputy Auditor"

C. Review of final plats in UGA

As per the Interlocal agreement with Lewis County and adopted by City Council, all final plats must be approved by the Lewis County Commissioners prior to recording.

D. Review criteria

1. The Public Works Department shall examine the map as to sufficiency of affidavits and acknowledgments, correctness of surveying data, mathematical data and computations, and such other matters as require checking to insure compliance with the provisions of state laws pertaining to subdivisions, with this title and with the conditions of approval. Traverse sheets (computation of coordinates) and work sheets showing the closure of the exterior boundaries and of each irregular lot and block and the calculation of each lot size shall be furnished. If the final plat is found to be in correct form and the matters shown thereof are sufficient, the Public Works Department shall certify the mylar of the plat to the Planning Department.
2. In addition to a statement of approval from the Public Works Department, the following approvals must be submitted in writing to the Planning Department prior to its certification of the final plat:

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- i. Fire department's approval;
- ii. Water purveyor's approval;
- iii. Sewer purveyor's approval;
- iv. County treasurer's approval;
- v. County assessor's approval;
- vi. Other approvals as may be required in the conditions of preliminary plat approval.

E. Final approval

After finding that the final plat has been completed in accordance with the provisions of this title, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the city are fully protected, the Director or the Director's designee shall sign the final plat accepting such dedications and easements as may be included thereon, and the final plat shall be returned to the applicant for filing for record with the county auditor.

F. Filing for record

The original of said final plat shall be filed for record with the county auditor. One paper copy shall be filed with the auditor. The planning department shall retain a paper copy of the recorded plat. All required paper copies shall bear the auditor's recording date. All recording fees are the responsibility of the developer.

Approval of the final plat shall be null and void if the plat is not recorded within 30 days after the date the last required signature has been obtained.

17.12.190 Replatting

A. Generally

A replat of a recorded plat shall proceed as specified by this title for the approval of a preliminary plat except as modified by this chapter.

B. Multiple ownership

Where the lots within a recorded plat are held in more than one ownership, the application for replat shall not be accepted by the city for processing unless accompanied by the signatures of all property owners within the plat whose lot boundaries would be altered or affected by the replat. A title report or plat certificate, showing the names of all persons with a real or possessory interest in the plat whose lot boundaries would be affected by the replat and any restrictions encumbering the land, shall be submitted with the application for replat.

C. Alteration of installed improvements

Whenever a replat will involve the relocation, removal or reconstruction of existing plat improvements or open space, the whole of the land embraced in the plat(s) proposed to be replatted shall constitute an assessment district for the purposes of financing said relocation, removal or reconstruction. Assessment rates and requirements shall be established by the council at the time of replat approval.

D. Recording

Any replat shall be filed and recorded with the county auditor and shall thereafter be the lawful plat and substitute for all former plats; provided, that, should a plat be vacated and not otherwise altered or replatted, it shall only be necessary to file with the county auditor the order, resolution or ordinance vacating the same, and the auditor shall thereupon note upon the original plat the part thereof so vacated.

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E. Power of council not affected

Nothing in this chapter shall in any way change, limit or affect the power now vested in the council to vacate streets and parts of streets.

17.12.200 Short plats

A. Applicability and general admin and CMC for short plat

Every division of land into nine or fewer lots, any one of which is less than 1/128 of a section or five acres for the purpose of sale, lease or transfer of ownership shall proceed in compliance with this chapter and Chapters 17.09 of this title.

B. Redivisions

1. Within a Short Subdivision. Land within a short subdivision, the short plat of which has been approved within five years immediately preceding, may not be further divided in any manner, until a final plat thereof has been approved and filed for record pursuant to city regulations concerning the subdivision of property into ten or more lots, tracts or parcels.

Where there have been no sales of any lots in a short subdivision, nothing contained in this section shall prohibit a subdivider from completely withdrawing the subdivider's entire short plat and thereafter presenting a new application.

2. Within a Recorded Plat. Unless otherwise restricted by resolution or city ordinance, lots recorded pursuant to Chapter 17.12 may be further divided pursuant to the requirements of this Chapter; except that, any such further division of a lot within a recorded plat approved subsequent to August 11, 1969, shall be subject to all requirements of Chapter 17.12 .

C. Format and content of preliminary application map

Application. The application shall be on a form provided by the Department and shall contain all information required by the Table of Required Information. See CMC 17.12.400.

D. Review criteria

The Planning Department shall consider and review the proposed short subdivision with regard to:

1. Its conformance to the requirements of the city's zoning code, general purposes of the comprehensive plan, and planning standards and specifications as adopted by the laws of the state and the city;
2. Whether appropriate provisions are made in the short subdivision for drainage ways, streets, alleys, other public ways, water supplies and sanitary wastes;
3. The physical characteristics of the short subdivision site and may disapprove because of flood, inundation or swamp conditions. It may require construction of protective improvements as a condition of approval;
4. All other relevant facts to determine whether the public use and interest will be served by the short subdivision.

E. Approval Procedure

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1. The Community Planning and Development Department may:
 - i. Approve the preliminary short subdivision with or without conditions;
 - ii. Return the preliminary short plat to the applicant for correction or for applicant's construction of improvements in a manner consistent with the department findings;
 - iii. Disapprove the short subdivision and the short plat thereof;
 - iv. Submit the preliminary short subdivision application to the hearing examiner for the examiner's consideration together with the Planning Department's recommendation. The examiner shall hear the application in accordance with the procedures of Chapter 17.09 of this code, and with such notice as is required for hearings on preliminary plat applications.
2. Hearing Examiner Review, If Aggrieved. Any person aggrieved by the decision of the Planning Department may appeal that decision to the hearing examiner. Such appeal must be made in writing, within fourteen (14) calendar days from the date the Planning Department's written decision was made. Such appeals shall be filed with the Planning Department in writing and shall contain a brief description of why error is assigned to the department's determination and shall be accompanied by a filing fee. The appeal shall be heard pursuant to Chapter 17.09.160 Appeals.
3. Conditional Approvals. When the preliminary short subdivision approval is contingent upon meeting of conditions, construction of improvements or corrections, or time is necessary for obtaining of required certifications, then the approval action shall be conditional approval which shall, at the option of the approving body, be conditioned upon fulfillment within one year from the date of the action. When the approval is conditioned upon fulfillment within one year, then upon application within the time period and upon good cause shown, the approving body may grant one additional one-year time period.

F. Final approval and recording

1. Final approval of the short plat shall not be given until:
 - i. A final short plat map has been filed with the Planning Department;
 - ii. There is compliance with the requirements of the county health department and department of public works as evidenced by the signatures of said departments on the plat map;
 - iii. The county treasurer has certified, on the plat map, that all taxes on the land have been fully paid and discharged;
 - iv. The Planning Department has examined the short subdivision, found compliance with all conditions of approval and certified the plat map;
 - v. The construction of all required improvements has been completed or secured in accordance with this title.
2. The action approving a short plat shall become effective if, within five working days, the applicant shall have filed for record with the county auditor the final short plat thereof. The final short plat, upon recording, shall be processed in accordance with procedures established regarding plats.

G. Format and content of final application and map

1. The subdivider shall submit ~~two~~ one paper ~~copies~~ copy and one electronic copy along with lot closures to the City.

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2. The survey of the proposed short subdivision and preparation of the final map shall be made by or under the supervision of a registered land surveyor who shall certify on the map that it is a true and correct representation of the lands actually surveyed.
3. The map shall be prepared on a sheet of reproducible material having dimensions of 18" by 24" and at a horizontal scale between 200' to the inch and 50' to the inch. The following shall be shown on the final short plat map:
 - i. Title block, preferably located in the lower right-hand corner, to contain:
 - a. Section, township and range,
 - b. Date of preparation, datum, scale and north arrow,
 - c. Legal descriptions of the original tract,
 - d. Basis of bearing, which shall be the Chehalis coordinate system;
 - ii. Vicinity sketch clearly identifying the location of the property;
 - iii. Plat representation, to contain:
 - a. The boundary lines of the property to be divided;
 - b. The development status of contiguous land, including the name of any adjacent plats and rights-of-way,
 - c. The layout, dimensions and number of each lot in the short subdivision with bearings or deflection angles, radii, arcs, points of curvature and tangent bearings,
 - d. The names, locations and widths of all existing streets, rights-of-way, easements, other public ways, watercourses and major transmission facilities rights-of-way within and adjacent to the proposed development,
 - e. The locations and dimensions of all parcels of land intended to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners if the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated,
 - f. The locations of all existing structures within the short subdivision,
 - g. Existing monuments or other such identifying markers,
 - h. Lot numbers beginning with the number "1" and numbered consecutively without omission or duplication throughout the short plat. The numbers shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure;
 - iv. Acknowledgments and certificates, preferably located along the bottom of the map, as follows:
 - a. Restrictions. The following restrictions shall show on the face of the short plat map:
 - A. The following shall be required when the short plat contains a private street: "The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners, and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the streets may be held."
 - B. "All landscaped areas in public rights-of-way shall be maintained by the owner and the owner's successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City street purposes."
 - C. The following shall be required when the short plat contains commonly owned tracts: "Community tracts shall be owned and maintained in common for the

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benefit of all lot owners. All lots have an undivided interest in the ownership and maintenance of community areas. The ownership interest in each community tract shall be stated in the deed to each lot."

- D. The following shall be required when the installation of required improvements has not been completed prior to recording: "Pursuant to City Ordinance, the City of Chehalis may deny the issuance of building or occupancy permits for any structure within this short plat until street, sidewalk, or other required plat improvements have been installed."
- E. Any additional conditions as approved by the Department.

- 4. Certificate From Land Surveyor. The completed short plat shall show a certificate from the land surveyor who platted the property, in substantially the following form: "I hereby certify that this short plat map is based upon an actual survey and subdivision of a portion of Section _____, Township _____, Range _____, W.M.; that the distances and courses shown thereon are correct; that the monuments have been set and lot and block corners staked on the ground."
- 5. Certificates of City Officers. The short plat shall also show the following certificates:

- i. Certificate--City Engineer.

"Examined and approved this _____ day of _____ [year].

Chehalis City Engineer"

- iii. Certificate--Assessor.

"Examined and approved this _____ day of _____ [year].

Lewis County Assessor"

- iv. Certificate--Treasurer.

"I hereby certify that all taxes on the land described hereon have been fully paid to and including the year _____.

Lewis County Treasurer"

- v. Certificate--Planning and Building Manager.

"Examined and approved this _____ day of _____ [year].

Planning and Building Manager"

- vi. Certificate--County Auditor.

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"Filed for record at the request of _____ this ____ day of _____, [year], at ____ minutes past ____ o'clock ____ m. and recorded in Volume ____ of Plats, on page ____, records of Lewis County, Washington.

Lewis County Auditor"

Deputy Auditor"

6. Certificate of Owner(s).

The short plat map shall show a certificate from the persons having any interest in the short subdivision in substantially the following form: "I, _____, owner in fee simple, acknowledge that the creation of this short subdivision is of my free will and consent."

D. Supporting Documents. The following documentation shall accompany each application for final approval of a short plat: A current title report or plat certificate confirming that the title of the lands as described and shown in the plat is in the name of the owners signing the declaration of short subdivision and showing restrictions encumbering the land.

E. Street Monuments. The surveyor preparing the plat shall submit a street monumentation plan to the Public Works Department for approval prior to setting any permanent street monuments. The Public Works Department shall determine the number and location of permanent control monument in streets within and leading into the short plat, if any. All street monuments shall conform to the standard specifications of the American Public Works Association or as amended by city standard plans.

17.12.300 Binding Site Plans

A. Applicability and general admin and CMC for binding site plan

Property that is intended for mobile home park use or is zoned for commercial or industrial use may be divided through a binding site plan process pursuant to RCW 58.17.035. A binding site plan is an alternative to a subdivision procedure and may be processed in conjunction with a development proposal. All applications for binding site plans shall be subject to the provisions of this Chapter and Chapter 17.09.

B. Conform with zoning

The aggregate of lots within a binding site plan are considered to be one site which is subject to all use and dimensional standards of the zone in which it is located. Individual lots must be consistent with use requirements of the zone but are not required to conform with dimensional requirements such as building setbacks from property lines. Proposed structure locations must be consistent with all applicable building and fire codes.

A binding site plan application shall be considered under zoning and other land use controls in effect at the time that a complete binding site plan application is filed. Any vacant or redeveloped lot within an approved binding site plan shall comply with the standards in place at the time the development application is made.

C. Format of submittal

Format. Preliminary binding site plans shall:

- i. indicate in large print the title "Binding Site Plan" and the name of the proposed development.

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- ii. be drawn on paper having dimensions of 18" by 24" at a horizontal scale between 1" = 20' and 1" = 100' that is represented graphically;
- iii. include a north arrow and indicate a plan preparation date;
- iv. contain a legal description;
- v. bear the seal of a registered land surveyor or registered professional engineer licensed to practice in the state.

D. Contents of preliminary application

A preliminary binding site plan application shall consist of a form accompanied by a fee, two (2) dark line prints of the plan, and such other documents as may be required by Chehalis' adopted permit application content lists. All plans other than the dark line prints shall be submitted electronically to the city. The plan shall be consistent with CMC 17.12.400, 17.09, and contain the following information:

- i. location and dimensions of existing and proposed site ingress and egress;
- ii. layout and dimensions of internal vehicular and pedestrian circulation system;
- iii. location, area and dimensions of proposed lots;
- iv. layout and dimensions of emergency access to each lot;
- v. proposed land uses for each lot;
- vi. impervious and pervious coverage for each lot and the site;
- vii. location and dimensions of existing and proposed buildings or proposed building envelopes and the distances from property lines;
- viii. location and dimensions of existing (to remain) and proposed landscape areas;
- ix. location and dimensions of existing and proposed stormwater drainage and retention areas;
- x. location and dimensions of existing (to remain) and proposed parking areas;
- xi. location of existing and proposed utilities,
- xii. an environmental checklist, if subject to SEPA; and
- xiii. supporting documentation or technical reports.

E. Review criteria

Review Criteria. A binding site plan application may be approved if the following review criteria have been satisfied.

1. The binding site plan conforms with requirements of all city and state ordinances, codes, standards and policies including those found in: the zoning ordinance, the building code, the fire code, public works standards, the state environmental policy act, and the comprehensive plan.
2. Appropriate provisions have been made for streets, utilities, drainage ways, water supplies and sanitary wastes.
3. The physical characteristics of the site are not subject to flooding, inundation or swamp conditions.
4. The public use and interest will be served by the plan.

F. Approval procedures

Approval of all binding site plans shall be in conformance with CMC 17.09.195 and this chapter. The binding site plan may be approved, approved with conditions, or denied by the hearing examiner.

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When the preliminary binding site plan is approved with conditions, all conditions shall be completed, and a final plan filed within two years from the date of the conditional approval. Any extensions must be approved by the hearing examiner during a public hearing.

G. Contests of final application and recording

Final approval of the binding site plan shall not be given until:

- i. a final binding site plan map has been filed with the Department;
- ii. there is compliance with the requirements of the county health department and city engineer as evidenced by their signatures on the face of the binding site plan;
- iii. the county treasurer has certified on the binding site plan that all taxes on the land have been fully paid and discharged;
- iv. the Department has certified that the binding site plan complies with all requirements of this Chapter and conditions of approval; and
- v. the construction of all required improvements have been completed or secured in accordance with this Chapter.

H. Redivision

Unless otherwise restricted by resolution or city ordinance, recorded binding site plans may be further divided pursuant to the requirements of this Chapter.

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17.12.400 Table of required information

TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Site Plan
	Preliminary	Final	Preliminary	Final		
1. Scale. All pertinent information shall be shown normally at a scale of 1 inch to 100 feet; however, the scale may be increased or decreased to fit standard size sheets of 18 inches by 24 inches. In all cases, the scale shall be a standard drafting scale, being 10, 20, 30, 40, 50, or 60 feet to the inch or multiples of 10 for any one of these scales.	X	X	X	X	X	X
2. Appropriate identification of the drawing as a short plat, large lot, subdivision, preliminary, final, boundary line adjustment, binding site plan and the name of the development. The name shall not duplicate or resemble the name of any other subdivision in the county unless the subject subdivision is contiguous to an existing subdivision under the same subdivision of the same last name filed.	X	X	X	X	X	X
3. Plat certificate verifying ownership and encumbrances.		X		X	X	X
4. The names and addresses of the owner(s) and surveyor or engineer.	X	X	X	X	X	X
5. The date, north point and scale of the drawing.	X	X	X	X	X	X
6. A full legal description and location of the entire development property.	X	X	X	X	X	X
7. The locations, widths, lengths and names of both improved and	X	X	X	X	X	X

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TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Plan	Site
	Preliminary	Final	Preliminary	Final			
unimproved streets and alleys within or adjacent to the proposed development together with all existing easements and other important features such as section lines, section corners, city and urban growth area boundary lines, and monuments.							
8. The address of each lot including number, street name, city, state and zip code.		X		X	X	X	
9. The name and location of adjacent subdivisions and the location and layout of existing streets which are adjacent to or across contiguous right-of-way from the proposed development.	X		X				
10. The location and approximate dimensions of lots, proposed lot and block numbers.	X	X	X	X	X	X	
11. The location, approximate acreage and dimension of areas proposed for public use.	X	X	X	X	X	X	
12. The location, approximate acreage and dimension of areas proposed for open space, park, recreation, and/or common ownership.	X	X	X	X	X	X	
13. The property's current zoning.	X	X	X	X	X	X	
14. Existing contour lines at sufficient intervals for slopes of 15% or more. Show existing evaluations related to some established benchmark or datum approved by the city engineer. (1929 NGVD)	X		X		X	X	

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TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Plan	Site
	Preliminary	Final	Preliminary	Final			
15. The locations and sizes of existing public and private sanitary sewers, water mains, and public storm drains, culverts, fire hydrants and electrical lines within and adjacent to the proposed development.	X		X		X	X	
16. The approximate curve radii of any existing public street or road within the proposed development.	X		X			X	
17. Existing uses of property and locations of all existing buildings and designating which existing buildings are to remain after completion of the proposed development.	X	X	X		X	X	
18. The location of areas subject to inundation, stormwater overflow, and/or within a designated 100-year floodplain, all areas covered by water, and the location, width and direction of flow of all water courses.	X	X	X	X	X	X	
19. Locations of existing natural features such as wetlands which would affect the design of the development.	X	X	X	X	X	X	
20. A vicinity map showing the location of the proposed development in relation to the rest of the city.	X		X		X	X	
21. The approximate locations, widths, lengths, names and curve radii for all proposed streets.	X		X		X	X	
22. The locations and dimensions of proposed lots and the proposed lot and block numbers.	X	X	X	X	X	X	

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TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Plan	Site
	Preliminary	Final	Preliminary	Final			
Numbers shall be used to designate each such block and lot. Where a plat is an addition to a plat previously recorded, numbers of blocks and lots or parcels shall be in consecutive continuation from a previous plat.							
23. A preliminary public facilities plan for the location and construction of proposed water service facilities to serve the development.	X		X			X	
24. A preliminary public facilities plan and profile for the location and construction of proposed sanitary sewer facilities to serve the development.	X		X			X	
25. A preliminary plan for storm drainage, erosion and sedimentation control.	X		X			X	
26. Locations, widths, and lengths of streets and roads to be held for private use and all reservations or restrictions relating to such private roads.	X	X	X	X	X	X	
27. Designation of any land the council may require held for public reserve and configuration of projected lots, blocks, streets and utility easements should the reserved land not be acquired.	X	X	X	X		X	
28. All areas and the proposed uses thereof to be dedicated by the owner.	X	X	X	X	X	X	
29. The following survey data:							

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TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Plan	Site
	Preliminary	Final	Preliminary	Final			
(a) Track, block and lot boundary lines with dimensions;	X	X	X	X	X	X	
(b) Street rights-of-way widths with centerline;		X	X	X	X		
(c) Radius, length, central angle of all tangent curves; radius, length, centered angle, long chord distance and bearing of all nontangent curves;		X	X	X	X	X	
(d) Ties to boundary lines and section or 1/4 section corners immediately surrounding the development;		X		X	X	X	
(e) The location and type of all permanent monuments within the development including initial point, boundary monuments and lot corners.		X		X	X	X	
30. Reference points of existing surveys identified, related to the plat by distance and bearings, and referenced to a field block or map as follows:		X		X	X	X	
(a) Stakes, monuments or other evidence found on the ground and used to determine the boundaries of the development;		X		X	X	X	
(b) Adjoining corners of adjoining subdivisions;		X		X	X	X	
(c) Monuments to be established marking all street intersections and the centerlines of all streets at every point of curvature and the point of tangent;		X		X	X	X	
(d) Other monuments as found or established in making of the		X		X	X	X	

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TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Plan	Site
	Preliminary	Final	Preliminary	Final			
survey required to be installed by the provisions of this chapter and state law.							
31. The lot area in square feet identified on each lot on the plat.	X		X		X	X	
32. Designation of proposed portions of subdivisions to be developed in phases, if any, indicated proposed sequence of platting.	X		X				
33. All flood control features and references to easements or deeds for drainage land.		X		X	X	X	
34. Deed restrictions or covenants, if any, in outline form.	X		X				
35. Existing and proposed easements clearly identified and denoted by dashed lines and, if already of record, their recorded reference. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the development shall be shown.	X	X	X	X	X	X	
36. Identification of any land or improvements to be dedicated or donated for any public purpose or private use in common.	X	X	X	X	X	X	
37. The following certificates:							
(a) A certificate signed and acknowledged by all parties having any record title interest in the land, consenting to the preparation and recording of the project;		X		X	X	X	

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TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Plan	Site
	Preliminary	Final	Preliminary	Final			
(b) A certificate signed and acknowledged as above, dedicating to the public all land intended for public use;		X		X	X	X	
(c) A certificate for execution by the city mayor;				X		X	
(d) A certificate for execution by the city engineer;		X		X	X	X	
(e) A certificate for execution by the planning commission representatives;		X		X	X	X	
(f) A certificate for execution by the director of community development;		X		X	X	X	
(g) A certificate for execution by the county auditor;		X		X	X	X	
(h) A certificate for execution by the county treasurer;		X		X	X	X	
(i) A surveyor's certificate certifying that he is registered as a professional land surveyor in the state of Washington and certifies that the plat is based on an actual survey of the land as described and that all monuments have been set and lot corners staked on the ground as shown on the plat.		X		X	X	X	
28. A statement of approval signed by the director of the State Department of Ecology, or its successor, for any portion of development which lies within a flood control zone.				X		X	

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TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/Lot Consolidation	Binding Plan	Site
	Preliminary	Final	Preliminary	Final			
39. An executed surety (developer agreement and bond) when required.		X		X	X	X	
40. Appropriate architectural and site development plans which show the proposed building location, specific landscaping; prominent existing trees, ground treatment, sign-obscuring fences and hedges, off-street parking, vehicular and pedestrian circulation; and major exterior elevations of building(s).						X	
41. Such additional information pertaining to the land division or development site and the immediate vicinity as may be required by the administrative official for review of the proposal.	X	X	X	X	X	X	

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**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director

MEETING DATE: September 26, 2022

SUBJECT: Ordinance No. 1034-B, Second and Final Reading – Amending the 2022 Budget #2

ISSUE

Ordinance No. 1034-B amending the 2022 Budget, is hereby submitted to reflect the changes in estimates and actual activities of the City since the adoption of the 2022 Budget. This is the second amendment to the 2022 Budget. The first reading of this Ordinance was conducted on September 12, 2022. Since the first reading, corrections have been made to the Exhibit A of Ordinance No. 1034-B, which corrected the beginning and ending fund balances of a few funds. This correction has no impact on the information presented in this agenda report

Throughout the year, adjustments to the budget become necessary as a result of City Council actions, changes in estimates, activity levels that were not anticipated during budget development, and grant awards or other receipts of outside funding. Historically, the budget has been amended two or three times per year prior to the conclusion of the fiscal year on December 31st.

DISCUSSION

A summary for the proposed amendment, including beginning fund balances, revenues, transfers-in, expenditures, transfers-out, and estimated ending fund balances and a detailed list of proposed budget amendment items are attached to the proposed Ordinance No. 1034-B as Exhibit “A” and Exhibit “A-1”.

The proposed budget amendments by fund are summarized as follows:

General Fund

The proposed budget amendment increases the General Fund’s revenues by \$620,250, increases appropriations by \$337,480, and increases transfers out by \$36,000, resulting in a net increase in fund balance by \$246,770.

Total revenue projection increase is to reflect actual revenues received through August, which includes the following:

- \$466,000 – Local sales and use taxes
- \$ 19,900 – Brokered Natural Gas and Criminal Justice sales taxes
- \$ 48,700 – Various utility taxes
- -\$22,650 – State Shared Revenues

- \$ 7,200 – Non-business licenses & Permit fees
- \$ 32,500 – State grant awarded for emergency oil-spill response fire equipment purchase
- \$ 35,075 – State SEEK grant awarded for recreation program
- \$10,900 – Open Swim/Pool Admission Fees
- \$ 11,000 – Investment interest
- \$ 11,625 – Donations received for recreation & facility expense reimbursements

Local Sales Tax revenue received through August 2022 exceeds the eight-month target by \$466,000 (about 8.7%). Using the original average monthly sales tax revenue estimates for the remaining 4 months in 2022 (September – December), the total local sales revenue for 2022 is projected to be about \$5,808,009, which is substantially the same as the actual 2021 local sales & use tax revenues received.

The City of Chehalis imposes a 6% utility tax on the gross revenues of electric, gas, solid waste, cable, telephone, water, and sewer utility business. Telephone utility tax revenues continue to decline each year since 2017. The 2022 original budget project for telephone utility tax is being adjusted (reduced) by \$51,000 or 28% to reflect more to actual. All other utility tax revenues, collectively, expect to increase by about \$99,700 or 11% of the original budget estimates.

Total additional appropriation and transfers out requests of \$373,480 includes the following:

General Fund Budget Amendment Request by Department

General Fund Department	2022 Current Budget	Amendment Request Increase (Decrease)	Proposed Second Amended 2022 Budget	% Increase (decrease)
City Council	113,300	-	113,300	0.0%
Municipal Court	353,400	-	353,400	0.0%
City Manager	233,870	-	233,870	0.0%
Finance	341,300	10,000	351,300	2.9%
City Clerk	64,100	2,900	67,000	4.5%
Legal Services	76,700	-	76,700	0.0%
Facilities and Parks	1,440,117	79,845	1,519,962	5.5%
Non-Departmental	2,228,469	42,000	2,270,469	1.9%
Human Resources	232,720	15,000	247,720	6.4%
Police	3,795,380	-	3,795,380	0.0%
Fire	2,571,174	57,100	2,628,274	2.2%
Planning and Building	1,200,150	123,500	1,323,650	10.3%
Recreation	448,060	43,135	491,195	9.6%
Total Expenditures and Transfers Out	13,098,740	373,480	13,472,220	2.9%

- Finance – Additional expenditures for state auditor’s annual audit costs. The 2022 adopted budget was for the fiscal year 2021 audit, but both fiscal year 2020 and 2021 audits are conducted and paid in 2022.
- City Clerk – Purchase of a laptop and increased expenses for public records request related research and support services.
- Facilities and Parks – Increase in fuel costs due gas price increase, public utility bills, unbudgeted repairs at city hall HVAC and front office remodel, repairs for Penny Playground due to vandalism, purchase of a new pool vacuum, and increase supplies cost due to increase in pricing.
- Non-Departmental – \$6,000 for appraisal services fee for the old fire station property which was not in the 2022 adopted budget; and \$36,000 increase in transfers out to the Street Fund (Fund 003) for the estimated increase in sales tax and utility tax revenue projections.

- Human Resources – Employee recognition program expenses. City Council approved on July 11, 2022.
- Fire – Purchase emergency oil-spill response equipment and supplies (100% state grant funded) \$32,500; additional budget for mobile homes and site rent/lease for the emergency fire station at the Airport site \$6,100; and increase in fuel and utility services due to increase in pricing \$18,500
- Planning and Building – additional budget for interim city engineer development review \$103,500 and attorney fees for code enforcement services \$20,000.
- Recreation – Additional budget for part-time pool staff wages to reflect more to actual \$8,060; and expenditures for SEEK program (100% grant reimbursable) \$35,075.

A summary of changes from the current 2022 Budget to the 2022 Proposed Amended Budget #2 for the General Fund as provided below:

General Fund	2022 Amended Budget #1	2022 Amended Budget #2	BA #2 Change	
			Increase (Decrease)	Change %
Revenues	\$ 11,326,286	\$ 11,946,536	\$ 620,250	5.5%
Transfers-In	\$ 457,340	\$ 457,340	\$ -	0.0%
Expenditures	\$ 11,147,521	\$ 11,485,001	\$ 337,480	3.0%
Transfers- out	\$ 1,951,219	\$ 1,987,219	\$ 36,000	1.8%
Net Revenues Over (Under) Expenditures	\$ (1,315,114)	\$ (1,068,344)	\$ 246,770	-18.8%
Beginning Fund Balance ^	2,719,202	2,719,202	\$ -	0.0%
Estimated Ending Fund Balance	\$ 1,404,088	\$ 1,650,858	\$ 246,770	17.6%
Estimated Ending Fund Balance % of Revenues	12.4%	13.8%		

Street Fund

The proposed budget amendment increases the Street Fund’s revenues by \$1,400, increase the transfers in by \$36,000, and increases the appropriations by \$21,600, resulting in a net increase in fund balance by \$15,800.

Transportation Benefit District Fund

The proposed budget amendment increases the Transportation Benefit District Fund’s revenues by \$118,100, which include an increase for transportation benefit district sale tax projection by \$109,100 (about 8.7%) and an investment interest earnings by \$9,000 to reflect more to actual.

Federal Advance Grant Control Fund

The proposed budget amendment increases the Federal Advance Grant Control Fund’s revenues by \$6,150 and increases the appropriations by \$10,830 for the COVID19 Landlord Utility Assistance program expenses, result in a net decrease in fund balance by \$4,680. The landlord utility assistance program was approved by the City Council on May 23, 2022.

Park Improvement Fund

The proposed budget amendment increases the Park Improvement Fund’s revenues by \$20,750 and increases the appropriations by \$43,850, resulting in a net decrease in fund balance by \$23,100.

The additional appropriation of \$43,850 is needed for recreation park fencing and drainage improvement work at the recreation park. The City received \$20,000 donation from Twin Cities Sports Commission to offset the costs.

Wastewater Fund

The proposed budget amendment increases the Water Fund's revenues by \$23,500. This is for increase in investment interest earnings projection due to LGIP interest rate increases this year.

Water Fund

The proposed budget amendment increases the Water Fund's revenues by \$70,200 and increases the appropriations by \$44,200, resulting in a net increase in fund balance by \$26,000.

The revenue budget increase includes a \$26,000 in investment interest earning projection and a \$44,200 in latecomer fees received that was also disbursed per the latecomer agreement.

Airport Fund

The proposed budget amendment increases the Airport Fund's revenues by \$18,030 and increases the appropriations by \$10,000, resulting in a net increase in fund balance by \$8,030.

The revenue budget increase includes a \$14,230 in lease revenue and a \$3,800 in investment interest earning projection. The \$10,000 additional budget request is for the fiscal year 2021 federal single audit fees. This was not budgeted in the Airport fund in the original adopted 2022 budget.

City-Wide Summary

The proposed budget amendment revises the budgeted amount by a combined net total increase in the fund balance by \$410,420 and a total estimated year-end ending fund balance to \$27,324,863 as provided below:

	2022 Amended	2022 Amended	BA #2 Change	
City-wide (All Funds)	Budget #1	Budget #2	Increase (Decrease)	Change %
Revenues	\$ 29,789,814	\$ 30,668,194	\$ 878,380	2.9%
Transfers-In	14,183,484	14,219,484	\$ 36,000	0.3%
Expenditures	29,590,668	30,058,628	\$ 467,960	1.6%
Transfers-out	14,183,484	14,219,484	\$ 36,000	0.3%
Net Revenues Over (Under) Expenditures	\$ 199,146	\$ 609,566	\$ 410,420	206.1%
Beginning Fund Balance [^]	26,715,297	26,715,297	\$ -	0.0%
Estimated Ending Fund Balance	\$ 26,914,443	\$ 27,324,863	\$ 410,420	1.5%

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 1034-B on second reading.

SUGGESTED MOTION

Motion to adopt Ordinance No. 1034-B on second reading.

ORDINANCE NO. 1034-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE 2022 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1025-B BY REVISING THE BUDGETED AMOUNTS BY A COMBINED TOTAL OF FOUR HUNDRED TEN THOUSAND FOUR HUNDRED TWENTY DOLLARS (\$410,420) FOR THE GENERAL FUND, STREET FUND, TRANSPORTATION BENEFIT DISTRICT FUND, FEDERAL ADVANCE GRANT CONTROL FUND, PARK IMPROVEMENT FUND, WASTEWATER FUND, WATER FUND, AIRPORT FUND, AND DIRECTING THE FINANCE DIRECTOR TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the General Fund's revenues by \$620,250, increase appropriations by \$337,480, and increases transfers out by \$36,000.

Section 2. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the Street Fund's revenues by \$1,400, increase transfers in by \$36,000, and increases appropriations by \$21,600.

Section 3. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the Transportation Benefit District Fund's revenues by \$118,100.

Section 4. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the Federal Advance Grant Control Funds' revenues by \$6,150 and increase appropriations by \$10,830.

Section 5. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the Park Improvement Funds' revenues by \$20,750 and increase appropriations by \$43,850.

Section 6. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's revenues by \$23,500.

Section 7. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the Water Fund's revenues by \$70,200 and increase appropriations by \$44,200.

Section 8. The annual budget of the city for the calendar year 2022 shall be, and the same hereby is, amended so as to increase the Airport Fund's revenues by \$18,030 and increase

appropriations by \$10,000.

Section 9. Attached hereto and identified as Exhibit A, in summary form, is the total of estimated revenues, transfers-in, expenditures, and transfers-out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2022 budget which shows a total estimated ending fund balance of \$27,324,863.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** on its first reading at a regularly scheduled open public meeting thereof this ____ day of _____, 2022.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CITY OF CHEHALIS "SECOND " AMENDED 2022 BUDGET
2022 BUDGET SUMMARY REVISED WITH ORDINANCE NO. 1034-B**

Original Adopted Budget: Ordinance No. 1025-B

Corrected

Fund No.	Fund Name	Beginning Fund Balance				Estimated Ending Fund Balance 12/31/2022	Change in Fund Balance Increase		
		01/01/2022	Revenues	Transfers In	Expenditures		Transfers Out	(Decrease)	% Change
001	General Fund	\$ 2,719,202	\$ 11,946,536	\$ 457,340	\$ 11,485,001	\$ 1,987,219	\$ 1,650,858	\$ (1,068,344)	-39.3%
003	Street Fund	287,980	162,873	912,828	1,079,576	-	284,105	(3,875)	-1.3%
004	Building Abatement Fund	51,659	50	-	-	-	51,709	50	0.1%
102	Arterial Street Fund	96,855	-	-	-	90,828	6,027	(90,828)	-93.8%
103	Transportation Benefit District Fund	3,071,696	4,401,100	-	3,700,000	-	3,772,796	701,100	22.8%
107	Tourism Fund	140,104	235,070	-	149,300	108,686	117,188	(22,916)	-16.4%
110	Compensated Absences Reserve Fund	247,014	240	-	61,700	-	185,554	(61,460)	-24.9%
115	LEOFF 1 OPEB Reserve Fund	66,077	100	205,800	156,700	-	115,277	49,200	74.5%
195	Community Development Block Grant Fund	24,613	25	-	1,000	-	23,638	(975)	-4.0%
197	HUD Block Grant Fund	88,501	85	-	2,000	-	86,586	(1,915)	-2.2%
199	Federal Grant Control Fund	1,068,806	1,075,593	-	10,830	420,000	1,713,569	644,763	60.3%
200	General Obligation Bond Fund	5	-	299,516	299,515	-	6	1	20.0%
301	Public Facilities Reserve Fund	477,066	250	485,000	425,000	180,000	357,316	(119,750)	-25.1%
302	Automotive/Equipment Reserve Fund	283,253	100	450,000	-	-	733,353	450,100	158.9%
303	Parks Improvement Fund	-	20,750	180,000	98,850	-	101,900	101,900	0.0%
305	First Quarter REET Fund	288,772	126,400	-	-	130,494	284,678	(4,094)	-1.4%
306	Second Quarter REET Fund	367,156	126,475	-	-	73,257	420,374	53,218	14.5%
402	Garbage Fund	8,449	6,110	-	7,000	-	7,559	(890)	-10.5%
404	Wastewater Fund	5,468,851	5,406,900	-	5,536,494	2,000,000	3,339,257	(2,129,594)	-38.9%
405	Water Fund	7,866,126	2,987,201	-	2,848,809	6,400,000	1,604,518	(6,261,608)	-79.6%
406	Storm and Surface Water Fund	1,516,682	584,370	-	581,020	1,295,000	225,032	(1,291,650)	-85.2%
407	Airport Fund	1,543,750	1,488,160	-	1,479,423	1,534,000	18,487	(1,525,263)	-98.8%
414	Wastewater Capital Fund	-	147,800	2,000,000	542,000	-	1,605,800	1,605,800	0.0%
415	Water Capital Fund	-	357,600	6,400,000	841,000	-	5,916,600	5,916,600	0.0%
416	Storm and Surface Water Capital Fund	-	135,400	1,295,000	57,900	-	1,372,500	1,372,500	0.0%
417	Airport Capital Fund	-	1,443,526	1,534,000	682,210	-	2,295,316	2,295,316	0.0%
611	Firemen's Pension	1,032,680	15,480	-	13,300	-	1,034,860	2,180	0.2%
TOTALS		\$ 26,715,297	\$ 30,668,194	\$ 14,219,484	\$ 30,058,628	\$ 14,219,484	\$ 27,324,863	\$ 609,566	2.3%

*Funds 633 and 634 are custodial funds which the city holds funds as a custodian for a period of time. This money does not belong to the City.

Original Budget	24,554,668	28,374,422	13,448,484	28,166,738	13,448,484	24,762,352	207,684
Amended Budget #1	26,715,297	29,789,814	14,183,484	29,590,668	14,183,484	26,914,443	199,146
Amended Budget #2	26,715,297	30,668,194	14,219,484	30,058,628	14,219,484	27,324,863	609,566
<i>Changes for Amendment #2</i>	-	<i>878,380</i>	<i>36,000</i>	<i>467,960</i>	<i>36,000</i>	<i>410,420</i>	<i>410,420</i>

Fund No. and Name	Account Name	Reason for Amendment	2022 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 001 - General Fund									
Revenues:									
001.313.011.00	Local Sales & Use Tax	Reflect more to actual	5,342,000	466,000				466,000	5,808,000
001.313.061.00	Brokered Natural Gas Sales & Use Tax	Reflect more to actual	43,700	5,400				5,400	49,100
001.313.071.00	Criminal Justice Sales Tax	Reflect more to actual	157,300	14,500				14,500	171,800
001.316.041.00	Utility Tax - Electric	Reflect more to actual	597,100	48,000				48,000	645,100
001.316.043.00	Utility Tax - Gas	Reflect more to actual	134,800	28,600				28,600	163,400
001.316.045.00	Utility Tax - Garbage/Solid Waste	Reflect more to actual	82,100	21,200				21,200	103,300
001.316.046.01	Utility Tax - Cable	Reflect more to actual	100,100	1,900				1,900	102,000
001.316.047.00	Utility Tax - Telephone	Reflect more to actual	183,600	(51,000)				(51,000)	132,600
001.322.090.00	Other Licenses & Permits -Fire Safety	Reflect more to actual	5,100	7,200				7,200	12,300
001.334.003.10	State Grant - Department of Ecology	Oil Spill & Haz-Mat Response Equipment Grant	-	32,500				32,500	32,500
001.335.000.91	PUD Privilege Tax	Reflect more to actual	78,600	6,450				6,450	85,050
001.336.006.20	Criminal Justice-High Crime	Reflect more to actual	29,100	(29,100)				(29,100)	-
001.345.083.01	Hearing Examiner/Consultant Fee	Reflect more to actual	1,600	5,000				5,000	6,600
001.347.030.01	Open Swim/Pool Admissions	Reflect more to actual	96,900	10,900				10,900	107,800
001.347.030.02	Rec Tournes/League/Events	Reflect more to actual	5,000	(5,000)				(5,000)	-
001.353.010.00	Traffic Infractions/Non-Parking	Reflect more to actual	34,900	(5,000)				(5,000)	29,900
001.354.009.00	Parking Infractions	Reflect more to actual	7,700	5,000				5,000	12,700
001.334.005.10	State Grant - OSPI	AWC/OSPI Seek Grant Reimbursement	-	35,075				35,075	35,075
001.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	1,500	11,000				11,000	12,500
001.367.011.71	Donations for Rec/Fac	Donations for recreation & facility expense reimbursement	-	11,625				11,625	11,625
Total General Fund Revenues & Transfers In			11,783,626	620,250	-	-	-	620,250	12,403,876
Expenditures:									
001.E1.514.023.41.50	Professional Services-Audit	2020 & 2021 audit in the same year plus rate increase (SAO est)	41,000			10,000		10,000	51,000
subtotal for Finance			341,300	-	-	10,000	-	10,000	351,300
001.E4.514.020.35.00	Small Tools & Minor Equip	Purchase of MS Surface. Not budgeted	-			1,400		1,400	1,400
001.E4.514.020.41.00	Prof Services	Reflect more to actual. Increase for PRR related service.	500			1,000		1,000	1,500
001.E4.514.020.49.02	Membership Dues/Subscriptions	Reflect more to actual	100			500		500	600
subtotal for City Clerk			64,100	-	-	2,900	-	2,900	67,000
001.F2.518.030.31.00	Office and Operating Supplies	Vandalism to Penny park plus increase in pricing	65,000			16,000		16,000	81,000
001.F2.518.030.32.00	Fuel Consumed	Increase in gas prices	14,000			7,000		7,000	21,000
001.F2.518.030.45.00	Rentals	Rented lift to replace light at Babe Ruth and Little League fields	4,500			9,000		9,000	13,500
001.F2.518.030.47.00	Public Utility Services	Increase in PUD, PSE utility bills	61,120			6,000		6,000	67,120
001.F2.518.030.48.00	Repairs & Maint-Facilities	HVAC at City Hall, Sewer cleanout at Penny Restrooms	44,000			17,400		17,400	61,400
001.F2.576.020.35.00	Small Tools and Minor Equipment	New pool vacuum	1,400			5,000		5,000	6,400
001.F2.594.030.63.00	Other Improvements	Cityhall front office wall, security door and front counter	-			19,445		19,445	19,445
subtotal for Parks & Facilities			1,440,117	-	-	79,845	-	79,845	1,519,962
001.G1.518.020.41.00	Professional Services - Property Mgmt	Appraisal service fee for old fire station. Not budgeted.	-			6,000		6,000	6,000
001.G1.597.000.05.03	Transfers Out - Fund 003 - Sales Tax	Reflect more to actual. Appx. 8.7% increase	209,000				18,500	18,500	227,500
001.G1.597.000.06.03	Transfers Out - Fund 003 - Utility Tax	Reflect more to actual. Appx. 4.4% increase	577,000				17,500	17,500	594,500
subtotal for Non-Departmental			2,228,469	-	-	6,000	36,000	42,000	2,270,469
001.G2.518.010.31.04	Supplies-Wellness Program	Supplies for employee Recognition Program. City Council Approved	-			15,000		15,000	15,000
subtotal for Human Resources			232,720	-	-	15,000	-	15,000	247,720
001.I1.522.020.32.00	Fuel Consumed	Increase in gas prices	11,000			6,000		6,000	17,000
001.I1.522.050.45.00	Rentals-Emerg Fire Station	Pacific Mobile and Airport site lease for another month	48,300			6,100		6,100	54,400
001.I1.522.050.47.00	Public Utility Service	Reflect more to actual	5,000			10,000		10,000	15,000
001.I1.522.050.47.03	Public Utility Service-City	Reflect more to actual	5,000			2,500		2,500	7,500
001.I1.594.022.64.00	Capital Machinery & Equipment	Oil Spill & Haz-Mat Response Equipment (Grant funded)	85,805			32,500		32,500	118,305
subtotal for Fire			2,571,174	-	-	57,100	-	57,100	2,628,274
001.P2.558.060.41.00	Prof Services-Economic Development	G&O Interim City Engr Devlp Review \$103,500 / Atty Feeds Code Enforce\$20K	50,000			123,500		123,500	173,500
subtotal for Planning & Building			1,200,150	-	-	123,500	-	123,500	1,323,650
001.R1.571.020.41.00	Professional Services	Reimbursable Seek Grant Expenses (Skyhawk sports academy etc)	62,700			35,075		35,075	97,775
001.R1.571.022.11.05	Salary & Wages - PT	Pool staff. Reflect more to actual.	97,900			6,050		6,050	103,950
001.R1.571.022.12.05	Overtime - PT	Pool staff. Reflect more to actual.	-			2,010		2,010	2,010
subtotal for Recreation			448,060	-	-	43,135	-	43,135	491,195
Total General Fund Expenditures & Transfers Out			13,098,740	-	-	337,480	36,000	373,480	13,472,220
Total for General Fund				620,250	-	337,480	36,000	246,770	

Fund No. and Name	Account Name	Reason for Amendment	2022 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 003 - Street Fund									
Revenues:									
003.397.000.01	Transfer In- Fund 001 - Sales Tax	Reflect more to actual. Appx. 8.7% increase.	209,000		18,500			18,500	227,500
003.397.000.01	Transfer In- Fund 001 - Utility Tax	Reflect more to actual. Apprx. 4.4% increase	577,000		17,500			17,500	594,500
003.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	200	1,400				1,400	1,600
Total Street Fund Revenues & Transfers In			1,038,301	1,400	36,000	-	-	37,400	1,075,701
Expenditures:									
003.01.543.010.40.16	Intergovernmental Svcs-LC Emergency	Not budgeted in 2022	-			3,800		3,800	3,800
003.01.543.010.46.00	Insurance	WCIA insurance exceed budget	18,280			2,800		2,800	21,080
003.03.542.030.32.00	Fuel consumed	Increased use and price increase	10,500			15,000		15,000	25,500
Total Street Fund Expenditures & Transfers Out			1,057,976	-	-	21,600	-	21,600	1,079,576
Total for Street Fund				1,400	36,000	21,600	-	15,800	
Fund 103 - Transportation Benefit District Fund									
Revenues:									
103.313.021.00	Public Transportation Sales Tax	Reflect more to actual	1,256,000	109,100				109,100	1,365,100
103.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	2,000	9,000				9,000	11,000
Total Transportation Benefit District Fund Revenues & Transfers In			4,283,000	118,100	-	-	-	118,100	4,401,100
Total for Transportation Benefit District Fund				118,100	-	-	-	118,100	
Fund 199 - Federal Advance Grant Control Fund									
Revenues:									
199.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	100	6,150				6,150	6,250
Total Federal Advance Grant Control Fund Revenues & Transfers In			1,069,443	6,150	-	-	-	6,150	1,075,593
Expenditures:									
199.48.518.063.40.21	ARPA Grant pass through payment- UT COVID 19 Landlord Utility Assistance approved by Council		-			10,830		10,830	10,830
Total Federal Advance Grant Control Fund Expenditures & Transfers Out			420,000	-	-	10,830	-	10,830	430,830
Total for Federal Advance Grant Control Fund				6,150	-	10,830	-	(4,680)	
Fund 303 - Park Improvement Fund									
Revenues:									
303.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	-	750				750	750
303.367.011.71	Donations - Rec Park	Donation from Twin Cities Sports Commission	-	20,000				20,000	20,000
Total Park Improvement Fund Revenues & Transfers In			180,000	20,750	-	-	-	20,750	200,750
Expenditures:									
303.70.594.076.63.01	Other Improvements - Rec Park	Rec Park Fencing and Field 3&4 Drain	10,000			43,850		43,850	53,850
Total Park Improvement Fund Expenditures & Transfers Out			55,000	-	-	43,850	-	43,850	98,850
Total for Park Improvement Fund				20,750	-	43,850	-	(23,100)	
Fund 404 - Wastewater Fund									
Revenues:									
404.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	5,000	23,500				23,500	28,500
Total Wastewater Revenues & Transfers In			5,383,400	23,500	-	-	-	23,500	5,406,900
Total Wastewater Fund				23,500	-	-	-	23,500	
Fund 405 - Water Fund									
Revenues:									
405.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	1,000	26,000				26,000	27,000
405.382.010.06	Latecomer Fees/Deposit	Latecomer Fees YTD Rec'd	-	44,200				44,200	44,200
Total Water Fund Revenues & Transfers In			2,917,001	70,200	-	-	-	70,200	2,987,201
Expenditures:									
405.10.582.010.06.00	Latecomer Fees/Reimburse	Latecomer Fees Reimbursed	-			44,200		44,200	44,200

Fund No. and Name	Account Name	Reason for Amendment	2022 Amended Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
	Total Water Fund Expenditures		9,204,609	-	-	44,200	-	44,200	9,248,809
Total for Water Fund				70,200	-	44,200	-	26,000	
Fund 407 - Airport Fund									
Revenues:									
407.344.060.07	Let Exempt Leases	Lease of Emerg Fire station site (8 months). Not budgeted	-	14,230				14,230	14,230
407.361.011.00	Interest Earnings	Reflect more to actual. Interest rate increased.	750	3,800				3,800	4,550
	Total Airport Fund Revenues & Transfers In		1,470,130	18,030	-	-	-	18,030	1,488,160
Expenditures:									
407.09.546.010.41.50	Professional Services - Audit	FY 2021 Federal Grant Single Audit Fee - Not budgeted	-			10,000		10,000	10,000
	Total Airport Fund Expenditures		3,003,423	-	-	10,000	-	10,000	3,013,423
Total for Airport Fund				18,030	-	10,000	-	8,030	
Total Amendment for City-wide All Funds				878,380	36,000	467,960	36,000	410,420	

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee
Councilor Jerry Lord, Chair
Chip Duncan, Veterans Memorial Museum
Jacob Blue, Holiday Inn Express & Suites
Annalee Tobey, Experience Chehalis
Lilly Wall, City of Chehalis/ Stan Hedwall RV Park

BY: Jill Anderson, City Manager
Cassie Frazier, Administrative Assistant

MEETING OF: September 26, 2022

SUBJECT: Lodging Tax Advisory Committee Recommendations for 2023 Tourism Funds

ISSUE

The Lodging Tax Advisory Committee (LTAC) reviews and makes funding recommendations to the City Council to fund various non-profit organizations or government entities for marketing and promotion, activities, operations, and expenditures designed to increase tourism. The LTAC met on Tuesday, September 13, 2022, to review seven requests from various organizations for tourism funds for the 2023 calendar year and to make recommendations to the City Council regarding funding allocations.

SUMMARY OF REQUESTS SUBMITTED

With a projected beginning fund balance of \$117,600, plus projected revenues of \$290,000, the estimated revenues for 2023 totaled \$407,600. A \$50,000 reserve was set aside for projects/activities that may come up during the year. The dedicated debt service fund for the Recreation Park bond payment schedule is \$71,094 for 2023. Therefore, a total of \$286,506 estimated revenue was available for distribution to lodging tax recipients in 2023.

Projected Beginning Fund Balance	\$ 117,600.00
Estimated Revenue	<u>\$ 290,000.00</u>
Total Estimated Funds	\$ 407,600.00
Recommended Ending Fund Balance	\$ 50,000.00
Dedicated Debt Service for Recreation Park	\$ 71,094.00
Total Estimated Available Revenue	\$ 286,506.00

City of Chehalis – Recreation Park Debt Service

Each year, a portion of the projected LTAC revenues are dedicated to paying the annual debt service on bonds issued to fund a portion of the Recreation Park Improvement Project, not to exceed \$75,000/year.

This annual allocation was approved by the City Council at the July 22, 2019, meeting and passed by Ordinance No. 999-B. The allocated amount for 2023 is \$71,094.

City of Chehalis – Annual Allocation

On September 27, 2021, the City Council approved the LTAC recommendation to award 20% of available revenues in 2022 and then annually commit 25% of available revenues to the City beginning in 2023. As a follow-up to that action, the LTAC is further recommending that at a dedicated fund for future improvement and maintenance needs for the Shaw Aquatic Center and the Chehalis Sports Complex be established. LTAC recommends that the City determine what portion of the annual allocation would be set aside in the dedicated maintenance and replacement fund through the City’s annual budget process.

This year the LTAC has recommended guidelines for the funding, which are presented for City Council consideration and action in proposed Resolution No. 14-2022, which is attached and is summarized below:

- Declare the dedication of 25% of available revenue derived from Lodging Tax Funds be awarded to the City of Chehalis Yearly.
- Establish a dedicated fund for future improvement and maintenance needs for the Shaw Aquatic Center and the Chehalis Sports Complex that could be funded from the annual 25% allocation to the City.
- Require a report of the use of funds at the yearly LTAC meeting in conjunction with an application for the next calendar years potential usage.
- Implement a 5-year review and reassessment of funding beginning in year 2023 to determine if the funding percentage should be increased/lowered or remain at 25% or if the funding format would need to be eliminated.

The committee unanimously agreed to make the following recommendations to the City Council:

Organization	2023 Requests	2023 Recommendation
Chehalis-Centralia Railroad and Museum	\$ 50,000.00	\$ 50,000.00
Centralia-Chehalis Chamber of Commerce	\$ 45,000.00	\$ 15,000.00
Lewis County Historical Museum	\$ 35,000.00	\$ 35,000.00
Chehalis Foundation	\$ 25,000.00	\$ 0.00
Experience Chehalis	\$ 49,700.00	\$ 49,700.00
Veterans Memorial Museum	\$ 40,000.00	\$ 40,000.00
City of Chehalis (25% available revenue)	\$ 71,600.00	\$ 71,600.00
Totals	\$ 316,300.00	\$ 261,300.00

The recommendation to allot zero funds to the Chehalis Foundation was due to the delays in constructing the proposed tennis/wrestling facility, with groundbreaking potentially expected to begin by spring to early summer of 2023. The committee requested they meet again in April of 2023 to reassess the real amount of lodging tax funds collected and possibly re-open for a secondary application process to disperse those funds. At that time, the Chehalis Foundation could reapply if they are farther along in their build than previously expected.

The committee determined through RCW 67.28.1816, the Chamber of Commerce’s request for \$7,000 for landscaping/sprinkler system and \$1,000 for contract services for landscaping was determined to not be allowed. The land is owned by the City and leased to the Chamber, therefore funding for this could

possibly be considered a capital project and would need to be applied for in conjunction with the City. The committee was also concerned that 2 of the 3 new events the Chamber of Commerce was hosting/promoting were geared more towards local participation and not towards bringing tourism from 50 miles away or more. The Chamber of Commerce requested the majority of funding be dedicated to towards personnel to assist in reopening on Saturdays. The committee calculated the average amount needed to employ one person each Saturday for the year, included the request for marketing and operations, and recommended the amount of \$15,000 to cover all three.

With these recommendations in place, there was a surplus of \$25,206 that the committee suggests adding to the \$50,000 reserve. These funds could then be awarded if a secondary application process is opened at the April 2023 meeting.

AWARD PROCESS

A municipality may award amounts different from the LTAC, but only after satisfying procedural requirements of the state statute. A municipality must submit its proposed change(s) to the advisory committee for review and comment at least 45 days before final action on the proposal.

The attachments to this report include the draft minutes from the September 13, 2022, LTAC meeting and 2023 tourism fund projections and requests. Funding request applications are available for review upon request.

Upon City Council approval, all recipients must enter into an agreement with the City for use of the funds. The award recipients are required to submit quarterly reports to request reimbursement for eligible expenditures. All expenses are reviewed for accuracy before reimbursements are disseminated.

RECOMMENDATION

The LTAC recommends that the City Council approve its recommendations individually and collectively for use of lodging tax funds for 2023, as follows:

Organization	2023 Requests	2023 Recommendation
Chehalis-Centralia Railroad and Museum	\$ 50,000.00	\$ 50,000.00
Centralia-Chehalis Chamber of Commerce	\$ 45,000.00	\$ 15,000.00
Lewis County Historical Museum	\$ 35,000.00	\$ 35,000.00
Chehalis Foundation	\$ 25,000.00	\$ 0.00
Experience Chehalis	\$ 49,700.00	\$ 49,700.00
Veterans Memorial Museum	\$ 40,000.00	\$ 40,000.00
City of Chehalis (25% available revenue)	\$ 71,600.00	\$ 71,600.00
Totals	\$ 316,300.00	\$ 261,300.00

The LTAC recommends that the City Council approve the annual appropriation of 25% of available funds in the amount of \$71,600, to the City of Chehalis, to be utilized at the discretion of the City; establish a dedicated fund within the lodging tax fund for future maintenance and improvements to the Shaw Aquatic Center and Chehalis Sports Complex; approve the annual debt service payment for the Recreation Park Improvement Project in the amount of \$71,094.

It is further recommended that Resolution No. 14-2022 be approved on first and final reading: A Resolution of the City of Chehalis, WA, approving a dedication of twenty-five percent of available

revenues from lodging tax revenue to the City of Chehalis each year upon application and establishing a reserve fund for future improvement needs for Shaw Aquatic Center and Chehalis Sports Complex from the dedicated funding.

SUGGESTED MOTION

I move that the City Council:

- Waive the City Council rule requiring two readings of resolution that has a budget impact.
- Approve the funding amounts, both individually and collectively, of the Lodging Tax Advisory Committee for use of lodging tax funds for 2023; and
- Approve the annual debt service payment for the Recreation Park Improvement Project in the amount of \$71,094; and
- Approve the annual appropriation of 25% of available revenues to the City of Chehalis beginning in 2023, to be utilized at the discretion of the City; and
- Approve the establishment of a dedicated fund within the lodging tax fund for future maintenance and improvements to the Shaw Aquatic Center and Chehalis Sports Complex.
- Approve Resolution No. 14-2022 on first and final reading.

**City of Chehalis
Tourism (Hotel/Motel) Tax Revenue
Month-by-Month Comparisons**

Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Change '22-21	% Chg
January	13,351	10,705	12,679	14,744	15,710	15,031	14,477	17,610	14,666	17,018	2,352	16.0%
February	10,994	10,658	13,811	12,586	14,619	15,059	14,523	17,446	11,271	17,914	6,643	58.9%
March	8,984	9,132	12,336	12,876	15,467	17,313	17,146	19,535	12,283	20,464	8,181	66.6%
April	10,073	10,345	14,891	18,753	18,022	16,865	20,094	4,283	16,360	27,268	10,908	66.7%
May	13,774	12,882	19,100	20,463	21,930	20,487	22,691	4,494	20,113	23,632	3,519	17.5%
June	11,838	13,580	17,152	19,714	20,874	19,188	20,746	20,263	22,839	22,547	(292)	-1.3%
July	14,181	16,837	24,869	20,407	23,406	20,877	22,690	29,354	25,637	28,904	3,267	12.7%
August	17,423	21,247	24,917	23,832	25,227	25,303	25,231	19,284	29,891	31,525	1,634	5.5%
September	23,712	26,186	28,626	30,160	29,132	28,991	31,478	19,113	35,331			0.0%
October	25,479	26,177	27,388	28,907	33,146	29,024	30,844	20,316	34,319			0.0%
November	16,896	19,608	20,066	23,734	22,574	21,728	19,474	21,429	26,432			0.0%
December	13,742	16,841	17,810	19,509	18,548	18,945	18,823	19,262	23,323			0.0%
Totals	180,447	194,197	233,645	245,683	258,654	248,812	258,216	212,388	272,466	189,273	36,212	
First Quarter	33,328	30,494	38,826	40,206	45,796	47,403	46,146	54,591	38,220	55,396	17,177	44.9%
Second Quarter	35,686	36,808	51,142	58,929	60,825	56,540	63,530	29,039	59,313	73,447	14,135	23.8%
Third Quarter	55,315	64,269	78,412	74,399	77,764	75,172	79,399	67,751	90,859	60,429	4,901	5.4%
Fourth Quarter	56,117	62,626	65,265	72,149	74,268	69,697	69,141	61,007	84,074	-	-	0.0%

Final Budget	\$ 233,000	\$ 248,185	\$ 191,950	\$ 267,100	\$ 235,000	\$ (32,100)	-12.0%
YTD Actual % of Amended Budget						80.5%	
YTD Target percent (8/12 months)						66.7%	
YTD Target Amount						\$ 156,667	
YTD Actual Over (under) Target						\$ 32,606	
							13.9%

2023 Chehalis Tourism Fund Projections and Requests

Projected Beginning Fund Balance			
Estimated Ending Cash 12/31/2022	\$	117,600	
Estimated 2023 Tax Revenue	\$	290,000	Projected about 6% revenue increase over 2021 actual hotel/motel tax received
Total Estimated Funds	\$	407,600	
Less Recommended Ending Fund Balance	\$	(50,000)	
Less Dedicated Debt Service for Recreation Park	\$	(71,094)	2023 debt service payment due, approved by LTAC 6/4/2019
Total Estimated Available Revenue	\$	286,506	

	2022 Original Awarded	2023 Funding Requests	2023 Secondary Funding Request	2022 LTAC Recommendations	2022 Council Action
Facilities					
Lewis County Historical Museum	\$ 29,860.00	\$ 35,000.00	\$ 30,000.00	\$ 35,000.00	
Veterans Memorial Museum	\$ 29,860.00	\$ 40,000.00	\$ 35,000.00	\$ 40,000.00	
Chehalis-Centralia Railroad and Museum	\$ 29,860.00	\$ 50,000.00	\$ 35,000.00	\$ 50,000.00	
Experience Chehalis (Formally CCRT)	\$ 29,860.00	\$ 49,700.00	\$ 34,200.00	\$ 49,700.00	
Centralia-Chehalis Chamber of Commerce	\$ 29,860.00	\$ 45,000.00	\$ 40,000.00	\$ 15,000.00	
Recreation/City fund- Transfer Out Fund	\$ 37,340.00	\$ 71,600.00	\$ 71,600.00	\$ 71,600.00	
Chehalis Foundation	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	
Totals	\$ 186,640.00	\$ 316,300.00	\$ 270,800.00	\$ 261,300.00	
Access (deficiency) over Available Funds		\$ (29,794.00)	\$ 15,706.00	\$ 25,206.00	

Chehalis Lodging Advisory Committee
Meeting Minutes
September 13, 2022

Committee Present: Councilor Jerry Lord; Annalee Tobey, Experience Chehalis; Chip Duncan, Veterans Memorial Museum; Jacob Blue, Holiday Inn Express; Lilly Wall, Stan Hedwall RV Park

Public Present: None

1. **Call to Order:**

Councilor Lord called the meeting to order at 8:29am

2. **Brief Review of Applications and Questions**

- Councilor Lord welcomed everyone and asked if there were any questions or concerns.
- Annalee asked about the percentage of 6% and why it was so low when she could see that from the previous year it should be closer to 23%. Chip and Jacob explained that it may be a conservative projection.
- Lilly suggested reassessing the funds at the beginning of 2023 and if there is more money available, opening for a second round of applications to disperse the extra available funds in the future. Otherwise, the funds will rollover into the next year to be applied for in 2023 and dispersed in 2024.
- Set a date in the future to reassess the funding and see if the committee should reopen the application process.
- Annalee asked how much is allocated and how much is used each year on average? Cassie stated that she could get the exact figures from the finance director, but generally all funding is used each year.
- A second meeting was requested to be held in April to reassess the actual amount of funding left and consider opening up a secondary application process.

3. **2023 FUNDING REQUEST PRESENTATIONS**

The comments below are in addition to the information provided in each organization’s application.

Chehalis- Centralia Railroad and Museum

Initial ask: \$50,000	Secondary ask: \$35,000
Marketing: \$35,000	
Operations: \$5,000	
Personnel: \$10,000	

Mary Kay Nelson presented for the railroad discussing the ups and downs they have had over the last year and where they are currently. One of the main events they are doing is the escape train that has been a huge hit. Tying in with the Veterans Museum has helped both entities throughout the year and the freeway frontage is beneficial to their tourism goals. Their audience is 50 miles away or more, as far as Poulsbo and Seattle have been documented this year. Their hope is to get the Pumpkin Express going by next month if insurance issues are handled by then. They may implement a 24-hour display to help during times they are not operating for people to still have an experience. A possible new program would be offering 20 seats on Sundays to lower income families to encourage children to be interested in trains and how they operate.

Chip asked what the \$10,00 personnel ask was for. Mary Kay explained that it was for the ticket operator and the crew operating the train, and they are the only people that generally get paid, the rest are mostly volunteers.

Mary Kay stated that her goal is to have the train operational this year, the main goal is Polar Express, but it may not be ready until January, so they will start running as much as possible as soon as it is cleared to do so. After they do start running, the Chronicle asked to do a ribbon cutting for the train to drive through and do an article on it.

They continue to have people volunteer and are excited to get them involved in the future events.

It was asked when the legal case they have would be finalized. September 17th is the next court date and Mary Kay mentioned that the case could be tossed out due to the person admitting they saw the train coming. An outside train operator has also offered to cover the railroad under their insurance, and they are working it out to see what can be accomplished.

Jacob asked when the rail line will be fixed. Mary Kay stated they will start repairs at the end of this month (September). Jacob asked about possible flooding in the impending months. Mary Kay said the problem areas are being assessed for ways to make them more structurally sound to prevent future wash outs. They are obtaining FEMA funding for repairs and the areas that were washed out would be looked at for permanent repair and that would be closer to January.

Centralia Chehalis Chamber of Commerce

Initial ask: \$45,000

Secondary ask: \$40,000

Marketing: \$7,666

Operations: \$1,410

Personnel: \$28,000

Contract services: \$1,000

Other: \$7,000

Cynthia Mudge presented for the Centralia Chehalis Chamber of Commerce. Cynthia stated that the Chamber is a real tourist hub for information. They provide information for attractions from Seattle to Portland. People ask about things listed on the website and on their social media platforms. The website has been updated and is easier to disperse information to the public. They have been utilizing the electronic billboard for their information but also for community events.

Cynthia handed out the 2022 Member Directory and explained that it has improved greatly over the last year, and they are looking toward including more pertinent information in it for the future.

They assisted with the STP and had a lot of success and acknowledgment for their involvement in assisting in the event.

Their goal is to reopen on Saturdays. They were forced to shut due to lack of funding and it has affected how they are able to work with the community. They are working with Experience Chehalis and Centralia Downtown Association (CDA) to promote "Shop Local" and promote the black Friday event and other similar events to help drive sales locally. They want to make it a 2-month event and work with the Silver Agency to promote it. With funding, Cynthia believes it will be a success. Another event would be Hoopfest (Streetball Festival), a street style basketball event to encourage people to come and visit the area. Successful tournaments like this elsewhere have been a great influence for this event. The event they hope will be held on Prindle Street, so it will be close enough to downtown for the participants to shop, but not to the point of blocking others from being able to shop. They are looking at doing a trails and rails 5k run event starting at Willapa trail head and ending at the railroad. Events could include corn hole as well as other games and fun things for families to participate in and is scheduled for Father's Day weekend next year. This would tie into the railroad, Veteran's museum, and Experience Chehalis.

Cynthia explained that there was a need for a new sprinkler system and landscaping. Their system broke and they want to make sure they are visually attractive since they are the first building to be seen from the freeway exit.

Chip asked under the expense section of "other", what the \$7,000 ask was for. Cynthia explained it was for the landscaping and replacing the sprinkler system.

Councilor Lord asked about STP and their involvement in it. They put some effort into the vendors, but they are shying away from having people stay in residents' homes like in previous years because the goal is to get them into hotels, camping and to utilize the restaurants and shops instead. Councilor Lord suggested a survey the business owners and hotels could take to see where the riders/family's money is spent during this event. Cynthia agreed with Councilor Lord and said a survey for the business owners and hotels would be very beneficial. Cynthia also suggested possibly utilizing the small buses they own to shuttle bikers to downtown to access the stores and restaurants for a small fee.

Chip asked about the Personnel funding ask and how it was being utilized. Cynthia explained that it would be dispersed to cover normal hours, Saturday hours, and working on tourism activities mentioned before. It was asked what Contract services funding would be used for and Cynthia stated the \$1,000 would be for a landscape maintenance contract. The marketing funding of \$7,666 would be for the 3 new events they are looking at promoting while also purchasing the basketball hoops needed for Hoopfest. Lilly asked about renting the basketball hoops for their event instead of buying them outright. Cynthia explained that over the next few years, it would be more cost effective to buy and later resell if the need arose. The basketball event will be held August of next year.

Lewis County Historical Museum

Initial ask: \$35,000	Secondary ask: \$30,000
Marketing: \$3,000	
Operations: \$20,000	
Personnel: \$9,000	

Jason Mattson presented for the Lewis County Historical Museum. He discussed how the train show was a success at the Lewis County Fairgrounds and they will be doing it again next year. The ghost tours will also be back, and they are looking forward to it. The coloring books and the walking tour guides are working great. The blueberry pancake breakfast was a success for ChehalisFest. The Flying Saucer event is coming up this weekend (September 17th) and Jason hopes they can make it a 2-day event in the future. They are utilizing McFilers new space at the theater for this event as well as City Farm's event space. They have expanded their display space to an unutilized hallway and are looking to continue adding more signage to the museum for the public to view. They are bringing back the authors afternoon this upcoming winter.

Councilor Lord asked for more details about the train event at the fairgrounds. Jason explained it is a model train and enthusiast event with vendors, etc. They open the museum up for free and run trains during that time. Annalee suggested tying in with the Railroad Museum for that event as well.

Councilor Lord asked Jason to explain what activities were occurring at the Flying Saucer event. Jason gave a rundown of the various events and locations of each. They will have small frisbees with specials taped to them that they will distribute to encourage people to shop local stores. Jacob announced that his hotel was booked for the Flying Saucer event and that room reservations began back in July.

Chip asked about the amount asked for marketing (\$3,000), Jason explained he utilizes Facebook for the most part so he can keep funding for it low. Chip suggested utilizing more for the UFO event since there is no competition for that market at this time anywhere in this area.

Chehalis Foundation

Initial ask: \$25,000	No secondary ask.
Marketing: \$15,000	
Operations: \$10,000	

Jenny Collins presented for the Chehalis Foundation. The Chehalis Foundation is partnering with various groups to facilitate the construction of a four-court tennis facility and middle school wrestling facility. There have been some setbacks. The cost doubled in the last year due to inflation. They did receive some funding, but there is still a need for more fundraising.

The operations funding would cover general maintenance but would also cover office supplies. Councilor Lord asked what initiated this request. Jenny explained that when Thorbecks reduced their courts from four down to one, it effected the tennis community greatly. This would facilitate their needs and also draw various tournaments from all over the state.

Councilor Lord asked how they came up with tennis and wrestling combined. Jenny stated that she thought of this due to the middle school currently having very limited space and/or locations to practice and hold tournaments at. This would help cover that need and give them a solid location for the students to practice.

Chip asked if the space could be utilized for other events besides tennis and wrestling. Jenny said that it could, but tennis and wrestling would take priority. Maintenance would be the key factor for allowing for other groups. They have looked at other tennis facilities and how they have opened for other vendor style events, and they will keep that in mind.

It was discussed that with the groundbreaking or completion of the building possibly not happening until after the funding would need to be used, Chehalis Foundation may not actually be able to qualify for the funding or if approved by committee and council, would need to have their funding be placed back into the pot for the next calendar year.

Their goal is to be self-sustaining and not need outside funding in the future. Their ties with the school will help with that. It was asked if they were including a pickleball court into their design. Jenny said they were designing the courts to include pickleball as an option for the community at this facility.

Experience Chehalis

Initial ask: \$49,700

Secondary ask: \$34,200

Marketing: \$25,600

Personnel: \$15,700

Contract Services: \$8,400

Annalee Tobey presented for Experience Chehalis. Annalee started off by explaining Experience Chehalis' role in the community and what it does for Chehalis. The main focus of the budget is for promotions and marketing for local activities. Whether it be for city facilities or local entities, they assist in promoting all events in the area.

Along with a name change from Chehalis Community Renaissance Team (CCRT), they now have a new brochure and updated website. There is a map of Chehalis and links to the events and locations for accommodations to stay at when tourists are here. They utilize Facebook and Instagram to promote also. They get the most foot traffic through these sites due to the public being able to search for events in a specific outside mileage from these platforms. They have an e-newsletter that they try to send out weekly, or biweekly to make sure word is getting out as much as possible.

The ask for personnel funding is for the need to add another position to Experience Chehalis to assist Annalee in accomplishing the various tasks that she doesn't want to fall by the way side since she is the only employee at this time. Utilizing that new staff person would entail them keeping up with the e-newsletter, website posting (content management), other marketing duties and contract fees would be used for video, blogging, and website hosting/maintenance.

Annalee said she is looking into Google ads so anytime someone searches Chehalis, there will be relevant content for them to view and draw them into town. Advertising will be utilized for the holiday season to motivate people to shop in town as opposed to online or big stores. They also use a videographer during events to take footage to potentially use on the website and social media sites to show the great things the city has to offer. They use QR codes throughout town via art murals. When using the QR code, it leads them to the Experience Chehalis website to a dedicated page where it takes them to another location and through the city where at the end, they have an opportunity to enter to win prizes.

Councilor Lord asked how many people follow them on Facebook. Annalee said they are at about 15,600 followers. Councilor Lord stated that he noticed the Spring Fling usually hosted by the Chamber wasn't on the list and asked Annalee if she knew anything about it. Annalee said she hadn't been approached about it as of yet but would reach out to the Chamber to ask.

It was suggested that maybe in the future creating an app for Experience Chehalis to assist for the ChehalisFest events. Annalee agreed that it might be beneficial to their ChehalisFest event but would need more time and help accomplishing something like that.

Veterans Memorial Museum

Initial ask: \$40,000
Marketing: \$40,000

Secondary ask: \$35,000

Chip Duncan presented for the Veterans Memorial Museum. He stated that they have been in operation for 25 years now. They will be hosting 16 events next year. The car show was a huge success again this year.

Councilor Lord asked about the plans for expansion. Chip said the museum purchased the land between the Veterans Museum and the Railroad depot. They have cleaned it up and are looking at getting a permit to fill it in. Their plan is to possibly put in an RV park, hosting 12 spaces. The goal is to use it for events and also for rentals to help with revenues. There is also a need to expand the parking lot and in the next few years, the goal is to expand on the museum.

Annalee touched on how well Chip did at switching things up to help keep their doors open while also making sure to partner with other entities and local businesses in the process.

Annalee suggested trying to utilize some of the amazing items in the museum to do some sort of storytelling time to draw people in. Chip said they are looking into maybe doing a podcast in the near future.

City of Chehalis

Ask is for the 25% of available lodging tax revenue approved by the Committee and the Council from 2021.

Lilly Wall presented for the City of Chehalis. Lilly started off by thanking the group for the allocation they approved last year. Lilly went over the estimated number of visitors and participants that visited the Sports Complex and Aquatic Center. Some of the funding will cover the staff on site and general maintenance of the facilities. The remaining, a percentage of the funding dedicated to future repairs, would go into a fund for necessary replacement of various items at the ball field and the aquatic center. Lilly shared a list of items and when they are scheduled to be replaced or repaired.

Annalee asked how the request for a specific percentage of set aside funding for repairs and maintenance of the facilities would work if they were supposed to use all funds each year. It was explained that it would be placed into a set aside account for whatever percentage is determined and then would be best utilized for the necessary replacement parts when the need would arise.

4. Review 2023 revenue projections and determine funding recommendations to City Council

- It was discussed and determined that the Chehalis foundation would not qualify for the funding they requested but could apply next year. If the committee recommends reopening for a secondary application process, they could apply at that time depending on the progress they have made or in September for the 2024 funding applications.
- The question was asked if the outside 24-hour exhibit the Railroad was considering would be a capital expenditure. It was suggested that it could be used as a marketing or promotion feature and that funding

could be used for that. It is recommended the Chehalis Centralia Railroad and Museum be awarded the full ask of \$50,000.

- The discussion of how to handle the funding for the City was to require an application each year to deliver an update on how the previous year's spending was handled and to see what projects are happening in the upcoming year. Also, to set up a fund similar to the bond payment for the percentage of funds deemed necessary for future repairs and maintenance. Every 5-years there would be a full review to assess if the funding percent would need to remain the same or be adjusted or eliminated. All were in favor.
- For the Chamber of Commerce, the request for \$7,000 for landscaping/sprinkler system and \$1,000 for contract services for landscaping was determined to not be allowed. The property is owned by the City and leased to the Chamber, funding for this could possibly be considered a capital project and would need to be applied for in conjunction with the City. The committee also voiced concern over funding not being utilized for marketing and promotion to draw people from 50 miles or more. Two of the three events the Chamber is hosting or working with are geared more towards local involvement. Jacob suggested to award around \$5,200 to dedicate towards having the Chamber be able to staff someone for Saturdays like requested. This figure was calculated by taking the minimum wage, multiplying it by 8 hours and then multiplying that by 52 weeks. The committee agreed to award the full ask of \$7,666 for marketing and promotion and \$1,410 for operations. The overall agreement was to round the total amount up to \$15,000 total to be awarded to the Chehalis Centralia Chamber of Commerce. It is recommended at this time to award the Chehalis Centralia Chamber of Commerce \$15,000.
- A discussion of how money is being utilized by the Lewis County Historical Museum was started. Many members voiced shared thoughts of the low amount of money being distributed to marketing and promotion (\$3,000) and the large sum being dedicated to operations (\$20,000) and personnel (\$9,000). The concern that the museum would not be able to stay open if they did not receive funding for operations and personnel was voiced, however, Chip stated that the museum is county funded and would not close. They would however no longer be able to afford having a director. Moving forward, the committee would like to see more effort being made in the direction of events and marketing to bring in additional tourism and in turn, help finance their personnel and operating needs as opposed to relying on lodging tax funds for that need. It is recommended at this time to award the Lewis County Historical Museum their full ask of \$35,000.
- The committee all agreed that the continued efforts of Experience Chehalis have benefited the community and tourism overall. It is recommended at this time to award Experience Chehalis their full ask of \$49,700.
- The committee all applauded Chip and the Veterans Memorial Museum for their continued efforts to drive tourism in the city of Chehalis. It is recommended at this time to award the Veterans Memorial Museum their full ask of \$40,000.

With all recommendations tabulated, there is a balance of \$25,206 remaining. The committee recommends keeping this amount as a reserve and if there is a higher amount of lodging tax funds than projected at the meeting scheduled for April, then add the \$25,206 to that amount and offer a secondary application process to apply for these funds.

The meeting was adjourned at 2:03pm

RESOLUTION NO. 14-2022

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, APPROVING A DEDICATION OF TWENTY-FIVE PERCENT OF AVAILABLE REVENUES FROM LODGING TAX REVENUE TO THE CITY OF CHEHALIS EACH YEAR UPON APPLICATION AND ESTABLISHING A RESERVE FUND FOR FUTURE IMPROVEMENT NEEDS FOR SHAW AQUATIC CENTER AND CHEHALIS SPORTS COMPLEX FROM THE DEDICATED FUNDING

WHEREAS, the Lodging Tax Advisory Committee recommended twenty-five (25) percent of available revenues each year to commence in year 2023 be awarded to the City of Chehalis for use at the City's discretion and furthermore was approved by action of the City Council on September 27, 2021; and

WHEREAS, a portion of the annual funding is to be set aside into a reserve fund for future improvements and maintenance needs at the Shaw Aquatic Center and Chehalis Sports Complex in an amount recommended to the City Council through the City's annual budget process; and

NOW, THEREFORE, IT BE RESOLVED by the City Council of the City of Chehalis as follows:

Section 1. There is hereby declared the dedication of twenty-five (25) percent of available revenue derived from Lodging Tax Funds be awarded to the City of Chehalis yearly.

Section 2. A dedicated reserve fund is to be established within the Tourism Fund for use by the City for future improvement needs at the Shaw Aquatic Center and the Chehalis Sports Complex to be taken from the yearly allocation of the twenty-five (25) percent of available revenues awarded to the City of Chehalis.

Section 3. A report of the use of the funds is to occur during the yearly Lodging Tax Advisory Committee meeting in conjunction with an application for the next calendar years potential usage.

Section 4. There will be a review and reassessment of funding starting from the year 2023 and occurring every five years to determine if the funding percentage should be increased/lowered, remain at twenty-five (25) percent, or if the funding format would need to be eliminated.

Section 4. The effective date of this Resolution shall be immediately upon its adoption.

PASSED by the City Council of Chehalis, Washington, and approved by its Mayor this _____ day of September 2022.

Mayor

ATTEST:

City Clerk

Approved as to Form:

City Attorney