

# PLEASE NOTE SPECIAL MEETING TIME

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

Anthony E. Ketchum Sr., District 3  
Mayor

Terry F. Harris, District 1, Mayor Pro Tem  
Daryl J. Lund, District 2  
Dr. Isaac S. Pope, District 4

Dennis Dawes, Position at Large  
Chad E. Taylor, Position at Large  
Bob Spahr, Position at Large

**August 27, 2012**

**5:00 p.m.**

## WORK SESSION

1. Utility Rates. (Public Works Director)

**Regular Meeting of Monday, August 27, 2012**

**6:00 p.m.**

ITEM

ADMINISTRATION  
RECOMMENDATION

PAGE

2. Call to Order. (Mayor)

3. Pledge of Allegiance. (Mayor)

## CITIZENS BUSINESS

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

**PROCLAMATIONS / PRESENTATIONS**

4. <u>Proclamation for Health and Wellness Day – September 15, 2012.</u> (Mayor)	---	
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**CONSENT CALENDAR**

5. <u>Minutes of the Work Session of August 6, 2012, and the Regular Meeting of August 13, 2012.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	9

**ADMINISTRATION AND CITY COUNCIL REPORTS**

7. <u>Administration Reports.</u>		
a. July financial report. (Finance Manager)	INFORMATION ONLY	10
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

**NEW BUSINESS**

9. <u>Ordinance No. 898-B, Second and Final Reading – Rezone Property on Arizona Street.</u> (Community Development Director)	PASS	15
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**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON  
OTHER ITEMS NOT LISTED ON THIS AGENDA**

**NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, SEPTEMBER 10, 2012**

August 6, 2012

The Chehalis city council met in a work session on Monday, August 6, 2012, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:02 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Dawes was absent (excused). Staff present included: Merlin MacReynold, City Manager; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Bob Nacht, Community Development Director; and Peggy Hammer, Human Resources Administrator.

1. **Work Session to Review 2012-2013 Financial and Organizational Strategies.** City Manager MacReynold started the work session by first reviewing the 2012 goals and objectives of the Council, which included:

- Continue to maintain fiscal viability of city
- Continue street maintenance throughout the city
- Continue downtown aesthetics and infrastructure improvements
- Complete and approve updated city Comprehensive Plan (which includes the Parks Comprehensive Plan)
- Continue working cooperatively with other fire districts to explore feasibility of a Regional Fire Authority
- Continue improvements to city parks and explore ongoing funding
- Continue involvement in the Lewis County campus project
- Support the development of "Stream Team" to enhance local streams, using youth and volunteers
- Continue to cooperatively work on regional flood issues
- Hold quarterly meetings between Centralia and Chehalis council committees and/or City Managers

City Manager MacReynold reported a few of the goals had been completed while many are still ongoing. He noted the Lewis County Campus project was totally on hold until the economy turns around.

City Manager MacReynold stated at their last Chehalis-Centralia Cooperative meeting they had a discussion about holding a joint council meeting between the two cities in September to talk about funding of street projects and to look at the range of options available. He reported they also wanted to look at the issue of transportation district funding, which would be a fee placed on all cars licensed within a community.

City Manager MacReynold briefly reviewed the financial and organizational strategies that were developed a couple of years ago. The council was provided a write-up showing what was estimated, where the city is financially, and where it expects to be by the end of the year. Additionally, some explanation was given on each of the long-range options.

City Manager MacReynold reported the following information with reference to the long-range options:

- Annexation: review existing documents to determine strategy, cost and benefits, third part assistance, and budget implementation.

Councilor Taylor wondered when they might see a strategy draft plan of what the pieces of the annexation would be. City Manager MacReynold reported they would need some assistance and would have to spend a little money to realistically put a strategy plan together. He noted the strategy was to begin this year and hopefully have something done next year as to how we plan to proceed. City Manager MacReynold suggested there were properties we could annex that have higher value and little service needs that we can focus on. He indicated they would also have to go through the Lewis County Boundary Review Board process, adding they would certainly be scrutinizing everything we do.

Councilor Taylor asked what a realistic number would look like for putting something together. City Manager MacReynold suggested it might be in the \$25,000 to \$30,000 range.

- Mitigation of National Avenue Property: Project is proceeding, but not expected to see any revenue until 2013 or 2014. Currently going through the permitting process. Resolution discussion should be brought to the council for consideration the first half of 2013.

Mr. Nacht noted, with the current economic downturn, several of the agencies involved have laid off a number of key people who do the review process, which is slowing the process down at the state and federal level.

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- Comprehensive re-evaluation of city's telecommunication needs: IT Committee has been established to look at these kinds of issues on a citywide basis. At this point the administration is dealing with our telephone system on a case-by-case basis and feels it is adequate at this time.
- Increase of Various Fees: Need to review and determine who pays and who benefits.

City Manager MacReynold reported there were a number of fees to be looked at. He provided a spreadsheet showing the current and proposed increases. He noted they were not fast-tracking any increases, but would be looking at bringing something to the council in 2013 to consider.

Councilor Taylor asked if our fees were based on the actual costs. Bob Nacht reported most of our building permit fees were based on a published schedule (the International Conference of Building Officials Uniform Building Code). He stated the current fee structure was adopted in 1997 and does not cover the cost of doing business.

- Community Development Director impending retirement, replacement and departmental adjustment for permit technician position based upon change in duties.

City Manager MacReynold reported they looked at a possible reorganization; however, it would end up costing the city more to shuffle people around. He noted they would go through the process of replacing Mr. Nacht and would be looking to upgrade one position in the community development department to reflect the job duties they are currently doing.

The Council talked briefly about the replacement of Mr. Nacht and suggested City Manager MacReynold have someone on board before Mr. Nacht leaves, so he can work with them to get them up to speed on everything. City Manager MacReynold stated he appreciated the comments, and he would be working with Mr. Nacht to figure out the transition. He noted they would be starting the hiring process this year and planned to have someone lined up to start the first of next year.

- Allocate banner on city's website for advertising by local vendors: Long term future project that needs administrative and legal review prior to bringing before council for consideration.

Councilor Lund wondered if we could speed this project up and use the money to put towards holiday decorations. City Manager MacReynold reported the Chehalis Foundation was talking about funding the holiday decorations at a pretty hefty amount. Councilor Lund suggested they would still need money for repairs and maintenance.

- Determine need for strategic planner position in Community Development based upon recommendation of new director.

City Manager MacReynold stated the city needed to focus more energy and resources on our environmental enforcement and planning.

Councilor Harris suggested a lot of agencies were running into similar problems financially and wondered if there were people who do "planning" on a contract basis. City Manager MacReynold believed there were, adding AWC would probably have a list of those individuals. He stated the new director would need to explore what our needs are, based on what they bring to the city.

Councilor Pope proposed that we look into an intern program. City Manager MacReynold stated that was a good recommendation.

- Implementation of Regional Fire Authority: Planning Committee meeting to determine cost/benefit. 2012-2013 analysis phase and council, board and citizen possible considerations. If approved by voters, implementation could possibly happen in 2014.

City Manager MacReynold reported he and Councilor Dawes, Chairman of the North Lewis County Regional Fire Authority Planning Committee, sat down and talked about the feasibilities and challenges of moving forward procedurally.

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Councilor Spahr reported there were a lot of things to consider, but felt they would get there pretty quick.

Councilor Lund stated it might be a little more difficult since they can't include Fire District #5 because they were not contiguous. City Manager MacReynold suggested the numbers in the report did not include District #5 at this point, but on a bigger scale, Councilor Lund was correct. He noted District #5 representatives were still attending the meetings.

City Manager MacReynold reported he attended a workshop last week where they had a discussion about services, and maintaining them in our current economic situation. He noted if the economy wasn't going to change in the foreseeable future, they would need to start looking at how to deal with maintaining service levels to deal with costs and growth. City Manager MacReynold felt we had started that process and were headed down the right path with regard to fire services. He noted there have been past discussions about what services the cities provide and what services the county provides, and should we be duplicating services.

City Manager MacReynold suggested this may be the right time for the city to provide some leadership on taking a look at the bigger picture and revisiting the issue. He reminded the council that they were the ones who provided the leadership to this region around flood mitigation, and it's made a huge difference.

Councilor Taylor asked if the consolidation of the Centralia Fire Department and Fire District #12 ended up being a benefit to the city and the citizens. Councilor Spahr stated it would depend on who you talk to. He reported it was a bit of a shock for the people in District #12 because they didn't have an EMS levy at the time. Councilor Spahr noted the first time they put it on the ballot it was voted down, which was one of the reasons they want ours to go to a ballot, so the people can make the decision.

- Evaluate building space needs to identify potential savings on electricity and/or natural gas: Ongoing based upon changes in the administration; consideration may be given to consolidation of services.
- Police department gambling funding ends with \$90,000 needed to maintain existing positions through 2013: Incorporate this as part of constraint budget for police department. Consider this as part of the 2013 budget development process for the administration, council budget committee, and final formal consideration by the council.

Councilor Taylor suggested our police vehicles needed to be replaced as part of the city's capital improvement plan. He stated he would like to see more patrol officers and cars out on the streets.

Councilor Taylor asked if there was a way to fund the two police positions currently being funded by gambling enforcement money, out of the general fund. He suggested it would be nice to have money in an account that the police department can use to update vehicles and/or provide training for the officers.

Police Chief Glenn Schaffer reminded the council that the gambling fund money was specific to gambling enforcement and investigation activities, and could only be used for those purposes.

Councilor Harris inquired about the proposed increase to fees, asking what the estimations were based on. City Manager MacReynold reported the departments projected the numbers based on what currently exists. Mr. Nacht reported they used fiscal year July 2011 through June 2012.

Councilor Pope proposed they consider implementing a restrictive impact fee to be used for parks and recreation. He stated our parks were nice, but they could be better and offer more recreation. Councilor Taylor thought it would be interesting to look at.

City Manager MacReynold stated if the council wanted to head down that path the administration would certainly bring it to them for consideration, but noted impact fees were a very sensitive subject in Lewis County.

2. **Lodging Tax Funding.** City Manager MacReynold reported they were gearing up to start the process with the Lodging Tax Advisory Committee (LTAC) for next year, and they would like some clarification and guidance on the issue of the 75/25 split of the lodging tax funds. City Manager MacReynold provided the council with a summary of who the other

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organizations were, along with some history of the amounts of funding provided. He believed it was the council's desire to put a lot more focus on improving our ball parks in the community.

Councilor Taylor asked if the city had a project in mind for next year. City Manager MacReynold reported the direction by council was to focus our efforts on Recreation Park. He noted the design work for Recreation Park should be done in 2012 and implementation in 2013.

Councilor Pope stated, since ball tournaments provide for most of the heads-in-beds, the council should support giving a greater percentage to help promote those programs, but it didn't necessarily have to be a 75/25 split. He thought the city should have to put in a request for what we need and let the LTAC make their recommendations.

Councilor Lund suggested, if the fields were in better shape and drained properly, they could have a lot more activities. He noted what people were telling him was, they need new infrastructure in the fields. City Manager MacReynold stated that was the feedback he was hearing, as well.

Mr. Nacht reported based on the conversation they had last year regarding lodging tax money, the city entered into a contract for a three-phase approach to the Recreation Park rebuild. The first phase was for civil design, which we have; Phase 2 was construction documents/plans and engineer estimates of what it would cost to implement the civil design; Phase 3 would be construction bidding and management under the contract. Mr. Nacht reported they were in the process of accomplishing the construction design and had a contract for that. He noted they intend to bring the project forward to the LTAC and expected it to be a fairly large sum of money to completely redo the park. Mr. Nacht stated their goal was to implement the council's goal of rebuilding Recreation Park, sooner rather than later.

Councilor Harris stated there were concerns by some of the LTAC members regarding the 75/25 split. One issue was in regards to partners of the city (the Veterans Museum, the Steam Train, the Bridal Show, and the Lewis County Historical Museum). He asked if what the committee recommends for those agencies would come out of the 75 or the 25 percent. Councilor Harris suggested the committee needed clearer direction from the council before they meet, so they know what kind of pot of money they are dealing with.

Mayor Ketchum stated it was his understanding that the committee had 25 percent of the pot of money to give out to everyone else. He asked if the council wanted to stick to the 75/25 split, or come up with something else knowing they still support funding parks and recreation.

Councilor Spahr recommend that the city be required to submit an application for funding and let the committee make the decision because they are all well aware of who and what puts the heads-in-beds.

After further discussion, the council recommended that the administration provide a motion for the council to consider at the next regular meeting, giving the committee direction to make recommendations on the allocation of the lodging tax funds with the understanding that using the funds for improvements and enhancements of our recreation facilities at Recreation Park and Stan Hedwall Park are a high priority for the city.

3. **Stan Hedwall Park Ownership.** City Manager MacReynold reported the ownership of Stan Hedwall Park has been something the council has talked about over the past several years. He noted the current lease on the park was through June 1, 2026. City Manager MacReynold reported, a couple of years back, he and Mayor Ketchum met with one of our State Legislators and were under the impression that there could be something done through the legislative process to provide the city ownership of the park, but unfortunately that did not happen.

City Manager MacReynold reported he's had some conversations with someone in the community who has some lobbying experience and is interested in working with the city to try and get possession of the Stan Hedwall Park. He felt this was a very important issue and perhaps it may be that we need some assistance from others to meet with our Legislative delegation.

Mayor Ketchum reported the individual who approached the city supposedly has a good relationship with the Legislators. He felt it was a very minimal amount of money they were asking for to try to get Stan Hedwall locked up.

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Councilor Pope stated the sooner we start working on it, the better we will be.

Councilor Harris suggested they needed to come in the right door before they start rattling any cages, otherwise, it could backlash on us. He stated anything to make it permanent would be a huge benefit.

Mayor Ketchum felt there was enough support from the council for City Manager MacReynold to move forward on it.

4. **Flood Authority Update.** City Manager MacReynold reported that a project proposal had been provided for the Jobs Bill to do improvements at the base of the levee. He noted they were looking at a two-phase process to raise the levee at the airport, which was approved by the Flood Authority and funded at \$1.2 million. City Manager MacReynold indicated there were some questions asked by the Washington State Office of Financial Management and the Chehalis Tribe regarding the project, and Airport Manager Allyn Roe did a very good job of responding to those questions.

City Manager MacReynold reported the council was notified about a draft report that recently came out on the work being done for the Ruckelshaus Center by Project Manager Jim Kramer. He talked briefly about the basin-wide solution report that will be going to the Legislature and the Governor's Office. He noted the Governor's Office put together a small committee to develop a proposal to move forward on, which should be built into her proposed budget for the next two-year period.

Councilor Taylor stated they were pretty encouraged by the Ruckelshaus report, noting there were four recommendations and at least two of them included water retention with the use of a dam.

City Manager MacReynold stated the basin-wide solution continues to get attention and more is being done on it.

5. **Louisiana Avenue/Airport Road Connection.** Councilor Harris inquired about the Louisiana Avenue/Airport Road connection project. He noted the level of the dike where they cut into it to make the connection was clearly about three feet lower than the rest of the dike. Councilor Harris stated he wasn't exactly sure how much roadbed would be added, and wanted to make sure that the engineering of the project matches what we will be doing down the road.

City Manager MacReynold reported the area where the connection will take place had already been raised, adding the engineers recognize the issue and are dealing with it.

Mr. Nacht reported the Washington State Department of Transportation (WSDOT) project was designed to a certain set of parameters that were established about a year ago with the expectation that the levee would be elevated sometime in the future. He noted because all of the elevations were in a state of flux, they couldn't design to something that they didn't know what the answer was, so they established a set of parameters with the expectation that everything would get higher in the future. Mr. Nacht stated there may be a need to elevate the road a little in the future, but there were ramping and other issues that will have to be addressed that cannot be addressed by the current project.

6. **Steam Train.** Councilor Lund asked if City Manager MacReynold could share a little bit about his meeting with members of the Chehalis-Centralia Railroad & Museum.

City Manager MacReynold reported he and the Mayor were asked to meet with a group of steam train members with the impression that they had questions about the possibility of WSDOT's wall to protect I-5. He noted they ended up having a much broader discussion about the steam train and future development and alternatives.

City Manager MacReynold stated one of the issues that came up during their discussion was the interest by the steam train of being able to access the Tacoma Rail line to go north, or the possibility of ownership of it. He noted the members did have some discussion with Tacoma Rail about the city having an interest in the rail line.

City Manager MacReynold talked briefly about the interest of the local steam train activists to be able to go to places like Centralia and the Great Wolf Lodge. He suggested those kinds of opportunities would make significant improvements with reference to marketing and future growth.

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City Manager MacReynold reported he committed to having some communication with Tacoma Rail to find out what their interest was with reference to maybe passing ownership of the rail line on, or leasing it. He believed there was some growing interest by certain members to really begin to expand their service and to look at other opportunities for growth.

Councilor Lund felt there was also some fear about the line getting tore up and them not being able to get to the machine shop in Mineral, Washington, for future repairs on the locomotive. He suggested the Port of Chehalis might be interested in working with us on trying to get Tacoma Rail to give the tracks to the city.

City Manager MacReynold noted there still might be some level of interest in the community with reference to pulling up those rail lines to expand the Rails-to-Trails project, to make it a connection between the two communities.

7. **New Storm Water Regulations.** Councilor Spahr reported he heard on the news that there were some new storm water regulations going into effect in five years and wanted to know how they might impact the city. City Manager MacReynold reported he couldn't answer that question.

Councilor Spahr reported one of the requirements for urban centers will be, if you do development you have to keep the storm water on the property.

Councilor Harris reported the Chehalis River Basin Partnership had been discussing the issue, noting during any redevelopment or remodeling project the state will be requiring retainage or drainage. He believed the state was trying to get rid of as much impervious surface as they can.

There being no further business to come before the council, the meeting adjourned at 6:47 p.m.

\_\_\_\_\_  
Mayor

Attest:

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

**SUGGESTED MOTION**

**I move that the council approve the minutes of the special work session of August 6, 2012.**



August 13, 2012

The Chehalis city council met in regular session on Monday, August 13, 2012, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 6:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Dennis Dawes. Councilor Taylor was absent (excused). Staff present included Glenn Schaffer, Police Chief/Acting City Manager; Mark Scheibmeir, Assistant City Attorney; Judy Schave, City Clerk; and Bob Nacht, Community Development Director. Members of the media included Kyle Spurr from *The Chronicle*.

1. **Citizens Business.**

a. **Vegetation Issue on N. Market Boulevard.** Tom Guyer of T.J. Guyer, Inc. (1646 S. Market Boulevard) reported he was speaking on behalf of one of his clients regarding the ivy that's growing on the side of his building at 564 S. Market Boulevard. He noted the ivy was coming from the parking lot next door that was owned by the city; therefore, they were requesting that the city remove the ivy.

Mr. Guyer reported he spoke with Bob Nacht prior to the meeting and he noted the city had information on file from several years ago indicating the tenant wanted the ivy left on the side of the building. Mr. Guyer stated the tenant didn't have the authority to authorize it and his client would like to have the ivy removed from the building.

Bob Nacht reported the issue was brought to his attention late last week via email. He noted he looked into the history and also talked with the city's risk manager to see what the appropriate course of action would be to deal with the specific issue. Mr. Nacht reported most likely it was the city's ivy, and it was their intent to negotiate a resolution to the issue with Mr. Guyer.

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

a. Minutes of the regular meeting of July 23, 2012; and

b. Claim Vouchers No. 103675-103836 and EFT No. 62012 in the amount of \$320,065.36 dated July 31, 2012; and Payroll Vouchers No. 35812-35905, Direct Deposit Payroll Vouchers No. 3304-3376, and Electronic Federal Tax Payment No. 113 in the amount of \$687,698.24 dated July 31, 2012.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Administration Reports.**

a. **Council Work Session.** Acting City Manager Glenn Schaffer reported a work session to discuss utility rates was scheduled to take place prior to the regular meeting on August 27, 2012, starting at 5:00 p.m.

4. **Council Reports.**

a. **Update From Councilor Pope.** Councilor Pope gave a brief update on the pool renovation project, noting they met with one of the potential grant funders in Olympia and the city's proposal was received somewhat favorable. He stated if the grant funding becomes available the city would be in the mix to receive some of it.

b. **Update From Councilor Harris.** Councilor Harris reported he and Councilor Pope attended the Chehalis Community Renaissance Team (CCRT) meeting last week and received some good updates on the different aspects of what the team was doing. He noted a temporary Children's Museum would be opening up soon in a separate location from where it would be located permanently.

Councilor Pope suggested they invite CCRT Co-Chair Allyn Roe and/or Chairman Larry McGee to come and brief the council on the Children's Museum project.

c. **Update From Councilor Dawes.** Councilor Dawes reported both the pancake breakfast and pie social at the Lewis County Historical Museum were very successful this year. Councilor Lund noted the pancake breakfast brought in \$923, the Pie Social \$1,850, and chicken bingo \$320.

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Councilor Dawes stated, even though there were fundraisers and events to raise money, it was very important to stress to the community that if it wasn't for the support from Lewis County and the City of Chehalis, the museum would not be able to open its doors. He noted they just don't take in enough money and a lot of the work is done by volunteers.

Councilor Lund noted the museum was also receiving hotel/motel tax from the city and money from the county for fees they collect that can be used to preserve history.

Lewis County Commissioner Ron Averill reported one of the things that he feels is not appreciated enough is the fact that the county owns the building. He indicated there is money that doesn't show up in the reports that the county provides to maintain the building. One of the larger projects was the new roof they replaced several of years ago.

Councilor Dawes reported earlier in the day a county crew came by and striped the parking lot at the museum, adding it looked very nice to have those updated.

Councilor Dawes reported the next North Lewis County Regional Fire Authority Planning Committee meeting was scheduled for August 22, noting it was moved back one week so it wouldn't conflict with the Southwest Washington Fair. He stated they would be continuing to cover the preliminary report on the model and costs, adding he was glad to see things moving forward a little bit.

5. **Ordinance No. 898-B, First Reading – Rezone Property on Arizona Street.** Mr. Nacht reported two public hearings were held, and testimony was received on the subject.

Councilor Spahr moved to pass Ordinance No. 898-B on first reading.

The motion was seconded by Councilor Pope and carried unanimously.

6. **Appropriation of Lodging Tax Funds.** Councilor Spahr stated earlier the council passed a motion mandating a 75/25 split of the hotel/motel tax money, with 75 percent being used for parks and recreation projects and 25 percent to be used for other projects.

Councilor Spahr moved to rescind the previous motion and further request that the city's representative to the Lodging Tax Advisory Committee reinforce the council's desire to have recreational facilities at Recreation Park and Stan Hedwall Park be a high priority for the city.

The motion was seconded by Councilor Dawes and carried unanimously.

Councilor Dawes noted he was unable to attend the work session on August 6 and inquired about the discussion on the lobbyist for Stan Hedwall Park, wondering when that would come up for discussion again. Mayor Ketchum stated once all of the details are worked out, it would come back to the council for approval. He noted there was consensus by the council to look into it.

There being no further business to come before the council, the meeting adjourned at 6:16 p.m.

\_\_\_\_\_  
Mayor

Attest:

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

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of August 13, 2012.

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

DATE: August 15, 2012  
TO: The Honorable Mayor and City Council  
FROM: Robert Nacht, Acting Finance Manager  
PREPARED BY: Michelle White, Accounting Tech II  
SUBJECT: Vouchers and Transfers



ISSUE

Council approval is requested of the following financial transactions:

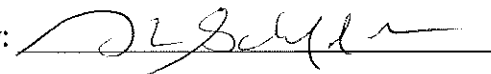
Claim Vouchers No. 103837 through 103985 in the amount of \$144,130.13 dated August 15, 2012 and the transfer of \$77,829.84 from the General Fund, \$83.39 from the Arterial Street Fund, \$6,224.33 from the Tourism Fund, \$201.20 from the HUD Block Grant Fund, \$148.64 from the Gambling Enforcement Fund \$39.05 Automotive Equipment Reserve Fund, \$730.51 from the Garbage Fund, \$31,750.45 from the Wastewater Fund, \$21,157.67 from the Water Fund, \$1,812.05 from the Storm & Surface Water Utility Fund and \$4,153.00 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the August 15, 2012 Claim Vouchers No. 103837 through 103985 in the amount of \$144,130.13.

SUGGESTED MOTION

I move to approve the August 15, 2012 Claim Vouchers No. 103837 through 103985 in the amount of \$144,130.13.

Reviewed by: , City Manager

To: The Honorable Mayor and Council  
 Via: Merlin MacReynold, City Manager  
 From: Eva K. Lindgren, Finance Manager  
 Date: August 22, 2012  
 Subject: Monthly Financial Reports for July

City of Chehalis  
 Comparative Financial Reports  
 July 2011 and 2012

GENERAL FUND (#001)	A July 2011		B Actual		C=B/A %		D July 2012		E Actual		F=E/D %		G Expected % Recd*		H^ Var'nc frm Expected		I=F-G %	
	Budget	Actual	Budget	Actual	Rec'd	%	Budget	Actual	Rec'd	%	Expected	%	Expected	%	Expected	%	Variance	
General Property Taxes	\$1,219,000	\$654,029	\$1,235,000	\$667,081	53.7%	53.7%	\$1,235,000	\$667,081	54.0%	54.0%	58.3%	58.3%	(\$53,336)	58.3%	-4.3%			
EMS Property Taxes	233,000	125,200	236,000	127,644	53.7%	53.7%	236,000	127,644	54.1%	54.1%	58.3%	58.3%	(10,023)	58.3%	-4.2%			
Sales & Use Tax	3,000,000	1,728,836	3,000,000	1,719,603	57.6%	57.6%	3,000,000	1,719,603	57.3%	57.3%	58.3%	58.3%	(30,397)	58.3%	-1.0%			
Electricity Tax	375,000	252,285	400,000	212,283	67.3%	67.3%	400,000	212,283	53.1%	53.1%	58.3%	58.3%	(21,050)	58.3%	-5.2%			
Gas/Natural Gas Tax	253,000	175,799	250,000	165,398	69.5%	69.5%	250,000	165,398	66.2%	66.2%	58.3%	58.3%	19,565	58.3%	7.9%			
Criminal Justice Tax	92,000	48,965	88,000	49,467	53.2%	53.2%	88,000	49,467	56.2%	56.2%	58.3%	58.3%	(1,866)	58.3%	-2.1%			
Interfund Water/Sewer Tax	350,000	178,998	340,000	185,650	51.1%	51.1%	340,000	185,650	54.6%	54.6%	58.3%	58.3%	(7,169)	58.3%	-3.7%			
Garbage Tax	65,000	29,295	62,000	28,998	45.1%	45.1%	62,000	28,998	46.8%	46.8%	58.3%	58.3%	(7,169)	58.3%	-11.5%			
Cable Tax	80,000	68,414	92,000	68,780	85.5%	85.5%	92,000	68,780	74.8%	74.8%	58.3%	58.3%	15,113	58.3%	16.5%			
Telephone Tax	335,000	180,949	325,000	205,651	54.0%	54.0%	325,000	205,651	63.3%	63.3%	58.3%	58.3%	16,068	58.3%	5.0%			
Leasehold Excise Tax	35,000	16,766	35,000	18,403	47.9%	47.9%	35,000	18,403	52.6%	52.6%	58.3%	58.3%	(2,014)	58.3%	-5.7%			
Other Taxes	0	27	30	32	N/A	N/A	30	32	106.7%	106.7%	58.3%	58.3%	15	58.3%	48.4%			
<b>Total Tax Revenues</b>	<b>6,037,000</b>	<b>3,459,563</b>	<b>6,063,030</b>	<b>3,448,990</b>	<b>57.3%</b>	<b>57.3%</b>	<b>6,063,030</b>	<b>3,448,990</b>	<b>56.9%</b>	<b>56.9%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>(87,778)</b>	<b>58.3%</b>	<b>-1.4%</b>			
Licenses & Permits	120,200	37,155	63,630	33,558	30.9%	30.9%	63,630	33,558	52.7%	52.7%	58.3%	58.3%	(3,560)	58.3%	-5.6%			
Intergov't. Grants/Entitlements	337,414	205,859	720,239	203,021	61.0%	61.0%	720,239	203,021	28.2%	28.2%	58.3%	58.3%	(217,118)	58.3%	-30.1%			
Charges for Goods and Svcs.	779,094	458,497	800,725	487,786	58.9%	58.9%	800,725	487,786	60.9%	60.9%	58.3%	58.3%	20,696	58.3%	2.6%			
Fines and Forfeitures	147,824	94,295	167,080	91,580	63.8%	63.8%	167,080	91,580	54.8%	54.8%	58.3%	58.3%	(5,883)	58.3%	-3.5%			
Interest Earnings	18,800	6,674	12,546	6,278	35.5%	35.5%	12,546	6,278	50.0%	50.0%	58.3%	58.3%	(1,041)	58.3%	-8.3%			
Rents & Royalties	64,200	40,001	71,422	34,781	62.3%	62.3%	71,422	34,781	48.7%	48.7%	58.3%	58.3%	(6,882)	58.3%	-9.6%			
Donations/Contributions	110,017	105,735	76,756	35,113	N/A	N/A	76,756	35,113	45.7%	45.7%	58.3%	58.3%	(9,661)	58.3%	-12.6%			
Misc. Revenue/Insurance	3,500	3,622	3,100	3,773	103.5%	103.5%	3,100	3,773	121.7%	121.7%	58.3%	58.3%	1,965	58.3%	63.4%			
Non-Revenues	5,500	2,684	4,866	2,212	48.4%	48.4%	4,866	2,212	45.5%	45.5%	58.3%	58.3%	(627)	58.3%	-12.8%			
<b>Total Non-Tax Revenues</b>	<b>1,586,549</b>	<b>954,502</b>	<b>1,920,364</b>	<b>898,102</b>	<b>60.2%</b>	<b>60.2%</b>	<b>1,920,364</b>	<b>898,102</b>	<b>46.8%</b>	<b>46.8%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>(222,110)</b>	<b>58.3%</b>	<b>-11.5%</b>			
Proceeds of Long-Term Debt	1,131,362	0	0	0	0.0%	0.0%	0	0	N/A	N/A	58.3%	58.3%	0	58.3%	N/A			
Operating Transfers-In	24,000	0	1,024,017	0	N/A	N/A	1,024,017	0	0.0%	0.0%	58.3%	58.3%	(597,343)	58.3%	-58.3%			
<b>Total Other Financing Sources</b>	<b>1,155,362</b>	<b>0</b>	<b>1,024,017</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1,024,017</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>(597,343)</b>	<b>58.3%</b>	<b>-58.3%</b>			
<b>TOTALS</b>	<b>\$8,778,911</b>	<b>\$4,414,065</b>	<b>\$9,007,411</b>	<b>\$4,347,092</b>	<b>50.3%</b>	<b>50.3%</b>	<b>\$9,007,411</b>	<b>\$4,347,092</b>	<b>48.3%</b>	<b>48.3%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>(\$907,231)</b>	<b>58.3%</b>	<b>-10.0%</b>			

Key:  
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City of Chehalis  
Comparative Financial Reports  
July 2011 and 2012

GENERAL FUND (#001) EXPENDITURES	A July 2011		B		C=B/A		D		E		F=E/D		G		H <sup>A</sup>		I=G-F		
	Budget	Actual	Budget	Actual	% Exp'd	% Actual	Budget	Actual	% Exp'd	% Actual	% Exp'd	% Actual	% Exp'd	% Actual	Var'nc Expected	Var'nc Actual	% Variance	% Variance	
City Council	\$101,063	\$56,613	\$100,319	\$56,091	56.0%	55.9%	\$100,319	\$56,091	55.9%	58.3%	55.9%	58.3%	58.3%	\$2,428		2.4%			
Municipal Court	334,798	176,518	348,378	187,014	52.7%	53.7%	348,378	187,014	53.7%	58.3%	53.7%	58.3%	58.3%	16,207		4.6%			
City Manager	323,204	187,645	338,840	194,818	58.1%	57.5%	338,840	194,818	57.5%	58.3%	57.5%	58.3%	2,839		0.8%				
Finance	317,680	178,398	325,177	187,009	56.2%	55.2%	325,177	187,009	55.2%	58.3%	55.2%	58.3%	2,678		0.8%				
City Clerk	91,305	51,814	94,231	52,051	56.7%	54.0%	94,231	52,051	54.0%	58.3%	54.0%	58.3%	2,917		3.1%				
Non-Departmental	1,542,687	167,836	1,414,721	198,091	10.9%	14.0%	1,414,721	198,091	14.0%	58.3%	14.0%	58.3%	627,163		44.3%			(2)	
Human Resources	130,530	82,529	129,020	72,457	63.2%	56.2%	129,020	72,457	56.2%	58.3%	56.2%	58.3%	2,805		2.1%				
Police	2,269,433	1,285,818	2,348,788	1,328,647	56.7%	56.6%	2,348,788	1,328,647	56.6%	58.3%	56.6%	58.3%	41,479		1.7%				
Fire	1,766,840	1,001,358	1,729,924	1,001,869	56.7%	57.9%	1,729,924	1,001,869	57.9%	58.3%	57.9%	58.3%	7,253		0.4%				
Public Works - Streets	464,160	200,026	891,029	292,068	43.1%	32.8%	891,029	292,068	32.8%	58.3%	32.8%	58.3%	227,699		25.5%			(1)	
Public Works - Engineering	138,813	66,429	111,017	58,120	47.9%	52.4%	111,017	58,120	52.4%	58.3%	52.4%	58.3%	6,640		5.9%				
Community Development	1,218,672	768,386	1,177,982	761,365	63.1%	64.6%	1,177,982	761,365	64.6%	58.3%	64.6%	58.3%	(74,209)		-6.3%				
<b>TOTALS</b>	<b>8,699,185</b>	<b>4,223,370</b>	<b>9,009,426</b>	<b>4,389,600</b>	<b>48.5%</b>	<b>48.7%</b>	<b>9,009,426</b>	<b>4,389,600</b>	<b>48.7%</b>	<b>58.3%</b>	<b>48.7%</b>	<b>58.3%</b>	<b>865,899</b>		<b>9.6%</b>				

Net Budget/Income/Variance: \$79,726 \$190,695 (\$2,015) (\$42,508) (\$41,333) -0.4%

Key:

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(1) WSDOT and TIB-funded street projects are pending.  
 (2) Operating transfers are dependent upon FEIMA elevation activity. Transfers will be made out of Non-Departmental, as necessary, to provide adequate cash-flow for the project. These funds will be transferred back to the General Fund from the Federal and State Grant Fund when not required.

**City of Chehalis  
Comparative Financial Reports  
July 2011 and 2012**

	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G			
	Budget	July 2011 Actual	%	Rec'd	Budget	July 2012 Actual	%	Exp'd	Budget	July 2012 Actual	%	Exp'd	Var'nc	Exp'd	Var'nc	Exp'd	Var'nc	%		
<b>WASTEWATER FUND (#404)</b>																				
REVENUES																				
Wastewater Fees	\$3,338,552	\$1,966,243	58.9%	\$3,404,344	\$2,019,322	59.3%	58.3%	\$3,404,344	\$2,019,322	59.3%	58.3%	\$33,455	1.0%	\$33,455	1.0%	\$33,455	1.0%			
Sewer Connection/Misc. Fees	35,000	13,129	37.5%	25,000	17,533	70.1%	58.3%	25,000	17,533	70.1%	58.3%	2,950	11.8%	2,950	11.8%	2,950	11.8%			
Rentals	3,750	3,750	100.0%	3,750	3,323	88.6%	58.3%	3,750	3,323	88.6%	58.3%	1,136	30.3%	1,136	30.3%	1,136	30.3%			
Misc. Revenues/Insurance	2,500	2,083	83.3%	22,000	25,419	115.5%	58.3%	22,000	25,419	115.5%	58.3%	12,586	57.2%	12,586	57.2%	12,586	57.2%			
Interfund Principal Repayment	565,681	0	0.0%	0	0	N/A	58.3%	0	0	N/A	58.3%	0	N/A	0	N/A	(450,000)	-37.5%			
Interfund Loan Received	16,000	7,570	47.3%	1,200,000	250,000	20.8%	58.3%	1,200,000	250,000	20.8%	58.3%	(2,715)	-58.3%	(2,715)	-58.3%	(2,715)	-58.3%			
Interest Earnings	\$3,961,483	\$1,992,775	50.3%	\$4,659,749	\$2,315,597	49.7%	58.3%	\$4,659,749	\$2,315,597	49.7%	58.3%	(\$402,590)	-8.6%	(\$402,590)	-8.6%	(\$402,590)	-8.6%			
Totals:																				

(1)

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F		
	Budget	July 2011 Actual	%	Exp'd	Budget	July 2012 Actual	%	Exp'd	Budget	July 2012 Actual	%	Exp'd	Var'nc	Exp'd	Var'nc	Exp'd	Var'nc	%	
<b>WASTEWATER FUND (#404)</b>																			
EXPENSES																			
Operating Expenses	\$2,427,364	\$1,359,600	56.0%	\$2,533,710	\$1,455,923	57.5%	58.3%	\$2,533,710	\$1,455,923	57.5%	58.3%	\$22,075	0.8%	\$22,075	0.8%	\$22,075	0.8%		
Capital Outlay	290,000	104,803	36.1%	650,000	80,137	12.3%	58.3%	650,000	80,137	12.3%	58.3%	299,030	46.0%	299,030	46.0%	299,030	46.0%		
Debt Principal	1,685,894	912,823	54.1%	1,694,944	920,714	54.3%	58.3%	1,694,944	920,714	54.3%	58.3%	68,003	4.0%	68,003	4.0%	68,003	4.0%		
Interest Expense	50,166	33,741	67.3%	40,660	25,394	62.5%	58.3%	40,660	25,394	62.5%	58.3%	(1,676)	-4.2%	(1,676)	-4.2%	(1,676)	-4.2%		
Totals:	4,453,424	2,410,967	54.1%	4,919,314	2,482,168	50.5%	58.3%	4,919,314	2,482,168	50.5%	58.3%	387,432	7.8%	387,432	7.8%	387,432	7.8%		

(2)

Net Budget/Income/Variance: (\$491,941) (\$418,192) (\$259,565) (\$166,571) (\$15,158) -0.8%

Key:

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^ To calculate the dollar variance between expected and actual expenditures, the following formula is used:

H=(D\*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

(1) Interfund loan "revenues" are budgeted at \$1,200,000 for 2012. However, the City Council has only approved a loan of \$250,000, so far.  
(See Ordinance 897-B.)

(2) Capital expenditures are not made evenly throughout the year.

City of Chehalis  
Comparative Financial Reports  
July 2011 and 2012

WATER FUND (#405) REVENUES	A July 2011		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	% Rec'd	Expected	Var'nc Expected	% Variance	Expected	Var'nc Expected	% Variance
Water Sales	\$2,541,852	\$1,288,187	\$2,456,633	\$1,337,562	50.7%	54.4%	20,000	30,862	154.3%	58.3%	58.3%	58.3%	(\$95,474)	-3.9%	19,195	19,195	96.0%	
Water Connection/Misc. Fees	26,000	11,719	0	0	45.1%	N/A	0	0	N/A	58.3%	58.3%	0	0	N/A	0	0	N/A	
Intergovernmental Revenues	14,520	14,520	0	0	N/A	N/A	0	0	N/A	58.3%	58.3%	0	0	N/A	0	0	N/A	
Interfund Principal Repayment	565,681	0	0	0	0.0%	N/A	0	1,878	N/A	58.3%	58.3%	1,878	1,878	N/A	1,878	1,878	N/A	
Misc. Revenues/Insurance	0	837	0	837	N/A	85.1%	10,000	8,512	85.1%	58.3%	58.3%	2,679	2,679	26.8%	2,679	2,679	26.8%	
Interest Earnings	16,000	6,738	0	0	42.1%	55.4%	10,000	8,512	85.1%	58.3%	58.3%	2,679	2,679	26.8%	2,679	2,679	26.8%	
Totals:	\$3,164,053	\$1,322,001	\$2,486,633	\$1,378,814	41.8%	55.4%	\$2,486,633	\$1,378,814	55.4%	58.3%	58.3%	(\$71,722)	(\$71,722)	-2.9%	(\$71,722)	(\$71,722)	-2.9%	

WATER FUND (#405) EXPENSES	A July 2011		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	% Exp'd	Expected	Var'nc Expected	% Variance	Expected	Var'nc Expected	% Variance
Operating Expenses	1,929,809	1,037,133	1,902,438	979,511	53.7%	51.5%	1,902,438	979,511	51.5%	11.8%	58.3%	51.5%	130,245	6.8%	130,245	130,245	6.8%	
Capital Outlay	331,034	43,657	790,000	93,076	13.2%	11.8%	790,000	93,076	11.8%	20.8%	58.3%	20.8%	367,757	46.5%	367,757	367,757	46.5%	(1)
Interfund Loan Disbursed	0	0	1,200,000	250,000	N/A	20.8%	1,200,000	250,000	20.8%	13.1%	58.3%	13.1%	450,000	37.5%	450,000	450,000	37.5%	(2)
Debt Principal	129,077	16,000	130,077	17,000	12.4%	33.8%	130,077	17,000	13.1%	33.8%	58.3%	33.8%	58,878	45.2%	58,878	58,878	45.2%	
Interest Expense	26,496	8,950	24,131	8,150	33.8%	33.3%	24,131	8,150	33.8%	33.3%	58.3%	33.3%	5,926	24.5%	5,926	5,926	24.5%	
Totals:	2,416,416	1,105,740	4,046,646	1,347,737	45.8%	33.3%	4,046,646	1,347,737	33.3%	33.3%	58.3%	33.3%	1,012,807	25.0%	1,012,807	1,012,807	25.0%	

Net Budget/Income/Variance: \$747,637 \$216,261 (\$1,560,013) \$31,077

Key:

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(1) Capital expenditures are not made evenly throughout the year.

(2) Interfund loan "expenditures" are budgeted at \$1,200,000 for 2012. However, the City Council has only approved a loan of \$250,000, so far.

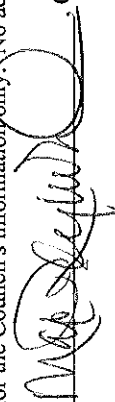
**City of Chehalis  
Comparative Financial Reports  
July 2011 and 2012**

	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	July 2011 Actual	Budget	Actual	% Rec'd	% Actual	Budget	July 2012 Actual	% Rec'd	% Actual	Expected % Rec'd*	% Exp'd	Expected	Var'nc frm Expected	% Variance			
<b>STORM FUND (#406)</b>																		
<b>REVENUES</b>																		
Storm & Surface Water Fees	\$401,500	\$236,408	\$407,780	\$238,049	58.9%	58.4%	5,477	5,477	100.0%	58.3%	58.3%	177	177	0.1%				
Storm Connection/Misc. Fees	10,000	489	5,477	5,477	4.9%	100.0%	0	0	0.0%	58.3%	58.3%	2,282	2,282	41.7%				
Interest Earnings	500	245	500	0	49.0%	0.0%	0	0	0.0%	58.3%	58.3%	(292)	(292)	-58.3%				
Misc. Revenues/Insurance	0	398	0	2,461	N/A	N/A	0	2,461	N/A	58.3%	58.3%	2,461	2,461	N/A				
<b>Totals:</b>	<b>\$412,000</b>	<b>\$237,540</b>	<b>\$413,757</b>	<b>\$245,987</b>	<b>57.7%</b>	<b>59.5%</b>			<b>59.5%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>\$4,629</b>	<b>\$4,629</b>	<b>1.2%</b>				

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	July 2011 Actual	Budget	Actual	% Exp'd	% Actual	Budget	July 2012 Actual	% Exp'd	% Actual	Expected % Exp*	% Exp'd	Expected	Var'nc frm Expected	% Variance			
<b>STORM FUND (#406)</b>																		
<b>EXPENSES</b>																		
Operating Expenses	\$363,139	\$170,076	\$359,853	\$177,759	46.8%	49.4%	56,416	24,840	44.0%	58.3%	58.3%	\$32,155	\$32,155	8.9%				
Capital Outlay	0	3,464	416,269	202,599	N/A	48.7%	0	0	0.0%	58.3%	58.3%	8,069	8,069	14.3%				
<b>Totals:</b>	<b>363,139</b>	<b>173,540</b>	<b>416,269</b>	<b>202,599</b>	<b>47.8%</b>	<b>48.7%</b>			<b>48.7%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>40,225</b>	<b>40,225</b>	<b>9.6%</b>				

Net Budget/Income/Variance: \$48,861 \$64,000  
(\$2,512) \$43,388  
\$44,853 10.8%

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 H=(D\*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

**RECOMMENDATION/COUNCIL ACTION DESIRED**  
 This report is for the Council's information only. No action is necessary.  
 Reviewed by  City Manager



**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Bob Nacht, Community Development Director  
**DATE:** August 20, 2012  
**SUBJECT:** Ordinance No. 898-B; Rezone Property from Commercial to R-3 Multi-Family Residential.

**ISSUE**

The Council directed the administration to draft an ordinance rezoning certain property for its consideration.

**DISCUSSION**

Mr. Rick Hamilton submitted a petition to rezone his property on NW Arizona Street from General Commercial to R-3; Multi-Family Residential. The details of the proposal are identified in the attachments to this agenda report.

The Planning Commission conducted a public hearing on this proposal on June 12<sup>th</sup>, and has submitted a recommendation to approve the rezone request. The draft minutes of the Commission meeting are also attached.

The city's development regulations require that the Council must also conduct a public hearing on rezone requests before making a decision. The Council held that hearing on July 23<sup>rd</sup>, and Mr. Hamilton explained his proposal. Mr. Hamilton stated that he wanted to construct something similar to other residential development in the area.

The Development Review Committee has reviewed this proposal, and has no specific comments. At such time as any development permit application might be submitted, a technical review of the development proposal would be done.

One of the issues facing the subject area is the proximity to the Chehalis River. The subject property is not located within the regulatory floodway, but it is in a floodplain. The current regulations would require any buildings to be located above the flood of record level (the 2007 flood event).


The Wastewater Treatment Center operator has suggested that odor from the plant may impact residential development in the vicinity (and downwind) of the plant. He has suggested that any development approvals contain language regarding the potential for air quality impacts. The city's development regulations would allow conditioning statements on any permit review and approval, so that issue could be addressed at permit review.

**RECOMMENDATION / COUNCIL ACTION DESIRED**

The administration recommends that the council pass Ordinance No. 898-B on second and final reading.

**SUGGESTED MOTION**

I move that the Council pass Ordinance No. 898-B on second and final reading.

Reviewed by , Acting City Manager



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

Would like zoning changed from commercial to R3 or R4 to allow  
Single Family, Multi-Family or Condominium residency, on the  
parcels.

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

Nocadverse affect is anticipated with this change as the property  
is adjacent to single family residents and a apartment complex.

6. ***By my signature hereon,*** I hereby certify that I have a full understanding of the implications of the above proposal, and request an opportunity to present testimony at any public hearing(s) held on this petition. I further understand that the Chehalis city council will consider this and any other similar petitions only during the second quarter of a calendar year.

Signature (x): *Rick Hamilton*

Printed name: Rick Hamilton

Mailing address: 1316 NW River St Chehalis Wa. 98532

Phone #: 748-9615 or cell 269-4845

**OFFICE USE ONLY:**

Received 3/30/12 By *R*

File # RZ-12-105

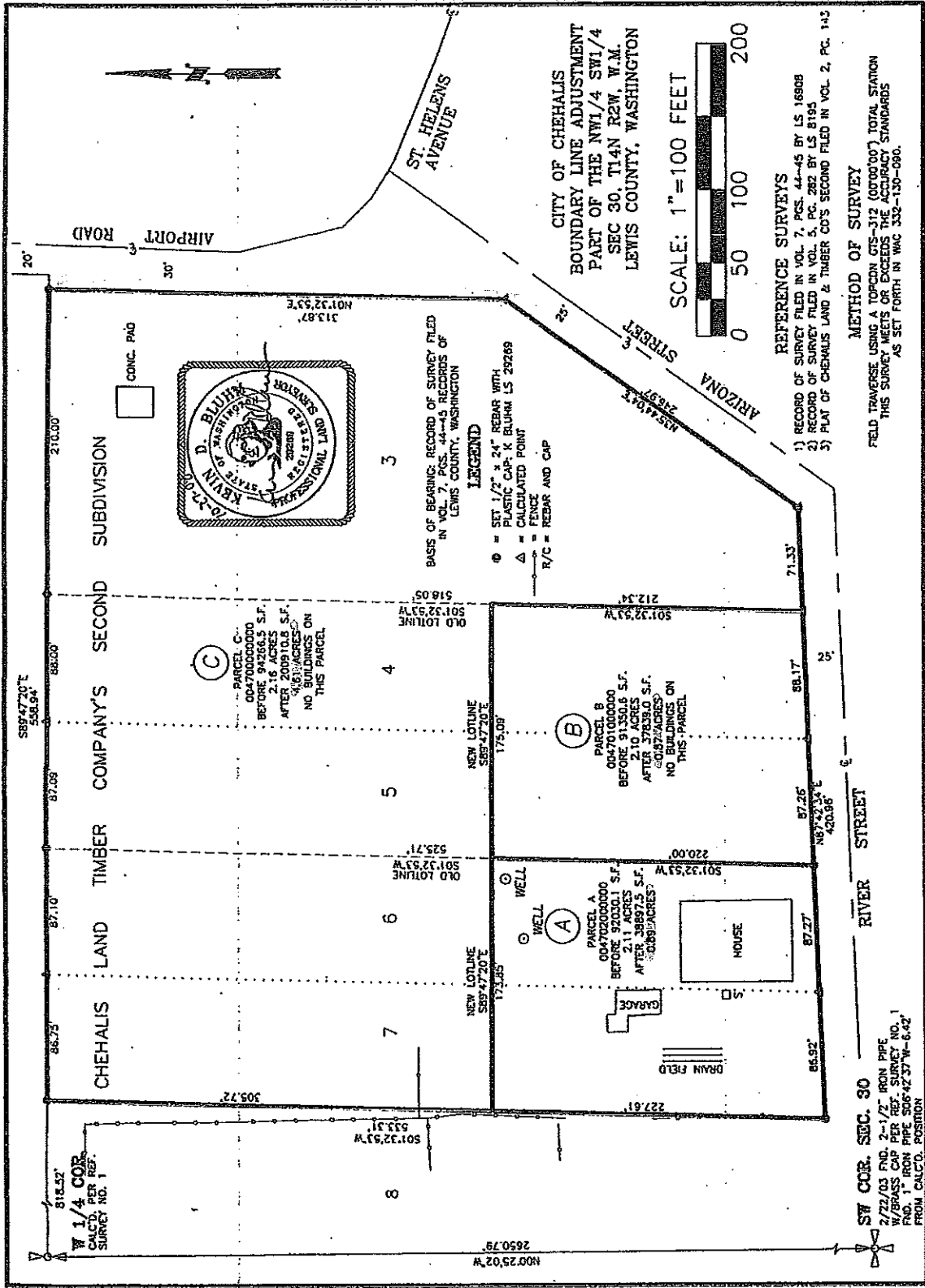
Fee paid on 3-30-12 Check #: 8714

Receipt # 7131

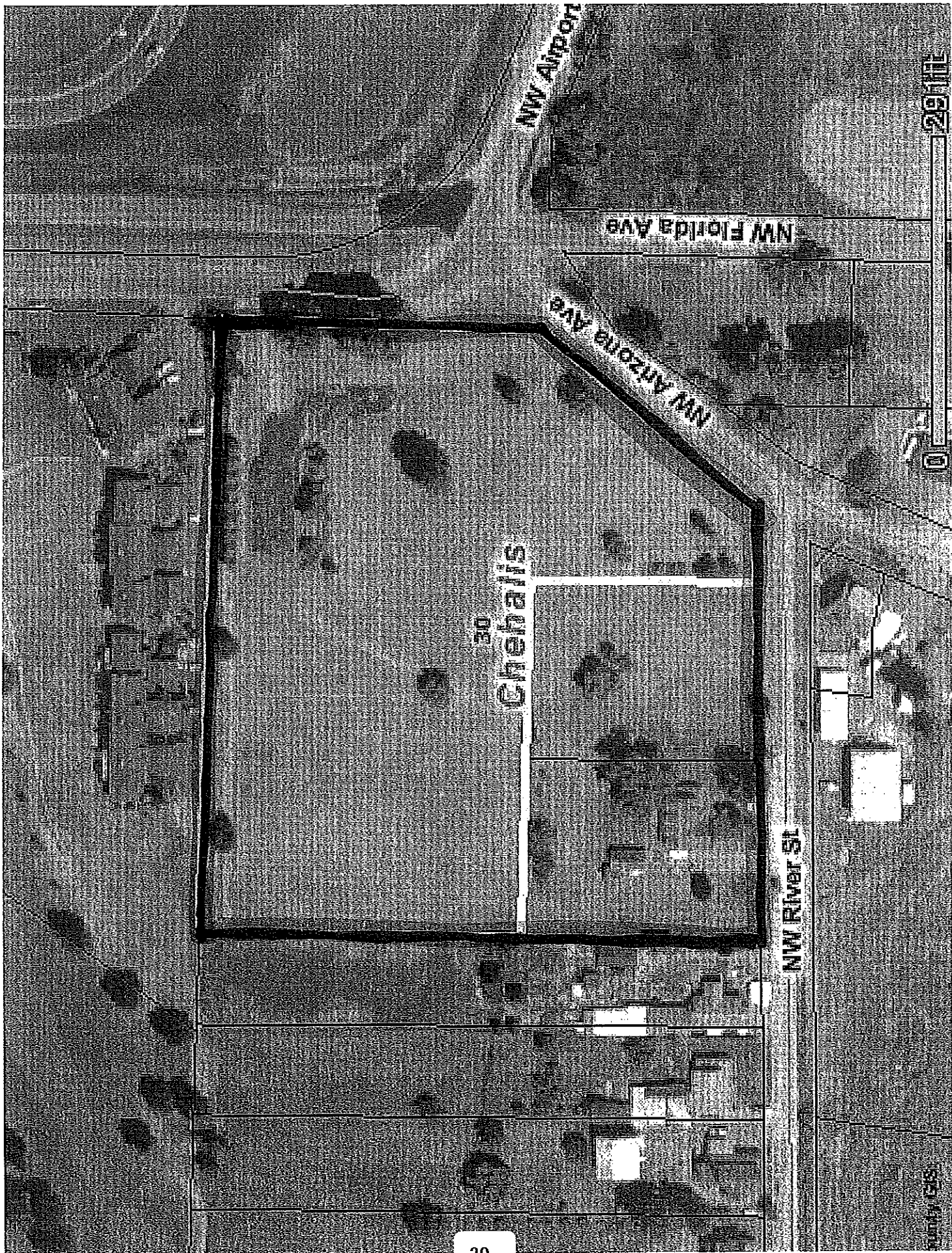
Submit to the Development Review Committee on: \_\_\_\_\_

Submit to the Planning Commission on: \_\_\_\_\_

Submit to the City Council on: \_\_\_\_\_



6.37 Acres



Chehalis Planning Commission  
Minutes

June 12, 2012

The Chehalis Planning Commission met in regular session on Tuesday, June 12, 2012. Members present were chairperson Jim Ward, Scott Blinks, Jeff Mecca and Steve Bell. Members absent were Arnold Haberstroh, Adam Holgate and Kyle McKerricher.

The regular meeting was called to order at 6:00 PM by chairperson Ward, and recessed into a public hearing regarding a petition to rezone property at 1340 NW Arizona Street. Mr. Rick Hamilton presented his petition and explained the reasons he wanted to have his property rezoned.

Mr. Hamilton explained that the character of that area is residential, not commercial as is the present zoning designation, and there are both single family and multi-family residences already existing around his property. He indicated that he wanted to construct a few duplexes on the property, not an apartment complex.

Mr. Ward asked the staff if there were any correspondence or recommendations. Mr. Bob Nacht explained the notification process for the hearing and that staff had mailed notices to property owners within 300 feet of the subject property. Notice of the hearing had also been provided to the media as required. Mr. Nacht explained the internal review process provided by the city's Development Review Committee, and that no comments or recommendations were noted from staff on this petition. Future development of the subject property will be subject to whichever zoning designation is adopted as well as other applicable development regulations.

The chairperson asked if anyone in the audience wanted to speak for or against the proposal. Mr. Tom Kimbal, a resident within 300 feet of Mr. Hamilton's property, indicated he didn't have any comments, but that he was in attendance to learn what the proposal was and what Mr. Hamilton's plans were.

Mr. Ward closed the public hearing and reopened the regular meeting. The commission members discussed the various aspects of the proposal amongst themselves.

Mr. Scott Blinks moved to recommend approval of a rezone to R-3. He stated that there are no objections to this proposal filed even after the surrounding property owners had been notified of the hearing. Mr. Blinks stated that the proposed rezone area is not 10 acres, but the surrounding area is already developed in residential homes even if not zoned residential, that Mr. Hamilton does not control any properties other than his own, that it is not reasonable to require expansion of a residential zone westward into a floodway where residential construction is prohibited, or northward into the golf course, simply to get to 10 acres.

Mr. Jeff Mecca seconded the motion and it passed unanimously.

There being no further business before the Commission, Mr. Blinks moved, and Mr. Steve Bell seconded, to adjourn the meeting. Motion passed unanimously at 6:40 PM.

**ORDINANCE NO. 898-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,  
REZONING CERTAIN PROPERTY DESCRIBED HEREIN, AND  
ESTABLISHING AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, The city received a petition from Rick Hamilton to rezone certain property located at 1316 NW River Street, 0 NW River Street, and 1340 NW Arizona Street; and,

**WHEREAS**, Chehalis Municipal Code Section 17.09.140 prescribes the manner to be used by the city to review and make decisions on such rezone petitions; and,

**WHEREAS**, The Chehalis Planning Commission held a public hearing on said petition and forwarded a recommendation to the City Council; and,

**WHEREAS**, The Chehalis City Council held a public hearing on said petition and directed the administration to draft an ordinance for the Council's consideration; now, therefore,

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

**Section 1.**

The property legally described as Lots 'A', 'B' and 'C' of Chehalis Boundary Line Adjustment No. BLA-08-145, recorded under Auditor File No. 3316726, commonly known as 1316 NW River Street (Lot 'A'), 0 NW River Street (Lot 'B') and 1340 NW Arizona Street (Lot 'C'), shall be, and the same hereby are, rezoned to R-3, Multi-Family Residential.

**Section 2.**

The effective date of this ordinance shall be immediately upon its passage and publication.

**PASSED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by it's mayor this 27<sup>th</sup> day of August, 2012.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to Form:

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