

Tuesday, November 10, 2020
Electronic City Council Meeting

7:00 P.M.
2063rd Regular City Council Meeting - Electronic Attendance

Zoom Attendee Link: <https://zoom.us/j/95931702991>

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID# 959 3170 2991

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Private
Type :	Information
Subject :	1.02 Call To Order
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.03 Pledge of Allegiance
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

"I pledge allegiance to 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 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation,
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does so in his/her capacity as a private citizen, and not in his /her official position as a city employee/elected city official.

Meeting : Nov 10, 2020 - Electronic City Council Meeting
Category : 1. Opening Items.
Access : Public
Type : Procedural
Subject : 1.05 Public Comment Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Meeting : Nov 10, 2020 - Electronic City Council Meeting
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.

COVID-19 Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in one of three ways:

- Comments in writing of no more than 1 page (If typewritten, no less than 11 pt font.) may be submitted no later than 4:30PM on the meeting date to be included in the record.
- Comments may be madeby telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerkno later than 4:30 PM the day of the meeting.*
- Comments may be made by virtual meeting attendance with a link that will be provided to your emailupon notification to the City Clerkno later than 4:30 the day of the meeting.*

*If you would like to make a public commentby either phone or virtual meeting, you can contact the clerk at lneissl@cpwa.usor by phone at 509-394-8511 no later than 4:30 on the meeting date.

2. Consent Agenda.

Subject : 2.01 AB 20228 - Approve Agenda for November 10, 2020
Meeting : Nov 10, 2020 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public

Type :

Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject : 2.02 AB 20229 - Approve Council Minutes from October 27, 2020

Meeting : Nov 10, 2020 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent), Minutes

File Attachments

[BoardDocs® LT Plus_2020-10-27_Draft_Minutes.pdf \(972 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject : 2.03 Excuse Absence of Council Members Bobbitt, Selby and Nyhagen

Meeting : Nov 10, 2020 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject : 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing

several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Meeting : Nov 10, 2020 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent)
Recommended Action : Motion to approve the consent agenda

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

3. Presentations.

Subject : 3.01 AB 20230 - Robert Gordon Well #4 Dedication & EPA Award - Mr. Rizzitiello
Meeting : Nov 10, 2020 - Electronic City Council Meeting
Category : 3. Presentations.
Access : Public
Type : Discussion, Information

Public Content

Dedication Video: <https://www.youtube.com/watch?v=tonOhnk-bVI&feature=youtu.be>

Well Number 4, the Christ Community Fellowship Consolidation Project was dedicated to Robert Gordon in honor of all his hard work putting everything together to make this collaboration possible. CCF, Liberty Christian School and the City of College Place will benefit for generations due to his efforts.

The City received a WATERS (Well-Planned, Affordable, Transferable, Efficient, Resilient, or Sustainable) Award for this project from the United States Environmental Protection Agency.

Thank You Robert!!

File Attachments

[WATERS_Award.pdf \(914 KB\)](#)

Subject :	3.02 AB 20231 - Unified Development Code & Zoning Amendments - Title 14 - Gregg Dohrn
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	3. Presentations.
Access :	Public
Type :	Discussion, Information

Public Content

Expenditure Required: \$25,000 **Amount Budgeted:**\$65,000

Historical Perspective:

The City initiated a process in 2017 to review and update its Comprehensive Plan and the City Development Regulations in accordance with the provisions of the Washington State Growth Management Act.

On October 9, 2018 the City Council adopted amendments to update the College Place Comprehensive Plan.

On November 12, 2019 the City Council approved an ordinance to consolidate several titles of the College Place Municipal Code into a new Title 14, known as the College Place Unified Development Code.

Information for Consideration:

The City staff in consultation with the Planning Commission has reviewed and prepared proposed amendments to the Unified Development Code to be adopted on November 24, 2020. The principal revisions include:

- Adding regulations to guide the adoption of development agreements as authorized by RCW 36.70B.170-210.
- Adding, updating, and deleting various definitions.
- Clarification of the procedures for posting notices for public hearings.
- Specifying that bed and breakfast inns and vacation rentals require a special use permit.
- Prohibiting state licensed hemp production in all zoning districts.
- Updating addressing standards.
- Returning the maximum density in the Multi-Family Residential zoning district to the previous standard of 31 dwelling units per acre to allow Project Sponsors greater flexibility in designing a variety of housing types and more affordable housing.
- Clarifying the standards regulating the maximum height of fences.
- Clarifying the setback requirements in mobile home parks.
- Updating the standards applicable to RV parks.
- Clarifying the standards applicable to accessory buildings, and
- Revisions to the Zoning Map.

The City has conducted an integrated SEPA/GMA review process to receive comments from the public and state agencies on the draft amendments to update the Unified Development Code in accordance with the provisions of the Washington State Growth Management Act and the Washington State Environmental Policy Act. No comments were received.

The Planning Commission conducted a public hearing on the proposed revisions to update the Unified Development Code and Official Zoning Map on October 20, 2020; and

WHEREAS, the Planning Commission has forwarded a draft updated Unified Development Code to the City Council with a recommendation to repeal and replace Title 14 of the College Place Municipal Code.

File Attachments

[1-Ord.No.XXX.Repealing.Replacing.UDC.11-05-20.pdf \(121 KB\)](#)
[Exhibit.A.Ord.XXX.Repealing.Replacing.UDC.11-05-20B.pdf \(3,348 KB\)](#)
[ExhibitB.Ord.XXX.Repealing.Replacing.UDC.Zoning.Map.11-05-20.pdf \(1,581 KB\)](#)
[2-Ord.No.XXX.Building.&Construction.Effective February 1, 2021 11-04-20.pdf \(116 KB\)](#)
[Exhibit.A.Ord.XXX.Building.&Construction.11-04-20.pdf \(520 KB\)](#)

4. Public Hearings-None.

5. Action Items.

Subject :	5.01 AB 20232 - Authorize administration to execute Amendment #2 to the Comprehensive Water System Plan Update - Mr. Hartwig
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$52,900.00
Budgeted :	Yes
Budget Source :	Job Code: WTRPLANST / BARS: 594.34.63.03 / *Budgeted amount is in FY 2021 Proposed Budget.
Recommended Action :	Motion to authorize administration to execute Amendment #2 to the Comprehensive Water System Plan Update with RH2 in the amount of \$52,900.

Public Content

Historical Perspective:

The federal government approved the 2018 America's Water Infrastructure Act (AWIA) which requires the development of a Risk and Resilience Assessment (RRA) by June 30, 2021 and an Emergency Response Plan (ERP) by the end of 2021 for water systems with a population between 3,301 and 49,999. RH2 is completing the Comprehensive Water System Plan Update (CWSP) and was asked to provide an amendment proposal to the City.

Information for Consideration:

The Americas Water Infrastructure Act (AWIA), signed into law by Congress in 2018, provides guidelines to complete an assessment of the risks to and resilience of drinking water systems. The AWIA states that public water systems serving more than 3,300 people need to submit a certified letter that their Risk and Resilience Assessment has been completed prior to June 30, 2021. Within six months of submitting their Risk and Resilience Assessment, or at a minimum prior to December 31, 2021, the City must submit a letter certifying that the City has updated its Emergency Response Plan, as required by the AWIA. This is an unfunded federal

mandate. Doing this work as an addendum to the Water System Plan is a way to increase efficiencies and lower overall project cost.

File Attachments

[CWSP Amendment #2.pdf \(1,248 KB\)](#)

Subject :	5.02 AB 20233 - Heart Monitor Purchase - Chief Winter
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$45,039.00
Budgeted :	No
Budget Source :	COVID-19 - BARS 594-22-64-26 / The expenditure will be submitted to FEMA Grant for a 75% reimbursement. The balance of \$11,259.75 will for to CARES ACT grant if funds are still available.
Recommended Action :	Motion to approve the purchase of two heart monitors to assist the Fire Department with COVID responses.

Public Content

Historical Perspective:

These monitors have already been identified by the City as a priority on the CARES Grant Potential Projects.

Information for Consideration:

The fire department has applied for a FEMA Public Assistance grant for the reimbursement of up to 75% of the cost of the two monitors. The number one cause for exposure from a COVID positive patient for our responders is during a heart attack call. These monitors along with a CPR chest compressor machine, will assist in limiting the amount of time that we are face to face with a patient.

File Attachments

[ZOLL Sales Order Acknowledgment 2370365.pdf \(73 KB\)](#)

[CARES Money Potential Projects.pdf \(140 KB\)](#)

Subject :	5.03 AB 20234 - Resolution of Support for FEMA Hazard Mitigation Grant: Elevated Water Tower Seismic Work - Mr. Rizzitiello
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action

Preferred Date :	Nov 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$1,487,745.00
Budgeted :	No
Budget Source :	\$1,107,559 would come from FEMA, \$185,593 would come from State, and \$185,593 would come from City Water Funds.
Recommended Action :	Motion to adopt Resolution No. 20-045 which supports grant application to FEMA Hazard Mitigation Grant Program for Seismic Retrofit work designating applicant agent.

Public Content

Historical Perspective:

This project has been listed in the Walla Walla County Hazard Mitigation Plan since 2004.

Information for Consideration:

This grant would pay for an engineering analysis and implementation of seismic upgrades to the elevated water tower as well as resizing the outfall appropriately. The elevated water tank dates back to the late 1940's. The total project cost is estimated at \$1,478,745. Water Tower upgrade work is scheduled a couple years out regardless in the draft 2021 to 2026 Capital Facility Plan.

File Attachments

[Resol No. 20-045 FEMA HMA Grant-Water Tower Seismic.pdf \(1,060 KB\)](#)

[WWCounty_HMA_WaterTower.pdf \(59 KB\)](#)

[Estimated Cost.png \(26 KB\)](#)

[IMG_1068.JPG \(3,192 KB\)](#)

[IMG_1070.JPG \(3,079 KB\)](#)

Subject :	5.04 AB 20235 - Resolution of Support: FEMA Hazards Flood Mitigation Grant - Mr. Rizzitiello
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$685,849.80
Budgeted :	Yes
Budget Source :	The City is budgeting monies in the FY 2021 proposal towards the Lions Park renovation. \$2,000,000
Recommended Action :	Motion to adopt Resolution No. 20-046 which authorizes

Public Content

Historical Perspective:

The City has been working on renovation plans for Lions Park since 2017.

Information for Consideration:

The FEMA Hazards Flood Mitigation Grant is out for sub-application through the State. The City submitted one for the separation of Lions Park Pond from Garrison Creek. The pond treats stormwater from the Garrison Creek Heights subdivision above but has no infrastructure to moderate/treat flows save for the dam in Garrison Creek downstream of the pond. The plan to renovate the pond went through the review of Tri-State Steelheaders, College Place Lions Club, and City. It dates back to 2017/2018. The estimated cost of the pond project is \$685,849.80 with the City being expected to contribute \$85,731.23 if successful with the grant. The City was ranked #14 in State RCO LWCF grant opportunity and expects to be awarded those funds of around \$500,000. Other items were in the LWCF grant including the pathway around the perimeter of the park, boat dock, and other assets. Obtaining this grant would permit the City greater flexibility to construct more desired assets in the park and the completely deal with the pond.

File Attachments

[Resol No. 20-046 FEMA BRIC Grant-Lions Park Pond.pdf \(1,082 KB\)](#)

[Lions Park Pond Plans.pdf \(5,847 KB\)](#)

[ProbableCostStatement-Copy.pdf \(832 KB\)](#)

Subject :	5.05 AB 20236 - Lodging Tax Advisory Commission Funding Recommendations for FY 2021 - Mr. Trop, Ms. Neissl
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$13,500.00
Budget Source :	To be included in the 2021 Budget if approved
Recommended Action :	Motion to approve funding of Lodging Tax dollars in Fund 130 as recommended, and have the Finance Director include such funding in the budget.

Public Content

Historical Perspective:

Each year the Lodging Tax Advisory Commission advertises for funding requests from agencies that are authorized to receive lodging tax funds. They review the requests and make a recommendation to Council for inclusion in the budget for the following fiscal year.

Information for Consideration:

The Commission received three requests for funding:

- See Source - A Utah Marketing/Data Collection Company proposing a push advertisement campaign three times throughout the year at a cost of \$2,000 each. Total request - \$6,000
- Fort Walla Walla Museum - Requesting programming funding (they received \$2,000 in 2020) - Total request \$3,500
- City of College Place, Light up the Avenue - Requesting funds for additional infrastructure for the second year of this new event. Total request \$10,000

The Commission reviewed all the applications and estimate of funds available, and make the following recommendation to Council:

1. Deny funding to See Source for the push advertising campaign.
2. Grant funding to both other requests at the amounts requested.

File Attachments

[2020-11-05_LTAC_Draft_Minutes_BoardDocs® LT Plus.pdf \(954 KB\)](#)

[See-Source_2021.pdf \(6,803 KB\)](#)

[FWWM Application for CP LTAC. signed.pdf \(523 KB\)](#)

[FWWM 2020 Budget.pdf \(94 KB\)](#)

[CP LUA_2021.pdf \(587 KB\)](#)

Subject :	5.06 AB 20239 - Resolution of Support: City of Walla Walla State Route 125 & Myra Rd Intersection Reconfiguration Project - Mr. Rizzitiello
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Nov 10, 2020
Fiscal Impact :	No
Recommended Action :	Motion to approve Resolution No. 20-047 supporting the City of Walla Walla in their pursuit of grant funding for the reconfiguration of the State Route 125 & Myra Road Intersection contingent upon installation of a left turn lane from Northbound Myra Road onto Westbound Commercial Drive.

Public Content

Historical Perspective:

This project was previously discussed during a City Council meeting on July 24th, 2018.

Information for Consideration:

The City of Walla Walla is pursuing grant funds to reconstruct the State Route 125 & Myra Rd intersection to that of a roundabout. They have requested a letter/Resolution of Support from the City for this project and to permit our logo to be utilized on project support information sheets to potential grant funders. City Administration requests that this should be conditioned on the inclusion of the construction of a left turn lane from northbound Myra Rd to westbound Commercial Drive. Currently, left turns are not permitted. This detrimentally affects the viability of property on Commercial Drive for commercial uses.

File Attachments

[DRAFT Myra RoadSR-125 Roundabout Concept.pdf \(2,708 KB\)](#)

[Resol_No_20-047_Support_WW_SR125-Myra_Intersection_Reconfiguration.pdf \(111 KB\)](#)

6. Administrative Reports.

Subject :	6.01 AB 20237 - National Flood Insurance Program (NFIP) Ordinance Update - Mr. Rickard
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The City of College Place has participated in the National Flood Insurance Program (NFIP) for over 45 years, approved in April 1975 through adoption of Ordinance No. 422 and subsequently amended by Ordinances 867, 903 and in 2007 by Ordinance No. 976.

Information for Consideration:

Close to 300 towns, cities, counties, and tribes within the State of Washington participate in the National Flood Insurance Program (NFIP). As a condition of participation in the NFIP, communities are required to adopt and enforce a flood hazard reduction ordinance that meets the minimum requirements of the NFIP. The last update to the NFIP for College Place was 2007.

Community NFIP profile:

Total Number of Policies: 16
Total Premiums: \$5,536
Insurance in Force: \$4,023,000
Closed Paid Losses: 1
\$ of Closed Paid Losses: \$4,259

Because we have four ordinances covering flood damage prevention the City will repeal and replace them with the updated Washington Model which will be codified in CPMC Title 8 - Health and Safety.

File Attachments

[Presentation.College Place CAV Report_withCAVnotes.pdf \(4,263 KB\)](#)

[College Place_WA Model Flood Ordinance_051920.pdf \(388 KB\)](#)

[CAV letter report_CollegePlace.pdf \(195 KB\)](#)
[Ordinance No. 422.pdf \(130 KB\)](#)
[Ordinance No. 867.pdf \(488 KB\)](#)
[Ordinance No. 903.pdf \(122 KB\)](#)
[Ordinance No. 976.pdf \(150 KB\)](#)

Subject : 6.02 AB 20238 - Ambulance Utility Study
Reintroduction - Chief Winter

Meeting : Nov 10, 2020 - Electronic City Council Meeting

Category : 6. Administrative Reports.

Access : Public

Type : Discussion, Information

Public Content

Historical Perspective:

The City started an Basic Life Support ambulance service 11/1/2018. At the same time FCS was contracted to look at what starting an ambulance utility fee would cost to support the ambulance service. Since then the utility has not been instituted and the costs have been absorbed by Current Expense.

Information for Consideration:

The fire department is funded through Current Expense, an EMS levy, patient transport revenue, Ground Emergency Medical Transport reimbursement from Medicaid and grants. In updating the plan, several items have changed; 1) when the plan was written, 32% of our run volume was to care facilities, today it is 45%. 2) COVID has lengthened the amount of time spent on a call and decontaminating after. 3) Overlapping calls have increased to being dispatched 13% of the time to two or more calls at the same time.

With additional care facilities looking at our community, it is important to revisit this report periodically, to determine if it is the appropriate time to look at another method to supplementing ambulance services in our community other than from current expense.

File Attachments

[Ambulance_2018_UtilityStudyFinal.pdf \(673 KB\)](#)
[ambu study.pdf \(79 KB\)](#)

Subject : 6.03 AB 20225 - 2021 to 2026 Capital facility Plan -
Mr. Rizzitiello

Meeting : Nov 10, 2020 - Electronic City Council Meeting

Category : 6. Administrative Reports.

Access : Public

Type : Discussion, Information

Public Content

Estimate of Capital projects being pursued in Fiscal Year 2021.

Historical Perspective:

Every year staff compiles a six-year Capital Facility Plan. The capitalization threshold for projects to appear in this plan is \$5,000. The City Administrator introduced the six-year Capital Facility Plan during the October 6th, 2020 City Council Workshop. It has been reviewed at every council meeting since then.

Information for Consideration:

The six-year plan details all projects on the radar for the next six fiscal years. Projects are ranked high, medium, low. High means the project really needs to happen. Medium means the infrastructure is in deteriorating condition or no longer meets the demands put upon it but will be prioritized if grants become available or from other project savings. Low means project likely won't happen unless the City receives grant funds. The estimated total facility need in FY 2021 is \$16.3 million. The total estimate over 2021 through 2026 is \$80.8 million. This will be presented at every City Council meeting until its passage in December. The Capital Facility Plan has been approved by the Park, Arbor, and Recreation as well as the Economic Development, Tourism, and Events Commission. Key changes made since last time is adding \$500,000 as a buffer to Lions Park and having it extend out some into 2022. Also, Well #2/6 work will also stagger into FY 2022 due to new requirements from Department of Health we are having to deal with pertaining to wellhouse design.

File Attachments

[2021Budget_SixYearPlans_Draft2021to2026Plan_EarlyNovember2020Rendition.pdf \(4,834 KB\)](#)
[FY2021to2026_CFP_SUMmary.pdf \(520 KB\)](#)
[Draft CFP Ordinance.pdf \(115 KB\)](#)

Subject :	6.04 AB 20226 - 2021 to 2026 Equipment Replacement Plan - Mr. Rizzitiello
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

\$902,264.32 Combination of Equipment Reserve Fund, Facility Reserve, Current Expense, and various utility reserve funds.

Historical Perspective:

Every year the City develops an Equipment Replacement Plan (ERP). The City is working towards fully funding equipment replacement. Projects shown are over the capitalization threshold of \$5,000. The draft ERP was introduced to City Council on the October 6th, 2020 City Council Workshop. It has been reviewed at every Council Meeting since that time.

Information for Consideration:

Key equipment (ranked high) proposed for replacement this year includes the following:

- Fire Department: Turnouts - \$12,000, Vehicle #UT303 Fire Marshall Replacement - \$9,000 (Lease), SCBA Replacement - \$27,744, and Vehicle #304 Fire Captain - \$9,000 (Lease)
- Police Department: Police Vehicle Leasing Program : \$72,520.32, Taser Replacement: \$17,000

- Streets: Replacement #509 Grader: \$160,000
- Wastewater: Jacobs Equipment Contract: \$191,000
- Water: Vehicle #603: \$37,000

File Attachments

[2021Budget_SixYearPlans_ERR_Booklet_MidOctoberRendition.pdf \(1.334 KB\)](#)
[2021Budget_SixYearPlans_ERR_MidOctober2020Rendition.pdf \(461 KB\)](#)
[Draft ERR Ordinance.pdf \(114 KB\)](#)

Subject :	6.05 AB 20227 - 2021 - 2026 Information Technology Plan - Mr. Rizzitiello
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Expenditure Required:\$333,802.58

Estimated expense is over Fiscal Year 2021. Items will be covered via transfers into Technology Reserve from Current Expense Utilities, and Grants.

Historical Perspective:

Every year the City Administrator presents a six-year plan for Information Technology across the organization. The six-year IT Plan was introduced to City Council at the October 6th, 2020 workshop. It has been reviewed at every Council meeting since that time.

Information for Consideration:

The goal at the City is to get computer terminals into a seven-year rotation as that is the length of the warranties. This year includes the city's share toward a new server out a dispatch WESCOM (911).

The lions share of software expense in 2021 is software maintenance on a variety of modules across the City organization. If the City can swing it projects we would like to accomplish in 2021 is replacing the AV system in the City Council Chambers, bring in video walls to Council Chamber, and establish a AV/Computer Server Room in the old jail section of City Hall.

From a staffing perspective the City will continue to contract with the Intermountain Education Service District for 12 hours a week of service and as a Tier II member with the Association of Washington Cities GIS Consortium.

File Attachments

[FY2021to2026ITBooklet_Draft.pdf \(1.294 KB\)](#)
[2021Budget_SixYearPlans_IT_Plan_LateOctober2020Rendition.pdf \(458 KB\)](#)
[Draft Ordinance.pdf \(113 KB\)](#)

Subject :	6.06 AB 20224 - Draft Preliminary 2021 Budget and
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Meeting :	Budget Message - Mr. Carleton
Category :	Nov 10, 2020 - Electronic City Council Meeting
Access :	6. Administrative Reports.
Type :	Public
	Discussion, Information

Public Content

Every year staff compiles a budget for the next year.

File Attachments

[Changes to be made in Questica after 10.27.2020.pdf \(64 KB\)](#)
[Preliminary Budget 2021 Summary Update 11-06-2020.pdf \(70 KB\)](#)
[Preliminary Budget 2021 Update 11-06-2020.pdf \(185 KB\)](#)

7. Informational Reports.

Subject :	7.01 Fort Walla Walla Museum Lodging Tax Report
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	7. Informational Reports.
Access :	Public
Type :	Information

File Attachments

[3rd Qtr 2020 College Place Report Cover Letter.pdf \(162 KB\)](#)
[3rd Qtr 2020 Econ Dev Report-Final.pdf \(31 KB\)](#)

8. Executive Session-None.

9. Closing Items.

Subject :	9.01 Adjournments
Meeting :	Nov 10, 2020 - Electronic City Council Meeting
Category :	9. Closing Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adjourn the meeting

Electronic City Council Meeting (Tuesday, October 27, 2020)

Generated by Lisa Neissl on Tuesday, October 27, 2020

PRESENT:

Mayor – Via Web	Norma L. Hernández
Council Members – Via Web	Jerry Bobbitt, Michael Cleveland, Loren Peterson, Marge Nyhagen, Melodie Selby, Heather Schermann, Byron Trop
City Attorney – Via Web	Rea Culwell Administrator, Mike Rizzitiello; Finance Director, Brian Carleton; Public Works Director, Paul Hartwig; Police Chief, Troy Tomaras; HR Manager, Shawn Doering; City Clerk, Lisa Neissl;
Staff – Via Web	Deputy Clerk; Carolyn Holm

MEMBERS EXCUSED:

MEMBERS ABSENT:

1. Opening Items.

Procedural: 1.02 Call To Order

Mayor Hernández called the meeting to order at 7:00 PM.

Procedural: 1.03 Pledge of Allegiance

Procedural: 1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.

Information: 1.05 Public Comment - Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

The City Clerk noted that no one had submitted comments in writing or contacted to make arrangements for telephone or video comments.

2. Consent Agenda.

Action (Consent): 2.01 AB 20215 - Approve Agenda for October 27, 2020

Action (Consent), Minutes: 2.02 AB 20216 - Approve Council Minutes from October 13, 2020 Meeting

Action (Consent): 2.03 AB 20217 - Acceptance of State CARES Grant Contract Amendment - Mr. Rizzitiello

Action (Consent): 2.04 AB 20218 - Youth Advisory Commission Appointments - Mr. Rizzitiello

Action (Consent): 2.05 AB 20219 - Check Register and Financials for September 2020

Action (Consent): 2.06 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Council Member Selby made a motion to approve the consent agenda. Second by Council Member Nyhagen and the motion passed 7-0.

3. Presentations.

Discussion, Information: 3.01 AB 20220 - Basin Disposal Annual Rate Report -

Darrick Dietrich spoke to Council about the status of the recycling market, the residential total collection rate and rate adjustments for 2021. He spoke about the effects of the unlimited collection program as well as those of the COVID-19 Stay Home Order.

Discussion ensued.

4. Public Hearings.

Discussion, Information: 4.02 AB 20221 - 2021 Revenues And Property Tax Levy Presentation And Public Hearing -

Mr. Carleton gave a presentation on the expected Fiscal Year 2021 Revenues and proposed Property Tax Levy.

Discussion ensued and Mr. Carleton answered questions.

At 7:46 Mayor Hernández opened the public hearing for testimony.

The City Clerk noted that no one had submitted testimony in writing or contacted to make arrangements for telephone or video testimony.

Council Member Schermann made a motion to close the public hearing at 7:47 PM. Second by Council Member Selby and the motion passed 7-0.

5. Action Items.

Action: 5.01 AB 20221 - 2021 Revenues And Property Tax Levy -

Mr. Carleton offered to answer any additional questions the Council may have on the proposed property tax levy.

Council Member Cleveland made a motion to approve Resolution No. 20-040 which sets the 2021 Property Tax Levy as presented. Second by Council Member Peterson and the motion passed 7-0.

Action: 5.02 AB 20211 - Amendment of CPMC 10.16.160 - Riding on Sidewalks (Bicycles) -

Chief Tomaras reviewed the proposed amendment to the sidewalk ordinance that was introduced at the last meeting.

Council Member Peterson made a motion to adopt Ordinance No. 20-017 which amends CPMC 10.16.160. Second by Council Member Selby and the motion passed 7-0.

Action: 5.03 AB 20212 - Public Defender Contract -

Mr. Rizzitiello spoke to Council about the contract for indigent defense that was negotiated after direction from the last meeting. He requested they authorize execution of the agreement.

Council Member Selby made a motion to adopt Resolution No. 20-041 which authorizes the City Administrator to sign a contract for indigent defense services. Second by Council Member Trop and the motion passed 7-0.

Action: 5.04 AB 20214 – November Workshop Election Night Schedule Conflict -

Ms. Neissl requested that Council make a motion to cancel the November workshop and authorize the November 10th meeting to begin early if necessary as was discussed at the last meeting.

Council Member Selby made a motion to cancel the November 3rd regular workshop, and authorize the Clerk to schedule the November 10th regular meeting to begin early, at 6:00 or 6:30 PM as need determines once packet materials are ready. Second by Council Member Bobbitt and the motion passed 7-0.

Action: 5.05 AB 20222 - Fiscal Year 2021 State & Federal Legislative Agenda -

Mr. Rizzitiello requested Council approve the proposed FY 2021 State and Federal Legislative Agenda so that he can forward it on to our Lobbyist and the Association of Washington Cities.

Council Member Schermann made a motion to adopt Resolution No. 20-042 which adopts the Fiscal Year 2021 City of College Place State and Federal Legislative Agendas. Second by Council Member Nyhagen and the motion passed 7-0.

Action: 5.06 AB 20223 - Award Urban Forestry Management Plan Contract to Community Forestry Consultants -

Mr. Rizzitiello spoke to Council about the four responses to the request for qualifications and requested approval to execute a contract with the firm who received the top ranking.

Council Member Peterson made a motion to adopt Resolution No. 20-043 which permits the City Administrator to sign a contract with Community Forestry Consultants to create an Urban Forestry Management Plan for City Park and Federally Classified Roadway Street Trees. Second by Council Member Trop and the motion passed 7-0.

6. Administrative Reports.

Discussion, Information: 6.01 AB 20224 - Draft Preliminary 2021 Budget and Budget Message - Mr. Carleton presented the Fiscal Year 2021 Draft Preliminary Budget.

Discussion, Information: 6.02 AB 20225 - FY 2021 to FY 2026 Capital Facility Plan - Mr. Rizzitiello briefly reviewed the proposed capital facility plan and answered questions.

Discussion, Information: 6.03 AB 20226 - FY 2021 to FY 2026 Equipment Replacement Plan - Mr. Rizzitiello briefly reviewed the proposed equipment replacement plan.

Discussion, Information: 6.04 AB 20227 - FY 2021 to FY 2026 Information Technology Plan - Mr. Rizzitiello briefly reviewed the proposed information technology plan.

7. Informational Reports. The following reports were included in the packet for review:

Information: 7.01 CPPD Monthly Report

Information: 7.02 Public Works/Water Department Monthly Report

8. Executive Session-None.

9. Closing Items.

Action: 9.01 Adjournments

Council Member Trop made a motion to adjourn the meeting at 8:47 PM. Second by Council Member selby and the motion passed 7-0.

Approved:

Norma L. Hernández –
Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred October 27, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.

2019 SRF WATERS Award

For using an SRF loan to finance a project that is
Well-Planned, **A**ffordable, **T**ransferable, **E**fficient, **R**esilient, or **S**ustainable

City of College Place

Christ Community Fellowship Consolidation Project

And For Showing Exceptional Creativity and Dedication to Environmental and Public Health Protection



CA Hurling

Signature

September 30, 2020

Date

City of College Place, Washington
ORDINANCE NO. 20-xxx

AN ORDINANCE OF THE CITY OF COLLEGE PLACE REPEALING AND REPLACING COLLEGE PLACE MUNICIPAL CODE TITLE 14, UNIFIED DEVELOPMENT CODE; PROVIDING FOR ADMINISTRATIVE INTERPRETATIONS OF THE NEW TITLE 14; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of College Place has been implementing a Comprehensive Plan and Development Regulations in accordance with the provisions of the Washington State Growth Management Act; and

WHEREAS, the City initiated a process in 2017 to review and update its Comprehensive Plan and the City Development Regulations in accordance with the provisions of the Washington State Growth Management Act; and

WHEREAS, on October 9, 2018 the City Council adopted amendments to update the College Place Comprehensive Plan; and

WHEREAS, on November 12, 2019 the City Council approved an ordinance to consolidate several titles of the College Place Municipal Code into a new Title 14, known as the College Place Unified Development Code; and

WHEREAS, the Unified Development Code includes updated standards, as well as procedural revisions, and a new format intended to make the document more user friendly; and

WHEREAS, the City Staff in consultation with the Planning Commission have prepared several amendments to the Unified Development Code to further clarify the intent of the City's regulations governing development and to update certain development standards; and

WHEREAS, the City Staff in consultation with the Planning Commission have prepared amendments to the Official Zoning Map; and

WHEREAS, the City has conducted an integrated SEPA/GMA review process to receive comments from the public and state agencies on the draft amendments to update the Unified Development Code in accordance with the provisions of the Washington State Growth Management Act and the Washington State Environmental Policy Act; and

WHEREAS, the Planning Commission conducted a public hearing on the proposed revisions to update the Unified Development Code and Official Zoning Map on October 20, 2020; and

WHEREAS, the Planning Commission has forwarded a draft updated Unified Development Code to the City Council with a recommendation to repeal and replace Title 14 of the College Place Municipal Code.

NOW, THEREFORE, THE COLLEGE PLACE CITY COUNCIL DO HEREBY ORDAIN AS FOLLOWS:

Section 1 Code Repealed. Title 14 of the College Place Municipal Code is hereby repealed.

Section 2 Revised Unified Development Code Adopted. The City of College Place hereby adopts an updated version of the College Place Municipal Code Title 14, Unified Development Code, in substantially the same form as the attached Exhibit A.

Section 3 Amended Official Zoning Map Adopted. The City of College Place hereby amends the Official Zoning Map in substantially the same form as the attached Exhibit B.

Section 4 Administrative Interpretations. In the event of a conflict between any provisions of this new Title 14 and previously adopted ordinances, this Ordinance shall prevail. The Mayor and her designee(s) are hereby authorized to make such administrative interpretations as may be necessary to implement this Ordinance.

Section 5 Findings of Fact. The findings contained in the “WHEREAS” clauses in this Ordinance are hereby adopted as Findings of Fact that support repealing and replacing the Unified Development Code with the updated version.

Section 6 Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance and the attached Exhibit A including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7 Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 8 Effective Date. In order to provide for the orderly transition and implementation of this Ordinance, the Unified Development Code shall take effect on December 1, 2020, provided that the City Clerk is directed to publish a summary of this ordinance, consisting of the title, at the earliest publication date.

PASSED by the City Council of the City of College Place, Washington, this ____ day of November 2020.

Norma L. Hernández, Mayor

Attest:

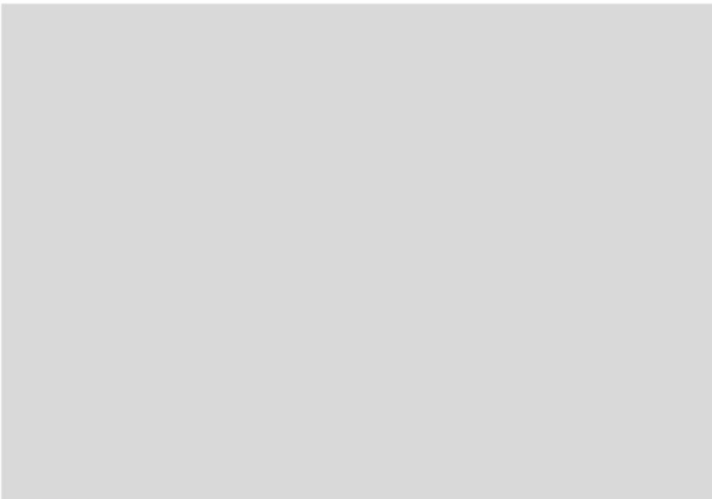
Lisa R. Neissl, City Clerk

Approved as to form:

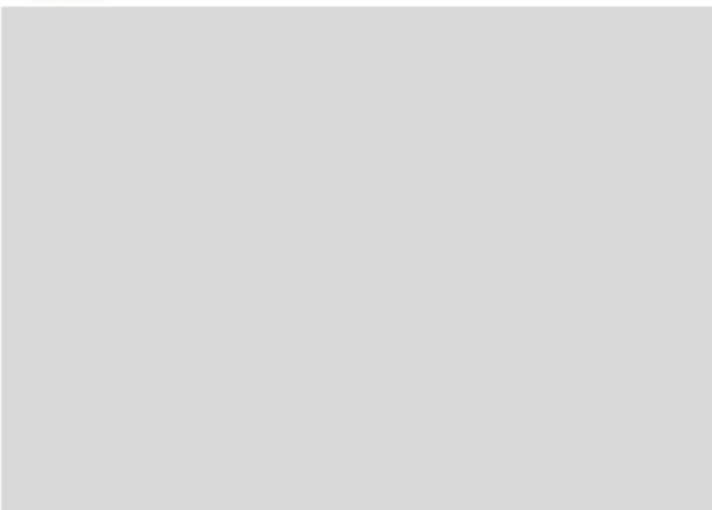
Rea Culwell, City Attorney

**City of College Place, Washington
Unified Development Code
Approved by the City Council November 12, 2019
with Scrivener's Error Corrections December 10, 2019
and Amendments Recommended by the City Planning Commission
October 19, 2020**

Approved by the City Council 11-12-19 Revised 12-10-19 with PC Recommended Amendments 10-19-20



**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

Approved by the City Council 11-12-19 Revised 12-10-19 with PC Recommended Amendments 10-19-20

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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; and
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 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, 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 CPMC 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 CPMC 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 CPMC 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 CPMC 2.3.

14.10.020 Administrative Roles and Responsibilities.

- A. Unless otherwise provided by the City Administrator ~~or his/her designee~~, the Community Development Director, and his/her 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 CPMC 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 an utility easement.

~~4.5.~~ 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

4.2. 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 ~~the course of~~ 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 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.

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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

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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:

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- (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:

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- (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.

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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.

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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 waives his 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 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 subdivider, he shall take the following steps.
 - a. The subdivider 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 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, its 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 waives his 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 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.
- 4. 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 ~~s 21.60.010 through 21.60.030~~ 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.

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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.

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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.

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

j. 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.

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; and
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 CPMC 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.

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“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 house” or **“rooming house”** or **“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 or 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 in-home facility” or **“Family Day Care Provider”** means a facility licensed by Washington State where care is provided for not more than 12 children in the provider's home living quarters.

“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 child care.

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(Source: strongtowns.org / cohousing.org)

"Compensatory mitigation" means replacing project induced critical wetland habitat losses or impacts, and includes, but is not limited to:

- a. Restoration: Actions performed to reestablish wetland functional characteristics and processes that have been lost by alterations, activities, or catastrophic events within an area that no longer meets the definition of a wetland.
- b. Creation: Actions performed to intentionally establish a wetland at a site where it did not formerly exist.
- c. Enhancement: Actions performed to improve the condition of existing degraded wetlands so that the functions they provide are of a higher quality.
- d. Preservation: Actions taken to ensure the permanent protection of existing, high-quality wetlands.

"Condominium" means real property, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real property is not a condominium unless the undivided interests in the common elements are vested in the unit owners, and unless a declaration and a survey map and plans have been recorded pursuant to chapter 64.34 RCW.

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“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” or **“dwelling unit”** 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 containing two 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.

~~"**Erosion hazard area**" means areas identified by the United State Department of Agriculture National Resources Conservation Service as having a "severe" rill and inter-rill erosion hazard.~~

~~"**Extreme slope hazard area**" means areas with a pre-development slope greater than 45 percent.~~

"**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.

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- 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.

~~**“Flood resistant material”** means materials designed to be resistant to the impacts associated with flooding and defined and described in detail in the Federal Emergency Management Agency’s Technical Bulletin #2-93, 1993 and FEMA publication FEMA-348, Protecting Building Utilities from Flood Damage.~~

“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. ~~Also known as the “zero rise floodway.”~~

“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.

“Geological hazard areas” or 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.

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

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“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).

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~~“Hazard area” mean areas designated as frequently flooded areas or geologically hazardous areas due to potential for erosion, landslide, seismic activity, extreme slopes, or other geological condition.~~

“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.

~~“Isolated wetland” means a wetland that is outside of and not contiguous to any 100-year floodplain of a lake, river, or stream, and has no contiguous hydric soil or hydrophytic vegetation between the wetland and any surface water.~~

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“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.

~~“Large quantity generator” means a business that generates more than 2,200 pounds of dangerous waste per month. They accumulate more than 2,200 pounds of dangerous waste at any time. They generate and accumulate more than 2.2 pounds of acutely hazardous waste or toxic extremely hazardous waste.~~

~~“Long-term care facility” means any of the following:~~

~~a. A facility which:~~

(1) ~~Maintains and operates twenty-four-hour skilled nursing services for the care and treatment of chronically ill or convalescent patients, including mental, emotional, or behavioral problems, intellectual disabilities, or alcoholism; or~~

(2) ~~Provides supportive, restorative, and preventive health services in conjunction with a socially-oriented program to its residents, and which maintains and operates twenty-four-hour services including board, room, personal care, and intermittent nursing care. "Long-term health-care facility" includes nursing homes and nursing facilities but does not include acute-care hospital or other licensed facilities except for that distinct part of the hospital or facility which provides nursing facility services.~~

b. ~~A group-care facility, or similar facility, as determined by the State, for twenty-four-hour nonmedical care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual.~~

e. ~~Any swing bed in an acute-care facility.~~

~~"Lot" means a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.~~

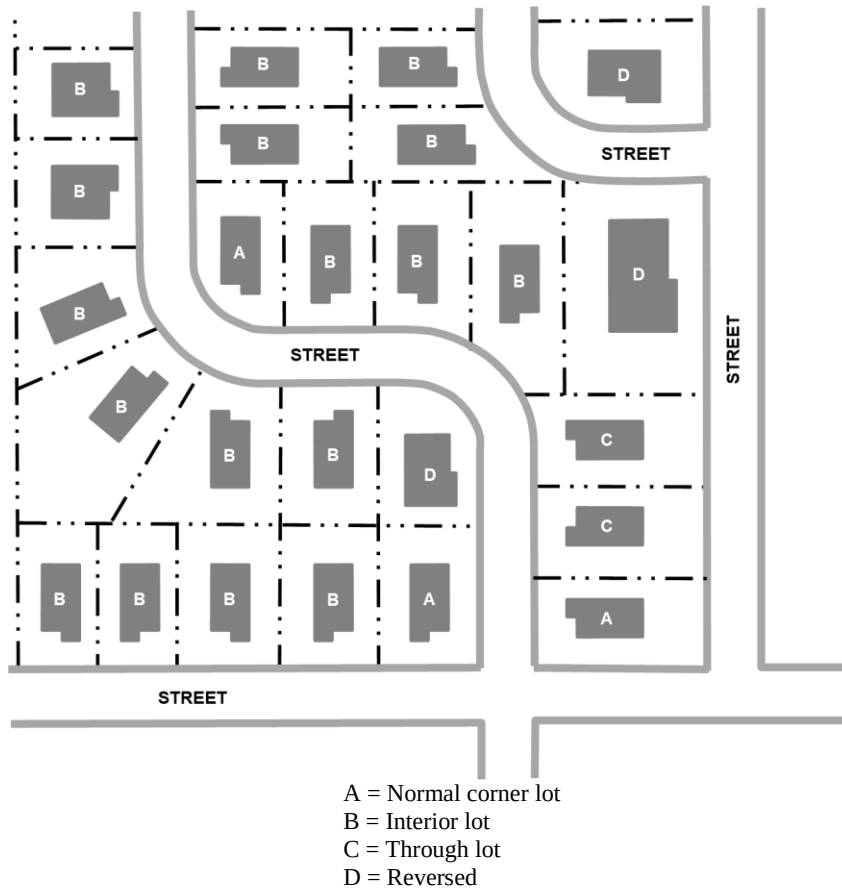
"Lot" means a fractional part of divided lands having fixed, legal boundaries, established in conformance with the applicable state and local laws in effect at the time it was created. The term shall include tracts or parcels.

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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.** 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.

- c. **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.

"Lot width" means the dimension of the lot line at the street; or, in an irregularly shaped lot, the dimension across the lot at the building setback line; or, in a corner lot, the narrow dimension of the lot at a street or building setback line.

"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 according to the United States Department of Housing and Urban Development National Manufactured Housing Construction and Safety Standards Act, of 1974, which is a national preemptive building code.

"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.

"Medium-quantity generator" means a business that generates more than 220 pounds, but less than 2,200 pounds of dangerous waste per month. They are limited to the accumulation of less than 2,200 pounds of dangerous waste at any time. They are limited to the generation of, and accumulation of, less than 2.2 pounds of acutely hazardous waste or toxic extremely hazardous waste.

"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 United States Department of Housing and Urban Development Code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state of Washington. Mobile homes have not been built since the introduction of the United States Department of Housing and Urban Development Manufactured Home Construction and Safety Act.

"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.

"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

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automobile tourist or transient with parking facilities conveniently located near each unit. The term includes tourist, motor and automobile courts and motor lodges.

~~“Native growth habitat area” means an area where native vegetation is preserved for the purpose of preventing harm to property and the environment, including, but not limited to, controlling surface water runoff and erosion, maintaining slope stability, buffering and protecting plants and animal habitat.~~

~~“Native vegetation” means plant species that are indigenous to the Walla Walla area and is not listed in Chapter 16-750 WAC.~~

“**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))

“**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

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determine whether a particular person or entity is a qualified professional for the purposes of this Title.

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- 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.

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- (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.

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- 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, attorneys, civil engineers, and traffic engineers, and GIS specialists.

"Recreational vehicle (RV)" 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.

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"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 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.

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“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.

“Subdivision” 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 home”** means an enclosed structure or building designed to provide temporary shelter that is capable of being moved, is from 70 to 200 square feet in size, is connected to required electrical utilities and is insulated with cooking and bathroom facilities provided for use thereby with the purpose of providing transitional housing accommodations.~~

“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.

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“Townhouse” or **“zero lot line housing”** means a building constructed in a group of three 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.

“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.

~~**“Water typing system”** means waters classified according to WAC 222-16-030 including Type S, F, Np, and Ns waters.~~

“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 Review Classifications.**
- 14.30.030 Pre-application Conferences.**
- 14.30.040 Consultation with the Confederated Tribes of the Umatilla Indian Reservation.**
- 14.30.050 Permit 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; and**
- 14.30.230 Public Notice Requirements.**

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

14.30.020 Project Review Classifications. Four classes of review are established for the purposes of administering this Title. The permits 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 designee is authorized to determine the classification of review for any permit or approval not identified on the following table.
- B. It is the goal of the City to consolidate the permit processing for projects or development activities that require two or more permits or approvals. The Community Development Director or his/her designee shall determine the appropriate means of consolidating the processing of all permits and approvals 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 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.
 - 2. A public meeting(s) and/or a workshop may be held prior to an open record hearing. A public meeting may include but is not limited to a scoping meeting for the preparation of a draft environmental impact statement (DEIS) or presentation of a final environmental impact statement (FEIS), an informational meeting, and/or or neighborhood meeting. The proceedings at a public meeting may be recorded and a report or recommendation made may be included in the project permit application file.

14.30.030 Pre-application Conferences. Prior to formal submittal of a Type 2, 3, or 4 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 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 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 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 • Plat, Preliminary (10+ lots) • Permit, Major Amendment • Reasonable Use Exception • Rezone, Site Specific	Yes	Hearing Examiner	Hearing Examiner	Superior Court

	Types of Permit /Approval / Action	Public Notice	Public Hearing	Decision Maker	Appellate Body
	• Variance with Type 3 Permit				
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.

~~(4)~~(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.](#)

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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 designee without public

Approved by the City Council 11-12-19 Revised 12-10-19 with PC Recommended Amendments 10-19-20

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 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 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 Determination of Completeness.

- A. All applications shall be submitted on such forms and 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 an application, the City will review all materials to determine if the application is complete and ready for processing. Within twenty-eight days of receipt, the City shall mail or provide the Applicant in person written notification that either:
 1. The City has determined the application to be complete, 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. 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.
 - c. Additional information that may be required to complete the review of the application.
 - d. A preliminary determination of consistency.
 2. The City has determined the application to be incomplete and what is necessary to make the application complete, as well as the timeframes for submitting additional information.

- a. Upon receipt of the additional information within the required timeframes, the City shall notify the Applicant within 14 days if the application is complete or that additional information is required.
- 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. 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.

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 CPMC 14.30.230 Public Notice requirements.

A. Notices of Application shall include:

1. A description of the proposed action.
2. Identification of the permits and approvals that may be required and opportunities for public review and comment; and
3. SEPA actions taken or Preliminary SEPA Threshold Determinations, if any.

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 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.
- B. 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, 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 CPMC 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 Permit Processing.

- A. Applications determined to be complete shall be processed in accordance with the procedures in this Chapter, provided that:
1. The City may request additional information from the Applicant at any time and may suspend the processing of an application(s) pending the receipt of requested information.
 - a. Such requests shall be made in writing and shall identify the additional information required, the reason for the information, and the timeframes for submitting the additional information.
 - b. If the Applicant does not respond to the request for additional information within sixty days, the application may be terminated.

- B. The City may approve, approve subject to conditions, or deny an application based on the information included in the record.
1. In approving an application, the City may impose such conditions and safeguards as may be required to comply with the provisions of this Title and to protect the 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 uses may be permitted for a specific period of time in a zoning district 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. 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 has provided proof of the property owner's permission to use his/her property.
 2. The 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.
 3. The proposed site is adequate in size and shape with appropriate screening or landscaping to accommodate the temporary use without detriment to the use and enjoyment of other properties in the project vicinity.
 4. The project makes adequate provisions for access and circulation, water supply, storm drainage, sanitary sewage disposal, solid waste management, recycling, emergency services, adverse weather conditions, environmental protection, and the protection of the public health, safety, and welfare, as determined by the City; and
 5. Adequate temporary parking to accommodate vehicular traffic to be generated by the use will be available either on-site or at alternate locations acceptable to the City.

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. 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 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, as well as the City's Comprehensive Plan and the Unified Development Code and related maps.

A. Project Specific Permits and Approvals - Minor Amendments.

1. Proposed amendments to project specific permits and approvals 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 this CPMC 14.30.060 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.
 - b. The perimeter boundaries of the original site shall not be extended by more than five percent of the original lot area.
 - c. The proposal does not add more than ten percent gross square footage of structures on the site.
 - d. The proposal does not increase the overall impervious surface on the site by more than ten percent; and
 - e. 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 - Major Amendments.

- 1. Proposed amendments to project specific permits and approvals that do not meet the criteria for a minor 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 CPMC 14.30.090, 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. Proposed amendments may be proposed by the City 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 CPMC 14.30.090, 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. At least fifteen days prior to the date of any public hearing and/or any public comment periods ~~the City shall~~~~all public notices shall be:~~

1. Published ~~in the notice in~~ the general newspaper of record.
2. Posted ~~the notice~~ on the City website and at City Hall.
3. ~~Place a sign that displays the public notice posted by the Applicant on a sign visible from~~ each street frontage in accordance City specifications and installation requirements. and
4. Mail ~~or email the public notice ed~~ 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.

~~5. The City may, upon request, chose to send notices via email rather than mail. It is the responsibility of the person requesting notice by email to provide an accurate email address to the City and maintain their access to the supplied email address.~~

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; and
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 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 nine (9) dwelling units.
 2. 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 agent in the conduct of permitted farming on the property.

3. The construction of an office, school, commercial, recreational, service or storage building with up to 30,000 square feet of gross floor area and associated parking facilities designed for no more than 90 automobiles.
 4. The construction of a parking lot not associated with a specific structure designed for up to 90 automobiles; or
 5. Any landfill or excavation of up to 200 cubic yards throughout the total lifetime of the fill or excavation.
- 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.
 2. The City and Applicant mutually agree that an EIS is required.
 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).

Approved by the City Council 11-12-19 Revised 12-10-19 with PC Recommended Amendments 10-19-20

- 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; and
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.

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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. 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; and
 - 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 designee may make an administrative determination.

14.50.030 Table of Permitted Uses.

Use	SFR	MFR	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	A	A	A	A	CPMC 14.60.170
Accessory dwelling unit (ADU)	A	A	A					CPMC 14.60.170
Adult home	P	P	P	P				
Alternative energy infrastructure	A	A	A	A	A	A	A	CPMC 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	PS	PS	PS					CPMC 14.60.160
Boarding house		P	P			P		
Brewery/Distillery				P				

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Use	SFR	MFR	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.								
Business park				P				
Business/Professional office			P	P				
Car wash				P				
Cemetery/ Mausoleum				C		C	C	
Church	C	C	C	C		P		
Child day care center			P	P				
Child day care, In-home	A	A	A			A		
Communications center/facility					P			
Contractor/ Construction yard				P	P			
Convalescent/ Nursing/Retirement home		C	C	C				
Co-housing	P	P						CPMC 14.60.180
Cottage housing	P	P						CPMC 14.60.180
Cultural facility			P	P		P	P	
Day care center, Adult	P	P	P	P		P		
Drug store			P	P				
Dry cleaning				P				
Dwelling units (3+), Multiple		P	P			P		
Dwelling unit, Single	P	P	(5)			(5)		
Dwelling units (duplex), Two	P	P	(5)			(5)		
Electric vehicle infrastructure			P	P	P	P	P	
Farmer's market			S	S	S	S	S	
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 building			P	P		P	P	

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Use	SFR	MFR	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.								
Group home	P	P						
Hemp production	X	X	X	X	X	X	X	
Home business	A	A	A	A				CPMC 14.60.150
Hospital/Medical center				P				
Hotel			P	P				
Industry, Light					P			CPMC 14.60.240
Kennel				P				
Landfill	X	X	X	X	X	X	X	
Laundromat			P	P				
Lodge/Fraternal/ Social Organization			P	P				
Manufactured home	P	P	(5)		(5)			CPMC 14.60.180
Manufactured home park	P (6)	P (6)						CPMC 14.60.190
Manufacturing/ Assembly, Light					P			CPMC 14.60.240
Marijuana, medical cooperative	XX	XX	XX	XX	XX	XX	X	X
Marijuana processing	X	X	X	X	X	X	X	
Marijuana production	X	X	X	X	X	X	X	
Marijuana sales	X	X	X	X	X	X	X	
Medical office/clinic			P	P				
Mining	X	X	X	X	X	X	X	
Mini storage					P			CPMC 14.60.110
Mixed-use, Residential/ Commercial			P	P				CPMC 14.60.180
Mobile home	P (8)	P (8)						CPMC 14.60.190
Mobile home park	P (7)	P (7)						CPMC 14.60.190
Mobile vendor			S	S	S	S	S	
Motel			P	P				
Nursery/Greenhouse				P	P			
Office, Business/Professional			P	P				

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Use	SFR	MFR	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.								
Office, Government/ Non-profit			P	P				
Park/Playground	P	P	P	P		P	P	
Park and ride facility				P				
Parking lot			P	P	P	P		
Personal service			P	P				
Pop-up business			S	S	S	S	S	
Post office			P	P				
Public utility	P	P	P	P	P	P	P	
Recreation, Private indoor			P	P		P		
Recreation, Private outdoor				P		P		
Recreation, Public sports complex						P	P	
Restaurant			P	P				
Retail sales			P	P				
Retail sales, Large-Scale				P				
RV Park		P				P	P	CPMC 14.60.200
Salvage/Wrecking operations					P			CPMC 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	
Secure community transition facility	C	C						
Security building, On-site					A		A	
Sexually oriented business					C			CPMC 14.60.120
Shipping/Receiving center					P			

Use	SFR	MFR	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.								
Storage of flammable material/liquid				P	P			
Storage, Outdoor				P	P			CPMC 14.60.100
Tasting room			P	P				
Tavern/bar			P	P				
Technology center					P			
Temporary homeless encampment	S	S	S	S	S	S		CPMC 14.60.210
Temporary use	S	S	S	S	S	S	S	CPMC 14.60.130
Theater, Live/Movie			P	P				
Tiny home								CPMC 14.60.180
Townhouse	P	P	P					CPMC 14.60.180
Underground injection well	X	X	X	X	X	X	X	
University						P		CPMC 14.60.250
Vacation rental	PS	PS	PS					CPMC14.60.160
Veterinary hospital/clinic				C	C			
Warehouse/Shipping				P	P			CPMC 14.60.110
Winery				P	P			
Wireless communication facility, Academic	P	P	P	P	P	P		CPMC 14.60.270
Wireless communication facility, Major	X	X	X	C	C	C	C	CPMC 14.60.270
Wireless communication facility, Minor	P	P	P	P	P	P	P	CPMC14.60.270

Footnotes:

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

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- (2) See Chapter 14.60.240 Light Industrial District Standards.
- (3) New developments must comply with the Downtown Mixed-Use District Standards, please see Chapter 14.60.230.
- (4) New developments must comply with the University District Standards, please see Chapter 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.

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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}
- 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 Recreational Vehicles (RV's), Campers, Trailers, Tiny Houses, 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}; and
- 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 any 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

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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 CPMC 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.

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A. Table 14.60.030 Density, Dimension, Area, Height, and Setback Standards.

Zoning District	Maximum Density (dwelling units/acre) (15)	Minimum Lot Size (sq. ft.) (1)	Minimum Lot Width (4)	Maximum Building Height (2)	Maximum Lot Coverage (1)	Setbacks		
						Front Yard (3)	Side Yard (3)	Rear Yard (3)
Single-Family Residential (SFR)	7	6,000 (5)(6)(7)	60' (6)	35'	35% (5)	20' (7)	5' (9)	20' (8)
Multi-Family Residential (MFR)	3142	None (6)(7)	50' (6)	35'	35%	20' (7)	5' (9) (10)	15' (8) (10)
Downtown Mixed-Use (DMU)	(16)	None (11)	50'	None	100%	None (12)	None	None
General Commercial (GC)	(16)	None (11)	50'	None	100%	None	None (13)	None (13)
Light Industrial (LI)		None (11)	50'	None	100%	None	None (14)	None (14)
University District (UD)	(16)	None (11)	50'	None	100%	None	None	None
Public Uses (PU)		None	50'	None	100%	None	None	None

Table Footnotes:

- (1) 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.
- (2) 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.
- (3) 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.
- (4) Lot width means the dimension of the lot line at the street; or, in an irregularly shaped lot, the dimension across the lot at the building setback line; or, in a corner lot, the narrow dimension of the lot at a street or building setback line.
- (5) For duplexes:
 - a. The minimum lot size is 7,500 square feet.
 - b. The maximum lot coverage is 45%.
- (6) For cottage housing and townhomes, 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.
- (7) Garages must be set back at least 20' from the front property line, but the The front yard setback for the residential portion of buildings may be reduced to 15', if:
 - a. The garage is setback at least 20'; and
 - b. The single-family residence includes a front porch open on three sides and is at least four feet deep; or

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c. A 5' wide or larger planter strip is installed along the street frontage in accordance with City standards.

(8) Accessory buildings may be located in the rear yard setback up to 5' from the property line.

(9) On corner lots, the side yard setback from the street shall be at least 15'.

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(10) 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'.

(11) There is no minimum lot size, provided that the density, lot width, setback, building height, building separation, and lot coverage requirements can be met.

(12) The maximum front yard setback shall be 10' and 15' on corner lots.

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(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 CPMC 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 CPMC 14.60.040 Landscaping, Fences and Visibility Standards.

(15) 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).

b. Multi-Family Residential: parcel size (square feet)/43,560 *~~3142~~ (results ending in .51 or greater may be rounded up).

b. (16) 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.

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14.60.035 Addressing Standards and Guidelines

B. 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 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

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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 of 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:

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- 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.")
 - ~~b.c.~~ Variations of the same name within a different road designation shall be avoided (ex: "Pine Street," "Pine Drive," "Pine Lane").
 - ~~c.d.~~ Articles (the, a, an) shall not be used to begin names.
 - ~~d.e.~~ Names duplicating facilities shall not be used (ex: "Bowling Alley," "Tennis Court").
 - ~~e.f.~~ Names are limited to three words not including the road type designator.
 - ~~f.g.~~ Names that exceed 15 characters including spaces should be avoided.
 - ~~g.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.
 - ~~h.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.
 - ~~i.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.
 - f.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.
- E. 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.

b.c. The numbering of corner lots shall be assigned utilizing the front of the lot, as determined by the City.

e.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.

d.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.

e.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.

f.g. Accessory dwelling units will be assigned an address upon approval by the City.

F. 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.

b. 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.

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- 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.

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- 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.
- b. The minimum width for a landscape island or peninsula shall be 5'; and
- c. 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 six feet in height shall require a building permit and must comply with the provisions of the International Codes, as adopted by the City.

~~No fence located within a required front yard setback shall exceed 48 inches in height.~~

- ~~a. In the case of corner lots, fences exceeding 48 inches in height may be erected within the required front yard and side yard setback fronting a street.~~

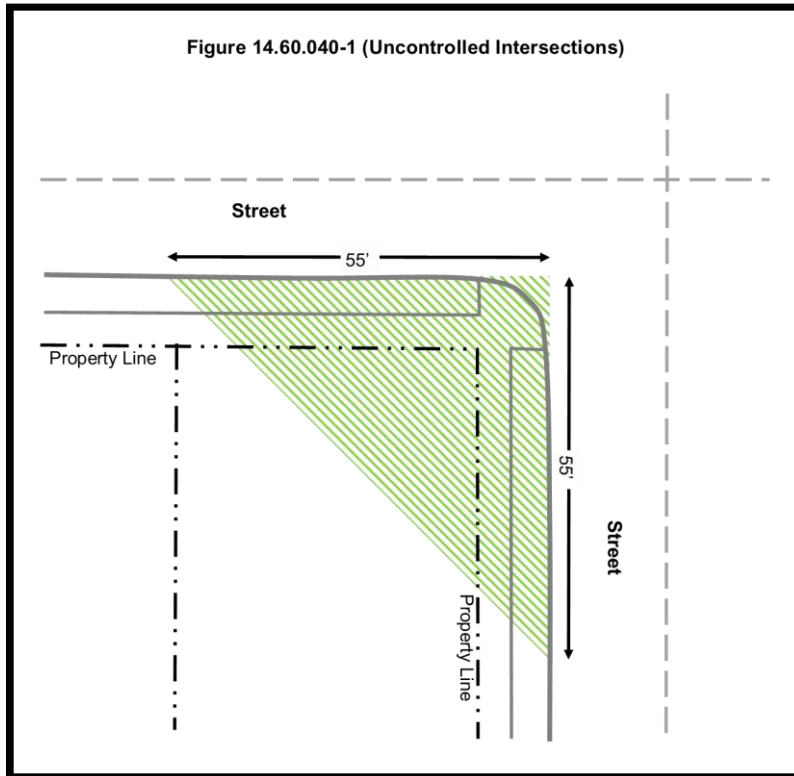
- 2. No fence located within a required front yard setback (including half depth front yards) shall exceed 42 inches in height; provided, however, that in the case of corner lots, fences exceeding 42 inches in height may be erected within the required front yard setback for second front yards so long as no fence exceeding 42 inches in height is erected within 30 feet of the front property line of the primary front yard.

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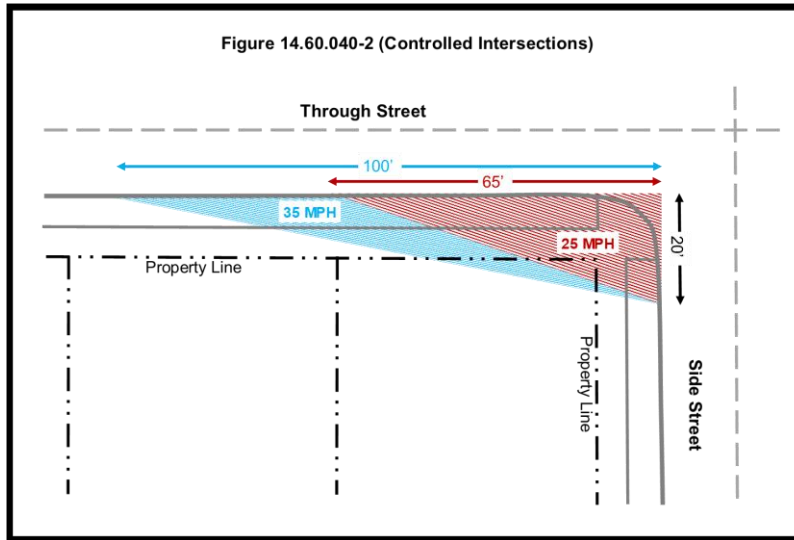
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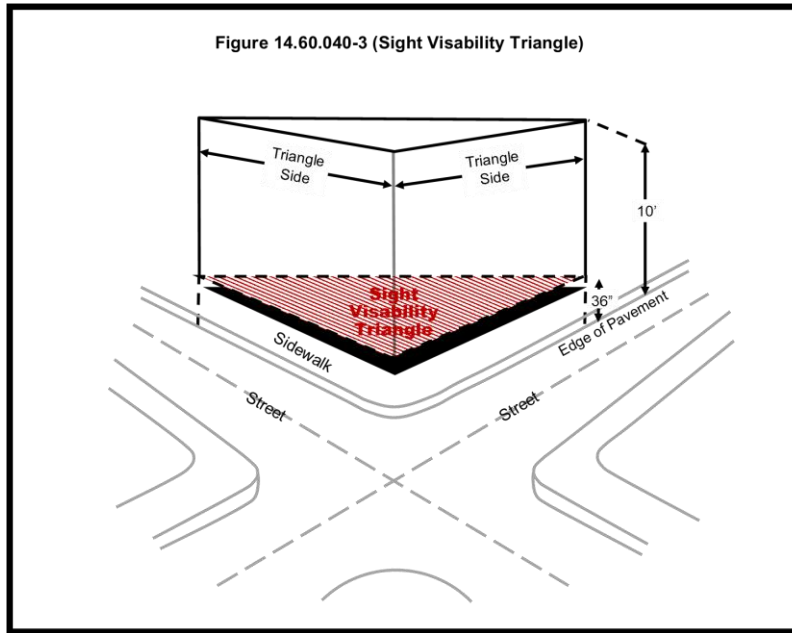
3. The maximum fence height limitations are further qualified and limited by the sight visibility triangle provisions of this Section.
 4. No privately-owned fence may be constructed on public property or encroach into public right-of-way.
- C. Site Visibility Triangles. In an effort to make intersections 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.)



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.)



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.)



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 CPMC 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.

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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.

- 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.

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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.

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- 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.

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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; and
 - 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.
 - 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.
 - (5) 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 CPMC 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 Chapter 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.

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- 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. Multiple 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.

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d. Mobile home park: 2 spaces/dwelling unit.

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e. Cottage housing: 1 space/dwelling unit.

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f. Vacation rentals:

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(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.

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h. Hotel/Motel:

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(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:

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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.

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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.

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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.

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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.

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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.

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1. All signs shall fall into one of the following categories, as determined by the City:

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a. Exempt signs. Signs that meet the criteria of CPMC 14.60.090 C may be installed without a Sign Permit from the City. Please note that exempt signs may be subject

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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.

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b. Prohibited Signs. Signs determined by the City to meet the criteria in CPMC 14.60.090 D shall not be permitted or displayed in any zoning district.

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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.

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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.

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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.

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5. 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 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.

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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).

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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.

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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).

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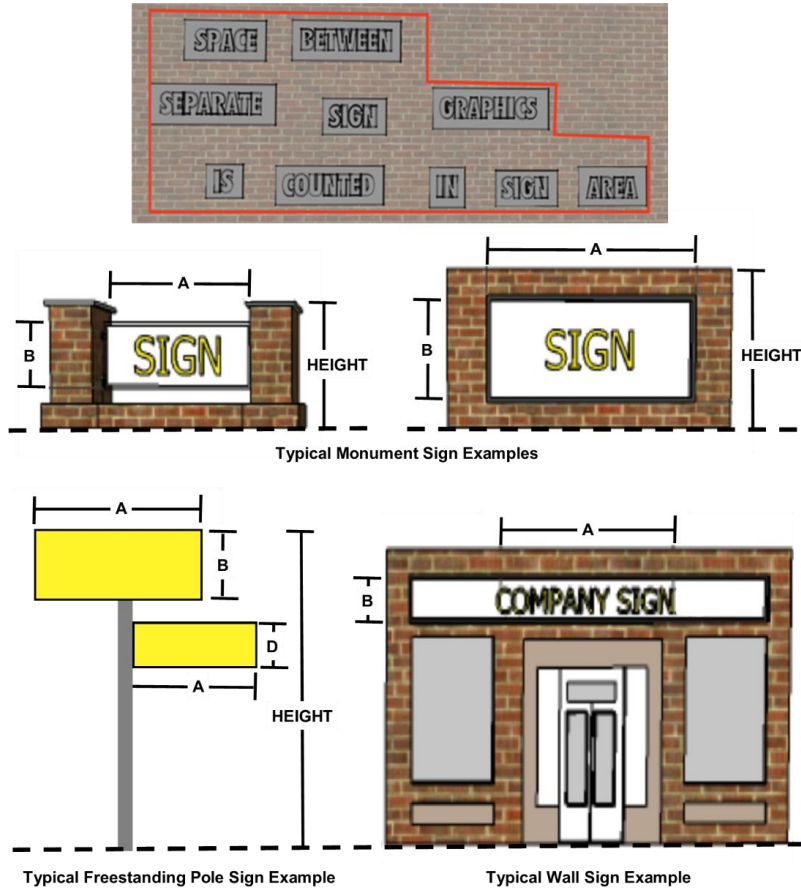
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Figure 14.60.090-2 (Sign Type, Area, & Height Measurement)



*Note: The areas of these sign types is calculated as $A \times B$.
Calculate multiple area signs as $A \times B + C \times D$, 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

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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 CPMC 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 CPMC 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

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- 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
 - e. 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

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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

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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.

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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 CPMC 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.

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3. Legal, conforming structural supports for abandoned signs may remain, if installed with a blank sign face and the supporting structures are maintained.

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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.

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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 any 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 Chapters 10.24 Abandoned Vehicles and 8.24 Nuisances; and
 - 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.

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14.60.110 Alternative Energy Infrastructure.

- A. Purpose and Intent. 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. Purpose. 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.

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B. Location Standards.

1. Sexually oriented businesses shall not be located within five hundred (500) feet of the following:

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- 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, mausoleum, 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

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- 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. Development Standards. 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 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.

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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, circus, rodeo, festival, 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.

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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.

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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.

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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 a Home Businesses. The following uses or activities, or similar activities as determined by the City, shall not be permitted as home a business:

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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.

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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.

a. There shall be no business activities conducted outside of the residence or approved accessory buildings.

b. There shall be no outside storage of materials, supplies, or display of goods or equipment of any kind related to the home business; and

c. 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 CPMC Chapters 8.20 Noise Control and 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.

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- 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.
- 11. Home businesses may be subject to an annual public health, safety, and welfare inspections by the City.

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14.60.160 Vacation Rentals.

Approved by the City Council 11-12-19 Revised 12-10-19 with PC Recommended Amendments 10-19-20

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. 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.

2. 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. Vacation rentals, and bed and breakfast inns shall be approved by the City through the issuance of a Special Use Permit. Conditions of Approval.

1. 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.

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2. A property owner may designate a local agent to manage a vacation rental(s) or bed and breakfast inn on his/her behalf.
3. 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.
4. All exterior lighting shall be downward facing and screened.
5. 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 CPMC 8.20 Noise Control.
6. The Property Owner of each vacation rental and bed and breakfast inn, or his/her designee, shall [submit for City review and approval, and](#) maintain on file with the City up to date copies of:
 - a. 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.
 - b. 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 CPMC 14.60.070 Parking and Loading.

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- (4) Refuse and recycling facilities; and
- (5) Emergency shut-off valves and fire extinguishers.
- c. 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.
- 7. The ~~special use permit~~business license may include conditions of approval to protect the public health, safety, and welfare and to minimize adverse impacts on neighboring properties.
- 8. 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 copy of the business license and the local contact information for the owner or his/her authorized agent shall be posted and maintained at a visible location at the main entrance, subject to City review and approval.~~
- 9. The Property Owner or his/her 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.
- C. A special use permit issued for a vacation rental or bed and breakfast inn may be subject to periodic review and renewal as specified by the City.
 - 1. Additional conditions may be added at the time of renewal.
 - 2. The vacation rental or the bed and breakfast inn may be subject to an annual public health and safety inspection by the City.
 - 3. It shall be the responsibility of the Property Owner to ensure that the users of a vacation

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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.

~~b.a.~~ It shall be the responsibility of the Property Owner, or his/her 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.

~~e. separate business license shall be required for each vacation rental unit or inn;~~

4. A ~~Special Use Permit~~~~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.

5. ~~Failure to comply with the conditions of approval of a Special Use Permit may result in the suspension or revocation of the permit, and/or civil or criminal penalties.~~

14.60.170 ~~Accessory~~ Buildings, Structures, Dwelling Units, and Uses.

- A. ~~Applicability.~~ 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.

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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.

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a. Trailer.

b. Bus.

c. RV.

d. Vehicle.

e. Camper.

f. Mobile home.

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~~g. Used shipping container.~~

~~h.g.~~ Railroad car.

~~i.h.~~ Tent; or

~~j.i.~~ Park model or tiny house.

3. The rental of buildings or rooms for periods of 30 days or less require a Special Use Permit and/or related permits from the City, in accordance with the provisions governing short-term or vacation rentals.

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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.

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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.

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a. Accessory buildings or structures legally established before November 1, 2019 that do not conform with the size, height, lot coverage, or setback requirements of this Chapter may continue to be used, provided that the degree of non-conformity is not increased in the future.

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- ~~6. No accessory building or structure shall have a footprint greater than 600 square feet and the total footprint of all accessory buildings or structures shall not exceed 720 square feet, provided that:~~
- ~~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. Accessory buildings or structures with a footprint of 120 square feet or less do not require a building permit in accordance with the provision of the International Codes, as adopted and administered by the City, provided that:~~
- ~~a. No more than one accessory building or structure with a footprint of 120 square feet or less may be permitted on a parcel.~~
7. No accessory building or structure shall occupy the front or side yard setback.
- ~~8. An accessory building or structure s may be located in the rear yard setback up to 5' from the property line.~~
9. The minimum distance ~~to between buildings on a lot, as well as~~ 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 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 accessory dwelling unit 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.
3. ~~The maximum lot coverage standard may be increased from 35% to 45% with the approval of an attached or detached accessory dwelling unit.~~

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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 an approved connection to City 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.
- ~~8. An accessory dwelling unit that is attached to, or located within, a primary residence may have a floor area greater than 600 square feet, provided that:~~
 - ~~a. It shall be considered a duplex for purposes of determining capital facilities fees and charges for city services; and~~
 - ~~b. Two additional on-site parking spaces shall be provided.~~

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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.
- 2.3. Multiple residential dwelling units.
- 3.4. Cottage housing and co-housing.
- 4.5. Townhomes or zero lot line developments.

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~~5-6.~~ Tiny homes; and

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~~6-7.~~ Mixed-use commercial and residential development.

B. ~~Manufactured Housing.~~ 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:

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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.

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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.

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3. The manufactured home shall comply with all City design standards, including setbacks, applicable to all other homes in the neighborhood.

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4. The new manufactured home shall be thermally equivalent to the state energy code.

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C. ~~Multiple Residential Dwelling Units.~~ Housing in buildings with multiple residential dwelling units may be permitted in accordance with the following standards:

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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.

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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 CPMC 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:

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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 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.
 - 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.

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~~f.e.~~ There must be at least 10' of separation between all buildings.

~~g.f.~~ Two dwelling units may be attached to form a duplex; and

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~~h.g.~~ 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.

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- (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.

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- 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 CPMC 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

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- 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 CPMC 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. ~~One parking space per cottage unit may be provided in a detached garage or carport~~ 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. Three or more single-family dwelling units may be attached as townhouses or zero lot line housing developments, provided that:
 - 1. Each development shall comply with the Density, Dimension, Area, Height and Setback Standards for the applicable zoning district.
 - a. 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.
 - 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.
- F. Tiny Homes.

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1. ~~Tiny homes with wheels and a chassis, also known as a Park Model Recreation Vehicles, may only be used for temporary or recreational use in an approved mobile home or RV park.~~

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- 2.1. Tiny homes may be approved for use as a residential dwelling unit, only if:

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- 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.

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- 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 permitted on the ground floor in buildings not fronting the street), in accordance with the following standards:

1. All buildings fronting arterial streets shall have commercial and/or office uses on the ground floor. All residential uses in these buildings shall be above the ground floor.
 - a. The building and site layout shall be designed to maximize the amount of commercial/office uses on the ground floor, as determined by the City.
 - b. This vertical mixed-use requirement may be waived for certain buildings based on a finding by the City that topography, site distances, or other factors including but not limited to access constraints preclude or limits access to that building from the street.
2. Buildings not fronting streets need not contain commercial or office uses, based on a finding by the City that the building and site layout has been designed to reasonably maximize commercial and office uses.

3. 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.
4. 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.
5. 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).
6. 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.
7. 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 CPMC 14.60.040 Landscaping for additional requirements.
8. 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.
9. 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 designee in consultation with the City Attorney. Such documents may be required to be recorded with the County and to run with the land.

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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 house, tool shed, playhouse, or greenhouse 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. Residential spaces shall be a minimum of 3,600 square feet in size and 34 feet in width.

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3. Maximum area coverage with impervious surfaces permitted for each residential space is 75 percent.

4. All dwellings, residential units, and buildings, accessory buildings, and structures shall be located:

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a. At least 1520 feet away from:

- (1) The perimeter of the park; and
- (2) Any dedicated street.

b. At least 10 feet away from:

- (1) Any other residential unit or any other building.
- (2) Any common parking area or walkway; and
- (3) Any shared open space.

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~~b. Unless an intervening fire wall is provided, no residence shall be located closer than ten feet from any other residence, nor closer than ten feet from any common parking area or common walkway, or 15 feet from~~

~~5. Detached accessory structures shall not be closer than five feet from any residence.~~

~~6.5.~~ 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 six feet shall be installed and maintained. See CPMC 14.60.040 Landscaping for more details.

~~7.6.~~ All residential spaces shall be provided with a concrete/poured foundation base 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.

~~8-7.~~ All manufactured and mobile homes placed shall provide skirting (of fire- and weather-resistant materials) installed around the entire perimeter of the base of the unit prior to occupancy.

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~~9-8.~~ 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.

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10. 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.

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11. All other utilities to each residential space shall be underground except for outlets and risers at each space.

12. 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:

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a. Potable water from a public water supply source.

a. Adequate water supply, pressure, and facilities for fire protection purposes; and

b. Water necessary to maintain required landscaping.

13. 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.

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14. 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:

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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.
15. 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.
16. 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.
17. 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 and, 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

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(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 six-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.

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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.

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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.

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- 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.

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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 Marshall 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 (10') ~~fifteen feet (15')~~ 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 ~~to provide~~ the following setbacks ~~from neighboring properties~~:

- a. All designated RV spaces and buildings within the RV park shall be setback at least 20' from all exterior property lines. ~~There shall be an average twenty foot (20') setback between the park and any public streets, but in no case shall the setback be less than ten feet (10').~~

- ~~Side and rear setbacks shall be the same as, or greater, than the setbacks required by the zoning district(s) of the abutting properties, but in no case shall the setback be less than five feet (5').~~
- 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 CPMC 14.60.040 prepared by a qualified professional, that includes, but is not limited to:
- i. The perimeter of the RV park shall be Perimeter landscaping ed and screening ed on all sides in accordance with City standards.
- a. Interior landscaping including grass, shade trees, shrubs, and an automated sprinkler system.

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7. The RV park shall be designed in compliance with the City Stormwater standardsRegulations.
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 The RV park shall 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 wastes 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 not to exceed fourteen (14) days, 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.

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[6. The recreational vehicle and its use comply with the provisions of CPMC 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 litter 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 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.
 - i. 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.

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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.

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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:

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a. VHF and UHF receive-only television antennas.

b. Amateur and academic wireless communication facilities.

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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:

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a. VHF and UHF receive-only television antennas.

b. Amateur and academic wireless communication facilities.

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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.

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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.

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5. Wireless communication facilities shall not be used for the purposes of signage.

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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.

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8. Development standards for amateur and academic wireless communication facilities.

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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.

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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.

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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.

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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; and**
- 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.

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- 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.

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- 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 or 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

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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.

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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 and resource documents 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 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.

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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.

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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 consultants, resource agencies, and qualified professionals.
 - a. Please contact the City Community Development Department or go to the City's website [for documents and information that may assist to get the most recent copy of the City's Guidelines for preparing in the preparation of](#) a Critical Area Report.
 - b. Individual critical areas reports may be combined into a single comprehensive report, in a format approved by the City.

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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

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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

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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, Chapter 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.

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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.

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- 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

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Areas Authorization or Permit in accordance with the provisions of this Chapter, including but not limited to, Chapter 14.70.020.

1. The City may waive or reduce engineering study and design requirements in geologic seismic 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 a 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.

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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, Chapter 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.

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

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~~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.~~

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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.

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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.

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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).

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2. ~~Priority~~ habitats and ~~species~~ identified by the Washington 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.

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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, Chapter 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.~~

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~~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.~~

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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.

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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:

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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 CPMC 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.

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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; and
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.

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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.

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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:

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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.

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C. All subdivisions, short plats, and binding site plans shall be designed in accordance with the following principles:

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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.

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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.

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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

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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 drainfield, 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

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- (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.

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- 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.

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- 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.
- 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; and
 - 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.
- 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.

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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 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 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 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

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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.

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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.
1. 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.
 3. Required critical area reports.
 4. Required geo-technical reports and liquefaction assessment.
 5. Required cultural resources report or tribal documentation that a report is not required.
 6. Required traffic impact analysis.
 7. Utility plan.
 8. Preliminary stormwater design report.
 9. Proposed landscaping and screening plan.
 10. A description of proposed phasing plans.
 11. Proposed restrictive covenants to be imposed upon land within the subdivision.
 12. Survey.
 13. 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.

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- 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 Assessor.
 - ~~(5)~~(4) Walla Walla County Treasurer.
 - ~~(6)~~(5) City Community Development Director; and
 - ~~(7)~~(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 CPMC 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.

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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 CPMC 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.

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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:

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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.

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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

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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.

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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.

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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.

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14.90.070 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.

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- 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 ~~30~~ 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.

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Chapter 14.100 {Open}

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; and**
- 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 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.

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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.
 - 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; or
 - 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 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 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.
 - 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

Sections:

14.120.010	Introduction.
14.120.020	Applicability.
14.120.030	General Design Requirements.
14.120.040	International Codes Adopted.
14.120.050	Building Addresses.
14.120.060	Moving Buildings.
14.120.070	Swimming Pools; and
14.120.080	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 CPMC 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 five or more residential dwelling units and all commercial or industrial buildings or structures.

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~~1. Design work, including the preparation of construction contract documents, the administration of contract construction, the erection, enlargement, alteration or repair of or to any building of any occupancy over 4,000 feet must also be performed by or under the supervision of such a qualified professional.~~

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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. Permittees 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. Permittees 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 CPMC 14.120.040, these requirements shall apply.

1. Roof snow load: 30 lbs./square foot.
2. Wind speed: 110 mph and a three second gust of 85 mph.
3. Seismic design category: D₀.
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: 10 degrees Fahrenheit.
9. Ice shield underlay: Yes.
10. Flood Hazards:
 - a. Map Index Community – Panel Number 530195INDO Effective 09/07/2001.
 - b. FIRM Community-Panel Number 5301950440B, Effective 9/07/2001.
 - c. FIRM Community-Panel Number 5301940445B, Effective 12/1/1983, Revised; and
 - d. Letter of Map Revision (LOMR) IA-RA-RS-530194 4/13/1988.
11. Annual freeze index: 1000; 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.
 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; and
 - 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 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 Chief. "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 2015 Edition of the International Building Code, as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-

50, as published by the International Code Council, is hereby adopted, together with the following amendments.

These codes are amended as follows:

Section 101.1. Insert: City of College Place.

Section 113 Substitute: Hearing Examiner.

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.

~~Section 1612.3. Insert: [DATE OF ISSUANCE].~~

- B. The 2015 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 and Q, but excluding Chapter 11, "Energy Efficiency," and Chapters 25 through 43, are hereby adopted together with the following amendments:

These codes are amended as follows:

Section R101.1. Insert: City of College Place

Section R112. Hearing Examiner.

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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:

3. 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.
4. A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.
5. 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.
6. A determination that the variance is the minimum necessary to afford relief, considering the flood hazard.
7. 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 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 minimum of two Horizontal runs of #4 reinforcing steel. One shall be placed 3 inches above the bottom of the wall and one within 5 inches of the top of the wall (grade 60) prescriptively, or in lieu an engineered foundation design (WA ST stamp) at submittal.

Table R301.2 (1) Insert: See Section 14.120.030 Design Requirements A.

- C. The 2015 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 2015 International Fuel Gas Code, 2014 NFPA 58 and the 2014 NFPA 54, is hereby adopted.

These codes are amended as follows:

Section 101.1. Insert: The City of College Place.

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Section 106.5.2. Fees shall be in accordance with the current City Fee Schedule.

Section 106.5.3. Insert: The City may refund a fee, or a part of a fee as follows:

- 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 than 180 days after the date of fee payment.

Section 108.4. 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. 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 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 Means of Appeal

Section 109.1 Application for appeal. 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.

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.

The 2015 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 Appendix Chapters B, C and D (see International Fire Code Section 101.2.1, 2015 Edition), is hereby adopted.

These codes are amended as follows:

Section 101.1 Insert: City of College Place.

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Section 108. Hearing Examiner.

Section 108.1. Appeals. All appeals of orders, decisions or determinations made by the City Fire Marshall 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.

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That the geographic limits referred to in certain sections of the *2015 International Fire Code* are hereby established as follows:

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Section 5704.2.9.6.1. In all zones established in Title 14 of the College Place Municipal Code except heavy industrial.

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.

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 light and heavy 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 2015 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.

These codes are amended as follows:

102.3 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.

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102.3.1 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.

102.4 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 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.

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 2015 Washington State Energy Code, as adopted by the State Building Code Council in Chapter 51-11C and 51-11R WAC, is hereby adopted.

This code is amended as follows:

R109.1 and C109.1 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.

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R109.2 and C109.2 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.

R110 and C110. 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 2015 Edition of the International Existing Building Code, as published by the International Code Council, is hereby adopted
- I. 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.
- J. 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.
- K. The 2015 Edition of the International Fuel Gas Code (IFGC), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by the International Code Council, is hereby adopted.

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~~14.120.050 — Building Addresses. The City shall assign street names and building numbers in accordance with established administrative procedures. All property owners shall comply with the City's system and procedures for assigning street names and building numbers. Failure to comply may result in removal of street signs and erection of signs/numbering that complies with the City's system and procedure, in addition to all other remedies at law.~~

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.

14.120.060 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.

14.120.070 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:

- A. ASTM F1487 – 17 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use; and
- B. Section 424 – Children's Play Structures of the International Building Code.

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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; and
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.

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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:

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- 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 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.

Approved by the City Council 11-12-19 Revised 12-10-19 with PC Recommended Amendments 10-19-20

- 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.

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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.

Official Zoning Map
Potential Amendments Under Review



**CITY OF COLLEGE PLACE
WASHINGTON**

Approved: October 9, 2018
Potential Amendments: September 26, 2020

LEGEND

Zoning Designations

- Downtown Mixed Use (DMU)
- General Commercial (GC)
- Light Industrial (LI)
- Multi-Family Residential (MFR)
- Public Use (PU)
- Single Family Residential (SFR)
- University District (UD)

City Limits

UGA

Proposed Revision

Potential Revisions Under City Review

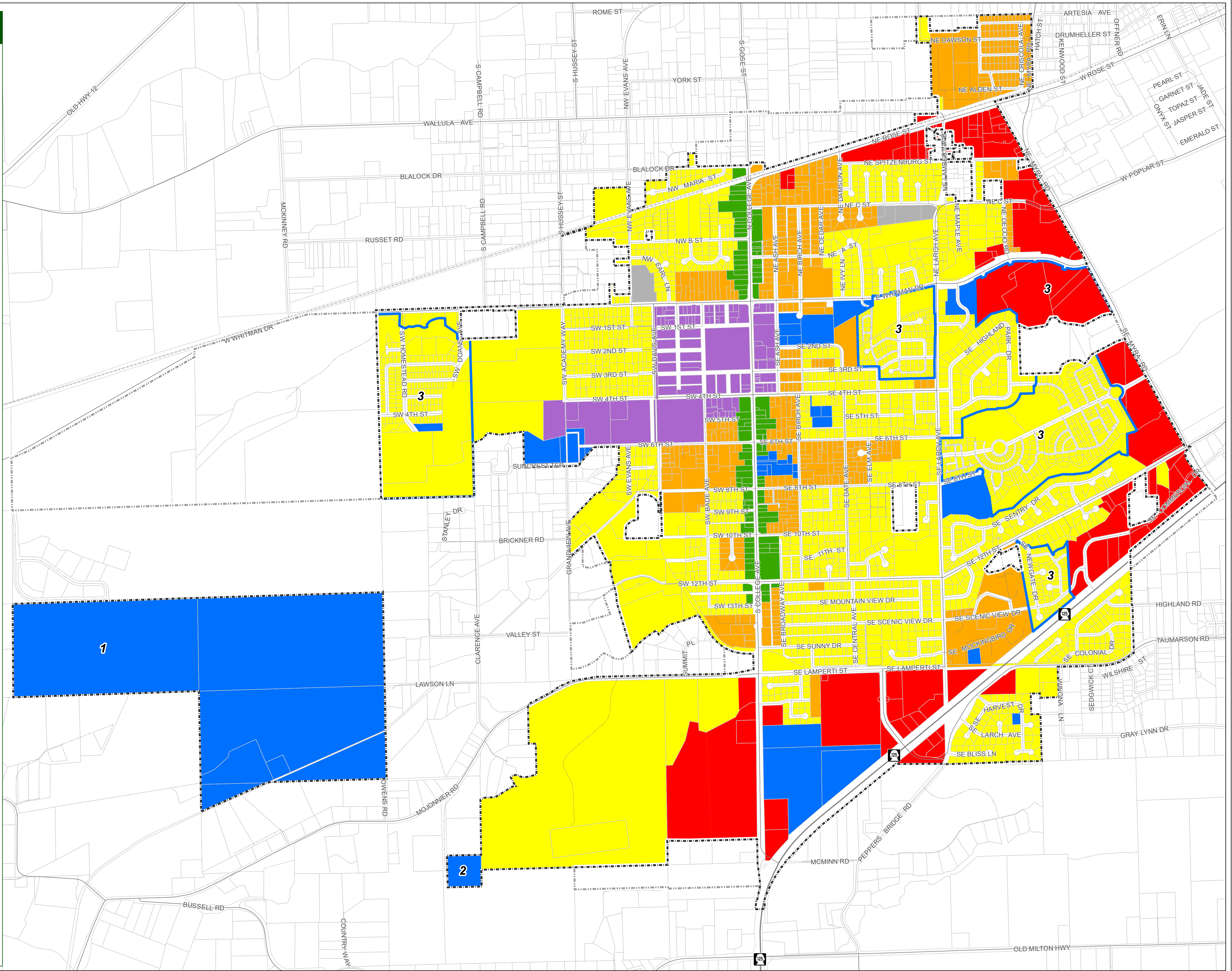
1. To be zoned Public Uses upon annexation to the City.
2. To be zoned Public Uses upon annexation to the City.
3. Note: The Planned Unit Development zoning district no longer exists. Areas previously designated as PUD have been zoned consistent with their PUD approval.



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Disclaimer: The information on this map is intended for general reference use only. The City of College Place, and those operating on their behalf, cannot guarantee the accuracy or usefulness of the information shown. The user of this map assumes all responsibility for inappropriate use of the information provided herein.



City of College Place, Washington
ORDINANCE NO. 20-YYY

AN ORDINANCE OF THE CITY OF COLLEGE PLACE REPEALING AND REPLACING COLLEGE PLACE MUNICIPAL CODE SECTION 14.120.040 TO UPDATE THE INTERNATIONAL BUILDING AND RELATED CODES APPLICABLE WITHIN THE CITY; PROVIDING FOR ADMINISTRATIVE INTERPRETATIONS; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of College Place has adopted and is implementing a Comprehensive Plan and Development Regulations in accordance with the provisions of the Washington State Growth Management Act; and

WHEREAS, the Washington State Building Code Council has been authorized by the State Legislature to establish the minimum building, mechanical, fire, plumbing and energy code requirements necessary to promote the health, safety and welfare of the people of the state of Washington; and

WHEREAS, the City is required to periodically update the International Building and related codes applicable within the city, as recommended by the Building Code Council.

NOW, THEREFORE, THE COLLEGE PLACE CITY COUNCIL DO HEREBY ORDAIN AS FOLLOWS:

Section 1 Code Repealed. Section 14.120.040 of the College Place Municipal Code shall be repealed effective February 1, 2021.

Section 2 Revised Unified Development Code Adopted. The City of College Place hereby adopts, effective February 1, 2021, a new Section 14. 120.040 of the College Place Municipal Code to update the International Building and related codes applicable within the city, in substantially the same form as the attached Exhibit A.

Section 3 Administrative Interpretations. In the event of a conflict between any provisions of this new Section 14.120.040 and previously adopted ordinances, the Mayor and her designee(s) are hereby authorized to make such administrative interpretations as may be necessary to implement this Ordinance.

Section 4 Findings of Fact. The findings contained in the “WHEREAS” clauses in this Ordinance are hereby adopted as Findings of Fact that support repealing and replacing Section 14.120.040 of the Unified Development Code with the updated version.

Section 5 Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance and the attached Exhibit A including, but not

limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6 Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 7 Effective Date. In order to provide for the orderly transition and implementation of this Ordinance, the new International Building and related codes shall take effect on February 1, 2021, provided that the City Clerk is directed to publish a summary of this ordinance, consisting of the title, at the earliest publication date.

PASSED by the City Council of the City of College Place, Washington, this ____ day of November 2020.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney

Exhibit A
City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

14.120.040 International Codes Adopted. The following Codes are hereby adopted by the City of College Place:

- A. The 2018 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 -2009, the 2018 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.

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 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:

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Exhibit A
City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

Section R101.1. Insert: City of College Place

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Section R112. Hearing Examiner.

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.

Exhibit A
City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

R112.2.2 Criteria for issuance of a variance for flood hazard areas. A variance shall be issued only upon:

3. 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.
4. A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.
5. 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.
6. A determination that the variance is the minimum necessary to afford relief, considering the flood hazard.
7. 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 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 minimum of two Horizontal runs of #4 reinforcing steel. One shall be placed 3 inches above the bottom of the wall and one within 5 inches of the top of the wall (grade 60) prescriptively, or in lieu an engineered foundation design (WA ST stamp) at submittal.

Table R301.2 (1) Insert: See Section 14.120.030 Design Requirements A.

Exhibit A
City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

- C. The 2018 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 International Fuel Gas Code, 2018 NFPA 58 and the 2018 NFPA 54, is hereby adopted.

These codes are amended as follows:

Section 101.1. Insert: The City of College Place.

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Section 106.5.2. Fees shall be in accordance with the current City Fee Schedule.

Section 106.5.3. Insert: The City may refund a fee, or a part of a fee as follows:

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- 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 than 180 days after the date of fee payment.

Section 108.4. 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.

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Section 108.5. 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 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 Means of Appeal

Exhibit A
City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

Section 109.1 Application for appeal. 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.

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.

- 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)

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 Marshall relative to the application and interpretation of this code shall be heard and decided by the Hearing Examiner.

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Exhibit A
City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

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.

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.

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 light and heavy 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 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

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Exhibit A
City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

by the International Association of Plumbing and Mechanical Officials (IAPMO), is hereby adopted, including Appendices A, B, and I.

These codes are amended as follows:

102.3 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 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.

102.4 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 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.

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 Washington State Energy Code, as adopted by the State Building Code Council in Chapter 51-11C and 51-11R WAC, is hereby adopted

This code is amended as follows:

R109.1 and C109.1 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.

R109.2 and C109.2 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.

R110 and C110. 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

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Exhibit A

City of College Place, Washington Ordinance 20-yyy
Repealing and Replacing CPMC 14.120.040
Updating the International Building and Related Codes Applicable Within the City
November 10, 2020

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.

City of College Place
Contract Amendment No. 2
Comprehensive Water System Plan Update
RH2 Project No. CPL 719-188

In accordance with our Professional Services Agreement for the Comprehensive Water System Plan Update, dated November 12, 2019, this is an authorization to revise the project Scope of Work as described below. The work will be performed and invoiced using the terms and conditions listed in the original agreement, plus previous amendments.

Add the following items to the Scope of Work:

Exhibit A-2 is added to include the America's Water Infrastructure Act (AWIA) requirements for the development of a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP).

The cost for the work is shown in the attached **Exhibit B-2**.

The engineering fee authorization will increase by **\$52,900** for a total authorization amount of **\$192,861**.

Please sign this authorization in the space provided below and return to RH2 Engineering, Inc., by mail at the address below, or by email to Contracts@RH2.com.

RH2 Engineering, Inc.

City of College Place



Signature

Signature

Paul R. Cross, Executive Vice President

Print Name/Title

Print Name/Title

10.27.2020

Date

RH2 Engineering, Inc., 22722 29th Drive SE, Suite 210, Bothell, WA 98021

Date

City of College Place, 625 S. College Avenue, College Place, WA 99324

EXHIBIT A-2
Scope of Work
City of College Place
Comprehensive Water System Plan Update – Contract Amendment No. 2
AWIA Risk and Resilience Assessment and Emergency Response Plan
October 2020

Background

Under the 2018 America's Water Infrastructure Act (AWIA), the City of College Place (City) is facing deadlines in 2021 for the development of a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP). The concurrent development of the RRA and ERP with the finalization of the City's Water System Plan (WSP) update presents an opportunity to efficiently meet these new AWIA requirements while maintaining control and security over sensitive information presented in the documents.

RH2 Engineering, Inc.'s (RH2) intimate knowledge of the City's water system and staff, which has been gained through the preparation of the WSP update, will allow it to work efficiently with the City to facilitate the RRA and to update the City's ERP. The water system must certify compliance with RRA and ERP requirements on a schedule dependent on system size. Recertification will be required every 5 years.

Since the City's service population is between 3,301 and 49,999, the U.S. Environmental Protection Agency (EPA) mandated RRA deadline is June 30, 2021. This project is targeting:

- RRA completion on June 15, 2021; and
- RRA certification on June 30, 2021.

ERP certification is due within six (6) months of RRA certification; therefore, it is due December 30, 2021. This project is targeting:

- ERP completion on December 1, 2021; and
- ERP certification on December 15, 2021.

The RRA and ERP include the review and development of sensitive information. RH2 will work closely with the City to securely transmit files and information and will restrict file access of sensitive information where required by the City.

Risk and Resilience Assessment (RRA)

The RRA will include an assessment of the water system assets and an all-hazard approach to threats, including the following:

1. The risk to the system from malevolent acts and natural hazards.
2. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, and

City of College Place

Comprehensive Water System Plan Update – Amendment No. 2

AWIA Risk and Resilience Assessment and Emergency Response Plan

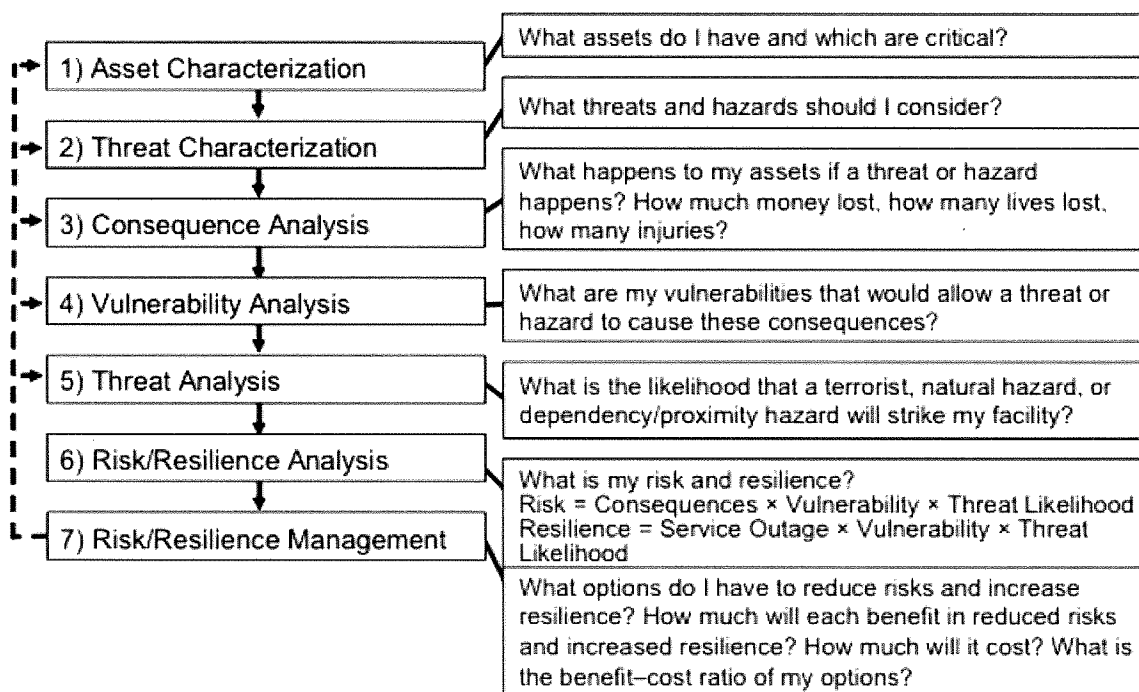
Exhibit A-2

Scope of Work

electronic, computer, or other automated systems (including the security of such systems) that are utilized by the system.

3. The monitoring practices of the system.
4. The financial infrastructure of the system.
5. The use, storage, or handling of various chemicals by the system.
6. The operation and maintenance of the system.

RH2 will follow the standards outlined in American Water Works Association/American National Standards Institute (AWWA/ANSI) J100-10 R13 *Risk and Resilience Management of Water and Wastewater Systems* (J100) when performing the RRA. J100 outlines a seven (7) step Risk Analysis and Management for Critical Asset Protection (RAMCAP) process, as illustrated in the figure that follows.



Emergency Response Plan (ERP)

The findings of the RRA are to be incorporated in the ERP update. The updated ERP must include the following:

1. Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system.
2. Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water.

City of College Place**Comprehensive Water System Plan Update – Amendment No. 2****AWIA Risk and Resilience Assessment and Emergency Response Plan****Exhibit A-2****Scope of Work**

3. Actions, procedures, and equipment that can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers.
4. Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.
5. Examination of financial infrastructure.
6. Addressing the use, storage, or handling of chemicals.
7. Consideration of operations, maintenance, and asset management.

General Assumptions for RRA and ERP

In preparing this Scope of Work, the following overall assumptions were made. Additional assumptions are listed within the tasks.

- *The City has the institutional knowledge of its water system, and the City must respond quickly to information requests, involve the correct staff, perform timely and thorough reviews of draft documents, and be actively involved in the RRA and ERP development in order to meet the EPA deadlines. RH2's role is to support the City's efforts through collection and organization of relevant information and presentation in a way that allows City decision makers to quickly make informed decisions at key points in the RRA and ERP development.*
- *RRA and ERP documents will be limited to the water system. Impacts of other utility failures will be analyzed (to the extent that their failure impacts the water system) and response coordination planned, but analysis and planning for other utilities (such as wastewater) are outside the scope of this project.*
- *Analysis will include applicable business systems. Applicable business systems are assumed to include those systems and IT directly affecting water operations, such as maintenance and communication systems, as well as financial infrastructure such as accounting, purchasing, billing systems, or third parties used for these services.*
- *Project documents will be provided in electronic format (Word and/or PDF format). Deliverables will be provided in PDF format.*
- *Restrictions to in-person meetings and workshops due to COVID-19 will not impact the schedule and are assumed to continue through much of 2021 All meetings can be held via videoconference using either RingCentral or Microsoft Teams platforms. If in-person meetings are necessary, all participants will adhere to health guidelines for in-person activities in order to protect the health of RH2 and City staff. RH2 staff have visited most facilities in the past six months and it is assumed that specific questions about certain facilities can be documented by City staff and relayed to RH2 without the need for RH2 to perform site visits.*

- *Infrastructure cost estimates will be Association for the Advancement of Cost Engineering (AACE) Class 5 (conceptual level).*
- *It is assumed that the level of effort to complete the RRA and ERP are limited by the budget and are meant to meet minimum AWIA requirements. It is recommended that the City supplement with additional or future efforts as funding becomes available and updates are performed.*
- *RH2 will rely on the accuracy and completeness of any data, information, survey, or materials generated or provided by the City or others in relation to this Scope of Work.*
- *The City will provide timely feedback on deliverables identified in this Scope of Work.*
- *The City will be responsible for certifying, via electronic submission to the EPA, completion of the RRA and ERP by the deadlines.*

Task 1 – Project Management Services

Objective: Manage RH2's project team, maintain communications, including phone calls and emails, and attend coordination meetings.

Approach:

1.1 Perform Project Management: Provide direction, coordination, and oversight to the RH2 project team. Work includes the following:

- Organize, manage, and coordinate technical disciplines as described herein, and implement a quality assurance and quality control program to perform this Scope of Work in close coordination with City staff.
- Document and retain information generated by the RH2 team during execution of the project.
- Prepare monthly invoices and budget status summaries.
- Create, maintain, and update an internal project schedule. Monitor, modify, and update the project schedule periodically throughout the project to determine potential impacts of proposed changes. Adjust the schedule to reflect the current status of the project and revisions made to this Scope of Work.

1.2 Attend Coordination Meetings: Prepare for and attend (via video conference) coordination meetings with City staff, as requested. Prepare agenda and meeting minutes. *A total of three (3) meetings are assumed for this subtask, in addition to other workshop and review meetings identified elsewhere in this Scope of Work.*

RH2 Deliverables:

- Monthly invoices.
- Meeting agendas and minutes.

- Periodic project updates.

Task 2 – Project Kickoff

Objective: Streamline communication between the City and RH2. Identify available existing resources. Lay the groundwork for identifying which assets are critical assets.

Approach:

2.1 Establish Primary Points of Contact: Work with the City to identify primary points of contact for RH2 and within the City's organization related to different aspects of the system, including:

- Management;
- Operations;
- Engineering;
- Electrical;
- IT/Supervisory Control and Data Acquisition (SCADA);
- Administrative/Billing; and
- Physical Security.

2.2 Obtain and Review Background Information: Provide the City with an initial AWIA Information Request Form. Obtain and organize background information identified in the information request form. Review information provided to assess whether information is relatively sufficient, complete, and up to date. Update information request form and coordinate with the City to obtain or update information as needed. Prepare bibliography of data obtained.

2.3 Identify Critical Thresholds: Coordinate with the City to review the organization's mission statement and translate the mission statement into terms that will help determine criticality of assets during an emergency, such as:

- Fire flow (gallons per minute at hydrants);
- Water system pressure (pounds per square inch in distribution system);
- Water quality (specific);
- Water treatment (specific);
- Service disruption length (hours or days);
- Critical customer need requirements (specific); and
- Other.

Provided by City:

- Existing information as identified on the AWIA Information Request Form, including the City's Vulnerability Assessment prepared in 2004 in response to the 2002 Bioterrorism Act.

- Decision on critical thresholds.

RH2 Deliverables:

- AWIA Information Request Form.
- Bibliography of data.
- Summary of critical thresholds.

Task 3 – Threat and Asset Characterization and Creation of Threat-Asset Pairs

Objective: Identify City water system assets and threats. Eliminate non-critical assets and non-feasible threats. Create Threat-Asset (T-A) pairs for analysis in more detail in future tasks. The purpose of this Task is to narrow the number of assets, threats, and T-A pairs from a comprehensive list to a limited list of the top T-A pairs based on consequence. *For budgeting and planning purposes, it is assumed that this process will begin with a maximum of 250 water system T-A pairs. These T-A pairs then will be ranked and reduced to a top 50 list of T-A pairs for full analysis.*

Approach:

3.1 Identify and Characterize Assets: Work with the City and use the available documents and threshold criteria to create an initial asset table and chapter of the RRA Report.

- Use threshold criteria to identify critical assets and to eliminate non-critical assets from further consideration.
- Document why assets are critical.
- Organize and prepare tables and Assets chapter of RRA Report.

3.2 Identify and Characterize Threats: Work with the City and other resources to identify and characterize natural hazards, malevolent threats, and dependency/proximity threats.

- Document which threats are likely and deserve additional consideration and which are highly unlikely to this system and area and should be eliminated from further consideration.
- Organize and prepare Threats chapter of RRA Report.

3.3 Create T-A Pairs: Pair threats and assets for further analysis.

- Create table of T-A pairs.

Provided by City:

- Assistance on initial asset identification.
- Review of initial asset table.
- Review of Asset chapter of RRA Report.
- Review of Threats chapter of RRA Report.

City of College Place
Comprehensive Water System Plan Update – Amendment No. 2
AWIA Risk and Resilience Assessment and Emergency Response Plan

Exhibit A-2
Scope of Work

- Review of T-A pairs table.
- Participation in reducing the number of T-A pairs.

RH2 Deliverables:

- Initial asset table.
- Critical asset table.
- Assets chapter of RRA Report.
- Threats chapter of RRA Report.
- Table of initial T-A pairs.

Task 4 – Calculate Baseline Risk and Resilience

Objective: Identify, calculate, and document values for consequence cost, vulnerability, and threat likelihood that will allow for a calculation of baseline risk for each T-A pair. Calculate the Utility Resilience Index.

Approach:

- 4.1 Evaluate and Summarize Consequence Costs:** Estimate the planning-level costs if a threat is realized against an asset. Organize and prepare Consequence chapter of RRA Report.
- 4.2 Evaluate and Summarize Vulnerability:** Calculate the probability (0 = not vulnerable; 1 = highly vulnerable) that the asset will fail if the paired threat occurs using methods such as available data, event trees, path analysis, vulnerability logic diagrams, historical knowledge, and phone interviews with suppliers. Organize and prepare Vulnerability chapter of RRA Report.
- 4.3 Evaluate Threat Likelihood:** Utilize available sources of information to calculate the likelihood of a threat occurring in any given year (1 = certain; 10^{-10} = highly unlikely) for each T-A pair. Organize and prepare Threat Likelihood chapter of RRA Report.
- 4.4 Calculate Baseline Risk of Each T-A Pair:** Calculate baseline risk (\$ per year) for each T-A pair.
 - Multiply the values of Consequence, Vulnerability, and Threat Likelihood developed in this Task.
- 4.5 Calculate the Utility Resilience Index:** Utilize the Utility Resilience Index survey completed by the City to calculate the City's overall resilience. Organize and prepare Resilience chapter of RRA Report.

Provided by City:

- Review of Consequence chapter of RRA Report.
- Review of Vulnerability chapter of RRA Report.
- Review of Threat Likelihood chapter of RRA Report.

City of College Place
 Comprehensive Water System Plan Update – Amendment No. 2
 AWIA Risk and Resilience Assessment and Emergency Response Plan

Exhibit A-2
 Scope of Work

- Review of table of T-A pairs showing values for variables and calculated baseline risk.
- Complete Utility Resilience Index survey.
- Review of Resilience chapter of RRA Report.

RH2 Deliverables:

- Consequence chapter of RRA Report.
- Vulnerability chapter of RRA Report.
- Threat Likelihood chapter of RRA Report.
- Table of T-A pairs showing values for variables and calculated baseline risk.
- Resilience chapter of RRA Report.

Task 5 – Risk and Resilience Management

Objective: Identify potential mitigation measures to reduce the risk and/or increase the resilience of T-A pairs and the system as a whole.

Approach:

- 5.1 Identify Potential Mitigation Measures: Identify up to ten (10) potential mitigation measures to reduce the risk of T-A pairs.
- 5.2 Develop Life-Cycle Cost Estimates for Potential Mitigation Measures: Prepare planning-level costs covering both capital and operations and maintenance costs of the potential mitigation measures.
- 5.3 Calculate Mitigated Risk: Recalculate risk based on revised consequence, vulnerability, and threat likelihood values based on the potential mitigation measure being carried out.
- 5.4 Calculate Benefits of Potential Mitigation Measures: For T-A pairs with reduced risk due to mitigation measures, calculate the following:
 - Gross Benefit = Baseline Risk – Mitigation Risk.
 - Net Benefit = Gross Benefit – Mitigation Measure Cost.
 - Benefit/Cost Ratio = Net Benefit/Mitigation Measure Cost.
 - Identify Timeline of Mitigation: Short (immediately), mid-term (1 to 5 years), or long-term (greater than 5 years).
- 5.5 Select Mitigation Measures: Assist the City with determining and prioritizing the preferred mitigation measures. Organize and prepare Risk and Resilience Management chapter of RRA Report.

Provided by City:

- Decide and prioritize which mitigation measures to implement.

City of College Place
Comprehensive Water System Plan Update – Amendment No. 2
AWIA Risk and Resilience Assessment and Emergency Response Plan

Exhibit A-2
Scope of Work

- Review Risk and Resilience Management chapter of RRA Report.

RH2 Deliverables:

- Table of T-A pairs showing benefit and potential mitigated risk calculations.
- Risk and Resilience Management chapter, including prioritized implementation plan.

Task 6 – Finalize RRA

Objective: Finalize RRA for the City’s submittal of the certification letter to the EPA.

Approach:

- 6.1 Finalize RRA: Incorporate all chapters and tables previously prepared into a single RRA Report. Prepare an executive summary, cover, and table of contents. Provide to the City for review. Prepare final report based on City comments.

Provided by City:

- Review of draft RRA Report.
- Submittal of electronic certification to EPA.

RH2 Deliverables:

- Draft and Final RRA Report.

Task 7 – Emergency Response Plan Update

Objective: Prepare a simple and flexible ERP update that incorporates the work of the RRA and addresses new requirements under the AWIA.

Approach:

- 7.1 Review Existing ERP: Review existing ERP dated 2012.
- 7.2 Identify Proposed Updates to the ERP: Identify sections of the ERP proposed to be updated and discuss proposed updates with the City to determine which to undertake. *Those items not undertaken will be reserved for a future scope of work.*
- 7.3 Prepare Initial Draft ERP: Draft the updated ERP to comply with AWIA requirements. Obtain City comments on the initial draft and prepare an updated draft document.
- 7.4 Provide Material for ERP Training Workshop and Tabletop Exercise: Provide an outline for the City to self-perform a workshop and testing of the ERP as follows:
- Introduce City staff and emergency management personnel to the ERP.
 - Discuss results of the workshop and testing with City staff and identify any needed ERP adjustments.
- 7.5 Finalize ERP: Based on feedback received during Subtask 7.4, prepare final ERP and submit to the City.

City of College Place
Comprehensive Water System Plan Update – Amendment No. 2
AWIA Risk and Resilience Assessment and Emergency Response Plan

Exhibit A-2
Scope of Work

Provided by City:

- Existing ERP.
- Review and comment on initial draft ERP.
- Guidance on updates to make to draft ERP based on the workshop and tabletop exercise results.
- Review of final ERP.
- Submittal of electronic certification to EPA.

RH2 Deliverables:

- Initial Draft ERP.
- Draft ERP.
- Training workshop outline.
- Final ERP.

EXHIBIT B-2**Fee Estimate****City of College Place****Comprehensive Water System Plan Update - Amendment No. 2****AWIA Risk and Resilience Assessment and Emergency Response Plan****Oct-20**

Description		Total Hours	Total Labor	Total Expense	Total Cost
Classification					
Task 1	Project Management Services	13	\$ 2,174	\$ 169	\$ 2,343
1.1	Perform Project Management	10	\$ 1,604	\$ 54	\$ 1,658
1.2	Attend Coordination Meetings	3	\$ 570	\$ 115	\$ 685
Task 2	Project Kickoff	11	\$ 1,980	\$ 92	\$ 2,072
2.1	Establish Primary Points of Contact	1	\$ 179	\$ 18	\$ 197
2.2	Obtain and Review Background Information	8	\$ 1,432	\$ 50	\$ 1,482
2.3	Identify Critical Thresholds	2	\$ 369	\$ 23	\$ 392
Task 3	Threat and Asset Characterization and Creation of Threat-Asset Pairs	58	\$ 9,964	\$ 758	\$ 10,722
3.1	Identify and Characterize Assets	37	\$ 6,222	\$ 619	\$ 6,841
3.2	Identify and Characterize Threats	9	\$ 1,594	\$ 63	\$ 1,657
3.3	Create T-A Pairs	12	\$ 2,148	\$ 77	\$ 2,225
Task 4	Calculate Baseline Risk and Resilience	67	\$ 12,058	\$ 470	\$ 12,528
4.1	Evaluate and Summarize Consequence Costs	32	\$ 5,904	\$ 162	\$ 6,066
4.2	Evaluate and Summarize Vulnerability	14	\$ 2,500	\$ 77	\$ 2,577
4.3	Evaluate Threat Likelihood	14	\$ 2,500	\$ 77	\$ 2,577
4.4	Calculate Baseline Risk of Each T-A Pair	3	\$ 564	\$ 128	\$ 692
4.5	Calculate Utility Resilience Index	4	\$ 590	\$ 27	\$ 617
Task 5	Risk and Resilience Management	49	\$ 9,149	\$ 344	\$ 9,493
5.1	Identify Potential Mitigation Measures	12	\$ 2,318	\$ 81	\$ 2,399
5.2	Develop Life-Cycle Cost Estimates for Potential Mitigation Measures	20	\$ 3,838	\$ 119	\$ 3,957
5.3	Calculate Mitigated Risk	3	\$ 564	\$ 37	\$ 601
5.4	Calculate Benefits of Potential Mitigation Measures	6	\$ 1,101	\$ 51	\$ 1,152
5.5	Select Mitigation Measures	8	\$ 1,328	\$ 56	\$ 1,384
Task 6	Finalize RRA	15	\$ 2,728	\$ 114	\$ 2,842
6.1	Finalize RRA	15	\$ 2,728	\$ 114	\$ 2,842
Task 7	Emergency Response Plan Update	68	\$ 12,534	\$ 366	\$ 12,900
7.1	Review Existing ERP	14	\$ 2,852	\$ 90	\$ 2,942
7.2	Identify Proposed Updates to the ERP	17	\$ 2,766	\$ 75	\$ 2,841
7.3	Prepare Initial Draft ERP	15	\$ 2,586	\$ 71	\$ 2,657
7.4	Provide Material for ERP Training Workshop and Tabletop Exercise	5	\$ 1,014	\$ 32	\$ 1,046
7.5	Finalize ERP	17	\$ 3,316	\$ 98	\$ 3,414
PROJECT TOTAL		281	\$ 50,587	\$ 2,313	\$ 52,900



ZOLL Customer Support Department

Page 1 of 2

World Wide Headquarters
269 Mill Road, Chelmsford, MA 01824
Phone: (800) 348-9011, Fax: (978) 421-0015
Email: esales@zoll.com

Sales Order Acknowledgement

Order Number	Order Date	Order Type	Quote Number	
2370365	30-OCT-20	CAPITAL ORDER	341667.1	
Customer No.	Customer PO No.	Payment Terms	FOB	Freight Terms
108290	DAVID WINTER	NET 30 DAYS	Shipping Point	FREE FREIGHT
Ship Via:	UPS-Parcel-Ground			
BILL TO:	COLLEGE PLACE FIRE DEPT WA CITY OF COLLEGE PLACE 625 S COLLEGE AVE COLLEGE PLACE, WA 99324 US		SHIP TO:	COLLEGE PLACE FIRE DEPT WA 629 S COLLEGE AVE COLLEGE PLACE, WA 99324 US

Line	Item Number	Description	UOM	Qty	Unit Price	Total
1.1	601-0120011-01	X SERIES, MONITOR/DEFIBRILLATOR, 3/5 LEAD, ECG, NIBP, SPO2, CPR EXPANSION PACK, DMST	EA	2	17,449.60	34,899.20
2.1	8000-0330	RED LNC-4, 4FT REUSABLE PATIENT CABLE, (REF: 9355-0330, 2055)	EA	2	221.25	442.50
3.1	8000-0294	LNCS ADULT REUSABLE SP02 SENSOR, (REF:9355-0294, 1863)	EA	2	221.25	442.50
4.1	8000-002005-01	CABLE SLEEVE, PROPAQ / X SERIES, ZOLL BLUE	EA	2	40.96	81.92
5.1	8000-0895	CUFF KIT, PROPAQ MD	EA	2	133.88	267.76
6.1	REUSE-11L-2MQ	ADULT LONG CUFF, 25-34CM, DOUBLE TUBE W/TWIST-LOCK CONNECTOR	EA	2	44.63	89.26
7.1	8000-0580-01	BATTERY, LITHIUM ION, SUREPOWER II	EA	4	420.75	1,683.00
8.1	8300-0500-01	4 BAY SUREPOWER CHARGER W/4 CHARGER ADAPTERS	EA	1	2,195.55	2,195.55
9.1	8900-0400	CPR STAT-PADZ ELECTRODE (P/N 8900-0402), 8/CASE	CS	2	420.00	840.00
10.1	8900-0810-01	PEDI-PADZ II ELECTRODES - ONE PAIR	EA	4	67.45	269.80
11.1	8900-0004	4 ECG RECTANGULAR ELECTRODES, 10 SHELF CARTONS / CASE (480)	EA	2	72.00	144.00
12.1	8000-000910-01	PAPER, THERMAL, 80MM ROLL W/GRID, TSI	EA	4	19.68	78.72

	Subtotal:	41,434.21
	Tax Total:	3,604.79
	Total	45,039.00



ZOLL Customer Support Department

Page 2 of 2

World Wide Headquarters
269 Mill Road, Chelmsford, MA 01824
Phone: (800) 348-9011, Fax: (978) 421-0015
Email: esales@zoll.com

PLEASE NOTE: Applicable Tax, Shipping & Handling will be applied at the time of invoicing.

This transaction is governed by the ZOLL Invoice Terms and Conditions viewable at
<http://http://www.zoll.com/about-zoll/compliance/>

ONLINE ORDERING AVAILABLE -- visit www.zollwebstore.com

U.S. Customers - Place your accessory supply orders anytime with accurate pricing, immediate order confirmations and order status.

Case # 845952
David Winter 509-529-6506
Per quote # 341667 V:1
Approved by Darian Worrell
NBL x9748

Extra CARES Money - \$144,975 Extra+\$20,000 from first allocation = \$164,975

Project	Priority	Type	Department	Dollars
Smash	High	Text metadata app	Clerk	\$ 5,000.00
More tables and chairs for businesses	High	Furniture	Planning - EcDev	\$ 20,000.00
Digital Readerboard	High	Warning Signage, Public Works (\$14,800/piece) (2)	Public Works	\$ 32,480.00
Classroom	High	Regional PD Classroom at Shooting Range	Police	\$ 50,000.00
Pole Building	High	Shelter and space to enable social distancing in Public Works Yard	Public Works	\$ 50,000.00
Automated Chest Compression	High	Machine	Fire	\$ 14,220.00
-----> Heart Monitor	Medium	Machine	Fire	\$ 41,434.21
Radios	Medium	Radios	Fire	\$ 10,000.00
Community Development Dept Remodel	Low	Demo old jail cells and sallyport, ready it for socially distanced office space.	Community Development	\$ 460,000.00
Computers	High	Three (3) Computers at Public Works Yard	Public Works	\$ 3,000.00
Diversion Program		Diversion program for the shoplifting and minor offenses (Thinking we fund \$5,955 from COVID, remainder from money used for staffing, that got covered from COVID monies).	City Attorney	\$ 30,240.00
Media package for videos	High	Camcorder kit, computer and software	Police	\$ 2,000.00
Neogov Eforms	Low	Secure electronic repository to centralize personnel files, create electronic HR forms (Can work to fund in next years IT Budget)		\$ 6,616.57
			Total - Requests	\$ 724,990.78
			Total - City Admin Recommended	\$ 164,975.00

City of College Place, Washington
RESOLUTION NO. 20-045

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING DESIGNATION OF APPLICANT AGENT

For the state of Washington Hazard Mitigation Grant Program Application and Grant:

BE IT RESOLVED THAT

Michael Rizzitiello, City Administrator

(Print Name and Title)

OR HIS/HER ALTERNATE

Paul Beskow, Engineer, RH2 Engineering Inc.

(Print Name and Title)

Is hereby authorized to execute for and on behalf of the City of College Place, WA , a local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, P.L. 93-288, as amended.

THAT the City of College Place, Washington hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such state disaster mitigation.

Passed and approved this 10th day of November, 2020

Signature

Norma L. Hernandez, Mayor

Print Name and Title

*Note: Applicant agent designation is made by a mayor, county executive or governing board. An individual cannot designate himself/herself as the Applicant Agent.

erosion, and seismic hazard areas. In areas with steep or unstable slopes or with soil characteristics prone to liquefaction, geotechnical reports are required as part of development permits. When design and construction methods cannot reduce the risk to acceptable levels development may be prohibited.

- Walla Walla County has adopted the **International Building Code** which classifies the City as seismic zone D0. The IBC also provides design/construction requirements for geologic hazard areas including areas with steep slope which are landslide and erosion hazards which could be exacerbated by an earthquake.

EARTHQUAKES – JURISDICTION-SPECIFIC MITIGATION OBJECTIVES AND PROJECTS

- CP-3.** Conduct structural assessment and necessary improvements to the city water tower. Although general goals to reduce vulnerability to critical facilities were included in 2004, this specific mitigation measure was identified in 2010 and re-affirmed by the Planning Team in 2018.

PRIORITY:	High
LEAD AGENCY:	City of College Place
TIME-LINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

- CP-4.** Protect government records and priority systems by ensuring that records are retained in a building that has been retrofitted to meet seismic standards. Although general goals to reduce structural vulnerability and to protect government records were included in 2004 and 2010, this specific mitigation measure was identified in 2018 by the Planning Team and reaffirmed for the 2018-2022 planning period.

PRIORITY:	Medium
LEAD AGENCY:	City of College Place
TIME-LINE:	Unfunded, Short term from funding
FUNDING SOURCE:	Local, State, and Federal (Defined by entity in Section 3.5 on Page 24)

9.8 SEVERE STORMS

The City of College Place last experienced significant damage and loss from a severe storm event on January 4, 2008 when central Oregon and the foothills of the Blue Mountains experienced a wind storm. Strongest gust speed at the Walla Walla airport was 78 mph and strongest sustained wind speed was 55 mph. Estimates were that 4.9 million dollars in damage was experienced within Walla Walla County (not just unincorporated). In the Walla Walla Valley approximately 4 in 10 homes received damage from the storm. Much of the damage was due to falling trees.

SEVERE STORMS – OTHER PLANS, POLICIES, MITIGATION AND DEVELOPMENT STANDARDS

The City of College Place implements the following mitigation measures through other planning and enforcement mechanisms:

- Through adoption of the **International Building Code (IBC)** the City of College Place requires structures to be built to resist wind speeds up to 85 mph and allows installation of wind-resistant roofing. The building code also provides snow load, winter design, and severe weathering design requirements.

Total Project Costs	\$ Estimate
Pre-Award Costs (4/21/2017 through grant award date)	\$10,000
Project Management Costs, Legal Expenses, etc.	\$25,000
Land, Structures, Rights-of-way, appraisals, etc.	\$0
Relocation Expenses and Payments	\$0
Architectural, Engineering, Geotechnical, etc.	\$160,000
Project Inspection Fees	\$50,000
Site Work	\$0
Demolition and Removal	\$0
Construction	\$1,233,745
Equipment (<i>trackable assets costing \$5,000 or more</i>)	\$0
Miscellaneous (<i>Personnel, Fringe Benefits, Travel, Supplies, etc.</i>)	\$0
Total Project Costs	\$1,478,745.00 *

***To update total of all categories, right click the cell above and select Update Field**





City of College Place, Washington

RESOLUTION NO. 20-046

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING DESIGNATION OF APPLICANT AGENT**

For the state of Washington Hazard Mitigation Grant Program Application and Grant:

BE IT RESOLVED THAT

Michael Rizzitiello, City Administrator

(Print Name and Title)

OR HIS/HER ALTERNATE

Brian Carleton, Finance Director

(Print Name and Title)

Is hereby authorized to execute for and on behalf of the City of College Place, WA, a local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, P.L. 93-288, as amended.

THAT The City of College Place, Washington hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such state disaster mitigation.

Passed and approved this 10th day of November, 2020

Signature

Norma L. Hernandez, Mayor

Print Name and Title

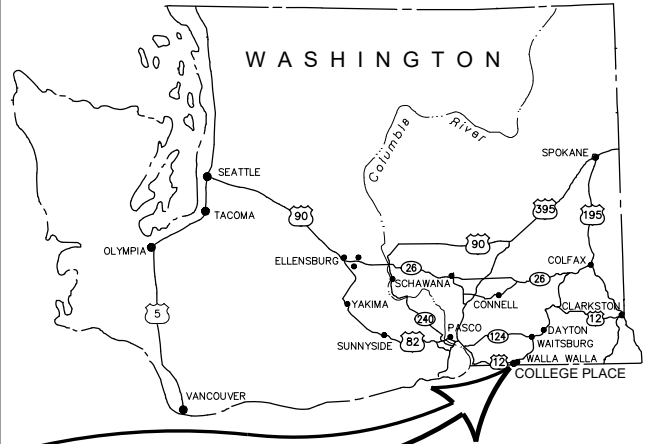
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TRI-STATE STEELHEADERS

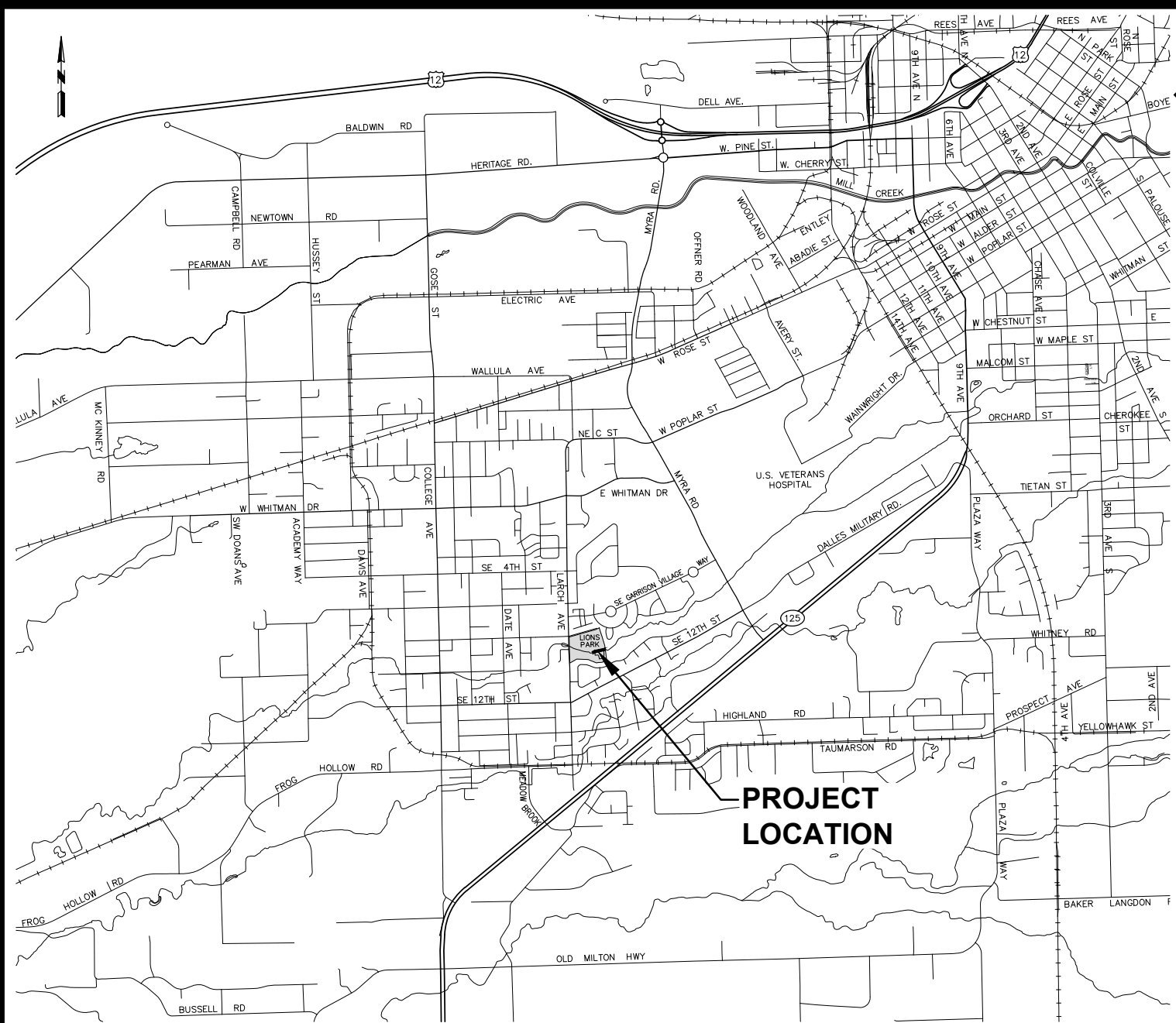
CITY OF COLLEGE PLACE

LIONS PARK POND

2017



INDEX		
SHEET NO.		PAGE NO.
G-001	COVER	1
C-101	EXISTING SITE PLAN, SURVEY, AND LEGEND	2
C-102	DEMOLITION PLAN	3
C-103	PROPOSED SITE PLAN	4
C-104	PROPOSED SITE PLAN	5
C-201	CHANNEL CROSS SECTIONS AND PROFILE	6
C-501	POND INLET DETAILS	7
C-502	POND OUTLET DETAILS	8
C-503	STORMWATER IMPROVEMENTS AND WALKWAY DETAILS	9



VICINITY MAP



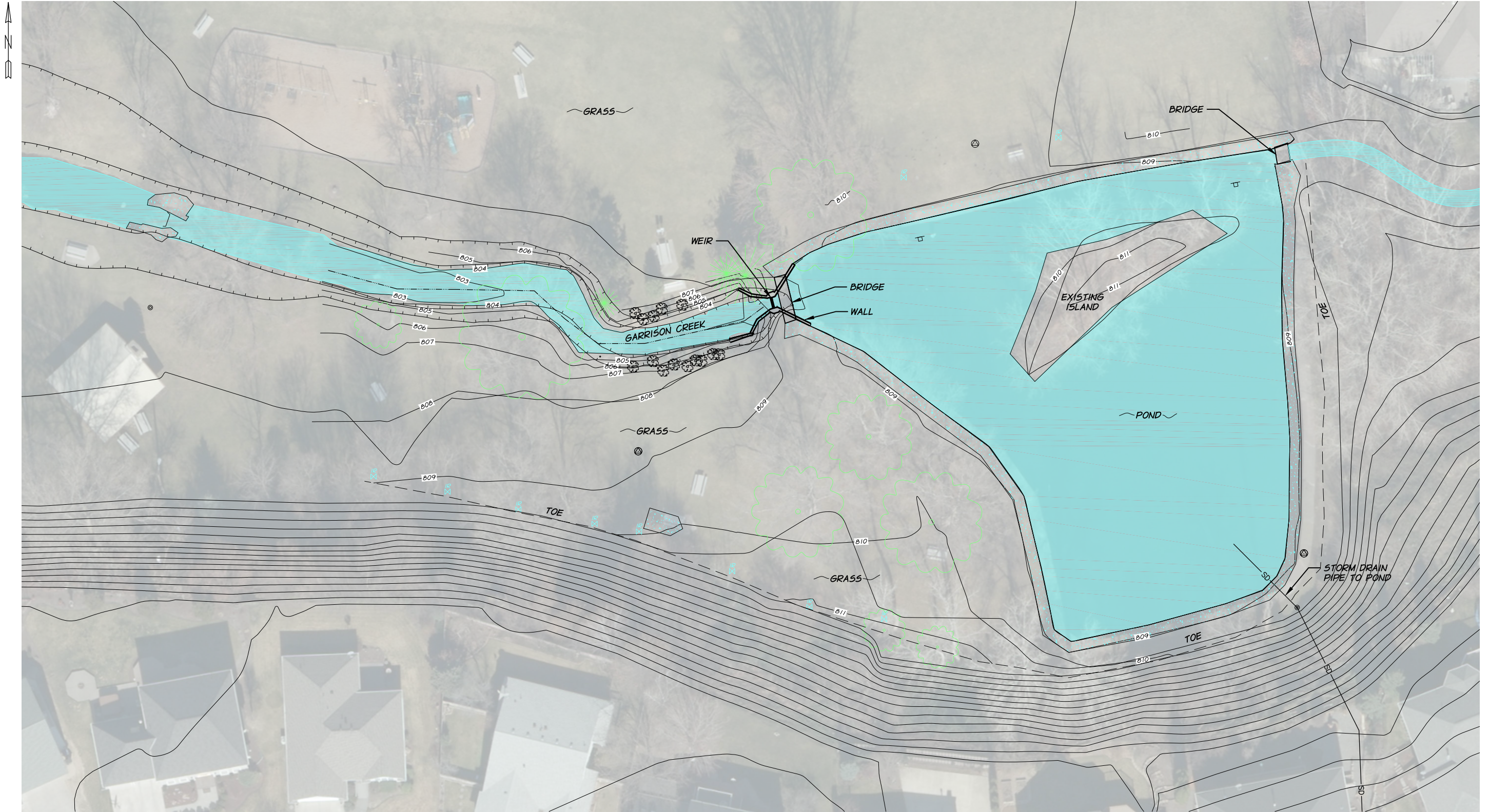
STAKE HOLDERS

- BRIAN BURNS - Tri-State Steelheaders Executive Director
- PAUL HARTWIG - College Place Public Works Director
- ROBERT GORDON - College Place City Engineer
- JON RICKARD - College Place City Planner
- DAVID WALK - Lions Club

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PRELIMINARY

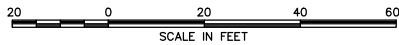
anderson perry & associates, inc.
engineering • surveying • natural resources
214 E. Birch - Walla Walla, WA 99362 Ph: (509)529-9260 Fax: (509)529-8102
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COPYRIGHT 2017 BY ANDERSON PERRY & ASSOCIATES, INC.

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REVISION	BY	DATE
DESIGNED BY J. WELLS		
DRAWN BY J. CHAPMAN		
REVIEWED BY		

JOB NUMBER 7008-499	DATE AUGUST 23 2017
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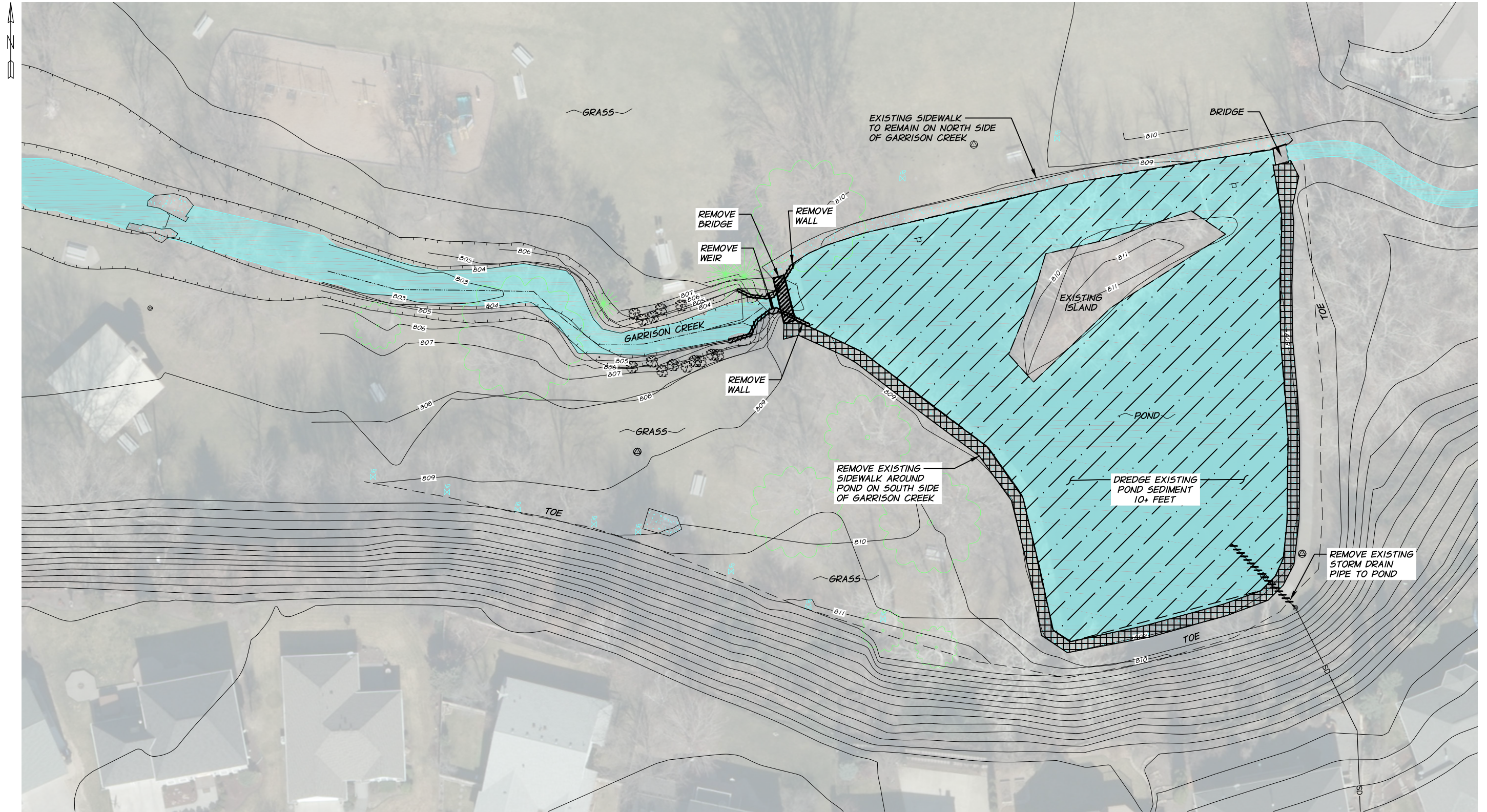


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CITY OF COLLEGE PLACE
LIONS PARK POND
2017

EXISTING SITE PLAN, SURVEY, AND LEGEND

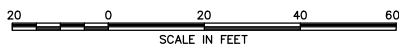
SHEET
C-101
2 OF 9

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LIONS PARK POND
2017

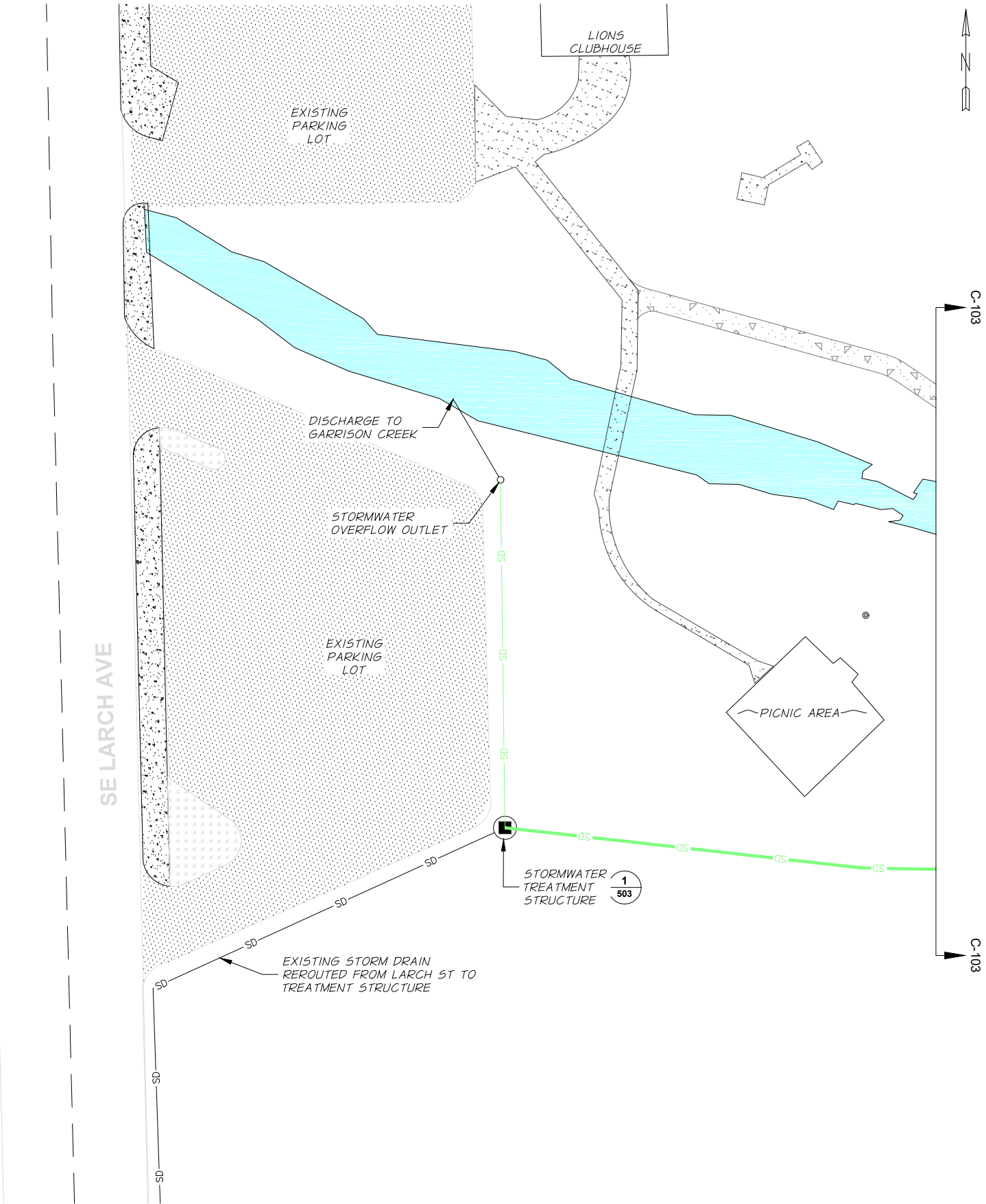
DEMOLITION PLAN

SHEET

C-102

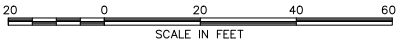
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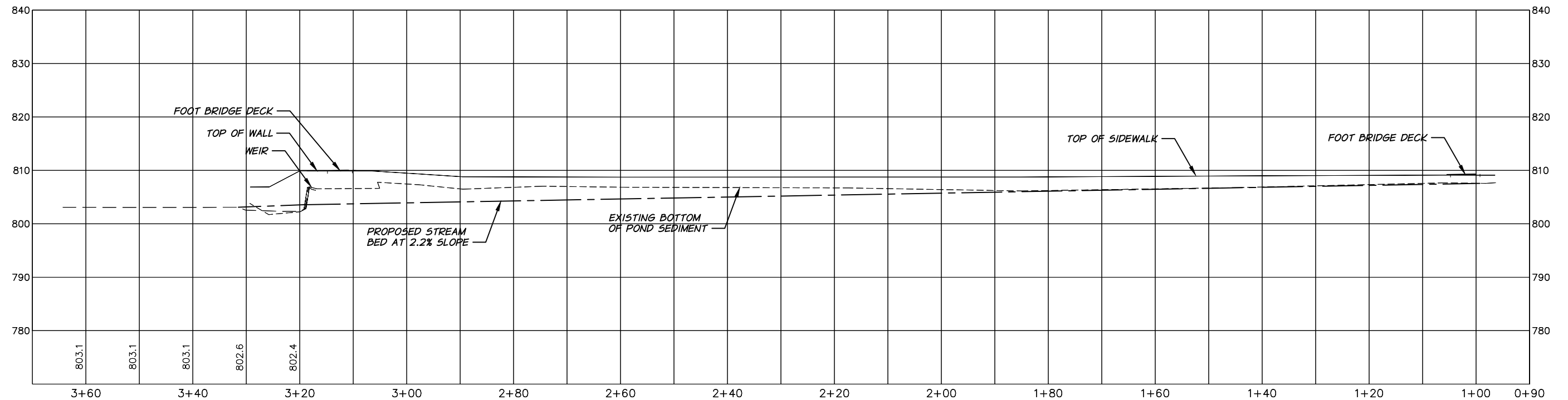
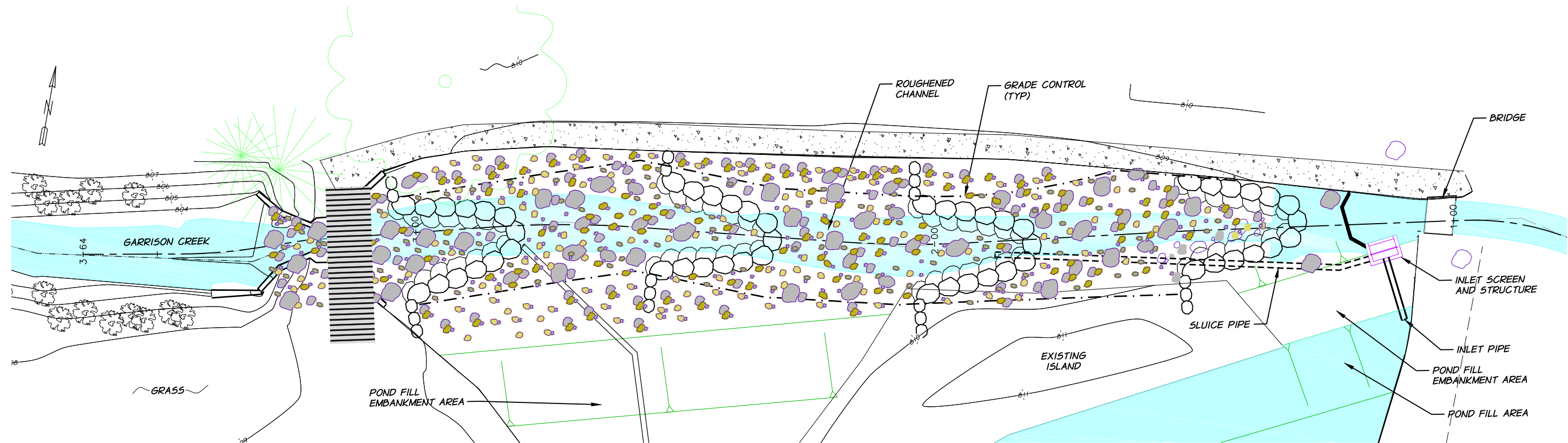


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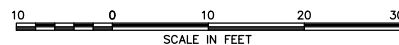
TRI-STATE STEELHEADERS CITY OF COLLEGE PLACE LIONS PARK POND 2017	SHEET C-104 5 OF 9
PROPOSED SITE PLAN	

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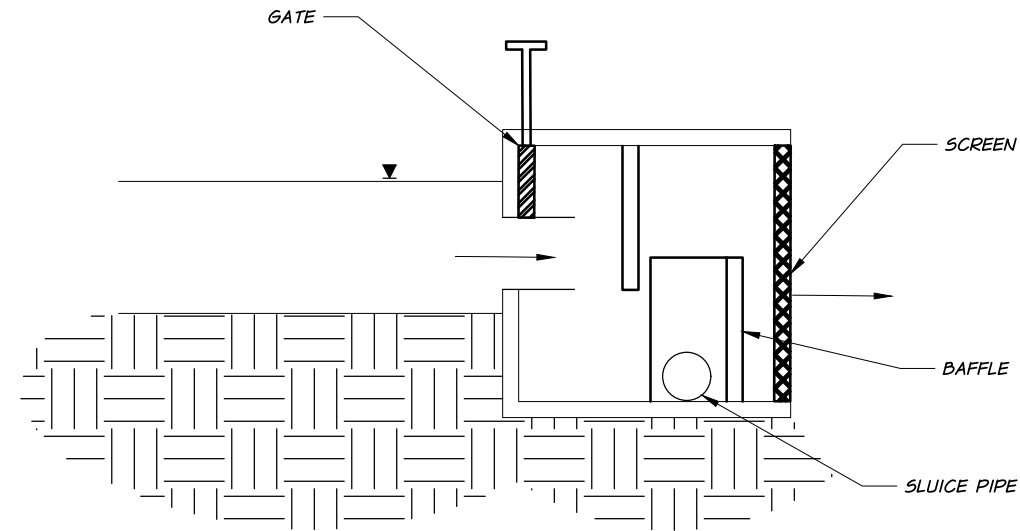
TRI-STATE STEELHEADERS
CITY OF COLLEGE PLACE
LIONS PARK POND
2017

CHANNEL CROSS SECTIONS AND PROFILE

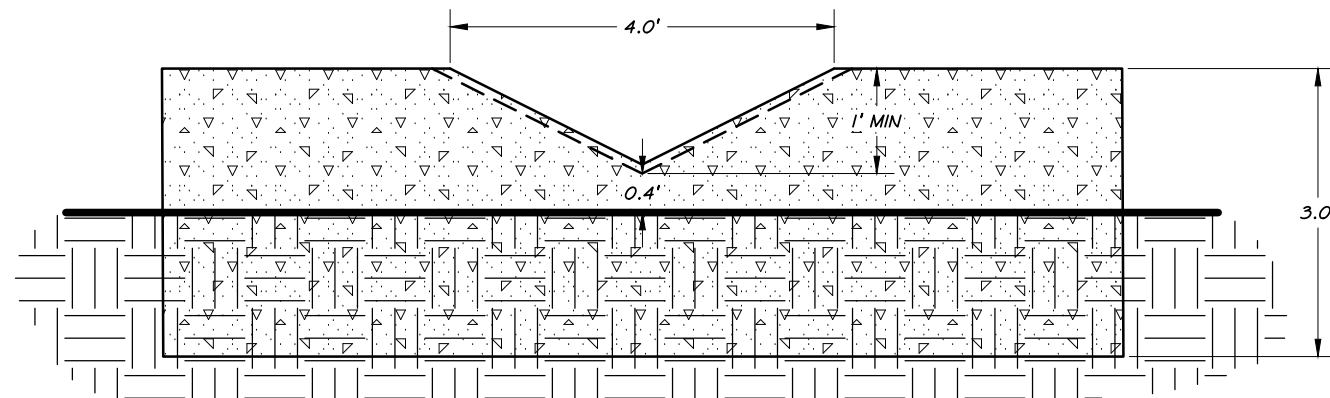
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C-201

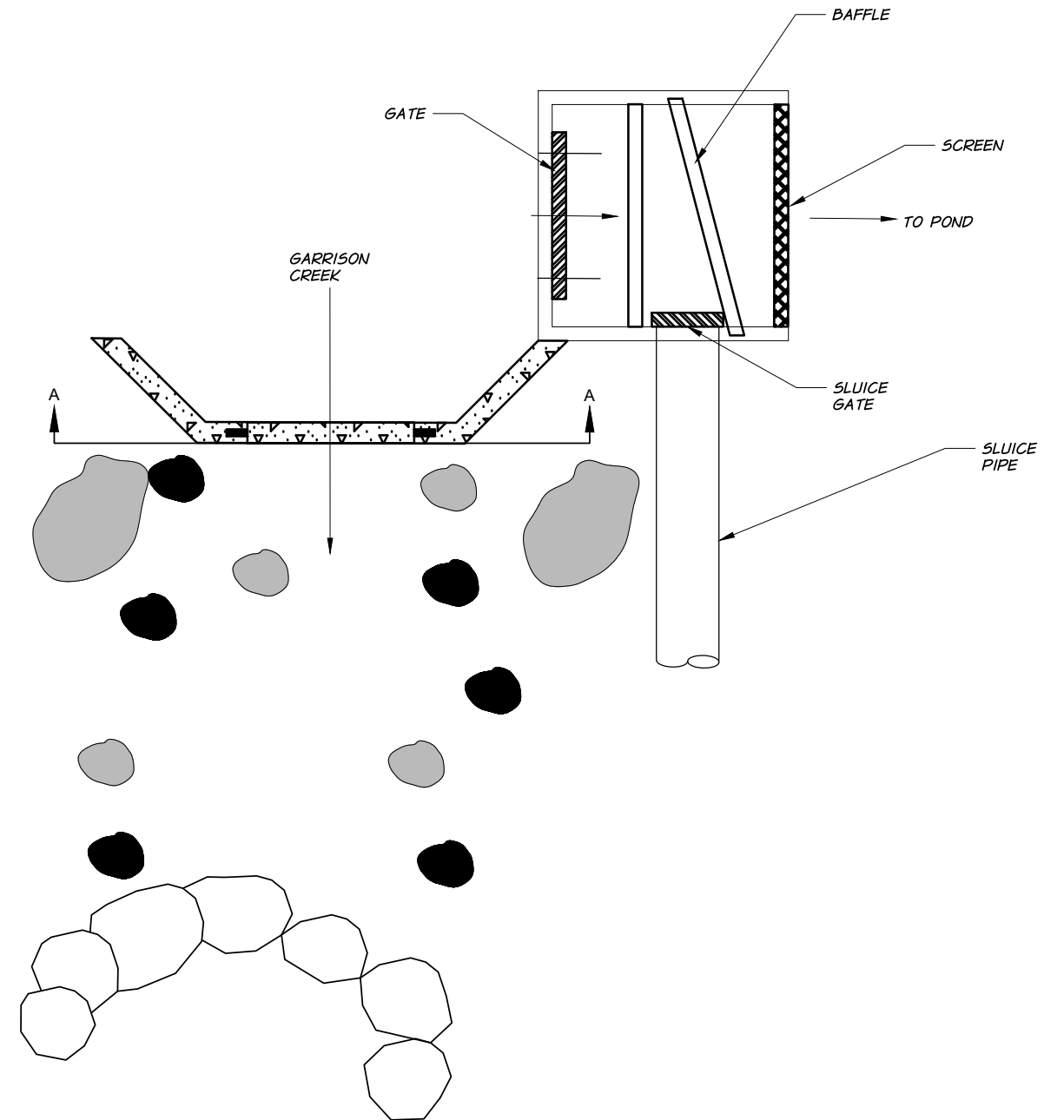
6 OF 9



1
501 **PROFILE - INLET STRUCTURE**
NTS



A - A
NTS



1
501 **PLAN - INLET STRUCTURE**
NTS

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DRAWN BY <i>J. CHAPMAN</i>			
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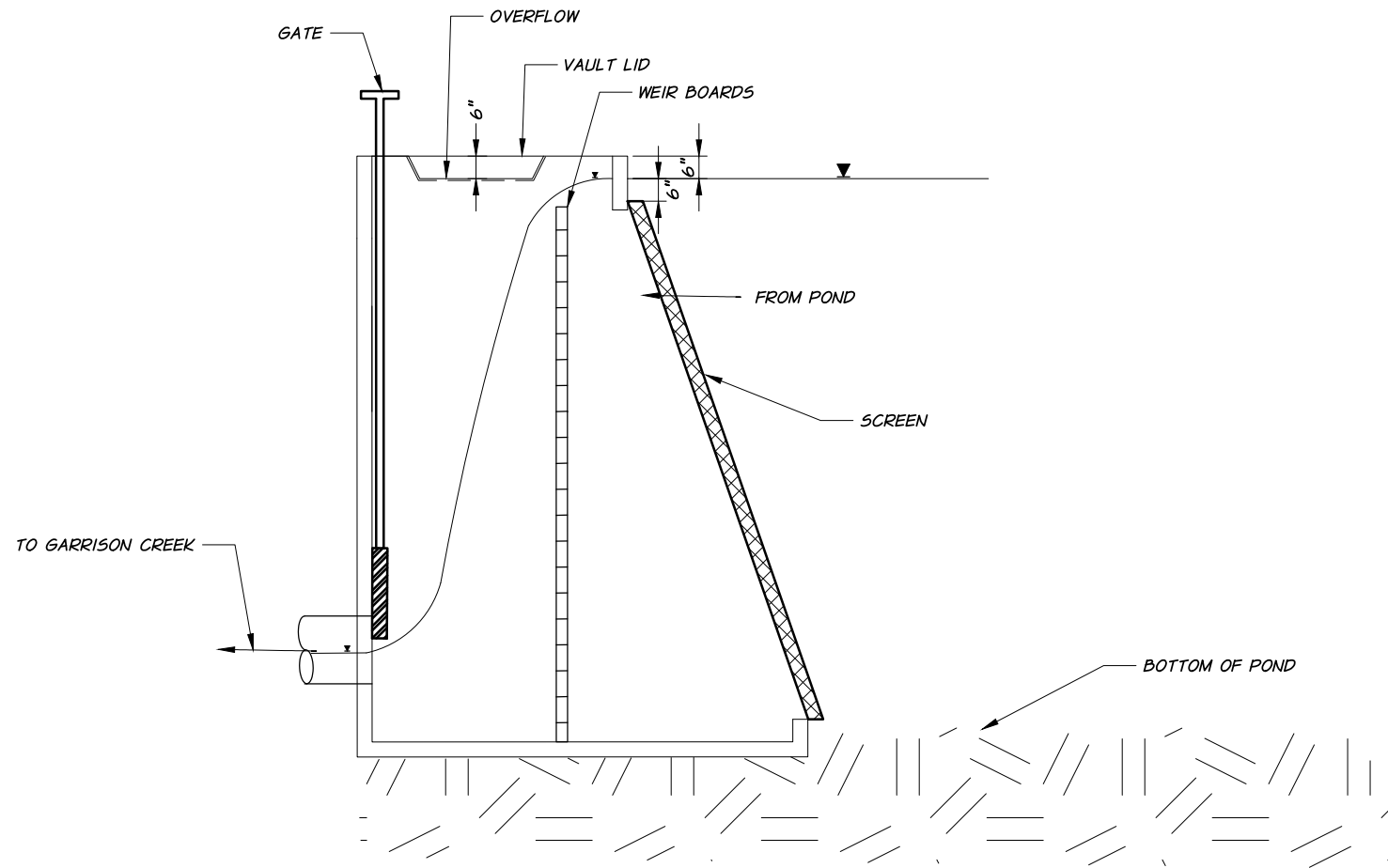
TRI-STATE STEELHEADERS
CITY OF COLLEGE PLACE
LIONS PARK POND
2017

POND INLET DETAILS

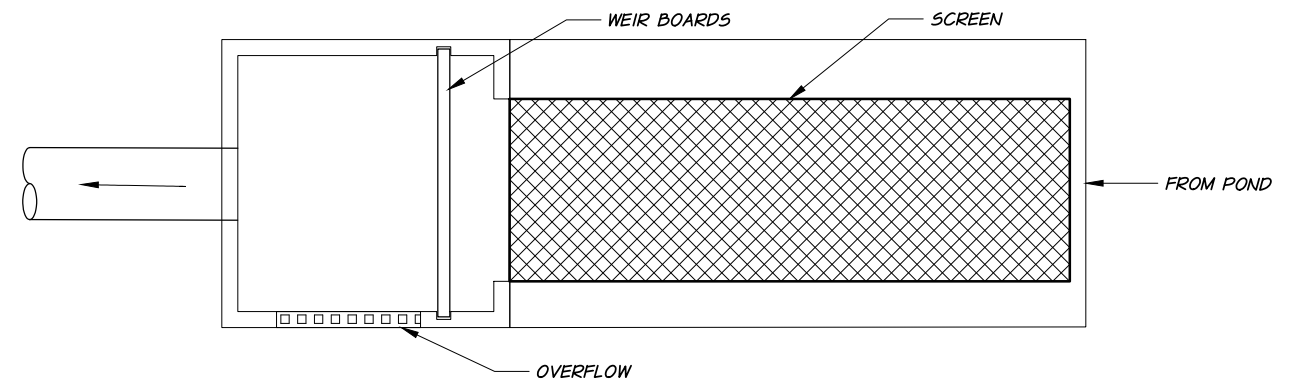
SHEET

C-501

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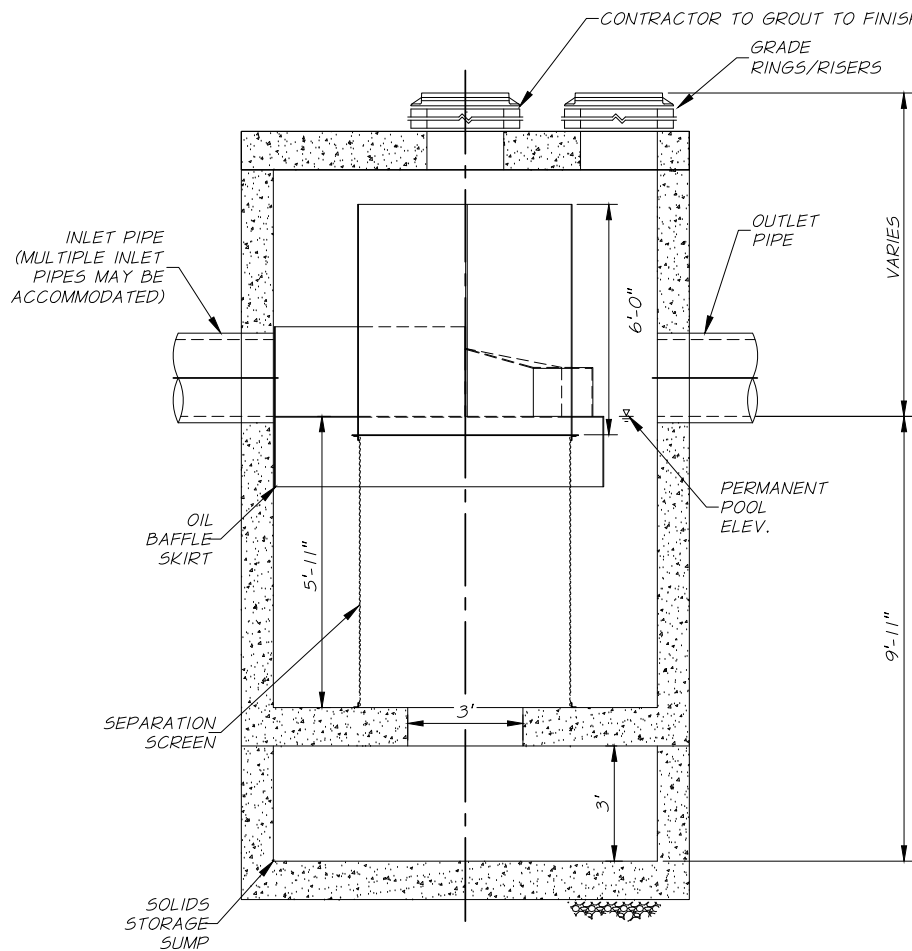
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502
PROFILE - OUTLET STRUCTURE
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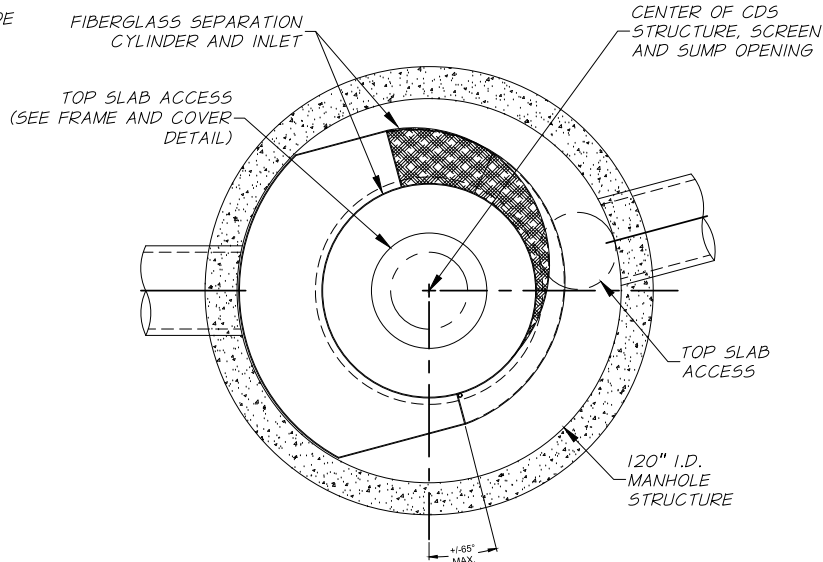
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502
PLAN - OUTLET STRUCTURE
NTS

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							POND OUTLET DETAILS		C-502
REVISION		BY	DATE	JOB NUMBER 7008-499 DATE AUGUST 23 2017					8 OF 9
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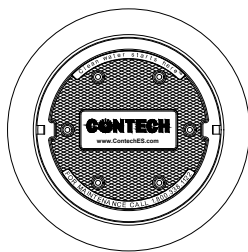
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ELEVATION A-A
N.T.S.



PLAN VIEW B-B
N.T.S.



FRAME AND COVER
(DIAMETER VARIES)
N.T.S.

1
503

STORMWATER TREATMENT STRUCTURE

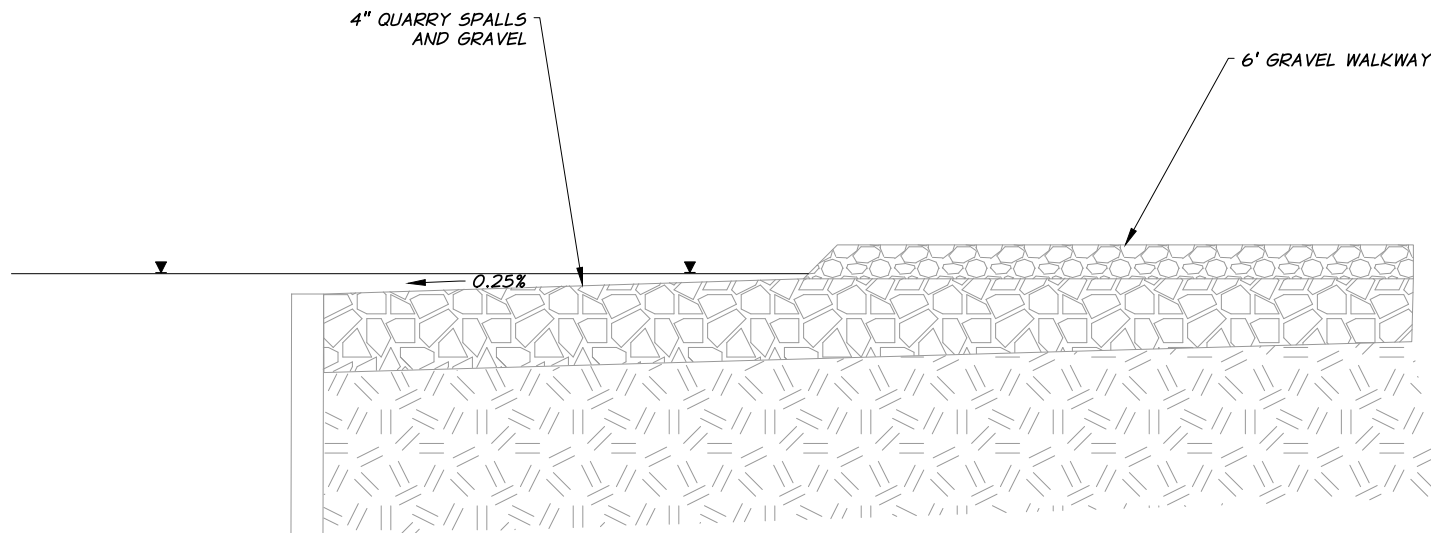
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GENERAL NOTES

1. CONTECH TO PROVIDE ALL MATERIALS UNLESS NOTED OTHERWISE.
2. DIMENSIONS MARKED WITH () ARE REFERENCE DIMENSIONS, ACTUAL DIMENSIONS MAY VARY.
3. FOR FABRICATION DRAWINGS WITH DETAILED STRUCTURE DIMENSIONS AND WEIGHTS, PLEASE CONTACT YOUR CONTECH ENGINEERED SOLUTIONS LLC REPRESENTATIVE. www.ContechES.com
4. CDS WATER QUALITY STRUCTURE SHALL BE IN ACCORDANCE WITH ALL DESIGN DATA AND INFORMATION CONTAINED IN THIS DRAWING.
5. STRUCTURE SHALL MEET AASHTO H520 AND CASTINGS SHALL MEET H520 (AASHTO M 306) LOAD RATING, ASSUMING GROUNDWATER ELEVATION AT, OR BELOW, THE OUTLET PIPE INVERT ELEVATION. ENGINEER OF RECORD TO CONFIRM ACTUAL GROUNDWATER ELEVATION.
6. PVC HYDRAULIC SHEAR PLATE IS PLACED ON SHELF AT BOTTOM OF SCREEN CYLINDER. REMOVE AND REPLACE AS NECESSARY DURING MAINTENANCE CLEANING.

INSTALLATION NOTES

- A. ANY SUB-BASE, BACKFILL DEPTH, AND/OR ANTI-FLOTATION PROVISIONS ARE SITE-SPECIFIC DESIGN CONSIDERATIONS AND SHALL BE SPECIFIED BY ENGINEER OF RECORD.
- B. CONTRACTOR TO PROVIDE EQUIPMENT WITH SUFFICIENT LIFTING AND REACH CAPACITY TO LIFT AND SET THE CDS MANHOLE STRUCTURE (LIFTING CLUTCHES PROVIDED).
- C. CONTRACTOR TO ADD JOINT SEALANT BETWEEN ALL STRUCTURE SECTIONS, AND ASSEMBLE STRUCTURE.
- D. CONTRACTOR TO PROVIDE, INSTALL, AND GROUT PIPES. MATCH PIPE INVERTS WITH ELEVATIONS SHOWN.
- E. CONTRACTOR TO TAKE APPROPRIATE MEASURES TO ASSURE UNIT IS WATER TIGHT, HOLDING WATER TO FLOWLINE INVERT MINIMUM. IT IS SUGGESTED THAT ALL JOINTS BELOW PIPE INVERTS ARE GROUTED.



2
503

GRAVEL WALKWAY AND SHORELINE

NTS

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DRAWN BY J. CHAPMAN		
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CITY OF COLLEGE PLACE
LIONS PARK POND
2017

**STORMWATER IMPROVEMENTS AND
WALKWAY DETAILS**

SHEET

C-503

9 OF 9

**Lions Park Renovation, City of College Place
Preliminary Project Cost Estimate
Stormwater and Pond Improvements**

ELEMENT	COMPONENT	SIZE/CAPACITY	COMPONENT COST OPINION	SYSTEM COST OPINION
2. Stormwater Improvements	Abandon Existing Pond Piping	750 feet 10 CFS Flow	\$2,000	
	Connect to Existing Manhole		\$3,000	
	24-inch Stormwater Piping		75,000	
	Stormwater Treatment Vault		75,000	
	Creek Outfall		10,000	
				\$165,000
3B. Pond Improvements (Revised Design)	Existing Perimeter Walkway Demolition	12,000 CY of Sediment	\$15,000	
	Pond Sediment		70,000	
	Dredging/Dewatering/Disposal			
	Naturalization of Shoreline		75,000	
	Perimeter Walkway		20,000	
	Fishing Dock		22,000	
				\$202,000
Subtotal				\$367,000
Mobilization/Demobilization				\$20,000
Sales Tax (8.3%)				<u>\$33,000</u>
Construction Cost				\$420,000
Permitting				\$60,000
Contingency (20%)				\$84,000
Design Engineering and Construction Administration				\$90,000
TOTAL STORMWATER AND POND IMPROVEMENTS PRELIMINARY PROJECT COST				<u>\$654,000</u>

Lodging Tax Advisory Commission Electronic Meeting (Thursday, November 5, 2020)

Generated by Lisa Neissl on Thursday, November 5, 2020

Present:

LTAC Members

Staff

Byron Trop, Chair
Steve Owens, Columbia REA
Kristen Taylor, WWU Guest Rooms
Dr. Cheris Current, Vacation Rentals

City Clerk, Lisa Neissl

Absent:**1. Opening Items**Procedural: 1.01 Call To Order**Chair, Byron Trop called the meeting to order at 3:35 PM.****2. Consent Agenda**Action (Consent): 2.01 Approve Agenda for November 5, 2020Action (Consent), Minutes: 2.02 Approve Minutes from November 7, 2019 MeetingAction (Consent), Minutes: 2.03 Approve Minutes from August 18, 2020 Special Meeting**Member Current made a motion to approve the consent agenda. Second by Member Owens and the motion passed 4-0.****3. Reports**Information: 3.01 Lodging Tax Funds Report

The Commission reviewed the lodging tax funds report showing the estimated funds available in the 2021 budget.

Information: 3.02 Request for Proposals

The Commission reviewed the advertisement that was placed to request proposals for funding in 2021.

4. Regular Agenda-Funding RequestsDiscussion, Information: 4.01 See Source Application

The Commission had a group discussion on the funding application from See Source, a marketing company out of Utah.

Discussion, Information: 4.02 Fort Walla Walla Museum Application

The Commission had a group discussion on the funding application from Fort Walla Walla Museum.

Discussion, Information: 4.03 College Place Light up the Avenue Application

The Commission had a group discussion on the funding application from the City of College Place for Light up the Avenue.

5. Action Agenda-Funding RecommendationAction: 5.01 Funding Recommendation to City Council

Motion to make the following recommendations for Lodging Tax fund allocations to City Council:

Member Current made a motion to decline the application from See Source. Second by Member Owens and the motion passed 4-0.**Member Current made a motion to approve funding for Fort Walla Walla Museum in the amount requested of \$3,500 and for the City of College Place Light up the Avenue in the amount requested of \$10,000 from the 2021 Lodging Tax Budget. Second by Member Owens and the motion passed 4-0.**

These recommendations will be forwarded to the City Council at their next meeting.

6. Closing Items**Procedural: 6.01 Adjourn**

Member Owens made a motion to adjourn at 4:04 PM. And, with no objection, the meeting adjourned.

Approved:

Commission Chair

Attest:

City Clerk

The foregoing minutes are the official record of the Lodging Tax Advisory Committee meeting that occurred November 5, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.



Application for City of College Place Lodging Tax Funds

Application Deadline: Tuesday, October 27, 2020 by 4 p.m. received at College Place City Hall or email Ineissl@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

6,000

Amount of Lodging Tax Requested: \$ _____

Organization/Agency Name: See Source			
Federal Tax ID Number: 37-1880795			
Event or Activity Name (if applicable): Digital Media Marketing			
Contact Name and Title: Matthew Godfrey, President			
Mailing Address: 1100 Country Hills Drive Suite 100	City: Ogden	State: UT	Zip: 84403
Phone:	Email Address:		
ELIGIBLE ENTITY ● ☒ Public Agency ☐ Non-Profit	ELIGIBLE ACTIVITY Check all that apply to this application ☒ Tourism promotion/marketing ☐ Operation of special event/festival designed to attract tourists ☐ Operation of a tourism-related facility owned or operated by a non-profit ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality		

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Professional Services Agreement with the City of College Place.
- The City will reimburse costs incurred by my organization for tourism-related services according to a Scope of Work. For events/festivals, the City may advance 50% of the award prior to the event.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature: 	Title: President
Printed or Typed Name: Matthew Godfrey	Date: 8 Oct 2020

1) Provide us an overview of your tourism-related activity, event, or service.

We provide tourism data and advertising using cell phone GPS data, demographic data, psychographic data and consumer spending data to identify people who have visited your community in the past to invite them back. We can also place digital ads to people who have visited communities similar to your or we can develop look-a-like audiences based on the

2) How do your proposed services promote and enhance tourism in College Place?

We will geo-frame your community to capture data for past and current visitors and then place digital ads to them using their Mobile Advertiser ID's (MAID's). We recommend having three campaigns during the year of \$2,000 each to get enough market penetration to drive visitors to the area.

3) Have you received lodging tax before? ☒ yes ☐ no. If yes, describe the prior success of your activity/event in attracting tourists.

We have many dozens of clients who pay us for these services using their tourism taxes.

4) Who is your target market / Where are they coming from?

Past visitors of College Place, visitors to places that are similar to College Place and we can create "look-a-like" audiences of those who have visited in the past 2-plus years. We would focus on people who stay overnight.

5) Describe how you will promote your event or activity.

We will use programmatic advertising and can place banner ads, digital radio and video. We will work with the City to identify the best places and methods to place the digital ads. We can do full attribution, meaning we can track which of the people we placed ads to actually showed up in College Place. That kind of accountability is impossible for almost everyone else.

6) Is your activity/event a partnership with other organizations? Describe the collaboration with local organizations or businesses.

We are a member of and provider for Washington Tourism Alliance. We work with many local communities to help them drive more tourism to the area that will provide the much needed economic stimulus for local businesses.

7) Is this a ticketed event?

No.

8) What is the overall budget for this event/activity?

\$6,000.

9) How will you fund this event/activity if not awarded the full amount?

This depends entirely upon your funding, although if you are a member of Washington Tourism Alliance they may provide some matching funds.

10) What are your other funding sources for this event/activity?

You can also apply for Cares Act Funding for this kind of tourism marketing.

11) The State of Washington Requires an estimate for the following:

Provide impact estimates due to the direct result of your proposed tourism-related service:		What method was used to determine attendance in previous years?
a. Overall Attendance a. Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 3,500	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate
b. Attendance, 50+ Miles a. Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine attendance.	Predicted: 3,500	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate
c. Attendance, Out of State, Out of Country a. Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 1,750	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate
d. Attendance, Paid for Overnight Lodging a. Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: 500	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging a. Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: Unknown	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate

Description of Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Application Deadline: Tuesday, October 27, 2020 by 4 p.m. received at College Place City Hall or email lnessl@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Attachments to include:

- 1) Budget Form
- 2) If your agency is a non-profit, a copy of your agency's current non-profit corporate registration with the Washington Secretary of State.
- 3) If available, a copy of your organization's business plan (please limit to not more than two pages) and annual budget.

This proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.

Submit a PDF and one original signed copy to:

City of College Place
Lisa R. Neissl, City Clerk
625 S College Ave
College Place WA 99324
lnessl@cpwa.us

**College Place Lodging Tax Application
TIMELINE FOR 2020 (2021 BUDGET)**

September 29	Applications available online at www.cpwa.us
October 27	Applications due to City by 4 p.m.
October 27 – November 4	Internal Staff review and scheduled LTAC meeting to review applications
November 5	LTAC meeting to recommend applicants for 2021 funding
November 10	City Council discussion
November 24	City Council decision

City of College Place Lodging Tax Fund Overview

College Place's Lodging Tax Fund is the primary source of city funding for activities, operations, and expenditures designed to increase tourism. The city has elected to create a program to competitively award funds to eligible local entities. In addition, the city intends to maintain a reserve in the fund, and will assess on an annual basis how much of the fund to appropriate in a given year to the program.

The College Place City Council has created a Lodging Tax Advisory Commission (LTAC) to conduct an annual process to solicit and recommend Lodging Tax funded projects to the City Council.

PRIORITY will be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the City of College Place.
 - Promote the College Place area and/or events, activities, and places in the City of College Place to potential tourists from outside Whitman County.
 - Have demonstrated or high potential from the Committee's perspective to result in documented economic benefit to College Place.
 - Have a demonstrated history or success in College Place, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
 - Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
 - Provide, maintain, operate or enhance city-owned tourism facilities or infrastructure.
-

Committee Considerations

In developing its recommendations, the LTAC considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the City's Finance Office.
- Thoroughness and completeness of the proposal.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year College Place Lodging Tax funded proposals, if any.
- Projected economic impact within the City of College Place, in particular projected overnight stays in College Place lodging establishments.
- The applicant's financial stability.
- The applicant's history of tourism promotion success.

Reporting Requirements

Organizations funded for tourism promotion or tourism-related operations will provide quarterly written reports with their funding reimbursement requests. A final written report will be provided to the LTAC and large funding recipients may be asked to make an oral presentation to the City Council near the end of the year.

Organizations funded for individual events, festivals or activities funds will provide a written and oral presentation 30 days after the event and an oral presentation to council near the end of the year.

Actual data estimated in the application table will be required at the end of the year.

State Law Excerpts

RCW 67.28.1816 – Use of Lodging Tax Fund.

Lodging tax revenue under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

- a. Tourism marketing;
- b. The marketing and operations of special events and festivals designed to attract tourists;
- c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
- d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) or the internal revenue code of 1986, as amended.

RCW 67.28.080 – Definitions.

- "Municipality" means any county, city or town of the state of Washington.
- "Operation" includes, but is not limited to, operation, management, and marketing.
- "Person" means the federal government or any agency thereof, the state or any agency, subdivision, taxing district or Municipal Corporation thereof other than county, city or town, any private corporation, partnership, association, or individual.
- "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- "Tourism promotion" means activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.
- "Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, or to accommodate tourist activities.
- "Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

ATTACHMENT

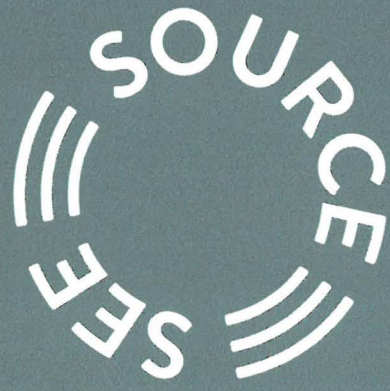
Budget

List approximate amount and status of funding from all other sources you anticipate receiving or are requesting for the activities/events proposed. Add additional rows as needed.

<u>Amount</u>	<u>Source</u>	<u>Confirmed (Yes or No)</u>
\$6,000	College Place Lodging Tax	

Expenses

Activity	Lodging Tax	Other Funds (total above)	Total
Personnel			
Administration			
Marketing/Promotion	\$6,000		\$6,000
Travel			
Consultants			
Other (identify)			
TOTAL	\$6,000		\$6,000



Why See Source?

SEE SOURCE

THE POWER OF SEE SOURCE

We make Big Data affordable and actionable. Our data can drive more visitors to your destination because we already know who has been to your Points of Interest (POI's) and competitors' locations for the past two years—or more!

We create look-a-like audiences whose demographics and psychographics match those of your visitors so that you can reach new opportunities. We can also geofence competitor locations and send ads to personal devices (mobile, tablets, connected TV) through Advertiser ID's.

This saves you money with our highly targeted lists and increases your ROI.

Contact your friends
at SeeSource.com
or 801-823-0083



Measure ROI & Iterate

Eliminate guessing & wasting money. We can tell you which ads worked so you can make necessary adjustment.



Marketing & Strategy Development + Implementation

Our household level demographic and psychographic data allow us to create lookalike audiences to those who have visited your or competitor locations in the past and place ads to them on their mobile device.



Customized Market & Customer Insight Dashboard

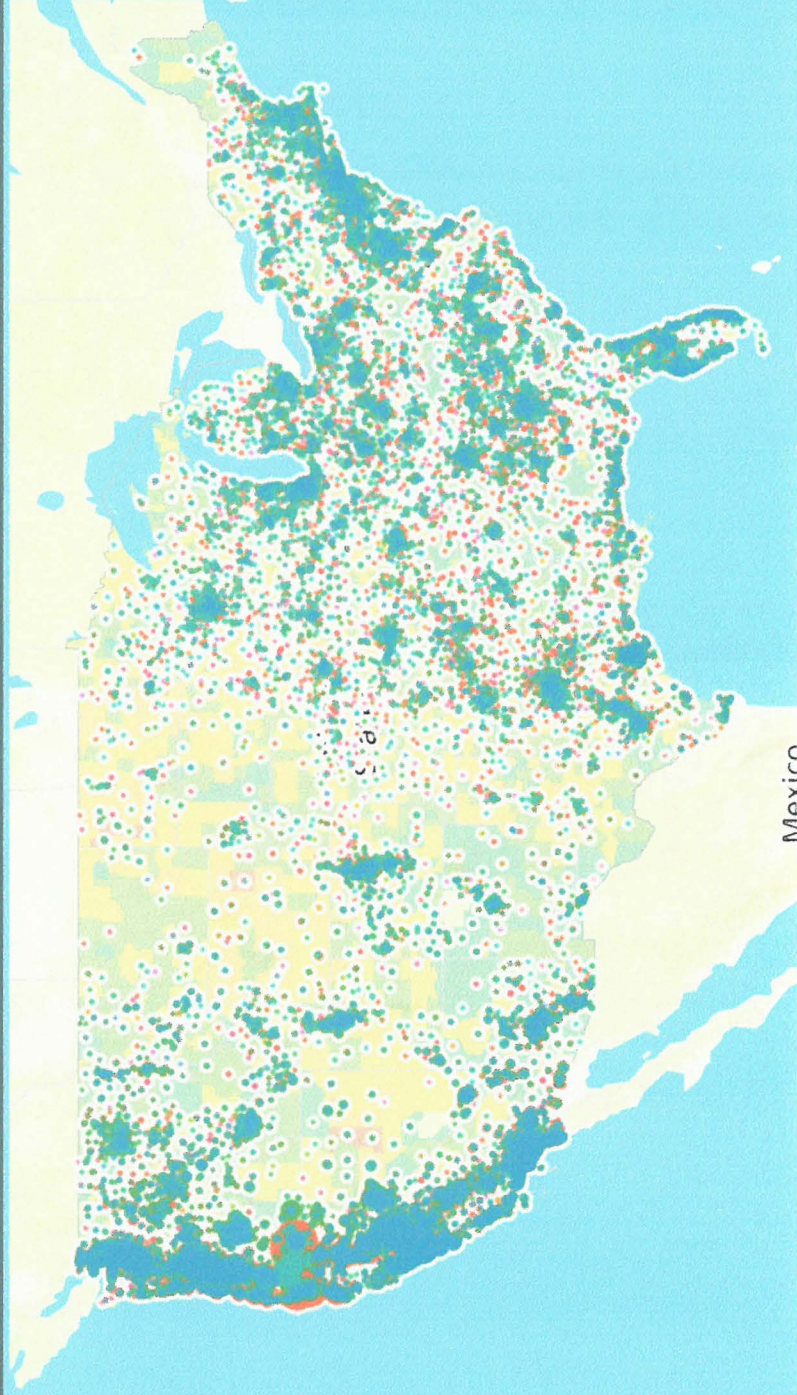
Know who came to your destination or those of your competitors on your customized dashboard with cell phone GPS location data from 200mm + devices.

SEE SOURCE CUSTOMIZED INTERACTIVE DASHBOARD



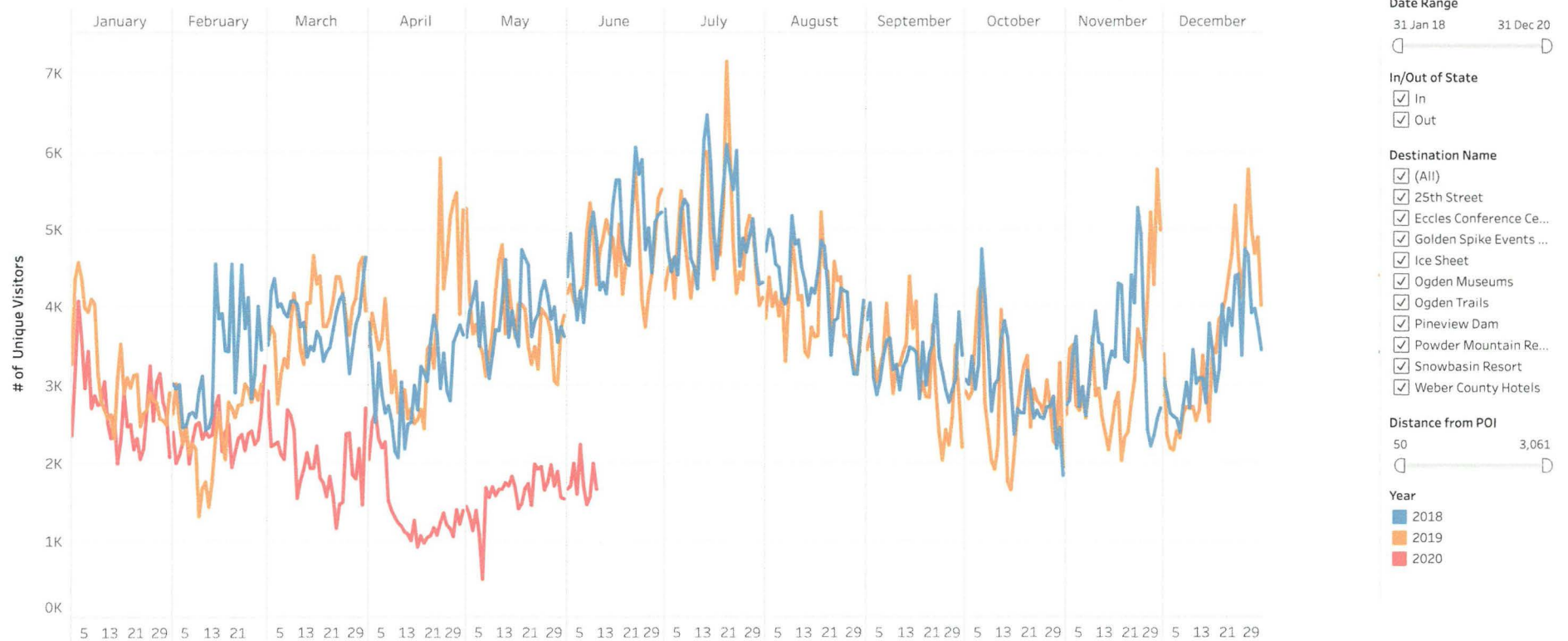
SEE SOURCE

VISITORS BY ORIGIN & Point of Interest (POI)



SEE SOURCE DAILY # OF UNIQUE VISITORS

Daily # of Unique Visitors



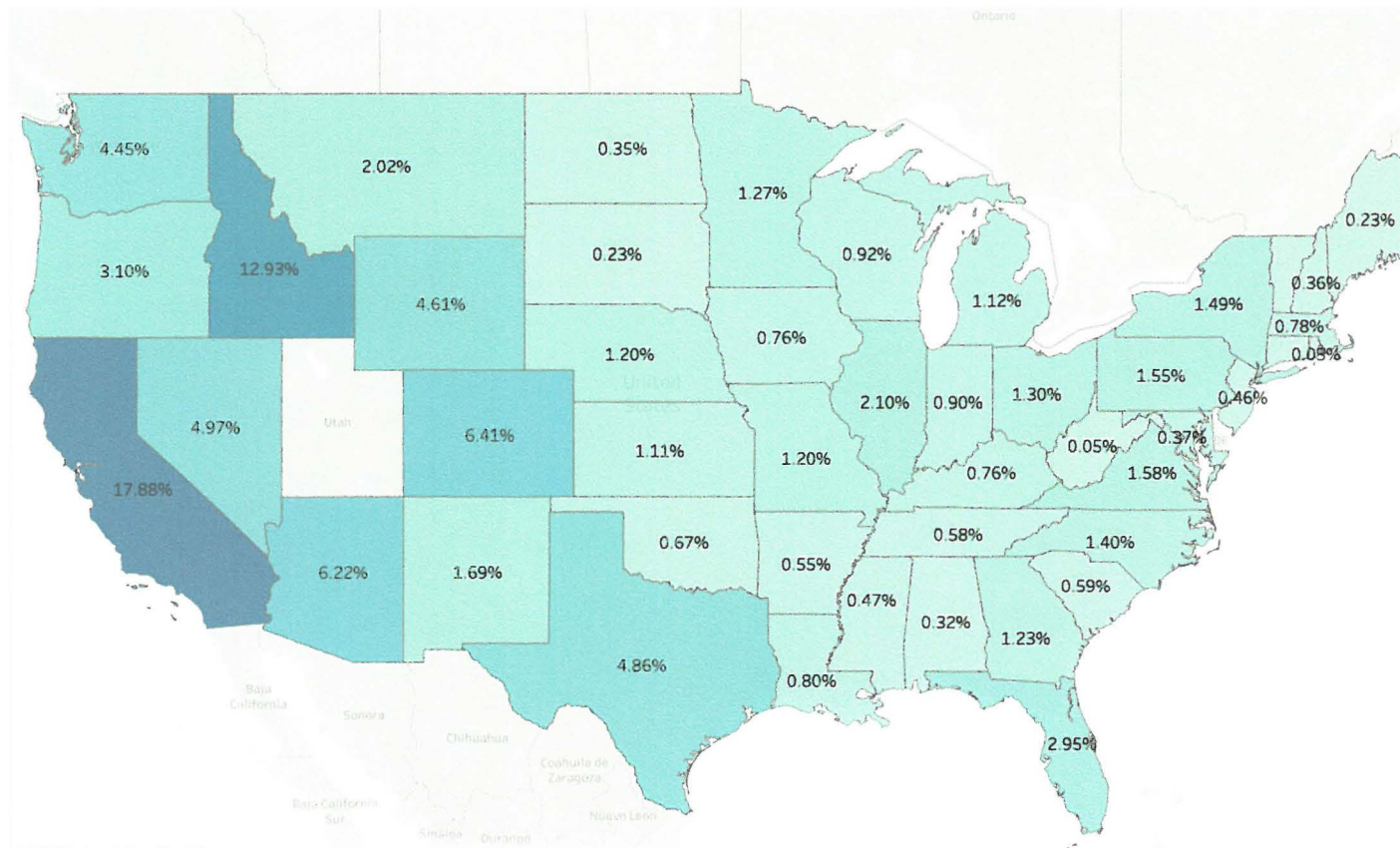
SEE SOURCE VISITOR PROFILE

Visitor Profile

Zip Code	State Abbr	City Name	35 to 44	45 to 54	55 to 64	65+	Gen Z	Millenials	Gen X	Boomers	% of Households w/ Children	Avg. Household Size	Median Income	Bachelor Degree or Higher
94028	CA	Portola Vall..	8.2%	17.0%	16.2%	27.6%	15.6%	7.5%	22.0%	43.8%	31.05%	3	244,671	83.4%
10007	NY	New York	19.7%	16.1%	9.5%	5.9%	10.3%	33.0%	27.0%	15.4%	25.35%	2	242,644	76.8%
94024	CA	Los Altos	11.6%	16.4%	16.9%	19.6%	17.6%	9.4%	25.3%	36.5%	41.07%	3	220,970	83.9%
98314	WA	Bremerton	3.9%	0.4%	0.2%	0.0%	80.7%	16.7%	2.0%	0.2%	69.23%	3	218,750	25.5%
22066	VA	Great Falls	9.2%	18.2%	17.3%	18.3%	20.8%	9.1%	22.6%	35.6%	39.42%	3	218,638	80.1%
06870	CT	Old Greenw..	13.5%	18.7%	12.3%	13.2%	19.4%	12.1%	24.1%	25.5%			217,361	77.3%
92657	CA	Newport Co..	11.0%	20.0%	18.5%	19.0%	16.0%	12.7%	23.5%	37.5%	25.15%	3	215,000	72.6%
10504	NY	Armonk	9.8%	18.1%	17.6%	14.4%	24.2%	7.7%	22.8%	32.0%	43.23%	3	213,234	82.3%
10577	NY	Purchase	4.2%	8.2%	6.2%	6.4%	68.1%	4.0%	9.3%	12.6%	35.32%	3	213,173	71.8%
02468	MA	Waban	10.4%	16.2%	17.8%	19.3%	19.2%	10.0%	23.6%	37.1%			212,394	89.7%
94022	CA	Los Altos	11.1%	16.9%	14.6%	23.1%	16.1%	11.1%	23.8%	37.7%	32.52%	3	208,984	82.5%
06820	CT	Darien	13.5%	17.1%	12.2%	11.9%	24.7%	10.6%	24.7%	24.1%			208,848	81.0%
11724	NY	Cold Spring ..	11.2%	18.0%	15.3%	13.1%	21.2%	16.2%	20.4%	28.4%	40.80%	3	207,656	80.7%
06878	CT	Riverside	14.6%	19.3%	11.7%	13.0%	20.7%	12.3%	22.6%	24.7%			207,500	71.3%
76092	TX	Southlake	13.6%	21.0%	14.6%	8.8%	23.8%	9.5%	28.2%	23.4%	49.88%	3	207,127	68.8%
60022	IL	Glencoe	11.2%	17.2%	16.6%	16.8%	22.9%	7.6%	22.9%	33.4%	38.30%	3	204,118	86.6%
22039	VA	Fairfax Stat..	9.2%	16.3%	20.5%	16.2%	22.0%	9.8%	22.7%	36.7%	34.96%	3	204,063	77.2%

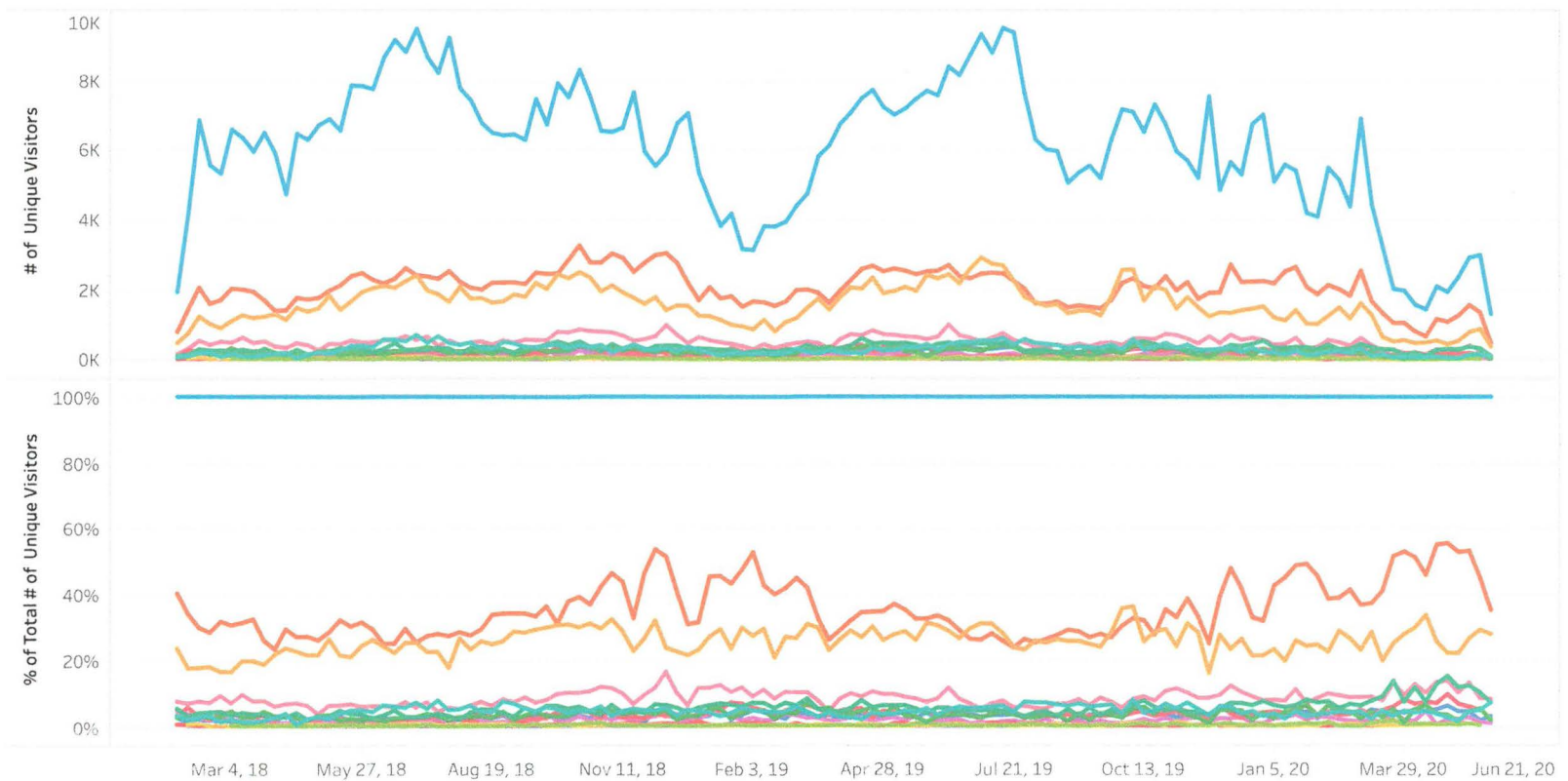
SEE SOURCE MARKET SHARE

State Percentages



SEE SOURCE POINT OF INTEREST CORRELATION

POI Correlation



SEE SOURCE

AVERAGE DAYS IN AREA BY POI

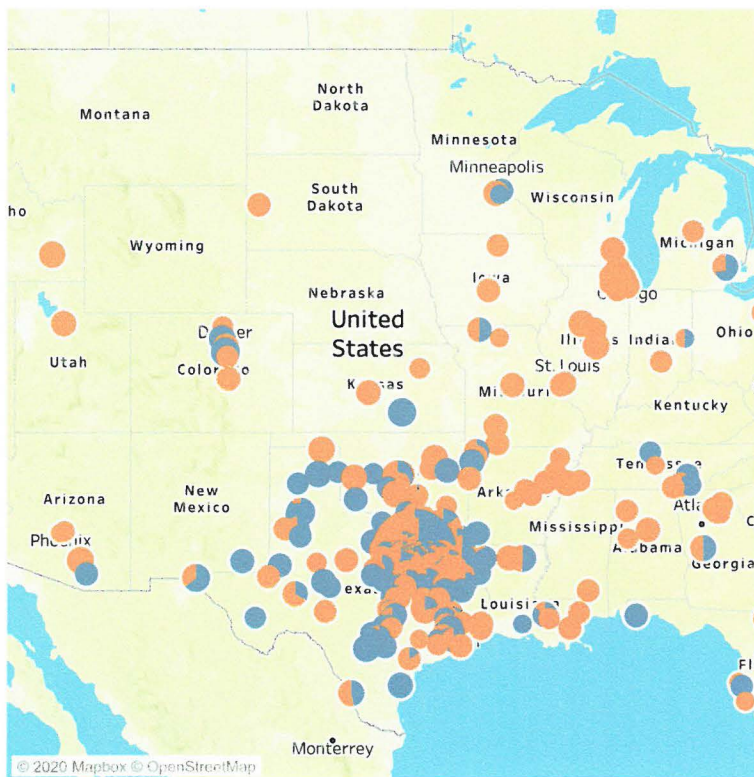
Days in Area

Home Zip5	City Name	State Abbr	Destination Name					
			City of Santa Fe	Historic Hotels District	Santa Fe Airport	Santa Fe County	Santa Fe NM Hotels -Cerrill..	Santa Fe Plaza
Average			2.67	1.95	1.82	2.61	1.90	1.32
99901	Ketchikan	AK	1.70			2.47		
99835	Sitka	AK	1.50			1.50		
99824	Douglas	AK				3.80		
99801	Juneau	AK	3.68	1.88		4.27		
99712	Fairbanks	AK	2.29			2.50		
99709	Fairbanks	AK	2.78	1.57		2.71	1.33	
99705	North Pole	AK	2.91			3.27		
99703	Fort Wainwright	AK	1.29			1.37		
99676	Talkeetna	AK				5.43		
99672	Sterling	AK				1.50		
99669	Soldotna	AK	1.38			2.00		
99654	Wasilla	AK	1.88	1.25		1.67	1.25	
99645	Palmer	AK	2.63	2.40		2.28		1.20
99623	Wasilla	AK	1.24			3.31		
99615	Kodiak	AK				1.00		
99611	Kenai	AK	1.00			2.30		
99603	Homer	AK	3.40	1.50		2.95		
99577	Eagle River	AK	4.58	1.80		4.62	1.80	1.00
99567	Chugiak	AK	2.56			1.88		
99518	Anchorage	AK	1.43			2.30		

Values shown above represent the average number of days an individual has been observed at the point of interest within the specified date range, aggregated by home zip code. Please contact us to generate a targeted advertising list based around high frequency visitors.

SEE SOURCE SPECIAL EVENT – VISITORS BY CITY

City Map



of Visitors/Customers by City

City	Convention Center	Pro Rodeo
Fort Worth	1,815	4,077
Balch Springs	1,707	1,637
Grand Prairie	1,552	1,853
Rowlett	1,097	1,597
Rockwall	591	1,486
Wylie	556	793
Forney	406	1,151
Farmers Branch	395	562
Fate	385	375
Waxahachie	262	197
Wichita	256	
Frankston	210	
Cockrell Hill	197	86
Kaufman	191	178
Combine	188	385
McKinney	181	729
Flower Mound	181	284
Sachse	167	312
Corsicana	163	143
Killeen	153	
Royse City	145	262

Date Range

January 2019 to Septem..

Destination

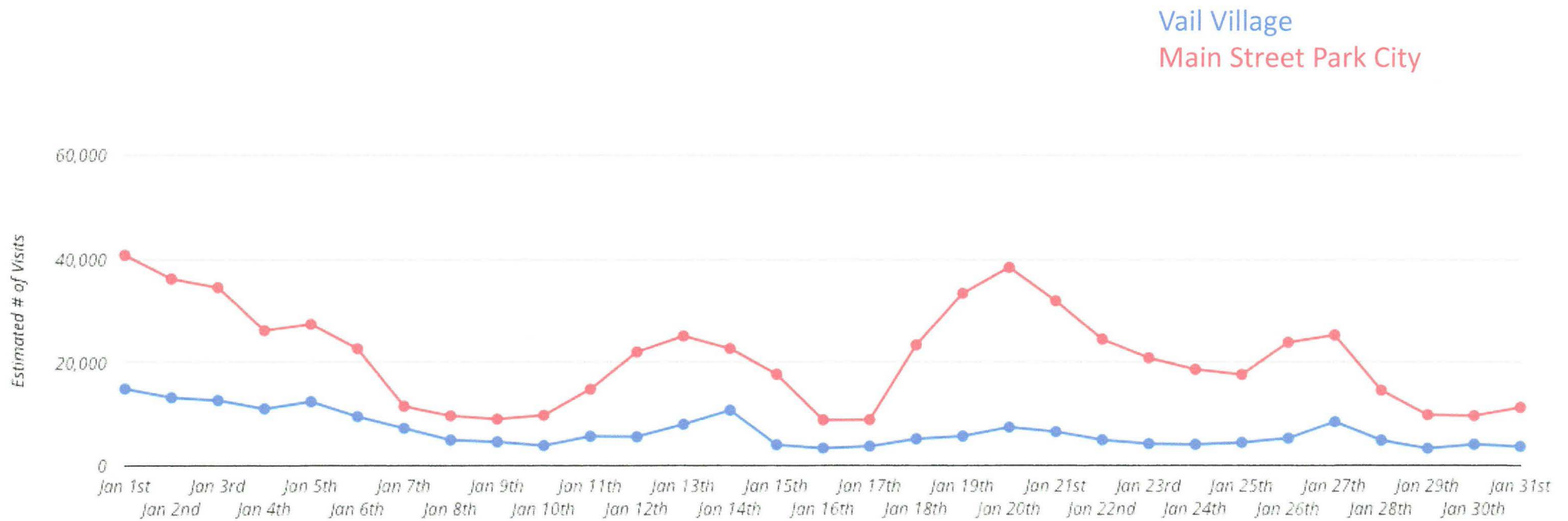
☒ Convention ..
☒ Pro Rodeo

Destination

☒ Convention ..
☒ Pro Rodeo

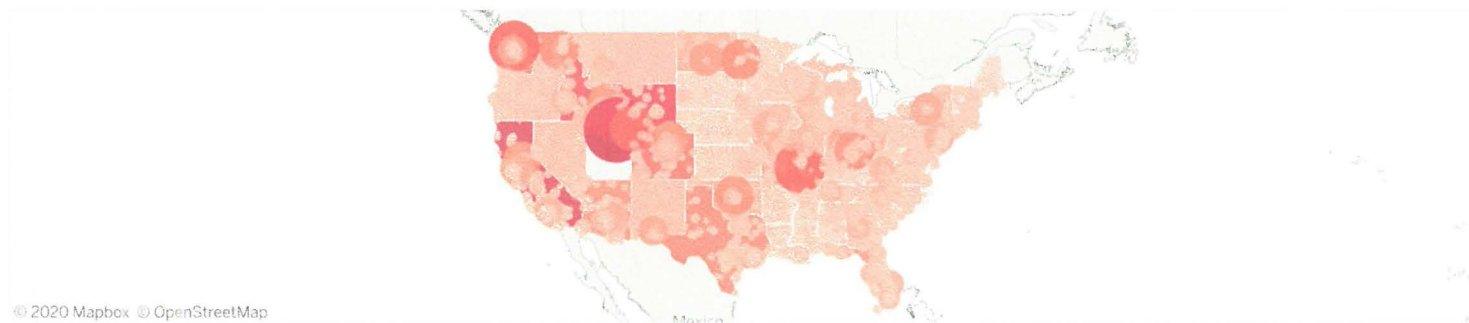
SEE SOURCE

COMPARABLES – VISITOR TRENDS



SEE SOURCE TOP SPENDING COMPARISONS

Spending Map Comparison



Top Spending States

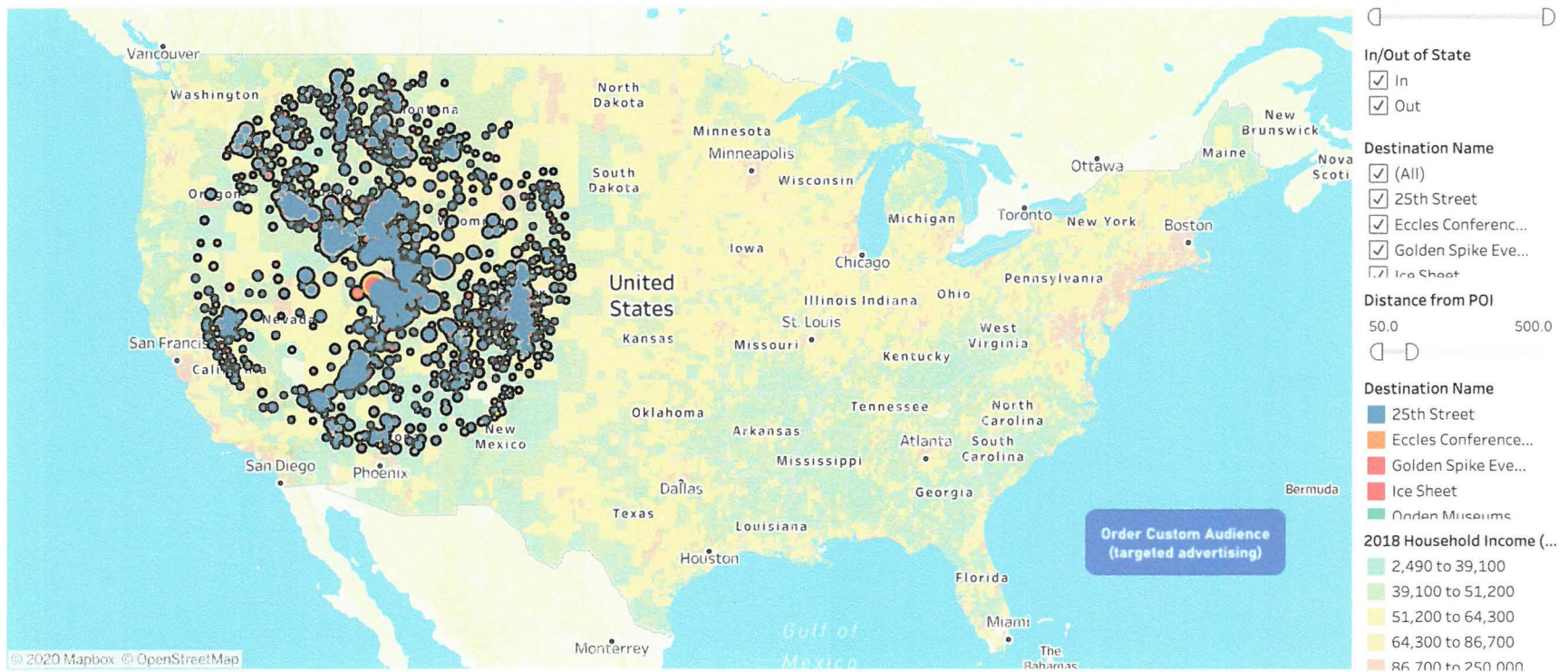
State	Location of Transaction		
	84401	84403	84405
Wyoming	6.97%	6.87%	20.93%
Idaho	10.92%	5.58%	13.52%
California	12.31%	12.91%	9.32%
Arizona	3.55%	3.71%	7.88%
Colorado	4.73%	9.08%	5.37%
Florida	4.55%	4.21%	5.20%
Texas	6.04%	5.63%	4.22%
Washington	5.33%	8.22%	3.77%

Top Spending Zip Codes

Billing Zip Code	Location of Transaction		
	84401	84403	84405
82930	2.72%	1.95%	8.85%
13215	1.90%	0.20%	0.22%
83401	1.90%	0.33%	1.12%
91104	1.63%	0.04%	0.04%
82901	1.52%	1.37%	2.57%
08889	1.48%	0.34%	0.09%
98101	1.48%	0.36%	0.09%
25901	1.20%	0.04%	0.08%

SEE SOURCE DEVICE ID ADVERTISING

US Map of Visitors



SEE SOURCE VISITOR AND POI TARGETED MARKETING

DAILY
VISITOR
DATA

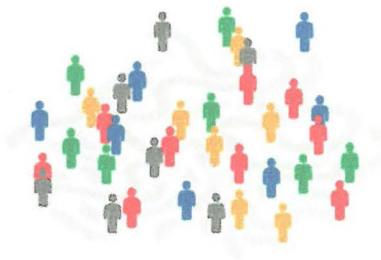
SEE SOURCE
ANALYSIS

VISITOR PROFILE BY SEASON OR POI

Season		City		Country		Age		Gender		Income		Education		Marital Status		Occupation		Interests		Behaviors		Device		Browser		OS		Language		Time Zone		IP Address		Location		Referrer		Search Engine		Keyword		Ad Campaign		Ad Group		Ad Creative		Ad Format		Ad Size		Ad Color		Ad Text		Ad Image		Ad Video		Ad Audio		Ad Animation		Ad Interactions		Ad Conversions		Ad Cost		Ad Revenue		Ad ROI		Ad CPA		Ad CPM		Ad CTR		Ad CVR		Ad CR		Ad CL		Ad CLV		Ad LTV		Ad LTV2		Ad LTV3		Ad LTV4		Ad LTV5		Ad LTV6		Ad LTV7		Ad LTV8		Ad LTV9		Ad LTV10		Ad LTV11		Ad LTV12		Ad LTV13		Ad LTV14		Ad LTV15		Ad LTV16		Ad LTV17		Ad LTV18		Ad LTV19		Ad LTV20		Ad LTV21		Ad LTV22		Ad LTV23		Ad LTV24		Ad LTV25		Ad LTV26		Ad LTV27		Ad LTV28		Ad LTV29		Ad LTV30		Ad LTV31		Ad LTV32		Ad LTV33		Ad LTV34		Ad LTV35		Ad LTV36		Ad LTV37		Ad LTV38		Ad LTV39		Ad LTV40		Ad LTV41		Ad LTV42		Ad LTV43		Ad LTV44		Ad LTV45		Ad LTV46		Ad LTV47		Ad LTV48		Ad LTV49		Ad LTV50		Ad LTV51		Ad LTV52		Ad LTV53		Ad LTV54		Ad LTV55		Ad LTV56		Ad LTV57		Ad LTV58		Ad LTV59		Ad LTV60		Ad LTV61		Ad LTV62		Ad LTV63		Ad LTV64		Ad LTV65		Ad LTV66		Ad LTV67		Ad LTV68		Ad LTV69		Ad LTV70		Ad LTV71		Ad LTV72		Ad LTV73		Ad LTV74		Ad LTV75		Ad LTV76		Ad LTV77		Ad LTV78		Ad LTV79		Ad LTV80		Ad LTV81		Ad LTV82		Ad LTV83		Ad LTV84		Ad LTV85		Ad LTV86		Ad LTV87		Ad LTV88		Ad LTV89		Ad LTV90		Ad LTV91		Ad LTV92		Ad LTV93		Ad LTV94		Ad LTV95		Ad LTV96		Ad LTV97		Ad LTV98		Ad LTV99		Ad LTV100	
Spring	San Francisco	USA	25-34	Male	\$50,000 - \$74,999	High School	Married	Software Engineer	Technology	Mobile	Chrome	Windows	English	PST	10.25.2019	192.168.1.1	San Francisco	Google	Search	Mountain Biking	Ad Group 1	Ad Creative 1	Ad Format 1	Ad Size 1	Ad Color 1	Ad Text 1	Ad Image 1	Ad Video 1	Ad Audio 1	Ad Animation 1	Ad Interactions 1	Ad Conversions 1	Ad Cost 1	Ad Revenue 1	Ad ROI 1	Ad CPA 1	Ad CPM 1	Ad CTR 1	Ad CVR 1	Ad CR 1	Ad CL 1	Ad CLV 1	Ad LTV 1	Ad LTV2 1	Ad LTV3 1	Ad LTV4 1	Ad LTV5 1	Ad LTV6 1	Ad LTV7 1	Ad LTV8 1	Ad LTV9 1	Ad LTV10 1	Ad LTV11 1	Ad LTV12 1	Ad LTV13 1	Ad LTV14 1	Ad LTV15 1	Ad LTV16 1	Ad LTV17 1	Ad LTV18 1	Ad LTV19 1	Ad LTV20 1	Ad LTV21 1	Ad LTV22 1	Ad LTV23 1	Ad LTV24 1	Ad LTV25 1	Ad LTV26 1	Ad LTV27 1	Ad LTV28 1	Ad LTV29 1	Ad LTV30 1	Ad LTV31 1	Ad LTV32 1	Ad LTV33 1	Ad LTV34 1	Ad LTV35 1	Ad LTV36 1	Ad LTV37 1	Ad LTV38 1	Ad LTV39 1	Ad LTV40 1	Ad LTV41 1	Ad LTV42 1	Ad LTV43 1	Ad LTV44 1	Ad LTV45 1	Ad LTV46 1	Ad LTV47 1	Ad LTV48 1	Ad LTV49 1	Ad LTV50 1	Ad LTV51 1	Ad LTV52 1	Ad LTV53 1	Ad LTV54 1	Ad LTV55 1	Ad LTV56 1	Ad LTV57 1	Ad LTV58 1	Ad LTV59 1	Ad LTV60 1	Ad LTV61 1	Ad LTV62 1	Ad LTV63 1	Ad LTV64 1	Ad LTV65 1	Ad LTV66 1	Ad LTV67 1	Ad LTV68 1	Ad LTV69 1	Ad LTV70 1	Ad LTV71 1	Ad LTV72 1	Ad LTV73 1	Ad LTV74 1	Ad LTV75 1	Ad LTV76 1	Ad LTV77 1	Ad LTV78 1	Ad LTV79 1	Ad LTV80 1	Ad LTV81 1	Ad LTV82 1	Ad LTV83 1	Ad LTV84 1	Ad LTV85 1	Ad LTV86 1	Ad LTV87 1	Ad LTV88 1	Ad LTV89 1	Ad LTV90 1	Ad LTV91 1	Ad LTV92 1	Ad LTV93 1	Ad LTV94 1	Ad LTV95 1	Ad LTV96 1	Ad LTV97 1	Ad LTV98 1	Ad LTV99 1	Ad LTV100 1																																																																																																																																																	
Summer	San Francisco	USA	35-44	Female	\$75,000 - \$99,999	College	Single	Marketing Manager	Marketing	Desktop	Firefox	Mac OS	Spanish	PST	07.01.2020	192.168.1.2	San Francisco	Google	Search	Mountain Biking	Ad Group 2	Ad Creative 2	Ad Format 2	Ad Size 2	Ad Color 2	Ad Text 2	Ad Image 2	Ad Video 2	Ad Audio 2	Ad Animation 2	Ad Interactions 2	Ad Conversions 2	Ad Cost 2	Ad Revenue 2	Ad ROI 2	Ad CPA 2	Ad CPM 2	Ad CTR 2	Ad CVR 2	Ad CR 2	Ad CL 2	Ad CLV 2	Ad LTV 2	Ad LTV2 2	Ad LTV3 2	Ad LTV4 2	Ad LTV5 2	Ad LTV6 2	Ad LTV7 2	Ad LTV8 2	Ad LTV9 2	Ad LTV10 2	Ad LTV11 2	Ad LTV12 2	Ad LTV13 2	Ad LTV14 2	Ad LTV15 2	Ad LTV16 2	Ad LTV17 2	Ad LTV18 2	Ad LTV19 2	Ad LTV20 2	Ad LTV21 2	Ad LTV22 2	Ad LTV23 2	Ad LTV24 2	Ad LTV25 2	Ad LTV26 2	Ad LTV27 2	Ad LTV28 2	Ad LTV29 2	Ad LTV30 2	Ad LTV31 2	Ad LTV32 2	Ad LTV33 2	Ad LTV34 2	Ad LTV35 2	Ad LTV36 2	Ad LTV37 2	Ad LTV38 2	Ad LTV39 2	Ad LTV40 2	Ad LTV41 2	Ad LTV42 2	Ad LTV43 2	Ad LTV44 2	Ad LTV45 2	Ad LTV46 2	Ad LTV47 2	Ad LTV48 2	Ad LTV49 2	Ad LTV50 2	Ad LTV51 2	Ad LTV52 2	Ad LTV53 2	Ad LTV54 2	Ad LTV55 2	Ad LTV56 2	Ad LTV57 2	Ad LTV58 2	Ad LTV59 2	Ad LTV60 2	Ad LTV61 2	Ad LTV62 2	Ad LTV63 2	Ad LTV64 2	Ad LTV65 2	Ad LTV66 2	Ad LTV67 2	Ad LTV68 2	Ad LTV69 2	Ad LTV70 2	Ad LTV71 2	Ad LTV72 2	Ad LTV73 2	Ad LTV74 2	Ad LTV75 2	Ad LTV76 2	Ad LTV77 2	Ad LTV78 2	Ad LTV79 2	Ad LTV80 2	Ad LTV81 2	Ad LTV82 2	Ad LTV83 2	Ad LTV84 2	Ad LTV85 2	Ad LTV86 2	Ad LTV87 2	Ad LTV88 2	Ad LTV89 2	Ad LTV90 2	Ad LTV91 2	Ad LTV92 2	Ad LTV93 2	Ad LTV94 2	Ad LTV95 2	Ad LTV96 2	Ad LTV97 2	Ad LTV98 2	Ad LTV99 2	Ad LTV100 2																																																																																																																																																	
Fall	San Francisco	USA	45-54	Male	\$100,000 - \$124,999	College	Married	Software Engineer	Technology	Desktop	Chrome	Windows	English	PST	09.15.2019	192.168.1.3	San Francisco	Google	Search	Mountain Biking	Ad Group 3	Ad Creative 3	Ad Format 3	Ad Size 3	Ad Color 3	Ad Text 3	Ad Image 3	Ad Video 3	Ad Audio 3	Ad Animation 3	Ad Interactions 3	Ad Conversions 3	Ad Cost 3	Ad Revenue 3	Ad ROI 3	Ad CPA 3	Ad CPM 3	Ad CTR 3	Ad CVR 3	Ad CR 3	Ad CL 3	Ad CLV 3	Ad LTV 3	Ad LTV2 3	Ad LTV3 3	Ad LTV4 3	Ad LTV5 3	Ad LTV6 3	Ad LTV7 3	Ad LTV8 3	Ad LTV9 3	Ad LTV10 3	Ad LTV11 3	Ad LTV12 3	Ad LTV13 3	Ad LTV14 3	Ad LTV15 3	Ad LTV16 3	Ad LTV17 3	Ad LTV18 3	Ad LTV19 3	Ad LTV20 3	Ad LTV21 3	Ad LTV22 3	Ad LTV23 3	Ad LTV24 3	Ad LTV25 3	Ad LTV26 3	Ad LTV27 3	Ad LTV28 3	Ad LTV29 3	Ad LTV30 3	Ad LTV31 3	Ad LTV32 3	Ad LTV33 3	Ad LTV34 3	Ad LTV35 3	Ad LTV36 3	Ad LTV37 3	Ad LTV38 3	Ad LTV39 3	Ad LTV40 3	Ad LTV41 3	Ad LTV42 3	Ad LTV43 3	Ad LTV44 3	Ad LTV45 3	Ad LTV46 3	Ad LTV47 3	Ad LTV48 3	Ad LTV49 3	Ad LTV50 3	Ad LTV51 3	Ad LTV52 3	Ad LTV53 3	Ad LTV54 3	Ad LTV55 3	Ad LTV56 3	Ad LTV57 3	Ad LTV58 3	Ad LTV59 3	Ad LTV60 3	Ad LTV61 3	Ad LTV62 3	Ad LTV63 3	Ad LTV64 3	Ad LTV65 3	Ad LTV66 3	Ad LTV67 3	Ad LTV68 3	Ad LTV69 3	Ad LTV70 3	Ad LTV71 3	Ad LTV72 3	Ad LTV73 3	Ad LTV74 3	Ad LTV75 3	Ad LTV76 3	Ad LTV77 3	Ad LTV78 3	Ad LTV79 3	Ad LTV80 3	Ad LTV81 3	Ad LTV82 3	Ad LTV83 3	Ad LTV84 3	Ad LTV85 3	Ad LTV86 3	Ad LTV87 3	Ad LTV88 3	Ad LTV89 3	Ad LTV90 3	Ad LTV91 3	Ad LTV92 3	Ad LTV93 3	Ad LTV94 3	Ad LTV95 3	Ad LTV96 3	Ad LTV97 3	Ad LTV98 3	Ad LTV99 3	Ad LTV100 3																																																																																																																																																	
Winter	San Francisco	USA	55-64	Female	\$125,000 - \$149,999	College	Married	Marketing Manager	Marketing	Desktop	Firefox	Mac OS	Spanish	PST	11.01.2019	192.168.1.4	San Francisco	Google	Search	Mountain Biking	Ad Group 4	Ad Creative 4	Ad Format 4	Ad Size 4	Ad Color 4	Ad Text 4	Ad Image 4	Ad Video 4	Ad Audio 4	Ad Animation 4	Ad Interactions 4	Ad Conversions 4	Ad Cost 4	Ad Revenue 4	Ad ROI 4	Ad CPA 4	Ad CPM 4	Ad CTR 4	Ad CVR 4	Ad CR 4	Ad CL 4	Ad CLV 4	Ad LTV 4	Ad LTV2 4	Ad LTV3 4	Ad LTV4 4	Ad LTV5 4	Ad LTV6 4	Ad LTV7 4	Ad LTV8 4	Ad LTV9 4	Ad LTV10 4	Ad LTV11 4	Ad LTV12 4	Ad LTV13 4	Ad LTV14 4	Ad LTV15 4	Ad LTV16 4	Ad LTV17 4	Ad LTV18 4	Ad LTV19 4	Ad LTV20 4	Ad LTV21 4	Ad LTV22 4	Ad LTV23 4	Ad LTV24 4	Ad LTV25 4	Ad LTV26 4	Ad LTV27 4	Ad LTV28 4	Ad LTV29 4	Ad LTV30 4	Ad LTV31 4	Ad LTV32 4	Ad LTV33 4	Ad LTV34 4	Ad LTV35 4	Ad LTV36 4	Ad LTV37 4	Ad LTV38 4	Ad LTV39 4	Ad LTV40 4	Ad LTV41 4	Ad LTV42 4	Ad LTV43 4	Ad LTV44 4	Ad LTV45 4	Ad LTV46 4	Ad LTV47 4	Ad LTV48 4	Ad LTV49 4	Ad LTV50 4	Ad LTV51 4	Ad LTV52 4	Ad LTV53 4	Ad LTV54 4	Ad LTV55 4	Ad LTV56 4	Ad LTV57 4	Ad LTV58 4	Ad LTV59 4	Ad LTV60 4	Ad LTV61 4	Ad LTV62 4	Ad LTV63 4	Ad LTV64 4	Ad LTV65 4	Ad LTV66 4	Ad LTV67 4	Ad LTV68 4	Ad LTV69 4	Ad LTV70 4	Ad LTV71 4	Ad LTV72 4	Ad LTV73 4	Ad LTV74 4	Ad LTV75 4	Ad LTV76 4	Ad LTV77 4	Ad LTV78 4	Ad LTV79 4	Ad LTV80 4	Ad LTV81 4	Ad LTV82 4	Ad LTV83 4	Ad LTV84 4	Ad LTV85 4	Ad LTV86 4	Ad LTV87 4	Ad LTV88 4	Ad LTV89 4	Ad LTV90 4	Ad LTV91 4	Ad LTV92 4	Ad LTV93 4	Ad LTV94 4	Ad LTV95 4	Ad LTV96 4	Ad LTV97 4	Ad LTV98 4	Ad LTV99 4	Ad LTV100 4																																																																																																																																																	

SEE SOURCE
DATA

IDENTIFY LOOKALIKE VISITORS



DAILY ANALYTICS & ATTRIBUTION



SEE SOURCE
DATA

DEVICE ID ADVERTISING



SEE SOURCE
DATA

- 25-34 Yr. - Outdoor Rec. Enthusiasts
- 65+ Yr. - Museums, Nat. Parks, Golf
- 35-50 Yr. - Mountain Bikers/Skiers
- 25-34 Yr. - Beach Goers/Family POI
- 19-25 Yr. - Outdoor Rec/ Music Festivals

SEE SOURCE YOUR “BIG DATA” PARTNER

Data Plans

SILVER

Basic Plan with Location Data

- ✓ **5** Points of Interest
- ✓ **1** Special Event Report
- ✓ **Free** Interactive Dashboard
- ✓ **Up to 20** Customized Reports
- ✓ Cell Phone **GPS Data**
- ✓ **Free** Support

GOLD

Advanced Big Data Plan

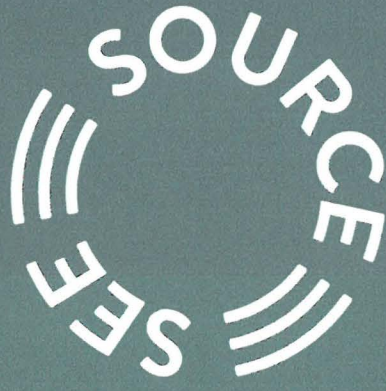
- ✓ **10** Points of Interest
- ✓ **2** Special Event Reports
- ✓ **Free** Interactive Dashboard
- ✓ **Up to 30** Customized Reports
- ✓ Cell Phone **GPS Data**
- ✓ **Free** Support

Most
Popular

PLATINUM

Comprehensive Big Data Analysis

- ✓ **20** Points of Interest or Special Event Reports
- ✓ **Free** Interactive Dashboard
- ✓ **Up to 70** Customized Reports
- ✓ Cell Phone **GPS Data**
- ✓ Two Years of Historical Data
- ✓ **Free** Premium Support



QUESTIONS?

801.823.0083



Application for City of College Place Lodging Tax Funds

Application Deadline: Tuesday, October 27, 2020 by 4 p.m. received at College Place City Hall or email Ineissl@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Amount of Lodging Tax Requested: \$ 3,500

Organization/Agency Name: Fort Walla Walla Museum/Walla Walla Valley Historical Society			
Federal Tax ID Number: 91-6070983			
Event or Activity Name (if applicable): Museum - Year Round Tourism Destination			
Contact Name and Title: James Payne, Executive Directo			
Mailing Address: 755 Myra Rd	City: Walla Walla	State: WA	Zip: 99362
Phone: 509-525-7703	Email Address: james@fwwm.org		
ELIGIBLE ENTITY ☐ Public Agency ☒ Non-Profit	ELIGIBLE ACTIVITY Check all that apply to this application ☐ Tourism promotion/marketing ☐ Operation of special event/festival designed to attract tourists ☒ Operation of a tourism-related facility owned or operated by a non-profit ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality		

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Professional Services Agreement with the City of College Place.
- The City will reimburse costs incurred by my organization for tourism-related services according to a Scope of Work. For events/festivals, the City may advance 50% of the award prior to the event.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature:	Title: Executive Director
Printed or Typed Name: James H Payne	Date: 10/27/2020

Application Questions

1) Provide us an overview of your tourism-related activity, event, or service.

Open 362 days annually, the museum typically serves visitors from all 50 states and more than 35 countries. We maintain a collection of more than 50,000 artifacts and a pioneer settlement of 16 historical buildings. Our heritage programming consists of both guided and self-guided tours of our exhibits, major events, programs, digital offerings, and publications. A past study commissioned by Tourism Walla Walla showed visitors to the museum spend an average of \$306 a piece not counting gasoline. For every dollar the museum makes from a tourist, an additional \$30 are spent in our community. Forced closure due to COVID has greatly impacted our 2020 numbers and 2021 will be a rebuilding year for the museum and the rest of our tourism industry. Operating costs have increased because of the extra staffing and stringent cleaning measures needed to assure safety. Because of funding restrictions, the Museum currently is operating on a partial schedule to keep from losing more money. Fortunately with the 30 to 1 ratio, this is still producing extra revenue for community businesses. Since reopening we have seen a steady stream of visitors, with most being from out of town.

2) How do your proposed services promote and enhance tourism in College Place?

Our area has been known as the Cradle of Pacific NW history for more than a century and for over 52 years, Fort Walla Walla Museum has been the primary caretaker of that history. Offering an authentic, historical setting is a key component that makes the Walla Walla Valley a successful tourism destination. Having diverse tourism opportunities available makes our valley a desirable getaway spot, especially as people are trending away from cities and highly populated areas in 2020-21. Attracting more tourists to the valley means more people using College Place lodging and spending money at local restaurants and retail establishments as well as buying gasoline. All of these activities generate local taxes.

Studies show between 1/3 and 1/5 of Walla Walla visitors seek heritage experiences, and new data shows travelers are looking for new experiences and destinations to escape the boredom of being home bound. With more than 20,000 sq. ft. of exhibit space, 16 historic structures, and dozens of programs to share with the public, the Museum has something for everyone to enjoy. As travelers become more comfortable venturing out over time, we are confident the Museum will remain an important one-of-a-kind heritage attraction, and we have been working to put in place reminders for out-of-towners to come and see us soon. This year we have also worked with CMBell to produce a video that features this area as a heritage destination. This will be used to advertise by Visit Walla Walla to potential tourists in markets like Seattle, Spokane, Portland, and Boise.

3) Have you received lodging tax before? ☒ yes ☐ no. If yes, describe the prior success of your activity/event in attracting tourists.

Even though we had to close due to COVID, we maintained interest as we received daily calls from people wanting to visit. Since we were allowed to reopen in September, we have been seeing a strong return of tourist with a majority of our visitors being from greater than 50 miles away. Our digital programming has reached people from across the country, with viewers as far away as Rhode Island and San Diego. This kind of programming will keep this valley top of mind for visitation after COVID. We also initiated the funding and creation of a heritage promotional video by CMBell that will tap into a previously under represented group of tourists.

4) Who is your target market / Where are they coming from?

In addition to enhancing quality of life for local residents, a majority of our annual visitors originate from beyond 50 miles. We see individuals, families with young children, retired adults, and international travelers as well as wine tourists seeking to learn more about this area while resting their palates. In the next year, data shows we should expect more visitors to originate from within driving distance, as respondents now overwhelmingly prefer car travel over flying. This would include visitors from Seattle, Portland, Boise, Spokane, and Lewiston, locations where many of our out-of-area visitors originate. Our many foreign visitors are interested in the history of the American West, specifically stories and artifacts related to agriculture, military, cowboys and Indian people.

5) Describe how you will promote your event or activity.

The Museum's online footprint continues to grow with both organic and paid reach to inform new audiences of our offerings. We do this with an updated website, Facebook paid and organic, Twitter, and an email list. We rely on Visit Walla Walla as the primary Destination Marketing Organization for our area and supply them with information and provide free guided tours to travel writers, etc. We submit media releases to regional publications, run radio campaigns in regional markets, and run print ads in a 100 mile radius. Locally we distribute literature around town to inform wine tourists and hotel occupants of the nearby Museum experience.

During our closure, we initiated the production of a local heritage tourism promotion video. Supported by partnership with CMBell, the Port of Walla Walla and Visit Walla Walla, the video showcases our area's best heritage assets as part of an overall tourism destination. From the historic downtown, to the fantastic wine and food, and its many cultural heritage sites, the Walla Walla Valley has what visitors want during this time: an authentic experience in a smaller city with a diversity of tourism opportunities. Museum invested staff time to prepare script and find supporting images and assisted with video recording. This tourism promotion video will be available in several lengths to be shared across different platforms to increase tourism to our area. Thus we are already actively working toward rebuilding our community's 2021 tourism economy.

6) Is your activity/event a partnership with other organizations? Describe the collaboration with local organizations or businesses.

Fort Walla Walla Museum is an incredibly collaborative organization. We partner with many local and regional museums to put on programs, exhibits, and public presentations. We partner with Walla Walla University, Walla Walla Community College, and Whitman College, whose students often help us by sharing their knowledge and efforts as interns, and we provide resources and the space for them to learn and create. We also have close relationships with dozens of local businesses and other non-profits who provide in-kind, financial, or publicity support for events like our Fort Walla Walla Days, which attracts many visitors interested in historical reenactment. We also have close working relationships with local tribes. We also give tours and/or presentations to visiting groups and conferences on behalf of various local organizations or hotels. Our staff are very involved in local clubs and social service organizations.

7) Is this a ticketed event?

Except for occasional free events and our Museum After Hours lecture series, purchase of admission is required to enter the Museum.

8) What is the overall budget for this event/activity?

606,000 (2020 budget, 2021 will be lower)

9) How will you fund this event/activity if not awarded the full amount?

2021 is a rebuilding year and every dollar will count. If we do not receive funding, we will cut hours during times when we are losing revenue. We expanded our traditional operation to cover the five winter months and Mondays because these slow times help our community businesses make money. LTAC dollars help cover part of the negative cash flow during these periods. The extra costs associated with COVID and the uncertainty of revenue next year make LTAC funding even more important than normal to our continued operation. Inadequate funding will also mean reduced programming in 2021, both digital or in-person.

10) What are your other funding sources for this event/activity?

Other sources of income for the Museum include admission and store revenues, membership dues, individual donations, business support, grants, and endowments. Revenues crashed in 2020 and even with a smaller staff and a reduction in expenses, we are running \$100,000 in the red. When our PPP loan converts to a grant, we'll still be \$30,000 short and thus are working hard to balance our income with expenses. Realistically, 2021 will be a fiscally challenging year as we rebuild our business. We anticipate reaching 75% of our 2019 numbers. Because we do not yet have a 2021 budget, we have used 2020 numbers to show normal year and where revenues originate.

11) The State of Washington Requires an estimate for the following:

Provide impact estimates due to the direct result of your proposed tourism-related service:		What method was used to determine attendance in previous years?
a. Overall Attendance a. Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 15,750	☒ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
b. Attendance, 50+ Miles a. Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine attendance.	Predicted: 8,150	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate
c. Attendance, Out of State, Out of Country a. Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 4,390	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate
d. Attendance, Paid for Overnight Lodging a. Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: 4,706	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging a. Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: 11,044	☐ Direct Count ☐ Indirect Count ☒ Representative Survey ☐ Informal Survey ☐ Structured Estimate

Description of Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Application Schedule

Application Deadline: Tuesday, October 27, 2020 by 4 p.m. received at College Place City Hall or email Ineissl@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Attachments to include:

- 1) Budget Form
- 2) If your agency is a non-profit, a copy of your agency's current non-profit corporate registration with the Washington Secretary of State.
- 3) If available, a copy of your organization's business plan (please limit to not more than two pages) and annual budget.

This proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.

Submit a PDF and one original signed copy to:

City of College Place
Lisa R. Neissl, City Clerk
625 S College Ave
College Place WA 99324
Ineissl@cpwa.us

College Place Lodging Tax Application TIMELINE FOR 2020 (2021 BUDGET)

September 29	Applications available online at www.cpwa.us
October 27	Applications due to City by 4 p.m.
October 27 – November 4	Internal Staff review and scheduled LTAC meeting to review applications
November 5	LTAC meeting to recommend applicants for 2021 funding
November 10	City Council discussion
November 24	City Council decision

City of College Place Lodging Tax Fund Overview

College Place's Lodging Tax Fund is the primary source of city funding for activities, operations, and expenditures designed to increase tourism. The city has elected to create a program to competitively award funds to eligible local entities. In addition, the city intends to maintain a reserve in the fund, and will assess on an annual basis how much of the fund to appropriate in a given year to the program.

The College Place City Council has created a Lodging Tax Advisory Commission (LTAC) to conduct an annual process to solicit and recommend Lodging Tax funded projects to the City Council.

PRIORITY will be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the City of College Place.
 - Promote the College Place area and/or events, activities, and places in the City of College Place to potential tourists from outside Whitman County.
 - Have demonstrated or high potential from the Committee's perspective to result in documented economic benefit to College Place.
 - Have a demonstrated history or success in College Place, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
 - Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
 - Provide, maintain, operate or enhance city-owned tourism facilities or infrastructure.
-

Committee Considerations

In developing its recommendations, the LTAC considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the City's Finance Office.
- Thoroughness and completeness of the proposal.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year College Place Lodging Tax funded proposals, if any.
- Projected economic impact within the City of College Place, in particular projected overnight stays in College Place lodging establishments.
- The applicant's financial stability.
- The applicant's history of tourism promotion success.

Reporting Requirements

Organizations funded for tourism promotion or tourism-related operations will provide quarterly written reports with their funding reimbursement requests. A final written report will be provided to the LTAC and large funding recipients may be asked to make an oral presentation to the City Council near the end of the year.

Organizations funded for individual events, festivals or activities funds will provide a written and oral presentation 30 days after the event and an oral presentation to council near the end of the year.

Actual data estimated in the application table will be required at the end of the year.

State Law Excerpts

RCW 67.28.1816 – Use of Lodging Tax Fund.

Lodging tax revenue under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

- a. Tourism marketing;
- b. The marketing and operations of special events and festivals designed to attract tourists;
- c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
- d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) or the internal revenue code of 1986, as amended.

RCW 67.28.080 – Definitions.

- "Municipality" means any county, city or town of the state of Washington.
- "Operation" includes, but is not limited to, operation, management, and marketing.
- "Person" means the federal government or any agency thereof, the state or any agency, subdivision, taxing district or Municipal Corporation thereof other than county, city or town, any private corporation, partnership, association, or individual.
- "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- "Tourism promotion" means activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.
- "Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, or to accommodate tourist activities.
- "Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

ATTACHMENT

Budget

List approximate amount and status of funding from all other sources you anticipate receiving or are requesting for the activities/events proposed. Add additional rows as needed.

<u>Amount</u>	<u>Source</u>	<u>Confirmed (Yes or No)</u>
115,500	Individual contributions and memberships	N
59,400	Grants	N
26,000	Business sponsorships	N
158,800	Fee/Service income and store sales	N
59,900	Endowment and interest income	N
191,300	Grant release/Gift fulfillment	N
1,100	Miscellaneous income	N

Expenses

Activity	Lodging Tax	Other Funds (total above)	Total
Personnel	2,500	405,300	407,800
Administration	0	26,900	26,900
Marketing/Promotion	0	19,500	19,500
Travel	0	0	0
Consultants	0	0	0
Other (identify)	Occupancy & cost of store sales	66,000+39,100	103,100
Programming	1,000	45,700	46,700
TOTAL	3,500	602,500	606,000

FWM 2020 Budget	2019 Totals	2020 Budget
OPERATING ACTIVITIES		
External Support- Contributions & Grants		
Annual Fund Drive/Director's Circle	75,294	68,000
Donations	19,962	18,000
Grants	48,616	59,400
Business Sponsorships	15,714	26,000
Total External Support	159,586	171,400
Revenues		
Fee & Service Income	78,193	96,100
Membership Dues	29,231	29,500
Endowment Income	54,107	58,700
Interest Income	1,319	1,200
Miscellaneous Income	258	1,100
Release-Grant/Gift Fulfillment	107,173	191,300
Store Sales	61,491	62,700
Total Revenues	331,773	440,600
Total External Support & Revenues	491,359	612,000
Expenses		
Occupancy	40,162	66,000
General & Administrative	23,926	26,900
Personnel	361,238	407,800
Marketing & Promotion	10,592	19,500
Programming	14,818	46,700
Cost of Store Sales	39,869	39,100
Depreciation		
Total Expenses	490,605	606,000
Net Ordinary Income	754	6,000
NON-OPERATING ACTIVITIES		
Unrealized Gain (Loss) on Board Designated Investment		
Total Unrealized Gain (Loss) on Board Designtd Invest.	0	0
Net Other Income	0	0
Net Income	754	6,000



Application for City of College Place Lodging Tax Funds

Application Deadline: Tuesday, October 27, 2020 by 4 p.m. received at College Place City Hall or email Ineissl@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Amount of Lodging Tax Requested: \$ 10,000

Organization/Agency Name: City of College Place			
Federal Tax ID Number: 91-6001412			
Event or Activity Name (if applicable): Light up the Avenue			
Contact Name and Title: Carolyn Holm, Deputy City Clerk / Events Coordinator			
Mailing Address: 625 S College Ave	City: College Place	State: WA	Zip: 99324
Phone: 509-394-8569	Email Address: cholm@cpwa.us		
ELIGIBLE ENTITY ☒ Public Agency ☐ Non-Profit		ELIGIBLE ACTIVITY Check all that apply to this application ☐ Tourism promotion/marketing ☐ Operation of special event/festival designed to attract tourists ☐ Operation of a tourism-related facility owned or operated by a non-profit ☒ Operation and/or capital costs of a tourism-related facility owned by a municipality	

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Professional Services Agreement with the City of College Place.
- The City will reimburse costs incurred by my organization for tourism-related services according to a Scope of Work. For events/festivals, the City may advance 50% of the award prior to the event.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature: DocuSigned by: Carolyn Holm ED3D2630A1E9497...	Title: Deputy City Clerk / Events Coordinator
Printed or Typed Name: Carolyn Holm	Date: 10/27/2020

Application Questions

1) Provide us an overview of your tourism-related activity, event, or service.

Light displays on College Avenue and the municipal campus with a plan to grow each year and incorporate into Winterfest once COVID restrictions have eased.

2) How do your proposed services promote and enhance tourism in College Place?

2020 and 2021 are primarily infrastructure building years. After that, there will be multiple sources of advertising including flyers, newspaper, radio and social media.

3) Have you received lodging tax before? ☒ yes ☐ no. If yes, describe the prior success of your activity/event in attracting tourists.

In 2019 funds were used for Freedom Festival which was a great success. In 2020 funds have been allocated to infrastructure for LUA; however, that will not happen until December and this is a building year.

4) Who is your target market / Where are they coming from?

Future years the target market will be families from all over the Pacific Northwest.

5) Describe how you will promote your event or activity.

In future years we will use multiple sources of marketing including, but not limited to social media, news papers, flyers, radio ads, etc.

6) Is your activity/event a partnership with other organizations? Describe the collaboration with local organizations or businesses.

This will be a collaboration with College Avenue businesses as far as lighting up, and once COVID restrictions are eased, the initial lighting will coordinate with our Winterfest event.

7) Is this a ticketed event?

No

8) What is the overall budget for this event/activity?

The goal is to add \$30,000 to \$40,000 of infrastructure each year. Commercial lighting displays with LED lights are very expensive.

9) How will you fund this event/activity if not awarded the full amount?

We have a request in to the Finance Department and Administration for current expense funds for 2021 budget. We will have to scale back to whatever funding we are provided.

10) What are your other funding sources for this event/activity?

Sponsorships and donations from local businesses as well as the City of College Place current expense fund.

11) The State of Washington Requires an estimate for the following:

Provide impact estimates due to the direct result of your proposed tourism-related service:		What method was used to determine attendance in previous years?
a. Overall Attendance a. Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 5,000+ once developed over the 6 weeks	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
b. Attendance, 50+ Miles a. Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine attendance.	Predicted: 1,000+ once developed over the 6 weeks	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
c. Attendance, Out of State, Out of Country a. Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 2,000+ once developed over the 6 weeks	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
d. Attendance, Paid for Overnight Lodging a. Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: 500+ over the 6 weeks	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging a. Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: 4,500+ over the 6 weeks	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate

Description of Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Application Schedule

Application Deadline: Tuesday, October 27, 2020 by 4 p.m. received at College Place City Hall or email Ineissl@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Attachments to include:

- 1) Budget Form
- 2) If your agency is a non-profit, a copy of your agency's current non-profit corporate registration with the Washington Secretary of State.
- 3) If available, a copy of your organization's business plan (please limit to not more than two pages) and annual budget.

This proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.

Submit a PDF and one original signed copy to:

City of College Place
 Lisa R. Neissl, City Clerk
 625 S College Ave
 College Place WA 99324
Ineissl@cpwa.us

College Place Lodging Tax Application TIMELINE FOR 2020 (2021 BUDGET)

September 29	Applications available online at www.cpwa.us
October 27	Applications due to City by 4 p.m.
October 27 – November 4	Internal Staff review and scheduled LTAC meeting to review applications
November 5	LTAC meeting to recommend applicants for 2021 funding
November 10	City Council discussion
November 24	City Council decision

General Information

City of College Place Lodging Tax Fund Overview

College Place's Lodging Tax Fund is the primary source of city funding for activities, operations, and expenditures designed to increase tourism. The city has elected to create a program to competitively award funds to eligible local entities. In addition, the city intends to maintain a reserve in the fund, and will assess on an annual basis how much of the fund to appropriate in a given year to the program.

The College Place City Council has created a Lodging Tax Advisory Commission (LTAC) to conduct an annual process to solicit and recommend Lodging Tax funded projects to the City Council.

PRIORITY will be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the City of College Place.
 - Promote the College Place area and/or events, activities, and places in the City of College Place to potential tourists from outside Whitman County.
 - Have demonstrated or high potential from the Committee's perspective to result in documented economic benefit to College Place.
 - Have a demonstrated history or success in College Place, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
 - Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
 - Provide, maintain, operate or enhance city-owned tourism facilities or infrastructure.
-

Committee Considerations

In developing its recommendations, the LTAC considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the City's Finance Office.
- Thoroughness and completeness of the proposal.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year College Place Lodging Tax funded proposals, if any.
- Projected economic impact within the City of College Place, in particular projected overnight stays in College Place lodging establishments.
- The applicant's financial stability.
- The applicant's history of tourism promotion success.

Reporting Requirements

Organizations funded for tourism promotion or tourism-related operations will provide quarterly written reports with their funding reimbursement requests. A final written report will be provided to the LTAC and large funding recipients may be asked to make an oral presentation to the City Council near the end of the year.

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- "Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

ATTACHMENT**Budget**

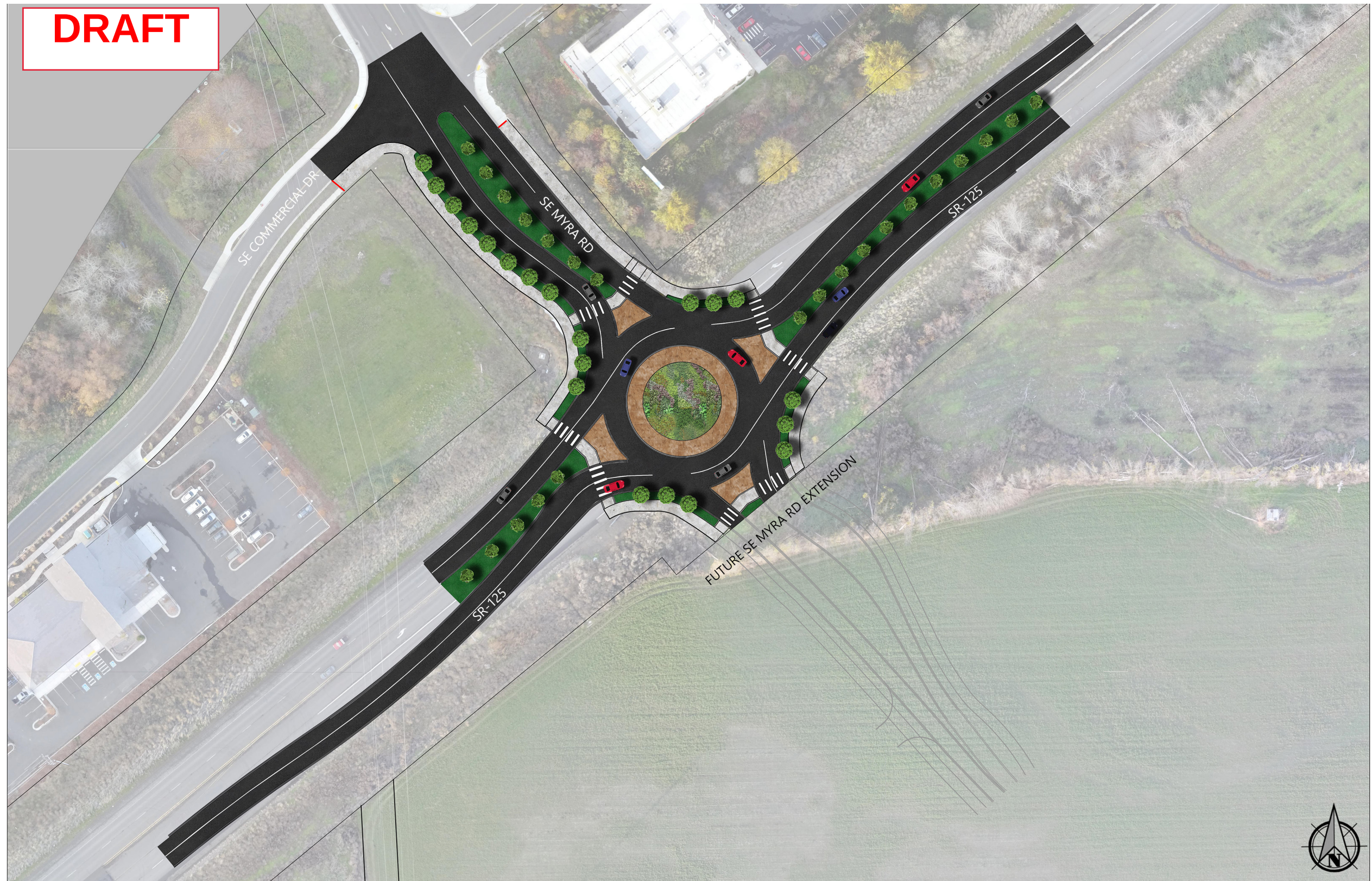
List approximate amount and status of funding from all other sources you anticipate receiving or are requesting for the activities/events proposed. Add additional rows as needed.

<u>Amount</u>	<u>Source</u>	<u>Confirmed (Yes or No)</u>
30,000	Current Expense Fund	No
10,000	LTAC Funds	No

Expenses

Activity	Lodging Tax	Other Funds (total above)	Total
Personnel			
Administration			
Marketing/Promotion			
Travel			
Consultants			
Other (identify)	10,000	30,000	40,000
Lighting Infrastructure			
TOTAL	10,000	30,000	40,000

DRAFT



MYRA ROAD/SR-125 ROUNDABOUT

City of College Place, Washington
RESOLUTION NO. 20-047

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON SUPPORTING CITY OF WALLA WALLA’S MYRA RD & STATE ROUTE 125 ROUNDABOUT RECONFIGURATION PROJECT CONTINGENT ON INSTALLATION OF LEFT TURN LANE FROM NORTHBOUND MYRA RD ONTO WESTBOUND COMMERCIAL DRIVE .

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the City of Walla Walla, Washington is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the intersection of Myra Rd and State Route 125 is within the jurisdiction of the City of Walla Walla but has significant impact to the commercial lands of the City of College Place; and

Whereas, the existing configuration detrimentally affects access to properties whose primary access exists off of Commercial Drive since no left turn is permitted from northbound Myra Rd onto westbound Commercial Drive ; and

Whereas, the City of Walla Walla is pursuing Federal and State grant funds to reconstruct the intersection and has requested the City of College Place support them in these endeavors; and

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

1. The City of College Place supports the State Route 125 and Myra Rd intersection roundabout reconstruction project and permits utilization of its logo in project support information sheets on the condition that the left turn lane from northbound Myra Rd to westbound Commercial Drive be installed as part of the project.

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.

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 10th day of November, 2020.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

College Place NFIP Community Assistance Visit

Lynn Schmidt
Flood Engineer
Washington Department of Ecology

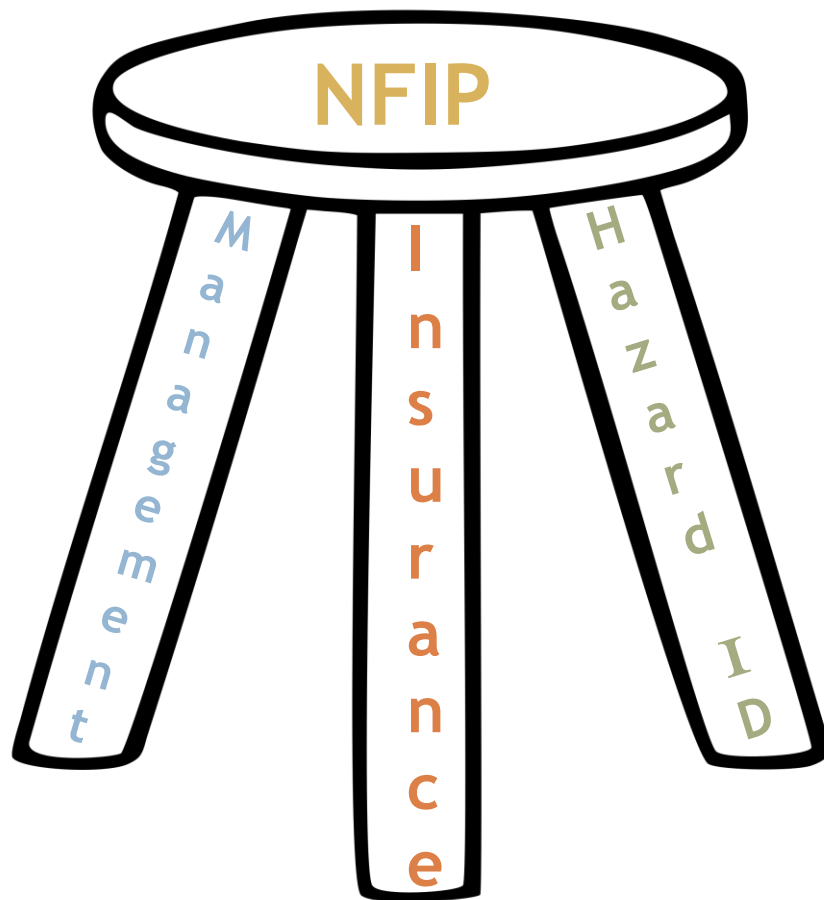
CAV Date: 5/19/20 Field Inspection Date: 8/13/19

1

Agenda

- Introduction, Purpose of Meeting
- February 2020 flood event
- NFIP Community Profile
- Review Flood Insurance Study and Flood Insurance Rate Maps.
Discuss any problems with flood maps.
- Ordinance Review
- Discuss development procedures in SFHA
 - Floodplain development permits
- Training needs
- Other community concerns

National Flood Insurance Program



Local Community adopts
and enforces flood
damage prevention
ordinance



FEMA makes flood
insurance and disaster
assistance available

February 2020 Flood

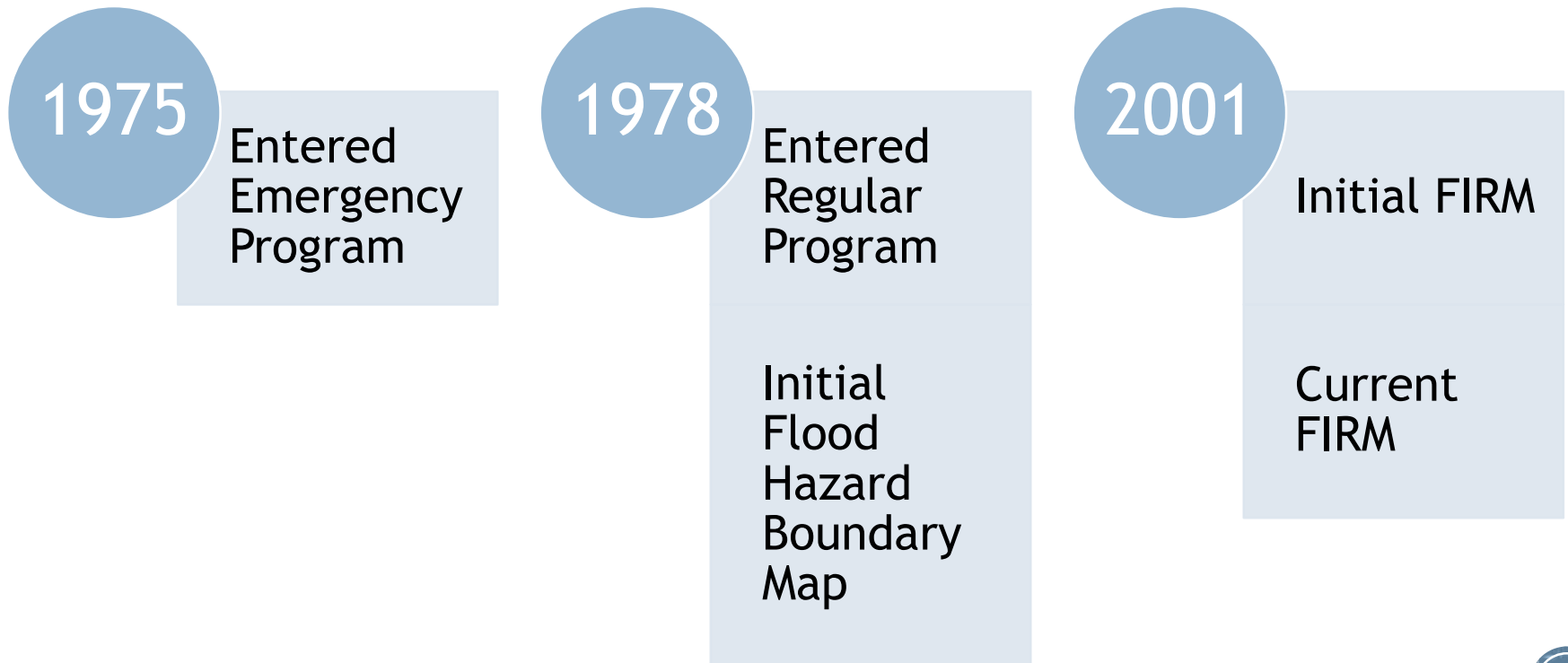
✓ While much of Walla Walla county sustained damage, College Place did not. Water levels in Garrison Creek and Stone Creek did not rise at all. The Army Corps flood control project protected the City from any damage.



Upper Mill Creek, Walla Walla County

Community NFIP Profile

Dates of Eligibility/Mapping



Community NFIP Profile

Insurance Overview

Total Number of Policies:	16
Total Premiums:	\$5,536
Insurance in Force:	\$4,023,000
Closed Paid Losses:	1
\$ of Closed Paid Losses:	\$4,259



Community NFIP Profile

- Occupancy: All single family residential
 - 1 manufactured home
- Average premium: \$346/year
- All “preferred” policies, Zone C
(Area of minimal flooding)
- 4 Pre-FIRM structures
- 12 Post-FIRM structures



NFIP Policies and Claims

[About](#) [Content](#) [Legend](#)

Legend

NFIP Claims



NFIP Policies



ECY_CO_EffectiveDFIRM_Q3_2018



A



AH



AO



AE



FW



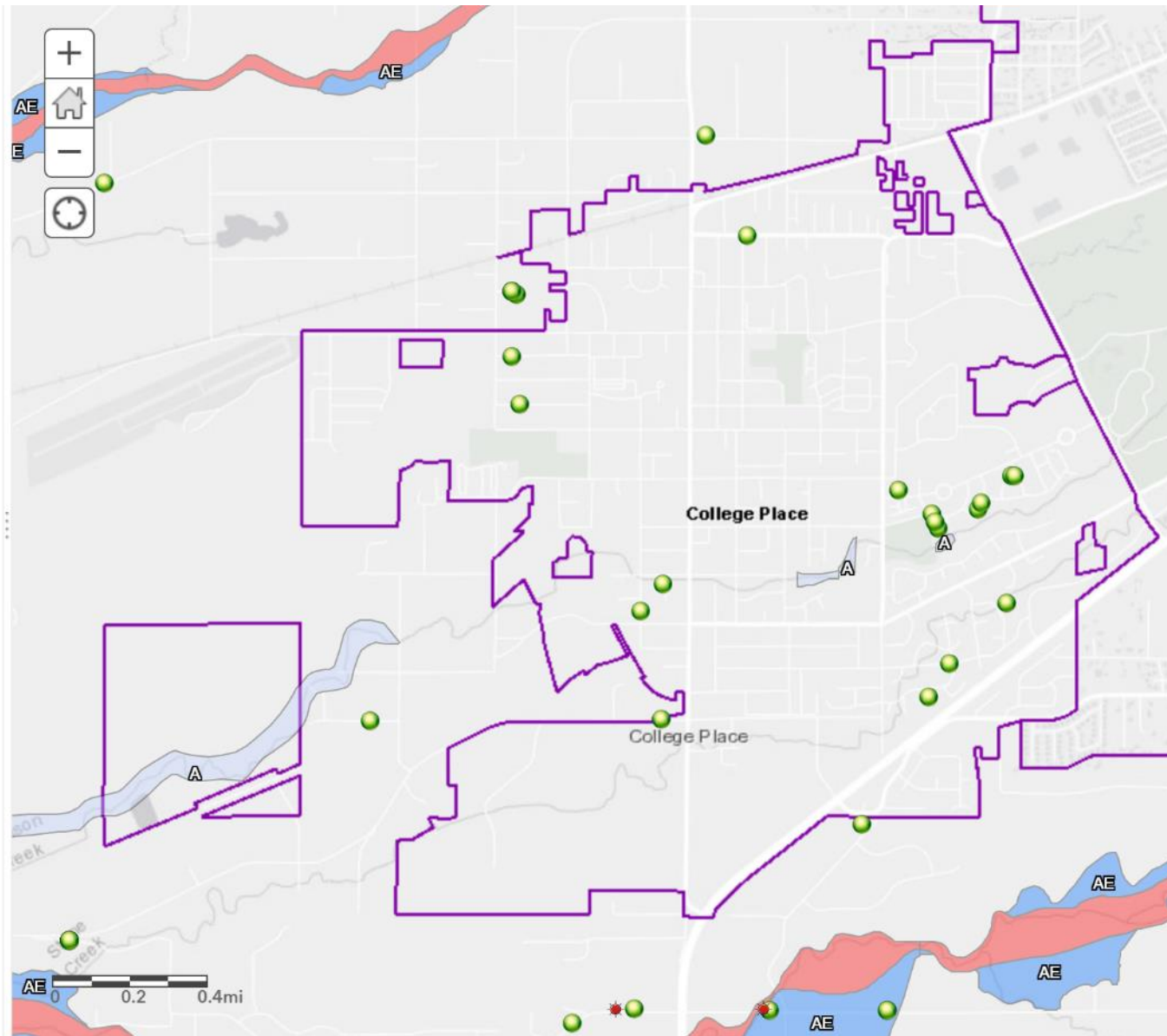
V



VE

WSDOT - City Limits

Incorporated City Boundaries



Community NFIP Profile

Past Community Assistance

2006

CAV (State)

- Ordinance updated needed
- No problems noted

2003

CAV (State)

- No problems noted

CACs

Community Assistance Contacts

- 2017 (FEMA) - No flood damage, FIRM issues noted.
- 2011 (State) - Notes that the only SFHA is a detailed study along Garrison Creek, performed in 2000 for a proposed wastewater treatment plant upgrade.
- 2005 (State) and 1996 (FEMA)

Flood Zone Overview

■ Zone A

- A = Approximate 100-year
- A1-30 = 100-year with BFE
- 1% annual chance
- Special Flood Hazard Area

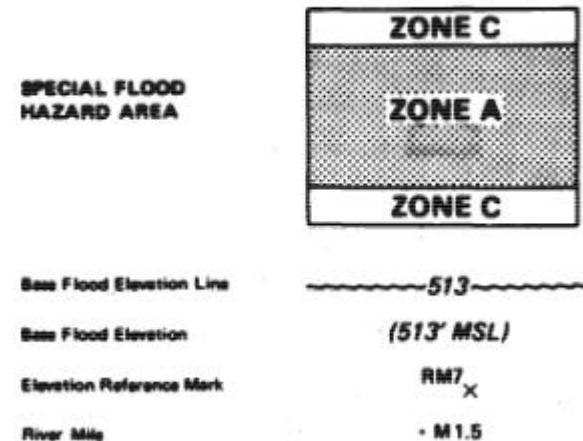
■ Zone B

- 500-year
- 0.2% annual chance flood

■ Zone C

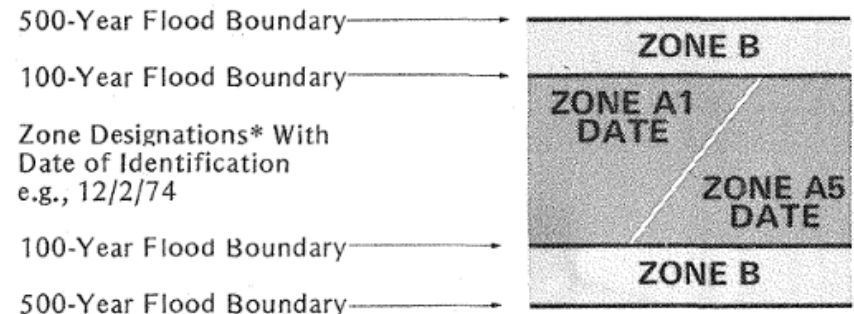
- Areas of *minimal* flooding

KEY TO SYMBOLS



*EXPLANATION OF ZONE DESIGNATIONS

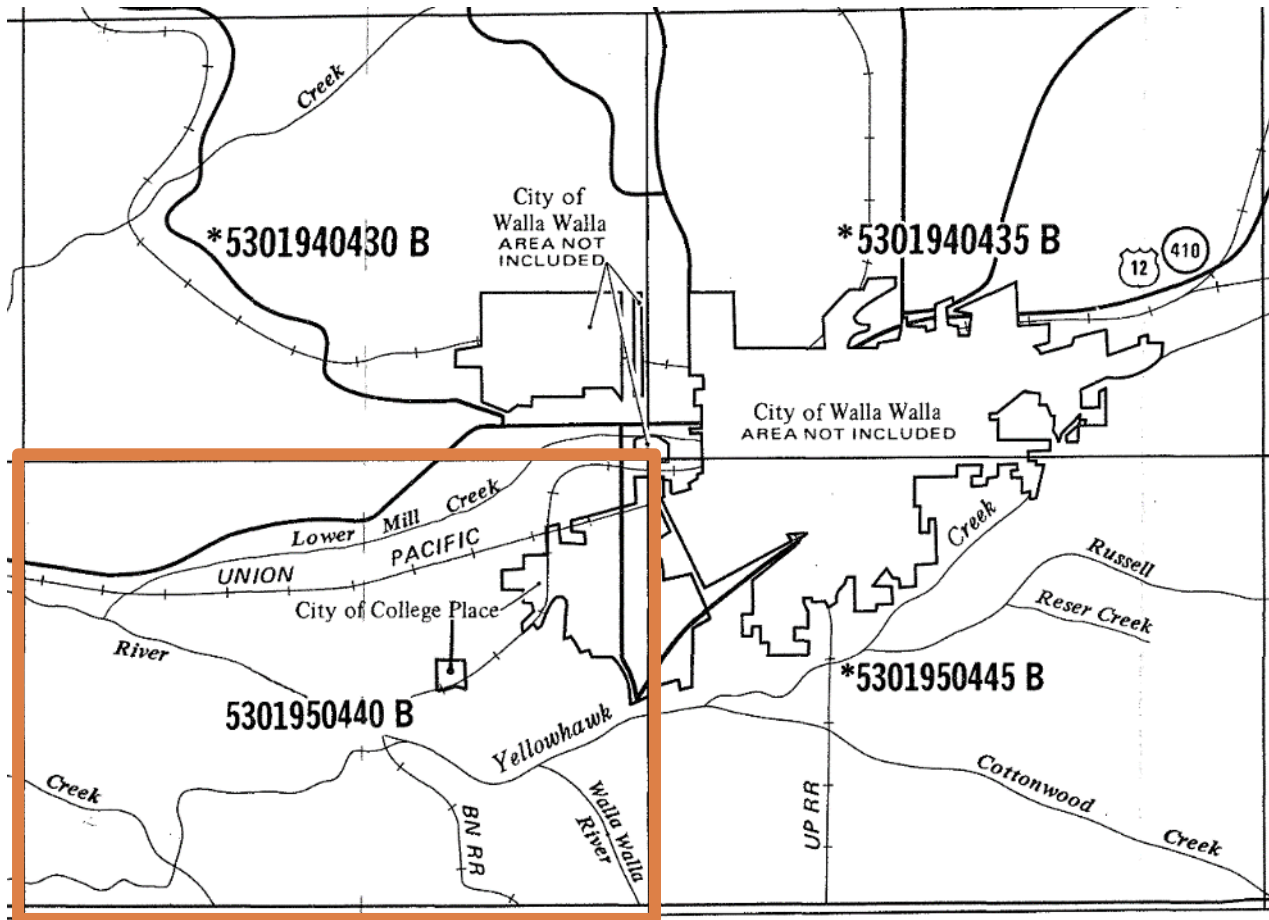
KEY TO MAP



~ 3.1' below NAVD88

**Referenced to the National Geodetic Vertical Datum of 1929

Effective Paper Maps



NATIONAL FLOOD INSURANCE PROGRAM

FIRM FLOOD INSURANCE RATE MAP

CITY OF
COLLEGE PLACE,
WASHINGTON
WALLA WALLA COUNTY

MAP INDEX
PANEL PRINTED: 440

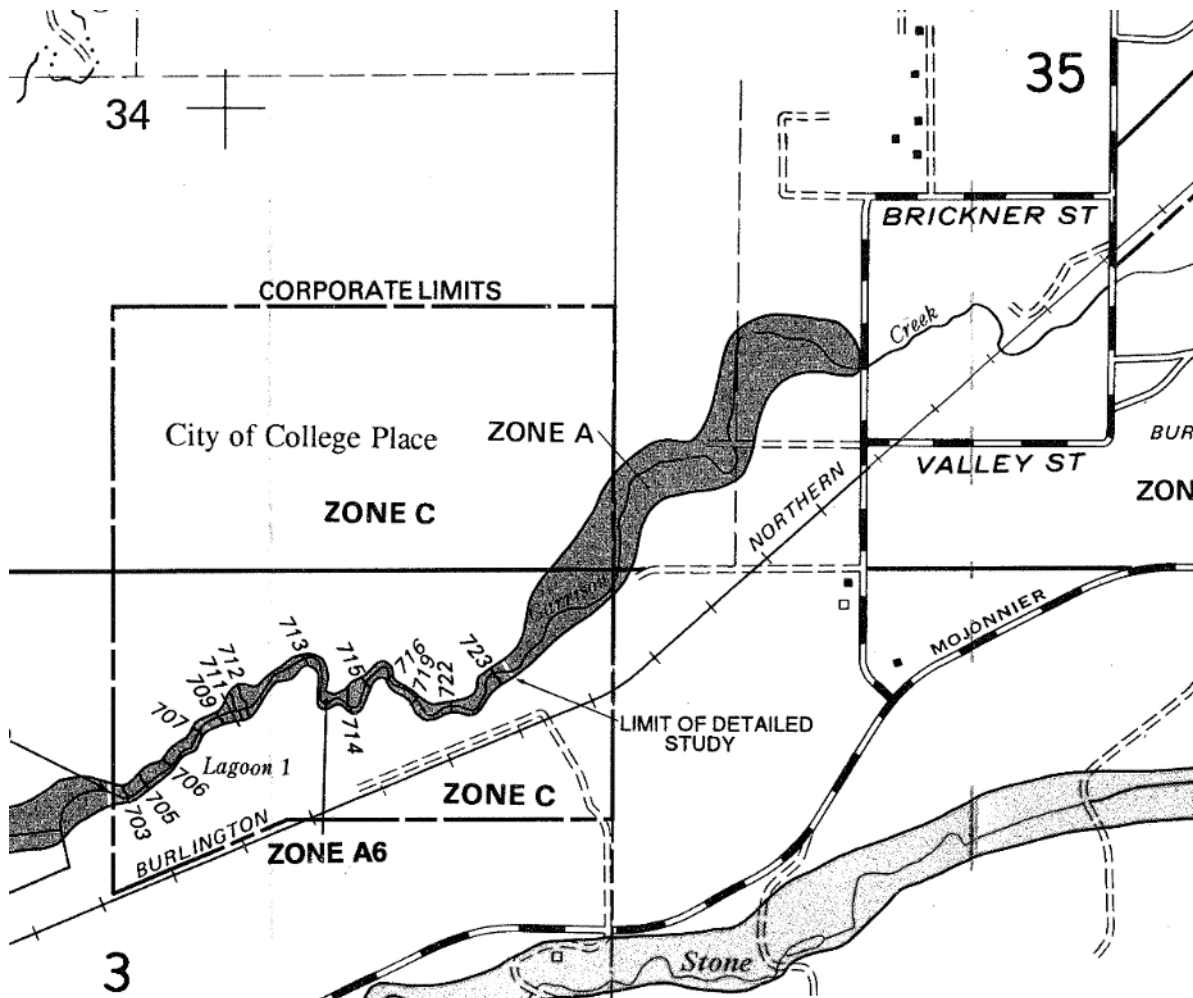
COMMUNITY-PANEL NUMBER
530195IND0

EFFECTIVE DATE:
SEPTEMBER 7, 2001



Federal Emergency Management Agency

Effective Paper Maps



NATIONAL FLOOD INSURANCE PROGRAM

FIRM FLOOD INSURANCE RATE MAP

CITY OF
COLLEGE PLACE,
WASHINGTON
WALLA WALLA COUNTY

PANEL 440 OF 500
(SEE MAP INDEX FOR PANELS NOT PRINTED)

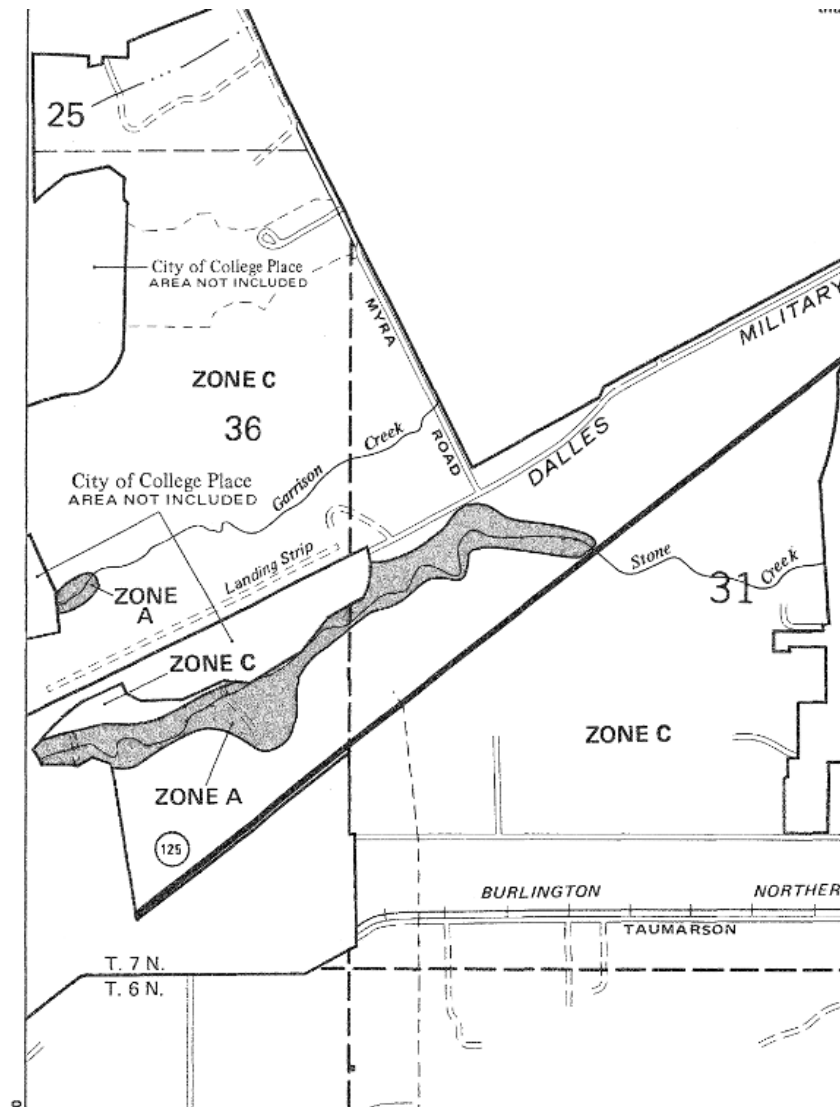
COMMUNITY-PANEL NUMBER
5301950440 B

EFFECTIVE DATE:
SEPTEMBER 7, 2001



Federal Emergency Management Agency

Ineffective Maps



NATIONAL FLOOD INSURANCE PROGRAM

FIRM
FLOOD INSURANCE RATE MAP

**WALLA WALLA COUNTY,
WASHINGTON**
(UNINCORPORATED AREAS)

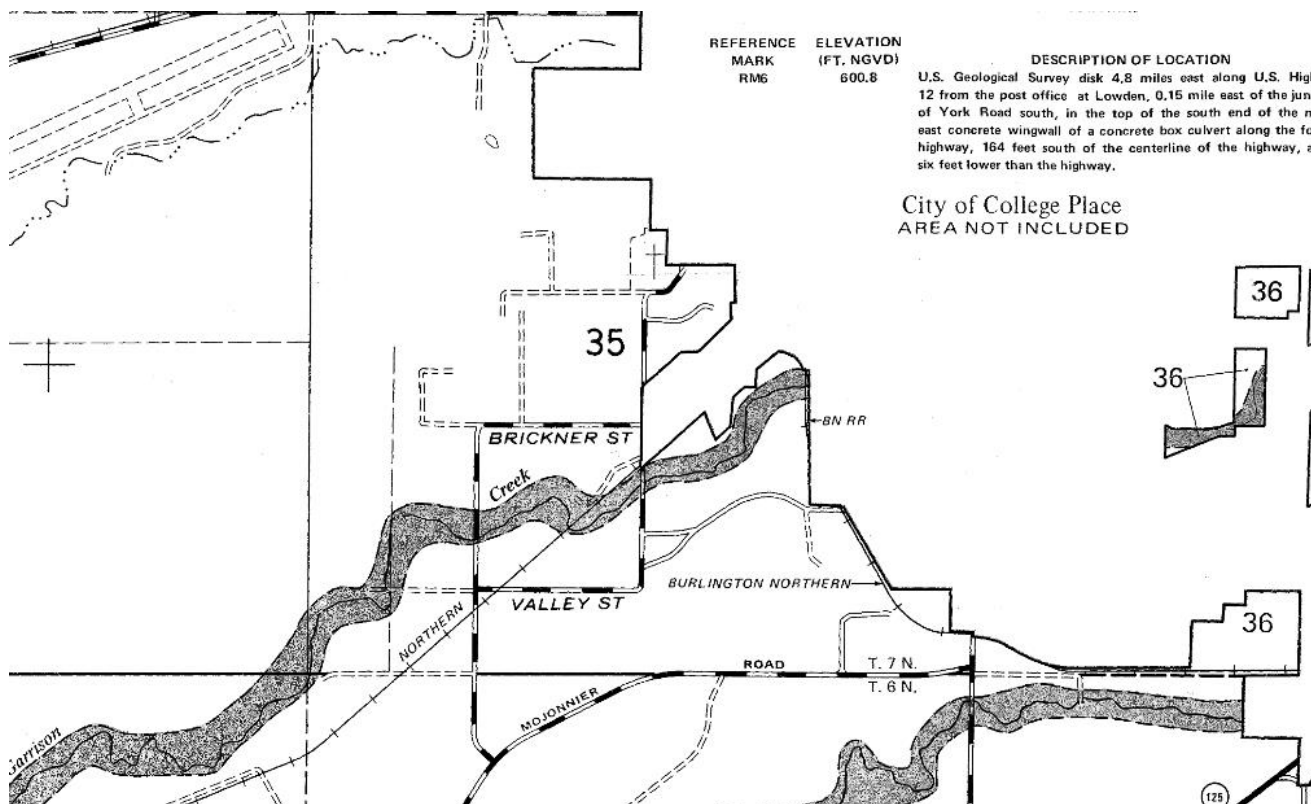
PANEL 445 OF 500
(SEE MAP INDEX FOR PANELS NOT PRINTED)

COMMUNITY-PANEL NUMBER
530194 0445 B

EFFECTIVE DATE:
DECEMBER 1, 1983

FEDERAL EMERGENCY MANAGEMENT AGENCY

Ineffective Maps



NATIONAL FLOOD INSURANCE PROGRAM

FLOODWAY FLOOD BOUNDARY AND FLOODWAY MAP

WALLA WALLA COUNTY,
WASHINGTON
(UNINCORPORATED AREAS)

PANEL 440 OF 500
(SEE MAP INDEX FOR PANELS NOT PRINTED)

COMMUNITY-PANEL NUMBER
530194 0440

EFFECTIVE DATE:
DECEMBER 1, 1983



Federal Emergency Management Agency

1988 Letter of Map Revision

The April 13 LOMR removes approximate flood hazards along Garrison Creek in the City of College Place from approximately 900 feet downstream of the Burlington Northern Railroad as shown on Preliminary FIRM Panel 0440 B to the upstream reach as shown on Preliminary FIRM Panel 0445 B. In addition, the LOMR removes all approximate flood hazards along Stone Creek as shown on Preliminary FIRM Panel 0445B. We have determined that these modifications to the flood hazards along Garrison and Stone Creeks remain valid; therefore, we will incorporate the changes made by the April 13 LOMR into the FIRM for the City of College Place before final printing.

Because the April 13 LOMR removes all flood hazards within the corporate limits of your community as shown on Preliminary FIRM Panel 0445 B, the areas shown on this panel are now designated as Zone C, areas outside the 500-year floodplain. Therefore, FIRM Panel 0445 B no longer requires final printing

~900'

APPROXIMATE SCALE

1000 0 1000 FEET

BRICKNER ST

Creek

BN RR

ZONE G

Valley St

ZONE C

BURLINGTON NORTHERN

ROAD

T. 7 N.

T. 6 N.

MOJOHNER

ZONE A

Garrison

NORTHERN

36

36

36

ZONE C

AREA REVISED

125

COLLEGE AVE.

JOINS PANEL 0443

Panel 440B

JOINS PANEL 0445

1988 Letter of Map Revision



Removed

Panel 445B

FLOOD INSURANCE STUDY

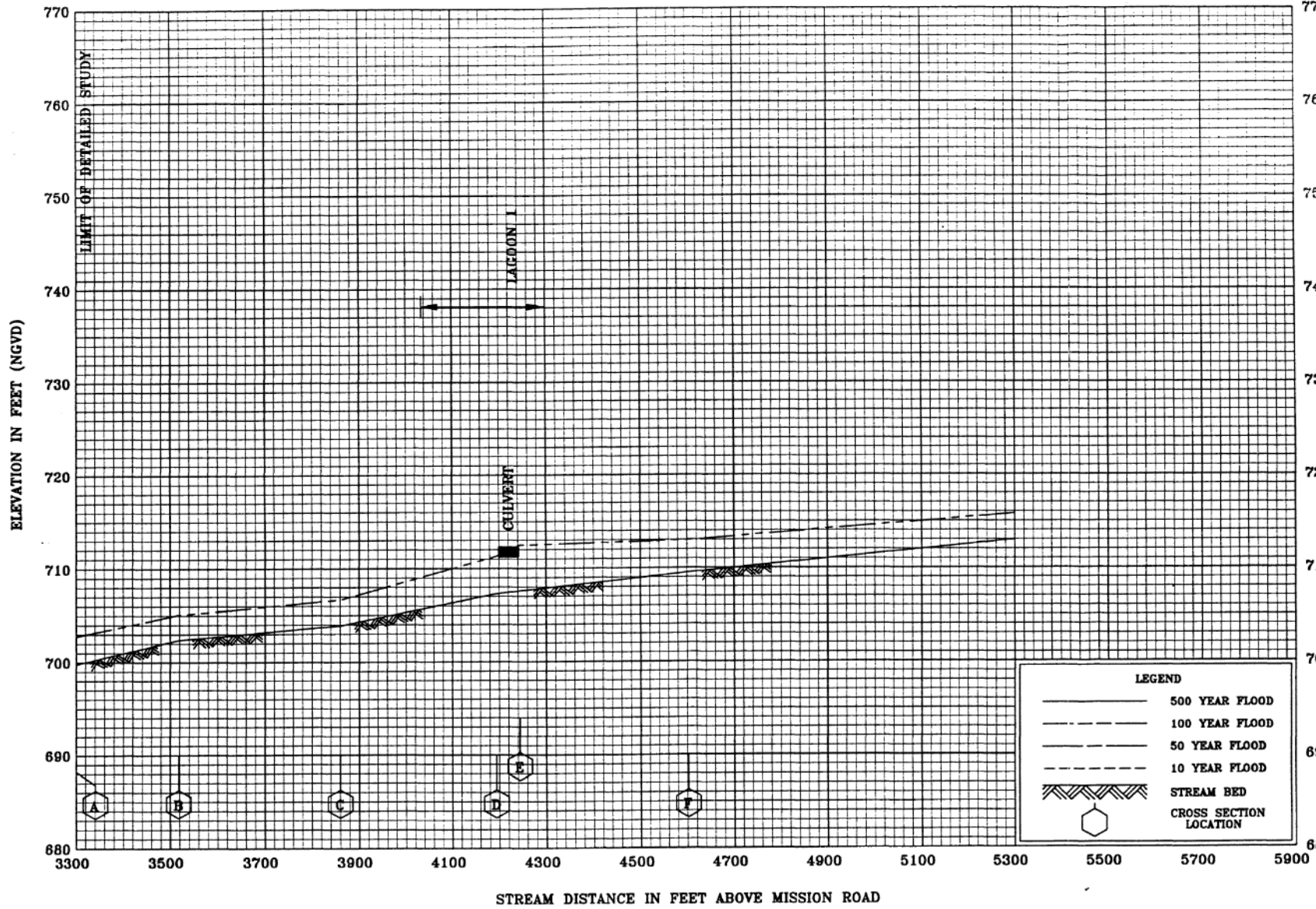


CITY OF
COLLEGE PLACE,
WASHINGTON
WALLA WALLA COUNTY

SEPTEMBER 7, 2001

Flood Insurance Study

September 2001



FEDERAL EMERGENCY MANAGEMENT AGENCY
 CITY OF COLLEGE PLACE, WA
 (WALLA WALLA CO.)

FLOOD PROFILES
 GARRISON CREEK

Where are the paper files?

■ [FEMA Flood Map Service Center](#)

FEMA Flood Map Service Center: Search By Address

Enter an address, place, or coordinates: ?

Search



Whether you are in a high risk zone or not, you may need [flood insurance](#) because most homeowners insurance doesn't cover flood damage. If you live in an area with low or moderate flood risk, you are 5 times more likely to experience flood than a fire in your home over the next 30 years. For many, a National Flood Insurance Program's flood insurance policy could cost less than \$400 per year. Call your insurance agent today and protect what you've built.

Learn more about [steps you can take](#) to reduce flood risk damage.

Search Results—Products for **COLLEGE PLACE, CITY OF**

[Show ALL Products »](#)

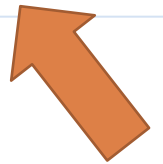
The flood map for the selected area is number **5301940440B**, effective on **12/01/1983** ?

MAP IMAGE



Changes to this FIRM ?

- Revisions (0)
- Amendments (2)
- Revalidations (0)



Where are the paper files?

- FEMA Flood Map Service Center

Effective Products (4) ?

▾ FIRM Panels (2)

DL ALL

Showing 1 to 2 of 2 entries

Previous

1

Next

Product ID	Effective Date	LOMC	Size	Download	View
530195IND0	09/07/2001		1MB	DL	VIEW
5301950440B	09/07/2001		4MB	DL	VIEW

✓ FIS Reports (1)

DL ALL

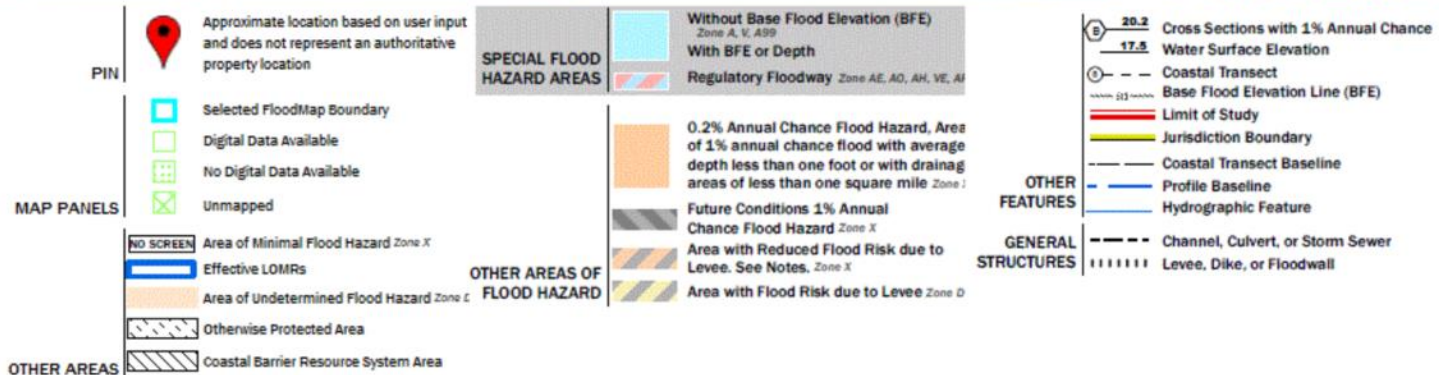
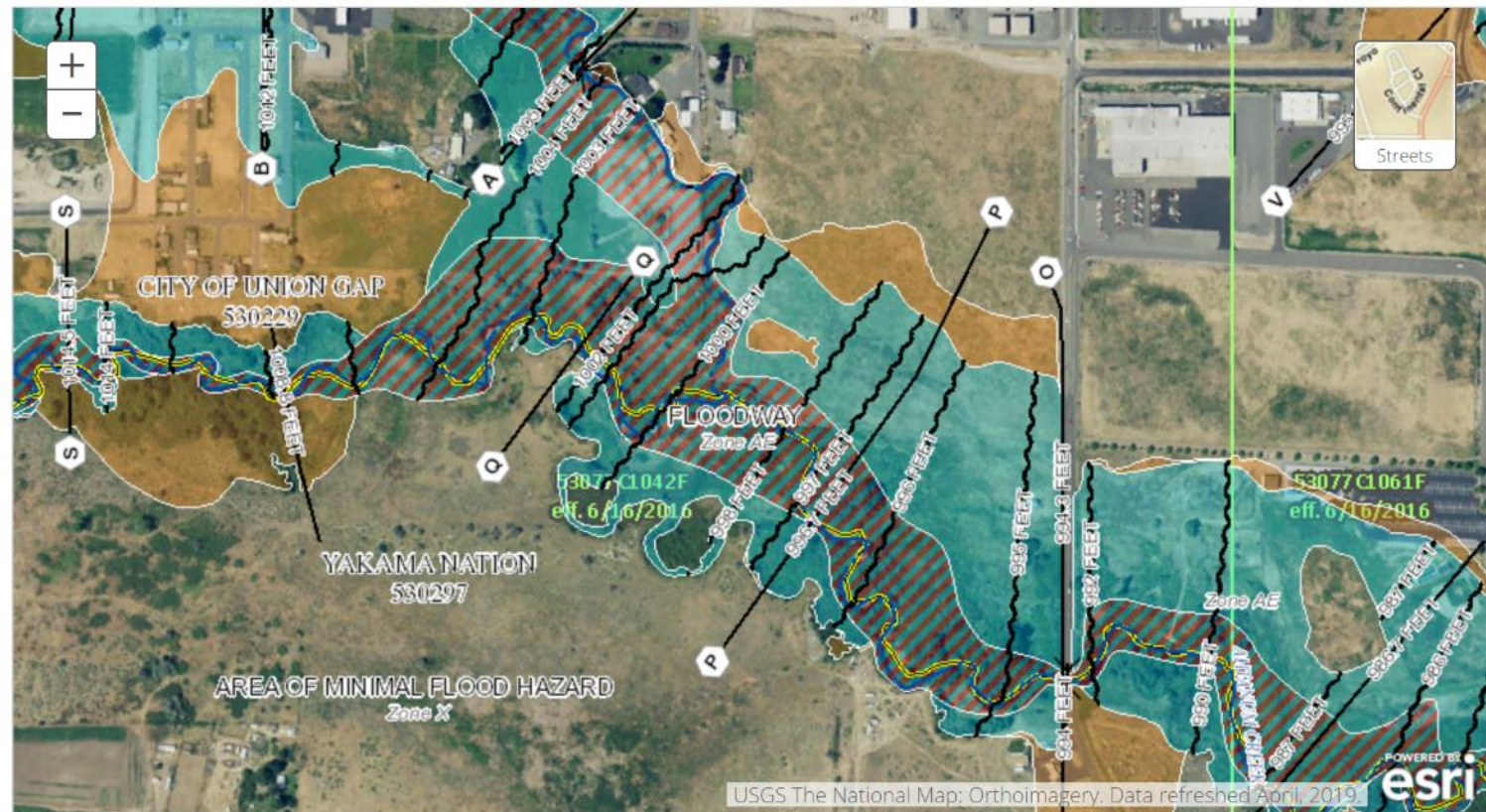
✓ LOMC (0)

✓ NFHL Data-State (1)

✓ NFHL Data-County (0)

The 1988 LOMR and FEMA letter would ideally be located here.

Future map updates



[illegible]

Ordinance Review

***See separate documents**

- Flood damage prevention ordinance
 - #867 - Adopted in 2001
 - #903 - Amendments in 2003
 - #976 - Amendments in 2007
 - Where was this codified? **Answer: no, this wasn't codified. So the Unified Development Code shouldn't have repealed it. City will look into flood language in UDC.**
- Ordinance 19-021 Unified Development Code
 - Repealed and replaced:
 - CPMC Title 15 Buildings and Construction;
 - CPMC Title 16 Subdivisions;
 - CPMC Title 17 Zoning;
 - CPMC Title 18 Environment; and
 - CPMC Title 19 Consolidated Development Code.

Washington 2019 Model Ordinance

NATIONAL FLOOD INSURANCE PROGRAM FLOOD DAMAGE PREVENTION ORDINANCE WASHINGTON MODEL (REVISED 12/09/2019)

Close to 300 towns, cities, counties, and tribes within the State of Washington participate in the National Flood Insurance Program (NFIP). As a condition of participation in the NFIP, communities are required to adopt and enforce a flood hazard reduction ordinance that meets the minimum requirements of the NFIP; however, there are occasionally additional requirements identified by state law that are more restrictive. In these cases, the Federal Emergency Management Agency (FEMA) will require that communities meet those standards as well.

This model identifies the basic requirements and cross references them to appropriate Code of Federal Regulations (CFR), Revised Code of Washington (RCW), or Washington Administrative Code (WAC) requirements. It also encourages community officials to consider the direct insurance implications of certain building standards that, if adopted, can reduce (or increase) annual flood insurance premiums for local citizens. This ordinance, as developed by FEMA and the Washington Department of Ecology, supersedes previous versions and includes all the minimum standards required as a condition of participation in the NFIP. It will be used by FEMA and state staff as the basis for providing technical assistance and compliance reviews during the Community Assistance Contact (CAC) and Community Assistance Visit (CAV) process to ensure federal and state law are met.

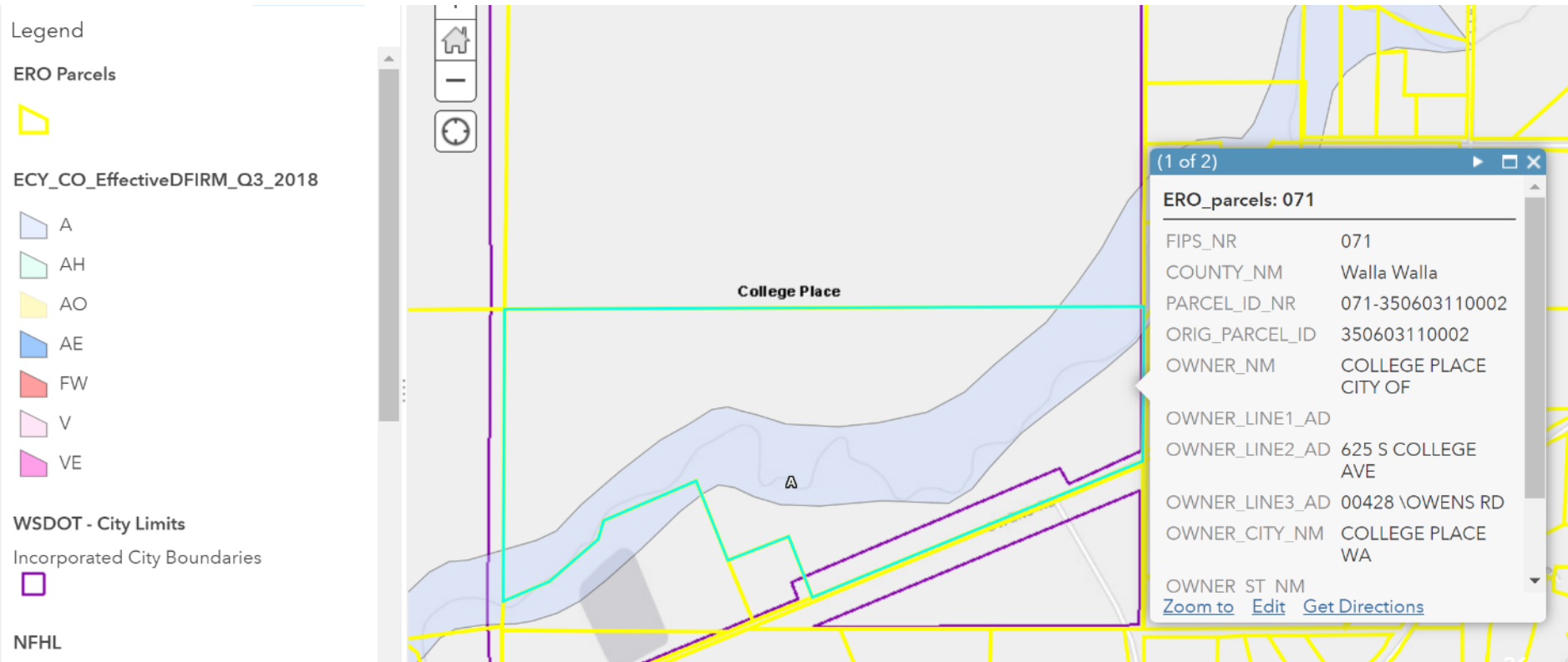
The model identifies the basic minimum federal and state regulation requirements that must be contained in local flood regulations, as well as suggestions for stronger measures, but notes these measures are *recommended*, not required. Additionally, it outlines several specific floodplain development practices and regulations that can reduce insurance premium. Adopting this model flood hazard reduction ordinance verbatim can

✓ Because there are three ordinances covering flood damage prevention (one original plus two amendments), the City will repeal and replace them with a new ordinance based on the updated Washington model.

Floodplain permit procedures?

City owns all floodplain parcels.

→ One foot cumulative rise maximum for any projects in floodplain.





Field Inspection Report

No findings other than mapping issues

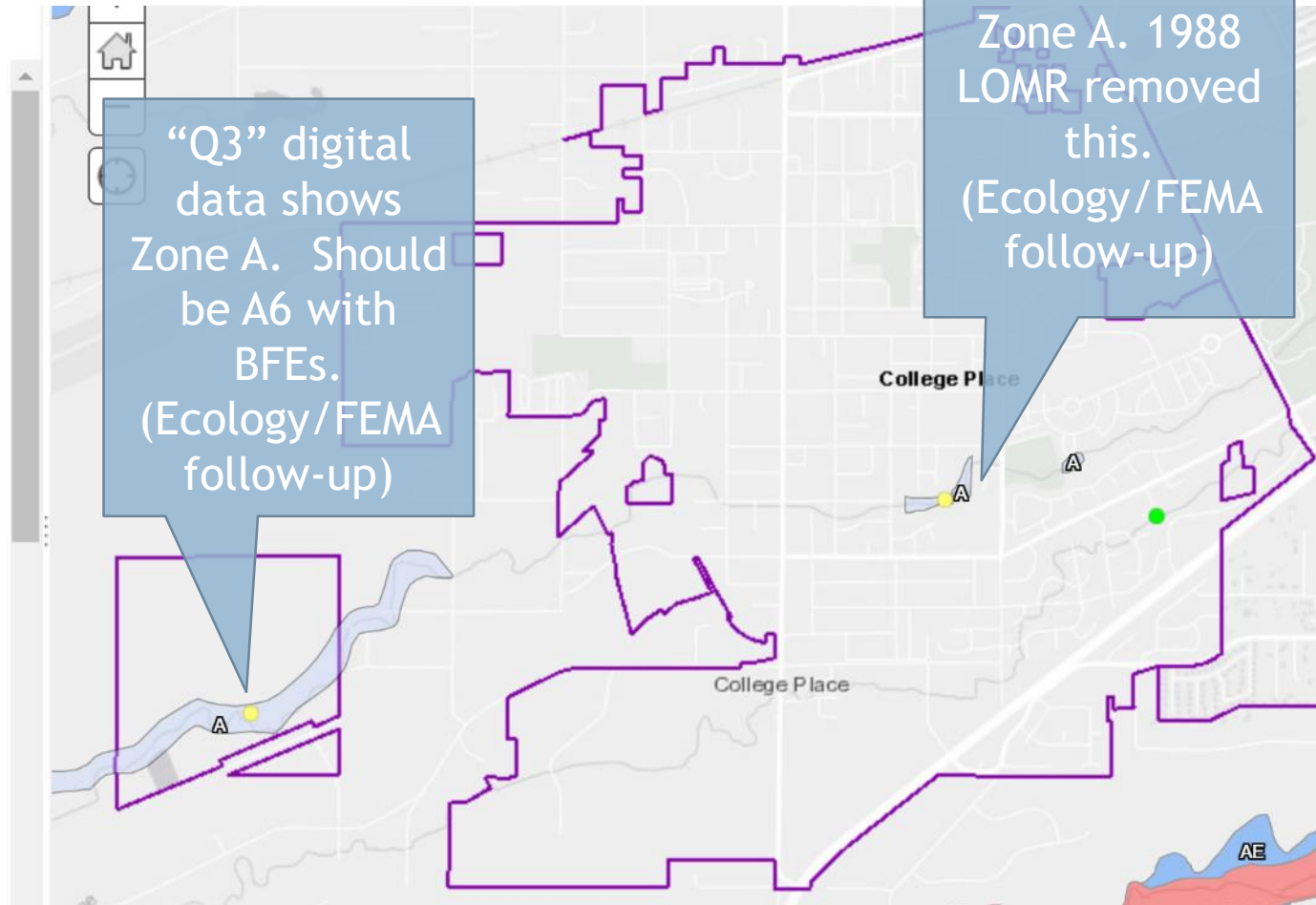
Legend

ECYFloodCAVCollector2018LMS

- No Finding
- Potential minor issue may require follow-up
- Potential moderate issue may require follow-up
- Potential serious issue may require follow-up
- Resolved Finding

ECY_CO_EffectiveDFIRM_Q3_2018

- ▲ A
- ▲ AH
- ▲ AO
- ▲ AE
- ▲ FW
- ▲ V
- ▲ VE



Note: “Q3” digital data unreliable. Please use paper FIRMs.

Action Items

- Flood damage prevention ordinance Update - due 12/1/2020
- City to look into Unified Development Code to ensure the flood damage prevention ordinance wasn't inadvertently repealed.
 - Critical Areas Ordinance, Frequently Flooded Areas section should refer to new flood damage prevention ordinance for regulation instead of FEMA regulations. (see CPMC 14.70.040(C))
- CAV report letter from Ecology to City ✓ 5/20/20
- If possible, update digital Q3 layer to reflect effective maps and LOMRs. Add 1988 LOMR and FEMA letter to FEMA map service center under College Place instead of unincorporated Walla Walla County. (FEMA and Ecology follow-up).
- Ecology to develop virtual NFIP 101 course and notify City when available.
- Close CAV after all findings resolved to maximum extent feasible (ordinance update).

**NATIONAL FLOOD INSURANCE PROGRAM
FLOOD DAMAGE PREVENTION ORDINANCE
WASHINGTON MODEL (REVISED 12/09/2019)**

**Adapted for:
City of College Place, Washington**

Per Community Assistance Visit, 5/19/2020
Lynn Schmidt, Ecology SEA Program, ERO NFIP Coordinator

Please adopt the following Sections to replace College Place Ordinances 867, 903, and 976. If any revisions are necessary other than formatting, please contact Lynn Schmidt prior to adoption.

*Please see the note on page 10 for locally-specific violation penalties.

Section 1.0 - Statutory Authorization, Findings of Fact, Purpose, and Objectives

1.1 Statutory Authorization

The Legislature of the State of Washington has delegated the responsibility to local communities to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the College Place City Council does ordain as follows:

1.2 Findings of Fact

The flood hazard areas of College Place are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

These flood losses may be caused by the cumulative effect of obstructions in areas of special flood hazards that increase flood heights and velocities, and when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to the flood loss.

1.3 Statement of Purpose

It is the purpose of this ordinance to promote the public health, safety, and general welfare; reduce the annual cost of flood insurance; and minimize public and private losses

due to flood conditions in specific areas by provisions designed to:

- 1) Protect human life and health;
- 2) Minimize expenditure of public money for costly flood control projects;
- 3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- 4) Minimize prolonged business interruptions;
- 5) Minimize damage to public facilities and utilities, such as water and gas mains; electric, telephone, and sewer lines; and streets and bridges located in flood hazard areas;
- 6) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas so as to minimize blight areas caused by flooding;
- 7) Notify potential buyers that the property is in a Special Flood Hazard Area;
- 8) Notify those who occupy flood hazard areas that they assume responsibility for their actions; and
- 9) Participate in and maintain eligibility for flood insurance and disaster relief.

1.4 Methods of Reducing Flood Losses

In order to accomplish its purposes, this ordinance includes methods and provisions for:

- 1) Restricting or prohibiting development that is dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- 2) Requiring that development vulnerable to floods be protected against flood damage at the time of initial construction;
- 3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- 4) Controlling filling, grading, dredging, and other development, which may increase flood damage; and
- 5) Preventing or regulating the construction of flood barriers that unnaturally divert floodwaters or may increase flood hazards in other areas.

Section 2.0 – Definitions

Alteration of watercourse: Any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

Appeal: A request for a review of the interpretation of any provision of this ordinance or a request for a variance.

Area of shallow flooding: A designated zone AO, AH, AR/AO or AR/AH (or VO) on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. Also referred to as the sheet flow area.

Area of special flood hazard: The land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as zone A, AO, AH, A1-30, AE, A99, AR (V, VO, V1-30, VE). "Special flood hazard area" is synonymous in meaning with the phrase "area of special flood hazard".

ASCE 24: The most recently published version of ASCE 24, Flood Resistant Design and Construction, published by the American Society of Civil Engineers.

Base flood: The flood having a 1% chance of being equaled or exceeded in any given year (also referred to as the "100-year flood").

Base Flood Elevation (BFE): The elevation to which floodwater is anticipated to rise during the base flood.

Basement: Any area of the building having its floor sub-grade (below ground level) on all sides.

Building: See "Structure."

Building Code: The currently effective versions of the International Building Code and the International Residential Code adopted by the State of Washington Building Code Council.

Breakaway wall: A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Coastal High Hazard Area: An area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on the FIRM as zone V1-30, VE or V.

Critical Facility: A facility for which even a slight chance of flooding might be too great. Critical facilities include (but are not limited to) schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use, or store hazardous materials or hazardous waste.

Development: Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

Elevation Certificate: An administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

Elevated Building: For insurance purposes, a non-basement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

Essential Facility: This term has the same meaning as “Essential Facility” defined in ASCE 24. Table 1-1 in ASCE 24-14 further identifies building occupancies that are essential facilities.

Existing Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by the community.

Expansion to an Existing Manufactured Home Park or Subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Farmhouse: A single-family dwelling located on a farm site where resulting agricultural products are not produced for the primary consumption or use by the occupants and the farm owner.

Flood or Flooding:

- 1) A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - a) The overflow of inland or tidal waters.
 - b) The unusual and rapid accumulation or runoff of surface waters from any source.
 - c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- 2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

Flood elevation study: An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

Flood Insurance Rate Map (FIRM): The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Floodplain or flood-prone area: Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

Floodplain administrator: The community official designated by title to administer and enforce the floodplain management regulations.

Floodplain management regulations: Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance and erosion control ordinance) and other application of police power. The term describes such state or local regulations, in any combination

thereof, which provide standards for the purpose of flood damage prevention and reduction.

Flood proofing: Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long-term storage or related manufacturing facilities.

Highest adjacent grade: The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure: Any structure that is:

- 1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- 2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- 3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
- 4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a) By an approved state program as determined by the Secretary of the Interior, or
 - b) Directly by the Secretary of the Interior in states without approved programs.

Lowest Floor: The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance (i.e. provided there are adequate flood ventilation openings).

Manufactured Home: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

Manufactured Home Park or Subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean Sea Level: For purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

New construction: For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial Flood Insurance Rate Map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

One-hundred-year flood or 100-year flood: See "Base flood."

New Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations adopted by the community.

Reasonably Safe from Flooding: Development that is designed and built to be safe from flooding based on consideration of current flood elevation studies, historical data, high water marks and other reliable data known to the community. In unnumbered A zones where flood elevation information is not available and cannot be obtained by practicable means, reasonably safe from flooding means that the lowest floor is at least two feet above the Highest Adjacent Grade.

Recreational Vehicle: A vehicle,

- 1) Built on a single chassis;
- 2) 400 square feet or less when measured at the largest horizontal projection;
- 3) Designed to be self-propelled or permanently towable by a light duty truck; and
- 4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Start of construction: Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure: For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement: Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

- 1) Any project for improvement of a structure to correct previously identified existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and that are the minimum necessary to assure safe living conditions; or

- 2) Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Variance: A grant of relief by a community from the terms of a floodplain management regulation.

Water surface elevation: The height, in relation to the vertical datum utilized in the applicable flood insurance study of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

Water Dependent: A structure for commerce or industry that cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations.

Section 3.0 – General Provisions

3.1 Lands to Which This Ordinance Applies (44 CFR 59.22(a))

This ordinance shall apply to all special flood hazard areas within the boundaries of College Place.

3.2 Basis for Establishing the Areas of Special Flood Hazard

The special flood hazard areas identified by the Federal Insurance Administrator in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for College Place, Washington" dated September 7, 2001, and any revisions thereto, with accompanying Flood Insurance Rate Maps (FIRMs) dated September 7, 2001, and any revisions thereto, are hereby adopted by reference and declared to be a part of this ordinance. The FIS and the FIRM are on file at 625 S College Avenue, College Place, Washington.

The best available information for flood hazard area identification as outlined in Section 4.3-2 shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under Section 4.3-2.

3.3 Compliance

All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations.

3.4 Penalties For Noncompliance

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violations of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than _____ or imprisoned for not more than _____ days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation.

Commented [LMS1]: Please select appropriate penalties or refer to a relevant enforcement ordinance.

3.5 Abrogation and Greater Restrictions

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

3.6 Interpretation

In the interpretation and application of this ordinance, all provisions shall be:

- 1) Considered as minimum requirements;
- 2) Liberally construed in favor of the governing body; and,
- 3) Deemed neither to limit nor repeal any other powers granted under state statutes.

3.7 Warning And Disclaimer of Liability

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of College Place, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

3.8 Severability

This ordinance and the various parts thereof are hereby declared to be severable.

Should any Section of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any portion thereof other than the Section so declared to be unconstitutional or invalid.

Section 4.0 – Administration

4.1 Establishment of Development Permit

4.1-1 Development Permit Required (*44 CFR 60.3(b)(1)*)

A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Section 3.2. The permit shall be for all structures including manufactured homes, as set forth in the “Definitions,” and for all development including fill and other activities, also as set forth in the “Definitions.”

4.1-2 Application for Development Permit

Application for a development permit shall be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:

- 1) Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures recorded on a current elevation certificate with Section B completed by the Floodplain Administrator.
- 2) Elevation in relation to mean sea level to which any structure has been floodproofed;
- 3) Where a structure is to be floodproofed, certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet floodproofing criteria in Section 5.2-2;
- 4) Description of the extent to which a watercourse will be altered or relocated as a result of proposed development; and
- 5) Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application.

4.2 Designation of the Floodplain Administrator (44 CFR 59.22(b)(1))

The Community Development Director is hereby appointed to administer, implement, and enforce this ordinance by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions.

4.3 Duties & Responsibilities of the Floodplain Administrator

Duties of the Floodplain Administrator shall include, but not be limited to:

4.3-1 Permit Review

Review all development permits to determine that:

- 1) The permit requirements of this ordinance have been satisfied;
- 2) All other required state and federal permits have been obtained;
- 3) The site is reasonably safe from flooding;
- 4) Notify FEMA when annexations occur in the Special Flood Hazard Area.

4.3-2 Use of Other Base Flood Data (In A and V Zones) (44 CFR 60.3(b)(4))

When base flood elevation data has not been provided (in A or V zones) in accordance with Section 3.2, BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD, the Floodplain Administrator shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source, in order to administer Section 5.2, SPECIFIC STANDARDS.

4.3-3 Information to be Obtained and Maintained

- 1) Where base flood elevation data is provided through the FIS, FIRM, or required as in Section 4.3-2, obtain and maintain a record of the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. (44 CFR 60.3(b)(5)(i) and (iii))
- 2) For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in Section 4.3-2:

- a) Obtain and maintain a record of the elevation (in relation to mean sea level) to which the structure was floodproofed. (44 CFR 60.3(b)(5)(ii))
- b) Maintain the floodproofing certifications required in Section 4.1-2(3). (44 CFR 60.3(b)(5)(iii))
- 3) Records of all variance actions, including justification for their issuance. (44 CFR 60.6(a)(6))
- 4) Improvement and damage calculations.
- 5) Maintain for public inspection all records pertaining to the provisions of this ordinance. (44 CFR 60.3(b)(5)(iii))

4.3-4 Alteration of Watercourse

Whenever a watercourse is to be altered or relocated:

- 1) Notify adjacent communities and the Department of Ecology prior to such alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administrator through appropriate notification means. (44 CFR 60.3(b)(6))
- 2) Assure that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained. (44 CFR 60.3(b)(7))

4.3-5 Interpretation of FIRM Boundaries

Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (e.g. where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation. Such appeals shall be granted consistent with the standards of Section 60.6 of the Rules and Regulations of the NFIP (44 CFR 59-76).

4.3-6 Review of Building Permits (44 CFR 60.3(a)(3))

Where elevation data is not available either through the FIS, FIRM, or from another authoritative source (Section 4.3-2), applications for floodplain development shall be reviewed to assure that proposed construction will be *reasonably safe from flooding*. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available.

(Failure to elevate habitable buildings at least two feet above the highest adjacent grade in these zones may result in higher insurance rates.)

4.3-7 Changes to Special Flood Hazard Area

- 1) If a project will alter the BFE or boundaries of the SFHA, then the project proponent shall provide the community with engineering documentation and analysis regarding the proposed change. If the change to the BFE or boundaries of the SFHA would normally require a Letter of Map Change, then the project proponent shall initiate, and receive approval of, a Conditional Letter of Map Revision (CLOMR) prior to approval of the development permit. The project shall be constructed in a manner consistent with the approved CLOMR.
- 2) If a CLOMR application is made, then the project proponent shall also supply the full CLOMR documentation package to the Floodplain Administrator to be attached to the floodplain development permit, including all required property owner notifications.

Section 5.0 – Provisions for Flood Hazard Reduction

5.1 General Standards

In all areas of special flood hazards, the following standards are required:

5.1-1 Anchoring *(44 CFR 60.3(a) and (b))*

- 1) All new construction and substantial improvements, including those related to manufactured homes, shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads including the effects of buoyancy. (44 CFR 60.3(a)(3)(i))
- 2) All manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors. (44 CFR 60.3(b)(8)). For more detailed information, refer to guidebook, FEMA-85, "Manufactured Home Installation in Flood Hazard Areas."

5.1-2 Construction Materials and Methods *(44 CFR 60.3(a)(3)(ii-iv))*

- 1) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- 2) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
- 3) Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

5.1-3 Storage of Materials and Equipment

- 1) The storage or processing of materials that could be injurious to human, animal, or plant life if released due to damage from flooding is prohibited in special flood hazard areas.
- 2) Storage of other material or equipment may be allowed if not subject to damage by floods and if firmly anchored to prevent flotation, or if readily removable from the area within the time available after flood warning.

5.1-4 Utilities *(44 CFR 60.3(a)(5) and (6))*

- 1) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems;
- 2) Water wells shall be located on high ground that is not in the floodway (WAC 173-160-171);
- 3) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters;
- 4) Onsite waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

5.1-5 Subdivision Proposals and Development *(44 CFR 60.3(a)(4) and (b)(3))*

All subdivisions, as well as new development shall:

- 1) Be consistent with the need to minimize flood damage;

- 2) Have public utilities and facilities, such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage;
- 3) Have adequate drainage provided to reduce exposure to flood damage.
- 4) Where subdivision proposals and other proposed developments contain greater than 50 lots or 5 acres (whichever is the lesser) base flood elevation data shall be included as part of the application.

5.2 Specific Standards (44 CFR 60.3(c)(1))

In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 3.2, BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD, or Section 4.3-2, USE OF OTHER BASE FLOOD DATA. The following provisions are required:

5.2-1 Residential Construction (44 CFR 60.3(c)(2)(5))

- 1) In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can be reasonably obtained, new construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more above the BFE. Mechanical equipment and utilities shall be waterproof or elevated least one foot above the BFE.
- 2) New construction and substantial improvement of any residential structure in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.
- 3) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs must meet or exceed the following minimum criteria:
 - a) Have a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.
 - b) The bottom of all openings shall be no higher than one foot above grade.
 - c) Openings may be equipped with screens, louvers, valves, or other

coverings or devices provided that they permit the automatic entry and exit of floodwater.

- d) A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of flood waters.

Alternatively, a registered engineer or architect may design and certify engineered openings.

5.2-2 Nonresidential Construction (44 CFR 60.3(c)(3) and (4))

New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet the requirements of subsection 1 or 2, below.

- 1) New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet all of the following requirements:

- a) In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can be reasonably obtained:

New construction and substantial improvement of any commercial, industrial, or other nonresidential structure shall have the lowest floor, including basement, elevated one foot or more above the BFE, or elevated as required by ASCE 24, whichever is greater. Mechanical equipment and utilities shall be waterproofed or elevated least one foot above the BFE, or as required by ASCE 24, whichever is greater.

- b) If located in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained, the structure shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.
- c) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
 - i) Have a minimum of two openings with a total net area of not less than one square inch for every square foot of enclosed area subject

to flooding.

- ii) The bottom of all openings shall be no higher than one foot above grade.
- iii) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwater.
- iv) A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of flood waters.

Alternatively, a registered engineer or architect may design and certify engineered openings.

- 2) If the requirements of subsection 1 are not met, then new construction and substantial improvement of any commercial, industrial or other nonresidential structure shall meet all of the following requirements:
 - a) Be dry floodproofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water or dry floodproofed to the elevation required by ASCE 24, whichever is greater;
 - b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
 - c) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in Section 4.3-3(2);
 - d) Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in 5.2-1(3);

5.2-3 Manufactured Homes (44 CFR 60.3(c)(6)(12))

- 1) All manufactured homes to be placed or substantially improved on sites shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.

5.2-4 Recreational Vehicles (44 CFR 60.3(c)(14))

Recreational vehicles placed on sites are required to either:

- 1) Be on the site for fewer than 180 consecutive days, or
- 2) Be fully licensed and ready for highway use, on wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
- 3) Meet the requirements of 5.2-3 above.

5.2-5 Enclosed Area Below the Lowest Floor

If buildings or manufactured homes are constructed or substantially improved with fully enclosed areas below the lowest floor, the areas shall be used solely for parking of vehicles, building access, or storage.

5.2-6 Appurtenant Structures (Detached Garages & Small Storage Structures)

For A Zones (A, AE, A1-30, AH, AO):

- 1) Appurtenant structures used solely for parking of vehicles or limited storage may be constructed such that the floor is below the BFE, provided the structure is designed and constructed in accordance with the following requirements:
 - a) Use of the appurtenant structure must be limited to parking of vehicles or limited storage;
 - b) The portions of the appurtenant structure located below the BFE must be built using flood resistant materials;
 - c) The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement;

- d) Any machinery or equipment servicing the appurtenant structure must be elevated or floodproofed to or above the BFE;
 - f) The appurtenant structure must be designed to allow for the automatic entry and exit of flood waters in accordance with Section 5.2-1(3).
 - g) The structure shall have low damage potential,
 - h) If the structure is converted to another use, it must be brought into full compliance with the standards governing such use, and
 - i) The structure shall not be used for human habitation.
- 2) Detached garages, storage structures, and other appurtenant structures not meeting the above standards must be constructed in accordance with all applicable standards in Section 5.2-1.
 - 3) Upon completion of the structure, certification that the requirements of this section have been satisfied shall be provided to the Floodplain Administrator for verification.

5.3 AE and A1-30 Zones with Base Flood Elevations but No Floodways (44 CFR 60.3(c)(10))

In areas with BFEs (but a regulatory floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

5.4 General Requirements for Other Development

All development, including manmade changes to improved or unimproved real estate for which specific provisions are not specified in this ordinance or the state building codes with adopted amendments and any City of College Place amendments, shall:

- 1) Be located and constructed to minimize flood damage;
- 2) Be anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
- 3) Be constructed of flood damage-resistant materials;

- 4) Meet the flood opening requirements of Section 5.2-1(3), and
- 5) Have mechanical, plumbing, and electrical systems above the design flood elevation or meet the requirements of ASCE 24, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.

5.5 Critical Facility

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the SFHA (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet above BFE or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the BFE shall be provided to all critical facilities to the extent possible.

Section 6.0 - Variances

The variance criteria set forth in this section of the ordinance are based on the general principle of zoning law that variances pertain to a piece of property and are not personal in nature. A variance may be granted for a parcel of property with physical characteristics so unusual that complying with the requirements of this ordinance would create an exceptional hardship to the applicant or the surrounding property owners. The characteristics must be unique to the property and not be shared by adjacent parcels. The unique characteristic must pertain to the land itself, not to the structure, its inhabitants, or the property owners.

It is the duty of the City of College Place to help protect its citizens from flooding. This need is so compelling and the implications of the cost of insuring a structure built below the Base Flood Elevation are so serious that variances from the flood elevation or from other requirements in the flood ordinance are quite rare. The long-term goal of preventing and reducing flood loss and damage can only be met if variances are strictly limited. Therefore, the variance guidelines provided in this ordinance are more detailed and contain multiple provisions that must be met before a variance can be properly granted. The criteria are designed to screen out those situations in which alternatives other than a variance are more appropriate.

6.1 Requirements for Variances

- 1) Variances shall only be issued:
 - a) Upon a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances;
 - b) For the repair, rehabilitation, or restoration of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure;
 - c) Upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief;
 - d) Upon a showing of good and sufficient cause;
 - e) Upon a determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - f) Upon a showing that the use cannot perform its intended purpose unless it is located or carried out in close proximity to water. This includes only facilities defined in Section 2.0 of this ordinance in the definition of "Functionally Dependent Use."
- 2) Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result.
- 3) Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the BFE, provided the procedures of Sections 4.0 and 5.0 of this ordinance have been fully considered. As the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.

6.2 Variance Criteria

In considering variance applications, the City of College Place shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:

- 1) The danger that materials may be swept onto other lands to the injury of others;
- 2) The danger to life and property due to flooding or erosion damage;
- 3) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- 4) The importance of the services provided by the proposed facility to the community;
- 5) The necessity to the facility of a waterfront location, where applicable;
- 6) The availability of alternative locations for the proposed use, which are not subject to flooding or erosion damage;
- 7) The compatibility of the proposed use with existing and anticipated development;
- 8) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
- 9) The safety of access to the property in time of flood for ordinary and emergency vehicles;
- 10) The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site; and,
- 11) The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities, such as sewer, gas, electrical, water system, and streets and bridges.

6.1 Additional Requirements for the Issuance of a Variance

- 1) Any applicant to whom a variance is granted shall be given written notice over the signature of a community official that:
 - a) The issuance of a variance to construct a structure below the BFE will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage, and
 - b) Such construction below the BFE increases risks to life and property.
- 2) The Floodplain Administrator shall maintain a record of all variance actions,

including justification for their issuance.

- 3) The Floodplain Administrator shall condition the variance as needed to ensure that the requirements and criteria of this chapter are met.
- 4) Variances as interpreted in the NFIP are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from flood elevations should be quite rare.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

4601 N Monroe Street • Spokane, Washington 99205-1295 • (509)329-3400

May 20, 2020

Jon Rickard
Community Development Director
City of College Place
625 S. College Ave.
College Place, WA 99324

Re: Community Assistance Visit (CAV)

Dear Jon:

I appreciated the opportunity to meet with you to discuss the City's participation in the National Flood Insurance Program (NFIP).

The primary purpose of the CAV is to review the community procedures for administering and enforcing your local flood damage prevention ordinance. A CAV is also intended to provide the community with current information regarding the NFIP and to provide an opportunity for discussion of items of concern the community may have with the administration of the local ordinance and floodplain management program.

Continued enforcement of the floodplain management ordinance allows the Federal Emergency Management Agency (FEMA) to continue to make federally backed flood insurance available to property owners within the City of College Place.

The following issues were discussed:

- Your current Flood Damage Prevention Ordinance 867 with Amendments in Ordinances 903 and 967, requires revisions in order to be compliant with the current FEMA Model Ordinance for Washington State. I am enclosing proposed ordinance language based on the current Washington model with requirements specific to College Place for your review and adoption. Please provide a copy of the updated ordinance following adoption by your City Council no later than December 1, 2020.
- Your ordinance includes a number of higher regulatory standards for floodplain management including elevation of structures to one foot or more above base flood elevation. This additional foot of freeboard goes a long way to ensure that structures are safe from flooding.

- There have been no known floodplain development permits issued since the last CAV in 2006. The City owns all parcels within the effective special flood hazard area, precluding any private development. Any projects for the City's wastewater treatment plant that fit the definition of "development" in the flood damage prevention ordinance and located within the special flood hazard area will require a floodplain development review.
- FIRM and Floodway map accuracy was discussed. Effective maps date to 2001 in paper format. The special flood hazard area consists of a Zone A6 with base flood elevations and no floodways along Garrison Creek near the City's wastewater treatment plant, Panel 440B. A Letter of Map Revision (LOMR) was issued by FEMA in 1988 removing special flood hazard areas for Stone Creek and a portion of Garrison Creek, but was not located in FEMA's records. The City successfully worked with FEMA to publish the LOMR on the Map Service Center website. However, it is listed in the Walla Walla County Unincorporated section and would be more appropriately listed under the City of College Place.
- Currently there are 16 flood insurance policies within the area of College Place with a total insured value of \$4,023,000. There has been one paid loss for flood damage. A copy of the City's NFIP community profile was provided during the CAV meeting.

Should you have any questions regarding my report or any other floodplain issues please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L Schmidt', with a stylized flourish at the end.

Lynn M. Schmidt, PE, CFM
Statewide Flood Engineer
Eastern Region NFIP Coordinator
Shorelands and Environmental Assistance Program
Eastern Regional Office Spokane

cc: David Radabaugh, State NFIP Coordinator
Suzanne Sarpong, FEMA Region X

AN ORDINANCE of the Town of College Place to permit compliance with participation by the community in the National Flood Insurance Program, and further for providing the appointment of responsible authorities for carrying out the provisions of the Federal, State, and Municipal Acts.

WHEREAS, certain areas of the Town of College Place are subject to periodic flooding from the Walla Walla River and adjacent areas causing serious damage to property within the areas, and

WHEREAS, relief is available in the form of Federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968; and

WHEREAS, it is the intent of the Town Council of College Place, Washington to require the recognition and evaluation of flood hazards in all official actions relating to land use in the flood plain areas having special flood hazards; and

WHEREAS, this body has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to RCW 35.01, Title 35, Cities and Towns.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of College Place, Washington, as follows:

Section 1: Assures the Federal Insurance Administration that it will enact as necessary, and maintain in force for those areas having flood hazards, adequate land use and control measures with effective enforcement provisions consistent with the Criteria set forth in Sec. 1910 of the National Flood Insurance Program Regulations; and

Section 2: Vests Town Engineer of the Town of College Place, Washington with the responsibility, authority, and means to:

(a) Delineate or assist the Administrator, at his request, in delineating the limits of the areas having special flood hazards on available local maps of sufficient scale to identify the location of building sites.

(b) Provide such information as the Administrator may request concerning present uses and occupancy of the flood plain.

(c) Cooperative with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify flood plain areas, and cooperate with neighboring communities with respect to management of adjoining flood plain areas in order to prevent aggravation of existing hazards.

(d) Submit on the anniversary date of the community's initial eligibility an annual report to the Administrator on the progress made during the past year within the community in the development and implementation of flood plain management measures.

Section 3: Appoint the Town Engineer of the Town of College Place, Washington to maintain for public inspection and to furnish upon request a record of elevations (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures located in the special flood hazard areas. If the lowest floor is below grade on one or more sides, the elevation of the floor immediately above must also be recorded.

Section 4: Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the program.

Section 5: This Ordinance shall become effective and of full force and effect immediately upon its passage, approval and posting as required by law.

PASSED BY THE TOWN COUNCIL this 28th day of April, 1975.

APPROVED this 28th day of April, 1975.

R. B. Hartung
Mayor

Edna Barrett
Clerk-Treasurer

AFFIDAVIT OF POSTING

STATE OF WASHINGTON)
) ss.
County of Walla Walla)

I, Edna L. Barrett, being first duly sworn,
depose and say:

That I am the duly appointed, qualified and acting Clerk-Treasurer
of the Town of College Place, Washington. That I am a citizen of the
United States, a resident of the Town of College Place, Washington, and
over the age of twenty-one. That heretofore and on the first day
of May, 19 75, I personally posted three full and true copies
of Ordinance No. 422, of the
Town of College Place, Washington, in three separate places in said Town;
that one copy of said Ordinance was posted on a bulletin board at the west
entrance of the City Hall located on the east side of South College Avenue
between Third and Fourth Streets; that a second copy of said Ordinance
was posted on an electric power utility pole located on the south side of
Third Street between South College Avenue and Ash Avenue, and in front of
what is known as the Williams Lumber Company; that a third copy of said
Ordinance was posted on an electric power utility pole located on the west
side of North College Avenue where North College Avenue is intersected by
Northeast "C" Street.

Edna Barrett

Subscribed and sworn to before me this 2nd day of May, 19 75.

William A. Dusk

Notary Public in and for the State
of Washington; residing at Walla Walla

ORDINANCE #867

AN ORDINANCE ADOPTING BY REFERENCE THE FLOOD INSURANCE RATE MAP (FIRM), EFFECTIVE DATE SEPTEMBER 7, 2001 AND THE FLOOD PREVENTION MEASURES TO ALLOW THE CITY OF COLLEGE PLACE TO PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP).

WHEREAS, it is the purpose of this ordinance to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions specified in this ordinance; and

WHEREAS, it is the intent of the College Place City Council to adopt by reference the Flood Insurance Rate Map (FIRM) effective date of September 7, 2001; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, DO ORDAIN AS FOLLOWS:

Section 1.0 Definitions

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

Accessory Structure: nonresidential structures such as garages, sheds, garden buildings, pole buildings, grain bins, and barns which are considered normal for farming or ranching activities.

Appeal: a request for a review of the interpretation of any provision of this ordinance or a request for a variance.

Area of shallow Flooding: a designated AO, or AH Zone on the Flood Insurance Rate Map (Firm). The base flood depths range from one to three feet, a clearly defined channel does not exist; the part of flooding is unpredictable and indeterminate; and, velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.

Area of Special Flood Hazard: the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. Designation on maps always includes the letters A or V.

Base Flood: means the flood having a one percent chance of being equaled or exceeded in any given year. Also referred to as the "100-year flood." Designation on maps always includes the letters A or V.

Basement: means any area of the building having its floor sub grade (below ground level) on all sides.

Breakaway Wall: a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

Coastal High Hazard Area: a facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to schools, nursing homes, hospitals, police, fire and emergency response installations, and facilities which produce, use or store hazardous materials or hazardous waste.

Development: any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment and materials located within the area of special flood hazard.

Elevated Building: for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings or columns.

Existing Manufactured Home Park or Subdivision: means a manufactured home park subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the adopted floodplain management regulations.

Expansion to an Existing Manufactured Home Park or Subdivision: the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Flood or Flooding: a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters and/or
2. The unusual and rapid accumulation of runoff of surface waters from any source.

Flood Insurance Rate Map (FIRM): the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study: the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.

Floodway: means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Lowest Floor: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance found at Section 4.3.2.

Manufactured Home: a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured Home Park or Subdivision: means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

New Construction: structures for which the "start of construction" commenced on or after the effective date of this ordinance.

New Manufactured Home Park or Subdivision: a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations.

Recreational Vehicle: a vehicle that is:

1. Built on a single chassis
2. 400 sq. ft. or less when measured at the largest horizontal projection.
3. Designed to be self-propelled or permanently towable by a light duty truck, and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarter for recreational, camping, travel, or seasonal use.

State of Construction: includes substantial improvement, and means the date the building permit was issued, provided the actual state of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such

as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation of the property or accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure: a walled and roofed building including a gas or liquid storage tank that is principally above ground.

Substantial Damage: damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged conditions would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement: any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

1. Before the improvement or repair is started; or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

This term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

Variance: a grant of relief from the requirements of this ordinance that permits construction in a manner that would otherwise be prohibited by this ordinance.

Water Dependent: a structure for commerce or industry that cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operations.

Section 2.0 General Provisions

2.1 Lands to Which this Ordinance Applies

This ordinance shall apply to all areas of special flood hazards within the jurisdiction of the City of College Place.

2.2 Basis for Establishing the Areas of Special Flood Hazard

The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for the City of College Place, dated 9-7-2001, as amended, with accompanying Flood Insurance Maps, as amended, are hereby adopted by reference and declared to be a part of this ordinance. The Flood Insurance Study is on file at the City of College Place, Planning Department, 625 S. College Ave., College Place, WA 99324.

Section 3.0 Administration

3.1.1 Development Permit Required

A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Section 2.2. The permit shall be for all structures including manufactured homes, as set forth in the "DEFINITIONS" and for all development including fill and other activities, also as set forth in the "DEFINITIONS."

3.1.2 Use of Other Base Flood Data

When base flood elevation data has not been provided in accordance with Section 2.2, Basis for Establishing the Areas of Special Flood Hazard, the Planning Director shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State or another source, in order to administer Sections 4.3.1, Specific Standards, and 4.4 Floodways.

3.1.3 Information to be Obtained and Maintained

1. Where base flood elevation data is provided through the Flood Insurance Study or required as in Section 2.2, obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
2. For all new or substantially improved nonresidential flood proofed structures:
 - a. Verify and record the actual elevation (in relation to mean sea level), and
 - b. Maintain the flood proofing certifications required.

3. Maintain for public inspection all records pertaining to the provisions of this ordinance.

3.1.4 Alteration of Watercourses

1. Notify adjacent communities and the Dept. of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
2. Require that maintenance be provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

SECTION 4.0

Provisions for Flood Hazard Reduction

4.1 General Standards

In all areas of special flood hazards, the following standards are required:

4.2.1 Anchoring

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.
2. All manufactured homes must likewise be anchored to prevent flotation, collapse, or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

4.2.2 Construction Material and Methods

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

4.2.3 Utilities

1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters.
3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

4.2.4 Subdivision Proposals

1. All subdivision proposals shall be consistent with the need to minimize flood damage.

2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
4. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or 5 acres, whichever is less.

4.3 Review of Building Permits

1. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source (Section 3.1), applications for building permits shall be reviewed to assure that proposed construction will be reasonable safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available.
2. Unnumbered A-Zones. Residential and commercial structures in these unnumbered A-Zones must be elevated with their lowest floor at least two feet above grade. Failure to elevate at least two feet in these zones may result in higher insurance rates.

4.3.1 Specific Standards

In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 2.2 Basis for Establishing the Areas of Special Flood Hazard or Section 3.12, Use of Other Base Flood Data, the following provisions are required.

4.3.2 Residential Construction

1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot above the base flood elevation.
2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must be certified by a registered professional engineer or must meet or exceed the following minimum criteria:
 - a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - b. The bottom of all openings shall be no higher than one foot above grade.

- c. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

4.3.3 Nonresidential Construction

New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot above the base flood elevation; to, together with attendant utility and sanitary facilities, shall:

1. Be flood proofed so that below one foot above the base flood level the structure is water tight with walls substantially impermeable to the passage of water;
2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;
3. Be certified by a registered professional engineer that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the Building Official.
4. Non-residential structures that are elevated, not flood proofed, must meet the same standards for space below the lowest floor as described in 4.3.2 (2).
5. Applicants flood proofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the flood proofed level (e.g. a building flood proofed to the base flood level will be rated as one foot below).

4.3.4 Manufactured Homes

1. All manufactured homes to be placed or substantially improved within Zones A1-A30, AH, and AE on the community's FIRM on sites;
 - a. Outside of a manufactured home park or subdivision
 - b. In a new manufactured home park or subdivision
 - c. In an expansion to an existing manufactured home park or subdivision, or
 - d. In an existing manufactured home park or subdivision on which a manufactured home has indirect "Substantial damage" as the result of a flood;

Shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated one foot above the base flood elevation and be securely anchored to an adequately designed foundation system to resist flotation collapse and lateral movement.

2. Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A1-30, AH and

AE on the community's FIRM that are not subject to the above manufactured home provisions be elevated so that either:

- a. The lowest floor of the manufactured home is elevated one foot above the base flood elevation, or
- b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately designed foundation system to resist flotation, collapse, and lateral movement.

4.3.5 Recreational Vehicles

Recreational vehicles placed on sites within Zones A, A1-30 and AE in the community's FIRM either must:

1. Be on site for fewer than 180 consecutive days, or
2. Be fully licensed and ready for highway use, be on its wheels or jacking system, be attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
3. Meet the requirements of 4.3.4 above and the elevation and anchoring requirements for manufactured homes.

4.4 Floodways

Located within areas of special flood hazard established in Section 2.2 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris, potential projectiles, and erosion potential, the following provisions apply:

1. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional civil engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
2. If Section 4.4.1, is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 4.0 Provisions for Flood Hazard Reduction.

4.5 Encroachments

The cumulative effect of any proposed development, where combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than one foot at any point.

Section 5: Severability: If any part of this ordinance is for any reason declared or held to be invalid or unconstitutional by any court or competent jurisdiction, such part shall be

AFFIDAVIT OF PUBLICATION

STATE OF WASHINGTON)

)

ss:

County of Walla Walla)

VT 115

Notice No.

I, Michael Rafter, being duly sworn, deposed and state:

That I am the principal clerk of the publisher of the Valley Times, a newspaper of general circulation, approved as a legal newspaper by order of the Superior Court of the State of Washington, in and for Walla Walla County; as such officer I make this affidavit on behalf of said publisher.

That the PUBLIC NOTICE, a printed copy of which is hereto annexed, was published in the issue of said newspaper for

1 insertion(s) in the following issues:
8/31/01


Signature

SUBSCRIBED AND SWORN to before me this 5th day of September, 2001.




Notary Public for Washington
My commission expires 2/15/2005

VT 115
ORDINANCE NO. 867
City of College Place

The following is a summary of the principal provisions of the Ordinance No. 867 adopting flood prevention measures for the City of College Place, Washington, adopted on August 27, 2001. A full text of the Ordinance will be mailed upon written request filed with the City Clerk within 60 days of this publication.

ORDINANCE NO. 867

An Ordinance adopting by reference the flood insurance rate map (firm), effective date September 7, 2001, and the flood prevention measures to allow the City of College Place to participate in the National Flood Insurance Program (NFIP).

WHEREAS, it is the purpose of this ordinance to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions specified in this ordinance.

PASSED by the City Council of the City of College Place, Washington on: the 27th day of August 2001. Published 8/31/01.

RECEIVED SEP 11 2001

deemed as separate and distinct, and independent provision and such holding shall not affect the validity of the remaining parts hereof.

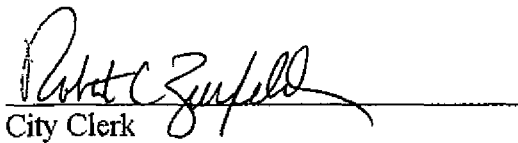
Section 6: Effective Date. This ordinance shall be effective five (5) days after passage, approval and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, on the 27th day of August 2001.

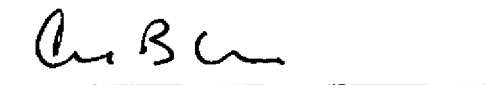


Mayor

Attest:


City Clerk

Approved as to form:


City Attorney

City of College Place

ORDINANCE No. 903

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WALLA WALLA COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 867, AN ORDINANCE ADOPTING BY REFERENCE THE FLOOD INSURANCE RATE MAP (FIRM), EFFECTIVE DATE SEPTEMBER 7, 2001 AND THE FLOOD PREVENTION MEASURES TO ALLOW THE CITY OF COLLEGE PLACE TO PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP).

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, DO ORDAIN AS FOLLOWS:

Section 1: Ordinance 867; Section 1.0, Definitions, shall be amended to incorporate the following changes:

Critical Facility: Construction of new critical facilities shall be, to the extent possible, located outside the limits of the Special Flood Hazard Area (SFHA) (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet or more above the level of the base flood elevation (100-year) at the site. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into flood waters. Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible.

Section 2: Ordinance 867; Section 3.0, Administration, Sub-Section 3.1.1, Development Permit Required, shall be amended to incorporate the following changes:

The City will review all development permits to determine that all necessary permits have been obtained from those Federal, State, or local governmental agencies from which prior approval is required.

Section 3: Ordinance 867; Section 4.0, Provisions for Flood Hazard Reduction, Sub-Section 4.2.2, Construction Materials and Methods, shall be amended to incorporate the following changes:

2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

Public Notice The following is a summary of an ordinance that was approved by the City Council of the City of College Place at a council meeting on Monday, July 14, 2003:

ORDINANCE NO. 903 AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WALLA WALLA COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 867, AN ORDINANCE ADOPTING BY REFERENCE THE FLOOD INSURANCE RATE MAP (FIRM), EFFECTIVE DATE SEPTEMBER 7, 2001 AND THE FLOOD PREVENTION MEASURES TO ALLOW THE CITY OF COLLEGE PLACE TO PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP). The following is a summary of the sections included in Ordinance No. 903. Section 1: Amend Ordinance No. 867, Section 1.0 Definitions. Section 2: Amend Ordinance No. 867, Section 3.0 Development Permit Required. Section 3: Amend Ordinance No. 867, Section 4.0 Add new subsections 2 and 3. Section 4: Amend Ordinance No. 867, Section 4.0 Add subsection 4.6 Critical Facility. Section 5: Severability Clause. Section 6: Effective Date. This ordinance in its entirety may be viewed at the College Place City Hall at 625 S. College Avenue, College Place, Washington. Robert Zielfelder, City Clerk. (Pub. July 18, 2003)

Affidavit of Publication

STATE OF WASHINGTON, } ss.
County of Walla Walla

Thomas M. Whitaker, being first duly sworn upon oath deposes and says:

I am controller
of the Walla Walla Union-Bulletin, Inc., Publisher of the

WALLA WALLA UNION WALLA WALLA DAILY BULLETIN

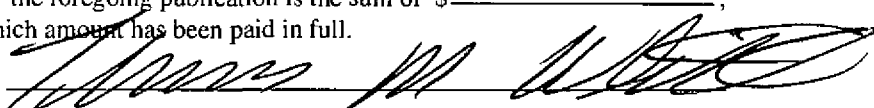
approved as a legal newspaper by order of the Superior Court of the State of Washington, in and for Walla Walla County; as such officer I make this affidavit on behalf of said publisher.

The legal notice, a true copy of which is annexed hereto, was published in the regular issues (and not in supplement form) of said newspaper, once each week for a period of one day ~~consecutive weeks~~, commencing on the

18th day of July, 2003, and

ending on the 18th day of July, 2003,

both dates inclusive, and said newspaper was regularly distributed to its subscribers during all of said period. The full amount of the fee charged for the foregoing publication is the sum of \$ 39.27; which amount has been paid in full.


Subscribed and sworn to before me this 23rd day of

July, 2003.

Douglas B. Jmel

Notary Public in and for the State of Washington
Residing at Walla Walla, Washington

Section 4: Ordinance 867; Section 4.0, Provisions for Flood Hazard Reduction, the following section will be added:

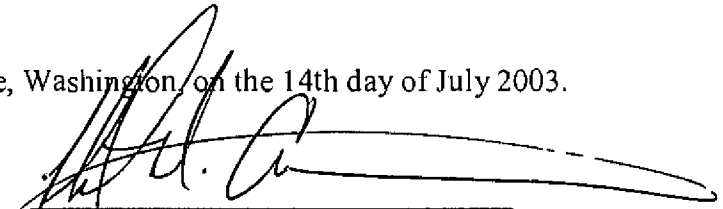
4.6 Critical Facility

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the Special Flood Hazard Area (SFHA) (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated three feet or more above the level of the base flood elevation (100-year) at the site. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into flood waters. Access routes elevated to or above the level of the base flood elevation shall be provided to all critical facilities to the extent possible.

Section 5: If any part of this ordinance is for any reason declared or held to be invalid or unconstitutional by any court or competent jurisdiction, such part shall be deemed as separate and distinct, and independent provision and such holding shall not affect the validity of the remaining parts hereof.

Section 6: Effective Date. This ordinance shall be effective five (5) days after passage, approval and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, on the 14th day of July 2003.


Edward M. Ammon – Mayor

Attest:


Robert C. Zeilfelder – City Clerk

Approved as to form:


Charles B. Phillips – City Attorney

City of College Place
ORDINANCE NO. 976

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WALLA WALLA COUNTY, WASHINGTON, AMENDING ORDINANCES NO. 867 AND NO. 903, ORDINANCES ADOPTING BY REFERENCE THE FLOOD INSURANCE RATE MAP (FIRM), EFFECTIVE DATE SEPTEMBER 7, 2001 AND THE FLOOD PREVENTION MEASURES TO ALLOW THE CITY OF COLLEGE PLACE TO PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP).

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, DO ORDAIN AS FOLLOWS:

Section 1: Ordinances 867 and 903; Section 3.0 Administration, Sub-Section 3.2 shall be added to incorporate the following changes:

- 3.2 Designation of the Local Administrator. The City of College Place Building Official is hereby appointed to administer and implement this ordinance by granting or denying development permit applications in accordance with its provisions.

Section 2: Ordinances 867 and 903; Section 3.0 Administration; Subsection 3.1.3 Information to be Obtained and Maintained, 3.1.3(1) and 3.1.3(2) shall be amended to incorporate the following changes:

- 3.1.3(1). Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in Section 2.2, obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Recorded on a current elevation certificate (FF 81-31) with Section B Completed by the local official.
- 3.1.3(2). For all new or substantially improved flood proofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in Section 3.1.2:
- i) Obtain and record the elevation (in relation to mean sea level) to which the structure was flood proofed.
 - ii) Maintain the flood proofing certifications required.

Section 3: Ordinance 867 and 903; Section 4.2.3 Utilities, shall be amended to incorporate the following changes:

- 4.2.3 (4) Water wells shall be located on high ground that is not in the floodway.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

4601 N Monroe Street • Spokane, Washington 99205-1295 • (509)329-3400

February 16, 2007

FEMA – Region 10
130 228th St. SW
Bothell, WA 98021-9796
Attn: Ryan Ike

RE: Update of Flood Damage Prevention Ordinance – City of College Place

Dear Ryan:

On December 6, 2006 I conducted a Community Assistance Visit with the City of College Place. Following my visit I prepared a report that identified the need for the town to revise their Flood Damage Prevention Ordinance in order to be compliant with the requirements of the National Flood Insurance Program.

On February 17, 2007 I received a copy of the Ordinance No. 976 that updates the current ordinance. The ordinance was signed by Mayor Edward Ammon and City Clerk Robert Zielfelder and City Attorney Charles Phillips February 12, 2007. The revision includes all of the required additions. The town has included a number of provisions that are in addition to the minimum FEMA requirements which is commendable.

The city has addressed the deficiencies and is now compliant with the requirements of FEMA and will maintain eligibility in the National Flood Insurance Program.

Sincerely,

Theodore M. Olson, P.E.
Floodplain Management

cc: Dan Sokol – DOE
City of College Place

Section 4: Ordinance 867 and 903; Section 4.3.3 Nonresidential Construction shall be amended to incorporate the following changes:

4.3.3 Nonresidential Construction

New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

- 1) Be flood proofed so that below one foot or more above the based flood level the structure is watertight with walls substantially impermeable to the passage of water;

Section 5: Ordinance 867 and 903; Section 4.3.4 Manufactured Homes shall be amended to incorporate the following changes:

4.3.4 Manufactured Homes

- 1) All manufactured homes in the floodplain to be placed or substantially improved on sites shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.

Section 6: Ordinance 867 and 903; Section 4.4 Floodways shall be amended to incorporate the following changes:

4.4 Floodways

- 2.) Construction or reconstruction of residential structures is prohibited within designated floodways, except for (i) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area; and (ii) repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50 percent of the Market value of the structure either, (A) before the repair, or reconstruction is started, or (B) if the structure has been damaged, and is being restored, before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded in the 50 percent.

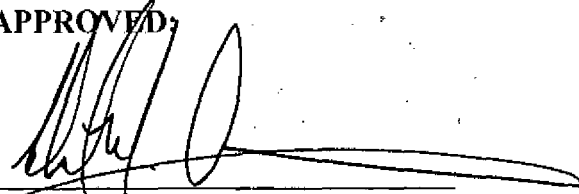
- 3.) If Section 4.4.1 is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 4.0 Provisions for Flood Hazard Reduction.

Section 7: Severability: If any part of this ordinance is for any reason declared or held to be invalid or unconstitutional by any court or competent jurisdiction, such part shall be deemed as separate and distinct, and independent provision and such holding shall not affect the validity of the remaining parts hereof.

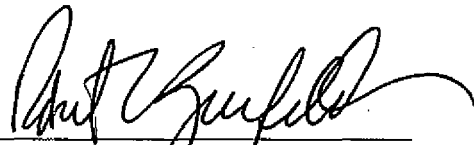
Section 8: Effective Date. This ordinance shall be effective five (5) days after passage, approval and publication as provided by law.

Passed and Approved by the City Council of the City of College Place, Washington, this 12th day of February, 2007.

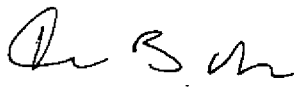
APPROVED:


Edward M. Ammon - Mayor

ATTEST:


Robert C. Zielfelder - City Clerk

APPROVED AS TO FORM:


Charles B. Phillips - City Attorney

City of College Place

Ambulance Utility Cost of Service and Rate Analysis

FINAL REPORT
SEPTEMBER 2018

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FCS GROUP
Solutions-Oriented Consulting

September 21, 2018

Sarah Kilgore
Finance Director
City of College Place
625 South College Avenue
College Place, Washington 99324

Subject: Ambulance Utility Cost of Service and Rate Analysis

Dear Ms. Kilgore:

Attached is our final report on the results of our Ambulance Utility Cost of Service and Rate Analysis. We want to thank you and Chief Winter for the assistance and participation in helping us gather information and in discussing the various issues. We also want to acknowledge the assistance provided by the Walla Walla Fire Department in providing the transport incident and reimbursement data for the City. If you have any questions, please feel free to contact me at (425) 867 -1802 extension 228.

Yours very truly,



Peter Moy

Principal

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CHAPTER I: INTRODUCTION

The City of College Place has initiated an effort to have its Fire Department (CPFD) begin transporting basic life support patients to the hospital. Currently, ambulances from the City of Walla Walla's Fire Department respond to both basic life support (BLS) and advanced life support (ALS) emergency medical incidents in case transportation and ALS services are needed. As part of its strategy to provide transport services, the City is considering whether to establish an ambulance utility to help offset the potential costs of providing the additional service.

The Revised Code of Washington (RCW Section 35.21.766) gives all cities and towns the authority to establish an ambulance service to be operated as a public utility. The RCW also includes the authority for a City Council to set rates and charges for regulating, operating, and maintaining an ambulance utility. It also identifies the policies with regard to classifying costs and setting rates for an ambulance utility.

In July 2011 the Washington State Legislature amended RCW 35.21.766 by eliminating the requirement that the General Fund continue to provide support to ambulance utilities at 70% of the May 2004 funding level. As a result, cities now have more freedom to decide how much support their General Fund will provide to their ambulance utility. However, a city must complete the following before implementing additional support from ambulance utility rates:

- Hold a public hearing, preceded by at least 30 days of notice provided in each ratepayer's utility bill.
- Allow public comment during a public hearing and present the following information:
 - The utility's most recent cost of service study,
 - A summary of the utility's current revenue sources,
 - A proposed budget reflecting the reduced allocation of General Fund revenues,
 - Any proposed changes to utility rates, and
 - Any anticipated impact to the utility's level of service.

According to RCW 35.21.766, a cost of service study is required to identify the total cost needed to regulate, operate, and maintain the ambulance utility. The City engaged FCS GROUP to develop a cost of service study based on the City providing BLS transport services and to determine the related ambulance utility rates. FCS GROUP's scope of work included:

- Developing a cost of service framework and determining the cost of service,
- Reviewing and analyzing fire department and ambulance costs and workload data,
- Identifying the customer classes and cost allocation methods for the ambulance utility,
- Calculating availability and demand rates for each customer class consistent with RCW 35.21.766,

- Developing a five year rate forecast to identify the impacts of the increasing number of incidents, and
- Determining the rate impacts of different staffing and funding scenarios.

To accomplish the scope of work, FCS GROUP worked with City staff in analyzing the cost of service, fire and EMS response data, and customer class data. We want to thank all the City staff who participated and assisted us in gathering and analyzing data as well as the staff from the City of Walla Walla's Fire Department who also provided data for the study.

FIRE DEPARTMENT BACKGROUND

The CPFD operates with three full time employees and about 40 volunteers. In 2018, the Department added a fourth full time position to act as the Department's Training Officer. The mission of the Department is as follows:

"To minimize loss of life and property and the pain and suffering experienced by residents of the City of College Place and the surrounding area either from man-made or natural disasters. We will achieve this goal by providing the highest quality fire, rescue, and emergency medical services."

The CPFD provides these services 24 hours a day, 365 days a year and operates out of its one fire station located at the City Hall campus. To provide its services, the City utilizes a combination of full time staff and volunteers during the weekdays from 8am to 6pm and uses only its volunteers the rest of the time when the full time staff are not available.

Exhibit 1 shows the related fire and EMS costs from the approved 2018 budget.

Exhibit 1
2018 Fire Department Budget

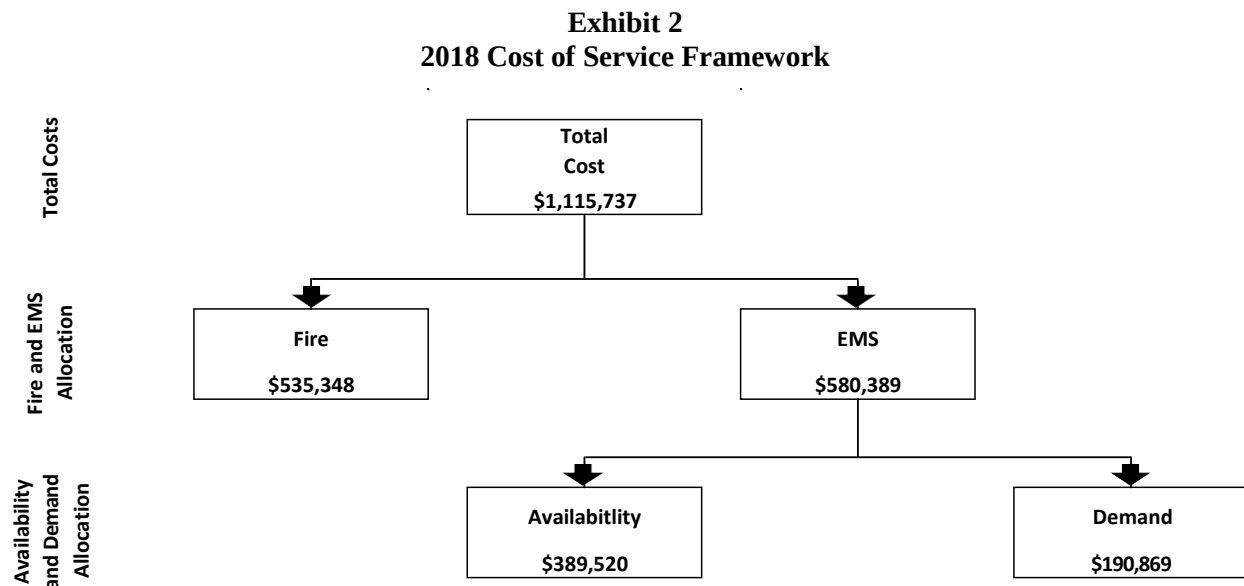
Budget Category	Budget
Legal and Interlocal Fire/EMS	\$46,000
Administration	\$13,880
Fire Suppression	\$413,931
Fire Prevention/Investigation	\$58,201
Fire Training	\$109,452
Fire Facilities	\$36,150
Long Term Debt - Fire Equipment	\$52,021
EMS	\$380,545
Total Expenditures	\$1,110,180

CHAPTER II: COST OF SERVICE ANALYSIS

As noted in Chapter I, the Fire Department operates as an integrated fire and EMS department, and the station personnel respond to both types of incidents. To determine the cost of service, the Department's costs must be divided between fire and EMS activities. To establish the cost of service of fire and EMS services, several cost allocation steps were used. The allocation process consisted of the following steps.

- Determining City fire and EMS costs, and
- Allocating the EMS costs between availability and demand costs.

Exhibit 2 shows the breakdown of the 2018 budgeted expenses between fire and EMS and then EMS costs between availability and demand. The costs also include a City estimated \$5,557 for billing charges related to charging patients for transports.



KEY ASSUMPTIONS

The first step in the process analyzed the 2018 Fire Department expenditures to determine the total cost of providing fire and EMS services. To establish costs for these categories, the following sections discuss the assumptions and allocation factors that were used to allocate costs between fire and ambulance services and between availability and demand for City EMS services.

Labor Costs

Total personnel costs were provided by City staff for each full-time position as well as stipend estimates for volunteers. All fire prevention salaries and benefits are allocated to fire. The remaining full time staff salaries and benefits were allocated between fire and EMS based on the proportion of time spent on those incidents when a full time employee was available to respond. The incident time included an adjustment for transport times based on Walla Walla's incident data. Volunteer stipends were allocated to fire and EMS based on the proportion of incidents responded to by volunteers.

Based on these assumptions, overall labor costs are allocated 28.6% to fire and 71.4% to EMS.

Supplies, Services, and Other Costs

The line items for non-labor costs were also reviewed and were also allocated between fire and EMS.

- Depending on the budget category and line item, certain costs were allocated all to fire or to EMS,
- All administrative costs were allocated based on the ratio of total fire and EMS incidents, and
- Facilities cost were allocated based on square footage allocation of the station.

EMS COST OF SERVICE ANALYSIS

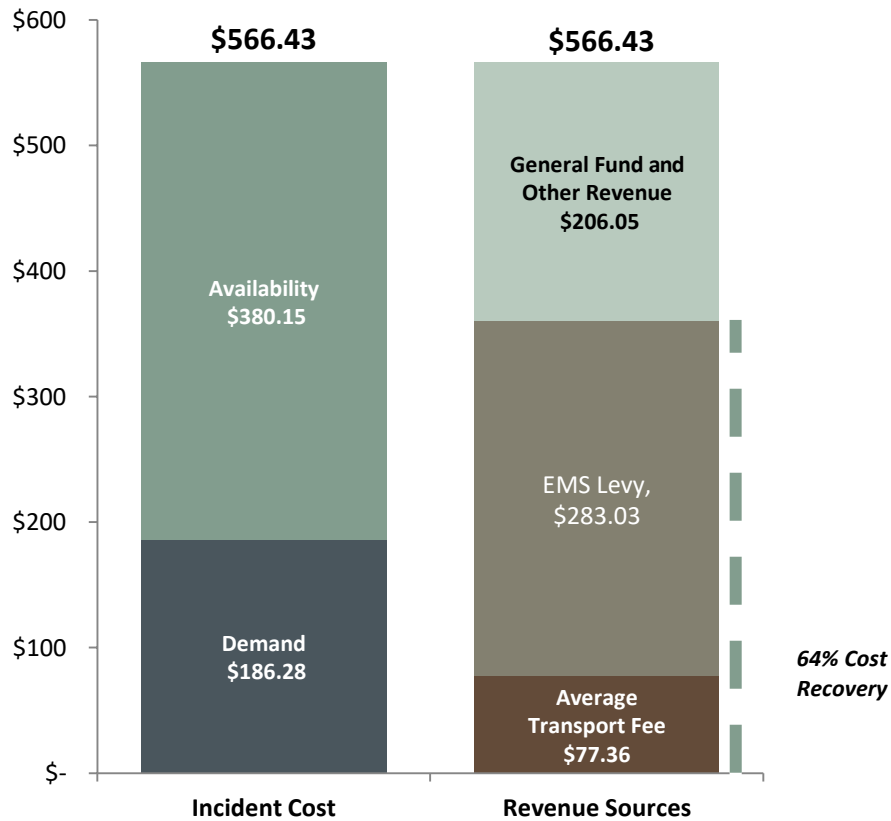
The cost listed in the EMS category represents the City cost for providing ambulance services. Once these ambulance costs were identified, they were then divided between availability and demand costs. According to RCW 35.21.766, availability cost are attributable to the basic infrastructure needed to respond to a single call for service and may include dispatch, labor, training, equipment, patient care supplies, and equipment maintenance costs while demand costs are attributed to the burden placed on the ambulance service by individual calls, such as those associated with the frequency of calls or the distance from hospitals. To determine availability and demand costs, the following assumptions and allocations factors were used.

- The City provided time data for each incident in 2016. The City of Walla Walla also provided incident data for incidents they responded to in College Place to assist in calculating additional demand time related to incidents involving transportation to a hospital.
- Volunteer time spent responding to incidents is allocated to demand. Since volunteers are paid on a per incident basis they have no availability time.
- Full time employees' time is allocated to demand when they are responding to incidents. When they are not responding to incidents their availability time is allocated based on the proportion of time spent responding to fire and EMS incidents.
- Training costs were allocated all to availability because the staff members are trained when they are not responding to EMS calls.
- Dispatch service costs were allocated to demand because they are directly related to receiving emergency calls.
- Billing charges are allocated to demand because they are directly related to processing bills for transported patients.
- EMS Levy funds were included to offset the cost of service to determine the revenue requirement that needed to be covered by the ambulance utility rates.

Based on the above assumptions, the total EMS costs were \$580,389 representing 52% of the total Department's costs. The analysis showing how costs were assigned between the fire and EMS can be

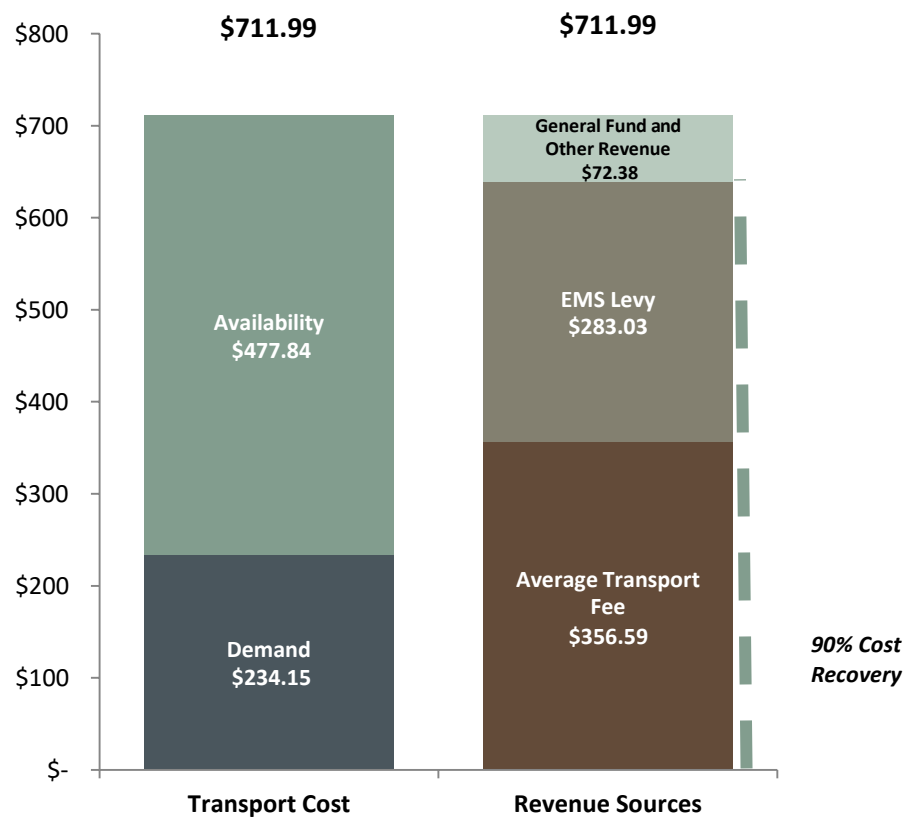
found in Appendix A. For all incidents, the estimated average cost per incident is about \$566. Exhibit 3 shows that with the average transport reimbursement and EMS Levy the average cost recovery is about 64% per incident.

Exhibit 3
2018 Estimated Average Cost and Revenue per Incident



To calculate the estimated cost of incidents involving BLS patient transports, the additional travel, service, and hospital times provided by the Walla Walla Fire Department were added to the time spent by the City's staff. As a result, the cost of a BLS transport assuming the current staffing is about \$712, and the average reimbursement received for a College Place BLS transport incident is \$356.59, which represents about a 50% cost recovery rate. If the average EMS Levy revenue of \$283.03 per incident is included, the revenue is \$639.62 or a 90% cost recovery rate for a transported incident. Exhibit 4 shows the breakdown of cost per transport.

Exhibit 4
2018 Estimated Average Cost per Transport



CHAPTER III: RATE ANALYSIS

Once the availability and demand costs were identified, the next step was to determine the availability and demand rates. RCW 35.21.766 establishes the following rate policies.

- Availability costs must be uniformly applied across user classifications,
- Demand costs must be based on each user classification's burden on the utility,
- Transport revenues must be allocated against the demand costs,
- The costs for exemptions or reductions are a general expense of the utility and are designated as an availability cost to be spread uniformly across the utility user classifications,
- Medicaid eligible persons who reside in a nursing home, boarding home or adult family home, or who receive in-home services are exempt,
- Designated classes consistent with Article VIII, Section 7 of the State Constitution may be exempt from or have reduced rates, and
- Revenues generated by the rates and charges must be deposited in a separate fund or funds and be used only for the purpose of paying for the cost of regulating, maintaining, and operating the ambulance utility.

CUSTOMER CLASSES

To determine the rates, the total number of customers and billing units in the City need to be identified. The City provided the number of existing utility accounts and billing units per account classified by commercial, multi-family housing, residential single family, and miscellaneous/no service. The nursing home accounts were based on information collected by the Department, and each resident is treated as a billing unit. Medicaid clients in these facilities were also identified based on the Department's information. Exhibit 5 shows the proposed customer classes and the corresponding number of billing units.

Exhibit 5
Number of 2018 Customers by Class

Billing Units	Regular	Percent of Billing Units	Medicaid	Percent of Medicaid Billing Units	Total Billing Units	Percent of Total Billing Units
Single Family	3,168	74%		0%	3,168	72%
Multi Family	641	15%		0%	641	15%
Nursing Home	117	3%	128	100%	245	6%
Commercial	114	3%		0%	114	3%
Hotels/Motels	0	0%		0%	0	0%
Public/Streets/Schools	233	5%		0%	233	5%
Total	4,273	100%	128	100%	4,401	100%

AVAILABILITY AND DEMAND RATES

To allocate and forecast the revenues associated with the City's EMS and ambulance services, RCW 35.21.766 requires that revenues received through direct billing to the individual user of the ambulance service are allocated to the demand related costs. Other revenues, such as those from the General Fund and the EMS levy, can be allocated between availability and demand based on the City's discretion. To calculate the cost that can be recovered from rates, these revenues can be subtracted from the availability and demand costs.

- EMS Levy revenues were allocated based on the proportion of employee availability and demand time. 80% was allocated to availability and 20% was allocated to demand.
- Transport revenue was allocated all to demand. The revenue was estimated based on the average 2016 and 2017 BLS incidents plus a growth rate of 1.5% within College Place multiplied by the \$356.59 average BLS transport revenue received by Walla Walla for each transport.

Exhibit 6 shows the adjusted availability and demand cost based on a full recovery of the costs through rates without any General Fund subsidy.

Exhibit 6
2018 Estimated Adjusted Availability and Demand Cost

Ambulance Utility Revenue Requirement	Availability	Demand	Total
Annual Cost	\$ 389,520	\$ 190,869	\$ 580,389
Offsetting Revenues	Availability	Demand	Total
Emergency Medical Services Levy	\$ 232,000	\$ 58,000	\$ 290,000
Estimated Transport Revenue		\$ 79,264	\$ 79,264
Total Revenue	\$ 232,000	\$ 137,264	\$ 369,264
Adjusted Cost	\$ 157,520	\$ 53,605	\$ 211,126

While the availability costs are distributed equally between customer billing units, the demand costs are distributed based on the burden imposed on the ambulance utility. Exhibit 7 shows the estimated incidents per customer class based on the average 2016 and 2017 incidents plus a growth rate of 1.5%. The demand costs associated with each customer class is based on the proportion of calls for each class.

Exhibit 7
2018 Estimated Incidents by Customer Class

Customer Class	Calls	Percentage of Calls	Demand Cost Allocated to Customer Class
Single Family	501	49%	\$ 26,205
Multi Family	64	6%	\$ 3,345
Nursing Home	347	34%	\$ 18,134
Commercial	52	5%	\$ 2,735
Hotels/Motels	0	0%	\$ -
Public/Streets/Schools	61	6%	\$ 3,186
Total	1,025	100%	\$ 53,605

The availability charge is distributed evenly between each billing unit. The costs per customer class are then spread among each billing unit in the customer class. Exhibit 8 shows the combined annual availability and demand cost per billing unit in each customer class.

Exhibit 8
2018 Annual Charge per Billing Unit
(No General Fund Support)

Customer Class	Annual Charge		
	Availability	Demand	Total
Single Family	\$ 36.86	\$ 8.27	\$ 45.14
Multi Family	\$ 36.86	\$ 5.22	\$ 42.08
Nursing Home	\$ 36.86	\$ 154.99	\$ 191.86
Commercial	\$ 36.86	\$ 23.99	\$ 60.85
Hotels/Motels	\$ 36.86	\$ -	\$ 36.86
Public/Streets/Schools	\$ 36.86	\$ 13.67	\$ 50.54

ALTERNATIVE SCENARIO: GENERAL FUND SUPPORT

The previous rate calculations were determined on a full cost recovery basis without any General Fund subsidy. At the May 1, 2018 City briefing, the City wanted to maintain its General Fund support and only use ambulance utility rates to pay for the additional costs not covered by the General Fund and EMS Levy. Currently the City of College Place has budgeted \$729,635 in the General Fund for the Fire Department. Based on the cost allocation between fire and EMS services, \$535,348 of the total cost is supported by the General Fund for fire operations, leaving \$194,287 in General Fund to support the EMS operations. With this subsidy the rates would be reduced compared to the full cost recovery without any General Fund support. Exhibit 9 shows the net cost assuming the General Fund is split based on availability and demand time similarly to EMS Levy revenues.

Exhibit 9
2018 Estimated Net Cost Including General Fund Support

Ambulance Utility Revenue Requirement	Availability	Demand	Total
Annual In City Cost	\$ 389,520	\$ 190,869	\$ 580,389

Offsetting Revenues	Availability	Demand	Total
Emergency Medical Services Levy	\$ 232,000	\$ 58,000	\$ 290,000
General Fund Support	\$ 155,430	\$ 38,857	\$ 194,287
Estimated Transport Revenue		\$ 79,264	\$ 79,264
Total Revenue	\$ 387,430	\$ 176,121	\$ 563,551

Adjusted Cost	\$ 2,091	\$ 14,748	\$ 16,839
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Exhibit 10 shows the annual rate impacts per billing unit when the General Fund subsidy is included.

Exhibit 10
2018 Annual Charge per Billing Unit
(Includes General Fund Support)

Customer Class	Annual Charge		
	Availability	Demand	Total
Single Family	\$ 0.49	\$ 2.28	\$ 2.77
Multi Family	\$ 0.49	\$ 1.44	\$ 1.93
Nursing Home	\$ 0.49	\$ 42.64	\$ 43.13
Commercial	\$ 0.49	\$ 6.60	\$ 7.09
Hotels/Motels	\$ 0.49	\$ -	\$ 0.49
Public/Streets/Schools	\$ 0.49	\$ 3.76	\$ 4.25

RATE AND ACCOUNT IMPLEMENTATION ISSUES

One issue that the City might want to address concerning equity in how the monthly rate is charged involves how commercial, industrial, and other businesses and properties should pay and how the rates are charged. Some considerations include the following:

- Should a large business pay the same as a small business and should a property owner with several businesses on a property (e.g. a strip mall) pay the same as a property with one business on the property?
- Should hotels and motels be considered as a single billing unit like a single business or should the billing units be based on a per occupied room basis (e.g. using an average occupancy rate)?
- For multi-family residences, each multi-family unit is counted as a separate billing unit.
- For assisted living/nursing homes, each bed is considered a billing unit.

Some cities have addressed these issues by charging the rate on per business basis using their business license data to help identify the businesses. Another city charges businesses based on the number of equivalent residential units which is calculated by dividing the number of employees by the average household size in the city. In a city with many hotels, the number of billing units for hotels is based on the average number of units occupied in the previous year.

Any change in how the City addresses these issues can increase the number of billing units, and as a result, the rate can be lowered because the costs are spread across more billing units. These changes, however, primarily affect rates paid by businesses.

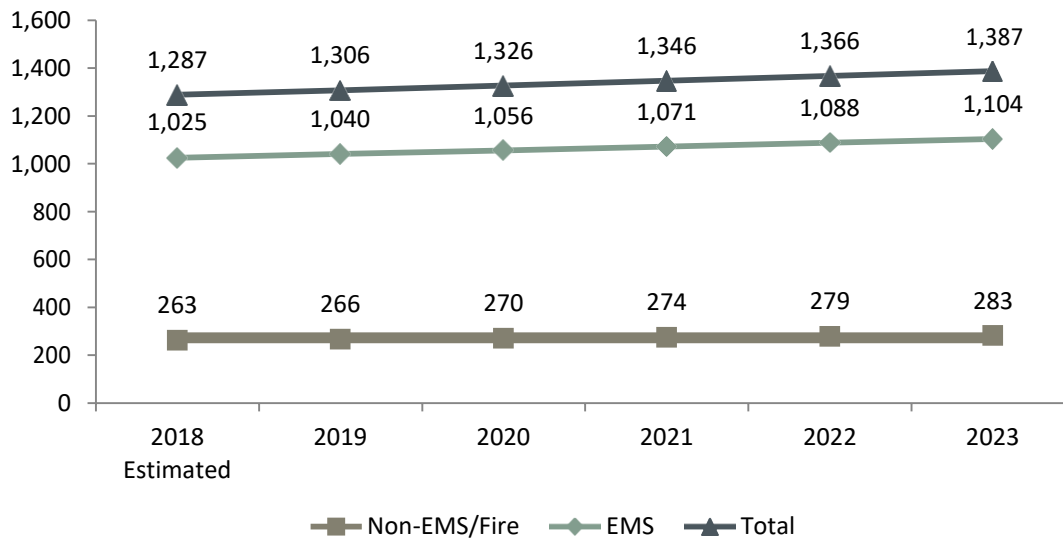
CHAPTER IV: FIVE YEAR FORECAST

As part of this study, the City wanted to identify the potential rate impacts of different rate and cost scenarios. City staff provided projected annual incident growth for the period 2019-2023. Using the 2018 budget as a base year, the expected costs and revenues of providing EMS services for 2019- 2023 were forecasted. The following assumptions were made to create the forecasts:

- Using Washington State June Economic Forecast, salaries are projected to inflate at 2.3% and benefits are projected to inflate at 5.0% annually,
- All other costs inflate at an average of 2.3% per year, based on the same forecast,
- 40 Residential and 180 Multi-Family are projected to be added in 2019. After 2019 Residential and Multi-Family accounts will grow at 1.0% based on internal City projections,
- Total incidents will increase at 1.5% annually to 1,387 in 2023. 80% will be EMS incidents and 20% will be non-EMS or fire incidents,
- Of the total EMS incidents, 22% of the incidents are expected to be BLS incidents that need transportation while 35% are expected to be ALS incidents that need transportation each year,
- City transport revenues are calculated using the average \$356.59 reimbursement per transport based on 2016 and 2017 revenue data. It should be noted that the actual revenue from transports might vary if the above percentages for transports change,
- EMS Levy revenues are projected to increase at 1% annually, and
- In 2019 the City purchases an ambulance for \$30,000 and starts funding a replacement reserve at approximately \$56,000 per year.

Exhibit 11 shows the Department's projected incident growth from 2018-2023 for EMS and fire incidents.

Exhibit 11
Projected Incident Growth



FORECAST SCENARIOS

Depending on what recommendations and financial strategies the City wants to implement, several alternative scenarios were developed for the City as a result of a previous City presentation and subsequent discussions with City officials. The five scenarios provide the City with a number of options concerning the staffing for the Department and a mix of financial support from the rate revenues and General Fund. When additional full time staff members are added, the availability costs and average cost per transport incident will increase. The following are the forecasted expenditures and corresponding rates and revenues from 2019 through 2023 for the following five scenarios.

- **Scenario 1** provides the baseline for the Department as it is currently configured and assumes that there is no General Fund Support. One permanent staff member is available during the weekdays to respond with the volunteers.
- **Scenario 2** is the same as Scenario 1, but includes the General Fund support as described in the previous chapter.
- **Scenario 3** includes the phased hiring of one full time staff member in 2019 and 2020 to provide 24 hour coverage during the weekdays with one permanent staff member. The General Fund support is maintained as described in the previous chapter.
- **Scenario 4** includes the hiring of four full time staff in 2019 to provide 24 hour coverage during the entire year with one permanent staff. The General Fund support is maintained as described in the previous chapter.
- **Scenario 5** is the same as Scenario 4, but the City provides BLS transportation for all incidents needing transportation to the hospital. The General Fund support is maintained as described in the previous chapter.

Scenario 1 – Baseline at Full Cost Recovery Through Rates

This is the baseline scenario that funds the full cost of service without any General Fund support. Exhibit 12 shows the annual combined cost of EMS and fire service based on the current staffing configuration and incidents.

Exhibit 12
Scenario 1: Annual EMS and Fire Cost

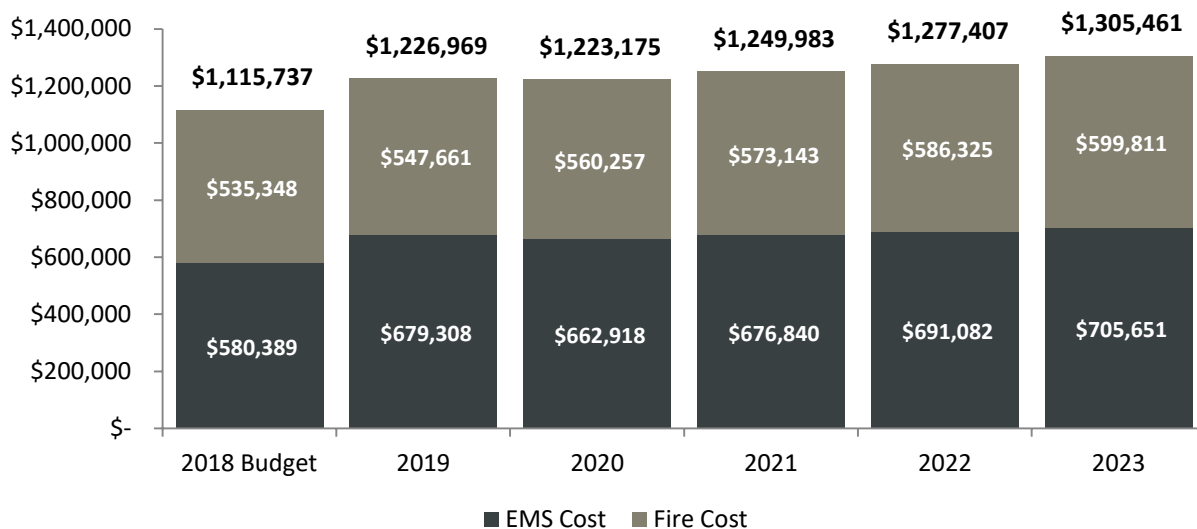


Exhibit 13 summarizes the annual expenses and revenues related to availability and demand through the five year forecast.

Exhibit 13
Scenario 1: Expense and Revenue Forecast

	2019		2020		2021		2022		2023	
	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand
Expenses	\$ 465,592	\$ 213,716	\$ 449,814	\$ 213,104	\$ 458,029	\$ 218,811	\$ 466,404	\$ 224,679	\$ 474,940	\$ 230,711
Revenues	\$ 234,320	\$ 139,033	\$ 236,663	\$ 140,825	\$ 239,030	\$ 142,642	\$ 241,420	\$ 144,482	\$ 243,834	\$ 146,348
Net Expenses	\$ 231,272	\$ 74,684	\$ 213,151	\$ 72,279	\$ 218,999	\$ 76,169	\$ 224,983	\$ 80,196	\$ 231,105	\$ 84,363

Exhibit 14 shows the annual rate forecast for each customer class.

Exhibit 14
Scenario 1: Annual Rate Forecast

	2019		2020		2021		2022		2023	
Single Family	\$ 51.47	\$ 11.38	\$ 47.02	\$ 10.91	\$ 47.88	\$ 11.38	\$ 48.75	\$ 11.86	\$ 49.63	\$ 12.35
	\$62.85		\$57.92		\$59.26		\$60.61		\$61.98	
Multi Family	\$ 51.47	\$ 5.68	\$ 47.02	\$ 5.44	\$ 47.88	\$ 5.68	\$ 48.75	\$ 5.92	\$ 49.63	\$ 6.16
	\$57.15		\$52.46		\$53.56		\$54.67		\$55.79	
Nursing Home	\$ 51.47	\$215.94	\$ 47.02	\$208.98	\$ 47.88	\$220.23	\$ 48.75	\$231.87	\$ 49.63	\$243.92
	\$267.41		\$256.00		\$268.11		\$280.62		\$293.55	
Commercial	\$ 51.47	\$ 33.42	\$ 47.02	\$ 32.35	\$ 47.88	\$ 34.09	\$ 48.75	\$ 35.89	\$ 49.63	\$ 37.75
	\$84.90		\$79.36		\$81.97		\$84.64		\$87.38	
Hotels/Motels	\$ 51.47	\$ -	\$ 47.02	\$ -	\$ 47.88	\$ -	\$ 48.75	\$ -	\$ 49.63	\$ -
	\$51.47		\$47.02		\$47.88		\$48.75		\$49.63	
Public/Streets/Schools	\$ 51.47	\$ 19.05	\$ 47.02	\$ 18.44	\$ 47.88	\$ 19.43	\$ 48.75	\$ 20.46	\$ 49.63	\$ 21.52
	\$70.52		\$65.46		\$67.31		\$69.21		\$71.15	
									Availability	Demand
									Total	

Scenario 2 – Baseline With General Fund Support

This is the baseline scenario that funds the full cost of service with General Fund support. Exhibit 15 shows the combined cost of EMS and fire service annually.

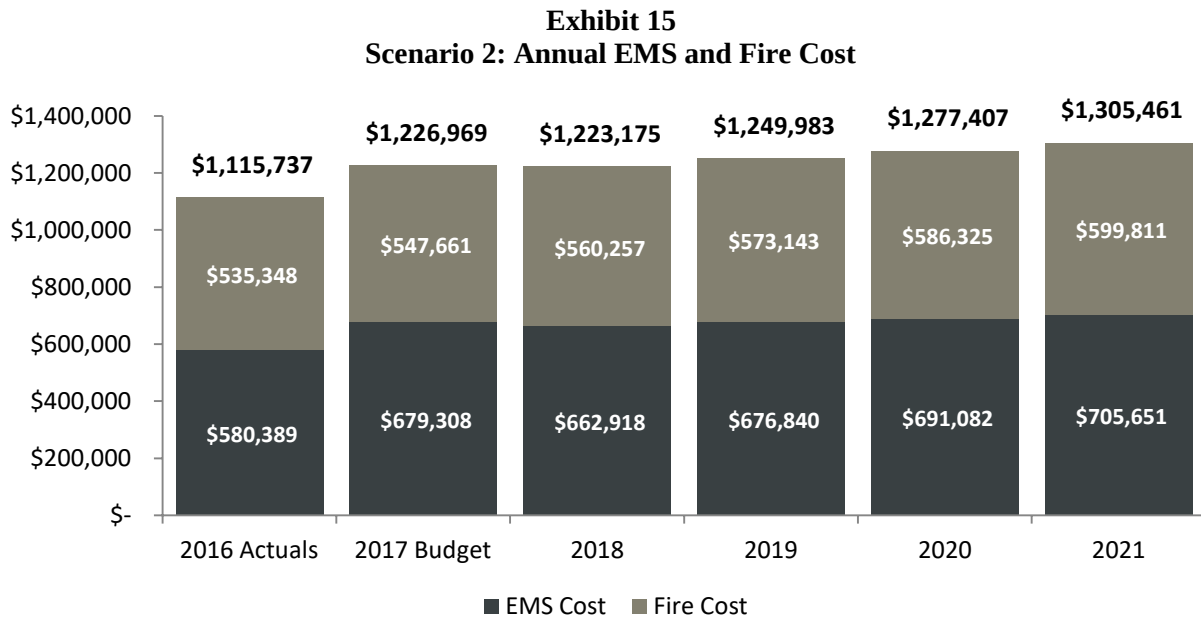


Exhibit 16 summarizes the annual expenses and revenues related to availability and demand through the five year forecast.

Exhibit 16
Scenario 2: Expense and Revenue Forecast

	2019		2020		2021		2022		2023	
	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand
Expenses	\$ 465,592	\$ 213,716	\$ 449,814	\$ 213,104	\$ 458,029	\$ 218,811	\$ 466,404	\$ 224,679	\$ 474,940	\$ 230,711
Revenues	\$ 389,750	\$ 177,890	\$ 392,093	\$ 179,683	\$ 394,460	\$ 181,499	\$ 396,850	\$ 183,340	\$ 399,264	\$ 185,205
Net Expenses	\$ 75,842	\$ 35,826	\$ 57,721	\$ 33,422	\$ 63,570	\$ 37,312	\$ 69,554	\$ 41,339	\$ 75,675	\$ 45,506

Exhibit 17 shows the annual rate forecast for each customer class.

Exhibit 17
Scenario 2: Annual Rate Forecast

	2019		2020		2021		2022		2023	
Single Family	\$ 16.88	\$ 5.46	\$ 12.73	\$ 5.04	\$ 13.90	\$ 5.57	\$ 15.07	\$ 6.11	\$ 16.25	\$ 6.66
	\$22.34		\$17.78		\$19.47		\$21.19		\$22.92	
Multi Family	\$ 16.88	\$ 2.72	\$ 12.73	\$ 2.52	\$ 13.90	\$ 2.78	\$ 15.07	\$ 3.05	\$ 16.25	\$ 3.32
	\$19.60		\$15.25		\$16.68		\$18.12		\$19.58	
Nursing Home	\$ 16.88	\$103.59	\$ 12.73	\$ 96.63	\$ 13.90	\$107.88	\$ 15.07	\$119.52	\$ 16.25	\$131.57
	\$120.47		\$109.37		\$121.78		\$134.59		\$147.82	
Commercial	\$ 16.88	\$ 16.03	\$ 12.73	\$ 14.96	\$ 13.90	\$ 16.70	\$ 15.07	\$ 18.50	\$ 16.25	\$ 20.36
	\$32.91		\$27.69		\$30.60		\$33.57		\$36.62	
Hotels/Motels	\$ 16.88	\$ -	\$ 12.73	\$ -	\$ 13.90	\$ -	\$ 15.07	\$ -	\$ 16.25	\$ -
	\$16.88		\$12.73		\$13.90		\$15.07		\$16.25	
Public/Streets/Schools	\$ 16.88	\$ 9.14	\$ 12.73	\$ 8.53	\$ 13.90	\$ 9.52	\$ 15.07	\$ 10.54	\$ 16.25	\$ 11.61
	\$26.02		\$21.26		\$23.42		\$25.62		\$27.86	
									Availability	Demand
									Total	

Scenario 3 – Phased Hiring of Two Additional Staff

This scenario funds the full cost of service with General Fund support. This scenario is formed under the following assumptions:

- One additional full-time employee is added in 2019, and an additional full-time employee is added in 2020,
- In 2019 EMS Levy and General Fund support is split 84% availability and 16% demand based on the new availability/demand ratio from the additional staff,
- In 2020 and through the rest of the forecast EMS Levy and General Fund support is split 86.5% availability and 13.5% demand based on the new availability/demand ratio from the additional staff, and
- As full time employees respond to more incidents, volunteer stipend costs decrease.

Exhibit 18 shows the combined cost of EMS and fire service annually.

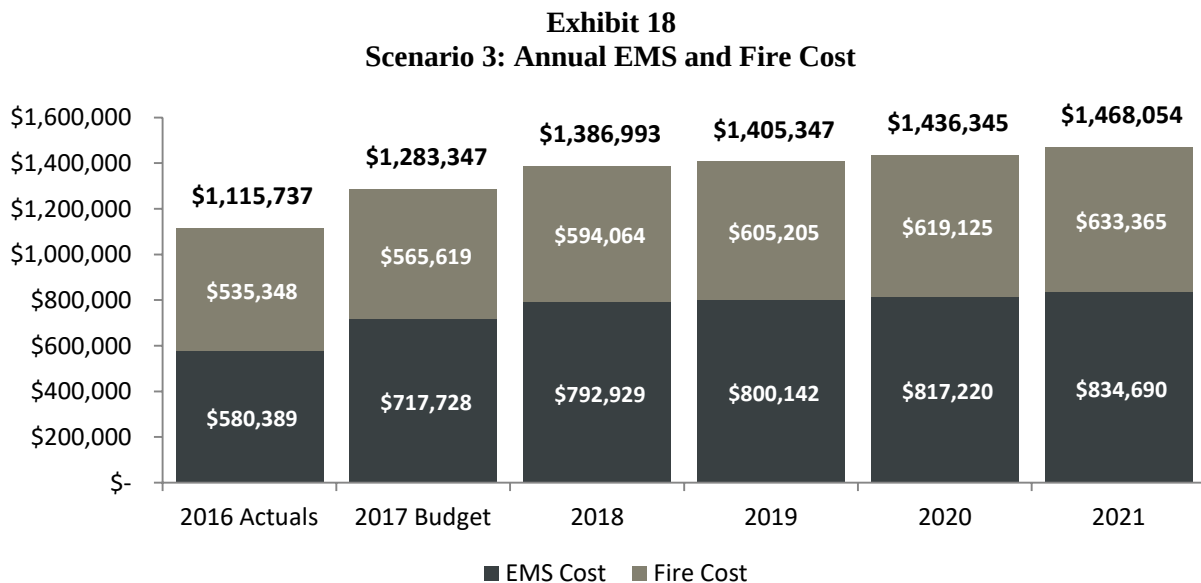


Exhibit 19 summarizes the annual expenses and revenues related to availability and demand through the five year forecast. The average 2019 cost of service for a BLS transport is about \$867.

Exhibit 19
Scenario 3: Expense and Revenue Forecast

	2019		2020		2021		2022		2023	
	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand
Expenses	\$ 506,929	\$ 210,800	\$ 582,434	\$ 210,495	\$ 585,453	\$ 214,689	\$ 596,707	\$ 220,513	\$ 608,187	\$ 226,503
Revenues	<u>\$ 409,237</u>	<u>\$ 158,402</u>	<u>\$ 423,950</u>	<u>\$ 147,825</u>	<u>\$ 426,509</u>	<u>\$ 149,449</u>	<u>\$ 429,094</u>	<u>\$ 151,096</u>	<u>\$ 431,704</u>	<u>\$ 152,765</u>
Net Expenses	\$ 97,691	\$ 52,398	\$ 158,484	\$ 62,670	\$ 158,944	\$ 65,240	\$ 167,613	\$ 69,417	\$ 176,482	\$ 73,738

Exhibit 20 shows the annual rate forecast for each customer class.

Exhibit 20
Scenario 3: Annual Rate Forecast

	2019		2020		2021		2022		2023		
Single Family	\$ 21.75	\$ 8.03	\$ 34.98	\$ 9.51	\$ 34.78	\$ 9.80	\$ 36.36	\$ 10.33	\$ 37.95	\$ 10.86	
	\$29.78		\$44.49		\$44.58		\$46.69		\$48.81		
Multi Family	\$ 21.75	\$ 4.20	\$ 34.98	\$ 4.97	\$ 34.78	\$ 5.12	\$ 36.36	\$ 5.40	\$ 37.95	\$ 5.67	
	\$25.95		\$39.95		\$39.90		\$41.76		\$43.63		
Nursing Home	\$ 21.75	\$150.19	\$ 34.98	\$181.67	\$ 34.78	\$191.30	\$ 36.36	\$205.95	\$ 37.95	\$221.40	
	\$171.94		\$216.65		\$226.08		\$242.31		\$259.36		
Commercial	\$ 21.75	\$ 27.06	\$ 34.98	\$ 32.37	\$ 34.78	\$ 33.70	\$ 36.36	\$ 35.85	\$ 37.95	\$ 38.09	
	\$48.81		\$67.35		\$68.48		\$72.21		\$76.04		
Hotels/Motels	\$ 21.75	\$ -	\$ 34.98	\$ -	\$ 34.78	\$ -	\$ 36.36	\$ -	\$ 37.95	\$ -	
	\$21.75		\$34.98		\$34.78		\$36.36		\$37.95		
Public/Streets/Schools	\$ 21.75	\$ 11.70	\$ 34.98	\$ 13.99	\$ 34.78	\$ 14.56	\$ 36.36	\$ 15.50	\$ 37.95	\$ 16.46	
	\$33.45		\$48.97		\$49.34		\$51.86		\$54.41		
										Availability	Demand
										Total	

Scenario 4 – Hiring of Four Additional Staff to Provide One On-Duty 24/7 Firefighter/EMT All Year

This scenario funds the full cost of service with General Fund support. This scenario is formed under the following assumptions:

- Four additional full-time employees are added in 2019,
- In 2019 and through the rest of the forecast EMS Levy and General Fund support is split 92% availability and 8% demand based on the new availability/demand ratio from the additional staff, and
- As full time employees respond to more incidents, volunteer stipend costs decrease, but the availability costs increase.

Exhibit 21 shows the combined cost of EMS and fire service annually.

Exhibit 21
Scenario 4: Annual EMS and Fire Cost

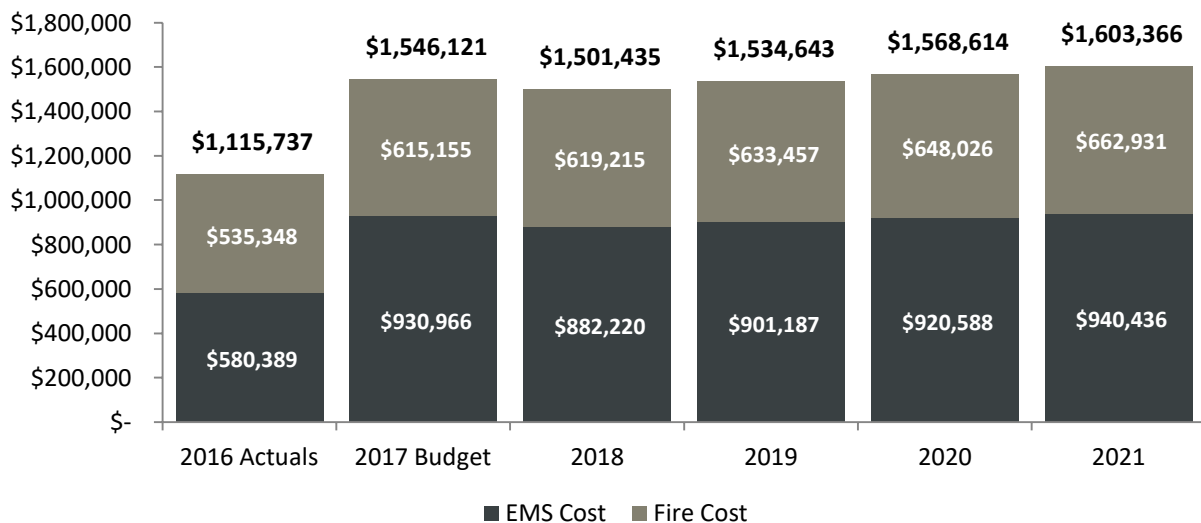


Exhibit 22 summarizes the annual expenses and revenues related to availability and demand through the five year forecast. The average 2019 cost of service for a BLS transport is about \$1,125.

Exhibit 22
Scenario 4: Expense and Revenue Forecast

	2019		2020		2021		2022		2023	
	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand
Expenses	\$ 770,322	\$ 160,643	\$ 722,675	\$ 159,545	\$ 737,265	\$ 163,921	\$ 752,163	\$ 168,425	\$ 767,374	\$ 173,062
Revenues	\$ 448,212	\$ 119,427	\$ 450,907	\$ 120,869	\$ 453,629	\$ 122,330	\$ 456,377	\$ 123,812	\$ 459,154	\$ 125,316
Net Expenses	\$ 322,110	\$ 41,216	\$ 271,768	\$ 38,677	\$ 283,637	\$ 41,591	\$ 295,786	\$ 44,613	\$ 308,220	\$ 47,746

Exhibit 23 shows the annual rate forecast for each customer class.

Exhibit 23
Scenario 4: Annual Rate Forecast

	2019		2020		2021		2022		2023	
Single Family	\$ 71.69	\$ 6.28	\$ 59.95	\$ 5.84	\$ 62.01	\$ 6.21	\$ 64.09	\$ 6.60	\$ 66.19	\$ 6.99
	\$77.97		\$65.78		\$68.22		\$70.69		\$73.18	
Multi Family	\$ 71.69	\$ 3.13	\$ 59.95	\$ 2.91	\$ 62.01	\$ 3.10	\$ 64.09	\$ 3.29	\$ 66.19	\$ 3.49
	\$74.82		\$62.86		\$65.11		\$67.38		\$69.68	
Nursing Home	\$ 71.69	\$119.17	\$ 59.95	\$111.83	\$ 62.01	\$120.25	\$ 64.09	\$128.99	\$ 66.19	\$138.05
	\$190.86		\$171.78		\$182.26		\$193.08		\$204.24	
Commercial	\$ 71.69	\$ 18.44	\$ 59.95	\$ 17.31	\$ 62.01	\$ 18.61	\$ 64.09	\$ 19.96	\$ 66.19	\$ 21.37
	\$90.14		\$77.26		\$80.62		\$84.06		\$87.56	
Hotels/Motels	\$ 71.69	\$ -	\$ 59.95	\$ -	\$ 62.01	\$ -	\$ 64.09	\$ -	\$ 66.19	\$ -
	\$71.69		\$59.95		\$62.01		\$64.09		\$66.19	
Public/Streets/Schools	\$ 71.69	\$ 10.51	\$ 59.95	\$ 9.87	\$ 62.01	\$ 10.61	\$ 64.09	\$ 11.38	\$ 66.19	\$ 12.18
	\$82.21		\$69.82		\$72.62		\$75.47		\$78.37	
									Availability	Demand
									Total	

Scenario 5 – All Transports Provided by the City

This scenario funds the full cost of service with General Fund support. This scenario is formed under the following assumptions:

- The City provides transports ALS incidents in addition to BLS incidents,
- Four additional full-time employees are added in 2019,
- In 2019 and through the rest of the forecast EMS Levy and General Fund support is split 92% availability and 8% demand based on the new availability/demand ratio from the additional staff and the added transport time from ALS incidents, and
- As full time employees respond to more incidents, volunteer stipend costs decrease, but the availability costs increase.

Exhibit 24 shows the combined cost of EMS and fire service annually.

Exhibit 24
Scenario 5: Annual EMS and Fire Cost

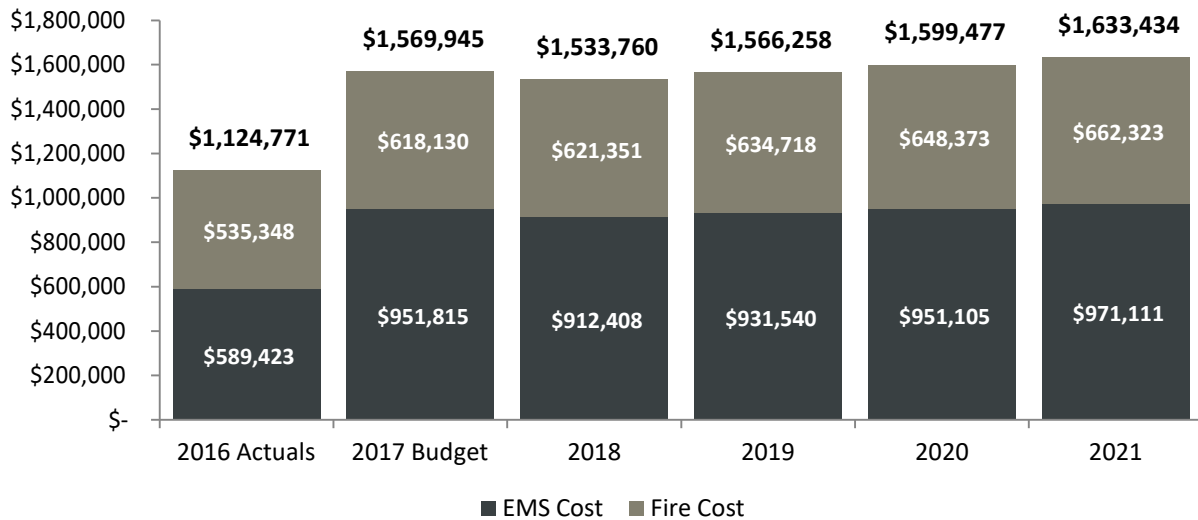


Exhibit 25 summarizes the annual expenses and revenues related to availability and demand through the five year forecast.

Exhibit 25
Scenario 5: Expense and Revenue Forecast

	2019		2020		2021		2022		2023	
	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand	Availability	Demand
Expenses	\$ 749,596	\$ 202,220	\$ 702,918	\$ 209,490	\$ 716,619	\$ 214,921	\$ 730,598	\$ 220,507	\$ 744,859	\$ 226,252
Revenues	\$ 433,597	\$ 264,824	\$ 436,203	\$ 268,315	\$ 438,836	\$ 271,856	\$ 441,496	\$ 275,449	\$ 444,181	\$ 279,095
Net Expenses	\$ 315,999	\$ (62,605)	\$ 266,715	\$ (58,825)	\$ 277,783	\$ (56,935)	\$ 289,102	\$ (54,942)	\$ 300,677	\$ (52,842)

Exhibit 26 shows the annual rate forecast for each customer class.

Exhibit 26
Scenario 5: Annual Rate Forecast

	2019		2020		2021		2022		2023	
Single Family	\$ 56.40	\$ -	\$ 45.86	\$ -	\$ 48.28	\$ -	\$ 50.74	\$ -	\$ 53.22	\$ -
	\$56.40		\$45.86		\$48.28		\$50.74		\$53.22	
Multi Family	\$ 56.40	\$ -	\$ 45.86	\$ -	\$ 48.28	\$ -	\$ 50.74	\$ -	\$ 53.22	\$ -
	\$56.40		\$45.86		\$48.28		\$50.74		\$53.22	
Nursing Home	\$ 56.40	\$ -	\$ 45.86	\$ -	\$ 48.28	\$ -	\$ 50.74	\$ -	\$ 53.22	\$ -
	\$56.40		\$45.86		\$48.28		\$50.74		\$53.22	
Commercial	\$ 56.40	\$ -	\$ 45.86	\$ -	\$ 48.28	\$ -	\$ 50.74	\$ -	\$ 53.22	\$ -
	\$56.40		\$45.86		\$48.28		\$50.74		\$53.22	
Hotels/Motels	\$ 56.40	\$ -	\$ 45.86	\$ -	\$ 48.28	\$ -	\$ 50.74	\$ -	\$ 53.22	\$ -
	\$56.40		\$45.86		\$48.28		\$50.74		\$53.22	
Public/Streets/Schools	\$ 56.40	\$ -	\$ 45.86	\$ -	\$ 48.28	\$ -	\$ 50.74	\$ -	\$ 53.22	\$ -
	\$56.40		\$45.86		\$48.28		\$50.74		\$53.22	
									Availability	Demand
									Total	

SUMMARY

The different scenario analyses provide the City with several service and rate alternatives for implementing an ambulance utility and providing transportation services as part of the City's BLS services. Generally, as the City adds more staff, the ambulance utility rates are correspondingly higher than the current 2018 staffing configuration. Exhibit 27 shows the initial 2019 combined

annual availability and demand charge by scenario. The first four scenarios all have a demand charge allocated to each customer class. If the City wants to increase or lower rates, it could increase or decrease the General Fund amount supporting the ambulance utility or change the amount allocated between the availability and demand costs. Because of the increased revenue from transporting ALS incidents, Scenario 5 recovers enough demand revenue to fully recover the demand cost which results in only charging a single availability rate without a demand charge for all customer classes.

Exhibit 27
2019 Annual Rate Comparisons

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Single Family	\$ 62.85	\$ 22.34	\$ 29.78	\$ 77.97	\$ 56.40
Multi Family	\$ 57.15	\$ 19.60	\$ 25.95	\$ 74.82	\$ 56.40
Nursing Home	\$ 267.41	\$ 120.47	\$ 171.94	\$ 190.86	\$ 56.40
Commercial	\$ 84.90	\$ 32.91	\$ 48.81	\$ 90.14	\$ 56.40
Hotels/Motels	\$ 51.47	\$ 16.88	\$ 21.75	\$ 71.69	\$ 56.40
Public/Streets/Schools	\$ 70.52	\$ 26.02	\$ 33.45	\$ 82.21	\$ 56.40

It should also be noted that the above rates are dependent on the City continuing to maintain its EMS Levy funding. If the levy is not a permanent EMS Levy, and another levy fails to pass, the City will either have to compensate for the loss of revenue by either providing more General Fund support or raising the ambulance utility rates.

APPENDIX A – FIRE AND EMS COST OF SERVICE ANALYSIS DETAILS

	2018 Budget	Toggle	Allocation Method	Fire	EMS	Total
013 Interlocal Fire Response				\$ -	\$ -	\$ -
Intergovernmental Fire Service/MOB Reimbursement	\$ 45,000	1	All to Fire	\$ 45,000	\$ -	\$ 45,000
515 Legal				\$ -	\$ -	\$ -
Legal Services - Fire/EMS	\$ 1,000	3	50/50 Split	\$ 500	\$ 500	\$ 1,000
522 Fire Control				\$ -	\$ -	\$ -
001 Administration				\$ -	\$ -	\$ -
Other Benefits - Uniforms	\$ 400	4	Total Incidents	\$ 83	\$ 317	\$ 400
Operating Supplies - Administration	\$ 250	4	Total Incidents	\$ 52	\$ 198	\$ 250
Office Supplies - Administration	\$ 750	4	Total Incidents	\$ 155	\$ 595	\$ 750
Small Tools & Minor Equipment	\$ 80	4	Total Incidents	\$ 17	\$ 63	\$ 80
Professional Services - Comprehensive Analysis of Fire Services	\$ -	4	Total Incidents	\$ -	\$ -	\$ -
Union Negotiations - Fire Department	\$ 200	4	Total Incidents	\$ 41	\$ 159	\$ 200
Professional Services - Administrative	\$ 5,000	4	Total Incidents	\$ 1,032	\$ 3,968	\$ 5,000
Communications	\$ 1,200	4	Total Incidents	\$ 248	\$ 952	\$ 1,200
Travel	\$ 1,000	4	Total Incidents	\$ 206	\$ 794	\$ 1,000
Advertising	\$ 300	4	Total Incidents	\$ 62	\$ 238	\$ 300
Operating Rentals/Leases	\$ -	4	Total Incidents	\$ -	\$ -	\$ -
Repairs & Maintenance	\$ 1,200	4	Total Incidents	\$ 248	\$ 952	\$ 1,200
Miscellaneous	\$ 1,500	4	Total Incidents	\$ 310	\$ 1,190	\$ 1,500
Registration/Fees - Training Classes & Seminars	\$ 2,000	4	Total Incidents	\$ 413	\$ 1,587	\$ 2,000
Machinery & Equipment - Admin	\$ -	4	Total Incidents	\$ -	\$ -	\$ -
002 Fire Suppression				\$ -	\$ -	\$ -
Wages Fire	\$ 72,455	7	FC/FF Incidents	\$ 14,435	\$ 58,020	\$ 72,455
Stipends (Volunteers)	\$ 35,000	8	Volunteer Only Incidents	\$ 5,368	\$ 29,632	\$ 35,000
Benefits Fire	\$ 40,798	7	FC/FF Incidents	\$ 8,128	\$ 32,670	\$ 40,798
Uniforms - Volunteers	\$ 4,000	8	Volunteer Only Incidents	\$ 613	\$ 3,387	\$ 4,000
Uniforms - FT Firefighters	\$ 300	7	FC/FF Incidents	\$ 60	\$ 240	\$ 300
Operating Supplies - Suppression	\$ 200	1	All to Fire	\$ 200	\$ -	\$ 200
Office Supplies - Suppression	\$ 200	1	All to Fire	\$ 200	\$ -	\$ 200
Radio/Pagers - Parts & Supplies	\$ 700	1	All to Fire	\$ 700	\$ -	\$ 700
Operating Supplies - Vehicles	\$ 400	1	All to Fire	\$ 400	\$ -	\$ 400
Fuel - Suppression	\$ 800	1	All to Fire	\$ 800	\$ -	\$ 800
Small Tools/Equipment	\$ 900	1	All to Fire	\$ 900	\$ -	\$ 900
Small Tools Vehicle	\$ 300	1	All to Fire	\$ 300	\$ -	\$ 300
Fire Department Personnel Physicals	\$ 2,000	1	All to Fire	\$ 2,000	\$ -	\$ 2,000
Communication - Air Cards from MDTs	\$ 3,000	1	All to Fire	\$ 3,000	\$ -	\$ 3,000
Repairs/Maintenance	\$ 1,500	1	All to Fire	\$ 1,500	\$ -	\$ 1,500
Repairs/Maint Vehicle	\$ 400	1	All to Fire	\$ 400	\$ -	\$ 400
Misc Fire	\$ 400	1	All to Fire	\$ 400	\$ -	\$ 400
Misc Vehicle Fire	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Interfund Rental - O&M	\$ 17,078	1	All to Fire	\$ 17,078	\$ -	\$ 17,078
Intergov Services - Dispatch Charges	\$ 24,000	1	All to Fire	\$ 24,000	\$ -	\$ 24,000
BVFF Pension & Disability Payments	\$ 1,800	1	All to Fire	\$ 1,800	\$ -	\$ 1,800
Machinery & Equip/Vehicle	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Equipment - Radios & Pagers (Fire)	\$ 19,500	1	All to Fire	\$ 19,500	\$ -	\$ 19,500
Machinery/Equipment	\$ 22,000	1	All to Fire	\$ 22,000	\$ -	\$ 22,000
Transfer to 320 For Equipment Replacement	\$ 163,000	1	All to Fire	\$ 163,000	\$ -	\$ 163,000
003 Fire Prevention/Investigation				\$ -	\$ -	\$ -
Wages & OT	\$ 33,931	1	All to Fire	\$ 33,931	\$ -	\$ 33,931
Benefits	\$ 20,370	1	All to Fire	\$ 20,370	\$ -	\$ 20,370
Other Benefits/Uniforms	\$ 300	1	All to Fire	\$ 300	\$ -	\$ 300
Operating Supplies - Prevention/Investigation	\$ 2,000	1	All to Fire	\$ 2,000	\$ -	\$ 2,000
Office Supplies - Prevention/Investigation	\$ 100	1	All to Fire	\$ 100	\$ -	\$ 100
Small Tools/Equipment	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Professional Services	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Communication	\$ 350	1	All to Fire	\$ 350	\$ -	\$ 350
Travel	\$ 500	1	All to Fire	\$ 500	\$ -	\$ 500
Repairs/Maintenance	\$ 150	1	All to Fire	\$ 150	\$ -	\$ 150
Miscellaneous	\$ 500	1	All to Fire	\$ 500	\$ -	\$ 500
004 Training				\$ -	\$ -	\$ -
Wages & OT	\$ 66,909	4	Total Incidents	\$ 13,808	\$ 53,101	\$ 66,909
Benefits	\$ 36,273	4	Total Incidents	\$ 7,486	\$ 28,787	\$ 36,273
Uniforms - FT Firefighters	\$ 400	4	Total Incidents	\$ 83	\$ 317	\$ 400
Operating Supplies - Training	\$ 1,000	4	Total Incidents	\$ 206	\$ 794	\$ 1,000
Office Supplies - Training	\$ 500	4	Total Incidents	\$ 103	\$ 397	\$ 500
Small Tools & Equipment - Training	\$ -	4	Total Incidents	\$ -	\$ -	\$ -
Communications	\$ 250	4	Total Incidents	\$ 52	\$ 198	\$ 250
Travel	\$ 2,000	4	Total Incidents	\$ 413	\$ 1,587	\$ 2,000
Repairs/Maintenance	\$ 20	4	Total Incidents	\$ 4	\$ 16	\$ 20
Miscellaneous	\$ 100	4	Total Incidents	\$ 21	\$ 79	\$ 100
Registration/Fees - Training Classes & Seminars	\$ 2,000	4	Total Incidents	\$ 413	\$ 1,587	\$ 2,000
Training Equipment/Software/Materials - WSP FF Training Program	\$ -	4	Total Incidents	\$ -	\$ -	\$ -

	2018 Budget	Toggle	Allocation Method	Fire	EMS	Total
005 Facilities				\$ -	\$ -	\$ -
Operating Supplies - Facilities	\$ 3,000	6	Square Footage	\$ 1,800	\$ 1,200	\$ 3,000
Office Supplies - Facilities	\$ -	6	Square Footage	\$ -	\$ -	\$ -
Small Tools/Equipment	\$ 500	6	Square Footage	\$ 300	\$ 200	\$ 500
Public Utility Services	\$ 20,000	6	Square Footage	\$ 12,000	\$ 8,000	\$ 20,000
Repairs/Maintenance	\$ 5,000	6	Square Footage	\$ 3,000	\$ 2,000	\$ 5,000
Miscellaneous	\$ 150	6	Square Footage	\$ 90	\$ 60	\$ 150
Machinery/Equipment	\$ 7,500	6	Square Footage	\$ 4,500	\$ 3,000	\$ 7,500
008 Emergency Med Services - Rescue				\$ -	\$ -	\$ -
WW SSMA New World Records System Support	\$ 3,200	2	All to EMS	\$ -	\$ 3,200	\$ 3,200
Equipment - Radios & Pagers (EMS)	\$ 2,000	2	All to EMS	\$ -	\$ 2,000	\$ 2,000
010 Mobilization Program		1	All to Fire	\$ -	\$ -	\$ -
Wages - Mobilization	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Benefits - Mobilization	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Fire Mobilization - Fuel Consumed	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Fire Mobilization - Vehicle Maintenance/Repairs	\$ -	1	All to Fire	\$ -	\$ -	\$ -
Fire Mobilization - Miscellaneous Expense	\$ -	1	All to Fire	\$ -	\$ -	\$ -
014 Long Term Debt - Equipment				\$ -	\$ -	\$ -
Transfer to 202 LTGO Bond Fund	\$ 52,021	1	All to Fire	\$ 52,021	\$ -	\$ 52,021
526 Emergency Medical Services				\$ -	\$ -	\$ -
001 Administration				\$ -	\$ -	\$ -
Operating Supplies - EMS Administration	\$ -	2	All to EMS	\$ -	\$ -	\$ -
Repairs & Maintenance	\$ -	2	All to EMS	\$ -	\$ -	\$ -
002 Training				\$ -	\$ -	\$ -
Travel	\$ -	2	All to EMS	\$ -	\$ -	\$ -
Miscellaneous	\$ -	2	All to EMS	\$ -	\$ -	\$ -
Registration/Fees - Training Classes & Seminars	\$ 3,000	2	All to EMS	\$ -	\$ 3,000	\$ 3,000
003 Rescue & Emergency Aid				\$ -	\$ -	\$ -
Wages & OT	\$ 114,552	7	FC/FF Incidents	\$ 22,823	\$ 91,729	\$ 114,552
Stipends (Volunteers)	\$ 70,000	8	Volunteer Only Incidents	\$ 10,736	\$ 59,264	\$ 70,000
Benefits	\$ 60,945	7	FC/FF Incidents	\$ 12,142	\$ 48,803	\$ 60,945
Operating Supplies - EMS Rescue & Emergency	\$ 3,500	2	All to EMS	\$ -	\$ 3,500	\$ 3,500
Office Supplies - EMS Rescue & Emergency	\$ 1,000	2	All to EMS	\$ -	\$ 1,000	\$ 1,000
WA ST DOH EMS Grant Expenditure	\$ -	2	All to EMS	\$ -	\$ -	\$ -
Radio/Pagers - Parts & Supplies - EMS	\$ 300	2	All to EMS	\$ -	\$ 300	\$ 300
Small Tools/Equipment	\$ 750	2	All to EMS	\$ -	\$ 750	\$ 750
Professional Services	\$ 25,000	2	All to EMS	\$ -	\$ 25,000	\$ 25,000
Professional Services - Personnel Physicals EMS	\$ -	2	All to EMS	\$ -	\$ -	\$ -
Communications	\$ 320	2	All to EMS	\$ -	\$ 320	\$ 320
Repairs/Maintenance	\$ -	2	All to EMS	\$ -	\$ -	\$ -
Miscellaneous	\$ 100	2	All to EMS	\$ -	\$ 100	\$ 100
Interfund Rentals - O&M	\$ 17,078	2	All to EMS	\$ -	\$ 17,078	\$ 17,078
Intergov Services - Dispatch Charges	\$ 24,000	2	All to EMS	\$ -	\$ 24,000	\$ 24,000
Transfer to 320 For Equipment Replacement	\$ 58,000	2	All to EMS	\$ -	\$ 58,000	\$ 58,000
Billing Charges	\$ 5,557	2	All to EMS	\$ -	\$ 5,557	\$ 5,557
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Budget Total:	\$ 1,115,737			\$ 535,348	\$ 580,389	\$ 1,115,737

APPENDIX B – AVAILABILITY AND DEMAND COST OF SERVICE ANALYSIS DETAILS

	Availability Method	Availability In City	Demand In City	Total
013 Interlocal Fire Response		\$ -	\$ -	\$ -
Intergovernmental Fire Service/MOB Reimbursement	Availability Demand Ratio	\$ -	\$ -	\$ -
515 Legal		\$ -	\$ -	\$ -
Legal Services - Fire/EMS	Availability Demand Ratio	\$ 399	\$ 101	\$ 500
522 Fire Control		\$ -	\$ -	\$ -
001 Administration		\$ -	\$ -	\$ -
Other Benefits - Uniforms	Availability Demand Ratio	\$ 253	\$ 64	\$ 317
Operating Supplies - Administration	Availability Demand Ratio	\$ 158	\$ 40	\$ 198
Office Supplies - Administration	Availability Demand Ratio	\$ 474	\$ 121	\$ 595
Small Tools & Minor Equipment	Availability Demand Ratio	\$ 51	\$ 13	\$ 63
Professional Services - Comprehensive Analysis of Fire Services	Availability Demand Ratio	\$ -	\$ -	\$ -
Union Negotiations - Fire Department	Availability Demand Ratio	\$ 127	\$ 32	\$ 159
Professional Services - Administrative	Availability Demand Ratio	\$ 3,163	\$ 805	\$ 3,968
Communications	Availability Demand Ratio	\$ 759	\$ 193	\$ 952
Travel	Availability Demand Ratio	\$ 633	\$ 161	\$ 794
Advertising	Availability Demand Ratio	\$ 190	\$ 48	\$ 238
Operating Rentals/Leases	Availability Demand Ratio	\$ -	\$ -	\$ -
Repairs & Maintenance	Availability Demand Ratio	\$ 759	\$ 193	\$ 952
Miscellaneous	Availability Demand Ratio	\$ 949	\$ 242	\$ 1,190
Registration/Fees - Training Classes & Seminars	Availability Demand Ratio	\$ 1,265	\$ 322	\$ 1,587
Machinery & Equipment - Admin	Availability Demand Ratio	\$ -	\$ -	\$ -
002 Fire Suppression		\$ -	\$ -	\$ -
Wages Fire	Availability Demand Ratio	\$ 46,246	\$ 11,773	\$ 58,020
Stipends (Volunteers)	All to Demand - Time	\$ -	\$ 29,632	\$ 29,632
Benefits Fire	Availability Demand Ratio	\$ 26,040	\$ 6,629	\$ 32,670
Uniforms - Volunteers	Availability Demand Ratio	\$ 2,699	\$ 687	\$ 3,387
Uniforms - FT Firefighters	Availability Demand Ratio	\$ 191	\$ 49	\$ 240
Operating Supplies - Suppression	Availability Demand Ratio	\$ -	\$ -	\$ -
Office Supplies - Suppression	Availability Demand Ratio	\$ -	\$ -	\$ -
Radio/Pagers - Parts & Supplies	Availability Demand Ratio	\$ -	\$ -	\$ -
Operating Supplies - Vehicles	Availability Demand Ratio	\$ -	\$ -	\$ -
Fuel - Suppression	Availability Demand Ratio	\$ -	\$ -	\$ -
Small Tools/Equipment	All to Availability - Time	\$ -	\$ -	\$ -
Small Tools Vehicle	All to Availability - Time	\$ -	\$ -	\$ -
Fire Department Personnel Physicals	Availability Demand Ratio	\$ -	\$ -	\$ -
Communication - Air Cards from MDTs	Availability Demand Ratio	\$ -	\$ -	\$ -
Repairs/Maintenance	Availability Demand Ratio	\$ -	\$ -	\$ -
Repairs/Maint Vehicle	Availability Demand Ratio	\$ -	\$ -	\$ -
Misc Fire	Availability Demand Ratio	\$ -	\$ -	\$ -
Misc Vehicle Fire	Availability Demand Ratio	\$ -	\$ -	\$ -
Interfund Rental - O&M	Availability Demand Ratio	\$ -	\$ -	\$ -
Intergov Services - Dispatch Charges	Availability Demand Ratio	\$ -	\$ -	\$ -
BVFF Pension & Disability Payments	Availability Demand Ratio	\$ -	\$ -	\$ -
Machinery & Equip/Vehicle	Availability Demand Ratio	\$ -	\$ -	\$ -
Equipment - Radios & Pagers (Fire)	Availability Demand Ratio	\$ -	\$ -	\$ -
Machinery/Equipment	Availability Demand Ratio	\$ -	\$ -	\$ -
Transfer to 320 For Equipment Replacement	Availability Demand Ratio	\$ -	\$ -	\$ -
003 Fire Prevention/Investigation		\$ -	\$ -	\$ -
Wages & OT	Availability Demand Ratio	\$ -	\$ -	\$ -
Benefits	Availability Demand Ratio	\$ -	\$ -	\$ -
Other Benefits/Uniforms	Availability Demand Ratio	\$ -	\$ -	\$ -
Operating Supplies - Prevention/Investigation	Availability Demand Ratio	\$ -	\$ -	\$ -
Office Supplies - Prevention/Investigation	Availability Demand Ratio	\$ -	\$ -	\$ -
Small Tools/Equipment	All to Availability - Time	\$ -	\$ -	\$ -
Professional Services	Availability Demand Ratio	\$ -	\$ -	\$ -
Communication	Availability Demand Ratio	\$ -	\$ -	\$ -
Travel	Availability Demand Ratio	\$ -	\$ -	\$ -
Repairs/Maintenance	Availability Demand Ratio	\$ -	\$ -	\$ -
Miscellaneous	Availability Demand Ratio	\$ -	\$ -	\$ -
004 Training		\$ -	\$ -	\$ -
Wages & OT	All to Availability - Time	\$ 53,101	\$ -	\$ 53,101
Benefits	All to Availability - Time	\$ 28,787	\$ -	\$ 28,787
Uniforms - FT Firefighters	All to Availability - Time	\$ 317	\$ -	\$ 317
Operating Supplies - Training	All to Availability - Time	\$ 794	\$ -	\$ 794
Office Supplies - Training	All to Availability - Time	\$ 397	\$ -	\$ 397
Small Tools & Equipment - Training	All to Availability - Time	\$ -	\$ -	\$ -
Communications	All to Availability - Time	\$ 198	\$ -	\$ 198
Travel	All to Availability - Time	\$ 1,587	\$ -	\$ 1,587
Repairs/Maintenance	All to Availability - Time	\$ 16	\$ -	\$ 16
Miscellaneous	All to Availability - Time	\$ 79	\$ -	\$ 79
Registration/Fees - Training Classes & Seminars	All to Availability - Time	\$ 1,587	\$ -	\$ 1,587
Training Equipment/Software/Materials - WSP FF Training Program	All to Availability - Time	\$ -	\$ -	\$ -

	Availability Method	Availability In City	Demand In City	Total
005 Facilities		\$ -	\$ -	\$ -
Operating Supplies - Facilities	All to Availability - Time	\$ 1,200	\$ -	\$ 1,200
Office Supplies - Facilities	All to Availability - Time	\$ -	\$ -	\$ -
Small Tools/Equipment	All to Availability - Time	\$ 200	\$ -	\$ 200
Public Utility Services	All to Availability - Time	\$ 8,000	\$ -	\$ 8,000
Repairs/Maintenance	All to Availability - Time	\$ 2,000	\$ -	\$ 2,000
Miscellaneous	All to Availability - Time	\$ 60	\$ -	\$ 60
Machinery/Equipment	All to Availability - Time	\$ 3,000	\$ -	\$ 3,000
008 Emergency Med Services - Rescue		\$ -	\$ -	\$ -
WW SSMA New World Records System Support	Availability Demand Ratio	\$ 2,551	\$ 649	\$ 3,200
Equipment - Radios & Pagers (EMS)	Availability Demand Ratio	\$ 1,594	\$ 406	\$ 2,000
010 Mobilization Program		\$ -	\$ -	\$ -
Wages - Mobilization	Availability Demand Ratio	\$ -	\$ -	\$ -
Benefits - Mobilization	Availability Demand Ratio	\$ -	\$ -	\$ -
Fire Mobilization - Fuel Consumed	Availability Demand Ratio	\$ -	\$ -	\$ -
Fire Mobilization - Vehicle Maintenance/Repairs	Availability Demand Ratio	\$ -	\$ -	\$ -
Fire Mobilization - Miscellaneous Expense	Availability Demand Ratio	\$ -	\$ -	\$ -
014 Long Term Debt - Equipment		\$ -	\$ -	\$ -
Transfer to 202 LTGO Bond Fund	Availability Demand Ratio	\$ -	\$ -	\$ -
526 Emergency Medical Services		\$ -	\$ -	\$ -
001 Administration		\$ -	\$ -	\$ -
Operating Supplies - EMS Administration	Availability Demand Ratio	\$ -	\$ -	\$ -
Repairs & Maintenance	Availability Demand Ratio	\$ -	\$ -	\$ -
002 Training		\$ -	\$ -	\$ -
Travel	All to Availability - Time	\$ -	\$ -	\$ -
Miscellaneous	All to Availability - Time	\$ -	\$ -	\$ -
Registration/Fees - Training Classes & Seminars	All to Availability - Time	\$ 3,000	\$ -	\$ 3,000
003 Rescue & Emergency Aid		\$ -	\$ -	\$ -
Wages & OT	Availability Demand Ratio	\$ 73,115	\$ 18,614	\$ 91,729
Stipends (Volunteers)	All to Demand - Time	\$ -	\$ 59,264	\$ 59,264
Benefits	Availability Demand Ratio	\$ 38,900	\$ 9,903	\$ 48,803
Operating Supplies - EMS Rescue & Emergency	Availability Demand Ratio	\$ 2,790	\$ 710	\$ 3,500
Office Supplies - EMS Rescue & Emergency	Availability Demand Ratio	\$ 797	\$ 203	\$ 1,000
WA ST DOH EMS Grant Expenditure	Availability Demand Ratio	\$ -	\$ -	\$ -
Radio/Pagers - Parts & Supplies - EMS	Availability Demand Ratio	\$ 239	\$ 61	\$ 300
Small Tools/Equipment	All to Availability - Time	\$ 750	\$ -	\$ 750
Professional Services	Availability Demand Ratio	\$ 19,927	\$ 5,073	\$ 25,000
Professional Services - Personnel Physicals EMS	Availability Demand Ratio	\$ -	\$ -	\$ -
Communications	Availability Demand Ratio	\$ 255	\$ 65	\$ 320
Repairs/Maintenance	Availability Demand Ratio	\$ -	\$ -	\$ -
Miscellaneous	Availability Demand Ratio	\$ 80	\$ 20	\$ 100
Interfund Rentals - O&M	Availability Demand Ratio	\$ 13,612	\$ 3,466	\$ 17,078
Intergov Services - Dispatch Charges	All to Demand - Time	\$ -	\$ 24,000	\$ 24,000
Transfer to 320 For Equipment Replacement	Availability Demand Ratio	\$ 46,230	\$ 11,770	\$ 58,000
		\$ -	\$ -	\$ -
Billing Charges	All to Demand - Time	\$ -	\$ 5,557	\$ 5,557
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Budget Total:		\$ 389,520	\$ 190,869	\$ 580,389

Ambulance Utility Study Update

4 People

Unit Type	2020 Percent		2021 Standby Expense	Response Expense	Rate	Monthly Rate	Total
	Units	of EMS Calls					
Single Family	3168	44%	\$ 66.37	\$ 9.06	\$ 75.43	\$ 6.29	\$ 238,965.76
Multi Family	641	5%	\$ 66.37	\$ 5.09	\$ 71.46	\$ 5.95	\$ 45,805.17
Nursing Homes	117	43%	\$ 66.37	\$ 239.77	\$ 306.14	\$ 25.51	\$ 35,818.49
Commercial	114	3%	\$ 66.37	\$ 17.17	\$ 83.54	\$ 6.96	\$ 9,523.38
Hotel/Motel	0	0%	\$ 66.37	\$ -	\$ 66.37	\$ 5.53	\$ -
Public/Streets/Schools	233	5%	\$ 66.37	\$ 14.00	\$ 80.37	\$ 6.70	\$ 18,726.21
Total	4273	100%	\$ 283,637.00	\$ 65,240.00			\$ 348,839.01

2 People

Unit Type	2020 Percent		2021 Standby Expense	Response Expense	Rate	Monthly Rate	Total
	Units	of EMS Calls					
Single Family	3168	44%	\$ 37.20	\$ 5.78	\$ 42.98	\$ 3.58	\$ 136,149.64
Multi Family	641	5%	\$ 37.20	\$ 3.24	\$ 40.44	\$ 3.37	\$ 25,924.75
Nursing Homes	117	43%	\$ 37.20	\$ 152.86	\$ 190.06	\$ 15.84	\$ 22,236.53
Commercial	114	3%	\$ 37.20	\$ 10.95	\$ 48.15	\$ 4.01	\$ 5,488.53
Hotel/Motel	0	0%	\$ 37.20	\$ 0	\$ 66.37	\$ 5.53	\$ -
Public/Streets/Schools	233	5%	\$ 37.20	\$ 8.93	\$ 46.13	\$ 3.84	\$ 10,747.15
Total	4273	100%	\$ 158,944.00	\$ 41,591.00			\$ 200,546.60



FY 2021 TO 2026 CAPITAL FACILITY PLAN

FY 2021 TO 2026 CAPITAL FACILITY PLAN



City of College Place: 625 S. College Ave, Phone: 509-529-1200 Website: www.collegeplacewa.us

City Council

- Norma Hernandez, Mayor
- Jerry Bobbitt, Council Position #1
- Michael Cleveland, Council Position #2
- Marge Nyhagen, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Selby, Council Position #5
- Heather Schermann, Council Position #6
- Byron Trop, Council Position #7

CFP Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- Troy Tomaras, Police Chief
- David Winter, Fire Chief
- Paul Hartwig, Public Works Director
- Jon Rickard, Community Development Director

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II. WHAT IS A CAPITAL FACILITY PLAN (CFP)?

- ▶ The Capital Facilities & Transportation Improvement Plan (CFP) is a planning tool that lists current and future City capital facilities projects. It is important to note that just because a project is listed in the CFP, it does not mean funds have been budgeted or are available. This document is a tool for current and long-term planning purposes.
- ▶ Each year the city is required by the state to adopt a CFP for planning and funding of capital projects. The CFP is a project planning tool which covers all aspects of infrastructure planning within the city. The projects included in the CFP are those that are needed to meet the concurrency requirements of the Growth Management Act (GMA), transportation projects to be included in the TIP, and other capital projects planned for the next six-year period.
- ▶ The TIP is a transportation planning tool used by the Washington State Department of Transportation (WSDOT) to allocate funding for local agency projects. The WSDOT will not fund transportation projects that are not included in the TIP. Comments received on transportation projects will apply to both the CFP and TIP.
- ▶ Staff has identified and prioritized projects for consideration by the Council. The CFP and TIP are six-year planning tools. The general approach for project selection and prioritization was based on criteria covering City Council goals, infrastructure needs, community benefits, employment impact, safety, and other factors (mandates, obligations, and outside funding). The departments evaluated the proposed projects and results are forwarded to the City Council for consideration.
- ▶ **Many projects in Capital Facility Plan are reprioritized throughout the year based on the pursuit and award outside Federal, State, and Private grant opportunities.**
- ▶ **The City is able to reconstruct and maintain Federally classified roads better because they are eligible for Federal and State grant funds. These streets include: Rose, C, Whitman, 4th, 12th, Lamperti/Mojonnier, Taumaurson, Myra, Larch, Meadowbrook, College, Academy, and Doans.**
- ▶ **All other streets are local and ineligible for Federal and State grants.**



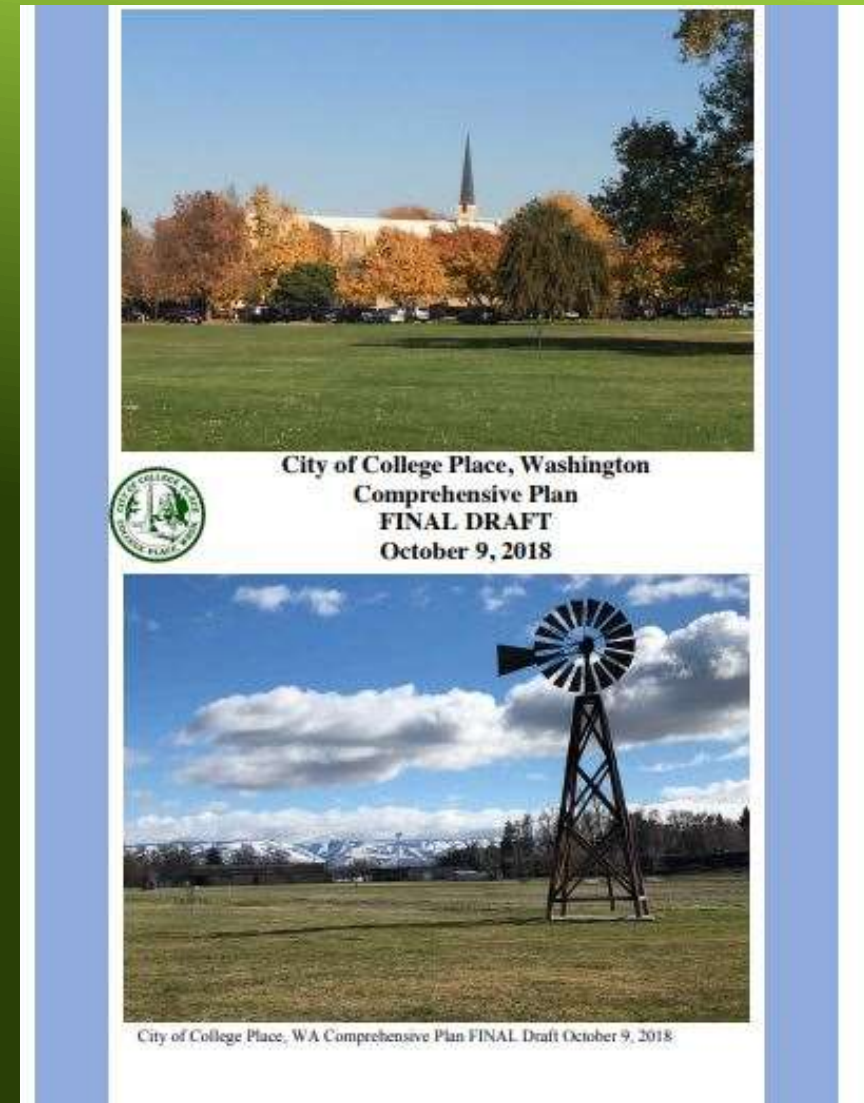
III. FY 2021 PRIORITY PROJECTS

- ▶ A. Southwest College Place Wastewater Trunkline and Lift Station: \$7,587,097.00 (USDA Grant/Loan, Port, Ecology)
- ▶ B. Well ##2 Drinking Water Well Replacement Final Wellhouse Engineering/Start Construction: \$243,000.00 (Grant/Loan funded)
- ▶ C. Wastewater Treatment Plant Improvement Design: \$500,000.00 (Ecology)
- ▶ D. Meadowbrook Grind & Overlay : \$313,560 (TIB Grant)
- ▶ E. 4Bikes Project: \$600,000 (TIB Grant)
- ▶ F. Central College Place Sidewalks: \$339,530 (CDBG Grant)
- ▶ G. Lions Park Renovation : \$2,500,000 (REET,State RCO Grants, Partnerships)



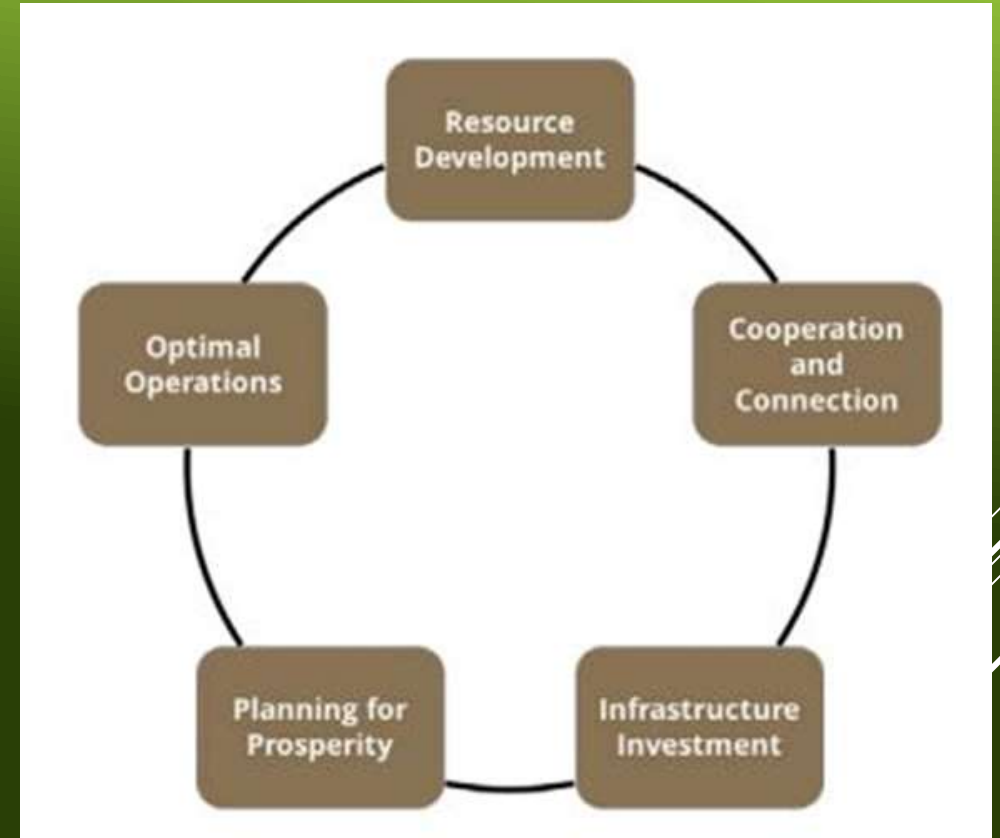
IV. 2018 COMPREHENSIVE PLAN

- Adopted by City Council on October 9th, 2018
- Aspirational goals and objectives for the City over the next twenty years.
- Mandated by the Washington State Growth Management Act.
- Goals that this Capital Facility Plan satisfies:
 - Goal #11: Maintain and improve existing utilities and services while planning for new growth and development.
 - Goal #17: Provide reliable, effective, and efficient utility services at the lowest reasonable cost, consistent with the City's aims of environmental stewardship, social equity, economic development, and the protection of public health.
 - Goal #23: Maintain the city's infrastructure so that it meets the needs of existing employers and targeted industries.



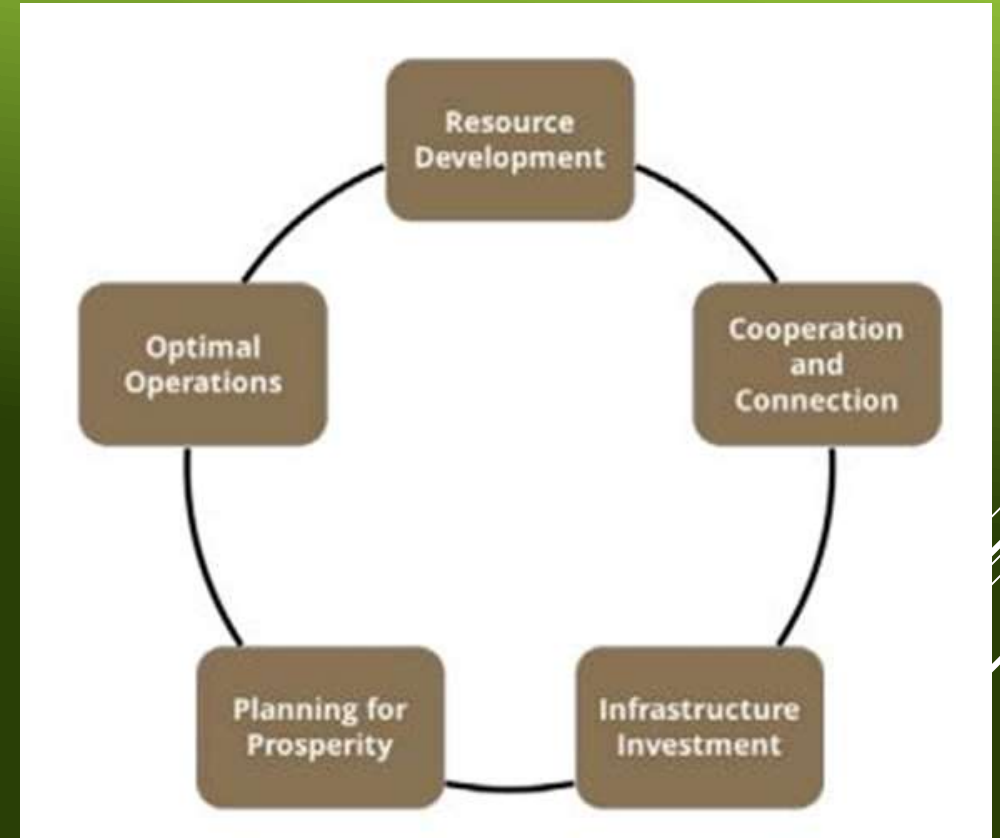
V. STRATEGIC PLAN: 2017 TO 2026

- Adopted by City Council on July 25th, 2017 and revised/adopted via Ordinance No. 19-005 on February 12th, 2019
- Ten year framework for vision, values, and work plan.
- Five Tenants
 - Resource Development
 - Economic Development Strategy
 - Develop Design Standard and Mixed-Use Zone
 - Cooperation and Connection
 - Create annual community events
 - Increase outreach program
 - Increase volunteer commissions
 - Infrastructure Investment
 - Stormwater utility
 - Safe and sustainable water supply
 - Fully funded wastewater utility
 - Local streets are refurbished or rebuilt
 - Planning for Prosperity
 - Optimal Operations



V. STRATEGIC PLAN: 2017 TO 2026

- Adopted by City Council on July 25th, 2017
- Ten year framework for vision, values, and work plan.
- Five Tenants
 - Planning for Prosperity
 - Produces and adopts a Comprehensive Plan
 - City government flexible enough to permit innovation
 - Optimal Operations
 - Staffed to nationally-recognized human resource levels
 - Construct new and modify existing City facilities based on nationally-recognized standards
 - GIS is used for comparative advantage and municipal leadership.



VI. LONG TERM FINANCIAL STRATEGY

Key Financial Principles

- ▶ Make Trade-Offs
- ▶ Do It Well
- ▶ Focus Programs on College Place Residents and Businesses
- ▶ Preserve Physical Infrastructure
- ▶ Use Unexpected One-Time Revenues for One-Time Costs or Reserves
- ▶ Invest in Employees
- ▶ Pursue Innovative Approaches to Service Delivery
- ▶ Contract In/Contract Out
- ▶ Maintain Capacity to Respond to Emerging Community Needs
- ▶ Pursue Entrepreneurial Initiatives
- ▶ Address Unfunded Liabilities
- ▶ Selectively Recover Costs
- ▶ Recognize the Connection Between the Operating and Capital Budgets.

Guidelines

- ▶ What Should the City Do Every Year, Whether the Financial Forecast is Positive or Negative?
 - ▶ Increase operating cost recovery (user fees)
 - ▶ Pursue cost sharing
- ▶ What Should the City DO in the Following Year's Budget When the Financial Forecast is Positive?
 - ▶ Assess the situation
 - ▶ Maintain adequate reserves
 - ▶ Use one-time revenues only for one-time expenses
 - ▶ Use recurring revenues for recurring costs or for one-time expenses
 - ▶ Stay faithful to City goals over the long run
 - ▶ Think carefully when considering revenue cuts
 - ▶ Think long-term
- ▶ What Should the City DO in the Following Year's Budget When the Financial Forecast is Negative?
 - ▶ Assess the situation
 - ▶ Use reserves sparingly
 - ▶ Reduce services
 - ▶ Continue to think carefully when considering tax increases
- ▶ What Should the Council Consider Before Increasing Taxes?
 - ▶ Will the increase result in programs or services that will have a quantifiable public benefit?
 - ▶ Is the tax source related and connected to the services that are to be supported by the new revenue?
 - ▶ Is the increase fully justifiable in terms of need?
 - ▶ Has every effort to educate citizens about the tax been taken in advance of the increase?
 - ▶ Are the services that are intended to be supported by the new revenue supportable into the foreseeable future?
- ▶ What Should the Council Consider Before Asking Residents to Increase Taxes?
 - ▶ Have efforts to educate residents about the tax been made?
 - ▶ Has there been ample time for residents to debate and discuss the issue?
 - ▶ Has the council taken the time to listen to residents' concerns?
 - ▶ Do our residents understand what the results will be following implementation of the new tax?

VII. CAPITAL FACILITY PLAN DEVELOPMENT & REVIEW PROCESS

August

- Department Head Capital Facility Proposals to Administration

September

- Administration prepares draft prioritization of projects.
- Estimate Revenues by Funding Source.
- Draft Capital Facility Plan Booklet Released on website

October

- Announcements in City Newsletter and Social Media.
- City Council: Public Works Committee Meeting
- City Council Workshop
- City Council Presentations
- Advisory Committee Presentations

November

- Advisory Committee Presentations
- City Council Workshop
- City Council presentations
- City Council Public Hearing

December

- City Council Workshop
- City Council Meeting
- Estimated passage at December 10th, 2019 City Council meeting.

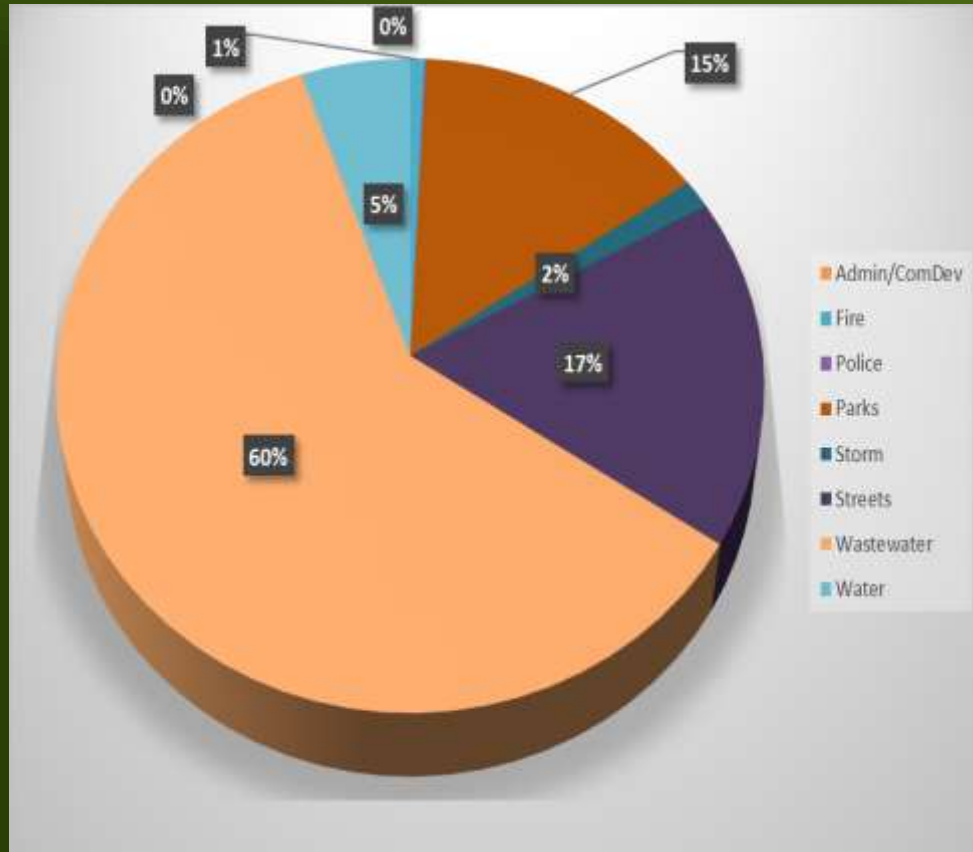
VIII. COMPLETED PROJECTS IN FY 2020

Capital Facility Projects Completed in FY 2020			
Project	Type	Description	Cost
City Hall LED Light Conversion	Administration	Replace old sodium lighting with LED's	\$15,000.00
Admin/Finance Flooring Replacement	Administration	Replace old carpeting with flooring in Admin/Finance side of City Hall	\$10,000.00
ADA Compliant Front Door Automatic Openers	Administration	Automatic Door Openers for City Hall.	\$6,000.00
Balance Thermostats	Administration	Balance & replace thermostats so HVAC works properly.	\$10,000.00
Replace City Hall Exhaust Fans	Administration	Replace exhaust fans.	\$6,000.00
Replace City Hall Windows - Finance & East Side	Administration	Replace windows for east side of the City Hall facility.	\$12,000.00
Water Softener	Fire	Water Softener	\$ 15,000.00
Fire Shower Replacement	Fire	Shower replacements.	\$ 30,000.00
Replace Electric Gate	Police	Replace failing electric gate.	\$ 10,000.00
PD Carport/Storage Project	Police	Construct carport/storage area adjacent to outside PD car parking area.	\$ 110,000.00
Harvest Meadows Park	Park	Improvements include sign and picnic shelter.	\$ 20,000.00
SE 10th Street Retrofit (Birch to College)	Storm	Reconstruct 10th to include stormwater infrastructure to filter water into Garrison Creek.	\$ 200,000.00
Earl/Destito Storm Outfall Work	Storm	Engineering fix for flooding issues on Earl and Destito.	\$ 40,000.00
SE Lamperti Street Resurfacing	Streets	Resurface SE Lamperti from SE Larch to College.	\$ 323,000.00
FY 2020 Chipseal Program	Streets	Planned annual chip seal for 2020	\$ 41,000.00
Myra Rd Rock	Streets	Replace wood chips with rock along Myra Rd.	\$ 40,000.00
NE Evans Rd Resurface	Streets	Resurface NW Evans from Whitman to Earl.	\$ 24,400.00
Electric Vehicle Charging Stations	Streets	Installation of grant funded charger at City Hall.	\$ 48,831.30
Poplar Tree Removal	Wastewater	Wrap up removal of Poplar Trees at WTP	\$ 100,000.00
Scenic View/Mountainview Hill Sewer Lining Project.	Wastewater	Sewer Lining	\$ 280,000.00
Well No. 1 Replacement	Water	Finish Replacement of Well No. 1	\$ 2,675,494.00
Total			\$4,016,725.30

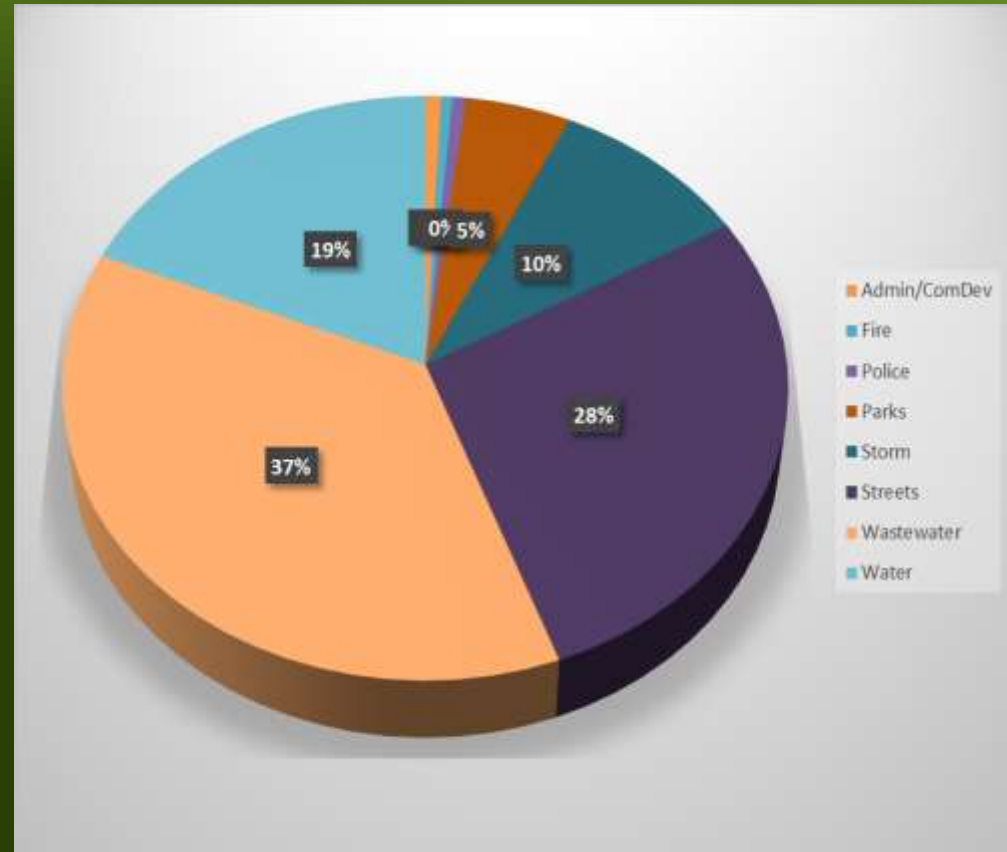


IX. CAPITAL FACILITY PLAN SUMMARY – FY 2021 VS. SIX-YEAR

Fiscal Year 2021

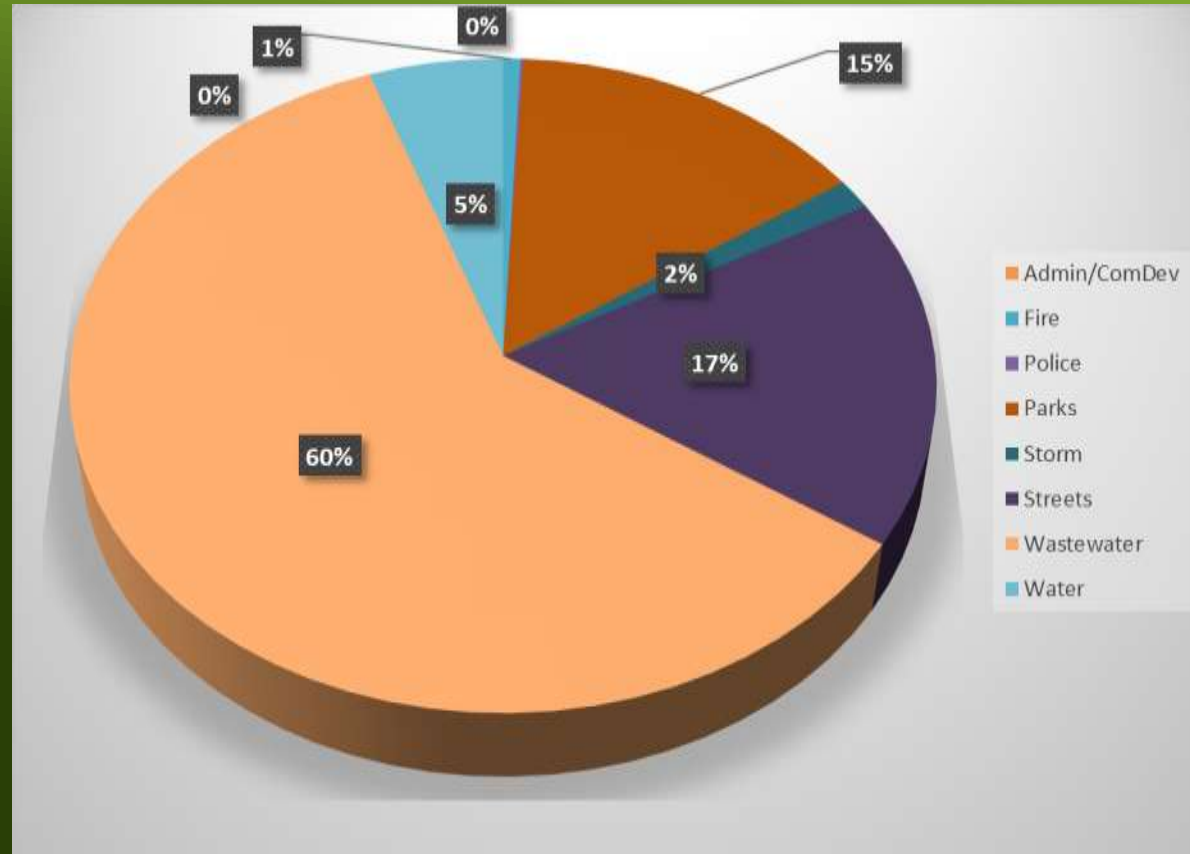


Fiscal Year 2021 to 2026



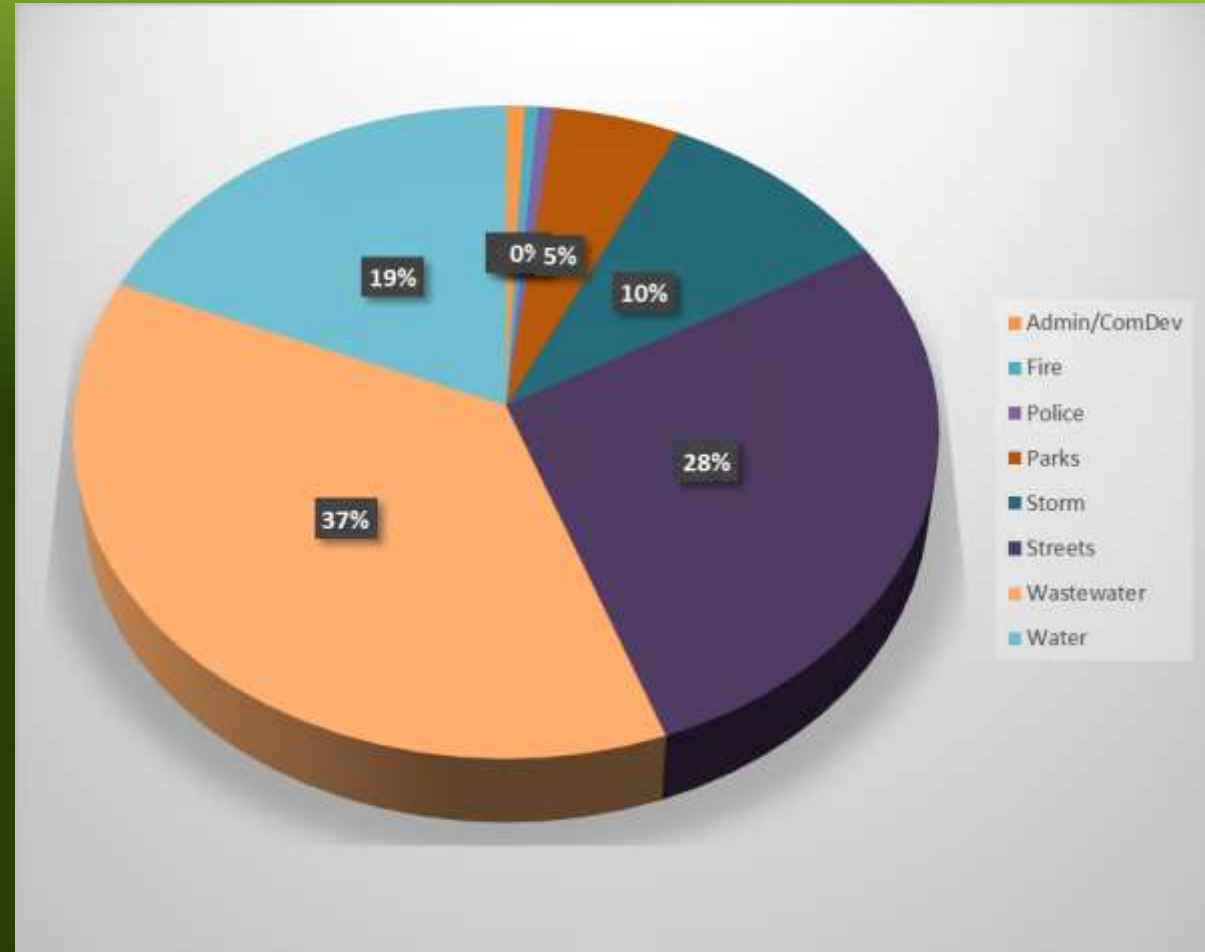
X. CAPITAL FACILITY PLAN – FY 2021

Capital Facility Plan: FY 2021	
Department	Expense
Admin/ComDev	\$ -
Fire	\$ 95,300.00
Police	\$ 15,000.00
Parks	\$ 2,000,000.00
Storm	\$ 200,000.00
Streets	\$ 2,354,090.00
Wastewater	\$ 8,187,097.00
Water	\$ 743,000.00
Total	\$ 13,594,487.00



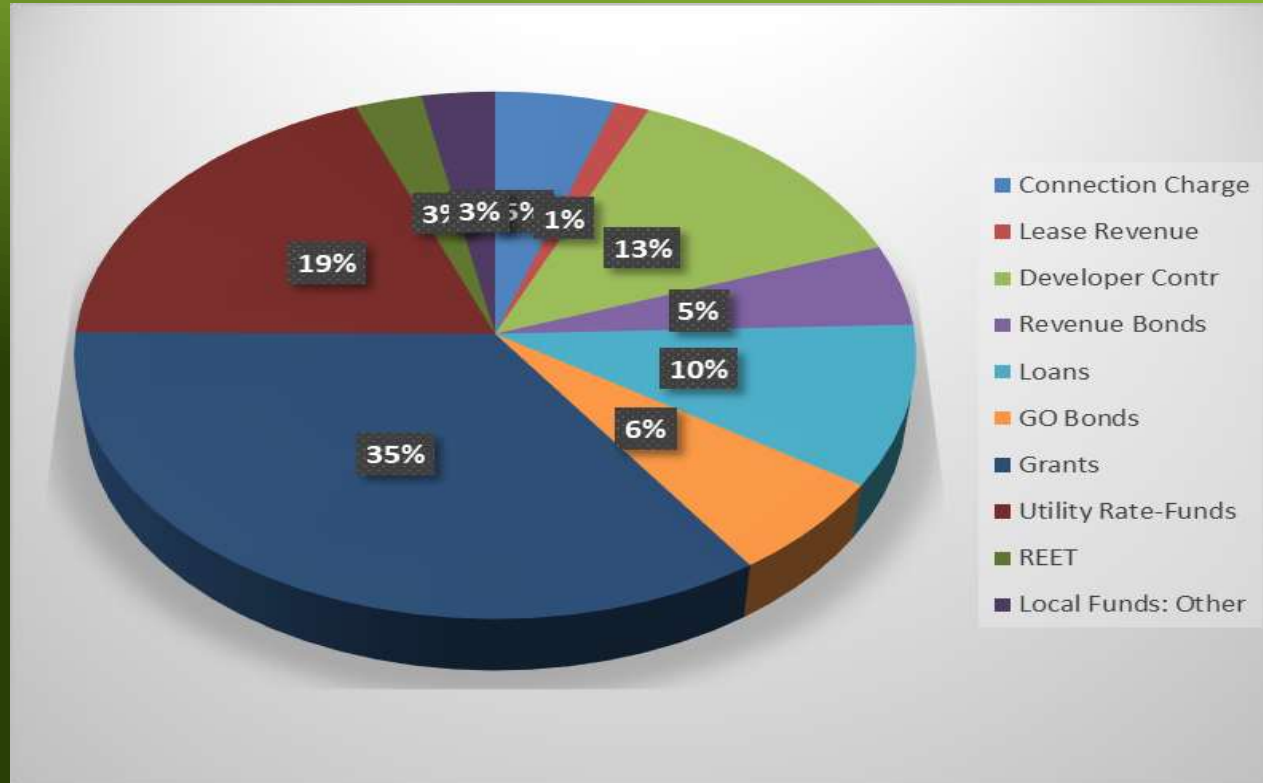
XI. CAPITAL FACILITY PLAN – FY 2021 TO 2026

Capital Facility Plan: FY 2021 to 2026	
Department	Expense
Admin/ComDev	\$ 612,000.00
Fire	\$ 436,950.00
Police	\$ 518,000.00
Parks	\$ 4,585,000.00
Storm	\$ 7,772,009.18
Streets	\$ 22,279,294.58
Wastewater	\$ 29,591,243.00
Water	\$ 15,033,687.00
Total	\$ 80,828,183.76



XII. ANTICIPATED REVENUE SOURCES

Revenue Projection: FY 2021 to 2026	
Revenue Type	Total
Connection Charge	\$ 4,047,755.00
Lease Revenue	\$ 1,140,720.00
Developer Contr	\$ 10,498,988.41
Revenue Bonds	\$ 4,000,000.00
Loans	\$ 8,061,987.20
GO Bonds	\$ 4,907,555.40
Grants	\$ 28,431,891.30
Utility Rate-Funds	\$ 15,378,477.23
REET	\$ 2,240,928.00
Local Funds: Other	\$ 2,450,300.00
Total	\$ 80,828,183.76



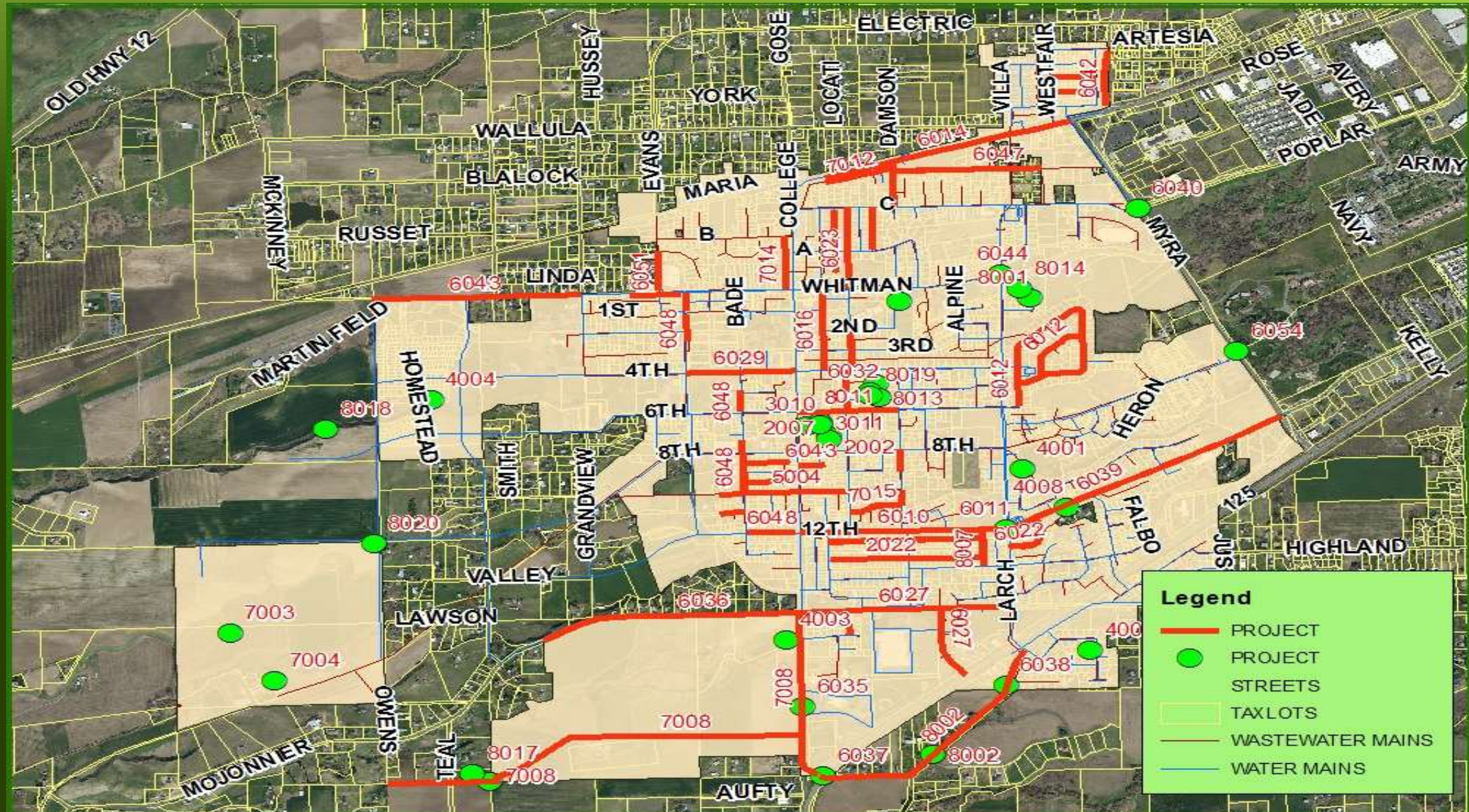
Revenue Narrative: The six-year Capital Facility Plan (excluding equipment replacement and Information Technology) amounts to \$80,828,183.76. Over 48% of the plan is contingent upon successful application of grants and future developer contributions. Projects driven by development will not occur unless projected development occurs.

XIII. PRIORITIZATION EXPLANATION

- ▶ All projects in the Capital Facility Plan (CFP) were assigned a prioritization value.
 - ▶ High: Project needs to happen as soon as possible. Projects to be funded by a combination of city funds, grants, and loan dollars. Infrastructure in very poor condition or solving a key deficiency in existing system.
 - ▶ Medium: Project needs to happen at some point but is not an immediate concern.
 - ▶ Low: Project driven by availability of grants or pace of development. Project will not happen without grant or projected development pattern.



XIV. CAPITAL FACILITY PLAN SIX YEAR MAP



XV. CFP - FACILITIES



A. CITY HALL

► I. 2022

- City Hall Sallyport/Former Jail Area Renovation - \$460,000 (High)
- City Hall Conference Room Furnishings - \$20,000 (Medium)

► II. 2023

- City Hall Restroom Renovation - \$40,000 (Medium)
- City Hall Exterior Paint - \$12,000 (Low)

► III. 2024

- City Hall Parking Lot Improvements - \$80,000 (Low)



How do we pay for it?

- 100 % - Current Expense/Facilities Maintenance Reserve

B. FIRE DEPARTMENT

- ▶ Fire Department was constructed in 2001. Little renovation work has occurred since this time.
- ▶ I. 2021
 - ▶ Replace Exterior Staircase on East Side of Building - \$30,000 (Medium)
 - ▶ Facility Fire HVAC - \$15,000 (Medium – ESCO)
 - ▶ Regional Fire Training tower to replace outdated/dangerous one - \$50,300 estimated per year for five years at \$251,500 total to cover our proportional share. (High)
- ▶ III. 2022
 - ▶ Renovate Dorm Rooms - \$25,000 (Medium)
 - ▶ Water Source Heat Pump Replacement - \$90,000 (Medium – ESCO)
- ▶ IV. 2024
 - ▶ Moline Gas Heater Replacement - \$10,000 (Medium – ESCO)
 - ▶ Gas Furnace 75000 BTU HR Replacement - \$13,450 (Medium – ESCO)
- ▶ V. 2025
 - ▶ Hot Water Pump 2 HP - \$2,000 (Low – ESCO)



How do we pay for it?

- 100 % - Current Expense/Facilities Maintenance Reserve

C. POLICE DEPARTMENT

- ▶ All of Police moved into former Annex Building in 2017.
- ▶ I. 2021
 - ▶ Police Department Package 3 Ton Heater/Chiller - \$15,000 (Medium-ESCO)
- ▶ II. 2022
 - ▶ Replace 50 Gallon Water Heater - \$3,000 (Medium – ESCO)
- ▶ III. 2023
 - ▶ Police Department Renovation - \$500,000 (Low)

How do we pay for it?

- 100% - Current Expense/Facilities Maintenance Reserve



XVI. CFP - INFRASTRUCTURE



A. PARKS



LIONS PARK

- ▶ Prioritization: High
- ▶ Estimated Total Cost: \$2.5 Million (2021-2022)
 - ▶ Park Renovation: \$1.7 Million
 - ▶ Pond Separation: \$700,000
- ▶ Put away REET II funds toward project.
- ▶ Looking for grants for the remainder.
- ▶ Also, replacement irrigation system/electrical system needed.



How do we pay for it?

- 50% State RCO Grants
- 30% City REET II Grants
- 20% Foundational Support

HARVEST MEADOWS PARK

- ▶ Prioritization: Medium
- ▶ Estimated Total Cost: \$25,000 (2022)
- ▶ 0.25 city park property dating from the 1980's.
- ▶ Near intersection of Harvest & Larch.
- ▶ Installation of welcome sign and picnic shelter.



How do we pay for it?

- 100% REET II Funds

VETERANS PARK

- ▶ Prioritization: Low
- ▶ Hayden Homes is donating property (1.67 acres) and playground equipment.
- ▶ However, items still missing to make it a completed park.
- ▶ Estimated Total Cost: \$60,000 (22)
 - ▶ Developer Fees
- ▶ Improvements added by City in Future:
 - ▶ Restrooms
 - ▶ Picnic Shelter
 - ▶ Basketball Court



How do we pay for it?

- 100% Developer Fees (Martin Airfield Top Bluff)

PARK AT MCKIERNAN/ CHRISTIANSON SITE

- ▶ Prioritization: Low
- ▶ Driven by development and majority paid for by development.
- ▶ 260 Acres annexed into the City in 2017.
- ▶ Regional park concept.
- ▶ Estimated Cost: \$2,000,000 (2023)
 - ▶ Along Stone Creek
 - ▶ Trails
 - ▶ Sportsplex

How do we pay for it?

- 50% Developer Impact Fee
- 25% State RCO Grants
- 15% Current Expense – Parks or REET
- 10% Partnership opportunities with CPPS



[illegible]

B. FULL CORRIDOR PROJECTS



What does Full Corridor Projects mean?

The roadway and certain associated utilities (water, wastewater, and storm) underneath roadway will be replaced.

SE MOJONNIER RD RECONSTRUCTION

- ▶ Prioritization: High (2021-2023)
- ▶ Road now in city limits per urban growth boundary technical amendments approved by Walla Walla County.
- ▶ Driven by speed of Stone Creek development and grant opportunities.
- ▶ Developer contribution required.
- ▶ Walla Walla Valley MPO STP Grant acquired to cover final engineering and right-of-way acquisition expense.
- ▶ SE Mojonnier Rd: College Ave to Bluevue Lane.
- ▶ Reconstruct 0.64 miles of roadway.
- ▶ Eligible for TIB and State Grants.
- ▶ Estimated Cost
 - ▶ Storm: \$1,488,675
 - ▶ Street: \$4,879,290
 - ▶ **Total: \$6,367,965**

How do we pay for it?

- 20% - MPO/Federal Funds
- 70% - Developer Impact Fee/Contributions
- 10% - City Street Fund (CE), REET, and Partnerships



BIRCH AVE(4TH TO 6TH)

- ▶ Prioritization: Medium (2022)
- ▶ Roadway surface bad. Curb dislodged on east side of roadway. Stormwater issues.
- ▶ Full corridor reconstruction (0.14 Miles)
- ▶ Estimated Cost
 - ▶ Storm: \$20,000
 - ▶ Street: \$150,000
 - ▶ **Total: \$170,000**

How do we pay for it?

- 11.8% - Storm
- 88.2% - Streets



12TH (COLLEGE TO LARCH)

- ▶ Prioritization: High (2023)
- ▶ Eligible for TIB Grants
- ▶ Full corridor reconstruction (0.50 Miles)
- ▶ Estimated Cost
 - ▶ Storm: \$628,813.68
 - ▶ Streets: \$2,229,430.32
 - ▶ Wastewater: \$270,742.00
 - ▶ Water: \$617,381.00
 - ▶ **Total: \$3,746,367.00**

How do we pay for it?

- 68.7% - State TIB UAP Grant
- 7.6% - City Streets Fund
- 7.2% - Wastewater Utility
- 16.5% Water Utility



10TH STREET (COLLEGE TO BADE)

- ▶ From College to Bade Avenue
- ▶ Prioritization: High (2024)
- ▶ Reconstruct 10th Street so it has curbs and storm inlets to treat stormwater draining to Garrison Creek adjacent to roadway.
- ▶ Stormwater portion funded by redirect from State Stormwater Hardship Grant.
- ▶ Utilities will cover their portion the project
- ▶ Estimated Cost
 - ▶ Storm Utility (Hardship Grant): \$219,451.98
 - ▶ Streets: \$778,057.02
 - ▶ Water Utility: \$236,643.00
 - ▶ **Total Cost: \$1,234,152.00**

How do we pay for it?

- 17.8% - Stormwater Utility Funds freed up from State Stormwater Hardship Capacity Grant.
- 63.0% - Streets or Ecology Grant.
- 19.2% - Water Utility



BIRCH AVE (2ND TO 4TH)

- ▶ Prioritization: Medium (2024)
- ▶ Reconstruct Birch from 2nd to 4th including replacement of water system infrastructure.
- ▶ Local funds will need to cover this.
- ▶ Full corridor reconstruction (0.12 Miles)
- ▶ Estimated Cost
 - ▶ Street: \$100,000
 - ▶ Water: \$140,000
 - ▶ **Total: \$240,000**

How do we pay for it?

- 41.7% - Street Improvement (CE) and/or debt/loan
- 58.3% Water Utility



12TH (LARCH TO MYRA RD)

- ▶ Prioritization: Medium (2025)
- ▶ Eligible for TIB Grants
- ▶ Full corridor reconstruction (0.75 Miles)
- ▶ Estimated Cost
 - ▶ Storm: \$890,068.52
 - ▶ Street: \$3,155,697.48
 - ▶ Wastewater: \$401,745
 - ▶ Water: \$916,113.00
 - ▶ **Total: \$5,363,624.00**

How do we pay for it?

- 67.9% - State TIB UAP Grant
- 7.6% - City Streets
- 7.4% - Wastewater Utility
- 17.1% Water Utility



SKY AVE (12TH TO SCENICVIEW)

- ▶ Prioritization: Medium (2026)
- ▶ Local funds will need to cover this.
- ▶ Full corridor reconstruction (0.11 Miles)
- ▶ Estimated Cost
 - ▶ Street: \$502,580
 - ▶ Wastewater: \$61,649
 - ▶ Water: \$140,850
 - ▶ **Total: \$705,079**

How do we pay for it?

- 71.3% - Street Improvement (CE) and/or debt/loan
- 9.1% - Wastewater Utility
- 19.6% Water Utility



DEWEY DRIVE

- ▶ Prioritization: Medium (2026)
- ▶ Local funds will need to cover this.
- ▶ Full corridor reconstruction (0.14 Miles)
- ▶ Estimated Cost
 - ▶ Street: \$678,483
 - ▶ Water: \$189,783
 - ▶ **Total: \$868,266**

How do we pay for it?

- 50.00% - Street Improvement (CE) and/or debt/loan
- 28.1% - REET
- 21.9% Water Utility



NE CEDAR AVE (A TO C ST)

- ▶ Prioritization: Medium (2026)
- ▶ Full corridor reconstruction (0.14 Miles)
- ▶ Only happen if obtain State Legislative Appropriation.
- ▶ Almost was awarded in FY 2019. Stalled in Senate.
- ▶ Cost (2020)
 - ▶ Storm: \$250,000
 - ▶ Street: \$358,520.76
 - ▶ Wastewater: \$80,010
 - ▶ Water: \$140,850
 - ▶ **Total: \$838,447.76**

How do we pay for it?

- 100.0% - Going After State Legislative Appropriation for It



C. STORM PROJECTS

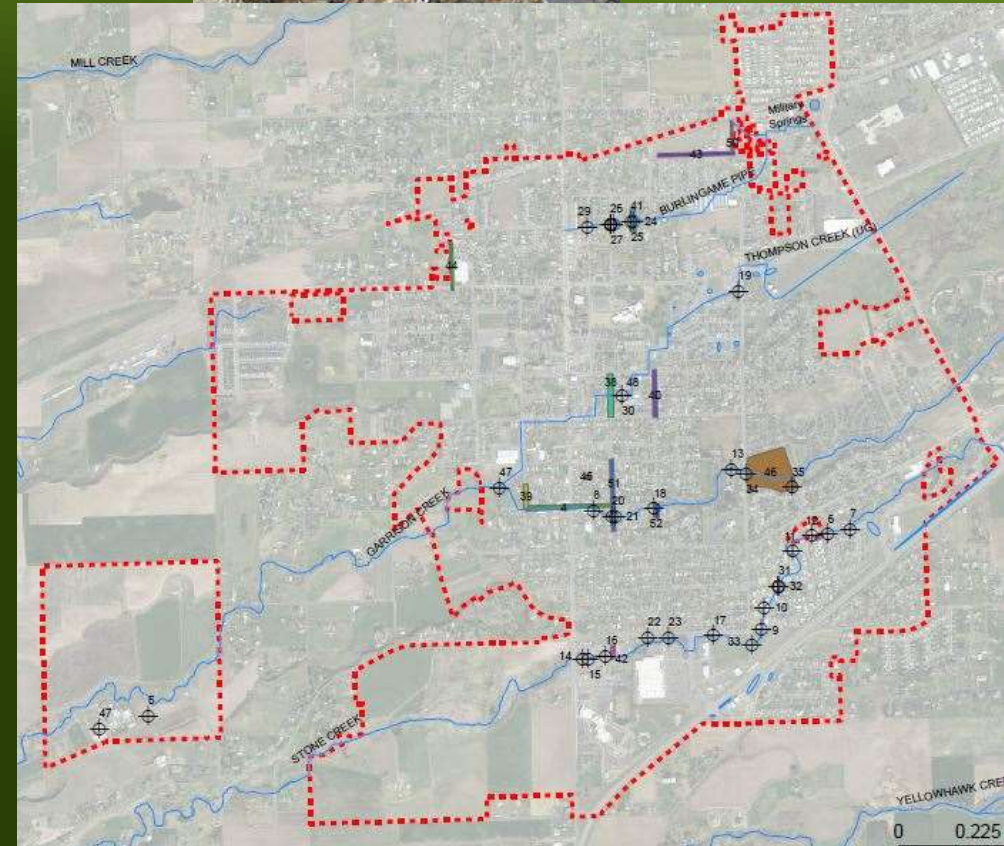


MUNICIPAL OUTFALL PROGRAM

- ▶ Need to replace various storm outfalls across the City that spills stormwater into natural water bodies so it complies with Federal and State National Pollutant Discharge Elimination System (NPDES) standards
- ▶ Prioritization: High (2020-Beyond)
- ▶ Funded 100% by Stormwater Utility
- ▶ \$20,000 cost per Outfall
- ▶ Locations
 - ▶ FY 2021 – Replace #34, Larch #35 Sentry, #13 Brentwood, #8 110 10th, and #34 882 SE Larch : \$100,000
 - ▶ FY 2022 – Replace outfall #48 at Public Works Yard: \$20,000
 - ▶ FY 2023 – Replace outfall #33 at SW 10th Street: \$20,000
 - ▶ FY 2024 – Replace outfall #19 769 Songbird Ln: \$20,000
 - ▶ FY 2025 – Replace outfall #26 and #27 221 NE Birch: \$40,000
 - ▶ FY 2026 – Replace outfall #15 and #7 1152 SE Falbo and 25 SE Cedar Bend: \$40,000
- ▶ Estimated Cost
 - ▶ **Total Cost: \$240,000 (FY 21-26)**

How do we pay for it?

- 100% - Stormwater Utility



NW DESTITO CT & EARL LN STORMWATER SYTEM RENOVATION

- ▶ NW Destito Ct off of NW Spagnuolo Loop
- ▶ NW Earl Lane
- ▶ Prioritization: High (2021-2022)
- ▶ Engineering currently underway by Anderson Perry
- ▶ When construction occurred a long time ago on Destito stormwater pipe got crushed. Now flooding occurs on NW Destito & NW Evans
- ▶ Funded by Stormwater Utility
- ▶ Estimated Cost
 - ▶ FY 2021: NW Destito Ct: \$100,000
 - ▶ FY 2022: NW Earl Ln: \$100,000
 - ▶ **Total: \$200,000**

How do we pay for it?

- 100% Stormwater Utility



SW BADE AVE (9TH TO 10TH)

- ▶ From 9th to 10th Street
- ▶ Prioritization: Medium(2022)
- ▶ Construct stormwater infrastructure to treat surface water draining to Garrison Creek.
- ▶ Funded by Stormwater Utility
- ▶ Estimated Cost
 - ▶ **FY 22: \$20,000**

How do we pay for it?

- 100% Stormwater Utility



STORM DECANT FACILITY

- ▶ Needed for new Stormwater Utility operations.
- ▶ Prioritization: High (2022)
- ▶ Appropriately dispose of liquid waste generated during street sweeping, catch basin clearing and maintenance, and pipe cleaning.
- ▶ Pursue State Department of Ecology, USDA Rural Development, and other grant sources.
- ▶ Storm Decant Facility: \$700,000
- ▶ Additional Public Works Yard improvements: \$20,000
- ▶ Estimated Cost
 - ▶ **FY 22: \$700,000**

How do we pay for it?

- 75% - State Ecology Grant
- 25% - City Stormwater Utility



NE SPITZENBERG STREET STORMWATER RETROFIT

- ▶ Identified in Stormwater Master Plan
- ▶ Prioritization: Low (2024)
- ▶ Retrofit for Stormwater Infrastructure along Spitzenberg from Cargill to Tulip.
- ▶ 50% Stormwater Utility and 50% Development Fees will pay for this.
- ▶ Estimated Cost
 - ▶ **FY 24: \$75,000**

How do we pay for it?

- 50% Stormwater Utility
- 50% Developer Fees

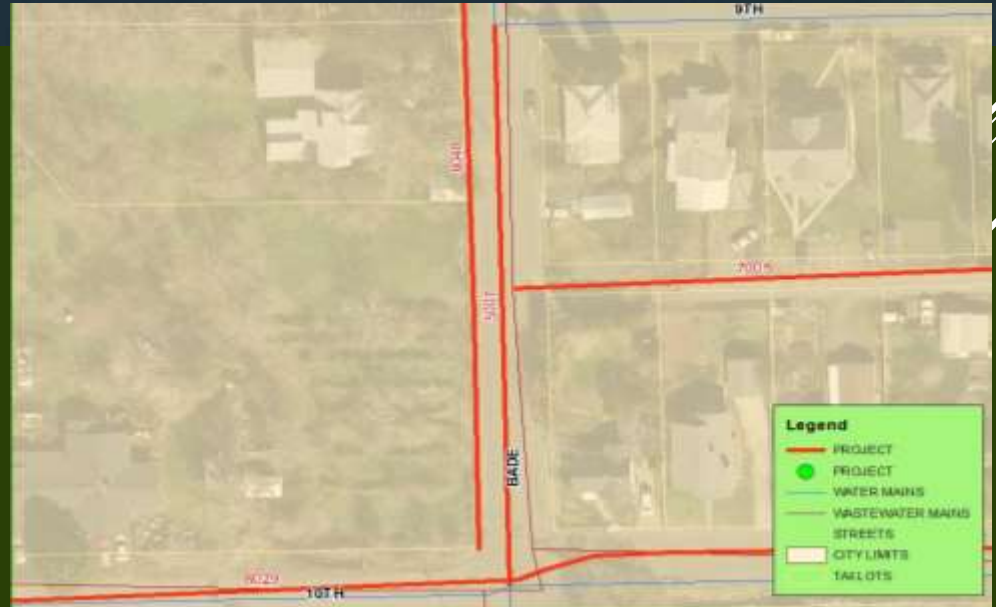


SE DATE AVE (10TH TO 11TH ST)

- ▶ From 10th to 11th Street
- ▶ Prioritization: Medium (2024)
- ▶ Improve stormwater infrastructure on city block so it can more properly treat runoff into Garrison Creek.
- ▶ Funded by Local Stormwater Utility.
- ▶ Estimated Cost
 - ▶ **FY 24: \$20,000**

How do we pay for it?

- 100% Stormwater Utility



REGIONAL STORMWATER FACILITY

- ▶ Location: Likely at City Wastewater Treatment Plant property.
- ▶ Prioritization: Medium (2026 to 2027)
- ▶ Regional stormwater detention facility is needed as many properties within Central College Place do not have storm facilities. This will only occur if we can get grant funding.
- ▶ Funded by Local Stormwater Utility & Grants.
- ▶ Estimated Cost
 - ▶ FY 26 (Engineering-Construction): \$3,000,000
 - ▶ FY 27 (Construction): \$3,000,000
 - ▶ **Total Cost: \$6,000,000**



How do we pay for it?

- 25% Stormwater Utility
- 25% Developer Fees
- 50% State Ecology Grant or Legislative Appropriation

D. STREET PROJECTS



ANNUAL CHIPSEAL PROJECT

- ▶ Annual project that extends life of road by about a decade.
- ▶ Priority: High (Annually)
- ▶ **Annual expense: Around \$60,000.00 Annually/Reet I**
- ▶ 2021
 - ▶ SW 13th Street
 - ▶ SW Bade Avenue (4th to 13th)
 - ▶ SW 11th Street
 - ▶ SW 10th Street
 - ▶ Sw Puff Lane
- ▶ 2022
 - ▶ Harvest Meadows Subdivision
 - ▶ Knapp Addition Subdivision
 - ▶ SE Bliss Lane
- ▶ 2023
 - ▶ SW 6th Street
 - ▶ Cedar Bend Subdivision
- ▶ 2024
 - ▶ SW 7th Street
 - ▶ SW 8th Street (College to Bade, Davis to Evans)
 - ▶ SW 9th Street
 - ▶ SW Evans Ave (6th to 8th)
 - ▶ SW Davis (6th to 8th)
 - ▶ Autumn Meadows Subdivision
 - ▶ Country Estates Subdivision
 - ▶ Sherburne Addition Subdivision
 - ▶ SW 10th Street (Birch to Date)
- ▶ 2025
 - ▶ Highland Park Subdivision
- ▶ 2026
 - ▶ NE C Street (Larch to Myra)
 - ▶ Larch Avenue (C Street to State Route 125)

How do we pay for it?

- 100% - REET



BLOCK RESURFACING PROGRAM

- ▶ Resurface one block of roadway per year. Preserves road for decade.
- ▶ Priority: Medium (Annually)
- ▶ **Annual expense: Around \$30,000 to \$35,000 Annually/Reet I**
- ▶ 2021
 - ▶ SE Mockingbird (Dove to Eagle Ln)
- ▶ 2022
 - ▶ SE Cotter Pl (12th to Dead End)
- ▶ 2023
 - ▶ SW 6th St (Davis to Evans)
- ▶ 2024
 - ▶ SE Elm St (5th to Dead End)
- ▶ 2025
 - ▶ SW 5th St (Bade to Dead End)
- ▶ 2026
 - ▶ SW Bade

How do we pay for it?

- 100% - REET



4BIKES PROJECT

- ▶ Fourth Street (College Ave to Davis St)
- ▶ Prioritization: High (2020 to 2021)
- ▶ Awarded Transportation Improvement Board Complete Street Grant (\$500,000)
- ▶ Extend cycle track and improve sidewalks on Fourth Street from College Ave to Davis St. Also, add pedestrian street lamps every 160 to 200 feet.
- ▶ Estimated Cost
 - ▶ **FY 21: \$600,000**

How do we pay for it?

- 83.3% - TIB Complete Street Grant
- 16.7% - Street Fund



MEADOWBROOK

- ▶ Meadowbrook: Lamperti to SR 125
- ▶ Prioritization: High (2021)
- ▶ Awarded State of Washington Transportation Improvement Board (TIB) Resurface Grant for Meadowbrook Blvd.
- ▶ Project paused due to State COVID-19 revenue shortfall
- ▶ Fix sidewalks not ADA Compliant
- ▶ Replace dead trees and fix irrigation
- ▶ No utility improvements needed
- ▶ Estimated Cost
 - ▶ **FY 21: \$313.560**

How do we pay for it?

- 89.5% - State TIB Arterial Preservation Grant
- 10.5% - City Streets (CE)



CP POST OFFICE CROSSWALK

- ▶ 500 S. College Avenue
- ▶ Prioritization: Medium (2021)
- ▶ Crosswalk improvements to include curb bump outs, Rapid Flashing Beacons, and more.
- ▶ Trying to obtain WSDOT Grant. Fallback is a MPO Grant.
- ▶ Estimated Cost
 - ▶ **FY 21: \$90,000**

How do we pay for it?

- 75.0% - WSDOT or MPO Grant
- 25.0% - City Streets (CE)



DOWNTOWN PARKING LOT

- ▶ College Avenue Corridor
- ▶ Prioritization: Low (2021-2022)
- ▶ Acquire land and construct parking lot to improve walkability and business climate of College Avenue.
- ▶ Will try to identify USDA Funds to do this.
- ▶ Estimated Cost
 - ▶ FY 2021 - \$200,000
 - ▶ FY 2022 - \$300,000
 - ▶ **Total - \$500,000**



How do we pay for it?

- 100.0% Federal USDA Economic Development and/or Federal EDA Grant Funds

CENTRAL COLLEGE PLACE SIDEWALK PROJECT

- ▶ Prioritization: High (2021), Medium (2022, 2024, 2026)
- ▶ Will pursue CDBG – General Purpose Grants to continue sidewalk work every biennium.
- ▶ Construction of six-foot wide sidewalk on one-side of roadway on following streets lacking any sidewalk.
 - ▶ Davis: Whitman Drive to 3rd Street.
 - ▶ Bade: 5th to 6th Street.
 - ▶ Bade: 7th to 10th Street.
 - ▶ 12th: College to Bade.
- ▶ Will pursue additional awards for sidewalk construction in 2021, 2023, and 2025 grant cycles for 2022 and 2024 construction.
- ▶ Need to acquire right-of-way for 2023 and 2025 projects.
- ▶ Awarded full CDBG General Purpose Grant
- ▶ Estimated Cost
 - ▶ **FY 2021: \$339,530**
 - ▶ **FY 2022: \$500,000**
 - ▶ **FY 2024: \$400,000**
 - ▶ **FY 2026: \$600,000**

How do we pay for it?

- 100% - State CDBG- General Purpose Grant



PEDESTRIAN SIGNALIZATION AT MYRA RD & GARRISON VILLAGE WAY

- ▶ Prioritization: Low (2022).
- ▶ Dependent upon either developer contribution or WSDOT Pedestrian Safety Grant.
- ▶ Much pedestrian activity between Villages at Garrison Creek development and Fort Walla Walla park.
- ▶ Myra Rd has ADT of about 15,000
- ▶ Estimated Cost
 - ▶ **FY 22: \$546,000**

How do we pay for it?

- 20% - City of Walla Walla
- 20% - City of College Place Streets
- 30% - Developer Contribution
- 30% - State Grant or HOA Partnership



SIGNALIZATION OF STONE CREEK DEVELOPMENT

- ▶ Prioritization: Medium (2022).
- ▶ Driven by development of Stone Creek Development.
- ▶ Developer contribution required.
- ▶ Two Stoplights needed for entryway into development and College Place High School.
- ▶ Estimated Cost
 - ▶ **FY 22: \$730,340 / \$365,170 per intersection**

How do we pay for it?

- 75% - Developer Impact Fee/Contributions
- 25% - City Streets Contribution



SE 9TH (COLLEGE TO DEAD END)

- ▶ Prioritization: Medium (2022)
- ▶ SE 9th Street: College Ave to Dead End
- ▶ Surface 0.06 miles of gravel/dirt roadway
- ▶ Limited right-of-way. No storm facilities.
- ▶ Fully dependent on Community Development Block Grant (CDBG) – General Purpose Grant.
- ▶ Only five properties have sole access from roadway.
- ▶ Estimated Cost
 - ▶ **FY 22: \$500,000**

How do we pay for it?

- 100% - State CDBG General Purpose Grant or
- Local LID



PUBLIC WORKS YARD UPGRADE.

- ▶ Prioritization: Medium (2022).
- ▶ Renovate buildings in Public Works Yard. Many structures in Public Works Yard date to late 1940's
- ▶ General renovation funds for Public Works Yard (\$400,000).
- ▶ Vintage gas heater needs to be replaced (\$21,989).
- ▶ Heat Pump Needs to be replaced (\$20,000).
- ▶ Need additional storage for sensitive equipment.
- ▶ Site never properly renovated.
- ▶ ESCO Opportunity
- ▶ Local funds only.
- ▶ Estimated Cost
 - ▶ **FY 22: \$441,389**

How do we pay for it?

- Ultimately in Facilities Maintenance Fund
- Transfers From:
- Streets/Current Expense: 20%
- Wastewater Utility: 40%
- Water Utility: 40%



12TH & LARCH INTERSECTION IMPROVEMENT.

- ▶ Prioritization: Medium (2023).
- ▶ Convert 12th & Larch to either a roundabout or a stoplight as recommended in State Community Economic Revitalization Board funded Study from 2018.
- ▶ Eligible for TIB, State, and Federal Grants.
- ▶ Estimated Cost
 - ▶ **FY 23: \$1,600,000**

How do we pay for it?

- 50% - WSDOT Grant or MPO Grant
- 50% - City Street Fund (CE), Debt or Loan, and Partnerships



CONTINUATION OF PEDESTRIAN LIGHTING ON ROSE STREET.

- ▶ Prioritization: Low – Grant dependent (2023).
- ▶ Qualifies for Transportation Improvement Board Complete Street Grant.
- ▶ Continue pedestrian lighting on Rose Street from Ash to Carey Ct.
- ▶ Encourage business development in corridor.
- ▶ Would only happen if obtained grant to cover majority of project.
- ▶ Eligible for TIB and State Grants.
- ▶ Estimated Cost
 - ▶ **FY 23: \$350,000**

How do we pay for it?

- 100%- State Grants (TIB UAP & Complete Streets



WHITMAN & LARCH

- ▶ Prioritization: High (2021) Four rwy stop
Prioritization: Medium (2025) Stop Sign
Intersection currently functions as two-way stop. Larch is thru intersection.
- ▶ CERB Planning Grant recommended immediate conversion to four-way stop. By 2025 stoplight recommended.
- ▶ Looking at developer contributions, local funds, and TIB for improvements.
- ▶ Estimated Cost
 - ▶ **FY 21: \$10,000 (Developer Contribution)**
 - ▶ **FY 25: \$304,163**

How do we pay for it?

- 40% Developer Fees
- 40% State CERB Construction Grant
- 20% City Street Improvement Fund



WHITMAN DR IMPROVEMENTS

- ▶ Prioritization: Low (2026).
- ▶ Only ½ street improvements done in 2010.
- ▶ Finish north side with curb, gutter, storm, and new pavement.
- ▶ This project will become critical as Martin Airfield is still in the City's urban growth area and development may occur out their.
- ▶ Academy Way to western City Limit by Martin Airfield. Eligible for TIB, State, and Federal Grants.
- ▶ Convert Whitman Drive & Academy Way to Four Way Stop Sign.
- ▶ Estimated Cost
 - ▶ **FY 26: \$986,654.00**

How do we pay for it?

- 50% - Developer Impact Fee/Contributions
- 50% - State TIB Grant/UAP



WHITMAN DR MULTIUSE PATH COMPLETION

- ▶ Prioritization: Low (2026)
- ▶ Whitman Drive Multiuse Path now exists continuously for four miles from Fort Walla Walla to Whitman Monument except for a two city block gap.
- ▶ **Estimated Total Cost FY 26: \$80,000**
 - ▶ 100% Metro Planning Agency STP or State RCO Trail Grant Funds
- ▶ Six foot wide multiuse path would be installed on south side of roadway between intersection of Davis and 609 SE Whitman Drive.

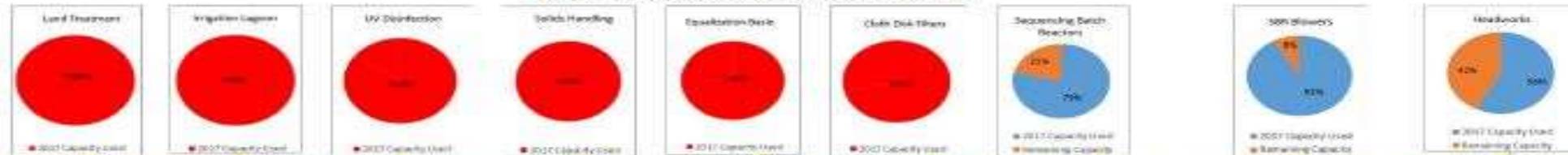
How do we pay for it?

- 100% Metro Planning Agency STP or State RCO Grant Funds



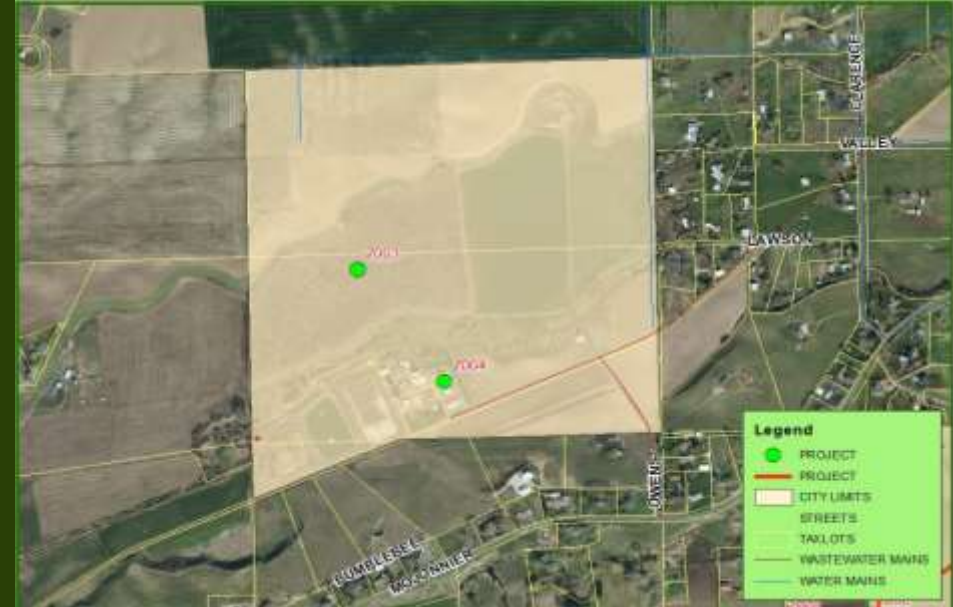
E. WASTEWATER PROJECTS

Figure 5-26 - Existing System Capacity Summary



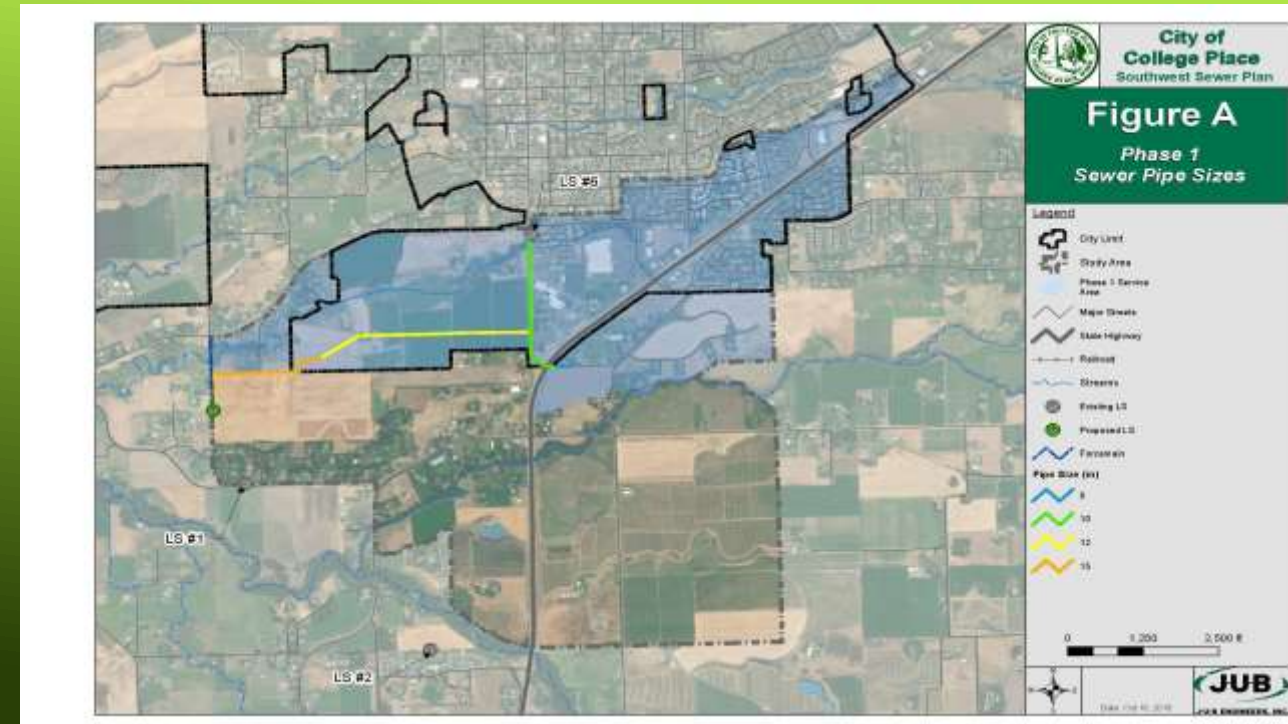
WASTEWATER TREATMENT PLANT IMPROVEMENTS – PHASE I

- ▶ Prioritization: High (2018 thru 2023)
- ▶ Project Location: Owens Rd & Mojonnier.
- ▶ Improvements needed to satisfy new NPDES Permit.
- ▶ Lots of Improvements needed.
- ▶ In negotiations with the State we are able to delay a number of improvements with a larger land treatment/basin area.
- ▶ In 2019 acquired 80 acres for land treatment/basin by State Department of Natural Resources adjacent to site.
- ▶ In 2019 also awarded State Loan of \$2,500,000 for design with \$600,000 principal forgiveness.
- ▶ Funded by Combination of utility rates, Legislative Appropriation, Department of Ecology, and USDA – Rural Development.
- ▶ Estimated Cost
 - ▶ FY 21: Engineering - \$500,000
 - ▶ FY 22: ESCO Mechanical Headworks and Rearation/Cooling: \$1,890,000
 - ▶ FY 23: Land Treatment: \$17,900,000
 - ▶ **Total WWTP: \$20,290,000**



SOUTHWEST COLLEGE PLACE WASTEWATER TRUNK LINE & LIFT STATION

- ▶ Prioritization: High (2021)
- ▶ Project Location: Trunk line will traverse Mike McKiernan/Craig Christenson property from College Ave to property the City acquired for a lift station on Charlie Konen property adjacent to Teal Rd near our wastewater line that comes from Valle Lindo development.
- ▶ Acquired five acres of Konen property for lift station placement in FY 2019.
- ▶ Needed to adequately convey wastewater and provide needed system capacity from Commercial Dr area, Meadowbrook, Future Stone Creek Development.
- ▶ Significant economic development opportunity.
- ▶ Trunk line made up of 10" and 12" segments.
- ▶ Regional lift station development.
- ▶ Engineering in FY 2019-2020 is funded by City Wastewater Fund.
- ▶ USDA Grant/Loan, State Ecology, Port, and Utility Funds pay for project.
- ▶ Estimated Cost
 - ▶ **FY 2021: \$7,587,097**



How do we pay for it?

- 5.3% - County/Port 0.09 Grant Funds
- 65.9% - USDA Grant/Loan
- 15.8% - State Ecology Grant/Loan
- 13.0% - Wastewater Utility

NEIGHBORHOOD SEWER LINING PROGRAM

- ▶ Prioritization: High
- ▶ Project Location:
 - ▶ FY 2021: SE 12th & Broadway
 - ▶ FY 2022: SE Birch (4th to 6th)
 - ▶ FY 2023: Rose/C/Ash
 - ▶ FY 2024: SE 10th & Bade/College B
 - ▶ FY 2025: Alley of 8th & 9th/Cotter/11th
 - ▶ FY 2026: Dewey Dr
- ▶ Decayed wastewater main that needs to be lined.
- ▶ Funded by Wastewater Utility
- ▶ Estimated Cost
 - ▶ FY 2021 – FY 2023: \$100,000 per year
 - ▶ FY 2024 to FY 2026: \$200,000 per year

How do we pay for it?

- 100% - Wastewater Utility



F. WATER PROJECTS



WELL NO# 2. RELOCATION

- ▶ Prioritization: High (2018 - 2021)
- ▶ Project Location: City-owned land on west side of Maple St, south of Whitman Dr.
- ▶ Replacement well for a failing one near 6th & Elm.
- ▶ Drilling and Pump Test Complete.
- ▶ Constructing well pump house. Mechanical equipment.
- ▶ Funded by Legislative Appropriation, DWSRF Grant Dollars, Water Bond, and Water Utility.
- ▶ Will be complete by end of Summer 2021
- ▶ Potential solar array adjacent to facility if can land grant funding (\$300,000)
- ▶ Remaining estimated Cost
 - ▶ **FY 21-22: \$2,986,000.00**

How do we pay for it?

- 30% Legislative Appropriation (Secured)
- 70% DWSRF State Dept of Ecology Grant/Loan (Secured)



WATER MAIN REPLACEMENT – 12TH, SKY, & MOUNTAINVIEW

- ▶ Prioritization: High (2021)
- ▶ Project Location: Alley between 12th & Mountainview from Broadway to Sky.
- ▶ Replace decayed water line.
- ▶ Funded by Water Utility.
- ▶ Estimated Cost (Engineering & Construction)
 - ▶ **FY 21: Total: \$200,000**

How do we pay for it?

- 100% - Water Utility



SOUTHWEST REGION WATER STORAGE TANK

- ▶ Prioritization: High (2022-2023)
- ▶ Project Location: Location and storage capacity to be determined as Water System Plan is completed in FY 2020.
- ▶ Water storage tank needed to serve southwest section of community as development occurs and to achieve the goal of having 48 hours of potable water storage on hand in the community.
- ▶ Funded by Water Utility and Developer Contribution.
- ▶ Cost
 - ▶ FY 22 –Engineering: \$200,000
 - ▶ FY 23 –Construction: \$2,000,000
 - ▶ **Total: \$2,200,000**

How do we pay for it?

- 30% - Water Fund
- 70% - Developer Contribution



WATER MAIN REPLACEMENT – 6TH (COLLEGE TO DATE)

- ▶ Prioritization: High (2022)
- ▶ Project Location: 6th St from College Ave to Date St.
- ▶ Replace decayed water line.
- ▶ Funded by Water Utility.
- ▶ Estimated Cost
 - ▶ **FY 22: \$150,000**

How do we pay for it?

- 100% - Water Utility or Debt/Loan



WELL NO# 7 DEVELOPMENT

- ▶ Prioritization: High (2024)
- ▶ Project Location: To be determined by Water System Plan completed in 2020.
- ▶ Engineering & Construction in 2024.
- ▶ City needs additional wells to increase resiliency and be able to meet peak demand at geographically dispersed areas of town.
- ▶ Cost.
 - ▶ Engineering \$500,000
 - ▶ Construction \$3,000,000
 - ▶ **FY 2024 Total: \$3,500,000**



How do we pay for it?

- 40% State Grant/Loan Assistance DWSRF
- 20% Legislative Appropriation Request
- 20% Developer contribution
- 20% Water Fund

REPAINT CENTRAL COLLEGE PLACE WATER TOWER

- ▶ Prioritization: High (2025)
- ▶ Project Location: Public Works Yard located between Birch, Date, 4th, and 6th.
- ▶ Elevated water tank dates back to 1949.
- ▶ Central water tower is due for repainting. Higher cost since exterior paint is lead-based so will need to encase painting work in plastic.
- ▶ Water tower also needs to be seismically retrofitted and have overflow sized to current standards.
- ▶ Water utility will cover repainting cost.
- ▶ FEMA BRIC Grant we are pursuing to cover all of the overflow and seismic retrofit work.
- ▶ **FY 2025: FEMA Grant Request: \$600,000**
- ▶ **FY 2025: Water Utility: \$600,000**
- ▶ **Total: \$1,200,000**

How do we pay for it?

- 50% FEMA BRIC Grant
- 50% Water Utility

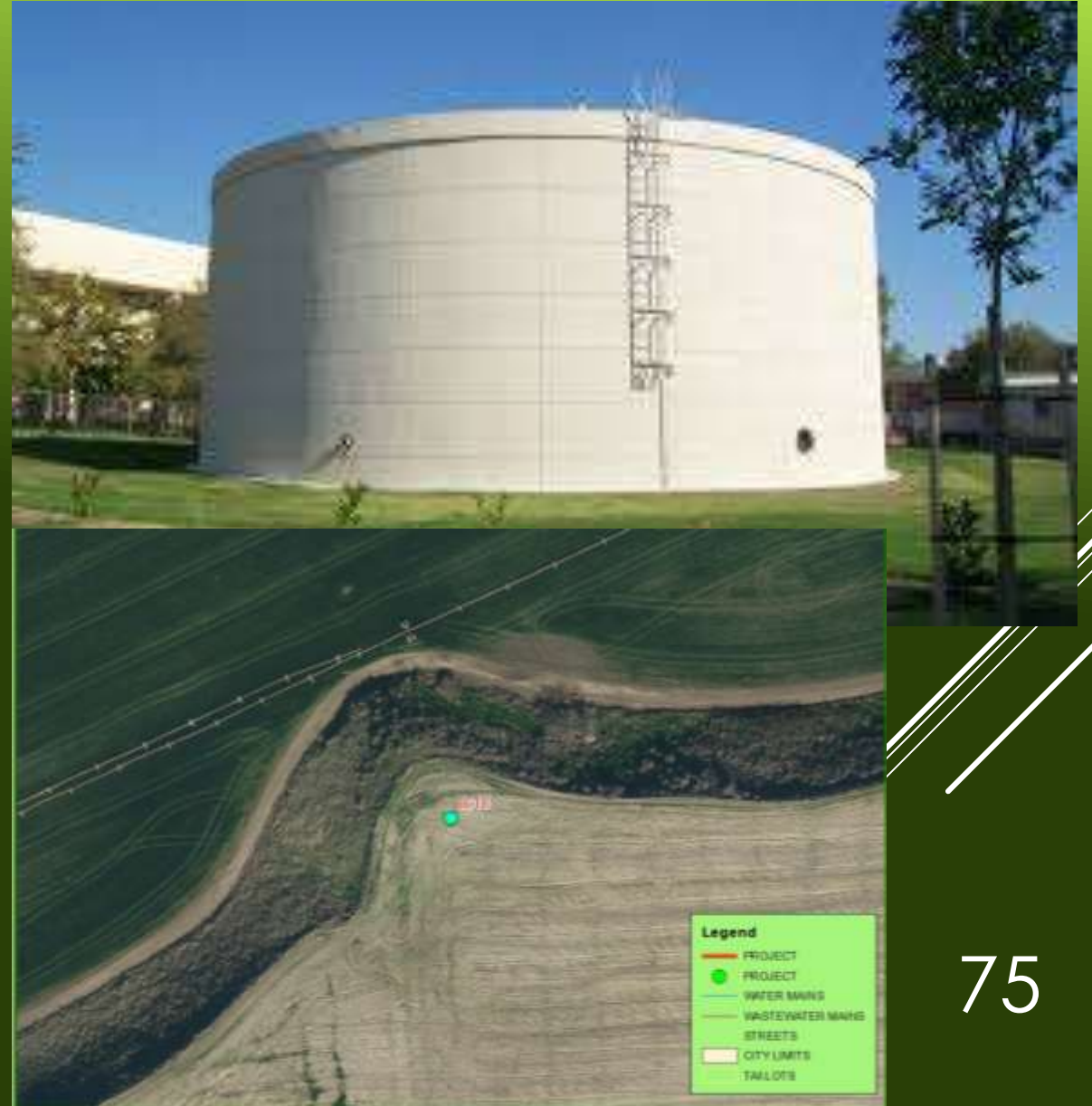


MARTIN AIRFIELD AREA WATER STORAGE

- ▶ Prioritization: High (2026)
- ▶ Project Location: This storage site will be sited near Martin Airfield UGA area as/if development occurs.
- ▶ Water storage tank needed to serve west section of community as development occurs and will solely be driven by development in Martin Airfield UGA.
- ▶ Funded Developer Contribution.
- ▶ Cost
 - ▶ **FY 2026: Total: \$2,000,000**

How do we pay for it?

- 100% Developer Contribution



XV. TABLE OF ACRONYMS

- ▶ ADA: Americans with Disabilities Act
- ▶ AMI: Advanced Metering Infrastructure
- ▶ AMR: Automated Metering Infrastructure
- ▶ CDBG: Community Development Block Grant
- ▶ EDA: Economic Development Administration
- ▶ DNR: Department of Natural Resources
- ▶ LID: Local Improvement District
- ▶ LTGO: Limited Tax General Obligation
- ▶ PVC: Polyvinyl Chloride
- ▶ RCO: Recreation and Conservation Office
- ▶ REET: Real Estate Excise Taxes
- ▶ SR: State Route
- ▶ SRTS: Safe Routes to School
- ▶ TIB: Transportation Improvement Board
- ▶ UGA: Urban Growth Area
- ▶ WSDOT: Washington State Department of Transportation
- ▶ WSRB: Washington Survey and Rating Bureau
- ▶ WWTP: Wastewater Treatment Plant



City of College Place: Capital Facility Plan (2021 to 2026) * Many projects subject to availability of grant dollars & future development*														
Name of Project	Project ID	Prioritization	Project Location	Project Description	Status	Year Budgete	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total Project Cost	How is project funded?
Administration/Community Development														
Cty Hall Sallyport/Former Jail Area Renovation	1008	High	City Hall	Police Sallyport to move to Police Department. Renovate area to additional	Planned	2022		\$ 460,000.00					\$ 460,000.00	Facility Maintenance Reserve (funded by CE)
City Hall Conference Room Furnishings	1013	Medium	City Hall	Replace City Council Conference Room Furnishings	Planned	2022		\$ 20,000.00					\$ 20,000.00	Facility Maintenance Reserve (funded by CE)
City Hall Restroom Renovation	1015	Medium	City Hall	Replace tile, stalls, fixtures, counterlights, paint-two public, three staff.	Planned	2023			\$ 40,000.00				\$ 40,000.00	Facility Maintenance Reserve (funded by CE)
City Hall Exterior Paint	1017	Low	City Hall	Paint exterior & replace gutters.	Planned	2023			\$ 12,000.00				\$ 12,000.00	Facilities Maintenance Reserve (funded by CE)
City Hall Parking Lot (East End Improvements)	1014	Low	City Hall	Patch, sealcoat, stripe, move dumpster, remove fence, parking stops, ADA ramp to City Hall. Also finish landscaping around City Hall and PD. Also, underground power to charging stations and remove power pole.	Planned	2024				\$ 80,000.00			\$ 80,000.00	Facility Maintenance Reserve (funded by CE)
Total: Administration/Community Development							\$ -	\$ 480,000.00	\$ 52,000.00	\$ 80,000.00	\$ -	\$ -	\$ 612,000.00	
Fire Department														
Regional Fire Training Tower Contribution	2016	High	City of WW	City 1/3 share contribution prorated over five years for replacement fire training tower. Current one isn't safe to do controlled burns in.	Budgeted	2021	\$ 50,300.00	\$ 50,300.00	\$ 50,300.00	\$ 50,300.00	\$ 50,300.00		\$ 251,500.00	Facility Maintenance Reserve (funded by CE)
Replace Exterior Staircase on East Side of Building.	2017	Medium	Fire Station	Replace Exterior Staircase on East side of Building.	Budgeted	2021	\$ 30,000.00						\$ 30,000.00	Facility Maintenance Reserve (funded by CE)
Facility (Fire HVAC)	2002	Medium - ESCO Performance Contracting Potential	Fire Station	Rebuild ext. Loop circulation pump and PM int. loop	Budgeted	2021	\$ 15,000.00						\$ 15,000.00	Facility Maintenance Reserve (funded by CE)
Renovate Dorm Rooms	2018	Medium	Fire Station	Renovate Dorm Rooms.	Planned	2022		\$ 25,000.00					\$ 25,000.00	Facility Maintenance Reserve (funded by CE)
Water Source Heat Pump Replacement	2010	Medium	Fire Station	Replace 9 Carrier Water Source Heat Pumps.	Planned	2022		\$ 90,000.00					\$ 90,000.00	Facility Maintenance Reserve (funded by CE)
Moline Gas Heater Replacement	2011	Medium - ESCO Performance	Fire Station	Replace Moline Gas Heater 75K BTU HR Unit	Planned	2024				\$ 10,000.00			\$ 10,000.00	Facility Maintenance Reserve (funded by CE)
Gas Furnace 75000 BTU HR	2012	Medium - ESCO Performance Contracting Potential	Fire Station	Replace Gas Furnace 7500 BTU HR Carrier Unit.	Planned	2024				\$ 13,450.00			\$ 13,450.00	Facility Maintenance Reserve (funded by CE)
Hot Water Pump 2 HP	2013	Low - ESCO Performance Contracting Potential	Fire Station	Replace Baldor Hot Water Pump 2 HP	Planned	2025					\$ 2,000.00		\$ 2,000.00	Facility Maintenance Reserve (funded by CE)
Total: Fire Department							\$ 95,300.00	\$ 165,300.00	\$ 50,300.00	\$ 73,750.00	\$ 52,300.00	\$ -	\$ 436,950.00	
Police Department														
Police Department: RTU Package 3 Ton Heater/Chiller	3011	Medium - ESCO Performance Contracting	Police Department	Replace 3 Ton RTU Package Unit Heater/Chiller on roof rated "F" on south side of building. North side chiller failed	Budgeted	2021	\$ 15,000.00						\$ 15,000.00	Facility Maintenance Reserve (funded by CE)
Replace 50 Gallon Water Heater	3012	Medium - ESCO Performance Contracting Potential	Police Department	Replace 50 Gallon Water Heater	Planned	2022		\$ 3,000.00					\$ 3,000.00	Facility Maintenance Reserve (funded by CE)
Police Department Renovation	3010	Low	Police Department	Renovate Police Department	Planned	2023			\$ 500,000.00				\$ 500,000.00	Facility Maintenance Reserve (funded by CE)
Total: Police Department							\$ 15,000.00	\$ 3,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 518,000.00	

Public Works Department - Parks														
Lions Park Renovation	4001	High - But dependent upon grant dollars.	Lions Park	Dredge and reconstruct pond and Garrison Creek channel, eliminate point source pollution of storm water facility into pond. Includes irrigation plans. Engineering will be done the first half of FY 2021. Construction will be the last half of FY 2021 into FY 2022	Budgeted	2018	\$ 2,000,000.00	\$ 500,000.00					\$ 2,500,000.00	50% RCO, 30% Reet II, 20% Foundational Support (Sherwood, Blue Mountain, Lions Club, Rotary, Exchange, etc)
Harvest Meadows Park Improvements	4005	Medium	Harvest Meadows Park	Improvements include a welcome sign and picnic shelter as identified in the 2018 Park Master Plan.	Planned	2022		\$ 25,000.00					\$ 25,000.00	100% REET II Funds
Veterans Park at Homestead	4004	Low	Homestead Ave south of 4th Street	Addition of more play equipment and restroom in Park.	Planned	2022		\$ 60,000.00					\$ 60,000.00	100% Developer Fees
Park Development at McKiernan/Christianson Site	4003	Low	SW of College Ave & Mojonnier St	Per development standards, parkland will need to be donated to City for development. Will cooperate with State RCO, College Place School District, and developer for quality regional park.	Planned	2023			\$ 2,000,000.00				\$ 2,000,000.00	15% REET 2, 25% RCO, 50% Developer Fees, 10% Collaboration with College Place School District
Total: Public Works Department - Parks							\$ 2,000,000.00	\$ 585,000.00	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ 4,585,000.00	
Public Works Department - Stormwater														
Outfall Replacement Program	5012	High	801 S. Larch Street	2021 - Outfalls #34 882 Larch, #35 Sentry, #13 Brentwood, #8 110 10th, #34 882 SE Larch 2022 - CIP 48 PW Yard 2023 - CIP 33 Bade and 10th 2024 - CIP 19 769 Songbird 2025 - CIP 26 and 27 221 NE Birch 2026 - CIP 15 and 7 1152 SE Falbo and 25 SE Cedar Band	Budgeted	2021	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00	\$ 240,000.00	100% Stormwater Utility.
Destito & Earl Ln Stormwater Retrofit	5013	High	NW Destito Ct, NW Earl Ln	Stormwater pipe is crushed at end of Destito Ct which leads to residential flooding. Middle of Earl Ln floods as well. Engineering being done in 2020. Implementation needs to occur immediately. Anderson Perry just revized cost estimate due to new Ecology rules. \$100,000 per project site.	Budgeted	2021	\$ 100,000.00	\$ 100,000.00					\$ 200,000.00	100% Stormwater Utility
SE Birch (4th to 6th)	5006	Medium	SE Birch (4th to 6th)	Stormwater Improvements from 4th to 6th at Birch.	Planned	2022		\$ 20,000.00					\$ 20,000.00	100% Stormwater Utility.
SW Bade Avenue (9th to 10th)	5007	Medium	SW Bade from 10th to 11th.	Stormwater improvements along Bade from 9th to 10th.	Planned	2022		\$ 20,000.00					\$ 20,000.00	100% Stormwater Utility.
Public Works Yard Stormwater Improvements.	6032	Medium	Middle of block between 4th, 6th, Birch, and Date.	Stormwater improvements at Public Works Yard.	Planned	2022		\$ 20,000.00					\$ 20,000.00	100% Stormwater Utility
Street Waste Decant Facility	5003	High - But dependent upon grant dollars.	Public Works Yard	Construction of a street waste decant facility.	Planned	2022		\$ 700,000.00					\$ 700,000.00	75% State Ecology Grant, 25% Stormwater Utility.
SW Mojonnier Rd (College to Clarence)	6022	High	SW Mojonnier (College to Clarence)	Stormwater infrastructure for SW Mojonnier .	Planned	2023			\$ 1,488,675.00				\$ 1,488,675.00	70% Developer Fees, 20% WWV MPO STB Grant, 10% Street Improvement Fund.
SE 12th Street (College to Larch)	6010	High	SE 12th (College to Larch)	Replace storm infrastructure on 12th from College to Larch.	Planned	2023			\$ 628,813.68				\$ 628,813.68	100% Transportation Improvement Board Grant.

SW 10th Street Retrofit (College to Bade)	5005	High	SW 10th from College to Bade.	Reconstruct 10th to include stormwater infrastructure to filter water into Garrison Creek.	Planned	2024				\$ 219,451.98			\$ 219,451.98	100% Move around money. Hardship money will cover staffing. Move freed up money to this project. (Freed up money via Stormwater Capacity Hardship Grant)
NE Spitzenberg Street Stormwater Retrofit	5008	Low	NE Spitzenberg from Cargill to Tulip Ln	Retrofit to include stormwater infrastructure along Spitzenberg from Cargill to Tulip.	Planned	2024				\$ 75,000.00			\$ 75,000.00	50% Developer Fees ; 50% Stormwater Utility
SE Date Ave (10th to 11th)	5018	Medium	SE Date (10th to 11th)	Stormwater Retrofit on SE Date from 10th to 11th.	Planned	2024				\$ 20,000.00			\$ 20,000.00	100% Stormwater Utility.
SE 12th Street (Larch to Myra)	6039	High	SE 12th (Larch to Myra)	Replace storm infrastructure on 12th from Larch Avenue to Myra.	Planned	2025					\$ 890,068.52		\$ 890,068.52	100% Transportation Improvement Board Grant.
NE Cedar Ave Storm Improvements	6007	High	NE Cedar from A to C Street	Stormwater Improvements along corridor.	Planned	2026						\$ 250,000.00	\$ 250,000.00	100% Hardship Grant Redirect or Legislative Appropriation.
Regional Stormwater Facility	5011	Medium - Dependent on grant dollars.	For Garrison Creek Watershed likely a section of the College Place Wastewater Treatment Plant property.	Construction of a regional stormwater detention facility to serve areas of College Place without proper detention areas. This facility would likely be located on the Wastewater Treatment Plant property and would act as the primary detention for sections of College Place that feed into the Garrison Creek Watershed. Revized pricing is from the Regional Stormwater Facility Technical Memo by Parametrix from October 2019. Work will begin in 2026. Total cost is around \$6 million with construction estimated to begin in 2026.	Planned	2026						\$ 3,000,000.00	\$ 3,000,000.00	25% Stormwater Utility, 25% Developer Impact Fees, 50% State Ecology Grant or Legislative Appropriation
Total: Public Works Department - Stormwater							\$ 200,000.00	\$ 880,000.00	\$ 2,137,488.68	\$ 334,451.98	\$ 930,068.52	\$ 3,290,000.00	\$ 7,772,009.18	
Public Works Department - Streets														
4Bikes Project (Fourth - College to Academy, Academy - Whitman to 4th)	6029	High - Obtained TIB Complete Street Grant	4th - College Avenue to Academy Way Academy Way - 4th Street to Whitman Drive.	Continuance of cycle track on Fourth Street from Davis Street to College Avenue. Pedestrian streetlamps every 200 feet: Fourth St - College Avenue to Academy Way, Academy Way - Whitman Drive to Fourth Street.	Budgeted	2021	\$ 600,000.00						\$ 600,000.00	Awarded Transportation Improvement Board Complete Street Grant (\$500,000). Remaining funds from Street Improvement Fund. Project to be tracked in the Economic Development Fund 330.
SE Meadowbrook Grind and Overlay	6027	High - But dependent upon grant dollars.	SE Meadowbrook between Lamperti and SR 125.	Grind and overlay SE Meadowbrook between Lamperti and SR 125 and Lamperti from Larch to College Ave. This project is dependent on a grant from th Transportation Improvement Board.	Budgeted	2021	\$ 313,560.00						\$ 313,560.00	TIB funding 90% of work through street resurfacing grant.
Installation of stop signs at Whitman/Larch.	6044	High - Developer Contribution	Whitman Drive & Larch	Installation of solar flashing stop signs on Larch at Whitman Intersection.	Budgeted	2021	\$ 10,000.00						\$ 10,000.00	100% Villages at Fort WW Developer Contribution

Safewalk College Place	6048	High - 2021 / Medium - 2022, 2024, and 2026	- Bade:5th to 6th - Bade:7th to 10th - Davis: Whitman to 3rd - 12th:College to Bade. - 2022 2nd and 8th 2024 B Street 2026 1st and 3rd between Academy and Davis	Install six-foot wide sidewalk on one side of road. Dependent on obtaining a Community Development Block Grant: General Purpose.	Budgeted for 2021 Iteration, Grant Dependent for Future Years	2021	\$ 339,530.00	\$ 500,000.00		\$ 400,000.00		\$ 600,000.00	\$ 1,839,530.00	100% CDBG General Purpose Grant Funds and easement donation from Walla Walla University. Fund 309
Crosswalk Improvements in front of CP Post Office	6058	Medium	500 S. College Avenue	Crosswalk improvements to include curb bump outs, Rapid Flashing Beacons, and more.	Planned	2021	\$ 90,000.00						\$ 90,000.00	Trying to pursue WSDOT Ped Grant. May go to MPO for funds. Likely 25% local match from Street Fund.
Chipseal Program	6018	Medium	Bade (4th to 13th), SW 11th, SW 10th, and SW Puff Ln - 2022: Harvest Meadows, Knapp Addition, SE Bliss Ln - 2023: SW 6th, Cedar Bend Subdivision, SW 7th, SW 8th (College to Bade) (Davis to Evans), SW 9th, SW Evans (6th to 8th), SW Davis (6th to 8th) - 2024: Autumn Meadows Subdivision, Country Estates Subdivision, Sherburne Addition, SW 10th (Birch to Date) - 2025: Highland Park Subdivision - 2026: NE C Street (Larch to Myra), Larch (C Street to SR 125)	Planned annual chip seal program	Budgeted	2021	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 360,000.00	100% REET 1 Fund
Block Resurfacing Program	6059	Medium	- 2021: Mockingbird (Dove to Eagle Ln) - 2022: Cotter Pl (12th to Dead End - 2023: 6th (Davis to Evans) - 2024: Elm Ave (5th to Dead End) - 2025: 5th St (Bade to Dead End) - 2026: Bade (4th to 6th)	Resurface a block of deteriorated roadway every other year. Provides a ten year fix.	Budgeted	2021	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 195,000.00	100% REET 1 Fund

CP Downtown Parking Lot Project	6059	Low	Center of Block bordered by 8th, 6th, College, and Bade.	Construct parking lot to encourage a dense mixed-use downtown that is walkable.	Planned	2021	\$ 200,000.00	\$ 300,000.00					\$ 500,000.00	100 % Going after USDA Economic Development Grant Funds.
Mojonnier Rd Reconstruction (Bluvue Ln to College Ave)	6036	Low - Dependent on future development.	Mojonnier Rd from Grandview to College Ave	Reconstruction of Mojonnier Rd from Bluvue Ct to College Ave. Engineering (2021 to 2022 with MPO STP Grant Money) Construction in 2023.	Planned	2021	\$ 711,000.00		\$ 4,168,290.00				\$ 4,879,290.00	70% Developer Fees, 20% MPO STP Funds , 10% Street Improvement Fund.
Pedestrian signalization at Myra Rd & Garrison Village Way	6054	Low - Dependent on WSDOT Grant and Developers	Myra Rd at Garrison Village Way	Pedestrian crossing beacon with pedestrian refuge island so folks can get to Fort Walla Walla.	Planned	2022		\$ 546,000.00					\$ 546,000.00	Likely Scenario: 20% City of WW, 20% City of CP Street Fund, 30% Developer Contrib, 30% State Grant
Birch St (4th to 6th)	5004	Medium	Birch Street from 4th to 6th.	Reconstruct Birch Street from 4th to 6th.	Planned	2022		\$ 150,000.00					\$ 150,000.00	100% Street Improvement Fund
Stone Creek Development Intersection Signalization on College Ave by CPHS	6035	Medium - Dependent on future development.	College Avenue, south side of College Place High School.	Installation of signals at College Ave and arterial for the Stone Creek Development.	Planned	2022		\$ 365,170.00					\$ 365,170.00	This will be primarily funded by development impact fees. 25% city match likely through Street Fund.
Stone Creek Development Intersection Signalization II on College Avenue by CPHS	6059	Medium - Dependent on future development.	College Avenue, near CPHS	Installation of signals.	Planned	2022		\$ 365,170.00					\$ 365,170.00	This will be primarily funded by development impact fees. 25% local match likely through Street Fund.
9th Street	6044	Medium - Dependent on CDBG Grant Funds.	9th (College Ave to Alleyway)	Convert gravel road to pavement with curb and gutter.	Planned	2022		\$ 500,000.00					\$ 500,000.00	100 % Street Improvement Fund via CDBG - General Purpose Grant, LID, or State Grant.
Vintage Gas HeaterReplacement at Public Works Yard.	6050	Medium - Energy Savings ESCO	Public Works Yard	Replace vintage gas heater.	Planned	2022		\$ 21,989.00					\$ 21,989.00	100% Facility Maintenance Fund.
Heat Pump at Public Works Shop	6056	Medium	Public Works Yard	Replace Heat Pump	Planned	2022		\$ 20,000.00					\$ 20,000.00	100% Facility Maintenance Fund.
Public Works Yard Upgrade	6032	Medium	218 SE 4th St	Upgrade Public Works Yard. New pavement between buildings and gas pumps. General renovation work.	Planned	2022		\$ 400,000.00					\$ 400,000.00	100% Facility Reserve Fund.
Rose Street Lighting	6014	Low	Rose Street from College Ave to Lambert Ave	Rose Ornamental Pedestrian Street Lights	Planned	2023			\$ 350,000.00				\$ 350,000.00	100% Transportation Improvement Board Complete Street Grant.
SE 12th Street (College to Larch)	6010	High - Dependent on grant funds.	SE 12th Street from College to Larch	Street grind and overlay with water and sewer improvements on SE 12th Street from College to Larch.	Planned.	2023			\$ 2,229,430.32				\$ 2,229,430.32	90% TIB or MPO Funding, 10% Street Improvement Fund.
12th & Larch Intersection	6011	Medium	The 12th and Larch Avenue intersection.	Identify, design and construct preferred intersection configuration.	Planned.	2023			\$ 1,600,000.00				\$ 1,600,000.00	50 % Local (City) funds from Street Improvement Fund (funded by the street fund) with 50% WSDOT or MPO Grant.
SW 10th Street Retrofit (College to Bade)	5005	High	SW 10th from College to Bade.	Reconstruction of 10th from College to Dead End.	Planned	2024				\$ 778,057.02			\$ 778,057.02	100% Stormwater Utility via offset from Stormwater Capacity Grant. .
Birch St (2nd to 4th)	6045	Medium	Birch Street from 2nd to 4th.	Reconstruct Birch Street from 2nd to 4th to include curb and gutter.	Planned	2024				\$ 100,000.00			\$ 100,000.00	100% Street Improvement Fund/REET.
SE 12th Street (Larch to Myra)	6039	Dependent on grant funds.	SE 12th Street from Larch to Myra Rd.	Reconstruction of 12th Street from Myra Rd to Larch Ave.	Planned	2025					\$ 3,155,697.48		\$ 3,155,697.48	90% TIB or MPO Funding, 10% Street Improvement Fund.
Larch & Whitman Intersection	6015	Medium	Larch & Whitman Intersection	Intersections need to be improved for safe traffic.	Planned	2025					\$ 304,163.00		\$ 304,163.00	40% Developer Impact Fees, 40% CERB Construction Grant, 20% Street Improvement Fund

SE Sky Ave (12th to Scenic View)	6024	Medium	SE Sky Ave from 12th Street to Scenic View Drive.	Corridor reconstruction on SE Sky Ave from 12th Street to Scenic View Drive to include streets, sidewalks, water and sewer improvements.	Planned	2026							\$ 502,580.00	\$ 502,580.00	100% Street Improvement Fund (funded by the Street Fund), REET, Water Capital Reserve Fund, Wastewater Capital Reserve Fund
NE Cedar Avenue ("A" to "C" Street)	6007	Medium	NE Cedar Avenue from "A" to "C" Street	Resurface Cedar Avenue	Planned	2026							\$ 358,520.76	\$ 358,520.76	100% Legislative Appropriation
SE Dewey Dr	6022	Medium	SE Dewey Drive.	Full street and sidewalk reconstruction on Dewey Drive to include water and sewer improvements.	Planned.	2026							\$ 678,483.00	\$ 678,483.00	100% Street Improvement Fund
Whitman Dr Reconstruction	6043	Low - Dependent on future development.	Whitman Drive & Maple Ave	Reconstruct roadway from Academy Way to Martin Airfield to Arterial Standards. Also, includes conversion of Academy & Whitman intersection to four way stop.	Planned	2026							\$ 986,654.00	\$ 986,654.00	50% Developer Fees; 50% State TIB or Public Works Trust Fund Grants
Whitman Dr Multiuse Path Completion	4007	Low	Whitman Drive between Evans and Academy.	Assemble right of way to complete gap in multi-use path between Evans and Academy Way.	Planned	2026							\$ 80,000.00	\$ 80,000.00	100% MPO STP Funds and/or State RCO
Total: Public Works Department - Streets							\$ 2,354,090.00	\$ 3,258,329.00	\$ 8,437,720.32	\$ 1,373,057.02	\$ 3,554,860.48	\$ 3,301,237.76	\$ 22,279,294.58		
Public Works Department - Wastewater															
WWTP Improvements - Implementation Phase 1:	7004	High - Mandated by our Wastewater Permit, also dependent on grants.	WWTP - 501 Owens Rd	WWTP Wastewater Treatment Plant Improvements: - 2022: Headworks \$1,740,000 - 2022: Rearation and Cooling: \$150,000 - 2023: Land Treatment: \$17.9 Million	Budgeted	2018	\$ 500,000.00	\$ 1,890,000.00	\$ 17,900,000.00				\$ 20,290,000.00		20% Wastewater Capital Reserve; 40% Department of Ecology Grant/Loan; 40% Legislative Appropriation.
Southwest College Place Trunkline and Lift Station	7008	High	SW Lamperti/College Ave	Contribution to construct new lift station and trunk line better serving Southwest College Place. Expecting about \$250,000 remaining in Engineering Costs. Remainder covered by Private Developer/LID/etc.	Budgeted	2018	\$ 7,587,097.00						\$ 7,587,097.00		5.3% Port .09 Grant, 65.9% USDA RD, 15.8% Ecology Funds, 13% City WW Funds
Neighborhood Sewer Lining	7016	High	Across Community.	Line sewer to maintain structural integrity. - 2021: SE 12th & Broadway Lining - 2022: SE Birch (4th to 6th) Lining - 2023: Rose/C/Ash Lining - 2024: SE 10th & Bade Lining/College & B - 2025: Alley of 8th & 9th/Cotter & 11th - 2026: Dewey Drive	Budgeted	2018	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 900,000.00		100% Wastewater Capital Reserve Fund.
12th Street Wastewater Replacement Project	6010	Medium	12th Street from College to Larch.	Wastewater replacement project below 12th Street project.	Planned	2023			\$ 270,742.00				\$ 270,742.00		100% Wastewater Capital Reserve Fund.
NE Cedar Ave Wastewater Replacement Project	6007	High - Dependent on grant funds.	Cedar Ave from C to A Streets	Line Sewer of NE Cedar Avenue from A to C Street.	Planned	2024				\$ 80,010.00			\$ 80,010.00		100% Legislative Appropriation
12th Street Wastewater Replacement Project (Date to Myra)	6039	Medium	12th Street from Myra Rd to Larch St	Wastewater Replacement Project under 12th Street project.	Planned.	2025					\$ 401,745.00		\$ 401,745.00		100% Wastewater Capital Reserve Fund.
Sky Ave Wastewater Replacement Project	6024	Medium	Sky Ave from 12th to ScenicView	Wastewater replacement project below Sky Ave project.	Planned	2026						\$ 61,649.00	\$ 61,649.00		100% Wastewater Capital Reserve Fund.
Total: Public Works Department - Wastewater							\$ 8,187,097.00	\$ 1,990,000.00	\$ 18,270,742.00	\$ 280,010.00	\$ 601,745.00	\$ 261,649.00	\$ 29,591,243.00		
Public Works Department - Water															

Well No. 2 Relocation	8001	High	Whitman Drive & Maple Ave	Reconstruction of new well shaft and well-house and installation of pump, motor, controls, and appurtenant equipment and facilities to replace Well No. 2; decommissioning of existing Well No. 2. The goal is to have this well operational by end of Summer 2021. High end estimate is by Paul Cross at RH2	Budgeted	2017	\$ 243,000.00	\$ 2,850,000.00					\$ 3,093,000.00	State Legislative Appropriation and 20-year, 1%, 50% forgiveable DWSRF Loan
Sky & 12 Water Main Replacements	8007	Medium	Sky Avenue and Alley of 12th & Mt View	Replace existing steel water main and services	Budgeted	2020	\$ 200,000.00						\$ 200,000.00	100% Water Capital Fund
Whitman Maple Solar Array	8019	Low	Whitman & Maple Drive	The City will continue to look for grant funding to construct a solar array adjacent to Well #6. We will only pursue this project if it is grant funded.	Planned	2021	\$ 300,000.00						\$ 300,000.00	100% either Pacific Power Blue Sky, CREA, or State Department of Commerce Funding
SW region Water Storage Tank	8016	High	Around Stone Creek D	Engineering and development of 500,000 water storage tank to serve Southwest region of town.	Planned	2023			\$ 2,200,000.00				\$ 2,200,000.00	30% Water Capital Reserve Fund, 70% Developer Fees
6th St Water - College to Date	8011	High	6th between College	Replace water main and services	Planned	2022		\$ 150,000.00					\$ 150,000.00	100% Water Capital Reserve Fund.
SE 12th St (College to Larch) Water Infrastructure Replacement Project	6010	Medium - Dependent on Grant Funds	SE 12th Street from College to Larch Ave.	Replace water infrastructure under SE 12th St project.	Planned	2023			\$ 617,381.00				\$ 617,381.00	100% Water Capital Reserve Fund.
Well #7 Development	8017	High	Southwest College Place.	Develop a fourth well to depend on.	Planned	2024				\$ 3,500,000.00			\$ 3,500,000.00	20% Water Capital Reserve Fund, 20% Legislative Appropriation, 20% Developer Fees, 40% DWSRF
SW 10th Street Retrofit (College to Larch)	5005	High	SW 10th from College	Replace water main and services on SW 10th from College to Dead End.	Planned	2024				\$ 236,643.00			\$ 236,643.00	100% Water Capital Reserve Fund.
Birch Ave Water - 2nd to 4th	8009	High	Birch between 2nd & 4th	Replace water main & services	Planned	2024				\$ 140,000.00			\$ 140,000.00	100% Water Capital Reserve Fund.
SE 12th St (Larch to Myra) Water Infrastructure Replacement Project	6039	Medium - Dependent on grant funds.	SE 12th Street from Myra Rd to Larch Ave.	Replacemen water infrastructure under SE 12th St project from Date to Myra Rd.	Planned	2025					\$ 916,113.00		\$ 916,113.00	100% Water Capital Reserve Fund.
Steel (500,000 Gallon) Tower Repaint	8019	High	Water Tank in Public Works Yard	Elevated water tower from 1947 needs to be repainted. Also, pursing FEMA Resiliency Grant to conduct seismic upgrades,	Planned	2025					\$ 1,200,000.00		\$ 1,200,000.00	50% Water Capital Reserve Fund, 50% FEMA Bric Grant
SE Sky Ave Water Infrastructure Replacement Project	6024	Medium	SE Sky Ave from 12th to SE Scenic View Dr.	Replace water infrastructure below Sky Ave project.	Planned	2026						\$ 140,850.00	\$ 140,850.00	100 % Water Capital Reserve Fund
NE Cedar Ave Water Infrastructure Replacement Project	6007	High - Dependent on Ave funds.	NE Cedar Avenue from "A" to "C" Street	Replace water infrastructure below Cedar Ave project.	Planned	2026						\$ 149,917.00	\$ 149,917.00	100% Legislative Appropriation
Dewey Drive Water	6022	High	Dewey Drive	Replace Water main & services	Planned	2026						\$ 189,783.00	\$ 189,783.00	100% Water Capital Reserve Fund.
West Martin Airfield Area Water Storage Tank	8018	High	Martin Airfield Area	Engineering and development of 500,000 water storage tank to serve far Western region of College Place around Martin Airfield.	Planned	2026						\$ 2,000,000.00	\$ 2,000,000.00	100% Developer Fees
Total: Public Works Department - Water							\$ 743,000.00	\$ 3,000,000.00	\$ 2,817,381.00	\$ 3,876,643.00	\$ 2,116,113.00	\$ 2,480,550.00	\$ 15,033,687.00	
Grand Total: All Capital Facility Projects							\$ 13,594,487.00	\$ 10,361,629.00	\$ 34,265,632.00	\$ 6,017,912.00	\$ 7,255,087.00	\$ 9,333,436.76	\$ 80,828,183.76	

City of College Place, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE CAPITAL FACILITY PLANS FOR THE YEARS 2021 THROUGH 2026

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010;

WHEREAS, the City formed a Capital Facility Technical Team which has assembled the proposed Capital Facility Plan of the City of College Place. It consists of capital improvements for years 2021 through 2026 identifying the proposed locations and capacities of expanded or new capital and a plan to finance such improvements within projected funding capacities (the “Six-Year Citywide Capital Facility Program” or “CFP”); and

WHEREAS, the City previously adopted the Six-Year Street Program (RCW 35.77.010) on June 23rd, 2020 by Council Resolution 20-025, and that program is incorporated into the CFP; and

WHEREAS, the College Place City Council held a public hearing on the 2020 to 2025 Capital Facility Plan on November 24th, 2020; and

WHEREAS, six-year Equipment Replacement and Information Technology plans are not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Capital Facility Planning documents have been posted on the city budget portal website: http://www.cpwa.us/departments/finance/budget_2021.php

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS

Section 1. Ordinance No. _____ which adopts the 2021 to 2026 Capital Facility, Plan as shown in Exhibit 2 attached to this Ordinance.

Section 2. City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Capital Facility Plan.

Section 3: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 8th day of December, 2020.

Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl, City Clerk

Approved as to form:

Rea Culwell, City Attorney



FISCAL YEAR 2021 TO 2026 EQUIPMENT REPLACEMENT PLAN



FY 2021 TO 2026 EQUIPMENT REPLACEMENT PLAN



City of College Place: 625 S. College Ave, Phone: 509-529-1200, Website: www.cpwa.us

City Council

- Norma Hernandez, Mayor
- Jerry Bobbitt, Council Position #1
- Michael Cleveland, Council Position #2
- Marge Nyhagen, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Selby, Council Position #5
- Heather Scherrmann, Council Position #6
- Byron Trop, Council Position #7

ER&R Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- DaShari Cinnamon, Deputy Finance Director
- Paul Hartwig, Public Works Director
- Jeff Goodson, Fleet Manager
- Troy Tomaras, Police Chief
- David Winter, Fire Chief

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II. WHAT IS AN EQUIPMENT REPLACEMENT PLAN?

- A six-year plan of replacements for vehicles and other types of operational equipment over a value of \$5,000
- City working toward funding depreciation on equipment. Still short on some items (ex: Fire Truck replacement)
- Across ALL departments.



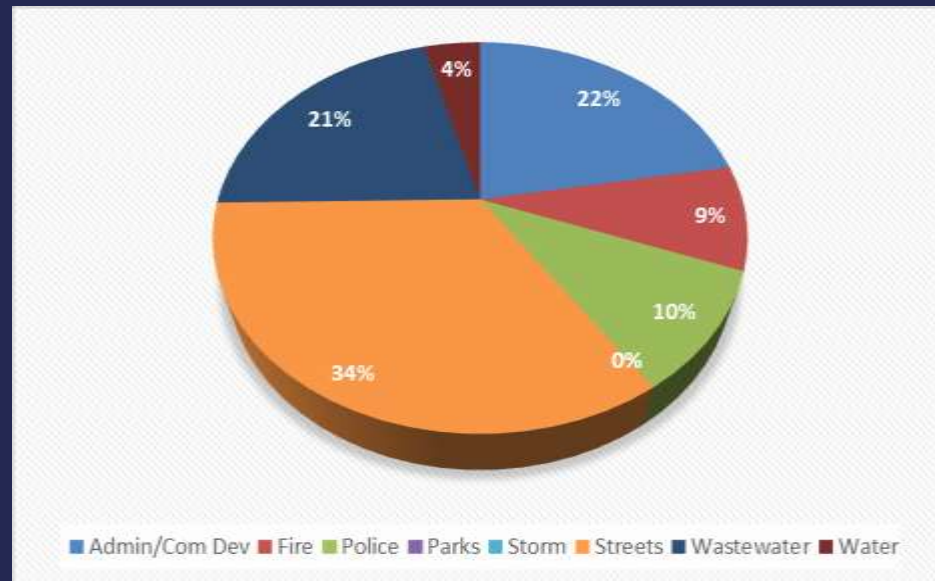
III. COMPLETED FY 2020 EQUIPMENT REPLACEMENTS

Completed Equipment Replacement Plan: FY 2020		
Name	Department	Cost
Travel Vehicle	Administration	\$ 30,000.00
Turnout Replacement	Fire	\$ 12,000.00
Vehicle #WT3021 Water Tender Replacement	Fire	\$ 150,000.00
SCBA Replacement	Police	\$ 25,000.00
Vehicle #804 - Radar Trailer	Police	\$ 27,744.00
Police Officer Vehicle Leasing (Six Dodge Chargers)	Police	\$ 63,455.28
Weapons Replacement	Police	\$ 18,000.00
Vehicle #303 Park Pickup	Storm	\$ 240,000.00
Vehicle #524 Spray Trailer	Streets	\$ 7,000.00
Jacobs Contract Addendum for Wastewater Treatment Plant Equipment	Wastewater	\$ 191,000.00
Vehicle #614 Water Flatbed	Water	\$ 45,000.00
Vehicle #533 Dump Truck	Water	\$ 100,000.00
Total		\$ 909,199.28

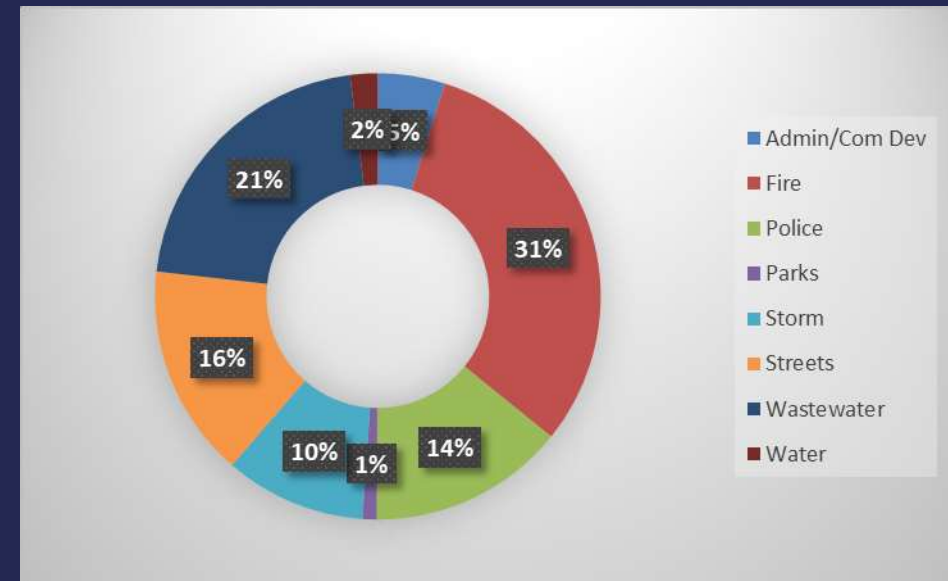


IV. EQUIPMENT REPLACEMENT PLAN SUMMARY

Fiscal Year 2021

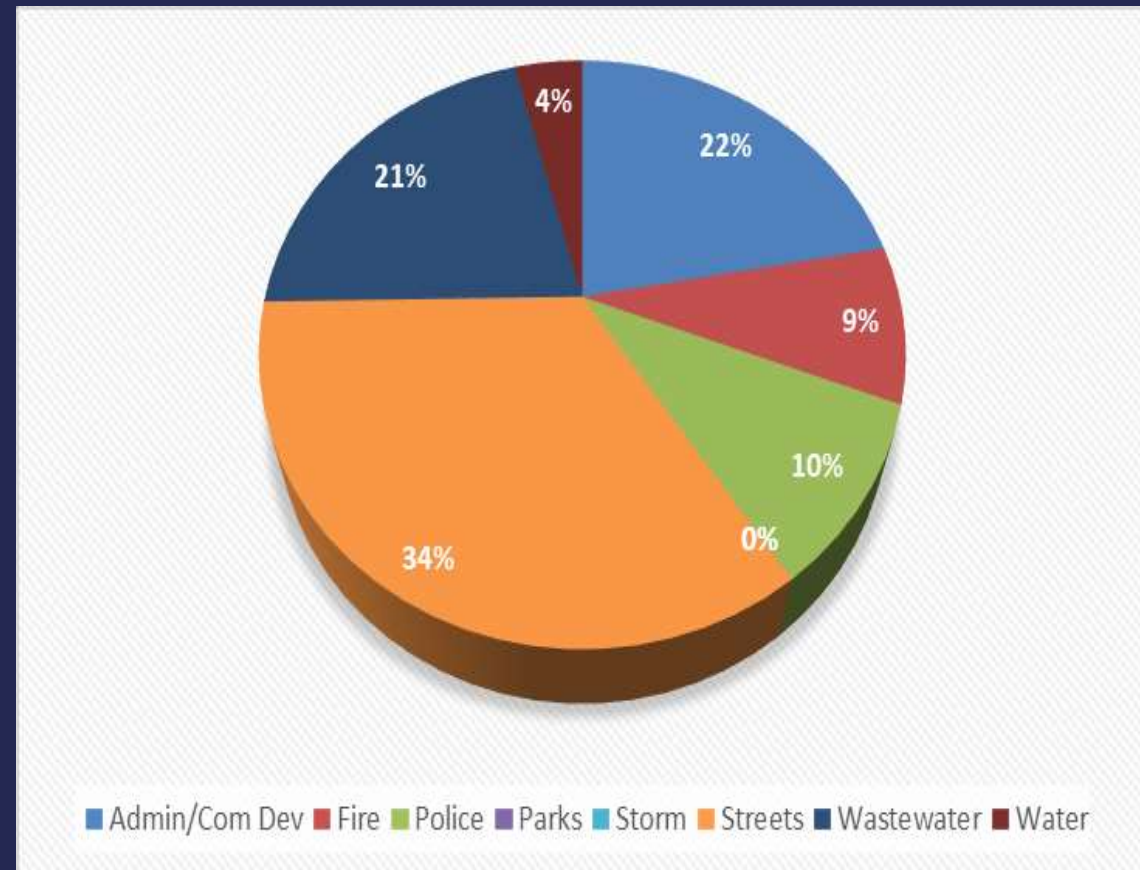


Fiscal Years 2021 to 2026



V. EQUIPMENT REPLACEMENT PLAN SUMMARY: FISCAL YEAR 2021

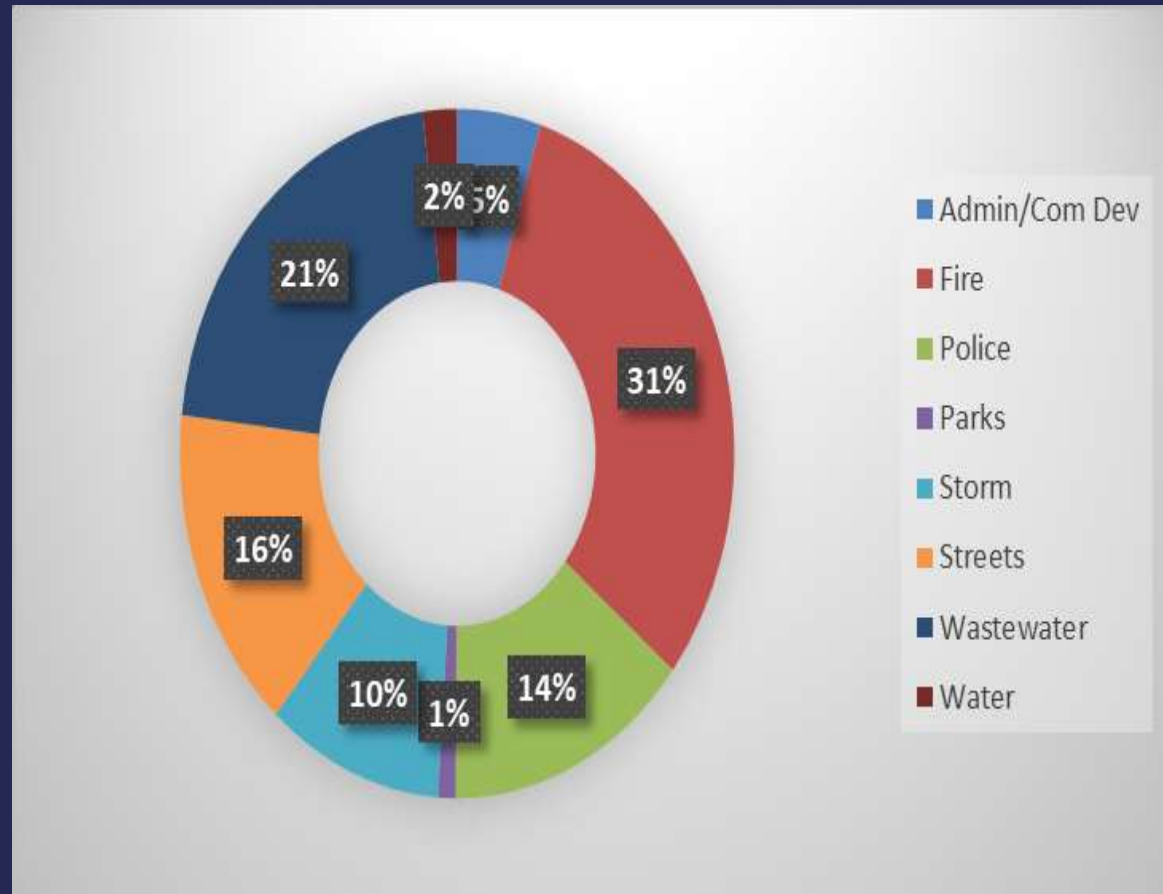
Equipment Replacement Plan: FY 2021	
Department	Total
Admin/Com Dev	\$ 200,000.00
Fire	\$ 77,744.00
Police	\$ 89,520.32
Parks	\$ -
Storm	\$ -
Streets	\$ 307,000.00
Wastewater	\$ 191,000.00
Water	\$ 37,000.00
Total	\$ 902,264.32



VI. EQUIPMENT REPLACEMENT PLAN

SUMMARY: FISCAL YEAR 2021 TO 2026

Equipment Replacement Plan: FY 2021 to 2026	
Department	Total
Admin/Com Dev	\$ 270,000.00
Fire	\$ 1,713,720.00
Police	\$ 790,943.04
Parks	\$ 57,000.00
Storm	\$ 567,000.00
Streets	\$ 855,000.00
Wastewater	\$ 1,175,034.88
Water	\$ 111,000.00
Total	\$ 5,539,697.92



VII. PRIORITIZATION EXPLANATION

- Priority established to determine importance of equipment replacement.
- Three ratings: High, Medium, and Low.
- High: Equipment Replacement must happen. Needed for safe city operations or to maintain city insurance/fire insurance ratings. Equipment is at the end of its useful life.
- Medium: Equipment Replacement needed if fiscal capacity allows. Equipment is nearing the end of its useful life or is at the end of its useful life but not used daily. Will be prioritized if receive grant or outside financial resources.
- Low: Equipment not prioritized for replacement immediately unless the City identifies grant funding directly applicable for equipment.



VIII. EQUIPMENT REPLACEMENTS



A. ADMINISTRATION/COMMUNITY DEVELOPMENT

- Equipment needs for the operations of Administration, Finance, Community Development, and general City Hall Operations.
- Replacement emergency backup generator properly sized for electrical load of City Hall structure.
 - FY 2021: Engineering/Acquisition of Generator - \$200,000
 - FY 2026: Replace Vehicles #803 & 804 in Building Department - \$35,000 a piece/\$70,000 total
 - Estimated Total: \$270,000



B. FIRE DEPARTMENT

- Equipment needed for operations of the Fire Suppression/Basic Life Support Ambulance functions of the City.
- Replacement Turnouts: \$12,000 Annually.
- Replace SCBA's thru 2025: \$27,744 Annually.
- FY 2021
 - Replace Fire Marshall Vehicle (Lease): \$9,000
 - Replace Fire Captain Vehicle (Lease) : \$9,000
- FY 2022
 - Replace Vehicle #Eo61 Brush Truck: \$125,000
 - Replace Vehicle #A3021 Ambulance: \$250,000
- FY 2023
 - Replace Vehicle #E3012 Fire Truck: \$500,000
- FY 2024
 - Replace Vehicle #R3041 2000 Ambulance: \$250,000
- **Six Year Estimated Total: \$318,720**



C. POLICE DEPARTMENT

- Equipment needed for operations of the Police, Code Enforcement, and Animal Control functions of the City.
- Police vehicle leasing replacement program in effect.
- Six new vehicles delivered in FY 2019 (Dodge Chargers).
- FY 2021:
 - Taser Replacement: \$17,000 a year for three years
- FY 2021 through 2022
 - Cost of \$72,520.32 annually for the six new Police vehicles plus replacement vehicle for Police Chief.
- FY 2023 through 2026
 - Six more replacement vehicles get ordered in 2023. With that annual cost of leases is \$135,975.60 for fourteen (14) vehicles.
- **Six Year Estimated Total: \$739,943.04**



D. PUBLIC WORKS: PARKS DIVISION

- Equipment needed for operations of the park maintenance functions of the City.
- FY 2022
 - Replace Park Pickup Vehicle #303: \$37,000.
- FY 2025
 - Replace lawn mower: \$20,000.
- **Six Year Estimated Total: \$57,000**



E. PUBLIC WORKS: STORMWATER DIVISION

- Equipment needed for operations of the stormwater functions of the City.
- FY 2022
 - Replace Vehicle #901/#701 (Old Wastewater Treatment Plant Vector): \$295,000.
- FY 2023
 - Replace Vehicle #910 Ford F550 Utility Truck: \$37,000
 - Replace Vehicle #920 Ford E450 Box Van: \$200,000
 - Replace Vehicle #970 2014 Ford Explorer: \$35,000
- **Total Estimated Cost: \$567,000.00**



F. PUBLIC WORKS: STREETS DIVISION

- Equipment needed for operations of the street functions of the City.
- FY 2021:
 - Acquire Special Enforcement Vehicle from PD: \$10,000
 - Replace Ford Super Duty Stellar Truck: \$75,000.
 - Replace Vehicle #509 1976 Grader: \$160,000.
 - Replace Vehicle #510 Utility Truck: \$57,000
- FY 2022:
 - Replacement Flusher: \$250,000.
- FY 2023:
 - Replace Vehicle #504 Chevrolet 1500 Pick Up: \$37,000.
- FY 2024:
 - Replace Vehicle #547 Walton 20,000 Tilt Trailer: \$20,000.
- FY 2025:
 - Replace Vehicle #503 Dynapac Roller: \$80,000.
 - Replace Vehicle #507 Bucket Truck: \$150,000.
- FY 2026
 - Replace Vehicle #211 Shop Air Compressor: \$11,000.
- **Total Estimated Cost: \$850,000.00.**



G. PUBLIC WORKS: WASTEWATER DIVISION

- Equipment needed for operations of the wastewater treatment plant and collection system functions of the City.
- Wastewater Treatment Plant (WWTP) operations contracted out to Jacobs Group.
- Jacobs Group provided us with a number to shift wastewater equipment replacement to them starting in FY 2020: \$191,000 in FY 2020 additional for all inclusive equipment including vactor.
- 1% inflationary factor for this contract built into Equipment Replacement Plan year-to-year.



H. PUBLIC WORKS: WATER DIVISION

- Equipment needed for operations of the water treatment and distribution functions of the City.
- FY 2020:
 - Replace flatbed: \$45,000.
 - Replace Dump Truck: \$100,000.
- FY 2021:
 - New Vehicle #603 Pickup: \$37,000.
- FY 2023:
 - Replacement Vehicle #610 Van : \$37,000.
 - Replacement Vehicle #601 Utility Truck: \$37,000.
- **Total estimated cost: \$111,000.**



2021 TO 2026 EQUIPMENT REPLACEMENT PLAN

City of College Place: Equipment Replacent Plan (FY 2021 to 2026) (\$5,000 ER&R Threshold)													
Name of Project	Project ID	Prioritization	Project Description	Status	First Year Budgeted	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total Project Cost	How is project funded?
Administration/Community Development													
City Hall Generator	1009	Medium	Replacement emergency backup generator for City Hall.	Budgeted	2021	\$ 200,000.00						\$ 200,000.00	Facilities Maintenance Reserve Fund (funded by CE)
Replace Vehicle #803 2011- Ford Escape	1020	Low	Replace Vehicle #803 2011 - Ford Escape Building Department	Planned	2026						\$ 35,000.00	\$ 35,000.00	Equipment Replacement Fund
Replace Vehicle #804 2011 - Ford Escape	1021	Low	Replace Vehicle #803 2011 - Ford Escape Building Department	Planned	2026						\$ 35,000.00	\$ 35,000.00	Equipment Replacement Fund
Total: Administration/Community Development						\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 270,000.00	
Fire Department													
Turnouts	2001	High	Annual replacement of turnouts/ \$12,000 a year	Budgeted	Perpetual	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 72,000.00	Current Expense (Fire Budget)
Vehicle #UT303 Fire Marshall Vehicle Replacement	2009	High	New vehicle for Fire Marshal (Lease)	Budgeted	2021	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 54,000.00	Equipment Replacement Fund
SCBA Replacement	2006	High	These are the breathing air packs for firefighters they have a 15 year life.	Budgeted	2021	\$ 27,744.00	\$ 27,744.00	\$ 27,744.00	\$ 27,744.00	\$ 27,744.00		\$ 138,720.00	Current Expense (Fire Budget) and Grants
Vehicle #304 - Fire Captain's Truck (Lease)	2009	High	New pickup for Fire Dept Captain	Budgeted	2021	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 54,000.00	Equipment Replacement Fund
Wildland Fire Truck	2016	Medium	Replacement Wildland Fire Truck.	Budgeted	2021	\$ 20,000.00						\$ 20,000.00	Equipment Replacement (From Wildland Mobilization)
Vehicle E061 Brush Truck	2015	Medium	Replace 1985 Chevrolet K3500 - MOB Brush Truck	Planned	2022		\$ 125,000.00					\$ 125,000.00	Equipment Replacement Fund
Vehicle #A3021 Ambulance Replacement	2014	Medium	Replace 2001 Ford E450/Road Rescue Ambulance	Planned	2022		\$ 250,000.00					\$ 250,000.00	Equipment Replacement Fund
Vehicle #E3012 - Fire Truck Replacement	2007	Medium	Replace #E3012 Fire Truck	Planned	2023			\$ 750,000.00				\$ 750,000.00	Equipment Replacement Fund (Will ask WWU for assistance if want ladder)
Replace #R3041 2000 Ambulance	2013	Medium	Replace 2000 Wheeled Coach Box/Chevrolet 4500 Rescue Van	Planned	2024				\$ 250,000.00			\$ 250,000.00	Equipment Replacement Fund
Total: Fire Department						\$ 77,744.00	\$ 432,744.00	\$ 807,744.00	\$ 307,744.00	\$ 57,744.00	\$ 30,000.00	\$ 1,713,720.00	
Police Department													
Police Vehicle Leasing Program	3005	High	Police Vehicle Leasing Program. (#401, #402, #406, #408, #410, #412, #414, and #431 Dodge Chargers picked up in 2019 and will be switched out in 2025. Replace #400 2013 Ford Sedan Interceptor and #411 Ford Escape Hybrid in 2021. Replace #407, #409, #413, #415, #416, #471, and #472 2014/2015 used State Patrol Ford Interectors in 2023	Budgeted	2019	\$ 72,520.32	\$ 72,520.32	\$ 135,975.60	\$ 135,975.60	\$ 135,975.60	\$ 135,975.60	\$ 688,943.04	Equipment Replacement Fund
Taser Replacement	3006	High	Tasers need to be replaced as they are now out of warrantee.	Budgeted	2021	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 102,000.00	Criminal Justice Fund
Total: Police Department						\$ 89,520.32	\$ 89,520.32	\$ 152,975.60	\$ 152,975.60	\$ 152,975.60	\$ 152,975.60	\$ 790,943.04	
Public Works Department - Parks													
Vehicle #303 - Park Pickup	4004	Low	Replace #303 2007 Chevrolet Flat Bed Pick Up	Budgeted	2022		\$ 37,000.00					\$ 37,000.00	Equipment Replacement Fund

Lawn Mower	4005	Medium	Replacement lawn mower.	Planned	2025						\$	20,000.00		\$	20,000.00	Equipment Replacement Fund				
Total: Public Works Department - Parks						\$	-	\$	37,000.00	\$	-	\$	-	\$	20,000.00	\$	-	\$	57,000.00	
Public Works Department - Stormwater																				
Replace Vehicle #901/#701	5006	High	Replace Vehicle #901/#701 1999 Serco Vactor/Jetter Sewer Truck	Planned	2022			\$	295,000.00						\$	295,000.00	Equipment Replacement Fund			
Replace Vehicle #910	5007	Medium	Replace Vehicle #910 2003 - Ford F550 Utility Truck	Planned	2023					\$	37,000.00					\$	37,000.00	Equipment Replacement Fund		
Replace Vehicle #920	5008	Medium	Replace Vehicle #920 Ford E450 Box Van (Sewer Camera System)	Planned	2023					\$	200,000.00					\$	200,000.00	Equipment Replacement Fund		
Replace Vehicle #970	5009	Medium	Replace Vehicle #970 2014 - Ford Explorer	Planned	2023					\$	35,000.00					\$	35,000.00	Equipment Replacement Fund		
Total: Public Works Department - Stormwater						\$	-	\$	295,000.00	\$	272,000.00	\$	-	\$	-	\$	-	\$	567,000.00	
Public Works Department - Streets																				
Vehicle #501	6020	Medium	Replace #501 1996 Ford Super Duty Stellar Truck	Budgeted	2021	\$	90,000.00								\$	90,000.00	Equipment Replacement Fund			
Replacement #509 Grader	6033	High	Replace #509 1976 John Deer Grader	Budgeted	2021	\$	160,000.00								\$	160,000.00	Equipment Replacement Fund			
Vehicle 510 - Street Pickup	6026	Medium	Replace Vehicle #510 2007-Chevrolet 1500 Utility Truck	Budgeted	2021	\$	57,000.00								\$	57,000.00	Equipment Replacement Fund			
Vehicle #542 - Flusher	6031	Medium	Replace Vehicle #542 1992 Ford L8000 3,000 gallon Street Flusher Truck	Planned	2022			\$	250,000.00							\$	250,000.00	Equipment Replacement Fund		
Vehicle #504	6030	Low	Replace Vehicle #5404 2008 - Chevrolet 1500 Pick Up	Planned	2023					\$	37,000.00					\$	37,000.00	Equipment Replacement Fund		
Vehicle #547 - Tilt Trailer Replacement	6037	Low	Replace Vehicle #547 Walton 20,000 lb Tilt Trailer	Planned	2024							\$	20,000.00			\$	20,000.00	Equipment Replacement Fund		
Vehicle #503 - Roller	6038	Low	Replace Vehicle #503 Dynapac 48" Vibratory Roller	Planned	2025								\$	80,000.00		\$	80,000.00	Equipment Replacement Fund		
Vehicle #507 - Bucket Truck	6032	Low	Replace Vehicle #507 Ford F550 Utility Bucket Truck	Planned	2025								\$	150,000.00		\$	150,000.00	Equipment Replacement Fund		
Vehicle #211 Replacement	6039	Low	Vehicle #211 Replacement - 2007 Napa Shop Air Compressor	Planned	2026									\$	11,000.00	\$	11,000.00	Equipment Replacement Fund		
Total: Public Works Department - Streets						\$	307,000.00	\$	250,000.00	\$	37,000.00	\$	20,000.00	\$	230,000.00	\$	11,000.00	\$	855,000.00	
Public Works Department - Wastewater (Moving all items in here to all inclusive contract with Jacobs Group - WWTP Operator)																				
Jacobs Contract Addendum Cost (Equipment Portion)	7018	High	The equipment portion of the Jacobs contract addendum will put all equipment needs on Jacobs Group, the Wastewater Treatment Plant operator.	Budgeted	2020	\$	191,000.00	\$	192,910.00	\$	194,839.10	\$	196,787.49	\$	198,755.37	\$	200,742.92	\$	1,175,034.88	Wastewater Capital Reserve Fund
Total: Public Works Department - Wastewater						\$	191,000.00	\$	192,910.00	\$	194,839.10	\$	196,787.49	\$	198,755.37	\$	200,742.92	\$	1,175,034.88	
Public Works Department - Water																				
Vehicle #603	8010	High	Replace Vehicle #603 2006 - Chevrolet Pick Up	Budgeted	2021	\$	37,000.00								\$	37,000.00	Water Capital Reserve Fund			
Vehicle #610 - Water Pickup	8015	Low	Replace Vehicle #610 2008 - Ford E250 Van	Planned	2023					\$	37,000.00					\$	37,000.00	Water Capital Reserve Fund		
Vehicle #601 - Utility Truck	8013	Low	Replace Vehicle #601 2003 - Ford F550 Utility Truck	Planned	2023					\$	37,000.00					\$	37,000.00	Water Capital Reserve Fund		
Total: Public Works Department - Water						\$	37,000.00	\$	-	\$	74,000.00	\$	-	\$	-	\$	-	\$	111,000.00	
Grand Total: All Equipment Replacements						\$	902,264.32	\$	1,297,174.32	\$	1,538,558.70	\$	677,507.09	\$	659,474.97	\$	464,718.52	\$	5,539,697.92	

City of College Place, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE EQUIPMENT REPLACEMENT PLAN FOR THE YEARS 2021 THROUGH 2026

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010; and

WHEREAS, a six-year Equipment Replacement Plan is not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Equipment Replacement Planning documents have been posted on the city budget portal website:

http://www.cpga.us/departments/finance/budget_2021.php

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS

Section 1. Ordinance No. _____ which adopts the 2021 to 2026 Equipment Replacement, Plan as shown in Exhibit 2 attached to this Ordinance.

Section 2. City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Equipment Replacement Plan.

Section 3: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 8th day of December, 2020.

Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl, City Clerk

Approved as to form:

Rea Culwell, City Attorney



FY 2021 TO 2026 IT PLAN

FY 2021 TO 2026 INFORMATION TECHNOLOGY PLAN



City Council

- Norma Hernandez, Mayor
- Jerry Bobbitt, Council Position #1
- Michael Cleveland, Council Position #2
- Marge Nyhagen, Council Position #3
- Loren Peterson, Council Position #4
- Melodie Selby, Council Position #5
- Heather Scherrmann, Council Position #6
- Byron Trop, Council Position #7

IT Plan Management Team

- Mike Rizzitiello, City Administrator
- Brian Carleton, Finance Director
- Jeremy Lasater, IMESD (Network Administrator)
- Lisa Neissl, City Clerk
- Shawn Doering, Human Resources Manager
- Jon Rickard, Community Development Director
- Troy Tomaras, Police Chief
- David Winter, Fire Chief
- Paul Hartwig, Public Works Director

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 - C. Fire:
 - D. Police:
 - E. Public Works:
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- Appendix B: Computer Replacement Plan:



II. METHODOLOGY

- Mission: To provide leadership and effective, fiscally responsible services that achieve our community's vision.
- Values: Open and Honest, Cooperation, Respect, Service, and Diversity.
- Administration recognizes the need to implement tools/process improvements to help prioritize business technology projects through the City.
- Prioritization is done through Technology Governance.
- Technology governance is a process for making technology investment decisions that meet the City's business needs and are consistent with its strategic goals.
- Department heads with consultation of our IT contractor Intermountain Education Service District (IMESD) and the City Administrator proposed technology investments consistent with efficient, effective, transparent, governance.
- Finance Director, City Administrator, and Mayor work at funding proposals with best investment payback within the resources of the budget.
- Proposal goes to City Council via budget for ultimate approval.
- Payback can include: efficiencies (staff, process), customer service, and financial.



III. PRINCIPLES

- This work plan will be used to assist in the achievement of the City's business objectives to guide the City's efforts toward a clearly defined vision. The framework consists of the following initiatives:
 - Customer Service & Governance
 - Process & Workflow Improvements
 - Transparency & Accountability
 - Security & Privacy
 - Information Management
 - Records Management
 - Enterprise Systems
 - eGovernment & Citizen Interaction
 - Mobile Workforce
 - Innovative Ideas & Workforce Empowerment



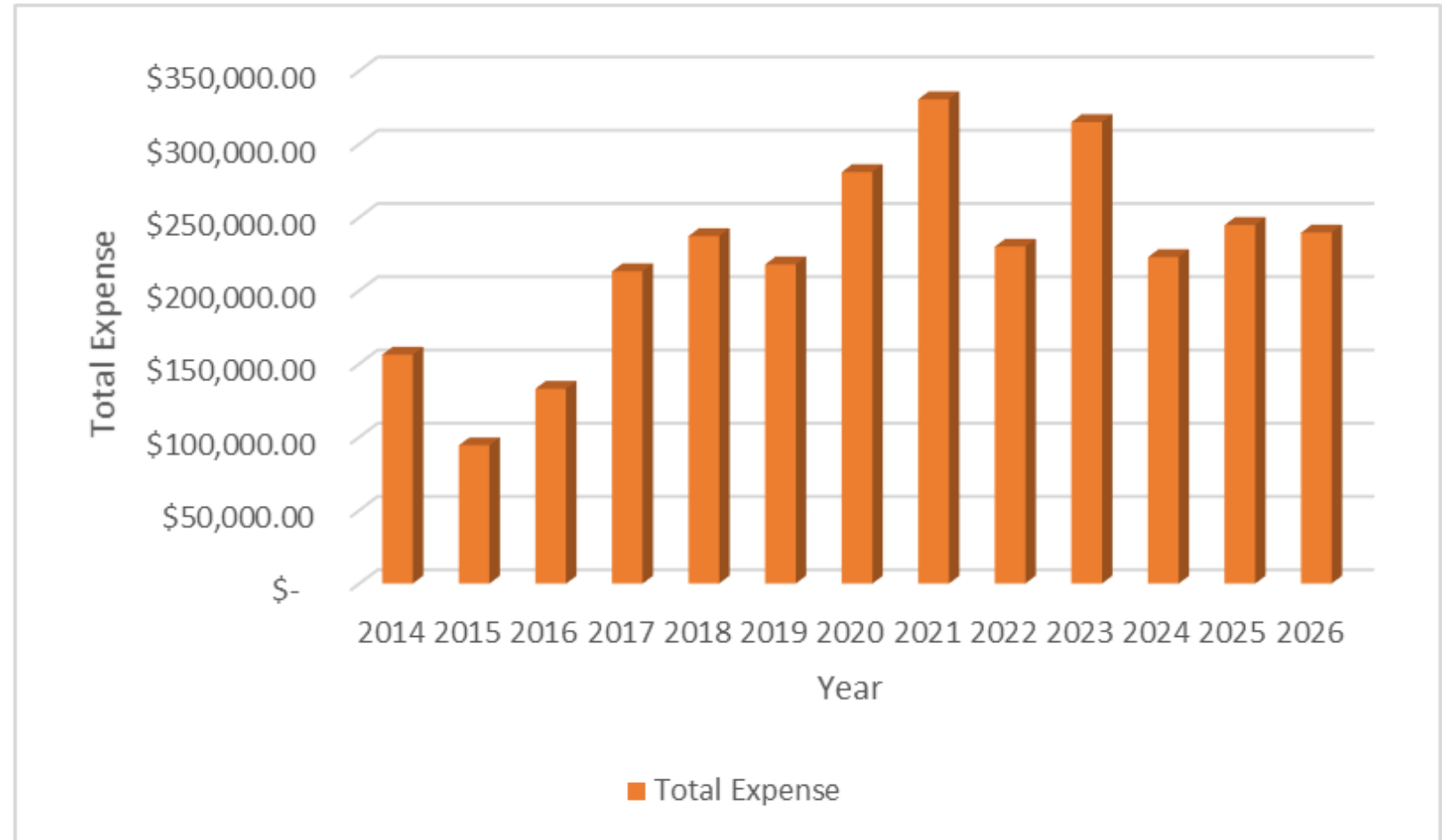
IV. EXISTING ENVIRONMENT

- Dell Computing equipment comprises most of the City network.
- City Hall & Police Department servers have all been replaced in 2020 and 2018 respectively. Dell servers. On seven year replacement cycle.
- Aquired Vipre software in 2020 to improve cybersecurity across the network.
- In 2021 providing our contribution with City of Walla Walla and Walla Walla County to replace outdated servers which run the shared 911 system at Rose/2nd. This is a delayed capital project from FY 2020.
- Trying to phase out Dell Optiplex 780, 790 computers across organization dating over a decade old.
- Replacement computer terminals are Dell Optiplex 7010.
- Working toward a seven-year replacement schedule on computer terminals. (This year is final year of catch up)
- New computers come with seven-year warranties.
- Software on the local server include Bias, Microsoft Office, GIS, Xpress Bill Pay, Firehouse, Net Motion.
- Cloud environment software includes ESRI Business Analyst, Revize website solution, Questica, ArchiveSocial, Iworq, Surveymonkey, BoardDocs, Zoom, Smarsh, ESRI Business Analyst, Next Request, Document Locator



V. IT EXPENSE TIMELINE

Information Technology Expense: Total	
Year	Total Expense
2014	\$ 156,281.56
2015	\$ 94,398.62
2016	\$ 133,041.97
2017	\$ 213,217.44
2018	\$ 237,185.42
2019	\$ 217,942.33
2020	\$ 280,836.00
2021	\$ 330,602.58
2022	\$ 230,048.56
2023	\$ 315,041.58
2024	\$ 222,827.51
2025	\$ 244,773.81
2026	\$ 239,590.83



VI. FISCAL YEAR 2020 COMPLETED PROJECTS

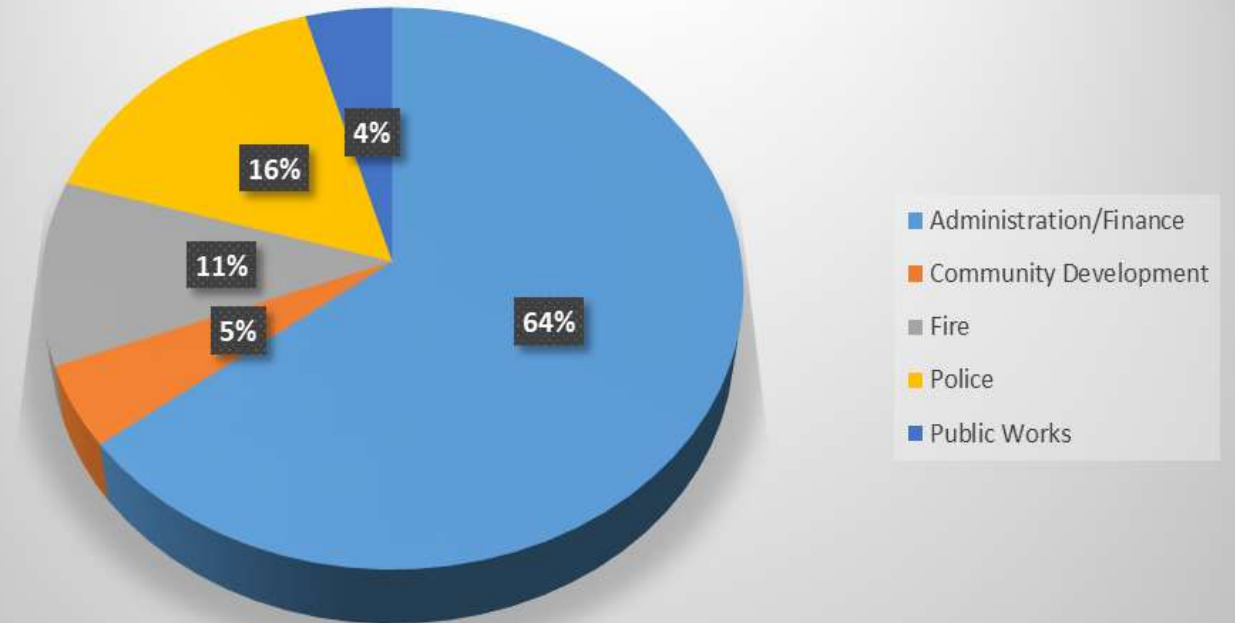
- Police Department Dell Server Replacement: \$10,000
- Three SecurityLines IPod4 Security Cameras
 - Veterans Park at Homestead Subdivision: \$8,200
 - 12th & College Avenue (Wildhorse Grant): \$8,200
 - Whitman & College Ave (Wildhorse Grant): \$8,200
- Seven year computer terminal replacement plan
- Onboard following software programs
 - LocalGov Short Term Vacation Rental Software
 - Neogov
 - Vipre
- Software maintenance agreements
- Prioritized Hardware and Software Acquisition with State COVID-19 grant to allow remote working an eServices
 - Iworq Asset Management
 - Iworq Community Development
 - ArchiveSocial
 - Eight new laptops with Netmotion licenses to allow for remote teleworking
- Staffing
 - Continue Intermountain Education Service District (IMESD) contract for on call Information Technology Services.
 - Renew Association of Washington Cities GIS Consortium contract for 40 consulting hours of GIS Assistance.

Completed Fiscal Year 2020 Projects			
Project	Classification	Description	2018
Computer Replacements	Hardware	organization per Computer Replacmeent Plan. Got eight additional laptops to allow for remote working with State COVID 19 Grant.	\$ 22,500.00
Coper Replacement	Hardware	Replace Community Development Copier.	\$ 13,000.00
Projector	Hardware	Replace outdated projector	\$ 2,500.00
Vipre Security	Software	Additional cybersecurity feature to protect the network.	\$ 500.00
Revize Website	Software	Cloud based website provider. Annual maintenance agreement.	\$ 6,000.00
BoardDocs	Software	Maintenance agreement for cloud based City Council agenda packet portal and set up for boards and commissions.	\$ 6,000.00
Bias	Software	Annual software maintenance agreement for city finance and building permit software.	\$ 12,688.00
Firehouse	Software	Annual software maintenance agreement for city Fire Department/Ambulance.	\$ 7,500.00
Document Locator	Software	Software maintenance on paperless Accounts Payable software solution.	\$ 4,000.00
ESRI GIS	Software	Software maintenance for Geographic Information System licenses as well as cloud software credits.	\$ 1,000.00
ESRI Business Analyst	Software	Annual software maintenance agreement for ESRI Business Analyst. Allows staff to pull market reports for economic development clients.	\$ 6,000.00
NextRequest	Software	Maintenance agreement for digital paperless public records request portal.	\$ 4,250.00
NetMotion	Software	Software maintenance for network access for remote Police Department laptops. Got additional licenses with State COVID Grant to allow for remote work.	\$ 4,945.00
Questica	Software	Maintenance agreement for paperless budget proposal and budget book software.	\$ 12,000.00
Iworq - Asset Management, Stormwater, and Pavements	Software	Paid for with DWSRF Loan/Grant Funds. Asset Management System.	\$ 17,500.00
Iworq - Community Development Portal	Software	Paid for with State COVID-19 response grant. Allows eservices for Community Development.	\$ 19,600.00
Neogov	Software	Implementation of paperless human resource and employment software portal.	\$ 8,325.00
Localgov	Software	Implementation of short term vacation rental software.	\$ 3,500.00
ArchiveSocial	Software	Software which allows metadata for Social Media.	\$ 5,000.00
SurveyMonkey	Software	Maintenance Agreement on digital community survey software.	\$ 1,188.00
Security Cameras	Software	Acquisition of three Security Lines ipod4 security cameras for Veterans Park, 12th & College, and College & Whitman.	\$ 24,600.00
Xpress Bill Pay/Echeck/Autoread - Water Utility	Software	Annual maintenance agreement for software to enable online bill pay for the water utility.	\$ 5,585.00
Xpress Bill Pay/Echeck/Autoread - Wastewater Utility	Software	Annual maintenance agreement for software to enable online bill pay for the wastewater utility.	\$ 7,415.00
AWC GIS Consortium	Staffing	Pooled consortium of twenty State of Washington Cities that complete GIS projects together via AWC and consultant Flo Analytics.	\$ 6,500.00
IMESD Support	Staffing	Cost for twelve hours a week of staff support from Intermountain Education Service District as well as computer backups/antivirus protection.	\$ 60,000.00
Total Expense			\$ 262,096.00

VII. FY 2021 EXPENSE

FY 2021 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 212,887.00
Community Development	\$ 15,488.00
Fire	\$ 35,000.00
Police	\$ 52,727.58
Public Works	\$ 14,500.00
Total	\$ 330,602.58

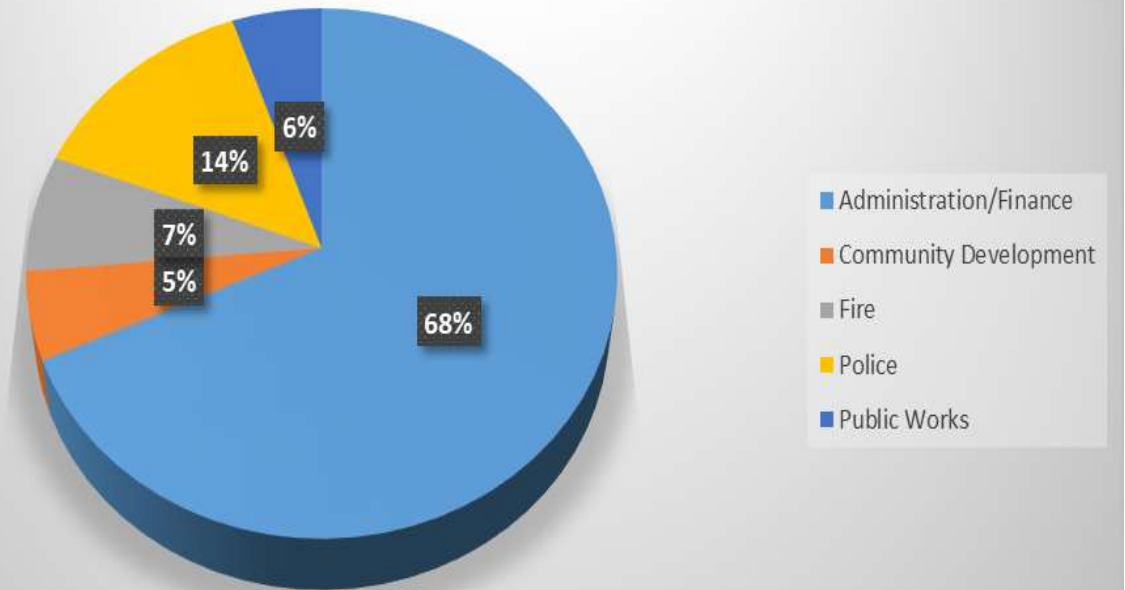
FY 2021 Information Technology Expense



VIII. FY 2021 TO 2026 INFORMATION TECHNOLOGY EXPENSE

FY 2021 to 2026 Information Technology Expense	
Department	Expense
Administration/Finance	\$ 1,080,061.16
Community Development	\$ 84,928.00
Fire	\$ 113,500.00
Police	\$ 219,396.02
Public Works	\$ 85,000.00
Total	\$ 1,582,885.18

FY 2021 to 2026 Information Technology Expense



IX. PRIORITIZATION

- High: Project is integral to city operations. Also, adds to transparency and accountability within the community.
- Medium: Project would yield significant efficiencies in the city organization or allow eCityHall services.
- Low: Project would yield efficiencies but is cost prohibitive. Will be funded either through saving Reserve money or grant funding.



X. DEPARTMENTAL PROJECTS



A. ADMINISTRATION & FINANCE (GENERAL GOVERNMENT)

- 2021
 - Continue Seven Year Computer Replacement Plan (High)
 - Aiming for upgrade to AV System in City Council Chambers (\$24,000) and City Council Chambers Video Wall/AV Server Rack Project (\$40,000) as funds allow (Low)
- 2022
 - City Hall Copier Replacement: \$13,000 (Medium)
- 2023
 - Aiming for Finance system switchover sometime between 2022 and 2023. Bias got bought out by Springbrook and customer service has slipped. (Medium)
- 2026
 - Replace City Hall Server acquired last year: \$20,000 (Low)
- Staffing
 - Intermountain Education Service District (IMESD) 12 hours a week on call: \$61,800
 - Association of Washington Cities GIS Consortium: \$6,600



A. ADMINISTRATION & FINANCE (GENERAL GOVERNMENT)

- Annual Software Maintenance Agreements (High)
 - ArchiveSocial (<https://archivesocial.com/>) – Social media Metadata: \$5,000
 - Bias Financial (<https://www.biasonline.com/>) – Financial Database: \$12,700
 - BoardDocs (<http://boarddocs.com/>) – Paperless City Boards & Commissions: \$7,000
 - Document Locator (<https://www.documentlocator.com/>) – Paperless Accounts Payable: \$4,000
 - ESRI Business Analyst (<https://www.esri.com/en-us/arcgis/products/arcgis-business-analyst/overview>) – Economic Development Reports: \$1,500
 - Neogov (<https://www.neogov.com/>) – Paperless Human Resource: \$5,600
 - NextRequest (<https://www.nextrequest.com/>) – Paperless Public Records Request: \$5,000
 - Questica (<https://www.questica.com/>) – Paperless budgeting and budget book: \$12,000
 - Revize (<https://www.revize.com/>) – Website provider: \$6,000
 - Smarsh (<https://www.smarsh.com/>) – Cell Phone Metadata: \$5,000
 - Vipre (<https://www.vipre.com/>) – Cybersecurity: \$500
 - XpressBillPay (<https://www.xpressbillpay.com/#/>) – Online Bill Pay: \$4,600
 - Zoom (<https://zoom.us/>) – Online Meetings: \$3,000



B. COMMUNITY DEVELOPMENT

- Computer Replacement Plan: Seven Year
- Annual Software Maintenance Agreements
 - Azavar Local Gov (<https://www.localgov.org/localgov-powered-by-azavar-government-solutions>) – Short Term Vacation Rental: \$500
 - Iworq (<https://www.iworq.com/>) – eCommunityDevelopment Services: \$11,800
 - SurveyMonkey (<https://www.surveymonkey.com/>) – Community Engagement Surveys: \$1,188



C. FIRE DEPARTMENT

- Computer Replacement Plan – Seven Year
- MDT's: \$6,000 (2021)
- Portable Radio Replacement - 50% Grant Funded: \$58,500 (\$19,500 increments in 2021, 2023, and 2025)
- Firehouse Software Maintenance (<https://www.firehousesoftware.com/>) – Fire Department Reporting: \$7,500 annually



D. POLICE DEPARTMENT

- Acquisition of Body Cameras and Redaction Software – Axon (<https://www.axon.com/>): \$30,182.58 (2021), \$21,792.86 thereafter parsed out taser portion to equipment replacement (2022 -)
- Security Cameras SecurityLines (<https://securitylines.us/>) – Remote cameras: \$9,000/piece
 - 2022 – Meadowbrook/Lamperti
 - 2024 – Whitman/Academy Way
 - 2026 – 12th & Larch
- Computer Replacement Plan: Seven Years
- Walla Walla COM 911 Server Replacement: \$16,600 for CP portion
- NetMotion (<https://www.netmotionsoftware.com/>) – Remote login for Police computers for accreditation: \$945/annually



E. PUBLIC WORKS DEPARTMENT

- Computer Replacement Plan: Seven Year
- Software Maintenance
 - Iworq (<https://www.iworq.com/>) – Asset Management, Stormwater Management, Pavement Management, Work Orders, and Backflow: \$10,500/maintenance
 - ESRI GIS (<https://www.esri.com/en-us/home>) – GIS maintenance and service credits: \$3,000





City of College Place: 2021 to 2026 Information Technology Plan

[illegible]

BoardDocs - Maintenance	High - Existing Maintenance	Clerk - Professional Services	Annual maintenance on BoardDocs software used for City Council and Advisory Board agendas/minutes.	Software	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 42,000.00
Zoom	High - Existing Maintenance	Clerk - Professional Services	Maintenance expense for conferencing software for City Council and Commission meetings.	Software	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 18,000.00
ESRI Business Analyst	High	Technology Reserve	Maintenance expense on software to pull economic development data and reports	Software	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 9,000.00
Intermountain Education Service District (IMESD) IT Staff Support	High	Technology Reserve	Outsource information technology staffing to IMESD for 12 hours a week. Available 24/7 though.	Staffing	\$ 61,800.00	\$ 63,036.00	\$ 64,296.72	\$ 65,582.65	\$ 66,894.31	\$ 68,232.19	\$ 389,841.88
Association of Washington Cities GIS Consortium: Tier II Membership	High	Technology Reserve	Annual fee to be a Tier II member of the Association of Washington Cities GIS	Staffing	\$ 6,600.00	\$ 6,600.00	\$ 6,732.00	\$ 6,732.00	\$ 6,866.64	\$ 6,866.64	\$ 40,397.28
Administration: Total					\$ 212,887.00	\$ 158,823.00	\$ 217,315.72	\$ 151,601.65	\$ 166,047.95	\$ 173,385.83	\$ 1,080,061.16
Community Development											
Computers	High - Replacement	Technology Reserve	Computer Replacement Plan (Seven Year Schedule).	Hardware	\$ 2,000.00		\$ 1,000.00	\$ 1,000.00			\$ 4,000.00
Azavar - Short Term Vacation Rental Software Maintenance Expense	High - Maintenance	Technology Reserve	Software utilized for short term vacation rental registration	Software	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 3,000.00
Iworq - Community Development	High - Maintenance	Technology Reserve	Maintenance expense on Community Development/Permitting Portal	Software	\$ 11,800.00	\$ 11,800.00	\$ 11,800.00	\$ 11,800.00	\$ 11,800.00	\$ 11,800.00	\$ 70,800.00
Survey Monkey	Medium	Technology Reserve	Software to allow city staff to put together surveys on various topics. Unlimited participants can take surveys.	Software	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00	\$ 7,128.00
Community Development: Total					\$ 15,488.00	\$ 13,488.00	\$ 14,488.00	\$ 14,488.00	\$ 13,488.00	\$ 13,488.00	\$ 84,928.00
Fire											
Computers	High - Replacement	Technology Reserve	Computer Replacement Plan (Seven Year Schedule).	Hardware	\$ 2,000.00	\$ 1,000.00			\$ 1,000.00		\$ 4,000.00
MDT's	Medium - Replacement	Current Expense	Needed for Fire Department.	Hardware	\$6,000.00						\$ 6,000.00
Portable Radio Replacement	High - Replacement	Current Expense	Covered by 50% grant match from State Department of Natural Resources.	Hardware	\$ 19,500.00		\$ 19,500.00		\$ 19,500.00		\$ 58,500.00
Firehouse Software Update	High - Existing Maintenance	Current Expense	Software maintenance for Fire Department/Ambulance Software.	Software	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$ 45,000.00
Fire: Total					\$ 35,000.00	\$ 8,500.00	\$ 27,000.00	\$ 7,500.00	\$ 28,000.00	\$ 7,500.00	\$ 113,500.00
Police											
Copier Replacement	Medium - Replacement	Technology Reserve	Replacement Police Copier.	Hardware			\$ 13,000.00				\$ 13,000.00
Body Cameras, Redaction Software, and Replacement Tasers with Warantee	High	Tech Reserve - Body Cameras; Current Expense - Tasers	New body cameras to use to capture interactions with the public for officer/resident safety. Redaction Software. Also, replacement tasers since current ones are out of warranty. (\$17,000 a year for Taser portion in Equipment Replacement)	Hardware	\$ 30,182.58	\$ 21,792.86	\$ 21,792.86	\$ 21,792.86	\$ 21,792.86	\$ 14,772.00	\$ 132,126.02
Security Camera - City Parks	Medium	Forfeited Proceeds	Install Cameras in following areas: 2022 - Lamperti/Meadowbrook, 2024 - Whitman Dr/Academy Way, 2026 - 12th/Larch Intersection	Hardware		\$ 9,000.00		\$ 9,000.00		\$ 9,000.00	\$ 27,000.00
Computers	High - Replacement	Technology Reserve	Computer Replacement Plan (Seven Year Schedule).	Hardware	\$ 5,000.00	\$ 4,000.00	\$ 7,000.00	\$ 3,000.00	\$ 1,000.00	\$ 5,000.00	\$ 25,000.00

Server Replacement - Dispatch/911	High	Current Expense	Pay proptional share of replacement of server, New World, CAD software for dispatch.	Software	\$ 16,600.00							\$ 16,600.00
NetMotion	High - Existing Maintenance	Current Expense	Software renewal for Net Motion	Software	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 945.00	\$ 5,670.00
Police: Total					\$ 52,727.58	\$ 35,737.86	\$ 42,737.86	\$ 34,737.86	\$ 23,737.86	\$ 29,717.00	\$ 219,396.02	
Public Works												
Computers	High - Replacement	Technology Reserve	Computer Replacement Plan (Seven Year Schedule).	Hardware	\$ 1,000.00			\$ 1,000.00		\$ 2,000.00		\$ 4,000.00
Iworq Asset Management & Backflow Software Maintenance	High - Existing Maintenance	Utilities	Software maintenance for software used for Asset Management and Backflow.	Software	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 63,000.00
ESRI ArcGIS - Maintenance	High - Existing Maintenance	Current Expense	Annual software maintenance on ESRI ArcGIS software.	Software	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 18,000.00
Public Works: Total					\$ 14,500.00	\$ 13,500.00	\$ 13,500.00	\$ 14,500.00	\$ 13,500.00	\$ 15,500.00	\$ 85,000.00	
Total Cost					\$ 330,602.58	\$ 230,048.86	\$ 315,041.58	\$ 222,827.51	\$ 244,773.81	\$ 239,590.83	\$ 1,582,885.18	

City of College Place, Washington

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE INFORMATION TECHNOLOGY PLAN FOR THE YEARS 2021 THROUGH 2026

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010; and

WHEREAS, a six-year Information Technology Plan is not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Information technology Planning documents have been posted on the city budget portal website:

http://www.cywa.us/departments/finance/budget_2021.php

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS

Section 1. Ordinance No. _____ which adopts the 2021 to 2026 Information Technology, Plan as shown in Exhibit 2 attached to this Ordinance.

Section 2. City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Information Technology Plan.

Section 3: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 8th day of December, 2020.

Norma L. Hernández, Mayor

Attest:

Lisa R. Neissl, City Clerk

Approved as to form:

Rea Culwell, City Attorney

Changes to be made in Questica After 10/27/2020

Fund	BARS Effected	BARS Description	Current \$	Should Be \$	Deficiency/Surplus	Change Explanation
001	522.20.10.01	Fire Volunteer Stipends	\$ 15,522.00	\$ 35,000.00		Was not calculated in BIAS PR Buget
001	522.26.10.81	EMS Volunteer Stipends	\$ 30,573.00	\$ 85,000.00		Was not calculated in BIAS PR Buget
001			\$ 46,095.00	\$ 120,000.00	\$ (73,905.00)	
202	397.00.00.22	Transfer CE to 202	\$ 50,255.00	\$ -		Loan Paid off in 2020
202	591.58.71.22	Principle LTGO Fire Bond	\$ 44,876.00	\$ -		Loan Paid off in 2020
202	592.58.83.22	Interest LTGO Fire Bond	\$ 4,465.00	\$ -		Loan Paid off in 2020
202			\$ (914.00)	\$ -	\$ (914.00)	
410	367.00.04.10	Blue Sky Grant	\$ -	\$ 300,000.00		Grant for Solar Array
410	391.80.04.10	DWSRF Laon	\$ 1,752,990.00	\$ 243,000.00		Change due to tmining of revenue to 2022
410	594.34.63.03	Well No. 2	\$ 2,986,000.00	\$ 243,000.00		Change due to tmining of revenue to 2023
			\$ 1,233,010.00	\$ (300,000.00)	\$ 1,533,010.00	
121	594.21.64.04	Cameras	\$ 8,200.00	\$ -		Project delayed to 2022
			\$ 8,200.00	\$ -	\$ 8,200.00	

City of College Place - Preliminary Budget 2021 - Updated 11/06/2020

Fund	Title	Beginning Fund				Ending Fund	
		Balance	Revenues	Expenditures	Surplus/(Deficit)	Balance	
001	Current Expense Fund	\$ 1,916,527	\$ 7,287,949	\$ 7,365,845	\$ (77,896)	\$ 1,838,631	
005	Current Expense Reserve Fund	\$ 304,131	\$ 51,000	\$ -	\$ 51,000	\$ 355,131	
012	Technology Reserve Fund	\$ 227,441	\$ 203,000	\$ 288,158	\$ (85,158)	\$ 142,283	
061	Employee Benefit Reserve Fund	\$ 264,458	\$ 78,000	\$ 112,065	\$ (34,065)	\$ 230,393	
100	Street Fund	\$ 276,359	\$ 627,833	\$ 560,378	\$ 67,455	\$ 343,814	
120	Criminal Justice Fund	\$ 15,774	\$ 14,920	\$ 30,663	\$ (15,743)	\$ 31	
121	Forfeited Proceeds Fund	\$ 2,069	\$ 525	\$ -	\$ 525	\$ 2,594	
130	Hotel/Motel Tax	\$ 30,208	\$ 16,100	\$ -	\$ 16,100	\$ 46,308	
201	ULTGO Bond Fund	\$ 12,275	\$ 487,955	\$ 487,050	\$ 905	\$ 13,180	
202	LTGO Bond Fund	\$ 52,004	\$ 10	\$ -	\$ 10	\$ 52,014	
235	Commercial Drive Bond Debt Service Fund	\$ 144,619	\$ 140,485	\$ 140,484	\$ 1	\$ 144,620	
301	Street Capital Contribution Fund	\$ 14,134	\$ 21,945	\$ 21,925	\$ 20	\$ 14,154	
305	Capital Improvement Fund (REET 1)	\$ 386,153	\$ 151,500	\$ 90,000	\$ 61,500	\$ 447,653	
306	Capital Improvement Fund (REET 2)	\$ 620,627	\$ 1,552,000	\$ 2,010,000	\$ (458,000)	\$ 162,627	
309	CDBG Projects Fund	\$ -	\$ 339,530	\$ 339,530	\$ -	\$ -	
311	Street Improvement Fund	\$ 488,886	\$ 1,128,504	\$ 1,424,585	\$ (296,081)	\$ 192,805	
315	Facility Maintenance Reserve Fund (CE)	\$ 139,828	\$ 251,000	\$ 310,400	\$ (59,400)	\$ 80,428	
320	Equipment Reserve Fund	\$ 299,655	\$ 440,520	\$ 569,520	\$ (129,000)	\$ 170,655	
330	Economic Development Fund	\$ 93,851	\$ 600,050	\$ 611,925	\$ (11,875)	\$ 81,976	
340	Economic Development Reserve Fund	\$ 65			\$ -	\$ 65	
400	Water Fund	\$ 498,247	\$ 1,821,198	\$ 1,885,040	\$ (63,842)	\$ 434,405	
401	Wastewater Fund	\$ 1,836,496	\$ 2,990,767	\$ 2,665,089	\$ 325,678	\$ 2,162,174	
402	Stormwater Fund	\$ 369,657	\$ 663,436	\$ 506,327	\$ 157,109	\$ 526,766	
403	Stormwater Capital Reserve Fund	\$ 168,002	\$ 542,000	\$ 248,702	\$ 293,298	\$ 461,300	
410	Water Capital Reserve Fund	\$ 2,138,905	\$ 1,977,614	\$ 1,078,430	\$ 899,184	\$ 3,038,089	
411	Wastewater Capital Reserve Fund	\$ 1,394,841	\$ 7,861,986	\$ 8,242,097	\$ (380,111)	\$ 1,014,730	
412	Wastewater Debt Service Fund	\$ 247,635	\$ 717,070	\$ 466,959	\$ 250,111	\$ 497,746	
413	Water Capital Improvement Reserve Fund	\$ 3,136,117	\$ 936,499	\$ 1,146,570	\$ (210,071)	\$ 2,926,046	
425	Water Revenue Bond Fund	\$ 47,248	\$ 339,900	\$ 332,100	\$ 7,800	\$ 55,048	
426	Water Bond Reserve Fund	\$ 438,975	\$ 1,500		\$ 1,500	\$ 440,475	
431	Water System Construction Fund	\$ 76,807	\$ 3,087,500	\$ 2,986,020	\$ 101,480	\$ 178,287	
500	Equipment Rental & Replacement	\$ 225,953	\$ 250,849	\$ 375,702	\$ (124,853)	\$ 101,100	
625	Flexible Benefits Plan Fund	\$ 10,183	\$ 19,367	\$ 20,000	\$ (633)	\$ 9,550	
Totals		\$ 15,878,130	\$ 34,602,512	\$ 34,315,564	\$ 286,948	\$ 16,165,078	

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 001 - Current Expense Fund	001-001 - Beginning Balance	308800000-Beginning Balance - Current Expense Fund	1,916,527.00	2,114,604.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	311100000-Real & Personal Prop Tax	1,998,482.00	1,995,880.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	313110000-Retail Sales & Use Tax	1,810,400.00	1,484,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	313150000-Criminal Justice Tax 3/10th Of 1% C.J.	285,000.00	287,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	313610000-Natural Gas Use Tax	9,000.00	10,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	313710000-Criminal Justice Tax	175,000.00	170,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	316410000-Utility Tax - Priv Utils Electric	420,000.00	400,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	316430000-Utility Tax - Priv Utils Gas	120,000.00	100,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	316450000-Utility Tax - Priv Utils Garbage/Solid Waste	100,000.00	95,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	316460000-Utility Tax - Priv Utils Cable	70,000.00	75,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	316470000-Utility Tax - Priv Utils Telephone	120,000.00	100,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	316480000-Utility Tax - Priv Utils Water	267,000.00	267,826.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	316490000-Utility Tax - Priv Utils Wastewater	322,000.00	309,000.00
2021 001 - Current Expense Fund	003-001 - Licenses & Permits - Current Expense Fund	321910000-Franchise Fees	75,000.00	75,000.00
2021 001 - Current Expense Fund	003-001 - Licenses & Permits - Current Expense Fund	321990002-Other Business Licenses And Permits	5,000.00	-
2021 001 - Current Expense Fund	003-001 - Licenses & Permits - Current Expense Fund	322100000-Building/Structures/Equip.	228,000.00	180,000.00
2021 001 - Current Expense Fund	003-001 - Licenses & Permits - Current Expense Fund	322100001-Building Dept Plan Check / Review Fees	149,000.00	100,000.00
2021 001 - Current Expense Fund	003-001 - Licenses & Permits - Current Expense Fund	322300000-Animal Licenses	4,000.00	5,000.00
2021 001 - Current Expense Fund	003-001 - Licenses & Permits - Current Expense Fund	322900000-Other Non-bus Lic/Permits	4,000.00	4,000.00
2021 001 - Current Expense Fund	105-001 - State Grants - Current Expense Fund	334013000-WSP Fire Marshall Safety Program	3,000.00	3,000.00
2021 001 - Current Expense Fund	105-001 - State Grants - Current Expense Fund	334023000-Department Of Natural Resources Wildland Fire Equipment	7,500.00	7,500.00
2021 001 - Current Expense Fund	105-001 - State Grants - Current Expense Fund	334049800-DOH-EMS Trauma Grant	1,200.00	1,200.00
2021 001 - Current Expense Fund	107-001 - State Entitlements - Current Expense Fund	336009800-Local Government Assistance Program	110,000.00	104,000.00
2021 001 - Current Expense Fund	107-001 - State Entitlements - Current Expense Fund	336065100-DUI & Other Criminal Justice Assistance	1,300.00	1,300.00
2021 001 - Current Expense Fund	107-001 - State Entitlements - Current Expense Fund	336069400-Liquor Excise Tax	55,355.00	53,000.00
2021 001 - Current Expense Fund	107-001 - State Entitlements - Current Expense Fund	336069500-Liquor Control Brd Profil	77,262.00	77,500.00
2021 001 - Current Expense Fund	010-001 - Security Of Persons/Property - Current Expense Fund	342100000-Law Enforcement Services	2,000.00	2,000.00
2021 001 - Current Expense Fund	012-001 - Fines & Forfeits - Current Expense Fund	342100002-Law Enforcement Services - DUI Restitution	3,000.00	6,500.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	342210002-Fireworks Permits For Sales	200.00	200.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	342215100-Intergov Fire Service /MOB Reimbursement - Personne	18,000.00	15,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	342215101-Intergov Fire Service /MOB Reimbursement - Equipment	16,000.00	25,000.00
2021 001 - Current Expense Fund	002-001 - Taxes - Current Expense Fund	342215102-Emergency Medical Services	350,000.00	345,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	342215103-Intergov Fire Services /MOB Reimbursement - Travel	2,000.00	-
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	342600001-Ambulance Services - Commercial Insurance	40,000.00	35,000.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	342600002-Ambulance Services - Medicare	120,000.00	110,000.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	342600003-Ambulance Services - Medicaid	2,000.00	7,000.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	342600004-Ambulance Services - Self Pay	15,000.00	5,000.00
2021 001 - Current Expense Fund	012-001 - Fines & Forfeits - Current Expense Fund	342600005-Ambulance Services - DUI Restitution	100.00	100.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	343500199-Sewer Inspection Fee	1,600.00	1,000.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345810004-Boundary Line Adjustment - P&D	500.00	-
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345810009-Plats, Final P&D	350.00	500.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345810010-Plats, Short P&D	1,600.00	500.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345810012-Site Plan Application P&D	1,800.00	1,500.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345810013-Site Plan Review; SF / MF (Up To 4 Units) P&D	1,950.00	4,000.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345830003-Long Plats - Engineering Review Fees	5,000.00	10,000.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345830005-Plan Checking Fees - Engineering - Pass Through	10,000.00	-
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345830006-Plan Review - Fire Department	500.00	500.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345860000-Critical Areas Permit P&D	400.00	-
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345860001-SEPA Related Mitigation Fees (Checklist) P&D	1,000.00	500.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345890120-Planning & Development Costs - Pass Thru Charges	5,000.00	2,000.00
2021 001 - Current Expense Fund	006-001 - Charges For Goods & Services - Current Expense Fund	345890125-Planning & Development Pass Thru Cost Admin. Fee	450.00	-
2021 001 - Current Expense Fund	036-001 - Recreation Chrgs/Fees - Current Expense Fund	347900000-Farmer's Market Vendor Fees	5,000.00	4,000.00
2021 001 - Current Expense Fund	512-001 - Municipal Court - Current Expense Fund	353100500-Traffic Infraction Penalties	35,000.00	35,000.00
2021 001 - Current Expense Fund	025-001 - Miscellaneous - Current Expense Fund	361110000-Investment Interest	35,000.00	35,000.00
2021 001 - Current Expense Fund	025-001 - Miscellaneous - Current Expense Fund	361400000-Sales Interest	3,000.00	3,000.00
2021 001 - Current Expense Fund	025-001 - Miscellaneous - Current Expense Fund	362005001-Water Tower Space Rental	105,000.00	100,000.00
2021 001 - Current Expense Fund	030-001 - Contr & Donations Priv Sources - Current Expense Fund	367110003-Contributions/Gifts - Police Dept	19,000.00	-
2021 001 - Current Expense Fund	030-001 - Contr & Donations Priv Sources - Current Expense Fund	367110004-Contr/Donations - Private	15,000.00	15,000.00
2021 001 - Current Expense Fund	025-001 - Miscellaneous - Current Expense Fund	369910010-Reimbursements/Refunds	50,000.00	54,000.00
2021 001 - Current Expense Fund	080-001 - Non-Revenues - Current Expense Fund	389900004-Deposits To Travel Advance Account	5,000.00	5,000.00
		Total Revenue	7,287,949.00	6,727,506.00
2021 001 - Current Expense Fund	070-001 - Operating Transfers - Current Expense Fund	597000001-Interfund Transfer CE/Sts	400,000.00	400,000.00
2021 001 - Current Expense Fund	070-001 - Operating Transfers - Current Expense Fund	597000005-Transfer To Current Expense Reserve Fund	50,000.00	100,000.00
2021 001 - Current Expense Fund	070-001 - Operating Transfers - Current Expense Fund	597000012-Transfer To Technology Reserve Fund	200,000.00	94,000.00
2021 001 - Current Expense Fund	070-001 - Operating Transfers - Current Expense Fund	597000015-Transfers-Out - CE To Bldg Facility Maint. Reserve	250,000.00	295,100.00
2021 001 - Current Expense Fund	070-001 - Operating Transfers - Current Expense Fund	597000020-CARS GO Bond Payment - INF To 201 Bond Fur	487,950.00	487,950.00
2021 001 - Current Expense Fund	070-001 - Operating Transfers - Current Expense Fund	597000023-Transfer To Comm Dev Debt Fund 235	139,735.00	139,735.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 001 - Current Expense Fund	070-001 - Operating Transfers - Current Expense Fund	597000061-Interfund Transfer From CE To Employee Benefit Reserve #61C	75,000.00	75,000.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511304401-Advertising / Publication	1,500.00	1,500.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511601000-Wages & Overtime	31,500.00	31,500.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511602000-Personnel Benefits	2,511.00	2,568.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511603100-Operating Supplies - Legislative	110.00	110.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511603101-Office Supplies - Legislative	250.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604200-Communications	-	340.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604300-Travel - Council Pos. 5	100.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604301-Travel - Council Pos. 1	100.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604302-Travel - Council Pos. 2	100.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604303-Travel - Council Pos. 3	100.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604304-Travel - Council Pos. 4	100.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604305-Travel - Council Pos. 6	250.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604306-Travel - Council Pos. 7	100.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604800-Repairs And Maintenance	50.00	600.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604900-Misc/Contingency Expense	100.00	100.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604901-Miscellaneous	500.00	200.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604902-Travel/Misc - Council Pos. 5	150.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604903-Travel/Misc - Council Pos. 1	150.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604904-Travel/Misc - Council Pos. 2	150.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604905-Travel/Misc - Council Pos. 3	150.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604906-Travel/Misc - Council Pos. 4	150.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604907-Travel/Misc - Council Pos. 6	250.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604908-Travel/Misc - Council Pos. 7	150.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511604909-Registrations/Fees - Training Classes & Seminars	300.00	250.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	511704900-Lobbying Agreement - Port	15,000.00	15,000.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	514404500-Intergovernmental Election Costs	12,000.00	10,000.00
2021 001 - Current Expense Fund	511-001 - Legislative - Current Expense Fund	514404900-Intergov. Services - Voter Registration	24,000.00	22,000.00
2021 001 - Current Expense Fund	512-001 - Municipal Court - Current Expense Fund	512504102-Professional Services - Other Than Attorneys	110,000.00	100,000.00
2021 001 - Current Expense Fund	512-001 - Municipal Court - Current Expense Fund	515914100-Professional Services - Legal - Indigent Defense	60,000.00	40,000.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513101000-Wages & Overtime	81,962.00	88,009.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513102000-Personnel Benefits	27,889.00	27,156.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513103100-Operating Supplies - Executive	900.00	900.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513103101-Office Supplies - Executive	300.00	300.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513103500-Small Tools & Minor Equipment	100.00	100.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104100-Professional Services	200.00	200.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104200-Communications	2,000.00	2,000.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104300-Travel Expense	4,000.00	4,000.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104301-Travel/Training Staff	200.00	200.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104302-Travel / Training Mayor	350.00	250.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104401-Advertising	40.00	40.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104800-Repairs & Maintenance	200.00	200.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104900-Miscellaneous	2,000.00	2,000.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104902-Registrations/Fees - Training Classes & Seminars	2,500.00	2,000.00
2021 001 - Current Expense Fund	513-001 - Executive - Current Expense Fund	513104903-Travel Miscellaneous	200.00	200.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514231000-Wages & Overtime - Financial Services	72,240.00	72,139.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514232000-Personnel Benefits	33,242.00	33,584.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514233100-Operating Supplies - Budgeting, Accounting	300.00	300.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514233101-Office Supplies - Budgeting, Accounting	1,000.00	1,000.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514233500-Small Tools/Minor Equip.	500.00	500.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234100-Professional Servs	21,000.00	22,000.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234101-Professional Servs Prog.	3,050.00	3,000.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234200-Communications	1,200.00	1,200.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234300-Travel	2,000.00	2,000.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234401-Advertising	500.00	500.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234800-Repairs & Maintenance	300.00	300.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234900-Miscellaneous	1,600.00	1,515.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	514234901-Registration Fees / Training Classes & Seminars	3,000.00	8,700.00
2021 001 - Current Expense Fund	514-001 - Finance & Administration - Current Expense Fund	594146400-Machinery & Equipment	500.00	500.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314100-Prof Legal Servs Retainer	50,000.00	50,000.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314101-Professional Legal Services	10,000.00	10,000.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314110-Legal Services - Mayor	250.00	250.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314111-Legal Services - Legislative	2,000.00	2,000.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314112-Legal Services - Municipal Court	3,000.00	3,000.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314113-Legal Services - City Administration	500.00	500.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314114-Legal Services - Finance	300.00	300.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314115-Legal Services - Records PRA	1,500.00	1,500.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314116-Legal Services - Human Resources	250.00	250.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314121-Legal Services - Police	5,000.00	5,000.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314122-Legal Services - Fire / EMS	1,000.00	1,000.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314124-Legal Services - Building	500.00	500.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314144-Legal Services - Engineering	2,500.00	2,500.00
2021 001 - Current Expense Fund	515-001 - Legal - Current Expense Fund	515314158-Legal Services - Planning	16,000.00	16,000.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518101000-Salaries & Wages - HR	54,256.00	67,854.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518102000-Personnel Benefits - HR	29,746.00	37,597.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518103100-Operating Supplies - HR Administration	250.00	800.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518103101-Office Supplies - HR Administrator	500.00	350.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518103102-Operating Supplies - HR Wellness	1,500.00	1,500.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518103103-Office Supplies - HR Wellness	300.00	300.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518103104-Operating Supplies - HR Wellness Grant Reimburs	175.00	170.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518104100-Prof. Services - Labor Negotiations	3,000.00	3,000.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518104101-Professional Services	7,000.00	7,000.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518104300-Travel	1,600.00	1,600.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518104800-Repairs And Maintenance	600.00	600.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518104900-Miscellaneous	800.00	1,200.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518104901-Training / Class Registration Fees & Charges	5,000.00	7,100.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	518104902-Training/Class Registration Fees & Charges - City-wide Education	800.00	800.00
2021 001 - Current Expense Fund	516-001 - Personnel - Current Expense Fund	594186416-Machinery And Equipment - HR	250.00	250.00
2021 001 - Current Expense Fund	517-001 - Employee Benefit Program - Current Expense Fund	517902400-Employee Benefit Prg Cost	1,200.00	1,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	513104950-Misc. AWC Annual Dues / WWVCC Membership	7,550.00	7,550.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518201000-Wages & Overtime	42,737.00	48,403.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518202000-Personnel Benefits	14,532.00	20,869.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518203100-Operating Supplies - Facilities	6,000.00	5,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518203101-Office Supplies - Facilities	100.00	100.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518204100-Professional Services	20,000.00	45,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518204200-Communication	500.00	500.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518204500-Operating Rentals/Leases	500.00	500.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518204700-Public Utility Services	15,000.00	15,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518204701-Utilities - Annex Bldg	5,000.00	5,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518204800-Repairs & Maintenance	12,000.00	6,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518204802-Repair / /Maintenance Annex Bldg	2,000.00	2,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	518304600-Insurance	49,000.00	49,000.00
2021 001 - Current Expense Fund	519-001 - Other General Gov Services - Current Expense Fund	594186419-Machinery/Equipment	2,000.00	8,000.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514301000-Wages/O.T. Record Services	68,163.00	80,115.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514302000-Personnel Benefits	39,225.00	44,290.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514303100-Operating Supplies - Records	350.00	150.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514303101-Office Supplies - Records	500.00	350.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514303500-Sm Tools/Minor Equip.	300.00	300.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514304100-Prof Serv - Codification/Records Destruction	42,550.00	21,860.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514304200-Communication	1,000.00	950.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514304300-Travel	2,850.00	2,500.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514304401-Advertising	100.00	100.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514304800-Repairs & Maintenance	400.00	1,200.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514304900-Miscellaneous	450.00	450.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	514304901-Registrations/Fees - Training Classes & Seminars	3,000.00	3,000.00
2021 001 - Current Expense Fund	520-001 - City Clerk/Records - Current Expense Fund	594146401-Machinery & Equipment	2,500.00	2,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521101000-Wages & Overtime	123,095.00	113,575.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521102000-Personnel Benefits	42,119.00	46,570.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521103100-Operating Supplies - Administration	1,000.00	1,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521103101-Office Supplies - Administration	500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521103500-Sm Tools/Minor Equipment	150.00	150.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104100-Professional Services	5,000.00	5,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104101-Prof Services - Labor Negotiations.	8,500.00	8,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104103-Prof Services - Lexipol Consulting Service	3,093.00	3,093.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104200-Communication	5,000.00	5,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104300-Travel	2,000.00	2,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104401-Advertising	500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104800-Repairs & Maintenance	500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104900-Miscellaneous	2,500.00	2,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104901-Registrations / Fees Training Classes & Seminars	3,000.00	3,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521104996-Intefund Rentals O & M	20,000.00	35,229.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521191000-Wages Support Serv	120,010.00	121,312.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521191003-Wages Support Services - Intern	16,941.00	10,800.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521192000-Benefits Support Servs	69,690.00	62,940.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521192001-Benefits/Uniforms Support Services	400.00	400.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521192003-Benefits Support Services - Intern	1,430.00	1,010.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521193100-Operating Supplies - Support Services	750.00	750.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521193101-Office Supplies - Support Services	2,500.00	2,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521193500-Sm Tools Support Servs	500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Fund	521194100-Prof Services Support Ser	5,000.00	4,180.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521194300-Travel Support Services	1,800.00	1,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521194401-Advertising Support Servs	250.00	250.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521194500-Oper Rentals Support Serv	250.00	250.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521194800-Repairs/Maint Support Ser	300.00	300.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521194900-Misc. Support Services	200.00	200.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521194901-Registrations / Fees - Training Classes / Seminars	600.00	600.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521194902-WW SSMA New World Records Sys Support	34,500.00	18,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521211000-Wages Investigation	81,856.00	78,078.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521212000-Benefits - Investigation	29,547.00	29,432.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521213100-Operating Supplies - Investigation	1,000.00	1,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521213101-Office Supplies - Investigation	400.00	400.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521213500-Sm Tools/Equip Invest	1,500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521214100-Prof Servs Investigation	1,500.00	1,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521214200-Communication Invest.	800.00	800.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521214300-Travel Investigation	200.00	200.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521214800-Repairs/Maint Invest.	75.00	75.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521214900-Misc Investigation	3,000.00	3,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521221000-Wages Patrol	673,834.00	632,978.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521222000-Benefits Patrol	237,002.00	242,879.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521222001-Benefits Uniforms Patrol	15,000.00	15,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521223100-Operating Supplies - Patrol	4,000.00	4,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521223101-Office Supplies - Patrol	300.00	300.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521223200-Fuel Consumed Patrol	350.00	350.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521223500-Sm Tools/Equip Patro	2,300.00	2,300.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224100-Prof Services Patrol	3,000.00	3,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224200-Communication Patrol	9,000.00	9,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224201-Patrol Air Cards - Communication	5,000.00	5,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224800-Repairs/Maint. Patrol	1,000.00	1,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224900-Miscellaneous Patrol	100.00	100.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224901-Intergov Servs Patrol - Dispatch Charges	200,000.00	193,377.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224902-WW PD Support/Maint MDT Software	1,000.00	1,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521224996-Interfund Rentals O & M	25,000.00	35,229.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521231000-Wages Spec Unit	68,480.00	65,573.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521232000-Benefits Spec Unit	25,444.00	27,049.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521303100-Operating Supplies - Crime Prevention	100.00	100.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521303101-Office Supplies - Crime Prevention	100.00	100.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521304900-Misc Crime Prevention	100.00	100.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521304906-Registrations/Fees - Training Classes & Seminars	275.00	275.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521403100-Operating Supplies - Training	8,500.00	8,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521403101-Office Supplies - Training	100.00	100.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521404100-Prof Services Training	1,300.00	1,300.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521404300-Travel Training	10,000.00	10,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521404800-Repairs/Maint Training	1,000.00	1,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521404901-Registrations/Fees - Training Classes & Seminars	15,000.00	15,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521701000-Wages Traffic	223,564.00	208,593.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521702000-Benefits Traffic	78,919.00	80,358.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521702006-BVFF Pension & Disability Payments	100.00	100.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521703100-Operating Supplies - Traffic	250.00	250.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521703101-Office Supplies - Traffic	75.00	75.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521703500-Sm Tools Traffic	200.00	200.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521704100-Prof Services Traffic	500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521704800-Repairs/Maint Traffic	500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521704900-Miscellaneous Traffic	100.00	100.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	521704996-Interfund Rentals - O & M	25,000.00	35,229.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554301000-Wages Special Enforcement	51,428.00	49,548.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554302000-Benefits	25,649.00	37,799.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554302001-Uniforms	1,000.00	1,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554303100-Operating Supplies - Special Enforcement	1,000.00	1,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554303101-Office Supplies - Special Enforcement	200.00	200.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554303500-Sm Tools/Equipment	75.00	75.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554304100-Professional Services	6,000.00	6,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554304300-Travel	3,000.00	1,500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554304800-Repairs/maintenance	11.00	11.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554304900-Miscellaneous	40.00	40.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554304901-Registrations/Fees - Training Classes & Seminars	500.00	500.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	554304996-Interfund Rentals - O & M	2,349.00	2,349.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	594216401-Machinery Investigation	8,700.00	8,700.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	594216402-Machinery/Equip Patrol	30,000.00	30,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	594216409-Equipment Purchases - Traffic Policing	3,000.00	3,000.00
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	594216411-Machinery & Equipment - Support Svcs	1,450.00	1,450.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 001 - Current Expense Fund	521-001 - Law Enforcement - Current Expense Func	597001521-Transfer To 320 For Equipment Replacement	38,100.00	38,100.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522102001-Other Benefits - Uniforms	300.00	300.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522103100-Operating Supplies - Administration	400.00	400.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522103101-Office Supplies - Administration	750.00	750.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104100-Professional Services - Comprehensive Analysis Of Fire Services	-	8,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104102-Professional Services - Admin	8,000.00	8,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104200-Communication	1,300.00	1,300.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104300-Travel	3,000.00	3,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104401-Advertising	450.00	450.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104800-Repairs & Maintenance	400.00	400.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104900-Miscellaneous	2,300.00	1,500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522104901-Registrations/Fees - Training Classes & Seminars	2,500.00	2,500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522201000-Wages Fire	149,906.00	129,296.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522201001-Stipends (Volunteers)	35,000.00	35,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522202000-Benefits Fire	60,777.00	64,105.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522202001-Benefits (Volunteers)	1,187.00	2,678.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522202003-Uniforms - Volunteers	6,000.00	6,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522202004-Uniforms - FT Firefighter	2,000.00	2,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203100-Operating Supplies - Suppression	1,000.00	500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203102-Fire Mobilization - Protective Equipment	1,500.00	1,500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203103-Radios/Pagers - Parts & Supplies	700.00	700.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203200-Fuel - Suppression	250.00	500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203202-Fire Mobilization - Fuel Consumec	1,000.00	1,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203500-Sm Tools/Equipment	1,000.00	1,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203501-Small Tools Vehicle	500.00	300.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522203502-Fire Mobilization - Sm Tools / Equipment	500.00	500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204100-Fire Dept Personnel Physicals	2,500.00	2,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204200-Communication - Air Cards For MDTs	2,500.00	2,500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204800-Repairs/Maintenance	2,000.00	2,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204802-Fire Mobilization - Vehicle Maint/Repairs	100.00	100.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204902-Fire Mobilization - Misc. Expense	500.00	500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204904-Intergov Services - Dispatch Charges	23,634.00	23,634.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204905-WW SSMA New World Records Sys Support	3,200.00	3,200.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204906-BVFF Pension & Disability Payments	1,800.00	1,800.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522204996-Interfund Rentals - O & M	20,000.00	30,702.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522301000-Wages & OT	38,761.00	36,223.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522302000-Benefits	17,871.00	19,818.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522302001-Other Benefits/Uniforms	300.00	300.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522303100-Operating Supplies - Prevention / Investigation	2,500.00	2,500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522303101-Office Supplies - Prevention / Investigation	100.00	100.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522304200-Communication	2,000.00	2,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522304300-Travel	1,500.00	1,500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522304800-Repairs/Maintenance	150.00	150.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522304900-Miscellaneous	500.00	500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522451000-Wages & OT	86,148.00	75,326.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522452000-Benefits	21,978.00	24,775.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522452003-Uniforms - FT Firefighter	400.00	400.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522453100-Operating Supplies - Training	3,000.00	3,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522453101-Office Supplies - Training	5,000.00	3,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522454300-Travel	10,000.00	3,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522454800-Repairs/Maintenance	150.00	150.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522454901-Registrations/Fees - Training Classes & Seminars	1,000.00	1,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522503100-Operating Supplies - Facilities	5,000.00	3,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522503500-Small Tools/Equipment	250.00	500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522504700-Public Utility Services	20,000.00	20,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522504800-Repairs/Maintenance	13,000.00	5,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	522504900-Miscellaneous	150.00	150.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	594226410-Equipment - Radios & Pagers (Fire)	19,500.00	19,500.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	594226420-Machinery/Equipment	40,000.00	48,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	594226450-Machinery/Equipment	8,000.00	8,000.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	597000022-Transfer To 202 LTGO Bond Fund	-	50,225.00
2021 001 - Current Expense Fund	522-001 - Fire Control - Current Expense Fund	597001522-Transfer To 320 For Equipment Replacement	150,000.00	150,000.00
2021 001 - Current Expense Fund	523-001 - Detention & Correction - Current Expense Fund	523604100-Professional Services	6,000.00	5,000.00
2021 001 - Current Expense Fund	523-001 - Detention & Correction - Current Expense Fund	523604900-Miscellaneous	150.00	150.00
2021 001 - Current Expense Fund	523-001 - Detention & Correction - Current Expense Fund	523604901-Intergov Services - Cnty Jail Services	27,000.00	25,000.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Func	524101000-Wages - Bldg Clerical	13,823.00	14,019.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Func	524102000-Benefits - Bldg Clerical	9,996.00	10,969.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Func	524201000-Wages & OT	108,351.00	122,526.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Func	524202000-Benefits	59,660.00	57,376.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Func	524203100-Operating Supplies - Bldg. Inspection	2,000.00	2,000.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524203101-Office Supplies - Bldg. Inspection	500.00	500.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524203500-Sm Tools/Equipment	450.00	450.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524204100-Professional Services	2,000.00	2,000.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524204101-Plan Check Professional Services	2,000.00	2,000.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524204200-Communication	1,600.00	1,600.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524204300-Travel	3,800.00	3,500.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524204800-Repairs/Maintenance	100.00	100.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524204900-Miscellaneous	320.00	280.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	524204901-Training Class Registration Costs - Bldg Dept	6,600.00	3,500.00
2021 001 - Current Expense Fund	524-001 - Building Inspection - Current Expense Fund	597001524-Transfer To 320 For Equipment Replacement	25,000.00	25,000.00
2021 001 - Current Expense Fund	525-001 - Emergency Services - Current Expense Fund	525604900-Intergov Servs Emergency Management Cnty	8,481.00	8,481.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522261080-Wages & OT	224,731.00	195,258.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522261081-Stipends (Volunteers)	85,000.00	121,000.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522262080-Benefits	100,150.00	105,133.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522262081-Benefits (Volunteers)	2,339.00	6,503.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522263100-Operating Supplies - EMS Administration	1,000.00	100.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522263103-Operating Supplies - EMS Training	2,500.00	100.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522263180-Operating Supplies - EMS Rescue & Emergency	7,000.00	5,000.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522263183-Radios/Pagers - Parts & Supplies - EMS	300.00	300.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522263580-Sm Tools/Equipment	50,000.00	2,500.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522264180-Professional Services	18,000.00	7,500.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522264280-Communication	350.00	350.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522264900-Miscellaneous	250.00	500.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522264901-Registrations/Fees - Training Classes & Seminars	3,000.00	3,000.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522264902-Intergov Services - Dispatch Charges	23,633.00	23,633.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522264980-Miscellaneous	100.00	100.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	522264996-Interfund Rentals - O & M	25,000.00	30,702.00
2021 001 - Current Expense Fund	526-001 - Emergency Medical Services - Current Expense Fund	594226426-Equipment - Radios & Pagers (EMS)	2,000.00	2,000.00
2021 001 - Current Expense Fund	539-001 - Animal Control - Current Expense Fund	594216455-Machinery/Equipment - Special Enforcement	2,000.00	2,000.00
2021 001 - Current Expense Fund	548-001 - Equipment Rental & Replacement - Current Expense Fund	548684996-INF ER&R From CE O&M Costs	40,000.00	62,720.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558601000-Wages & OT	129,145.00	133,470.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558602000-Personnel Benefits	65,374.00	66,160.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558603100-Operating Supplies - Planning	200.00	200.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558603101-Office Supplies - Planning	500.00	500.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604100-Professional Services	100,000.00	105,000.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604101-Professional Services - Grant Reimbursed	20,000.00	10,000.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604200-Communication	1,500.00	1,500.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604300-Travel	2,100.00	2,100.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604401-Advertising	2,500.00	2,500.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604800-Repairs And Maintenance	500.00	500.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604900-Miscellaneous	1,500.00	500.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604901-Registrations/Fees - Training Classes & Seminars	900.00	900.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558604902-Intergov Services	4,000.00	4,000.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558704100-Community Development / Planning Prof Servs	22,500.00	25,500.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558704900-Economic Development - Miscellaneous	10,945.00	3,000.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	558754101-Planning & Development Costs - Pass Thru	7,000.00	7,000.00
2021 001 - Current Expense Fund	558-001 - Planning/Community Development - Current Expense Fund	594586401-Machinery & Equipment	300.00	300.00
2021 001 - Current Expense Fund	567-001 - Alcohol & Drug Treatment/WW County - Current Expense Fund	566004900-Intergovernmental Services	3,000.00	3,000.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573304700-Utilities - Farmer's Market	400.00	400.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573903100-Operating Supplies - Community Events	3,540.00	3,700.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573903101-Office Supplies - Community Events	510.00	300.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573903500-Sm Tools/Minor Equip.	30,310.00	550.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573904100-Professional Services - Community Events	24,000.00	19,900.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573904200-Communications - Community Events	1,080.00	825.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573904401-Advertising	8,000.00	5,520.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573904800-Repairs & Maintenance - Community Events	100.00	80.00
2021 001 - Current Expense Fund	573-001 - Spectator & Community Events - Current Expense Fund	573904900-Miscellaneous	1,650.00	1,650.00
2021 001 - Current Expense Fund	575-001 - Cultural & Recreational - Current Expense Fund	571004900-Professional Services (Youth Programs)	-	10,000.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576801000-Wages	50,673.00	49,435.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576802000-Benefits	20,357.00	20,051.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576802001-Other Benefits	500.00	300.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576803100-Operating Supplies - Parks	11,000.00	11,000.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576803500-Sm Tools/Equipment	500.00	300.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576804500-Operating Rentals	300.00	300.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576804700-Utility Services	28,000.00	28,000.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576804800-Repairs/Maintenance	2,000.00	2,000.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576804900-Miscellaneous	17,500.00	17,500.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576804901-Intergov Services	1,500.00	1,500.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576811000-Wages & OT	17,274.00	18,123.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576812000-Personnel Benefits	7,877.00	8,194.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	576814200-Communication	500.00	500.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	594766100-Land & Land Improvements - Parks	10,000.00	10,000.00
2021 001 - Current Expense Fund	576-001 - Parks & Recreation - Current Expense Fund	597001576-Transfer To 320 For Equipment Replacement	30,000.00	30,000.00
2021 001 - Current Expense Fund	589-001 - Non-Expenditures - Current Expense Fund	589100005-Refund Of Fireworks Bonds	100.00	100.00
2021 001 - Current Expense Fund	589-001 - Non-Expenditures - Current Expense Fund	589300021-Concealed Pistol License Fee	2,000.00	2,000.00
2021 001 - Current Expense Fund	589-001 - Non-Expenditures - Current Expense Fund	589300024-State Bldg Code Fee	1,500.00	1,500.00
2021 001 - Current Expense Fund	589-001 - Non-Expenditures - Current Expense Fund	589900000-Other Non-Expenditures	500.00	500.00
2021 001 - Current Expense Fund	589-001 - Non-Expenditures - Current Expense Fund	589900004-Travel Account Expenditures	8,000.00	8,000.00
		Total Expenditures	7,365,845.00	7,325,925.00
2021 001 - Current Expense Fund	999-001 - Ending Balance - Current Expense Fund	508800000-Ending Fund Balance	1,838,631.00	1,516,185.00
2021 005 - Current Expense Reserve Fund	001-005 - Beginning Balance - Current Expense Reserve Fund	308100005-Beginning Balance - Current Expense Reserve Fund	304,131.00	200,861.00
2021 005 - Current Expense Reserve Fund	025-005 - Miscellaneous - Current Expense Reserve Fund	361110005-Investment Interest	1,000.00	1,000.00
2021 005 - Current Expense Reserve Fund	070-005 - Operating Transfers - Current Expense Reserve Fund	397000005-Interfund Transfer From Current Expense	50,000.00	100,000.00
		Total Revenue	51,000.00	101,000.00
2021 005 - Current Expense Reserve Fund	999-005 - Ending Balance - Current Expense Reserve Fund	508100005-Ending Balance	405,131.00	301,861.00
2021 012 - Technology Reserve Fund	001-012 - Beginning Balance - Technology Reserve Fund	308100013-Beginning Balance - Technology Reserve Fund	227,441.00	281,061.00
2021 012 - Technology Reserve Fund	025-012 - Miscellaneous - Technology Reserve Fund	361110020-Interest Earned - Technology Reserve Fund	3,000.00	3,000.00
2021 012 - Technology Reserve Fund	070-012 - Operating Transfers - Technology Reserve Fund	397000013-Interfund Transfer CE To Tech Reserve Fund	200,000.00	94,000.00
		Total Revenue	203,000.00	97,000.00
2021 012 - Technology Reserve Fund	025-012 - Miscellaneous - Technology Reserve Fund	514204100-Professional Financial / Banking Costs	40.00	40.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518884100-Professional Technology Services	39,510.00	39,400.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518884101-Professional Technology Services-Data Storage	3,090.00	3,000.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518893100-Operating Supplies - Data Processing	1,000.00	1,000.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518893101-Office Supplies - Data Processing	1,200.00	1,200.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518893500-Sm Tools/Minor Equipment	400.00	400.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518894100-Professional Services	4,788.00	2,000.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518894200-Communication	180.00	180.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518894500-Operating Rentals/Leases	1,300.00	1,300.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518894800-Repairs & Maintenance	1,000.00	100.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	518894901-Registration Fees - Training Classes & Seminars	200.00	200.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	594186400-Machinery / Equipment	600.00	600.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	594186401-Machinery & Equipment - Technology	148,785.00	62,500.00
2021 012 - Technology Reserve Fund	518-012 - Data Processing Services - Technology Reserve Fund	594186403-Software / Software Update Purchases	86,065.00	34,665.00
		Total Expenditures	288,158.00	146,585.00
2021 012 - Technology Reserve Fund	999-012 - Ending Balance - Technology Reserve Fund	508100013-Ending Balance	142,283.00	231,476.00
2021 061 - Employee Benefit Reserve Fund	001-061 - Beginning Balance - Employee Benefit Reserve Fund	308100065-Beginning Balance - Employee Benefit Reserve Fund	264,458.00	273,539.00
2021 061 - Employee Benefit Reserve Fund	025-061 - Miscellaneous - Employee Benefit Reserve Fund	361110061-Investment Interest-Employee Benefit Reserve	3,000.00	3,000.00
2021 061 - Employee Benefit Reserve Fund	070-061 - Operating Transfers - Employee Benefit Reserve Fund	397000061-Interfund Transfer From CE Fund To Employee Benefit Reserve Fund	75,000.00	75,000.00
		Total Revenue	78,000.00	78,000.00
2021 061 - Employee Benefit Reserve Fund	562-061 - Employee Benefit Reserve - Employee Benefit Reserve Fund	518104150-Professional Services-Banking Fees	65.00	65.00
2021 061 - Employee Benefit Reserve Fund	517-061 - Human Resources - Employee Benefit Reserve Fund	518612001-Postemployment Benefits - Med Exp Reimb LEOFF 1	100,000.00	100,000.00
2021 061 - Employee Benefit Reserve Fund	517-061 - Human Resources - Employee Benefit Reserve Fund	518612002-Postemployment Benefits - Ins Premiums LEOFF 1	12,000.00	12,000.00
		Total Expenditures	112,065.00	112,065.00
2021 061 - Employee Benefit Reserve Fund	999-061 - Ending Balance - Employee Benefit Reserve Fund	508100061-Ending Balance Employee Benefit Reserve Fund	230,393.00	239,474.00
2021 100 - Street Fund	001-100 - Beginning Balance - Street Fund	308100001-Opening Balance	276,359.00	309,489.00
2021 100 - Street Fund	003-100 - Licenses & Permits - Street Fund	322400000-Street & Curb Permits	5,000.00	8,000.00
2021 100 - Street Fund	107-100 - State Entitlements - Street Fund	336007100-Multimodal Transportation - Cities	13,105.00	13,100.00
2021 100 - Street Fund	107-100 - State Entitlements - Street Fund	336008700-Motor Veh Fuel Tax St.	207,728.00	205,000.00
2021 100 - Street Fund	025-100 - Miscellaneous - Street Fund	361110001-Investment Interest	2,000.00	2,000.00
2021 100 - Street Fund	070-100 - Operating Transfers - Street Fund	397000001-Transfers From CE To Sts	400,000.00	400,000.00
		Total Revenue	627,833.00	628,100.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542301000-Wages & OT	71,074.00	69,812.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542302000-Benefits	42,107.00	40,991.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542302001-Benefits - Uniforms	800.00	800.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542303100-Operating Supplies - Traveled Way	20,000.00	20,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542303500-Sm Tools/Equipment	500.00	500.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542304100-Professional Services	2,500.00	6,500.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542304200-Communications	800.00	800.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542304300-Travel	-	100.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542304500-Operating Rentals	4,000.00	4,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542304800-Repairs/Maintenance	2,500.00	2,500.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542304900-Miscellaneous	200.00	200.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542304996-Interfund Rentals - O & M	30,000.00	35,229.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542634700-Public Util St. Lighting	42,000.00	45,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542641000-Wages & OT	27,016.00	25,479.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542642000-Benefits	16,366.00	15,833.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542643100-Operating Supplies - Traffic Control Devices	23,000.00	23,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542643500-Sm Tools/Equipment	1,000.00	1,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542644700-Public Utilities	5,000.00	5,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542644900-Intergovernmntl Services	15,000.00	15,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542644996-Interfund Rentals - O & M	10,000.00	14,092.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542661000-Wages & OT	15,783.00	14,747.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542662000-Benefits	10,046.00	9,692.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542663100-Operating Supplies - Snow & Ice Remova	4,000.00	4,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542664996-Interfund Rentals - O & M	5,000.00	6,880.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542701000-Wages & OT	19,969.00	18,610.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542702000-Benefits	12,881.00	12,420.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542703100-Operating Supplies - Roadside	5,000.00	5,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542703200-Fuel	-	300.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542703500-Sm Tools/Equipment	500.00	500.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542704800-Repairs/Maintenance	1,000.00	1,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542704810-Road & Street Repairs & Maintenance - Myra Rc	3,000.00	3,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542704900-Intergovernmntl Services	5,000.00	5,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	542704996-Interfund Rentals - O & M	6,000.00	9,245.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	542901000-Wages & OT	4,585.00	4,445.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	542902000-Benefits	2,514.00	2,712.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543101000-Wages & OT	19,050.00	23,839.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543101002-Wages - Clerical	6,689.00	6,728.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543102000-Benefits	7,572.00	9,432.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543102002-Benefits - Clerical	4,837.00	5,264.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543103101-Office Supplies - Administration	200.00	200.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543104100-Professional Services	1,500.00	1,500.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543104200-Communication	400.00	400.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543104401-Advertising	300.00	300.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543104700-Public Services	1,000.00	1,000.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543104900-Miscellaneous	200.00	200.00
2021 100 - Street Fund	025-100 - Miscellaneous - Street Fund	543304100-Professional Financial / Banking Costs	25.00	25.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543304300-Travel - Training	500.00	500.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543304600-Insurance	19,000.00	19,000.00
2021 100 - Street Fund	543-100 - Road & Street General Admin. - Street Fund	543304901-Registrations/Fees - Training Classes & Seminars	500.00	500.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544201000-Salary / Wages - City Engineer	50,763.00	58,190.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544202000-Benefits - City Engineer	24,151.00	25,234.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544203100-Operating Supplies - Engineering	200.00	200.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544203101-Office Supplies - Engineering	200.00	200.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544204100-Professional Services - Engineering	-	28,725.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544204300-Travel Expense - Engineering	500.00	500.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544204400-Advertising - Engineering	650.00	650.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544204900-Miscellaneous - Engineering	500.00	500.00
2021 100 - Street Fund	544-100 - Engineering *544* - Street Fund	544204901-Training Registration Fees - Engineering	500.00	500.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	594426401-Machinery/Equipment	5,000.00	5,000.00
2021 100 - Street Fund	542-100 - Road & Street Maintenance - Street Fund	597000100-Transfer To 320 For Equipment Replacement	7,000.00	7,000.00
		Total Expenditures	560,378.00	618,974.00
2021 100 - Street Fund	999-100 - Ending Balance - Street Fund	508100001-Ending Balance	343,814.00	318,615.00
2021 120 - Criminal Justice Fund	001-120 - Beginning Balance - Criminal Justice Fund	308100012-Beginning Balance - Criminal Justice Fund	15,774.00	16,150.00
2021 120 - Criminal Justice Fund	107-120 - State Entitlements - Criminal Justice Fund	336062100-C.J. Funds - Regular	3,227.00	3,000.00
2021 120 - Criminal Justice Fund	107-120 - State Entitlements - Criminal Justice Fund	336062600-C.J. - Municipal Criminal Justice Funding	11,443.00	11,000.00
2021 120 - Criminal Justice Fund	025-120 - Miscellaneous - Criminal Justice Fund	361110012-Interest Earned - Criminal Justice	250.00	250.00
		Total Revenue	14,920.00	14,250.00

City of College Place - Preliminary Budget 2021

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 120 - Criminal Justice Fund	521-120 - Law Enforcement - Criminal Justice Func	521301012-Salaries & Wages - School Programs Officer	9,962.00	9,539.00
2021 120 - Criminal Justice Fund	521-120 - Law Enforcement - Criminal Justice Func	521302012-Personnel Benefits - School Programs Officer	3,701.00	3,922.00
2021 120 - Criminal Justice Fund	521-120 - Law Enforcement - Criminal Justice Func	594216403-Equip. Criminal Justice	17,000.00	-
		Total Expenditures	30,663.00	13,461.00
2021 120 - Criminal Justice Fund	999-120 - Ending Balance - Criminal Justice Fund	508100012-Ending Balance - C.J. Fund	31.00	16,938.00
2021 121 - Forfeited Proceeds Fund	001-121 - Beginning Balance - Forfeited Proceeds Fund	308100002-Beginning Fund Balance - Forfeited Proceeds Func	2,069.00	2,272.00
2021 121 - Forfeited Proceeds Fund	012-121 - Court Fines And Forfeitures - Forfeited Proceeds Func	352900000-Superior Court Forfeited Proceeds (PD)	500.00	500.00
2021 121 - Forfeited Proceeds Fund	035-121 - Other Miscellaneous - Forfeited Proceeds Func	361110002-Investment Interest	25.00	25.00
		Total Revenue	525.00	525.00
2021 121 - Forfeited Proceeds Fund	521-121 - Law Enforcement - Forfeited Proceeds Fund	594216404-Equipment Purchases	-	-
		Total Expenditures	-	-
2021 121 - Forfeited Proceeds Fund	999-121 - Ending Balance - Forfeited Proceeds Func	508100002-Ending Balance - Forfeited Proceeds Func	2,594.00	2,797.00
2021 130 - Hotel/Motel Tax	001-130 - Beginning Balance - Hotel/Motel Tax	308100030-Beginning Balance - Hotel/Motel Tax	30,208.00	20,651.00
2021 130 - Hotel/Motel Tax	002-130 - Taxes - Hotel/Motel Tax	313310001-Hotel/Motel Lodging	8,000.00	7,000.00
2021 130 - Hotel/Motel Tax	002-130 - Taxes - Hotel/Motel Tax	313310002-Hotel/Motel Stadium	8,000.00	7,000.00
2021 130 - Hotel/Motel Tax	035-130 - Other Miscellaneous - Hotel/Motel Tax	361110130-Investment Interest	100.00	100.00
		Total Revenue	16,100.00	14,100.00
2021 130 - Hotel/Motel Tax	557-130 - Economic Development - Hotel/Motel Tax	557304430-Tourism Advertising	-	3,600.00
2021 130 - Hotel/Motel Tax	557-130 - Economic Development - Hotel/Motel Tax	557304901-Contributions from Other Entities	-	2,000.00
2021 130 - Hotel/Motel Tax	557-130 - Economic Development - Hotel/Motel Tax	557304930-City Event Entertainment	-	4,000.00
		Total Expenditures	-	9,600.00
2021 130 - Hotel/Motel Tax	999-130 - Ending Balance -Hotel/Motel Tax	508100030-Ending Balance - Hotel/Motel Tax	46,308.00	25,151.00
2021 201 - ULTGO Bond Fund	001-201 - Beginning Balance - ULTGO Bond Fund	308100021-Beginning Balance Forward - ULTGO Bond Func	12,275.00	15,167.00
2021 201 - ULTGO Bond Fund	025-201 - Miscellaneous - ULTGO Bond Fund	361110021-Investment Interest	5.00	5.00
2021 201 - ULTGO Bond Fund	070-201 - Operating Transfers - ULTGO Bond Fund	397000021-Transfer CE To ULTGO 201	487,950.00	487,950.00
		Total Revenue	487,955.00	487,955.00
2021 201 - ULTGO Bond Fund	591-201 - Interest & Debt Service - ULTGO Bond Fund	591957101-Principle UTGO 2014 Issue (CARS)	300,000.00	295,000.00
2021 201 - ULTGO Bond Fund	591-201 - Interest & Debt Service - ULTGO Bond Fund	592958301-Interest UTGO 2014 Issue (CARS)	187,050.00	192,950.00
		Total Expenditures	487,050.00	487,950.00
2021 201 - ULTGO Bond Fund	999-201 - Ending Balance -ULTGO Bond Func	508100021-Ending Fund Balance	13,180.00	15,172.00
2021 202 - LTGO Bond Fund	001-202 - Beginning Balance - LTGO Bond Fund	308100022-Beginning Balance - South End Bond Func	52,004.00	52,005.00
2021 202 - LTGO Bond Fund	025-202 - Miscellaneous - LTGO Bond Fund	361110022-Interest Earned - Southend Bond Func	10.00	10.00
2021 202 - LTGO Bond Fund	070-202 - Operating Transfers - LTGO Bond Func	397000022-Transfer CE To 202 LTGO Bond Func	-	50,225.00
		Total Revenue	10.00	50,235.00
2021 202 - LTGO Bond Fund	591-202 - Interest & Debt Service - LTGO Bond Fund	591587122-Principle LTGO Fire Engine Bond	-	44,876.00
2021 202 - LTGO Bond Fund	591-202 - Interest & Debt Service - LTGO Bond Fund	592588322-Interest LTGO Fire Engine Bond	-	5,359.00
		Total Expenditures	-	50,235.00
2021 202 - LTGO Bond Fund	999-202 - Ending Balance -LTGO Bond Fund	508100022-Ending Balance	52,014.00	52,005.00
2021 235 - Commercial Drive Bond Debt Service Fund	001-235 - Beginning Balance - Commercial Drive Bond Debt Service Func	308100009-Beginning Balance - Commercial Dr. Bond Debt Service Func	144,619.00	143,558.00
2021 235 - Commercial Drive Bond Debt Service Fund	025-235 - Miscellaneous - Commercial Drive Bond Debt Service Func	361110023-Interest Earned - Comm Drive Debt Service Fund	750.00	750.00
2021 235 - Commercial Drive Bond Debt Service Fund	070-235 - Operating Transfers - Commercial Drive Bond Debt Service Func	397000024-INF To #235 From #001 Current Expense	139,735.00	139,735.00
		Total Revenue	140,485.00	140,485.00
2021 235 - Commercial Drive Bond Debt Service Fund	591-235 - Interest & Debt Service - Commercial Drive Bond Debt Service Func	591957109-Principal On Long Term External GO Debt	117,561.00	112,358.00
2021 235 - Commercial Drive Bond Debt Service Fund	591-235 - Interest & Debt Service - Commercial Drive Bond Debt Service Func	592958309-Interest On Long Term External Debt	22,923.00	28,127.00
		Total Expenditures	140,484.00	140,485.00
2021 235 - Commercial Drive Bond Debt Service Fund	999-235 - Ending Balance - Commercial Drive Bond Debt Service Func	508100009-Ending Balance	144,620.00	143,558.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 301 - Street Capital Contribution Fund	001-301 - Beginning Balance - Street Capital Contribution Fund	308100003-Beginning Balance - Street Capital Contribution Fund	14,134.00	16,051.00
2021 301 - Street Capital Contribution Fund	370-301 - Capital Contributions - Street Capital Contribution Fund	345890123-Street Capital Developer Contributions	21,925.00	22,000.00
2021 301 - Street Capital Contribution Fund	025-301 - Miscellaneous - Street Capital Contribution Fund	361110003-Investment Interest	20.00	20.00
		Total Revenue	21,945.00	22,020.00
2021 301 - Street Capital Contribution Fund	070-301 - Operating Transfers - Street Capital Contribution Fund	597000101-Interfund Transfer For CARS Signalization	11,925.00	11,925.00
2021 301 - Street Capital Contribution Fund	070-301 - Operating Transfers - Street Capital Contribution Fund	597000311-Interfund Transfer To Street Improvement Fund	10,000.00	10,000.00
		Total Expenditures	21,925.00	21,925.00
2021 301 - Street Capital Contribution Fund	999-301 - Ending Balance - Street Capital Contribution Fund	508100003-Ending Balance - Street Capital Contribution Fund	14,154.00	16,146.00
2021 305 - Capital Improvement Fund (REET)	001-305 - Beginning Balance - Capital Improvement Fund (REET)	308100035-Beginning Balance - Capital Improvement Fund (REET)	386,153.00	286,369.00
2021 305 - Capital Improvement Fund (REET)	002-305 - Taxes - Capital Improvement Fund (REET)	318340000-Real Estate Excise Tax Local	150,000.00	130,000.00
2021 305 - Capital Improvement Fund (REET)	025-305 - Miscellaneous - Capital Improvement Fund (REET)	361110035-Investment Interest	1,500.00	1,500.00
		Total Revenue	151,500.00	131,500.00
2021 305 - Capital Improvement Fund (REET)	542-305 - Miscellaneous - Capital Improvement Fund (REET)	594426300-Street And Path Projects	30,000.00	-
2021 305 - Capital Improvement Fund (REET)	542-305 - Miscellaneous - Capital Improvement Fund (REET)	594426502-Chipsealing / Walla Walla Cnty PW	60,000.00	41,000.00
		Total Expenditures	90,000.00	41,000.00
2021 305 - Capital Improvement Fund (REET)	999-305 - Ending Balance - Street Capital Contribution Fund	508100035-Ending Fund Balance	447,653.00	376,869.00
2021 306 - Capital Improvement Fund (REET 2)	001-306 - Beginning Balance - Capital Improvement Fund (REET)	308100036-Beginning Balance - Capital Improvement Fund (REET II)	620,627.00	393,214.00
2021 306 - Capital Improvement Fund (REET 2)	002-306 - Taxes - Capital Improvement Fund (REET 2)	318350000-REET 2 - Second Quarter Percent	150,000.00	130,000.00
2021 306 - Capital Improvement Fund (REET 2)	594-306 - Capital Improvements *594* - Capital Improvement Fund (REET 2)	334027001-Recreation And Conservation Office Grant - Lions' Park	1,000,000.00	-
2021 306 - Capital Improvement Fund (REET 2)	025-306 - Miscellaneous - Capital Improvement Fund (REET 2)	361110036-Investment Interest	2,000.00	2,000.00
2021 306 - Capital Improvement Fund (REET 2)	030-306 - Contr & Donations Priv Sources - Capital Improvement Fund (REET 2)	367110006-Contr/Donations - Private	400,000.00	-
		Total Revenue	1,552,000.00	132,000.00
2021 306 - Capital Improvement Fund (REET 2)	594-306 - Capital Improvements *594* - Capital Improvement Fund (REET 2)	595306336-Other Capital Improvements - REET 2	2,000,000.00	430,000.00
2021 306 - Capital Improvement Fund (REET 2)	594-306 - Capital Improvements *594* - Capital Improvement Fund (REET 2)	595306337-Other Capital Improvements - Grant Reimbursed	10,000.00	1,500.00
		Total Expenditures	2,010,000.00	431,500.00
2021 306 - Capital Improvement Fund (REET 2)	999-306 - Ending Balance - Capital Improvement Fund (REET)	508100036-Ending Fund Balance	162,627.00	93,714.00
2021 309 - CDBG Project	101-309 - Indirect Federal Grants - CDBG Project	333140000-Federal Indirect Grants - CDBG	339,530.00	464,530.00
2021 309 - CDBG Project	542-309 - Road & Street Maintenance - CDBG Project	595610000-Capital Expenditures - Sidewalks	339,530.00	464,530.00
2021 311 - Street Improvement Fund	001-311 - Beginning Balance - Street Improvement Fund	308100011-Beginning Balance - Street Improvement Fund	488,886.00	362,650.00
2021 311 - Street Improvement Fund	105-311 - State Grants - Street Improvement Fund	334001011-State Grant from Legislature	200,000.00	718,521.00
2021 311 - Street Improvement Fund	105-311 - State Grants - Street Improvement Fund	334038008-TIB Overlay Grants	282,204.00	585,982.00
2021 311 - Street Improvement Fund	025-311 - Miscellaneous - Street Improvement Fund	361110011-Investment Interest St. Improvement Fund	67,500.00	3,000.00
2021 311 - Street Improvement Fund	102-311 - Grants - Private Sources - Street Improvement Fund	367000311-Pacific Power Wattsmart Grant	71,100.00	2,000.00
2021 311 - Street Improvement Fund	070-311 - Operating Transfers - Street Improvement Fund	397000311-Interfund Transfer From Street Capital Developer Contributions Fund	507,700.00	10,000.00
		Total Revenue	1,128,504.00	1,319,503.00
2021 311 - Street Improvement Fund	025-311 - Miscellaneous - Street Improvement Fund	543304111-Professional Financial / Banking Costs	25.00	25.00
2021 311 - Street Improvement Fund	542-311 - Road & Street Maintenance - Street Improvement Fund	595306312-Roads/Streets Const. & Other Infrastructure - St Improvement Fund	100,000.00	15,000.00
2021 311 - Street Improvement Fund	542-311 - Road & Street Maintenance - Street Improvement Fund	595306320-Street Fund Capital Project Roadways	911,000.00	742,921.00
2021 311 - Street Improvement Fund	542-311 - Road & Street Maintenance - Street Improvement Fund	595316303-Overlays - City Portion	-	3,800.00
2021 311 - Street Improvement Fund	542-311 - Road & Street Maintenance - Street Improvement Fund	595316304-Overlays - TIB Grant Portion	313,560.00	585,982.00
2021 311 - Street Improvement Fund	070-311 - Operating Transfers - Street Improvement Fund	597003133-Transfer From Street Improvement Fund To Economic Development Fund	100,000.00	200,000.00
		Total Expenditures	1,424,585.00	1,547,728.00
2021 311 - Street Improvement Fund	999-311 - Ending Balance - Street Improvement Fund	508100011-Ending Balance	192,805.00	134,425.00
2021 315 - Facility Maintenance Reserve Fund (CE)	001-315 - Beginning Balance - Facility Maintenance Reserve Fund (CE)	308100015-Beginning Fund Balance - Facility Maintenance Reserve Fund	139,828.00	116,389.00
2021 315 - Facility Maintenance Reserve Fund (CE)	025-315 - Miscellaneous - Facility Maintenance Reserve Fund (CE)	361110015-Investment Interest- Facility Maintenance Reserve Fund	1,000.00	1,000.00
2021 315 - Facility Maintenance Reserve Fund (CE)	102-315 - Grants - Private Sources - Facility Maintenance Reserve Fund (CE)	367000315-Pacific Power Lighting Grant	-	48,832.00
2021 315 - Facility Maintenance Reserve Fund (CE)	070-315 - Operating Transfers - Facility Maintenance Reserve Fund (CE)	397000015-Operating Transfer From CE To Bldg Fac Reserve	250,000.00	295,100.00
		Total Revenue	251,000.00	344,932.00
2021 315 - Facility Maintenance Reserve Fund (CE)	025-315 - Miscellaneous - Facility Maintenance Reserve Fund (CE)	514204115-Financial Services / Fees & Charges	100.00	100.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 315 - Facility Maintenance Reserve Fund (CE)	519-315 - Other General Gov Services - Facility Maintenance Reserve Fund (CE)	594186217-Capital Expenditures/Expenses - Buildings & Structures	310,300.00	219,500.00
2021 315 - Facility Maintenance Reserve Fund (CE)	519-315 - Other General Gov Services - Facility Maintenance Reserve Fund (CE)	594186315-Capital Expenditures/Expenses - Other Imprvmnts	-	58,831.00
2021 315 - Facility Maintenance Reserve Fund (CE)	519-315 - Other General Gov Services - Facility Maintenance Reserve Fund (CE)	594186415-Capital Expenditures/Expenses - Equipment/Furnishings	-	4,000.00
		Total Expenditures	310,400.00	282,431.00
2021 315 - Facility Maintenance Reserve Fund (CE)	999-315 - Ending Balance - Facility Maintenance Reserve Fund (CE)	508100015-Ending Fund Balance	80,428.00	178,890.00
2021 320 - Equipment Reserve Fund	001-320 - Beginning Balance - Equipment Reserve Fund	308100020-Beginning Balance - Equipment Reserve Fund	299,655.00	339,015.00
2021 320 - Equipment Reserve Fund	025-320 - Miscellaneous - Equipment Reserve Fund	361110004-Investment Interest	4,000.00	4,000.00
2021 320 - Equipment Reserve Fund	070-320 - Operating Transfers - Equipment Reserve Fund	397000100-Transfer From Streets For Equipment Replacement	7,000.00	7,000.00
2021 320 - Equipment Reserve Fund	070-320 - Operating Transfers - Equipment Reserve Fund	397001521-Transfer From PD For Equipment Replacement	72,520.00	38,100.00
2021 320 - Equipment Reserve Fund	070-320 - Operating Transfers - Equipment Reserve Fund	397001522-Transfer From FD For Equipment Replacement	302,000.00	150,000.00
2021 320 - Equipment Reserve Fund	070-320 - Operating Transfers - Equipment Reserve Fund	397001524-Transfer From Bldg/Facilities For Equipment Replacement	25,000.00	25,000.00
2021 320 - Equipment Reserve Fund	070-320 - Operating Transfers - Equipment Reserve Fund	397001576-Transfer From Parks For Equipment Replacement	30,000.00	30,000.00
		Total Revenue	440,520.00	254,100.00
2021 320 - Equipment Reserve Fund	521-320 - Law Enforcement - Equipment Reserve Fund	594216432-Vehicles/Equip Police Department	72,520.00	63,500.00
2021 320 - Equipment Reserve Fund	522-320 - Fire Control - Equipment Reserve Fund	594226431-Vehicles/Equip Fire Department	18,000.00	-
2021 320 - Equipment Reserve Fund	522-320 - Fire Control - Equipment Reserve Fund	594226432-Vehicles/Equip Fire Department Mobilization	20,000.00	150,000.00
2021 320 - Equipment Reserve Fund	542-320 - Road & Street Maintenance - Equipment Reserve Fund	594426432-Vehicles/Equip Streets	302,000.00	157,000.00
2021 320 - Equipment Reserve Fund	550-320 - General Services - Equipment Reserve Fund	594506432-Vehicles/Equip CE	157,000.00	65,000.00
		Total Expenditures	569,520.00	435,500.00
2021 320 - Equipment Reserve Fund	999-320 - Ending Balance - Equipment Reserve Fund	508100020-Ending Balance - Equipment Reserve Fund	170,655.00	157,615.00
2021 330 - Economic Development Fund	001-330 - Beginning Balance - Economic Development Fund	308100033-Beginning Balance - Economic Development Fund	93,851.00	500,362.00
2021 330 - Economic Development Fund	025-330 - Miscellaneous - Economic Development Fund	361110030-Interest Earned Economic Development	50.00	50.00
2021 330 - Economic Development Fund	070-330 - Operating Transfers - Economic Development Fund	397000101-Interfund Transfer For CARS Signalization	500,000.00	11,925.00
2021 330 - Economic Development Fund	070-330 - Operating Transfers - Economic Development Fund	397003133-Transfer From Street Improvement Fund To Economic Development Fund	100,000.00	200,000.00
		Total Revenue	600,050.00	211,975.00
2021 330 - Economic Development Fund	542-330 - Road & Street Maintenance - Economic Development Fund	595306304-CARS Construction	100,000.00	100,000.00
2021 330 - Economic Development Fund	542-330 - Road & Street Maintenance - Economic Development Fund	595306305-CARS Miscellaneous Expenses	500,000.00	500,000.00
2021 330 - Economic Development Fund	542-330 - Road & Street Maintenance - Economic Development Fund	595646300-CARS Traffic Signalization (Developer Funded)	11,925.00	11,925.00
		Total Expenditures	611,925.00	611,925.00
2021 330 - Economic Development Fund	999-330 - Ending Balance - Economic Development Fund	508100033-Ending Balance - Economic Dev. Fund	81,976.00	100,412.00
2021 340 - Economic Development Reserve Fund	001-340 - Beginning Balance - Economic Development Reserve Fund	308100023-Beg Balance - Economic Development Reserve Fund	65.00	65.00
2021 340 - Economic Development Reserve Fund	999-340 - Ending Balance - Economic Development Reserve Fund	508100023-Ending Balance - Economic Dev Reserve Fund	65.00	65.00
2021 400 - Water Fund	001-400 - Beginning Balance - Water Fund	308800040-Beginning Fund Balance - Water Fund	498,247.00	1,050,112.00
2021 400 - Water Fund	006-400 - Charges For Goods & Services - Water Fund	341700000-Sale Of Merchandise	20,000.00	55,000.00
2021 400 - Water Fund	006-400 - Charges For Goods & Services - Water Fund	343400000-Water Sales	1,451,933.00	1,382,850.00
2021 400 - Water Fund	006-400 - Charges For Goods & Services - Water Fund	343400002-Water Charges For Utility Tax	267,205.00	267,826.00
2021 400 - Water Fund	006-400 - Charges For Goods & Services - Water Fund	343400170-Misc Util Fees/Activation Fees	7,749.00	4,594.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	343400185-Water - Sale Of Materials & Services	14,247.00	-
2021 400 - Water Fund	006-400 - Charges For Goods & Services - Water Fund	359900040-Penalty/Late Fee	20,000.00	20,000.00
2021 400 - Water Fund	025-400 - Miscellaneous - Water Fund	361110040-Investment Interest	7,000.00	7,000.00
2021 400 - Water Fund	006-400 - Charges For Goods & Services - Water Fund	362000001-Water - Hydrant Meter & Backflow Rental Fees	1,020.00	1,000.00
2021 400 - Water Fund	025-400 - Miscellaneous - Water Fund	362005040-Rental Charges / Fees	19,044.00	19,044.00
2021 400 - Water Fund	025-400 - Miscellaneous - Water Fund	369100006-Sale Of Surplus - Water	13,000.00	-
		Total Revenue	1,821,198.00	1,757,314.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534101000-Wages & OT	100,946.00	116,906.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534102000-Benefits	44,140.00	50,266.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534103101-Office Supplies - Administration	1,200.00	1,200.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534103500-Small Tools/Equipment	500.00	500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104100-Professional Service	11,500.00	11,100.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104200-Communication	4,000.00	4,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104300-Travel	3,000.00	3,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104400-External Taxes	100,000.00	100,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104401-Advertising	1,000.00	1,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104402-Utility Tax	260,000.00	260,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104600-Insurance	40,000.00	40,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104900-Miscellaneous	3,500.00	3,500.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534104901-Registrations/Fees - Training Classes & Seminars	3,500.00	3,500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534201000-Salaries & Wages	15,321.00	14,960.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534202000-Benefits	7,603.00	7,446.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534271000-Water Utilities - Salaries & Wages	99,289.00	84,133.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534272000-Water Utilities - Personnel Benefits	48,853.00	39,301.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534273100-Water Utilities - Operating Supplies	2,000.00	2,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534273101-Water Utilities - Office Supplies	1,200.00	1,200.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534273500-Water Utilities - Small Tools And Minor Equipment	100.00	100.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534274100-Water Utilities - Professional Services	24,100.00	25,600.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534274200-Water Utilities - Communications	5,000.00	5,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534274300-Water Utilities - Travel	1,000.00	1,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534274800-Water Utilities - Repairs & Maintenance	700.00	700.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534274900-Water Utilities - Miscellaneous	300.00	300.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534274901-Water Utilities - Registrations/Fees - Trainings & Seminars	1,500.00	1,500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534501000-Wages & OT	255,724.00	240,991.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534502000-Benefits	146,969.00	150,019.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534502001-Benefits Uniforms	1,500.00	1,500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534503100-Operating Supplies - Maintenance	90,000.00	90,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534503500-Sm Tools/Equipment	1,500.00	1,500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534504100-Professional Services	3,000.00	3,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534504500-Operating Rentals/Leases	500.00	500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534504800-Repairs & Maintenance	15,000.00	15,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534504900-County 911 / Dispatch Services	2,096.00	2,096.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534504996-Interfund Rentals - O & M	35,000.00	46,972.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534801000-Wages & OT	10,946.00	10,176.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534802000-Benefits	7,053.00	6,787.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534803100-Operating Supplies - General	15,000.00	15,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534803300-Water Purchase For Resale	1,000.00	1,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534803500-Small Tools/Equipment	1,000.00	1,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534804100-Water Utilities - Professional Services - Water Testing	16,000.00	5,500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534804700-Public Utility Services	130,000.00	130,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534804800-Repairs/Maintenance	15,000.00	15,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	534804900-Intergov Maintenance	6,000.00	6,000.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	594346404-Machinery/Equipment	4,500.00	4,500.00
2021 400 - Water Fund	534-400 - Water Utilities - Water Fund	594346405-Capital Expenditures/Expenses - Machinery & Equipment	2,000.00	2,000.00
2021 400 - Water Fund	070-400 - Operating Transfers - Water Fund	597340041-Interfund Transfer - Revenue Reserved For Rate-Funded Capita	200,000.00	300,000.00
2021 400 - Water Fund	070-400 - Operating Transfers - Water Fund	597340095-Interfund Rentals - Repl	145,000.00	145,000.00
		Total Expenditures	1,885,040.00	1,971,753.00
2021 400 - Water Fund	999-400 - Ending Balance - Water Fund	508800040-Fund Ending Balance	434,405.00	835,673.00
2021 401 - Wastewater Fund	001-401 - Beginning Balance - Wastewater Fund	308800041-Beginning Fund Balance - Wastewater Fund	1,836,496.00	1,971,435.00
2021 401 - Wastewater Fund	006-401 - Charges For Goods & Services - Wastewater Fund	343500000-Wastewater Charges	2,345,758.00	2,037,000.00
2021 401 - Wastewater Fund	006-401 - Charges For Goods & Services - Wastewater Fund	343500002-Wastewater Charges For Utility Tax	322,138.00	315,000.00
2021 401 - Wastewater Fund	006-401 - Charges For Goods & Services - Wastewater Fund	343500041-Misc Util Fees & Charges	871.00	-
2021 401 - Wastewater Fund	006-401 - Charges For Goods & Services - Wastewater Fund	359900041-Penalty/Late Fee	8,000.00	10,000.00
2021 401 - Wastewater Fund	025-401 - Miscellaneous - Wastewater Fund	361110041-Investment Interest WW	14,000.00	14,000.00
2021 401 - Wastewater Fund	070-401 - Operating Transfers - Wastewater Fund	397412401-Transfer Surplus To Operating Fund	300,000.00	300,000.00
		Total Revenue	2,990,767.00	2,676,000.00
2021 401 - Wastewater Fund	515-401 - Legal - Wastewater Fund	515314135-Legal Services - Wastewater	1,500.00	1,500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535101000-Wages & OT	54,692.00	39,284.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535102000-Benefits	23,159.00	17,029.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535103101-Office Supplies - Administration	500.00	500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104100-Professional Services	1,196,698.00	1,224,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104200-Communication	900.00	900.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104300-Travel	500.00	500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104400-External Taxes	60,000.00	60,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104402-Utility Tax	310,000.00	310,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104600-Insurance	59,000.00	59,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104900-Misc	500.00	500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535104901-Registrations/Fees - Training Classes & Seminars	500.00	500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535201000-Salaries & Wages	15,321.00	14,960.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535202000-Benefits	7,603.00	7,446.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535271000-Sewer Utilities - Salaries & Wages	92,097.00	79,250.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535272000-Sewer Utilities - Personnel Benefits	45,503.00	36,878.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535273100-Sewer Utilities - Operating Supplies	3,500.00	3,500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535273101-Sewer Utilities - Office Supplies	2,000.00	2,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535273500-Sewer Utilities - Small Tools And Minor Equipment	200.00	200.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535274100-Sewer Utilities - Professional Services	35,000.00	36,700.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535274200-Sewer Utilities - Communications	7,000.00	7,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535274300-Sewer Utilities - Travel	1,000.00	1,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535274800-Sewer Utilities - Repairs & Maintenance	1,000.00	1,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535274900-Sewer Utilities - Miscellaneous	500.00	500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535274901-Sewer Utilities - Registrations/Fees - Trainings & Seminars	1,500.00	1,500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535503100-Operating Supplies - Maintenance	500.00	500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535504800-Repairs / Maintenance	3,000.00	3,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535504801-Maintenance Of Poplar Farm / Weed Control WWTF	-	100,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535504900-Intergov Services	500.00	500.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535504901-County 911 / Dispatch Services	2,096.00	2,096.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535504996-Interfund Rentals - O & M	15,000.00	17,616.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535804100-Professional Services	16,700.00	16,200.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535804800-Repairs / Maintenance Capital Reserve	25,000.00	25,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535804900-Miscellaneous	13,000.00	13,000.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	535804996-Interfund Transfers - O&M	15,000.00	17,616.00
2021 401 - Wastewater Fund	025-401 - Miscellaneous - Wastewater Fund	535904100-Professional Financial / Banking Costs	120.00	120.00
2021 401 - Wastewater Fund	535-401 - Wastewater Utilities - Wastewater Fund	594356441-Wastewater Capital Equipment	228,000.00	-
2021 401 - Wastewater Fund	070-401 - Operating Transfers - Wastewater Fund	597350095-Interfund Rentals - Repl.	63,000.00	63,000.00
2021 401 - Wastewater Fund	070-401 - Operating Transfers - Wastewater Fund	597350895-Interfund Rentals - Repl.	63,000.00	63,000.00
2021 401 - Wastewater Fund	070-401 - Operating Transfers - Wastewater Fund	597401411-Transfer For Rate Funded Capital	300,000.00	300,000.00
		Total Expenditures	2,665,089.00	2,527,295.00
2021 401 - Wastewater Fund	999-401 - Ending Balance - Wastewater Fund	508800041-Fund Ending Balance	2,162,174.00	2,120,140.00
2021 402 - Stormwater Fund	001-402 - Beginning Balance - Stormwater Fund	308800042-Beginning Fund Balance - Stormwater Fund	369,657.00	385,028.00
2021 402 - Stormwater Fund	105-402 - State Grants - Stormwater Fund	334031004-Dept Of Ecology - Solid Waste Enforcement Code Grant	90,000.00	90,000.00
2021 402 - Stormwater Fund	006-402 - Charges For Goods & Services - Stormwater Fund	343100000-Stormwater Charges	562,936.00	540,000.00
2021 402 - Stormwater Fund	006-402 - Charges For Goods & Services - Stormwater Fund	359900042-Penalty/Late Fee - Stormwater	10,000.00	-
2021 402 - Stormwater Fund	025-402 - Miscellaneous - Stormwater Fund	361110402-Investment Interest - Stormwater Fund	500.00	500.00
		Total Revenue	663,436.00	630,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531101000-Wages & OT - Stormwater Administration	28,288.00	28,737.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531102000-Benefits - Stormwater Administration	13,433.00	14,054.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531103100-Operating Supplies - Stormwater Administratior	5,000.00	5,000.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531104100-Professional Services - Stormwater Administration	2,800.00	2,700.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531104300-Travel - Stormwater	1,000.00	1,000.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531104400-External Taxes - Stormwater	1,000.00	1,000.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531104401-Advertising - Stormwater	500.00	500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531104600-Insurance - Stormwater	12,000.00	10,000.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531104900-Miscellaneous - Stormwater	5,000.00	500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531104901-Registration/Fees - Training Classes Stormwater Admin	2,500.00	2,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531201000-Wages & OT - Stormwater Engineering	22,913.00	28,947.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531202000-Benefits - Stormwater Engineering	11,988.00	12,553.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531203100-Operating Supplies - Stormwater Engineering	1,500.00	1,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531203101-Office Supplies - Stormwater Engineering	200.00	200.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531204100-Professional Services - Stormwater Engineering	2,500.00	2,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531204300-Travel Expense - Stormwater Engineering	750.00	750.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531271000-Stormwater Utilities - Salaries & Wages	60,555.00	40,213.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531272000-Stormwater Utilities - Personnel Benefits	29,997.00	19,123.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531273100-Stormwater Utilities - Operating Supplies	500.00	500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531273101-Stormwater Utilities - Office Supplies	250.00	250.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531274100-Stormwater Utilities - Professional Services	6,400.00	6,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531274200-Stormwater Utilities - Communications	1,600.00	1,600.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531274300-Stormwater Utilities - Travel	400.00	400.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531274800-Stormwater Utilities - Repairs & Maintenance	50.00	50.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531274900-Stormwater Utilities - Miscellaneous	120.00	120.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531274901-Stormwater Utilities - Registration/Fees - Training & Seminars	1,000.00	1,000.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531501000-Wages & OT - Stormwater Maintenance	52,161.00	47,080.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531502000-Benefits - Stormwater Maintenance	38,911.00	37,293.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531503100-Operating Supplies - Stormwater Maintenance	1,500.00	1,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531503500-Small Tools/Equipment - Stormwater Maintenance	1,500.00	1,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531504100-Professional Services - Stormwater Maintenance	500.00	500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531504996-Interfund Rentals - O&M - Stormwater Maintenance	6,011.00	6,011.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531804200-Communications - Stormwater Maintenance	500.00	500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531804300-Travel Expense - Stormwater Operations/General	500.00	500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	531804901-Registration/Fees - Training Classes Stormwater	1,500.00	1,500.00
2021 402 - Stormwater Fund	531-402 - Stormwater - Stormwater Fund	597000403-Interfund Transfer - SW Operating To SW Capita	191,000.00	191,000.00
		Total Expenditures	506,327.00	469,581.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 402 - Stormwater Fund	999-402 - Ending Balance - Stormwater Fund	508800042-Ending Balance - Stormwater Fund	526,766.00	545,947.00
2021 403 - Stormwater Capital Reserve Fund	001-403 - Beginning Balance - Stormwater Capital Reserve Fund	308800043-Beginning Balance - Stormwater Capital	168,002.00	206,373.00
2021 403 - Stormwater Capital Reserve Fund	105-403 - State Grants - Stormwater Capital Reserve Fund	334001043-State Grant from Legislature	350,000.00	350,000.00
2021 403 - Stormwater Capital Reserve Fund	025-403 - Miscellaneous - Stormwater Capital Reserve Fund	361110403-Investment Interest - Stormwater Capital Reserve Fund	1,000.00	1,000.00
2021 403 - Stormwater Capital Reserve Fund	070-403 - Operating Transfers - Stormwater Capital Reserve Fund	397000403-Interfund Transfer - SW Operating To SW Capita	191,000.00	191,000.00
		Total Revenue	542,000.00	542,000.00
2021 403 - Stormwater Capital Reserve Fund	591-403 - Interest & Debt Service - Stormwater Capital Reserve Fund	591000402-Principal Payment - USDA Rural Dev. Loan	43,355.00	42,112.00
2021 403 - Stormwater Capital Reserve Fund	591-403 - Interest & Debt Service - Stormwater Capital Reserve Fund	592000402-Interest Payment - Street Sweeper LTGO Bond 2019	5,347.00	6,589.00
2021 403 - Stormwater Capital Reserve Fund	531-403 - Stormwater - Stormwater Capital Reserve Fund	595406300-Stormwater Infrastructure	200,000.00	505,000.00
		Total Expenditures	248,702.00	553,701.00
2021 403 - Stormwater Capital Reserve Fund	999-403 - Ending Balance - Stormwater Capital Reserve Func	508100045-Ending Balance	461,300.00	194,672.00
2021 410 - Water Capital Reserve Fund	001-410 - Beginning Balance - Water Capital Reserve Func	308100042-Beginning Balance - Water Capital Reserve Fund	2,138,905.00	1,418,840.00
2021 410 - Water Capital Reserve Fund	003-410 - Licenses & Permits - Water Capital Reserve Fund	321500040-Utility Permits	732,000.00	826,000.00
2021 410 - Water Capital Reserve Fund	105-410 - State Grants - Water Capital Reserve Fund	334001041-State Grant From Legislature	90,988.00	90,988.00
2021 410 - Water Capital Reserve Fund	025-410 - Miscellaneous - Water Capital Reserve Fund	361110042-Investment Interest - Water Equip Reserv	75,000.00	75,000.00
2021 410 - Water Capital Reserve Fund	026-410 - Rentals & Leases - Water Capital Reserve Fund	362005013-Lease Payment (Annual) - Consolidated Irrigation District #14	70,000.00	70,000.00
2021 410 - Water Capital Reserve Fund	026-410 - Rentals & Leases - Water Capital Reserve Fund	362005014-Lease Payment (Annual) - WWU	21,626.00	21,626.00
2021 410 - Water Capital Reserve Fund	102-410 - Grants - Private Sources - Water Capital Reserve Fund	367000410-Pacific Power Blue Sky Grant Program	300,000.00	440,000.00
2021 410 - Water Capital Reserve Fund	110-410 - Federal Loans - Water Capital Reserve Func	391800410-DWSRF Loan From EPA/WA St Dept Of Health	243,000.00	1,752,995.00
2021 410 - Water Capital Reserve Fund	070-410 - Operating Transfers - Water Capital Reserve Fund	397340041-Interfund Transfer - Revenue Reserved For Rate-funded Capita	300,000.00	300,000.00
2021 410 - Water Capital Reserve Fund	070-410 - Operating Transfers - Water Capital Reserve Fund	397340095-INF Equip/Veh Lease/Repl.	145,000.00	145,000.00
		Total Revenue	1,977,614.00	3,721,609.00
2021 410 - Water Capital Reserve Fund	025-410 - Miscellaneous - Water Capital Reserve Fund	534104141-Banking Service Fees/Charges - W Cap Res Fund	280.00	280.00
2021 410 - Water Capital Reserve Fund	534-410 - Water Utilities - Water Capital Reserve Fund	594346141-Water Utility Land And Land Improvements	235,150.00	235,150.00
2021 410 - Water Capital Reserve Fund	534-410 - Water Utilities - Water Capital Reserve Fund	594346301-Water Utility Capital - C Street	100,000.00	113,783.00
2021 410 - Water Capital Reserve Fund	534-410 - Water Utilities - Water Capital Reserve Fund	594346303-Water Utility Capital Expenditures	743,000.00	3,043,420.00
2021 410 - Water Capital Reserve Fund	534-410 - Water Utilities - Water Capital Reserve Fund	594346441-Water Utility Equipment	-	145,000.00
		Total Expenditures	1,078,430.00	3,537,633.00
2021 410 - Water Capital Reserve Fund	999-410 - Ending Balance - Water Capital Reserve Func	508100042-Ending Balance	3,038,089.00	1,602,816.00
2021 411 - Wastewater Capital Reserve Fund	001-411 - Beginning Balance - Wastewater Capital Reserve Fund	308100044-Beginning Balance - Wastewater Capital Reserve Fund	1,394,841.00	401,895.00
2021 411 - Wastewater Capital Reserve Fund	003-411 - Licenses & Permits - Wastewater Capital Reserve Fund	321500041-Utility Permits	871,700.00	966,000.00
2021 411 - Wastewater Capital Reserve Fund	105-411 - State Grants - Wastewater Capital Reserve Fund	334001411-State Grant from Legislature	-	80,000.00
2021 411 - Wastewater Capital Reserve Fund	025-411 - Miscellaneous - Wastewater Capital Reserve Fund	361110043-Investment Interest - WW Equip Reserv	10,000.00	10,000.00
2021 411 - Wastewater Capital Reserve Fund	092-411 - Loan Receipts - Wastewater Capital Reserve Fund	391200411-Revenue Bond Proceeds	3,640,000.00	5,500,000.00
2021 411 - Wastewater Capital Reserve Fund	111-411 - State Loans - Wastewater Capital Reserve Fund	391800411-DOE - CWSRF Loan	2,759,600.00	2,500,000.00
2021 411 - Wastewater Capital Reserve Fund	070-411 - Operating Transfers - Wastewater Capital Reserve Fund	397401411-Transfer For Rate Funded Capital	300,000.00	300,000.00
2021 411 - Wastewater Capital Reserve Fund	070-411 - Operating Transfers - Wastewater Capital Reserve Fund	397412411-Transfer Of Surplus To Capital Reserve	280,686.00	280,686.00
		Total Revenue	7,861,986.00	9,636,686.00
2021 411 - Wastewater Capital Reserve Fund	025-411 - Miscellaneous - Wastewater Capital Reserve Fund	535104141-Banking Service Fees/Charges - WW Cap Res Fund	55,000.00	55,000.00
2021 411 - Wastewater Capital Reserve Fund	535-411 - Wastewater Utilities - Wastewater Capital Reserve Fund	594356301-Other Improvements	100,000.00	280,000.00
2021 411 - Wastewater Capital Reserve Fund	535-411 - Wastewater Utilities - Wastewater Capital Reserve Fund	595356333-Other Improvements	8,087,097.00	8,080,000.00
		Total Expenditures	8,242,097.00	8,415,000.00
2021 411 - Wastewater Capital Reserve Fund	999-411 - Ending Balance - Wastewater Capital Reserve Fund	508100044-Ending Balance	1,014,730.00	1,623,581.00
2021 412 - Wastewater Debt Service Fund	001-412 - Beginning Balance - Wastewater Debt Service Fund	308100051-Beginning Balance Wastewater Debt Service Fund	247,635.00	852,212.00
2021 412 - Wastewater Debt Service Fund	006-412 - Charges For Goods & Services - Wastewater Debt Service Fund	343500051-LT Debt Collection For Sewer Utility	714,070.00	810,470.00
2021 412 - Wastewater Debt Service Fund	025-412 - Miscellaneous - Wastewater Debt Service Fund	361110044-Investment Interest Earned	3,000.00	3,000.00
		Total Revenue	717,070.00	813,470.00
2021 412 - Wastewater Debt Service Fund	025-412 - Miscellaneous - Wastewater Debt Service Fund	535104142-Banking Service Fees/Charges - WW LTD Res Fund	25.00	25.00
2021 412 - Wastewater Debt Service Fund	591-412 - Interest & Debt Service - Wastewater Debt Service Fund	591350412-2019 Sewer Revenue Bond Principal Payment	225,000.00	83,106.00
2021 412 - Wastewater Debt Service Fund	591-412 - Interest & Debt Service - Wastewater Debt Service Fund	591357851-Loan Payment SRF - Principal L990018A/E	134,834.00	259,169.00
2021 412 - Wastewater Debt Service Fund	591-412 - Interest & Debt Service - Wastewater Debt Service Fund	592350412-2019 Sewer Revenue Bond Interest Payment	107,100.00	137,399.00
		Total Expenditures	466,959.00	479,699.00
2021 412 - Wastewater Debt Service Fund	999-412 - Ending Balance - Wastewater Debt Service Fund	508100051-Ending Balance	497,746.00	633,589.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 413 - Water Capital Improvement Reserve Fund	001-413 - Beginning Balance - Water Capital Improvement Reserve Func	308100043-Beginning Balance - Water Capital Improvement Reserve/Debt Func	3,136,117.00	1,146,019.00
2021 413 - Water Capital Improvement Reserve Fund	101-413 - Indirect Federal Grants - Water Capital Improvement Reserve Fund	333660031-50% Forgiveness Of DWSRF Federal Loan From EPA/St Dept Of Health	-	2,097,716.00
2021 413 - Water Capital Improvement Reserve Fund	006-413 - Charges For Goods & Services - Water Capital Improvement Reserve Fund	343400143-Capital Reserve Fund Collections	925,499.00	890,000.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	361110013-Interest - Water Capital Reserve Fund	11,000.00	11,000.00
		Total Revenue	936,499.00	2,998,716.00
2021 413 - Water Capital Improvement Reserve Fund	025-413 - Miscellaneous - Water Capital Improvement Reserve Fund	534104143-Banking Service Fees/Charges - W LTD Res Fund	35.00	35.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	591347800-Loan Payment SRF Principal 04-65104-005	87,600.00	87,600.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	591347801-Loan Payment PWTF Principal PW-05-691-01C	168,885.00	168,885.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	591347804-Principal PWTF Loan 2007 PC08-951-011	253,665.00	253,665.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	591347805-Loan Payment DOH Well #1 Principal DWL2347E	53,172.00	52,386.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	591347806-Loan Payment DOH Well #1 Principal DWL2347E	88,000.00	22,381.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	591347807-Loan Payment DOH Well #2 Principal DWL2347E	80,003.00	80,003.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	592348300-Loan Payment SRF Interest 04-65104-005	6,570.00	7,884.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	592348301-Loan Payment PWTF Interest PW-05-691-010	4,222.00	5,067.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	592348304-Interest PWTF Loan 2007 PC08-951-011	10,147.00	11,415.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	592348305-Interest Payment DOH Well #1 Interest DWL2347E	21,714.00	21,715.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	592348306-Interest Payment DOH Well #1 Interest DWL2347E	8,000.00	5,756.00
2021 413 - Water Capital Improvement Reserve Fund	591-413 - Interest & Debt Service - Water Capital Improvement Reserve Fund	592348307-Interest Payment DOH Well #2 Interest DWL2347E	26,157.00	26,157.00
2021 413 - Water Capital Improvement Reserve Fund	070-413 - Operating Transfers - Water Capital Improvement Reserve Fund	597004250-Transfer To 425	338,400.00	338,400.00
		Total Expenditures	1,146,570.00	1,081,349.00
2021 413 - Water Capital Improvement Reserve Fund	999-413 - Ending Balance - Water Capital Improvement Reserve Fund	508100043-Ending Balance	2,926,046.00	3,063,386.00
2021 425 - Water Revenue Bond Fund	001-425 - Beginning Balance - Water Revenue Bond Func	308100025-Beginning Balance - Water/Sewer Revenue Bond Func	47,248.00	45,665.00
2021 425 - Water Revenue Bond Fund	025-425 - Miscellaneous - Water Revenue Bond Fund	361110025-Investment Interest	1,500.00	1,500.00
2021 425 - Water Revenue Bond Fund	070-425 - Operating Transfers - Water Revenue Bond Fund	397000425-Transfer From Fund 426	338,400.00	338,400.00
		Total Revenue	339,900.00	339,900.00
2021 425 - Water Revenue Bond Fund	591-425 - Interest & Debt Service - Water Revenue Bond Fund	591347017-Principle Payment On 2017 Revenue Bonds	225,000.00	225,000.00
2021 425 - Water Revenue Bond Fund	591-425 - Interest & Debt Service - Water Revenue Bond Fund	592348317-Interest Payment Of 2017 Revenue Bonds	107,100.00	113,400.00
		Total Expenditures	332,100.00	338,400.00
2021 425 - Water Revenue Bond Fund	999-425 - Ending Balance - Water Revenue Bond Func	508100025-Ending Balance	55,048.00	47,165.00
2021 426 - Water Bond Reserve Fund	001-426 - Beginning Balance - Water Bond Reserve Fund	308100026-Beginning Balance - Water/Sewer Bond Reserve Func	438,975.00	433,508.00
2021 426 - Water Bond Reserve Fund	025-426 - Miscellaneous - Water Bond Reserve Fund	361110026-Interest Earned	1,500.00	1,500.00
2021 426 - Water Bond Reserve Fund	999-426 - Ending Balance - Water Bond Reserve Func	508100026-Ending Balance	440,475.00	435,008.00
2021 431 - Water System Construction Fund	001-431 - Beginning Balance - Water System Construction Fund	308100031-Beginning Fund Balance - Water System Construction Func	76,807.00	978,782.00
2021 431 - Water System Construction Fund	025-431 - Miscellaneous - Water System Construction Fund	361110031-Investment Interest	1,500.00	1,500.00
2021 431 - Water System Construction Fund	111-431 - State Loans - Water System Construction Fund	391800041-DWSRF Federal Loan From EPA/St Dept Of Health	100,000.00	672,000.00
2021 431 - Water System Construction Fund	111-431 - State Loans - Water System Construction Fund	391800431-DWSRF Federal Loan From EPA/St Dept Of Health	2,986,000.00	1,195,431.00
		Total Revenue	3,087,500.00	1,868,931.00
2021 431 - Water System Construction Fund	025-431 - Miscellaneous - Water System Construction Fund	534104931-Banking Service Fees/Charges - W Const Fund	20.00	20.00
2021 431 - Water System Construction Fund	534-431 - Water Utilities - Water System Construction Func	594346302-Water Utility Capital Expenditures	2,986,000.00	2,675,494.00
		Total Expenditures	2,986,020.00	2,675,514.00
2021 431 - Water System Construction Fund	999-431 - Ending Balance - Water System Construction Func	508100031-Ending Fund Balance	178,287.00	172,199.00
2021 500 - Equipment Rental & Replacement	001-500 - Beginning Balance - Equipment Rental & Replacement	308800050-Beginning Balance - Equipment Rental & Replacement Func	225,953.00	116,364.00
2021 500 - Equipment Rental & Replacement	070-500 - Operating Transfers - Equipment Rental & Replacement	348650001-INF - O & M	248,349.00	385,821.00
2021 500 - Equipment Rental & Replacement	025-500 - Miscellaneous - Equipment Rental & Replacement	361110050-Investment Interest	1,500.00	1,500.00
2021 500 - Equipment Rental & Replacement	025-500 - Miscellaneous - Equipment Rental & Replacement	362000000-Equip & Vehicle Renta	1,000.00	1,500.00
		Total Revenue	250,849.00	388,821.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548681000-Wages & OT	65,101.00	66,504.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548682000-Benefits	37,686.00	37,774.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548682001-Benefits - Uniforms	500.00	500.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548683100-Operating Supplies - General	55,000.00	55,000.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548683200-Fuel Consumed	70,000.00	70,000.00

Budget Year Fund Fund	CostingCenterName	GLAccountDisplayName	CurrentYearBudget	PreviousYearBudget
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548683500-Small Tools / Equipment	2,500.00	2,500.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548684400-External Taxes	700.00	700.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548684800-Repairs / Maintenance	70,000.00	70,000.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548701000-Wages & OT	12,447.00	14,983.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548702000-Personnel Benefits	5,468.00	6,673.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548703101-Office Supplies - ER&R Administration	500.00	500.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548703500-Small Tools / Equipment	150.00	150.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548704200-Communication	600.00	600.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548704300-Travel	2,000.00	2,000.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548704600-Insurance	43,000.00	43,000.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548704700-Public Utility Services	7,000.00	7,000.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548704900-Miscellaneous	500.00	500.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548704901-Registrations/Fees - Training Classes & Seminars	2,000.00	2,000.00
2021 500 - Equipment Rental & Replacement	548-500 - Equipment Rental & Replacement - Equipment Rental & Replacement	548794100-Professional Financial / Banking Costs	50.00	50.00
2021 500 - Equipment Rental & Replacement	522-500 - Fire Control - Equipment Rental & Replacement	594226476-Fire Mobilization Equipment	500.00	500.00
		Total Expenditures	375,702.00	380,934.00
2021 500 - Equipment Rental & Replacement	999-500 - Ending Balance - Equipment Rental & Replacement	508800050-Fund Ending Balance	101,100.00	124,251.00
2021 625 - Flexible Benefits Plan Fund	001-625 - Beginning Balance - Flexible Benefits Plan Fund	308100062-Beginning Balance - Flexible Benefits Plan Fund	10,183.00	9,550.00
2021 625 - Flexible Benefits Plan Fund	025-625 - Miscellaneous - Flexible Benefits Plan Fund	389400073-Trust Contris Employee	19,367.00	20,000.00
2021 625 - Flexible Benefits Plan Fund	589-625 - Employee Benefits - Flexible Benefits Plan Fund	589400073-Unreimbursed Medical Pays	20,000.00	20,000.00
2021 625 - Flexible Benefits Plan Fund	999-625 - Ending Balance - Flexible Benefits Plan Fund	508100062-Ending Fund Balance	9,550.00	9,550.00



November 4, 2020

**BOARD OF
DIRECTORS**

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City of Walla Walla
Representative

James Payne
Executive Director

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324

Dear Ms. Neissl,

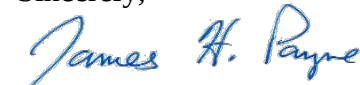
This report is to serve as supporting documentation for services provided by Fort Walla Walla Museum/Walla Walla Valley Historical Society during the third quarter of 2020 to the City of College Place as per the 2020 award of Lodging Tax Funds.

During the third quarter, July thru September, of 2020, expenses for providing services related to tourism and operation of a tourism related facility included: Building & Grounds Repairs & Maintenance, Collection Management, Computer Costs, Dues & Subscriptions, Exhibits, Licenses and Taxes, Light & Power, Miscellaneous, Office Supplies & Equipment Maintenance, Postage, Publicity & Promotions, Special Events, Telephone & Alarm, and Travel, Meals & Training.

Our Walla Walla Valley promotional video project with CMBell, which will constitute a major portion of what the College Place LTAC award will be spent on, has resulted in a completed video. This video showcases the various Museums and historic sites of the Valley, including FWWM and Whitman Mission. It will be shown in major tourism markets.

Thank you for your time and assistance.

Sincerely,


James H. Payne
Executive Director

Encl.

ECONOMIC DEVELOPMENT REPORT

FORT WALLA WALLA MUSEUM

WALLA WALLA VALLEY HISTORICAL SOCIETY

Third Quarter 2020 (1 July through 30 September)

With the 2020 College Place Lodging Tax Funds awarded by the City of College Place to Fort Walla Walla Museum/Walla Walla Valley Historical Society, the Museum supplemented a limited budget to greatly enhance the Museum's economic development efforts that benefited the entire community.

Summary of Operations and Economic Development Services

During the third quarter of 2020, Fort Walla Walla Museum opened again to the public starting in September when the governor's reopening plan for COVID-19 for Museums was updated to allow this. We opened for Fridays, Saturdays, and Sundays from noon until 5pm. These hours are more limited than our traditional schedule because of the extra costs required to be open at this time, and the timing of our reopening falling at the end of the usual tourism season. So far, we have seen around 25-30 visitors per day when open (a majority of which are from beyond 50 miles away), and costs and revenues are balancing out. We will continue to evaluate our schedule for winter. In-person programs are still restricted, but we also resumed monthly *Museum After Hours* lectures, now done via Zoom. This quarter saw the completion of regional heritage tourism video – a project initiated by our director. Our increasing digital content helps keep the Walla Walla Valley top of mind for heritage tourism.

The work done this quarter can be classified into:

1) Operations; 2) Publicity and Marketing; and 3) Community and Economic Development

1-OPERATIONS

OPERATION STATISTICS

REVENUES	Jan - Sept 2020	Jan - Sept 2019	Change
Gate Admissions	\$6,413	\$55,821	Down 88.5%
Tour Admissions	\$60	\$5,232	Down 98.9%
Total Attendance Count	1,872	18,989	Down 90.1%
School Tours Count (included above)	110	4,070	Down 97.3%
Sponsorships	\$8,000	\$12,314	Down 44.1%
Store Sales	\$6,456	\$49,652	Down 87.0%

All revenues and attendance are down because we were closed March to September due to the COVID-19 pandemic and lockdown. Even now with limited open hours, attendance and sales are down due to COVID's effects. The virtual School Tour we created in March has been viewed an impressive 1,660 times. Since purchasing new equipment thanks to a grant from Humanities Washington and being trained in filming and editing, we have produced new higher quality videos and programs to supplement and improve this virtual tour. These programs are also reaching large audiences of adults in the community and across the nation. We have received further grants from Pacific Power Foundation and AAUW and a sponsorship from Columbia REA to help pay for more of these digital programs. Our newly-digital monthly *Museum After Hours* programs have reached live audiences of up to 80 at a time and people as far away as San Diego and Rhode Island. These involve a recorded and edited presentation being shown via Zoom and followed by live Q&A from the guest presenter. This is the model for our programming until we can resume onsite events. New school tour videos or videos featuring artifacts will continue to be released as they are completed. Many have generated significant interest on social media. We are again allowing in-person school tours to small groups. A few groups of homeschoolers have already benefited from this. Letters and emails were sent to all regional schools.

We received new collections of local ranching artifacts. An exhibit on women's suffrage was installed in the Grand Hall in commemoration of the 100th anniversary of the 19th amendment and the 110th year of women's suffrage in Washington State.

2-PUBLICITY AND MARKETING

Publicity and marketing strategy has been mostly focused on promoting our online content. Our collaboration with CMBell has resulted in a complete video draft of a regional heritage promotional video. This will be used to advertise in markets like Seattle, Spokane, Boise, and Portland. It highlights the opportunities for heritage tourism, such as the various Museums and historic sites in the valley, and the historic downtown. Through our initiative in organizing this project, the video was funded by Visit Walla Walla, and the Port of Walla Walla, some in-kind contributions by CMBell, and our own staff time. This video will attract more guests to the Museum and tap an under targeted segment of tourists – most advertising has focused on wine while Walla Walla is also a top heritage destination. This can also lengthen stays of tourists in Walla Walla by making them aware of additional things to do.

The museum enjoys a remarkable number of recommendations via word of mouth, which are, according to *Nielson Marketing*, the most “credible, social, repeatable, measurable and respectful” marketing strategies to rely on. However, enhancements to our programming and promotional/publicity efforts have also helped to increase the general awareness of our Museum. The Museum staff uses social media outreach avenues to expand and remain relevant with a diverse demographic and a wider audience. We continue to post on Facebook and remain a top attraction year-round in Walla Walla on Trip Advisor, holding their Certificate of Excellence. We remain visible in local press with news releases, event notifications, and historical columns, enforcing top-of-mind awareness of the museum as a recreational space with plenty of activities for all ages.

We frequently provide promotional tours to travel writers which leads to articles. Italian publication *Notiziario del Gruppo Italiano Attachi* featured a story on horse-era agriculture including information and photos from Fort Walla Walla Museum and links to our website. Our website www.fwwm.org is constantly updated to provide information and promote museum visits. This includes event postings and Museum calendar updates.

Frequently, we are a primary source for visitor information for the Walla Walla valley. We have added an extra brochure rack to distribute more information on local tourist activities.

3-COMMUNITY AND ECONOMIC DEVELOPMENT

With the closures and restrictions of COVID-19, we have made an extra effort to raise our online presence. In addition to regular website updates, our online exhibits section was expanded with more photos and information, the homepage was redesigned, and we quickly filmed and embedded in our website a virtual tour, which is free for schools and anyone to view. We have also begun a blog, posted more frequently on Facebook and other social media, and are developing even more content for our website that promotes community engagement and heritage education. This digital outreach will also keep the Museum and Walla Walla in the mind of would-be tourists who will be eager to travel once it is safe. Our digital *Museum After Hours* program is now reaching a national audience. Since reopening, the majority of our guests have been from out of town. We attract tourists by being open, and also helping to lengthen stays of tourists who came for other reasons.

The Museum partners with the local universities, colleges and schools as well as many local not-for-profit organizations, to perform a variety of services. Time spent by these partners in addition to the hours of our volunteers, are a priceless resource to supporting Museum operations. We have taken on multiple new interns throughout the year. This is a training experience for them and a valuable source of talent for the museum. We are slowly letting some volunteers safely return and have offered at-home tasks for others. The intellectual and social engagement volunteers get through museum involvement is an important aspect of happiness and mental health in normal times and takes on even more importance during this crisis that has increased everyone’s isolation.

Pursuit of support for our events and programs is ongoing. Providing access to regional history by a variety of means captures the interest of a broader audience and greater development potential in both economic resources and people assets. Participation in educational meetings and sharing not-for-profit knowledge with peers and other social agencies maintains viability as well as visibility within the local network. Staff attend workshops and engage with peer groups to build networks and expand foundation of knowledge to benefit the wellbeing of the museum and ultimately, those who visit. Our staff remains very involved in committees, boards and local community groups, key to the quality of life, economics and tourism of the Walla Walla area.

A former study by RRC Associates of Boulder Colorado showed that visitors to Fort Walla Walla Museum spent an average of \$306 a piece in our community. That equates to \$30 for local businesses for every dollar made by the museum. This adds to the tax revenue of local governments. These dollars improve the quality of life for all local residents because they go into the general fund which supports police and fire protection, as well as, streets and parks.