Tuesday, December 5, 2023
City Council Workshop - Hybrid (In-Person & Electronic)

5:30 P.M.
City Council Workshop - Hybrid (In-Person & Electronic)

In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

Workshop may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSl-g/featured
Zoom Attendee Link: https://us06web.zoom.us/j/83894540345

Or you may call this number to listen: 1-669-900-9128 ID# 838 9454 0345 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernándezwill call the workshop to order.

Subject :	1.02 Roll Call
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor	Norma L. Hernández
Council Members	Paul T. Jessup,
	Michael Cleveland,
	Tito Espinoza Jr.,
	Loren Peterson,

Melodie Williams,

Heather Schermann,

Monica Boyle

Staff

Administrator, Mike Rizzitiello;

City Attorney, Rea Culwell;

Finance Director, Brian Carleton;

Public Works Director, Robert McAndrews;

Police Chief, Troy Tomaras;

Fire Chief, David Winter;

Community Development Director, Jon Rickard;

HR Manager, Shawn Doering;

City Clerk, Sherri St. Clair

Subject :	1.03 Pledge of Allegiance
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

"Ipledge allegianceto the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Subject :	1.04 Public Comment -
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Information

Public Content

Council meetings are primarily structured to permit Council Membersto arrive at the decisions necessary to govern the City.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: (Note that there are deadlines for writtencomments to be included in the meeting documents.)

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.usno later than 4:30 PMon the meeting date to be included in the record.(If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment -Join using theZoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Council.

File Attachments

It is SO EASY to participate in public meetings!.png (224 KB)

2. Workshop Topics.

Subject :	2.01 Recycling - Mrs. Francik
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

Years ago the City of College Place discontinued recycling collection once it was reported to us that in fact the recycling market collapsed and most items were not accepted and in fact still going to landfills.

Information for Consideration:

Basin Disposal has worked with City of Walla Walla to bring back recycling in a limited capacity. Mrs. Francik with Basin Disposal will discuss options.

File Attachments

Recycling Options College Place Dec 5 2023.pdf (587 KB)

WRRA_Info sheet on recycling statewide Nov 2023.pdf (340 KB)

Subject :	2.02 College Place Unified Development Code - Update - Mr. Rickard & Mr. Dohrn
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

Annually, the Planning Commission, with guidance from city staff conducts a review of the Unified Development Code, Title 14.

Information for Consideration:

Over the course of 2023 the Planning Commission met to consider revision to the College Place Unified Development Code.
A copy of these amendments is attached and in general terms includes the following:

1. Amendments to CPMC 14.30 Permit Processing Procedures to implement state legislation effective July 23, 2023 (SSSB 5290) intended to further streamline the local project review process mandated by the Washington State Growth Management Act.
2. Amendments to CPMC 14.60.170 Accessory Buildings, Structures, Dwelling Units, and Uses to implement recent state legislation (EHB 1337) to expand housing options by further removing barriers to the construction and use of accessory dwelling units.
3. Amendments to CPMC 14.40.140 Categorical Exemptions to revise several of the flexible SEPA Thresholds for minor new construction as authorized by state law and in consideration of revisions adopted by the City of Walla Walla to provide for a uniform regional approach, including:
   a. Increasing the exemption for the construction or location of single family residences from nine(9) to fourteen (14).
   b. Exempting the construction or location of up to sixty (60) multi-family residential dwelling units.
   c. Clarifying that the exemption applicable to the construction of agricultural facilities does not apply to commercial feed lots.
   d. Increasing the exemption for landfill or excavation throughout the total lifetime of a project from 200 cubic yards to 1,000 cubic yards.
4. Amendments to CPMCMobile Vendors and Vendor Food Courts and CPMC 14.60.145 Temporary Use of Sidewalks and Public Spacesto further streamline the permitting of food carts and food courts, to provide appropriate measures to protect the public health and safety, and in consideration of regulations adopted by the City of Walla Walla to provide for a more uniform regional approach.
5. Amendments to CPMC 14.1209 Building and Construction to update the references to the International Building and related codes as adopted and implemented by the City in accordance with state law.
6. Housekeeping amendments including:
   a. Clarifying the setback requirements applicable to corner lots.

b. Updating gender references.

File Attachments

SEPA GMA Public Review Draft UDC 11-01-23.pdf (2,664 KB)

Subject :	2.03 Rules of Conduct for Public Meetings - Public Comment - Ms. Culwell
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion

Public Content

Information for Consideration:

Public Meetings:

The City, as a public/governmental agency **is required to provide an opportunity for public comment at or before every regular meeting** at which final action is taken. RCW 42.30.240, (2022 c 115 § 13). ("Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance. RCW 42.30.020(3)).

Chapter 42.30 RCW, the Open Public Meetings Act governs public meetings. A copy of the chapter is provided with this content.

Public Hearings:

The City, required to hold public hearings before significant decisions are made, **must take public comment on the subject of the public hearing**. A copy of a list of actions which require a public hearing, compiled by MRSC, is provided with this content.

There is no standalone Act governing public hearings, however caselaw supports the application of the Open Public Meetings Act as it pertains to public comment to public hearings. The only caution this writer would give is that the purpose of a public hearing is to take public comment. Any restrictions on the public testifying at a public hearing may be reviewed by a court more critically than restrictions on public comment at a public meeting.

So what is a city to do if, at the time the city sets aside for public comment, the comment is vulgar, racist, anti-semitic, sexist etc. such that it is offensive to the public and disruptiveto the meeting or hearing?

The requirement to "provide an opportunity for public comment at or before" public meetings became law on June 9, 2022. Along with the new requirement, the legislature provided guidance not only with the choice of words used in the statute language, but also directly in the section. The section does not require the City to take comment "during a public meeting". A City can take public comment "before" the meeting - for example, require comments be in writing and provided

to the City within a period of time before the meeting. Presumably, this requirement could be made of public comment during a public hearing. The City could require all public comments be made before a meeting and/or before a public hearing, with one exception. "Upon the request of any individual who will have difficulty attending a meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult," the City "shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely." NOTE, this language does not indicate "public hearing" and it is safe to assume a city would be required to make accommodations for public comment at a public hearing.

So, what can the City do?

- require public comment to be made in writing/or audio recording and provided to the City at a time certain before a public meeting and/or hearing takes place; and/or
- require the public to provide notice to the City of their desire to provide public comment to the City prior to the City allowing them to comment at a meeting or a hearing, along with their name and address and the subject of their comments;
- require a meeting attendee to have a working camera such that the City can see the individual wishing to make a public comment;
- only permit public comment if the person is physically at the meeting or hearing (similar to requiring a camera when virtually commenting);

What the City cannot do:

- Not accommodate a request to make real time comments when the individual qualifies pursuant to RCW 42.30.240(2).
- Place a condition on attendance at a meeting or hearing (e.g. provide name/address, complete a questionnaire etc.); this prohibition arguably applies to virtual attendance.

NOTE: Currently for Council Meetings, the City accepts written comments under the following deadlines:

Public Comment: 4:30 PM on the meeting date

Public Hearing Public Comment: 4:00 PM the Friday before the meeting date.

File Attachments

RCW 42.30.pdf (477 KB)
Resol_No_20-003_Council_Rules_2020-01-28.pdf (383 KB)
List of Actions Which Require a Public Hearing.pdf (139 KB)

Subject :	2.04 2024 Budget Review - Mr. Carleton
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion

Public Content

Historical Perspective:

Review and discuss 2024 Preliminary Budget and changes since last presentation (11/21/2023).

Information for Consideration:

Presentation will be available 12/01/2023.

File Attachments

2024 Preliminary Budget Update 12-05-2023.pdf (1,807 KB)
2024 Budget_Presentation_12-05-2023.pdf (641 KB)

Subject :	2.05 Tobacco Retailer Resolution - Mr. Rizzitiello
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The Blue Zones Project presented to the City Council September 2023 and included an update on their tobacco policy efforts.

Information for Consideration:

The Blue Zones Project requests City Council consideration of a resolution that would encourage tobacco retail locations to adhere to best practices regarding not marketing or advertising tobacco, nicotine, or vaping products to youth.

File Attachments

Final WWV Tobacco Retail Environment One Pager (1).pdf (235 KB)
Tobacco retail best practices resolution draft CP.pdf (119 KB)
Tobacco retail sticker draft.png (122 KB)

Subject :	2.06 Updated COALLA Creative District Resolution w /Amended Boundaries - Mr. Rizzitiello
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

A group of individuals from Walla Walla and College Place have been working on getting a Creative District certified by the State over the past year.

Information for Consideration:

Per State recommendation ArtWalla resubmitted the letter of interest and the application is getting cobbled together. I am expecting the application to be turned into Arts Wa by early January and we should hear if we are certified by the Spring. The map has had some recent amendments to bring the Little Theater into the District.

File Attachments

Coalla-letter-of-response-11-13-23.pdf (177 KB)
Creative District LOI.pdf (105 KB)
Creative District Presentation (long).pdf (574 KB)
GIS_EconomicDevelopment_COALLA10272023.pdf (5,411 KB)
Resolution.pdf (162 KB)

Subject :	2.07 Preapproved Housing Plans - Mr. Rizzitiello
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The State is in an affordable housing crisis. The City is trying to identify ways to facilitate alleviating this crisis.

Information for Consideration:

Liberty House Plans has been working with cities in developing Pre-approved Housing Plans in which the City partners with Liberty to develop some design choices. If developer opts to use choices, purchase of plans is at significant discount and is preapproved so it shortens the development process. City of South Bend, Indiana and City of Spokane, WA https://www.cnu.org/publicsquare/2023/02/15/spokane-streamlines-missing-middle-housing have implemented such programs. Both the Economic Development Commission and Planning Commission held advisory votes to recommend this concept to City Council for approval.

File Attachments

Intro - Municipal House Plan Collections 23-0318.pdf (672 KB)
Menu of Services - Liberty House Plans.pdf (965 KB)
SummarySheet-CampbellCarriageHouse-DavidTKim.pdf (1,161 KB)
SummarySheet-GreenwoodCottage-BruceBTolar.pdf (1,656 KB)
SummarySheet-LoganberryCourt-Artifex.pdf (685 KB)

SummarySheet-SeaborneSideYardCottage-HistoricShed.pdf (1,130 KB)
SummarySheet-StarletStudio-HistoricShed.pdf (575 KB)

Subject :	2.08 2024 Administrative Fees Resolution Update - Mrs. Culwell & Mrs. Schmick
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The last update to the Fees Schedule was approved in January 2023 for imminent need to update and revise fees for 2023.

Information for Consideration:

Recently, the City Attorney has reviewed the City's code and the Fees Resolution. The updates in this resolution are necessary to ensure that the resolution and code reflect the same information. Please review the redlined version for the changes.

File Attachments

Res_No_23-008_2023_Fees_Resolution_2023-02-28.pdf (376 KB)
Res_No_23-XXX_2024_Fees_Resolution_Redlined.pdf (1,115 KB)
Res_No_23-XXX_2024_Fees_Resolution_Final Draft.pdf (886 KB)

Subject :	2.09 Memorandum of Understanding between City of College Place, Walla Walla University, and the Common Roots Housing Land Trust - Ms. Culwell
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The Common Roots Housing Land Trust was formed back in 2021 to further affordable housing opportunities in the region.

Information for Consideration:

This MOU is needed for Walla Walla University, Common Roots Housing Land Trust, and the City to go after a Connecting Housing to Infrastructure Program (CHIP) and other grant opportunities. The University has an interest in eventually teeing up land holdings it has adjacent to the City limits for eventual inclusion in the urban growth area and the City. The University is open to selling off five acres of the land to the Common Roots Housing Land Trust for development of affordable housing.The land currently is not in the City or the Urban Growth Area. This is just teeing it up as a potential site for housing eventually as the urban growth process opens up in future years.

File Attachments

MOU.pdf (91 KB)
CostEstimate-WhitmanWWU.pdf (79 KB)
Map.JPG (79 KB)
Website.url (0 KB)
CommonRootsPresentation.pdf (816 KB)

3. Closing Items.

Subject :	3.01 Good of the Order
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	3. Closing Items.
Access :	Public
Type :	Discussion, Information
Subject :	3.02 Conclusion
Meeting :	Dec 5, 2023 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	3. Closing Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will conclude the workshop.

Recycling Options

- College Place

- Rebecca Francik@basindisposal.com
- 509-380-3583-

State of Recycling

- New Federal and State guideline
  - WA Organics Management Law 2022
    - Remove organics from landfills
    - Capture methane gas from landfills
  - New proposals for Producer Responsibility in WA state
    - WRAP Act
    - Remember there is NO Tooth Fairy

Who is already Recycling?

- Walla Walla
  - Mandatory collection – 96 Gal Can
    - Paper
    - Cardboard
    - Aluminum
    - Tin
    - Plastics #1, #2, #5
      - NO LIDS!

Costs are broken into 3 components

#1 - Service component – What you pay Basin to pick up recycling

Walla Walla costs shown below

Exhibit B
SERVICE CHARGES

SINGLE-STREAM COLLECTION (COMMINGLED, NO GLASS)			
	Monthly Fee **96-Gallon Commingled Cart (per each)**	**2024**	**Total**
A	Service Charge (Exhibit C)	$6.09	
B	Fuel Rate Component (Exhibit D)	$0.31	
C	Base Monthly Price = (A + B)		$6.40
D	Extra 96-Gallon Cart	$6.40	
E	Return Trip Charge	$6.00	

#2 - Transportation to Market

a direct cost passthrough

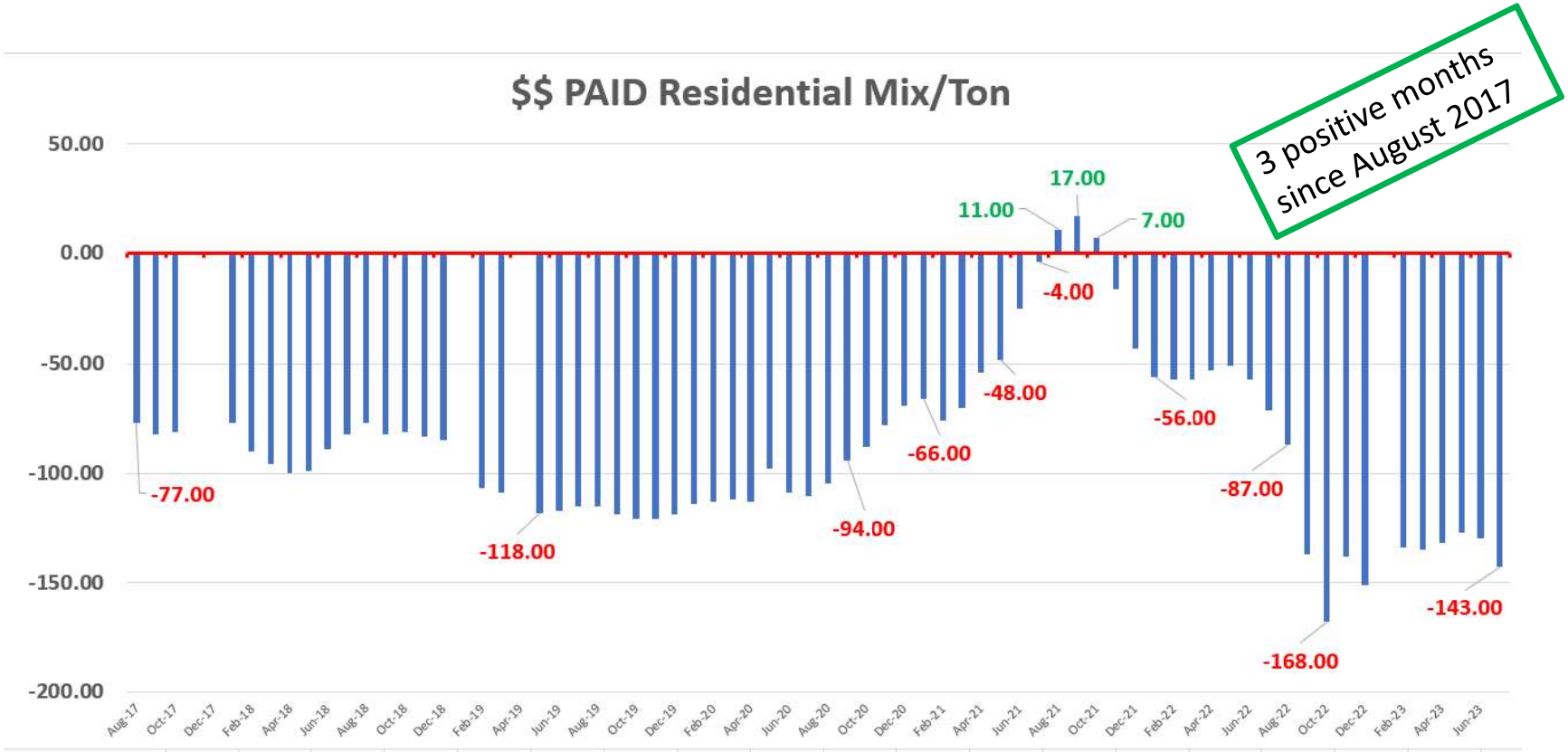
to College Place

#3 - Commodity cost

If the MRF pays for the recycled commodity it is **credited** to College Place

If the MRF charges for the commodity that cost is Debited from College Place

Walla Walla's Experience with Commodities



Things for you to discuss:

- Is recycling a good thing to do?
- Will it cost us money?
  - Is College Place willing to pay that amount?
- Are there costs if we don’t recycle?
  - For the next generation?
  - For the world?
- What do our citizens want us to do?

Did you know…

WA's recycling rate is 49%, significantly higher than the national average of 32%.

WA's solid waste and recycling industry was 4.1x carbon net zero in 2018 after accounting for landfill and collection emissions and the reduction of green house gases from more materials successfully recycled or composted.

WA is already working to divert 75% of organics from landfills by 2030 (HB 1799), resulting in **552,000 fewer tons of greenhouse gas emissions.**

87% of WA residents have access to curbside service and those who don't may access 108 dropbox locations in their communities.

The average household's monthly bill for curbside recycling service is $8-10, supporting an average of 8 monthly bin pickups of bins for trash (4), recycling (2) and organics (2). Service unique to local needs.

The solid waste and recycling industry **employs about 14,700 workers** to drive trucks, sort materials at Material Recovery Facilities, oversee landfills and much more.

WRRA WASHINGTON REFUSE & RECYCLING ASSOCIATION

Partnership to Recycle

Washington's leadership in recycling is built on a system that partners with the public to uphold a robust and heavily regulated industry. Since 1961 when our state first adopted a comprehensive regulatory framework for managing waste, Washington's solid waste and recycling industry has partnered with the public in the shared goal of environmental stewardship. Decades of proactive private investments in infrastructure, forward-thinking advancements in regulatory requirements, reliable and convenient curbside service, and the daily commitment of Washingtonians to sort their trash, recyclables and organics into the right bin have resulted in our state leading the nation with a high recycling rate.

Together, we can recycle more by building on Washington's strengths:

- ⇒ Curbside Service
- ⇒ Affordable for public (less than 35 cents per day for curbside recycling service)
- ⇒ Strong public commitment to recycle and reduce waste
- ⇒ Decades of investment in infrastructure to meet local needs

Partnership to Recycle (More)

After decades of success in increasing its recycling rate and decreasing waste, our state continues to have opportunities to build on its successful investments and partnership with the public. Washington has already done the easy things in its work to protect the environment through reducing waste. Our next steps are as difficult as they are achievable and made possible due to the commitment to environmental stewardship by the public. This legislation would:

1. ***Initiate* Needs Assessment:** Our state's next investments should be founded on a clear-eyed evaluation of local needs for reducing waste and increasing recycling. We cannot plan for the future without a data-driven analysis of our current strengths and opportunities for investment, especially when evaluating the unique local needs of each community.
2. ***Expand* Recycled Content Requirements:** A 2021 groundbreaking Washington law required that certain packaging contain a minimum amount of recycled content and today that packaging is starting to include recycled content. This law also created a task force to recommend the next wave of packaging types that should meet a minimum recycled content requirement. If we implement the task force's recommendation, reliable curbside service will be picking up packaging containing less waste and more reusable materials.
3. ***Show* Truth in Labeling:** We all want to recycle more, but current labeling is confusing and often misleading. We can better support consumers already working hard every day to recycle by updating labeling standards.
4. ***Pursue* Producer Accountability:** Washington consumers cannot succeed in their pursuit of environmental stewardship unless those manufacturing the packaging materials on our state's store shelves demonstrate a greater commitment to reducing waste and increasing recyclability.

WA's leadership creates new opportunities for…

Local Needs

- Waste and recycling are essential services tailored in Washington for the unique needs of each community
- Just as the parks system in Tacoma is different from Walla Walla, or the transportation network in Chelan versus Seattle, so should the local needs of each community be reflected in investments to reduce waste and increase recycling.

Helping Consumers

- Decades of public education and a statewide commitment to the value of environmental stewardship has allowed Washington consumers to play a critical role in increasing our state recycling rate.
- We should make it even easier for consumers to do their part of the job by making labels both easier to understand and more accurate to their local community's recycling infrastructure so materials end up in the correct bin and not as contamination in the wrong bin.

Protecting Consumers

- The average household's monthly utility bill for recycling services is $8-10, helping keep barriers low to reducing waste and increasing recycling.
- New programs shouldn't increase costs for consumers - some proposals, such as Extended Producer Responsibility - will likely increase the cost of essential goods like food and medicine at the grocery store without improving our state's existing recycling investments.

Setting Goals

- Washington should be proud of its high recycling rate to protect the environment - and we can always do more.
- Implementing a greater role for producer accountability so that those manufacturing the packaging on our state's store shelves can demonstrate a greater commitment to reducing waste and increasing recyclability.
- Expanding current requirements for a minimum amount of recycled materials to be in certain packaging will leverage the partnership between the public and our state's recycling system

While other states are trying to catch up to Washington's leadership on recycling by creating brand new programs, our state has the opportunity to continue growing its commitment to environmental stewardship by taking advantage of its decades of leadership in reducing waste and increasing recycling.

About Us

The Washington Refuse & Recycling Association (WRRA) represents solid waste companies and professionals in Washington State. Our mission is to promote environmentally and economically sustainable solid waste and recycling services within our state's regulatory system. The WRRA is a partnership with the public in pursuit of environmental stewardship through recycling and reducing waste.

Want to Learn More? Please contact Brad Lovaas, WRRA executive director, at brad@wrra.org or (360) 280-7723.

City of College Place, Washington
Unified Development Code
December 13, 2022
Proposed 2023 Amendments - SEPA/GMA Public Review Draft
November 1, 2023

As approved by the College Place City Council through the adoption of Ordinance 19-21 November 12, 2019.

With Scrivener's Error Corrections December 10, 2019.

Amended by Ordinance 20-021 November 24, 2020.

Amended by Ordinance 20-022 November 24, 2020.

Amended by Ordinance 21-017 November 23, 2021.

Amended by Ordinance 22-024 December 13, 2022.

Related Actions by the City Council Include:

Adoption of Ordinance 18-023 Adopting the Updated College Place Comprehensive Plan October 9, 2018.

Adoption of Ordinance 19-019 Repealing and Replacing College Place Municipal Code Chapter 2.32 Establishing the College Place Planning Commission November 12, 2019.

Adoption of Ordinance 19-020 Repealing and Replacing College Place Municipal Code Chapter 2.50 Establishing the College Place Hearing Examiner November 12, 2019.

Adoption of Ordinance 21-016 Amending the College Place Comprehensive Plan November 23, 2021.

City of College Place, Washington
Unified Development Regulations
College Place Municipal Code Title 14

City of College Place, WA Unified Development Code - Effective January 1, 2020

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Chapter 14.10 Administration of the Unified Development Code

Sections:

14.10.010 Introduction.
14.10.020 Administrative Roles and Responsibilities.
14.10.030 Administrative Interpretations.
14.10.040 General Provisions.
14.10.050 Reasonable Use Exception.
14.10.060 Fees.
14.10.070 Financial Protections.
14.10.080 Development Agreements.
14.10.090 Liability.
14.10.100 Severability.

14.10.010 Introduction. The City of College Place has consolidated the primary regulations governing the use and development of land into a single unified development code. College Place Municipal Code Title 14, also known as the College Place Unified Development Code, includes a single set of definitions, procedures, and standards and is intended to be the principal source of information for business and property owners, developers, residents, and interested citizens. If you have questions about this document, please don't hesitate to contact the City of College Place Planning Department.

A. The following is a brief summary of key planning roles in the City of College Place:

1. The College Place City Council is the legislative body of the City and is the only body which can adopt or amend an ordinance, which includes amendments to the City Comprehensive Plan and Development Regulations. The City Council also confirms the appointment by the Mayor of the City Administrator, the Hearing Examiner, Planning Commissioners, Historic Preservation Commissioners, and members of the Economic Development, Tourism, and Events Commission. In addition, the City Council appoints the members of the Parks, Arbor, and Recreation Board.

2. The Mayor is the chief executive officer and ceremonial head of the City. The Mayor appoints the City Administrator and sees that all laws and ordinances are faithfully enforced.

3. The City Administrator assists the Mayor in the performance of his/her/their duties and supervises the various City departments. The City Administrator functions as the chief administrative officer, serves as the personnel officer for the City, designates city staff responsible for the performance of duties identified in this Title, and performs other administrative duties as assigned.

4. The Community Development Director, as authorized by the City Administrator, serves as the lead staff person responsible for the administration of this Title, overseeing the implementation of all planning requirements and activities in the City, making administrative decisions on certain land use applications, and interpreting the provisions of this Code.

5. The City Building Official, as authorized by the Community Development Director, administers, and enforces the International Building and related codes, as adopted by the City.

6. The City Fire Marshal, as authorized by the City Fire Chief, administers and enforces the International Fire Code, and related codes, as adopted by the City, including but not limited to inspection of structures and land uses for compliance.

7. The City Public Works Director, as authorized by the City Administrator, is responsible for the operation and maintenance of essential City services including water, sanitary sewer, storm water management, and streets. In this capacity, the Public Works Director participates in the review and approval of development permits and the enforcement of City standards.

8. The City Engineer, including any City contract engineer~~,~~ (hereinafter referred to as "City Engineer")as authorized by the Public Works Director, is responsible for the implementation of the City of College Place Engineering Design Standards, In this capacity the City Engineer participates in the review and approval of development applications, the review and approval of the design and construction of infrastructure improvements, approving financial protections, and the enforcement of City standards.

9. The City Hearing Examiner is authorized to receive and examine available information, conduct public hearings, prepare a record thereof, enter findings of fact and conclusions based upon those facts, make recommendations, and prepare a record of decision for certain land use applications and appeals.

10. The City Attorney advises the Mayor, City Administrator, City Council, City boards and commissions, and City staff regarding the legal interpretations, applications, and the enforcement of this Title. In addition, the City Attorney may initiate code enforcement actions on behalf of the City.

11. The City Planning Commission is the planning advisory body to the Mayor and City Council and makes recommendations on long range planning matters, supports current planning activities as specified in this Title, and performs other duties as assigned by the City Council. For more information about the College Place Planning Commission see College Place Municipal Code Chapter 2.32.

12. The Historic Preservation Commission has been established to promote awareness and preservation of the city's history. One major responsibility of the Historic Preservation Commission is reviewing proposed changes to the College Place Register of Historic Places. The Commission also serves as the local review board for special valuation of historic properties as provided in RCW 84.26. For more information about the College Place Historic Preservation Commission see Chapter 14.110.

13. The Parks, Arbor and Recreation Board makes recommendations to the Mayor and City Council on the acquisition, control, improvement, beautification, and planning of all public parks and recreation facilities. For more information about the College Place Parks, Arbor, and Recreation Board see College Place Municipal Code Chapter 2.62.

14. The Economic Development, Tourism, and Event Commission provides special knowledge and expertise to the Mayor and City Council relative to monitoring, assessing and strengthening existing economic development strategies and developing new strategies. For more information about the College Place Economic Development, Tourism, and Event Commission see College Place Municipal Code Chapter 2.3.

14.10.020 Administrative Roles and Responsibilities.

A. Unless otherwise provided by the City Administrator, the Community Development Director, and his/her/their designees, are hereby authorized to perform, the following:

1. Establish and maintain such application forms and administrative procedures as may be necessary to implement this Title.

2. Interpret ordinances, codes, and requirements and determine the applicability of this Title to proposed uses, projects and development activities.

3. Prepare and upon approval by the City Council, implement a fee schedule for all land use, development, and building permit activities.

4. Serve as the SEPA Responsible Official.

5. Review and approve or deny land use, shoreline, building permit, and related permits in accordance with the provisions of this Title.

6. Inspect and examine any structure or tract of land and within the sole discretion of the City, to order in writing the remediation of any condition found to exist or reasonably likely to occur in violation of any provision of the College Place Municipal Code.

7. Enforce City ordinances, codes, and regulations including the approval of compliance plans, the imposition of fines for violations, the issuance of stop work orders, and/or the imposition of penalties.

8. Manage the activities of City staff and liaison with consultants involved in planning and land use activities; and

9. Represent the City in working with other local, county, state, and federal planning and natural resource management agencies, and the like.

B. Unless otherwise provided, the Building Official is authorized to perform such activities as may be necessary to administer the International Building and related codes as adopted by the City. This may include, but is not limited to:

1. Review building plans and building permit applications.

2. Issue or deny building permits.

3. Inspect construction; and

4. Issue Certificates of Occupancy.

C. The Office of the Hearing Examiner is established along with the authority and duties of the position in College Place Municipal Code Chapter 2.50.

14.10.030 Administrative Interpretations.

A. In their interpretation and application, the provisions of this Title are intended to be minimum requirements. Nothing in this Title is intended to impair, annul or abrogate any easement, covenant or other agreements between parties, public or private, nor is it in any way intended to interfere with any existing regulations previously adopted pursuant to law, relating to the use of land; provided, however, that when the requirements of this Title appear to be inconsistent with the requirements of any lawfully adopted rules, regulations or ordinances, the City may make an administrative code interpretation to resolve any potential inconsistency.

B. Any person may submit a reasonable written request to the City for a formal interpretation of the provisions of this Title, or those codes referenced by this Title. The request shall identify the specific provision(s) in question and shall include relevant background information and supporting documentation. If accepted by the City, the request shall be processed in accordance with the applicable provisions of this Title.

14.10.040 General Provisions.

A. Except as provided in this Title, the following general provisions apply:

1. No land, building, structure, or premises shall be used, designed, or intended to be used for any purpose or in any manner other than in a use listed in this Title or amendment thereto as permitted in the zone in which such land, building, structure, or premises is located.

2. No designated yards or open spaces surrounding any building or structure shall be encroached upon or reduced in any manner except in conformity with the building site, area and yard requirements established by this Title, nor shall any yard or open space associated with any building or structure for the purpose of complying with the requirements of this Title or amendments thereto be considered as providing a yard or open space for any other building or structure.

3. No building or structure shall be erected or moved onto a site and no existing building or structure shall be altered, enlarged, or reconstructed except in conformity with this Title. Nor shall any building or structure be erected or structurally altered to exceed in height the limit established by this Title or amendment thereto for the zone in which such building or structure is located.

4. No buildings or permanent structures shall be permitted over a utility easement.

5. All new buildings and development activities that require water and sewer service shall connect to the City systems if available, in accordance with the provisions of the Laws of Washington State.

B. Nothing contained in this Title shall require any change in any existing building or structure, construction or planned use of a proposed building, which would conform to the zoning regulations then in effect and for which building permit plans are on file in City Hall prior to the effective date of the ordinance codified in this Title and the construction of which building or structure shall have been started within the time requirements of such building permit and diligently worked upon to its completion, unless by some other operation of applicable law.

C. No land use in violation of local, state, or federal law shall be allowed in any zone within the City of College Place and are hereby expressly prohibited.

D. In cases where multiple lots under common ownership will be used for one building site, and in particular those cases where a structure is proposed to be built across a lot line or within lot setbacks, the lots shall be consolidated into one lot.

1. The consolidation shall be prepared by the owner(s) or their representative and subject to review and approval by the City in the same manner as a boundary/lot line adjustment; and

2. Upon approval, the consolidation shall be recorded at the Office of the County Auditor.

E. Upon discovery of any human remains, artifacts, or evidence of potential archaeological or cultural resources all construction activities or uses authorized under this Title shall be suspended pending authorization to proceed from the City, and/or the Washington State Department of Archaeology and Historic Preservation, in accordance with the provisions of state and federal law, including, but not limited to RCWs 68.50.645, 27.44.055, and 68.60.055.

1. If ground disturbing activities encounter human skeletal remains during the course of construction, then all activity will cease that may cause further disturbance to those remains. The area of the find will be secured and protected from further disturbance until the Washington State Department of Archaeology and Historic Preservation (DAHP) provides notice to proceed. The finding of human skeletal remains will be reported to the College Place Police Department and the Walla Walla County Coroner in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The County Coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the County Coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the Confederated Tribes of the Umatilla Indian Reservation. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

2. If ground disturbing activities encounter artifacts, or evidence of potential archaeological or cultural resources during construction, then all activity will cease that may cause further disturbance to those items. The Project Sponsor shall immediately contact the College Place Department of Community Development to determine how best to secure the site and to consult with the Confederated Tribes of the Umatilla Indian Reservation and the DAHP.

14.10.050 Reasonable Use Exception. In the event that the strict and literal interpretation of this Title serves to deny a property owner all reasonable use of their property, the property owner may apply for a reasonable use exception and may request the minimal relief necessary to enable the reasonable use of their property. Only valid and complete requests will be processed pursuant to this Title.

A. Reasonable use exceptions may be granted when:

1. Application of this Title would deny all reasonable economic use of the property.

2. There are no other practical alternatives to the proposed use that would have less impact.

3. The inability to derive reasonable economic use of the property is not the result of subdivision or other actions by the Applicant.

4. No other reasonable economic use has less adverse impact(s).

5. The proposal protects and mitigates impacts to the functions and values of critical areas to the greatest extent feasible, consistent with the best available science.

6. The proposal does not pose a threat to the public health, safety, or welfare on or off the development proposal site; and

7. The proposal is consistent with other applicable regulations and standards.

B. Burden of Proof. The burden of proof shall be on the Applicant to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

14.10.060 Fees. Fees and charges for administering the provisions of this Title shall be set by action of the City Council.

A. Applicants for ~~permits and approvals~~permits/approvals/actions shall be responsible for reimbursing the City for the cost of professional consultant services, if the City determines such services are necessary to complete its review of the application submittal.

1. The City may require the applicant to deposit an estimated amount with the City, to be sufficient to cover anticipated costs of retaining professional consultant services and to ensure reimbursement to the City for such costs. This may include the execution of a formal cost recovery agreement.

2. Any unused funds will be returned to the Applicant upon completion and/or finalization of project.

14.10.070 Financial Protections. During the review of any application for a land use, zoning, building, or other development activity, a Project Sponsor may propose, subject to City review and approval, and/or the City may require that a bond(s) or similar forms of financial guarantee or protection be posted to ensure continued compliance with any conditions imposed, including the

construction of required improvements, the adherence to city standards, and/or maintenance, repair, or replacement of such improvements.

A. Financial protection for performance.

1. The acceptance of financial protection in lieu of completion of required improvements on developments and projects shall be at the sole discretion of the City.

2. Conditions for financial protection on subdivisions, developments, projects, or phases thereof with a residential component shall be as follows:

a. Financial guarantees shall not be accepted in lieu of required improvements until:

(1) The requesting party demonstrates ownership by means acceptable to the City.

(2) Permanent slope retention improvements (cut, fill, retaining walls, etc.) and permanent measures and improvements necessary to mitigate floodplain, stormwater and groundwater concerns have been completed with erosion control measures in place and maintenance bonds, where required, are provided in an amount and term acceptable to the City, to ensure the long-term integrity of the improvements.

(3) The party requesting a financial guarantee executes and records an agreement with the City with language acceptable to the City that runs with the land such that:

(a) The requesting party acknowledges that no structures will be occupied, and no occupancy permits shall be issued by the City until all improvements approved for construction, including financially guaranteed improvements are completed to City satisfaction.

(b) All purchase and sales agreements include language notifying prospective buyers that occupancy will not be granted until all infrastructure is complete to City satisfaction.

(c) All purchase and sales agreements shall include blanket construction access easements to allow construction of required improvements after sale of property and an indemnification clause to protect the city against issues related to construction access, improvements, and corrections on sold properties until final acceptance.

(d) City shall be reimbursed for all costs related to addressing buyer concerns over incomplete and/or unapproved infrastructure where reimbursement shall be required prior to issuance of occupancy permits.

(e) The requesting party warrants all improvements for a period of two years after the final improvement is approved.

(4) Additionally, the following requirements shall apply to all subdivisions:

(a) Lot pins on all property corners and where necessary to establish ownership are established by a surveyor licensed to practice in the state of Washington.

(b) Conditions of approval include requirement to note on the plat that no occupancy permits shall be issued by the city until all improvements approved for construction, including financially guaranteed improvements are completed to City satisfaction.

b. No occupancy permit for a structure other than a temporary contractor's office or temporary storage building, or a single model home shall be issued for a structure on a lot or parcel within an approved subdivision or within a development, project, or phase prior to:

(1) Final inspection and approval of all required infrastructure improvements approved for construction including financially guaranteed improvements, and

(2) Provision of any financial guarantees for maintenance where required by special council resolution.

c. Partial financial protection releases shall be allowed for approved infrastructure upon the following conditions:

(1) Requestor provides a list of all improvements requested for release with originally guaranteed amounts.

(2) Requestor reimburses the City for partial release inspection and review at three percent of total requested release to include the costs of incomplete or unapproved items previously requested for release if included in the request. Reimbursement shall be made in advance of review.

(3) Release of requested infrastructure shall be at City discretion based on whether or not the infrastructure has been approved.

(4) Request for final release of all improvements where some improvements are not approved, shall be considered a partial release.

3. Conditions for financial protection on subdivisions, developments, projects, or phases thereof without a residential component shall be established by the City on a case-by-case basis.

4. Applicants applying to financially guarantee improvements shall submit an itemized estimate of all improvements to be financially guaranteed. Estimates shall either be prepared and stamped by a professional engineer licensed to practice in the state of Washington or shall meet alternative requirements satisfactory to the City Engineer.

5. The City Engineer shall review and modify the submitted estimate to ensure adequate City protection in event of default of the applicant and shall set the financial protection amount at 125 percent of the final estimate.

B. Improvement warranty required.

1. All public improvements or improvements with a public nexus such as water, sewer and stormwater lines, streets, sidewalks, permanent slope retention improvements (cut, fill, retaining walls, etc.) and permanent measures and improvements necessary to mitigate floodplain, stormwater and groundwater concerns approved by the City shall be warranted for a period of two years. Alternatively, staff may recommend financial protection for maintenance of critical improvements for a period not to exceed two years.

2. The warranty period shall start upon final approval of all improvements.

C. Financial protection options.

1. Performance Bond. A performance bond shall be obtained from a surety bonding company authorized to do business in the state. The bond shall be payable to the City and shall be in an amount sufficient to cover the cost of the improvements as estimated by the City Engineer. The duration of the bond shall be until such time the improvements are accepted by the City.

2. Financial Institution Financing. If this type of financial protection is selected by the subdivider, the following steps shall be taken:

   a. The subdivider shall provide, from a bank or other reputable lending institution or an individual subject to the approval of the City, a letter of credit. This letter shall be deposited with the City and shall certify that:

(1) The lending institution does guarantee funds in an amount equal to the estimate prepared by the City Engineer.

(2) In the case of failure on the part of the applicant to complete the specified improvements within the required time period, the lending institution shall pay to the city immediately within legal action time limits and notification, and without further action, such funds as are necessary to finance the completion of those improvements up to the limit of the funds so guaranteed.

(3) These funds may not be withdrawn or reduced in amount until released by the City.

(4) The subdivider executes a security agreement in which the funds so guaranteed shall be listed as security with appropriate financing statements filed in accordance with Washington's Uniform Code (RCW 62A. 9-401).

b. List all work in payable items, e.g., quantity, description, unit, it cost and amount.

c. Payment for the work done by the subdivider may be made in one lump payment upon completion of all of the work and acceptance thereof, or in smaller payments covering a completed segment or segments of work and acceptance thereof. In either case, at the subdivider's request, the City ~~Engineer~~ and a representative of the lending institution involved will inspect the work and release funds for payment of acceptable work. The lending institution shall make arrangements so that disbursements will be made to contractors whose work has been accepted, and the contractor shall certify that the work was done on the project, and that he/she/they waives his/her/their lien against the project. The contractor shall further certify that the wages of his employees as they pertain to the project have been paid in full. The financial institution shall also honor drafts drawn by the City for work done on the project by the city. The subdivider would qualify as a contractor if he/she/they did a portion of the work.

d. The percent of the funds shall be retained in the account until the City has accepted the entire development.

3. Personal Fund Financing. If this type of financial protection is selected by the subdividers, he/she/they shall take the following steps.

a. The subdividers shall deposit cash, or other instrument readily convertible into cash at face value, either with the city or in escrow with a bank or other reputable financial institution. The use of the instrument other than cash, and in the case of an escrow account, the financial institution with which the funds are to be deposited, shall be subject to the approval of the City. The amount of the deposit shall not be less than the cost estimate of the improvements as prepared by the

City Engineer. In the case of an escrow account, the subdivider shall file with the City an agreement between the financial institution and himself/herself/theirself guaranteeing the following:

(1) That the funds of said escrow account shall be held in trust until released by the City Engineer and may not be used or pledged by the subdivider as security in any other matter during that period.

(2) That in the case of failure on the part of the subdivider to complete said improvements in the specified time, then the financial institution shall immediately make the funds in said account available to the City for use in completion of those improvements.

b. List all work in payable items, e.g., quantity, description, unit, it cost and amount.

c. Payment for the work done by the subdivider may be made in one lump payment upon completion of all of the work and acceptance thereof, or in smaller payments covering a completed segment or segments of work and acceptance thereof. In either case, at the subdivider's request, the City Engineer and a representative of the lending institution involved will inspect the work and release funds for payment of acceptable work. The lending institution shall make arrangements so that disbursements will be made to contractors whose work has been accepted, and the contractor shall certify that the work was done on the project, and that he/she/they waives his/her/their lien against the project. The contractor shall further certify that the wages of his/her/their employees as they pertain to the project have been paid in full. The financial institution shall also honor drafts drawn by the City for work done on the project by the City. The subdivider would qualify as a contractor if he/she/they did a portion of the work.

d. Any interest accrued to the funds in escrow shall be credited to the subdivider to be used as desired.

e. The percent of the funds shall be retained in the account until the City has accepted the entire development.

3. Any other financial arrangement having features which will guarantee performance without loss to the City and reimbursement in the event of default on completion of work as specified.

14.10.080 Development Agreements.

A. The City may, in accordance with the provisions of RCW 36.70B.170-210, enter into a development agreement with a person(s) having ownership or control of real property

within its jurisdiction, or outside its boundaries as part of a proposed annexation or a utility service agreement.

1. The execution of a development agreement is a proper exercise of the City's police power and contract authority.

2. A development agreement may obligate a party to fund or provide services, infrastructure, or other facilities.

3. A development agreement shall reserve authority to impose new or different regulations to the extent required by a serious threat to public health and safety.

B. A development agreement must set forth the development standards and other provisions that shall apply to, govern, and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement, provided that:

1. The development agreement shall be consistent with all applicable development regulations.

2. The provisions of this Section do not affect the validity of a contract rezone, concomitant agreement, annexation agreement, or other agreement in existence or adopted under separate authority.

3. For the purposes of this section, "development standards" include, but are not limited to:

a. Project elements such as permitted uses, residential densities, and nonresidential densities and intensities or building sizes.

b. The amount and payment of impact and mitigation fees imposed or agreed to in accordance with any applicable provisions of state law, any reimbursement provisions or other financial contributions by the property owner, inspection fees, or dedications.

c. Mitigation measures, development conditions, and other requirements under RCW 43.21C.

d. Design standards such as maximum heights, setbacks, drainage and water quality requirements, landscaping, and other development features.

e. Affordable housing.

f. Parks and open space preservation.

g. Phasing.

h. Review procedures and standards for implementing decision.

j. A build-out or vesting period for applicable standards; and

k. Any other appropriate development requirement or procedure.

C. Development agreements applicable to properties within the boundaries City are limited to a ten-year timeframe. An extension of one to ten years may be exercised upon mutual approval of both the developer and the City. Development agreements applicable to properties outside of the City boundaries may continue in effect until a date as specified in the agreement. Agreements outside the City may contain variable expiration dates for some, or all, of the standards listed in this Section.

D. Upon approval, a development agreement shall be recorded with the Walla Walla County Auditor.

1. During the term of a development agreement, it is binding on the parties and their successors.
2. Unless amended or terminated, a development agreement is enforceable during its term by a party to the agreement.

3. Any permit or approval issued by the City after the execution of a development agreement must be consistent with the terms of the development agreement.

4. A development agreement and the development standards incorporated in the agreement govern during the term of the agreement, or for all or that part of the build-out period specified in the agreement and may not be subject to an amendment to a zoning ordinance or development standard or regulation or a new zoning ordinance or development standard or regulation adopted after the effective date of the agreement.

14.10.090 Liability. ~~The granting of approval or the issuance of a permit or denial thereof for any structure or use does not constitute a representation, guarantee, or warranty of any kind or nature whatsoever, by the City or any City employee, official, or agent, on the practicality, feasibility, or safety of any structure or proposed use and does not create liability upon or cause of action of any kind or nature whatsoever against the City, City employee, official, or agent for any death and/or damage(s) of any nature that may result therefrom.~~

~~A. None of the provisions of this Title are intended to create a cause of action or provide the basis for a claim against the City, its officials, employees, or agents for the performance or failure to perform an action, duty, or obligation running to a specific entity, individual or~~

~~individuals. Any duty or obligation created herein is intended to be a general duty or obligation running in favor of the general public.~~

~~B. This Title shall not be construed to hold the City, or any officer or employee thereof, responsible for any death or damages to persons, group, or property by reason of the certification, inspection or non-inspection of any building, equipment, construction, system, or the like, or property.~~

A. Interpretation, enforcement, and all other actions or inactions taken pursuant to this Title by the City and its employees, volunteers, and agents, are general governmental functions creating a duty to the public as a whole and not to any one person, group, other governmental or regulatory agency, or entity, including to third-parties and no claim, liability, or cause of action may arise from the City's acts or inactions.

B. The City assumes no responsibility and is not liable for any injury, death, or damages of any kind whatsoever resulting from any act or inaction taken by the City pursuant to this Title.

C. No City action or inaction relieves a person, group, or entity of responsibility for all injury, death or damages, of any kind whatsoever arising out of the person, group, or entity's acts or omissions.

D. The denial or issuance of a permit, approval or denial of use, inspection, non-inspection, certification, approval, disapproval, charge or acceptance of payment, security, or proof of insurance, or other review or action by the City is not a ~~represneatation~~representation, guarantee, promise, or warranty, expressed or implied, of any kind or nature whatsoever that any structure, component, material, device, service, installation, equipment, facilities and the like, improvement, property, land, or use is appropriate, safe, functional, or complies with all applicable laws. Nor is it permission to use or not use land in a way that does not comply with all applicable laws and duty of care.

E. Use of land in College Place is done at the sole risk of the user.

14.10.100 Severability. If any provision of this Title, or its application to any person or legal entity, is held to be invalid, the remainder of this Title or the application of this Title or the application of the provision to other persons or entities or circumstances shall not be affected.

Chapter 14.20 Definitions

Sections:

14.20.010 Introduction.
14.20.020 Interpretations.
14.20.030 Definitions.

14.20.010 Introduction. Certain terms and words used in this Title may have special meaning as defined in this Chapter.

14.20.020 Interpretations.

A. Except where specifically defined in this Chapter, all words used in this Title shall carry their customary meanings. Words used in the present tense include the future; the plural includes the singular and vice versa; the word "shall" is mandatory; "may" is permissive; the words "used or occupied" are considered as though followed by the words "or intended, arranged, or designed to be used or occupied"; and the word "lot" includes the words "plot, tract, or parcel."

B. Any word not specifically defined in this Chapter shall have the meaning as defined by and determined by the City in accordance with the provisions of:

1. The Revised Code of Washington (RCW).

2. The Washington Administrative Code (WAC).

3. North American Industry Classification System (NAICS), 2017 Edition or as subsequently updated.

4. Webster's Dictionary; and

5. Administrative code interpretations by the City.

C. Any question or uncertainty about the meaning of a word used in this Title may, at the sole discretion of the City, be resolved by an administrative code interpretation.

D. References to the International Codes shall include the International Building Code, the International Residential Code, and related codes as adopted, or subsequently amended, by the City Council.

E. References to the City of College Place Engineering and Design Standards shall include the following documents, as approved, or subsequently amended by the City Council:

1. The City of College Place Standard Specifications and Drawings; and
2. The City of College Place Stormwater Facility Standards.

F. References in the College Place Municipal Code to Titles 15, 16, 17 18, or 19 shall refer to the comparable provisions in Title 14, as determined by the City.

14.20.030 Definitions.

A. The following words and phrases are hereby defined as follows, unless otherwise determined by the City through an administrative code interpretation:

"**Accessory building**" means a building or structure, the use of which is incidental and subordinate to the principal or main building or use on the same lot, including a private garage or carport. If an accessory building is attached to the main building by a common wall or roof, the accessory building shall be considered a part of the main building. Garden houses, tool sheds, playhouses or greenhouses are examples of accessory buildings.

"**Accessory use**" means a use incidental and subordinate to the principal use and located on the same lot or in the same building as the principal use.

"**Adjacent**" in the context of administering the critical areas protections in Chapter 14.70 shall mean any activity or development located:

a. On a site immediately adjoining a critical area.

b. A distance equal to or less than the required critical area buffer width and building setback.

c. A distance equal to or less than 200 feet upland from a stream, wetland, or water body.

d. Bordering or within the floodway, floodplain, or channel migration zone; or

e. A distance equal to or less than 200 feet from a critical aquifer recharge area.

"Adult home" or "**Adult family home**" means a residential home, licensed by Washington State, to provide personal care to up to six adults.

"**Base flood**" means a flood event having a one percent chance of being equaled or exceeded in any given year, also referred to as the 100-year flood. Designations of base flood areas on flood insurance map(s) always include the letters A or V.

"**Bed and breakfast inn**" means a hotel or similar lodging facility offering from one to eight overnight lodging units to travelers or guests.

"**Boarding, rooming and lodging house**" means a dwelling unit having only one kitchen within which is provided not more than two guest rooms providing lodging (with or without provision of meals) for compensation. A boarding, rooming, and lodging house containing three or more guest rooms shall be considered a hotel. Boarding, rooming, and lodging houses shall not be construed to mean convalescent, nursing, adult family, or retirement homes.

"**Camper**" means a structure designed to be mounted upon a motor vehicle which provides facilities for human habitation or for temporary outdoor or recreational lodging and which is five feet or more in overall length and five feet or more in height from its floor to its ceiling when fully extended, but shall not include motor homes as defined in RCW 46.04.305.

"**Child day care center**" means an agency that regularly provides child day care and early learning services for a group of children for periods of less than 24 hours.

"**Child day care, home facility**" means a facility licensed by Washington State where care is provided for not more than 12 children in the provider's home living quarters.

"**Closed record appeal**" means an administrative appeal on the record to a local government body or officer, including the legislative body, following an open record hearing on a project permit application when the appeal is on the record with no or limited new evidence or information allowed to be submitted and only appeal argument allowed.

"**Co-housing**" means a residential development that combines individual owned dwelling units clustered around shared space. Units may have smaller kitchens with a larger community kitchen and dining room intended for communal use on a regular basis The development may also provide other facilities for communal use and interaction, and in which residents may agree to share in the provision of regular communal services such as cooking meals or providing childcare.

(Source: strongtowns.org / cohousing.org)

"**Cottage housing**" means a grouping of small, single-family dwelling units clustered around a common area and developed with a coherent plan for the entire site.

"**Critical aquifer recharge area**" means areas designated by WAC 365-190-080 that are determined to have a critical recharging effect on aquifers used for potable water as defined by WAC 365-190-030(3).

"**Dwelling**" means a building designed for residential purposes that contains complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

"**Dwelling, multiple residential units**" or "**Multiple family dwelling**" means a building containing three or more dwelling units. This definition includes "row house" and may include condominiums.

"Dwelling, single residential unit " or **"single-family residence"**, means a building containing one dwelling unit. Single residential dwelling units may be site-built or manufactured off-site, such as modular housing.

"Dwelling, two residential units" or **"duplex"**, means a building on a lot containing two dwelling units.

Commented [GD1]: Jon, here's an example of the ripple effect of the new ADU regulations. Look at the ADU definition which uses the term principal use. We might want to revise the definition to read:

means a building on a lot containing three principal dwelling units.

Commented [GD2]: Jon, here's another example of the ripple effect of the new ADU regulations. We might want to revise the definition to read:

means a building on a lot containing one principal dwelling units.

Commented [GD3]: Jon, here's another example of the ripple effect of the new ADU regulations. We might want to revise the definition to read:

means a building on a lot containing two principal dwelling units.

"Dwelling unit, accessory (ADU)" means a dwelling unit that is use incidental and subordinate to a principal use that is located on the same lot or in the same building as the principal use.

"**Early learning**" includes but is not limited to programs and services for childcare; state, federal, private, and nonprofit preschool; childcare subsidies; childcare resource and referral; parental education and support; and training and professional development for early learning professionals.

"**Fish and wildlife habitat conservation area**" means areas necessary for maintaining species in suitable habitats within their natural geographic distribution so that isolated subpopulations are not created as designated by WAC 365-190-080(5). These areas are guided by the state's priority habitats and species list and include the following:

a. Areas with which state or federally designated endangered, threatened, and sensitive species have a primary association.

b. Habitats of local importance, including but not limited to areas designated as priority habitat by the department of fish and wildlife, areas that provide important habitat for neotropical migratory songbirds, areas that provide important habitat for wintering birds of prey, and areas that provide unique habitats within the city.

c. Naturally occurring ponds under 20 acres and their submerged aquatic beds that provide fish or wildlife habitat, including those artificial ponds intentionally created from dry areas in order to mitigate impacts to ponds.

d. Waters of the state, including lakes, rivers, ponds, streams, inland waters, underground waters, salt waters, and all other surface waters and watercourses within the jurisdiction of the State of Washington.

e. Lakes, ponds, streams, and rivers planted with game fish by a governmental or tribal entity.

f. State natural area preserves and natural resource conservation areas; and

g. Land essential for preserving connections between habitat blocks and open spaces.

"**Floodplain**" means the total land area adjoining a river, stream, watercourse, or lake subject to inundation by the base flood.

"**Floodway**" or **"zero rise floodway"** means the channel of a river or other watercourse and the adjacent land area that must be reserved in order to discharge the base flood without cumulatively increasing the surface water elevation more than one foot.

~~"**Food cart**" means a mobile vehicle, such as a food truck, trailer, or cart, from which service of food and/or beverages is provided to walk-up customers.~~

~~"**Food cart pod**" means a site containing one or more food carts and associated amenities on private property.~~

"**Frequently flooded areas**" means lands in the floodplain subject to a one percent or greater chance of flooding in any given year and those lands that provide important flood storage, conveyance, and attenuation functions, as determined by the [city official] in accordance with WAC 365-190-080(3). Frequently flooded areas perform important hydrologic functions and may present a risk to persons and property. Classifications of frequently flooded areas include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program.

"**Functions and values**" mean the beneficial roles served by critical areas including, but not limited to, water quality protection and enhancement, fish and wildlife habitat, food chain support, flood storage, conveyance and attenuation, ground water recharge and discharge, erosion control, wave attenuation, protection from hazards, historical and archaeological and aesthetic value protection, and recreation. These beneficial roles are not listed in order of priority.

"**Geologically hazardous areas**" mean areas that may not be suited to development consistent with public health, safety, or environmental standards, because of their susceptibility to erosion, sliding, earthquake, or other geological events as designated by WAC 365-190-080(4). Types of geologically hazardous areas include erosion, landslide, seismic, mine, and volcanic hazards.

"**Group home**" means a residential facility designed and operated to serve persons with disabilities, mental or physical.

"**Habitats of local importance**" mean areas that include a seasonal range or habitat element with which a given species has a primary association, and which, if altered may reduce the likelihood that the species will maintain and reproduce over the long-term. These might include areas of high relative density or species richness, breeding habitat, winter range, and movement corridors. These might also include habitats that are of limited availability or high vulnerability to alterations such as cliffs, talus, and wetlands. (WAC 365-190-030).

"**Hazardous substance**" means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical, or biological properties described in WAC 173-303-090 or 173-303-100.

"**Hemp production**" refers to planting, cultivation, growing, or harvesting of hemp, including seed hemp, as licensed by the State of Washington.

"**Home business**" means a commercial enterprise operated within a dwelling or accessory building, which use is distinctly incidental and secondary to the dwelling purposes and does not change the character thereof.

"**Hydric soil**" means a soil that is saturated, flooded or ponded long enough during the growing season to develop anaerobic conditions in the upper part. The presence of hydric soil shall be determined following the methods described in the Washington State Wetland Identification and Delineation Manual, as amended.

"**Impervious surface**" means a hard surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development or that causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of stormwater.

"**Injection well**", or "**underground injection control well**", or "**UIC well**" means a well that is used to discharge fluids into the subsurface. A UIC well is one of the following: (1) A bored, drilled, or driven shaft, or dug hole whose depth is greater than the largest surface dimension; (2) an improved sinkhole; or (3) a subsurface fluid distribution system. UIC wells are regulated by the State of Washington and subject to the provisions of WAC 173-218.

"Inter-rill" means an area subject to sheetwash.

"**Kennel**" means a place where four or more adult dogs or cats or any combination thereof are kept, whether by owners of the dogs or cats or by persons providing facilities and care, whether or not for compensation, but not including a small animal hospital or clinic.

"Landfills" includes the underground storage of hazardous or dangerous waste, municipal solid waste, special waste, wood waste, and inert and demolition waste.

"**Landslide hazard area**" means an area that is potentially subject to risk of mass movement due to a combination of geologic landslide resulting from a combination of geologic, topographic, and hydrologic factors. These areas are typically susceptible to landslides because of a combination of factors including bedrock, soil, slope gradient, slope aspect, geologic structure, ground water, or other factors.

"Lot" means a fractional part of divided lands having fixed, legal boundaries, established in conformance with the applicable state and local laws in effect at the time it was created. The term shall include tracts or parcels.

a. Lots being of sufficient area and dimension to meet minimum zoning requirements for width and area may be considered legal, conforming lots.

b. Lots with dimensions that do not comply with current minimum zoning requirements but did comply with minimum zoning requirements at the time they were created may be considered legal, non-conforming lots.

~~"**Lot - Interior, normal corner, through and reversed frontage**". The following diagram illustrates terminology used in this Title with reference to interior, normal corner, through and reversed frontage lots:~~

~~A = Normal corner lot~~

~~B = Interior lot~~
~~C = Through lot~~
~~D = Reversed~~

~~a. *Normal Corner Lot.* A lot located on the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees.~~

~~b. *Interior Lot.* A lot other than a corner lot with only one frontage on a street. Interior lot lines between two or more lots under the same ownership may be built upon and across by buildings and structures. For the purpose of this definition, if interior lot lines between two or more lots under the same ownership are built across, the entire ownership is deemed to be one lot.~~

~~b. *Through Lot.* A lot other than a corner lot with frontage on more than one street.~~

~~d. *Reversed Frontage (Corner) Lot.* A lot on which the frontage is at right angles or approximate right angles (interior angle less than 135 degrees) to the general layout of lots in the area.~~

"**Manufactured home**" means a structure, designed and constructed to be transportable in one or more sections, and is built on a permanent chassis, and designed to be used as a single-family dwelling with or without a permanent foundation when connected to required utilities (plumbing, heating, and electrical systems, built in accordance with regulations adopted under the National Manufactured Housing Construction and Safety Standards Act, of 1974.

"Marijuana medical cooperative" or **"marijuana cooperative"** means a group of more than one, but no more than four, qualified medical marijuana patients and/or designated providers registered with the Washington State Liquor and Cannabis Board who share responsibility for growing and processing marijuana only for the medical use of the members of the cooperative, in accordance with the Laws of Washington State.

"**Marijuana processing**" or "**marijuana processor**" means a person licensed by the Washington State Liquor and Cannabis Board to process marijuana into marijuana concentrates, useable marijuana, and marijuana-infused products, package and label marijuana concentrates, useable marijuana, and marijuana-infused products for sale in retail outlets, and sell marijuana concentrates, useable marijuana, and marijuana-infused products at wholesale to marijuana retailers, in accordance with the Laws of Washington State.

"**Marijuana production**" or "**marijuana producer**" means a person licensed by the Washington State Liquor and Cannabis Board to produce and sell marijuana at wholesale

to marijuana processors and other marijuana producers, in accordance with the Laws of Washington State.

"**Marijuana retail sales**" or "**marijuana retailer**" means a person licensed by the Washington State Liquor and Cannabis Board to sell marijuana concentrates, useable marijuana, and marijuana-infused products in a retail outlet, in accordance with the Laws of Washington State.

"**Mini-warehouse**" or "**self-storage**" means a fully enclosed building or group of buildings in a compound that contains individual, compartmentalized and controlled-access stalls, lockers, or units for the storage of customer's tangible personal property.

"**Mobile home**" means a factory-built dwelling built prior to June 15, 1976, to standards other than the National Manufactured Housing Construction and Safety Standards Act, of 1974, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state of Washington.

"**Mobile home lot**" or **"mobile home space"** means a portion of a mobile home park or manufactured housing community designated as the location of one mobile home, manufactured home, tiny home on wheels, or park model and its accessory buildings, and intended for the exclusive use as a primary residence by the occupants of the mobile home, manufactured home, or park model.

"**Mobile home park**," "**manufactured housing community**," or "**manufactured mobile home community**" means any real property which is rented or held out for rent to others for the placement of two or more mobile homes, manufactured homes, or park models for the primary purpose of production of income, except where such real property is rented or held out for rent for seasonal recreational purpose only and is not intended for year-round occupancy.

"**Mobile vendor**" means a vendor or seller of merchandise or food from a motorized or trailered vehicle or other motorized or trailered conveyance upon the public streets, alleys, public property of the city, or upon private property.

"**Mobile vendor food court**" means a site where two or more mobile food vendors congregate to offer food or beverages for sale to the public as the principal use of the land.

"**Modular home**" means a factory-assembled structure designed primarily for use as a dwelling when connected to the required utilities that include plumbing, heating, and electrical systems contained therein, does not contain its own running gear, and must be mounted on a permanent foundation. A modular home does not include a mobile home or manufactured home.

"**Motel**" or "**hotel**" means a building or group of buildings containing six or more individual sleeping units or guest rooms, where lodging with or without provision of meals is provided for compensation. Motels are designed to temporarily accommodate the automobile tourist or transient with parking facilities conveniently located near each unit. The term includes tourist, motor and automobile courts and motor lodges.

"Non-**project permit**" or "non-**project permit application**" ~~does not~~ includes the following:

a. Building permit.

b. Accessory dwelling unit permit.
.

c. Special use permit.

d. Boundary or lot line adjustment.

e. Interior alterations to approve site plans including construction activities that do not modify the exiting site layout or its current use and involve no exterior work adding to the building footprint in accordance with the applicable provisions of state law including RCW 36.70B.130.

f. Adoption or amendment of a comprehensive plan, subarea plan, or development regulations.

g. Landmark designations.

h. Street vacations.

i. Approvals relating to the use of public right of ways, areas or facilities.

j. Other permits, approvals, and actions, as determined by the City not subject to RCW 36.70B.060 through RCW 36.70B.090 and RCW 36.70B.1~~3~~10 through RCW 36.70B.130.

"**Open record hearing**" means a hearing, conducted by a single hearing body or officer authorized by the local government to conduct such hearings, that creates the local government's record through testimony and submission of evidence and information, under procedures prescribed by the local government by ordinance or resolution. An open record hearing may be held prior to a local government's decision on a project permit to be known as an "open record pre-decision hearing." An open record hearing may be held on an appeal, to be known as an "open record appeal hearing," if no open record pre-decision hearing has been held on the project permit.

Commented [GD4]: Rea, let's discuss these provisions. I don't know if it was intentional or not but the state law arguably creates different categories of projects excluded from review. RCW 36.70B.140 provides:

(1) A local government by ordinance or resolution may exclude the following project permits from the provisions of RCW 36.70B.060 through
** 36.70B.090 and 36.70B.110 through 36.70B.130: Landmark designations, street vacations, or other approvals relating to the use of public areas or facilities, or other project permits, whether administrative or quasi-judicial, that the local government by ordinance or resolution has determined present special circumstances that warrant a review process different from that provided in*
RCW 36.70B.060 through
** **36.70B.090** and 36.70B.110 through 36.70B.130.*
*(2) A local government by ordinance or resolution also may exclude the following project permits from the provisions of **RCW 36.70B.060** and 36.70B.110 through 36.70B.130: Lot line or boundary adjustments and building and other construction permits, or similar administrative approvals, **categorically exempt** from environmental review under chapter 43.21C RCW, or for which environmental review has been completed in connection with other project permits.*

Note that the permits identified in (1) are excluded from 36.70B.060 **through** 36.70B.090 while the permits identified in (2) are only excluded from 36.70B.060. Section 090 expired in 2000, and section 080 does not apply to College Place, but arguably section 070 would apply to the group (2) permits but not the group (1) permits.

Also note that the group (2) exclusions must be categorically exempt from SEPA (WAC 197-11-800) or already environmentally reviewed, so you could have a permit that ...

Commented [GD5]: Rea, we may need to consult an English teacher to help parse this sentence in RCW 36.70B.140:

(1) A local government by ordinance or resolution may exclude the following project permits from the provisions of RCW 36.70B.060 through
** 36.70B.090 and 36.70B.110 through 36.70B.130: Landmark designations, **street vacations, or other approvals relating to the use of public areas or facilities,** or other project permits, whether administrative or quasi-judicial, that the local government by ordinance or resolution has determined present special circumstances that warrant a review process different from that provided in RCW 36.70B.060 through*
** 36.70B.090 and 36.70B.110 through 36.70B.130*

One could argue that they are two separate items ...

Commented [GD6]: This just corrects a typo.

"**Ordinary high-water mark (OHM)**" means that mark which is found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, that the soil or vegetation has a character distinct from that of the abutting upland.

"**Park Model**" or "**Park Trailer**" means a park trailer as defined in the American national standards institute A119.5 standard for park trailers.

"**Primary association area**" means area used on a regular basis by, is in close association with, or is necessary for the proper functioning of the habitat of a critical species. Regular basis means that the habitat area is normally, or usually known to contain a critical species, or based on known habitat requirements of the species, the area is likely to contain the critical species. Regular basis is species and population dependent. Species that exist in low numbers may be present infrequently yet rely on certain habitat types.

"**Priority habitat**" means habitat types or elements with unique or significant value to one or more species as classified by the department of fish and wildlife. A priority habitat may consist of a unique vegetation type or dominant plant species, a described successional stage, or a specific structural element. (WAC 173-26-020(34))

"Project permit" or "project permit application" means any land use or environmental permit, or license required for a project action, including but not limited to subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, site plan review, permits or approvals required by critical area ordinances, or site-specific rezones that do not require a comprehensive plan amendment.

"**Public utilities**" means an organization performing some public service and subject to government regulation, the services of which are paid for by the recipients thereof. The services include but are not limited to electrical substation; pumping lift stations or similar regulatory appurtenances for the transmission or distribution of electricity, natural gas, water and sewer, oil or steam and storage tanks for any of incinerators and sanitary landfills; radio, television and telephone stations, exchanges, transmitting, receiving or relay structures; and wireless communications.

"Qualified professional" means a person with required applicable education, training, and experience in the field or profession and who holds the necessary license(s), certificate(s), registration(s), or permit(s) necessary to qualify to provide services therein. The City shall determine whether a particular person or entity is a Qualified Professional for the purposes of this Title.

a. For the purposes of administering the regulations to protect environmentally sensitive areas a qualified professional shall include a person with experience and

training in the pertinent scientific discipline, and who is a qualified scientific expert with expertise appropriate for the relevant critical area subject in accordance with WAC 365-195-905(4). A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, engineering, environmental studies, fisheries, geomorphology or related field, and two years of related work experience.

(1) A qualified professional for habitats or wetlands must be a professional wetland scientist with at least two years of full-time work experience as a wetland professional, including delineating wetlands using the state or federal manuals, preparing wetland reports, conducting function assessments, and developing and implementing mitigation plans.

(2) A qualified professional for a geological hazard must be a professional geologist (preferred) or engineer, licensed in the State of Washington.

(3) A qualified professional for critical aquifer recharge areas means a -currently licensed Washington State geologist holding a current specialty license in hydrogeology.

b. For purposes of administering the International Codes a qualified professional shall include a design professional, architect, engineers, and land surveyors licensed under the provisions of RCW 18.08, WAC 308-12, or RCW 18.43.

c. For purposes of administering the land use regulations and development standards a qualified professional may include urban planners, architects, landscape architects, attorneys, civil engineers, and traffic engineers, and GIS specialists.

"**Recreational vehicle**" means a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, and motor homes.

"Retail sales, large scale" means a retail establishment, or any combination of retail establishments in a single building with:

a. A building footprint of fifty thousand (50,000) square feet or more (including outdoor display and sales areas).

b. A gross square footage of eighty thousand (80,000) square feet or more (including outdoor display and sales areas); or

c. Multiple retail establishments in separate but abutting buildings, reviewed as one site plan, with a combined building footprint of one hundred thousand (100,000)

square feet or more (including outdoor display and sales areas) (also known as "Big Box" Retail or "Superstores").

"**Riparian habitat**" means an area adjacent to surface water which possesses elements of both aquatic and terrestrial ecosystems that mutually influence each other. The width of these areas extends from the OHM to that portion of the terrestrial landscape that directly influences the aquatic ecosystem by providing shade, fine or large woody material, nutrients, organic and inorganic debris, terrestrial insects, or habitat for riparian-associated wildlife. It includes the entire extent of the floodplain and the extent of vegetation adapted to wet conditions as well as adjacent upland plant communities that directly influence aquatic ecosystem. Riparian habitat areas include those riparian areas severely altered or damaged due to human development activities.

"Secure community transition facility" means a residential facility for persons civilly committed and conditionally released to a less restrictive alternative in accordance with the provisions of RCW 71.09. A secure community transition facility has supervision and security, and either provides or ensures the provision of sex offender treatment services.

"**Service station**" means a drive-up type of business in which service can be provided with or without the customer's leaving the vehicle. Service to vehicles can also include the following:

a. The servicing of motor vehicles and operations incidental thereto limited to the retail sale of petroleum products and automotive accessories; tire changing and repair (excluding recapping); battery service, charging and replacement and installation of accessories.

b. Operations, including but not limited to the following, if conducted within a building: lubrication of motor vehicles; brake servicing limited to servicing and replacement of brake cylinders, lines, and brake shoes; wheel balancing; testing, adjustment, replacement, and servicing of carburetors, coils, condensers, distributor caps, fan belts, filters, generators, points, rotors, spark plugs, voltage regulators, water and fuel pumps, water hoses, minor engine repair and wiring.

c. This does not include auto body and wrecking activities, painting or seal coating, major engine repair and overhaul, machine shop functions, steam and pressure cleaning and use of oxyacetylene and electric welding and cutting.

"**Sexually oriented business**" and "**sexually oriented business and services**" include, but is not limited to movie theaters, bookstores, video stores, adult-only hotels/motels or other temporary hourly or overnight accommodations, massage parlors, peep shows, and erotic dancing establishments and any other service or business that caters to adults only and is in sexually oriented as determined by the City.

"**Short subdivision**" or "**short plat**" means the division of land into nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale or lease.

"Sign" means any device for visual communications that is used for the purpose of bringing the subject thereof to the attention of the public.

"**Special flood hazard area**" means the land in the floodplain within an area subject to a one percent or greater chance of flooding in any given year. Designations of special flood hazard areas on flood insurance map(s) always include the letters A or V.

"**Species, priority**" means a fish or wildlife species requiring protective measures and/or management guidelines to ensure their persistence as genetically viable population levels as classified by the department of fish and wildlife, including endangered, threatened, sensitive, candidate and monitor species, and those of recreational, commercial, or tribal importance.

"**Species, threatened**" means a fish or wildlife species that is likely to become an endangered species within the foreseeable future throughout a significant portion of its range without cooperative management or removal of threats, and is listed by the state or federal government as a threatened species.

"**Street vendor**" means a vendor selling food, nonalcoholic beverages, and/or other goods or services within a public or private parking lot, pedestrian plaza, public street, alley, sidewalk, public right-of-way, or public property using a nonmotorized cart or temporary structure.

"**Subdivisio**n" means the division of land into ten or more lots, tracts, parcels, sites, or divisions for the purpose of sale or lease and includes all re-subdivision of land into ten or more parcels.

"**Tiny house**" and "**tiny house with wheels**" means a dwelling to be used as permanent housing with permanent provisions for living, sleeping, eating, cooking, and sanitation built in accordance with the state building code.

"Townhouse" means a building constructed in a group of two or more attached dwelling units in which each unit extends from foundation to roof and with a yard or public way on at least two sides. Townhouses may be constructed on one lot or on more than one lot as a zero-lot line residential structure.

"Vacation rental" or "**short-term rental"** refers to the use of real property for less than 30 consecutive days, such as a bed and breakfast inn or a vacation rental by owner. Under the Laws of Washington State, a vacation rental or short-term rental involves a license to use real property, as opposed to the use of real property for 30 or more consecutive days,

which is considered a lease or rental of real estate and is taxed differently. Guests, residents, or other occupants of short- term rentals are considered transient tenants.

"**Wetland**" means an area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from non-wetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from non-wetland areas to mitigate the conversion of wetlands. For identifying and delineating a wetland, local government shall use the Washington State Wetland Identification and Delineation Manual, as amended.

"**Wetland, high quality**" means a wetland that meet the following criteria:

a. No, or isolated, human-caused alteration of the wetland topography.

b. No human-caused alteration of the hydrology or the wetland appears to have recovered from the alteration.

c. Low cover and frequency of exotic plant species.

d. Relatively little human-related disturbance of the native vegetation, or recovery from past disturbance.

e. If the wetland system is degraded, it still contains a viable and high-quality example of a native wetland community; and

f. No known major water quality problems.

"Wireless communication facility, minor" is wireless communication facility that consists of antennas equal to or less than ten feet in height or up to one meter (39.37 inches) in diameter and with an area not more than thirty square feet in the aggregate that is affixed to an existing structure that is not considered a component of the facility.

"Wireless communication facility, major" is an attached wireless communication facility that consists of antennas greater than ten feet in height, one meter (39.37 inches) in diameter and with an area greater than 30 square feet in the aggregate that is affixed to an existing structure or any size antenna or related equipment that is attached to a lattice tower or monopole.

"Wireless communication facility, academic" means the facilities, structures, and equipment associated with providing educational, experimental, and/or instructional activities within the designated boundaries of an academic institution.

Chapter 14.30 Permit Processing Procedures

Sections:

14.30.010 Introduction.
14.30.020 ~~Project~~ Application Review Classifications.
14.30.030 Pre-application Conferences.
14.30.040 Consultation with the Confederated Tribes of the Umatilla Indian Reservation.
14.30.050 ~~Project~~Application Classification Table.
14.30.060 Procedures for Type 1 Review.
14.30.070 Procedures for Type 2 Review.
14.30.080 Procedures for Type 3 Review.
14.30.090 Procedures for Type 4 Review.
14.30.100 Completeness Review and Determination of Completeness.
14.30.110 Notice of Application.
14.30.120 SEPA Threshold Determination.
14.30.130 Determination of Consistency.
14.30.140 Site Plan Review.
14.30.150 Permit Processing.
14.30.160 Conditional Use Permit.
14.30.170 Special Use Permits.
14.30.180 Variances.
14.30.190 Notice of Decision.
14.30.200 Appeals.
14.30.210 Amendments.
14.30.220 Performance.
14.30.230 Public Notice Requirements.

14.30.010 Introduction. This Chapter provides for effective and efficient review of project and non-project applications with consistent procedures for similar ~~projects~~ types of actions and combines procedural and substantive environmental reviews with the review of project permit applications under other applicable requirements. This Chapter also provides a framework within which the consistency of project permit applications with the City Comprehensive Plan and Development Regulations can be determined.

14.30.020 Application~~Project~~ Review Classifications. Four classes of review are established for the purposes of administering this Title. The permits/approvals/actions included in each class, the public notice requirements, hearing body, decision maker, and appellate body are summarized in Table 14.30.050.

A. The Community Development Director or his/her/their designee is authorized to determine the classification of review for any permit, action, or approval not identified on the following table.

~~B. For purposes of administering this Chapter and complying with the provisions of State Law including but not limited to RCW 36.70B.060 through 36.70B.090 and 36.70B.110 through 36.70B.130, the following shall apply:~~

~~1. "Project permit" or "project permit application" means any land use or environmental permit or license required for a project action, including but not limited to subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, site plan review, permits or approvals required by critical area ordinances, or site-specific rezones that do not require a comprehensive plan amendment.~~

~~1. "Project permit" or "project permit application" does not include the following as determined by the City:~~

~~d. Building permit~~

~~d. ADU Permit.~~

~~d. Special Use Permit.~~

~~d. The adoption or amendment of a comprehensive plan, subarea plan, or development regulations.~~

~~d. Landmark designations.~~

~~d. Street vacations.~~

~~d. Approvals relating to the use of public areas or facilities.~~

~~d. Boundary or lot line adjustments.~~

~~d. Interior alterations to approved site plans including construction activities that do not modify the existing site layout or its current use and involve no exterior work adding to the building footprint in accordance with the applicable provisions of state law including RCW 36.70B.~~

~~d. Other permits and approvals as determined by the City not subject to the provisions of RCW 36.70B060 through RCW 36.70B.090 RCW 36.70B.130 through RCW 36.70B.130.~~

B.~~C. It is~~ Tthe City's goal is ~~of the City~~ to consolidate the permit processing for projects and/or non-projects ~~or development activitiesthat~~ requiring~~e~~ two or more permits/~~ or~~ approvals/actions. The Community Development Director or his/her/their designee shall

Commented [GD7]: As previously noted, I think it may be more user friendly to leave this here.

determine the appropriate means of consolidating the processing of all permits, ~~and~~ approvals, and actions and shall assign the highest-class review classification of the individual permits being sought to the consolidated permit application (with Type 4 being the highest followed by Type 3, 2, and 1). This consolidation, sometimes referred to as a "master" application, may include integrating public hearings, establishing unified comment periods, and/or concurrent reviews. The Community Development Director or his/her/their designee is authorized to make modifications to the procedural requirements of this Title in order to effectively consolidate project reviews.

1. Except for the appeal of a SEPA Determination of Significance as provided in RCW 43.21C.075, no more than one open record public hearing and no more than one closed record appeal may occur on a single permit application or master application.

C. When determining the timeframes referenced in this Section, the following shall apply:

1. The date that a determination or decision is made shall be Day 0 (zero) and the next day shall be Day 1. For instance, if a Notice of Decision is published on a Thursday, then the next day (Friday) shall be Day 1.

2. The number of days shall be calculated by counting every calendar day.

14.30.030 Pre-application Conferences. Prior to formal submittal of a Type 2, 3, or 4 project permit applications, all Applicants shall, unless waived by the City, schedule and participate in a pre-application conference with City staff and representatives of appropriate public agencies. The date, time and place of such conferences shall be at the mutual agreement of the participants. Such conferences are intended as an informal discussion and review of possible applications to assist the Applicant in identifying applicable regulations, standards, application materials, and review processes that may be required. A pre-application conference does not vest a proposed project permit application.

14.30.040 Consultation with the Confederated Tribes of the Umatilla Indian Reservation. It is the intent of the City to establish policies and procedures for consultation with the Confederated Tribes of the Umatilla Indian Reservation during the review of project applications under this Title. This consultation may occur during the pre-application review process or during the review of applications for Type 1, 2, 3 or 4 project permits or approvals.

14.30.050 Permit Classification Table.

	Types of Permit /Approval / Action	Public Notice	Public Hearing	Decision Maker	Appellate Body
Type 1 Review	• ADU Permit • Administrative Interpretation • Boundary Line Adjustment • Building Permit • Certificate of Occupancy • Certificate of Appropriateness (and waiver) (1) • Certificate of Design Review • Certificate of Zoning Compliance • Clearing and Grading Permit • Code Enforcement Action • Critical Area Authorization • Landscaping Plan Approval • Permit, Minor Amendment • Plats, Final (10+ lots) • SEPA Action (no public notice required) • Sign Permit • Site Plan Approval • Special Property Tax Valuation (1) • Special Use Permit	None	None	Community Development Director or his/her/their designee (unless otherwise noted)	Hearing Examiner
Type 2 Review	• Binding Site Plan • Critical Area Permit • SEPA Action (public notice required) • Short Plat (9 lots or less) • Variance with Type 1/2 Permit	Yes	None, but written comments may be submitted	Community Development Director	Hearing Examiner
Type 3 Review	• Conditional Use Permit • Master Planned Development • Plat, Preliminary (10+ lots) • Permit, Major Amendment • Reasonable Use Exception • Rezone, Site Specific • Variance with Type 3 Permit	Yes	Hearing Examiner	Hearing Examiner	Superior Court

	Types of Permit /Approval / Action	Public Notice	Public Hearing	Decision Maker	Appellate Body
Type 4 Review	• Comprehensive Plan Text Amendment • Development Agreement (5) • Future Land Use Map Amendment • Rezone, General • Shoreline Master Program Amendment (2) • Unified Development Code Amendment (4)	Yes	Planning Commission	City Council	Superior Court (3)

Permit Classification Table Footnotes:

(1) Decisions on applications for Certificates of Appropriateness, Waivers of Certificates of Appropriateness, and Special Property Tax Valuations shall be made by the Historic Preservation Commission.

(2) Decisions made by the City Council to adopt or amend a Shoreline Master Program are subject to approval by the Washington State Department of Ecology.

(3) Appeals of decisions authorized through the Growth Management Act, which may include amendments to the College Place Comprehensive Plan, Future Land Use Map, Unified Development Code, and the Official Zoning Map, may be appealed to the Washington State Growth Management Board, and in some instances, directly to Walla Walla Superior Court. Please refer to RCW 36.70A-C for more details.

(4) The required public hearing for proposed amendments to the Unified Development Code may be heard directly by the City Council. This may include but is not limited to matters pertaining to the International Codes and the administration of this Title.

(5) The required public hearing shall be conducted by the City Council unless delegated to the City Hearing Examiner or Planning Commission. Appeals shall be filed in accordance with the provisions of RCW 36.70C, as appropriate.

14.30.060 Procedures for Type 1 Review. Applications subject to a Type 1 review involve administrative action by the Community Development Director or his/her/their designee without public notice or an open record public hearing. The City Hearing Examiner shall conduct an open record public hearing for appeals of decisions on Type 1 permits unless otherwise noted in this Title.

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

1. Determination of Completeness.

2. Determination of Consistency:

   a. Review for consistency with the College Place Comprehensive Plan.

   b. Review for compliance with the College Place Municipal Code; and

   c. Site plan and design review, as appropriate.

3. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.

4. SEPA Threshold Determination, if required.

5. Notification to the Applicant of approval or denial of the application.

B. A decision on a Type 1 application shall be effective upon issuance unless an appeal is filed in a timely manner in accordance with the provisions of this Title.

14.30.070 Procedures for Type 2 Review. Applications subject to a Type 2 review involve administrative action by the Community Development Director or his/her/their designee following distribution of a public notice and the opportunity to submit written comments. The City Hearing Examiner shall conduct an open record public hearing for appeals of decisions on Type 2 permits unless otherwise noted in this Title.

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

1. Pre-application conference, if appropriate.

2. Determination of Completeness.

3. Notice of Application.

4. Determination of Consistency:

   a. Review for consistency with the College Place Comprehensive Plan.

   b. Review for compliance with the College Place Municipal Code; and

c. Site plan and design review, as appropriate.

5. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.

6. SEPA Threshold Determination, if required.

7. Review of public comments.

8. Notice of Decision.

B. A decision on a Type 2 application shall be effective at the conclusion of a 15-day notice period unless an appeal is filed in a timely manner in accordance with the provisions of this Title.

14.30.080 Procedures for Type 3 Review. The City Hearing Examiner shall conduct an open record public hearing prior to making a decision on a Type 3 permit application.

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

1. Pre-application conference.

2. Determination of Completeness.

3. Notice of Application.

4. Preliminary staff Determination of Consistency including:

a. Review for consistency with the College Place Comprehensive Plan.

b. Review for compliance with the College Place Municipal Code; and

c. Site plan and design review, as appropriate.

5. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.

6. SEPA Threshold Determination.

7. Preparation of a City staff report containing preliminary determination of consistency and recommendations, including potential mitigating measures. This report shall be available for public review ten days prior to the open record public hearing.

8. An open record public hearing shall be conducted by the Hearing Examiner, in accordance with adopted administrative procedures. This may include:

    a. A presentation by City staff including submittal of staff report and application materials for record, as well as any written comments received prior to the hearing.

    b. Presentation by the Applicant and the submittal of any additional information for the record.

    c. Public comments and the submittal of any additional information for the record.

    d. Questions from the Hearing Examiner.

    e. Rebuttal, response, or clarifying statements by City staff and Applicant.

9. Hearing Examiner review of the record, preparation of findings and conclusions, and the issuance of a Notice of Decision in accordance with adopted administrative procedures. This shall include a decision to approve, deny, or approve subject to conditions, the application(s) based on findings that:

    a. The proposal is or is not consistent with the provisions of the College Place Comprehensive Plan and Unified Development Code.

    b. The proposal is or is not in the public interest.

    c. Potential adverse environmental impacts have or have not been adequately considered.

    d. The proposal does or does not lower the level of service standards established in the College Place Comprehensive Plan and/or the City's concurrency standards have been met.

    e. Adequate provisions have or have not been made to protect the public health, safety, and welfare. Such provisions may include, but are not limited to open space, drainage ways, streets and other public ways, transit stops, water supply, sanitary wastes, parks and recreation facilities, playgrounds, sites for schools and school grounds, and pedestrian and bicycle ways.

    f. That mitigating measures and dedications are or are not reasonably related and proportional to the impacts created by the proposal.

B. A decision on a Type 3 application shall be effective at the conclusion of a 15-day notice period unless an appeal is filed in a timely manner in accordance with the provisions of this Title.

14.30.090 Procedures for Type 4 Review. Decisions on all Type 4 permit applications shall be made by the City Council following an open record public hearing.

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

1. Pre-application conference.

2. Determination of Completeness.

3. Notice of Application.

4. Preliminary staff Determination of Consistency including:

   a. Review for consistency with the College Place Comprehensive Plan.

   b. Review for compliance with the College Place Municipal Code; and

   c. Site plan and design review.

5. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.

6. SEPA Threshold Determination.

7. Distribution of the proposed amendments to state and local agencies, as appropriate, for review and comment.

8. Preparation of a City staff report containing preliminary determination of consistency and recommendations, including potential mitigating measures. This report shall be forwarded to the designated hearing body and available for public review ten days prior to the open record public hearing.

9. An open record public hearing shall be conducted by the designated hearing body, in accordance with established procedures. This may include:

   a. A presentation by City staff including submittal of staff report and application materials for record, as well as any written comments received prior to the hearing.

b. Presentation by the Applicant and the submittal of any additional information for the record.

c. Public comments and the submittal of any additional information for the record.

d. Questions from the Planning Commissioners.

e. Rebuttal, response or clarifying statements by City staff and the Applicant.

10. A review of the complete record by the Planning Commission and the preparation of a recommendation to the City Council, as applicable.

11. The recommendation of the Planning Commission along with a complete copy of the record shall be provided to the City Council for review prior to their decision, as applicable.

12. City Council review and action.

13. Issuance of a Notice of Decision.

B. A decision on a Type 4 application shall be effective upon approval unless otherwise provided, and/or unless an appeal is filed in a timely manner in accordance with the provisions of this Title.

14.30.100 Applications and Determination of Completeness.

A. A~~ll a~~pplications must~~shall~~ be submitted in the manner required by the City ~~on such forms~~ and all information required by the City must be provided with the application (procedural submission requirements) ~~shall provide such information as may be prescribed by the City~~, provided that:

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

2. Applicable fees shall be submitted at the time of application unless otherwise specified.

3. The Applicant shall be responsible for the preparation of all application materials including all special studies and reports, this may include, but is not limited to the following, which shall be prepared by a qualified professional:

a. Environmental checklist.

b. Critical area reports.

c. Survey and site plan.

d. Landscaping plans.

e. Stormwater modeling.

f. Fire flow calculations.

g. Transportation studies and traffic impact analysis; and

h. Preliminary civil plans.

B. Upon acceptance of a project permit application, the City will review all materials received from the ~~a~~Applicant to determine if the application is complete and ready for processing. Within twenty-eight (28) days after ~~of~~ receiving a project permit application~~pt~~, the City shall ~~mail, email, or~~ provide ~~in person written notification~~ a written determination to the Applicant. This written determination must state either:

1. The City has determined the application to be complete~~,~~ (Notice of Completeness). The Notice of Completeness will state~~establishing~~ the date that the application is ready for processing. This notification may also include:

a. A description of the process to review the application(s) and projected timeframes.

b. A preliminary determination of those development regulations that will be used for project mitigation.

c. To the extent known by the City, other agencies that may also have jurisdiction over the application and/or other permits or approvals that may be required.

d. Additional information that may be required to complete the review of the application.

e. A preliminary determination of consistency.

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2. The City has determined the application to be incomplete and ~~that~~ the procedural submission requirements have not been met. This determination shall outline what is necessary to make the application procedurally complete, and ~~as well as~~ the timeframe~~s~~ for submitting additional information.

a. Upon receipt of the required additional information within the stated ~~required~~ timeframe~~s~~, the City shall notify the Applicant within 14 days if the application is complete or if~~that~~ additional information is required and state the timeframe for submitting the required additional information.

b. The Applicant may request a time extension to submit the requested information. The City may grant or deny the request or grant a time extension different than requested. All time extensions must be made in writing.

c. If the Applicant fails to respond or to submit the requested information in the established time-frames, the City shall notify the Applicant in writing that the application has lapsed and become void.

d.C. The issuance of a Determination of a Completeness shall not preclude the City from requesting additional information from or actions by the Applicant in order to complete the processing of an application.

3. A project permit application is complete for the purposes of this Section when it meets the procedural submission requirements of the City. Additional information or studies may be required, or project modifications may be undertaken subsequent to the procedural review of the application by the City. The Determination of Completeness shall not preclude the City from requesting additional information or studies either at the time of the Notice of Completeness or subsequently if new information is required or substantial changes in the proposed action occur. However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.

4. A project application shall be deemed procedurally complete on the 29th day after the City has received the application if the City has not provided a written determination to the Applicant that the application is procedurally incomplete. This provision does not preclude the City from seeking additional information or studies as provided above.

14.30.110 Notice of Application. Within 14 days of the issuance of a Determination of a Completeness, the City shall issue a Notice of Application for all Type 2, 3, and 4 permit applications, in accordance with the provisions of Section 14.30.230 Public Notice requirements.

A. Notices of Application musts~~hall~~ include:

1. The date of application, the date of the Notice of Completion for the application, and the date of the Notice of Application.

2. A description of the proposed project action, a list of the project permits included in the application and, if applicable, a list of any studies requested by the City.

3. Identification of the permits not included in the application to the extent known by the City. a~~nd approvals that may be required and opportunities for public review and comment,~~

4. The identification of existing environmental documents that evaluate the proposed project and the location where the application and any studies can be reviewed.

5. A statement of the public comment period, which shall be not less than fourteen nor more than thirty days following the date of Notice of Application, and statements of the right of any person to comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights. The City may accept public comments at any time prior to the closing of the record of an open record pre-decision hearing, if any, or, if no open record pre-decision hearing is provided prior to the decision on the project permit.

6. The date, time, place, and type of hearing, if applicable and if scheduled at the date of Notice of the Application.

7. A statement of the preliminary determination, if one has been made at the time of notice, of those development regulations that will be used for project mitigation and of consistency; and

   ~~SEPA actions taken or Preliminary SEPA Threshold Determinations, if any.~~

8. Any other information determined appropriate by the City.

B. A preliminary SEPA Threshold Determination or Preliminary SEPA action may be included with Notice of Application if such preliminary actions have been made at the time the Notice of Application is issued. A preliminary SEPA Threshold Determination, or preliminary SEPA action, does not substitute, or in any way circumvent, the process for making a final SEPA Threshold Determination or in taking a SEPA action. Preliminary SEPA determinations are intended to encourage early public comment on project applications.

14.30.120 SEPA Threshold Determinations. SEPA Threshold Determinations shall result in a Determination of Non-significance (DNS), or a Determination of Significance (DS), provided that the City may also issue a Mitigated Determination of Non-Significance (MDNS) based on conditions required by the City, or on changes to or clarifications of, the proposal made by the Applicant.

A. After submission of an environmental checklist and prior to a Threshold Determination, the City shall notify the Applicant if it is considering issuing a DS. As a result, the Applicant may clarify or change features of the proposal to mitigate the impacts which make the DS likely. If a proposal continues to have a probable significant adverse

environmental impact, even with the mitigating measures, an environmental impact statement (EIS) shall be prepared.

B. If a preliminary SEPA Threshold Determination was not made in conjunction with a Notice of Application, and no probable significant adverse impacts are anticipated, a Determination of Non-Significance shall be issued, and a 15-day comment period may be required.

C. If a pre-decision open record public hearing is required, the SEPA Threshold Determination must be issued at least 15 days before the hearing.

D. If the City makes a SEPA Determination of Significance concurrently with the Notice of Application, the Notice of Application shall be combined with the Determination of Significance and Scoping Notice.

E. Whenever the City makes a Threshold Determination, it shall seek to include the public notice for the SEPA action with the Notice of Application or Notice of Decision for any associated land use application(s) or permits, provided that:

1. If no public notice is required for the permit or approval, the City shall give notice of the DNS or DS by publishing a notice in the City's Newspaper of Record.

2. Whenever the City issues a DS, all public notices shall state the scoping procedure for the required EIS; and

3. Whenever the City issues a draft EIS (DEIS), or Supplemental EIS (SEIS), notice of the availability of those documents shall be given by at least 2 of the following methods:

a. Indicating the availability of the DEIS or SEIS in any public notice required for an associated land use application or permit.

b. Posting the property, for site-specific proposals.

c. Posting on the City's website.

d. Publishing notice in the City's Newspaper of Record; and/or

e. Notifying the news media.

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

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

14.30.130 Determination of Consistency. As part of all project and application reviews, the City shall determine if a proposed project or development activity is consistent with the provisions of the College Place Unified Development Code, or in the absence of applicable development regulations, the Vision, Values, Goals, and Policies~~, and Objectives~~ of the College Place Comprehensive Plan. ~~Goals, Policies, and Objectives of the College Place Comprehensive Plan and the provisions of the College Place Unified Development Code.~~

A. The Determination of Consistency shall include a review to verify that the proposed action will not cause levels of service to fall below the level of service standards established in the College Place Comprehensive Plan.

1. This shall include locally adopted regulations, procedures, and methods for determining concurrency in accordance with the provisions of WAC 365-196-840.

2. In the case of transportation, proposed developments that would cause the level of service on a locally owned transportation facility to decline below the adopted standards shall not be approved unless improvements or strategies to accommodate the impacts of development are made concurrent with the development.

a. These strategies may include increased public transportation service, ride sharing programs, demand management, pro-rated financial contributions toward future improvements, and other transportation systems management strategies.

b. "Concurrent with development" means that improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years.

2. The City may require that any outstanding code enforcement actions be addressed, or unpaid fees, fines, or taxes paid before a final Determination of Consistency is made.

14.30.140 Site Plan Review. The purpose of a site plan review is to is to determine whether new development activities will or will not have an adverse effect on the public health, safety, and welfare of residents of College Place, and that new development activities are compatible with existing patterns of development and the provisions of the College Place Comprehensive Plan.

A. A site plan review is required for all proposed development activities in the Multi-Family Residential (MFR), General Commercial (GC), Light Industrial (LI), and the Downtown Mixed-Use zone (DMU), as well as for manufactured home and mobile home parks, unless waived in writing by the City.

1. Development activities subject to a site plan review shall be determined by the City and may include new construction, modifications to existing uses or structures that increase the size of the building or the intensity of the use, and/or changes of use.

2. The site plan review shall include the whole site including subsequent phases of development without regard to existing or proposed lot lines as well as nearby infrastructure.

3. A site plan review permit is separate from and does not replace other required permits such as a conditional use permit or a shoreline substantial development permit. A site plan review may be combined and reviewed concurrently with other ~~permits and approvals~~permits/approvals/actions, as determined by the City.

B. A site plan review application, prepared by a qualified professional, shall be submitted in a format prescribed by the City, and should include, but is not limited to, the following:

1. An accurate scaled drawing(s) depicting:

   a. The location and dimension of the lot(s).

   b. Existing topography and natural features.

   c. The nature, location, dimensions of critical areas, shorelines, and their associated buffers, if any, on or adjacent to the site.

   d. The footprint of existing and proposed structures, proposed building heights, proposed building setbacks, and the proposed uses.

   e. The location of existing and proposed utilities including but not limited to water, hydrants, irrigation, sanitary sewer, electrical, light poles, and cable.

   f. Existing and proposed easements.

   g. The location of existing and proposed roads, driveways, parking facilities, loading areas, curbs, sidewalks, pedestrian facilities, bike lanes and facilities, and signage.

   h. Existing and proposed walls, fences, and landscaping.

   i. Existing and proposed open space, parks, plazas, public spaces, and public art.

j. Proposed grading and drainage facilities in accordance with the provisions of College Place Municipal Code Chapter 13.86 Stormwater Management and the City of College Place Engineering Design Standards.

k. Other items as may be required by the City in writing.

2. Technical reports prepared by a qualified professional. This may include, but is not limited to:

a. Critical area reports.

b. Landscaping plans.

c. Geo-technical reports.

d. Preliminary stormwater report.

e. Traffic impact analysis; and

f. Parking studies.

3. Any additional information deemed necessary by the City.

C. The City may approve a proposed site plan in whole or in part, with or without conditions, based on a finding that:

1. The project is consistent with the College Place Comprehensive Plan and meets the requirements and intent of the College Place Municipal Code, including the type of land use and the intensity/density of the proposed development.

2. The physical location, size, and placement of the development on the site and the location of the proposed uses within the project avoid or minimize impacts to any critical resource or flood plain area to the greatest extent possible or are compatible with the character and intended development pattern of the surrounding properties.

3. The project makes adequate provisions for water supply, storm drainage, sanitary sewage disposal, emergency services, and environmental protection to ensure that the proposed project would not be detrimental to public health, welfare, and safety.

4. Public access and circulation including non-motorized access and emergency vehicle access, as appropriate, are adequate to and on the site.

5. Adequate setbacks and buffering have been provided. Any reduction to setbacks or buffer widths is the minimum necessary to allow for reasonable economic use of the

lot and does not adversely impact the functional value of the critical resource area or adjoining land uses.

6. The physical location, size, and placement of proposed structures on the site and the location of proposed uses within the project are compatible with and relate harmoniously to the surrounding area.

7. The project adequately mitigates impacts identified through the SEPA review process, if required.

8. The project would not be detrimental to the public interest, health, safety, or general welfare.

D. Approval of a Site Plan shall be valid for five years after the effective date and shall lapse at that time unless a building permit or other associated permits, as determined by the City, has been issued. The City may extend the Site Plan approval if it finds that the facts on which the site plan review is approved have not changed substantially.

14.30.150 Application ~~Permit~~ Processing.

Commented [GD8]: The highlighted changes are required by SB 5920 which went into effect on 7/23/23, except as noted.

~~. Applications determined to be complete shall be processed in accordance with the procedures in this Chapter, provided that:~~

~~0. The City may request additional information from the Applicant at any time and may suspend the processing of an application(s) pending the receipt of requested information.~~

~~. Such requests shall be made in writing and shall identify the additional information required, the reason for the information, and the timeframes for submitting the additional information.~~

~~. If the Applicant does not respond to the request for additional information within sixty days, the application may be terminated.~~

A. For project permit applications submitted after January 1, 2025, the time periods for the City to issue a final decision for each type of complete project permit application or project type subject to this Chapter should not exceed the following time periods:

1. For project permits subject to a Type 1 Review a final decision must be issued within 65 days of the Determination of Completeness.

2. For project permits subject to a Type 2 Review a final decision must be issued within 100 days of the Determination of Completeness.

3. For project permits subject to a Type 3 Review a final decision must be issued within 170 days of the Determination of Completeness.

B. The following time periods shall not be counted when determining the number of days required to make a final decision:

1. Any period between the day ~~that~~ the City ~~has~~ notified the Applicant, in writing, that additional information is required to ~~further~~ process the application and the day when responsive information must be ~~is~~ submitted or resubmitted by the Applicant.

2. Any period after an Applicant informs the City, in writing, that they would like to temporarily suspend review of the project permit application until the time that the Applicant notifies the City, in writing, that they would like to resume the review of the application. The City may set, by written policy, conditions for the temporary suspension of a permit application.

3. Any period after an administrative appeal is filed until the administrative appeal is resolved and any additional time period provided by the administrative appeal has expired.

C. The time periods for the City to process a project permit shall start over if an Applicant proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use, as required by the City.

D. If, at any time, an Applicant informs the City in writing, that the Applicant would like to temporarily suspend the review of the project for more than 60 days, or if an Applicant is not responsive for more than 60 consecutive days after the City has notified the Applicant, in writing, that additional information is required to further process the application, an additional 30 days may be added to the time periods for the City to issue a final decision for each type of project permit that is subject to this Chapter.

1. Any written notice from the City to the Applicant that additional information is required to further process the application must include a notice that non-responsiveness for 60 consecutive days may result in 30 days being added to the time for review.

2. For the purposes of this subsection, "non-responsiveness" means that an Applicant is not making demonstrable progress on providing additional requested information to the City, or that there is no ongoing communication from the Applicant to the City on the Applicant's ability or willingness to provide the additional information.

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

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

   a. Measures identified during the environmental review process.

   b. Measures necessary to comply with the provisions of the College Place Comprehensive Plan.

   c. Measures necessary to comply with provisions of the College Place Municipal Code; and/or

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

      (1) Increasing the required lot size, setback, or yard dimensions.

      (2) Limiting the height of buildings or structures.

      (3) Controlling the number and location of vehicular access points.

      (4) Requiring the dedication of additional rights-of-way for future public street improvements identified in an adopted transportation plan.

      (5) Requiring the designation of public use and utility easements and the recording of same.

      (6) Increasing or decreasing the number of required off-street parking and/or loading spaces as well as designating the location, screening, drainage, surfacing or other improvement of a parking area.

      (7) Frontage improvements or infrastructure improvements.

      (8) Limiting the number, size, height, shape, location, and lighting of signs.

      (9) Requiring view-obscuring fencing, landscaping, or other facilities to protect adjacent or nearby properties.

      (10) Requiring site reclamation upon discontinuance of use and/or expiration or revocation of the project permit.

(11) Limiting hours and size of operation; and

(12) Controlling the siting of the use and/or structures on the property.

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

a. Would endanger the public health, safety, and welfare.

b. Would have a probable, significant, adverse impact on the environment that cannot be reasonably mitigated.

c. Is not consistent with the Goals and Policies of the College Place Comprehensive Plan.

d. Does not comply with the provisions of the College Place Municipal Code; or

e. Information required by the City in order to complete the processing was not provided in accordance with the provisions of this Title.

14.30.160 Conditional Use Permits. Certain uses may only be permitted in a zoning district through the issuance of a Conditional Use Permit.

A. The approval of a conditional use permit shall be based on a finding by the City that:

1. The use will not endanger the public health, safety, or welfare.

2. The location and character of the use if developed according to the plan as submitted and approved or conditionally approved will be compatible and in harmony with the area in which it is to be located.

3. The proposed use is in general conformity with the City's Comprehensive Plan; and

4. The use meets all required conditions and specifications set forth in the zone where it is proposed to be located unless a variance has been granted by the City.

B. The City shall have the authority to require and approve specific plans and to increase the requirements set forth in this Title. Any reduction in the requirements of this Title shall only be granted through the approval of a variance.

C. If the potential adverse impacts of a proposed development activity cannot be adequately mitigated through conditions of approval, the City may deny the application for a Conditional Use Permit.

14.30.170 Special Use Permits. ~~Certain~~ Temporary uses ~~in a zoning district or activities~~ may be permitted for a specific period of time through the issuance of a Special Use Permit. ~~Limited duration activities on public property may also be permitted through a Special Event Permit or a Right-of-Way Use Permit~~.

A. Applicability. The ~~U~~uses ~~or activities~~ that may be permitted through a Special Use Permit are identified in the Table of Permitted Uses (CPMC 14.30.050), provided that:

1. The City may approve additional uses based on a finding that they are compatible with neighboring uses.

2. Uses that are specifically prohibited in a Zoning District may not be permitted through the issuance of a Special Use Permit in that district.

3. The City may authorize the use of a public sidewalk or a parking space in the public right-of-way by an adjoining business in accordance with the provisions of CPMC 14.60.145.

Commented [GD9]: I think it would be appropriate to keep this in. we can delete the reference to activities, but the uses are referenced in the table.

~~B. Approval Criteria.~~ The City may approve, approve with conditions, or deny ~~a request for approval of~~ an application for a Special Use Permit subject to compliance with the following criteria:

1. ~~The~~ Applicant owns the property to be used or has provided proof of the property owner's permission to use his/her/their property.

2. The proposed site is adequate ~~in size and shape with appropriate screening, landscaping, and/or mitigating measures~~ to accommodate the ~~temporary or~~ special use and appropriate measures to mitigate impact on neighboring ~~without detriment to the use and enjoyment of other~~ properties and uses are taken or exist on the property to be used ~~in the project vicinity~~.

3. The proposed site is a~~A~~dequate to accommodate the use while providing for appropriate protection of the public health, safety, and welfare as determined by the City, which may include, but is not limited to, appropriate traffic control measures, emergency service access, potable water supply and sanitation facilities, ~~provisions have been made for access and circulation, water supply,~~ stormwater control~~drainage~~, ~~sanitary~~ sewage ~~disposal,~~ and solid waste ~~management, recycling, emergency~~ services, ~~adverse weather conditions,~~ and environmental protection~~, and the protection of the public health, safety, and welfare, as determined by the City; and~~

4. The proposed site has a~~A~~dequate parking or public transportation available for the use.~~to accommodate vehicular traffic to be generated by the temporary or special use will be available either on-site or at alternate locations acceptable to the City~~.

5. The proposed site and use comply with all other City requirements imposed in the interest of public safety and welfare~~operation of the requested use at the location proposed and within the time period specified will not jeopardize, endanger, or otherwise constitute a threat to the public health, safety, or general welfare~~.

14.30.180 Variances. This Section shall govern the issuance of variances to reduce or modify certain provisions of this Title.

A. A variance may be granted to the density, dimension, height, setback, and development standards, provided that all other provisions of this Title can be met. A variance of a numerical standard, such as a setback or density, shall not exceed 20%. For example, a 10' setback could be reduced up to 2'.

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

C. Variances shall be processed in conjunction with associated ~~permits and approvals~~permits/approvals/actions. For example, a variance request submitted with a short plat application, will be processed in accordance with the Type 2 Review procedures, a variance request submitted with a subdivision application will be processed in accordance with the Type 3 procedures.

D. Variances may be approved by the City based on a finding that such variance will not be contrary to the public interest and the Comprehensive Plan or where literal enforcement of the provisions of this Title would result in undue hardship. A variance shall not be granted unless the City further finds that the Applicant has demonstrated all of the following:

1. That special circumstances applicable to the subject property, including size, shape, topography, location, or surroundings, do exist; and

2. That because of such special circumstances, strict application of this Title would deprive the subject property of rights and privileges enjoyed by other properties in the vicinity under identical zoning district classification; and

3. That the granting of the variance will not be materially detrimental to the public health, safety, and welfare or injurious to the property or improvements in the vicinity and zoning district classification in which the property is situated; and

4. That the special circumstances do not result from the actions of the Applicant; and

5. That the granting of a variance will be in harmony with the general purpose and intent of this Title, the specific zoning district, and the City Comprehensive Plan.

14.30.190 Notice of Decision. A Notice of Decision shall be issued for all Type 2, 3 and 4 permit applications. A Notice of Decision may not be issued until the expiration of the comment period on the Notice of Application.

A. Notices of Decision shall include:

1. A description of the decision or actions taken.

2. Any mitigation or conditions of approval required under applicable development regulations or under SEPA.

3. If a SEPA threshold determination has not been issued previously, the Notice of Decision shall state this determination.

4. A description of applicable appeal procedures; and

5. Notification that affected property owners may request a change in valuation for property tax purposes.

14.30.200 Appeals.

A. Standing to initiate an appeal of Type 1, 2, 3 and 4 Reviews is limited to the Applicant, Project Sponsor, or owner of the property in which the project permit is proposed, parties of record, affected agencies or tribes, or any person aggrieved by the final decision and who will suffer direct and substantial impacts from approval or denial of the project. A person is aggrieved or adversely affected within the meaning of this Section, only when all of the following conditions are present:

1. The land use decision has prejudiced or is likely to prejudice that person.

2. That person's asserted interests are among those that the local jurisdiction was required to consider when it made the land use decision.

3. A judgment in favor of that person would substantially eliminate or redress the prejudice to that person caused or likely to be caused by the land use decision; and

4. The petitioner has exhausted his/~~ or~~ her/their administrative remedies to the extent required by law.

B. All appeals of interpretations or actions regarding Type 1 and 2 Reviews shall be filed in a format prescribed by the City along with the required fee, within 14 days of the date of the interpretation or action. If the deadline to file an appeal falls on a weekend or on a City Holiday, the deadline shall become the next business day. The City shall mail written notice to all parties of record to apprise them of all open and closed record public appeal hearings

and shall place a public notice in the City's Newspaper of Record at least fourteen days before the open record appeal hearing.

1. The Notice of Appeal shall specify the claimed error(s) and issue(s) which the Appellate Body is asked to consider and shall specifically state all grounds for such appeal. Issues or grounds of appeal which are not so identified need not be considered by the Appellate Body.

2. The Appellants and any Respondents to the Notice of Appeal shall have the opportunity to present oral and written arguments during open record appeal hearings. For all closed record appeals, the record shall be limited to information presented during the preceding open record hearing. Oral argument shall be confined to the established record and to any alleged errors in the decision.

3. Following an appeal hearing, the Appellate Body may affirm, reverse, or modify the decision of record and shall adopt its own written findings and conclusions in support of its decision; and

4. The City may require an Applicant and/or the Appellant to reimburse the City for the cost of preparing materials to be used during open record public hearings or closed record appeals, including but not limited to the cost of copying, taping, and/or transcribing a certified record of the proceedings.

5. Appeals of SEPA threshold Determinations or SEPA actions shall be combined with any appeals of associated applications or permits. If the final decision incorporates the SEPA threshold determination subject to a fourteen-day comment period, a joint twenty-one-calendar-day appeal period shall be provided on both the project decision and the SEPA threshold determination.

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

14.30.210 Amendments. The purpose of this Section is to establish the process for amending project specific ~~permits and approvals~~permits/approvals/actions, as well as the City's Comprehensive Plan and the Unified Development Code and related maps.

A. Project Specific ~~Permits and Approvals~~Permits/approvals/actions - Minor Amendments.

1. Proposed amendments to project specific ~~permits and approvals~~permits/approvals/actions may be determined by the City to be minor amendments, and subject to the provisions of this Section, provided that the proposed amendments do not:

   a. Alter the overall character of the project.

   b. Increase the number of lots, dwelling units, or density.

   c. Decrease the quality or amount of open space.
   d. Significantly increase the demand for public utilities or services.

   e. Trigger the need for a new or supplemental environmental review; or

   f. Introduce a new use that is prohibited in the zone or that may only be permitted through a conditional use permit.

2. Minor amendments shall be processed in accordance with the provisions of Section 14.30.080 and may be approved, modified with conditions of approval by the City, or denied, provided that:

   a. A proposed change to a condition of approval does not modify the intent of the original condition; and

   b. The perimeter boundaries of the original site shall not be extended by more than five percent of the original lot area; and

   c. The proposal does not add more than ten percent gross square footage of structures on the site; and

   ~~c. The proposal does not increase the overall impervious surface on the site by more than ten percent; and~~

   d. Proposed changes to yard and height requirements are limited to ten percent of the required dimension.

3. Any additions or expansions approved through minor amendments that would cumulatively exceed the requirements of this Section shall be reviewed as a major amendment.

B. Project Specific ~~Permits and Approvals~~Permits/approvals/actions - Major Amendments.

1. Proposed amendments to project specific ~~permits and approvals~~permits/approvals/actions that do not meet the criteria for a minor

Commented [GD10]: Jon, since the City has eliminated the maximum lot coverage requirement, it may make sense to delete this provision.

amendment, as determined by the City, shall be considered a major amendment and subject to the provisions of this Section.

2. Major amendments shall be subject to processing in the same manner as the original permit or approval, as determined by the City.

C. Amendments to the College Place Comprehensive Plan. Proposed amendments to the Comprehensive Plan including, but not limited to the Goals and Policies, Level of Service Standards, and the Future Land Use Map shall be processed as a Type 4 review, in accordance with the provisions of Section 14.30.080, provided that:

1. Applications from the public shall only be accepted for review in accordance with the provisions of the public participation plan adopted by the City to guide the annual review of Comprehensive Plan amendments.

2. The City may propose amendments at any time.

3. Amendments shall be considered by the City Council no more frequently than once a year, except when the proposed amendment:

a. Is for the initial adoption of a sub-area plan.

b. Adopts or amends a Shoreline Master Program; or

c. Amends the capital facilities element concurrent with the adoption of the City's budget.

D. Amendments to the Unified Development Code and/or Official Zoning Map. Applications to amend Title 14 of the College Place Municipal Code, also known as the Unified Development Code and/or a general, non-site-specific amendment to the Official Zoning Map, also known as a general rezone, may be submitted at any time, in a format prescribed by the City. These applications shall be processed as a Type 4 review, in accordance with the provisions of Section 14.30.080, provided that:

1. Site specific rezone applications that require an amendment to the Comprehensive Plan or Future Land Use Map, shall be processed in conjunction with those amendments, and shall be subject to the annual limitations for processing proposed amendments to the Comprehensive Plan.

2. Amendments to the Unified Development Code may be held by the City for processing in conjunction with the annual review of Comprehensive Plan amendments.

3. The diagrams and illustrations contained in the Unified Development Code are provided as a resource to the reader and may be changed by City staff without formally amending the code.

E. Upon review of the application materials, the City staff report, environmental documents, written comments from the public as well as from local, state, and federal agencies, and testimony presented at the required public hearing, the Planning Commission shall make a recommendation to the City Council to approve, approve subject to conditions, or deny the Application. The recommendation of the Planning Commission shall be based on the official record of their proceedings and deliberations and shall include written findings addressing the following:

1. The need for the proposed rezone.

2. Whether the proposed rezone is in the public interest.

3. Consistency with the College Place Comprehensive Plan and related documents.

4. Consistency with the College Place Future Land Use Map.

5. Compliance with the provisions of the College Place Unified Development Code; and

6. Compliance with the provisions of the Laws of Washington State including, but not limited to, the Washington State Growth Management Act and the Washington State Environmental Policy Act.

7. The City Council shall make a decision to approve, approve subject to conditions, or deny the application(s) based on a review of the record provided by the Planning Commission, provided that the City Council may also remand proposed amendments to the Planning Commission for further research, review, and deliberations.

F. Nothing in this Chapter shall preclude the City Council from adopting Moratoria or Interim Zoning Controls in accordance with the provisions of RCW 36.70A. 390 or as subsequently amended.

14.30.220 Performance.

A. Any development activity authorized through a permit or approval issued in accordance with the provisions of this Title shall be completed within two years from the date of approval, unless otherwise specified by the City.

1. Failure to meet the time limit set shall void the permit or approval.

2. The City, at its sole discretion, may authorize a time extension upon request, provided such extension request is filed in writing prior to the required completion date. Such extension request shall detail unique and special circumstances that prohibited the completion of the use authorized.

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

C. The City may revoke a project permit issued pursuant to this Title, based on a finding that:

1. The application included any false information material to the project permit approval, or the permit was obtained by fraud.

2. The conditions and safeguards required in the permit have not been complied with or are not now being maintained.

3. The use for which a conditional use permit was granted has at any time ceased for one-year or more; or

4. The required fees were not paid, or documents were not recorded, in a timely manner.

D. The suspension or revocation of a permit may be appealed to the City Hearing Examiner in order to show cause why such permit approval should not be suspended or revoked.

E. An application for a permit previously revoked under this Section cannot be submitted until all remedial actions required of the Applicant/Project Sponsor/ Property Owner have been completed and all fines, penalties, and fees paid.

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

14.30.230 Public Notice Requirements.

A. These public notice requirements shall apply to the following unless otherwise specified:

1. Notices of Application.

2. Public hearing notices.

3. SEPA Threshold Determinations.

4. Notices of Decisions; and

5. Notices of Appeals.

B. Prior to any public comment period and at least fifteen days prior to the date of any open record public hearing ~~and/or any public comment periods~~ the City shall:

1. Publish the notice in the general newspaper of record.

2. Post the notice on the City website and at City Hall.

3. Place a sign that displays the public notice on each street frontage in accordance City specifications and installation requirements; and

4. Mailed to the:

   a. Applicant.

   b. Owners of all parcels within 300 feet of the boundaries of the parcel in question and any adjacent parcels under the ownership or control of the Project Sponsor.

   c. Agencies with jurisdiction.

   d. Parties who have provided oral or written testimony on the permit and requested to be on the mailing list.

   e. Parties who have submitted written requests to receive notice; and

   f. Parties of Record.

C. All SEPA Threshold Determinations shall be distributed to:

1. The Washington State Department of Ecology SEPA Register at separegister@ecy.wa.gov.

2. Agencies and jurisdictions on the City's SEPA mailing list; and

3. All parties listed in Section 14.30.230 B 4 above.

Chapter 14.40 Environmental Review

Sections:

14.40.010 Introduction.
14.40.020 Substantive Authority.
14.40.030 SEPA Administration.
14.40.040 Categorical Exemptions.
14.40.050 SEPA Checklist.
14.40.060 Threshold Determination.
14.40.070 Preparation of EIS.
14.40.080 Appeals.

14.40.010 Introduction. The purpose of this Chapter is to highlight the environmental review requirements of the City and the Washington State Environmental Policy Act.

A. The City recognizes that each person has a fundamental and inalienable right to a healthful environment, and that each person has a responsibility to contribute to the preservation and enhancement of the environment.

B. The City shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

1. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations.

2. Assure for all people safe, healthful, productive, and aesthetically and culturally pleasing surroundings.

3. Attain the widest range of beneficial uses of the environment without risk to health, safety, or welfare or other undesirable and unintended consequences.

4. Preserve important historic, cultural, and natural aspects of our national, state, or City heritage.

5. Maintain, wherever possible, an environment which supports diversity and variety of individual choice.

6. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and

7. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

14.40.020 Substantive Authority. The following provisions constitute the City's SEPA policies and the basis for exercising the substantive authority granted to the City through the Washington State Environmental Policy Act.

A. The City designates and adopts by reference the following documents, as amended, as the basis for the City's exercise of authority pursuant to this Section:

1. College Place Comprehensive Plan.

2. College Place Parks Recreation and Open Space Plan.

3. College Place Comprehensive Water and Sewer Plans.

4. College Place Six-Year Transportation Plan.

5. College Place Municipal Code.

6. City of College Place Engineering Design Standards; and

7. The International Codes as adopted and administered by the City.

B. The City may attach conditions to a permit or approval for the proposal so long as:

1. Such conditions are necessary to mitigate specific probable adverse environmental documents prepared pursuant to this Chapter.

2. Such conditions are in writing.

3. The mitigation measures included in such conditions are reasonable and capable of being accomplished.

4. The City has considered whether other local, state, or federal mitigation measures applied to the proposal are sufficient to mitigate the identified impacts; and

5. Such conditions are based on one or more policies of the Comprehensive Plan and the provisions in this Title and cited in the permit, license, or other decision document.

C. The City may deny a permit or approval for a proposal on the basis of a SEPA review so long as:

1. A finding is made that approving the proposals would result in probable significant adverse environmental impacts that are identified in a final environmental impact statement (FEIS), or final supplemental environmental impact statement (FSEIS) prepared pursuant to this Chapter.

2. A finding is made that there are no reasonable mitigation measures capable of being accomplished that are sufficient to mitigate the identified impact; and

3. The denial is based on one or more policies identified in this Title or Comprehensive Plan and identified in writing in the decision document.

14.40.030 SEPA Administration.

A. The City adopts Chapter 197-11 of the Washington Administrative Code by reference unless otherwise noted or modified by the provisions of this Title.

B. For those proposed projects, development activities, or actions for which the City is the lead agency, the SEPA Responsible Official shall be the Community Development Director or his/her/their designee.

1. The designated SEPA Responsible Official shall make the SEPA Threshold Determination, supervise the scoping and preparation of any required environmental documents, and perform any other related functions assigned to the lead agency as identified in this Chapter or WAC 197-11.

2. In addition, the SEPA Responsible Official may require the Applicant or Project Sponsor to prepare and submit such environmental documents as may be necessary to complete required environmental reviews.

14.40.040 Categorical Exemptions. All proposed projects or development activities are subject to the provisions of this Chapter and WAC 197-11, except those activities that are identified in WAC 197-11-800 as being categorically exempt from SEPA, including:

A. The following minor new construction activities are exempt from the provisions of this Chapter unless the site contains critical areas or otherwise does not meet the exemption criteria of WAC 197-11-800:

1. The construction or location of up to and including fourteen (14) single family residential ~~nine (9)~~dwelling units.

2. The construction or location of up to sixty (60) multi-family residential dwelling units.

3. The construction of a barn, loafing shed, farm equipment storage building, produce storage, or packing structure, or similar agricultural structure, covering up to 30,000 square feet, provided that said structure is to be used by the property owner or his ~~or~~ /her/their agent in the conduct of permitted farming on the property. This exemption shall not apply to feed lots.

4. The construction of an office, school, commercial, recreational, service, storage building, with up to 30,000 square feet of gross floor area and associated parking facilities designed for no more than 90 automobiles.~~; or~~

5. Any landfill or excavation of up to ~~200~~ 1,000 cubic yards throughout the total lifetime of the fill or excavation.

6. The construction of a parking lot not associated with a specific structure designed for up to 90 automobiles.~~; or~~

B. Actions which must be undertaken immediately, or within a time period too short to allow full compliance with this Chapter, to avoid an immediate threat to public health, safety, and welfare to prevent an immediate danger to public or private property, or to prevent an imminent threat to serious environmental degradation, shall be exempt from the procedural requirements of this Chapter.

1. The SEPA Responsible Official shall determine on a case-by-case basis those emergency actions which qualify for this exemption.

2. The City's determination that a proposal is exempt shall be final and not subject to appeal. If a proposal is exempt, none of the procedural requirements of this Chapter shall apply to the proposal. The City shall not require completion of an environmental checklist for an exempt proposal.

C. If a proposal includes exempt and nonexempt actions, the City may authorize exempt actions prior to compliance with the procedural requirements of this Chapter, except that:

1. The City shall not give authorization under this Section for:

a. Any nonexempt action.

b. Any action that would have an adverse environmental impact; or

c. Any action that would limit the reasonable choice of alternatives.

2. The City may withhold approval of an exempt action that would lead to modification of the physical environment when such modification would serve no purpose if nonexempt action(s) were not approved.

3. The City may withhold approval of exempt actions that would lead to substantial financial expenditures by a private applicant when the expenditures would serve no purpose if nonexempt action(s) were not approved.

14.040.050 SEPA Checklist. All applications for a permit, license, certificate, or other approval as required by the provisions of this Title shall include a completed SEPA Checklist in such form as provided by the City.

A. A completed SEPA checklist shall not be required when:

1. The City has determined the activity to be Categorically Exempt from the requirements of SEPA; or

2. The City and Applicant mutually agree that an EIS is required; or

3. SEPA compliance for the proposed project has already been completed; or

4. SEPA compliance has been initiated by another agency.

B. For private proposals, the Applicant shall be responsible for completing the SEPA checklist and providing all required supporting documentation.

C. For proposals sponsored by the City or another public agency, the agency or department initiating the proposal shall be responsible for completing the SEPA checklist and providing all required supporting documentation.

D. For projects submitted as planned actions under WAC 197-11-164, the City will use its existing environmental checklist form or may modify the environmental checklist form as provided in WAC 197-11-315. The modified environmental checklist form may be prepared and adopted along with or as part of a planned action ordinance or developed after the ordinance is adopted. In either case, a proposed modified environmental checklist form must be sent to the Washington State Department of Ecology to allow at least a 30-day review prior to use.

14.040.060 Threshold Determination. The SEPA Responsible Official shall review SEPA Checklists to determine if they are complete and ready for processing. If the checklist has not been completed, the City shall notify the Applicant in writing and shall identify what additional information must be provided. If the Checklist has been completed, the SEPA Responsible Official shall make a Threshold Determination and issue either a Determination of Non-Significance (DNS), a Mitigated Determination of Non-Significance (MDNS), or a Determination of Significance (DS).

A. An Applicant may request in writing early notice that a Determination of Significance may be likely.

1. The City shall notify the Applicant in writing if a Determination of Significance is likely and the concerns that may trigger the need for the preparation of an EIS.

2. The Applicant shall be given the opportunity to clarify or revise their proposal in order to lessen the potential adverse impacts.

B. If the City determines that the proposed action shall not have a probable, significant adverse impact on the environment, it shall issue a Determination of Non-Significance, and no further environmental review of the proposed action shall be required. Upon issuance of the DNS the City may proceed with processing the application(s) associated with the proposed action.

C. If the City determines that the proposed action may have significant adverse impacts on the environment, but that they can be reasonably mitigated by measures to avoid, minimize, or compensate for the potential adverse impacts, it shall issue a Mitigated Determination of Non-Significance, and shall identify in writing the mitigating measures that shall be included as subsequent conditions of approval.

1. The issuance of an MDNS shall include public notice and a fifteen-day comment period. No permits or approvals associated with the proposed action shall be taken until the completion of this comment period.

2. Based on comments received the City may modify required mitigation measures, impose additional measures, or may rescind the Threshold Determination.

D. If the City determines that the proposed action is likely to have a probable, significant adverse impact on the environment, it shall issue a determination of significance and require the preparation of an environmental impact statement, in accordance with the provisions of this Title and WAC 197-11.

14.40.070 Preparation of EIS. The preparation and issuance of draft and final environmental impact statement (EIS) documents is the responsibility of the City.

A. The City may elect to prepare EIS documents required for a proposed action with City staff or the EIS documents may be prepared by a qualified professional selected by the City in consultation with the proposed Project Sponsor. All costs associated with the preparation and issuance of an EIS document shall be the responsibility of the Applicant or Project Sponsor in accordance with the provisions of the City fee schedule and/or voluntary cost sharing agreement.

14.40.080 Appeals.

A. The following administrative appeal procedures are established in accordance with the provisions of RCW 43.21C.075 and WAC 197-11-680:

1. Decisions concerning final threshold determinations (DS, DNS or MDNS) and final environmental impact statements (FEIS) made by the SEPA Responsible Official may

be appealed to the College Place Hearing Examiner within 14 days of the issuance of DS, DNS, MDNS or FEIS by filing a written notice of appeal with the City.

2. There shall be no appeals of determinations concerning whether there is a "proposal" or "action," whether a proposal is categorically exempt, or who is the lead agency; nor may there be appeals of checklists, scoping determinations, or draft impact statements.

3. SEPA appeals must combine review of SEPA issues with the related government action.

4. For any appeal under this section, the City shall provide for a record that shall consist of the following:

   a. Findings, conclusions, and decisions.

   b. Testimony under oath.

   c. A taped recording of all hearings; and

   d. True copy of all documents and comments submitted in the matter.

5. The City may require the Appellant to provide an electronic transcript.

6. Procedural determinations made by the City's SEPA Responsible Official shall carry substantial weight within any appeal proceeding.

Chapter 14.50 Zoning

Sections:

14.50.010 Introduction.
14.50.020 Official Zoning Map.
14.50.030 Table of Permitted Uses.

14.50.010 Introduction.

A. It is the purpose of this Chapter Title to:

1. Facilitate orderly growth and development of the city consistent with the goals and policies of the Comprehensive Plan.

2. Protect the health, safety and general welfare of city and urban area residents.

3. Promote sound economic development and protect property values.

4. Promote the wise use of the area's natural resources.

5. Establish land use districts and provide for the appropriate regulations of land use within those districts.

6. Provide flexible regulations which encourage compatible and efficient land use.

7. Provide for the administration and enforcement of these regulations; and

8. Reduce the effects of incompatible land uses.

14.50.020 Official Zoning Map. The City shall establish and maintain an Official Zoning Map consistent with the provisions of this Title and the Comprehensive Plan.

A. In order to classify, segregate and regulate the uses of land, buildings and structures, the city is divided into the following zoning districts:

1. Single-Family Residential (SFR). The purpose of the Single-Family Residential zoning district is to stabilize and protect residential neighborhoods; to prevent intrusion by incompatible uses; and to permit principal and accessory uses which will enhance the district's single-family residential character.

2. Multi-Family Residential (MFR). The purpose of the Multi-Family Residential zoning district is to provide a range of higher density residential opportunities in the vicinity

of existing high-density residential areas, institutions, commercial areas, and major transportation routes.

3. Manufactured Housing/Mobile Home Park District (MHP). The purpose of this district is to provide and protect affordable opportunities for the long-term occupancy of manufactured housing and mobile homes and the like in a residential setting.

4. General Commercial (GC). The purpose of the General Commercial zoning district is to provide for the concentrated grouping of diversified retail trade, administrative, and professional offices, and services. This district encourages a full range of commercial activities, including convenience, comparison and professional shops and businesses serving the entire community trading area.

4. Downtown Mixed-Use (DMU). The purpose of the Downtown Mixed-Use zoning district is to promote innovative, well designed, mixed-use, higher density development along College Avenue. The DMU district is hereby created to:

   a. Be consistent with City of College Place Comprehensive Plan goals and policies by encouraging more compact, higher density, mixed-use development of retail, office, and residential uses within the same building.

   b. Provide an area with a compatible mix of residential and commercial uses.

   c. Promote innovative site and building design to achieve above purposes by allowing flexibility within and modification from existing codes through flexible residential densities while not compromising the requirements established within the College Place Municipal Code.

5. Light Industrial (LI). The purpose of the Light Industrial zoning district is to provide for the location and grouping of industrial activities that do not generate offensive external impacts such as excessive noise, pollution, or emissions, involve limited assembly, fabrication, and handling of products, include research and technological processes, and do not create exceptional demands upon public facilities and services. A further purpose is to afford protection to the industries so located by prohibiting the intrusion of incompatible influences.

6. University District (UD). The purpose of the University District zone is to promote the use and development of properties on and in the immediate vicinity of the Walla Walla University Campus in accordance with the provisions of a Master Plan and to promote the compatibility of uses between the University and neighboring properties.

7. Public Use (PU). The purpose of the Public Use zoning district is to provide for the retention of lands necessary for open spaces, parks, K-12 schools, and City facilities such as the City Hall campus.

B. The locations and boundaries of these zoning districts are depicted on the Official Zoning Map. The regulations of this Title governing the uses of land, buildings and structures, the size of yards and other matters as set forth in this Title are established and declared to be in effect upon all land encompassed within the boundaries of each district as shown on the Official Zoning Map.

C. Where uncertainty exists as to the boundaries of zoning districts as shown on the Official Zoning Map, the Community Development Director or his/her/their designee may make an administrative determination.

14.50.030 Table of Permitted Uses.

Use	SFR	MFR	MHP	DMU (3)	GC	LI (2)	UD (4)	PU	Special Conditions
P = May be permitted as a primary use. A = May be permitted only as an accessory use. C = May be permitted through a Conditional Use Permit. S = May be permitted through a Special Use Permit. X (or blank cell) = Use not permitted.									
Accessory building/use	A	A	A (11)	A	A	A	A	A	Section 14.60.170
Accessory dwelling unit (ADU)	A	A	A	A			A		Section 14.60.170
Adult home	P	P	P	P	P				
Alternative energy infrastructure	A	A		A	A	A	A	A	Section 14.60.110
Animals	A	A							CPMC Title 6
Antique/Secondhand store				P	P				
Appliance repair shop					P	P			
Arcade/Amusement facility					P				
Automobile service/repair (1)				P	P	P			
Automobile/Truck sales, New and used					P				
Bakery				P	P	P			
Bank/Financial institution				P	P				
Beauty salon/Day spa				P	P				
Bed and breakfast inn	S	S		S					Section 14.60.160
Boarding house		P		P			P		
Brewery/Distillery					P				

Use	SFR	MFR	MHP	DMU (3)	GC	LI (2)	UD (4)	PU	Special Conditions
Business park					P				
Business/Professional office				P	P				
P = May be permitted as a primary use. A = May be permitted only as an accessory use. C = May be permitted through a Conditional Use Permit. S = May be permitted through a Special Use Permit. X (or blank cell) = Use not permitted.									
Car wash					P				
Cemetery/Mausoleum					C		C	C	
Church	C	C		C	C		P		
Clubhouses, community centers, and recreation facilities for the primary use of mobile and manufactured home parks			P						Section 14.60.190
Communications center/facility						P			
Contractor/ Construction yard					P	P			
Convalescent/ Nursing/Retirement home		C		C	C				
Co-housing	P	P							Section 14.60.180
Convenience grocery			C						
Cottage housing	P	P							Section 14.60.180
Cultural facility				P	P		P	P	
Day care center, Adult	P	P	C	P	P		P		
Day Care Center, Child			C	P	P				
Day Care, Child In-Home Facility	A	A		A			A		
Drug store				P	P				
Dry cleaning					P				
Dwelling units (3+), Multiple		P		P	P		P		
Dwelling unit, Single	P	P	A (10)	(5)			(5)		

Use	SFR	MFR	MHP	DMU (3)	GC	LI (2)	UD (4)	PU	Special Conditions
Dwelling units (duplex), Two	P	P		(5)			(5)		
Electric vehicle infrastructure				P	P	P	P	P	
Farmers market				S	S	S	S	S	
P = May be permitted as a primary use. A = May be permitted only as an accessory use. C = May be permitted through a Conditional Use Permit. S = May be permitted through a Special Use Permit. X (or blank cell) = Use not permitted.									
Food/Beverage				P	P				
Food cart				S	S	S	S	S	
Food cart pod				S	S	S	S	S	
Golf course	C	C						C	
Government buildings				P	P		P	P	
Group home	P	P	P						
Hemp production	X	X		X	X	X	X	X	
Home business	A	A	A	A	A				Section 14.60.150
Hospital/Medical center					P				
Hotel				P	P				
Industry, Light						P			Section 14.60.240
Kennel					P				
Landfill	X	X	X	X	X	X	X	X	
Laundromat			C	P	P				
Lodges/Fraternal/ Social Organization				P	P				
Manufactured home	P	P		(5)		(5)			Section 14.60.180
Manufactured home park	P (6)	P (6)	P						Section 14.60.190
Manufactured housing community			P						Section 14.60.190
Manufactured/Mobil home community			P						Section 14.60.190
Manufacturing/ Assembly, Light						P			Section 14.60.240
Marijuana, medical cooperative	X	X	X	X	X	X	X	X	
Marijuana processing	X	X	X	X	X	X	X	X	

Use	SFR	MFR	MHP	DMU (3)	GC	LI (2)	UD (4)	PU	Special Conditions
Marijuana production	X	X	X	X	X	X	X	X	
Marijuana sales	X	X	X	X	X	X	X	X	
Master Planned Development	P	P	P	P	P	P	X	P	Section 14.100
Medical office/clinic				P	P				
Mining	X	X	X	X	X	X	X	X	
P = May be permitted as a primary use. A = May be permitted only as an accessory use. C = May be permitted through a Conditional Use Permit. S = May be permitted through a Special Use Permit. X (or blank cell) = Use not permitted.									
Mini storage			C			P			Section 14.60.100
Mixed-use, Commercial/ Residential				P	P				Section 14.60.180
Mobile home	P (8)	P (8)	P						Section 14.60.190
Mobile home park	P (7)	P (7)	P						Section 14.60.190
Mobile vendor				S	S	S	S	S	Section 14.60.140
Mobile vendor food court				S	S	S	S	S	Section 14.60.140
Motel				P	P				
Nursery/Greenhouse					P	P			
Office, Business/Professional			C (9)	P	P				
Office, Government/ Non-Profit				P	P				
Park/Playground	P	P	P	P	P		P	P	
Park and ride facility					P				
Parking lot				P	P	P	P		
Personal service			C (9)	P	P				
Pop-up business				S	S	S	S	S	
Post office				P	P				
Public utilities	P	P	P	P	P	P	P	P	
Recreation, Private indoor				P	P		P		
Recreation, Public indoor				P	P		P	P	

Use	SFR	MFR	MHP	DMU (3)	GC	LI (2)	UD (4)	PU	Special Conditions
Recreation, Private outdoor					P		P		
Recreation, Public sports complex							P	P	
Restaurant				P	P				
Restaurant/Coffee shop			C						
Retail sales				P	P				
P = May be permitted as a primary use. A = May be permitted only as an accessory use. C = May be permitted through a Conditional Use Permit. S = May be permitted through a Special Use Permit. X (or blank cell) = Use not permitted.									
Retail sales, Large-Scale					P				
RV Park		P	P		P		P	P	Section 14.60.200
Salvage/Wrecking operations						P			Section 14.60.100
School, Vocational/Trade				P	P	P			
School, Public/Private	C	C		C	C	C			
Seasonal use	S	S	S	S	S		S	S	
Secure community transition facility	C	C							
Security building, On-Site						A		A	
Sexually oriented business						C			Section 14.60.120
Shipping/Receiving center						P			
Storage of flammable material/liquid									
Storage, Outdoor					P	P			Section 14.60.100
Tasting room				P	P				
Tavern/bar				P	P				
Technology center						P			
Temporary homeless encampment	S	S		S	S	S	S		Section 14.60.210

Use	SFR	MFR	MHP	DMU (3)	GC	LI (2)	UD (4)	PU	Special Conditions
Temporary use	S	S	S	S	S	S	S	S	Section 14.60.130
Theater, Live/Movie				P	P				
Tiny home									Section 14.60.180
Townhouse	P	P		P					Section 14.60.180
Underground injection well	X	X	X	X	X	X	X	X	
University							P		Section 14.60.250
P = May be permitted as a primary use. A = May be permitted only as an accessory use. C = May be permitted through a Conditional Use Permit. S = May be permitted through a Special Use Permit. X (or blank cell) = Use not permitted.									
Vacation rental	S	S		S					Section 14.60.160
Veterinary hospital/clinic					C	C			
Warehouse/Shipping					P	P			Section 14.60.100
Winery					P	P			
Wireless communication facility, Academic	P	P		P	P	P	P		Section 14.60.270
Wireless communication facility, Major	X	X		X	C	C	C	C	Section 14.60.270
Wireless Communication facility, Minor	P	P	P	P	P	P	P	P	Section 14.60.270

Footnotes:

(1) All repair work shall be conducted indoors in accordance with applicable environmental and safety standards.

(2) See Section 14.60.240 Light Industrial District Standards.

(3) New developments must comply with the Downtown Mixed-Use District Standards, please see Section 14.60.230.

(4) New developments must comply with the University District Standards, please see Section 14.60.250.

(5) Legally established single-family and multi-family dwelling units, in use on January 1, 2020, are a permitted use.

(6) Legally established manufactured home parks in existence on January 1, 2020, are a permitted use.

(7) Legally established mobile home parks in existence on January 1, 2020, are a permitted use.

(8) Legally established mobile homes in existence on January 1, 2020, are a permitted use and may continue to be used at that location. After January 1, 2020, mobile homes may only be placed in mobile home parks in existence before June 12, 2008.

(9) Personal and professional services designed primarily to serve the residents of the neighborhood.

(10) One single-family dwelling for the primary use of a manager or caretaker responsible for maintaining or operating the property.

(11) The following accessory uses may be permitted in the MHP District:

a. Garages and carports.

b. Garden house, tool shed, playhouse, or greenhouse not used for commercial purposes.

c. Any use customarily incidental to a permitted principal use, i.e., the sale of new or eligible used manufactured homes for use within the park.

d. One single-family dwelling for the primary use of a manager or caretaker responsible for maintaining or operating the property.

Chapter 14.60 Development Standards

Sections:

14.60.010 Introduction.
14.60.020 Environmental Performance Standards.
14.60.030 Density, Dimension, Area, Height, and Setback Standards.
14.60.035 Addressing Standards and Guidelines.
14.60.040 Landscaping, Fences, and Visibility Standards.
14.60.050 Clearing and Grading.
14.60.060 Stormwater Management.
14.60.070 Parking and Loading Standards.
14.60.080 Lighting.
14.60.090 Signs.
14.60.100 Outdoor Storage.
14.60.110 Alternative Energy Infrastructure.
14.60.120 Sexually Oriented Businesses.
14.60.130 Temporary Uses.
14.60.140 ~~{Open}~~ Mobile Vendors and Vendor Food Courts.
14.60.145 Temporary Use of Sidewalks and Public Spaces.
14.60.150 Home Businesses.
14.60.160 Vacation Rentals.
14.60.170 Accessory Buildings, Structures, Dwelling Units, and Uses.
14.60.180 Housing Standards.
14.60.190 Mobile Home Parks, Manufactured Housing Community, and Manufactured/ Mobile Home Community.
14.60.200 Mobile Homes, Recreational Vehicles (RV's), Trailers, and Tents.
14.60.210 Temporary Homeless Encampments.
14.60.220 {Open}.
14.60.230 Downtown Mixed-Use District Standards.
14.60.240 Light Industrial District Standards.
14.60.250 University District Standards.
14.60.260 {Open}.
14.60.270 Wireless Communication Facilities.

14.60.010 Introduction. The purpose of this Chapter is to highlight the special standards and conditions applicable to specific types or locations of development activities and land uses. This Chapter should be used in conjunction with the Table of Permitted Uses (Table 14.50.030). If you have a question about the applicability of these standards, please contact the Community Development Department.

14.60.020 Environmental Performance Standards. It is the responsibility of the operator and/or proprietor of any permitted use to comply with the following environmental performance standards as set forth in this Chapter. It shall further be the responsibility of the operator and/or

proprietor of any permitted use to provide such reasonable evidence and technical data as the City may require documenting compliance with this Chapter, if and when such need arises.

A. Noise. Noise emissions from any permitted use shall comply with the maximum permissible sound level standards or any subsequent amendments thereto, in accordance with the noise regulations of the City, please refer to College Place Municipal Code Chapter 8.20 Noise Control.

B. Pollutants and Contaminants.

1. State and federal ambient air quality standards.

2. Toxic substances (including asbestos, beryllium compounds, vinyl chlorides and benzol and any others added to the toxics list of the U.S. Environmental Protection Agency) shall be handled in accordance with U.S. Environmental Protection Agency standards. Asbestos demolition (including the handling of scrap asbestos from any source) shall be conducted in accordance with the state Department of Ecology requirements.

3. Liquid or solid wastes or spills shall be disposed of in keeping with the best operating practices of the industry and in compliance with the regulations and requirements of local, regional, state, or federal agencies having jurisdiction in liquid or solid waste disposal and environmental health and safety.

4. The use, transportation, storage and disposal of all radioactive materials and handling devices shall be subject to the regulatory controls of any local, regional, state, or federal agency having jurisdiction.

5. Materials used or created in any commercial/industrial process shall be handled in such a manner so as to prevent groundwater or soil contamination which destroys or endangers the support of natural vegetation, or which may pollute underground aquifers or other natural drainage systems.

C. Perceptual Nuisances.

1. Any operation producing intense heat or glare shall be performed within an enclosure so as to completely obscure such operation from view from any point along the property line except during the period of on-site construction.

2. No use-activity or use shall cause earth vibrations or concussions detectable without the aid of instruments beyond its lot lines, with the exception of the temporary vibration produced as a result of construction activity.

a. Such temporary construction activity shall be restricted to the hours between 7:00 a.m. and 8:00 p.m.

b. Emergency conditions, as determined by the City, are exempt from these provisions.

14.60.030 Density, Dimension, Area, Height, and Setback Standards. The density, dimension, area, height, and setback standards of this Chapter shall apply to all lots, uses, structures, buildings, and fences, unless otherwise specifically provided by the provisions of this Title, or a variance is granted.

A. Table 14.60.030 Density, Dimension, Area, Height, and Setback Standards.

Zoning District	Maximum Density (dwelling units/acre) (1)	Minimum Lot Size (sq. ft.) (3)	Minimum Lot Width (6)	Maximum Building Height (7)	Setbacks		
					Front Yard (8)	Side Yard (8)	Rear Yard (8)
Single-Family Residential (SFR)	7	6,000 (4)	60' (4)	35'	20' (9)	5' (11)	20' (15) (16)
Multi-Family Residential (MFR)	(2)	None (4)	50' (4)	35'	20' (9)	5' (11) (12)	15' (15) (16)
Downtown Mixed-Use (DMU)	(2)	None (5)	50'	None	None (10)	None	None
General Commercial (GC)	(2)	None (5)	50'	None	None	None (13)	None (13)
Light Industrial (LI)		None (5)	50'	None	None	None (14)	None (14)
University District (UD)	(2)	None (5)	50'	None	None	None	None
Public Uses (PU)		None	50'	None	None	None	None

Table Footnotes:

Commented [GD11]: The footnotes have been renumbered, but only new footnotes have been highlighted.

(1) The maximum density for a specific parcel may be calculated as follows, provided that the achieved density will be based on compliance with the provisions of this Title, including minimum lot size, lot width, required improvements, etc.:

a. Single Family Residential: parcel size (square feet)/43,560 *7 (results ending in .51 or greater may be rounded up).

(2) The maximum density shall be determined based on compliance with the applicable development standards including building height, setbacks, lot coverage, parking, landscaping, building codes, and the like.

(3) Critical areas and their buffers shall not be included in lot size and lot coverage calculations.

a. The maximum lot coverage requirement shall include the footprint of all buildings.

(4) For cottage housing and townhouses, the minimum lot size and lot width requirements may be waived by the Community Development Director, provided that the density, lot coverage, and setback requirements can reasonably be met.

(5) There is no minimum lot size, provided that the density, lot width, setback, building height, building separation, and lot coverage requirements can be met.

(6) Lot width means the dimension of the lot at the front property line, unless otherwise provided in this Title.

(7) Building heights are measured from the average elevation of the proposed finished grade around the building to the highest point of a flat roof and to the mean height between eaves and ridge of a pitched roof or to the mean height of any parapet or false front.

(8) Building setbacks shall be from property lines, or from critical area buffers when present.

a. Buildings must also be set back 2' from easements.

b. No building, or foundation may encroach into a setback or easement.

c. Ramps, or other devices necessary for access for the disabled and elderly, which meet Washington State Rules and Regulations for Barrier Free Design, may be permitted in all required setbacks.

(9) Garages must be set back at least 20' from the front property line, but the setback for the residential portion of building may be reduced to 15', if:

a. The single-family residence includes a front porch open on three sides and is at least four feet deep; or

b. A 5' wide or larger planter strip is installed along the street frontage in accordance with City standards.

(10) The maximum front yard setback shall be 10' and on corner lots 15'.

(11) On corner lots, the exterior side yard setback shall be at least 15 feet from the property line.

(12) Multi-story buildings adjacent to single-family residences and parcels in the Single-Family Residential Zone (SFR):

a. The setback shall be equal to or exceed the height of the building at the eave, not to exceed 20'; and
b. The rear of the building shall be setback from the property line a distance greater than or equal to the height of the building at the eave, not to exceed 20'.

(13) No setback is required, except when abutting a SFR, MFR, or PUD district, then the following landscaped buffers shall be required in accordance with the provisions of Section 14.60.040 Landscaping, Fences and Visibility Standards.

a. Side yard: 10'.

b. Rear yard: 15'.

(14) No setback required except when abutting a SFR, MFR, or PUD then a landscaped buffer equal to the height of the building at eave shall be required in accordance with the provisions of Section 14.60.040 Landscaping, Fences and Visibility Standards.

(15) Accessory buildings may be located in the rear yard setback up to 5' from the property line.

(16) On corner lots the rear yard setback may be reduced to 5'.

14.60.035 Addressing Standards and Guidelines.

A. The purpose of these standards is to:

1. Prescribe a system for the naming of streets and the numbering of structures.

2. Provide a uniform pattern of addresses for law enforcement, medical, fire, utility responders, and mail service.

3. Provide a uniform database to support the delivery of public services such as property research, GIS mapping, and enhanced 911 services.

B. The Public Works Director or his/her/their designee, is responsible for implementing, enforcing, and maintaining the City addressing and street naming standards, unless otherwise authorized by the City Administrator. This shall include, but is not limited to:

1. Establishing and implementing, as well as periodically reviewing and updating, such administrative procedures as may be necessary to achieve the purposes of these standards in an efficient and effective manner.

2. Maintaining a master list of all street and road names within the city, including both public and private streets.

3. Notifying public agencies and public service providers of approved street names and addresses in a timely manner. This may include, but is not limited to:
   a. Regional 911 Dispatch Center.

   b. US Postal Service.

   c. Walla Walla County Master Street Addressing Guide Coordinator.

   d. Walla Walla County GIS Office; and

   e. City Departments including Police, Fire, and Community Development.

4. Erecting and maintaining public road signs.

C. The responsibilities of private property owners shall include:

1. Obtaining approval from the City for all street names and addresses on their properties.

2. Erecting and maintaining private road signs and providing extra signs as required by the City.

3. Posting and the continuing maintenance of address numbers in accordance with the provisions of this Section.

   a. The City of College Place is not responsible if an emergency call cannot be located by emergency service personnel, if address numbers are not properly posted or are not visible from the street providing access to the property.

D. All street names and addresses shall be approved by the City. Addresses may be assigned in conjunction with issuing a building permit, land use approval, issuance of a City business license, and/or upon request by a property owner, in accordance with these standards and guidelines.

1. The failure to obtain an address as required by the City, and/or the utilization street names or addresses not approved by the City, shall be considered a violation of the College Place Municipal Code, and subject to code enforcement actions.

2. Upon notification that a private street sign or building number is missing, illegible, incorrect, or not properly posted, the property owner shall make the necessary

corrections within 30 days of such notice. The failure of a property or business owner to comply with such notices shall be considered a violation of the College Place Municipal Code, and subject to code enforcement actions.

3. Any person, firm or corporation that violates any portion of this Chapter may be subject to civil and/or criminal penalties, with each day considered to be a separate offense.

E. All public and private streets and roads shall have a name approved by the City.

1. When selecting and approving street and road names, consideration shall be given to the following:

   a. There shall be no duplication of existing names within like zip codes or ESN (Emergency Service Numbers) zones.

   b. Names of similar pronunciation and/or spelling shall be avoided (ex: "Briar Lane," "Brier Lane").

   c. Variations of the same name within a different road designation shall be avoided (ex: "Pine Street," "Pine Drive," "Pine Lane").

   d. Articles (the, a, an) shall not be used to begin names.

   e. Names duplicating facilities shall not be used (ex: "Bowling Alley," "Tennis Court").

   f. Names are limited to three words not including the road type designator.

   g. Names that exceed 15 characters including spaces should be avoided.

   h. Usage of names derived from community names or geographic features shall be limited to locations in close proximity to such communities or geographic features.

   i. Where a proposed street or road is a continuation of or in alignment with an existing street or road, it should generally utilize the same name as the existing name. A new name shall be required if the proposed street or road is disconnected from the existing street or road by an offset greater than 60 feet.

   j. Streets or roads that extend from unincorporated areas into incorporated areas may retain the same name.

2. Street type designators should be consistent with the roadway's expected traffic use, physical design, and location in accordance with the following guidelines, provided that the City may vary or waive these guidelines in certain circumstance, in accordance with established procedures.

    a. Court (CT): A dead-end street or cul-de-sac when not an extension of an existing road or a continuation of a proposed road.

    b. Place (PL): A dead-end street or cul-de-sac from which other cul-de-sacs originate.

    c. Loop (LP): A street that begins and ends on the same street.

    d. Circle (CIR): A street that circles back on itself.

    e. Avenue (AVE): A collector or arterial street in the community with a north/south directional course.

    f. Street (ST): A collector or arterial street in the community with an east/west directional course.

    g. Drive (DR), Road (RD), and Way (WAY): Streets that do not have a definite directional course.

    h. Boulevard (BLVD): A wide street with median and landscaping.

    i. Parkway (PKWY): A scenic or landscaped street.

    j. Highway (HWY): A federal or state designated primary street or road.

    k. Bend (BEND), Cove (COVE), Grove (GRV), and Terrace (TER): Typically, a minor street in a subdivision.

    l. Bluff (BLF): Typically, a street along high ground.

    m. Crossing (CSG): A street that crosses a geographic feature (such as a creek), or a short street that serves as a connector between two other streets.

    n. Lane (LN): A street that serves a limited number of lots.

3. All streets shall contain a directional prefix in accordance with the following standards:

a. The base intersection for assigning a directional prefix will be College Avenue and Whitman Drive.

b. All streets that lie west of College Avenue and north of Whitman Drive shall have the prefix "northwest" attached to its name.

c. All streets that lie east of College Avenue and north of Whitman Drive shall have the prefix "northeast" attached to its name.

d. All streets that lie west of College Avenue and south of Whitman Drive shall have the prefix "southwest" attached to its name.

e. All streets that lie east of College Avenue and South of Whitman Drive shall have the prefix "southeast" attached to its name.

f. Whitman Drive shall have the prefix "west" attached to its name for that portion of the street that is west of College Avenue and Whitman Drive shall have the prefix "east" attached to its name for that portion of the road that is east of College Avenue.

g. College Avenue shall have the prefix "north" attached to its name for that portion of the street that is north of Whitman Drive and College Avenue shall have the prefix "south" attached to its name for that portion of the street that is south of Whitman Drive.

F. All addresses shall consist of a number followed by a directional indicator, street name, and a street name designator. Numbering will be calculated by the position of the lot or building relative to the base streets of College Avenue and Whitman Drive. Address numbers shall be assigned in accordance with the following guidelines:

1. All addresses assigned to lots and buildings situated within the first block north or south of Whitman Drive fronting on intersecting or generally perpendicular streets shall be given numbers between one and 99 inclusive; within the second block, numbers between 100 and 199 inclusive shall be used, and so on, in each succeeding block.

2. All addresses assigned to lots and buildings situated within the first block east or west of College Avenue fronting on intersecting or generally perpendicular streets shall be given numbers between one and 99 inclusive; within the second block, numbers between 100 and 199 inclusive shall be used, and so on, in each succeeding block.

3. Within any block, the lots or buildings nearer the base street shall use the smaller numbers. In assigning numbers, consideration shall be given to vacant lots and the future development potential of lots.

4. Odd numbers shall be used on the left-hand side of streets and roads and even numbers shall be used on the right-hand side of streets and roads. In determining the right and left side of streets, it shall be assumed that the numbers are being assigned progressively with the smallest number at the base street and proceeding away from the same.

5. The following numbering guidelines shall also be used by the City:

   a. Prior to the completion of a site plan or final plat, all lots will be given an address. Addressing will, as much as possible, be done with a ten-number spacing between lots (e.g., 701, 711, 721, etc.). However, numbers shall not be officially assigned until the final site plan or subdivision has been approved.

   b. Loops: Streets begin at the low numbered intersection and are numbered with odd numbers on the left side of the road. The outside of the loop is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This may result, in some cases, in fewer numbers on the inside of the loop, and with gaps in numbering sequences.

   c. The numbering of corner lots shall be assigned utilizing the front of the lot, as determined by the City.

   d. Duplex/triplex: A number shall be provided for the building and each individual unit shall be assigned a unit number. The building number shall be placed in a conspicuous area visible from the street and the unit number placed by the individual unit door.

   e. Four-plexes and larger are considered multi-tenant structures and should be numbered with the middle of the building determining the number and then assigning apartment or suite numbers. An example of an apartment address would be 750 NE Bruce ST Suite 101. No alphabetical characters are to be used in place of numbers. In multi-level buildings, the main level will have 100 numbers, the second floor will have 200 numbers, and consecutively for each floor. The basement will be numbered from one to 99 inclusive.

   f. Addresses shall be assigned in mobile home parks, manufactured housing communities, or manufactured/mobile home communities, and RV parks in conjunction with the review and approval of required site plans. Numbers will be based on the primary access to each lot, building, dwelling, or designated RV space.

   g. Accessory dwelling units will be assigned an address upon approval by the City.

G. Following approval by the City, address numbers shall be posted by property owners in accordance with the following guidelines:

1. All numbers shall be visible from streets in accordance with the following guidelines:

   a. Residential Type Development. Property owners shall post Arabic numerals only in contrasting background with the residence (light on dark/dark on light). The numbers shall be at least four inches in height and shall be located above or to either side of the main entrance door.

   a. Commercial/Industrial Type Development. Property owners shall post Arabic numerals only in contrasting background with the residence (light on dark/dark on light). The numbers shall be at least six inches in height and shall be located above or to either side of the main entrance door.

   c. Buildings located more than 30 feet from the street and/or the front entrance is not visible from the street, the owner shall post addresses on a city-approved address post and placed in an area approved by the City. Dual postings and exceptions may be approved by the City in accordance with established procedures.

2. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.

3. Any numbers previously displayed which could be confused with or mistaken for the assigned address number shall be removed from the mailbox and property.

4. Numbers shall be properly maintained by the property owner to ensure that they are clearly discernible from the roadway upon which the property is numbered.

5. It shall be the duty of each property owner assigned a property number to comply with this Chapter within 30 days of habitation.

6. Display of address numbers for multitenant structures and multi-building complexes:

   a. If a building is divided into multiple units with separate entrances and each unit has been assigned an individual number, then each unit number shall be displayed on or next to the main doorway.

   b. The address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range shall also be displayed on each building.

14.60.040 Landscaping, Fences, and Visibility Standards.

A. Landscaping Standards.

1. All developments throughout the city shall provide adequate screening and landscaping of their use activities so as to reasonably protect abutting properties from the effects of noise, light, glare, exhaust fumes and other adverse impacts and to provide an attractive urban environment.

2. All required landscaping and landscaped buffers shall be designed by a qualified professional and submitted as a landscape plan in a format prescribed by the City, for review and approval.

   a. Unless otherwise provided, all required landscaping shall be evenly distributed and shall consist of a mixture of hardy evergreen planted material including trees, low, medium, and high-profile shrubs, together with suitable ground cover consisting of natural grasses, vines, bark mulch, and rockeries.

   b. When plantings are used in screening or landscaping, they shall be compatible with area climate conditions and shall be provided with either a manual or automatic irrigation system.

   c. The use of native plants and low water usage plantings is encouraged; and

   d. All landscaping shall be placed and maintained in such a manner as not to impair vehicular visibility at parking area points of ingress/egress, emergency vehicle access, City maintenance activities, and shall comply with the sight visibility requirements in this Section.

3. All shrubs, trees and vegetative material used in the screening or landscaping of these activities shall be perpetually maintained in a healthy, growing condition. Dead or dying trees or shrubs shall be replaced immediately and planting areas shall be maintained free of trash and weeds and shall not present a fire hazard. Fences used in screening and landscaping shall be perpetually maintained in an attractive and structurally sound condition.

4. All mechanical equipment, outdoor storage and manufacturing areas, and loading, service, and delivery areas, shall be screened from view from all public streets and any Residential Zones. The screening shall be provided by one or more the following (minimum of 6 feet tall):

   a. Decorative wall (i.e., masonry or similar quality material).

   b. Evergreen hedge.

c. Sight-obscuring fence; or

d. Similar feature that provides a non-see-through barrier.

5. Refuse Enclosures. Trash dumpsters or compactors that are required by this Code shall be enclosed by a refuse enclosure consisting of a six (6) foot tall decorative wall.

6. All required off-street parking facilities which have 15 or more parking spaces shall provide landscaping in conformance with the standards in this Section and the following:

a. A perimeter landscaped border of at least 5' wide around the parking area.

b. Interior landscaping in at least ten percent of the total land area covered in parking.

c. The interior of the parking areas shall contain landscape islands and peninsulas located in such a manner as to:

(1) Divide and break up large expanses of paving.

(2) Guide traffic flow and direction.

(3) Promote pedestrian and vehicular safety; and

(4) Preserve existing trees and vegetation.

7. Landscape islands shall be installed to break up the parking area into rows of not more than 20 contiguous parking spaces or 10 spaces in one row.

a. Each end of each row of parking spaces shall require a landscape island unless the end of such row of parking spaces is adjacent to a perimeter landscape.

a. The minimum width for a landscape island or peninsula shall be 5'; and

b. Each landscape island or peninsula shall contain a minimum of one (1) shade tree and a combination of five (5) deciduous and evergreen shrubs or groundcover.

B. The following standards shall apply to all fences in the City:

1. No fence shall exceed eight feet in height measured from the existing grade to the highest board, rail, or wire, including any retaining wall.

a. Fences exceeding seven feet in height shall require a building permit and must comply with the provisions of the International Codes, as adopted by the City.

2. No fence located within a required front yard setback (including half depth front yards) shall exceed 42 inches in height; provided, however, that in the case of corner lots, fences exceeding 42 inches in height may be erected within the required front yard setback for second front yards so long as no fence exceeding 42 inches in height is erected within 30 feet of the front property line of the primary front yard.

3. The maximum fence height limitations are further qualified and limited by the sight visibility triangle provisions of this Section.

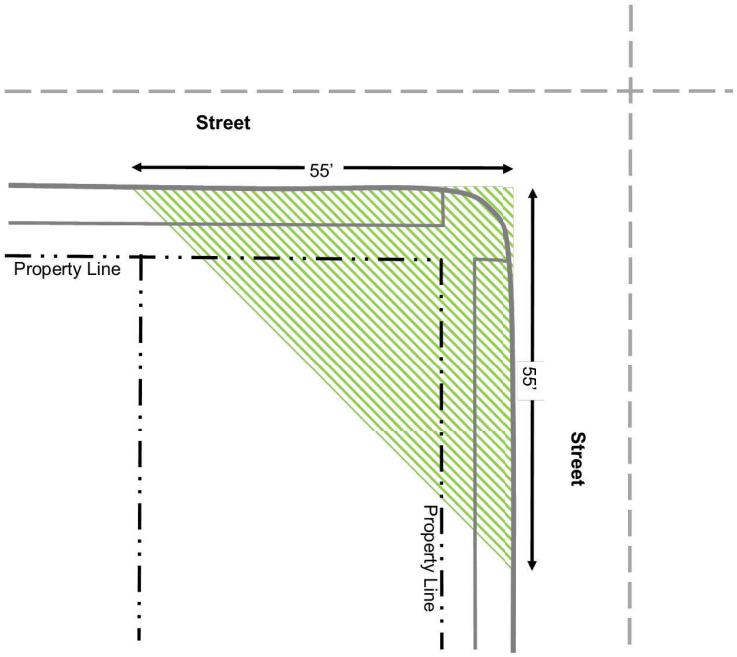
4. No privately-owned fence may be constructed on public property or encroach into public right-of-way.

C. Site Visibility Triangles. In an effort to make intersections safer for vehicles, bicyclists, pedestrians, and other legal uses, the following standards shall apply to all buildings, structures, fences, vegetation, and landscaping.

1. Figures 14.60.040-1, 14.60.040-2, and 14.60.040-3 illustrate dimensions and terminology used in this Chapter with reference to sight visibility triangles.

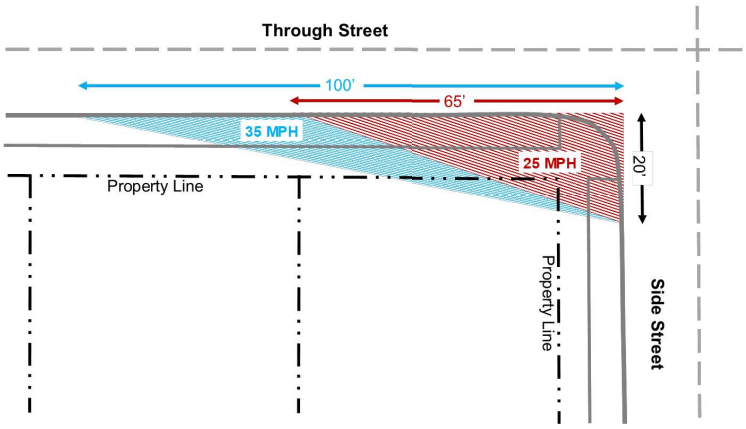
2. At uncontrolled intersections, the sight visibility triangle shall be formed by measuring back from the point where the extensions of the face of curb (or edge of paved road surface for streets without gutters) meet, a distance of 55 feet along the extensions, with the third side of the triangle being the straight-line connection between the above-mentioned side lines (Refer to Figure 14.60.040-1.)

Figure 14.60.040-1 (Uncontrolled Intersections)



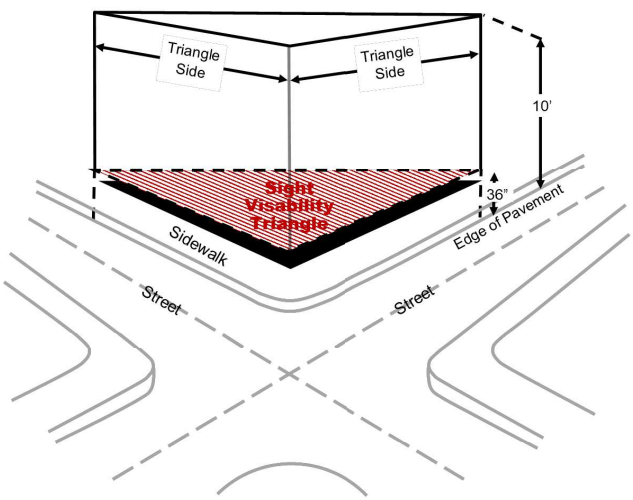
3. At controlled intersections the side street side of the sight visibility triangle shall be a distance of twenty feet measured back from the point where the extensions of the face of curb (or edge of paved road surface for streets without gutters) meet; the through street side of the triangle shall be a distance of 65 feet for speed limits up to 25 miles per hour and 100 feet for speed limits up to 35 miles per hour; the third side of the triangle being the straight line connection between the above-mentioned side lines. (Refer to Figure 14.60.040-2.)

Figure 14.60.040-2 (Controlled Intersections)



4. On property located within any sight visibility triangle there shall be located no structure, fence, wall, hedge, natural growth, tree, sign, or other object which materially impairs vision between a height of 36" (thirty-six inches) and a height of ten feet above the edge of the pavement except as provided for in Section 14.60.040(C)(5). (Refer to Figure 14.60.040-3.)

Figure 14.60.040-3 (Sight Visability Triangle)



5. The sight visibility triangle regulations of this Chapter shall not apply to:

   a. Permanent structures and fences which were existing prior to passage of this Title unless such are determined by the City to be a public hazard or nuisance.

   b. Existing public utility poles.

   c. Existing trees, so long as they are not planted in the form of a hedge and are trimmed to the trunk to a height of at least ten feet above the grade level of the centerline of the intersection so as to leave, in all seasons, a clear and unobstructed cross view.

   d. Official warning signs or signals; or

   e. Where existing conditions preclude compliance, as determined by the City Engineer.

6. The sight visibility triangle requirements of this Chapter are declared to be minimums only and do in no way prohibit the City from applying more restrictive height and location requirements where this action is warranted in consideration of the public health, safety, and welfare.

7. Any structure, fence, wall, hedge, natural growth, tree, sign, or other object erected or placed in violation of the sight visibility triangle requirements of this Chapter is declared to be a public nuisance and shall be subject to abatement in accordance with the provisions of College Place Municipal Code Chapter 8.24.

14.60.050 Clearing and Grading.

A. All activities that involve the clearing, grading, filling, and/or covering of the ground with impervious surface must receive a City permit or written approval, unless specifically exempted by the City.

1. Applications shall be submitted on forms provided by the City, provided that the City may authorize the submittal of the required information as a part of a related application, such as a building permit.

2. Clearing and grading permit applications should be submitted and processed concurrently with all associated project ~~permits and approvals~~permits/approvals/actions.

B. The following activities may be determined by the City to be exempt from the requirements of this Chapter, provided that grading activities that would alter drainage courses, critical areas, archaeological sites, and/or impact stormwater facilities (with a public nexus) are not generally candidates for exemption:

1. Excavating a foundation for a single-family residence, duplex, or accessory dwelling unit when authorized through a building permit.

2. Resurfacing a conforming impervious surface such as a parking lot, provided that it does not alter the flows or volumes of stormwater and/or does not require excavation.

3. Construction or maintenance of public roads when done by a public agency when the project has completed an environmental checklist and has been approved by the City.

4. The installation of utilities in accordance with a valid permit, franchise, or road construction plan from the City, well drilling activities, or excavation for soil logs.

5. Excavation or fill quantities less than 50 cubic yards.

6. The broadcasting of less than 50 yards of peat, sawdust, mulch, bark, chips, topsoil, or soil nutrients on a lot, tract or parcel of land, or the broadcasting of any amount of the above material to a maximum depth of twelve inches.

7. Landscaping, routine vegetation management, and minor home improvement activities that do not involve heavy equipment such as excavators, bulldozers, etc.

8. The storage or stockpiling of less than 50 cubic yards of material such as fill, gravel, sand, beauty bark etc.
9. The removal of diseased, damaged, or unwanted trees from an existing yard or landscaped area.

10. Routine maintenance and operation activities at cemeteries and public parks; and/or

11. Emergency sandbagging, diking, ditching, filling, or similar work during or after periods of extreme weather conditions when done to protect life or property.

C. All clearing and grading activities shall be designed and implemented in accordance with City standards, provided that the City may apply more stringent standards when necessary to protect the public health, safety, and welfare.

1. All clearing and grading activities shall include temporary erosion control and stormwater management provisions designed and implemented in accordance with the requirements of the City's Engineering and Design Manual, unless specifically exempted by the City.

2. Excavation Standards – Cut Slopes.

   a. Slopes shall be no steeper than is safe for the intended use and shall not be steeper than two horizontal to one vertical (2H:1V), unless otherwise recommended by a professional engineer licensed to practice in the State of Washington and approved by the City.

   b. The top of cut slopes shall be set back from a down-grade site boundary line at a 2H:1V ratio or as dictated by the relevant building code, whichever is more restrictive, unless a retaining wall is designed by a qualified professional and approved by the City.

3. Fill Standards.

   a. No material other than earth material shall be buried or placed in fills, unless specifically approved by the City. Placement of other than earth material is regulated by state statutes or federal laws and additional permits may be required.

   b. Fill which is intended for building sites shall be constructed in conformance with the requirements of the latest edition of the International Codes, as adopted and administered by the City.

c. The ground surface for fills over five feet in height shall be prepared by removing vegetation, noncomplying fill, topsoil, and other unsuitable materials, scarifying to provide a bond with the new fill, and, where existing slopes are steeper than five horizontal to one vertical, by benching into competent material as determined by the engineer. At a minimum, the bench under the toe of a fill on a slope steeper than five horizontal to one vertical shall be at least 10 feet wide or as dictated by the relevant building code, whichever is more restrictive, or as recommended by a geotechnical professional engineer licensed to practice in the State of Washington. Additionally, grading activities shall conform to the minimum requirements and standards of the City's Engineering and Design Manual.

14.60.060 Stormwater Management. The City is required to manage stormwater runoff in accordance with the provisions of federal and state law as well as a Washington State Department of Ecology-issued National Pollutant Discharge Elimination System (NPDES) and a State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Eastern Washington, commonly known as the Eastern Washington NPDES Phase II Municipal Stormwater Permit. As a result, the City has adopted the Stormwater Manual for Eastern Washington prepared by the Washington State Department of Ecology and established a stormwater utility.

A. For the applicable stormwater standards and requirements please refer to the College Place Municipal Code Chapter 13.86 Stormwater Management and the City of College Place Engineering Design Standards.

14.60.070 Parking and Loading Standards. Project Sponsors shall make adequate provisions to meet the projected parking and loading needs associated with all new development activities including the construction of new buildings, the expansion of existing buildings, changes of use, and/or changes to the terms and conditions of occupancy such as enlarging, moving, or increasing capacity by creating or adding dwelling units, commercial or industrial floor space, or seating facilities, or by making alterations to parking areas.

A. General Requirements.

1. The provision and maintenance of off-street parking and loading facilities as required by the City, shall be a continuing obligation of the Property Owner and Project Sponsor. It is unlawful to discontinue, reduce, modify, or otherwise dispense with parking and loading facilities that comply with the requirements of this Chapter, without a permit or written authorization from the City.

2. With regard to preexisting parking facilities, the following shall apply:

a. A preexisting use which does not have sufficient parking facilities to meet the requirements of this Chapter may continue to operate with the parking deficiency

so long as no enlargement or other change is made in the use or building size which would require additional parking facilities.

b. When a preexisting use is modified or enlarged so as to require additional parking facilities, the requirements of this Chapter shall apply.

c. When additional uses are placed on the same lot with the preexisting use or an enlarged lot of which the preexisting use lot is a part, the requirements of this Chapter shall apply only to the additional use.

3. All required parking spaces shall be located on the same site with the building they serve, unless:

   a. A shared or joint use parking agreement has been approved by the City; or

   b. A voluntary in lieu of payment to provide the required parking in a public or cooperative parking facility has been approved by the City; and/or

   c. The City makes a written finding that adequate on-street parking exists to reasonably serve the new development/use.

4. A shared or joint use parking agreement may be approved by the City, provided that:

   a. The agreement is in writing, in a form approved by the City, and has been signed by the Property Owners.

   b. There is no substantial conflict in the principal operating hours of the buildings or uses for which a joint use of off-street parking facilities is proposed; and

   c. Following approval by the City, the agreement shall be recorded with the County Auditor and filed for permanent record with the City.

5. The installation and improvement of required off-street parking facilities shall be completed to the required standards before a Certificate of Occupancy is issued unless a time limit extension to a specified date is authorized by the City and financial protection is provided in accordance with the provisions of this Title.

6. When a change in use within a historic structure would necessitate additional off-street parking, the additional off-street parking may be reduced or waived by the City, based on a finding that the reduction or waiver is necessary to preserve the historic character of the building or site. The Applicant shall be required to show the need for a reduction or waiver and shall be the minimum necessary.

7. The City may waive, grant a variance, or modify required parking spaces based on a finding that adequate provisions for parking have been made.

B. Design Standards.

1. All driveways, parking areas, loading areas, bicycle facilities, and walkways shall be designed in accordance with the provisions of the City of College Place Engineering Design Standards and shall accommodate pedestrians, motor vehicles and bicycles used by occupants or visitors of a building or use.

2. All off-street parking areas shall be paved with asphalt or concrete and shall manage stormwater in accordance with the provisions of the College Place Engineering Design Standards.

3. All parking areas shall comply with the landscaping provisions in Section 14.60.040.

4. Parking spaces, loading facilities, and all pedestrian areas shall be provided in accordance with the provisions of state and federal law, including the American with Disabilities Act (ADA), and the International Codes, as adopted by the City.

5. Required parking, pedestrian, loading, and bicycle facilities proposed in the Downtown Mixed-Use district must also comply with the Downtown Mixed-Use District Standards, please see Section 14.60.230.

6. Shared detached garages and surface parking shall comply with the following standards, unless otherwise provided:

   a. Parking areas should be located so their visual presence is minimized, and associated noise or other impacts do not intrude into public spaces.

   b. Shared detached garage structures may not exceed four (4) garage doors per building, and a total of 1,200 square feet.

   c. For shared detached garages, the design of the structure must be similar and compatible to that of the dwelling units within the development.

   d. Shared detached garage structures and surface parking areas must be screened from public streets and adjacent residential uses by landscaping or architectural screening.

   e. Shared detached garage structures shall be reserved for the parking of vehicles owned by the residents of the development. Storage of items which preclude the use of the parking spaces for vehicles is prohibited.

f. The design of carports must include roof lines similar and compatible to that of the dwelling units within the development.

C. Minimum Parking Requirements. All new uses, changes of use, modifications of an existing use, as well as all new buildings, and modifications to existing buildings shall provide off-street parking in accordance with the following standards, unless otherwise provided in this Title.

1. If the parking requirements for a use are not specifically identified in this Chapter, the parking requirements shall be determined by the City in a written finding based upon:

a. The requirements for the most comparable use defined in this Chapter; and/or

b. The appropriate standards derived from the Institute of Transportation Engineers (ITE)'s Parking Generation Manual, as adopted by the City; and/or

c. A parking study prepared by the Applicant documenting the expected parking demand for the proposed use; and/or

d. Required parking for the proposed use as determined by other comparable jurisdictions.

2. Required Off-Street Parking Spaces.

a. Single Residential Dwelling Units and Duplexes: 2 spaces/dwelling unit.

b. Multi-Family Dwellings:

(1) 1.5 spaces/dwelling unit with 2 or more bedrooms; or

(2) 1 space/dwelling unit with 1 bedroom or a studio apartment.

c. Accessory Dwelling Unit: 1 additional space/ADU.

d. Mobile Home Park: 2 spaces/dwelling unit.

e. Cottage Housing: 1 space/dwelling unit.

f. Vacation Rentals:

(1) 2 spaces/dwelling unit with 2 or more bedrooms.

(2) 1 space/dwelling unit with one bedroom or studio dwelling unit.

g. Bed and Breakfast Inn: 1 space/guest room.

h. Hotel/Motel:

(1) 1 space/guest room; and

(2) At least one space for each employee at work during peak periods; and

(3) 1 space/500' of common areas.

i. Retail, Commercial and Office:

(1) 1 space/200 square feet plus adequate employee parking and;

(2) At least one space for each employee at work during peak periods.

j. Industry and Warehouse: 1 space/500 square feet.

14.60.080 Lighting.

A. Exterior lighting for all uses and signs shall be directed downward and otherwise arranged, shaded, screened, shielded, and of a design that results in the light being directed onto the site and of an intensity or brightness as follows:

1. So as not to interfere with the safe operation of motor vehicles, bicyclists, and other legal use of the roadway or sidewalk.

2. Maximum illumination at neighboring property lines shall not exceed 0.5 foot-candles at grade level.

3. Luminaries shall be aimed and shielded in a manner that shall not direct illumination on adjacent properties.

4. Full cutoff shielding is required for all luminaries to prevent wasted light up into the dark sky and prevent glare from normal viewing angles.

5. Shielding is required for luminaries located along property lines to prevent spill light onto adjacent properties; and

B. The City may require that the Project Sponsor submit a photometric plan and analysis to verify compliance with these standards.

14.60.090 Signs.

A. Intent and Purpose.

1. Signs have a strong visual impact on the character and quality of our community. As a prominent part of the scenery, they attract or repel the viewing public, affect the safety of vehicular traffic, and their suitability or appropriateness helps to set the tone for our community. The City relies upon its physical setting and beauty to attract commerce and aesthetic considerations assume economic value. The intent of this Chapter is to protect and enhance both the City's residential character and its economic base using appropriate and aesthetic signage.

2. The purpose of this Chapter is to promote the public health, safety, and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral, and nondiscriminatory sign standards and requirements that:

   a. Promote and accomplish the goals and policies of the City's Comprehensive Plan.

   b. Provide minimum standards to safeguard life, health, property, and public welfare, and promote traffic safety by controlling the design, quality of materials, construction, illumination, size, location, and maintenance of signs and sign structures and discouraging excessive numbers of signs.

   c. Recognize free speech rights by regulating signs in a content-neutral manner.

   d. Promote the free flow of traffic and protect pedestrians and motorists from injury and property damage caused by or which may be fully or partially attributable to signage.

   e. Promote a positive visual image of the City and protect the beauty of the City's built environment by encouraging signs that are compatible with the architectural style, characteristics, and scale of the building to which they may be attached; appropriate to the size of the subject property and amount of street frontage adjacent to the subject property; and compatible with adjacent buildings and businesses.

   f. Protect property values, the local economy, and the quality of life by preserving and enhancing the appearance of the City's streetscape.

   g. Provide consistent sign design standards.

   h. Protect and encourage creative and innovative approaches to signage and signs that are of a quality design, pleasing in appearance, and are appropriate in size, materials, and illumination to the surrounding neighborhood or commercial district.

   i. Provide an improved visual environment for the citizens and visitors of the City.

j. Adopt clear, understandable regulations that will assure equal protection and fair treatment under the law through consistent application of the regulations and consistent enforcement of this Section.

k. Balance both public and private business needs with the specific objectives of creating a community with an unmatched quality of life and a strong focus on economic well-being, aesthetics, community, the environment, and public infrastructure.

l. Support and enhance the economic well-being of all businesses within the city and recognize the needs of all businesses to identify their premises and advertise their products and services; and

m. Recognize that the aesthetic value of the total environment affects economic values and that an unrestricted proliferation of signs, or the absence of regulations governing the size, location, or materials of signs detracts from the economic value of the community.

B. Applicability. This Section applies to all signs within the city which may be visible from any street, sidewalk, or public place, regardless of the type or nature.

1. All signs shall fall into one of the following categories, as determined by the City:

a. Exempt signs. Signs that meet the criteria of Section 14.60.090 C may be installed without a Sign Permit from the City. Please note that exempt signs may be subject to other local, state, or federal regulations and persons installing signs are encouraged to contact the City to determine if other permits or approvals may be required.

b. Prohibited Signs. Signs determined by the City to meet the criteria in Section 14.60.090 D shall not be permitted or displayed in any zoning district.

c. Regulated Signs. Signs that are not specifically exempted or prohibited, may be displayed only in accordance with the provisions of this Section. Regulated signs include both temporary and permanent signs.

2. No person shall erect, alter, or relocate any sign without first submitting the required application(s) and receiving an approved Sign Permit from the City, and any associated permits that may be required, in accordance with the provisions of this Title, unless the sign is determined by the City to be exempt, and a permit is not required.

3. This Section is not intended to, and shall not be interpreted to, restrict speech on the basis of its content, viewpoint, or message. Any classification of signs in this Section which purports to permit speech by reason of the type of sign, identity of the sign user

or otherwise, shall be interpreted to allow commercial or non-commercial speech on the sign. No part of this Section shall be construed to favor commercial speech over non-commercial speech. To the extent that any provision of this Section is ambiguous, the term shall be interpreted not to regulate speech on the basis of the content of the message.

4. It shall be the responsibility of the property owners, project sponsors, and applicants to be knowledgeable of and comply with the provisions of applicable local, state, and federal standards.

   a. This shall include, but is not limited to, the International Building Code and related International Codes, as adopted and administered by the City.

   b. It is important to note that some signs may also be subject to the provisions of state and federal laws, such as the Scenic Vistas Act (RCW 47.42), the regulations of the Washington State Department of Transportation, the regulations of the Washington State Liquor and Cannabis Control Board, and/or the Manual of Uniform Traffic Control Devices.

~~4. The provisions of this Section shall not be construed as relieving or limiting in any way the responsibility or liability of any person, business, or organization erecting, owning maintaining, allowing, or operating a sign within the City of College Place for personal injury, or death, or property damage resulting from a sign, regardless of whether a permit is required, or the sign is temporary or permanent. Nor shall it be construed as imposing on the City or its officers or employees any responsibility or liability by reason of the approval or disapproval of any signs, materials, or devices under the provisions of this Section or enforcement of this Chapter, Title, or any other Code or policy relating to signs.~~

C. Exemptions. The following types of signs and activities may be exempt from the provisions of this Section and a Sign Permit may not be required, based on a finding by the City that the proposed sign does not present a risk to the public health, safety, and welfare. Please note that exempt signs must still comply with applicable provisions of the International Codes as adopted and administered by the City and a Building Permit may be required. Sponsors should contact the City to confirm that a permit is not required before installing or displaying any of the following types of signs, or initiating the following actions:

   1. Changes to the face or copy of legal signs that do not change the material appearance, type, or size of the sign as originally permitted by the City.

   2. The normal repair and maintenance of conforming and legal nonconforming signs.

   3. The flag of any nation, state, city, or other governmental agency, nonprofit organization, or educational institution.

4. Signs necessary to the expression of constitutionally protected forms of free speech as determined by the City Attorney.

5. Signs or decorations temporarily placed on private property in observance of religious, state, or national holidays (i.e., Christmas, Halloween, Fourth of July).

6. Legal notices, postings, or similar sign placed by or required by a governmental agency carrying out its responsibility to protect the public health, safety, and welfare.

7. Signs of a noncommercial nature and in the public interest erected by or on the order of a public official in the performance of his/her/their public duty, such as safety signs, danger signs, trespassing signs, traffic signs, memorial plaques, signs of historical interest, and the like.

8. Signs owned and maintained by a federal, state, or local government agency including but not limited to, street and highway signs, signs necessary to protect the public health, safety, and welfare, directional and wayfinding signs, and/or public information signs.

9. Privately maintained traffic control signs or directional signs for pedestrians on private roads or property.

10. Building address numbers.

11. One sign not exceeding two square feet in area, attached to a building, provided that the sign:

    a. Is securely attached flush to the face of the building.

    b. Does not project above the eave or roof line; and

    c. Only announces the name and address of the occupant(s) and contact information.

12. Names of buildings, dates of erection, commemorative tablets, and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type construction and made an integral part of the structure.

13. Approved interpretative signs and historic markers; and

14. Temporary signs located on fences of a construction site, provided that there is an active building or development permit that includes external work or modifications of the site.

D. Prohibited Signs. No person shall erect, alter, maintain, or relocate any of the following signs in any zone in the City, unless specifically authorized in this Section.

1. Signs that are determined by the City Attorney to meet the judicial standards for obscenity.

2. Signs that create a safety hazard for pedestrian or vehicular traffic, or any other person legally using the property.

3. Signs that are specifically designed to move or have parts/mechanisms that physically move or that may cause a safety hazard by swinging or otherwise noticeably moving as a result of wind pressure because of the manner of their suspension or attachment.

4. Any sign, poster or other advertising matter of any nature placed upon a utility pole or other poles, fences, trees, sidewalks, streets, signs, traffic signs or other traffic control devices or other structures or places within streets, alleys or other public places or rights-of-way in accordance with this Chapter and Chapter 8.24 Nuisances.

5. Off premise signs.

6. Billboards (see Figure 14.60.090-1).

Figure 14.60.090-1 Typical Billboard

7. Signs with flashing lights or reflective materials.

8. Signs attached to or placed on a vehicle or trailer parked on public or private property, stored or displayed conspicuously in a manner to attract the attention of the public; provided however that signs that are permanently painted or wrapped on the surface of the vehicle, or adhesive vinyl film affixed to the interior or exterior surface of a vehicle window, or signs magnetically attached to motor vehicles or rolling stock that are actively used in the daily conduct of business are not prohibited so long as such vehicles are operable and parked in a lawful or authorized manner.

9. Mobile signs.

10. Permanent signs on vacant lots or parcels. Signs may only be established as an accessory use to a permitted primary use.

11. Roof mounted signs; and

12. Signs attached to towers or wireless communication support towers, except as required by law.

E. General Provisions. All signs shall comply with the following provisions unless otherwise provided in this Section:

1. Street signs shall be designed in accordance with the provisions of the College Place Engineering Design Standards and the Manual of Uniform Traffic Control Devices.

2. No signs may be placed on private property without the permission of the owner.

3. Signs may not be located in, or extend into or over, the public right-of-way, unless specifically authorized in this Section.

4. All signs shall be permanently attached to the ground, to a building, or another structure by direct attachment to a rigid wall, frame, or structure, unless otherwise provided in this Section.

5. No sign may be erected or displayed in a manner that may present a threat to public safety and required clear sight distances shall be maintained at all times.

6. All signs shall be made of durable, weather resistant materials that are intended for outdoor applications.

   a. Signs shall not be made with reflective material or moving parts; and

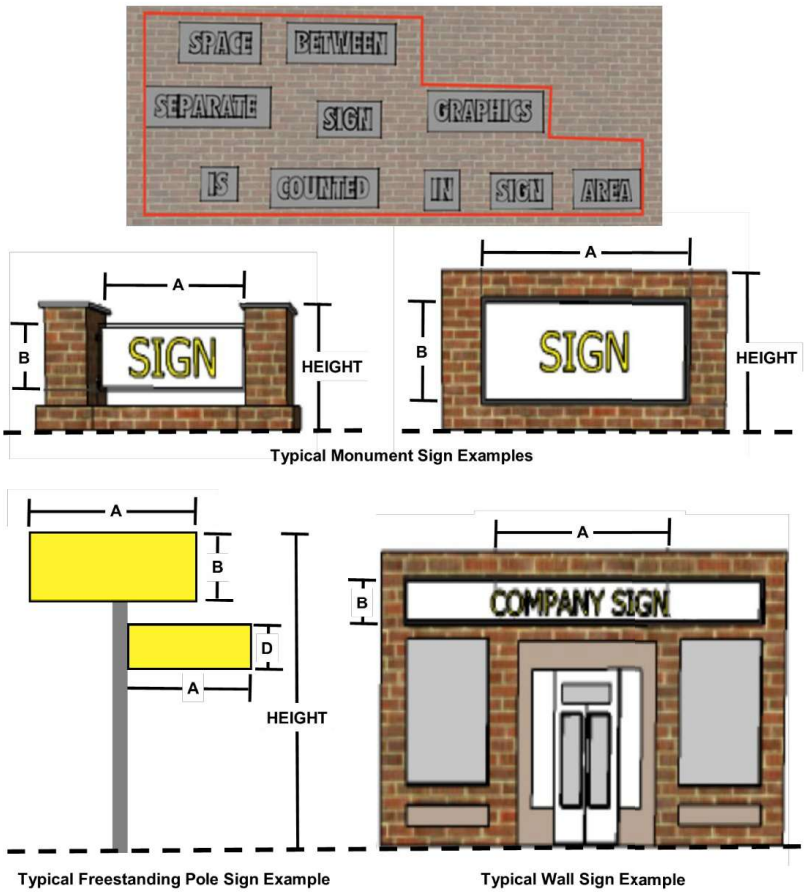
   b. No signs shall have full motion digital images, video or film displays or stream content in real time.

7. Externally illuminated signs shall be illuminated only with steady, stationary, fully shielded light sources directed solely onto the sign without causing glare. Light shielding shall ensure that the lamp or light source is not visible beyond the premises and shall further ensure that the light is contained within the sign face.

8. Flashing signs or light sources are not permitted, except when used as a safety device during an approved construction project.

9. The size of signs shall be determined by the City based upon a measurement of the area of the sign devoted to copy, unless otherwise provided in this Section (see Figure 14.60.090-2).

Figure 14.60.090-2 (Sign Type, Area, & Height Measurement)



Note: The areas of these sign types is calculated as A x B.
Calculate multiple area signs as A x B + C x D, etc. for total sign area.

10. Where a height limit is imposed by this Section, the height shall be measured from the existing grade (see Figure 14.60.090-2).

11. All signs and components thereof must be maintained in good repair and in a safe, neat, clean, and attractive condition. Maintenance of a sign shall include periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked, or otherwise damaged or broken parts of a

sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements of this Section and the conditions of its approval.

a. Legally installed signs that do not meet the provisions of this Section, shall be considered legal, non-conforming signs, and may be continued, provided that they are maintained in good condition and the degree of non-conformity is not increased.

b. Legal, non-conforming signs may not be altered, replaced, or relocated except in full compliance with the provisions of this Section.

F. Temporary Signs. Temporary signs may be displayed for a limited duration without a Sign Permit, in accordance with the following provisions, unless otherwise provided in this Section:

1. Temporary signs shall not have direct or internal illumination, changing image features, or electronic elements, provided that battery operated string lights that comply with lighting designs in this Chapter may be permitted.

2. No temporary signs may be displayed in such a position that it covers or obstructs another sign.

3. Temporary banners advertising City-approved activities or events may be displayed over streets in designated locations through the issuance of a Special Use or Right-of-Way Use Permit in accordance with the provisions of College Place Municipal Code Chapter 12.32.

4. Small banners or similar type temporary signs with a non-commercial message, may be displayed on light poles or streetlights with brackets designed specifically for that purpose by the City, in accordance with the provisions of College Place Municipal Code Chapter 12.32.

5. Temporary signs with a non-commercial message may be placed in the City right-of-way, without a permit, only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the pavement, provided that the temporary sign is:

a. Not placed in or over a roadway, median, traffic circle, designated parking place, driveway, sidewalk, other paved areas designed for pedestrian, bicycle, or vehicle use, unless specifically authorized by the City; and

b. Not placed in any location or manner so as to create a threat to public safety, to adversely affect critical areas, or to adversely affect the health of trees, shrubs, or other landscaping; and

c. Placed in a location acceptable to the abutting private property owner(s); and
d. Attached to a stake that can be manually pushed or hammered into the ground, and shall not exceed four square feet per side or three feet in height, from the ground to the top of the sign; or

e. Is an A-frame sandwich board sign not more than six square feet per side and shall be constructed or secured in such a manner as to be resistant to being blown over, becoming airborne, or otherwise becoming a threat to public safety in strong winds (see Figure 14.60.090-3).

Figure 14.60.090-3 Typical A-Frame Sandwich Board Sign

6. Temporary signs may be displayed on properties actively advertised for sale or lease, without a permit, while the property is advertised for sale or lease, in accordance with the following provisions:

   a. In the Single-Family (SFR) and Multi-Family Residential (MFR) zoning districts:

      (1) One temporary sign, for each street frontage of developed sites, displaying a commercial message that does not exceed six square feet in area, can be attached to the building, displayed in a window, or if less than seven feet in height, placed on the property; or

      (2) One temporary sign, for each street frontage of undeveloped sites, displaying a commercial message that does not exceed thirty-two square feet or seven feet in height may be placed on the property.

   b. In the General Commercial (GC), Light Industrial (LI), and Downtown Mixed-Use (DMU) zoning districts, one or more temporary signs, displaying a commercial message that does not exceed a total area of 35 square feet for each street frontage of the site, can be attached to the building, displayed in a window, or if less than seven feet in height, placed on the property.

7. One temporary banner sign may be permitted per tenant of a building in the General Commercial (GC), Light Industrial (LI), and Downtown Mixed Use (DMU) zoning districts provided that:

a. The maximum size of the banner shall not exceed 32 feet.
b. The banner shall be attached to the face of the building, and may not extend above the roofline; and

c. Temporary banner signs shall count against the maximum area of building mounted signs.

8. One A-frame, sidewalk/sandwich board sign per licensed business may be permitted on each street frontage, in the General Commercial (GC), Light Industrial (LI), and Downtown Mixed Use (DMU) zoning districts, provided that:

a. The sign shall not exceed six square feet per side.

b. The sign must be removed during non-business hours.

c. The sign is located on private property at the site of the business, or in an abutting right-of-way on a sidewalk, or in areas not used as a roadway, driveway, bike lane, or for required parking.

d. At no time shall sandwich board/sidewalk sign block or present a hazard to pedestrians, obstruct safe sight distance, be placed in a street or gutter and/or become a nuisance, hazard and/or danger to the public as determined by the City; and

~~d. The liability for all sandwich board signs placed in the right-of-way rests with the business and/or property owner placing the sign. The City may require proof of liability insurance, a hold harmless agreement from both the property owner and the tenant, and/or such other documents as may be required by the City Attorney.~~

9. Temporary signs that contain or consist of pennants, ribbons, streamers, feather shaped pennants, or similar types of displays as determined by the City, as well as searchlights, balloons, or inflated figures may be displayed on private property only in the General Commercial (GC), and Light Industrial (LI) zoning districts.

10. Temporary signs may be installed on private property in the University District, without a permit, in accordance with the provisions in this Section.

11. Temporary signs may be permitted in the Public Use District in accordance with the following provisions:

a. No temporary signs may be permitted on City owned property including, but not limited to parks, trails, open space, or public buildings, except in conjunction with

an approved special event, special use permit, or other permit or approval from the City.

G. Permanent Signs Permitted in all Zoning Districts. The following signs may be permitted in all zoning districts in accordance with the following provisions:

1. Signs designated by the City's Historic Preservation Commission as:

   a. Eligible for inclusion on the College Place Historic Register.

   b. Being iconic or of special historical interest to the community; or

   c. Integral to a historic site or building.

2. Community message board signs may be permitted on the site of municipal buildings, schools, universities, churches, and other public buildings in all zones, provided that:

   a. The messages shall be non-commercial and should advertise community events, meeting times, public service announcements, and public notices.

   b. The community message board may be wall mounted, or a monument style sign.

   c. The message board may be designed for messages that are changed by hand or with a changeable message that is electronically displayed and controlled.

   d. Electronically changeable signs shall display images for a period of at least three (3) seconds before transitioning to another image.

   e. Full motion digital images, video or film display or streamed in real time is not permitted; and

   f. Community message board signs shall not exceed 32 square feet in area or and monument style signs shall not exceed 6' in height.

H. Permanent Signs in Residential Zoning Districts. Permanent signs may be permitted in the Single-Family Residential (SFR) and the Multi-Family Residential (MFR) zoning districts in accordance with the following provisions (see Figure 14.60.090-2 for sign types and measurements):

1. One freestanding monument sign, not to exceed 32 square feet in area, or six feet in height, may be installed along each road entering a residential subdivision.

2. One freestanding monument sign, not to exceed 32 square feet in area, or six feet in height, may be installed at each entrance into a multi-family development from a road.

3. Each City-licensed business may have one sign not exceeding two square feet, that is permanently attached to the building that is its primary place of business, provided that the sign:
   a. Is securely attached flush to the face of the building.

   b. Does not project above the eave or roof line; and

   c. Only announces the name and address of the occupant(s) and contact information.

I. Permanent Signs in Non-Residential Zoning Districts. Permanent signs may be permitted in commercially oriented non-residential zoning districts, including but not limited to the General Commercial (GC), Light Industrial (LI), and Downtown Mixed Use (DMU)zoning districts in accordance with the following provisions (see Figure 14.60.090-2 for sign types and measurements):

1. Signs in the Downtown Mixed-Use District must also comply with the Downtown Design Standards and Guidelines as adopted or subsequently amended by the City.

2. Building Mounted Signs. Building mounted signs includes signs attached to or painted on the exterior wall of a building, awning or canopy signs, projecting signs, or signs displayed in a window. Building mounted signs may be permitted on each face of a building fronting a street or parking lot, provided that:

   a. The maximum area for all building façade signs, projecting signs, and temporary banner signs shall not exceed twenty-five percent (25%) of the building façade area.

   b. No building façade sign may extend above the parapet or eave line.

   c. Wall signs must be attached or erected parallel to and not extending more than ten inches from the wall, façade, or face of any building to which it is attached and supported throughout its entire length with the exposed face of the sign parallel to the plane of the wall or facade.

   d. One projecting sign (see Figure 14.60.090-4) per street or parking lot frontage may be permitted, provided that:

      (1) The sign is perpendicular to the face of the building and is permanently attached in accordance with manufacturers' specifications and the provisions of the International Codes, as adopted and administered by the City.

      (2) Projecting signs may be two-sided and not exceed 16 square feet per side.

(3) Projecting signs extending over public right-of-way and pedestrian pathways (sidewalks) shall be erected with clearance and projection limitations as set forth in the International Building Code; provided, that in no case shall any sign be permitted to extend within four (4) feet of the back of curb line.

Figure 14.60.090-4 Typical Projecting Sign

e. Window signs (see Figure 14.60.090-5) located inside and affixed to a window and intended to be viewed from the exterior of the structure may be displayed without a permit, provided that:

(1) Window signs shall not exceed 25 percent of the area of the window on which they are displayed; and

(2) The window signs may be illuminated or a neon sign.

Figure 14.60.090-5 Typical Window Sign

f. A non-electric sign may be printed on, painted on, or attached to the vertical surface or flap of an approved awning or canopy (see Figure 14.60.090-6), provided that:

(1) The awning or canopy shall be erected with clearance and projection limitations as set forth in the International Building Code, provided, that in no case shall any sign be permitted to extend within four (4) feet of the back of curb line.

Figure 14.60.090-6 Typical Awning Sign

3. Monument and Pole Signs (see Figure 14.60.090-2 for sign types and measurements). One pole or monument sign is permitted on sites when buildings are setback at least twenty feet from the right-of-way, provided that:

   a. Pole signs:

      (1) Shall not exceed sixty square feet per side or thirty feet in height in the Downtown-Mixed Use District.

      (2) Shall not exceed two hundred square feet per side or fifty feet in height in the General Commercial or Light Industrial districts; and

      (3) If more than thirty feet in height, must be located at least one hundred feet from any residential zone.

   b. Monument Signs:

      (1) Must be set back at least five (5) feet from the property lines.

      (2) Shall not exceed sixty square feet per side or 5 feet in height in the Downtown-Mixed Use District; and

      (3) Shall not exceed two hundred square feet per side or 6 feet in height in the General Commercial or Light Industrial districts.

   c. Monument or pole signs may contain LED displays and/or electronically changeable messages, provided that:

      (1) All electronic message centers shall come equipped with automatic dimming technology which automatically adjusts the sign's brightness based on ambient light conditions.

(2) Electronically changeable signs shall display images for a period of at least three (3) seconds before transitioning to another image.

(3) Full motion digital images, video or film display or streamed in real time is not permitted; and

(4) Signs located within one hundred feet of a residential zoning district may only operate between the hours of 6 a.m. and 11 p.m.

J. Permanent Signs in the University District. Permanent signs may be permitted in the University District in accordance with the following provisions:

1. Permanent signs without a commercial message may be installed on private property without a Sign Permit.

2. Permanent signs with a commercial message may be installed on private property in accordance with the provisions of the Downtown Mixed-Use District.

K. Enforcement and Removal. Any violations of this Section, such as the placement of prohibited signs on a property or the failure to maintain existing or new signage in good condition, shall be subject to a code enforcement action.

1. In addition to the remedies in this Section and College Place Municipal Code Title 8, the City shall have the authority to require the repair, maintenance or removal of any sign or sign structure which has become dilapidated or represents a hazard to the safety, health, or welfare of the public, at the cost of the sign and/or property owner.

2. Abandoned or illegal signs are hereby deemed to be a public nuisance and shall be removed by the property owner within forty-five days after notice from the City. Any sign not removed following such notice may summarily be abated by the City at the cost of the sign and/or property owner.

3. Legal, conforming structural supports for abandoned signs may remain, if installed with a blank sign face and the supporting structures are maintained.

14.60.100 Outdoor Storage. Storage and screening requirements for permitted commercial/industrial and residential uses or activities shall be as follows:

A. Every reasonable effort shall be made by persons conducting commercial/industrial activity to store merchandise, raw materials, equipment, fixtures, scrap, junk, or solid wastes in such a manner so as not to create visual nuisance conditions and shall comply with the following:

1. All such materials shall be enclosed entirely within a building with the following exceptions:
   a. Where such inside or screened storage is not practical or desirable when justified with regard to health, fire, or safety codes, as determined by the City.

   b. Where the outside storage of merchandise, manufactured products or raw materials open to view from the public right-of-way is normal and standard practice, such as in the sale of auto equipment, manufactured homes, recreational vehicles, nursery stock and the like, but not including the storage of secondhand or used materials or junk.

   c. Where the outside storage of junk, used or secondhand furniture, appliances and other similar items is necessary, provided in this case such items shall be entirely enclosed within a sight-obscuring fence (six feet in height minimum) with such enclosed area being located no closer than 20 feet from the right-of-way of any street as herein defined; and

   d. Where outside storage is temporary during permitted construction only.

2. Outside storage of such materials shall be maintained in an orderly manner consistent with good housekeeping practices and shall create no visual or noxious offense to adjacent properties, or the public right-of-way, or create a fire, safety, or health hazard, or public nuisance and shall comply with the provisions of local, state, and federal laws, as well as the provisions of City NPDES permits.

B. Storage pertaining to residential activities shall comply with the same requirements as those specified for commercial/industrial activities noted in this Section, and in addition comply with the following:

   1. Appliances and other mechanical equipment normally used in the residential environment which is no longer operable shall not be stored outside.

   2. Motor vehicles no longer operable and/or abandoned shall comply with the requirements of College Place Municipal Code Chapter 10.24 Abandoned Vehicles and Chapter 8.24 Nuisances.

   3. Boats, recreational vehicles, and the like may be stored on the premises provided they are not parked within a required front yard or side yard setback.

C. Storage in the public right-of-way is prohibited.

14.60.110 Alternative Energy Infrastructure.

A. This Section is established to:

1. Promote clean energy production by citizens and businesses.

2. Ensure that alternative energy infrastructure is compatible with the development and development on adjacent properties.

3. Provide options to traditional energy use; and

4. Promote reduction of energy use within the city.

B. General Criteria. Alternative energy infrastructure shall meet all of the following criteria:

1. Alternative energy infrastructure shall not be located within any building setback or required setback, unless below grade or for panels that are components of roof structures.

2. Any installation of an alternative energy system shall comply with any and all applicable provisions of the International Codes, as adopted by the City.

3. No alternative energy system shall be installed unless evidence has been provided to the City that the utility company has been informed of the customer's intent to install an interconnected customer-owned power generation system. Off-grid systems shall be exempt from this requirement.

4. Any installation of alternative energy infrastructure shall comply with all applicable environmental regulations.

C. Geothermal Infrastructure Criteria. In addition to the general criteria in subsection B above, geothermal alternative energy systems shall comply with the following standards:

1. Geothermal infrastructure shall be located entirely within the subject property, or within appropriate easements.

2. Installation of geothermal infrastructure shall comply with all applicable federal, state, and local laws and regulations.

D. Solar and Wind Infrastructure. Alternative energy facilities, including solar and wind equipment, are encouraged, subject to the following provisions:

1. Solar and Wind Infrastructure Requirements.

a. Building-mounted solar and wind equipment shall be integrated into the structure's architectural design. Techniques for achieving this include, but are not limited to, aligning equipment with a building's structural or functional articulation,

coordinating panel placement with other building features, or using equipment to enhance a building's architectural expression.

b. Roof-mounted solar and wind equipment may extend above the building height limit without screening but shall be designed to avoid creating glare or blocking views and solar access to surrounding properties.

2. Solar and Wind Infrastructure Guidelines.

a. Use of solar panels to serve other functions, like weather protection, shading, building articulation and place-making, is encouraged.

b. Exposing solar and wind equipment in a way that enhances architectural design and demonstrates the viability of alternative energy is encouraged.

14.60.120 Sexually Oriented Businesses.

A. The purpose of this Section is to establish standards for the siting of sexually oriented businesses and services to minimize adverse impacts to the public health, safety, and welfare, including but not limited to children, individuals with a developmental disability(ies), and to individuals' ability to quiet enjoyment and use of their property or property interests. It is also intended to disperse adult concessions to avoid a concentration of these uses that likely will negatively impact the City's ability to adequately and efficiently provide emergency, law enforcement, and peace keeping activities to the general public.

B. Location Standards.

1. Sexually oriented businesses shall not be located within five hundred (500) feet of the following:

a. A Single-Family Residential (SFR), Multi-Family (MFR), or Downtown Mixed-Use (DMU) zoning district).

b. Property used for public or private schools.

c. Public parks, playgrounds, recreation facilities, and/or public libraries.

d. State-licensed day care facilities.

e. Youth or community centers.

f. Churches, cemeteries, mausoleums, or other religious facilities.

g. Sports complexes and recreational facilities.

h. Cultural or historical centers and other facilities.

i. Secure community transition facilities.

j. Other sexually oriented businesses or services; and

k. Other facilities or land uses which provide as a substantial portion of their activities, the provision of services to children and/or youth.

2. The five hundred (500) foot distance shall be measured by following a straight line, without regard to intervening structures or obstacles, from the nearest point of the property line upon which the proposed use is to be located, to the nearest point of the property from which the proposed land use is to be separated.

C. All sexually oriented businesses shall comply with the following standards:

1. No person owning, operating, or managing a sexually oriented business or service or his/her/their employee or agent shall invite, allow, or permit any person under the age of 18 years to enter, go over, or remain on the premises.

2. There shall be no window, marquee, or other display of any matter depicting or portraying City specified anatomical areas or sexual activities.

3. Nothing in this section is intended to authorize, legalize, or permit the establishment, operation, or maintenance of any business, building, or use which violates any ordinance or statute of the City, County, State, or the United States.

4. Violation of the use provisions of this Section is declared to be a public nuisance per se and is subject to abatement as well as criminal and/or civil penalties in accordance with the provisions of the College Place Municipal Code.

14.60.130 Temporary Uses. Temporary uses include limited duration activities on private property that may be permitted for a specified period through the issuance of a Special Use Permit. Limited duration activities on public property may be permitted through a Special Use Permit or a Right-of-Way Use Permit.

A. In addition to the temporary uses identified in the Table of Permitted Uses, limited duration activities on private property permitted through a Special Use Permit may also include, but is not limited to:

1. Roadside stands.

2. Carnivals, circuses, rodeos, festivals, or street fairs.

3. Christmas tree sales.

4. Fireworks sales.

5. Outdoor concerts, or theatrical performances.

6. Parking lot/outdoor sales events.

7. Seasonal sale of agricultural products grown off premises.

8. Outdoor dining areas, wine tastings, beer gardens, and the like.

9. The rental of buildings or grounds for events such as weddings, family reunions, and the like.

10. Temporary construction and sales offices; or

11. Other activities that involve the temporary alteration of a site, temporary changes in ingress and egress, or uses of a limited duration that would not adversely affect the public health and safety.

B. Yard sales/garage sales do not require a permit, provided that a Special Use Permit must be obtained for yard sales/garage sales more than 3 days in length, or that occur more frequently than four times in the same calendar year.

14.60.140 Mobile Vendors and Vendor Food Courts. Mobile vendors are not permitted to operate in the City without a City issued Special Use Permit unless determined by the City to be exempt. ~~No person, firm, corporation, or organization shall engage in the business of a mobile vendor, street vendor, or mobile food vendor court without a Special Use Permit unless determined to be exempt by the City.~~

A. **General Provisions.**

1. ~~All m~~Mobile vendors, street vendors, and mobile vendor food courts shall ~~also~~ obtain, and maintain in good standing, a City Business License, as required by the City.

2. ~~It shall be the responsibility of all~~ M~~m~~obile vendors, street vendors, and mobile vendor food courts must~~to be knowledgeable of and~~ comply with ~~the provisions of~~ applicable local, state, and federal laws~~standards~~, ~~. This shall~~ including~~e~~, but ~~is~~ not limited to:

   a. College Place Municipal Code:

(1) Solid Waste Collection and Disposal and Policies – Chapter 8.12 (as amended).

(2) Nuisances – Chapter 8.24 (as amended).

(3) Litter - Chapter 8.28 (as amended).

(4) Vehicles and Traffic - Title 10; and

~~b.~~(5) Streets, Sidewalks, and Public Places - Title 12.

~~c.~~b. Walla Walla County-City Health Department rules and regulations.

~~d.~~c. ~~The~~ Washington State Motor Vehicle Code.

3. Mobile vendors shall maintain a valid motor vehicle operator's license for all vehicle operators and proof of vehicle liability insurance coverage in an amount acceptable to the City~~'s Risk Manager~~.

4. No mobile vendors, street vendors, or mobile vendor food courts~~, or associated uses~~ may operate ~~be located~~ on or utilize private property without ~~the~~ written approval of the property owner.

5. All permits and licenses for mobile and street vendors shall be prominently displayed ~~u~~pon all vehicles ~~, conveyances,~~ or temporary structures being used~~from which a mobile or street vendor conducts business~~.

~~1. The provisions of this Section shall not be construed as relieving or limiting in any way the responsibility or liability of any person, business, firm, corporation, or organization owning, maintaining, allowing, or operating as a mobile vendor, street vendor, or mobile vendor food court within the City of College Place for personal injury, or death, or property damage resulting from mobile vendor, street vendor, or mobile vendor food court, regardless of whether a permit is required. Nor shall it be construed as imposing on the City or its officers or employees any responsibility or liability by reason of the approval or disapproval of any mobile vendor, street vendor, or mobile vendor food court or associated use, materials, or devices under the provisions of this Section or enforcement of this Section.~~

B. **Exemptions.** The following mobile vendors and uses may be exempt from the provisions of this Section~~ and a Special Use Permit may not be required, based on a finding by the City that the proposed mobile vendor or use does not present a risk to the public health, safety, and welfare~~.

1. Authorized vendors at the City events~~College Place Farmer's Market~~.

2. Vendors with a City ~~authorized under a~~ Special Event Permit ~~Activity permitted in accordance with the provisions of~~ issued pursuant to CPMC 12.04, so long as the Special Event permit allows for mobile and/or street vendors.

~~Vendors authorized in City parks through a Special Event Activity permit issued in accordance with the provisions of CPMC 12.20.~~

C. **Mobile Vendor and Street Vendor Standards.** ~~No permit mobile vendor permit or license shall include the privilege to conduct the business of a mobile vendor unless the vehicle or conveyance is parked and operated in full compliance with the traffic and sidewalk ordinances of the city as now in effect or as hereafter amended.~~

1. No mobile vendor or street vendor shall operate in a manner which~~.~~ ~~It shall be a violation of this Section for any person selling or offering for sale any article to~~ obstructs or causes to be obstructed, including obstruction caused by people or vehicles congregating, in part or in whole, the use of ~~the passage of any sidewalk, street, avenue, alley, or~~ any public right of way, including but not limited to sidewalks, streets, roads, alleys, public facilities, or any other public place~~, by causing people to congregate at or near the place where any article is being sold or offered for sale.~~

2. No mobile vendor or street vendor shall ~~merchandise will be~~ sell or offer~~ed,~~ or display for sale any item or service to people while in a vehicle on a public street, road, parking lot or alleyway.~~ed, or sold, and no customers served, in any vehicle travel~~

3. No mobile vendor or street vendor shall operate in a lane of travel.

4. No mobile or street vendor shall sell or vend any services or wares from their vehicle or conveyance:

   a. Within four hundred feet of any public or private school grounds during regular school ~~the~~ hours ~~of regular school session, classes, or~~, extra-curricular activities, or school related or sponsored events, ~~school related events in the public or private school~~, except when authorized by the school.

   b. Within one hundred feet of the entrance of any business ~~establishment~~ which is open for business offering as a main featured item or items of similar goods or services for sale as the vendor, except when authorized by the business.

   c. Within one hundred feet of any ~~restaurant, cafe, or~~ eating establishment which is open for business if selling food or food items, if the vendor is selling food items, except when authorized by the business.

   d. Within three hundred feet of any City event, City sponsored event or a non-City event for which the City has issued a ~~public park of the city or other public space~~

~~for which~~ ~~s~~Special ~~e~~Event and the event includes the sale or provision of food and/or goods~~permit has been obtained during the course of a public celebration when organizations are permitted to engage in the sale of merchandise and food in such park or public space~~.

e. Within three hundred feet of any C~~c~~ity authorized concession stand in a City ~~ny public~~ park ~~of the city during times other than during the course of a public celebration except as approved by the parks and recreation department of~~ unless the C~~c~~ity provides written permission to operate.

5. Mobile vendors shall be prohibited from residential zones except for those vendors which operate for less than fifteen minutes at a location.

D. Mobile Vendor Food Court Standards. In addition to the requirements in this section, a Mobile Vendor Food Court must:

1. Comply with ~~Mobile vendor food courts shall conform to the requirements~~ of the International Building Code regarding accessibility.

2. Submit a ~~Applications for mobile vendor food courts shall include a~~ Site Plan with the Special Use Permit Application to ~~as prescribed by the City. This Site Plan shall~~ include, but ~~is~~ not limited to:

   a. L~~The l~~ocation of mobile vendors.

   b. Site access for vehicles, pedestrians, and emergency service providers, as well as ADA compliance measures.

   c. Parking areas.

   d. Public spaces and seating areas.

   e. Restrooms, potable water availability and sanitation stations.

   f. Solid waste and any recycling facilities.

   g. Landscaping and screening, if any.

   h. Proposed measures to ~~avoid,~~ minimize~~,~~ or mitigate potential adverse impacts on neighboring properties.

3. ~~Mobile vendor food courts shall~~ P~~p~~rovide seating at the rate of six seats per vendor.

4. Provide ~~pPermanent~~ restroom facilities with handwashing facilities ~~are required either~~ on site or within an adjacent building that is accessible to the mobile vendor food court when ~~the business(es)~~vendors are in operation. A mobile vendor food court shall have a minimum of one restroom. One additional restroom is required for each five vendors in the court.

5. Prohibit ~~No~~ tents, tarps, or pop-up shelters ~~are permitted in mobile vendor food courts for food preparation or sales~~.

6. Direct a~~A~~ny site lighting ~~shall be directed~~ away from adjacent properties and ~~shall be~~ shield~~ed~~ and aim~~ed~~ all lighting downward.

D. **Operations and Enforcement.**

1. All mobile vendors, street vendors, and mobile vendor food courts shall be responsible for cleaning up each day all litter originating from their business ~~and~~ within a one-hundred-fifty-foot radius of the location where any sales occur.

2. During the period of the authorized special use, the ~~Project Sponsor~~vendor(s) shall continue to monitor the level and nature of use by the public and may propose and/or the City may require additional measures in the interest of ~~to further ensure that the~~ public health, safety, and welfare ~~are protected~~.

3. Prior to the expiration of a special use authorization, the Project Sponsor shall clean and return the site(s) to its previous condition.

4. The City may suspend or cancel the permit ~~or authorization~~ for a mobile vendor, street vendor, or mobile vendor food court, and/or initiate code enforcement actions for failure to comply with the conditions of approval, including failure to comply with all applicable laws and regulations, or this Chapter, provided ~~that adequate~~ notice and time ~~has been provided to allow the Project Sponsor~~for the vendor(s) to take corrective actions. Posting at the site is sufficient notice.

5. The City may immediately revoke a permit if operation of a mobile vendor, street vendor, or mobile food vendor court poses an immediate risk to the safety or welfare of the public or may pose a significant risk to the safety or welfare of the public as determined by the City.

~~2.~~

14.60.145 Temporary Use of Sidewalks and Parking Spaces. Business owners or operators may be authorized to use specified areas within public sidewalks ~~and/or~~ parking spaces, or other public areas within the public right-of-way ~~for outdoor food and drink service~~to sell goods and/or services on a temporary ~~basis through the issuance of a Special Use Permit~~ ~~by the City~~ subject to compliance with the following provisions.

Commented [GD12]: Jon/Rea, I know that you are concerned about the workload implications, but I think that this may be an area where a few ounces of prevention are worth several pounds of cure. I went for a walk this morning down main Street in Walla Walla. They have several of these and may have features such as railings bolted to the sidewalk, platforms in the street, etc that could have significant safety implications and are not easy to fix. Perhaps Public Works could be in charge of permitting these or make the fee $1,000-$1200 and hire a consultant to review. I'll be happy to o so over the next year or so.

A. **General Provisions.**

1. All business owners shall obtain, and maintain in good standing, a City Business License, as required by the City.

2. ~~It shall be the responsibility of all~~ B~~b~~usiness owners and operators must ~~to be knowledgeable of and~~ comply with ~~the provisions of~~ applicable local, state, and federal standards. This shall include, but is not limited to:

   a. The College Place Municipal Code:

      (1) Solid Waste Collection and Disposal and Policies – Chapter 8.12 (or as amended).

      (2) Nuisances – Chapter 8.4 (or as amended).

      (3) Litter - Chapter 8.28 (or as amended).

      (4) Vehicles and Traffic - Title 10; and

      (5) Streets, Sidewalks, and Public Places - Title 12.

   b. Walla Walla County-City Health Department rules and regulations.

   c. The regulations of the Washington State Washington State Liquor and Cannabis Board for outside public seating.

3. The business owner must provide evidence of insurance coverage for the use of the right-of-way with the City of College Place as an additional insured.

4. The use must be adjacent to and of the same nature as the business's usual operations.

5. The use must not interfere with the public's reasonable use of City right of ways and may only have a diminimus impact on the existing use of neighboring properties.

B. **Application and Site Plan~~Standards~~.**

Commented [GD13]: If a permit isn't required, is an application necessary?

1. Applications for the use of public right of ways ~~sidewalks or parking spaces for food and beverage service~~ shall include a Site Plan and a narrative description of the proposed Special Use as prescribed by the City. This Site Plan and narrative shall include, but is not limited to:

   a. The location and dimensions of the outdoor area to be used, with all streets, sidewalks, bike or pedestrian paths, and parking spaces and other public right of

ways identified~~ adjacent to the business and~~ to include at least 50 feet in all directions.

~~The location and dimensions of the areas to be used for food and beverage service.~~

b. A clear zone around the entrance of the business of at least 3 feet.

c. The proposed location of tables and chairs~~ next to the building and~~ any associated improvements such as service stations and barricades such as planters or railings~~ or fencing~~.

d. Proposed measures to ~~avoid,~~ minimize~~,~~ or mitigate potential adverse impacts on neighboring properties.

C. **Operations and Enforcement.**

1. All business owners shall be responsible for cleaning up each day all litter originating from their operation~~business~~.

2. During the period of the authorized special use, the business owner shall continue to monitor the level and nature of use by the public and may propose and/or the City may require additional measures in the interest of~~to further ensure that the~~ public health, safety, and welfare~~ are protected~~.

3. Prior to the expiration of a special use authorization, the business owner shall clean and return the site(s) to its previous condition.

4. The City may suspend or cancel the permit for a mobile vendor, street vendor, or mobile vendor food court, and/or initiate code enforcement actions for failure to comply with the conditions of approval, including failure to comply with all applicable laws and regulations, or this chapter, provided notice and time for the vendor(s) to take corrective actions. Posting at the site is sufficient notice.

5. The City may immediately revoke a permit if operation of a mobile vendor, street vendor, or mobile food vendor court poses an immediate risk to the safety or welfare of the public or may pose a significant risk to the safety or welfare of the public as determined by the City.

~~The City may suspend or cancel the permit or authorization for outdoor food or beverage service and/or initiate code enforcement actions for failure to comply with the conditions of approval, provided that adequate notice has been provided to allow the business owner to take corrective actions.~~

14.60.150 Home Businesses.

A. Applicability. The residents of a legal dwelling unit may conduct a business(es) in their home as an accessory use, subject to City review and approval.

1. All home businesses shall obtain, and maintain in good standing, a City Business License and shall annually renew the license, as required by the City.

2. All home businesses shall operate in a residence or approved accessory building in compliance with the provisions of this Title including, but not limited to the International Codes, as adopted, and administered by the City.

3. In addition to the requirements in this Section, the City may place additional conditions of approval to protect the public health, safety, and welfare, and critical areas, as well as to reasonably minimize adverse impacts on neighboring properties.

4. The City may deny, revoke, and/or suspend a home business license based upon non-compliance with the provisions of this Title.

5. Home businesses may be subject to inspection by the City; and

6. Uses identified in the Table of Permitted Uses as being permitted in a residential zone such as in-home child day care, and bed and breakfast inns, are not considered home businesses and are not subject to the provisions of this Section.

B. Permitted Uses. The following uses, and similar uses as determined by the City, may be permitted as a home business, in accordance with the provisions of this Section:

1. Artist and sculpture studio.

2. The sale of art and handcrafted items produced on site.

3. Home crafts, such as model-making, rug weaving, and lapidary work.

4. Dressmaking, seamstresses, tailors.

5. Music instruction, no more than two students at a time.

6. Interior design.

7. Message therapy.

8. Beauty parlor, barber shop, tanning bed, or salon (one chair/bed only).

9. Professional services such as accounting or business consulting.

10. Tutoring, not to exceed two students at one time.

11. Repair of small household items.

12. Personal trainer, no more than two clients at a time.

13. Professional office.

14. Pet grooming.

15. Telephone answering or soliciting.

16. Computer programming and small-scale repair.

17. Construction or assembly of products for sale off site.

18. Manufacturer's representative; and

19. Other business activities as determined by the City that meet all of the standards of this Section.

C. Uses Not Permitted as Home Businesses. The following uses or activities, or similar activities as determined by the City, shall not be permitted as home a business:

1. Any use generating, storing, or utilizing hazardous waste.

2. Animal breeding.

3. Kennels.

4. Veterinary clinic or hospital.

5. Automotive servicing, maintenance, repairs, or construction.

6. Painting, seal or clear coating of vehicles, trailers, boats, and the like.

7. Storage of vehicles, boats, or equipment.

8. Parking or storage of heavy equipment.

9. Shipping, trucking, dispatching of vehicles, or related activities.

10. Contractor yards, landscaping, or related businesses.

11. Sexually oriented businesses.

12. Marijuana production, processing, or sales.

13. Machine and metal shop.

14. Antique/vintage store, thrift or secondhand store, or junk yard.

15. Refurbishing used appliances and/or sales.

16. Uses specifically prohibited in the Table of Permitted Uses in the zone; and

17. Other uses, as determined by the City, that do not meet the standards of this Section.

D. Conditions of Approval. The residents of a dwelling unit may be permitted to conduct a business(es) in their home, subject to compliance with applicable state and federal laws, the College Place Municipal Code, including the following provisions, and any additional conditions of approval that may be established by the City to protect the public health and safety and to promote compatibility with the use of neighboring properties:

1. Not more than one non-resident may work on the site of the home business.

2. Hours of operation shall occur between 8:00 a.m. and 7:00 p.m. unless otherwise authorized or restricted by the City.

3. There shall be no exterior evidence of the home business, other than a permitted sign, that would cause the premises to differ from its residential appearance and character.

   a. Only one sign is permitted to advertise a home business. The sign shall be no larger than two square feet in area, non-illuminated, and must be attached to the dwelling.

   b. Windows may not be used to display commercial messages.

4. Home business activities shall be conducted within the dwelling unit and/or inside approved accessory buildings. There shall be no business activities conducted outside of the residence or approved accessory buildings.

   a. There shall be no outside storage of materials, supplies, or display of goods or equipment of any kind related to the home business.

   b. No goods or merchandise shall be displayed such that they are visible from public rights-of-way or adjacent properties.

5. There shall be no offensive noise, vibration, smoke, dust, odors, heat, light, or glare noticeable at or beyond the property line, in accordance with the provisions of College Place Municipal Code Chapter 8.20 Noise Control and Chapter 8.24 Nuisances.

6. The home business shall not use electrical or mechanical equipment that results in:

   a. A change to the fire rating of the structure(s) used for the home business.

   b. Visual or audible interference in radio or television transmitters or receivers, cellular or satellite signals, digital signals, or electronic equipment located off premises; or

   c. Fluctuations in line voltage off premises.

7. There shall be no storage and/or distribution of toxic or flammable materials, and spray painting or spray finishing operations that involve toxic or flammable materials that, in the judgment of the Fire and County Health Departments, pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals who are engaged in home occupations shall make available to the Fire or County Health Departments for review the material safety data sheets which pertain to all potentially toxic and/or flammable materials associated with the use.

8. The on-site sale of goods is not permitted, except as follows:

   a. The sale of items is incidental to a permitted home occupation (e.g., a barber shop that sells hair-care products, etc.).

   b. Hand crafted items made on site, such as art, jewelry, fishing lures, etc.; and

   c. Online, mail order and telephone sales, with off-site delivery.

9. Any need for any parking created by the home business shall be provided on site, provided that with the exception of existing driveways, no parking shall be allowed in setbacks or buffers.

   a. No on-street parking of employees or commercial vehicles, or vehicle with a commercial message display associated with the business is allowed.

   b. No more than one vehicle associated with the business may be permitted. Such vehicle shall not exceed a nominal model designation of one ton (i.e., Ford F350; Chevy-GMC 3500).

10. No traffic shall be generated by a home business in greater volumes than normally expected in a residential neighborhood, as determined by the City.

11. Home businesses may be subject to an annual public health, safety, and welfare inspections by the City.

14.60.160 Vacation Rentals.

A. Applicability. The purpose of this Section is to establish the standards under which an approved single-family residence, accessory dwelling unit, or other approved real property, may be used as a vacation rental or short-term rental, as well as bed and breakfast inns.

1. The owner of a short term or vacation rental, or a bed and breakfast inn shall obtain and maintain in good standing~~,~~ a City Business License.

a. A separate business license shall be required for each vacation rental unit or inn.

b. A property owner may designate a local agent to manage a vacation rental(s) or bed and breakfast inn on his/her/their behalf.

c. The issuance of a City Business License shall include a review and certification of compliance with the provisions of the College Place Uniform Development Code, including, but not limited to the International Codes, as adopted, and administered by the City.

d. The business license may include conditions of approval to protect the public health, safety, and welfare and to minimize adverse impacts on neighboring properties.

e. The vacation rental or the bed and breakfast inn may be subject to an annual public health and safety inspection by the City.

f. Business licenses are subject to annual renewal and additional conditions may be added at the time of renewal; and

g. A business license issued for a vacation rental, or a bed and breakfast inn is not transferable and upon sale or transfer of the property a new business license application must be submitted.

2. Vacations rentals shall be limited to legally established single-family residences, or accessory dwelling units, as approved by the City, provided that the following shall not be used for vacation rentals or short-term rentals under any circumstances:

a. Railroad cars.

b. Boats.

c. Shipping containers; and

d. Structures that do not meet the standards of the International Codes, as adopted, and administered by the City.

3. The following may only be permitted as a vacation rental or short-term rental in a conforming mobile home or RV park:

a. RVs.

b. Camper trucks.

c. Tents.

d. Park models or tiny homes.

e. Trailers; and

f. Mobile homes.

B. Conditions of Approval. It shall be the responsibility of the property owner to ensure that all vacation rentals and bed and breakfast inns are be operated and used in compliance with applicable state and federal laws, the College Place Municipal Code, including the following provisions, and any additional conditions of approval that may be established by the City to protect the public health, safety, and welfare and to promote compatibility with the use of neighboring properties.

1. The maximum capacity for overnight guests for each vacation rental and bed and breakfast inn shall be based on information provided by the Applicant and shall not exceed 2 adults per room identified to accommodate overnight sleeping.

2. All exterior lighting shall be downward facing and screened.

3. All uses of a vacation rental or bed and breakfast inn shall not generate noise in excess of what is typically associated with residential uses in the neighborhood and shall comply with the provisions of College Place Municipal Code Chapter 8.20 Noise Control.

4. The Property Owner or his/her/their designee of each vacation rental and bed and breakfast inn shall maintain on file with the City up to date copies of:

a. A professionally prepared site plan that identifies the location of:

(1) The rental facilities.

(2) On-site amenities.

(3) Required off-street parking in accordance with the provisions of Section 14.60.070 Parking and Loading.

(4) Refuse and recycling facilities; and

(5) Emergency shut-off valves and fire extinguishers.

b. A professionally prepared floor plan that identifies:

(1) The designated use and dimensions of each room.

(2) The capacity of each room designated for sleeping.
(3) The location of windows, doors, and emergency exits.
(4) Fire extinguisher locations; and

(5) The location of the circuit box and the emergency shut-off valves.

c. A property management plan, that:

(1) Identifies the Property Owner and agents authorized to act on the Property Owner's behalf.

(2) Provides emergency and local contact information.

(3) Identifies how the Property Owner will ensure that solid waste and recycling containers are put out and picked up in a timely manner.

(4) Identifies how the exterior of the building, grounds, and landscaping will be maintained; and

(5) Identifies how the Property Owner will enforce compliance with the terms and conditions of approval.

7. A copy of the business license and the local contact information for the owner or his/her/their authorized agent shall be posted and maintained at a visible location at the main entrance, subject to City review and approval.

8. The Property Owner or his/her/their designee shall be responsible for the collection and

payment of all required taxes including lodging taxes, state business and occupation taxes, fees, and charges and shall provide the City with annual documentation of compliance, in a format acceptable to the City.

9. It shall be the responsibility of the Property Owner to ensure that the users of a vacation rental, and all guests, are respectful of their neighbors, and shall be in compliance at all times with the terms and conditions of approval and the provisions of the College Place Municipal Code.

   a. It shall be the responsibility of the Property Owner, or his/her/their authorized agent to promptly investigate and appropriately respond to complaints. Repeated complaints and/or the failure to respond to complaints in a timely manner, may result in the suspension or revocation of approval, and/or civil or criminal penalties.

14.60.170 Accessory Buildings, Structures, Dwelling Units, and Uses.

A. Accessory structures or buildings shall not occupy any parcel or lot independent of the primary building and shall comply with the following provisions:

1. Accessory buildings may include the following or similar structures, in accordance with the provisions of this Title, as determined by the City:

   a. Detached and attached accessory dwelling units.

   b. Garages.

   c. Shops.

   d. Buildings utilized by an approved home business.

   e. Storage sheds.

   f. Greenhouses and potting rooms; and

   g. Children's playrooms.

2. The following shall not be converted to, or used as a storage building, accessory building, or accessory dwelling unit, unless specifically authorized in this Title.

   a. Trailer.

   b. Bus.

   c. RV.

d. Vehicle.

e. Camper.

f. Mobile home.

g. Used shipping container.

h. Railroad car.

i. Tent; or

j. Park model or tiny house.

3. The rental of buildings or rooms for periods of 30 days or less shall require a Special Use Permit and/or related permits from the City, in accordance with the provisions governing short-term or vacation rentals.

4. Accessory buildings, dwelling units, or structures shall only be permitted on parcels with a legally established primary residence, primary building, and/or primary use.

5. All accessory buildings and structures shall comply with the applicable provisions of this Title, including setback, lot coverage, building height, and stormwater management, as well as the provisions of the International Codes, as adopted and administered by the City, unless otherwise specifically authorized in this Title.

~~6. The footprint of the primary residence shall not exceed 35% of the size of the parcel and the total footprint of all accessory buildings and structures shall not exceed 10% of the lot size.~~

7. No accessory building or structure shall occupy the front or side yard setback.

~~7.~~ An accessory building or structure may be located in the rear yard setback up to the property line except in instances where the City routinely plows snow on the abutting alley, in which case it may be located up to 5' of the property line. ~~An accessory building or structure may be located in the rear yard setback up to 5' from the property line.~~

9. The minimum distance to buildings on an adjacent lot shall be at least ten feet in accordance with the provisions of the International Codes as adopted and administered by the City.

10. The maximum height of an accessory building or structure shall not exceed 24'. ~~15' at the eave line.~~.

11. ~~Windows on accessory buildings shall be oriented to protect the privacy of adjacent property owners. This may include the placement of windows above or out of view into adjacent yards or windows, or by using obscure glass.~~

B. Accessory Dwelling Units. In addition to the preceding criteria applicable to all accessory buildings, the following criteria shall also apply to accessory dwelling units:

1. Not more than ~~one~~ two accessory dwelling units may be permitted on a parcel.

2. An accessory dwelling unit may be detached from the primary structure, an addition to a primary structure, within a primary structure, or above an approved detached accessory building such as a garage or shop, provided that an accessory dwelling unit that is attached to or within the primary building, must have a separate entrance and must be a self-contained residential unit.

4. Existing non-conforming accessory buildings may be converted to accessory dwelling units provided that the degree of non-conformity is not increased and that all improvements comply with the provisions of this Chapter.

5. Accessory dwelling units shall comply with the provisions of the International Codes, as adopted, and administered by the City.

6. All accessory dwelling units must have water and sewer service in accordance with City standards, provided that the accessory dwelling unit may share sewer and water connections and services with the primary residence.

   a. A capital facility charge for water and sewer service will be required regardless of whether the water and sewer service are shared or not; and

   b. Accessory dwelling units 600 sq. ft. or less may be eligible for a reduced capital facility charge.

7. One additional paved, off-street parking space ~~is required.~~ shall be required for each accessory dwelling unit, provided that this requirement shall not apply to ADUs that are located within 1/2 mile of a "major transit stop" as determined by the City. This shall include:

   a. A stop on a high-capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW.

   b. Commuter rail stops.

   c. Stops on rail or fixed guideway systems, including transitways.

d. Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or

e. Stops for a bus or other transit mode providing actual fixed route service at intervals of at least fifteen minutes for at least five hours during the peak hours of operation on weekdays.

14.60.180 Housing Standards. The following regulations are intended to supplement the general provisions of this Title and the International Building Codes, as adopted by the City.

A. Applicability. These provisions shall apply to the following uses, as defined by the City:

1. Manufactured housing.

2. Recreational vehicles.

3. Multiple residential dwelling units.

4. Cottage housing and co-housing.

5. Townhouses.

6. Tiny homes; and

7. Mixed-use commercial and residential development.

B. Manufactured housing conforming to the standards of 42 U.S.C. Sec. 5401-5403, as amended, and RCW 35.63.160, as amended, shall be permitted in all zones where single-family residences are permitted, provided that:

1. Manufactured homes shall be set upon a permanent foundation, as specified by the manufacturer, and the space from the bottom of the home to the ground shall be enclosed by concrete or an approved concrete product which can be either load bearing or decorative.

2. Manufactured homes in an approved manufactured home park are not required to be set upon a permanent foundation, provided that they are attached to the ground and that the space from the bottom of the home to the ground is enclosed as specified by the manufacturer and approved by the City.

3. The manufactured home shall comply with all City design standards, including setbacks, applicable to all other homes in the neighborhood.

4. The new manufactured home shall be thermally equivalent to the state energy code.

C. Multiple Residential Dwelling Units. Housing in buildings with multiple residential dwelling units may be permitted in accordance with the following standards:

1. All required parking shall be provided onsite.

2. A minimum of 1,000 square feet per dwelling unit shall be designated and permanently reserved as usable common open space in multi-family dwellings with 10 or more units.
3. All ground-floor housing units shall have front or rear patios or decks measuring at least 35 square feet. Ground-floor housing means the housing unit entrance (front or rear) is within 5 feet of the finished ground elevation (i.e., after grading and landscaping).

4. A minimum of 75 percent of all upper-floor housing units shall have balconies or porches measuring at least 35 square feet. Upper-floor housing means housing units which are more than 5 feet above the finished grade.

5. Private open space areas shall be oriented toward common open space areas and away from adjacent single-family residences, trash receptacles, parking, and driveways to the greatest extent practicable; and

6. See Section 14.60.040 Landscaping for more details.

D. Cottage Housing. Three or more detached, single-family dwelling units may be clustered on a lot around a shared open space or courtyard, provided that:

1. The cottage development shall comply with the Density, Dimension, Area, Height, and Setback Standards for the applicable zoning district, provided that:

   a. The minimum lot size ~~lot coverage,~~ and lot width requirements may be waived by the Community Development Director, provided that the density, and setback requirements can reasonably be met.

   b. The footprint of each dwelling unit shall not exceed 800 square feet.

   c. The maximum overall floorspace of each dwelling unit, excluding garages, shall not exceed 1,200 square feet.

   d. The height of the cottage units shall not exceed 15’ at the eave line.

   e. There must be at least 10’ of separation between all buildings; and

   f. Two dwelling units may be attached to form a duplex.

   ~~e. The lot coverage shall not exceed 45%.~~

2. Each dwelling unit shall have at least 64 square feet of personal outdoor space, which may include patios, decks, or covered porches. The minimum dimension of this personal outdoor space shall be 7’ on all sides.

3. Cottage units will be clustered around a shared open space that provides a sense of openness, visual relief, and community for the residents. A cottage development should not be designed to "turn its back" on the surrounding neighborhood.
   a. There shall be at least 400 square feet of shared open space per dwelling unit.

      (1) Critical areas and their buffers shall not be considered as shared open space.

      (2) Land located between dwelling units and an abutting right-of-way or access easement greater than 21 feet in width may not serve as required common open space, unless the area is reserved as a separate tract, and does not contain pathways leading to individual units or other elements that detract from its appearance and function as a shared space for all residents.

   b. Shared open space shall be located in a centrally located area and be easily accessible to dwelling units within the development.

      (1) The shared open space may be divided into no more than two (2) separate areas per cluster of dwelling units.

      (2) Each shared open space area shall have a minimum dimension of 20 feet on all sides.

   c. At least 50 percent of the units in the development shall abut a common open space.

      (1) A cottage is considered to "abut" an area of open space if there is no structure between the unit and the open space.

      (2) The site shall be designed so that cottages abut at least two sides of all shared open space.

   d. Shared open space shall be designed to provide passive and/or active recreation opportunities and may include shared gardens, picnic facilities, and recreation areas.

   e. Each dwelling unit that abuts a common open space shall have a primary entry and/or covered porch oriented to the common open space.

   f. Each dwelling unit abutting a public right-of-way (not including alleys) shall have an inviting facade, with the primary entrance oriented to the public right-of-way. If a dwelling unit abuts more than one (1) public right-of way, the City shall determine to which right-of-way the inviting facade shall be oriented.

4. Community buildings are encouraged in cottage developments, provided that:

a. Community buildings shall be clearly incidental in use and size to the dwelling units.

b. Community buildings shall be no more than one (1) story. Where the community space is located above another common structure, such as a detached garage or storage building, standard building heights apply; and

c. Community buildings must be located on the same site as the cottage housing development and be commonly owned by the residents.

5. Cottage housing that is designed as co-housing shall also comply with the following standards:

a. Only be required to contain minimal kitchen facilities (e.g., a sink and stove or hot plate), consistent with the International Codes, as adopted and administered by the City, provided that a common structure(s) provides a fully equipped kitchen (e.g., containing a stove, refrigerator, and sink) and dining area available to all residents of the development; and

b. Co-housing projects may contain any number of common structures, however, no more than two (2) common structures shall exceed eight hundred (800) square feet in size, and none shall exceed five thousand (5,000) square feet in size. At least one (1) common structure shall contain a dining room and kitchen large enough to serve at least fifty percent (50%) of the development's residents at a time (based upon occupancy of one (1) person per bedroom, and at least one (1) of the following: a children's day care center, recreational facilities (such as pool tables or exercise equipment), or a meeting room available for the use of all residents.

6. A landscaping plan shall be prepared by a qualified professional and submitted for City review and approval in accordance with the provisions of Section 14.60.040 Landscaping. This shall include, but is not limited to:

a. Areas under private ownership or use.

b. Areas under common ownership or shared use.

c. Proposed landscaping or fencing to buffer or otherwise provide privacy for abutting properties.

d. Mature trees to be retained.

e. Draft documents creating a homeowners' or property owners' association, as regulated by State law, and any other documents establishing the maintenance

responsibilities for the ongoing maintenance of common areas, shared spaces, and stormwater facilities; and

f. Parking areas and documentation that parking requirements have been met.

7. At least one off-street parking space shall be required for each cottage unit in accordance with the provisions of Section 14.60.070 Parking, provided that:

a. At least 1.5 off-street parking spaces shall be provided for each cottage unit if no on-street parking is available.

b. Garages or carports, if provided, shall be detached.

c. At least .5 parking spaces per cottage unit will be reserved as shared guest parking.

8. If the topography or lot configuration precludes the full compliance with these standards, a variance may be granted for alternative methods based on a finding that the public interest is served.

9. Cottage housing may be constructed in accordance with the provisions of a phasing plan approved by the City, provided that all frontage improvements, access improvements, and common areas are constructed first.

E. Townhouses may be permitted in accordance with the following standards*:*

1. Each development shall comply with the Density, Dimension, Area, Height, and Setback Standards for the applicable zoning district, provided that:

a. The minimum lot size ~~lot coverage~~ and lot width requirements may be waived by the Community Development Director, provided that the density, and setback requirements can reasonably be met.

b. The building placement, landscaping, and/or design of windows on the non-zero lot line sides of the structure shall provide a buffer for the occupants of abutting lots. The side of the building, which is located on the property line, cannot have any openings (vents, windows, doors, etc.), nor an eave that overhangs the property line.

c. Usable outdoor living areas shall be provided in rear and side-oriented courtyards.

2. Each building shall comply with the provisions of the International Building Codes as adopted and implemented by the City, provided that:

a. The International Residential Code exception to the required parapet construction is not applicable to zero lot line residential structures.

F. Tiny Homes.

1. Tiny homes may be approved for use as a residential dwelling unit, only if:

a. The wheels have been removed and the tiny home has been attached to a permanent foundation, in accordance with the provisions of local, state, and federal laws, including but not limited to WAC 296-150I-0310.

b. The tiny home has been connected to utilities, including but not limited to water, sewer, and electricity, in the same manner as a typical single-family residence.

c. The tiny home complies with the applicable provisions of the International Codes, including but not limited to Appendix Q of the International Residential Code, as adopted, and administered by the City of College Place; and

d. The tiny home has received a Modular Gold Label Insignia or comparable certification from the Washington State Department of Labor and Industries.

G. Mixed-Use Commercial and Residential Development. Residential and commercial uses may be permitted in the same development as a part of a "vertical" mixed use (housing above ground floor commercial) or a "horizontal" mixed use (housing and commercial permitted on the ground floor in buildings), in accordance with the following standards:

1. All required off-street vehicle parking, including surface lots and garages, shall be oriented to alleys, placed underground, placed in structures above the ground floor, or located in parking areas located behind or to the side of the building; except that side-yards facing a street (i.e., corner yards) shall not be used for surface parking. All garage entrances facing a street (e.g., underground or structured parking) shall be recessed behind the front building elevation by a minimum of 4 feet. On corner lots, garage entrances should be oriented to a side-street (i.e., away from the arterial or collector street) when access cannot be provided from an alley.

2. A minimum of 400 square feet per dwelling unit shall be designated and permanently reserved as usable common open space in multi-family dwellings with 10 or more units or the voluntary payment to the City in lieu of the permanent reservation of usable open space consistent with the provisions of Section 14.90.040 I. 5.

3. All ground-floor housing units shall have front or rear patios or decks measuring at least 35 square feet. Ground-floor housing means the housing unit entrance (front or rear) is within 5 feet of the finished ground elevation (i.e., after grading and landscaping).

4. A minimum of 75 percent of all upper-floor housing units shall have balconies or porches measuring at least 35 square feet. Upper-floor housing means housing units which are more than 5 feet above the finished grade.

5. Private open space areas shall be oriented toward common open space areas and away from adjacent single-family residences, trash receptacles, parking, and driveways to the greatest extent practicable. See Section 14.60.040 Landscaping for additional requirements.

6. All common areas (e.g., walkways, drives, courtyards, private alleys, parking courts, etc.), private stormwater facilities, and building exteriors shall be maintained by the property owner, a homeowner's or property owner's association, or other legal entity approved by the City.

7. The documents creating a homeowners' or property owners association, as regulated by State law, and/or any other documents establishing the maintenance responsibilities for common areas shall be subject to City review and approval by the Community Development Director or his/her/their designee in consultation with the City Attorney. Such documents may be required to be recorded with the County and to run with the land.

14.60.190 Mobile Home Parks, Manufactured Housing Community, and Manufactured/ Mobile Home Community.

A. This section shall apply to the placement of manufactured homes, mobile homes, RV's, park models, and tiny homes in designated developments where individual spaces are leased or rented, but not sold to the occupants. This shall include:

   1. Mobile home parks.

   2. Manufactured housing communities; and

   3. Manufactured/mobile home communities.

B. Permitted uses in a mobile home park, manufactured housing community, or manufactured/mobile home community may include:

   1. Manufactured homes, mobile homes, RV's, park models, tiny homes, and campers. (Collectively referred to as residential units).

   2. Parks and playgrounds.

3. Clubhouses, community centers, and recreation facilities for the primary use of park residents; and

4. One single-family dwelling for the primary use of a manager or caretaker responsible for maintaining or operating the property.

C. Permitted accessory uses in a mobile home park, manufactured housing community, or manufactured/mobile home community include:

1. Garages and carports.

2. Garden houses, tool sheds, playhouses, or greenhouses not used for commercial purposes.

3. Any use customarily incidental to a permitted principal use, i.e., the sale of new manufactured homes for use within the park; and

4. Home business when in compliance with Section 14.60.150.

D. The following standards shall be applicable to the development of mobile home parks, manufactured housing community, or manufactured/mobile home community:

1. Only one dwelling shall be permitted per designated residential space.

2. All dwellings and buildings shall be located at least 15 feet from the perimeter of the park.

3. Unless an intervening fire wall is provided, no residence shall be located closer than 10 feet from any other residence, nor closer than 10 feet from any common parking area or common walkway, or 15 feet from any dedicated street. Detached accessory structures shall not be closer than 5 feet from any residence.

4. Along all property lines adjacent to a Single-Family Residential (SFR) or Multi-Family Residential (MFR) zone, screening consisting of a sight-obscuring fence or dense evergreen hedge designed to constitute a solid planting to a minimum height of 6 feet shall be installed and maintained. See Section 14.60.040 Landscaping for more details.

5. All manufactured homes and mobile homes shall be placed on a foundation or a concrete pad in accordance with the applicable provisions of:

   a. National Manufactured Housing Construction and Safety Standards Act of 1974 and rules and regulations adopted thereunder.

b. Regulations and interpretations of the Washington State Department of Labor and Industries adopted pursuant to HUD rules; and

c. Information supplied by the manufacturer.

6. All manufactured and mobile homes not placed on a permanent foundation shall be attached to the ground and the space from the bottom of the home to the ground is enclosed with weather resistant skirting as specified by the manufacturer and approved by the City.

7. Use of recreational vehicles, tiny homes, park models, or campers for permanent residences is permitted provided that all utility hookups meet state or federal health standards for recreational vehicle parks.

8. A recreational vehicle must contain at least one internal toilet and at least on internal shower. If the park owner or manager permits the use of recreational vehicles that do not have at least one internal toilet and shower the manufactured home community must provide adequate sewer utilities, including toilets and showers.

9. All other utilities to each residential space shall be underground except for outlets and risers at each space.

10. All residential spaces must be served by an adequate supply of water, as determined by the City, in accordance with local, state, and federal standards, provided that the City may require a Certificate of Water Availability from a certified water provider for lots not served by the City water system. All required water system improvements shall be designed and constructed in conformance with City standards and shall address:

    a. Potable water from a public water supply source.

    b. Adequate water supply, pressure, and facilities for fire protection purposes; and

    c. Water necessary to maintain required landscaping.

11. All lots must be served by City sewers, if available, in accordance with the provisions of the Laws of Washington State. If not, the City may authorize the use of a septic system(s) designed to the standards of the Walla Walla County Health Department, provided that the City may require the execution of a No Protest LID Agreement, or other instrument to ensure that a connection is made when City sewer service is available.

12. All mobile home parks, manufactured housing communities, and manufactured/mobile home communities shall be served by one or more public streets providing ingress and

egress at not less than two points. This requirement may be waived based on a finding by the City that the proposed access complies with the provisions of:

a. The City of College Place Engineering Design Standards.

b. The International Fire Code, as adopted by the City; and

c. Is in the public interest.

13. All streets shall comply with all City transportation plans, including but not limited to:

a. Comprehensive Plan Transportation Map.
b. Arterial Street Plan; and

c. City 6-Year Transportation Plan.

14. All street networks and improvements shall provide ready access for fire and other emergency vehicles and equipment and route of escape for inhabitants, in accordance with the provisions of the International Fire Code, as adopted by the City.

15. All streets shall be dedicated to the City and designed in accordance with the City of College Place Engineering Design Standards. This shall include street lighting, street signs, sidewalks, landscaping strips, curbs, gutters, stormwater facilities, pedestrian facilities, and bike lanes, as required.

a. Private streets are discouraged, and all streets shall be dedicated to the City, unless a private street is approved by the City. Private streets may be permitted in:

(1) When serving parcels that are isolated by topography or the configuration of existing lots and that connection with other streets is unachievable; and

(2) Unusual situations based on a finding by the City that it is in the public interest.

b. Private streets, when permitted, must be designed, and constructed in accordance with the City of College Place Standard Specifications, provided that:

(1) Pedestrian access must be provided to existing and future streets or pathways.

(2) Provisions must be made for privately owned and maintained water and sewer improvements, designed, and constructed to City standards, as no public utilities shall be located under a private street.

(3) Traffic circulation shall not be obstructed or cut off future development from public access or utilities; and

(4) The transition to a public street shall not occur in mid-block, unless a mid-block transition is unavoidable, a public turn-around designed to meet City standards must be constructed.

c. All residential spaces shall be accessible from a City street, driveway, joint use driveway, or in the limited circumstances provided in this Title, a private street, in accordance with City standards and the needs of emergency service and utility providers.

18. Frontage improvements may be deferred by the City, if:

a. There are no frontage improvements on either side of the mobile home park, manufactured housing community, or manufactured/mobile home community; and

b. A no protest LID agreement is executed; or

c. A financial guarantee is executed to ensure that the improvements are installed by a certain date or event.

19. The City may accept a voluntary payment in lieu of the installation of required frontage improvements, to be used at a later date, and/or for similar improvements at another location.

20. Street lighting shall be provided in accordance with City lighting standards.

21. Each mobile home park, manufactured housing community, and manufactured/mobile home community shall provide 300 square feet of usable common open space per dwelling. Common open space shall not include:

a. Areas reserved for the exclusive use or benefit of an individual tenant.

b. Dedicated vehicular and pedestrian right-of-way, easement, or off-street parking areas; or

c. Critical areas and their buffers.

22. A designated storage area for recreational vehicles, boats, or trailers may be provided. If provided, a 6 foot-high, sight-obscuring fence shall be erected around the perimeter of such storage area. Storage of recreational vehicles, boats, or trailers on individual manufactured home spaces or required parking stalls is prohibited.

E. Maintenance. It shall be the responsibility of the mobile home park, manufactured housing community, or manufactured/mobile home community owner or manager to:

1. Assure that all required landscape and common areas are perpetually maintained.

2. Keep the park free of unsightly brush, leaves, weeds, and debris which might communicate fires between manufactured homes and other improvements.

3. Keep the park free from nuisances as defined in 8.24 CPMC.

4. Assure that all private stormwater facilities are perpetually maintained.

F. The City shall issue only building permits and certificates of occupancy which conform to the approved final plans of park development and all other applicable sections of this Chapter, other city ordinances, and all applicable laws and regulations.
   1. No building permit for the placement of manufactured homes shall be issued prior to completion of manufactured home park improvements, including drives and screening and landscaping of required common open spaces.

   2. No major changes, as determined by the City, such as rearrangement of spaces, blocks, or drives may be made to an approved manufactured home park plan without again going through the procedures provided under this Chapter for original manufactured home park approval.

G. All residents in mobile home parks, manufactured housing communities, and manufactured/mobile home communities shall be given at least six (6) months' notice by the manufactured/mobile home park property owner in advance of requested or proposed zoning changes, changes to development standards, and/or to variances from development standards.

H. Residents, park homeowners' association and eligible organizations must be given an opportunity to purchase or lease the manufactured/mobile home park. Prior to any sale, lease, or transfer, a park owner must provide written notice to all residents and any homeowners' association on or before the date the owner advertises or lists or otherwise proffers the park for sale, lease, or transfer, a notice of opportunity to purchase or lease. Resident(s), homeowners' association, or eligible organization must provide the owner written notice of intent to consider purchase (if for sale) or lease (if for lease) the park within 45 days of receipt the owner's notice of opportunity to purchase or lease. If the owner receives notice of intent to consider purchase or lease from a resident(s), homeowners' association or eligible organization, owner must negotiate in good faith to sell or lease the park to the resident(s), homeowners' association or eligible organization and owner must not sell, lease, or transfer the property or accept an offer to lease or purchase from any other party for a period of 120 days after receipt of notice of intent to consider purchase or lease from the resident(s), homeowners' association or eligible organization.

1. The notice of opportunity to purchase or lease must include a statement that resident's, homeowners' association, and eligible organizations have 45 days from the date on which the notice of opportunity to purchase was personally delivered or postmarked to provide the owner with notice of intent to consider purchasing or leasing the manufactured/mobile home park. The notice must also provide the address where the notice of intent to consider purchase or lease must be delivered and the name of the person to whom it must be delivered.

2. "Eligible organizations" include community land trusts, resident nonprofit cooperatives, local governments, local housing authorities, nonprofit community or neighborhood-based organizations, federally recognized Indian tribes in the state of Washington, and regional or statewide nonprofit housing assistance organizations.

3. A notice of opportunity to purchase or lease is not required with respect to a sale, transfer, conveyance, or lease of the manufactured/mobile home community or the property on which it sits where the transaction is:

   (a) Due to foreclosure.

   (b) Incidental to financing the park.

   (c) Pursuant to eminent domain.

   (d) Pursuant to a tax sale.

   (e) Between joint tenants or tenants in common.

   (f) Among the partners or shareholders who own the manufactured/mobile home community; or

   (g) To a member of the owner's family or to a trust for the sole benefit of members of the owner's family.

4. Owner is not required to wait 120 days to sell, lease, or transfer the property if all timely notice(s) of intent to consider purchase or lease is withdrawn in writing.

14.60.200 Recreational Vehicles (RV's), Campers, Trailers, Tiny Houses, and Tents.

A. Recreational vehicles, campers, trailers, tiny houses, and tents (aka recreational units) may be used for human habitation only in approved recreational vehicle parks unless otherwise specifically provided in this Title.

1. All applications for new RV Parks or modifications to existing RV Parks or approved RV Park Site Plans, shall include a site plan prepared by a qualified professional in a format prescribed by the City. This site plan should include, but is not limited to:

    a. Identification of the RV park boundaries.

    b. Internal streets and driveways.

    c. The location and dimensions of designated RV spaces.

    d. Required setbacks and buffers.

    e. Designated open spaces and common areas.

    f. Park facilities such as community center, restrooms, waste disposal, and laundry facilities.

    g. The location and dimensions of required parking spaces.

    h. A landscaping plan; and

    i. Identification of "no parking" areas and fire lanes.

2. The Project Sponsor shall also include with any application:

    a. A narrative description and documentation of how the site plan complies with the provisions of this Title; and

    b. A copy of the RV Park Management Plan.

3. All recreational units shall retain their mobility and the wheels or means of transport shall not be removed or disabled.

4. The RV park owner or a designated agent shall always be on the site. It shall be the continuing responsibility of the RV park owner to:

    a. Assure that all required landscape and common areas are perpetually maintained.

    b. Keep the park free of unsightly brush, leaves, weeds, and debris.

    c. Keep the park free from nuisances as defined in 8.24 CPMC.

    d. Establish and enforce standards for the maintenance of recreational units occupied for more than 180 days.

e. Assure that all private stormwater facilities are perpetually maintained; and

f. That no outside storage of materials or equipment is allowed.

5. RV parks shall be designed, constructed, operated, and maintained in compliance with all applicable federal, state, and local laws and regulations.

6. RV park owners shall always maintain in good standing a City business license, provided that:

a. The business license shall be subject to annual renewal.

b. The RV park may be inspected by the Fire Marshal or other representative of the City in conjunction with the renewal process; and

c. The City may suspend or revoke a business license for failure to comply with the provisions of this Title.

B. All recreational vehicle (RV) parks shall be designed in accordance with the following standards:

1. RV's, campers, trailers, tiny houses, and tents may only be located in RV spaces as designated on a site plan approved by the City.

a. The minimum width for each RV space shall be twelve feet (12').

b. The minimum length for a back-in RV space shall be fifty-six feet (56') long and for each pull through RV space seventy feet (70') long, and the space shall not include any common areas, roadways, general use structures, walkways, parking areas for vehicles other than RVs, or landscape areas.

c. There shall be a minimum distance of ten feet (10') between all recreational vehicles, campers, trailers, tiny houses, and tents.

d. Each designated space shall have at least one (1) 10' x 20' parking space.

e. Parking and driveway areas shall be paved with asphalt or concrete or similar surface, in accordance with City standards.

2. RV parks shall be designed with the following setbacks:

a. All designated RV spaces and buildings within the RV park shall be setback at least 20' from all exterior property lines.

b. Recreational units shall be setback at least twenty feet (20') from vegetative hedges.

3. Streets within an RV park shall have a minimum twelve foot (12') wide paved surface for one- way travel, and a minimum twenty-four foot (24') wide paved surface for two-way travel.

    a. No dead-end streets are allowed.

    b. Streets shall be paved with asphalt, concrete, or similar surface, in accordance with City standards.

4. All parking associated with the RV park, including guests, visitors, and employees, shall be on-site in areas designated on the site plan approved by the City. No off-site parking or parking that obstructs access by emergency vehicles shall be permitted at any time.

5. 300 square feet of usable open space or recreational area per recreational unit shall be provided, in common areas, accessible by all tenants, exclusive of:

    a. Areas reserved for the use or benefit of individual tenants.

    b. Dedicated vehicular and pedestrian rights-of-way, easements, and off-street parking areas.

    c. Required perimeter setbacks, and

    d. Critical areas and their buffers.

6. A landscaping plan prepared in accordance with the provisions of Section 14.60.040 prepared by a qualified professional, that includes, but is not limited to:

    a. Perimeter landscaping and screening on all sides in accordance with City standards.

    b. Interior landscaping including grass, shade trees, shrubs, and an automated sprinkler system.

7. The RV park shall be designed in compliance with the City Stormwater standards.

8. All RV spaces shall have access to water, sewer, and electrical service in accordance with City standards.

9. Recreational units may without internal toilets or showers may only be permitted if the RV park provides toilets, lavatories, and showers as required by State and local laws and regulations.

10. At least one (1) sanitary disposal station for removing and disposing of waste from holding tanks shall be provided.

11. Trash receptacles for the disposal of solid waste materials shall be provided in convenient locations throughout the park. The number and capacity of trash receptacles shall be sufficient to insure there is no uncovered accumulation of trash at any time in the park.

12. All lighting shall be screened and downward facing; and

13. No permanent buildings, structures, or additions may be constructed on a designated RV space, or attached to an RV, camper, trailer, or tiny house, or tent.

C. Recreational vehicles, campers, trailers, tiny houses, and tents may be occupied by visitors to a single-family residence on a temporary basis for a period not to exceed fourteen (14) calendar days, in any calendar year, provided that the recreational vehicle, trailer, or tent is located in the driveway, or in the yard outside of required setbacks.

D. Recreation vehicles may be stored/parked in residential zoning districts by residences or their guests, provided the following conditions are met:

1. The recreational vehicle must not be in use for temporary or permanent housing.

2. No more than one recreational vehicle may be stored outside on a parcel.

3. The recreation vehicle shall not intrude into the public right-of-way or obstruct sight visibility from adjacent driveways.

4. The recreation vehicle shall not be parked in the front or side yard setback.

5. The recreation vehicle shall be maintained in a clean, well-kept state which does not detract from the appearance of the surrounding area.

6. The recreational vehicle and its use comply with the provisions of College Place Municipal Code Chapter 8.24 Nuisances.

14.60.210 Temporary Homeless Encampments.

A. Religious organizations may be permitted to host encampments for the homeless on a temporary basis in accordance with the provisions of RCW 36.01.290, provided that:

1. The City may impose conditions of approval necessary to protect the public health, safety, and welfare.

2. Prospective applicants shall submit for City review and approval, plans that at a minimum address:

   a. The maximum number of occupants to be allowed in the encampment.

   b. Provisions for toilets, running water, and garbage collection that meet local health standards.

   c. Provisions for cooking facilities including food storage and dish washing.

   d. Provisions for tents or similar sleeping shelters; and

   e. Plans for the location of first aid equipment, fire extinguishers, designated smoking areas (if any), maintenance of necessary access, plans for keeping the site free of liter or garbage, and plans for prohibiting open flames.

3. Encampments shall be open for inspection by the City at all times, without prior notice, to determine compliance with the conditions of approval. This shall include, but is not limited to the Health Department, Fire Department, Police Department, and the Department of Community Development.

14.60.220 {Open}

14.60.230 Downtown Mixed-Use District Standards.

A. Development activities in the Downtown Mixed-Use District (DMU) shall comply with the following standards:

   1. The City of College Place Downtown Design Standards and Guidelines dated January 10, 2018, or as subsequently amended by the City.

   2. Building storefronts must face College Avenue and shall be placed at back of sidewalk, allowing for a minimum ten-foot-wide sidewalk with twenty-feet encouraged to promote sidewalk activities like outdoor dining, etc. Sidewalks shall be designed and constructed by Project Sponsors in accordance with the provisions of the College Place Engineering Design Standards.

   3. Street trees shall be provided by the Project Sponsor in accordance with the provisions of the City of College Place Engineering Design Standards.

   4. Street lighting shall be provided by the Project Sponsor in accordance with the provisions of the College Place Engineering Design Standards.

5. Required on-site parking facilities shall be provided by the Project Sponsor, at the rear or side of the building; and

6. Normal daytime display of salable items may be placed in a neat and orderly manner on the sidewalk adjacent to the merchant's business. The display shall not materially affect sidewalk traffic or ADA compliance and shall be moved from the sidewalk at the end of each day.

14.60.240 Light Industrial District (LI) Standards. The following provisions, in addition to all other requirements of this Title, shall apply to all development activities and changes of use in the Light Industrial District, as established by the City, unless otherwise provided in this Chapter.

A. The manufacture, fabrication, assembly, packaging, handling, and storage of previously prepared materials may be permitted in accordance with the provisions of this Title, provided there shall be no manufacture, refining or treatment of any of the following products or materials:

1. Asphalt, tar.

2. Acetylene.

3. Brick, tile, terra cotta.

4. Concrete, cement, lime, gypsum, and plaster of paris.

5. Chemicals of a hazardous, noxious or a poisonous nature such as and similar to strong acids and alkalines, ammonia, bleaching powder, chlorine, dyestuff, glue, gelatin, herbicides, and pesticides.

6. Explosive or highly flammable material.

7. Fats, oils, and soaps.

8. Fertilizer, offal, bones, and the reduction of dead animals.

9. Forging or smelting of metal.

10. Lampblack and stove or shoe polish.

11. Heavy timber lumber and planing mills.

12. Oilcloth and linoleum.

13. Paint, shellac, turpentine, lacquer, and varnish.

14. Petroleum.

15. Primary manufacture of paper and pulp.

16. Slaughtering and processing of meat and fish products; and

17. Tannery and curing of raw hide.

14.60.250 University District Standards. The following provisions shall apply to all development activities and changes of use in the University District, as established by the City, unless otherwise provided in this Chapter.

A. Applicability. All new construction of buildings and structures, the modification or expansion of existing building or structures, new uses, or changes of use, and any related development activities shall comply with the provisions of this Title and must receive the required ~~permits and approvals~~permits/approvals/actions from the City before the initiation of any development activities.

   1. In an effort to promote the timely review and approval of all proposed development activities, the University is encouraged to schedule a pre-application meeting with the City Community Development Department to review what the University plans to accomplish and the City's application requirements.

   2. Properties that are owned by the University that are not located within the boundaries of the University District, shall be subject to the provisions of the zoning district in which they are located.

B. Permitted Uses. In addition to the uses identified in the Section 14.50.030 Table of Permitted Uses, the following uses may be permitted, provided they are designed to primarily serve University students, faculty, staff, volunteers, and visitors:

   1. Classrooms and lecture halls.

   2. Administrative buildings and offices.

   3. Dormitories and student housing.

   4. Maintenance facilities.

   5. Indoor and outdoor athletic and recreation facilities.

   6. Food preparation and eating facilities.

7. Parking facilities.

8. Places of worship.

9. Meeting and performance facilities.

10. Bookstores.

11. Special and temporary uses; and

12. Other uses typically associated with small, private universities as determined by the City through an administrative code interpretation.

C. Development Standards. The following development standards shall apply to the University Campus:

1. The University shall provide documentation that all parking needs generated by the proposed development will be met on the campus.

   a. This may require additional on-campus parking improvements, efficiencies, or increased enforcement.

   b. Parking on City streets shall not be permitted.

2. The University shall prepare a traffic study or otherwise provide documentation on the number and frequency of trips that will be generated by the proposed development and whether the new trips can reasonably be accommodated without a reduction in established levels of service. The City may require the University to construct road improvements to maintain level of service standards and to protect public safety.

3. All proposed development activities shall comply with the provisions of the International Codes, as adopted, and administered by the City of College Place. This shall include, but is not limited to:

   a. All new buildings, and the expansion of existing buildings, shall meet the building separation requirements.

   b. Additional separation or access improvements for emergency vehicles may be required in order to meet the requirements of the International Fire Code.

4. The University shall provide documentation that adequate water is available to serve the proposed use and meet required fire flows.

5. The University shall provide documentation that adequate provisions have been made to connect to the City's utilities.

6. The University shall meet the City Stormwater Regulations.

7. All new lighting on the campus shall comply with City lighting standards.

8. The University shall contact the City when planning for special or temporary uses to determine if a Special Use Permit is required and/or measures should be taken to protect the public health, safety, and welfare. This may include, but is not limited to:

   a. Consultation with the Public Works Director, City Engineer, City Police Chief, or Fire Chief to ensure access by emergency vehicles; and

   b. Consultation with the County Health Department regarding sanitation measures and permits.

D. Campus Master Plan. As an alternative to the provisions of this Chapter, the University may submit for City review and approval, a Campus Master Plan to guide the use of existing facilities and new development activities on the campus.

1. This Campus Master Plan shall be based on a projected student population and the projected number of faculty and staff.

2. The Campus Master Plan shall include a map(s) of the campus along with supporting narrative and studies that identifies:

   a. All existing buildings and facilities and the use of each building.

   b. The projected location and use of future buildings and facilities.

   c. Existing and proposed parking areas, the capacity of each area, and documentation of projected parking needs on campus.

   d. The documented location of all existing and planned water and sewer mains, lines, valves, connections, irrigation lines, and fire hydrants.

      (1) In addition, the location of all existing and planned fire hydrants shall be identified.

   e. Documentation of the water service needs for the campus including all proposed buildings and uses, and demonstration that adequate water supply exists to meet the potable water requirements and the requirements of the International Fire Codes, as adopted by the City.

f. Documentation of the sewer service needs for the campus including all proposed buildings.

g. A traffic plan that identifies where ingress and egress for vehicles and deliveries will occur, the baseline level of trips to and from the campus, and the projected number of trips associated with proposed buildings or uses. Proposed improvements to maintain safety and City level of service standards will also be depicted.

h. A bicycle and pedestrian circulation plan that identifies road crossings and proposed improvements to maintain a safe environment for students, faculty, staff, and visitors to the campus.

i. The identification of all existing and proposed stormwater management facilities and improvements. The Stormwater Operation and Maintenance Plans and access agreements should also be included.

3. The proposed Campus Master Plan shall be prepared in consultation with neighboring property owners and shall feature measures to avoid or minimize potential adverse impacts.

4. The City shall conduct an environmental review of the proposed Campus Master Plan.

   a. Subsequent project specific development proposals that are consistent with the provisions of the approved Campus Master Plan, and that fall within the parameters evaluated during the environmental review, may be permitted by the City without additional environmental review.

   b. Proposed development activities that do not fall within the parameters of the environmental review may be required to prepare and addendum or supplemental environmental review, or a new environmental review, as determined by the City.

5. The proposed Campus Master Plan shall be processed by the City through the same process as a conditional use permit.

   a. Minor amendments to the Campus Master Plan may be approved administratively, in writing, by the City.

   b. All other amendments shall be processed as a conditional use permit.

6. The City and the University may elect to execute a development agreement in accordance with the provisions of the Laws of Washington State, to implement the approved Campus Master Plan.

14.60.260 {Open}

14.60.270 Wireless Communication Facilities.

A. The purpose of this Chapter is to establish permit requirements and development standards for wireless communication facilities and services within the city that address the appearance, placement, and safety of antennas, facilities, and equipment associated with wireless communications; to provide predictability to service providers in the permitting process and to allow for site development issues to be addressed through clear and objective placement criteria and development standards.

1. Interpretations of this Section shall be guided by Section 6409 of the Spectrum Act; the Wireless FCC Eligible Facilities Request Rules, the FCC's Report and Order in, *In re Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies*, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC 14-153.

2. In the event of a conflict between the provisions of this Section and the provisions of federal laws, federal regulations, and/or the decisions of federal courts, the federal provisions shall apply unless otherwise determined by the City Attorney.

B. The provisions of this Section shall apply to all new wireless communication facilities as well as the expansion and/or modification of any existing facilities within the city, unless specifically exempted.

1. The following wireless communication facilities are exempt and may be installed without a conditional use permit in accordance with the provisions of this Section:

a. VHF and UHF receive-only television antennas.

b. Amateur and academic wireless communication facilities.

c. Satellite to earth stations using antennae not more than 2 meters in diameter in commercial and industrial districts and direct-to-home satellite services using any size antenna in any zoning district.

d. Send-and-receive citizen band radio antennae operated by federally licensed amateur (ham) radio operators.

e. Industrial, scientific, and medical equipment as regulated by the FCC in 47 CFR Part 18; and

f. Military and government radar antennae and associated communication towers used for navigational purposes as regulated by the FCC by 47 CFR Parts 97 and 95 respectively.

2. The following wireless communication facilities are exempt and may be installed without a building and mechanical permit in accordance with the provisions of this Section:

a. VHF and UHF receive-only television antennas.

b. Amateur and academic wireless communication facilities.

c. Satellite to earth stations using antennae not more than 2 meters in diameter in commercial and industrial districts and direct-to-home satellite services using any size antenna in any zoning district; and

d. Send-and-receive citizen band radio antennae operated by federally licensed amateur (ham) radio operators.

3. Existing and future Federal Communications Commission (FCC) exemptions and/or rulings not explicitly mentioned in this code shall be in effect at the time of enactment by the FCC.

C. The City shall prescribe the application requirements for all non-exempt wireless communication facilities, provided that a pre-application conference shall be required for all Major Wireless Communication Facilities.

D. Development Standards. The following standards shall be applied to all non-exempt wireless communication facilities, consisting of equipment enclosures, antenna support structures, and antennas, unless otherwise provided.

1. Co-location on existing antenna support structures or alternative antenna support structures is preferred if technically feasible and otherwise suitable for the proposed wireless communication services. Attachment of antennas to existing nonresidential structures and buildings primarily within light industrial and commercial zoning districts is preferable to additional antenna support structures.

2. Amateur wireless communication facilities shall not be used for the placement or operation of non-exempt wireless communication equipment and shall not be used to provide or offer non-exempt wireless communication services.

3. The facilities shall comply with the applicable provisions of Section 14.60.030 Density, Dimensions, Area, Height, and Setback Standards, unless otherwise provided in this Section.

a. Non-exempt, non-amateur, or non-academic wireless communication facilities and related structures shall be located not less than 100 feet from any nearby residentially zoned property, as measured from the base of the facility to the property line of each nearby residentially zoned property. Antennas located on an alternative antenna support structure are exempt from the 100-foot requirement provided that related structures are screened in accordance with the provisions of this Section.

b. Antenna support structures and attached antennas shall be located at a point farthest from lot lines as feasible, provided that these locations allow optimal signalization.

c. Antenna placements in the Downtown-Mixed Use District shall extend up no farther than 25 feet and shall be placed as far back from the building exterior as is feasible.

4. Wireless communication facilities shall not be located within easements or any required building setback areas.

5. Wireless communication facilities shall not be used for the purposes of signage.

6. A structural engineer licensed in the state of Washington shall certify in writing that both construction plans and final construction of the antenna support structure or alternative antenna support structure upon which attached antennas may be mounted is designed to reasonably withstand wind and seismic loads as established by the International Building Code.

7. Screening of wireless communication facilities shall be provided in accordance with the provisions of this Section.

8. Development standards for amateur and academic wireless communication facilities.
   a. Wireless communication facilities shall not be located within any easements or building setback areas. Antenna support structures held up by stays or guys may encroach into building setback areas.

   b. Mountings and antenna support structures should be no taller than the minimum required for the purposes of obtaining an obstruction-free reception/transmission window and optimal signalization.

   c. "Lattice" and "monopole" towers regardless of height are subject to current state code requirements.

   d. Antenna support structures shall not be used for the purposes of signage.

e. Antenna support structures may be ground- or roof mounted.

f. Amateur wireless communication facilities shall not be used for the placement or operation of non-exempt wireless communication equipment and shall not be used to provide or offer non-exempt wireless communication services.

g. Equipment enclosures, equal to or less than 120 square feet, designed or used to accommodate amateur or academic radio equipment and/or antenna support structures shall be exempt from any development standards contained elsewhere within this Chapter, except for those specified and applicable in Section 14.60.270 D 3 c.

E. Removal of Wireless Communications Facilities. Any antenna or tower that is not operated for wireless communications for a continuous period of 12 months, shall be removed by the owner of the property on which the tower or antenna is situated, or by the owner or lessee of the tower or antenna within 90 days of receipt of notice to remove from the City. If the antenna and/or tower is not removed within said 90 days, the City may remove the antenna or tower at the owner's expense. If there are two or more wireless communications providers collocated on a single tower, this provision shall not become effective until all provider's cease using the wireless communication facility for a continuous period of 12 months.

F. Disrepair, Hazard, Nuisance, Improper Maintenance - Abatement Required.

1. When the City determines that any wireless communication facility, structure, and/or antenna is in a state of disrepair, presents a safety hazard to the public, constitutes a public nuisance due to disrepair or improper maintenance, or is otherwise not properly maintained, the City shall notify the owner of the facility of such concern by certified mail. Such notice shall specify the problems and the expected resolution.

2. The facility owner shall specify in writing the actions which will be undertaken to rectify the problems with the site. The City may accept or modify the proposed actions as it determines necessary.

3. Failure to complete work specified by the City shall constitute a violation of the conditional use permit or other authorization as provided in this code and may result in the removal of the facility at the expense of the responsible parties.

4. The owner of the telecommunications facility, the lessee of the property upon which the facility is located (if different from the owner of the facility), and the owner of the property (if different from the owner of the facility and/or the holder of the lease) are individually, jointly, and severally responsible for removal of the facility as described above.

a. Should the responsible parties fail to remove a facility or component thereof, or resolve maintenance issues, as directed by the City pursuant to this section, the City may remove the facility at the expense of the responsible parties.

b. The City may pursue recovery of costs for its actions from any and all responsible parties through any means available in courts of competent jurisdiction.

Chapter 14.70 Critical Area Protections

Sections:

14.70.010 Introduction.
14.70.020 General Provisions.
14.70.030 Critical Aquifer Recharge Areas.
14.70.040 Special Flood Hazard Areas.
14.70.050 Geologic Hazard Areas.
14.70.060 Wetlands.
14.70.070 Fish and Wildlife Habitat Conservation Areas.
14.70.080 Enforcement.

14.70.010 Introduction. The purpose of this Chapter is to identify critical areas to help preserve the natural environment, maintain fish and wildlife habitat, and protect drinking water, and to supplement the City's development regulations governing land use.

A. All development activities including new uses of land and buildings, changes of use, as well as new construction and the modification of existing buildings, structures, and infrastructure must comply with all provisions of this Chapter and this Title, as well as all other applicable provisions of local, state, and federal law, unless specifically exempted.

B. Critical areas subject to the provisions of this Chapter include:

1. Critical Aquifer Recharge Areas.

2. Special Flood Hazard (frequently flooded) Areas.

3. Geologic Hazard Areas.

4. Wetlands; and

5. Fish and Wildlife Habitat Conservation Areas.

C. The following activities may be determined by the City to be exempt from the provisions of this Chapter:

1. Emergency actions necessary to prevent an immediate threat to life, or to public health, safety, or welfare, or that pose an immediate risk of damage to private structures or improvements and that require remedial or preventative action in a time frame too short to allow for compliance with the procedural requirements of this Chapter.

a. Emergency actions that create an impact on a critical area or its buffer shall be limited to those actions that are required to address the emergency and generally

are limited to the actions necessary to remove the immediate threat. Additional actions to permanently address a deficiency generally do not qualify as emergency actions and require full compliance with the procedural requirements of this Chapter. Emergency actions should be carried out in a manner that has the least feasible impact on the critical area or its buffer.

b. The person or agency undertaking emergency action shall notify the City within five working days following commencement of the emergency activity. Within 30 days, the City shall determine if the action taken was within the scope of the emergency actions allowed in this subsection. If the City determines that the action taken, or any part of the action taken, was beyond the scope of an allowed emergency action, then enforcement actions may be initiated.

c. After the emergency, the person or agency undertaking the action shall submit a critical area report assessing effects on critical areas and conduct necessary restoration and/or mitigation for any impacts to the critical area and buffers resulting from the emergency action in accordance with an approved critical area report and mitigation plan. The person or agency undertaking the action shall apply for all approvals required by this Chapter. Restoration and/or mitigation activities must be initiated within 180 days of the date of the emergency, unless an extension is approved by the City, and completed in a timely manner.

2. Maintenance, operation and/or repair of rights-of-way, trails, roads, utilities, buildings and other facilities within critical areas and buffers; provided, that the activity does not further alter, impact, or encroach upon the sensitive area or buffer or further affect the functions of sensitive areas, and there is no increased risk to life, property, or the environment, as a result of the proposed operation, maintenance, or repair.

3. Maintenance of existing, lawfully established landscaping and gardens within a regulated critical area or its buffer, including but not limited to mowing lawns, weeding, removal of noxious and invasive species, harvesting and replanting of garden crops, pruning and planting of ornamental vegetation or indigenous native species to maintain the condition and appearance of such areas as they existed prior to adoption of this code; provided, that native growth protection areas, mitigation sites, or other areas protected via conservation easements or similar restrictive covenants are not covered by this exception.

4. Maintenance, repair, or replacement of an existing legal, nonconforming structure that does not immediately, or is not likely in the future to further alter or increase the impact to the sensitive area or buffer and results in no increased risk to life, property, or the environment, as a result of the proposed modification or replacement, or reconstruction of unintentionally damaged nonconforming structures provided structures are not expanded or reconstructed for a new use.

5. Replacement, modification, installation, or construction of utility facilities, lines, pipes, mains, equipment, or appurtenances, not including substations, when such facilities are located within the existing improved portion of the public right-of-way (road surface, shoulder, sidewalks, and slopes) or the improved portion of City-authorized private roadway; provided, that no fill or discharge occurs outside the existing improved area and with appropriate best management practices to control erosion, sedimentation and other potential impacts. Excluded is work within a water body or wetland, including but not limited to culverts or bridge replacement or construction.

6. Utility projects that have minor or short duration impacts to critical areas and buffers, as determined by the City in accordance with the criteria below, and which do not significantly impact the functions or values of a sensitive area(s); provided, that such projects are constructed with best management practices and appropriate restoration measures are provided. These activities shall not result in the transport of sediment or increased stormwater, or adversely affect health, property, or the environment. Such allowed minor utility projects shall meet the following criteria:

    a. There is no practical or feasible alternative to the proposed activity with less impact on sensitive areas.

    b. The activity involves the placement of a utility pole, street signs, anchor, or vault or other small component of a utility facility; and

    c. The activity involves disturbance of less than 200 square feet of the sensitive area and/or buffer, exclusive of any equipment and/or vehicles needed to perform the activity.

7. Low impact activities such as hiking, canoeing, nature study, photography, fishing, education, or scientific research.

8. Public and private pedestrian trails, provided that:

    a. The trail surface does not exceed six feet in width.

    b. The trail surface consists of uncompacted gravel or pervious materials, including boardwalks.

    c. The trail meets all other City, state, and federal requirements, including state water quality standards; and

    d. Sensitive area and/or buffer widths may be increased, where possible, equal to the width of the trail corridor, including disturbed areas.

9. The following non-aquatic vegetation removal activities:

a. The removal of the noxious weed species designated by Washington State or the local weed control authority with hand labor and light equipment, or other invasive species.

b. The removal of hazard trees from sensitive areas and buffers that are posing a threat to public safety, or an imminent risk of damage to a permanent structure.

10. Minor site investigative work necessary for land use submittals, such as surveys, soil logs, percolation tests, and other related activities, where such activities do not require construction of new roads, removal of native trees or shrubs, or displacement of more than five cubic yards of material. Investigations involving displacement of more than five cubic yards of material, including geotechnical soil borings, groundwater monitoring wells, percolation tests, and similar activities shall require submittal of specific plans and restoration plans to the City prior to commencement of any activity. In every case, impacts to the sensitive area shall be minimized and disturbed areas shall be immediately restored. No activity shall commence or occur without City written approval.

11. The application of herbicides, pesticides, fungicides, organic or mineral-derived fertilizers, or other hazardous or potentially hazardous substances, if necessary, provided that their use shall be conducted in accordance with applicable local, state, and federal law.

12. Activities undertaken to comply with a United States Environmental Protection Agency superfund related order, or a Washington Department of Ecology order pursuant to the Model Toxics Control Act that specifically preempts local regulations in the findings of the order.

13. Project and facilities for restoration and enhancement of ecological functions of critical areas and related resources may be allowed within critical areas and buffers, upon City approval of a restoration and mitigation plan in accordance with the provisions of this Chapter, or for restoration of enhancement programs in an adopted shoreline restoration plan pursuant to Chapter 173-26 WAC, a watershed planning document prepared and adopted pursuant to Chapter 90.82 RCW, a watershed restoration project pursuant to RCW 89.08.460, a salmonid recovery plan, the salmon recovery board habitat project list, or identified by the Washington Department of Fish and Wildlife as essential for fish and wildlife habitat enhancement pursuant to RCW 77.55.290.

14. The repair and maintenance of drainage ditches.

15. The installation of individual service lines for agricultural purposes and to existing uses.

16. Reasonably necessary activities conducted by a public agency to control mosquitoes, pests, rodents, weeds, invasive species, and the like.
17. Agricultural activities including farming, horticulture, normal maintenance and repair of irrigation delivery systems and drainage systems, ranching, and grazing of animals and pest and weed control. This includes land lying idle under a government program, agricultural set-aside land and changes between agricultural activities.

18. Normal and routine maintenance of agricultural ponds, livestock watering ponds, and fishponds.

19. Intentional construction of artificial structures from upland areas for purposes of stormwater drainage or water quality control, grassy swales, or ornamental landscape ponds, which are not a part of a critical mitigation plan and are consistent with the Stormwater Management Manual for Eastern Washington, as adopted and implemented by the City.

20. Normal dredging required to maintain flows and minimize flooding, provided that other applicable local, state, and federal permits are obtained.

21. Cases where a federal agency has jurisdictional control over a wetland and the City determines that those permit conditions would satisfy the requirements of this Chapter.

14.70.020 General Provisions.

A. It shall be the responsibility of Property Owners and Project Sponsors to know and/or to identify the location of critical areas on and near their property and to comply with the provisions of this Chapter at all times.

1. Property Owners and Project Sponsors that may be proposing development activities in proximity of critical areas are strongly encouraged to schedule and attend a conference with City staff to discuss the applicability of these regulations prior to preparing and submitting land use applications to the City.

2. The City maintains public maps that may assist in the identification of critical areas.

   a. It is the responsibility of the Property Owner/Project Sponsor to identify and map all critical areas on their property.

   b. The presence of a critical area and/or its associated buffer on a parcel triggers the requirements of these regulations, regardless of whether a critical area or buffer is depicted on an official map.

3. Reasonable access to the project site shall be provided to the City, state, and federal agency staff for the purpose of inspections and compliance review during any proposal review, restoration, emergency action, new construction, or monitoring period.

B. These regulations shall apply in addition to the other applicable provisions of this Title, as well as applicable local, state, and federal regulations.

1. Compliance with the provisions of this Chapter does not necessarily constitute compliance with other federal, state, and local regulations and permit requirements that may be required (for example, Hydraulic Project Approvals permits, Army Corps of Engineers Section 404 permits, National Pollutant Discharge Elimination System permits).

2. The Project Sponsor shall be responsible for obtaining all required ~~permits and approvals~~permits/approvals/actions before initiating any action.

C. The City, when regulating uses, activities, and developments within or adjacent to, and likely to affect one or more critical areas, shall do so consistent with the best available science and the provisions of this Chapter.

1. The best available science is that scientific information applicable to the critical area prepared by local, state, or federal natural resource agencies, a qualified professional, or team of qualified professionals that is consistent with criteria established in WAC 365-195-900 through WAC 365-195-925.

2. Nonscientific information may supplement scientific information, but it is not an adequate substitute for valid and available scientific information. Common sources of nonscientific information include anecdotal information, non-expert opinion and hearsay.

3. Where there is an absence of valid scientific information or incomplete scientific information relating to a critical area leading to uncertainty about the risk to critical area function of permitting an alteration of or impact to the critical area, the City may:

a. Take a "precautionary or a no-risk approach," that strictly limits development and land use activities until the uncertainty is sufficiently resolved; and/or

b. Require application of an effective adaptive management program that relies on scientific methods to evaluate how well regulatory and nonregulatory actions protect the critical area. An adaptive management program is a formal and deliberate scientific approach to taking action and obtaining information in the face of uncertainty. An adaptive management program shall:

(1) Address funding for the research component of the adaptive management program.

(2) Change course based on the results and interpretation of new information that resolves uncertainties; and

(3) Commit to the appropriate timeframe and scale necessary to reliably evaluate regulatory and nonregulatory actions affecting protection of critical areas. and anadromous fisheries.

D. Property Owners and Project Sponsors shall, when designing development activities that may affect geologic hazard areas, wetlands, and fish and wildlife habitat conservation areas, use the following measures, listed in priority order:

1. Avoid the adverse impact altogether by not taking a certain action or parts of an action or moving the proposed action.

2. Minimize adverse impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology and engineering, or by taking affirmative steps to avoid or reduce adverse impacts.

3. Rectify the adverse impact by repairing, rehabilitating, or restoring the affected environment to the conditions existing at the time of the initiation of the project.

4. Reduce or eliminate the adverse impact over time by preservation and maintenance activities during the life of the action.

5. Compensate for the adverse impact by replacing, enhancing, or providing similar substitute resources or environments.

6. Monitor the impact for a reasonable period of time and taking appropriate corrective measures; and

7. Mitigate the adverse impact through a combination of measures.

E. A Critical Area Authorization or Permit is required before any construction or development activity may be initiated on a site with an area that meets the criteria for designation as a Special Flood Hazard Area, Geologic Hazard Area, Wetland, or Fish and Wildlife Habitat Conservation Area(s) or their associated buffers.

1. A Critical Area Authorization must be based on a written finding by the City that:

a. The proposed activity is exempt; or

b. The proposed activity only occurs outside of the critical area and the associated buffer; or

c. The City has adequate information to determine that the proposal will not have an adverse impact on the Critical Area; or

d. The proposed activity will not have an adverse impact on the critical area and otherwise complies with the provisions of this Section.

2. A Critical Area Permit shall be based on the findings and recommendations contained in a Critical Area Report(s).

F. In order to receive a required Critical Area Permit, Project Sponsors must prepare and submit for City review and approval a critical area report(s) in a format prescribed by the City.

1. The City shall determine the scope, content, and format for a Critical Area Report based on pre-application consultation with the Project Sponsor and his/her/their consultants, resource agencies, and qualified professionals.

a. Please contact the City Community Development Department or go to the City's website to get the most recent copy of the City's Guidelines for preparing a Critical Area Report.

b. Individual critical areas reports may be combined into a single comprehensive report, in a format approved by the City.

2. Critical Area Reports shall be prepared by a qualified professional, as determined by the City.

a. The cost of preparing required critical areas report(s) shall be borne by the Applicant/Project Sponsor.

b. The cost of a professional peer review of any required critical areas report, if required by the City, shall be borne by the Applicant/Project Sponsor.

3. Critical Area Reports shall be submitted to the City in draft form for City review and comment. Following this review, the City shall notify the Applicant in writing:

a. That the report complies with City guidelines and that it may be submitted in final form.

b. That additional information is necessary and/or revisions must be made before the report can be accepted for processing, and that identifies the corrective actions that must be taken; or

c. That the report does not comply with City guidelines and that identifies the corrective actions that must be taken.

4. Upon acceptance of the Critical Area Report(s), the City shall utilize the report to evaluate the proposed development activity and to establish conditions of approval. In addition, the City may require the Project Sponsor to:

a. Submit detailed construction plans and drawings prepared by a qualified professional necessary to implement mitigating measures and other conditions of approval.

b. Conduct or permit to be conducted on-going monitoring and evaluation.

c. Install protective fencing and signage.

d. Provide the City with financial guarantees; and

e. Comply with other such measures as may be necessary to comply with the provisions of the applicable local, state, and federal laws.

G. Fencing and Signs of Critical Areas and Required Buffers. The City may require, as a condition of approval, that temporary or permanent fencing and signage may be installed to protect critical areas and their buffers from inappropriate uses, unauthorized development activities, intrusion, or accidental encroachment.

1. The outer perimeter of the critical area or buffer and the limits of those areas to be disturbed pursuant to an approved permit or authorization shall be marked in the field in such a way as to ensure that no unauthorized intrusion will occur and is subject to inspection by the City prior to the commencement of permitted activities. This temporary marking shall be maintained throughout construction and shall not be removed until permanent signs, if required, are in place.

2. Fencing installed as part of a proposed activity or as required in this Section shall be designed so as to not interfere with native species migration, including fish runs, and shall be constructed in a manner that minimizes impacts to critical areas and buffers.

H. In order to inform subsequent purchasers of real property of the existence of critical areas, the owner of private property containing a critical area or buffer on which a development proposal has been approved, shall file a notice with the County Records and Elections Division, as directed by the City. The notice shall state the presence of the critical area or

buffer on the property, the application of this Chapter to the property, and the fact that limitations on actions in or affecting the critical area or buffer may exist. The notice shall "run with the land."

14.70.030 Critical Aquifer Recharge Areas. Critical aquifer recharge areas (CARAs) are lands with prevailing geologic conditions associated with infiltration rates that create a high potential for contamination of ground water resources or contribute significantly to the replenishment of ground water.

A. The entire City of College Place is hereby designated as a critical aquifer recharge area and the provisions of this Chapter shall apply to all proposed development activities unless specifically exempted, or otherwise provided.

   1. All uses and development activities shall comply with local, state, and federal laws and regulations to protect groundwater including, but not limited to the Washington Administrative Code Chapters 173-216, 173-218, 173-240, 173-303, 173-304, 173-360 and the US Clean Water Act.

   2. The City may require a critical area report prepared by a qualified professional and supported by best available science, to identify design features and best management practices necessary to protect the quality and quantity of groundwater.

   3. Uses and activities may only be permitted if the Project Sponsor can show that the proposed use or activity will not cause contaminants to enter local aquifers, adversely affect the recharging of the aquifer, or adversely affect the quantity or quality of groundwater.

14.70.040 Special Flood Hazard Areas.

A. All Special Flood Hazard Areas in the City of College Place, as determined by utilizing data obtained from the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) are subject to the provisions of this Section. Special Flood Hazard Areas are subject to inundation by 1-percent-annual chance flood, and shall include Zones A, AE, A1-30, AH, AO, AR, and A99.

B. No development activities or new uses may be permitted on sites with designated Special Flood Hazard Areas without a Critical Areas Authorization or Permit in accordance with the provisions of this Chapter, including but not limited to, Section 14.70.020. For information on how to prepare a required special flood hazard report please refer to the City of College Place document entitled *Guidelines for Preparing Special Flood Hazard Area Reports, May 13, 2019*, or as subsequently amended.

C. All proposed development activities and new uses on sites with designated Special Flood Hazard Areas must comply with FEMA regulations and standards. Please note that federal flood insurance purchase requirements apply in these zones.

14.70.050 Geologic Hazard Areas. The purpose of these regulations is to maintain the integrity of designated geologic hazard areas and their buffers in order to protect adjacent lands from the impacts of landslides, mudslides, subsidence, excessive erosion, and seismic events, and to safeguard the public from these threats to life or property.

A. Geologic hazard areas in the City of College Place shall include those areas that are susceptible to one or more of the following types of hazards:

1. Erosion hazard.

2. Landslide hazard.

3. Seismic hazard; or

4. Other geological events including, mass wasting, debris flows, rock falls, and differential settlement.

B. No development activities or new uses may be permitted on sites with areas that meet the criteria for designation as a Geologic Hazard Area or an associated buffer without a Critical Areas Authorization or Permit in accordance with the provisions of this Chapter, including but not limited to, Section 14.70.020.

1. The City may waive or reduce engineering study and design requirements in geologic hazard areas for:

a. Additions or alterations to existing structures that do not increase occupancy or significantly affect the risk of structural damage or injury; or

b. New buildings that are not dwelling units or used as places of employment or public assembly and do not pose a significant threat to dwelling unit(s)or places of employment or public assembly.

2. For more information on how to identify geologic hazard areas and the standards to protect them, please refer to City of College Place document entitled *Standards for Identifying and Protecting Geologic Hazard Areas, May 13, 2019*, or as subsequently amended.

3. For information on how to prepare the required Geologic Hazard Area Report please refer to City of College Place document entitled *Guidelines for Preparing Geologic Hazard Area Reports, May 13, 2019*, or as subsequently amended.

14.70.060 Wetlands. Wetlands are areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances

do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from non-wetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from non-wetland areas created to mitigate conversion of wetlands.

A. All areas within the City of College Place meeting the wetland designation criteria in the approved federal wetland delineation manual and applicable regional supplements, as amended, regardless of any formal identification, are hereby designated critical areas and are subject to the provisions of this Chapter.

   1. Wetlands shall be rated according to the Washington Department of Ecology Wetland Rating System, as set forth in the Washington State Wetland Rating System for Western Washington: 2014 Update (Ecology Publication #14-06007), or as revised. Wetland delineations are valid for five (5) years; after such date the City shall determine whether a revision or additional assessment is necessary.

   2. A buffer area shall be established for all designated wetlands to protect the function and values of the wetland.

B. No development activities or new uses may be permitted on sites that meet the criteria for designation as a wetland or an associated buffer without a Critical Areas Authorization or Critical Areas Permit in accordance with the provisions of this Chapter, including but not limited to, Section 14.70.020.

   1. The following uses and activities may be permitted by the City in wetlands through a critical Areas Authorization:

      a. Conservation or preservation of soil, water, vegetation, fish, and other wildlife that does not entail changing the structure, or functions of the existing wetland.

      b. The harvesting of wild crops in a manner that is not injurious to natural reproduction of such crops and provided the harvesting does not require tilling of soil, planting of crops, or alteration of the wetland by changing existing topography, water conditions or water sources.

      c. Recreational and educational activities.

      d. Research.

e. Drilling for utilities under a wetland provided that the drilling does not interrupt the ground water connection to the wetland or percolation of surface water down through the soil column. The City may require the Project Sponsor to submit a special study prepared by a Qualified Professional to determine whether the ground water connection to the wetland or percolation of surface water down through the soil column is disturbed prior to any drilling or drilling associated activities.

f. Enhancement of a wetland through the removal of non-native invasive species. Weeding shall be restricted to hand removal and weed material shall be removed from the site. Bare areas that remain after weed removal shall be re-vegetated with native shrubs and trees at natural densities. Some hand seeding may also be done over the bare areas with native plants.

2. For more information on the rating of wetlands as well as the criteria and standards for establishing buffer areas, please refer to the City of College Place document entitled *Standards for Classifying and Protecting Wetlands, April 25, 2019*, or as subsequently amended.

3. For more information on how to prepare a required Wetlands Report please refer to the City of College Place document entitled *Guidelines for Preparing a Wetlands Report, May 13, 2019*, or as subsequently amended.

14.70.070 Fish and Wildlife Habitat Conservation Areas.

A. All areas within the city meeting one or more of the following criteria, regardless of any formal designation, are hereby designated Fish and Wildlife Habitat Conservation Areas and are subject to the critical area provisions of this Chapter:

1. Areas where state or federal designated endangered, threatened, and sensitive species have a primary association.

a. Federal designated endangered and threatened species are those fish, wildlife, and plant species identified by the U.S. Fish and Wildlife Service and the National Marine Fisheries Service that are in danger of extinction or threatened to become endangered.

b. State designated endangered, threatened, and sensitive species are those fish, wildlife, and plant species native to the State of Washington identified by the state Department of Fish and Wildlife, that are in danger of extinction, threatened to become endangered, vulnerable, or declining and are likely to become endangered or threatened in a significant portion of their range within the state without cooperative management or removal of threats. State designated endangered, threatened, and sensitive species are periodically recorded in WAC 232-12-014

(state endangered species), and WAC 232-12-011 (state threatened and sensitive species).

2. Priority habitats and species identified by the state Department of Fish and Wildlife. Priority species require protective measures for their perpetuation due to their population status, sensitivity to habitat alteration, and/or recreational, commercial, or tribal importance. Priority habitats are those habitat types or elements with unique or significant value to a diverse assemblage of species. A priority habitat may consist of a unique vegetation type or dominant plant species, a described successional stage, or a specific structural element.
3. Habitats and species of local importance as identified by the City, including those that possess unusual or unique habitat warranting protection because of qualitative species diversity or habitat system health indicators.

4. Naturally occurring ponds are those ponds under 20 acres and their submerged aquatic beds that provide native fish or wildlife habitat, including those artificial ponds intentionally created from dry areas in order to mitigate impacts to ponds. Naturally occurring ponds do not include ponds deliberately designed and created from dry sites, such as canals, detention facilities, wastewater treatment facilities, farm ponds, temporary construction ponds, and landscape amenities, unless such artificial ponds were intentionally created for mitigation.

5. Waters of the state includes lakes, rivers, ponds, streams, inland waters, underground waters, and all other surface waters and watercourses within the jurisdiction of the State of Washington, as classified in WAC 222-16-031.

6. Lakes, ponds, streams, and rivers planted with game fish by a governmental or tribal entity.

7. Natural area preserves, and natural resource conservation areas are defined, established, and managed by the Washington State Department of Natural Resources.

8. Streams shall be designated in accordance with the Washington State Department of Natural Resources (DNR) stream type as provided in WAC 222-16-030. Streams are further categorized according to Ecosystem Diagnosis and Treatment (EDT)/Snake River Salmon Recovery Plan priority protection reaches.

9. Areas of rare plant species and high-quality ecosystems that are identified by the Washington State Department of Natural Resources through the Natural Heritage Program.

B. No development activities or new or modified uses may be permitted on sites that meet the criteria for designation as a Fish and Wildlife Habitat Conservation Area or an associated

buffer without a Critical Areas Authorization or Permit in accordance with the provisions of this Chapter, including but not limited to, Section 14.70.020.

1. For information on the standards for identifying and protecting Fish and Wildlife Habitat Conservation Areas please refer to the City of College Place document entitled *Standards for Classifying and Protecting Fish and Wildlife Habitat Conservation Areas, May 13, 2019*, or as subsequently amended.

2. For information on how to prepare the required critical areas report for development activities on sites meeting the criteria of designation as a Fish and Wildlife Habitat Area, please refer to the City of College Place document entitled *Guidelines for Classifying and Protecting Fish and Wildlife Habitat Conservation Areas, May 13, 2019*, or as subsequently amended.

14.70.080 Enforcement.

A. When a critical area or its buffer has been altered in violation of this Chapter, the City shall have the authority to issue a stop work order to cease all development activities, and order restoration, rehabilitation, replacement, or where determined appropriate, mitigation measures at the owner's or other responsible party's expense to compensate for violation of provisions of this Chapter and other applicable City codes.

1. All development work shall remain stopped until a restoration and/or mitigation plan is prepared at the Project Sponsor's expense and approved by the City. The plan must be prepared by a Qualified Professional and shall describe how the actions proposed meet the minimum requirements of this Section.

2. The City may, at the violator's expense, seek expert advice in determining the adequacy of the plan.

3. Inadequate plans shall be returned to the violator for revision and resubmittal, with a written explanation regarding any deficiencies and/or additional information that may need to be submitted.

4. Any work recommenced shall be done in accordance with the approved restoration/mitigation plan.

5. For alterations to frequently flooded areas, wetlands, and habitat conservation areas the following minimum performance standards shall be met for the restoration of a critical area to the condition and state pre-existing the violation provided that if the violator can demonstrate in a restoration/mitigation plan that greater functional and habitat values can be obtained, these standards may be modified by the City:

a. The function and values of the affected area shall be restored, including water volumes, quality, and wildlife habitat.

b. The soil types and configuration shall be replicated; and

c. The critical area and buffers shall be replanted with native vegetation that replicates the vegetation typically found on the site in species types, sizes, and densities.

6. For alterations to flood and geological hazards, the following minimum performance standards shall be met for the restoration of a critical area, provided that, if the violator can demonstrate that greater safety can be obtained, these standards may be modified:

a. The hazard shall be reduced to a level equal to, or less than, the pre-development hazard.

b. Any risk of personal injury resulting from the alteration shall be eliminated or minimized; and

c. The hazard area and any buffers shall be replanted with native vegetation sufficient to minimize the hazard.

B. Representatives of the City are authorized to make site inspections and take such actions as are necessary to enforce this Chapter. The authorized representatives shall present proper credentials and make a reasonable effort to contact any property owner before entering onto private property.

C. Any violation of this Chapter shall be enforced in accordance with the provisions of the College Place Municipal Code. Any person, party, firm, corporation, or other legal entity convicted of violating any of the provisions of this Chapter shall be subject to civil or criminal penalties. Each day or portion of a day during which a violation of this Chapter is committed or continued shall constitute a separate offense. Any development carried out contrary to the provisions of this Chapter shall constitute a public nuisance in accordance with the provisions of the College Place Municipal Code Chapter 8.24 and may be enjoined as provided by the statutes of the State of Washington.

Chapter 14.80 Shoreline Master Program

The City of College Place does not have any shoreline areas under the jurisdiction of the Washington State Shoreline Management Act, and as a result, the City has not adopted a Shoreline Master Program. If the City annexes an area with jurisdictional shoreline areas, the provisions of the Walla Walla County Shoreline Master Program shall continue to apply until the City adopts a Shoreline Master Program.

Chapter 14.90 Subdivisions

Sections:

14.90.010 Introduction.
14.90.020 Applicability.
14.90.030 General Requirements.
14.90.040 Required Improvements.
14.90.050 General Application Requirements.
14.90.060 Alterations or Vacations.
14.90.070 Lot Line Adjustments.

14.90.010 Introduction. The purpose of this Chapter is to establish uniform standards and procedures to guide the division of land in accordance with the provisions of RCW 58.17 and the College Place Comprehensive Plan.

14.90.020 Applicability.

A. The regulations contained in this Chapter shall apply to the division or redivision of land, or the alteration of lots within the city for the purpose of sale, lease, or transfer of ownership, whether immediate or future, unless otherwise clearly provided. This shall include the following unless the proposed action is specifically exempted in RCW 58.17.040, as determined by the City:

   1. Subdivisions of 10 or more lots.

   2. Short plats of 9 or fewer lots.

   3. Binding site plans; and

   4. Lot line adjustments.

B. No person or entity shall sell, lease, or transfer the ownership of or offer for sale, lease, or transfer of ownership any real property that is subject to this Chapter without prior approval and recording of the final plat and full compliance with this Chapter.

   1. Any person, or entity who violates any provision of this Title relating to the sale, offer for sale, lease, or transfer of any lot, tract or parcel of land shall be guilty of a civil infraction and subject to a fine as established by the City Council, and each sale, offer for sale, lease or transfer of each separate lot, tract, or parcel of land in violation of any provision of this Chapter shall be deemed a separate and distinct infraction.

   2. The City may elect to take any or all actions available at law and in equity to enforce this Title, and to try to any violation of these regulations.

C. No parcel may be divided into two or more short plats in order to avoid the requirements of a subdivision.

14.90.030 General Requirements.

A. All proposed subdivisions, short plats, binding site plans, and lot line adjustments shall comply with the following general requirements, unless otherwise provided in this Title:

1. The College Place Comprehensive Plan and all plans, documents, policies, and maps that have been adopted by reference to be used in support of the implementation of the College Place Comprehensive Plan.

2. The applicable provisions of the College Place or Walla Walla County Shoreline Master Program, if any.

3. The City of College Place Engineering Design Standards.

4. The applicable provisions of RCW 58.17, as determined by the City; and

5. Other applicable local, state, or federal laws and regulations.

B. Applications for subdivisions, short plats, binding site plans, and lot line adjustments shall include a survey prepared by a by a licensed professional land surveyor, in accordance with the provisions of the Laws of Washington State, including but not limited to Title 58 RCW, RCW 18.43.020, and WAC 332.130, and such administrative provisions as may be adopted by the City.

C. All subdivisions, short plats, and binding site plans shall be designed in accordance with the following principles:

1. The subsequent use and development of all newly created or altered lots can be accomplished in substantial compliance, as determined in the sole discretion of the City, with the provisions of this Title, particularly the regulations governing the protection of critical areas, and a reasonable use exception will not be required.

2. Natural features and resources, including natural topology, watercourses, marshes, scenic points, large or heritage trees, natural groves, rock formations and critical areas should be preserved, protected, and enhanced and the lot layout shall reflect natural limitations inherent in the property.

3. In subdivisions, the layout of blocks and lots should be designed to:

a. Promote traffic safety and ease of traffic control and circulation.

b. Be wide enough to allow for two tiers of lots unless the topography or other factors dictate the use of one tier of double frontage lots. Double frontage lots shall be designed with an easement at least ten feet wide to be dedicated along the lot lines abutting the principal or minor arterial or other disadvantageous use, across which there shall be no right of access for the general public or adjoining property owners.

c. Be consistent with the topography and the needs for convenient access, circulation, control and safety of street traffic, emergency vehicle access, and type of land use proposed, but ordinarily, block lengths should not exceed 600 feet. Blocks may be up to 1000' feet in length if there is a mid-block sidewalk, path, or trail built to City standards and dedicated to public use that connects to nearby streets.

4. All lots shall be designed to comply with the following provisions, unless otherwise provided in this Title:

a. The density requirements of the zoning district in which the property is located.

b. The minimum lot size and lot width requirements of the zoning district in which they are located.

(1) No critical areas or buffers may be included in the calculation to determine compliance with the minimum lot size requirement.

(2) In subdivisions, the minimum lot size and lot width may be reduced by up to 10% in up to 10% of the lots.

(3) In short plats, the minimum lot size and lot width requirements may be waived by the Community Development Director, provided that the density~~, lot coverage~~ and setback requirements can reasonably be met.

c. All building setbacks shall be measured from the boundaries of critical area buffers when present.

d. Provide access by means of a public street in accordance with the City of College Place Engineering Design Standards, provided that in subdivisions, new residential lots should not have direct driveway access to a principal or minor arterial.

5. All dedications of land shall be clearly and precisely indicated on the face of the plat or binding site plan and reflect that the City is a beneficiary to any and all public uses and required maintenance thereof including, but not limited to open spaces, emergency services access, and stormwater utilities.

D. All required improvements should be installed prior to final plat, final short plat, or binding site plan approval.

1. All required improvements shall be subject to inspection and acceptance or rejection by the City.

2. Required improvements may be waived only when specifically authorized in this Title.

3. Required improvements may be deferred only through City approval of a phasing plan or the acceptance of a financial guarantee as provided in this Title.

14.90.040 Required Improvements. The following improvements are required in all subdivisions, short plats, binding site plans, and lot line adjustments unless otherwise provided in this Title. All improvements must be designed and constructed by the Project Sponsor, at no cost to the City, in accordance with the provisions of the City of College Place Engineering Design Standards, as determined by the City, other applicable local, state, and federal laws, and the following provisions:

A. Water Supply. All lots must be served by an adequate supply of water, as determined by the City, in accordance with local, state, and federal standards, provided that:

1. The City may require a Certificate of Water Availability for lots not served by the City water system.

2. All required water system improvements shall be designed and constructed in conformance with City standards and shall address:

a. Potable water from a public water supply source.

b. Adequate water supply and facilities for fire protection purposes.

c. Water main looping; and

d. Water necessary to maintain required landscaping.

B. Sanitary Sewer. All lots must be served by City sewers, in accordance with the provisions of the Laws of Washington State, provided that the City may make a written finding that sewer service is not reasonably available and may authorize the use of a septic system(s) designed to the standards of the Walla Walla County Health Department, provided that:

1. The location of the septic tank, system drain field, and reserve drain field are depicted on a recorded legal document, as specified by the City; and

2. The City may require the execution of a No Protest LID Agreement, or other instrument to ensure that a connection is made when City sewer service is available.

C. Streets. All subdivisions, short plats, and binding site plans shall be served by one or more public streets providing ingress and egress at not less than two points, unless otherwise approved by the City.

1. All streets shall comply with all City transportation plans, including but not limited to:

   a. Comprehensive Plan Transportation Map.

   b. Arterial Street Plan; and

   c. City 6-Year Transportation Plan.

2. All street networks and improvements shall provide ready access for fire and other emergency vehicles and equipment and route of escape for inhabitants, in accordance with the provisions of the International Fire Code, as adopted by the City.

3. All streets shall be designed and constructed in accordance with the City of College Place Engineering Design Standards. This shall include, but is not limited to street lighting, street signs, sidewalks, landscaping strips, curbs, gutters, stormwater facilities, and bike lanes, as required by the City.

   a. Private streets are discouraged, and all streets shall be dedicated to the City, unless a private street is approved by the City. Private streets may be permitted in the sole discretion of the City only in:

      (1) Binding site plans.

      (2) Mobile home/manufactured home parks.

      (3) Situations involving parcels that are isolated by topography or the configuration of existing lots and that connection with other streets is unachievable; or

      (4) Unusual situations based on a written finding by the City that it is in the public interest.

   b. Private streets, when permitted, must be designed and constructed in accordance with the City of College Place Engineering Design Standards, provided that:

      (1) Pedestrian access must be provided to existing and future streets or pathways.

(2) Provisions must be made for privately owned and maintained water and sewer improvements, designed and constructed to City standards, as no public utilities shall be located under a private street.

(3) Traffic circulation shall not be obstructed or cut off future development from public access or utilities.

(4) The transition to a public street shall not occur in mid-block, unless a mid-block transition is unavoidable, a public turn-around designed in compliance with the College Place Engineering Design Standards and the International Fire Codes, as adopted by the City, shall be provided.

(5) Private streets shall be owned in common by the owners of the property served by the private street or by a homeowners' association. The tract shall be designated on the plat as a special purpose tract. Private access may be designated by a recorded easement. A maintenance agreement shall be recorded with the Walla Walla County Auditor that commits the owner(s) to maintain all elements of the private street. Accessibility shall be maintained at all times for emergency vehicles.

c. In residential short plats, each lot shall be accessible from a City street, driveway, joint use driveway, or in the limited circumstances provided in this Title, a private street, in accordance with City standards and the needs of emergency service and utility providers.

(1) The requirement for access at two or more points may be waived by the City based on a finding that the proposed access complies with the provisions of:

(a) The City of College Place Engineering Design Standards.

(b) The International Fire Code, as adopted by the City; and

(c) Is in the public interest.

d. Frontage improvements may be deferred by the City in a short plat, if:

(1) There are no frontage improvements on either side of the proposed short plat; and

(2) A no protest LID agreement is executed; or

(3) A financial guarantee is executed to ensure that the improvements are installed by a certain date or event.

e. The City may accept a voluntary payment in lieu of the installation of required frontage improvements, to be used later, and/or for similar improvements at another location.

(1) There shall be no time limitation on the use of voluntary payments.

f. The provision of alleys in residential subdivisions may be the basis for the City to approve a reduction in the width of required streets.

g. In residential subdivisions, the width of driveways at the curb on lots with at least 60' of street frontage shall not exceed 20' in width at the curb and back of the right-of-way, as specified in the City of College Place Engineering Design Standards, provided that:

(1) On lots with street frontage greater than 60', the width of the driveway at the curb may be increased by 1' over the standard 20' maximum for every 3' of frontage over 60', up to a maximum width at the curb and back of the right-of-way of 30'.

(2) On lots with less than 60' of street frontage, the driveway width at the curb may not exceed 12'.

(3) The width of a driveway at its widest point shall not exceed the width of the driveway at the curb plus 4'; and

(4) Driveway approach wings and pedestrian approach wings shall be separated by a minimum of four feet between the end of the wings.

h. In residential short plats, the width of driveways shall not exceed 20' at the curb and back of the right-of-way or 24' at its widest point.

i. Alleys should be provided in commercial and industrial areas, except that the City may waive this requirement based on a finding that adequate provisions have been made for deliveries, loading, unloading, and parking.

j. On corner lots, the placement of driveways should be placed as far away from the intersection as possible, as determined by the City.

D. Sidewalks shall be provided in every residential, industrial, or commercial subdivision, and business park, and shall conform to the City sidewalk standards. Sidewalks shall be properly located and sufficient to meet the circulation needs of the subdivision. The width of sidewalks in residential areas shall not be less than six feet, not including curb or features that diminish mobility, as determined by the City. The sidewalk must not be obstructed with poles, fire hydrants, and the like. Sidewalks shall not be less than ten feet where

deemed essential for pedestrian traffic in commercial and industrial areas, schools, playgrounds, shopping centers, etc., unless otherwise approved by the City.

E. A minimum 5' wide landscape strip(s) designed in accordance with City standards shall be required on every side of a lot that abuts an arterial, collector, or local street in a residential subdivision, provided that:
   1. The front yard setback may be reduced by 5' in the Single-Family Residential district on lots with an approved landscaping strip.

   2. Every planter strip shall be:

      a. Irrigated and planted with grass.

      b. Include at least one street tree every 60' selected from a list provided by the City.

      c. Be the continuing maintenance responsibility of the abutting property owner unless alternative arrangements have been approved by the City, such as maintenance by a professional landscaping firm hired by a homeowner's association; and

F. Stormwater improvements shall be designed and constructed in accordance with the provisions of the City of College Place Engineering Design Standards and the most recent version of the Stormwater Management Manual for Eastern Washington, as adopted by the City of College Place.

G. Bike lanes, designed and constructed in accordance with City standards, are required in residential subdivisions on all collectors and arterial streets.

H. Public Utilities.

   1. Easements for fiber, cable, electric, telephone, television, water, gas, stormwater, sewer, and similar public utilities shall be a minimum width of ten feet, unless otherwise determined by the City to be of adequate width to maintain.

   2. The City may permit, in consultation with utility providers, the shared use of selected easements by compatible utilities, subject to certain conditions.

   3. The installation of utilities facilities should be underground.

   4. Public utility easements should be located along the front or rear property lines. If a side yard easement is needed, it shall be located adjacent to the lot line on one side of the lot line. Easements shall not be located on the lot lines.

I. Parks and Open Space. All new subdivisions of ten or more lots shall set aside and improve, and/or make such payments and off-site improvements as may be necessary to

mitigate the impacts of the proposed development and to implement the City's level of service standards for parks and open space, and trails.

1. All proposed new subdivisions (ten or more lots) shall include provisions for at least 1,000 square feet of designated park and open space area per dwelling unit.

    a. A determination of the suitability of the land designated for park and open space purposes in accordance with the provisions of the City's Parks, Recreation, and Open Space Plan shall be made by Community Development Director or his/her/their designee in consultation with the City Parks, Arbor, and Recreation Board.

    b. Designated park and open space areas should be contiguous and shall be placed in a park and/or open space tract(s).

    c. Critical areas and their buffers shall not be considered as park or open space, unless specifically authorized in this Chapter.

    d. Streets and associated median or planter strips, sidewalks, bike lanes, stormwater facilities, or areas required for the provision of utilities shall not be considered as park or open space, unless specifically authorized in this Chapter.

    e. The Project Sponsor may propose to install and/or improve a trail(s) to City standards as a part of the required park and open space. Trails may be located in a critical area buffer in accordance with the provisions of the City's regulations to protect critical areas and the Washington State Environmental Policy Act, as well as all applicable local, state, and federal laws and regulations.

    f. All required improvements shall be installed by the Project Sponsor and inspected and approved by the City prior to final subdivision approval, provided that the City Council may approve a financial guarantee provided by the Project Sponsor, in a format prescribed by the City Attorney, to make the required improvements in accordance with an approved plan and specified timeline.

2. Park and open space areas less than three acres in size shall be the ongoing maintenance responsibility of the homeowners in the subdivision, and:

    a. These park and open space areas shall be landscaped with grass, shade trees, shrubs, and an automated sprinkler system, as specified in a landscaping plan submitted for City review and approval.

    b. These park and open space areas should also include a children's playground and exercise equipment, benches, walking paths, picnic areas, a drinking fountain, garbage cans, and a pet waste station, as appropriate, or comparable improvements

in accordance with the standards for neighborhood parks in the City's Parks, Open Space, and Recreation Plan.

c. The documents creating a homeowners' or property owners association, as regulated by State law, and/or any other documents establishing the maintenance responsibilities for the required park and open space areas shall be subject to City review and approval by the Community Development Director or his/her/their designee in consultation with the City Attorney.

3. Park and open space areas greater than three acres in size may be proposed for dedication to the City, provided that:

a. Priority consideration shall be given by the City to tracts three or more acres in size.

b. These open space areas shall be landscaped by the Project Sponsor with grass, shade trees, shrubs, and an automated sprinkler system, as specified in a landscaping plan approved by the City.

c. The Project Sponsor shall provide for the following improvements in accordance with the standards for neighborhood parks in the City's Parks, Open Space, and Recreation Plan:

(1) Picnic area.

(2) Benches.

(3) Walking paths.

(4) Children's playground and exercise equipment.

(5) Drinking fountain.

(6) Garbage cans and pet waste stations.

(7) Restrooms; and

(8) Parking.

d. Nothing in these regulations, shall preclude the Project Sponsor, or a homeowners' or property owners' association from proposing a dedication after final plat approval, in accordance with the provisions and standards of this Chapter and the City's Parks, Open Space, and Recreation Plan.

e. The City's Parks, Arbor, and Recreation Board shall review proposed dedications and improvements and shall make a recommendation to the City Council to accept, accept with modifications, or not accept a proposed dedication.

f. If a proposed dedication is accepted by the City, the dedicated park and open space areas and improvements shall be owned and maintained by the City.

g. Required park/open space areas not dedicated to the City shall be the ongoing maintenance responsibility of the homeowners in the subdivision. The documents creating a homeowners' or property owners' association, as regulated by State law, and any other documents establishing the maintenance responsibilities for the required park and open space area shall be subject to City review and approval by the Community Development Director or his/her/their designee in consultation with the City Attorney.

4. As an alternative to the preceding regulations, the City may establish a Park Impact Fee to mitigate the direct impacts associated with proposed subdivisions, provided that such fees shall be established by ordinance and shall comply with the provisions of RCW 82.02.060.

5. Pending the adoption of a Park Impact Fee by the City, a Project Sponsor may propose, subject to City Council review and approval, a voluntary payment and/or a dedication of additional land, in lieu of providing some, or all, of the required parks and open space land and improvements.

a. The voluntary payment or dedication shall be based on the assessed/appraised value of the land to be subdivided, and the estimated cost of the required improvements, as approved by the City.

b. The value of the voluntary payment or dedication should meet or exceed the value of the required dedication or improvements.

c. Voluntary payments shall be used by the City for the acquisition or improvement of land for park and open space purposes in accordance with the provisions of the City's Parks, Open Space, and Recreation Plan within a one-half mile radius of the subdivision, unless otherwise agreed to by the parties.

d. The following examples of voluntary payments or dedications are provided as a potential resource to Project Sponsors:

(1) A new 43-lot single-family residential subdivision would be required to place in a park and open space tract and improve at least 43,000 square feet of land, in accordance with City standards. If the parcel to be subdivided had an assessed/appraised value of $1/square foot, the Project Sponsor could propose

a voluntary payment to the City of $43,000 plus the estimated cost of the improvements in lieu of setting aside and improving the required park and open space area.

(2) A new 87- lot single-family residential subdivision would be required to place in a park and open space tract and improve just over two acres of land, in accordance with City standards. If the parcel to be subdivided had an assessed value of $1/square foot, and the approved estimate of the cost of improvements to the two-acre park was approximately $130,000, the Project Sponsor could propose, in lieu of making the required improvements, to set aside three additional acres of park and open space and dedicate a total of five acres to the City. In this instance, the value of the additional three acres of land proposed for dedication to the City (three acres/130,680 square feet valued at $1/square foot equals $130,000) would offset the estimated cost of the required improvement. If accepted, the City would then be responsible for the ownership, development, and maintenance of the park.

(a) In the preceding example, the Project Sponsor could propose a combination of an additional set aside of land and payment in lieu of the required improvements. In this instance, the Project Sponsor could propose, in lieu of making the required improvements, to set aside two additional acres of land for parks and open space and dedicate a total of four acres to the City along with a voluntary payment of $43,000 to be used by the City for improvements to the park.

(3) A new 15-lot residential subdivision with duplexes, would be required to place in a park and open space tract and improve 30,000 square feet of land, in accordance with City standards. If the parcel to be subdivided had an assessed/appraised value of $1/square foot, the Project Sponsor could propose, in lieu of setting aside and improving the required park and open space area, a voluntary payment to the City of $30,000 plus the estimated cost of the improvements to be used to make improvements to a nearby City-owned neighborhood park.

(4) A new 10-lot single-family residential subdivision would be required to place in a park and open space tract and improve 10,000 square feet of land, in accordance with City standards. In lieu of setting aside and improving the required park and open space area, the Project Sponsor could propose to spend at least an equivalent amount to construct a trail, built to City standards, to connect the subdivision with a nearby City-owned park.

6. The City's Parks, Arbor, and Recreation Board shall review all proposed voluntary payments and/or dedications in lieu of setting aside or making required improvements

and shall make a recommendation to the Mayor and City Council to accept, accept with modifications, or not accept the proposed voluntary payment.

7. Nothing in these regulations is intended to interfere with:

   a. The completion of the required environmental review process and conditions of approval that may be required to avoid, minimize, or mitigate potential adverse impacts, or the use of the City's authority to deny an application that could create probable, significant adverse impacts that cannot be reasonably mitigated.

   b. The City and the Project Sponsor executing a Development Agreement, in accordance with the provisions of state law, that meets or exceeds the provisions of this Chapter, based on a finding that it is in the public interest.

14.90.050 General Application Requirements.

A. All subdivisions, short plats, and binding site plans are subject to a four-step review and approval process in accordance with the provisions of this Chapter and Chapter 14.30 Permit Processing Procedures. The steps include:

   1. Pre-application consultation and preparation of application materials.

   2. Preliminary review and approval.

   3. Civil plan review and approval, construction, inspection, acceptance of improvements, and the execution of access and maintenance agreements; and

   4. Final review and approval, including the establishment of monitoring protocols, as appropriate.

B. Preliminary subdivision, short plat, and binding site plan applications shall include such forms, maps, plat maps, narrative, special studies, environmental assessments, drawings, and documentation as may be required by the City. This may include, but is not limited to the following:

   1. Required City application forms.

   2. A title report prepared no more than 30 days before the date the application is submitted.

   3. SEPA Checklist and proposed mitigation measures.

   4. Required critical area reports.

5. Required geo-technical reports and liquefaction assessment.

6. Required cultural resources report or tribal documentation that a report is not required.

7. Required traffic impact analysis.

8. Utility plan.

9. Preliminary stormwater design report.

10. Proposed landscaping and screening plan.

11. A description of proposed phasing plans.

12. Proposed restrictive covenants to be imposed upon land within the subdivision.

13. Survey.

14. Proposed preliminary plat map that includes, but is not limited to:

    a. Name of subdivision, short plat, or binding site plan. This name must not duplicate the name of another subdivision in Walla Walla County (please check with Walla Walla County Assessor).

    b. Date, north arrow, and scale of drawing.

    c. Vicinity map with the location of the proposed development.

    d. Proposed development boundaries, a legal description of the site, and location by section, township, and range.

    e. Names, addresses, and telephone numbers of the owners, contact person, designer or engineer, and surveyor, and the date of the survey with surveyor's certificate.

    f. Existing and proposed public and private streets, tracts, driveways, open space, parks, trails, etc. with location, names, right-of-way dimensions, and approximate radius of street curves. Tracts shall also have approximate dimensions, area calculation in square feet, and identification numbers or letters.

    g. Lot and block dimensions, area calculation in square feet, and building setbacks for all lots.

    h. The location, width, and purpose of all existing and proposed easements.

i. Monuments.

j. Proposed uses of the property, including all areas proposed to be dedicated to the public, or preserved as open space, for the purpose of surface water management, recreation, or other use.

k. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent. Such ground elevations shall be related to some established benchmark or other datum approved by the City Engineer.

l. Existing structures that will remain on site including abandoned underground infrastructure, such as septic tanks.

m. Conditions of adjacent property, platted or unplatted, and if platted, giving the subdivision name and showing the streets.

n. Existing and proposed utilities.

o. The proposed number and location of public or shared parking places.

p. The location and proposed buffers of critical areas.

q. Proposed phases of development, if applicable.

r. Data table, as applicable:

(1) Future Land Use Map designations.

(2) Existing and proposed zoning.

(3) Existing and proposed land uses.

(4) Proposed number of lots.

(5) Residential density calculations.

(6) Parks and open space calculations; and

(7) Parking calculations.

s. A place for required signatures, in a format prescribed by the City. This may include, but is not limited to:

(1) Property Owners of Record.

(2) Licensed Surveyor.

(3) Walla Walla County Auditor.

(4) Walla Walla County Treasurer.

(5) City Community Development Director; and

(6) City Engineer.

C. The City may approve, approve subject to conditions, or deny an application for a proposed subdivision, short plat, or binding site plan.

1. Approval shall be based on a finding that the proposal:

a. Conforms to the comprehensive plan and meets the requirements of this Chapter.

b. Makes adequate provisions for, water supply, sewage disposal, storm water management, fire protection, and other necessary services.

c. Is accessible by City streets and provides means of ingress and egress in accordance with the provisions of the College Place Engineering Design Standards; and

d. Protects the public health, safety, and welfare and serves the public's interests.

2. Conditions of approval may include measures necessary to assure compliance with applicable codes and ordinances of the City; to protect the health, safety, and welfare of the public; or as mitigated by compliance with the State Environmental Policy Act; or as required by RCW 58.17.

D. During the preliminary review of the application, the City shall determine whether appropriate provisions are made for, but not limited to the public health, safety, and general welfare; open spaces, parks, and playgrounds; school grounds; streets, alleys, sidewalks, and other public ways; water supplies; sanitary sewers; stormwater facilities; and sanitary and solid waste disposal. The burden of proof shall lie with the Applicant. If the City finds that such appropriate provisions are not made, the proposal will not be approved. As provided in RCW 58.17.110, the City may require dedication of land to any public body as a condition of approval.

1. The City shall consider the physical characteristics of the proposal and may request that modifications be made or disapprove the application because of any identified or suspected natural limitations, including but not limited to slope, soil stability, flood

hazard, inundation, swamp conditions, drainage conditions and location in or proximity to critical areas as described in Chapter 14.70. The burden of proving that disruption of areas identified or suspected of being critical will not endanger the public health, safety welfare, or the environment shall lie with the Applicant.

2. The City will consider the effects, if any, of a proposal on adjacent properties and on off-site or city-wide public facilities and services, such as existing parks, recreation facilities, schools, streets, transit facilities, and stormwater facilities. The City may require construction, repair, expansion, improvement, or other provision of off-site improvements by the Project Sponsor. Such requirements may include but shall not be limited to dedication of land for right-of-way, resurfacing a street that provides access to a subdivision or replacement of inadequately sized off-site utilities whose capacity will be affected by the development.

3. The City may condition the approval of a preliminary application in order to promote the public interest, safety, health, and welfare. Conditions of approval shall be listed on the face of the plat, including that the City is a beneficiary of such conditions.

E. Preliminary approval shall constitute authorization for the Project Sponsor to prepare detailed construction plans, profiles, and specifications for the required improvements in accordance with the provisions of this Title, the City of College Place Engineering Design Standards, and applicable conditions of approval. Upon approval by the City, and the issuance of any permits that may be required, the Project Sponsor shall construct the required facilities and improvements.

1. The Project Sponsor shall have five years from the date of preliminary approval to submit to the City a final application meeting all requirements of this Title, or as otherwise provided in RCW 58.17. Failure to submit a final application within the five-year period shall result in expiration of preliminary approval; however, a Project Sponsor who files a written request with the City at least thirty days before the expiration of the five-year period may be granted up to a one-year extension upon a showing that the Project Sponsor has attempted in good faith to submit the final application within the five-year period. Good faith shall be interpreted as having made substantial progress in making improvements required under preliminary approval. Disapproval of a request for extension shall mean expiration of preliminary approval.

2. The City may permit the proposal to be developed in two or more phases and may impose such conditions upon the filing of phases as it may deem necessary to assure the orderly development. Prior to the final approval of individual phases, the City may require additional conditions such as interim improvements, and/or a financial guarantee of the construction of required improvements in subsequent phases if it finds that such improvements are necessary to ensure that the phase being approved meets all conditions of the preliminary approval even though all phases have not been completed.

3. The application for final approval of the first phase of a phased development shall be submitted to the City not later than five years from the date of the preliminary approval, and the applications for final approval of the subsequent phases shall be submitted in accordance with a timetable approved by the City.

F. The Project Sponsor must inform the City if the phasing timetable cannot be complied with, or construction of the development is to cease.

1. The City reserves the right to require certain improvements to assure the health, safety, and welfare of the public and residents will be satisfied.

2. The City may accept financial guarantees for improvements not completed or voluntary payments in lieu of improvements in accordance with the provisions of Section 14.10.070 Financial Protections.

G. Final Plat. Upon construction of all required improvements and the satisfaction of all conditions of approval, the Project Sponsor may prepare and submit in a format prescribed by the City, the final documents for City review and approval.

1. The City may approve the final documents based on a finding that:

a. All conditions of the preliminary approval have been met.

b. All required improvements have been installed, inspected, and accepted by the City.

c. Financial protections have been provided in accordance with this Title to assure completion of the improvements.

d. The requirements of local, state, and federal law and this Title have been, or will be satisfied by the Project Sponsor; and

e. Approval is in the public's interest.

2. If any of the above criteria have not been met the City may return the application for final approval to the Applicant for full compliance.

3. Upon approval by the City, and all signatures have been made to the final documents, the Project Sponsor shall be responsible for transmitting all approved documents to the Walla Walla County Assessor and Auditor for recording. Failure to do so shall void the approval.

4. After recording with the County Auditor, the Project Sponsor shall provide such digital and hard copies as may be required by the City.

5. No person shall transfer, sell, lease, or offer for transfer, sale or lease any land subject to the requirements of the subdivision, short plat, or binding site plan approval, until all required documents have been approved and properly recorded.

14.90.060 Alterations and Vacations.

A. Any person may submit for City review and approval an application to vacate a subdivision, short plat, or binding site plan, or portion thereof, or any area designated for public use, in accordance with the provisions of this Section and RCW 58.17.212, provided that:

1. The Application shall state the reasons for the proposed vacation and shall contain the signatures of all parties that have an ownership interest in the portion of the subdivision to be vacated.

2. If the proposed vacation would affect any covenants or would alter the terms and conditions of plat approval, an agreement signed by all parties shall be submitted documenting agreement to the proposed termination or alteration of the covenants and conditions of approval.

3. The City finds that the proposed alteration or vacation will not adversely affect the public health or safety and is in the public interest.
4. The proposed vacation streets and roads must comply with the provisions of state law, including but not limited to RCW 35.79.030, 35.79.035, and 36.87.130; and

5. The proposed alteration will be processed by the City in the same manner as a new application for a subdivision, short plat, binding site plan.

B. When the vacation application is specifically for a City street, the procedures for street vacation in RCW 35.79 will be used. When the application is for the vacation of the plat together with streets, the procedure for vacation in this Chapter will be used, but vacations of streets may not be made that are prohibited under RCW 35.79.030.

C. Proposed alterations to an approved subdivision, short plat, or binding site plan shall be classified as a major or a minor alteration and shall be processed in accordance with the provisions of Chapter 14.30 Permit Processing Procedures.

1. Proposed alterations shall be considered major, based on a finding by the City that one or more of the following provisions is met:

(a) A change in the approved land use(s).

(b) An increase in the number of dwelling units.

(c) A change in the location or design of approved streets, driveways, or parking areas that affects traffic flows.

(d) A reduction in the approved parks or open space.

(e) Changes that require a new or supplemental environmental assessment; and/or

(f) Substantive changes to required mitigation measures or proposed improvements.

2. Proposed alterations that meet or exceed the approved plans or that that do not meet the criteria for major alterations, may be considered by the City as a minor alteration.

D. The City may approve an alteration or vacation of an approved subdivision, short plat, or binding site plan based on a finding that the proposal:

1. Complies with the provisions of this Title.

2. Is in the public interest; and

3. Does not adversely affect the public health, safety, and welfare.

14.90.70 Boundary Line Adjustments.

A. A boundary line adjustment is a mechanism by which the City may approve the alteration of a boundary line between legally created lots, provided that:

1. Such an adjustment shall not create any additional lot, tract, parcel, site, or division, nor create lots which are nonconforming or more nonconforming than exists; and

2. A boundary line adjustment may consolidate lots under common ownership.

B. Applications for a boundary line adjustment shall be submitted in a format prescribed by the City and may include, but is not limited to:

1. A preliminary survey map identifying:

a. All existing and proposed lot lines and lot dimensions.

b. Before and after legal descriptions.

c. Footprints and dimensions of existing structures (including accessory structures) and setbacks from existing and proposed lot lines.

d. The location and dimensions of driveways and public and private streets within or abutting the subject lots.

e. Existing fences and walls.

f. The location of critical areas, shoreline areas, and required buffers; and

g. Any other information deemed necessary by the City to ensure compliance with the provisions of the College Place Municipal Code and the College Place Engineering Design Standards.

2. Such forms as may be required by the Walla Walla County Assessor or Auditor.

C. The City may approve an application for a boundary line adjustment based on a finding that:

1. The boundary line adjustment does not result in the creation of any additional tract, lot, parcel, site, or division.

2. The lots, tracts, or parcels resulting after the boundary line adjustment meet all dimensional requirements specified for the applicable zone as outlined in this Title, or do not increase an existing legal nonconformity.

3. All lots modified by the boundary line adjustment have legal access meeting the standards of the City of College Place; and

4. The boundary line adjustment does not violate an applicable requirement or condition of a previous land use action, subdivision, short subdivision, or binding site plan.

D. An approved boundary line adjustment must be recorded by the Applicant with Walla Walla County within 90 days of approval, along with the submission of any forms that may be required by the County, provided that:

1. The Applicant shall provide the City with a copy of the recorded documents and submitted forms; and

2. The failure to record the boundary line adjustment as approved, or to provide the City with documentation of the recorded documents and required forms, within the required timeframes, will result in the nullification of the boundary line adjustment.

Chapter 14.100 Master Planned Developments

14.100.010 Purpose.
14.100.020 General.
14.100.030 Preapplication Requirements.
14.100.040 Application Requirements.
14.100.050 Approval Criteria.
14.100.060 Development Agreements.
14.100.070 Modification to Approved Master Planned Developments.

14.100.010 Purpose.

The purposes of a Master Planned Development are:

A. To accommodate and facilitate creative and innovative larger-scale development utilizing diverse uses and flexible planning to promote well-designed, orderly, efficient, and functional development consistent with the goals and policies of the College Place Comprehensive Plan.

B. To promote urban infill, consistent and efficient infrastructure development, varying use, economic development, job creation, private investment, public amenities, and increased and varied housing opportunities.

C. To provide for development cost recovery or cost sharing when appropriate.

14.100.020 General.

A. Applicability. This Chapter shall apply to all zoning districts except those designated "University". If a land use designation or zoning change is proposed as part of the project, a comprehensive plan land use and zoning map amendment is necessary.

B. Supplemental. This Chapter is in addition to and not in limitation of any other authority provided by law.

C. A Master Planned Development must be a minimum of 100 contiguous acres, or less than 100 contiguous acres if the City determines the project serves the purposes of this Chapter due to the characteristics of the project, including but not limited to, the variety of uses, density of use, infrastructure development, or location.

D. No duty or benefit created. This Chapter does not confer a benefit or create a duty to any one person, entity, or group of people or entities, and confers only benefit or duty to the public as a whole. No individual administering or interpreting this Chapter is liable for any damages for acts or omissions in administration or enforcement.

E. All references to College Place Municipal Code (CPMC) include any future amendments or recodifications.

14.100.030 Preapplication Requirements.

Prior to the submission of a Master Planned Development, the following applies:

A. The Applicant shall participate in a pre-application meeting in accordance with the provisions of Section 14.30.030.

B. The City shall, at its sole discretion, determine whether the proposed Master Planned Development serves the purposes of this Chapter.

1. The City may request additional information in order to make this determination and shall provide a date when the additional information is due.

2. The City shall provide the Applicant of a written copy of its determination.

C. At the direction of the City, the Applicant shall hold a public meeting as directed by the Community Development Director to present the proposed development, answer questions, identify concerns, and to identify potential project impacts.

D. The Applicant must agree to in writing to pay for any and all costs designated by the City to process the Application.

14.100.040 Application Requirements.

The Applicant shall, in the form required by the City, provide the following:

A. Master site plan and supporting drawings and narratives including:

1. Designation of the project boundaries.

2. Designation of all existing parcels within the project boundaries.

3. For land within 500' of the project boundaries, identification of zoning districts, existing uses, and any comprehensive plan future land use designations, including any such land located outside the city limits.

4. Arial image and designation of existing conditions and features such as topography, natural features, existing roads and access, public and private utilities, public and private easements/right of ways, structures, and improvements.

5. Designation of areas proposed for development or redevelopment and a description of the type of development proposed for each area.
6. Identification and description of any areas not suitable for development or which may be subject to any special restrictions such as critical areas.

7. Identification of location of proposed open or common spaces, or public spaces such as parks.

8. Identification of proposed road corridors, sidewalks, parking areas, and pedestrian facilities.

9. Identification of proposed utilities and description of projected utility needs.

B. Designation of existing City development or building standards, including zoning districts, from which the project may deviate, proposed deviations and explanation of need for deviations.

C. Comprehensive description of design standards and requirements to meet the purpose of this Chapter to promote creative and innovative larger-scale development utilizing diverse uses and flexible planning to provide well-designed, orderly, efficient, and functional development.

D. Proposed development schedule, including proposed phases identifying proposed uses and residential densities.

E. Completed SEPA checklist.

F. Title report prepared no more than 30 days before application submission date.

G. Identify potential public or quasi-public funding and cost-sharing and cost-recovery agreements.

H. Additional information required by the City which may include, but is not limited to traffic impact analysis, stormwater analysis, geotechnical studies, cultural resources report, historical preservation analysis, and critical area report.

14.100.050 Approval Criteria.

A. Applications for a Master Planned Development shall be processed in accordance with Section 14.30.080, Type 3 Permit, (or equivalent should the classifications change after enactment of this Chapter), except that, in addition to any requirements in Section 14.30.080, the hearings examiner shall issue a decision to approve, deny, or approve subject to conditions, the application based on findings that:

1. The proposal meets or does not meet the need for deviation from existing City development or building requirements and standards, including zoning requirements.

2. The proposal meets or does not meet the geographical size and/or density requirement of this Chapter.

3. The proposal meets or does not meet the innovative, creative, unique mixed, or varying use requirement of this Chapter.

4. The proposal does or does not promote consistent or compatible urban infill if applicable.

5. The proposal does or does not provide for or promote consistent, efficient, and sufficient infrastructure development within and without the project site.

6. The proposal does or does not promote economic development, job creation, private investment, public amenities and/or increased and varied housing opportunities.

7. The proposal is or is not sufficiently well-designed, calling for consistent, orderly, and efficient land use.

8. The proposal does or does not provide for cost recovery or cost sharing if applicable.

9. The proposal does or does not promote development consistent with the College Place Comprehensive Plan; and

10. The proposal does or does not meet additional requirements designated by the City, if any, such as mitigation of impact on neighboring properties.

14.100.060 Development Agreements.

The City and the Project Sponsor may execute one or more development agreements to implement the provisions of the approved Master Planned Development as provided for in Section 14.10.080 (and as amended), except that, mandatory Development Agreement requirements may be waived or modified to serve the purpose of this Chapter and any Development Agreement pursuant to this chapter is binding on all property owners within the Master Planned Development and their heirs, successors and assigns and is not subject to time limitation. Development Agreements may be modified with approval by the City when such modification serves the purpose of this Chapter.

14.100.070 Modification to Approved Master Planned Development.

A. Minor modification. Upon written request the Project Sponsor, the City may approve minor modifications to an approved Master Planned Development, provided that the requested modification does not substantially change the nature or level of uses and does not require

a new environmental review. Applications for minor amendments shall be processed Type 1 reviews in substantial compliance with Section 14.30.060, Type 1 review, (or equivalent should the classifications change after enactment of this Chapter).

B. Major modification. All other requests for modifications shall be considered a major modification and shall be subject to review and approval in the same manner as the original Master Planned Development was considered.

Chapter 14.110 Historic Preservation

Sections:

14.110.010 Purpose.
14.110.020 Historic Preservation Commission.
14.110.030 College Place Register of Historic Places.
14.110.040 Special Valuation for Historic Properties.
14.110.050 Demolition of Historic Structures.

14.110.010 Purpose.

A. The purpose of this Chapter is to provide for the identification, evaluation, and protection of historic resources within College Place and preserve and rehabilitate eligible historic properties within the city for future generations in order to:

1. Safeguard the heritage of College Place as represented by those buildings, districts, objects, sites, and structures which reflect significant elements of the city's history.

2. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the city's history.

3. Stabilize or improve the aesthetic and economic vitality and values of those buildings, districts, objects, sites, and structures which reflect significant elements of the city's history.

4. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites, and structures.

5. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and

6. Conserve valuable material and energy resources by encouraging the ongoing use and maintenance of the built environment.

14.110.020 Historic Preservation Commission.

A. There is established the College Place Historic Preservation Commission, consisting of five members. Members of the Historic Preservation Commission shall be appointed by

the Mayor and approved by the City Council and shall be residents of the city, except as provided in this Chapter.

1. All members of the Commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and receptiveness, be willing and able to work in groups and with others, and be familiar with the city comprehensive plan, zoning code, and strategic plan.

2. The Commission shall always include at least two professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, landscape architecture, archivist, archaeology, cultural geography, American studies, law, and real estate. The Commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the Commission action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the City and the State Historic Preservation Officer. Furthermore, exception to the residency requirement of Commission members may be granted by the Mayor and City Council in order to obtain representatives from these disciplines.

3. Appointments shall be made for a three-year term. Vacancies shall be filled by the Mayor for the unexpired term in the same manner as the original appointment.

4. All members shall serve without compensation.

5. Professional staff assistance shall be provided to the Commission by the Community Development Director or his/her/their designee and by such qualified professionals, as may be required to support the performance of the duties of the Commission.

6. The Commission may, in consultation with City staff and the City Attorney, adopt administrative rules and rules of procedures to implement its powers and duties.

7. All commission meetings shall be conducted in compliance with Chapter 42.30 RCW, Open Public Meetings Act.

B. As requested by the City, the Historic Preservation Commission may:

1. Promote awareness and preservation of the city's history.

2. Maintain a comprehensive inventory of historic resources within the city.

3. Officially recognize excellence in the rehabilitation of historic buildings and structures.

4. Maintain the College Place Register of Historic Places. This official register shall include buildings, structures, sites, objects, and districts identified by the Commission as having historic significance worthy of recognition and protection by the City and encouragement of efforts by owners to maintain, rehabilitate and preserve properties.

5. Review and make recommendations to the City Council on nominations to the College Place Register of Historic Places according to criteria in this Chapter and Chapter 84.26 RCW.

6. Review and comment on applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to properties on the Register.

7. Maintain standards to be used to guide the review and the issuance of a Certificate of Appropriateness or waiver.

8. Review proposals to construct, change, alter, modify, remodel, move, demolish, and significantly affect properties or districts on the College Place Register of Historic Places.

    a. Approve or deny requests for Certificates of Appropriateness or waivers.

9. Serve as the local review board for special valuation in accordance with the provisions of Chapter 84.26 RCW, and:

    a. Make determination concerning the eligibility of historic properties for special valuation.

    b. Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance.

    c. Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2).

    d. Approve or deny applications for special valuation; and

    e. Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the ten-year special valuation period.

10. Perform tasks assigned by the City Council or the Mayor.

14.110.030 College Place Register of Historic Places.

A. Any building, structure, site, object, or district may be designated for inclusion in the College Place Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least fifty years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history.

2. Embodies the distinctive architectural characteristics of a type, period, style or method of design or construction.

3. Is an outstanding work of a designer, builder, or architect in national, state, or local history.

4. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history.

5. Is associated with the lives of persons significant in national, state, or local history.

6. Has yielded or may be likely to yield important archaeological information related to history or prehistory.

7. Is a building or structure removed from its original location, but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.

8. Is a birthplace or grave, tomb, crypt, or the like of an historical figure of outstanding importance and is the only surviving structure or site associated with that person; or

9. Is a cemetery or burial ground which derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns; and

10. Is a reconstructed building that has been executed in an historically accurate manner on the original site.

B. Any person may nominate a building, structure, site, object, or district for inclusion in the College Place Register of Historic Places. All nominations shall include the written consent or approval of the property owner(s) or his/her/their agent.

1. The nomination shall include all features, interior and exterior, and outbuildings that contribute to its designation.

2. The nomination shall include a legal description of the property wherein a building or structure is located, or of the site in the case of a site. In the case of an object, the location shall be described with sufficient detail to identify the object's physical location.
3. In the case of districts, the designation shall include description of the boundaries of the district; the characteristics of the district which justifies its designation; and a list of all properties including features, structures, sites, and objects which contribute to the designation of the district.

C. The Historic Preservation Commission shall consider the merits of the nomination in accordance with the criteria set forth in this Chapter.

1. Consideration of the merits of the application and the Commission's recommendation shall occur at a public meeting or meetings. The application and documentary materials should be provided to the Commission members and available to the public in advance of the meeting.

2. Notice that the Commission will be considering a nomination application shall be provided as required by the Open Public Meetings Act. Written notice shall be mailed via USPS to the nominee owner(s) of record and the nominator (if different) prior to all public meetings unless requested otherwise. Notice shall include posting at the property, when reasonably feasible.

3. If the Commission finds that the nominated property is eligible for inclusion in the College Place Register of Historic Places, the Commission shall make a recommendation to the City Council that the property be listed in the register. In the case of historic districts, the Commission shall consider a simple majority of property owners (50 percent plus one vote) to be adequate for owner consent. Owner consent and notification procedures in the case of districts shall be further defined in rules. The property owner(s) of record shall be notified of the listing. Notice of the listing to the property owner(s) of record shall be by mail.

D. The Commission may consider removal of a property from the College Place Register of Historic Places by the same procedure as provided for in establishing the designation and may remove the property upon a finding that it no longer qualifies with the listing criteria. A property may be removed from the register of historic places without the owner's consent.

E. Listing on the College Place Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural

heritage of the community. Properties may be listed individually or as contributing to an historic district.

1. Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures as defined in this Chapter, the owner must request and receive a Certificate of Appropriateness from the Commission for the proposed work. Violation of this rule may be grounds for the Commission to review the property for removal from the register, to recommend to the City Council removal of the property from the register, or any other action available to the City.
2. As a certified local government (CLG), all properties listed on the College Place Register of Historic Places may be eligible for a special tax valuation on their rehabilitation.

F. Properties designated on the College Place Register of Historic Places shall be subject to the provisions set forth in this Chapter, as well as the bulk, use, setback, and other controls of the zoning district in which they are located. Nothing contained herein shall be construed to be repealing, modifying, or waiving any zoning provisions or other local, state, or federal laws or regulations.

G. No change of use, construction any new building or structure, or reconstruction, alteration, restoration, remodel, repair, removal, or moving any property on the College Place Register of Historic Places shall occur without review by the Historic Preservation Commission and issuance of a Certificate of Appropriateness.

1. The owner or his/her/their agent shall apply to the City for a review of proposed changes on a College Place Register property or within a College Place Register historic district and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accompanied by such information as is required by the City for the proper review of the proposed project. The Commission's decisions shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision.

2. The Commission shall attempt to meet with the Applicant and review the proposed work according to the design review criteria established in rules. Commission members of the commission as a whole may visit the property or site for the purpose of inspection and information gathering, but no deliberation shall occur by the Commission or its members outside of the public meeting. The Commission shall complete its review and make its recommendations within 30 calendar days of the date of receipt of the application. If the Commission is unable to process the request, the Commission may ask for an extension of time. If the Commission is unable to process the request due to the applicant failing to meet with the Commission, failing to submit required information, failing to permit site visit to the Commission or any of its members, or failing to comply with any other reasonable request of the Commission or any

Commission rule, regulation, or guidelines, or this Chapter, the Commission may deny the application.

3. The Commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of any permits granted. If the owner agrees to the Commission's recommendations, a Certificate of Appropriateness shall be awarded by the Commission according to standards established in the Commission's rules.

4. The Commission's recommendations and, if awarded, the Certificate of Appropriateness shall be transmitted to the building or zoning official for consideration in making a decision on the building permit application.

14.110.040 Special Valuation for Historic Properties. The purpose of this Section is to implement special tax valuation for rehabilitation of historic properties under which the assessed value of eligible historic property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation, in accordance with the provisions of RCW 84.26.

A. Property owners seeking special tax valuation shall submit applications for special tax valuation to the County Assessor's office.

1. Applications shall be forwarded to the City by the Assessor, typically within ten calendar days of filing.

2. The Commission shall review the application(s), consistent with its rules of procedure, and determines if the application(s) is complete and if the properties meet the criteria set forth in WAC 254-20-070(1) and this Chapter.

a. If the Commission finds the property meets all the criteria, then, on behalf of the City, it shall seek to execute an historic preservation special valuation agreement (set forth in WAC 254-20-120) with the property owner. No application shall be approved without an historic preservation special valuation agreement duly executed by the Commission and the property owner(s).

b. If the Commission determines the application incomplete, lacks required supporting documentation or information, or the property does not meet all applicable criteria, then it shall deny the application.

3. The Commission certifies its decisions in writing and states the facts upon which the approvals or denials are based and the City files copies of the certifications with the County Assessor, typically within ten calendar days.

4. For approved applications the City shall:

a. Forward copies of the agreements, applications, and supporting documentation (as required by WAC 254-20-090 (4)) to the County Assessor; and

b. Notify the State Review Board that the properties have been approved for special valuation.

5. For approved applications the owner shall:

a. Monitor the property for continued compliance with the agreements throughout and continued qualification for the special valuation for the ten-year special valuation period.

b. Immediately report to the City any actual or suspected agreement non-compliance or special tax disqualification.

c. Make the historic aspects of the property accessible to public view at least one day a year if the property is not substantially visible from public rights-of way; and

d. Comply with any other provisions in the agreement.

6. The Commission may determine, in a manner consistent with its rules of procedure, whether a property should be disqualified from special valuation, based on a finding that:

a. The owner failed to comply with the terms of the agreement; or

b. There was a loss of historic value resulting from physical changes to the building or site; or

c. The disqualification is necessary and appropriate to fulfill the purposes of this Chapter.

7. In the event that the Commission finds that a property is no longer qualified for special valuation, the City shall notify the owner, the County Assessor, and State Review Board in writing and state the facts supporting its findings.

B. Applications for special tax valuation shall be subject to review as follows:

1. Properties listed on the College Place Register of Historic Places or that have been certified as contributing to a historic district on the College Place Register of Historic Places which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW are eligible to apply.

2. Complete applications shall consist of the following documentation:

   a. A legal description of the historic property.

   b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation.

   c. Architectural plans or other legible drawings depicting the completed rehabilitation work.

   d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the Commission upon request; and

   e. For properties located within historic districts, in addition to the standard application documentation, a statement from the Secretary of the Interior or appropriate local official, as specified in local administrative rules or by the local government, indicating the property is a certified historic structure is required.

3. In its review of complete applications, the Commission shall determine if the properties meet all the following criteria:

   a. The property is historic property.

   b. The property is eligible for special valuation by the City.

   c. The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within 24 months prior to the date of application; and

   d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (WAC 254-20-100(1).

4. Rehabilitation and Maintenance Criteria. The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the Commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

5. The historic preservation special valuation agreement in WAC 254-20-120 shall be used by the Commission as the minimum agreement necessary to comply with the requirements of RCW 84.26.050(2).

6. Any decision of the Commission acting on any application for classification as historic property, eligible for special valuation, may be appealed in accordance with the provisions of Chapter 14.30.

    a. The appeal must be filed in the timeframe and format prescribed by the City and must state the grounds upon which the appeal is based.

    b. The appeal shall be reviewed on the records of the Commission (closed record appeal).

14.110.050 Demolition of Historic Structures. The purpose of this Section is to establish a means by which the beauty and authenticity of College Place's historic structures may be conserved as reminders of the community's heritage.

A. A thirty (30) day holding period shall be observed, following notification to the local newspaper, prior to issuance of a Development Authorization for demolition of structures over fifty (50) years old, or places of historic value, during which time staff will invite comments from the Washington State Office of Archaeology and Historic Preservation and local interest groups having on file a request for notification of such applications, on the possible historic or architectural significance of the structure or place to the community.

B. If, based on comments received from the Office of Archaeology and Historic Preservation or local interest groups notified as per Subsection A, staff determines that the subject structure or place possesses sufficient community-wide historic or architectural significance that further public input is warranted, the proposal will be subject to the following:

    1. A sixty (60) day staff level stay during which the Director may consult with local and/or state organizations concerned with historic or architectural values. If the structure or place is found to be significant, staff or the concerned group(s) or agency(s) may petition the Historic Preservation Commission for a public hearing to consider significance of the structure or place and options available to preserve the public interest.

    2. Based on input received at the public hearing, the Historic Preservation Commission may:

        a. Authorize issuance of a Development Authorization by Staff; or

        b. Issue a continuance of the stay for no longer than one (1) year to provide opportunity for acquisition, easement, or other preservation mechanism to be negotiated; or

c. Take other action as required by State statutes or administrative code as advised by authorized representatives of the Archaeology and Historic Preservation Division of the State Department of Community Development.

Chapter 14.120 Building and Construction

Commented [GD14]: The proposed revisions to this Chapter have been provided by the City's Building Official and are subject to review by the City Fire Marshall.

Sections:

14.120.010 Introduction.
14.120.020 Applicability.
14.120.030 General Design Requirements.
14.120.040 International Codes Adopted.
14.120.050 Moving Buildings.
14.120.060 Swimming Pools.
14.120.070 Playground Equipment for Public Use.

14.120.010 Introduction. The purpose of this Chapter is to identify the provisions of the International Codes and amendments that have been adopted by the City as well as to establish local regulations necessary to govern building and construction.

14.120.020 Applicability. It shall be a violation of this Chapter for any individual or entity to erect, construct, alter, extend, repair, move, remove, demolish, or occupy in whole or in part any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this Chapter or to fail to comply with any stop work order or other order of the City's Building Official.

A. No building or other structure shall be erected, moved, added to, or structurally altered without a Building Permit issued by the City, provided that building permits are not required for the following improvements, as determined by the City:

   1. One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.

   2. Sidewalks, decks, and driveways not more than 30 inches above adjacent grade, and not over any basement or story below, and are not part of an accessible route.

B. No building or structure may be demolished without a Demolition Permit issued by the City in accordance with the provisions of the International Codes as adopted by the City.

C. Proposed modifications or the demolition of buildings, structures, sites, and properties on the City of College Place, State of Washington, or National Historic Register must comply with the provisions of Chapter 14.110.

D. Building permit applications shall be submitted in a format prescribed by the City and shall be of sufficient detail, as determined by the City, to show the entire project with emphasis on the following:

1. Structural integrity.
2. Life safety.
3. Architectural barriers (ADA handicap compliance).
4. Compliance with all codes having jurisdiction.
5. Scope of work.
6. Special inspection requirements and protocols; and
7. Deferred submittal schedule.

E. A qualified professional, as determined by the City, must prepare or oversee the preparation of plans for any building or structure containing three or more residential dwelling units and all commercial or industrial buildings or structures.

F. Building permits shall become invalid if the work authorized by such permit is not commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Permitees that do not request and pass a City inspection within 180 days of permit issuance or within 180 days since the previous City approved inspection, shall automatically expire and become invalid. The City may grant, in writing, one or more extensions of time, for periods not more than 180 days each, based on good and satisfactory reasons, as determined by the City. Permitees must submit to the City a written extension request prior to the date of permit expiration and shall demonstrate good cause. Extensions are at the sole discretion of the City.

G. Upon notice from the City that work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such stop work order notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the City official shall not be required to give a written notice prior to stopping the work. Any person or entity who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

14.120.030 Design Requirements.

A. The following general design requirements apply to all construction in the City of College Place. In the event of a conflict between these provisions and the provisions of Section 14.120.040, these requirements shall apply.

1. Roof snow load: 30 pounds per square foot.

2. Wind speed: 110 miles per hour and a three second gust of 85 miles per hour.

3. Seismic design category: D_0.

4. Weathering: Severe.

5. Frost line depth: 24 inches below grade.

6. Termites: Slight to moderate.

7. Decay: None to slight.

8. Winter design temperature: Ten degrees Fahrenheit.

9. Ice shield underlay: Yes.

10. Flood Hazards:

    a. Map Index Community-Panel Number 530195INDO effective September 7, 2001.

    b. FIRM Community-Panel Number 5301950440B, effective September 7, 2001.

    c. FIRM Community-Panel Number 5301940445B, effective December 1, 1983, Revised; and

    d. Letter of Map Revision (LOMR) IA-RA-RS-530194, April 13, 1988.

11. Annual freeze index: 1,000; and

12. Mean annual temperature: 53.4 degrees Fahrenheit.

B. Except as may be otherwise provided herein, the following apply to new structures and existing buildings when the occupancy classification changes or when they are being used as mixed occupancies.

    1. All occupancy classifications referenced in this Section are as defined in the International Fire Code as adopted by the City of College Place.

    2. The College Place Fire Chief must approve all automatic sprinklers, fire extinguishing systems, and other fire or smoke suppression and/or retardant apparatus mentioned in this Section.

3. An automatic fire sprinkler system shall be installed in:

   a. Drinking or dining establishments when the total floor area exceeds 3,000 square feet.

   b. All multi-theater complexes.

   c. In basements larger than 1,500 square feet in floor area except Group R, Division 3 occupancies.

   d. When a structure has over 4,000 square feet of floor area, is more than two stories, or is more than 30 feet in height.

   e. In all amusement buildings.

   f. All theatrical stages and contiguous accessory spaces such as dressing rooms, workshops, and storerooms where the combined area is more than 1,000 square feet.

   g. All Group E occupancies over 3,000 square feet or more than two stories in height.

   h. All Group F occupancies over 4,000 square feet or more than 30 feet in height.

   i. All Group H, Division 1, 2, 3 and 5 occupancies.

   j. All Group H, Division 4 occupancies having a floor area of more than 3,000 square feet or more than 30 feet in height.

   k. All Group I Occupancies. In addition, quick response or residential sprinklers shall be installed throughout patient/inmate sleeping areas.

   l. Group M occupancies with floor areas over 4,000 square feet or more than 30 feet in height.

   m. Group S occupancies with floor areas over 4,000 square feet or more than 30 feet in height.

   n. Group U occupancies with floor areas over 4,000 square feet or more than 40 feet in height.

4. As noted in the International Building Code, area separation walls are not considered to separate a building to enable deletion of the required fire alarm/detection and fire sprinkler systems required by this Section.

5. The Fire Chief may exempt the following rooms or areas from the requirement to install sprinkler systems:

    a. Where sprinklers are considered undesirable because of the nature of the contents of the rooms or in rooms or areas which are of noncombustible construction with wholly noncombustible contents, and which are not exposed by other areas. Sprinklers shall not be omitted from any room merely because it is damp or of fire resistive construction.

    b. Where the application of water or flame and water to the contents may constitute a serious fire or life hazard, as in the case of the manufacture or storage of quantities of aluminum powder, calcium carbide, calcium phosphide, metallic sodium and potassium, quick lime, magnesium powder, or sodium peroxide; and

    c. Safe deposit and other vaults of fire-resistive construction, when used for storage of records, files, and other documents, when stored in metal cabinets.

6. Alternative approved automatic fire extinguishing systems may be installed to protect against special hazards or occupancies in lieu of automatic sprinklers when approved by the Fire Chief, or his/her/their designee.

7. The installation of an automatic fire sprinkler system does not eliminate the need for alarm and fire detection systems required by the International Building or Fire Code.

8. In the event there is a conflict between any of the provisions of this Section and the provisions of the most current edition of International Building or Fire Code as published by the International Code Council and adopted by the City, then the provisions of the more restrictive code, as determined by the City, shall apply.

9. A qualified service technician, as determined by the City, shall service all automatic fire sprinkler systems annually only. A copy of the annual service report, certified by the signature of the technician who performed the inspection, shall be forwarded to the Fire Department within five working days of such inspection.

10. If, at any time, any automatic fire sprinkler system becomes inoperative, the property owner shall immediately notify the College Place Fire Chie. "Inoperability" shall be defined as any condition that prevents any sprinkler from operating as designed or any alarm from sounding at its designated location.

11. All automatic fire sprinkler systems shall be equipped with an alarm, which shall give an audible signal on the building exterior. This shall be a bell or horn strobe of sufficient volume to alert passersby in a location approved by the Fire Chief.

12. Automatic fire sprinkler systems shall be designed, installed, tested, and maintained per the National Fire Sprinkler Code as published in the National Fire Protection Association Chapter 13.

13. The violation of any of the provisions of this notice shall constitute the suffering of nuisance on the affected premises and such nuisance may be abated as in the case of any other nuisance per the provisions of the College Place Municipal Code or those provisions of the Revised Code of Washington respecting nuisance abatement.

C. Damaged Buildings. If the Building Official finds that the value of proposed work equals or exceeds 50 percent of the assessed valuation of the building or structure before the damage has occurred or the improvement is started, then existing portions of the entire building or structure shall be improved to meet the requirements of the International Codes as adopted.

14.120.040 International Codes Adopted. The following Codes are hereby adopted by the City of College Place:

A. The ~~2018~~ 2021 of the International Building Code, as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-50 is hereby adopted along with Appendix E and ICC/ANSI A117.1-2017~~-2009~~, the ~~2018~~ 2021 International Existing Building Code, and the International Swimming Pool and Spa Code.

These codes are amended as follows:

Section 101.1. Insert: City of College Place.

Section 113 Substitute: Hearing Examiner, in lieu of Board of Appeals.

Section 113.1 General. The Hearing Examiner for the City of College Place shall hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this code.

Section 113.2 Limitations of Authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

Section 114.4 Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code,

shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars, or by imprisonment in jail for a period not to exceed ninety days or by both such fine and imprisonment.

Section 1612.3. Insert: City of College Place.

B. The ~~2018~~ 2021 Edition of the International Residential Code (IRC), as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-51, as published by the International Code Council, including Appendices F, Q, and U, but excluding Chapter 11, "Energy Efficiency," and Chapters 25 through 43.

These codes are amended as follows:

Section R101.1. Insert: City of College Place.

Section R112. Hearing Examiner, in lieu of Board of Appeals.

Section R112.1 General. The Hearing Examiner for the City of College Place shall hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this code.

Section R112.2 Limitations on authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

R112.2.1 ~~Determination of substantial improvement in flood hazard areas. When the building official provides a finding required in Section R105.3.1.1, the Hearing Examiner shall determine whether the value of the proposed work constitutes a substantial improvement. A substantial improvement means any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the building or structure has sustained substantial damage, all repairs are considered substantial improvement regardless of the actual repair work performed. The term does not include:~~

~~1. Improvements of a building or structure required to correct existing health, sanitary or safety code violations identified by the building official, and which are the minimum necessary to assure safe living conditions; or~~

~~2. Any alteration of an historic building or structure, provided that the alteration will not preclude the continued designation as an historic building or structure. For the purpose of this exclusion, an historic building is:~~

~~2.1. Listed or preliminarily determined to be eligible for listing in the National Register of Historic Places.~~

~~2.2. Determined by the Secretary of the U.S. Department of Interior as contributing to the historical significance of a registered historic district, or a district preliminarily determined to qualify as an historic district; or~~

~~2.3. Designated as historic under a state or local historic preservation program that is approved by the Department of Interior.~~

~~R112.2.2 Criteria for issuance of a variance for flood hazard areas. A variance shall be issued only upon:~~

~~1. A showing of good and sufficient cause that the unique characteristics of the size, configuration or topography of the site render the elevation standards in Section R322 inappropriate.~~

~~2. A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.~~

~~3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.~~

~~4. A determination that the variance is the minimum necessary to afford relief, considering the flood hazard.~~

~~Submission to the applicant of written notice specifying the difference between the design flood elevation and the elevation to which the building is to be built, stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation, and stating that construction below the design flood elevation increases risks to life and property.~~

R112.4 Administration. The Building Official shall take immediate action in accordance with the decision of the Hearing Examiner.

Section R113.4. Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of

Commented [GD15]: This is an outdated provision that is no longer in the IBC.

Commented [GD16]: This is an outdated provision that is no longer in the IBC.

this code, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars, or by imprisonment in jail for a period not to exceed ninety days or by both such fine and imprisonment.

~~Section R403.1.3 Is modified to include the following: Due to the code's assumed minimum soil bearing of 1500 PSF and local soil conditions Foundation Stem Walls will incorporate a~~

Table R301.2 (1) Insert: See Section 14.120.030 Design Requirements A.

Commented [GD17]: This does not comply with current IBC provisions.

C. The ~~2018~~ 2021 Edition of the International Mechanical Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-52, as published by the International Code Council, including the ~~2018~~ 2021 International Fuel Gas Code, ~~2018~~ 2020 NFPA 58 and the ~~2017~~ 2021 NFPA 54, is hereby adopted.

These codes are amended as follows:

Section 101.1. Insert: The City of College Place.

Section ~~106.52~~ 109. Fees shall be in accordance with the current City Fee Schedule.

Section 109.6. Insert: The City may refund a fee, or a part of a fee as follows:

Commented [GD18]: Jon/Zachery, shouldn't we live this sentence in?

a. 100 percent of any fee erroneously paid or collected.

b. Up to 80 percent of the applicable permit fee paid when no work has been done under a permit issued in accordance with this code.

c. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize the refunding of any fee paid except on written application filed by the original permittee not later than180 days after the date of fee payment.

Section ~~108.4~~ 115. Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor punishable by a fine of not more than one thousand dollars or by imprisonment not exceeding ninety days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section ~~108.5~~ 115. Stop work orders. Upon notice from the code official that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's authorized agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a fine of not less than two times the value of the permit.

Section ~~109~~114 Means of Appeal. Hearings Examiner, in lieu of Board of Appeals.

Section ~~109.1~~114.2 Limitations on authority. A person shall have the right to appeal a decision of the code official to the Hearing Examiner. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

~~109.1 Application for Appeal.~~

~~109.1.1 Limitation of authority. The Hearing Examiner shall have no authority to waive requirements of this code.~~

~~109.2 Membership of board. Delete entire subsection.~~

~~109.3 Notice of meeting. Delete entire subsection.~~

~~109.4 Open hearing. All hearings before the Hearing Examiner shall be open to the public. The Appellant, the Appellant's representative, City staff and representatives of the City, and any person whose interests are affected shall be given an opportunity to be heard.~~

~~109.5 Postponed hearing. Delete entire subsection.~~

~~109.6 Board decision. Delete entire subsection.~~

~~109.7 Court review. Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law in accordance with the provisions of this Title.~~

Commented [GD19]: Not addressed in the 2021 IBC.

D. The 2018 Edition of the International Fire Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-54, as published by the International Code Council, including Section 503, Section 507, and Appendix Chapters B, C and D (see International Fire Code Section 101.2.1, 2018 edition)

Commented [GD20]: Jon/Zachery, is this correct?

These codes are amended as follows:

Section 101.1 Insert: City of College Place.

Section 108. Hearing Examiner.

Section 108.1. Appeals. All appeals of orders, decisions or determinations made by the City Fire Marshal relative to the application and interpretation of this code shall be heard and decided by the Hearing Examiner.

Section 108.2 Limitations on authority. An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent method of protection or safety is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

Section 109.4 Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars or by imprisonment not exceeding ninety days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 111.A. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than three hundred dollars or more than one thousand dollars.

That the geographic limits referred to in certain sections of the 2018 International Fire Code are hereby established as follows:

Section 5704.2.9.6.1. In all zones established in Title 14 of the College Place Municipal Code except heavy industrial.

Commented [GD21]: Jon/Zachery, the City only has a Light Industrial Zoning District. Would this provision apply?

Section 5706.2.4.4. In all zones established in Title 14 of the College Place Municipal Code except light ~~and heavy~~ industrial, provided that up to one hundred ten gallons may be stored for domestic purposes.

Section 5806.2. In all zones as established in Title 14 of the College Place Municipal Code except heavy industrial.

Commented [GD22]: Same as above.

Section 6104.2 the storage of liquefied petroleum gases in excess of 500 gallons is prohibited in all zones established in Title 14 of the College Place Municipal Code except ~~l~~Light ~~and Heavy i~~Industrial. Bulk storage of liquefied petroleum gas is prohibited in all zones as established in Title 14 of the College Place Municipal Code except heavy industrial.

E. The ~~2018~~ 2021 Edition of the Uniform Plumbing Code (UPC), as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapters 51-56, as published by the International Association of Plumbing and Mechanical Officials (IAPMO), is hereby adopted, including Appendices A, B, ~~I~~ and M. Any provisions of such code affecting sewers or fuel gas piping are not adopted and are specifically rejected. Also, Chapters 12 and 14 of this Code are not adopted. Additionally, those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in Chapter 5 and those portions of the Code addressing building sewers are not adopted.

Commented [GD23]: Revised to conform with the State amendments to the 2021 IBC.

These codes are amended as follows:

104.5 Fees. Applicable plumbing fees shall be in accordance with the current City Fee Schedule.

~~102.4~~ 106.1 Violations. It shall be unlawful for a person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, or maintain plumbing or permit the same to be done in violation of this code.

~~102.5~~ 106.3 Penalties. A person, firm, or corporation violating a provision of this code shall be deemed guilty of a misdemeanor punishable by a fine of not more than one thousand dollars or by imprisonment not exceeding ninety days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 107.0 Hearing Examiner, in lieu of Board of Appeals.

~~102.3~~ 107.1 Hearing Examiner. The Hearing Examiner shall hear and decide all appeals of orders, decisions, or determinations made by the Authority Having Jurisdiction relative to the application and interpretations of this code.

~~102.3.1~~ 107.2 Limitations of Authority. The Hearing Examiner shall have no authority relative to interpretation of the administrative provisions of this code, nor shall the Hearing Examiner be empowered to waive requirements of this code.

~~Any provisions of such code affecting sewers or fuel gas piping are not adopted and are specifically rejected. Also, Chapters 12 and 14 of this Code are not adopted. Additionally, those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in Chapter 5 and those portions of the Code addressing building sewers are not adopted.~~

F. The ~~2018~~ 2021 Washington State Energy Code, as adopted by the State Building Code Council in Chapter 51-11C and 51-11R WAC, is hereby adopted, including Commercial appendices A, B, C and D.

This code is amended as follows:

R ~~109.1~~ 110.1 and C ~~109.1~~ 110.1 Hearing Examiner. The Hearing Examiner shall hear and decide all appeals of orders, decisions, or determinations relative to the application and interpretations of this code.

R ~~109.2~~ 110.2 and C~~109.2~~ 110.2 Limitations of Authority. The Hearing Examiner shall have no authority relative to interpretation of the administrative provisions of this code, nor shall the Hearing Examiner be empowered to waive requirements of this code.

R~~110~~ 111 and C ~~110~~ 111. Violations. It shall be unlawful for a person, firm, or corporation to erect, construct, any building, or remodel or rehabilitate any existing building or structure in the state, or allow the same to be done, contrary to or in violation of any of the provisions of this code.

G. Standards for Accessibility of Buildings and Facilities to Elderly and Handicapped, RCW 70.92.100 through 70.92.160, are hereby adopted by reference.

H. The National Fuel Gas Code (NFPA 54), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.

I. The Liquefied Petroleum Gas Code (NFPA 58), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.

14.120.050 Moving Buildings.

A. No individual or entity shall move any building over, upon or along any street or alley in the city without a City-issued permit, provided that:

1. The City shall, in the permit(s) issued under this Section, prescribe the mode of moving of such building or buildings and the street or alleys over which the removal may be made, and the move shall at all times be subject to the control and direction of the City.

2. The route and timing of the move may be limited through a right-of-way use or another permit issued by the City.

3. The City may require the mover to obtain the necessary permission, including but not limited to permits, from any other individual or entity who owns or has an interest in the property over which the building is being moved and provide proof thereof to the City; and

4. The property owner or designated Project Sponsor shall be responsible for all costs and claims of any nature associated with the moving of a building.

14.120.070 Swimming Pools. No individual or entity shall construct a public or semipublic swimming pool nor make changes in any public or semipublic swimming pool already built, or any appurtenances thereof, until the plans and specifications thereof shall first have been submitted to and received the approval of the Washington State Department of Health and a copy of said approval provided to the City Failure to comply with this section may result in owner being required to remove said swimming pool or appurtenances thereof, or changes thereto or result in the City removing or causing the removal said swimming pool or appurtenances thereof or changes thereto. In the event that the City must act to rectify a non-compliance with this Section, the owner shall be responsible for any and all costs associated therewith. The owner shall be responsible, in addition to the cost of correction, any and all costs of collection of such amount, including but not limited to attorneys' fees and costs and any and all amounts due and owing the City shall become a lien on the real property.

14.120.080 Playground Equipment for Public Use. All play equipment installed on City owned property, or property to be dedicated to the City, shall meet or exceed:

B. *ASTM F1487 – 17 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use,* and;

C. Section 424 – Children's Play Structures of the International Building Code.

Chapter 14.130 Nonconforming Buildings, Structures, Uses, and Lots

Sections:

14.130.010 Introduction.
14.130.020 Illegal Buildings, Structures, Lots, and Uses Not Permitted.
14.130.030 Nonconforming Buildings and Structures.
14.130.040 Nonconforming Uses.
14.130.050 Nonconforming Lots.
14.130.060 Sale of a Nonconforming Building, Structure, Lot, or Use.

14.130.010 Introduction. This Chapter provides for the regulation of buildings, structures, lots, and uses that do not comply with the provisions of this Title and specifies the circumstances, conditions, and/or procedures under which these nonconformities may be permitted to continue and/or to expand.

14.130.020 Illegal Buildings, Structures, Lots, and Uses Not Permitted. Structures, lots, site improvements, uses, and/or development activities which were not legally established or conducted, as determined by the City, must fully conform and comply with the provisions this Title or be abated, provided, that:

A. The burden of documenting and showing that any nonconformity is a legal nonconformity shall, in all cases, be upon the owner of such nonconformity and not upon the City.

B. If the Community Development Director or his/her/their designee cannot conclusively determine that the nonconformity was lawfully established and in continuous use or operation, then the matter may be referred to the Hearing Examiner for review. The Hearing Examiner shall be authorized to render a decision as to whether the nonconforming building, structure, lot, or use or structure was lawfully established and/or in continuous operation or not and determine the measures necessary for compliance with this Title, and/or to order abatement.

14.130.030 Nonconforming Buildings and Structures. Buildings and structures that were legally established, but do not comply with current regulations, may be used subject to the following provisions:

A. Nothing in this Chapter shall be construed to restrict normal structural repair and maintenance of a nonconforming structure, including the replacement of walls, fixtures, and plumbing, provided that the degree of nonconformity is not increased.

B. Legal nonconforming structures may be remodeled, improved, and/or expanded; provided, that the proposed activities do not increase the degree of nonconformity.

C. Nonconforming buildings or structures shall not be relocated on the same site unless the move results in bringing the building or structure into closer conformance with the provisions of this Title.

D. Should the structure be destroyed by any means to an extent equal to or more than 50 percent as determined by the City, it shall not be reconstructed except in conformity with the provisions of this Title.

14.130.040 Nonconforming Uses.

A. A nonconforming use of a building, structure, or land shall not be extended or enlarged, unless otherwise provided in this Title.

B. A nonconforming use shall be discontinued and may not be reinstated if use has been vacated or discontinued and not reestablished within 12 months as determined by the City.

1. When a nonconforming use becomes discontinued or succeeded by a conforming use, it shall be deemed that such prior non-conforming use has ceased to exist and thus loses its status as a legal nonconforming use.

2. Any subsequent use shall conform to the provisions of this Title.

3. The City shall have the discretion to extend the time limitation due to special circumstances beyond the control of the owner or occupant of the nonconforming use or nonconforming structure. Examples of special circumstances include but are not limited to disputes over insurance settlements in the case of fire or other casualty, delay in transferring title due to probate proceedings, litigation that impacts continuation of a nonconforming use or nonconforming structure, labor strikes, war, and acts of God. If the delay is due to the actions or inactions of the individual or entity that desires to continue the nonconforming use, as determined at the sole discretion of the City, the City may deny any requested extension of time limitation.

14.130.050 Nonconforming Lots.

A. A legal nonconforming lot may be developed, provided, that:

1. It meets all other requirements of this Title and/or has obtained a variance pursuant to this Title; or

2. A reasonable use exception has been obtained in accordance with the provisions of this Title.

14.130.060 Sale of a Nonconforming Building, Structure, Lot, or Use. Property classified as nonconforming may be transferred or sold without that fact alone affecting the right to continue the nonconforming use or use of a nonconforming structure.

Chapter 42.30 RCW
OPEN PUBLIC MEETINGS ACT

Sections

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Drug reimbursement policy recommendations: RCW 74.09.653.

RCW 42.30.010 Legislative declaration. The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed and informing the people's public servants of their views so that they may retain control over the instruments they have created. For these reasons, even when not required by law, public agencies are encouraged to incorporate and accept public comment during their decision-making process. [2022 c 115 § 2; 1971 ex.s. c 250 § 1.]

Reviser's note: Throughout this chapter, the phrases "this act" and "this 1971 amendatory act" have been changed to "this chapter." "This act" [1971 ex.s. c 250] consists of this chapter, the amendment to RCW 34.04.025, and the repeal of RCW 42.32.010 and 42.32.020.

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

RCW 42.30.020 Definitions. As used in this chapter unless the context indicates otherwise:

(1) "Public agency" means:

(a) Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature. This does not include a comprehensive cancer center participating in a collaborative arrangement as defined in RCW 28B.10.930 that is operated in conformance with RCW 28B.10.930;

(b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington;

(c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies;

(d) Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

(2) "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

(3) "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

(4) "Meeting" means meetings at which action is taken. [2022 c 71 § 11; 1985 c 366 § 1; 1983 c 155 § 1; 1982 1st ex.s. c 43 § 10; 1971 ex.s. c 250 § 2.]

Findings—Intent—2022 c 71: See note following RCW 28B.10.930.

Severability—Savings—1982 1st ex.s. c 43: See notes following RCW 43.52.374.

RCW 42.30.030 Meetings declared open and public. (1) All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.

(2) Public agencies are encouraged to provide for the increased ability of the public to observe and participate in the meetings of governing bodies through real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting. [2022 c 115 § 3; 1971 ex.s. c 250 § 3.]

Findings——Intent——2022 c 115: See note following RCW 42.30.230.

RCW 42.30.035 Minutes. ***(Effective until June 30, 2024.)*** The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection. [1953 c 216 § 3. Formerly RCW 42.32.030.]

RCW 42.30.035 Minutes——Recording of school district board of directors meetings. ***(Effective June 30, 2024.)*** (1) The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.

(2) Except in the case of an emergency as provided for in RCW 42.30.070, and excluding executive sessions, all regular and special meetings of school district boards of directors at which a final action is taken or formal public testimony is accepted shall be audio recorded and such recordings shall be maintained for at least one year. The recording shall include the comments of the directors and the comments of members of the public, if any formal testimony was accepted from the public during the meeting. Subject to the limitations on identifiable records in RCW 42.56.080(1), such recordings must be provided electronically to the public upon request. It is not a violation of this chapter if a school board attempts to record a meeting in good faith and, due to technological issues, a recording is not made or if any or all of a recording is unintelligible. Whenever possible, school districts are encouraged to make the content of school board of directors meetings, or a summary thereof, available in formats accessible to individuals who need communication assistance and in languages other than English. [2023 c 67 § 3; 1953 c 216 § 3. Formerly RCW 42.32.030.]

Effective date——2023 c 67: "This act takes effect June 30, 2024." [2023 c 67 § 5.]

RCW 42.30.040 Conditions to attendance not to be required. A member of the public shall not be required, as a condition to attendance at a meeting of a governing body, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. This section does not prohibit any generally applicable conditions determined by the governing body to be reasonably necessary to protect the public health or safety, or to protect against interruption of the meeting, including a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency. [2022 c 115 § 6; 2012 c 117 § 124; 1971 ex.s. c 250 § 4.]

Effective date—2022 c 115 §§ 5-11: See note following RCW 42.30.230.

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

RCW 42.30.050 Interruptions—Procedure. In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. Nothing in this section prohibits the governing body from stopping people from speaking to the governing body when not recognized by the governing body to speak. [2022 c 115 § 7; 1971 ex.s. c 250 § 5.]

Effective date—2022 c 115 §§ 5-11: See note following RCW 42.30.230.

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at public meetings—Notice—Secret voting prohibited. (1) No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void.

(2) No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter. [1989 c 42 § 1; 1971 ex.s. c 250 § 6.]

RCW 42.30.070 Times and places for meetings—Emergencies—Exception. The governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body. Unless otherwise provided for in the act under which the public agency was formed, meetings of the governing body need not be held within the boundaries of the territory over which the public agency exercises jurisdiction. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. If, by reason of fire, flood, earthquake, or other emergency, there is

a need for expedited action by a governing body to meet the emergency, the presiding officer of the governing body may provide for a meeting site other than the regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, and the notice requirements of this chapter shall be suspended during such emergency. It shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter. [2022 c 115 § 8; 1983 c 155 § 2; 1973 c 66 § 1; 1971 ex.s. c 250 § 7.]

Effective date——2022 c 115 §§ 5-11: See note following RCW 42.30.230.

Findings——Intent——2022 c 115: See note following RCW 42.30.230.

RCW 42.30.075 Schedule of regular meetings——Publication in state register——Notice of change——"Regular" meetings defined. State agencies which hold regular meetings shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date.

For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule. [1977 ex.s. c 240 § 12.]

Effective date——1977 ex.s. c 240: See RCW 34.08.905.

Public meeting notices in state register: RCW 34.08.020.

RCW 42.30.077 Agendas of regular meetings——Online availability. (1) Public agencies with governing bodies must make the agenda of each regular meeting of the governing body available online no later than 24 hours in advance of the published start time of the meeting. An agency subject to provisions of this section may share a website with, or have its website hosted by, another public agency to post meeting agendas, minutes, budgets, contact information, and other records, including any resolution or ordinance adopted by the agency establishing where and how the public agency will meet in the event of an emergency. Nothing in this section prohibits subsequent modifications to agendas nor invalidates any otherwise legal action taken at a meeting where the agenda was not posted in accordance with this section. Nothing in this section modifies notice requirements or shall be construed as establishing that a public body or agency's online posting of an agenda as required by this section is sufficient notice to satisfy public notice requirements established under other laws. Failure to post an agenda in accordance with this section shall not provide a basis for awarding attorney fees under RCW 42.30.120 or commencing an action for mandamus or injunction under RCW 42.30.130.

(2) A special purpose district, city, or town subject to the provisions of this section is not required to post an agenda online if the district, city, or town:

(a) Has an aggregate valuation of the property subject to taxation by the district, city, or town of less than $400,000,000, as placed on the last completed and balanced tax rolls of the county preceding the date of the most recent tax levy;

(b) Has a population within its jurisdiction of under 3,000 persons; and

(c) Provides confirmation to the state auditor at the time it files its annual reports under RCW 43.09.230 that the cost of posting notices on a website of its own, a shared website, or on the website of the county in which the largest portion of the district's, city's, or town's population resides, would exceed one-tenth of one percent of the district's, city's, or town's budget. [2022 c 115 § 9; 2014 c 61 § 2.]

Effective date——2022 c 115 §§ 5-11: See note following RCW 42.30.230.

Findings——Intent——2022 c 115: See note following RCW 42.30.230.

Intent——Finding——2014 c 61: "The legislature intends to promote transparency in government and strengthen the Washington's open public meetings act. The legislature finds that it is in the best interest of citizens for public agencies with governing bodies to post meeting agendas on websites before meetings. Full public review and inspection of meeting agendas will promote a greater exchange of information so the public can provide meaningful input related to government decisions." [2014 c 61 § 1.]

RCW 42.30.080 Special meetings. (1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by email to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or email; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

(b) Posted on the agency's website. An agency is not required to post a special meeting notice on its website if it does not have a website or share a website with another agency. Except in the case of a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency as provided for in this chapter, an agency is not required to post a special meeting notice on its website if it employs no full-time

equivalent employees, or does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location and is not held as a remote meeting; except that during a declared emergency which prevents a meeting from being held in-person with reasonable safety an agency that hosts a website or shares a website with another agency may instead post notice of a remote meeting without a physical location on the website hosted or shared by the agency.

Such notice must be delivered or posted, as applicable, at least 24 hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against. [2022 c 115 § 10; 2012 c 188 § 1; 2005 c 273 § 1; 1971 ex.s. c 250 § 8.]

Effective date——2022 c 115 §§ 5-11: See note following RCW 42.30.230.

Findings——Intent——2022 c 115: See note following RCW 42.30.230.

RCW 42.30.090 Adjournments. The governing body of a public agency may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the governing body may declare the meeting adjourned to a stated time and place. He or she shall cause a written notice of the adjournment to be given in the same manner as provided in RCW 42.30.080 for special meetings, unless such notice is waived as provided for special meetings. Except in the case of remote meetings without a physical location as provided for in this chapter, whenever any meeting is adjourned a copy of the order or notice of adjournment shall be conspicuously posted immediately after the time of the adjournment on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule. [2022 c 115 § 11; 2012 c 117 § 125; 1971 ex.s. c 250 § 9.]

Effective date—2022 c 115 §§ 5-11: See note following RCW 42.30.230.

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

RCW 42.30.100 Continuances. Any hearing being held, noticed, or ordered to be held by a governing body at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the governing body in the same manner and to the same extent set forth in RCW 42.30.090 for the adjournment of meetings. [1971 ex.s. c 250 § 10.]

RCW 42.30.110 Executive sessions. (1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(a)(i) To consider matters affecting national security;

(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;

(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies, western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW 41.05.026;

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(n) To consider in the case of a health sciences and services authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information;

(o) To consider information regarding staff privileges or quality improvement committees under RCW 70.41.205;

(p) To consider proprietary or confidential data collected or analyzed pursuant to chapter 70.405 RCW.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. The

announced purpose of excluding the public must be entered into the minutes of the meeting required by RCW 42.30.035. [2022 c 153 § 13; 2022 c 115 § 12; 2019 c 162 § 2; 2017 c 137 § 1; 2014 c 174 § 4; 2011 1st sp.s. c 14 § 14; 2010 1st sp.s. c 33 § 5; 2005 c 424 § 13; 2003 c 277 § 1; 2001 c 216 § 1; 1989 c 238 § 2; 1987 c 389 § 3; 1986 c 276 § 8; 1985 c 366 § 2; 1983 c 155 § 3; 1979 c 42 § 1; 1973 c 66 § 2; 1971 ex.s. c 250 § 11.]

Reviser's note: This section was amended by 2022 c 115 § 12 and by 2022 c 153 § 13, each without reference to the other. Both amendments are incorporated in the publication of this section under RCW 1.12.025(2). For rule of construction, see RCW 1.12.025(1).

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

Intent—2014 c 174: See note following RCW 28B.50.902.

Severability—Effective date—1987 c 389: See notes following RCW 41.06.070.

RCW 42.30.120 Violations—Personal liability—Civil penalty—Attorneys' fees and costs. (1) Each member of the governing body who attends a meeting of such governing body where action is taken in violation of any provision of this chapter applicable to him or her, with knowledge of the fact that the meeting is in violation thereof, shall be subject to personal liability in the form of a civil penalty in the amount of five hundred dollars for the first violation.

(2) Each member of the governing body who attends a meeting of a governing body where action is taken in violation of any provision of this chapter applicable to him or her, with knowledge of the fact that the meeting is in violation thereof, and who was previously assessed a penalty under subsection (1) of this section in a final court judgment, shall be subject to personal liability in the form of a civil penalty in the amount of one thousand dollars for any subsequent violation.

(3) The civil penalty shall be assessed by a judge of the superior court and an action to enforce this penalty may be brought by any person. A violation of this chapter does not constitute a crime and assessment of the civil penalty by a judge shall not give rise to any disability or legal disadvantage based on conviction of a criminal offense.

(4) Any person who prevails against a public agency in any action in the courts for a violation of this chapter shall be awarded all costs, including reasonable attorneys' fees, incurred in connection with such legal action. Pursuant to RCW 4.84.185, any public agency which prevails in any action in the courts for a violation of this chapter may be awarded reasonable expenses and attorney fees upon final judgment and written findings by the trial judge that the action was frivolous and advanced without reasonable cause. [2016 c 58 § 1; 2012 c 117 § 126; 1985 c 69 § 1; 1973 c 66 § 3; 1971 ex.s. c 250 § 12.]

RCW 42.30.130 Violations—Mandamus or injunction. Any person may commence an action either by mandamus or injunction for the

purpose of stopping violations or preventing threatened violations of this chapter by members of a governing body. [1971 ex.s. c 250 § 13.]

RCW 42.30.140 Chapter controlling—Application. If any provision of this chapter conflicts with the provisions of any other statute, the provisions of this chapter shall control: PROVIDED, That this chapter shall not apply to:

(1) The proceedings concerned with the formal issuance of an order granting, suspending, revoking, or denying any license, permit, or certificate to engage in any business, occupation, or profession or to any disciplinary proceedings involving a member of such business, occupation, or profession, or to receive a license for a sports activity or to operate any mechanical device or motor vehicle where a license or registration is necessary; or

(2) That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or

(3) Matters governed by chapter 34.05 RCW, the Administrative Procedure Act; or

(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. [1990 c 98 § 1; 1989 c 175 § 94; 1973 c 66 § 4; 1971 ex.s. c 250 § 14.]

Effective date—1989 c 175: See note following RCW 34.05.010.

Drug reimbursement policy recommendations: RCW 74.09.653.

Mediation testimony competency: RCW 5.60.070 and 5.60.072.

RCW 42.30.200 Governing body of recognized student association at college or university—Chapter applicability to. The multimember student board which is the governing body of the recognized student association at a given campus of a public institution of higher education is hereby declared to be subject to the provisions of the open public meetings act as contained in this chapter, as now or hereafter amended. For the purposes of this section, "recognized student association" shall mean any body at any of the state's colleges and universities which selects officers through a process approved by the student body and which represents the interests of students. Any such body so selected shall be recognized by and registered with the respective boards of trustees and regents of the state's colleges and universities: PROVIDED, That there be no more than one such association representing undergraduate students, no more than one such association representing graduate students, and no more than one such association representing each group of professional

students so recognized and registered at any of the state's colleges or universities. [1980 c 49 § 1.]

RCW 42.30.205 Training. (1) Every member of the governing body of a public agency must complete training on the requirements of this chapter no later than ninety days after the date the member either:

(a) Takes the oath of office, if the member is required to take an oath of office to assume his or her duties as a public official; or

(b) Otherwise assumes his or her duties as a public official.

(2) In addition to the training required under subsection (1) of this section, every member of the governing body of a public agency must complete training at intervals of no more than four years as long as the individual is a member of the governing body or public agency.

(3) Training may be completed remotely with technology including but not limited to internet-based training. [2014 c 66 § 2.]

Findings—Short title—Effective date—2014 c 66: See notes following RCW 42.56.150.

RCW 42.30.210 Assistance by attorney general. The attorney general's office may provide information, technical assistance, and training on the provisions of this chapter. [2001 c 216 § 2.]

RCW 42.30.220 Recording or online streaming by agency encouraged. (1) Public agencies are encouraged to make an audio or video recording of, or to provide an online streaming option for, all regular meetings of its governing body, and to make recordings of these meetings available online for a minimum of six months.

(2) This section does not alter a local government's recordkeeping requirements under chapter 42.56 RCW. [2022 c 115 § 4.]

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

RCW 42.30.230 Declared emergencies—Remote meeting—Limits on physical attendance. (1) If, after the declaration of an emergency by a local or state government or agency, or by the federal government, a public agency determines that it cannot hold a meeting of the governing body with members or public attendance in person with reasonable safety because of the emergency, the public agency may:

(a) Hold a remote meeting of the governing body without a physical location; or

(b) Hold a meeting of the governing body at which the physical attendance by some or all members of the public is limited due to a declared emergency.

(2) During a remote meeting, members of the governing body may appear or attend by phone or by other electronic means that allows real-time verbal communication without being in the same physical location. For a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency, the public agency must provide an option for the public to listen to the proceedings telephonically or by using a readily available alternative in real-time that does not require any

additional cost for participation. Free readily available options include, but are not limited to, broadcast by the public agency on a locally available cable television station that is available throughout the jurisdiction or other electronic, internet, or other means of remote access that does not require any additional cost for access to the program. The public agency may also allow the other electronic means of remote access.

(3) No action may be taken at a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency if the public agency has not provided an option for the public to listen to proceedings pursuant to subsection (2) of this section, except for an executive session as authorized in this chapter.

(4) Notice of a remote meeting without a physical location or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency must be provided in accordance with this chapter and must include instructions on how the public may listen live to proceedings and on how the public may access any other electronic means of remote access offered by the public agency.

(5) A remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency that is held under the provisions of this section shall be considered open and public in compliance with the requirements of this chapter. Nothing in this section alters the ability of public agencies to take action in response to an emergency as provided for in RCW 42.30.070, or to have members of a governing body participate in a meeting remotely with no declared emergency.

(6) Notwithstanding any other provision in this section, any governing body of a public agency which held some of its regular meetings remotely prior to March 1, 2020, may continue to hold some of its regular meetings remotely with no declared emergency so long as the public agency provides an option for the public to listen to the proceedings pursuant to subsection (2) of this section. [2022 c 115 § 5.]

Effective date——2022 c 115 §§ 5-11: "Sections 5 through 11 of this act are necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and take effect immediately [March 24, 2022]." [2022 c 115 § 15.]

Findings——Intent——2022 c 115: "The legislature finds and declares that, due to technological advances since the 1971 adoption of the open public meetings act, elected officials no longer conduct the public's business solely at in-person meetings, but can and do utilize telephonic and other electronic methods to efficiently conduct the business of state and local government remotely. Further, limitations on public gatherings required as the result of a disaster or emergency, for example, to assist in preventing the spread of infectious diseases, may affirmatively necessitate the use of technology and the avoidance of in-person attendance at public meetings for the conduct of governmental business. It is the policy of the state that a governing body's actions, including deliberations, shall be taken and conducted in the open. When the public cannot observe and participate in person, it may limit participation in

democracy. Therefore, this act shall be construed in favor of ensuring access by the public to observe elected officials when they meet pursuant to this act. It is the intent of this act to modernize and update the open public meetings act emergency procedures to reflect technological advances, while maintaining the act's public policy that governing body's actions and deliberations be taken and conducted openly while balancing public safety in emergency conditions. Governing bodies are encouraged to adopt resolutions or ordinances establishing where and how meetings will be held in the event of an emergency, in order to allow the public to more easily learn about and observe public agency action in an emergent situation.

The legislature further finds people participating in their government, especially through public comment, is an essential part of developing public policy. The legislature finds that there are numerous developing technologies that can be used to facilitate public comment, especially for those with disabilities, underserved communities, and those who face time or distance challenges when traveling to public meetings. Therefore, the legislature intends to encourage public agencies to make use of remote access tools as fully as practicable to encourage public engagement and better serve their communities." [2022 c 115 § 1.]

RCW 42.30.240 Public comment. (1) Except in an emergency situation, the governing body of a public agency shall provide an opportunity at or before every regular meeting at which final action is taken for public comment. The public comment required under this section may be taken orally at a public meeting, or by providing an opportunity for written testimony to be submitted before or at the meeting. If the governing body accepts written testimony, this testimony must be distributed to the governing body. The governing body may set a reasonable deadline for the submission of written testimony before the meeting.

(2) Upon the request of any individual who will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the governing body shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

(3) Nothing in this section prevents a governing body from allowing public comment on items not on the meeting agenda.

(4) Nothing in this section diminishes the authority of governing bodies to deal with interruptions under RCW 42.30.050, limits the ability of the governing body to put limitations on the time available for public comment or on how public comment is accepted, or requires a governing body to accept public comment that renders orderly conduct of the meeting unfeasible. [2022 c 115 § 13.]

Findings——Intent——2022 c 115: See note following RCW 42.30.230.

RCW 42.30.900 Short title. This chapter may be known and cited as the Washington state open public meetings act or OPMA. [2022 c 115 § 14; 1971 ex.s. c 250 § 16.]

Findings—Intent—2022 c 115: See note following RCW 42.30.230.

RCW 42.30.910 Construction—1971 ex.s. c 250. The purposes of this chapter are hereby declared remedial and shall be liberally construed. [1971 ex.s. c 250 § 18.]

City of College Place, Washington
RESOLUTION NO. 20-003

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON COMPILING RULES OF CONDUCT FOR COUNCIL MEETINGS INTO ONE COMPREHENSIVE DOCUMENT AND REPEALING RESOLUTION NUMBERS 355, 410, 561, 872, AND 18-004.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, a predetermined order of procedure for city Council meetings being the most expedient means of conducting Council meetings was established in March of 1990 by Resolution No. 355, and

Whereas, these rules have been amended through Resolution Numbers 561, 872 and 18-004 in accordance with section 6.2 of the resolution.

Whereas, a single document for Council order of procedure will avoid confusion and aid in the expeditious handling of business.

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Repealer: Resolution Numbers 355, 410, 561, 872 and 18-004 are hereby repealed.

Section 1: General Rules:

1.1 Meetings to be public: All official meetings of the Council shall be open to the public with the exception of the executive sessions for certain limited topics, as defined in section 2.4 of this Resolution.

1.2 Quorum: Four Council Members shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.

1.3 Compelling attendance: The Council might adjourn from day-to-day to compel the attendance of absent members.

1.4 Journal of proceedings: An account of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.5 Ordinances: Confined to one subject; Exceptions: No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which shall be clearly stated in its title.

1.6 Right of floor: Any member desiring to speak shall be recognized by the Chair, and shall confine his or her remarks to the Subject under consideration or to be considered.

1.7 City Attorney: The City Attorney shall attend all meetings of the Council, unless excused by the Mayor. Any member of the Council may, at any time during a regular or special meeting of the Council, call upon the City Attorney for an oral or written opinion to decide any question of law.

1.8 City Clerk: The City Clerk, or such other person as the Mayor may designate, shall be ex-officio Clerk of the Council and shall keep minutes of the meeting and perform such other further duties in the meeting as may be ordered by the Mayor.

1.9 Officers and Employees to Attend: The head of any department or any officer or employee of the city, when requested by the Mayor, or the City Council, shall attend any regular, executive or special meeting and confer with the Council on matters relating to the city.

1.10 Conflict of Interest: A Council member may not vote on a matter where he or she would be especially benefitted and shall absent himself or herself from Council Chambers during the time said matter is being discussed and voted on by the Council.

1.11 Procedures for Filling Vacated Positions

a. In the event of a vacancy on the Council or in the Office of Mayor, the City Clerk shall, within two weeks of the occurrence of such vacancy, publish a notice in the Walla Walla Union Bulletin notifying of such vacancy and soliciting written applications from qualified persons to fill such vacancy. The applications shall be accompanied by a written questionnaire to be completed by each applicant. Such notice shall be in a form acceptable to the City Administrator and the City Attorney.

b. Such notice shall establish a deadline for the submission of applications and answers to the questionnaires, which shall be no less than fifteen (15) days from the date the notice is published.

c. Once this deadline has passed, the City Clerk shall review each application to ensure that each applicant is a registered voter of the City at time of application, and has been a resident of the City for at least one year.

d. Once the Clerk has reviewed the applications to determine eligibility per the provisions of the preceding paragraph of this resolution, those applicants that are determined to be eligible shall be notified to appear before the Council to submit to an interview by the Council. Applicants will be asked to remain in the foyer when each separate applicant is interviewed, PROVIDED, HOWEVER, that the applicants as a group shall be advised that if anyone of them objects to this process, then they shall all be permitted to remain in Council Chambers for each interview conducted.

e. At the conclusion of all interviews the Council shall adjourn to executive session pursuant to RCW 43.30.110(1)(h) to evaluate the qualifications of the applicants, PROVIDED, HOWEVER, that final action appointing an applicant to office shall be in a meeting open to the public.

f. Upon completion of the Executive Session, Council shall return to open session and the Mayor or Mayor Pro Tem shall request nominations from Council Members, who may

then nominate the applicants of their choice. A second shall be required for each nomination. Only those that submitted applications shall be eligible for nomination.

g. Council members shall then vote for the nominees of their choice. Absent members shall be permitted to vote by phone. The nominee with the majority of the votes cast is then selected to fill the vacancy. In the event of a tie, the Mayor may vote. If no candidate receives a majority vote, Council may adopt motions to enable it to complete the election by majority vote within a reasonable time.

Section 2: Types of Meetings:

2.1 Regular Council meeting: The Council meeting dates and times shall be set by Ordinance and specified in Title 2 – Administration of the College Place Municipal Code.

2.2 Special Meetings: Special meetings may be called by the Mayor or any three members of the Council. The City Clerk shall prepare a notice of the special meeting, stating the time, place, and object, and personally serve notice upon each of the City Council at least 24. Hours before the time of meeting. The City Clerk shall attempt to notify each member of the Council in person, either by telephone or otherwise, of the special meeting. The City Clerk shall give notice of the special meeting to each local newspaper of general circulation, and to each local radio and television station which has filed with the clerk a written request to be notified of special meetings. The City Council may not discuss nor make final disposition of any matter not mentioned in the notice.

2.3 Special meetings may be called in less than 24 hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

2.4 Executive Sessions: Executive sessions, or closed meetings, may be held in accordance with the provisions of the Washington state open public meetings act. Topics that may be discussed are: (1) personnel matters, (2) considerations of acquisition of property for public purposes or sale of city-owned property, (3) potential or pending litigations in which the city has an interest, and any other as provided in the revised code of Washington. (42.30 .110)

2.5 Conducting of:

a. Executive sessions must be part of a regular or special meeting. (RCW 42.30.110)

b. Before convening in executive session, the presiding officer must publicly announce the purpose for excluding the public and the time when the executive session will conclude. The executive session may be extended by an announcement of the presiding officer. (RCW 4-2.30.100 (2))

c. Final adoption of an "ordinance resolution, rule, regulation, order or directive" must be done in the "open" meeting. (RCW 42.30.060)

2.6 Attendance of media at Council meetings: All official meetings of the City Council and its

committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

Section 3: Chairman and Duties:

3.1 Chairman: The Mayor, if present, shall preside as chairperson at all meetings of the Council. In the absence of the Mayor, the Mayor pro-tem shall preside. In the absence of both the Mayor and the Mayor pro-tem, the Council shall elect a chairperson.

3.2 Call to order: The meetings of the Council shall be called to order by the Mayor or, in their absence, by the Mayor pro-tem. In the absence of both the Mayor and the Mayor pro tem, the meeting shall be called to order by the City Clerk for the election of a temporary chairperson. Four Council members shall be in attendance to constitute a quorum.

3.3 Preservation of order: The chairperson shall preserve order and decorum, prevent attacks on personalities or the impugning of a member's motives, and confine members in debate to the question under discussion.

3.4 Questions to be stated: The chairman shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member.

3.5 No member shall speak more than twice on the same subject without permission of the presiding officer.

3.6 Motions to reconsider must be by a member who voted with the majority, and at the same or next succeeding meeting of the Council.

3.7 Each member present should vote on all questions put to the Council, except as to matters with respect to which such Council member has a disqualifying interest.

3.8 The presiding officer of the Council may, at his or her discretion call any member to take the chair, to allow him or her to address the Council, make a motion, or discuss any other matter at issue.

3.9 All questions of order shall be decided by the presiding officer of the Council with the right to appeal to the Council by any member.

3.10 A motion for adjournment shall always be in order.

Section 4: Creation of Committees, Boards, and Commissions:

4.1 Citizen committees, boards and commissions: The Council may create committees, boards, and commissions to assist in the conduct of the operation of the city government with such duties as the Council or Mayor may specify.

4.2 Membership and selections: Membership and selection of members shall be as recommended by the Mayor and approved by the Council. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by

a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the Mayor unless otherwise specified.

4.3 Removal of members of boards and commissions: The Council may remove any member of any board or commission which it has created by a vote of at least a majority of the Council.

Section 5: Citizen's Rights:

5.1 Addressing the Council: Any person desiring to address the Council by oral communication shall first secure the permission of the Presiding Officer.

5.2 Manner of addressing the Council - time limit: Each person addressing the Council shall give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their address to five minutes. No person may transfer any portion of their time allotment to another person. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Council Members, except through the Presiding Officer.

5.3 Personal and slanderous remarks: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council may be requested to leave the meeting and may be forthwith, by the Presiding Officer, barred from further audience before the Council during that Council meeting.

5.4 Reading of protests: Interested persons, or their authorized representatives, may address the Council for the reading of protest, petitions, or communications relating to any matter over which the Council has control, when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

5.5 Mayor may appoint committee or refer citizens' complaints: The Mayor may appoint a committee of three members of the city Council to hear citizen's complaints or may refer citizen's complaints to an executive session of the City Council, whenever the subject would be appropriate.

5.6 Written communications: Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the city's business or over which the Council had control at any time by direct mail or by addressing the City Clerk and copies will be distributed to the Council Members.

Section 6: Suspension and Amendment of These Rules:

6.1 Suspension of these rules: Any provision of these rules may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.

6.2 Amendment of these rules: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at prior Council meeting.

Section 7: Parliamentary Procedure:

7.1 The Standard Code of Parliamentary Procedure shall govern the deliberations of the Council when there is no specific guideline set in the foregoing rules, subsequent City of College Place Ordinances and Resolutions, or the statutes of the State of Washington – Specifically RCW 35A

Section 8: Clerical Corrections.

8.1 The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 9: Effective Date.

9.1 This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 28th day of January, 2020.

Norma L. Hernández

Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl

Lisa R. Neissl, CMC
City Clerk

Appendix C

Actions for Which a Public Hearing Is Required

The following lists set out some of the subjects or actions for which the legislative body must conduct a public hearing; the list is not necessarily all-inclusive. There may be other subjects for which a hearing may be politically or practically appropriate, but not legally required, such as before an increase in a rate or fee.

Counties	
RCW 16.10.030	Establishment of a dog control zone
RCW 35.13.040	Election method annexations
RCW 35.13.470	Annexation of territory within urban growth areas by interlocal agreement*
RCW 35.13.480	Annexation of territory within urban growth areas – county initiated process*
RCW 35.13.490	Annexation of territory used for an agricultural fair
RCW 35.58.080	Formation of metropolitan municipal corporation
RCW 35.58.2795	Six-year transit plans*
RCW 35.81.060	Community renewal plan*
RCW 35.81.090	Community renewal plan – extension of period*
RCW 35.87A.040	Establishment of parking and business improvement areas*
RCW 35.87A.140	Change in assessment rate for parking and business improvement areas*
RCW 35.87A.180	Disestablishment of parking and business improvement areas*
RCW 35.101.030	Tourism promotion areas – resolution of intent to establish*
RCW 35.101.140	Tourism promotion areas – disestablishment*
RCW 35A.14.460	Annexation of territory within urban growth areas – interlocal agreement*
RCW 35A.14.470	Annexation of territory within urban growth areas – county initiated process*
RCW 35A.14.490	Annexation of territory used for an agricultural fair
RCW 36.32.120	Adopt police and sanitary regulations
RCW 36.32.480	Creation of emergency medical service districts
RCW 36.33.040	Transfer of funds from abandoned/nonexistent cumulative reserve funds
RCW 36.34.005	Establishment of comprehensive procedures for management of county property
RCW 36.34.040	Disposal of county property
RCW 36.34.160	Lease of county property
RCW 36.34.330	Exchange of county real property for privately owned real property
RCW 36.36.020	Creation of aquifer protection area
RCW 36.40.070	Budget hearing

Counties	
RCW 36.40.140	Emergencies subject to hearing
RCW 36.40.250	Biennial budgets – proposed property tax levies
RCW 36.54.110	Creation of county ferry districts
RCW 36.55.040	Bridge or road franchise application
RCW 36.56.030	Assumption of rights, powers, functions, and obligations of metropolitan municipal corporation
RCW 36.58.090	Contracts with vendors for solid waste handling systems
RCW 36.58.110	Solid waste disposal district – establishment, modification, or dissolution
RCW 36.58A.020	Establishment, modification or dissolution of solid waste collection district
RCW 36.60.020	Establishment, modification, or dissolution of county rail district
RCW 36.60.120	Establishment, modification, or dissolution of county rail district – alternate method (by petition)
RCW 36.61.030	Creation of lake and beach management district – resolution or petition
RCW 36.61.120	Lake and beach management district – adoption of special assessment roll
RCW 36.61.270	Lake and beach management district – imposition of rates and charges
RCW 36.61.300	Acquisition of real property or property rights – amendment and modification of plan for the lake and beach management district
RCW 36.68.010	Parks and recreational facilities – disposition of surplus park property
RCW 36.68.440	Parks and recreational facilities – feasibility and cost studies of proposed service area
RCW 36.69.040	Formation of a park and recreation district
RCW 36.69.440	Joint park and recreation district – petition for formation
RCW 36.70.110	Planning commission – removal of member
RCW 36.70.440	Lapse or failure by planning agency to submit report on changes to comprehensive plan
RCW 36.70.630	Changes to recommendation of official controls for comprehensive plan by board of commissioners
RCW 36.70.795	Hearing within at least sixty days of adoption of moratorium, interim zoning map, interim zoning ordinance, or interim official control
RCW 36.70A.110	Adoption of interim urban growth areas
RCW 36.70A.130	Review of comprehensive land use plan
RCW 36.70A.140	Public participation program for GMA planning*
RCW 36.70A.210	Adoption of countywide planning policy
RCW 36.70A.390	Hearing following adoption of moratoria, interim zoning without prior hearing*
RCW 36.70A.540	Affordable housing incentive programs – establishing income levels for occupants*

Counties	
RCW 36.70B.200	Approval of development agreement*
RCW 36.73.050	Establish, change boundaries, or dissolve transportation benefit district*
RCW 36.73.160	Transportation improvement cost exceeds cost designated in original finance plan by >20% (only applies to cities or counties that have assumed the rights, powers, functions, and obligations of a transportation benefit district)*
RCW 36.73.180	Receipt of petition for supplemental transportation improvements (only applies to cities or counties that have assumed the rights, powers, functions, and obligations of a transportation benefit district)*
RCW 36.75.190	Publication of engineer's report on construction or acquisition of bridge or trestle that crosses any topographical feature that constitutes a boundary
RCW 36.81.070	County road engineer report – new road
RCW 36.81.121	Six-year comprehensive transportation program
RCW 36.82.200	County road budget — hearing, adoption, supplemental budget
RCW 36.83.020	Road and bridge service district – establishment, modification of boundaries, dissolution
RCW 36.83.120	Road and bridge service district – establishment, modification of boundaries, dissolution
RCW 36.87.060	Vacation or abandonment of county road
RCW 36.88.030	Formation of district – by resolution of intention – procedure
RCW 36.88.050	Formation of district – by petition – procedure
RCW 36.88.060	County road improvement district – formation by resolution of intention or by petition
RCW 36.88.090	County road improvement district – assessment roll
RCW 36.88.450	Underground electric and communication facilities – installation or conversion
RCW 36.94.020	Adopt on-site inspection/maintenance utility
RCW 36.94.080	Adoption, amendment, or rejection of proposed water/sewer general plan
RCW 36.94.240	Utility local improvement districts – formation by petition or initiative
RCW 36.94.260	Utility local improvement districts – protests to an assessment
RCW 36.94.420	Transfer of water-sewer system from county to water-sewer district
RCW 36.95.200	Television reception improvement districts – dissolution by resolution
RCW 36.96.030	Determination of inactive special purpose districts
RCW 36.105.040	Creation of community council
RCW 36.115.040	Adoption of service agreement
RCW 36.145.030	Community facilities districts – formation by petition*
RCW 36.150.030	County ferry districts – assumption of rights, powers, functions, obligations

Counties	
RCW 39.10.385	General contractor/construction manager procedure – alternative subcontractor selection process*
RCW 39.10.400	General contractor/construction manager procedure – prebid determination of subcontractor eligibility*
RCW 39.33.020	Disposition of surplus property with an estimated value > $50,000 (however, AGO 1997 No. 5 concludes that this requirement only applies to intergovernmental transfers of property)*
RCW 39.64.080	Taxing district powers under plan of readjustment*
RCW 39.88.040	Procedure for adoption of public improvement*
RCW 39.89.050	Procedure for creating increment area*
RCW 39.92.030	Transportation improvement programs*
RCW 39.100.020	Conditions for financing public improvements using hospital benefit zone financing*
RCW 39.100.030	Creation of a benefit zone*
RCW 39.102.090	Adoption of a revenue development area*
RCW 39.104.040	Creation of revitalization area*
RCW 52.02.040	Fire protection district formation
RCW 58.17.090	Preliminary plat approval*
RCW 58.17.215	Alteration of a subdivision*
RCW 58.17.225	Grant of easement over public open space*
RCW 67.38.030	Creation of cultural arts, stadium, and convention districts
RCW 68.52.110	Cemetery district formation
RCW 84.34.037	Applications for the classification or reclassification of land
RCW 84.55.120	Adoption of tax increase by ordinance or resolution*
RCW 85.15.040	Creation of diking, draining, and sewerage improvement districts
RCW 85.16.060	Determination of special benefits accruing from the maintenance of improvement districts
RCW 85.38.040	Proposed special districts – diking, drainage, and flood control facilities and services
RCW 85.38.160	Systems of assessment – diking, drainage, and flood control facilities and services
RCW 87.03.020	Formation of irrigation district
RCW 87.80.040	Joint control of irrigation districts
RCW 87.84.030	Formation of irrigation and rehabilitation districts
RCW 90.58.590	Adoption of moratoria by local governments*

*Public hearing requirement applies to both city (or town) and county legislative bodies.

Cities and Towns	
RCW 35.02.132	Budget for newly-incorporated city or town
RCW 35.10.217	Consolidation or annexation to another city/town
RCW 35.13.140	Direct petition annexations
RCW 35.13.178	Comprehensive land use plan for area to be annexed
RCW 35.13.182	Annexation of an unincorporated island
RCW 35.13.238	Annexation of territory served by fire protection districts
RCW 35.13.256	Annexation of territory served by fire protection districts benefit charge
RCW 35.13.430	Alternative direct petition method annexation
RCW 35.13.470	Annexation of territory within urban growth areas by interlocal agreement*
RCW 35.13.480	Annexation of territory within urban growth areas – county initiated process*
RCW 35.13A.080	Dissolution of a water district
RCW 35.18.130	Removal of city manager
RCW 35.21.156	Contract for solid waste handling
RCW 35.21.530	Codify or compile ordinances
RCW 35.21.762	Create urban emergency medical services district
RCW 35.21.766	Allocation of general fund revenues for ambulance service utility
RCW 35.21.925	Supplemental transportation improvements by a city
RCW 35.27.590	Establishment of off-street parking space or facility by town
RCW 35.32A.040	Consideration of proposed budget in cities over three hundred thousand
RCW 35.33.057	Hearings on the annual budget
RCW 35.33.071	Adopt annual budget
RCW 35.34.090	Hearings on the biennial budget
RCW 35.34.110	Adopt biennial budget
RCW 35.34.130	Mid-biennial budget review and modification
RCW 35.43.125	Creation of local improvement district
RCW 35.43.140	Local improvement paid for by levy or assessment within improvement district
RCW 35.43.150	Approve local improvement district
RCW 35.44.070	Approve LID assessment role
RCW 35.55.070	Approve LID to fill low land
RCW 35.55.160	Excess or deficiency of funding for contract for improvement
RCW 35.56.080	Approve LID to fill or drain lowland
RCW 35.56.170	Excess or deficiency of funding for contract for improvement
RCW 35.58.2795	Six-year transit plans*
RCW 35.63.030	Removal of member of planning commission

Cities and Towns	
RCW 35.63.120	Affirmance, disaffirmance, or modification of planning commission's decision
RCW 35.63.200	Adopt moratoria or interim zoning controls
RCW 35.64.010	Approval of contracts for management and operation of zoo or aquarium
RCW 35.68.020	Authorize construction, reconstruction, or repair of sidewalk, gutter, or curbs
RCW 35.68.030	Assessment of costs of sidewalk repair on abutting property
RCW 35.68.050	Assessment roll for sidewalk repair or construction
RCW 35.70.080	Assessment roll for sidewalk repair or construction in second-class cities and towns
RCW 35.71.040	Pedestrian mall plan
RCW 35.72.040	If requested, assessment reimbursement contracts (streets, roads)
RCW 35.73.030	Establish grade or provide for fill of property
RCW 35.77.010	Adoption and annual revision of comprehensive transportation program
RCW 35.79.010	Street vacation approval
RCW 35.79.030	Street vacation petition
RCW 35.81.060	Community renewal plan*
RCW 35.81.090	Community renewal plan – extension of period*
RCW 35.85.020	Assessment district for viaducts, elevated roadways, tunnels and subways
RCW 35.85.030	Limit of assessment – lien – priority
RCW 35.85.060	Assessment roll – viaducts, elevated roadways, tunnels and subways
RCW 35.86.050	Off-street parking facility plan
RCW 35.86A.080	Off-street parking – parking commission – proposed facilities with special requirements
RCW 35.87A.040	Establishment of parking and business improvement areas*
RCW 35.87A.140	Change in assessment rate for parking and business improvement areas*
RCW 35.87A.180	Disestablishment of parking and business improvement areas*
RCW 35.92.020	Adopt on-site inspection/maintenance of sewer utility services
RCW 35.92.260	Acquisition of water rights – assessment rolls
RCW 35.94.040	Lease or sale of surplus utility property
RCW 35.96.050	Objections to converting electrical and communications facilities underground
RCW 35.101.030	Tourism promotion areas – resolution of intent to establish*
RCW 35.101.140	Tourism promotion areas – disestablishment*
RCW 35A.13.130	Removal of city manager
RCW 35A.13.140	Removal of city manager
RCW 35A.14.020	Annexation by election method
RCW 35A.14.130	Alternative direct petition method for annexation (owners of 10% assessed value of area to be annexed)

Cities and Towns	
RCW 35A.14.295	Annexation of unincorporated island of territory within code city
RCW 35A.14.340	Proposed zoning regulations for annexed areas
RCW 35A.14.430	Alternative direct petition method for annexation (owners of 10% acreage of area to be annexed)
RCW 35A.14.460	Annexation of territory within urban growth areas – interlocal agreement*
RCW 35A.14.470	Annexation of territory within urban growth areas – county initiated process*
RCW 35A.14.480	Annexation of territory served by fire districts – interlocal agreement process
RCW 35A.16.080	Exclusion of agricultural land from the incorporated area of a code city
RCW 35A.33.055	Preliminary budget message
RCW 35A.33.070	Final budget
RCW 35A.33.090	Emergency expenditure ordinance
RCW 35A.34.090	Biennial budget message
RCW 35A.34.110	Final biennial budget
RCW 35A.34.130	Mid-biennial review and modification
RCW 35A.34.150	Emergency expenditure ordinance (for code cities budgeting biennially)
RCW 35A.63.070	Adopt comprehensive plan
RCW 35A.63.073	Amend the comprehensive plan
RCW 35A.63.100	Amendments to comprehensive plan, zoning ordinances
RCW 35A.63.150	Authorization to provide for additional public hearings related to planning and zoning
RCW 35A.63.220	Adoption and renewal of moratoriums or interim zoning ordinances
RCW 36.70A.140	Public participation program for GMA planning (would include hearings)*
RCW 36.70A.390	Hearing following adoption of moratoria, interim zoning without prior hearing*
RCW 36.70A.540	Affordable housing incentive programs – establishing income levels for occupants*
RCW 36.70B.200	Approval of development agreement*
RCW 36.73.050	Establish, change boundaries, or dissolve transportation benefit district*
RCW 36.73.160	Transportation improvement cost exceeds cost designated in original finance Plan by >20% (only applies to cities or counties that have assumed the rights, powers, functions, and obligations of a transportation benefit district)*
RCW 36.73.180	Receipt of petition for supplemental transportation improvements* (only applies to cities or counties that have assumed the rights, powers, functions, and obligations of a transportation benefit district)*

Cities and Towns	
RCW 36.120.210	Findings and recommendations for Alaskan Way Viaduct and Seattle Seawall improvements
RCW 36.145.030	Community facilities districts – formation by petition*
RCW 39.10.385	General contractor/construction manager procedure – alternative subcontractor selection process*
RCW 39.10.400	General contractor/construction manager procedure – prebid determination of subcontractor eligibility*
RCW 39.33.020	Disposition of surplus property with an estimated value > $50,000 (however, AGO 1997 No. 5 concludes that this requirement only applies to intergovernmental transfers of property)*
RCW 39.64.080	Taxing district powers under plan of readjustment*
RCW 39.88.040	Procedure for adoption of public improvement*
RCW 39.89.050	Procedure for creating increment area*
RCW 39.92.030	Transportation improvement programs*
RCW 39.100.020	Conditions for financing public improvements using hospital benefit zone financing*
RCW 39.100.030	Creation of a benefit zone*
RCW 39.102.090	Adoption of a revenue development area*
RCW 39.104.040	Creation of revitalization area*
RCW 39.108.010	Creation of a local infrastructure project area
RCW 58.17.090	Preliminary plat approval*
RCW 58.17.215	Alteration of a subdivision*
RCW 58.17.225	Grant of easement over public open space*
RCW 84.55.120	Adoption of property tax increase by ordinance or resolution*
RCW 90.58.590	Adoption of moratoria by local governments*

* Public hearing requirement applies to both city (or town) and county legislative bodies.

College Place - Preliminary Budget 2024

Fund	Description	Beginning Fund Balance	Revenue	Expenditure	Surplus/(Deficit)	Ending Fund Balance
001	Current Expense Fund	2,123,424	8,454,815	8,451,013	**3,803**	2,127,227
005	Current Expense Reserve Fund	585,745	5,000	20	4,980	590,725
012	Technology Reserve Fund	400,211	579,000	687,981	(108,981)	291,230
061	Employee Benefit Reserve Fund	441,296	54,000	112,475	(58,475)	382,821
	Total Current Expense	**3,550,676**	**9,092,815**	**9,251,489**	**(158,674)**	**3,392,003**
120	Criminal Justice Fund	49,596	20,402	20,630	(228)	49,368
121	Forfeited Proceeds Fund	2,059	20	-	20	2,079
130	Hotel/Motel Tax	63,645	40,500	38,403	2,097	65,742
	Total Special Revenue Funds	**115,300**	**60,922**	**59,033**	**1,889**	**117,189**
201	ULTGO Bond Fund	18,161	489,550	489,450	100	18,261
	Total Debt Service Funds	**18,161**	**489,550**	**489,450**	**100**	**18,261**
305	Capital Improvement Fund (REET 1)	704,417	453,656	1,009,101	(555,445)	148,972
306	Capital Improvement Fund (REET 2)	1,356,288	5,003,191	6,000,000	(996,809)	359,479
309	CDBG Projects Fund	0	324,400	324,400	-	0
315	Facilitiy Maintenance Reserve Fund (CE)	766,933	2,225,000	2,299,802	(74,802)	692,131
320	Equipment Reserve Fund	198,637	1,315,901	1,387,384	(71,483)	127,154
330	Economic Development Fund	113,395	40,375	40,000	375	113,770
340	Economic Development Reserve Fund	74	-			74
350	Transportation Benefit District Fund (New	-				-
360	Tax Increment Financing Fund (New)	-				-
	Total Capital Reserve Funds	**3,139,744**	**9,362,523**	**11,060,687**	**(1,698,164)**	**1,441,580**
100	Street Fund	392,139	905,312	990,661	(85,349)	306,791
301	Street Capital Contribution Fund	4,139	380,838	360,828	20,010	24,149
311	Street Improvement Fund	124,149	6,507,036	6,426,189	80,847	204,996
	Total Street Funds	**520,427**	**7,793,186**	**7,777,678**	**15,508**	**535,935**
400	Water Fund	612,944	2,320,201	2,350,049	(29,848)	583,096
410	Water Capital Reserve Fund	1,182,195	5,617,585	5,318,997	298,588	1,480,783
413	Water Capital Improvement Reserve Fun	1,059,270	1,667,629	1,530,291	137,338	1,196,608
426	Water Bond Reserve Fund	150,808	4,000	802	3,198	154,006
431	Water System Construction Fund	1,195,139	350,000	350,000	-	1,195,139
	Total Water Fund	**4,200,356**	**9,959,415**	**9,550,139**	**409,276**	**4,609,632**
401	Wastewater Fund	2,317,435	3,280,101	2,585,293	694,808	3,012,243
411	Wastewater Capital Reserve Fund	2,860,348	15,357,205	15,467,778	(110,573)	2,749,776
412	Wastewater Debt Service Fund	1,193,222	655,000	631,928	23,072	1,216,294
425	Water Revenue Bond Fund	371,723	342,100	313,200	28,900	400,623
	Total Waste Water Fund	**6,742,728**	**19,634,406**	**18,998,199**	**636,207**	**7,378,935**
402	Stormwater Fund	549,320	662,808	671,094	(8,286)	541,034
403	Stormwater Capital Reserve Fund	371,852	2,652,811	2,644,735	8,076	379,928
	Total Stormwater Fund	**921,172**	**3,315,619**	**3,315,829**	**(210)**	**920,962**
440	**Ambulance Utility Fund**	**572,163**	**1,257,040**	**1,233,682**	**23,358**	**595,522**
500	Equipment Rental & Replacement	310,510	694,500	689,119	5,381	315,891
625	Flexible Benefits Plan Fund	14,105	12,000	12,000	-	14,105
	Total Funds	**20,105,343**	**61,671,975**	**62,437,303**	**(765,328)**	**19,340,015**

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
Fund: 001 - Current Expense Fund					
001-308-31-00-08	**Opening Fund Balance**	3,740,233.27	3,143,205.25	2,123,424.31	(1,019,780.94)
001-311-10-00-00	Real & Personal Prop Tax	2,081,709.55	2,112,785.38	2,126,555.46	13,770.08
001-313-11-00-00	**Retail Sales & Use Tax**	2,031,445.58	2,062,406.57	2,103,000.00	40,593.43
001-313-15-00-00	**Criminal Justice Tax 3/10th Of 1% C.J.**	409,728.19	400,107.58	420,000.00	19,892.42
001-313-61-00-00	**Natural Gas Use Tax**	18,127.29	21,127.26	25,000.00	3,872.74
001-313-71-00-00	**Criminal Justice Tax**	239,708.29	235,035.65	240,000.00	4,964.35
001-316-41-00-00	**Utility Tax - Priv Utils Electric**	433,323.74	426,390.30	440,000.00	13,609.70
001-316-43-00-00	**Utility Tax - Priv Utils Gas**	93,805.37	143,851.63	145,000.00	1,148.37
001-316-45-00-00	**Utility Tax - Priv Utils Garbage/Solid Waste**	123,480.27	145,424.71	150,000.00	4,575.29
001-316-46-00-00	**Utility Tax - Priv Utils Cable**	76,517.35	82,234.91	85,000.00	2,765.09
001-316-47-00-00	**Utility Tax - Priv Utils Telephone**	87,851.17	89,036.49	92,000.00	2,963.51
001-316-48-00-00	**Utility Tax - Priv Utils Water**	325,056.87	326,535.22	340,000.00	13,464.78
001-316-49-00-00	**Utility Tax - Priv Utils Wastewater**	346,956.89	358,405.34	372,000.00	13,594.66
001-321-91-00-00	**Franchise Fees**	74,600.87	74,608.94	75,000.00	391.06
001-321-91-00-01	**Franchise Application Fees**	5,000.00	-	-	-
001-321-99-00-02	**Other Business Licenses And Permits**	14,126.65	17,324.99	17,000.00	(324.99)
001-322-10-00-00	**Building/Structures/Equip.**	105,950.74	134,562.09	400,000.00	265,437.91
001-322-10-00-01	**Building Dept Plan Check / Review Fees**	46,388.49	133,699.69	250,000.00	116,300.31
001-322-30-00-00	**Animal Licenses**	3,803.00	2,055.00	3,000.00	945.00
001-322-90-00-00	**Other Non-bus Lic/Permits**	2,607.00	3,949.75	4,000.00	50.25
001-322-90-00-01	**Concealed Pistol License State Portion**	1,188.00	714.00	1,200.00	486.00
001-331-16-60-00	Fed Dir Grant From Dept Of Justice (CFDA #16.607)	-	1,290.56	-	(1,290.56)
001-332-92-10-02	American Rescue Act Plan Revenue (CFDA #21.027)	1,301,682.00	-	-	-
001-333-20-60-01	DUI Emphasis Patrols Grant Program	833.25	-	1,000.00	1,000.00
001-333-20-60-03	Distracted Driving Emphasis Patrol Grant Program	681.75	318.36	500.00	181.64
001-334-01-30-00	WSP Fire Marshall Safety Program	3,600.00	-	3,000.00	3,000.00
001-334-02-70-00	Rec'n And Conservation Office Grant - Kiwanis Park			25,000.00	25,000.00
001-334-03-10-05	Dept Of Ecology - Solid Waste Enforcement Grant	873.49	780.57	800.00	19.43
001-334-04-20-04	CERB Grant - Flex Light Industrial Study	24,786.31	-	-	-
001-334-04-20-30	St Grant Dept Of Commerce - Drug Task Force Grant	39,174.47	73,502.00	60,000.00	(13,502.00)
001-334-04-98-00	DOH-EMS Trauma Grant	1,125.00	554.00	1,200.00	646.00
001-334-06-90-00	State Grant-Other	10,000.00	-	107,689.66	107,689.66
001-336-00-98-00	Local Government Assistance Program	151,839.87	160,000.00	180,394.00	20,394.00
001-336-06-51-00	DUI & Other Criminal Justice Assistance	1,119.57	24.08	1,600.00	1,575.92
001-336-06-94-00	Liquor Excise Tax	69,118.56	63,408.16	71,505.00	8,096.84
001-336-06-95-00	Liquor Control Brd Profit	75,819.71	78,840.00	74,670.00	(4,170.00)
001-337-00-00-01	Interlocal Grants - WASP UOF/DTI Training	-	10,000.00	-	(10,000.00)
001-341-81-00-00	Printing/Duplicating Sers	0.15	-	-	-
001-342-10-00-00	Law Enforcement Services	3,614.65	3,099.90	3,000.00	(99.90)
001-342-10-00-01	Law Enforcement Services - Non LEOFF	-	1,866.96	2,000.00	133.04
001-342-10-00-02	Law Enforcement Services - DUI Restitution	1,516.02	2,459.86	2,000.00	(459.86)
001-342-21-00-02	Fireworks Permits For Sales	200.00	200.00	200.00	-
001-342-21-51-00	Intergov Fire Serv /MOB Reimbursement - Personnel	60,118.45	50,000.00	50,000.00	-
001-342-21-51-01	Intergov Fire Serv /MOB Reimbursement - Equipment	7,293.80	7,000.00	10,000.00	3,000.00
001-342-40-00-01	Building Inspection Fees - Bldg Dept	198.00	924.00	2,000.00	1,076.00
001-343-50-00-95	Utility Drainage / St Const - Eng Review Fees	-	(153.28)	-	153.28
001-343-50-01-99	Sewer Inspection Fee	528.00	2,706.00	3,000.00	294.00
001-345-81-00-02	Annexation Fee - P&D	-	500.00	-	(500.00)
001-345-81-00-04	Boundary Line Adjustment - P&D	400.00	100.00	-	(100.00)
001-345-81-00-08	Preliminary Plat / PUD - P&D	900.00	-	1,000.00	1,000.00
001-345-81-00-09	Plats, Final P&D			700.00	700.00
001-345-81-00-10	Plats, Short P&D	1,200.00	400.00	800.00	400.00
001-345-81-00-12	Site Plan Application P&D	2,450.00	3,900.00	3,500.00	(400.00)
001-345-81-00-13	Site Plan Review; SF / MF (Up To 4 Units) P&D	1,550.00	1,550.00	2,000.00	450.00
001-345-81-00-15	Zoning Amendments P&D	138.00	-	-	-
001-345-83-00-00	Plan Checking Fees - Building Dept - Pass Through	2,316.31	-	2,500.00	2,500.00
001-345-83-00-04	Non-Plat - Engineering Review Fees			500.00	500.00
001-345-83-00-05	Plan Checking Fees - Engineering - Pass Through			5,000.00	5,000.00
001-345-83-00-06	Plan Review - Fire Department	-	800.00	500.00	(300.00)
001-345-86-00-00	Critical Areas Permit P&D			400.00	400.00
001-345-86-00-01	SEPA Related Mitigation Fees (Checklist) P&D	1,750.00	500.00	1,000.00	500.00
001-345-89-01-20	Planning & Development Costs - Pass Thru Charges	15,609.50	20,435.51	20,000.00	(435.51)
001-345-89-01-25	Planning & Development Pass Thru Cost Admin. Fee	3,009.89	3,571.97	3,500.00	(71.97)
001-345-89-01-27	State Building Code Fee	1,281.50	1,194.50	1,300.00	105.50
001-347-90-00-00	Farmer's Market Vendor Fees	4,395.00	4,080.01	4,500.00	419.99
001-347-90-00-01	Vendor Fees - Other Community Events	290.00	210.00	200.00	(10.00)
001-347-90-00-02	Farmer's Market Pass-through Sales - SNAP/EBT	733.00	210.04	500.00	289.96
001-347-90-00-03	Fireworks Bonds	100.00	50.00	100.00	50.00
001-347-90-00-04	Farmer's Market Pass-through Process - State Match	2,524.00	-	-	-
001-347-90-00-05	Farmer Market Pass-through Process - DOH Kids Cash	1,494.00	-	-	-
001-353-10-05-00	Traffic Infraction Penalties	28,657.83	24,016.89	30,000.00	5,983.11
001-361-10-00-00	Unrealized Gain/Loss	(82,886.12)	10,063.01	-	(10,063.01)
001-361-11-00-00	Investment Interest	18,553.17	29,776.41	20,000.00	(9,776.41)
001-361-30-00-00	Realized Gain/Loss On Investments	3,256.12	-	-	-
001-361-40-00-00	Sales Interest	2,427.28	6,072.32	2,500.00	(3,572.32)
001-361-40-00-43	Interest - Contract Bond Non-Rev	0.81	1.34	-	(1.34)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
001-361-41-00-00	Investment Interest - Purchased	11,131.93	10,000.00	10,000.00	-
001-362-00-00-02	Lease Payment (Annual) WWU Community Garden	1.00	-	1.00	1.00
001-362-00-50-01	Water Tower Space Rental	92,182.73	81,667.98	90,000.00	8,332.02
001-367-11-00-02	Contributions/Gifts - Fire Dept	23,379.00	-	10,000.00	10,000.00
001-367-11-00-03	Contributions/Gifts - Police Dept	26,303.37	10,544.30	20,000.00	9,455.70
001-367-11-00-04	Contr/Donations - Private	187,116.80	11,797.02	100,000.00	88,202.98
001-369-10-00-04	Sale Of Surplus - Current Expense	100.00	1,755.00	-	(1,755.00)
001-369-30-00-00	Sale Of Confiscated And Forfeited Property	253.22	-	-	-
001-369-81-00-00	Cashier's Over / Short	(10.00)	(0.03)	-	0.03
001-369-91-00-00	Other Misc Revenue	2,054.21	7,644.37	2,000.00	(5,644.37)
001-369-91-00-02	Misc - Police Fees	810.54	1,844.83	1,000.00	(844.83)
001-369-91-00-10	Reimbursements/Refunds	81,166.53	1,591.80	20,000.00	18,408.20
001-382-10-00-02	Developer Bond / Deposit For Project	-	101,174.62	200,000.00	98,825.38
001-389-10-00-03	Building Permit Deposit	-	-	10,000.00	10,000.00
001-389-90-00-00	Other Non-Revenues	353.10	251.90	-	(251.90)
001-389-90-00-04	Deposits To Travel Advance Account			3,000.00	3,000.00
001-395-20-00-00	Insurance Compensation For Loss	7,765.29	-	-	-
Revenue Total:		8,718,256.37	7,562,780.46	8,454,815.12	892,034.66
001-511-30-44-01	Advertising / Publication	1,892.80	1,660.94	2,000.00	(339.06)
001-511-60-10-00	Wages & Overtime	9,080.63	8,820.00	8,820.00	-
001-511-60-20-00	Personnel Benefits	733.82	747.67	821.37	(73.70)
001-511-60-31-01	Office Supplies - Legislative	140.07	-	150.00	(150.00)
001-511-60-31-00	Operating Supplies - Legislative			150.00	(150.00)
001-511-60-41-00	Professional Services			100.00	(100.00)
001-511-60-42-00	Communications	0.26	-	-	-
001-511-60-43-00	Travel - Council Pos. 1			100.00	(100.00)
001-511-60-43-01	Travel - Council Pos. 2			100.00	(100.00)
001-511-60-43-02	Travel - Council Pos. 3			100.00	(100.00)
001-511-60-43-03	Travel - Council Pos. 4			100.00	(100.00)
001-511-60-43-04	Travel - Council Pos. 5			100.00	(100.00)
001-511-60-43-05	Travel - Council Pos. 6			300.00	(300.00)
001-511-60-43-06	Travel - Council Pos. 7			100.00	(100.00)
001-511-60-48-00	Repairs And Maintenance			50.00	(50.00)
001-511-60-49-00	Misc/Contingency Expense	125.00	125.00	200.00	(75.00)
001-511-60-49-01	Miscellaneous	-	140.29	500.00	(359.71)
001-511-60-49-02	Travel/Misc - Council Pos. 1			150.00	(150.00)
001-511-60-49-03	Travel/Misc - Council Pos. 2			150.00	(150.00)
001-511-60-49-04	Travel/Misc - Council Pos. 3			150.00	(150.00)
001-511-60-49-05	Travel/Misc - Council Pos. 4			150.00	(150.00)
001-511-60-49-06	Travel/Misc - Council Pos. 5			150.00	(150.00)
001-511-60-49-07	Travel/Misc - Council Pos. 6	234.69	409.20	500.00	(90.80)
001-511-60-49-08	Travel/Misc - Council Pos. 7			150.00	(150.00)
001-511-60-49-09	Registrations/Fees - Training Classes & Seminars	35.00	-	300.00	(300.00)
001-511-70-49-00	Lobbying Agreement - Port	15,600.00	13,200.00	15,600.00	(2,400.00)
001-511-70-49-01	Lobbying Agreement - Federal	-	27,000.00	36,000.00	(9,000.00)
001-512-50-41-02	Professional Services - Other Than Attorneys	-	33,102.04	-	33,102.04
001-512-52-41-02	Professional Services - Other Than Attorneys	126,056.88	67,995.98	90,000.00	(22,004.02)
001-513-10-10-00	Wages & Overtime	82,573.60	60,852.50	63,241.65	(2,389.15)
001-513-10-20-00	Personnel Benefits	25,424.57	19,185.49	19,550.38	(364.89)
001-513-10-31-00	Operating Supplies - Executive	1,792.53	765.42	1,000.00	(234.58)
001-513-10-31-01	Office Supplies - Executive	390.09	399.21	400.00	(0.79)
001-513-10-41-00	Professional Services	41,949.23	62.85	-	62.85
001-513-10-42-00	Communications	1,478.63	1,462.75	1,500.00	(37.25)
001-513-10-43-00	Travel Expense	2,228.15	2,779.77	4,000.00	(1,220.23)
001-513-10-43-02	Travel / Training Mayor	-	1,422.41	1,700.00	(277.59)
001-513-10-44-01	Advertising	1,959.97	56.44	420.00	(363.56)
001-513-10-48-00	Repairs & Maintenance	29.70	29.05	100.00	(70.95)
001-513-10-49-00	Miscellaneous	7,271.74	3,137.19	4,500.00	(1,362.81)
001-513-10-49-02	Registrations/Fees - Training Classes & Seminars	1,118.00	344.50	2,000.00	(1,655.50)
001-513-10-49-03	Travel Miscellaneous			50.00	(50.00)
001-513-10-49-50	Misc. AWC Annual Dues / WWVCC Membership	8,130.00	15,697.99	8,300.00	7,397.99
001-514-23-00-01	Conversion Misc	-	(34,300.41)	-	(34,300.41)
001-514-23-10-00	Wages & Overtime - Financial Services	64,540.05	68,403.16	74,511.55	(6,108.39)
001-514-23-20-00	Personnel Benefits	28,865.21	32,628.85	27,353.00	5,275.85
001-514-23-31-00	Operating Supplies - Budgeting, Accounting	229.65	109.56	200.00	(90.44)
001-514-23-31-01	Office Supplies - Budgeting, Accounting	981.24	816.56	1,000.00	(183.44)
001-514-23-35-00	Small Tools/Minor Equip.	85.88	-	200.00	(200.00)
001-514-23-41-00	Professional Services	27,452.20	9,281.81	14,616.00	(5,334.19)
001-514-23-42-00	Communications	1,281.43	1,306.14	1,300.00	6.14
001-514-23-43-00	Travel	306.10	82.88	2,000.00	(1,917.12)
001-514-23-44-01	Advertising	1,945.45	119.52	1,000.00	(880.48)
001-514-23-48-00	Repairs & Maintenance	447.65	132.23	500.00	(367.77)
001-514-23-49-00	Miscellaneous	311.00	509.00	1,000.00	(491.00)
001-514-23-49-01	Registration Fees / Training Classes & Seminars	460.00	778.40	1,000.00	(221.60)
001-514-30-10-00	Wages/O.T. Record Services	40,310.71	50,045.48	60,156.02	(10,110.54)
001-514-30-20-00	Personnel Benefits	19,848.60	23,272.46	22,800.41	472.05
001-514-30-31-00	Operating Supplies - Records	46.37	62.66	350.00	(287.34)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
001-514-30-31-01	Office Supplies - Records	313.76	199.72	550.00	(350.28)
001-514-30-35-00	Sm Tools/Minor Equip,	(273.93)	-	200.00	(200.00)
001-514-30-41-00	Prof Serv - Codification/Records Destruction	34,231.81	47,380.98	5,500.00	41,880.98
001-514-30-42-00	Communication	729.77	1,370.33	1,450.00	(79.67)
001-514-30-43-00	Travel	3,246.81	2,863.53	4,210.00	(1,346.47)
001-514-30-44-01	Advertising	97.73	-	100.00	(100.00)
001-514-30-48-00	Repairs & Maintenance	452.80	384.60	425.00	(40.40)
001-514-30-49-00	Miscellaneous	804.00	284.60	700.00	(415.40)
001-514-30-49-01	Registrations/Fees - Training Classes & Seminars	2,843.00	2,710.46	4,250.00	(1,539.54)
001-514-40-45-00	Intergovenmental Election Costs	9,260.95	-	12,000.00	(12,000.00)
001-514-40-49-00	Intergov. Services - Voter Registration	24,867.50	25,037.79	27,000.00	(1,962.21)
001-514-81-40-00	Concealed Pistol License Fee	1,560.00	1,023.00	1,000.00	23.00
001-515-31-10-00	Salary & Wages - City Attorney	84,998.20	57,858.24	60,334.98	(2,476.74)
001-515-31-20-00	Personnel Benefits	29,798.68	20,523.96	20,934.51	(410.55)
001-515-31-31-00	Operating Supplies - City Attorney	-	337.98	500.00	(162.02)
001-515-31-31-01	Office Supplies - City Attorney			250.00	(250.00)
001-515-31-35-00	Small Tools/Minor Equipment			150.00	(150.00)
001-515-31-41-00	Prof Legal Servs Retainer	15,075.00	2,585.00	8,000.00	(5,415.00)
001-515-31-41-01	Professional Legal Services	4,020.00	760.00	6,000.00	(5,240.00)
001-515-31-42-00	Communication - City Attorney	473.35	493.83	500.00	(6.17)
001-515-31-43-00	Travel - City Attorney	-	45.76	500.00	(454.24)
001-515-31-48-00	Repairs & Maintenance - City Attorney	121.81	164.21	250.00	(85.79)
001-515-31-49-00	Miscellaneous - City Attorney	498.98	-	855.00	(855.00)
001-515-31-49-01	Reg Fees / Train Classes & Seminars - City Atty	257.00	132.00	500.00	(368.00)
001-515-91-41-00	Professional Services - Legal - Indigent Defense	53,020.00	54,842.04	60,000.00	(5,157.96)
001-517-90-24-00	Employee Benefit Prg Cost	1,200.00	500.00	1,200.00	(700.00)
001-518-10-10-00	Salaries & Wages - HR	47,737.99	49,440.84	56,511.99	(7,071.15)
001-518-10-20-00	Personnel Benefits - HR	23,512.11	23,871.18	25,041.76	(1,170.58)
001-518-10-31-00	Operating Supplies - HR Administration	722.66	101.59	1,100.00	(998.41)
001-518-10-31-01	Office Supplies - HR Administration	536.56	418.26	800.00	(381.74)
001-518-10-31-02	Operating Supplies - HR Wellness	2,385.62	1,533.28	5,000.00	(3,466.72)
001-518-10-31-04	Operating Supplies - HR Wellness Grant Reimbursed	195.00	23.78	205.00	(181.22)
001-518-10-41-00	Prof. Services - Labor Negotiations	-	72.35	1,000.00	(927.65)
001-518-10-41-01	Professional Services	7,337.72	224.42	8,048.00	(7,823.58)
001-518-10-42-00	Communications - HR	513.70	536.40	544.00	(7.60)
001-518-10-43-00	Travel	1,648.45	121.91	1,600.00	(1,478.09)
001-518-10-48-00	Repairs And Maintenance	543.61	704.67	750.00	(45.33)
001-518-10-49-00	Miscellaneous	719.50	1,462.45	800.00	662.45
001-518-10-49-01	Training / Class Registration Fees & Charges	610.20	570.60	1,400.00	(829.40)
001-518-10-49-02	Train/Class Reg Fees & Charge - City-wide Educat	2,000.00	-	1,500.00	(1,500.00)
001-518-20-10-00	Wages & Overtime	44,381.27	74,205.46	104,546.06	(30,340.60)
001-518-20-20-00	Personnel Benefits	19,830.16	37,779.94	45,749.13	(7,969.19)
001-518-20-31-00	Operating Supplies - Facilities	4,465.25	8,468.02	20,000.00	(11,531.98)
001-518-20-31-01	Office Supplies - Facilities	284.46	1,044.49	500.00	544.49
001-518-20-35-00	Sm Tools/Minor Equip	643.26	3,140.43	10,000.00	(6,859.57)
001-518-20-41-00	Professional Services	19,100.05	14,595.29	15,000.00	(404.71)
001-518-20-42-00	Communication	375.82	702.01	500.00	202.01
001-518-20-43-00	Travel / Training	25.69	366.49	1,000.00	(633.51)
001-518-20-44-01	Advertising	-	443.50	500.00	(56.50)
001-518-20-45-00	Operating Rentals/Leases			1,500.00	(1,500.00)
001-518-20-47-00	Public Utility Services	19,946.39	23,191.35	20,000.00	3,191.35
001-518-20-47-01	Utilities - Annex Bldg	6,038.83	7,520.62	6,500.00	1,020.62
001-518-20-48-00	Repairs & Maintenance	1,456.45	8,945.11	15,000.00	(6,054.89)
001-518-20-48-02	Repairs & Maintenance Annex Bldg	300.51	1,063.11	2,000.00	(936.89)
001-518-20-49-00	Miscellaneous	0.02	-	750.00	(750.00)
001-518-30-46-00	Insurance	58,659.73	81,558.12	100,079.00	(18,520.88)
001-521-10-10-00	Wages & Overtime	142,452.19	164,822.90	157,805.59	7,017.31
001-521-10-20-00	Personnel Benefits	42,340.48	54,007.48	47,631.70	6,375.78
001-521-10-20-02	Benefits - Reimbursement Costs	339.01	106.72	-	106.72
001-521-10-31-00	Operating Supplies - Administration	1,782.01	1,327.83	1,400.00	(72.17)
001-521-10-31-01	Office Supplies - Administration	871.83	498.75	500.00	(1.25)
001-521-10-35-00	Sm Tools/Minor Equipment	-	992.42	2,500.00	(1,507.58)
001-521-10-41-00	Professional Services	8,807.22	5,863.52	7,000.00	(1,136.48)
001-521-10-41-01	Prof Services - Labor Negotiations.	6,150.00	825.00	6,500.00	(5,675.00)
001-521-10-41-03	Prof Services - Lexipol Consulting Service	3,297.51	3,561.31	4,000.00	(438.69)
001-521-10-42-00	Communication	4,468.30	4,478.91	5,000.00	(521.09)
001-521-10-43-00	Travel	357.23	1,398.65	3,000.00	(1,601.35)
001-521-10-44-01	Advertising	617.04	2,936.50	500.00	2,436.50
001-521-10-48-00	Repairs & Maintenance	465.70	246.32	200.00	46.32
001-521-10-49-00	Miscellaneous	2,711.77	1,594.93	2,500.00	(905.07)
001-521-10-49-01	Registrations / Fees Training Classes & Seminars	998.31	510.00	3,000.00	(2,490.00)
001-521-10-49-02	Miscellaneous - PD Donations	972.87	313.78	6,700.00	(6,386.22)
001-521-10-49-03	Miscellaneous - Grant Reimbursed	-	5,211.00	-	5,211.00
001-521-10-49-96	Interfund Rentals O & M	77,806.34	19,919.56	20,000.00	(80.44)
001-521-19-10-00	Wages Support Serv	114,233.20	124,853.06	137,804.03	(12,950.97)
001-521-19-20-00	Benefits Support Servs	48,686.21	52,586.68	54,090.77	(1,504.09)
001-521-19-20-01	Benefits/Uniforms Support Services	138.00	-	400.00	(400.00)
001-521-19-31-00	Operating Supplies - Support Services	58.84	586.06	2,400.00	(1,813.94)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
001-521-19-31-01	Office Supplies - Support Services	1,988.55	1,020.23	2,500.00	(1,479.77)
001-521-19-35-00	Sm Tools Support Servs			500.00	(500.00)
001-521-19-41-00	Prof Services Support Ser	8,791.86	4,596.57	5,705.00	(1,108.43)
001-521-19-43-00	Travel Support Services	-	856.00	1,500.00	(644.00)
001-521-19-44-01	Advertising Support Servs	319.50	-	250.00	(250.00)
001-521-19-45-00	Oper Rentals Support Serv			1,000.00	(1,000.00)
001-521-19-48-00	Repairs/Maint Support Ser	893.40	411.41	800.00	(388.59)
001-521-19-49-00	Misc. Support Services	25.00	49.26	200.00	(150.74)
001-521-19-49-01	Registrations / Fees - Training Classes / Seminars	304.05	-	500.00	(500.00)
001-521-19-49-02	WW SSMA New World Records Sys Support	18,468.00	18,600.97	20,000.00	(1,399.03)
001-521-21-10-00	Wages Investigation	90,086.09	91,820.26	91,054.53	765.73
001-521-21-20-00	Benefits - Investigation	29,015.93	32,068.34	29,086.65	2,981.69
001-521-21-31-00	Operating Supplies - Investigation	787.61	2,352.67	1,500.00	852.67
001-521-21-31-01	Office Supplies - Investigation	665.95	509.10	800.00	(290.90)
001-521-21-35-00	Sm Tools/Equip Invest	-	1,495.12	500.00	995.12
001-521-21-41-00	Prof Servs Investigation	885.74	907.16	1,500.00	(592.84)
001-521-21-42-00	Communication Invest.	2,894.19	2,211.99	2,300.00	(88.01)
001-521-21-43-00	Travel Investigation	54.43	520.00	1,000.00	(480.00)
001-521-21-48-00	Repairs/Maint Invest.	22.67	3,237.71	75.00	3,162.71
001-521-21-49-00	Misc Investigation	-	9.39	1,500.00	(1,490.61)
001-521-21-49-01	Registration Fees - Training Classes & Seminars	-	1,148.00	1,500.00	(352.00)
001-521-22-10-00	Wages Patrol	743,360.83	819,019.97	1,003,689.13	(184,669.16)
001-521-22-20-00	Benefits Patrol	228,140.46	281,029.95	293,169.78	(12,139.83)
001-521-22-20-01	Benefits Uniforms Patrol	17,567.06	8,311.00	12,000.00	(3,689.00)
001-521-22-20-02	Benefits Uniforms BVP Grant-Funded	-	1,290.56	-	1,290.56
001-521-22-20-03	Patrol Equipment & Clothing Allowance	-	4,486.92	5,400.00	(913.08)
001-521-22-20-06	BVFF Pension & Disability Payments	235.00	-	-	-
001-521-22-31-00	Operating Supplies - Patrol	3,422.88	5,818.91	5,000.00	818.91
001-521-22-31-01	Office Supplies - Patrol	2,430.20	2,432.65	2,200.00	232.65
001-521-22-32-00	Fuel Consumed Patrol	342.75	501.76	1,000.00	(498.24)
001-521-22-35-00	Sm Tools/Equip Patrol	-	539.55	1,000.00	(460.45)
001-521-22-41-00	Prof Services Patrol	3,651.92	3,057.00	3,500.00	(443.00)
001-521-22-42-00	Communication Patrol	6,238.02	7,197.88	9,000.00	(1,802.12)
001-521-22-42-01	Patrol Air Cards - Communication	6,494.60	8,657.30	7,000.00	1,657.30
001-521-22-48-00	Repairs/Maint. Patrol	372.84	1,865.79	500.00	1,365.79
001-521-22-49-00	Miscellaneous Patrol	104.00	-	100.00	(100.00)
001-521-22-49-01	Intergov Servs Patrol - Dispatch Charges	113,460.22	355,920.74	259,411.00	96,509.74
001-521-22-49-02	WW PD Support/Maint MDT Software	132.97	-	1,000.00	(1,000.00)
001-521-22-49-96	Interfund Rentals O & M	64,891.85	19,919.56	20,000.00	(80.44)
001-521-23-10-00	Wages Spec Unit	38,237.39	-	-	-
001-521-23-20-00	Benefits Spec Unit	14,069.90	-	-	-
001-521-23-31-00	Operating Supplies - Special Unit	-	208.84	-	208.84
001-521-23-41-09	Special Response Unit - Professional Services	47.77	-	-	-
001-521-30-10-01	Wages - Drug Task Force	42,426.89	93,484.25	90,153.00	3,331.25
001-521-30-20-01	Benefits - Drug Task Force	13,272.08	32,196.56	23,975.08	8,221.48
001-521-30-31-00	Operating Supplies - Crime Prevention	6.95	79.61	100.00	(20.39)
001-521-30-31-01	Office Supplies - Crime Prevention			100.00	(100.00)
001-521-30-49-00	Misc Crime Prevention			100.00	(100.00)
001-521-30-49-06	Registrations/Fees - Training Classes & Seminars			300.00	(300.00)
001-521-40-31-00	Operating Supplies - Training	8,994.99	12,418.20	15,000.00	(2,581.80)
001-521-40-31-01	Office Supplies - Training			100.00	(100.00)
001-521-40-41-00	Prof Services Training	875.00	900.00	3,000.00	(2,100.00)
001-521-40-43-00	Travel Training	4,675.95	10,522.02	10,000.00	522.02
001-521-40-48-00	Repairs/Maint Training	-	130.01	1,000.00	(869.99)
001-521-40-49-00	Misc Training	-	100.24	-	100.24
001-521-40-49-01	Registrations/Fees - Training Classes & Seminars	9,882.00	16,051.50	20,000.00	(3,948.50)
001-521-70-10-00	Wages Traffic	244,481.97	272,559.35	334,563.03	(62,003.68)
001-521-70-10-02	Wages - Impaired Driving CFDA#20.601 Grant Program	400.47	-	-	-
001-521-70-10-04	Wages - Impaired Driving CFDA#20.600 Grant Program	743.73	-	1,500.00	(1,500.00)
001-521-70-20-00	Benefits Traffic	75,920.52	93,642.91	97,723.27	(4,080.36)
001-521-70-20-02	Benefits - Impair Driving CFDA#20.601 Grant Prog	148.33	-	-	-
001-521-70-20-04	Benefits - Impair Driving CFDA#20.600 Grant Prog	222.50	-	-	-
001-521-70-20-06	BVFF Pension & Disability Payments	105.00	340.00	180.00	160.00
001-521-70-31-00	Operating Supplies - Traffic			250.00	(250.00)
001-521-70-31-01	Office Supplies - Traffic			75.00	(75.00)
001-521-70-35-00	Sm Tools Traffic			200.00	(200.00)
001-521-70-35-01	Small Tools DUI Emphasis Funded	900.75	-	1,000.00	(1,000.00)
001-521-70-41-00	Prof Services Traffic	191.87	-	250.00	(250.00)
001-521-70-48-00	Repairs/Maint Traffic			250.00	(250.00)
001-521-70-49-00	Miscellaneous Traffic			100.00	(100.00)
001-521-70-49-96	Interfund Rentals - O & M	64,891.85	19,919.56	20,000.00	(80.44)
001-522-10-10-00	Wages & Overtime	-	61,478.31	48,102.80	13,375.51
001-522-10-20-00	Personnel Benefits	-	16,081.18	14,410.57	1,670.61
001-522-10-20-01	Other Benefits - Uniforms			300.00	(300.00)
001-522-10-31-00	Operating Supplies - Administration	58.70	-	500.00	(500.00)
001-522-10-31-01	Office Supplies - Administration	214.76	893.44	500.00	393.44
001-522-10-35-00	Sm Tools & Minor Equipmnt	115.53	-	250.00	(250.00)
001-522-10-41-00	Prof Serv - Comprehens Analysis Of FD Services	829.53	358.93	500.00	(141.07)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
001-522-10-41-02	Professional Services - Admin	5,298.98	1,634.85	6,000.00	(4,365.15)
001-522-10-42-00	Communication	1,552.88	1,236.33	1,300.00	(63.67)
001-522-10-43-00	Travel	2,771.70	2,734.99	5,000.00	(2,265.01)
001-522-10-44-01	Advertising	329.27	443.50	500.00	(56.50)
001-522-10-48-00	Repairs & Maintenance	590.39	921.51	750.00	171.51
001-522-10-49-00	Miscellaneous	4,243.01	1,273.50	3,500.00	(2,226.50)
001-522-10-49-01	Registrations/Fees - Training Classes & Seminars	1,055.00	2,341.48	3,000.00	(658.52)
001-522-20-10-00	Wages Fire	163,382.48	163,768.99	151,625.99	12,143.00
001-522-20-10-01	Stipends (Volunteers)	38,174.32	43,503.45	35,000.00	8,503.45
001-522-20-10-02	Wages - Mobilization	48,225.26	-	-	-
001-522-20-20-00	Benefits Fire	58,813.60	61,087.32	48,801.65	12,285.67
001-522-20-20-01	Benefits (Volunteers)	2,844.46	3,649.08	3,700.00	(50.92)
001-522-20-20-02	Benefits - Mobilization	8,397.32	-	-	-
001-522-20-20-03	Uniforms - Volunteers	3,791.91	10,298.79	8,000.00	2,298.79
001-522-20-20-04	Uniforms - FT Firefighter	3,337.62	1,134.24	4,000.00	(2,865.76)
001-522-20-31-00	Operating Supplies - Suppression	4,538.47	4,444.78	3,500.00	944.78
001-522-20-31-01	Office Supplies - Suppression	152.85	22.91	300.00	(277.09)
001-522-20-31-02	Fire Mobilization - Protective Equipment	456.44	-	2,000.00	(2,000.00)
001-522-20-31-03	Radios/Pagers - Parts & Supplies	175.33	3,434.17	750.00	2,684.17
001-522-20-31-05	Wildland Fire - Operating Supplies	-	483.36	-	483.36
001-522-20-32-00	Fuel - Suppression	1,454.59	1,734.13	2,000.00	(265.87)
001-522-20-32-02	Fire Mobilization - Fuel Consumed	1,377.02	5,116.52	3,000.00	2,116.52
001-522-20-35-00	Sm Tools/Equipment	1,079.50	2,467.33	1,000.00	1,467.33
001-522-20-35-01	Small Tools Vehicle	-	591.16	500.00	91.16
001-522-20-35-02	Fire Mobilization - Sm Tools / Equipment	-	279.20	800.00	(520.80)
001-522-20-41-00	Fire Dept Personnel Physicals	2,241.56	321.64	3,000.00	(2,678.36)
001-522-20-42-00	Communication - Air Cards For MDTs	3,374.07	3,086.36	2,500.00	586.36
001-522-20-43-00	Travel - Supression	-	275.76	-	275.76
001-522-20-48-00	Repairs/Maintenance	1,707.74	20,207.73	4,500.00	15,707.73
001-522-20-48-01	Repairs/Maint Vehicle	351.44	11.20	-	11.20
001-522-20-48-02	Fire Mobilization - Repairs & Maint.	135.96	815.18	100.00	715.18
001-522-20-49-00	Misc Fire	91.46	79.62	100.00	(20.38)
001-522-20-49-02	Fire Mobilization - Misc. Expense	463.51	27.69	500.00	(472.31)
001-522-20-49-04	Intergov Services - Dispatch Charges	25,713.22	45,169.05	36,000.00	9,169.05
001-522-20-49-06	BVFF Pension & Disability Payments	1,170.00	1,260.00	1,800.00	(540.00)
001-522-20-49-96	Interfund Rentals - O & M	51,620.41	12,904.90	15,000.00	(2,095.10)
001-522-26-31-80	Op Supplies - EMS Rescue & Emergency	-	785.36	-	785.36
001-522-30-10-00	Wages & OT	38,541.76	40,259.04	43,914.00	(3,654.96)
001-522-30-20-00	Benefits	18,311.94	19,527.88	19,465.47	62.41
001-522-30-20-01	Other Benefits/Uniforms	23.41	235.47	300.00	(64.53)
001-522-30-31-00	Operating Supplies - Prevention / Investigation	125.11	544.17	2,500.00	(1,955.83)
001-522-30-31-01	Office Supplies - Prevention / Investigation			200.00	(200.00)
001-522-30-41-00	Professional Services	27.36	-	-	-
001-522-30-42-00	Communication	-	288.19	1,000.00	(711.81)
001-522-30-43-00	Travel	120.35	-	1,500.00	(1,500.00)
001-522-30-48-00	Repairs/Maintenance			100.00	(100.00)
001-522-30-49-00	Miscellaneous	973.86	79.20	750.00	(670.80)
001-522-45-10-00	Wages & OT	83,779.59	70,972.69	63,229.40	7,743.29
001-522-45-20-00	Benefits	21,037.94	18,025.42	11,818.64	6,206.78
001-522-45-20-03	Uniforms - FT Firefighter	-	620.45	300.00	320.45
001-522-45-31-00	Operating Supplies - Training	2,240.91	1,431.19	5,000.00	(3,568.81)
001-522-45-31-01	Office Supplies - Training	118.35	-	250.00	(250.00)
001-522-45-35-00	Small Tools & Equipment - Training	-	-	-	-
001-522-45-41-00	Professional Services	51.11	-	-	-
001-522-45-42-00	Communication	124.58	-	-	-
001-522-45-43-00	Travel	2,422.43	1,796.01	10,000.00	(8,203.99)
001-522-45-48-00	Repairs/Maintenance	-	44.14	150.00	(105.86)
001-522-45-49-00	Miscellaneous	16,977.28	1,952.08	2,500.00	(547.92)
001-522-45-49-01	Registrations/Fees - Training Classes & Seminars	5,100.00	7,798.00	5,000.00	2,798.00
001-522-50-31-00	Operating Supplies - Facilities	7,446.40	5,662.83	4,000.00	1,662.83
001-522-50-31-01	Office Supplies - Facilities	48.01	264.50	100.00	164.50
001-522-50-35-00	Small Tools/Equipment			150.00	(150.00)
001-522-50-41-00	Professional Services	-	35.70	-	35.70
001-522-50-47-00	Public Utility Services	24,009.55	27,865.96	20,000.00	7,865.96
001-522-50-48-00	Repairs/Maintenance	13,809.89	26,760.42	5,000.00	21,760.42
001-522-50-49-00	Miscellaneous	109.59	54.87	150.00	(95.13)
001-523-60-41-00	Professional Services			1,000.00	(1,000.00)
001-523-60-49-00	Miscellaneous			150.00	(150.00)
001-523-60-49-01	Intergov Services - Cnty Jail Services	42,557.45	31,005.42	35,000.00	(3,994.58)
001-524-10-10-00	Wages - Bldg Clerical	17,875.08	19,117.42	20,425.06	(1,307.64)
001-524-10-20-00	Benefits - Bldg Clerical	12,362.54	13,016.49	13,404.73	(388.24)
001-524-20-10-00	Wages & OT	99,088.26	124,245.50	129,353.39	(5,107.89)
001-524-20-20-00	Benefits	48,782.07	68,403.68	67,512.86	890.82
001-524-20-31-00	Operating Supplies - Bldg. Inspection	580.71	300.50	1,200.00	(899.50)
001-524-20-31-01	Office Supplies - Bldg. Inspection	457.77	488.49	500.00	(11.51)
001-524-20-35-00	Sm Tools/Equipment	120.69	-	450.00	(450.00)
001-524-20-41-00	Professional Services	231.91	4,287.77	2,000.00	2,287.77
001-524-20-41-01	Plan Check Professional Services			2,000.00	(2,000.00)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
001-524-20-42-00	Communication	2,896.02	2,888.55	2,893.00	(4.45)
001-524-20-43-00	Travel	2,319.15	826.52	4,560.00	(3,733.48)
001-524-20-44-01	Advertising	337.50	-	-	-
001-524-20-48-00	Repairs/Maintenance	260.54	209.60	200.00	9.60
001-524-20-49-00	Miscellaneous	95.00	1,088.00	400.00	688.00
001-524-20-49-01	Training Class Registration Costs - Bldg Dept	4,164.38	1,120.00	5,000.00	(3,880.00)
001-525-60-49-00	Intergov Servs Emergency Management Cnty	10,324.00	17,200.00	9,400.00	7,800.00
001-548-68-49-96	INF ER&R From CE O&M Costs	36,279.42	15,501.45	40,000.00	(24,498.55)
001-554-30-10-00	Wages Special Enforcement	58,272.54	58,164.47	60,494.91	(2,330.44)
001-554-30-20-00	Benefits	28,647.67	34,808.68	30,683.87	4,124.81
001-554-30-31-00	Operating Supplies - Special Enforcement	310.98	14.32	500.00	(485.68)
001-554-30-31-00	Operating Supplies - Special Enforcement			500.00	(500.00)
001-554-30-31-01	Office Supplies - Special Enforcement	471.12	450.66	300.00	150.66
001-554-30-35-00	Sm Tools/Equipment	-	66.94	75.00	(8.06)
001-554-30-41-00	Professional Services	10,000.08	11,134.96	10,000.00	1,134.96
001-554-30-42-00	Communications - Special Enforcement	1,046.82	973.95	1,500.00	(526.05)
001-554-30-43-00	Travel			1,500.00	(1,500.00)
001-554-30-44-01	Advertising / Publication	156.04	-	-	-
001-554-30-48-00	Repairs/maintenance			20.00	(20.00)
001-554-30-49-00	Miscelleanous	11.00	-	40.00	(40.00)
001-554-30-49-01	Registrations/Fees - Training Classes & Seminars			500.00	(500.00)
001-554-30-49-96	Interfund Rentals - O & M	8,433.36	2,272.59	2,300.00	(27.41)
001-557-20-49-00	Community Services	-	122.79	-	122.79
001-558-50-40-00	State Bldg Code Fee	1,281.50	712.00	1,500.00	(788.00)
001-558-60-10-00	Wages & OT	82,499.28	104,483.44	107,916.37	(3,432.93)
001-558-60-20-00	Personnel Benefits	41,891.56	51,832.55	52,229.35	(396.80)
001-558-60-31-00	Operating Supplies - Planning	80.13	158.70	500.00	(341.30)
001-558-60-31-01	Office Supplies - Planning	311.10	408.19	300.00	108.19
001-558-60-35-00	Small Tools/Minor Equipment	85.87	-	-	-
001-558-60-41-00	Professional Services	25,052.17	8,980.57	100,000.00	(91,019.43)
001-558-60-41-01	Professional Services - Grant Reimbursed	5,000.00	-	-	-
001-558-60-42-00	Communication	1,361.45	1,413.90	1,500.00	(86.10)
001-558-60-43-00	Travel	138.56	107.68	1,400.00	(1,292.32)
001-558-60-44-01	Advertising	2,490.47	1,784.29	2,500.00	(715.71)
001-558-60-48-00	Repairs And Maintenance	659.03	355.64	1,400.00	(1,044.36)
001-558-60-49-00	Miscellaneous	1,031.32	1,295.42	2,000.00	(704.58)
001-558-60-49-01	Registrations/Fees - Training Classes & Seminars	33.64	116.04	600.00	(483.96)
001-558-60-49-02	Intergov Services	5,110.22	3,888.00	5,200.00	(1,312.00)
001-558-70-41-00	Community Development / Planning Prof Servs	(19,004.94)	17,167.63	10,000.00	7,167.63
001-558-70-41-01	Com Dev / Planning Prof Servs - Grant Reimbursed	24,786.31	-	-	-
001-558-70-49-00	Economic Development - Miscellaneous	2,500.00	4,800.00	5,000.00	(200.00)
001-558-75-41-01	Planning & Development Costs - Pass Thru	22,066.30	12,571.02	15,000.00	(2,428.98)
001-559-30-49-01	Development / Customer Pass-Through Expense	3,000.00	63,003.06	-	63,003.06
001-564-10-31-00	Operating Supplies - Mental Health Services	56.26	-	-	-
001-564-10-41-00	Professional Services - Mental Health Services	428.00	-	-	-
001-564-10-44-01	Advertising - Mental Health Services	502.20	-	-	-
001-566-00-49-00	Intergovernmntl Services	2,898.77	3,067.76	3,000.00	67.76
001-573-90-31-00	Operating Supplies - Community Events	7,226.29	2,883.87	10,000.00	(7,116.13)
001-573-90-31-01	Office Supplies - Community Events	45.24	12.75	500.00	(487.25)
001-573-90-35-00	Sm Tools/Minor Equip.	3,658.58	21,641.44	25,000.00	(3,358.56)
001-573-90-40-01	Farmer's Market Pass-through Payments - CC	4.00	9.00	-	9.00
001-573-90-40-02	Farmer's Market Pass-through Payments - SNAP/EBT	1,532.00	1,197.39	1,400.00	(202.61)
001-573-90-40-03	Farmer Market Pass-through Process - State Match	1,492.00	1,154.21	1,400.00	(245.79)
001-573-90-40-05	Farmer Market Pass-through Process - DOH Kid Cash	1,492.00	1,959.40	1,400.00	559.40
001-573-90-41-00	Professional Services - Community Events	20,080.73	13,898.41	50,000.00	(36,101.59)
001-573-90-41-01	Professional Services - SEEK Projects	176,446.53	-	-	-
001-573-90-41-02	Professional Services - Blue Mountain United Way	10,000.00	10,000.00	10,000.00	-
001-573-90-41-03	Professional Services - Community Grant	-	7,450.00	-	7,450.00
001-573-90-42-00	Communications - Community Events	973.49	973.95	1,000.00	(26.05)
001-573-90-44-01	Advertising	6,089.00	4,025.20	10,000.00	(5,974.80)
001-573-90-48-00	Repairs & Maintenance - Community Events			500.00	(500.00)
001-573-90-49-00	Miscellaneous	957.45	1,071.55	10,000.00	(8,928.45)
001-573-90-49-01	Community Assistance Program			15,000.00	(15,000.00)
001-576-80-10-00	Wages	48,855.93	59,327.22	60,826.03	(1,498.81)
001-576-80-20-00	Benefits	27,475.26	41,158.51	35,008.55	6,149.96
001-576-80-20-01	Uniforms / Other Benefits	13.62	-	250.00	(250.00)
001-576-80-31-00	Operating Supplies - Parks	8,979.24	11,156.78	12,000.00	(843.22)
001-576-80-35-00	Sm Tools/Equipment	1,016.01	267.91	750.00	(482.09)
001-576-80-41-00	Professional Services	1,017.69	1,073.02	750.00	323.02
001-576-80-45-00	Operating Rentals	484.37	-	300.00	(300.00)
001-576-80-42-00	Communication			300.00	(300.00)
001-576-80-47-00	Utility Services	26,679.80	52,234.10	31,000.00	21,234.10
001-576-80-48-00	Repairs/Maintenance	229.11	-	5,000.00	(5,000.00)
001-576-80-49-00	Miscellaneous	128.35	116.64	5,000.00	(4,883.36)
001-576-80-49-01	Intergov Services			1,500.00	(1,500.00)
001-576-80-49-02	Registration Fees / Training Classes & Seminars	100.00	48.00	500.00	(452.00)
001-576-81-10-00	Wages & OT	19,159.84	27,774.84	46,968.85	(19,194.01)
001-576-81-20-00	Personnel Benefits	8,976.93	14,473.91	20,617.67	(6,143.76)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
001-576-81-31-00	Operating Supplies - Parks Administration	80.73	1.33	200.00	(198.67)
001-576-81-31-01	Office Supplies - Parks Administration	36.83	4.06	200.00	(195.94)
001-576-81-42-00	Communication	414.86	399.79	500.00	(100.21)
001-576-81-43-00	Travel	285.24	665.94	750.00	(84.06)
001-576-81-49-00	Miscellaneous	294.37	318.00	500.00	(182.00)
001-582-10-00-03	Refund Of Fireworks Bonds	50.00	-	100.00	(100.00)
001-589-90-00-00	Other Non-Expenditures	300.00	570.00	500.00	70.00
001-589-90-00-04	Travel Account Expenditures	3,811.25	-	5,000.00	(5,000.00)
001-589-90-00-10	Covid-19 Reimbursement	23,133.88	5,595.25	-	5,595.25
001-589-90-00-98	Payroll Draw Clearing	24,539.24	(592.08)	-	(592.08)
001-589-90-00-99	Payroll Clearing	(2,546.59)	1,786.89	-	1,786.89
001-594-14-64-00	Machinery & Equipment			500.00	(500.00)
001-594-14-64-01	Machinery & Equipment			3,000.00	(3,000.00)
001-594-18-62-00	Building Improvements	2,742.77	-	-	-
001-594-18-64-16	Machinery And Equipment - HR	194.54	-	250.00	(250.00)
001-594-18-64-19	Machinery/Equipment	1,492.73	-	2,000.00	(2,000.00)
001-594-21-64-01	Machinery Investigation	-	20,411.68	8,700.00	11,711.68
001-594-21-64-02	Machinery/Equip Patrol	9,782.89	33,333.23	20,000.00	13,333.23
001-594-21-64-05	WASPC TrafficSafety Grant			2,000.00	(2,000.00)
001-594-21-64-09	Equipment Purchases - Traffic Policing	632.48	-	2,500.00	(2,500.00)
001-594-21-64-10	Machinery & Equipment - Grant Funded			2,500.00	(2,500.00)
001-594-21-64-11	Machinery & Equipment - Support Svcs			4,200.00	(4,200.00)
001-594-21-64-12	Wildhorse Camera Grant	-	4,771.50	2,000.00	2,771.50
001-594-21-64-55	Machinery/Equipment - Special Enforcement			2,000.00	(2,000.00)
001-594-22-64-10	Equipment - Radios & Pagers (Fire)	-	19,935.85	19,500.00	435.85
001-594-22-64-20	Machinery/Equipment	144,441.24	55,381.52	20,000.00	35,381.52
001-594-22-64-40	Train Equip/Software/Matls - WSP FF Train Program	735.00	5,187.68	2,000.00	3,187.68
001-594-22-64-50	Machinery/Equipment	4,996.51	10,913.18	8,000.00	2,913.18
001-594-31-63-00	Stormwater System Design Engineering	412.50	-	-	-
001-594-58-64-01	Machinery & Equipment			300.00	(300.00)
001-594-76-61-00	Land & Land Improvements - Parks	68.09	11,781.35	20,000.00	(8,218.65)
001-594-76-63-00	Other Improvements - Parks	19,022.50	16,552.40	100,000.00	(83,447.60)
001-597-00-00-01	Interfund Transfer CE/Sts	800,000.00	600,000.00	700,000.00	(100,000.00)
001-597-00-00-05	Transfer To Current Expense Reserve Fund	100,000.00	100,000.00	-	100,000.00
001-597-00-00-12	Transfer To Technology Reserve Fund	600,000.00	500,000.00	575,000.00	(75,000.00)
001-597-00-00-15	Transfers-Out - CE To Bldg Facility Maint. Reserve	500,000.00	875,000.00	200,000.00	675,000.00
001-597-00-00-20	CARS GO Bond Payment - INF To 201 Bond Fun	487,950.00	489,050.00	489,050.00	-
001-597-00-00-23	Transfer To Comm Dev Debt Fund 235	260,057.04	-	-	-
001-597-00-00-33	Transfer To Econ Dev Const Fund 330	170,000.00	-	-	-
001-597-00-00-61	Interfund Transf From CE To Empl Bene Reserv #610	100,000.00	50,000.00	50,000.00	-
001-597-00-04-04	IF Transf To SW Cap For ARPA Exp (CFDA # 21.027)			7,446.00	(7,446.00)
001-597-00-13-11	Transfer From CE To Street Improvement Fund	50,000.00	-	-	-
001-597-00-15-21	Transfer To 320 For Equipment Replacement	-	180,000.00	473,351.00	(293,351.00)
001-597-00-15-22	Transfer To 320 For Equipment Replacement	697,348.15	131,250.00	-	131,250.00
001-597-00-15-76	Transfer To 320 For Equipment Replacement	5,000.00	165,000.00	-	165,000.00
001-597-34-00-04	IFT To Wat Cap Resv Fd For ARPA Exp (CFDA 21.027)	300,000.00	-	-	-
Expense Total:		9,315,284.39	8,590,963.30	8,451,012.53	139,950.77
Fund 001 Surplus		**(597,028.02)**	**(1,028,182.84)**	**3,802.59**	1,031,985.43
Ending Fund Balance		**3,143,205.25**	**2,115,022.41**	**2,127,226.90**	**12,204.49**
Fund: 005 - Current Expense Reserve Fund					
005-308-41-00-01	**Opening Fund Balance**	377,708.51	477,681.96	585,745.23	108,063.27
005-361-10-00-05	Unrealized Gain/Loss	(9,636.69)	1,286.11	-	(1,286.11)
005-361-11-00-05	Investment Interest	1,875.95	6,810.68	5,000.00	(1,810.68)
005-361-30-00-05	Realized Gain/Loss On Investments	304.33	-	-	-
005-361-41-00-05	Investment Interest - Purchased	1,578.31	-	-	-
005-397-00-00-05	Interfund Transfer From Current Expense	100,000.00	100,000.00	-	(100,000.00)
Revenue Total:		94,121.90	108,096.79	5,000.00	(103,096.79)
005-514-29-41-05	Banking Service Fees/Charges	26.55	33.52	20.00	13.52
Expense Total:		26.55	33.52	20.00	80.71
Fund 005 Surplus		**99,973.45**	**108,063.27**	**4,980.00**	**(103,177.50)**
Ending Fund Balance		477,681.96	**585,745.23**	**590,725.23**	**4,980.00**
Fund: 012 - Technology Reserve Fund					
012-308-41-00-02	**Opening Fund Balance**	263,910.48	449,473.83	400,210.69	(49,263.14)
012-361-10-00-20	Unrealized Gain/Loss	(6,253.37)	890.12	-	(890.12)
012-361-11-00-20	Interest Earned - Technology Reserve Fund	1,457.45	4,893.07	4,000.00	(893.07)
012-361-30-00-20	Realized Gain/Loss On Investments	212.64	-	-	-
012-361-41-00-20	Investment Interest - Purchased	1,443.57	-	-	-
012-397-00-00-13	Interfund Transfer CE To Tech Reserve Fund	600,000.00	500,000.00	575,000.00	75,000.00
Revenue Total:		596,860.29	505,783.19	579,000.00	73,216.81
012-514-20-41-00	Professional Financial / Banking Costs	20.53	12.15	20.00	(7.85)
012-518-88-41-00	Professional Technology Services	37,094.02	58,479.61	89,236.00	(30,756.39)
012-518-88-41-01	Professional Technology Services-Data Storage	3,777.12	2,257.68	3,000.00	(742.32)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
012-518-89-10-00	Salaries & Wages	-	19,525.84	63,901.20	(44,375.36)
012-518-89-20-00	Benefits	-	12,805.98	40,079.83	(27,273.85)
012-518-89-31-01	Office Supplies - Data Processing	418.56	644.64	500.00	144.64
012-518-89-35-00	Sm Tools/Minor Equipment	-	2,219.03	2,000.00	219.03
012-518-89-41-00	Professional Services	179.36	80.50	3,265.00	(3,184.50)
012-518-89-42-00	Communication	2,462.90	2,637.18	3,268.08	(630.90)
012-518-89-43-00	Travel / Training			3,000.00	(3,000.00)
012-518-89-45-00	Operating Rentals/Leases	389.43	-	1,500.00	(1,500.00)
012-518-89-48-00	Repairs & Maintenance			1,000.00	(1,000.00)
012-518-89-49-01	Registration Fees - Training Classes & Seminars			1,000.00	(1,000.00)
012-591-18-75-05	Cap Leases & Installment Purchas - Postage Meter	1,168.29	2,336.58	1,558.00	778.58
012-591-21-75-01	Cap Leases & Installment Purchas - Police Dept	21,792.86	-	43,800.00	(43,800.00)
012-591-58-75-04	Cap Leases & Installment Purchas - CD Copier Lease	2,922.94	2,917.58	2,805.00	112.58
012-594-18-64-00	Machinery / Equipment	234.75	1,139.55	600.00	539.55
012-594-18-64-01	Machinery & Equipment - Technology	173,489.85	57,274.50	89,204.00	(31,929.50)
012-594-18-64-02	Machinery & Equipment	1,404.51	-	34,000.00	(34,000.00)
012-594-18-64-03	Software / Software Update Purchases	165,941.82	392,715.51	304,244.00	88,471.51
Expense Total:		411,296.94	555,046.33	687,981.11	(132,934.78)
Fund 012 Surplus		185,563.35	(49,263.14)	(108,981.11)	(59,717.97)
Ending Fund Balance		**449,473.83**	**400,210.69**	**291,229.58**	(108,981.11)
Fund: 061 - Employee Benefit Reserve Fund					
061-308-41-00-03	**Opening Fund Balance**	342,845.16	410,448.21	441,296.17	30,847.96
061-361-10-00-61	Unrealized Gain/Loss	(8,526.61)	1,098.62	-	(1,098.62)
061-361-11-00-61	Investment Interest-Employee Benefit Reserve	1,636.53	5,649.43	4,000.00	(1,649.43)
061-361-30-00-61	Realized Gain/Loss On Investments	276.24	-	-	-
061-361-41-00-61	Investment Interest - Purchased	1,373.09	-	-	-
061-397-00-00-61	IF Trans From CE Fund To Employe Benefit Resv Fund	100,000.00	50,000.00	50,000.00	-
Revenue Total:		94,759.25	56,748.05	54,000.00	(2,748.05)
061-518-10-41-50	Professional Services-Banking Fees	23.20	12.09	25.00	(12.91)
061-518-61-20-01	Postemployment Benefits - Med Exp Reimb LEOFF 1	18,223.00	16,978.00	100,000.00	(83,022.00)
061-518-61-20-02	Postemployment Benefits - Ins Premiums LEOFF 1	8,910.00	8,910.00	12,450.00	(3,540.00)
Expense Total:		27,156.20	25,900.09	112,475.00	(86,574.91)
Fund 061 Surplus		67,603.05	30,847.96	(58,475.00)	(89,322.96)
Ending Fund Balance		**410,448.21**	**441,296.17**	**382,821.17**	**(58,475.00)**
Fund: 100 - Street Fund					
100-308-41-00-04	**Opening Fund Balance**	255,391.92	259,440.23	392,139.44	132,699.21
100-322-40-00-00	Street & Curb Permits	5,250.00	6,975.00	6,000.00	(975.00)
100-336-00-71-00	Multimodal Transportation â€" Cities	12,876.08	12,799.11	12,812.00	12.89
100-336-00-87-00	Motor Veh Fuel Tax St.	183,557.62	183,738.23	185,000.00	1,261.77
100-361-10-00-01	Unrealized Gain/Loss	(20,691.50)	284.95	-	(284.95)
100-361-11-00-01	Investment Interest	2,118.39	3,030.02	1,500.00	(1,530.02)
100-361-30-00-01	Realized Gain/Loss On Investments	205.78	-	-	-
100-361-40-00-10	Interest On Delinquent Receivables	16.54	-	-	-
100-361-41-00-01	Investment Interest - Purchased	4,808.29	-	-	-
100-369-91-00-01	Other Misc. Revenue	672.91	246.44	-	(246.44)
100-395-20-00-10	Insurance/Other Compensation For Loss	6,839.75	2,803.20	-	(2,803.20)
100-397-00-00-01	Transfer From CE To Sts	800,000.00	600,000.00	700,000.00	100,000.00
Revenue Total:		995,653.86	809,876.95	905,312.00	95,435.05
100-542-30-10-00	Wages & OT	76,831.13	66,248.86	103,502.18	(37,253.32)
100-542-30-20-00	Benefits	40,759.12	36,357.99	50,056.11	(13,698.12)
100-542-30-20-01	Benefits - Uniforms	602.98	455.99	500.00	(44.01)
100-542-30-31-00	Operating Supplies - Traveled Way	32,269.25	21,192.31	25,000.00	(3,807.69)
100-542-30-35-00	Sm Tools/Equipment	39.63	680.74	1,000.00	(319.26)
100-542-30-41-00	Professional Services	3,925.12	26,212.16	5,000.00	21,212.16
100-542-30-42-00	Communications	2,083.10	1,942.24	2,500.00	(557.76)
100-542-30-43-00	Travel	146.68	943.95	750.00	193.95
100-542-30-45-00	Operating Rentals	5,128.26	7,190.51	10,000.00	(2,809.49)
100-542-30-48-00	Repairs/Maintenance	7,929.70	21,254.04	15,000.00	6,254.04
100-542-30-49-00	Miscellaneous	317.45	367.50	500.00	(132.50)
100-542-30-49-96	Interfund Rentals - O & M	55,961.67	10,356.07	50,000.00	(39,643.93)
100-542-63-47-00	Public Util St. Lighting	36,635.52	51,110.91	30,000.00	21,110.91
100-542-64-10-00	Wages & OT	29,424.32	17,853.02	18,157.81	(304.79)
100-542-64-20-00	Benefits	15,951.41	9,769.40	9,522.01	247.39
100-542-64-20-01	Benefits - Uniforms	-	240.00	-	240.00
100-542-64-31-00	Operating Supplies - Traffic Control Devices	34,212.77	40,436.87	35,000.00	5,436.87
100-542-64-35-00	Sm Tools/Equipment	310.76	707.84	1,000.00	(292.16)
100-542-64-47-00	Public Utilities	13,697.48	8,787.58	14,000.00	(5,212.42)
100-542-64-49-00	Intergovernmntl Services	6,126.01	13,082.28	7,500.00	5,582.28
100-542-64-49-01	Miscellaneous	100.30	-	-	-
100-542-64-49-96	Interfund Rentals - O & M	33,724.89	5,076.48	14,500.00	(9,423.52)
100-542-66-10-00	Wages & OT	17,804.80	5,951.01	6,052.60	(101.59)
100-542-66-20-00	Benefits	9,892.35	3,291.79	3,174.02	117.77

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
100-542-66-31-00	Operating Supplies - Snow & Ice Removal	4,845.93	6.66	15,000.00	(14,993.34)
100-542-66-49-00	Miscellaneous	100.30	80.00	-	80.00
100-542-66-49-96	Interfund Rentals - O & M	11,741.81	518.73	6,800.00	(6,281.27)
100-542-67-31-00	Operating Supplies - Street Cleaning	19.19	-	-	-
100-542-70-10-00	Wages & OT	22,743.96	5,951.00	6,052.60	(101.60)
100-542-70-20-00	Benefits	12,718.58	3,313.33	3,173.96	139.37
100-542-70-20-01	Benefits - Uniforms	-	80.00	200.00	(120.00)
100-542-70-31-00	Operating Supplies - Roadside	6,877.91	5,125.48	7,500.00	(2,374.52)
100-542-70-35-00	Sm Tools/Equipment	438.08	108.69	500.00	(391.31)
100-542-70-41-00	Professional Services	18.60	-	-	-
100-542-70-45-00	Operating Rentals	155.25	-	-	-
100-542-70-48-00	Repairs/Maintenance			1,000.00	(1,000.00)
100-542-70-48-10	Road & Street Repairs & Maintenance - Myra Rd	990.00	-	3,000.00	(3,000.00)
100-542-70-49-00	Intergovernmntl Services	(1,256.88)	2,230.18	7,800.00	(5,569.82)
100-542-70-49-01	Miscellaneous	141.60	-	-	-
100-542-70-49-96	Interfund Rentals - O & M	14,602.12	1,684.37	9,000.00	(7,315.63)
100-542-90-10-00	Wages & OT	10,207.37	8,129.07	8,635.60	(506.53)
100-542-90-20-00	Benefits	5,269.22	3,557.56	3,605.87	(48.31)
100-543-10-10-00	Wages & OT	61,347.27	53,512.26	60,844.30	(7,332.04)
100-543-10-10-02	Wages - Clerical	940.80	1,006.18	1,075.01	(68.83)
100-543-10-20-00	Benefits	25,629.78	22,404.17	20,029.23	2,374.94
100-543-10-20-02	Benefits - Clerical	658.22	685.13	705.52	(20.39)
100-543-10-31-00	Operating Supplies - Administration	213.04	10.97	2,000.00	(1,989.03)
100-543-10-31-01	Office Supplies - Administration	243.84	103.76	500.00	(396.24)
100-543-10-41-00	Professional Services	1,760.41	1,193.29	1,500.00	(306.71)
100-543-10-42-00	Communication	270.31	403.85	400.00	3.85
100-543-10-44-01	Advertising	670.70	1,008.06	1,500.00	(491.94)
100-543-10-47-00	Public Services	1,528.45	1,439.41	2,000.00	(560.59)
100-543-10-49-00	Miscellanous	1,079.94	1,581.18	1,500.00	81.18
100-543-30-41-00	Professional Financial / Banking Costs	480.47	400.34	400.00	0.34
100-543-30-43-00	Travel - Training	46.35	144.38	500.00	(355.62)
100-543-30-46-00	Insurance	22,248.42	30,939.76	37,967.00	(7,027.24)
100-543-30-49-00	Miscellaneous	-	39.99	-	39.99
100-543-30-49-01	Registrations/Fees - Training Classes & Seminars	676.50	858.00	1,000.00	(142.00)
100-544-20-10-00	Salary / Wages - City Engineer	14,220.18	1,335.16	2,280.00	(944.84)
100-544-20-20-00	Benefits - City Engineer	5,546.40	(226.01)	227.00	(453.01)
100-544-20-31-00	Operating Supplies - Engineering	106.18	50.00	200.00	(150.00)
100-544-20-31-01	Office Supplies - Engineering	51.24	20.43	200.00	(179.57)
100-544-20-41-00	Professional Services - Engineering	60.34	39,777.10	20,000.00	19,777.10
100-544-20-43-00	Travel Expense - Engineering	216.48	67.25	200.00	(132.75)
100-544-20-48-00	Repairs And Maintenance	8.49	0.11	-	0.11
100-544-20-49-00	Miscellaneous - Engineering	81.75	17.36	150.00	(132.64)
100-544-20-49-01	Training Registration Fees - Engineering	32.25	111.00	500.00	(389.00)
100-597-00-00-11	Transfer To St Imp Resv.	-	50,000.00	-	50,000.00
100-597-00-01-00	Transfer To 320 For Equipment Replacement	340,000.00	90,000.00	360,000.00	(270,000.00)
Expense Total:		991,605.55	677,177.74	990,660.82	(313,483.08)
Fund 100 Surplus		4,048.31	132,699.21	(85,348.82)	(218,048.03)
Ending Fund Balance		**259,440.23**	**392,139.44**	**306,790.62**	(85,348.82)
Fund: 120 - Criminal Justice Fund					
120-308-00-00-01	**Opening Fund Balance**	45,539.60	35,682.00	49,595.76	13,913.76
120-336-06-21-00	C.J. Funds - Regular	3,359.84	4,248.71	6,750.00	2,501.29
120-336-06-26-00	C.J. - Municipal Criminal Justice Funding	11,913.08	15,200.19	13,352.00	(1,848.19)
120-361-10-00-12	Unrealized Gain/Loss	(914.10)	88.78	-	(88.78)
120-361-11-00-12	Interest Earned - Criminal Justice	204.83	373.37	300.00	(73.37)
120-361-30-00-12	Realized Gain/Loss On Investments	36.69	-	-	-
120-361-41-00-12	Investment Interest - Purchased	154.20	-	-	-
120-367-11-00-07	Tribal Grant - Police	-	14,999.00	-	(14,999.00)
Revenue Total:		14,754.54	34,910.05	20,402.00	(14,508.05)
120-521-10-41-02	Banking Service Fees/ Charges - CJ Fund	2.74	0.80	-	0.80
120-521-30-10-12	Salaries & Wages - School Programs Officer	5,562.61	2,991.81	-	2,991.81
120-521-30-20-12	Personnel Benefits - School Programs Officer	2,046.79	1,003.68	-	1,003.68
120-521-30-49-01	Misc Criminal Justice			300.00	(300.00)
120-591-18-75-02	Cap Leases & Installment Purchas - Police Dept	17,000.00	17,000.00	20,330.00	(3,330.00)
120-594-21-64-03	Equip. Criminal Justice	-	-	-	-
Expense Total:		24,612.14	20,996.29	20,630.00	366.29
Fund 120 Surplus		**(9,857.60)**	**13,913.76**	**(228.00)**	**(14,141.76)**
Ending Fund Balance		**35,682.00**	**49,595.76**	**49,367.76**	**(228.00)**
Fund: 121 - Forfeited Proceeds Fund					
121-308-31-00-02	**Opening Fund Balance**	2,056.76	2,024.65	2,059.00	34.35
121-361-10-00-02	Unrealized Gain/Loss	(52.48)	5.52	-	(5.52)
121-361-11-00-02	Investment Interest	10.25	28.88	20.00	(8.88)
121-361-30-00-02	Realized Gain/Loss On Investments	1.66	-	-	-
121-361-41-00-02	Investment Interest - Purchased	8.60	-	-	-
Revenue Total:		**(31.97)**	**34.40**	**20.00**	**(14.40)**

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
121-514-29-41-21	Bank Service Charges / Costs	0.14	0.05	-	0.05
Expense Total:		0.14	0.05	-	0.05
Fund 121 Surplus		(32.11)	34.35	20.00	(14.45)
Ending Fund Balance		2,024.65	2,059.00	2,079.00	19.90
Fund: 130 - Hotel/Motel Tax					
130-308-31-00-03	**Opening Fund Balance**	36,064.23	60,820.30	63,644.83	2,824.53
130-313-31-00-01	Hotel/Motel Lodging	18,444.05	19,999.95	20,000.00	0.05
130-313-31-00-02	Transient Rental	18,444.05	20,229.14	20,000.00	(229.14)
130-361-10-00-30	Unrealized Gain/Loss	(1,097.88)	171.45	-	(171.45)
130-361-11-01-30	Investment Interest	237.14	943.06	500.00	(443.06)
130-361-30-00-30	Realized Gain/Loss On Investments	29.06	-	-	-
130-361-41-00-30	Investment Interest - Purchased	202.89	-	-	-
Revenue Total:		36,259.31	41,343.60	40,500.00	(843.60)
130-557-30-41-30	Professional Financial / Banking Costs	3.24	1.93	3.00	(1.07)
130-557-30-44-30	Tourism Advertising	1,000.00	8,224.00	1,900.00	6,324.00
130-557-30-49-01	Contributions To Other Agencies - Miscellaneous	4,000.00	11,000.00	22,500.00	(11,500.00)
130-557-30-49-30	City Event Entertainment	6,500.00	19,293.14	14,000.00	5,293.14
Expense Total:		11,503.24	38,519.07	38,403.00	116.07
Fund 130 Surplus		24,756.07	2,824.53	2,097.00	(727.53)
Ending Fund Balance		60,820.30	63,644.83	65,741.83	2,097.00
Fund: 201 - ULTGO Bond Fund					
201-308-31-00-05	**Opening Fund Balance**	15,509.44	15,254.08	18,161.17	2,907.09
201-361-11-00-21	Investment Interest	195.38	1,807.44	500.00	(1,307.44)
201-397-00-00-21	Transfer CE To ULTGO 201	487,950.00	489,050.00	489,050.00	-
Revenue Total:		488,145.38	490,857.44	489,550.00	(1,307.44)
201-514-29-41-01	Banking Service Fees/Charges - ULTGO Bond Fund	50.74	0.35	-	0.35
201-591-95-71-01	Principle UTGO 2014 Issue (CARS)	310,000.00	-	330,000.00	(330,000.00)
201-592-95-83-01	Interest UTGO 2014 Issue (CARS)	178,050.00	487,950.00	159,150.00	328,800.00
201-592-95-83-02	Other Debt Service Costs (CARS)	300.00	-	300.00	(300.00)
Expense Total:		488,400.74	487,950.35	489,450.00	(1,499.65)
Fund 201 Surplus		(255.36)	2,907.09	100.00	(2,807.09)
Ending Fund Balance		15,254.08	18,161.17	18,261.17	100.00
Fund: 235 - Commercial Drive Bond Debt Service Fund					
235-308-31-00-07	**Opening Fund Balance**	143,705.70	-		
235-361-11-00-23	Interest Earned - Comm Drive Debt Service Fund	58.65	-		
235-397-00-00-24	INF To #235 From #001 Current Expense	260,057.04	-		
Revenue Total:		260,115.69	-		
235-514-29-41-22	Bank Charges / Services	1.52	-		
235-591-95-71-09	Principal On Long Term External GO Debt	384,738.22	-		
235-592-95-83-09	Interest On Long Term External Debt	19,081.65	-		
Expense Total:		403,821.39	-		
Fund 235 Surplus		(143,705.70)	-		
Ending Fund Balance		-	-		
Fund: 301 - Street Capital Contribution Fund					
301-308-41-00-08	**Opening Fund Balance**	4,135.00	4,136.71	4,139.34	2.63
301-345-89-01-23	**Street Capital Developer Contributions**			380,828.00	380,828.00
301-361-11-00-03	Investment Interest	1.71	2.63	10.00	7.37
Revenue Total:		1.71	2.63	380,838.00	380,835.37
301-597-00-01-01	Interfund Transfer For CARS Signalization			40,000.00	(40,000.00)
301-597-00-03-11	Interfund Transfer To Street Improvement Fund			320,828.00	(320,828.00)
Expense Total:				360,828.00	(360,828.00)
Fund 301 Total:		1.71	2.63	20,010.00	380,835.37
Ending Fund Balance		4,136.71	4,139.34	24,149.34	20,010.00
Fund: 305 - Capital Improvement Fund (REET 1)					
305-308-41-00-09	**Opening Fund Balance**	467,657.22	627,723.55	704,416.82	76,693.27
305-318-34-00-00	Real Estate Excise Tax Local	252,889.57	238,397.94	230,000.00	(8,397.94)
305-361-10-00-35	Unrealized Gain/Loss	(13,017.79)	1,322.75	-	(1,322.75)
305-361-11-00-35	Investment Interest	2,637.97	7,947.68	4,000.00	(3,947.68)
305-361-30-00-35	Realized Gain/Loss On Investments	376.81	-	-	-
305-367-00-00-01	Contrib And Donations From Nongovernmental Service			219,656.00	219,656.00
305-361-41-00-35	Investment Interest - Purchased	2,178.52	-	-	-
Revenue Total:		245,065.08	247,668.37	453,656.00	205,987.63
					124,148.69
305-514-20-41-35	Professional Financial / Banking Costs	36.84	17.44	35.00	(17.56)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
305-594-42-63-00	Street And Path Projects	54,247.79	1,877.66	849,066.15	(847,188.49)
305-594-42-65-02	Chipsealing / Walla Walla Cnty PW	64.12	110,239.50	100,000.00	10,239.50
305-595-10-63-00	Professional Services - Engineering Services	30,650.00	58,840.50	60,000.00	(1,159.50)
Expense Total:		84,998.75	170,975.10	1,009,101.15	(838,126.05)
Fund 305 Surplus		160,066.33	76,693.27	(555,445.15)	(632,138.42)
Ending Fund Balance		627,723.55	704,416.82	148,971.67	(555,445.15)
Fund: 306 - Capital Improvement Fund (REET 2)					
306-308-41-00-10	**Opening Fund Balance**	1,247,975.84	1,360,670.92	1,356,288.30	(4,382.62)
306-318-35-00-00	REET 2 - Second Quarter Percent	252,889.63	239,016.19	230,000.00	(9,016.19)
306-331-11-00-00	Fed Direct Grant From The Department Of Commerce.			512,735.90	512,735.90
306-334-02-70-01	Rec And Conservation Office Grant - Lions' Park	31,458.60	-	1,349,550.00	1,349,550.00
306-334-03-10-09	State Direct/Indirect Grant From Dept Of Ecology			866,150.00	866,150.00
306-361-10-00-36	Unrealized Gain/Loss	(33,620.09)	3,637.72	-	(3,637.72)
306-361-11-00-36	Investment Interest	6,644.73	17,911.18	10,000.00	(7,911.18)
306-361-30-00-36	Realized Gain/Loss On Investments	1,005.53	-	-	-
306-361-41-00-36	Investment Interest - Purchased	5,751.89	-	-	-
306-367-00-03-06	Local Grants - Lions Park Renovation	1,500.00	-	1,025,471.80	1,025,471.80
306-367-11-00-06	Contr/Donations - Private	53,028.00	-	1,009,283.08	1,009,283.08
Revenue Total:		318,658.29	260,565.09	5,003,190.78	4,742,625.69
306-514-20-41-36	Professional Financial / Banking Costs	94.83	38.94	-	38.94
306-594-76-63-04	Other Improvements - Parks REET II	202,347.59	89,363.70	-	89,363.70
306-595-30-63-36	Other Capital Improvements - REET 2			3,720,000.00	(3,720,000.00)
306-595-30-63-37	Other Capital Improvements - Grant Reimbursed	3,520.79	175,545.07	2,280,000.00	(2,104,454.93)
Expense Total:		205,963.21	264,947.71	6,000,000.00	(5,735,052.29)
Fund 306 Surplus		112,695.08	(4,382.62)	(996,809.22)	(992,426.60)
Ending Fund Balance		1,360,670.92	1,356,288.30	359,479.08	(996,809.22)
Fund: 309 - CDBG Projects Fund					
309-308-41-00-11	**Opening Fund Balance**	0.15	0.26	0.26	-
309-333-14-00-00	Fed Ind Grt Fr Dept Of Hous/Urb Dev-Sidewalk-CDBG	193,351.84	200,000.00	309,400.00	109,400.00
309-333-14-00-01	Fed Ind Grt Fr Dept Of Hous/Urb Dev-Microbusn-CDBG	34,755.58	33,369.00	15,000.00	(18,369.00)
309-361-10-00-09	Unrealized Gain/Loss	-	0.12	-	(0.12)
309-361-11-00-09	Investment Interest - CDBG Project Fund	0.11	26.02	-	(26.02)
Revenue Total:		228,107.53	233,395.14	324,400.00	91,004.86
309-558-70-40-00	Economic Dev - Microbusiness Assistance Program	34,755.58	-	15,000.00	(15,000.00)
309-595-61-63-00	Capital Expenditures/Expenses - Sidewalks	-	233,395.14	309,400.00	(76,004.86)
309-595-61-63-01	Cap Expenditures/Expenses - Grant Funded Sidewalks	193,351.84	-	-	-
Expense Total:		228,107.42	233,395.14	324,400.00	(91,004.86)
Fund 309 Surplus		0.11	-	-	-
Ending Fund Balance		0.26	0.26	0.26	-
Fund: 311 - Street Improvement Fund					
311-308-41-00-12	**Opening Fund Balance**	186,386.87	59,501.43	124,148.69	64,647.26
311-331-20-00-00	Fed Dir Grt From The Dept Of Transportation.			750,000.00	750,000.00
311-331-97-00-02	Fed Dir Grant From The Dept Of Homeland Security.			8,500.00	8,500.00
311-333-20-00-02	Transp Alternatives Prog (TAP) Grt-4th St Sidewalk			-	-
311-333-20-62-01	WASPC - Traf Safety Equip Grant Safe Sidewalks			-	-
311-334-00-10-11	State Grant From Legislature			214,687.84	214,687.84
311-334-03-60-00	WSDOT Safe Routes To Schools			-	-
311-334-03-80-06	TIB C Street Grant			50,000.00	50,000.00
311-334-03-80-07	TIB 4th Street Sidewalks Grant			-	-
311-334-03-80-08	TIB Overlay Grants			1,069,088.00	1,069,088.00
311-334-03-80-09	TIB Relight Washington Grant			-	-
311-334-03-80-31	State Grant From TIB - Complete Streets			-	-
311-361-10-00-11	Unrealized Gain/Loss	(3,981.24)	96.76	-	(96.76)
311-361-11-00-11	Investment Interest St. Improvement Fund	608.45	211.08	500.00	288.92
311-361-30-00-11	Realized Gain/Loss On Investments	150.18	-	-	-
311-361-41-00-11	Investment Interest - Purchased	573.41	-	-	-
311-367-00-03-11	Pacific Power Grant			3,400.00	3,400.00
311-391-10-00-03	Revenue Bond Proceeds - TIF			4,090,032.00	4,090,032.00
311-397-00-00-11	Transfer From Streets > St Res	-	50,000.00	-	(50,000.00)
311-397-00-03-11	IF Transfer From Street Cap Devr Contribs Fund			320,828.00	320,828.00
311-397-00-13-11	Transfer From CE To Street Improvement Fund	50,000.00	320,828.00	-	(320,828.00)
Revenue Total:		47,350.80	371,135.84	6,507,035.84	6,135,900.00
			-		
311-543-30-41-11	Professional Financial / Banking Costs	8.50	0.66	25.00	(24.34)
311-595-20-63-20	Street Fund Capital Project ROW	22,911.14	14,921.26	-	14,921.26
311-595-30-63-12	Roads/Streets Const & Other Infrast-St Improv Fund	8,522.08	-	11,900.00	(11,900.00)
311-595-30-63-20	Street Fund Capital Project Roadways	42,794.52	275,993.31	5,345,176.00	(5,069,182.69)
311-595-30-63-21	Street Fund Cap Proj Roadways - TIB Grant Portion	-	15,573.35	1,069,088.00	(1,053,514.65)
311-597-00-31-33	Transf From Street Improv Fund To Econ Dev Fund	100,000.00	-	-	-
Expense Total:		174,236.24	306,488.58	6,426,189.00	(6,119,700.42)

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		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
Fund 311 Surplus		(126,885.44)	64,647.26	80,846.84	16,199.58
Ending Fund Balance		59,501.43	124,148.69	204,995.53	80,846.84
Fund: 315 - Facility Maintenance Reserve Fund (CE)					
315-308-41-00-13	**Opening Fund Balance**	477,136.16	767,241.79	766,932.97	(308.82)
315-331-97-00-01	Fed Dir Grt From The Dept Of Homeland Security			-	-
315-334-04-20-15	Department Of Commerce Energy Efficiency Grant			20,000.00	20,000.00
315-361-10-00-15	Unrealized Gain/Loss	(14,923.09)	1,706.30	-	(1,706.30)
315-361-11-00-15	Investment Interest- Facility Maint Resv Fund	3,131.94	11,408.91	5,000.00	(6,408.91)
315-361-30-00-15	Realized Gain/Loss On Investments	384.44	-	-	-
315-361-41-00-15	Investment Interest - Purchased	2,889.27	-	-	-
315-391-20-04-12	Revenue Bond Proceeds			2,000,000.00	2,000,000.00
315-397-00-00-15	Operating Transfer From CE To Bldg Fac Reserve	500,000.00	875,000.00	200,000.00	(675,000.00)
Revenue Total:		491,482.56	888,115.21	2,225,000.00	1,336,884.79
315-514-20-41-15	Financial Services / Fees & Charges	181.50	54.17	100.00	(45.83)
315-518-30-48-15	CE Facility Maintenace & Repairs	-	69.62	-	69.62
315-594-18-62-16	Cap Expend/Expense - Bdgs & Structures (Grt Funds)	-	65,000.00	64,900.00	100.00
315-594-18-62-17	Capital Expenditures/Expenses - Bdgs & Structures	201,195.43	821,397.99	2,105,944.00	(1,284,546.01)
315-594-18-63-15	Capital Expenditures/Expenses - Other Imprvmts			94,400.00	(94,400.00)
315-594-18-64-15	Capital Expenditures/Expenses - Equip/Furnishings	-	1,902.25	34,458.00	(32,555.75)
Expense Total:		201,376.93	888,424.03	2,299,802.00	(1,411,377.97)
Fund 315 Surplus		290,105.63	(308.82)	(74,802.00)	(74,493.18)
Ending Fund Balance		767,241.79	766,932.97	692,130.97	(74,802.00)
Fund: 320 - Equipment Reserve Fund					
320-308-41-00-14	**Opening Fund Balance**	458,264.00	132,756.82	198,636.91	65,880.09
320-361-10-00-04	Unrealized Gain/Loss	(11,059.43)	(46.28)	-	46.28
320-361-11-00-04	Investment Interest	1,904.20	2,138.83	2,500.00	361.17
320-361-30-00-04	Realized Gain/Loss On Investments	369.24	-	1,050.00	1,050.00
320-361-41-00-04	Investment Interest - Purchased	1,655.45	-	-	-
320-397-00-01-00	Transfer From Streets For Equipment Replacement	340,000.00	90,000.00	360,000.00	270,000.00
320-397-00-15-21	Transfer From PD For Equipment Replacement	-	171,263.25	402,351.00	231,087.75
320-397-00-15-22	Transfer From FD For Equipment Replacement	697,348.15	131,250.00	225,000.00	93,750.00
320-397-00-15-23	Transfer From AU For Equipment Replacement			325,000.00	325,000.00
320-397-00-15-76	Transfer From Parks For Equipment Replacement	5,000.00	75,000.00	-	(75,000.00)
Revenue Total:		1,035,217.61	469,605.80	1,315,901.00	846,295.20
320-514-89-41-20	Professional Financial / Banking Costs	29.88	3.64	33.00	(29.36)
320-591-21-75-03	Capital Leases & Installment Purchases - PD	7,175.09	7,175.09	185,351.00	(178,175.91)
320-594-18-64-20	Vehicles/Equip CE	239,350.95	93,897.40	300,000.00	(206,102.60)
320-594-22-64-27	Vehicles/Equip EMS			325,000.00	(325,000.00)
320-594-21-64-32	Vehicles/Equip Police Department	133,101.65	131,263.08	217,000.00	(85,736.92)
320-594-22-64-31	Vehicles/Equip Fire Department	972,388.64	171,263.00	-	171,263.00
320-594-22-64-32	Vehicles/Equip Fire Department Mobilization	8,678.58	-	-	-
320-594-42-64-32	Vehicles/Equip Streets			360,000.00	(360,000.00)
320-594-48-64-03	Capital Expenditures/Expenses - Machinery & Equip	-	123.50	-	123.50
Expense Total:		1,360,724.79	403,725.71	1,387,384.00	(983,658.29)
Fund 320 Surplus		(325,507.18)	65,880.09	(71,483.00)	(137,363.09)
Ending Fund Balance		132,756.82	198,636.91	127,153.91	(71,483.00)
Fund: 330 - Economic Development Fund					
330-308-41-00-15	**Opening Fund Balance**	601,324.89	113,196.93	113,395.08	198.15
330-361-11-00-30	Interest Earned Economic Development	211.88	198.15	375.00	176.85
330-397-00-00-33	IFT From CE Fund	170,000.00	-	-	-
330-397-00-01-01	Interfund Transfer For Signalization			40,000.00	(40,000.00)
330-397-00-31-33	Transfer From Street Improve Fund To Econ Dev Fund	100,000.00	-	-	-
Revenue Total:		270,211.88	198.15	40,375.00	(39,823.15)
330-595-20-63-03	ROW Acquisition			40,000.00	(40,000.00)
330-595-30-63-04	Roadway Construction	226,216.36	-	-	-
330-595-30-63-05	Construction - Complete Streets Funded	532,123.48	-	-	-
Expense Total:		758,339.84	-	40,000.00	(40,000.00)
Fund 330 Surplus		(488,127.96)	198.15	375.00	(79,823.15)
Ending Fund Balance		113,196.93	113,395.08	113,770.08	(79,625.00)
Fund: 340 - Economic Development Reserve Fund			-		
340-308-41-00-16	**Opening Fund Balance**	64.86	72.27	73.65	1.38
340-361-11-00-32	Interest Earned - Econ Development Reserve Fund	7.41	1.38	-	(1.38)
Revenue Total:		7.41	1.38	-	(1.38)
Fund 340 Total:		7.41	1.38	-	(1.38)
Ending Fund Balance		72.27	73.65	73.65	(0.00)
Fund: 400 - Water Fund					
400-308-51-00-01	**Opening Fund Balance**	474,793.74	314,961.01	612,943.59	297,982.58

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
400-341-70-00-00	Sale Of Merchandise	7,956.32	2,345.58	10,000.00	7,654.42
400-343-40-00-00	Water Sales	1,533,629.62	1,495,226.14	1,648,846.00	153,619.86
400-343-40-00-01	Water Sales - Irrigation Only	19,450.57	122.07	-	(122.07)
400-343-40-00-02	Water Charges For Utility Tax	325,115.27	301,802.39	291,445.00	(10,357.39)
400-343-40-01-40	Water Front Footage Fees	21,900.00	-	-	-
400-343-40-01-70	Misc Util Fees/Activation Fees	5,115.50	1,554.93	8,214.00	6,659.07
400-343-40-01-85	Water - Sale Of Materials & Services	17,408.87	21,563.09	15,103.00	(6,460.09)
400-343-40-01-99	Utility Balance on SBX Conversion	-	299,081.01	-	(299,081.01)
400-359-90-00-40	Penalty/Late Fee	19,180.06	18,594.24	20,000.00	1,405.76
400-361-10-00-40	Unrealized Gain/Loss	(9,542.53)	870.35	-	(870.35)
400-361-11-00-40	Investment Interest	1,924.65	3,545.35	10,000.00	6,454.65
400-361-30-00-40	Realized Gain/Loss On Investments	382.56	-	-	-
400-361-40-00-40	Interests On Delinquent Accounts	(1.97)	-	-	-
400-361-41-00-40	Investment Interest - Purchased	1,257.41	-	-	-
400-362-00-00-01	Water - Hydrant Meter & Backflow Rental Fees	6,279.11	1,225.83	1,081.00	(144.83)
400-362-00-50-40	Rental Charges / Fees	21,900.60	20,075.55	23,000.00	2,924.45
400-369-10-00-06	Sale Of Surplus - Water	926.60	21.60	5,512.00	5,490.40
400-369-91-00-40	Other Misc. Revenues	507.57	492.80	-	(492.80)
400-397-00-00-32	Interfund Transfer Fund 431 To Fund 400			285,000.00	285,000.00
400-382-10-00-01	Water - Hydrant Meter DEPOSIT	3,000.00	2,000.00	2,000.00	-
Revenue Total:		1,976,390.21	2,168,520.93	2,320,201.00	151,680.07
400-534-10-10-00	Wages & OT	92,575.07	99,813.27	107,125.32	(7,312.05)
400-534-10-20-00	Benefits	38,115.21	41,368.99	36,984.42	4,384.57
400-534-10-31-00	Operating Supplies - Administration	211.75	292.69	500.00	(207.31)
400-534-10-31-01	Office Supplies - Administration	844.43	394.29	650.00	(255.71)
400-534-10-35-00	Small Tools/Equipment			500.00	(500.00)
400-534-10-41-00	Professional Service	43,873.27	34,770.15	42,000.00	(7,229.85)
400-534-10-42-00	Communication	3,425.31	3,928.82	4,000.00	(71.18)
400-534-10-43-00	Travel	752.72	3,205.75	4,000.00	(794.25)
400-534-10-44-00	External Taxes	137,798.23	106,063.07	115,000.00	(8,936.93)
400-534-10-44-01	Advertising	-	664.56	1,000.00	(335.44)
400-534-10-44-02	Utility Tax	325,056.87	101,535.22	290,000.00	(188,464.78)
400-534-10-46-00	Insurance	45,818.00	63,694.54	78,160.00	(14,465.46)
400-534-10-49-00	Miscellaneous	1,948.41	5,751.46	6,500.00	(748.54)
400-534-10-49-01	Registrations/Fees - Training Classes & Seminars	1,420.98	594.35	3,500.00	(2,905.65)
400-534-20-10-00	Salaries & Wages	30,597.20	25,816.80	26,780.43	(963.63)
400-534-20-20-00	Benefits	14,674.45	12,610.58	12,826.02	(215.44)
400-534-20-49-00	Miscellaneous	-	16.35	-	16.35
400-534-27-10-00	Water Utilities - Salaries & Wages	97,011.83	86,076.51	108,135.69	(22,059.18)
400-534-27-20-00	Water Utilities - Personnel Benefits	46,183.40	43,722.40	40,936.28	2,786.12
400-534-27-31-00	Water Utilities - Operating Supplies	885.19	54.61	1,500.00	(1,445.39)
400-534-27-31-01	Water Utilities - Office Supplies	1,046.14	2,701.04	3,000.00	(298.96)
400-534-27-35-00	Water Utilities - Small Tools And Minor Equipment	-	21.46	200.00	(178.54)
400-534-27-41-00	Water Utilities - Professional Services	23,410.52	12,315.84	22,704.00	(10,388.16)
400-534-27-42-00	Water Utilities - Communications	5,103.87	3,861.07	5,000.00	(1,138.93)
400-534-27-43-00	Water Utilities - Travel	337.85	765.64	400.00	365.64
400-534-27-48-00	Water Utilities - Repairs & Maintenance	333.59	435.42	300.00	135.42
400-534-27-49-00	Water Utilities - Miscellaneous	100.79	56.69	300.00	(243.31)
400-534-27-49-01	Water Utilities - Reg/Fees - Trainings & Seminars	268.29	706.28	500.00	206.28
400-534-50-10-00	Wages & OT	260,067.14	328,954.29	372,646.82	(43,692.53)
400-534-50-20-00	Benefits	137,900.79	151,903.31	184,910.27	(33,006.96)
400-534-50-20-01	Benefits Uniforms	2,278.70	1,179.03	1,500.00	(320.97)
400-534-50-31-00	Operating Supplies - Maintenance	93,682.38	89,262.88	110,000.00	(20,737.12)
400-534-50-35-00	Sm Tools/Equipment	636.62	2,396.83	2,000.00	396.83
400-534-50-41-00	Professional Services	11,312.20	4,108.19	3,000.00	1,108.19
400-534-50-43-00	Travel	-	1,986.67	2,000.00	(13.33)
400-534-50-45-00	Operating Rentals/Leases	1,210.55	-	1,000.00	(1,000.00)
400-534-50-48-00	Repairs & Maintenance	6,304.38	18,006.16	10,000.00	8,006.16
400-534-50-49-00	County 911 / Dispatch Services	698.67	2,096.00	2,096.00	-
400-534-50-49-01	Miscellaneous	745.26	1,055.00	200.00	855.00
400-534-50-49-96	Interfund Rentals - O & M	69,702.95	32,432.27	60,000.00	(27,567.73)
400-534-80-10-00	Wages & OT	11,043.58	11,752.88	11,522.96	229.92
400-534-80-20-00	Benefits	6,306.74	5,779.41	5,550.52	228.89
400-534-80-31-00	Operating Supplies - General	29,987.13	17,561.34	30,000.00	(12,438.66)
400-534-80-33-00	Water Purchase For Resale	-	56,110.47	5,000.00	51,110.47
400-534-80-35-00	Small Tools/Equipment	(0.24)	774.51	1,000.00	(225.49)
400-534-80-41-00	Water Utilities - Prof Services - Water Testing	27,274.36	16,153.89	17,000.00	(846.11)
400-534-80-47-00	Public Utility Services	181,836.85	196,348.49	165,000.00	31,348.49
400-534-80-48-00	Repairs/Maintenance	7,775.46	152,098.02	40,000.00	112,098.02
400-534-80-49-00	Intergov Maintenance	4,427.03	4,393.70	7,500.00	(3,106.30)
400-534-80-49-01	Miscellaneous	99.15	110.50	200.00	(89.50)
400-534-90-41-00	Professional Financial / Banking Costs	1,139.87	1,042.22	920.00	122.22
400-582-10-00-01	Water - Hydrant Meter Deposit Refund	1,500.00	-	-	-
400-594-34-63-04	Other Capital Improvements	-	1,984.00	-	1,984.00
400-594-34-64-04	Machinery/Equipment	-	1,810.44	4,500.00	(2,689.56)
400-597-34-00-41	IF Transfer-Revenue Resvd For Rate-Funded Capital	350,000.00	100,000.00	100,000.00	-
400-597-34-04-32	IF Transfer-Revenue Resvd For Rate-Funded Capital			200,000.00	(200,000.00)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
400-597-34-00-95	Interfund Rentals - Repl	18,500.00	20,000.00	100,000.00	(80,000.00)
Expense Total:		2,136,222.94	1,870,538.35	2,350,048.73	(479,510.38)
Fund 400 Surplus		(159,832.73)	297,982.58	(29,847.73)	(327,830.31)
Ending Fund Balance		**314,961.01**	**612,943.59**	**583,095.86**	**(29,847.73)**
Fund: 401 - Wastewater Fund					
401-308-51-00-02	**Opening Fund Balance**	753,009.38	1,263,538.61	2,317,434.72	1,053,896.11
401-343-50-00-00	Wastewater Charges	2,517,332.31	2,670,631.88	2,822,565.00	151,933.12
401-343-50-00-02	Wastewater Charges For Utility Tax	347,055.20	360,288.44	383,036.00	22,747.56
401-343-50-00-41	Misc Util Fees & Charges	1,062.18	(412.59)	2,000.00	2,412.59
401-343-50-01-41	Wastewater Front Footage Fees	14,600.00	-	-	-
401-343-50-02-41	Sewer Assessment Charges	1,365.35	-	1,500.00	1,500.00
401-359-90-00-41	Penalty/Late Fee	6,578.58	6,180.30	6,000.00	(180.30)
401-361-10-00-41	Unrealized Gain/Loss	(22,103.27)	3,807.92	-	(3,807.92)
401-361-11-00-41	Investment Interest WW	4,958.72	20,773.26	15,000.00	(5,773.26)
401-361-30-00-41	Realized Gain/Loss On Investments	606.72	-	-	-
401-361-40-00-41	Interest On Sewer Delinquent Accounts	(4.44)	-	-	-
401-361-41-00-41	Investment Interest - Purchased	3,916.01	-	-	-
401-369-10-00-07	Sale Of Surplus - Wastewater	5,200.00	-	-	-
401-369-91-00-41	Other Misc Revenues	125,780.50	92,203.80	50,000.00	(42,203.80)
Revenue Total:		3,006,347.86	3,153,473.01	3,280,101.00	126,627.99
401-535-10-10-00	Wages & OT	72,212.33	87,535.11	93,868.80	(6,333.69)
401-535-10-20-00	Benefits	26,526.85	31,346.16	30,929.83	416.33
401-535-10-31-01	Office Supplies - Administration	648.46	215.99	500.00	(284.01)
401-535-10-41-00	Professional Services	1,301,092.79	1,097,615.30	1,242,036.00	(144,420.70)
401-535-10-42-00	Communication	360.96	171.14	350.00	(178.86)
401-535-10-43-00	Travel	245.17	3,002.68	2,000.00	1,002.68
401-535-10-44-00	External Taxes	70,966.41	67,557.79	68,000.00	(442.21)
401-535-10-44-02	Utility Tax	346,956.89	148,405.34	330,000.00	(181,594.66)
401-535-10-46-00	Insurance	69,361.16	96,445.65	118,350.00	(21,904.35)
401-535-10-49-00	Misc	1,228.15	2,266.47	11,500.00	(9,233.53)
401-535-10-49-01	Registrations/Fees - Training Classes & Seminars	311.29	317.04	500.00	(182.96)
401-535-20-10-00	Salaries & Wages	25,321.82	26,892.50	27,896.29	(1,003.79)
401-535-20-20-00	Benefits	12,145.35	13,111.39	13,360.46	(249.07)
401-535-20-31-00	Operating Supplies - Admin. / Planning	3.46	-	-	-
401-535-20-43-00	Travel	10.53	-	-	-
401-535-27-10-00	Sewer Utilities - Salaries & Wages	94,836.28	92,294.96	109,593.45	(17,298.49)
401-535-27-20-00	Sewer Utilities - Personnel Benefits	45,374.11	44,073.22	41,203.73	2,869.49
401-535-27-31-00	Sewer Utilities - Operating Supplies	1,016.79	97.70	500.00	(402.30)
401-535-27-31-01	Sewer Utilities - Office Supplies	1,089.77	3,330.52	1,000.00	2,330.52
401-535-27-35-00	Sewer Utilities - Small Tools And Minor Equipment			200.00	(200.00)
401-535-27-41-00	Sewer Utilities - Professional Services	23,985.50	8,639.98	30,578.00	(21,938.02)
401-535-27-42-00	Sewer Utilities - Communications	6,200.96	6,724.14	500.00	6,224.14
401-535-27-43-00	Sewer Utilities - Travel	297.26	832.75	400.00	432.75
401-535-27-48-00	Sewer Utilities - Repairs & Maintenance	383.08	556.39	500.00	56.39
401-535-27-49-00	Sewer Utilities - Miscellaneous	87.92	47.60	300.00	(252.40)
401-535-27-49-01	Sewer Utilities - Reg/Fees - Trainings & Seminars	369.52	927.13	500.00	427.13
401-535-50-20-01	Benefits - Uniforms	32.66	-	-	-
401-535-50-31-00	Operating Supplies - Maintenance	210.14	-	500.00	(500.00)
401-535-50-35-00	Small Tools / Equipment	-	1,404.78	500.00	904.78
401-535-50-41-00	Professional Services	-	88.74	-	88.74
401-535-50-48-00	Repairs / Maintenance	93.62	322.68	1,000.00	(677.32)
401-535-50-49-00	Intergov Services	1,316.24	1,043.92	2,500.00	(1,456.08)
401-535-50-49-01	County 911 / Dispatch Services	698.66	2,096.00	2,096.00	-
401-535-50-49-96	Interfund Rentals - O & M	2,466.11	3,008.82	30,000.00	(26,991.18)
401-535-80-31-00	Operating Supplies - General	217.17	-	-	-
401-535-80-41-00	Professional Services	22,339.36	13,864.47	24,000.00	(10,135.53)
401-535-80-47-00	Public Utility Services	16,228.02	28,761.70	31,500.00	(2,738.30)
401-535-80-48-00	Repairs / Maintenance Capital Reserve	39,522.35	21.79	45,000.00	(44,978.21)
401-535-80-49-00	Miscellaneous	8,404.56	11,079.92	13,000.00	(1,920.08)
401-535-80-49-96	Interfund Transfers - O&M	2,466.11	3,008.82	10,000.00	(6,991.18)
401-535-90-41-00	Professional Financial / Banking Costs	790.82	657.88	630.00	27.88
401-594-35-64-03	Capital Expenditures/Expenses - Machinery & Equip	-	1,810.43	-	1,810.43
401-597-40-14-11	Transfer For Rate Funded Capital	300,000.00	300,000.00	300,000.00	-
Expense Total:		2,495,818.63	2,099,576.90	2,585,292.56	(485,715.66)
Fund 401 Surplus		510,529.23	1,053,896.11	694,808.44	(359,087.67)
Ending Fund Balance		**1,263,538.61**	**2,317,434.72**	**3,012,243.16**	**694,808.44**
Fund: 402 - Stormwater Fund					
402-308-51-00-03	**Opening Fund Balance**	568,682.17	631,358.34	549,320.32	(82,038.02)
402-334-03-10-04	St Dir/Ind Grt From Dept Of Ecology - SW Capacity	(873.49)	-	-	-
402-334-03-10-06	St Dir/Ind Grt Fr Ecol Dept-Poll Prevent Partner	5,479.51	4,906.71	-	(4,906.71)
402-343-10-00-00	Stormwater Charges	610,333.37	588,021.74	654,308.00	66,286.26
402-343-10-00-02	Stormwater Charges For Utility Tax	(2.23)	(0.57)	-	0.57
402-343-10-00-41	Misc Util Fees & Charges - Stormwater	610.96	277.41	-	(277.41)

		Actual 2022	Forecast 2023	Final **Budget** 2024	Variance to FC
402-359-90-00-42	Penalty/Late Fee - Stormwater	2,265.08	1,981.59	2,500.00	**518.41**
402-361-10-04-02	Unrealized Gain/Loss	(15,541.60)	1,865.19	-	(1,865.19)
402-361-11-04-02	Investment Interest - Stormwater Fund	2,963.02	8,407.91	6,000.00	(2,407.91)
402-361-30-04-02	Realized Gain/Loss On Investments	458.20	-	-	-
402-361-40-04-02	Interest On Delinquent Stormwater Accounts	0.01	-	-	-
402-361-41-04-02	Investment Interest - Purchased	2,582.48	-	-	-
402-369-91-00-44	Other Misc. Revenues	141.00	36,850.82	-	(36,850.82)
Revenue Total:		608,416.31	642,310.80	662,808.00	20,497.20
402-531-10-10-00	Wages & OT - Stormwater Administration	50,961.38	76,287.39	98,193.24	(21,905.85)
402-531-10-20-00	Benefits - Stormwater Administration	19,637.64	31,633.70	37,273.59	(5,639.89)
402-531-10-31-00	Operating Supplies - Stormwater Administration	106.75	462.73	1,000.00	(537.27)
402-531-10-31-01	Office Supplies - Stormwater Administration	170.13	49.92	200.00	(150.08)
402-531-10-41-00	Professional Services - Stormwater Administration	81,150.64	**52,421.59**	10,000.00	42,421.59
402-531-10-43-00	Travel - Stormwater	218.66	331.63	2,000.00	(1,668.37)
402-531-10-44-01	Advertising - Stormwater	642.00	434.00	500.00	(66.00)
402-531-10-46-00	Insurance - Stormwater	15,695.44	21,838.97	26,800.00	(4,961.03)
402-531-10-49-00	Miscellaneous - Stormwater	4,853.24	**48,844.41**	5,000.00	43,844.41
402-531-10-49-01	Reg/Fees - Training Classes Stormwater Admin	760.15	453.83	2,500.00	(2,046.17)
402-531-20-10-00	Wages & OT - Stormwater Engineering	27,848.41	47,449.98	53,932.45	(6,482.47)
402-531-20-20-00	Benefits - Stormwater Engineering	11,817.29	26,712.93	22,149.22	4,563.71
402-531-20-31-00	Operating Supplies - Stormwater Engineering	113.94	213.46	-	213.46
402-531-20-31-01	Office Supplies - Stormwater Engineering	92.60	33.59	-	33.59
402-531-20-41-00	Professional Services - Stormwater Engineering	2,101.05	2,078.24	2,000.00	78.24
402-531-20-42-00	Communications - Stormwater Engineering	973.47	892.73	-	892.73
402-531-20-43-00	Travel Expense - Stormwater Engineering	440.74	238.00	-	238.00
402-531-27-10-00	Stormwater Utilities - Salaries & Wages	59,316.68	53,754.36	64,273.51	(10,519.15)
402-531-27-20-00	Stormwater Utilities - Personnel Benefits	28,697.42	25,724.68	24,257.94	1,466.74
402-531-27-31-00	Stormwater Utiltiies - Operating Supplies	671.66	76.58	500.00	(423.42)
402-531-27-31-01	Stormwater Utilities - Office Supplies	269.80	728.92	250.00	478.92
402-531-27-41-00	Stormwater Utilities - Professional Services	12,154.07	2,230.30	9,110.00	(6,879.70)
402-531-27-42-00	Stormwater Utilities - Communications	2,880.52	2,880.36	2,600.00	280.36
402-531-27-43-00	Stormwater Utilities - Travel	214.61	748.91	400.00	348.91
402-531-27-48-00	Stormwater Utilities - Repairs & Maintenance	197.15	109.12	1,000.00	(890.88)
402-531-27-49-00	Stormwater Utilities - Miscellaneous	115.42	83.66	50.00	33.66
402-531-27-49-01	Stormwater Utilities - Reg/Fees - Train & Seminars	143.13	699.84	500.00	199.84
402-531-50-10-00	Wages & OT - Stormwater Maintenance	41,076.19	84,236.07	102,113.18	(17,877.11)
402-531-50-20-00	Benefits - Stormwater Maintenance	31,330.01	62,697.39	64,315.70	(1,618.31)
402-531-50-20-01	Benefits - Uniforms	529.51	1,432.52	1,000.00	432.52
402-531-50-31-00	Operating Supplies - Stormwater Maintenance	285.26	183.92	500.00	(316.08)
402-531-50-35-00	Small Tools/Equipment - Stormwater Maintenance	-	246.76	5,000.00	(4,753.24)
402-531-50-41-00	Professional Services - Stormwater Maintenance	213.22	1,370.69	750.00	620.69
402-531-50-43-00	Travel - Stormwater Maintenance	111.26	2,205.82	500.00	1,705.82
402-531-50-48-00	Repairs & Maintenance - Stormwater Maintenance	22.60	-	1,500.00	(1,500.00)
402-531-50-49-01	County 911 / Dispatch Services	698.67	430.00	1,000.00	(570.00)
402-531-50-49-96	Interfund Rentals - O&M - Stormwater Maintenance	22,105.50	14,574.89	25,000.00	(10,425.11)
402-531-70-10-01	Wages/OT-DOE InterAgency Agree-HazWst/ToxRed Prog	962.68	2,171.34	-	2,171.34
402-531-70-20-01	Benefits-DOE InterAgency Agree-HazWst/ToxRed Prog	456.81	1,207.06	-	1,207.06
402-531-70-43-00	Travel - DOE Inter Agreement - Hazardous Waste	-	1,528.31	500.00	1,028.31
402-531-80-42-00	Communications - Stormwater Maintenance			500.00	(500.00)
402-531-80-31-00	Operating Supplies - Stormwater Operations/General	399.46	-	200.00	(200.00)
402-531-80-43-00	Travel Expense - Stormwater Operations/General	22.80	-	500.00	(500.00)
402-531-80-48-00	Repairs/Maint - Stormwater Operations/General	-	0.04	-	0.04
402-531-80-49-01	Registration/Fees - Training Classes Stormwater	-	4,421.60	3,000.00	1,421.60
402-531-90-41-00	Professional Financial / Banking Costs	282.18	228.58	225.00	3.58
402-597-00-04-03	Interfund Transfer - SW Operating To SW Capital	125,000.00	150,000.00	100,000.00	50,000.00
Expense Total:		545,740.14	724,348.82	671,093.83	53,254.99
Fund 402 Surplus		62,676.17	**(82,038.02)**	**(8,285.83)**	**73,752.19**
Ending Fund Balance		**631,358.34**	**549,320.32**	**541,034.49**	**(8,285.83)**
Fund: 403 - Stormwater Capital Reserve Fund					
403-308-41-00-17	**Opening Fund Balance**	413,896.89	488,334.19	371,851.62	(116,482.57)
403-334-00-10-43	State Grant From Legislature		-	555,000.00	555,000.00
403-334-03-10-01	Dept Of Ecology - SFAP		-	700,000.00	700,000.00
403-334-03-10-02	St Dir/Ind Grt Fr Dept Of Ecol-Stormwater Capacity		-	558,365.00	558,365.00
403-334-03-80-43	State Grant From TIB		-	730,000.00	730,000.00
403-361-10-04-03	Unrealized Gain/Loss	(3,382.81)	463.03	-	(463.03)
403-361-11-04-03	Investment Interest - Stormwater Capital Resv Fund	759.21	2,972.61	2,000.00	(972.61)
403-361-30-04-03	Realized Gain/Loss On Investments	90.99	-	-	-
403-361-41-04-03	Investment Interest - Purchased	682.14	-	-	-
403-397-00-04-04			-	7,446.00	7,446.00
403-397-00-04-03	Interfund Transfer - SW Operating To SW Capital	125,000.00	150,000.00	100,000.00	(50,000.00)
Revenue Total:		123,149.53	153,435.64	2,652,811.00	2,499,375.36
403-531-10-41-41	Banking Service Fee/Charges - SW Cap Res Fund	10.96	6.04	-	6.04
403-591-31-70-00	Principal Payment - Street Sweeper LTGO Bond 2019	44,633.53	-	**47,305.76**	(47,305.76)
403-592-31-80-00	Interest Payment - Street Sweeper LTGO Bond 2019	4,067.74	-	**1,395.52**	(1,395.52)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
403-594-31-61-00	Stormwater Land And Land Improvements		-	7,366.67	(7,366.67)
403-594-31-63-02	Stormwater System Design Engineering	-	27,452.70	325,302.00	(297,849.30)
403-594-31-63-03	Stormwater System Design Eng - Grant Funded	-	15,985.70	1,288,365.00	(1,272,379.30)
403-594-31-64-01	Stormwater Machinery & Equipment - Grant Funded		-	750,000.00	(750,000.00)
403-594-31-64-00	Stormwater Machinery & Equipment	-	226,473.77	225,000.00	1,473.77
Expense Total:		48,712.23	269,918.21	2,644,734.95	(2,374,816.74)
Fund 403 Surplus		74,437.30	**(116,482.57)**	**8,076.05**	**124,558.62**
Ending Fund Balance		488,334.19	371,851.62	379,927.67	8,076.05
Fund: 410 - Water Capital Reserve Fund					
308-41-00-18	**Opening Fund Balance**	1,519,873.25	670,092.56	1,182,195.02	512,102.46
410-321-50-00-40	Utility Permits	46,298.33	328,793.62	428,857.00	100,063.38
410-331-97-00-00	Fed Dir Grt Fr Dept Of Homeland Security			1,300,000.00	1,300,000.00
410-334-00-10-41	State Grant From Legislature			1,769,187.50	1,769,187.50
410-334-04-20-40	State Grant From Dept Of Commerce			50,000.00	50,000.00
410-361-11-00-42	Investment Interest - Water Equip Reserv	11,353.73	28,351.99	12,000.00	(16,351.99)
410-361-42-00-41	Interest Income - Private Loans	1,296.36	1,299.58	1,300.00	0.42
410-362-00-50-13	Lease Paym(Annual)-Consol Irrigation District #14	70,000.00	**3,500.00**	75,000.00	71,500.00
410-362-00-50-14	Lease Payment (Annual) - WWU	22,379.43	-	25,000.00	25,000.00
410-367-00-00-00	Developer Proceeds			50,000.00	50,000.00
410-367-00-04-10	Pacific Power Blue Sky Grant Program	202,909.00	-	-	-
410-367-00-04-11	Principal Payments On Private Loans For Infrast	3,256.56	3,253.34	-	(3,253.34)
410-391-80-04-10	DWSRF Loan From EPA/WA St Dept Of Health	1,547,509.76	881,592.78	-	(881,592.78)
410-391-80-04-14	DOC PWTF Loan PC22-96103-062	11,743.00	221,309.75	1,619,868.00	1,398,558.25
410-391-80-04-15	**DOC PWTF Loan PC22-96103-055**	577,764.41	464,235.59	-	(464,235.59)
410-391-80-04-16	DOC PWTF Loan PR22-96103-011	-	223,628.19	106,372.00	(117,256.19)
410-397-34-00-04	IF Trans From CE For ARPA Expenses (CFDA #21.027)	300,000.00	-	-	-
410-397-34-00-41	IF Trans-Rev Reserved For Rate-funded Capital	350,000.00	100,000.00	100,000.00	-
410-397-34-00-95	INF Equip/Veh Lease/Repl.	18,500.00	60,000.00	80,000.00	20,000.00
Revenue Total:		3,163,010.58	2,315,964.84	5,617,584.50	3,301,619.66
			-		
410-514-23-00-41	Conversion Misc	-	(11,512.22)	-	(11,512.22)
410-534-10-41-41	Banking Service Fees/Charges - W Cap Res Fund	69.42	15.93	280.00	(264.07)
410-594-34-61-41	Water Utility Land And Land Improvements			7,366.67	(7,366.67)
410-594-34-63-01	Water Utility Capital - C Street/Cedar	160.76	8,497.25	-	8,497.25
410-594-34-63-03	Water Utility Capital Expenditures	1,875,341.30	(83,904.89)	4,733,850.00	(4,817,754.89)
410-594-34-63-05	Water Utility Capital Expenditures - DWL23479	742,863.28	-	-	-
410-594-34-63-09	Water Util Cap Expenditure-DOC PWTF PC22-96103-062	11,743.00	121,309.75	187,500.00	(66,190.25)
410-594-34-63-10	WatrUtil CapExpend-DOCPWTFPC2296103055Loan961G0150	225,000.00	-	-	-
410-594-34-63-11	WtrUtil CapExpend-DOCPWTFPC22-96103055Loan961R0150	352,764.41	264,235.59	-	264,235.59
410-594-34-63-12	Water Utility Capital Expenditures - DWL24936	804,646.48	1,505,220.97	-	1,505,220.97
410-594-34-64-41	Water Utility Equipment	202.62	-	250,000.00	(250,000.00)
410-597-00-04-31	Transfer To 431			140,000.00	**(140,000.00)**
Expense Total:		4,012,791.27	1,803,862.38	5,318,996.67	**(3,515,134.29)**
Fund 410 Surplus		**(849,780.69)**	**512,102.46**	**298,587.83**	**(213,514.63)**
Ending Fund Balance		**670,092.56**	**1,182,195.02**	**1,480,782.85**	**298,587.83**
Fund: 411 - Wastewater Capital Reserve Fund			-		
308-41-00-19	**Opening Fund Balance**	1,823,803.33	2,807,292.31	2,860,348.25	53,055.94
411-321-50-00-41	Utility Permits	32,000.00	101,100.00	350,000.00	248,900.00
411-331-10-04-03	Fed Dir Grt Fr Dept Of Agriculture - USDA SWSEWER			3,500,000.00	3,500,000.00
411-331-10-04-04	Fed Direct Grant - USDA			-	-
411-331-11-00-01	Fed Dir Grt Fr The Department Of Commerce.			3,510,000.00	3,510,000.00
411-334-00-14-11	State Grant From Legislature			3,000,000.00	3,000,000.00
411-334-03-10-07	Ecol Dept-SWSEWER Grt Portion-WQC-2021CoPIED-00133	164,781.79	-	-	-
411-334-03-10-08	DOE Grant - WWTP	-	96,497.40	750,000.00	653,502.60
411-334-04-20-42	State Dir/Ind Grant From Department Of Commerce			1,740,000.00	1,740,000.00
411-361-10-00-43	Unrealized Gain/Loss	(63,152.18)	7,521.35	-	(7,521.35)
411-361-11-00-43	Investment Interest - WW Equip Resev	13,856.70	39,184.27	20,000.00	(19,184.27)
411-361-30-00-43	Realized Gain/Loss On Investments	1,476.95	-	-	-
411-361-41-00-43	Investment Interest - Purchased	11,906.65	-	-	-
411-391-20-04-11	Revenue Bond Proceeds	3,694,045.32	-	-	-
411-391-80-04-11	DOE CWSRF Loan	81,229.08	9,060.14	750,000.00	740,939.86
411-391-80-04-12	DOE SWSEWER Loan WQC-2021-CoPIED-00133	1,621,327.89	82,151.75	-	(82,151.75)
411-391-80-04-13	DOC PWTF Loan PC22-96103-051	43,398.56	160,896.88	1,237,205.00	1,076,308.12
411-397-41-24-11	Transfer Of Surplus To Capital Reserve			200,000.00	200,000.00
411-397-40-14-11	Transfer For Rate Funded Capital	300,000.00	300,000.00	300,000.00	-
Revenue Total:		5,900,870.76	796,411.79	15,357,205.00	14,560,793.21
			-		-
411-535-10-41-41	Banking Service Fees/Charges - WW Cap Res Fund	197.39	83.92	-	83.92
411-594-35-61-00	Wastewater Land And Land Improvements			7,366.67	(7,366.67)
411-594-35-63-01	Other Improvements	175,647.07	63,715.86	100,000.00	(36,284.14)
411-594-35-63-04	Other Improvements	(1,147,031.94)	13,505.37	5,000,000.00	(4,986,494.63)
411-594-35-63-05	Other Improvements - DOE Grant Funded	164,781.79	96,497.40	3,000,000.00	(2,903,502.60)
411-594-35-63-06	Other Improvements - DOE Loan Funded	1,702,556.97	91,211.89	1,000,000.00	(908,788.11)
411-594-35-63-07	Other Improvements - USDA Grant Funded	856,045.32	-	-	-

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
411-594-35-63-08	Other Improvements - USDA Loan Funded	2,838,000.00	-	-	-
411-594-35-64-41	Wastewater Capital Equipment	283,786.62	292,051.53	5,123,206.00	(4,831,154.47)
411-594-35-64-42	Wstwtr Cap Equip - DOE PWTFB Loan PC22-96103-051	43,398.56	160,896.88	1,237,205.00	(1,076,308.12)
411-595-35-63-33	Other Improvements	-	25,393.00	-	25,393.00
Expense Total:		4,917,381.78	743,355.85	15,467,777.67	(14,724,421.82)
Fund 411 Surplus		**983,488.98**	**53,055.94**	**(110,572.67)**	**(163,628.61)**
Ending Fund Balance		**2,807,292.31**	**2,860,348.25**	**2,749,775.58**	**(110,572.67)**
Fund: 412 - Wastewater Debt Service Fund			-		
412-308-41-00-20	**Opening Fund Balance**	332,301.58	897,894.37	1,193,222.29	295,327.92
412-343-50-00-51	LT Debt Collection For Sewer Utility	562,048.46	561,101.88	620,000.00	58,898.12
412-397-00-04-12	Transfer from WW Cap Reserve			20,000.00	20,000.00
412-361-11-00-44	Investment Interest Earned	8,908.72	33,970.36	15,000.00	(18,970.36)
Revenue Total:		570,957.18	595,072.24	655,000.00	59,927.76
			-		
412-535-10-41-42	Banking Service Fees/Charges - WW LTD Res Fund	114.39	19.13	25.00	(5.87)
412-591-35-78-13	Loan Payment PWTF - Principal PC22-96103-051	-	10,752.39	74,985.57	(64,233.18)
412-591-35-78-51	Loan Payment SRF - Principal L990018A/B	5,250.00	-	-	-
412-591-35-78-53	Loan Payment USDA - SW SEWER Principal	-	156,590.50	57,227.14	99,363.36
412-591-35-78-54	Loan Payment DOE SW SEWER Principal			106,661.58	(106,661.58)
412-591-35-78-55	Loan Payment DOE WWTP Design Principal			83,753.34	(83,753.34)
412-592-35-83-54	Interest Payment DOE Loan - SW SEWER			26,897.52	(26,897.52)
412-592-35-83-55	Interest Payment DOE Loan - WWTP Design			35,657.28	(35,657.28)
412-592-35-83-13	Interest Payment PWTF Loan - PC22-96103-051	-	454.80	15,430.10	(14,975.30)
412-597-41-24-11	Transfer Of Surplus To Capital Reserve			200,000.00	(200,000.00)
412-592-35-83-53	Interest Payment USDA Loan - SW SEWER	-	131,927.50	31,290.86	100,636.64
Expense Total:		5,364.39	299,744.32	631,928.39	(332,184.07)
Fund 412 Surplus		**565,592.79**	**295,327.92**	**23,071.61**	**(272,256.31)**
Ending Fund Balance		**897,894.37**	**1,193,222.29**	**1,216,293.90**	**23,071.61**
Fund: 413 - Water Capital Improvement Reserve Fund			-		
308-41-00-21	**Opening Fund Balance**	1,078,054.73	1,023,113.84	1,059,270.33	36,156.49
413-343-40-01-43	Capital Reserve Fund Collections	981,825.85	961,429.97	1,292,629.20	331,199.23
413-397-00-00-43	IF Trans From Water Const Fund #431 To WCIR #413			350,000.00	350,000.00
413-361-11-00-13	Interest - Water Capital Reserve Fund	14,303.74	45,451.26	25,000.00	(20,451.26)
Revenue Total:		996,129.59	1,006,881.23	1,667,629.20	660,747.97
			-		
413-534-10-41-43	Banking Service Fees/Charges - W LTD Res Fund	46.64	25.15	35.00	(9.85)
413-591-34-78-00	Loan Payment SRF Principal 04-65104-005	87,835.49	87,835.49	87,599.40	236.09
413-591-34-78-01	Loan Payment PWTF Principal PW-05-691-010	168,885.23	168,885.24	168,885.24	-
413-591-34-78-04	Principal PWTF Loan 2007 PC08-951-011	253,664.48	253,664.48	253,664.48	-
413-591-34-78-05	Loan Payment DOH Well #1 Principal DWL23476	65,359.05	65,359.05	65,359.05	-
413-591-34-78-06	Loan Payment DOH Well #1 Principal DWL23478	20,935.10	20,935.10	25,535.73	(4,600.63)
413-591-34-78-07	Loan Payment DOH Well #2 Principal DWL23479	67,608.44	105,602.78	89,316.05	16,286.73
413-591-34-78-08	Loan Payment DOH Well #2 Principal DWL 24936	1,311.85	94,991.81	128,608.04	(33,616.23)
413-591-34-78-09	Loan Payment PWTF Principal PC22-96103-055	-	44,315.80	44,315.80	-
413-591-34-78-14	Loan Payment PWTF Principal PC22-96103-062	-	7,002.77	93,779.74	(86,776.97)
413-591-34-78-16	Loan Payment PWTF Principal PR22-96103-011	-	30,907.05	116,120.05	(85,213.00)
413-592-34-83-00	Loan Payment SRF Interest 04-65104-005	5,270.13	3,952.60	2,627.98	1,324.62
413-592-34-83-01	Loan Payment PWTF Interest PW-05-691-010	3,377.70	2,533.28	1,688.86	844.42
413-592-34-83-04	Interest PWTF Loan 2007 PC08-951-011	8,878.26	7,609.93	6,341.61	1,268.32
413-592-34-83-05	Interest Payment DOH Well #1 Interest DWL23476	13,725.40	13,071.81	12,418.22	653.59
413-592-34-83-06	Interest Payment DOH Well #1 Interest DWL23478	4,396.37	4,187.02	5,314.21	(1,127.19)
413-592-34-83-07	Interest Payment DOH Well #2 Interest DWL23479	17,240.15	25,344.67	24,024.73	1,319.94
413-592-34-83-08	Interest Payment DOH Well #2 Interest DWL24936	436.19	29,922.42	44,116.17	(14,193.75)
413-592-34-83-09	Loan Payment PWTF Interest PC22-96103-055	-	4,334.95	7,498.23	(3,163.28)
413-592-34-83-14	Interest Payment PWTF PC22-96103-062	-	190.08	19,297.46	(19,107.38)
413-592-34-83-16	Interest Payment PWTF PR22-96103-011	-	53.26	1,645.00	(1,591.74)
413-597-00-42-50	Transfer To 425	332,100.00	-	332,100.00	(332,100.00)
Expense Total:		1,051,070.48	970,724.74	1,530,291.05	(559,566.31)
Fund 413 Surplus		**(54,940.89)**	36,156.49	137,338.15	101,181.66
Ending Fund Balance		1,023,113.84	**1,059,270.33**	**1,196,608.48**	**137,338.15**
Fund: 425 - Water Revenue Bond Fund					
308-10-0-23	**Opening Fund Balance**	338,695.22	351,377.12	371,722.64	20,345.52
425-361-11-00-25	Investment Interest	6,399.23	13,454.49	10,000.00	(3,454.49)
425-397-00-42-50	Transfer From 413	332,100.00	332,100.00	332,100.00	-
Revenue Total:		338,499.23	345,554.49	342,100.00	(3,454.49)
425-535-10-41-44	Banking Service Fees/Charges - W/S Debt Res Fund	17.33	8.97	-	8.97
425-591-34-70-17	Principle Payment On 2017 Revenue Bonds	225,000.00	227,000.00	225,000.00	2,000.00
425-592-34-83-17	Interest Payment Of 2017 Revenue Bonds	100,800.00	98,200.00	88,200.00	10,000.00
Expense Total:		325,817.33	325,208.97	313,200.00	12,008.97
Fund 425 Surplus		12,681.90	**20,345.52**	**28,900.00**	**8,554.48**
Ending Fund Balance		351,377.12	**371,722.64**	**400,622.64**	**28,900.00**

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
Fund: 426 - Water Bond Reserve Fund					
308-41-00-24	**Opening Fund Balance**	143,931.60	145,699.75	150,807.70	5,107.95
426-361-11-00-26	Interest Earned	1,773.89	5,110.95	4,000.00	(1,110.95)
Revenue Total:		1,773.89	5,110.95	4,000.00	(1,110.95)
426-534-10-41-45	Banking Service Fees/Charges - W/S Bond Res Fund	5.74	3.00	802.20	(799.20)
Expense Total:		5.74	3.00	802.20	(799.20)
Fund 426 Surplus		1,768.15	5,107.95	3,197.80	(1,910.15)
Ending Fund Balance		**145,699.75**	**150,807.70**	**154,005.50**	**3,197.80**
Fund: 431 - Water System Construction Fund					
308-41-00-25	**Opening Fund Balance**	1,194,518.71	1,175,455.27	1,195,138.89	19,683.62
431-361-10-00-31	Unrealized Gain/Loss	(29,698.12)	3,204.24	-	(3,204.24)
431-361-11-00-31	Investment Interest	5,450.04	16,514.41	10,000.00	(6,514.41)
431-361-30-00-31	Realized Gain/Loss On Investments	962.46	-	-	-
431-361-41-00-31	Investment Interest - Purchased	4,300.57	-	-	-
431-397-00-04-32	Transfer From Water Fund 400			200,000.00	200,000.00
431-397-00-04-31	Transfer From 410			140,000.00	140,000.00
Revenue Total:		(18,985.05)	19,718.65	350,000.00	(9,718.65)
431-597-00-00-43	IF Trans To WCIR #413 From Water Const Fund #431			350,000.00	(350,000.00)
431-534-10-49-31	Banking Service Fees/Charges - W Const Fund	78.39	35.03	-	35.03
Expense Total:		78.39	35.03	350,000.00	(349,964.97)
Fund 431 Surplus		(19,063.44)	19,683.62	-	(359,683.62)
Ending Fund Balance		**1,175,455.27**	**1,195,138.89**	**1,195,138.89**	**(340,000.00)**
Fund: 440 - Ambulance					
308-51-00-05	**Opening Fund Balance**	-	304,541.83	572,163.37	267,621.54
440-332-93-40-10	Ground Emerg Med Transport (GEMT) Payment Program	66,327.95	60,000.00	65,000.00	5,000.00
440-342-21-41-02	Emergency Medical Services	452,048.12	459,720.05	613,240.00	153,519.95
440-342-60-00-06	Ambulance Charges	97,265.06	292,419.52	250,000.00	(42,419.52)
440-342-60-00-07	Misc Util Fees/Activation Fees	295.20	259.40	500.00	240.60
440-342-60-00-10	Ambulance Services - Commercial/State Insurance	107,644.76	119,062.11	120,000.00	937.89
440-342-60-00-20	Ambulance Services - Medicare	151,909.66	109,551.64	130,000.00	20,448.36
440-342-60-00-30	Ambulance Services - Medicaid	5,618.79	22,490.80	25,000.00	2,509.20
440-342-60-00-40	Ambulance Services - Self Pay	32,402.73	44,146.79	50,000.00	5,853.21
440-342-60-00-50	Ambulance Services - Restitution	-	50.00	100.00	50.00
440-359-90-00-43	Penalty/Late Fee - Ambulance	55.44	206.09	200.00	(6.09)
440-361-11-00-24	**Investment Interest - EMS**	487.30	5,239.38	3,000.00	(2,239.38)
Revenue Total:		914,055.01	1,113,145.78	1,257,040.00	143,894.22
			-		
440-522-24-10-00	Wages & OT - EMS Admin	-	103,546.57	100,280.57	3,266.00
440-522-24-10-80	Wages & OT - EMS Rescue & Emergency	236,593.38	371,488.69	374,469.18	(2,980.49)
440-522-24-10-81	Stipends (Volunteers) - EMS	82,817.19	75,819.47	85,000.00	(9,180.53)
440-522-24-20-00	Benefits - EMS Admin	-	30,352.49	29,111.82	1,240.67
440-522-24-20-80	Benefits - EMS Rescue & Emergency	97,233.80	151,293.60	123,835.58	27,458.02
440-522-24-20-81	Benefits - (Volunteers) - EMS	6,335.57	6,331.50	8,855.00	(2,523.50)
440-522-24-31-00	Operating Supplies - EMS Administration	880.02	970.15	1,000.00	(29.85)
440-522-24-31-01	Office Supplies - EMS Administration	-	1.82	-	1.82
440-522-24-31-03	Operating Supplies - EMS Training	1,559.84	-	5,000.00	(5,000.00)
440-522-24-31-80	Operating Supplies - EMS Rescue & Emergency	11,804.58	8,580.57	11,000.00	(2,419.43)
440-522-24-31-83	Radios/Pagers - Parts & Supplies - EMS	7,915.24	-	300.00	(300.00)
440-522-24-35-00	Sm Tools / Equipment - EMS Admin	-	457.63	-	457.63
440-522-24-35-80	Sm Tools / Equipment - EMS Rescue & Emergency	64,701.06	17,435.04	50,000.00	(32,564.96)
440-522-24-41-80	Professional Services - EMS Rescue & Emergency	32,914.60	7,028.04	15,000.00	(7,971.96)
440-522-24-41-81	Professional Financial / Banking Costs	-	255.44	200.00	55.44
440-522-24-42-80	Communication - EMS Rescue & Emergency	9.23	249.64	200.00	49.64
440-522-24-43-00	Travel - EMS	35.81	900.20	3,000.00	(2,099.80)
440-522-24-44-01	Advertising - EMS	76.36	-	-	-
440-522-24-48-00	Repairs & Maintenance - EMS	22.18	-	-	-
440-522-24-49-00	Miscellaneous - EMS Admin	-	2,605.81	100.00	2,505.81
440-522-24-49-01	Reg/Fees - Training Classes & Seminars - EMS	-	40.75	5,000.00	(4,959.25)
440-522-24-49-02	Intergov Services - Dispatch Charges - EMS	25,713.20	15,056.35	36,000.00	(20,943.65)
440-522-24-49-80	Miscellaneous - EMS Rescue & Emergency	117.90	36.55	100.00	(63.45)
440-522-24-49-96	Interfund Rentals - O & M	40,783.22	12,904.90	30,000.00	(17,095.10)
440-522-27-10-00	Ambulance Utilities - Salaries & Wages	-	13,545.78	16,387.32	(2,841.54)
440-522-27-20-00	Ambulance Utilities - Personnel Benefits	-	6,521.82	6,192.07	329.75
440-522-27-31-00	Ambulance Utilities - Operating Supplies	-	9.92	-	9.92
440-522-27-31-01	Ambulance Utilities - Office Supplies	-	310.60	-	310.60
440-522-27-41-00	Ambulance Utilities - Professional Services	-	19,429.90	5,650.00	13,779.90
440-522-27-43-00	Ambulance Utilities - Travel	-	155.23	-	155.23
440-522-27-48-00	Ambulance Utilities - Repairs & Maintenanc	-	62.69	-	62.69
440-522-27-49-00	Ambulance Utilities - Miscellaneous	-	4.25	-	4.25
440-594-22-64-80	Equipment - Radios & Pagers (EMS)			2,000.00	(2,000.00)
440-597-00-15-23	Transfer to 320 for ER&R			325,000.00	(325,000.00)

		Actual 2022	Forecast 2023	Final Budget 2024	Variance to FC
440-522-27-49-01	**Ambulance Utilities - Reg/Fees - Train & Seminars**	-	128.84	-	128.84
Expense Total:		609,513.18	845,524.24	1,233,681.54	(388,157.30)
Fund 440 Surplus		304,541.83	267,621.54	23,358.46	(244,263.08)
Ending Fund Balance		**304,541.83**	**572,163.37**	**595,521.83**	**23,358.46**
Fund: 500 - Equipment Rental & Replacement			-		
308-51-00-04	**Opening Fund Balance**	199,078.98	233,797.75	310,509.69	76,711.94
500-348-65-00-01	INF - O & M	557,477.61	699,002.97	690,000.00	(9,002.97)
500-361-10-00-50	Unrealized Gain/Loss	(3,650.35)	35.67	-	(35.67)
500-361-11-00-50	Investment Interest	741.26	1,954.78	1,500.00	(454.78)
500-361-30-00-50	Realized Gain/Loss On Investments	160.40	-	-	-
500-361-41-00-50	Investment Interest - Purchased	932.32	-	-	-
500-362-00-00-00	Equip & Vehicle Rental	4,222.55	2,207.61	3,000.00	792.39
500-369-91-00-50	Other Misc. Revenues	421.18	125.36	-	(125.36)
500-395-20-00-50	Insurance Compensation For Loss	-	-	-	-
Revenue Total:		560,304.97	703,326.39	694,500.00	(8,826.39)
			-		
500-548-68-10-00	Wages & OT	96,861.07	110,499.27	123,175.64	(12,676.37)
500-548-68-20-00	Benefits	56,038.05	74,459.17	65,661.93	8,797.24
500-548-68-20-01	Benefits - Uniforms	1,687.94	783.57	1,000.00	(216.43)
500-548-68-31-00	Operating Supplies - General	94,208.82	111,654.95	90,000.00	21,654.95
500-548-68-32-00	Fuel Consumed	107,024.20	110,422.64	**120,000.00**	(9,577.36)
500-548-68-35-00	Small Tools / Equipment	8,361.16	16,181.34	15,000.00	1,181.34
500-548-68-44-00	External Taxes	283.10	17.02	700.00	(682.98)
500-548-68-48-00	Repairs / Maintenance	71,768.60	46,553.49	90,000.00	(43,446.51)
500-548-68-49-00	Miscellaneous	716.93	225.41	-	225.41
500-548-70-10-00	Wages & OT	12,126.89	17,172.58	19,274.08	(2,101.50)
500-548-70-20-00	Personnel Benefits	5,794.38	8,325.74	6,881.45	1,444.29
500-548-70-31-00	Operating Supplies - ER&R Administration	32.56	71.52	100.00	(28.48)
500-548-70-31-01	Office Supplies - ER&R Administration	577.73	39.06	500.00	(460.94)
500-548-70-35-00	Small Tools / Equipment			150.00	(150.00)
500-548-70-41-00	Professional Services	911.56	663.29	800.00	(136.71)
500-548-70-42-00	Communication	377.27	364.02	600.00	(235.98)
500-548-70-43-00	Travel	756.39	231.90	4,000.00	(3,768.10)
500-548-70-44-01	Advertising	776.34	129.97	500.00	(370.03)
500-548-70-46-00	Insurance	52,450.25	72,934.96	89,500.00	(16,565.04)
500-548-70-47-00	Public Utility Services	6,056.21	6,004.92	7,000.00	(995.08)
500-548-70-49-00	Miscellaneous	70.46	35.25	500.00	(464.75)
500-548-70-49-01	Registrations/Fees - Training Classes & Seminars	1,325.90	369.90	4,000.00	(3,630.10)
500-548-79-41-00	Professional Financial / Banking Costs	457.19	383.68	400.00	(16.32)
500-594-22-64-76	Fire Mobilization Equipment			500.00	(500.00)
500-594-48-64-00	Machinery / Equipment			6,875.94	(6,875.94)
500-594-48-64-01	Machinery / Equipment			22,000.00	(22,000.00)
500-594-48-64-02	Machinery / Equipment			20,000.00	(20,000.00)
500-594-42-64-00	Equipment Purchase	6,923.20	49,090.80	-	49,090.80
Expense Total:		525,586.20	626,614.45	689,119.04	(62,504.59)
Fund 500 Surplus		34,718.77	76,711.94	5,380.96	(71,330.98)
Ending Fund Balance		**233,797.75**	**310,509.69**	**315,890.65**	**5,380.96**
Fund: 625 - Flexible Benefits Plan Fund			-		
308-31-00-04	**Opening Fund Balance**	12,953.08	13,209.81	14,105.47	895.66
625-389-40-00-73	Trust Contribs Employee	9,654.00	9,695.80	12,000.00	2,304.20
625-389-60-00-01	Investment Interest	1.31	0.57	-	(0.57)
Revenue Total:		9,655.31	9,696.37	12,000.00	2,303.63
			-		
625-589-40-00-73	Unreimbursed Medical Pays	9,398.58	8,800.71	12,000.00	(3,199.29)
Expense Total:		9,398.58	8,800.71	12,000.00	(3,199.29)
Fund 625 Surplus		256.73	895.66	-	(895.66)
Ending Fund Balance		**13,209.81**	**14,105.47**	**14,105.47**	**0.00**
Ending Fund Balance		17,980,557.72	20,096,940.62	19,340,014.72	(1,176,926.00)

Fiscal Year: 2024 Budget – Final Workshop

By: Brian Carleton – Finance Director

Presented December 05, 2023

CP
COLLEGE PLACE
WALLA WALLA VALLEY

Changes since 11/14/2023 Presentation

- Current Expense - Fire wage increase from 4 – 6 percent $(14,000)

- Hotel/Motel Tax – Awards approved by Council – $(5000)

- Streets Capital – Project Reconciliation - $(138,000)

- Wastewater – Contract Maintenance Adj - $8,000

- Ambulance Utility – Fire wage increase - $(16,000)

Total Adjustment $ (165,000)

Total Preliminary Budget

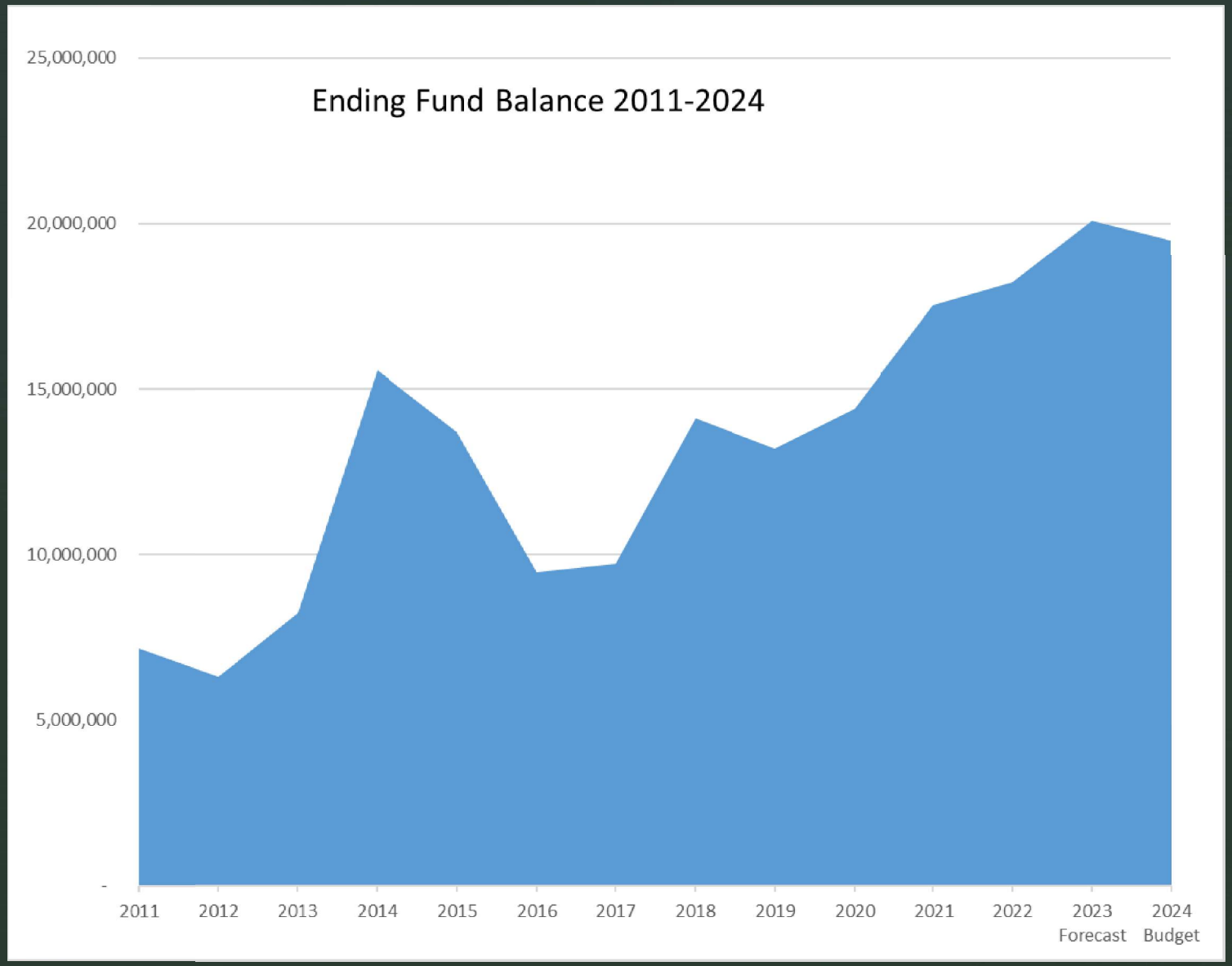
Beginning Fund Balance: $20,105,343

Revenues: $61,671,975

Expenditures: $62,437,303

Ending Fund Balance: $19,340,015

Draw Down $ 765,328


Ending Fund Balance 2011-2024
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
-
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023 Forecast
2024 Budget

2024 Budget Fund Balances – Preliminary 3

Fund	Description	Beginning Fund Balance	Revenue	Expenditure	Surplus/(Deficit)	Ending Fund Balance
001	Current Expense Fund	2,123,424	8,454,815	8,451,013	**3,803**	2,127,227
005	Current Expense Reserve Fund	585,745	5,000	20	4,980	590,725
012	Technology Reserve Fund	400,211	579,000	687,981	(108,981)	291,230
061	Employee Benefit Reserve Fund	441,296	54,000	112,475	(58,475)	382,821
	Total Current Expense	**3,550,676**	**9,092,815**	**9,251,489**	**(158,674)**	**3,392,003**
120	Criminal Justice Fund	49,596	20,402	20,630	(228)	49,368
121	Forfeited Proceeds Fund	2,059	20	-	20	2,079
130	Hotel/Motel Tax	63,645	40,500	38,403	2,097	65,742
	Total Special Revenue Funds	**115,300**	**60,922**	**59,033**	**1,889**	**117,189**
201	ULTGO Bond Fund	18,161	489,550	489,450	100	18,261
	Total Debt Service Funds	**18,161**	**489,550**	**489,450**	**100**	**18,261**
305	Capital Improvement Fund (REET 1)	704,417	453,656	1,009,101	(555,445)	148,972
306	Capital Improvement Fund (REET 2)	1,356,288	5,003,191	6,000,000	(996,809)	359,479
309	CDBG Projects Fund	0	324,400	324,400	-	0
315	Facilitiy Maintenance Reserve Fund (CE	766,933	2,225,000	2,299,802	(74,802)	692,131
320	Equipment Reserve Fund	198,637	1,315,901	1,387,384	(71,483)	127,154
330	Economic Development Fund	113,395	40,375	40,000	375	113,770
340	Economic Development Reserve Fund	74	-			74
350	Transportation Benefit District Fund (Nev	-				-
360	Tax Increment Financing Fund (New)	-				-
	Total Capital Reserve Funds	**3,139,744**	**9,362,523**	**11,060,687**	**(1,698,164)**	**1,441,580**
100	Street Fund	392,139	905,312	990,661	(85,349)	306,791
301	Street Capital Contribution Fund	4,139	380,838	360,828	20,010	24,149
311	Street Improvement Fund	124,149	6,507,036	6,426,189	80,847	204,996
	Total Street Funds	**520,427**	**7,793,186**	**7,777,678**	**15,508**	**535,935**
400	Water Fund	612,944	2,320,201	2,350,049	(29,848)	583,096
410	Water Capital Reserve Fund	1,182,195	5,617,585	5,318,997	298,588	1,480,783
413	Water Capital Improvement Reserve Fun	1,059,270	1,667,629	1,530,291	137,338	1,196,608
426	Water Bond Reserve Fund	150,808	4,000	802	3,198	154,006
431	Water System Construction Fund	1,195,139	350,000	350,000	-	1,195,139
	Total Water Fund	**4,200,356**	**9,959,415**	**9,550,139**	**409,276**	**4,609,632**
401	Wastewater Fund	2,317,435	3,280,101	2,585,293	694,808	3,012,243
411	Wastewater Capital Reserve Fund	2,860,348	15,357,205	15,467,778	(110,573)	2,749,776
412	Wastewater Debt Service Fund	1,193,222	655,000	631,928	23,072	1,216,294
425	Water Revenue Bond Fund	371,723	342,100	313,200	28,900	400,623
	Total Waste Water Fund	**6,742,728**	**19,634,406**	**18,998,199**	**636,207**	**7,378,935**
402	Stormwater Fund	549,320	662,808	671,094	(8,286)	541,034
403	Stormwater Capital Reserve Fund	371,852	2,652,811	2,644,735	8,076	379,928
	Total Stormwater Fund	**921,172**	**3,315,619**	**3,315,829**	**(210)**	**920,962**
440	**Ambulance Utility Fund**	**572,163**	**1,257,040**	**1,233,682**	**23,358**	**595,522**
500	Equipment Rental & Replacement	310,510	694,500	689,119	5,381	315,891
625	Flexible Benefits Plan Fund	14,105	12,000	12,000	-	14,105
	Total Funds	**20,105,343**	**61,671,975**	**62,437,303**	**(765,328)**	**19,340,015**

Financial Policies – Reserve Contingency

Fund	Title	Ending Fund Balance	Reserve Contingency	Factor	Target	Excess
001	Current Expense Fund	$ 2,127,227	20% Budgeted Revenue	8,454,815	1,690,963	436,264
005	Current Expense Reserve Fund	$ 590,725	10% CE budgeted revenue	8,454,815	845,482	(254,756)
100	Street Fund	$ 306,791	60 days O&M	990,661	165,110	141,680
315	Facilitiy Maintenance Reserve Fund (CE)	$ 692,131	Target $300,000		300,000	392,131
400	Water Fund	$ 583,096	60 days O&M	2,350,049	391,675	191,421
401	Wastewater Fund	$ 3,012,243	60 days O&M	2,585,293	430,882	2,581,361
402	Stormwater Fund	$ 541,034	60 days O&M	671,094	111,849	429,186
412	Wastewater Debt Service Fund	$ 1,216,294	1 year annual debt service		431,903	784,391
413	Water Capital Improvement Reserve Fund	$ 1,196,608	1 year annual debt service		1,196,156	452
425	Water Revenue Bond Fund	$ 400,623	1 year annual debt service		313,200	87,423
500	Equipment Rental & Replacement	$ 315,891	60 days O&M	689,119	114,853	201,037

2024 Budget - Staffing

2024 Staffing Information

- Full-time employees
  - 62 Budgeted
- Part-time employees
  - Police Records Clerk (.4 FTE)
  - Intern (.4 FTE)
- Council
- Mayor
- Positions added to 2024 budget
  - Water Utility Worker
  - Public Works Project Manager
  - Police Officer

2024 Wage & Benefit Information

- Projected Wage Increases
  - Police – 5% + negotiated percentage-based education incentives
  - Fire – 6% placeholder included in budget – Still in Negotiations
  - Public – 3.4%
  - Non-Union Exempt – 3.4%
  - Non-Union, Non-exempt – 3.4%
  - Sergeants – 5% + negotiated percentage-based education incentives
  - Contract Employees – CPI-W Sept to Sept - 3.6%
- Health Insurance Increases
  - Police
    - Health – 2.7% Increase
    - Vision – No Increase
    - Dental – No Increase
    - Standard Life – No Increase
    - Employee Assistance Program – No Increase
  - All other employees
    - Health – 4.1%
    - Dental – No increase
    - Vision – No increase
    - Standard Life – No increase
    - Employee Assistance Program – No increase
- Life Flight added in 2023 as Employer paid benefit for all employees
  - $65/employee/year (Estimated 100 employees X $65 = $6,500)

Next Steps

1. Final Budget Hearing – 12/12/2023
2. Budget Adoption – 12/12/2023

Walla Walla Valley

Tobacco & Nicotine Retail Assessment

BLUE ZONES PROJECT

American Cancer Society Cancer Action Network

American Lung Association.

CPPC College Place Prevention Coalition

Trilogy Recovery Community

County of Walla Walla

REACH OUT! WALLA WALLA

2021 STARS Assessment Findings

(Standardized Tobacco Assessment for Retail Settings)

26*

tobacco retail locations within 1 mile of a school

96%*

sell flavored products

54%

sell e-cigarettes

62%

sell "synthetic nicotine" products

7*

stores advertising products within 3 feet of the floor

15%*

of e-cigarettes located within 12 in. of toys, candy or ice cream

Sources:

- 2021 STARS Assessment
- 2021 Healthy Youth Survey
- American Cancer Society

Updated December 2022

*Retail strategies targeting youth

Walla Walla County

Youth Tobacco and Substance Use Data

- Tobacco is the leading cause of preventable death and disease in Washington.
- Vapor products (e-cigarettes) are the most common nicotine product used by youth.
- Addressing youth vaping is particularly difficult because of rapid product changes.
- U.S. Secretary of Health and Human Services (HHS), U.S. Surgeon General, and Commissioner of the Food and Drug Administration (FDA) have all declared youth e-cigarette use to be an epidemic.

High School Seniors Vaping

16% (2016) → 26% (2021)

What are students vaping?

Nicotine	80%
THC/ Marijuana	36%
Flavor only	1%
They don't know	20%

What can we do?

12th Grade Vapor Product Use

26% Walla Walla County VS 15% WA Average

- Support behavioral health & SEL programs for students
- Increase youth focused cessation and prevention resources
- Work with tobacco retail locations to not target youth
- Advocate for more State prevention funding
- Educate parents and community members

City of College Place

RESOLUTION NO. 2023-XX

A RESOLUTION ENCOURAGING ALL TOBACCO RETAIL LOCATIONS TO ADHERE TO BEST PRACTICES WITH REGARD TO NOT MARKETING OR ADVERTISING TOBACCO OR NICOTINE PRODUCTS TO YOUTH.

WHEREAS, the City of College Place is dedicated to improving the health and wellbeing of all community members through city policies, plans and programs that will collectively improve the wellbeing and economic vitality of our community; and

WHEREAS, the U.S. Secretary of Health and Human Services (HHS), U.S. Surgeon General, and Commissioner of the Food and Drug Administration (FDA) have all declared youth e-cigarette use to be an epidemic; and

WHEREAS, our community faces a crisis in the form of rising rates of youth substance use as indicated in a 2021 Healthy Youth Survey that reported 26% of Walla Walla County 12th graders are vaping, with 80% of these students reportedly vaping nicotine; and

WHEREAS, youth substance use including nicotine use, vaping and e-cigarettes has increased in the last 7 years as indicated by the 2016 Healthy Youth Survey in which only 16% of 12th graders reported vaping; and

WHEREAS, youth substance use rates in Walla Walla County are higher than the statewide average with 26% of local youth vaping compared to a statewide average of 15%; and

WHEREAS, a 2022 Standardized Tobacco Assessment for Retail Settings (STARS) in College Place and Walla Walla found the following:

(1) There are 26 tobacco retail locations with 1 mile of a school in College Place and Walla Walla;

(2) 54% of tobacco retail locations sold e-cigarettes and/or vaping products, which are the most common nicotine product used by youth;

(3) 96% of surveyed tobacco retail locations sold e-cigarettes and other nicotine products with sweet flavors, including candy and fruit, which a report jointly issued by the American Academy of Pediatrics, the American Cancer Society, the American Heart Association, the American Lung Association and the Campaign for Tobacco-Free Kids identified as a tactic designed to market these products to youth[1];

(4) Seven tobacco retail locations had tobacco or nicotine product advertisement within 3 feet of the floor, at eye-level of any youth who enter the store;

(5) 15% of tobacco retail locations had e-cigarettes or other nicotine products located within 12 inches of toys, candy or ice cream; and

[1] https://www.tobaccofreekids.org/microsites/flavortrap/

WHEREAS, by avoiding marketing tactics that target youth, local tobacco retail locations can help our community address the rising rates of youth nicotine use in Walla Walla County;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE RESOLVES AS FOLLOWS:

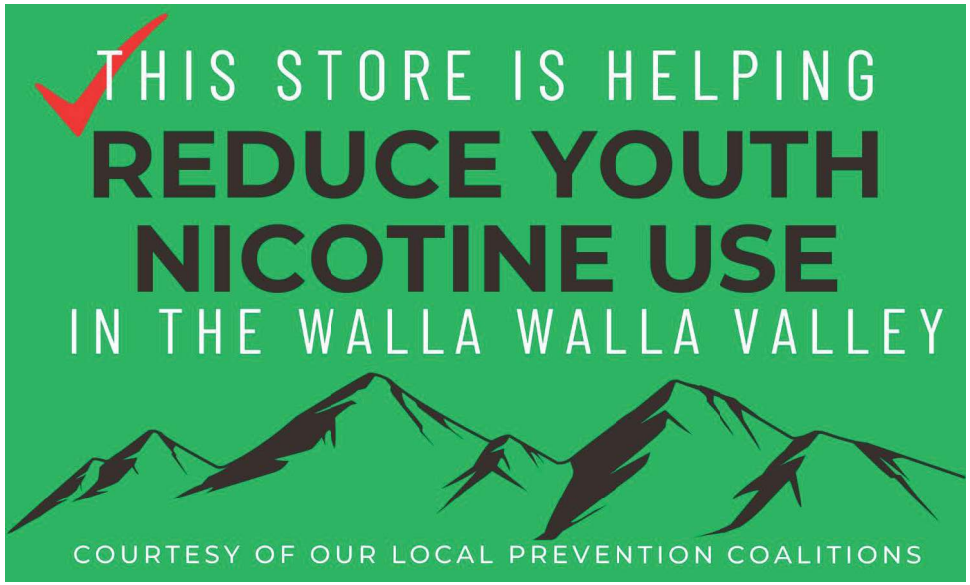
Section 1: All retail locations selling tobacco or nicotine products or paraphernalia in the City of College Place are encouraged to adhere to the following marketing and advertising best practices to avoid marketing these products to youth:

(1) Not selling tobacco or nicotine products including e-cigarettes and vaping products that are flavored with fruit, candy, or other "sweet" flavors;

(2) Not placing any marketing or advertising materials related to nicotine or tobacco products within three feet of the floor or on the outside of the building; and

(3) Not placing any tobacco or nicotine products near (within 12 inches) of toys, candy, ice cream or other products that are attractive to youth.

PASSED by the City Council of the City of College Place, Washington, this day of .


THIS STORE IS HELPING
REDUCE YOUTH
NICOTINE USE
IN THE WALLA WALLA VALLEY
COURTESY OF OUR LOCAL PREVENTION COALITIONS

WASHINGTON STATE
ARTS COMMISSION

November 13, 2023

Elizabeth Rowden, Program Director
ArtWalla
130 E Rose Street
Walla Walla WA 99362

Dear Ms. Rowden:

Thank you for submitting a letter of intent on behalf of Co(W)alla to apply for Washington State Arts Commission's Certified Creative Districts Program. We are pleased to see the community's interest in pursuing this designation. It is clear from your letter that your community has a strong understanding of its arts and culture landscape, with strong local partnerships. These two aspects, make Co(W)alla a strong candidate for Creative District designation. We look forward to receiving your application online by Friday, January 12, 2024. Please let us know if you have any questions.

Best regards,

Annette Roth
Community Development Manager
Washington State Arts Commission
711 Capital Way South, Suite 600
Olympia, WA 98504
(360) 252-9982

Cc: Karen Hanan, Executive Director

Walla Walla Valley Creative District – Letter of Interest

ArtWalla in concert with its partner agencies the City of Walla Walla, City of College Place, and Downtown Walla Walla Foundation wish to pursue a designation as a Walla Walla Valley Creative District. It is understood while in its brief history the Creative District designation has been applied to a singular community, the connectivity of volunteers, artists, resources, and ArtWalla's operation in both communities really lend well to a concept of a joint Creative District.

The Creative District starts on the west end through the community of College Place within the College Avenue corridor. This corridor has a multitude of traffic box art wraps, public art in the parks and Walla Walla University, performing arts venues at Walla Walla University, Walla Walla Valley Academy, Rogers School, and College Place High School. College Place is working hard to support the creative economy throughout this corridor.

The Creative District then goes east along the Rose Street/Isaacs Avenue corridor. A number of art opportunities exist throughout this corridor including the following:

Walla Walla Foundry: Bronze Statue Creation: 13th Avenue, north or Rose Street. As well as the Foundry Vineyard Winery which includes tasting room, artistic retail shop as well as a large art gallery that features world class shows on a regular basis.

Gesa Powerhouse Theater Performing Arts Venue: at Rose Street and 6th street.

A number of creative economy businesses exist throughout this corridor as well connecting the Creative District to surrounding neighbors that reflect the diversity of our communities.

Downtown Walla Walla: This area features a wonderful public art collection, multiple art galleries, creative retail and wineries and food opportunities, Several artistic maker spaces exist in this area. During the summer months, many outdoor performances are hosted by the city and Downtown Foundation. Many of the valley's creative organizations are located in Downtown Walla Walla.

Whitman College and The Little Theater are located at the eastern end of the district. The college has many performing arts venues and hosts many cultural events that are open to the community.

This proposed Creative District has much synergy, is walkable, bikable, and served by Valley Transit which is the metro Walla Walla/College Place public transit agency.
This Creative District will harness the energy from our community volunteers, three higher education institutions, business community, art institutions, and partner agencies into a holistic creative art ecosystem. This will encourage increase in artists to the area as well as business patrons and tourists. We want to grow our Creative sector improve the quality of life for residents and as a bonus our Tourism sector.

The District Administrator will be ArtWalla. This agency is a non-profit that facilitates promotion and pursuit of the arts across both communities. Some goals to be facilitated by the Administrator and partners is as follows:

Promotion of Walla Walla Valley Creative District and arts hub.

- Implement public art installations across Valley Creative District. Pursue grants to make happen.
- Implement Valley Creative District Wayfinding Signage. Pursue grants to make happen.
- Enhance and Grow Economic Vitality in Walla Walla Valley Creative District.
- Measure and Report the Economic Impact of the Creative District.

Guiding Partners of this Initiative:
ArtWalla
Tricia Harding - ArtWalla Board Member Email: tricia.harding@artwalla.com
City of College Place
Mike Rizzitiello – City Administrator
Email: mrizzitiello@cpwa.us Phone: (509)-394-8506
Lafe Bissell – Chair of Park, Arbor, and Recreation Board (Per Code Advises on Public Art)
Email: lafeb@aol.com
City of Walla Walla
Elizabeth Chamberlain – Deputy City Manager
Email: echamberlain@wallawallawa.gov Phone: (509) 524-4345 Name: Tia Kramer - Chair of Arts Commission
Email: tiakramer@gmail.com
Downtown Walla Walla Foundation
Kathryn Witherington – Executive Director
Email: kathryn@downtownwallawalla.com Phone: (509)-876-1871

CO(W)ALLA

College Place/Walla Walla Creative District

The creative economy makes up 8.7% of Washington's GDP.

Employs more than agriculture, forest products and life sciences combined.

ArtsWA Website: 2020

Creative District Planning Team

- Brenda Bernards, **ArtWalla**
- Lydia Caudill, Community Development Block Grant Coordinator, City of Walla Walla
- Tricia Harding, **ArtWalla**
- Martin Fortney, Executive Director, The Little Theater
- Mike Rizzitello, City Administrator, College Place
- Jenny Rodriguez-Peña, Director, Crisol de Culturas
- Elizabeth Rowden, **ArtWalla**
- Nadine Stecklein, Asst. Director of Internship Programs, Whitman College
- Kathryn Witherington – Executive Director, Downtown Walla Walla
- Rebecca Zanatta, RJZ Connections, Consultant & Facilitator

What is a Creative District?

A Creative District is an exciting place to live, work, and visit. It's a focal point - a geographically defined area of cultural and economic activity.

It's the heart of a community - for people to gather and enjoy the arts and culture a community has to offer.

Why Creative District?

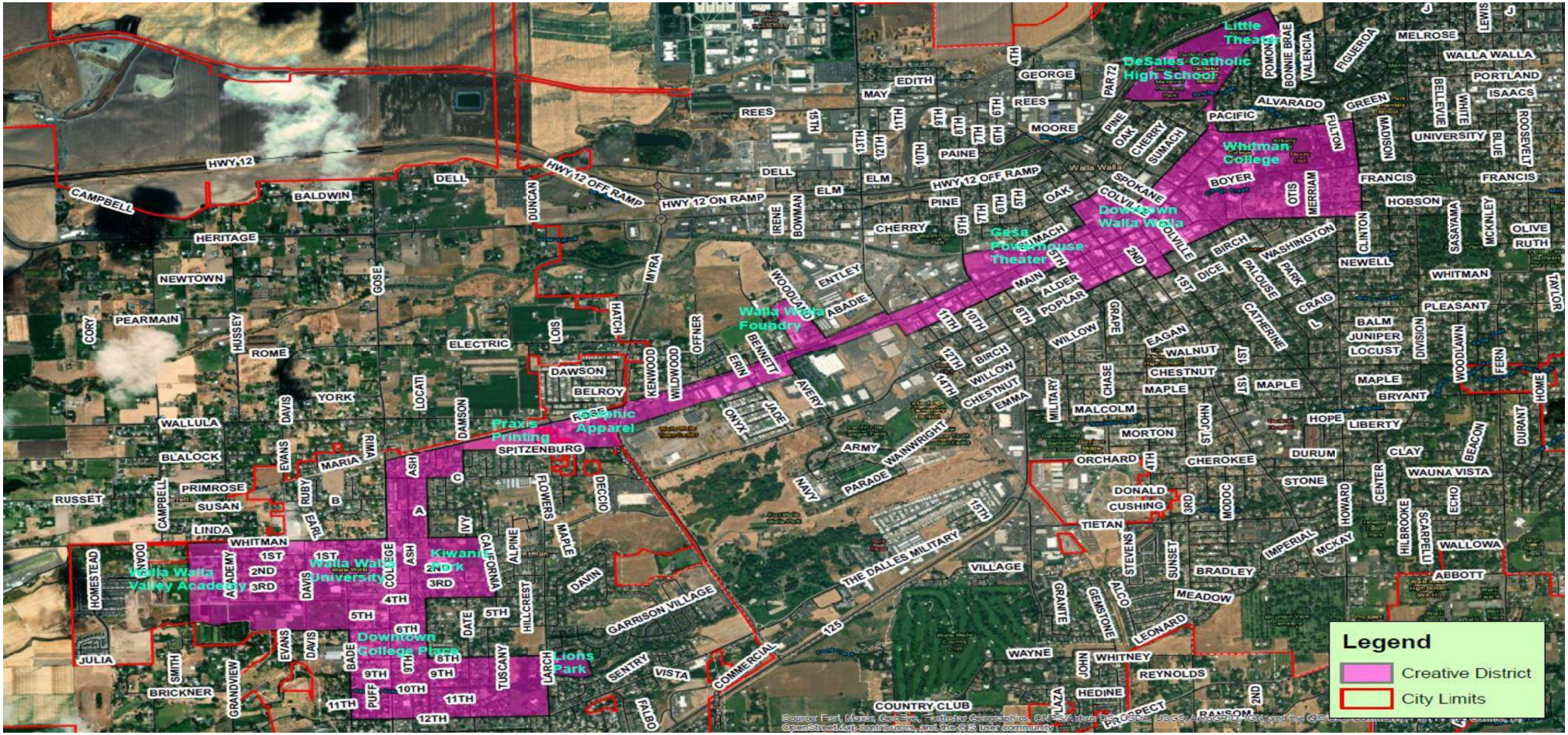
- Bring vitality to our communities
- Increased funding opportunities
- Provide growth opportunities
- Joy and vibrancy!
- Cultivate and celebrate our collective communities

How will a Creative District benefit my community?

- Grow jobs and economic opportunities for all citizens
- Attract artists & creative businesses
- Promote our community's creative identity & history
- Open funding opportunities to support creative districts
- Attract new investment, redevelop historic assets
- Develop opportunities for affordable housing, live/work, and maker space
- Proactively develop our community's long-term future
- Increase tourism and bring new visitors to learn about CO(W)ALLA

Current Washington State - Creative Districts

- Edmonds
- Chewelah
- Olympia
- Langley Creates
- Twisp
- Port Townsend
- Tenino
- Issaquah
- Rainier Valley
- Bainbridge
- South Columbia (SOCO)
- Moses Lake
- Burien
- TBD – CO(W)ALLA


Little Theatre
DeSales Catholic High School
Whitman College
Downtown Walla Walla
Casa Powerhouse Theater
Walla Walla Foundry
Praxis Printing
Rossonic Apparel
Walla Walla University
Kiwanis Park
Walla Walla Valley Academy
Downtown College Place
Lions Park
Legend
Creative District
City Limits

College Place and Walla Walla Partnership

- In Place
  - Emergency Management
  - District Court
  - Fire Training Tower
- In Progress
  - Broadband Planning
  - Regionalization of Wastewater
  - Sales Tax Sharing Agreement on Big Boxes over 25,000 sq ft

Potential Funding Opportunities

- Federal National Endowment of the Arts Our Town Grants
- Federal National Endowment of the Arts Artworks Grants
- Creative District Placemaking Grants (state Level)
- Creative District Capital Grant (state level)
- Creative District Operational (state level)

Draft Vision

Arts are always included, and people are always included in the arts.

Draft Mission

The arts connect, celebrate, support, and bring vitality to our community and economy.

Draft Values

Social Innovation
Empathy
Joy
Inclusion
Relationships
Community
Serendipity

Draft Goals

Goal #1

Develop a sustainable organization with diverse revenue streams

Goal #2

Engage our community with collective involvement and continued buy-in

Goal #3

Support, develop, and grow our CP and WW Creative Economy

Community Engagement

- Focus Groups
- Interviews
- Online Survey
- Community Meetings
- Application
- CO(W)ALLA becomes a reality!

Feedback & Questions

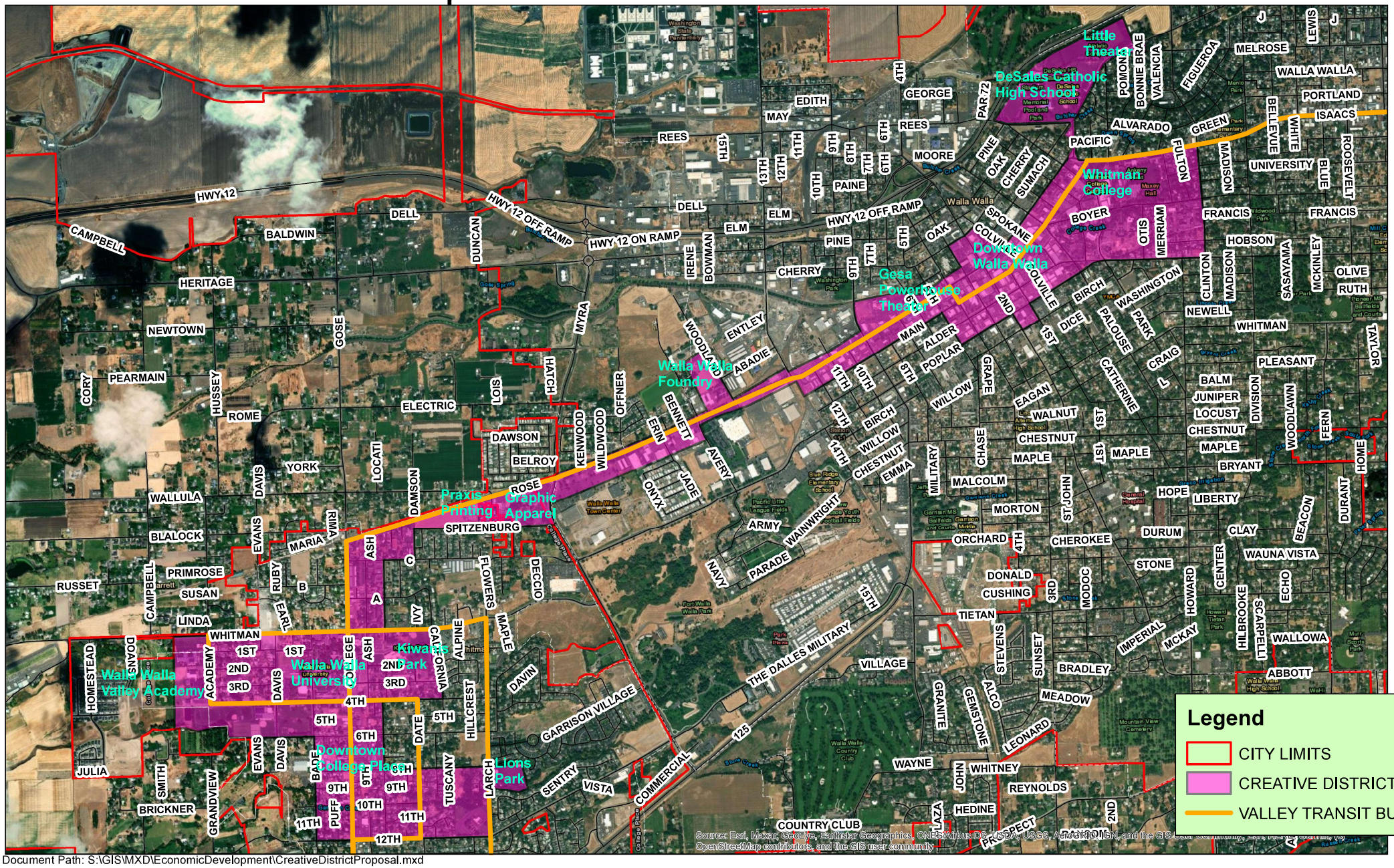
- What are your initial thoughts with this Creative District Plan?
- What are you most excited about?
- What concerns do you have?

THANK YOU!

Please share additional thoughts, questions, and interest with

XXXX

Proposed COALLA Creative District



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City of College Place, Washington

RESOLUTION NO. 23-xxx

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING AUTHORIZING CITY ADMINISTRATOR TO WORK WITH ARTWALLA & PARTNERS ON FORMATION OF THE WALLA WALLA VALLEY CREATIVE DISTRICT.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, RCW 43.46.105 authorizes local governments to designate a Creative District within its territorial boundaries, subject to certification by the Washington State Arts Commission; and

Whereas, a Creative District is geographically defined area where art, culture, social, and economic activity takes place and where cultural facilities, creative industries, and arts-related businesses are a vibrant hub for the community; and

Whereas, the benefits of a state-certified Creative District include; promoting the City and Greater Walla Walla Valley's unique identity and values; increasing tourism; growing creative industry jobs and career opportunities; being able to pursue grant opportunities related to the creative industry; preserving and improving historic community assets; and enhancing the City's livability; and

Whereas, the City's Cultural & Business District, Downtown Walla Walla, and surrounding areas contain a strong concentration of the Walla Walla Valley's cultural assets, businesses and activities; and

Whereas, the Washington State Certified Creative District Program aligns with the goals of the City's Economic Development Element of the Comprehensive Plan;

Whereas, both communities filed a formal letter of intent on November 9th, 2023 and were invited by ArtsWA to submit a formal application with amended Creative District boundaries by January 12th, 2024;

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Section 1. Creative District Boundaries. That the area shown in the updated map attached as Exhibit A, which encompasses the City of College Place & City of Walla Walla's Cultural and

Business District and surrounding areas, is hereby designated as the Walla Walla Valley Creative District, subject to the certification by the Washington State Arts Commission.

Section 2. Creative District Application. That the Administration is authorized to partner with the City of Walla Walla, Downtown Walla Walla Foundation, ArtWalla, and other partners to petition the Washington State Arts Commission for certification of the Creative District and to execute on behalf of the City of College Place any documents necessary for state certification of the Creative District.

Section 3. Creative District Promotion. That the Creative District shall promote the exploration of and participation in the creative economy and arts and cultural experiences unique to the Walla Walla Valley (comprising College Place & Walla Walla) community and that business and property owners within the Creative District are encouraged to involve themselves and participate in the full development of the Creative District.

Section 4. Creative District Participation. That administration is authorized to direct staff to actively support and cooperate with the Creative District Steering Committee to develop, maintain, and encourage the economic and arts and culture activities in the Creative District.

Section 5. Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 6. Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 12th day of December, 2023.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

USING PLAN COLLECTIONS TO
PROMOTE HIGH-QUALITY HOMEBUILDING

Using Plan Collections to Promote High-Quality Homebuilding

Municipalities can use carefully chosen collections of **house plans** (stock architectural plans) to meet municipal goals.

- Accelerate homebuilding
- Protect neighborhood value
- Preserve neighborhood character

For these programs, municipalities pre-select architectural designs that meet their needs. When a homebuilder chooses one of the pre-selected designs, they receive benefits from the municipality that include an accelerated approval process, reduced fees, and/or discounts on plan licenses.

Liberty House Plans offers two levels of programs for municipalities that wish to establish a plan collection.

Municipalities can establish a **pre-qualified** or **pre-approved** plan program or take a hybrid, two-phased approach.

Pre-Qualified Plan Collection

Pre-Approved Plan Collection

Liberty HOUSE PLANS

Using Plan Collections to Promote High-Quality Homebuilding

Municipalities can use carefully chosen collections of house plans to help builders choose designs that meet municipal and/or project goals. For example: beautify neighborhoods, create value, and preserve neighborhood character.

Collection Type	Pre-Qualified	Pre-Approved
Who decides?	• Planning department. • Optional: Architectural review board.	• Planning department. • Building official. • Optional: Architectural review board.
What do they review?	Simplified floor plans + elevations or renderings.	Full construction set.
What's the offer to builders?	*We <u>are likely to approve</u> this architecture if you use it in your project.*	*We <u>will approve</u> this architecture if you use it in your project.*
How do builders benefit?	• Avoid large, speculative capital investment in bespoke design. • Reduce the risk of friction and revisions in entitlement stage. • Accelerate project approval. • Optional: Town can give the project priority treatment in its review queue. • Optional: Town can purchase discount codes that it then offers to the builder to incentivize program participation.	• Avoid large, speculative capital investment in bespoke design. • Reduce the risk of friction and revisions in entitlement stage. • Accelerate project approval. • Optional: Town can accelerate the project review and/or reduce the application fees. • Optional: Town can purchase discount codes that it then offers to the builder to incentivize program participation.
Typical costs	Staff time and setup fee. Optional: incentives such as discount codes.	Staff time, setup fee, and house plan licenses. Optional: incentives such as discount codes.

Optional Two-Phased Approach

A design that starts out in a Pre-Qualified plan collection becomes Pre-Approved once it passes permitting as part of any project.

03-14-2023

Menu of Municipal Services

Liberty
HOUSE PLANS

Primary Services	Description	Pre-Qualified Plan Collection	Pre-Approved Plan Collection
Program Development	• LHP collaborates with City staff to shape the program, determine logistics, and develop an implementation plan. • LHP assists City staff as needed to select plans for inclusion in the city's program.	$2,750	$3,250
Plan Licenses	(Pre-Approved Plan Collection only:) • The City purchases a "not for construction" plan license for each construction set to be reviewed by building officials for pre-approval. ** Pricing depends on the size of the collection and the City's choice of plans. See LHP website for typical pricing.*	N/A	$4,000 to $24,000*
Plan Modification	• Depending on the location, construction sets may be modified as necessary to meet local building requirements or to customize the design to local tastes. • Plan modifications services are available through a third party architectural services firm.	When required by City or builders. Typically $50 to $1,000 per design, depending on extent of modifications requested.	When required by City or builders. Typically $50 to $1,000 per design, depending on extent of modifications requested.
E-Commerce Setup	• LHP builds a dedicated web page for the City's collection. The webpage is housed on LHP's website and benefits from the full e-commerce functionality of LHP.	$250	$250
Scale Models	• 3D-printed scale models of designs in the collection. • Scale: 1":10' (engineering scale). • Available in white or blonde wood color. • Two scale models are included with LHP's program development services. • Additional models are available upon request.	Two models included with Program Development. Optional additional models are available @ $50 to $450 per model.	Two models included with Program Development. Optional additional models are available @ $50 to $450 per model.

Pricing listed here is applicable to towns with population under 20,000. Pricing is subject to change. Call for current pricing.

Menu of Municipal Services

Liberty
HOUSE PLANS

Additional Services			
Site Analysis	Analyze the development potential of a specific parcel or typical lot size.	$1,250 per property	$1,250 per property
Catalog Production	"The [City Name] Collection" ● Custom-designed catalog that can be used in conjunction with the Siting Strategies handbook. (Printable PDF) ● Content: ○ An introductory message from the mayor and/or planning department. ○ A description of the program and how interested parties may participate. ○ The collection of architectural designs that the City has chosen for inclusion in its programs. Each design is given its own page with a featured photo, floor plans, and key statistics about the design.	$500	$500
Handbook Development	"[City Name] Siting Strategies: A handbook for building homes in [City Name]" ● Custom-written handbook. (Printable PDF.) ● Focuses on project types that will increase the productivity of existing parcels in the city. (For example: accessory dwelling units, duplexes, cottage courts.) ● Featured Content: ○ Site analysis template — Diagram and instructions for analyzing the housing potential of a given site. ○ Set of four siting strategies for a typical lot size. ○ One set included. City may request add'l sets / lot sizes. ■ Interior lot with alley	$3,250	$3,250

Pricing listed here is applicable to towns with population under 20,000. Pricing is subject to change. Call for current pricing.

	■ Corner lot with alley ■ Interior lot without alley ■ Corner lot without alley ○ Sample pro forma analysis for the chosen lot. ● Supporting Content: ○ Introductory message from mayor and/or planning department. ○ Road map of the City's review process, with links to relevant City web pages. ○ Description of City's pre-qualified or pre-approved plan collection and how to participate.		
Consulting Services	Our CEO and network of consultants have a proven track record as advisors in the fields of real estate strategy and municipal productivity. From time to time, we serve as consultants in those areas, to help governments maximize the return on their development / redevelopment efforts.	Principal: $250/hr Associate: $125/hr Call for project estimates.	Principal: $250/hr Associate: $125/hr Call for project estimates.
Discount Codes	Cities may purchase single-use discount codes for the purpose of incentivizing builders to participate in the City's plan collection program. Participants would apply the discount code when purchasing house plan licenses via the LHP website.	Amount TBD by the City.	Amount TBD by the City.
Event Keynotes	LHP's CEO is an experienced public speaker and will travel to support efforts related to real estate and municipal productivity.	$1,250/day + travel expenses	$1,250/day + travel expenses

Pricing listed here is applicable to towns with population under 20,000. Pricing is subject to change. Call for current pricing.

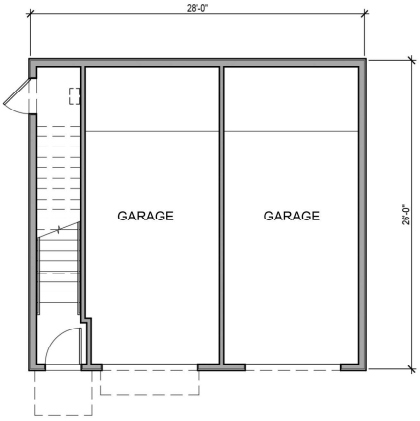
Updated 9/5/2022

Campbell Carriage House

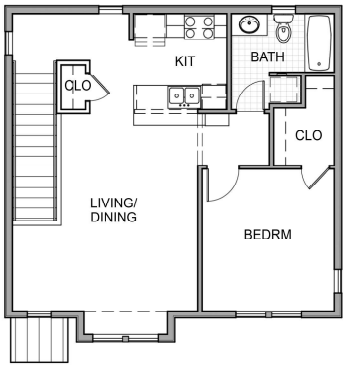
Designer: **Artifex**

Home office, rental income, or guest suite? You decide with this Craftsman-style, 2-car carriage house of compact design.

- 1 bedroom, 1 bath apartment with separate entrance
- 2-car garage
- 28' W x 26' D
- 2 stories
- 758 square feet living area (1,456 total)



First Floor



Second Floor

FIND CONSTRUCTION DRAWINGS AND MORE AT
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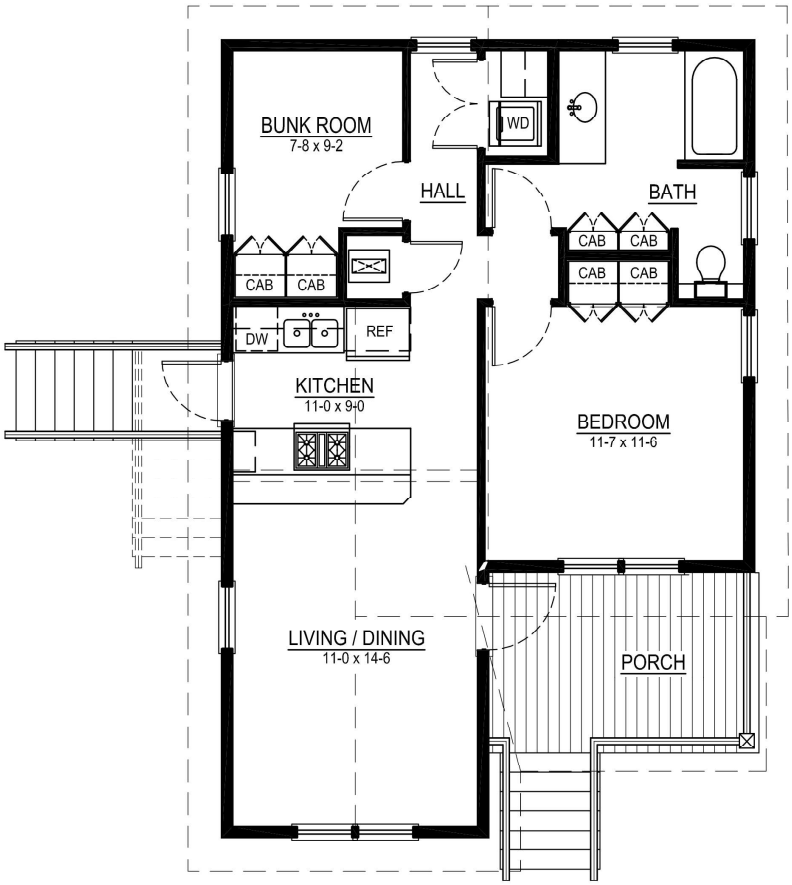
Updated 9/5/2022

Greenwood Cottage

Designer: **Bruce B. Tolar**

An easy-to-build Craftsman cottage with two bedrooms, one bath, and a private front porch for watching the world go by.

- 2 bedrooms - 1 bath
- 24' W x 36' D x 20' H
- 1 story
- 725 square feet



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Farmhouse

Garden House

Creek House

River House

Craftsman

THE LOGANBERRY SERIES

Four floor plans.
Five styles.
Twenty combinations.

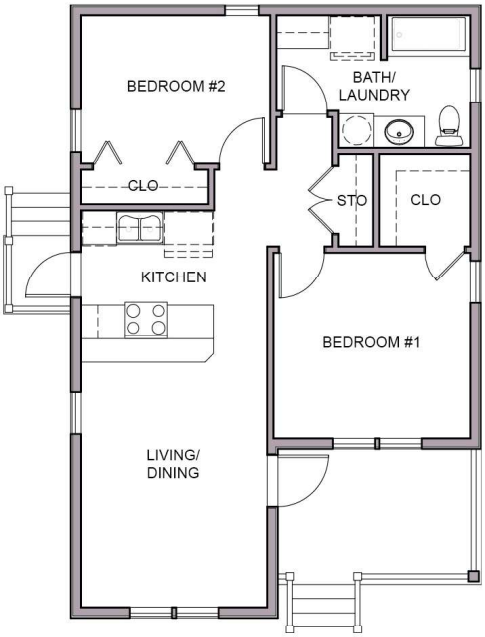
Updated 9/9/2022

Loganberry Court

Designer: **Artifex**

This compact, neighborly design comes in five traditional styles. One floor plan, five options: farmhouse, garden house, creek house, river house, and Craftsman.

- 2 bedroom - 1 bath
- 24' W x 36' D x 16' H
- 1 story
- 744 square feet



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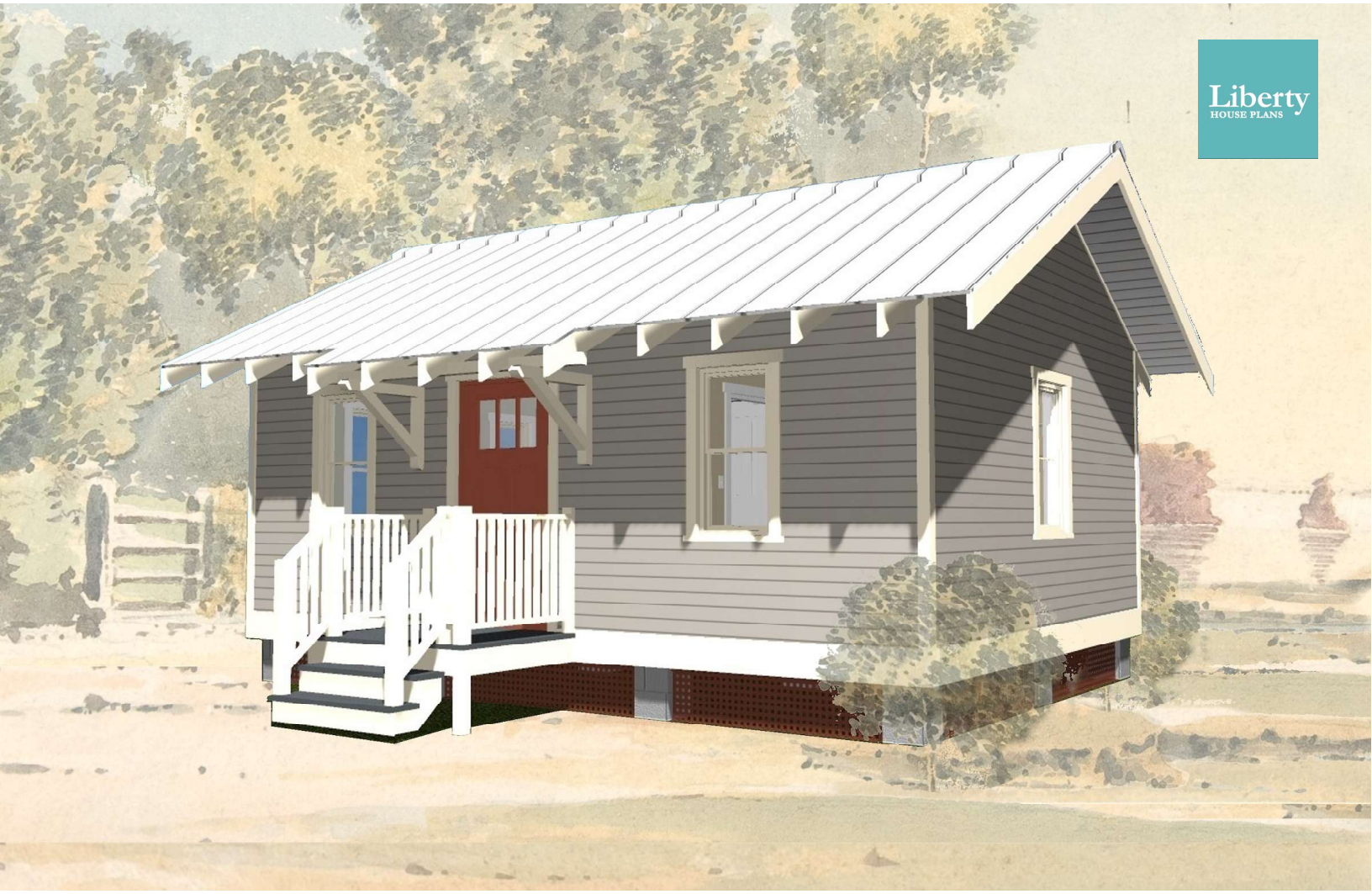


Updated 9/9/2022

Seaborne Side Yard Cottage

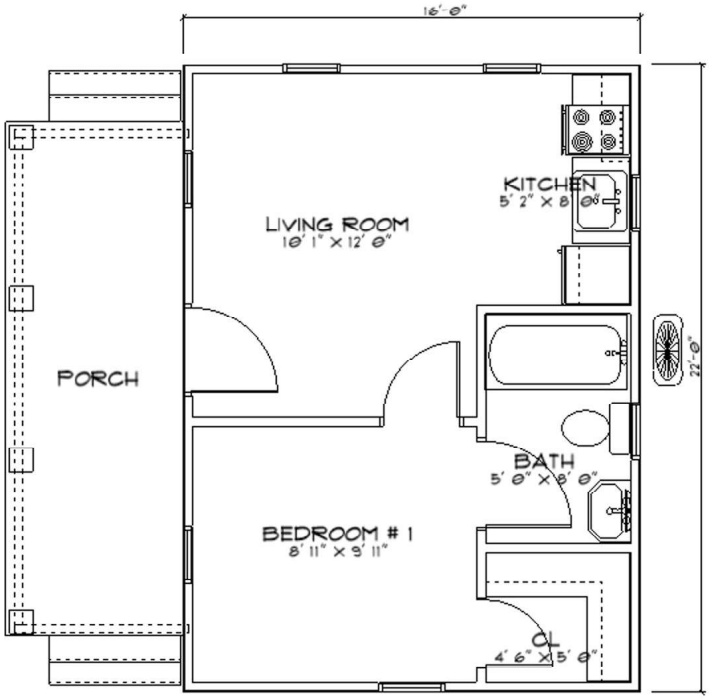
Designer: **Historic Shed**

Portico or porch? You can choose either with this one-bedroom Craftsman cottage plan.

- 1 bedroom - 1 bath
- 16' W x 22' D x 14'-6" H
- 1 story
- 352 square feet

More plans in the family:

- Seaborne Cottage
- Seaborne II



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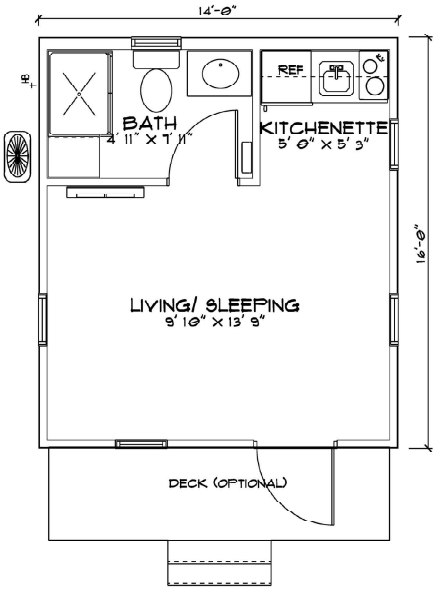
Updated 9/9/2022

Starlet Studio

Designer: **Historic Shed**

Home office. Studio. Guest quarters. The flexible Starlet Studio and its careful detailing make it an appropriate cottage companion for your traditional home.

- Studio - 1 bathroom
- 14' W x 16' D
- 1 story
- 224 square feet



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City of College Place, Washington
RESOLUTION NO. 23-008

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE RELATING TO ADMINISTRATIVE FEES OF THE COLLEGE PLACE MUNICIPAL CODE

WHEREAS, the City adopted Resolution 23-004 on January 24, 2023; and

WHEREAS, there is an imminent need to update and revise fees for 2023; and

WHEREAS, the City intends to re-affirm all previously adopted administrative fees;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place that the following fees and charges shall henceforth be charged:

SECTION 1: General Administrative Fees

A. Copy / Duplication (Charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.)

1.	General paper copies per page (b/w or color)	$ 0.15
2.	Scanned copies per page	$ 0.10
3.	Electronic files per 4 files	$ 0.05
4.	Large electronic documents per 1GB	$ 0.10
5.	Customized IT fee	Actual cost
6.	Certification of copies per page	$ 3.00
7.	USB thumb drive	$ 4.74
8.	DVD/CD	$ 0.17
9.	DVD/CD paper sleeve	$ 0.06
10.	DVD/CD jewel case	$ 0.31
11.	Envelope 6x9	$ 0.10
12.	Envelope 9x12	$ 0.17
13.	Envelope 10x13	$ 0.18
14.	Envelope #10	$ 0.04
15.	Address label	$ 0.07
16.	Postage	Actual cost
17.	Staff time to copy or send files – per minute, 2 minute minimum	$ 0.41
18.	Redaction of Body Camera Footage – per minute	$ 0.69

B. Other General Administrative Fees

1.	Research – hourly charge based upon current salary ord. plus copy costs	$ TBD
2.	Special reports – As determined by City Clerk or Administrator	$ TBD

SECTION 2: CPMC Chapter 6.04 Animal Control Regulations

A. Animal License Fees

1.	For each dog requiring an annual certificate of registration (CPMC 6.12.030)	$ 50.00
2.	For each dog spayed or neutered with written proof	$ 15.00

3. For each dog not spayed or neutered or without written proof $ 30.00
4. For each trained Service Animal, there shall be no charge No Charge
5. Chicken/ Rabbit/ Bees Permit Fee (annual) $ 15.00
6. Livestock Management Plan Permit Fee (annual) $ 15.00
7. For each replacement for lost tag $ 1.00
8. Late registration fee (per animal, except a Service Animal) $ 10.00
9.. Impounding fee (CPMC 6.20.030):
   a. For the 1st through 2nd impound in a year $ 10.00
   b. For the 3rd impound in a year $ 50.00
   c. For more than 3 impounds a year, thereafter per impound $ 100.00

SECTION 3: Community Development Fees

A. Adult Family Home $66.00 per site visit
B. Assisted Living Providers $66.00 per site visit
C. Construction Permit:
   1. Building Permit & Grading Permit Fees Per Table 1-A

TABLE 1-A - COLLEGE PLACE PERMIT FEES

Total Valuation	Fee
$1.00 to $500.00	$25.85
$501.00 to $2,000.00	$25.85 for the first $500 plus $3.35 for each additional $100.00, or fraction hereof, to and including $2,000.00
$2,001.00 to $25,000.00	$76.10 for the first $2,000.00 plus $15.40 for each additional $1,000.00, or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$430.30 for the first $25,000.00 plus $11.11 for each additional $1,000.00, or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$708.05 for the first $50,000.00 plus $7.70 for each additional $1,000.00, or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,093.05 for the first $100,000.00 plus $6.15 for each additional $1,000.00, or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,553.05 for the first $500,000.00 plus $5.25 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
$1,000,000.00 and up	$6,178.05 for the first $1,000,000.00 plus $3.50 for each additional $1,000.00, or fraction thereof.

2. Building and Project Valuation shall be determined by using the design professional's (Architect/Engineers) Project Cost or the most recent Building Valuation Data (BVD) Sheet. The BVD is adjusted/updated at six month intervals. Projects not identified in the Data Sheet will be valued by using the total project cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director.
3. Fees for repair, alteration, or remodel are based on the total Project Cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director of work to be performed as submitted by the applicant except that any improvements to be dedicated to the city shall not be included in the valuation.
4. Improvements including and within the building shall be assessed as a Building Permit Fee. Site and utility-related improvements outside of the building shall be assessed as a Grading Permit Fee.

5. Project Cost provided by the Applicant shall include labor. If labor costs are not provided, the Project Cost will be increased by multiplying the project material (included sales tax) by 50%
6. A State Building Code Council (SBCC) fee will be assessed on all building permits.
   a. Residential Building Permits
      i. Each building permit $ 6.50
      ii. Surcharge for each residential unit after the first unit $ 2.00
   b. Commercial Building Permits
      i. Each building permit $ 25.00
      ii. Surcharge for each residential unit after the first unit $ 2.00
7. Building and Grading Permit Fees shall be paid by the party applying for the permit.
8. Grading permit fees shall be paid in advance of release of plans to the contractor.
9. Grading fees shall apply to all non-city construction projects to include application to facilities constructed for dedication to the City. Grading fees for projects conducted by other public entities may be waived by Council on a case-by-case basis.

D. Mechanical – Equivalent Appliance Replacement: Residential $66 per appliance/unit; Commercial $ 100.00 per appliance/unit.
E. Mechanical – Commercial alteration or expansion to an existing system: Project value, permit fee per Table 1-A of this resolution.
F. Mechanical – New Construction or Remodel: 15% of building permit fee.
G. Plumbing – Over the Counter Permit: Backflow Device $66.00; Water Heater $66.00; Building Sewer $66.00; Moving or Adding Fixture $66.00.
H. Plumbing – New Construction or Remodel: 15% of building permit fee.
I. Demolition Permits: Buildings older than 50 years may have historical significance according to our historic preservation ordinance and requires additional staff review by the Director.
   1. Per Building $ 66.00
   2. Additional fee for primary structures older than 60 years of age $ 100.00
J. Licensed Child Care Providers $ 66.00 per site visit
K. Manufactured Home Placement $ 250.00
L. Miscellaneous not otherwise listed in fee schedule $66.00 per site visit/inspection
M. Plan Check Fees
   1. Internal Review: 65% of the buildings permit fee assessed. (100% of plan review fee collected at application)
   2. Third Party Review: Actual cost + 20%.
N. Re-inspection Fee (fee must be paid prior to requested inspection) $ 66.00
O. Roofing Permit: Residential - $132.00; Commercial based on project value.
P. Signs
   1. Sandwich board associated with fixed business $ 30.00 annual fee
      a. Penalty Fee for late renewal $ 30.00
   2. Building mounted sign $ 100.00
   3. Additional building mounted sign $ 50.00
   4. Pole and/or monument sign: $50 site plan review fee + fee based on project valuation.
Q. Solar Panels
   1. Residential $ 95.00
   2. Commercial: Fee based on project valuation
R. Unit Charge Protocol (13.04.430) Multiple Dwelling unit converted to Single-Family Unit. $66.00 per visit/inspection.
S. Work commencing before permit issuance: Any person who commences work requiring a permit on a building, structure, gas, mechanical, plumbing, or city infrastructure system before obtaining the necessary

permits shall be subject to a fee 2 times that of the required permit fees. Permit fees shall double.

SECTION 4: Community Development Fees Continued

A. Administrative Approval without Notice $ 100.00
B. Administrative Approval with Notice $ 250.00
C. Advertising/Publication Cost Actual Cost plus 20% admin fee
D. Annexation/De-Annexation (plus advertising/publication costs & 3rd party services) $ 250.00
E. Appeals Actual Cost plus 20% admin fee
   1. Transcription preparation of record ordered certified by court or desired by appellant for appeal to be paid by appellant and as per CPMC. (CPMC 19.15.040C) $ 400.00 deposit
F. Binding Site Plan $ 750.00
G. Boundary Line Adjustment $ 100.00
H. Comprehensive Plan, Land Use, & Title 14 Unified Development Regulations – Amendment $1,000.00
I. Comprehensive Plan, Land Use, & Title 14 Unified Development Regulations – Amendment proposed by a charitable organization described in section 501(c)(3) – waived
J. Comprehensive Plan Urban Growth Area Amendment $2,000.00 plus County costs
K. Conditional Use Permit $ 500.00
L. Critical Areas Permit, Each – Critical Aquifer Recharge Areas, Wetlands, Frequently flooded Areas, Liquefaction, Steep Slopes, Erosion Susceptibility, Wind Erosion Susceptibility, Riparian Buffers… $400.00

M. Environmental Impact Statement (EIS) Actual Cost
N. Mobile Vendor/Food Cart/Food Cart Pod See Special Use Permit Fee
O. Hearing Examiner Services Actual Cost plus 20% admin fee
P. Preliminary Plat $ 900.00
Q. Plats, Final $ 350.00
R. Plats, Short $ 400.00
S. Plats, Final Short $ 250.00
T. Plat Amendments / Replat $ 250.00
U. SEPA Checklist $ 250.00
V. Special Use Permit $150.00 with annual renewal fee of $50.00
   1. Penalty Fee for late renewal $ 150.00
W. Site Plan Application $ 900.00
X. Site Plan Review; Single family / Multiple family up to four (4) units $ 50.00
Y. Third Party Professional Services Actual Cost plus 20% admin fee
Z. Variance / Non-Conforming Use $ 500.00
AA. Vacation Rental – Short Term Application See Special Use Permit
BB. Zoning Amendments $ 500.00
CC. Zoning & Land Use Compliance Letter $ 69.00
DD. Wireless Communication Facilities Fees
   1. Conditional Use Permit (CUP) Development Authorizations are required for all wireless communications facilities unless specifically exempted in CPMC Ch. 14.60.270.B.1. – Permit Fee: See CUP
   2. Building permits and mechanical permits are required for all wireless communications facilities unless specifically exempted in CPMC Ch. 14.60.270.B.2 – Permit Fee: See Building and Mechanical Fees
   3. Wireless Communication Co-location. – Permit Fee: See Building and Mechanical Fees

4. Telecommunications - Small Wireless Facilities Franchise Deposit for Actual Administrative Costs Incurred in Application and Renewal Review - $5,000 Deposit
5. Annual right-of-way use rate (for each small wireless facility installed upon a city owned pole or support structure within the City's right-of-way. - $270.00
6. Right-of-way permit application fee for small wireless facilities sites (also known as small wireless permit application) - $150.00

EE. Banners Attached to City Property

1. Application Fee Per Installation $ 69.00
2. Per Banner Installation Fee $ 37.50

SECTION 5: Engineering Site Plan / Development Support Review Fees

A. Final Plat Engineering Review Fee. Assessed for submittal of final long plats for approval. Initial fee covers up to two submittals. Thereafter, submittal fee is reassessed for each subsequent submittal. Fee payment required in advance of review. $ 350.00

B. Financial Guarantee Release Reviews $50 per hour per employee

C. All other Engineering Review Fees to include Residential, Short Plat, Long Plat, Commercial/Multifamily, and Misc. Engineering Review Fees: The applicant will be invoiced for the full third party review costs plus 20% for City administration and stormwater inspection fees. Final payment is required prior to final project approval. These fees do not cover project inspection or special project support or supplemental inspection assistance (see Utility Drainage/Street Construction/Grading Special Support Fee). At City discretion, the City may perform in-house reviews based on the following fee schedule. In-house review fees must be paid prior to commencing review: Third-party review fee + 20%

1. Single Family & Duplexes $ 50.00
2. Long Plats, PUDs, Commercial and Multifamily Base Review Fee $4,425.00 (allows 5 reviews)

Note: PUD's are charged separately for the overall PUD and each individual phase thereafter.

i. Additional Long Plat Reviews (beyond initial 5 reviews) $ 870.00 each

3. Miscellaneous Base Review Fee $ 540.00
(allows 2 reviews for parking lots, significant non-plat and misc. reviews)

i. Additional Miscellaneous Review Fee (beyond initial 2 reviews) $ 300.00

4. Short Plat Base Review Fee (allows 3 reviews) $ 2,090.00

i. Additional Short Plat Reviews (beyond initial 3 reviews) $ 700.00 each

D. Re-inspection Fee $ 68.00

E. Utility Drainage/Street Construction/Grading Special Support Fee: Up to 5% of project cost to be levied on all projects that include utilities, drainage, stormwater facilities, slopes or streets requiring additional or special project support or supplemental inspection assistance. These funds will go toward the payment of independent inspectors and engineering review hired for construction projects. Independent contractor/inspector costs plus 20% for City administration fees will be invoiced to applicant with full and final payment required prior to final project approval.

F. Third Party Professional Services Actual Cost + 20% admin fee

SECTION 6: Fire Department Fees

A. CPR & First Aid Classes: Actual Cost

B. Commercial Cooking Hood (New installations) Plan Review $ 100.00

C. EMS Basic Life Support Transportation Services

1. Walla Walla County Resident Rates:

i. BLS Non-Emergency Rate $ 550.00

ii. BLS Emergency Rate $ 650.00

iii. Mileage Rate	$ 12/mile
2. Non-Walla Walla County Resident Rates:	
i. BLS Non-Emergency Rates	$ 750.00
ii. BLS Emergency Rate	$ 850.00
iii. Mileage Rate	$ 12/mile
D. Extinguisher Classes:	Actual Cost
E. False Alarm Fees:	
1. Alarm system malfunction (1st call)	No Charge
2. Alarm system malfunction five days after notification of need for servicing (1st call)	$ 25.00
3. Alarm system malfunction five days after notification of need for servicing (2nd call)	$ 100.00
4. Alarm system malfunction five days after notification of need for servicing (after 2nd call)	$ 250.00
5. Accidental alarm activation (1st call)	No Charge
6. Accidental alarm activation five days after notification of need for For protection of alarm activation device	$ 100.00
7. Malicious alarm activation	$ 500.00
8. Malicious discharge of extinguisher	$ 500.00
9. Malicious damage to fire alarm system	$ 500.00
F. Fire Detection Systems (New Installation) Plan Review / Inspection	$ 100.00
G. Fire Hydrants (each) Determination of Placement / Inspection	$ 100.00
H. Fire Sprinkler Systems (per riser on new installation) Plan Review	$ 200.00
I. Fireworks Permits for Sales	$ 100.00
J. Fireworks Use / Display Permit	$ 100.00
K. Haz Mat Fee: In accordance with the Washington State Association of Fire Chiefs	
L. Hydrant Flow Tests (By Request)	$ 50.00
M. Nuisance Abatement Notice Fee	$ 50.00
N. Nuisance Abatement Arranged by the Fire Department	Actual cost plus $100
O. Plan Review Fee – Initial Review	$ 45.00 per hour
P. Plan Review Fee – For Revisions	$ 45.00 per hour
Q. Plan Review Fee by Outside Agency / Vendor	Actual cost plus $100
R. Re-inspection Fee for Non Compliance	$ 100.00
S. Reports:	
1. Copy of EMS Report	See Section 1
2. Copy of Fire Report	See Section 1
3. Other Reports	See Section 1
T. Requests for Code Alternate / Variance	$ 100.00
U. Special Inspection / Review / Permit	$ 100.00
V. Salvage Fees for Insurance Companies:	
1. Maximum charge for single-family dwelling salvage	$1,000.00
2. Maximum charge for commercial salvage	$2,000.00
3. Debris removal (per cubic yard)	$ 30.00
4. Boarding of windows and doors (per window or door)	$ 30.00
5. Furniture salvage (per room)	$ 40.00
6. Water removal (per sq. ft.)	$ 2.50
7. Sump pump (flat fee plus $15.00 per hour)	$ 120.00
8. Smoke odor removal (per room)	$ 30.00

W. Violation Fee: A fine in an amount not to exceed $1,000 or imprisonment in jail for a period not exceeding 90 days, or by both such fine and imprisonment. Court costs will be assessed to the violator upon loss of any appeal of a violation.

SECTION 7: Public Works Fees

A.	Brush & Debris Collection Fee – 3 yards and under	$ 10.00 per yard
B.	Brush & Debris Collection Fee – Over 3 yds: employee, equipment time and disposal costs.	
C.	Commercial Cross Connection Site Inspection Fee	$ 25.00
D.	Dye Test – requested by customer, representative, etc.	$ 25.00
E.	Equipment Rental Fees: As determined by the PW Director for each piece of equipment used.	
F.	Fire Hydrant Meter & Backflow Fees:	
	1. Deposit	$ 500.00
	2. Rental Fee	$ 7.00 per day
	3. Install Fee	$ 30.00
	4. Removal Fee	$ 30.00
	5. Actual cost of water used (per 1,000 gallons)	$ 1.65
G.	Franchise Application	$5,000.00
H.	Labor; Hourly Charge – During Business Hours	$ 55.80 per hour
I.	Labor; Hourly Charge – After Business Hours	$ 83.69 per hour
J.	Leaf Collection Fee (After December 31)	$ 10.00
K.	Parts, Materials, Supplies provided by Public Works	Actual Cost plus 20%
L.	Right-of-way Permit	$ 75.00
M.	Right-of-way Permit with street cut	$ 150.00
N.	Sewer Lateral Locate – customer request	$ 50.00
O.	Street Repair:	$75.00 for 1st sq. ft. and $1.50 per sq. ft. thereafter

SECTION 8: Police Department Fees

A.	Bike License Fees:	
	1. Lifetime license for registering owner	$ 7.00
	2. Replacement license	$ 1.00
B.	Nuisance Code Enforcement Infractions:	
	1. Infraction 1	$ 250.00
	2. Infraction 2	$ 500.00
	3. Infraction 3	$1,000.00
C.	Concealed Pistol License:	
	1. Original / Initial	$ 36.00
	2. Original / Initial FBI Fee (subject to change by FBI)	$ 13.25
	3. Renewal	$ 32.00
	4. Late Renewal	$ 42.00
	5. Replacement Fee	$ 10.00
D.	Crime Prevention Sign	$ 10.00
E.	Driving While Suspended (DWS) Hearing Fee	$ 41.00
F.	Fingerprinting (per card)	$ 10.00
G.	Impound Hearing Administrative Fee	$ 41.00
H.	Media Fee (per incident)	$ 10.00
I.	Notarizing of Document	$ 5.00
J.	Parking Infraction:	
	1. First parking violation	$ 25.00

2. Second parking violation within a three-month period $ 50.00
3. Third and subsequent parking violations within a six-month period $ 250.00

K. Peddler / Solicitor License (Nonrefundable) (per applicant) $ 50.00

L. Public Record Request for Police Reports (per page): See Section 1
Note: Requests for collision reports should be made through Washington State Patrol

M. Special Events Application Fee $ 50.00

N. Verification of Police Reports /Documents (each) $ 3.00

O. VISA Clearance Letter $ 10.00

P. Video Redaction Fee (Per minute of staff time) See Section 1

SECTION 9: Municipal Court Remuneration

A. Witness Reimbursement per RCW 43.03.060 and RCW 2.36.150

B. Potential Juror Reimbursement per RCW 43.03.060 and RCW 2.36.150

C. Selected Juror Reimbursement per RCW 43.03.060 and RCW 2.36.150

SECTION 10: Water System Charges: CPMC Title 13.04

A. 13.04.050(A) Water System Connection Charges: Per unit charge
   1) Single family dwelling (including duplex – per dwelling unit) - $3,500 per dwelling unit
   2) Accessory dwelling unit, duplex, cottage housing, studio and one bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge - $500 per dwelling unit
   3) Multiple family dwelling - $3,500 per dwelling and/or rental unit
   4) Business/commercial, or public entities will be charged as per the following schedule:
      a) For one inch or smaller service - $3,500
      b) For a one and one half inch service - $11,700
      c) For a two-inch service - $18,700
      d) For a three-inch service - $37,400
      e) For a four-inch service - $58,400
      f) For a six-inch service - $116,700
      g) Service connections larger than six inches in size will be negotiated with the city, considering the demand on the existing system and a determination of any necessary system improvements.
   5) Mobile, manufactured and modular homes - $3,500 per unit
   6) Gardens, lawn and agricultural use - $3,500 per connection
   7) Fire service connections - $4,200 per connection

B. 13.04.050(C) Front Footage Charge: When applicable
   1) $60.00 per assessed front foot of the lot.

C. 13.04.200(A) Account Names – New Account / Transfer Fee
   1) New account establishment fee: $9.00/account
   2) Request for transfer of service: $9.00/account

D. 13.04.210 Payment of Bills – Delinquency Charges:
   1) Delinquent charges shall be: 8% per annum or a $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.
   2) The charge for hanging a red tag shut-off warning notice will be $20.

E. 13.04.250 Discontinuance of Service – Customer's Request – Fee

1) $15.00 per request to turn the service back on.

F. 13.04260 Discontinuance – Nonpayment of Bill.
   1) When water service has been shut off for failure to pay water charges, the reconnection charges shall be as follows:
      a) If reconnection is requested to be made during normal business: $20.00
      b) If reconnection is requested to be made outside normal business hours: $50.00

G. 13.04.290 Unauthorized Turn On
   1) $50.00 charge per incident.

H. 13.04.400(A) Water Charges:
   1) Monthly residential base charge per unit - $41.52
   2) Monthly business base charge per unit - $58.13
   3) Consumption charge per 1,000 gallons - $1.71

SECTION 11: Wastewater System Charges: CPMC Title 13.08

A. 13.08.525(A) Connection and Modification Fees: Per Unit Charge
   1) Single family dwelling (including duplex – per dwelling unit) - $3,500 per dwelling unit
   2) Accessory dwelling unit, duplex, cottage housing, studio and one bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge - $500 per dwelling unit
   3) Multiple family dwelling - $3,500 per dwelling and/or rental unit
   4) Business/commercial - $3,500 per unit
   5) Public entities - $3,500 per site

B. 13.08.525(B) Front Footage Charge: When applicable
   1) $40.00 per assessed front foot of the lot.
   2) 13.08.525(C) Wastewater Inspection Fee: Per Inspection - $30.00

C. 13.08.485(B, E) Wastewater Base Charges: Per Unit Charge
   1) Monthly residential base charge per unit - $51.26
   2) Monthly small flow nonresidential base charge - $51.26
   3) Monthly unmetered account base charge per unit - $51.26

D. 13.08.485(B, E) Wastewater Consumption Charge: Per 1,000 gallons of consumption over 3,000 gallons consumed per month. (Large flow nonresidential customers are not given an unpaid consumption allowance.)
   1) Monthly residential consumption charge per 1,000 gallons - $4.90
   2) Monthly small flow nonresidential consumption charge per 1,000 gallons - $4.90
   3) Monthly large flow nonresidential consumption charge per 1,000 gallons - $8.90
   4) Monthly unmetered account consumption charge - $4.90 for each calculated average of 1,000 gallons of consumption in accordance with 13.08.485(E).

E. 13.08.490(A) Account Transfer Charge:
   1) New account establishment fee: $9.00/account
   2) Request for transfer of service: $9.00/account

F. 13.08.490(C) Billing Cycle and Due Date:
   1) Delinquent charges shall be: 8% per annum or a $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

G. 13.08.495(B) Special Considerations: Vacancy Allowance
   1) Base charge per dwelling and/or rental unit - $51.40

H. 13.08.500(5) Rate Reduction: Condemned/Unlivable Premises
   1) Debt service charge per dwelling and/or rental unit for maximum of one year - $10.64

SECTION 12: Stormwater System Charges: CPMC Title 13.15

A. 13.15.070(C) Storm and Surface Water Charges
   1) Monthly residential charge per account - $9.95
   2) Monthly non-residential charge per ESU - $9.95
   3) Monthly charge with credit per ESU - $7.10
B. 13.15.070(D) Equivalent Service Unit Definition: One Equivalent Service Unit (ESU) is established at 3,500 square feet of impervious surface area. For the purpose of computation of service charges, the number of Equivalent Service Units shall be rounded to the nearest tenth (0.10).
C. 13.15.072 Liability for payment of bill.
   1) New account establishment fee - $9.00/account
   2) Request for transfer of service - $9.00/account
D. 13.15.075 Payment of bills – Delinquent charges.
   1) Delinquent Charges – 8% per annum or $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

SECTION 13: Ambulance Utility Charges: CPMC Title 13.16

A. 13.16.070(B) Utility Fee: Classifications
   1) Single Family Residential (including single unit mobile home) - $4.56/unit
   2) Multiple Family (including duplex, triplex, ect.) - $5.44/unit
   3) Commercial/Retail/Industrial (based on calculation method in Section 13.16.070(C) - $5.10/ERU
   4) Assisted Living/Nursing Home (based on calculation method in Section 13.16.070(C) - $37.34/ERU
   5) Public/College/Schools (based on calculation method in Section 13.16.070(C) - $4.84/ERU
B. 13.16.070(C) Rates Formula: One Equivalent Residential Unit (ERU) is established at 1,985 square feet. For the purpose of computation of service charges, the number of Equivalent Residential Units shall be rounded to the nearest tenth (0.10).
C. 13.16.080 Collection of Utility Fees.
   1) New account establishment fee - $9.00/account
   2) Request for transfer of service - $9.00/account
   3) Delinquency Charges - 8% per annum or $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

SECTION 14: Transportation Impact Fees—pending study to establish fee structure.

SECTION 15: Pedestrian Facility In-lieu of Improvements Fee—pending study to establish fee structures for payment in lieu of constructing pedestrian facilities.

SECTION 16: Miscellaneous Fees & Charges

A.	Web Check Electronic Services Fee	$ 20.00
B.	NSF Fee	$ 20.00
C.	Stop Payment Fee	$ 25.00
D.	Business Licenses	$ 20.00

SECTION 17: Community Events/Parks

A. Farmers Market

1. Registration Fees
    a. Application Fee – Daily Vendors $ 10.00
    b. Membership Fee – Through April 15th $ 50.00
    c. Late registration – After April 15th $ 15.00
2. Daily Fees
    a. Member Daily Fee Standard Booth $ 10.00
    b. Member Daily Fee Oversize Booth $ 15.00
    c. Non-Member Daily Fee Standard Booth $ 20.00
    d. Non-Member Daily Fee Oversize Booth $ 25.00
    e. Non-Profit Daily Fee $ 5.00
    f. Youth Vendor Fee $ 5.00
3. Electricity Fees Per Day
    a. Member – standard outlet (2 plugs) $ 5.00
    b. Member – 50 or 30 Amp (limited availability) $ 7.50
    c. Non-Member – standard outlet (2 plugs) $ 7.50
    d. Non-Member – 50 or 30 Amp (limited availability) $ 10.00
4. Product Challenge Submittal $ 50.00

B. Parks
1. Reservations
    a. First come/first served No charge
    b. Restrict site access $10.00/hour city resident/$15.00/hour non-resident
2. Park setup/cleanup - Hourly staff cost +10% (resident); Hourly staff cost +20% (non-resident)

C. Special Events
1. Application Fee Varies by event.

SECTION 18: Vacant/Abandoned Property

A. Vacant Property Registration and Maintenance
1. Registration Fee $200.00
2. Annual fee for property that remains vacant through December 31 $150.00
3. Late Fee 20%

B. Abandoned Property
1. Fee for property declared abandoned- non-construction site $500.00
2. Additional annual fee after Jan 1st where the property remains abandoned $250.00
3. Fee for property declared abandoned – under construction/construction stopped before completion. fee due on Jan 1 or July 1 whichever date is soonest after 45 days has passed after property under construction declared abandoned and no notable and consistent construction has occurred $1,000.00
4. Additional biannual fee for each 6month period the property remains abandoned and under construction/construction stopped before completion. $500.00
5. Late Fee 20%

SECTION 19: Multi-Family Tax Exemption (MFTE): CPMC CH 3.52.070

A. Multi-Family Tax Exemption Fees
1. Application Fee $150.00
2. Per multi-family unit $ 25.00

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Payment of Fees: All fees are required to be paid prior to services being rendered, as applicable.

Effective Date: Rates, fees, and other charges shall be effective January 24, 2023; after passage and approval as provided by law.

Clerical Corrections: The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED by the City Council of the City of College Place, Washington, this 28th day of February, 2023.

APPROVED:

DocuSigned by:
Norma L. Hernandez
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Norma Hernández– Mayor

ATTEST:

DocuSigned by:
Sherri St.Clair
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Sherri St. Clair – City Clerk

City of College Place, Washington
RESOLUTION NO. 23-XXX

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE RELATING TO ADMINISTRATIVE FEES OF THE COLLEGE PLACE MUNICIPAL CODE

WHEREAS, the City adopted Resolution 23~~2~~-008~~087~~ on February 28, 2023~~January 24thDecember 13th, 2023~~; and

WHEREAS, there is an imminent need to update and revise fees for 2023~~3~~4; and

WHEREAS, the City intends to re-affirm all previously adopted administrative fees;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place that the following fees and charges shall henceforth be charged:

SECTION 1: ALL FEES ARE MANDATORY AND NON-REFUNDABLE UNLESS OTHERWISE ALLOWED BY COLLEGE PLACE MUNICIPAL CODE, RESOLUTION OF CITY OF COLLEGE PLACE CITY COUNCIL, OR APPLICABLE FEDERAL OR STATE LAW. ALL ACTUAL COSTS ARE SUBJECT TO AN ADDITIOINAL 20% ADMINISTRATIVE FEE; ALL STAFF COSTS ARE BASED UPON SALARY ORDINANCE IN EFFECT AT TIME OF WORK AND ARE SUBJECT TO AN ADDITIONAL 20% ADMINISTRATIVE FEE; NOTE: CITY HAS AUTHORITY TO REQUEST A DEPOSIT BEFORE PERFORMING ANY WORK OR MAKING ANY EXPENDITURES; NOTE: MULTIPLE FEES MAY APPLY

SECTION 2: General Administrative Fees

A. Copy / Duplication / Delivery (Charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.)

1.	General paper copies per page (b/w or color)	$ 0.15
2.	Scanned copies per page	$ 0.10
3.	Electronic files per 4 files	$ 0.05
4.	Large electronic documents per 1GB	$ 0.10
~~5.~~	~~Customized IT fee~~ ~~Actual cost~~	
6.	Certification of copies per page	$ 3.00
7.	USB thumb drive	$ 4.74
8.	DVD/CD	$ 0.17
9.	DVD/CD paper sleeve	$ 0.06
10.	DVD/CD jewel case	$ 0.31
11.	Envelope 6x9	$ 0.10
12.	Envelope 9x12	$ 0.17
13.	Envelope 10x13	$ 0.18
14.	Envelope #10	$ 0.04
15.	Address label	$ 0.07
16.	Postage or other delivery cost	Actual cost
17.	Staff time to copy and/or send files – per minute, 2 minute minimum	$ 0.41
18.	Redaction of Body Camera Footage – per minute	$ 0.69

19. Copy/Duplication fee deposit for large copy/duplication requests — 10% of estimate

B. Other General Administrative Fees – request for *information* or *data* (versus records)

1. Requests for ***information*** requiring significant ~~R~~research – hourly charge based upon current salary ord~~. plus copy costs~~inance; actual cost for third party work + 20% — $ TBD
2. Requests for data or data reports which are not in a relatively easily accessible or reportable form~~Special reports – As determined by City~~ – hourly charged based upon current salary ordinance; actual cost for third party work + 20%; actual cost for IT product +20% ~~Clerk or Administrator~~ — $ TBD
3. Third-party expenditures — Actual cost + 20%
4. All other chargeable expenses- hourly charge based upon current salary ordinance — $ TBD

SECTION ~~2~~3: General Code Enforcement CPMC 1.20.040

1. Civil Infraction 1 — $ 250.00
2. Civil Infraction 2 — $ 500.00
3. Civil Infraction 3 — $ 1,000.00

~~CPMC Chapter 6.04 Animal Control Regulations~~

~~A. Animal License Fees~~

~~1. For each dog requiring an annual certificate of registration (CPMC 6.12.030) — $ 50.00~~
~~2. For each dog spayed or neutered with written proof — $ 15.00~~
~~3. For each dog not spayed or neutered or without written proof — $ 30.00~~
~~4. For each trained Service Animal, there shall be no charge — No Charge~~
~~5. Chicken/ Rabbit/ Bees Permit Fee (annual) — $ 15.00~~
~~6. Livestock Management Plan Permit Fee (annual) — $ 15.00~~
~~7. For each replacement for lost tag — $ 1.00~~
~~8. Late registration fee (per animal, except a Service Animal) — $ 10.00~~
~~9. Impounding fee (CPMC 6.20.030):~~
~~a. For the 1st through 2nd impound in a year — $ 10.00~~
~~b. For the 3rd impound in a year — $ 50.00~~
~~c. For more than 3 impounds a year, thereafter per impound — $ 100.00~~

SECTION ~~3~~4: Community Development Inspection and Permitting Fees

A. Adult Family Home Inspection: Per site visit — $ 66.00
B. Assisted Living Facilities Inspection: Per site visit ~~Provi~~ — $ 66.00
C. Construction Permit:
1. Building Permit & Grading Permit Fees Per Table 1-A **[Editor's Note: this table will change upon research into impact of inflation over the years.]**

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TABLE 1-A - COLLEGE PLACE PERMIT FEES	
Total Valuation	**Fee**
$1.00 to $500.00	$25.85
$501.00 to $2,000.00	$25.85 for the first $500 plus $3.35 for each additional $100.00, or fraction hereof, to and including $2,000.00
$2,001.00 to $25,000.00	$76.10 for the first $2,000.00 plus $15.40 for each additional $1,000.00, or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$430.30 for the first $25,000.00 plus $11.11 for each additional $1,000.00, or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$708.05 for the first $50,000.00 plus $7.70 for each additional $1,000.00, or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,093.05 for the first $100,000.00 plus $6.15 for each additional $1,000.00, or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,553.05 for the first $500,000.00 plus $5.25 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
$1,000,000.01 and up	$6,178.05 for the first $1,000,000.00 plus $3.50 for each additional $1,000.00, or fraction thereof.

2. Building and Project Valuation shall be determined by using the design professional's (Architect/Engineers) Project Cost or the most recent Building Valuation Data (BVD) Sheet. The BVD is adjusted/updated at six-month intervals. Projects not identified in the Data Sheet will be valued by using the total project cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director.

3. Fees for repair, alteration, or remodel are based on the total Project Cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director of work to be performed as submitted by the applicant ~~except that any improvements to be dedicated to the city shall not be included in the valuation~~.

4. Improvements including and within the building shall be assessed as a Building Permit Fee. Site and utility-related improvements outside of the building shall be assessed as a Grading Permit Fee.

5. Project Cost provided by the Applicant shall include labor. If labor costs are not provided, the Project Cost will be increased by multiplying the project material (included sales tax) by 50%

Commented [RC1]: Talk to Mike about this figure - increase?

6. A State Building Code Council (SBCC) fee will be assessed on all building permits.

a. Residential Building Permits
   i. Each building permit $ 6.50
   ii. Surcharge for each residential unit after the first unit $ 2.00

b. Commercial Building Permits
   i. Each building permit $ 25.00
   ii. Surcharge for each residential unit after the first unit $ 2.00

~~7. Building and Grading Permit Fees shall be paid by the party applying for the permit.~~

~~8. Grading permit fees shall be paid in advance of release of plans to the contractor.~~

~~9. Grading fees shall apply to all non-city construction projects to include application to facilities constructed for dedication to the City. Grading fees for projects conducted by other public entities may be waived by Council on a case-by-case basis.~~

~~G.~~D. Mechanical Permit – Equivalent Appliance Replacement: Residential $66 per appliance/unit; Commercial $ 100.00 per appliance/unit.

~~H.~~E. Mechanical Permit – Commercial alteration or expansion to an existing system: Project value, permit fee per Table 1-A of this resolution.

~~I.~~F. Mechanical Permit – New Construction or Remodel: 15% of building permit fee.

G. Plumbing – Over the Counter Permit:

1. Backflow Device $ 66.00
2. ~~;~~Water Heater $ 66.00
3. ~~;~~Building Sewer $ 66.00

~~J.~~4. ~~;~~Moving or Adding Fixture $ 66.00~~.~~

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~~K.~~H. Plumbing Permit – New Construction or Remodel: 15% of building permit fee

~~L.~~I. Demolition Permit~~s~~: ~~Buildings older than 50 years may have historical significance according to our historic preservation ordinance and requires additional staff review by the Direct~~

1. Per Building $ 66.00
2. Additional fee for primary structures older than 60 years of age $ 100.00

~~M.~~J. Licensed Childcare Provider~~s~~ Facilities Inspection: Per site visit~~-~~ $ 66.00

~~N.~~K. Manufactured Home Placement Permit~~———~~ $ 250.00

~~O.~~L. Miscellaneous Inspections not otherwise listed in fee schedule: Per site visit/inspection~~———~~ $ 66.00

~~P.~~M. Plan Check Fees

1. Internal Review: 65% of the buildings permit fee assessed. ~~(100% of plan review fee collected at application)~~
2. Third Party Review: Actual cost + 20%

~~Q.~~N. Re-inspection Fee (fee must be paid prior to requested inspection) $ 66.00

~~R.~~O. Roofing Permit:

1. Residential: $ 132.00
2. Commercial based on project value.

~~S.~~P. Signs

~~1. Sandwich board associated with fixed business $ 30.00 annual fee~~

~~. Penalty Fee for late renewal $ 30.00~~

~~3.~~1. Building mounted sign $ 100.00

~~4.~~2. Additional building mounted sign $ 50.00

~~5.~~3. Pole and/or monument sign: $50 site plan review fee + fee based on project valuation (Table 1-A).

~~T.~~Q. Solar Panel Permit~~s~~

1. Residential $ 95.00
2. Commercial: Fee based on project valuation (Table 1-A)

~~U. Unit Charge Protocol (13.04.430) Multiple Dwelling unit converted to Single-Family Unit. $66.00 per visit/inspection.~~

R.Third-Party expenditures Actual cost +20%

~~V.~~S. Work commencing before permit issuance: ~~Any person who commences work requiring a permit on a building, structure, gas, mechanical, plumbing, or city infrastructure system before obtaining the necessary permits shall be subject to a~~ fee 2 times that of the required permit fee~~s~~. Permit fees shall double.

SECTION 4~~5~~: Community Development Fees (cont.) – Planning Process/Actions fees; ~~Continued~~

~~A. Administrative Approval without Notice $ 100.00~~

~~B. Administrative Approval with Notice $ 250.00~~

~~C.~~A. Advertising/Publication Cost Actual Cost ~~plus~~

+20% admin fee

D.B. Annexation/De-Annexation (plus advertising/publication costs & 3rd party services)
$ 250.00

E.C. Appeals (Requires a $1,500 deposit) Actual Cost plus + 20% admin fee

0. Transcription preparation of record ordered certified by court or desired by appellant for appeal to be paid by appellant and as per CPMC. (CPMC 19.15.040C)
$ 15400.00 deposit

G.D. Binding Site Plan $ 750.00

H.E. Boundary Line Adjustment $ 100.00

I.F. Comprehensive Plan, Land Use, & Title 14 Unified Development Code Amendment $1,000.00

J.G. Comprehensive Plan, Land Use, & Title 14 Unified Development CodeRegulations – Amendment proposed by a 501(c)(3) charitable organization described in section 501(c)(3)
Waived

K.H. Comprehensive Plan Urban Growth Area Amendment $2,000.00 plus County costs

L.I. Conditional Use Permit (CUP) $ 500.00

J. Critical Areas ReviewPermit, Each – Critical Aquifer Recharge Areas, Wetlands, Frequently flooded Areas, Liquefaction, Steep Slopes, Erosion Susceptibility, Wind Erosion Susceptibility, Riparian Buffers
$ 400.00

K. Critical Areas Permit Project value, permit fee based on project valuation (Table 1-A)

M.L. Development Agreement, Renewal, Amendment, or Assignment $2,000.00

M. Environmental Impact Statement (EIS) Actual Cost + 20%

N. Master Planned Development $2,000.00

O. Mobile Vendor/Food Cart/Food Cart Pod See Special Use Permit Fee

P. Hearing Examiner Services Actual Cost plus+ 20% admin fee

Q. Preliminary Plat $ 900.00

R. Plats, Final $ 350.00

S. Plats, Short $ 400.00

T. Plats, Final Short $ 250.00

U. Plat Amendments / Replat $ 250.00

V. SEPA Checklist $ 250.00

W. Special Use Permit $ 150.00

1. Annual renewal fee $ 50.00
2. Penalty Fee for Llate annual renewal
$ 150.00

X. Site Plan Application: Commercial $ 900.00

Y. Site Plan Review; Single family / Multiple family up to four (4) units - Type 1
$ 5660.00

Z. Third Party Professional Services
Actual Cost plus + 20% admin fee

AA. Variance / Non-Conforming Use $ 500.00

BB. Vacation Rental – Short Term Application See Special Use Permit

CC. Zoning Amendments $ 500.00

DD. Zoning & Land Use Compliance Letter $ 69.00

EE. Wireless Communication Facilities Fees See Conditional Use Permit

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~~Conditional Use Permit (CUP) Development Authorizations are required for all wireless communications facilities unless specifically exempted in CPMC Ch. 14.60.270.B.1.~~
~~– Permit Fee: See CUP~~

~~Building permits and mechanical permits are required for all wireless communications facilities unless specifically exempted in CPMC Ch. 14.60.270.B.2~~
~~– Permit Fee: See Building and Mechanical Fees~~
~~Wireless Communication Co-location. – Permit Fee: See Building and Mechanical Fees~~
~~Telecommunications - Small Wireless Facilities Franchise Deposit for Actual Administrative Costs Incurred in Application and Renewal Review $5,000 Deposit~~
~~Annual right-of-way use rate (for each small wireless facility installed upon a city owned pole or support structure within the City's right-of-way. $ 270.00~~

~~Right-of-way permit application fee for small wireless facilities sites (also known as small wireless permit application) $ 150.00EE. Banners Attached to City Property~~

~~1. Application Fee Per Installation $ 69.00~~
~~2. Per Banner Installation Fee $ 37.50~~

SECTION 65: Engineering Site Plan / Development Support Review Fees

~~A. Final Plat Engineering Review Fee. Assessed for submittal of final long plats for approval. Initial fee covers up to two submittals. Thereafter, submittal fee is reassessed for each subsequent submittal. Fee payment required in advance of review. $ 350.00~~
~~B. Financial Guarantee Release Reviews $50 per hour per employee~~
~~C. All other Engineering Review Fees to include Residential, Short Plat, Long Plat, Commercial/Multifamily, and Misc. Engineering Review Fees: The applicant will be invoiced for the full third-party review costs plus 20% for City administration and stormwater inspection fees. Final payment is required prior to final project approval. These fees do not cover project inspection or special project support or supplemental inspection assistance (see Utility Drainage/Street Construction/Grading Special Support Fee). At City discretion, the City may perform in-house reviews based on the following fee schedule. In-house review fees must be paid prior to commencing review: Third-party review fee + 20%~~
~~0. Single Family & Duplexes $ 50.00~~
~~0. Long Plats, PUDs, Commercial and Multifamily Base Review Fee $4,425.00 (allows 5 reviews)~~
~~*Note: PUD's are charged separately for the overall PUD and each individual phase thereafter.*~~
~~. Additional Long Plat Reviews (beyond initial 5 reviews) $ 870.00 each~~
~~0. Miscellaneous Base Review Fee $ 540.00~~
~~(allows 2 reviews for parking lots, significant non-plat and misc. reviews)~~
~~. Additional Miscellaneous Review Fee (beyond initial 2 reviews) $ 300.00~~
~~0. Short Plat Base Review Fee (allows 3 reviews) $ 2,090.00~~
~~. Additional Short Plat Reviews (beyond initial 3 reviews) $ 700.00 each~~
~~M. Re-inspection Fee $ 68.00~~
~~N. Utility Drainage/Street Construction/Grading Special Support Fee: Up to 5% of project cost to be levied on all projects that include utilities, drainage, stormwater facilities, slopes or streets requiring additional or special project support or supplemental inspection assistance. These funds will go toward the payment of independent inspectors and engineering review hired for construction projects. Independent contractor/inspector costs plus 20% for City administration fees will be invoiced to applicant with full and final payment required prior to final project approval.~~
~~O.~~ Third Party Professional Services Actual Cost +

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20%

SECTION 7~~6~~: Fire Department Fees

A.	CPR & First Aid Classes:	Actual Cost
B.	Commercial Cooking Hood (New installations) Plan Review	$ 100.00
C.	EMS Basic Life Support (BLS) Transportation Services	
	1. Walla Walla County Resident Rates:	
	a. BLS Non-Emergency Rate	$ 550.00
	b. BLS Emergency Rate	$ 650.00
	c. Mileage Rate	$ 12.00/mile
	2. Non-Walla Walla County Resident Rates:	
	a. BLS Non-Emergency Rates	$ 750.00
	b. BLS Emergency Rate	$ 850.00
	c. Mileage Rate	$ 12/mile
D.	Extinguisher Classes:	Actual Cost +20%
E.	False Alarm Fees:	
	1. Alarm system malfunction (1st call)	No Charge
	2. Alarm system malfunction five or more days after notification of need for servicing (1st ~~st~~ call)	$ 25.00
	3. Alarm system malfunction five or more days after notification of need for servicing (2nd ~~nd~~ call)	$ 100.00
	4. Alarm system malfunction five or more days after notification of need for servicing (after 2nd call)	$ 250.00
	5. Accidental alarm activation (1st call)	No Charge
	6. Accidental alarm activation five days or more after notification of need for ~~For~~ protection of alarm activation device	$ 100.00
	7. Malicious alarm activation	$ 500.00
	8. Malicious discharge of extinguisher	$ 500.00
	9. Malicious damage to fire alarm system	$ 500.00
F.	Fire Detection Systems (New Installation) Plan Review / Inspection	$ 100.00
G.	Fire Hydrants (each) Determination of Placement / Inspection	$ 100.00
H.	Fire Sprinkler Systems (per riser on new installation) Plan Review	$ 200.00
I.	Fireworks Permits for Sales ~~100.00~~	State mandated rate
J.	Fireworks Use / Display Permit – Per State Mandated Rate	$ 100.00
K.	Haz Mat Fee: In accordance with the Washington State Association of Fire Chiefs	
L.	Hydrant Flow Tests (By Request)	$ 50.00
M.	Nuisance Abatement Notice Fee	$ 50.00
N.	Nuisance Abatement Arranged by the Fire Department ~~$100~~20%	Actual cost ~~plus~~+
O.	Plan Review Fee – Initial Review	$ 45.00 per hour
P.	Plan Review Fee – For Revisions	$ 45.00 per hour
Q.	Plan Review Fee by Outside Agency / Vendor 20%~~plus~~ ~~$100~~	Actual cost +

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R. Re-inspection Fee for Non-Compliance $ 100.00

S. Reports:

1. Copy of EMS Report See Section 1
2. Copy of Fire Report See Section 1
3. Other Reports See Section 1

T. Requests for Code Alternate/Variance $ 100.00

U. Special Inspection/Review/Permit $ 100.00

V. Salvage Fees for Insurance Companies:

1. Maximum charge for single-family dwelling salvage $1,000.00
2. Maximum charge for commercial salvage $2,000.00
3. Debris removal (per cubic yard) $ 30.00
4. Boarding of windows and doors (per window or door) $ 30.00
5. Furniture salvage (per room) $ 40.00
6. Water removal (per sq. ft.) $ 2.50
7. Sump pump (flat fee plus $15.00 per hour) $ 120.00

~~Smoke odor removal (per room) $ 30.00~~

~~Violation Fee: A fine in an amount not to exceed $1,000 or imprisonment in jail for a period not exceeding 90 days, or by both such fine and imprisonment. Court costs will be assessed to the violator upon loss of any appeal of a violation.~~

SECTION 8~~7~~: Public Works Fees

~~A. Brush & Debris Collection Fee – 3 yards and under $ 10.00 per yard~~

~~B.~~A. ~~Brush & Debris~~Brush, Debris, & Leaf Collection/removal Fee Between December 31 – September 1~~Over 3 yds:~~. Charged hourly based upon current salary ordinance and actual costs +20%~~Employee, equipment time and disposal costs~~

B. Banners Attached to City Property

1. Application Fee Per Installation $ 69.00
2. Per Banner Installation/removal Fee $ 37.50

C. Commercial Cross Connection Site Inspection Fee $ 25.00

D. Dye Test~~ – requested by customer, representative, etc~~.

$ 25.00

E. Equipment Rental Fees: As determined by the PW Director for each piece of equipment ~~used~~used.

~~E.~~F. Equipment charge fee: As determined by the PW Director for each project/repair/service.

~~F.~~G. Fire Hydrant Meter & Backflow Fees:

1. Deposit $ 500.00
2. Rental Fee: Per day $ 7.00
3. Install Fee $ 30.00
4. Removal Fee $ 30.00
5. Actual cost of water used (per 1,000 gallons): See ~~WATER SYSTEM CHARGES~~Section 10 ~~1.65~~

~~G.~~H. Franchise Application; Franchise Renewal; Franchisee Transfer

$ 5,000.00

~~H.~~I. Labor~~; Hourly Charge~~ – During Business Hours: Based upon current salary ordinance $ 57.15 per hour

~~I.~~J. Labor~~; Hourly Charge~~ – After Business Hours/Holidays: Based upon current salary ordinance $ 85.72 per hour

~~J.~~K. Leaf Collection Fee (~~After~~ December 31 – September 1 following year)

$ 10.00

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~~K.~~L. Parts, Materials, Supplies provided by Public Works — Actual Cost ~~+plus~~ 20%

~~L.~~M. Right-of-way Permit — $ ~~75~~100.00

~~M.~~N. Right-of-way Permit with street cut — $ ~~150~~200.00

O. Sewer Lateral Locate ~~– customer request~~ — $ 50.00

~~N.~~

P. Street Repair: ~~$ 75.00~~hourly charge based upon current salary ordinance, and actual costs +20%

~~O.~~Q. Third-party expenditures — Actual cost +20%

~~$1.50 per sq. ft. thereafter~~

SECTION ~~9~~8: Police Department Fees

A. Animal Fees

1. For each dog designated as dangerous or potentially dangerous, annual certificate of registration (CPMC 6.12.030)	$ 50.00
2. For each dog with written proof of spayed or neutered	$ 15.00
3. For each dog not spayed or neutered or without written proof	$ 30.00
4. For each Service Animal and/or lettered Emotional Support Animal.	No charge
5. Chicken/ Rabbit/ Bees Permit Fee (annual)	$ 15.00
6. Replacement tag	$ 1.00
7. Late registration fee (per animal, except a Service/ESA Animal)	$ 10.00
8. Impound fee:	
a. For the 1st and 2nd impound in a year, per impound	$ 10.00
b. For the 3rd impound in a year	$ 50.00
c. For more than 3 impounds a year, thereafter per impound	$ 100.00
d. Boarding, treatment, and/or destruction	Actual costs + 20%
9. Animal at large fee:	
a. 1st offense	Civil infraction 1
b. 2nd offense within 12 months	Civil Infraction 2
c. 3rd and subsequent within 12 months	Civil Infraction 3

~~A.~~B. Bike License Fees:

1. Lifetime license for registering owner	$ 7.00
2. Replacement license	$ 1.00

~~B.~~C. ~~Nuisance~~ Code Enforcement Infractions:

1. Infraction 1	$ 250.00
2. Infraction 2	$ 500.00
3. Infraction 3	$ 1,000.00

~~C.~~D. Concealed Pistol License:

1. Original / Initial	$ 36.00
2. Original / Initial FBI Fee (subject to change by FBI)	$ 13.25
3. Renewal	$ 32.00
4. Late Renewal	$ 42.00
5. Replacement Fee	$ 10.00

~~D. Crime Prevention Sign — $ 10.00~~

~~E. Driving While Suspended (DWS) Hearing Fee — $ 41.00~~

~~F.~~E. Fingerprinting (per card) — $ 10.00

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~~G.~~F. Impound Hearing Administrative Fee $ 41.00

~~H.~~G. Media Fee (per incident) $ 10.00~~Notarizing of Document $ 5.00~~

~~I.~~H. Parking Infraction:

1. First parking violation $ 25.00
2. Second parking violation within a three-month period $ 50.00
3. Third and subsequent parking violations within a six-month period $ 250.00

~~J.~~I. Peddler / Solicitor License (Nonrefundable): Per person~~applicant~~, per year ~~$~~ $ 50.00

J. Public Record Request for Police Reports (per page): See Section 1

~~K. *Note: Requests for collision reports should be made through Washington State Patrol*~~

K. Special Events Application Fee

1. 90 days or more prior to start of event $ 550.00
2. 45-89 days prior to start of event $ 105.00
3. 44 -15 days prior to the start of the event $ 150.00
4. 14 days or less prior to the start of the event $ 250.00

~~L. Verification of Police Reports /Documents (each) $ 3.00~~

~~M.~~L. VISA Clearance Letter $ 10.00

~~N.~~M. Video Redaction Fee (Per minute of staff time) See Section 1

~~**SECTION 9:** Municipal Court Remuneration~~

~~A. Witness Reimbursement per RCW 43.03.060 and RCW 2.36.150~~

~~B. Potential Juror Reimbursement per RCW 43.03.060 and RCW 2.36.150~~

~~C. Selected Juror Reimbursement per RCW 43.03.060 and RCW 2.36.150~~

SECTION 10: Water System Charges: CPMC Title 13.04

A. 13.04.050(A) Water System Connection Charges: Per unit charge

1. Single family dwelling (including duplex – per dwelling unit) - $3,500 per dwelling ~~unit~~unit.
2. Accessory dwelling unit, duplex, cottage housing, studio and one-bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge: Per dwelling unit. $ 500.00
3. Multiple family dwelling: Per dwelling and/or rental unit. $ 3,500.00
4. Business/commercial, or public entities will be charged as per the following schedule:
   a. For one inch or smaller service $ 3,500.00
   ~~b. For a one- and one-half inch service $11,700~~
   ~~c.~~b. For a two-inch service $ 18,700.00
   ~~d.~~c. For a three-inch service $ 37,400.00
   ~~e.~~d. For a four-inch service $ 58,400.00
   ~~f.~~e. For a six-inch service $ 116,700.00
   ~~g.~~f. Service connections larger than six inches in size will be negotiated with the city, considering the demand on the existing system and a determination of any necessary system improvements.
5. Mobile, manufactured and modular homes: Per unit. $ 3,500.00
6. Gardens, lawn and agricultural use: Per connection. $ 3,500.00
7. Fire service connections: Per connection. $ 4,200.00

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B. 13.04.050(C) Front Footage Charge: When applicable
   1. Per assessed front foot of the lot. $ 60.00
C. 13.04.200(A) Account Names – New Account / Transfer Fee
   1. New account establishment fee: Per account. $ 9.00
   2. Request for transfer of service: Per account. $ 9.00
D. 13.04.210 Payment of Bills – Delinquency Charges:
   1. Delinquent charges shall be: 8% per annum or a $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.
   2. The charge for hanging a red tag shut-off warning notice. $ 20.00
E. 13.04.250 Discontinuance of Service – Customer's Request – Fee.
   1. Per request to turn the service back on. $ 15.00
F. 13.04260 Discontinuance – Nonpayment of Bill.
   1. When water service has been shut off for failure to pay water charges, the reconnection charges shall be as follows:
      a. Reconnection requested to be made during normal business: $ 20.00
      b. Reconnection requested to be made outside normal business: $ 50.00
G. 13.04.290 Unauthorized Turn On
   1. Charge per incident. $ 50.00
H. 13.04.400(A) Water Charges:
   1. Monthly residential base charge per unit. $ 42.77~~41.52~~
   2. Monthly business base charge per unit. $ 60.68~~58.13~~
   3. Consumption charge per 1,000 gallons. $ 1.76~~1~~
   ~~3.~~

SECTION 11: Wastewater System Charges: CPMC Title 13.08

A. 13.08.525(A) Connection and Modification Fees: Per Unit Charge
   1. Single family dwelling (including duplex – per dwelling unit) - $3,500 per dwelling ~~unit~~unit.
   2. Accessory dwelling unit, duplex, cottage housing, studio and one-bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge: Per dwelling unit. $ 500.00
   3. Multiple family dwelling: Per dwelling and/or rental unit. $ 3,500.00
   4. Business/commercial: Per uni.t $ 3,500.00
   5. Public entities: Per site. $ 3,500.00
B. 13.08.525(B) Front Footage Charge: When applicable
   1. Per assessed front foot of the lot. $ 40.00
   2. 13.08.525(C) Wastewater Inspection Fee: Per Inspection. $ 30.00
C. 13.08.485(B, E) Wastewater Base Charges: Per Unit Charge
   1. Monthly residential base charge per unit. $ 52.40~~1.26~~
   2. Monthly small flow nonresidential base charge. $ 52.40~~1.26~~
   3. Monthly unmetered account base charge per unit. $ 52.40~~1.26~~

D. 13.08.485(B, E) Wastewater Consumption Charge: Per 1,000 gallons of consumption over 3,000 gallons consumed per month. (Large flow nonresidential customers are not given an unpaid consumption allowance.)
   1. Monthly residential consumption charge per 1,000 gallons. $ 5.01~~4.90~~

2. Monthly small flow nonresidential consumption charge per 1,000 gallons. $ 5.01~~4.90~~
3. Monthly large flow nonresidential consumption charge per 1,000 gallons. $ 9.10~~8.90~~
4. Monthly unmetered account consumption charge: For each calculated average of 1,000 gallons of consumption in accordance with 13.08.485(E). $ 4.90

E. 13.08.490(A) Account Transfer Charge:
1. New account establishment fee: Per account. $ 9.00
2. Request for transfer of service: Per account. $ 9.00

F. 13.08.490(C) Billing Cycle and Due Date:
1. Delinquent charges shall be: 8% per annum or a $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

G. 13.08.495(B) Special Considerations: Vacancy Allowance
1. Base charge per dwelling and/or rental unit $ 52.40~~1.40~~

H. 13.08.500(5) Rate Reduction: Condemned/Unlivable Premises
1) Debt service charge per dwelling and/or rental unit (maximum one year) $ 11.18~~0.64~~

I. Southwest Sewer (Lift Station No. 7) Connection Assessments
1. Residential
a. Assessment per Acre $ 5,438.00
b. ERU's per Acre $ 6.00
c. Cost per ERU $ 906.00

~~1.~~2. Commercial $ 5, 438.00

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SECTION 12: Stormwater System Charges: CPMC Title 13.15

A. 13.15.070(C) Storm and Surface Water Charges
1. Monthly residential charge per account $ 10.25~~9.95~~
2. Monthly non-residential charge per ESU $ 10.25~~9.95~~
3. Monthly charge with credit per ESU $ 8.20~~7.10~~

B. 13.15.070(D) Equivalent Service Unit Definition: One Equivalent Service Unit (ESU) is established at 3,500 square feet of impervious surface area. For the purpose of computation of service charges, the number of Equivalent Service Units shall be rounded to the nearest tenth (0.10).

C. 13.15.072 Liability for payment of bill.
1. New account establishment fee: Per account. $ 9.00
2. Request for transfer of service: Per account. $ 9.00

D. 13.15.075 Payment of bills – Delinquent charges.
1. Delinquent Charges – 8% per annum or $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

SECTION 13: Ambulance Utility Charges: CPMC Title 13.16

A. 13.16.070(B) Utility Fee: Classifications
1. Single Family Residential (including single unit mobile home): Per unit $ 6.84~~4.56~~
2. Multiple Family (including duplex, triplex, etc.): Per unit $ 8.17~~5.44~~
3. Commercial/Retail/Industrial
(based on calculation method in Section 13.16.070(C): Per ERU $ 7.64~~5.10~~
4. Assisted Living/Nursing Home
(based on calculation method in Section 13.16.070(C): Per ERU $ 56.02~~37.34~~
5. Public/College/Schools
(based on calculation method in Section 13.16.070(C): Per ERU $ 7.27~~4.84~~

B. 13.16.070(C) Rates Formula: One Equivalent Residential Unit (ERU) is established at 1,985 square feet. For the purpose of computation of service charges, the number of Equivalent Residential Units shall be

rounded to the nearest tenth (0.10).

C. 13.16.080 Collection of Utility Fees.

1. New account establishment fee: Per account. $ 9.00
2. Request for transfer of service: Per account. $ 9.00
3. Delinquency Charges - 8% per annum or $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

~~**SECTION 14:** Transportation Impact Fees—pending study to establish fee structure.~~

~~**SECTION 15:** Pedestrian Facility In-lieu of Improvements Fee—pending study to establish fee structures for payment in lieu of constructing pedestrian facilities.~~

SECTION 1~~4~~6: Miscellaneous Fees & Charges

A. Web Check Electronic Services Fee $ 20.00
B. NSF Fee $ 20.00
C. Stop Payment Fee $ 25.00
D. Business Licenses $ 50~~20~~.00
~~D.~~1.Annual renewal $ 45.00

SECTION 1~~5~~7: Community Events~~/Parks~~

A. Farmers Market
1. Registration Fees
a. Application Fee – Daily Vendors $ 10.00
b. Annual Membership Registration Fee – January 1 - ~~Through~~ April 15th $ 50.00
c. Late annual Membership registration – After April 15th $ ~~14~~5.00
2. Daily Fees
a. Member Daily Fee Standard Booth $ 10.00
b. Member Daily Fee Oversize Booth $ 15.00
c. Non-Member Daily Fee Standard Booth $ 20.00
d. Non-Member Daily Fee Oversize Booth $ 25.00
e. Non-Profit Daily Fee $ 5.00
f. Youth Vendor Fee $ 5.00
3. Electricity Fees Per Day
a. Member – standard outlet (2 plugs) $ 5.00
b. Member – 50 or 30 Amp (limited availability) $ 7.50
c. Non-Member – standard outlet (2 plugs) $ 7.50
~~4.~~d. Non-Member – 50 or 30 Amp (limited availability) $ 10.00 ~~Product Challenge Submittal $ 50.00~~

B. Parks
1. Reservations
a. First come/first served No charge
b. Restrict site access per hour – City resident $ 10.00
c. Restrict site access per hour – Non-resident $ 15.00
2. Park setup/cleanup
a. Hourly (resident) Staff cost +10%
b. Hourly (non-resident) Staff cost +20%

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C. Special Events

1. Application Fee — Varies by event

SECTION 1~~6~~8: Vacant/Abandoned Property

A. Vacant Property Registration and Maintenance

1. Registration Fee — $ 200.00
2. Annual fee for property that remains vacant through December 31 — $ 150.00
3. Late Fee — Additional 20%

B. Abandoned Property

1. Fee for property declared abandoned- non-construction site. — $ 500.00
2. Additional annual fee after Jan 1st where the property remains abandoned. — $ 250.00
3. Fee for property declared abandoned – under construction/construction stopped before completion fee due on Jan 1 or July 1 whichever date is soonest after 45 days has passed after property under construction declared abandoned and no notable and consistent construction has occurred. — $ 1,000.00
4. Additional biannual fee for each 6month period the property remains abandoned and under construction/construction stopped before completion. — $ 500.00
5. Late Fee — Additional 20%

SECTION 17: Legal fees:

A. Hourly charge based upon current salary ordinance. — Actual costs +20%

SECTION 18: Information Technology fees:

~~1.~~A. Hourly charge based upon current salary ordinance. — Actual costs +20%

~~**Payment of Fees:** All fees are required to be paid prior to services being rendered, as applicable.~~

Effective Date: Rates, fees, and other charges shall be effective January~~24~~ 1, 2024~~3~~; after passage and approval as provided by law.

Clerical Corrections: The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED by the City Council of the City of College Place, Washington, on the ~~12th~~ day of December 2023.

APPROVED: ATTEST:

_____ _____

Norma Hernández– Mayor Sherri St. Clair – City Clerk

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City of College Place, Washington
RESOLUTION NO. 23-XXX

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE RELATING TO ADMINISTRATIVE FEES OF THE COLLEGE PLACE MUNICIPAL CODE

WHEREAS, the City adopted Resolution 23-008 on February 28, 2023; and

WHEREAS, there is an imminent need to update and revise fees for 2024; and

WHEREAS, the City intends to re-affirm all previously adopted administrative fees;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place that the following fees and charges shall henceforth be charged:

SECTION 1: ALL FEES ARE MANDATORY AND NON-REFUNDABLE UNLESS OTHERWISE ALLOWED BY COLLEGE PLACE MUNICIPAL CODE, RESOLUTION OF CITY OF COLLEGE PLACE CITY COUNCIL, OR APPLICABLE FEDERAL OR STATE LAW. ALL ACTUAL COSTS ARE SUBJECT TO AN ADDITIOINAL 20% ADMINISTRATIVE FEE; ALL STAFF COSTS ARE BASED UPON SALARY ORDINANCE IN EFFECT AT TIME OF WORK AND ARE SUBJECT TO AN ADDITIONAL 20% ADMINISTRATIVE FEE; NOTE: CITY HAS AUTHORITY TO REQUEST A DEPOSIT BEFORE PERFORMING ANY WORK OR MAKING ANY EXPENDITURES; NOTE: MULTIPLE FEES MAY APPLY

SECTION 2: General Administrative Fees

A. Copy / Duplication / Delivery (Charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.)

1.	General paper copies per page (b/w or color)	$ 0.15
2.	Scanned copies per page	$ 0.10
3.	Electronic files per 4 files	$ 0.05
4.	Large electronic documents per 1GB	$ 0.10
6.	Certification of copies per page	$ 3.00
7.	USB thumb drive	$ 4.74
8.	DVD/CD	$ 0.17
9.	DVD/CD paper sleeve	$ 0.06
10.	DVD/CD jewel case	$ 0.31
11.	Envelope 6x9	$ 0.10
12.	Envelope 9x12	$ 0.17
13.	Envelope 10x13	$ 0.18
14.	Envelope #10	$ 0.04
15.	Address label	$ 0.07
16.	Postage or other delivery cost	Actual cost
17.	Staff time to copy and/or send files – per minute, 2 minute minimum	$ 0.41
18.	Redaction of Body Camera Footage – per minute	$ 0.69
19.	Copy/Duplication fee deposit for large copy/duplication requests	10% of estimate

B. Other General Administrative Fees – request for *information* or *data* (versus records)

1. Requests for ***information*** requiring significant research – hourly charge based upon current salary ordinance; actual cost for third party work + 20% — $ TBD
2. Requests for data or data reports which are not in a relatively easily accessible or reportable form – hourly charged based upon current salary ordinance; actual cost for third party work + 20%; actual cost for IT product +20% — $ TBD
3. Third-party expenditures — Actual cost + 20%
4. All other chargeable expenses- hourly charge based upon current salary ordinance — $ TBD

SECTION 3: General Code Enforcement CPMC 1.20.040

1. Civil Infraction 1 — $ 250.00
2. Civil Infraction 2 — $ 500.00
3. Civil Infraction 3 — $ 1,000.00

SECTION 4: Community Development Inspection and Permitting Fees

A. Adult Family Home Inspection: Per site visit — $ 66.00

B. Assisted Living Facilities Inspection: Per site visit — $ 66.00

C. Construction Permit:

1. Building Permit & Grading Permit Fees Per Table 1-A **[Editor's Note: this table will change upon research into impact of inflation over the years.**

TABLE 1-A - COLLEGE PLACE PERMIT FEES	
Total Valuation	**Fee**
$1.00 to $500.00	$25.85
$501.00 to $2,000.00	$25.85 for the first $500 plus $3.35 for each additional $100.00, or fraction hereof, to and including $2,000.00
$2,001.00 to $25,000.00	$76.10 for the first $2,000.00 plus $15.40 for each additional $1,000.00, or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$430.30 for the first $25,000.00 plus $11.11 for each additional $1,000.00, or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$708.05 for the first $50,000.00 plus $7.70 for each additional $1,000.00, or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,093.05 for the first $100,000.00 plus $6.15 for each additional $1,000.00, or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,553.05 for the first $500,000.00 plus $5.25 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
$1,000,000.01 and up	$6,178.05 for the first $1,000,000.00 plus $3.50 for each additional $1,000.00, or fraction thereof.

2. Building and Project Valuation shall be determined by using the design professional's (Architect/Engineers) Project Cost or the most recent Building Valuation Data (BVD) Sheet. The BVD is

adjusted/updated at six-month intervals. Projects not identified in the Data Sheet will be valued by using the total project cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director.

3. Fees for repair, alteration, or remodel are based on the total Project Cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director of work to be performed as submitted by the applicant .

4. Improvements including and within the building shall be assessed as a Building Permit Fee. Site and utility-related improvements outside of the building shall be assessed as a Grading Permit Fee.

5. Project Cost provided by the Applicant shall include labor. If labor costs are not provided, the Project Cost will be increased by multiplying the project material (included sales tax) by 50%

6. A State Building Code Council (SBCC) fee will be assessed on all building permits.

a. Residential Building Permits
   i. Each building permit $ 6.50
   ii. Surcharge for each residential unit after the first unit $ 2.00

b. Commercial Building Permits
   i. Each building permit $ 25.00
   ii. Surcharge for each residential unit after the first unit $ 2.00

D. Mechanical Permit – Equivalent Appliance Replacement: Residential $66 per appliance/unit; Commercial $ 100.00 per appliance/unit.

E. Mechanical Permit – Commercial alteration or expansion to an existing system: Project value, permit fee per Table 1-A of this resolution.

F. Mechanical Permit – New Construction or Remodel: 15% of building permit fee.

G. Plumbing – Over the Counter Permit:
   1. Backflow Device $ 66.00
   2. Water Heater $ 66.00
   3. Building Sewer $ 66.00
   4. Moving or Adding Fixture $ 66.00

H. Plumbing Permit – New Construction or Remodel: 15% of building permit fee

I. Demolition Permit:
   1. Per Building $ 66.00
   2. Additional fee for primary structures older than 60 years of age $ 100.00

J. Licensed Childcare Provider Facilities Inspection: Per site visit $ 66.00

K. Manufactured Home Placement Permit $ 250.00

L. Miscellaneous Inspections not otherwise listed in fee schedule: Per site visit/inspection $ 66.00

M. Plan Check Fees
   1. Internal Review: 65% of the buildings permit fee assessed.
   2. Third Party Review: Actual cost + 20%

N. Re-inspection Fee (fee must be paid prior to requested inspection) $ 66.00

O. Roofing Permit:
   1. Residential: $ 132.00
   2. Commercial based on project value.

P. Signs
   1. Building mounted sign $ 100.00
   2. Additional building mounted sign $ 50.00
   3. Pole and/or monument sign: $50 site plan review fee + fee based on project valuation (Table 1-A).

Q. Solar Panel Permit
   1. Residential $ 95.00
   2. Commercial: Fee based on project valuation (Table 1-A)

R. Third-Party expenditures Actual cost +20%

S. Work commencing before permit issuance: fee 2 times that of the required permit fee. Permit fees shall double.

SECTION 5: Community Development Fees (cont.) – Planning Process/Actions fees;

A.	Advertising/Publication Cost	Actual Cost +20%
B.	Annexation/De-Annexation	$ 250.00
C.	Appeals (Requires a $1,500 deposit)	Actual Cost + 20%
D.	Binding Site Plan	$ 750.00
E.	Boundary Line Adjustment	$ 100.00
F.	Comprehensive Plan, Land Use, & Title 14 Unified Development Code Amendment	$1,000.00
G.	Comprehensive Plan, Land Use, & Title 14 Unified Development Code – Amendment proposed by a 501(c)(3) organization	Waived
H.	Comprehensive Plan Urban Growth Area Amendment	$2,000.00
I.	Conditional Use Permit (CUP)	$ 500.00
J.	Critical Areas Review	$ 400.00
K.	Critical Areas Permit Project value, permit fee based on project valuation (Table 1-A)	
L.	Development Agreement, Renewal, Amendment, or Assignment	$2,000.00
M.	Environmental Impact Statement (EIS)	Actual Cost + 20%
N.	Master Planned Development	$2,000.00
O.	Mobile Vendor/Food Cart/Food Cart Pod	See Special Use Permit Fee
P.	Hearing Examiner Services	Actual Cost + 20%
Q.	Preliminary Plat	$ 900.00
R.	Plats, Final	$ 350.00
S.	Plats, Short	$ 400.00
T.	Plats, Final Short	$ 250.00
U.	Plat Amendments / Replat	$ 250.00
V.	SEPA Checklist	$ 250.00
W.	Special Use Permit	$ 150.00
	1. Annual renewal fee	$ 50.00
	2. Late annual renewal	$ 150.00
X.	Site Plan Application: Commercial	$ 900.00
Y.	Site Plan Review - Type 1	$ 66.00
Z.	Third Party Services	Actual Cost + 20%
AA.	Variance / Non-Conforming Use	$ 500.00
BB.	Vacation Rental – Short Term Application	See Special Use Permit
CC.	Zoning Amendments	$ 500.00
DD.	Zoning & Land Use Compliance Letter	$ 69.00
EE.	Wireless Communication Facilities Fees	See Conditional Use Permit

SECTION 6: Engineering Site Plan / Development Support Review Fees

Third Party Professional Services Actual Cost + 20%

SECTION 7: Fire Department Fees

A.	CPR & First Aid Classes:	Actual Cost
B.	Commercial Cooking Hood (New installations) Plan Review	$ 100.00
C.	EMS Basic Life Support (BLS) Transportation Services	
	1. Walla Walla County Resident Rates:	

a. BLS Non-Emergency Rate	$ 550.00
b. BLS Emergency Rate	$ 650.00
c. Mileage Rate	$ 12.00/mile
2. Non-Walla Walla County Resident Rates:	
a. BLS Non-Emergency Rates	$ 750.00
b. BLS Emergency Rate	$ 850.00
c. Mileage Rate	$ 12/mile
D. Extinguisher Classes:	Actual Cost +20%
E. False Alarm Fees:	
1. Alarm system malfunction (1st call)	No Charge
2. Alarm system malfunction five or more days after notification of need for servicing (1st call)	$ 25.00
3. Alarm system malfunction five or more days after notification of need for servicing (2nd call)	$ 100.00
4. Alarm system malfunction five or more days after notification of need for servicing (after 2nd call)	$ 250.00
5. Accidental alarm activation (1st call)	No Charge
6. Accidental alarm activation five days or more after notification of need for protection of alarm activation device	$ 100.00
7. Malicious alarm activation	$ 500.00
8. Malicious discharge of extinguisher	$ 500.00
9. Malicious damage to fire alarm system	$ 500.00
F. Fire Detection Systems (New Installation) Plan Review / Inspection	$ 100.00
G. Fire Hydrants (each) Determination of Placement / Inspection	$ 100.00
H. Fire Sprinkler Systems (per riser on new installation) Plan Review	$ 200.00
I. Fireworks Permits for Sales	State mandated rate
J. Fireworks Use / Display Permit – Per State Mandated Rate	$ 100.00
K. Haz Mat Fee: In accordance with the Washington State Association of Fire Chiefs	
L. Hydrant Flow Tests (By Request)	$ 50.00
M. Nuisance Abatement Notice Fee	$ 50.00
N. Nuisance Abatement Arranged by the Fire Department	Actual cost + 20%
O. Plan Review Fee – Initial Review	$ 45.00 per hour
P. Plan Review Fee – For Revisions	$ 45.00 per hour
Q. Plan Review Fee by Outside Agency / Vendor	Actual cost + 20%
R. Re-inspection Fee for Non-Compliance	$ 100.00
S. Reports:	
1. Copy of EMS Report	See Section 1
2. Copy of Fire Report	See Section 1
3. Other Reports	See Section 1
T. Requests for Code Alternate/Variance	$ 100.00
U. Special Inspection/Review/Permit	$ 100.00
V. Salvage Fees for Insurance Companies:	
1. Maximum charge for single-family dwelling salvage	$1,000.00
2. Maximum charge for commercial salvage	$2,000.00
3. Debris removal (per cubic yard)	$ 30.00
4. Boarding of windows and doors (per window or door)	$ 30.00
5. Furniture salvage (per room)	$ 40.00
6. Water removal (per sq. ft.)	$ 2.50

7. Sump pump (flat fee plus $15.00 per hour) $ 120.00

SECTION 8: Public Works Fees

A. Brush, Debris, & Leaf Collection/removal Fee Between December 31 – September 1. Charged hourly based upon current salary ordinance and actual costs +20%
B. Banners Attached to City Property
   1. Application Fee Per Installation $ 69.00
   2. Per Banner Installation/removal Fee $ 37.50
C. Commercial Cross Connection Site Inspection Fee $ 25.00
D. Dye Test. $ 25.00
E. Equipment Rental Fees: As determined by the PW Director for each piece of equipment used.
F. Equipment charge fee: As determined by the PW Director for each project/repair/service.
G. Fire Hydrant Meter & Backflow Fees:
   1. Deposit $ 500.00
   2. Rental Fee: Per day $ 7.00
   3. Install Fee $ 30.00
   4. Removal Fee $ 30.00
   5. Actual cost of water used (per 1,000 gallons): See Section 10
H. Franchise Application; Franchise Renewal; Franchisee Transfer $ 5,000.00
I. Labor – During Business Hours: Based upon current salary ordinance $ 57.15 per hour
J. Labor – After Business Hours/Holidays: Based upon current salary ordinance $ 85.72 per hour
K. Leaf Collection Fee (December 31 – September 1 following year) $ 10.00
L. Parts, Materials, Supplies provided by Public Works Actual Cost + 20%
M. Right-of-way Permit $ 100.00
N. Right-of-way Permit with street cut $ 200.00
O. Sewer Lateral Locate $ 50.00
P. Street Repair: hourly charge based upon current salary ordinance, and actual costs +20%
Q. Third-party expenditures Actual cost +20%

SECTION 9: Police Department Fees

A. Animal Fees
   1. For each dog designated as dangerous or potentially dangerous, annual certificate of registration (CPMC 6.12.030) $ 50.00
   2. For each dog with written proof of spayed or neutered $ 15.00
   3. For each dog not spayed or neutered or without written proof $ 30.00
   4. For each Service Animal and/or lettered Emotional Support Animal. No charge
   5. Chicken/ Rabbit/ Bees Permit Fee (annual) $ 15.00
   6. Replacement tag $ 1.00
   7. Late registration fee (per animal, except a Service/ESA Animal) $ 10.00
   8. Impound fee:
      a. For the 1st and 2nd impound in a year, per impound $ 10.00
      b. For the 3rd impound in a year $ 50.00
      c. For more than 3 impounds a year, thereafter per impound $ 100.00
      d. Boarding, treatment, and/or destruction Actual costs + 20%
   9. Animal at large fee:
      a. 1st offense Civil infraction 1
      b. 2nd offense within 12 months Civil Infraction 2

c. 3rd and subsequent within 12 months	Civil Infraction 3
B. Bike License Fees:	
1. Lifetime license for registering owner	$ 7.00
2. Replacement license	$ 1.00
C. Code Enforcement Infractions:	
1. Infraction 1	$ 250.00
2. Infraction 2	$ 500.00
3. Infraction 3	$ 1,000.00
D. Concealed Pistol License:	
1. Original / Initial	$ 36.00
2. Original / Initial FBI Fee (subject to change by FBI)	$ 13.25
3. Renewal	$ 32.00
4. Late Renewal	$ 42.00
5. Replacement Fee	$ 10.00
E. Fingerprinting (per card)	$ 10.00
F. Impound Hearing Administrative Fee	$ 41.00
G. Media Fee (per incident)	$ 10.00
H. Parking Infraction:	
1. First parking violation	$ 25.00
2. Second parking violation within a three-month period	$ 50.00
3. Third and subsequent parking violations within a six-month period	$ 250.00
I. Peddler / Solicitor License (Nonrefundable): Per person, per year	$ 50.00
J. Public Record Request for Police Reports (per page):	See Section 1
K. Special Events Application Fee	
1. 90 days or more prior to start of event	$ 55.00
2. 45-89 days prior to start of event	$ 105.00
3. 44 -15 days prior to the start of the event	$ 150.00
4. 14 days or less prior to the start of the event	$ 250.00
L. VISA Clearance Letter	$ 10.00
M. Video Redaction Fee (Per minute of staff time)	See Section 1

SECTION 10: Water System Charges: CPMC Title 13.04

A. 13.04.050(A) Water System Connection Charges: Per unit charge

1. Single family dwelling (including duplex – per dwelling unit) - $3,500 per dwelling unit.
2. Accessory dwelling unit, duplex, cottage housing, studio and one-bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge: Per dwelling unit. $ 500.00
3. Multiple family dwelling: Per dwelling and/or rental unit. $ 3,500.00
4. Business/commercial, or public entities will be charged as per the following schedule:
   a. For one inch or smaller service $ 3,500.00
   b. For a two-inch service $ 18,700.00
   c. For a three-inch service $ 37,400.00
   d. For a four-inch service $ 58,400.00
   e. For a six-inch service $ 116,700.00
   f. Service connections larger than six inches in size will be negotiated with the city,

considering the demand on the existing system and a determination of any necessary system improvements.

5. Mobile, manufactured and modular homes: Per unit. $ 3,500.00
6. Gardens, lawn and agricultural use: Per connection. $ 3,500.00
7. Fire service connections: Per connection. $ 4,200.00

B. 13.04.050(C) Front Footage Charge: When applicable
1. Per assessed front foot of the lot. $ 60.00

C. 13.04.200(A) Account Names – New Account / Transfer Fee
1. New account establishment fee: Per account. $ 9.00
2. Request for transfer of service: Per account. $ 9.00

D. 13.04.210 Payment of Bills – Delinquency Charges:
1. Delinquent charges shall be: 8% per annum or a $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.
2. The charge for hanging a red tag shut-off warning notice. $ 20.00

E. 13.04.250 Discontinuance of Service – Customer's Request – Fee.
1. Per request to turn the service back on. $ 15.00

F. 13.04260 Discontinuance – Nonpayment of Bill.
1. When water service has been shut off for failure to pay water charges, the reconnection charges shall be as follows:
   a. Reconnection requested to be made during normal business: $ 20.00
   b. Reconnection requested to be made outside normal business: $ 50.00

G. 13.04.290 Unauthorized Turn On
1. Charge per incident. $ 50.00

H. 13.04.400(A) Water Charges:
1. Monthly residential base charge per unit. $ 42.77
2. Monthly business base charge per unit. $ 60.68
3. Consumption charge per 1,000 gallons. $ 1.76

SECTION 11: Wastewater System Charges: CPMC Title 13.08

A. 13.08.525(A) Connection and Modification Fees: Per Unit Charge
1. Single family dwelling (including duplex – per dwelling unit) - $3,500 per dwelling unit.
2. Accessory dwelling unit, duplex, cottage housing, studio and one-bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge: Per dwelling unit. $ 500.00
3. Multiple family dwelling: Per dwelling and/or rental unit. $ 3,500.00
4. Business/commercial: Per uni.t $ 3,500.00
5. Public entities: Per site. $ 3,500.00

B. 13.08.525(B) Front Footage Charge: When applicable
1. Per assessed front foot of the lot. $ 40.00
2. 13.08.525(C) Wastewater Inspection Fee: Per Inspection. $ 30.00

C. 13.08.485(B, E) Wastewater Base Charges: Per Unit Charge
1. Monthly residential base charge per unit. $ 52.40
2. Monthly small flow nonresidential base charge. $ 52.40
3. Monthly unmetered account base charge per unit. $ 52.40

D. 13.08.485(B, E) Wastewater Consumption Charge: Per 1,000 gallons of consumption over 3,000 gallons consumed per month. (Large flow nonresidential customers are not given an unpaid consumption allowance.)

1. Monthly residential consumption charge per 1,000 gallons. $ 5.01
2. Monthly small flow nonresidential consumption charge per 1,000 gallons. $ 5.01
3. Monthly large flow nonresidential consumption charge per 1,000 gallons. $ 9.10
4. Monthly unmetered account consumption charge: For each calculated average of 1,000 gallons of consumption in accordance with 13.08.485(E). $ 4.90

E. 13.08.490(A) Account Transfer Charge:

1. New account establishment fee: Per account. $ 9.00
2. Request for transfer of service: Per account. $ 9.00

F. 13.08.490(C) Billing Cycle and Due Date:

1. Delinquent charges shall be: 8% per annum or a $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

G. 13.08.495(B) Special Considerations: Vacancy Allowance

1. Base charge per dwelling and/or rental unit $ 52.40

H. 13.08.500(5) Rate Reduction: Condemned/Unlivable Premises

1) Debt service charge per dwelling and/or rental unit (maximum one year) $ 11.18

I. Southwest Sewer (Lift Station No. 7) Connection Assessments

1. Residential
   a. Assessment per Acre $ 5,438.00
   b. ERU's per Acre $ 6.00
   c. Cost per ERU $ 906.00
2. Commercial $ 5, 438.00

SECTION 12: Stormwater System Charges: CPMC Title 13.15

A. 13.15.070(C) Storm and Surface Water Charges

1. Monthly residential charge per account $ 10.25
2. Monthly non-residential charge per ESU $ 10.25
3. Monthly charge with credit per ESU $ 8.20

B. 13.15.070(D) Equivalent Service Unit Definition: One Equivalent Service Unit (ESU) is established at 3,500 square feet of impervious surface area. For the purpose of computation of service charges, the number of Equivalent Service Units shall be rounded to the nearest tenth (0.10).

C. 13.15.072 Liability for payment of bill.

1. New account establishment fee: Per account. $ 9.00
2. Request for transfer of service: Per account. $ 9.00

D. 13.15.075 Payment of bills – Delinquent charges.

1. Delinquent Charges – 8% per annum or $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

SECTION 13: Ambulance Utility Charges: CPMC Title 13.16

A. 13.16.070(B) Utility Fee: Classifications

1. Single Family Residential (including single unit mobile home): Per unit $ 6.84
2. Multiple Family (including duplex, triplex, etc.): Per unit $ 8.17
3. Commercial/Retail/Industrial
   (based on calculation method in Section 13.16.070(C): Per ERU $ 7.64
4. Assisted Living/Nursing Home
   (based on calculation method in Section 13.16.070(C): Per ERU $ 56.02

5. Public/College/Schools
   (based on calculation method in Section 13.16.070(C): Per ERU $ 7.27

B. 13.16.070(C) Rates Formula: One Equivalent Residential Unit (ERU) is established at 1,985 square feet. For the purpose of computation of service charges, the number of Equivalent Residential Units shall be rounded to the nearest tenth (0.10).

C. 13.16.080 Collection of Utility Fees.
   1. New account establishment fee: Per account. $ 9.00
   2. Request for transfer of service: Per account. $ 9.00
   3. Delinquency Charges - 8% per annum or $6.00 late fee, whichever is greater, for accounts with a balance due of greater than $10.00.

SECTION 14: Miscellaneous Fees & Charges

A. Web Check Electronic Services Fee $ 20.00
B. NSF Fee $ 20.00
C. Stop Payment Fee $ 25.00
D. Business Licenses $ 50.00
   1. Annual renewal $ 45.00

SECTION 15: Community Events

A. Farmers Market
   1. Registration Fees
      a. Application Fee – Daily Vendors $ 10.00
      b. Annual Membership Registration Fee – January 1 - April 15th $ 50.00
      c. Late annual Membership registration – After April 15th $ 45.00
   2. Daily Fees
      a. Member Daily Fee Standard Booth $ 10.00
      b. Member Daily Fee Oversize Booth $ 15.00
      c. Non-Member Daily Fee Standard Booth $ 20.00
      d. Non-Member Daily Fee Oversize Booth $ 25.00
      e. Non-Profit Daily Fee $ 5.00
      f. Youth Vendor Fee $ 5.00
   3. Electricity Fees Per Day
      a. Member – standard outlet (2 plugs) $ 5.00
      b. Member – 50 or 30 Amp (limited availability) $ 7.50
      c. Non-Member – standard outlet (2 plugs) $ 7.50
      d. Non-Member – 50 or 30 Amp (limited availability) $ 10.00

B. Parks
   1. Reservations
      a. First come/first served No charge
      b. Restrict site access per hour – City resident $ 10.00
      c. Restrict site access per hour – Non-resident $ 15.00
   2. Park setup/cleanup
      a. Hourly (resident) Staff cost +10%
      b. Hourly (non-resident) Staff cost +20%

C. Special Events
   1. Application Fee Varies by event

SECTION 16: Vacant/Abandoned Property

A. Vacant Property Registration and Maintenance
   1. Registration Fee $ 200.00
   2. Annual fee for property that remains vacant through December 31 $ 150.00
   3. Late Fee Additional 20%

B. Abandoned Property
   1. Fee for property declared abandoned- non-construction site. $ 500.00
   2. Additional annual fee after Jan 1st where the property remains abandoned. $ 250.00
   3. Fee for property declared abandoned – under construction/construction stopped before completion fee due on Jan 1 or July 1 whichever date is soonest after 45 days has passed after property under construction declared abandoned and no notable and consistent construction has occurred. $ 1,000.00
   4. Additional biannual fee for each 6month period the property remains abandoned and under construction/construction stopped before completion. $ 500.00
   5. Late Fee Additional 20%

SECTION 17: Legal fees:

A. Hourly charge based upon current salary ordinance. Actual costs +20%

SECTION 18: Information Technology fees:

A. Hourly charge based upon current salary ordinance. Actual costs +20%

Effective Date: Rates, fees, and other charges shall be effective January 1, 2024; after passage and approval as provided by law.

Clerical Corrections: The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED by the City Council of the City of College Place, Washington, on the day of December 2023.

APPROVED: ATTEST:

_____ _____

Norma Hernández– Mayor Sherri St. Clair – City Clerk

Memorandum of Understanding

Between

Walla Walla University, a Washington Nonprofit Corporation

and

Common Roots Housing Trust, a Washington Nonprofit Corporation

and

The City of College Place, a Code City under Title 35A RCW.

Objective

This Memorandum of Understanding ("MOU") sets forth the understanding between Walla Walla University ("WWU"), Common Roots Housing Land Trust ("CR"), and The City of College Place ("CP") (collectively the "Parties") regarding the annexation and development of land currently owned by WWU situated outside of CP's urban growth boundary. The ultimate goal is to annex the land within the urban growth boundary and to create on a portion of the land additional affordable housing for CP. The Parties agree to exercise best efforts to accomplish the steps set forth in this MOU and, if accomplished, to negotiate in good faith all necessary binding written agreements.

Process

Pursuant to this MOU, WWU will petition land, commonly identified as #350733240002 ("Parcel 1") or 2330 West Whitman Drive, #350733110001 or 77 Harding Road, #350733310003 or 1093 Last Chance Road, #350733410004 and #350733210010, to be annexed by CP. Upon annexation, WWU will sell to CR five (5) acres situated within Parcel 1 for the development by CR of affordable housing. The Parties will take all necessary steps to apply for Washington State funding to pay for installation of water and sewer mains across land owned by WWU to the 5-acre parcel to be sold by WWU to CR. WWU shall not be responsible for any of the associated costs.

Responsibilities

1. To accomplish the objective, the Parties agree to undertake the following steps by no later than June 30, 2025:

    A. WWU will file a petition to annex the aforementioned land to the College Place Urban Growth Area. CP will support WWU with applications for all five parcels identified above to be included in the urban growth boundary and annexed to CP. WWU will petition and request zoning from the County, and CP will cooperate with all zoning requirements.

B. The Parties will work together in good faith to submit applicable grants to finance the extension of utilities (water and sewer) to the aforementioned land.

C. Upon annexation and~~,~~ prior to grant submission, WWU will in good faith negotiate the sale of five (5) acres of land situated within Parcel 1 to CR at a negotiated discounted percentage, contingent upon grant award, once the appraised value that recognizes the future value of the land with utility service is determined.

2. Within 10 years of both annexation and sale of the land, CR will develop the five (5) acres of land to be permanently affordable housing for low- and moderate-income households. If the land is not developed as provided for herein, WWU shall have the option of repurchasing the land from CR at the same price for which it was sold to CR.

3. Each party is responsible for its own conduct associated with the transactions provided for herein, and for any liability that might arise from such conduct and transactions. Any dispute about whose conduct led to the claim will be settled by arbitration if the parties cannot resolve the matter through their own negotiations.

Termination

This MOU and all obligations created thereby shall be terminated thirty (90) days after written notice of intent to terminate by one or more of the parties is delivered to all Parties. During said 90-day period, the Parties shall in good faith attempt to resolve any unresolved or disputed issues amongst the Parties pertaining to this MOU and the Objective. If notice of termination is not withdrawn during said 90-day period, this MOU shall be deemed terminated.

_____ _____
John McVay Date
President
Walla Walla University

_____ _____
Miles Nowlin Date
Executive Director
Common Roots Housing Land Trust

_____ _____
Norma L. Hernandez Date
Mayor
City of College Place

ENGINEER'S OPINION OF PROBABLE COST

PROJECT: Water and Sewer Along Whitman to WWU/Land Trust Site

DATE: 10/3/2023

DESCRIPTION: Preliminary Cost Estimate

CLIENT: City of College Place

CLIENT PROJ. NO.

J-U-B PROJ. NO.: 30-20-075-043

ITEM NO.	DESCRIPTION	SCHEDULE OF VALUES			
		QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization (Max. 10%)	1	LS	$465,000	$465,000
2	SPCC Plan	1	LS	$1,500	$1,500
3	Dewatering Plan	1	LS	$1,500	$1,500
4	Project Temporary Traffic Control	1	LS	$20,000	$20,000
5	Shoring and Trench Safety Systems	1	LS	$14,100	$14,100
	Water Improvements				
6	16 In. Diam. Water Main	5,700	LF	$373	$2,126,100
					$0
	Sewer Improvements				
7	12 In. Diam. Forcemain	8,400	LF	$95	$798,000
8	Submersible Lift Station	1	LS	$1,686,000	$1,686,000
				SUBTOTAL	$5,112,200
			CITY OF COLLEGE PLACE SALES TAX	8.70%	$444,761
				SUBTOTAL	**$5,556,961**
			CONSTRUCTION ENGINEERING	25%	$1,389,240
			CONTINGENCY	30%	$1,667,088
				TOTAL ESTIMATED COSTS	**$8,613,290**

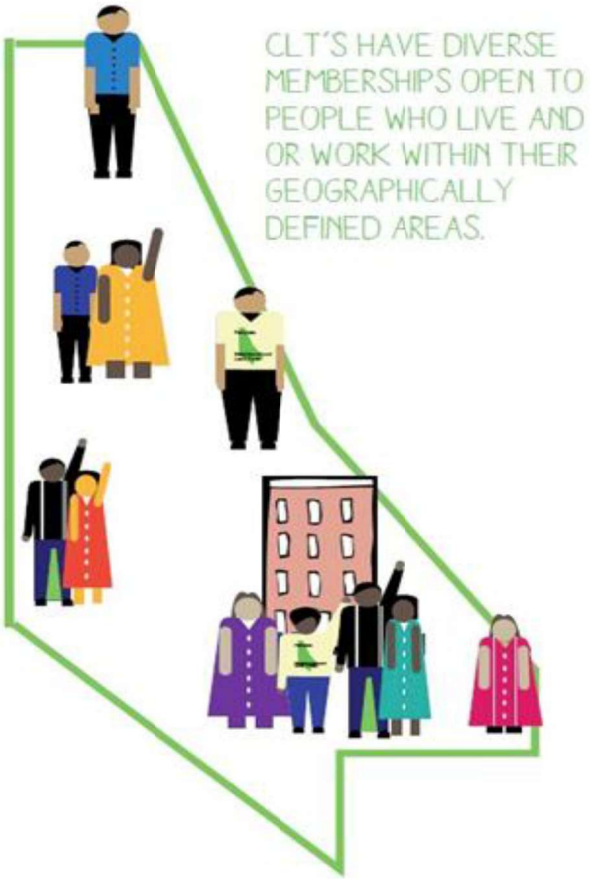
TRE

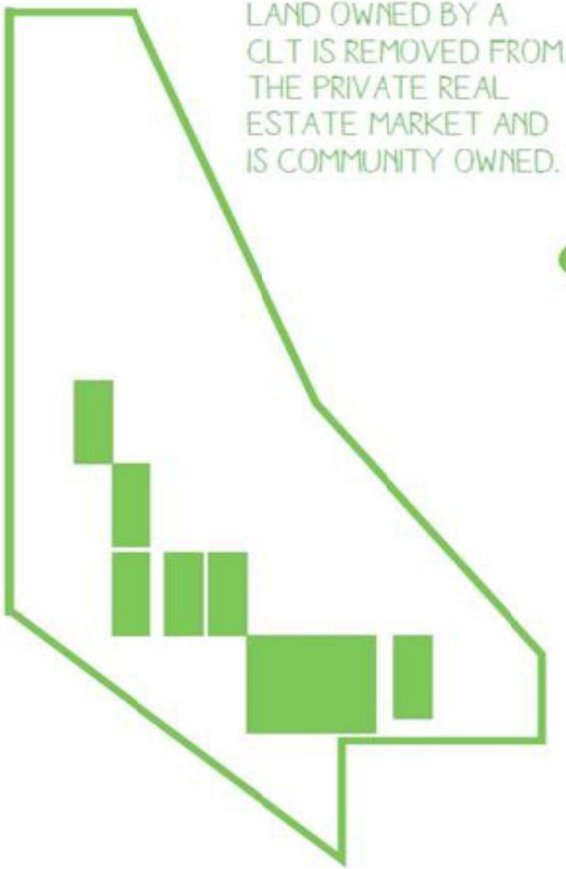
J-U-B ENGINEERS, INC.

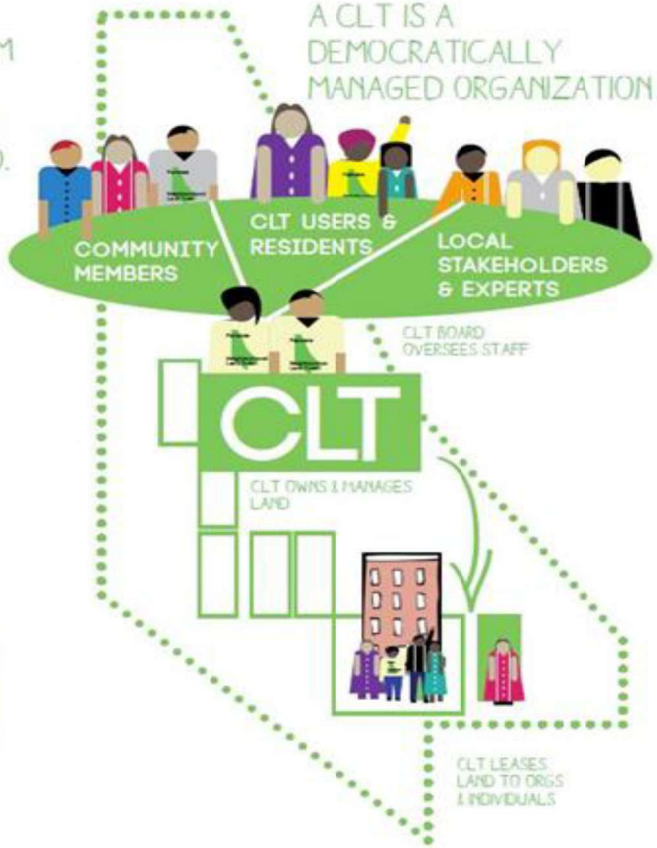
3611 SOUTH ZINTEL WAY, KENNEWICK, WASHINGTON 99337 (509) 783-2144

Building and preserving permanently affordable homeownership in the Walla Walla Valley through the Community Land Trust (CLT) Model

COMMUNITY LAND TRUST







Community Land Trust (CLTs) Basics

-

Dual Ownership:

Homeowner owns
the house

CLT owns the Land

Community Land Trust Basics - Structure

A ground Lease enables permanent affordability through shared equity

- Lease is 99 years and renewable
- Lease is legal tool for a equity restriction
- Lease lease is affordable/low ($50/mo fixed for 5 years)
- Lease is inheritable

Woodward Park Homes

Community Land Trust Homes for:

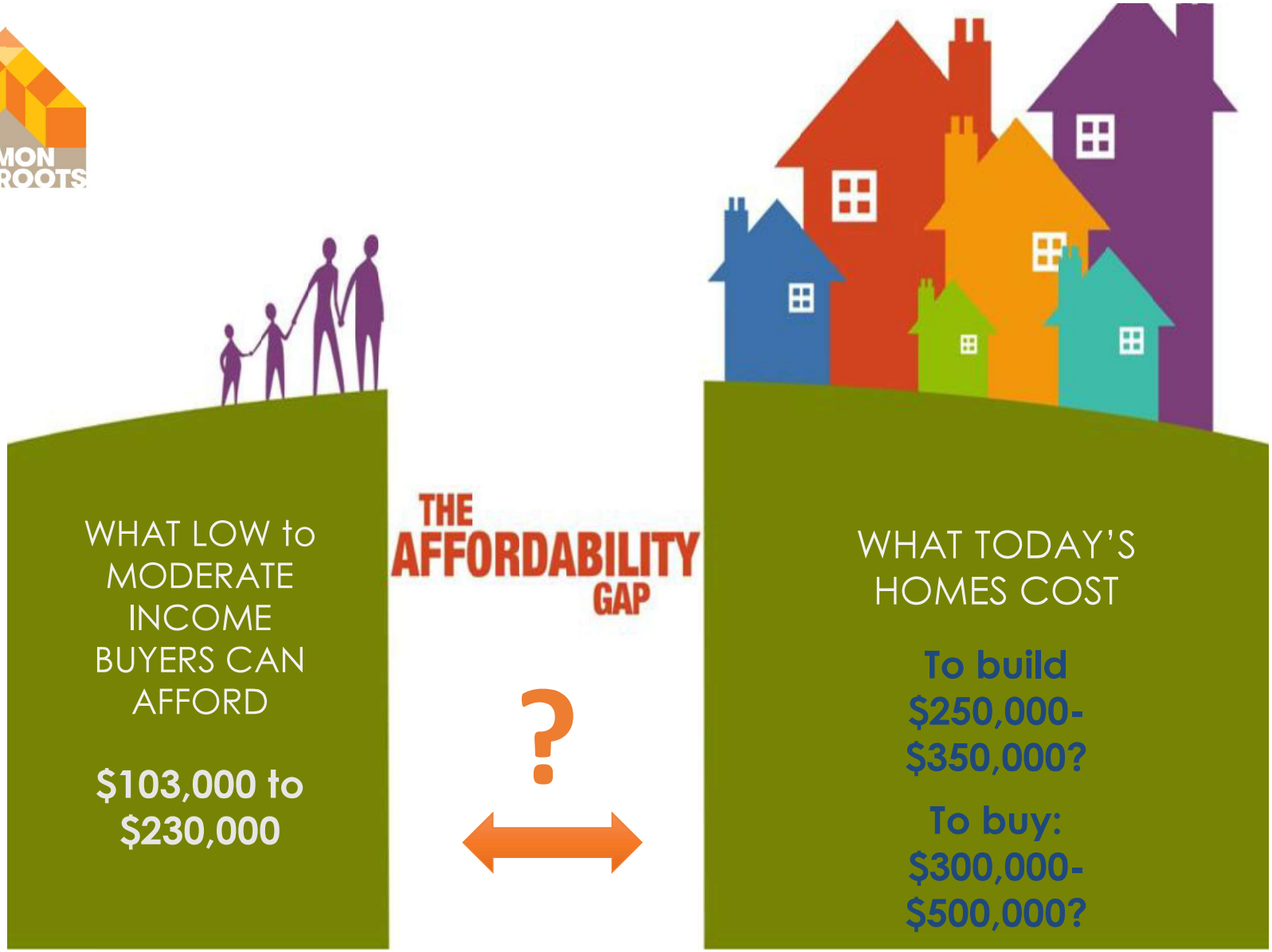
	% AMI	1 person	2 people	3 people	4 people
Low Income	50-80%	$ 29,900- 47,840	$34,150 – 54,640	$38,440 – 61,440	$42,650 – 73,760
Moderate Income	80-100%	$47,840 – 59,800	$54,640 – 68,300	$61,440 – 76,800	$73,760 – 85,300

Affordable price for low- and moderate-income households of 2:
$103,000 - $230,000

Walla Walla County Median Home Price (Oct 2023):
$440,000

COMMON ROOTS

COMMON ROOTS

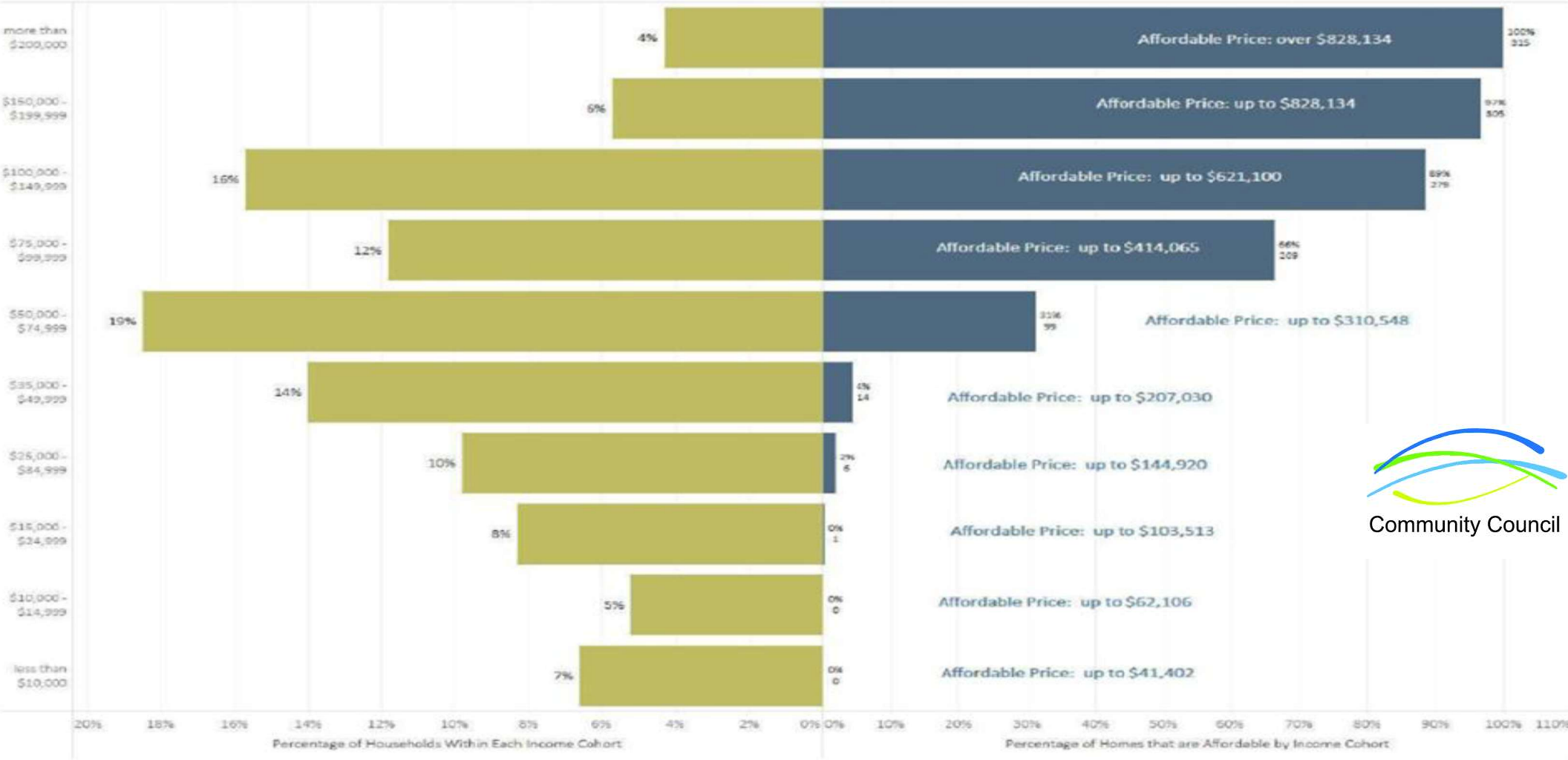


Permanently Affordable Homeownership,
It builds the missing rung on the prosperity ladder

- Stability, Security, generational legacy, pride of ownership
- Builds generational wealth
- Shrinks racial wealth divide
- Is more affordable than rental housing over time, especially for low- and moderate-income and households of color
- improves health through increased home quality, stability, safety, affordability, neighborhood characteristics
- Promotes safer, higher quality neighborhoods
- Promotes stability and access to education, job attainment and job retention

Percentage of Affordable Homes by Income Cohort, Walla Walla County 2021

Source: ACS Table S1901, 2019; CPI Jan. 2019 to June 2021; MLS Walla Walla County Homes Sold January - July 2021



Community Council

Common Roots Achievements 2023

- Acquired 501c3
- Became independently operating
- Hired first full-time ED
- Awarded major Dept. of Commerce Rural TA Grant
- Awarded major Catholic Campaign for Human Dev. Grant
- Entered option agreement to purchase land
- Submitted major CHIP grant with support of City of WW
- Organized 1st CLT Affordable Housing Forum
- Dec. 10th, Fir annual Membership Meeting

How the city can support

- Local Contributions leverage other funding sources
- Pass ordinance to waive Capital Facility Charges and Permit Fees
- Determine stock and feasibility of surplus land for affordable housing development
- Develop RFP to grant land to affordable housing builders
- prioritized permanent affordability in RFP
- Consider the need for diverse housing, affordable homeownership in RFP
- Promote opportunity for strategic partnership between private, nonprofit and government entities

COMMON ROOTS

Thank you!

commonrootshousing.org • miles@commonrootshousing.org