

**WOODLAND CITY COUNCIL**  
**Regular Meeting - 7:00 p.m.**  
**Tuesday, September 3, 2013, 2013**  
Woodland City Hall Council Chambers  
100 Davidson Avenue - Woodland, Washington

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**CITIZEN COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

**CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA**

**I. PRESENTATION / PROCLAMATION**

Proclamation: Constitution Month

**II. AGENDA APPROVAL**

**III. REPORTS OF CITY OFFICERS**

- |                 |   |   |
|-----------------|---|---|
| Mayor           | - | Council comments on 2014 Budget "wish list/priorities"                              |
| Clerk/Treasurer | - | 2014 Budget Timeline  |
|                 | - | Special meeting 10/14/2013 7:00 p.m. 2014 Budget workshop                           |
|                 | - | Special meeting 10/16/2013 6:00 p.m. WQCC-City host                                 |
|                 | - | Special meeting 10/28/2013 7:00 p.m. 2014 Budget workshop                           |
|                 | - | Public Hearing 11/4/2013 7:00 p.m. 2014 Property Tax Levy                           |
|                 | - | Public Hearing 11/18/2013 7:00 p.m. 2014 Final Budget & First Reading               |
|                 | - | Liquor License application-Mali Thai, 1251 Lewis River Road                         |
|                 | - | Liquor License application for added privilege-Antony's Pizza, 1421 Pacific Avenue  |
|                 | - | Liquor License renewals-Guadalajara 500 Columbia #4; Merwin Tap 134 Davidson Avenue |
| Police          | - |   |
| Fire            | - |   |
| Public Works    | - |   |
| Planning        | - | Report on Impact Fee Deferral Program   |
| Attorney        | - |   |

**IV. AD HOC COMMITTEES**

Comprehensive Plan Review	Marilee McCall	-
Cowlitz Wahkiakum Council of Governments	Susan Humbyrd	- Met August xx - Next meeting September xx
AWC/Legislative	Al Swindell	-
Chamber of Commerce	John Burke	-
Downtown Revitalization	Tom Golik	- Next Meeting, September 10, 2013 at 5:00 pm
Woodland Quality Community Coalition (WQCC)	John Burke	- Next meeting October 16, 2013 hosted by the Port

**V. CONSENT ITEMS**

- A. Clerk-Treasurer - August 31, 2013 voucher approval
- B. Clerk-Treasurer - Approval of minutes of August 19 & 26, 2013
- C. Clerk-Treasurer - Approval of renewal of CIAW Insurance for 2013-2014
- D. Clerk-Treasurer - Approval of renewal of Propel Insurance Broker Services
- E. Public Works - Authorize Special Event: Winterfest at Horseshoe Lake Park on December 7, 2013, including fee waiver
- F. Public Works - Authorize Special Event: Get Bold Events - Blooms to Brews Half Marathon (including Beer Garden) at Horseshoe Lake Park April 12, 2014

**VI. ACTION ITEMS**

- G. Public Works - Approval of bid award to P.R. Worth for Lift Station #9 improvements
- H. Clerk- Treasurer - Ordinance No. 1280 – Close Fund 305 Downtown Woodland Revitalization (moved to 001 General fund) (First & Final Reading)
- I. Planning - Ordinance No. 1276-Site Plan Review as a new section of WMC Title 19 (Final Reading)

**VII. ADJOURN**



American with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations should contact the City Clerk Treasurer's Office at 360-225-8281 by noon on the Thursday preceding the council meeting.

C091080-2

WASHINGTON STATE LIQUOR CONTROL BOARD

DATE: 08/08/2013

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF WOODLAND/COWLITZ  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20131130

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. JOCA, L.L.C.	GUADALAJARA RESTAURANT 500 COLUMBIA AVE #4 WOODLAND WA 98674 9480	085973	SPIRITS/BR/WN REST LOUNGE +
2. MERWIN TAP, INC.	MERWIN TAP 134 DAVIDSON AVE WOODLAND WA 98674 9493	351224	SPIRITS/BR/WN REST LOUNGE +

RECEIVED  
AUG 09 2013 JBT  
CITY OF WOODLAND

MR  
BS  
att  
JBT



NOTICE OF LIQUOR LICENSE APPLICATION

MVG

RETURN TO: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - 3000 Pacific, P.O. Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov
DATE: 8/09/13

TO: MAYOR OF WOODLAND

RE: APPLICATION FOR ADDED PRIVILEGE

UBI: 603-301-187-001-0001
License: 411406 - 1J County: 08
Tradename: ANTONY'S PIZZERIA & EATERY
Address: 1421 PACIFIC AVE
WOODLAND WA 98674-8482

APPLICANTS:
ANTONY'S PIZZERIA & EATERY LLC
WILSON, HEIDI KAY
1974-08-07
WILSON, RICHARD A
1966-11-17

Phone No.: 360-225-3831

Privileges Upon Approval:
BEER/WINE REST - BEER/WINE
OFF PREMISES

RECEIVED
AUG 15 2013
CITY OF WOODLAND
[Handwritten initials]

As required by RCW 66.24.010(8), the Liquor Control Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI Desk at (360) 664-1724.

- 1. Do you approve of applicant?
2. Do you approve of location?
3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken?
4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



NOTICE OF LIQUOR LICENSE APPLICATION

RETURN TO: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - 3000 Pacific, P.O. Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov

TO: MAYOR OF WOODLAND
RE: NEW APPLICATION

DATE: 8/12/13

UBI: 602-838-242-001-0001

License: 411605 - 1J County: 08
Tradename: MALI THAI CUISINE
Loc Addr: 1251 LEWIS RIVER RD STE B
WOODLAND WA 98674-9203

APPLICANTS:
MALI THAI CUISINE INC
SAYBORIVONG, BOUACHANH
1953-06-02

Mail Addr: 5918 NE FOURTH PLAIN BLVD
VANCOUVER WA 98661-6828

Phone No.: 360-225-9587 BOUACHANH SAYBORIBONG

Privileges Applied For:
BEER/WINE REST - BEER/WINE

RECEIVED
AUG 15 2013
CITY OF WOODLAND

Handwritten signatures and initials

As required by RCW 66.24.010(8), the Liquor Control Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI Desk at (360) 664-1724.

- 1. Do you approve of applicant ?
2. Do you approve of location ?
3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken?
4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE

**City Of Woodland  
City Council Meeting Agenda Summary Sheet**

**Agenda Item:** August 31, 2013 voucher approval (claims and payroll)

**Agenda Item #:** ( A) Consent

**For Agenda of:** 09/03/2013

**Department:** Clerk/Treasurer

**Date Submitted:** 8/28/2013

**Cost of Item:** TBD

**Amount Budgeted:** \_\_\_\_\_

**Unexpended Balance:** \_\_\_\_\_

**BARS #:**

**Description:**

**Department Supervisor Approval:**

Mari E. Ripp, Clerk-Treasurer / s /

Clerk Treasurer recommends approval; Finance Committee reviews vouchers before the meeting and will make a recommendation at the council meeting.

**Committee Recommendation:**

**Agenda Item Supporting Narrative** (list attachments, supporting documents):

\*\*\*\*Voucher Report will be available at the council meeting if needed.

**Summary Statement/Department Recommendation:**

Recommend approval of August 31, 2013 claims and payroll vouchers. Motion with the details will be available at the council meeting.



**City Of Woodland  
City Council Meeting Agenda Summary Sheet**

<b>Agenda Item:</b> Approval of minutes of August 19 and 26, 2013.	<b>Agenda Item #:</b> <u>( B ) Consent</u>
	<b>For Agenda of:</b> <u>09/03/2013</u>
	<b>Department:</b> <u>Clerk/Treasurer</u>
	<b>Date Submitted:</b> <u>08/28/2013</u>

**Cost of Item:** \_\_\_\_\_  
**Amount Budgeted:** \_\_\_\_\_  
**Unexpended Balance:** \_\_\_\_\_

<b>BARS #:</b> <b>Description:</b>
---------------------------------------

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /

**Committee Recommendation:** \_\_\_\_\_

<b>Agenda Item Supporting Narrative</b> (list attachments, supporting documents): August 19, 2013 – Regular meeting August 26, 2013 – Special meeting/workshop
<b>Summary Statement/Department Recommendation:</b> Recommend approval.

**August 19, 2013**

**DRAFT**

The REGULAR Meeting of the Woodland City Council was held on the above date at the Woodland City Hall, Council Chambers, 100 Davidson Avenue, Woodland WA. The meeting was called to order by Mayor Grover Laseke at 7:00 p.m. The Pledge of Allegiance was recited.

**PRESENT:** Councilmember Marshall Allen  
Councilmember John Burke  
Councilmember Benjamin Fredricks  
Councilmember Susan Humbryd  
Councilmember Marilee McCall  
Councilmember Scott Perry  
Councilmember Al Swindell

**ABSENT:** None

**STAFF:** City Attorney William Eling  
Clerk-Treasurer Mari Ripp  
Public Works Director Bart Stepp  
Community Development Planner Amanda Smeller

**CITIZEN COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

None

**CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA**

None

**AGENDA APPROVAL**

Councilmember Humbryd moved to approve the agenda. Councilmember Fredricks seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

**PUBLIC HEARING - Fluoridation of City Water**

Mayor Laseke outlined the rules of the public hearing. The Public Hearing was opened at 7:04 p.m. by Mayor Laseke.

**Debbie Shoup**, 211 Misty Lane, Woodland – Is a school nurse and citizen. Spoke on medical dental consent forms and availability of fluoride in various sources. Gave information on insurance coverage and those covered by DSHS, monthly costs, and the burden of those that don't want it.

**Ashley Schang**, 105 Finn Hall Road – spoke against fluoride in water and presented facts she found when researching it. She had a list of 50 items and read some of them to the council.

**Rose Marie Waldram (AKA Mrs. T.M. Larson)**, PO Box 457, Green Acres, WA (near Spokane) – spoke against fluoride in water. She is a tourist in this area today. She is a citizen allergic to fluoride.

**Marci O’Flanagan**, 2105 Dahlia Street, stated that there is small percentage of citizens who drink fluoride in their water. It should be decided by the people who are drinking the water and suggested it be put on the ballot.

**Terry Day**, 3215 Lewis River Road – spoke against fluoride in the water. He said the cavity rate is going down in areas that have discontinued fluoride in water. It is a poison and by-product of manufacturing. Corporations have a vested interest in profits from this.

**Donna Butler**, 315 Hollyberry Street, is against having fluoride in the water. Her children did not get fluoride in their toothpaste and were not treated for it and had good teeth.

**Gina Sanders**, 163 Lahti Road, is against fluoride in water. Agrees with the previous testimony. She declines fluoride treatment at the dentist for her children.

**J. Grant Holdahl**, 753 Park Street, read a statement into the record about fluoride in the water and affects on the brain and intelligence.

**Bryant Holdahl**, 753 Park Street, spoke against fluoride in the water. He read an article into the record about a doctor and scientists report against fluoride and health affects.

**Dr. Jason Holdahl**, 753 Park Street, spoke on industrial waste, arsenic (industry waste product), how to get it out of your water, water filtration home systems typically do not remove fluoride, reverse osmosis has to be used. He spoke on chlorine, fluoride and other chemicals in water and the toxicity to the body. He also spoke on the consent issue and individual rights.

**Dr. Tom Gerne**, 2179 Dahlia Street, spoke against fluoride in the water, it is toxic and wants to get rid of it. It is not chemically needed in our bodies.

**Tonya Ingle**, 553 CC Street, stated it should be her right to have it in the water for her family.

The Public Hearing was closed at 7:38 p.m.

#### **REPORTS OF CITY OFFICERS (Limited)**

- Mayor
- Issue with the firewall at City Hall and IT is working on it
  - Invitation from WA State Fire Chief’s Reception on September 18<sup>th</sup> to be held in Vancouver

- Mayor (continued)
  - Letter from WFOA announcing the WA Professional Finance Officers award to Mari Ripp, Clerk-Treasurer and Gina Anderson, Deputy Clerk-Treasurer
  - Attending the AWC Legislative meeting in SeaTac on August 20<sup>th</sup>
  - Police Station walls are going up beginning tomorrow
  - Fire Truck, "Big John", up for surplus sale
  - Applicants needed for the Code Enforcement Ad Hoc Committee formation
- Clerk-Treasurer
  - The State Auditors arrived today to conduct the 2012 Financial Statement and Federal Single Audit for Grants; The Audit Entrance meeting will be held Wednesday, August 21st at 11:00 a.m.
  - Special Meeting/Workshop on August 26, 2013 7:00 p.m. with possible action on items relating to Initiative 502 and marijuana zoning

**CONSENT AGENDA**

- A. Approve claims voucher warrants number 45324 through 45374 for the first half of August 2013 in the amount of \$575,148.88.
- B. Approval of minutes of August 5, 2013.

Councilmember Burke moved to approve the consent agenda. Councilmember Swindell seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

**ACTION AGENDA**

**Action C) Resolution No. 637 - to eliminate fluoride in city water**

Councilmember Fredricks moved to adopt Resolution No. 637-to eliminate fluoridation in the municipal water system. Councilmember McCall seconded the motion. Discussion followed. Mayor Laseke also stated that he received an email today from Norah Grooms, who initiated this topic months back. She is against fluoride in the water.

Vote: 6-1 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry; No: Swindell

Abstained: None; Absent: None

Motion Passed.

Recessed at 7:52 p.m. to 7:57 p.m.

**Action D) Ordinance No. 1275- Budget Amendments for First Half of 2013 (FIRST & FINAL READING)**

Councilmember Fredricks moved to adopt Ordinance No. 1275- Budget Amendments for First Half of 2013 (FIRST & FINAL READING). Councilmember Humbryd seconded the motion. Discussion followed.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

**Action E) Ordinance No. 1276 – Site Plan Review as a new section of WMC Title 19 – Development Code Administration (FIRST READING)**

Councilmember Fredricks moved to adopt Ordinance No. 1276 – Site Plan Review as a new section of WMC Title 19 – Development Code Administration (FIRST READING). Councilmember McCall seconded the motion. Discussion followed.

Vote: 6-1 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Swindell; No: Perry  
Abstained: None; Absent: None  
Motion Passed.

**Action F) Adopt Ordinance No. 1277 – Amending Sign requirements (FIRST READING) -- Postponed to September 3<sup>rd</sup> council meeting**

Councilmember Swindell moved to adopt Ordinance No. 1277 – Amending Sign requirements (FIRST READING). Councilmember McCall seconded the motion. Discussion followed.

Amendment:

Councilmember Perry moved to strike new section 17.52.040 (K). No second was received. Discussion continued.

Amendment:

Councilmember Swindell moved to allow Public Works Dept. to pick up off-premise signs if up more than 24 hours. No second was received.

Councilmember Fredricks requested that some options be prepared by staff for removal of commercial off-premise signs and bring it back to the next meeting. Discussion ensued.

Motion to Postpone:

Councilmember Fredricks moved to postpone this item to September 3<sup>rd</sup>. Councilmember Humbryd seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None  
Motion passed unanimously.

**Action G) Adopt Ordinance No. 1278 – amending the Pre-Existing Uses and Structures section of Title 17 (FIRST READING)**

Councilmember Perry moved to adopt Ordinance No. 1278 – amending the Pre-Existing Uses and Structures section of Title 17 (FIRST READING). Councilmember Allen seconded the motion. Discussion followed.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None  
Motion passed unanimously.

**Action H) Adopt Ordinance No. 1272-Create New Fund #324-Scott Avenue Reconnection (FINAL READING)**

Councilmember Burke moved to adopt Ordinance No. 1272-Create New Fund #324-Scott Avenue Reconnection (FINAL READING). Councilmember Allen seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None  
Motion passed unanimously.

**Action I) Adopt Ordinance No. 1274-Create New Fund #325-TIB SR503/Scott Avenue Intersection (FINAL READING)**

Councilmember Swindell moved to adopt Ordinance No. 1274-Create New Fund #325-TIB SR503/Scott Avenue Intersection (FINAL READING). Councilmember Fredricks seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

**Action J) Adopt Ordinance No. 1273-Interfund Loan 301 Capital Project Reserve: General to 325 Scott Avenue Intersection (FINAL READING)**

Councilmember Allen moved to adopt Ordinance No. 1273-Interfund Loan 301 Capital Project Reserve: General to 325 Scott Avenue Intersection (FINAL READING). Councilmember Fredricks seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

**Action K) Adopt Ordinance No. 1279-Interfund Loan from Fund 401 Water to Fund 426 CERB Loan-Water (FIRST & FINAL READING)**

Councilmember Swindell moved to adopt Ordinance No. 1279-Interfund Loan from Fund 401 Water to Fund 426 CERB Loan-Water (FIRST & FINAL READING). Councilmember Allen seconded the motion. Discussion followed.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

**Action L) Grant application to Transportation Improvement Board (TIB) for adding sidewalk from Hillshire to Old Pacific Highway**

Councilmember Fredricks moved to approve submittal of grant application to Transportation Improvement Board (TIB) for adding sidewalk from Hillshire to Old Pacific Highway in the amount of \$218,000. Councilmember Swindell seconded the motion. Discussion followed.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

**Action M) Grant application to Transportation Improvement Board (TIB) for an overlay of Buckeye and Park Streets**

Councilmember Allen moved to approve submittal of grant application to Transportation Improvement Board (TIB) for an overlay of Buckeye and Park Streets in the amount of \$290,000. Councilmember Swindell seconded the motion. Discussion followed.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

**WORKSHOP**

The council moved into the workshop at 8:38 p.m.

1. Initiative 502 – Marijuana and zoning

**ADJOURNMENT**

Councilmember Humbyrd moved to adjourn the meeting at 8:44 p.m. Councilmember Burke seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

\_\_\_\_\_  
Grover B. Laseke, Mayor

Minutes approved: \_\_\_\_\_

**Attest:**

\_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

*These minutes are not a verbatim record of the proceedings.  
A recording is available in the office of the Clerk-Treasurer*

**August 26, 2013**

**DRAFT**

The SPECIAL Meeting of the Woodland City Council was held on the above date at the Woodland City Hall, Council Chambers, 100 Davidson Avenue, Woodland WA. The Special meeting was called to order by Mayor Grover Laseke at 7:00 p.m.

**PRESENT:**

Councilmember Marshall Allen  
Councilmember John Burke  
Councilmember Benjamin Fredricks  
Councilmember Susan Humbryd  
Councilmember Marilee McCall  
Councilmember Scott Perry  
Councilmember Al Swindell

**ABSENT:**

None

**STAFF:**

Police Chief, Rob Stephenson  
Public Works Director, Bart Stepp  
Community Development Planner Amanda Smeller  
Administrative Clerk III Lori Cash

**WORKSHOP**

**REPORTS OF CITY OFFICERS:**

*\*indicates will be set for Action and/or Consent Item at next regular meeting*

**A. Financial Report – July 31, 2013**

A written financial report was provided by Clerk-Treasurer Ripp. Line items are on target and in range. Mayor Laseke mentioned that since the council liked the format on the memo, that he would ask staff if that same format could be used in the future. Councilmember McCall mentioned that she really liked the Planning and Public Works reports. She distributed an outline of how she would like Department summaries to be presented.

**B. \*ACTION: Initiative 502 /Marijuana zoning-- recommendation to staff on this issue for action at the September 3, 2013 council meeting.**

Mayor Laseke introduced Steve Madsen, who presented on Initiative 502 and what a marijuana retail establishment would look like. He presented a new, revised timeline on how the rules may be changed and spoke on the retail side. He pleaded for allowing retail sales. Mayor Laseke shared what he learned from the AWC Webinar he viewed last week and will distribute the link to the webinar to council when it becomes available. Discussion ensued about the pros and cons of the legalities of a moratorium in regards to how frustrating the WAC rules are and whether we would be in conflict with Federal law and what the repercussions would be.

Councilmember McCall requested another workshop on this topic. Discussion ensued.

Motion:

Councilmember Fredricks moved to set the issue of 502 over to workshop on Sept 23<sup>th</sup>. The motion was seconded by Councilmember Swindell. Discussion ensued.

Councilmember Fredricks moved to make the 9/23 meeting a regular meeting where council could take action. Councilmember McCall seconded that motion. Discussion followed.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

**Mayor**

**C. \*EMS District #2 uniform ordinance and interlocal agreement**

Discussion in re: to board representation and clarification on what process will be used to appoint the small city representative. Mayor Laseke pointed out that the cities get together and agree to representation. Councilmembers requested more clarification on that process and on emergency vehicle permits vs. ambulance permits. Mayor Laseke pointed out that this is only for the contractor, not the individual entities. Discussion ensued. This was continued and questions will be forwarded relating to the agreement.

**D. Developing city legislative priorities**

Mayor Laseke asked to look at current legislative priorities and give feedback before Nov 1.

**E. Police Chief hiring process**

Mayor Laseke distributed the report on the status of the hiring process for the new police chief. It is a similar process to the hiring of the last two department heads. Consensus was positive on the past processes and council is pleased with the outcomes. Mayor Laseke expects to advertise after Labor Day. Mayor Laseke noted that he would like to take a thoughtful and not hurried approach. He asked for council to provide input.

**F. Salary Study**

The neighboring cities have been relying on AWC's salary report. Mayor Laseke is comfortable relying on that report for information.

**G. Miscellaneous**

1. **Workshop Summary Report form.** The subject of a proposed Workshop Summary Report was introduced by Councilmember McCall and discussed. Mayor Laseke said he would bring it back to staff and work on finding a solution that everyone likes. Mayor Laseke pointed out that there are items that will start appearing on the consent agenda that can be taken off and voted on for action.

2. **Nuisance Code Review Committee.** Councilmember Perry is taking on the Nuisance Code Review Committee to reformat and update the ordinance.
3. **Paperless Packets.** Mayor Laseke brought up paperless packets. Councilmember McCall noted that an overview report (agenda) could be printed and would be happy with supporting information being linked. Councilmember Fredricks concurred.
4. **Health Care Initiative.** Mayor Laseke asked if there was a need for a neutral view of the health care initiative and how it will affect cities.

Recessed at 8:36 pm to 8:42 pm.

#### **Clerk-Treasurer**

#### **H. LTGO 2013 Report**

The report was presented in the packet. Mayor Laseke noted that questions on the LTGO should be directed to the Clerk-Treasurer.

#### **I. \*CIAW Insurance renewal for 2013/2014**

Overall costs have decreased for the renewal. Councilmember Fredricks requested to see an overview of how we landed on the renewal.

#### **J. \*Propel Insurance renewal of broker services**

Mayor Laseke introduced broker bill for review

#### **K. WPOA Negotiations update**

#### **L. City Employee / Volunteer Recognition picnic, Wednesday, August 28<sup>th</sup>**

#### **M. Personnel Policy – update**

Mayor Laseke reported that the committee should have something to bring to council soon. They are waiting on legal for clarification on policies such as maternity leave.

#### **N. Lodging Tax Advisory Committee (LTAC) vacancies**

Replacements for the current vacancies will be sought out. Qualifications/criteria need to be clarified.

#### **O. iCompass Agenda process and paperless packet implementation**

Staff proposed to implement training for council and staff and having full implementation by January 1, 2014.

## **Planning**

### **P. Impact Fee Deferral Program Report**

No one has applied for the deferral program. Council discussed the need to continue with the program and if there was a sunset or if action was needed to discontinue. Ms. Smeller pointed out that the ordinance expires at the end of 2013.

### **Q. \*Ordinance No. 1277- Sign Code amendments (8/19/2013 postponed for Action on 9/3/2013)**

The City Attorney provided a memo on this item. It was suggested that this be taken out of committee and have the Attorney provide language guidance for the ordinance and then brought to council. Some councilmembers concurred. Mayor Laseke and Chief Stephenson pointed out council should look at this from the enforcement side.

## **Police**

### **R. Report**

Chief Stephenson pointed out the progress on the new police station and everything is on schedule for October. Possible ribbon cutting in November.

## **Public Works**

### **S. \*Special Event: Winterfest 2013**

Authorize Special Event: Winterfest at Horseshoe Lake Park on December 7, 2013, including fee waiver.

### **T. \*Special Event: Get Bold Run & Beer Garden at HSL Park, April 12, 2014**

Authorize Special Event: Get Bold Events - Blooms to Brews Half Marathon (including Beer Garden) at Horseshoe Lake Park April 12, 2014. This event is scheduled in 2014. It requires council approval and to allow time for applicant to advertise, it was brought to the council now. Proceeds will go to Rotary Fund which was a large reason in scheduling so far out. Discussion ensued on moving the finish line. It was determined no change is necessary.

### **U. Memo Solid Waste Agreement amendment & tipping fees**

Public Works Director Stepp outlined the tipping fees due to the closing of the current landfill and the cost to start Headquarters landfill. It would raise customer bills approximately \$1. Discussion ensued on the pros/cons of can size.

### **V. Public Works Update**

A report was in the packet on the Public Works projects. Council inquired about the condition of the house/yard on the corner of Lake Avenue. Bart Stepp noted that a contractor needs to be hired to clean up the property. A daveno has been across the street which has been in the rain for three weeks. Mr. Stepp said that he would address the daveno issue.

**ADJOURNMENT**

The meeting was adjourned at 9:30 pm.

\_\_\_\_\_  
Grover B. Laseke, Mayor

Minutes approved: \_\_\_\_\_

**Attest:**

\_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

*These minutes are not a verbatim record of the proceedings.  
A recording is available in the office of the Clerk-Treasurer*

**City Of Woodland**  
**City Council Meeting Agenda Summary Sheet**

**Agenda Item:** Authorize 2013-2014 renewal with Cities Insurance Association of Washington (CIAW).

**Agenda Item #:** ( C ) Consent  
**For Agenda of:** 09/3/2013  
**Department:** Clerk/Treasurer  
**Date Submitted:** 08/28/2013

**Cost of Item:** \$141,445  
**Amount Budgeted:** \$158,000  
**Unexpended Balance:** (\$3,645)\* 7/31

**BARS #:** 001 518 10 46; Various – by fund  
**Description:** Insurance

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /

**Committee Recommendation:** 8/26/2013 Council workshop recommend approval

**Agenda Item Supporting Narrative (list attachments, supporting documents):**

Premium invoice (revised to include credits—see attached), 2013/2014 Insurance renewal packet, educational services

**Summary Statement/Department Recommendation:**

Recommend approval of renewal of 2013-2014 Cities Insurance Association of Washington for insurance. There is a rate decrease of (\$5,937) from prior year. The city has already received adjustments/credits\* to premiums in 2013 for the deletion of most of the fire department vehicles and equipment.

Coverage	Premium comparison		
	2012 Premiums at binding	2013 Premium (revised)	Inc/Decr
Property/Crime	\$53,050	\$55,867	2,817
Equipment	Included	Included	Included
Crime	\$2,577	\$4,738	2,161
General Liability	\$53,163	\$53,146	(17)
Automobile	\$38,592	\$27,693	(10,899)
<b>Sub-total</b>	<b>\$147,382</b>	<b>\$141,445</b>	<b>(5,937)</b>
Broker fee	\$5,000	\$5,000	0
<b>Total</b>	<b>\$152,382</b>	<b>\$146,445</b>	<b>(5,937)</b>



451 Diamond Drive | Ephrata, WA 98823

**TO:** CIAW Members and Brokers  
**FROM:** CIAW Board of Directors  
**DATE:** August 12, 2013  
**SUBJECT:** Renewal 2013-2014

---

On behalf of the Cities Insurance Association of Washington (CIAW) Board of Directors, we want to thank you for your continued support and shared vision of our mission to ensure the availability of stable and affordable insurance protection for Washington's cities, fire districts, and special districts. We recognize the budgetary constraints you may be facing and are committed to providing excellent value to our membership.

As a result of loss development and changes in state funding requirements, the Board has approved a premium increase to the program. Your renewal premium is based on exposure changes and loss performance.

As the CIAW begins its 25<sup>th</sup> year, we are pleased to announce the following benefits to the membership:

- The flexibility of a Memorandum of Coverage, which meets the unique needs of public entities and is continuously improved with input from both our membership and brokers. It is reinsured by fiscally sound, A-rated insurance carriers.
- A fully-funded Aggregate Stop Loss Policy is purchased to protect your program's assets and secure future unreserved equity.
- Quality risk management services and educational trainings are available to all members at no additional cost. Visit [www.ciaw.us](http://www.ciaw.us) for details.
- Competitive premium financing options are available through Imperial PFS. Please contact us for a quick, no obligation quote. Multiple payment structures are available, including options for 12 equal monthly installments or quarterly payments. Various billing options such as invoicing, coupon books, or ACH services are available, as well.

The enclosed Coverage Confirmation provides a detailed outline of your new coverage and deductibles for the 2013-2014 coverage period. Please note that the Equipment Breakdown coverage deductible for Motor and Pump losses has been changed from \$10,000 to \$25,000 in order to keep premium increases in this area to a minimum. Please contact Angela Eloff at [aeloff@canfieldsolutions.com](mailto:aeloff@canfieldsolutions.com), or 800-407-2027, ext. 246, with questions regarding your enclosed renewal documents.

Please mail premiums directly to the Administration Office, made payable to the Cities Insurance Association of Washington, prior to October 1, 2013. The unpaid premium after October 1, 2013, will be subject to a 2% per month late fee. Please note, the State Auditor's Office does not allow the invoice for public entities to pass directly through the broker, as the billing is considered public funds. The

invoice is being held five (5) days before being sent to members to allow brokers time to contact members prior to receiving their renewal e-mail.

The CIAW Board of Directors is proud to be working with qualified partners who share the philosophy of risk management, responsibility, and community within a member-owned and directed program. If you have any questions or concerns, please feel free to contact our program administrator, Canfield.

Thank you for your continued participation. We look forward to providing quality service to your entity in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wes Crago', written in a cursive style.

Wes Crago, CIAW Board Chair  
City of Ephrata, City Manager

# INVOICE

Mail to:

Cities Insurance Association of Washington  
451 Diamond Drive  
Ephrata, WA 98823  
800-407-2027

Insured:	34574
Invoice Number:	P2759521
Invoice Date:	8/23/2013
Invoice Total:	\$141,444.74

City of Woodland  
P.O. Box 9  
Woodland , WA 98674

Coverage Information	
Coverage # CIAW131434574	
<b>Insured: City of Woodland</b>	
Coverage Effective Date: 09/01/2013 to 09/01/2014	
Premium Information	
Property	\$45,135.91
General Liability	\$53,146.32
Auto Liability	\$16,802.59
Equipment Breakdown	\$10,731.52
Crime	\$4,738.30
Auto Physical Damage	\$7,873.06
UIM	\$3,017.04
<b>Total</b>	<b>\$141,444.74</b>

Property deductible \$1,000  
GL deductible \$1,000

CIAW Program Underwriter:  
Angela Eloff  
509-754-2027 ext 246  
[aelloff@canfieldsolutions.com](mailto:aelloff@canfieldsolutions.com)



Cities Insurance Association of Washington

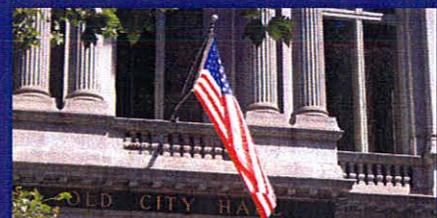
## Educational Services



Through our administrator, Canfield, we provide various trainings all of which can be customized to meet your needs and are available to you in person and at your location. In addition, these trainings can be utilized by those throughout your organization including council members, staff and/or volunteers. The following is a list of the types of trainings available to all CIAW members. For a complete description of these trainings visit [www.ciaw.us](http://www.ciaw.us). For more details please feel free to contact us direct at 800.407.2027.

### Our Trainings

- Adolescent Bullying
- Bullying in the Workplace
- Collision Response
- Concussion Management
- Confidentiality in the Workplace
- Confronting Personnel Problems
- Defensive Driving
- Defusing Anger in the Workplace
- Developing and Managing Volunteer Programs
- Diversity in the Workplace
- Diversity with a Focus on Sexual Harassment
- Driver Training Simulator (DTS)
- Employee Evaluations
- Enhancing Workplace Climate
- Excited Delirium
- Front-line Liability Issues Overview
- Hiring Smart
- Law Enforcement Training Simulator (LETS)
- Managing Conflict
- Managing the Risks of Social Media
- Maintaining Professionalism in the Work Environment
- Public Officials Liability/Creating Balance
- Public Records Request
- Recognizing and Reporting Child Abuse and Misconduct
- Right Response
- Risk Communication
- Sexual Harassment in the Workplace
- Supervision of Children
- Taser Training
- Team Building I
- Team Building II



Program Website: [WWW.CIAW.US](http://WWW.CIAW.US)

Administered by:  
 **CANFIELD**

## Points for Discussion

- Building limits were increased by 4% for Inflation. Business Personal Property limits were not changed.
  - Property totals: increased from \$20,829,983 to \$21,715,229.
  - Auto totals: decreased from \$3,136,319 to \$1,176,519. The majority of this decrease was caused by the service contract between Clark County Fire District and the City of Woodland. The City no longer pays for insurance coverage on the vehicles used by Clark County Fire District.
  - Equipment totals: remained the same at \$564,090.
- The limit for the Bathrooms at 544 Goerig has been increased to \$300,000 per instructions.
- The P6 and P8 vehicles have been accounted for. Their ID numbers just needed to be corrected and the vehicles listed under the correct department.
- The Police vehicle (P9) that is used only as a radar reader board needs to remain on the Schedule of vehicles. Even though it's only driven for that purpose, it is still subject to Liability coverage.
- There have been some questions about coverage for Computers, specifically the Lap Tops assigned to certain locations on the Property schedule, as well as mention of updates to your processing systems. The current program has a \$10,000,000 sublimit of Electronic Data Processing built in. Please let us know if you'd like to move forward with removing the Lap Top limits, I've highlighted them on the Schedule to make them easy to identify.

Location Schedule

Loc#	Address	City	State	Zip Code
1	Horseshoe Lake Park - Kitchen	Woodland	WA	98674
2	Property in Open/Park	Woodland	WA	98674
3	1711 Lewis River Rd - Fire Station #92	Woodland	WA	98674
4	230 Davidson Street - City Admin Office Annex	Woodland	WA	98674
5	544 Goerig - Restrooms	Woodland	WA	98674
6	Reservoir #3	Woodland	WA	98674
7	100 Davidson Ave - City Hall/Fire Station #91	Woodland	WA	98674
8	Scott Hill Road - Scott Reservoir #2	Woodland	WA	98674
9	Park Storage Building	Woodland	WA	98674
10	38404 Lake Shore Dr - Modular/Office	Woodland	WA	98674
11	1713 Lewis River Rd - P/W Dept Storage	Woodland	WA	98674
12	782 Park Street - Community Bldg.	Woodland	WA	98674
13	Lewis River Drive - Water Treat Plant-Ranney	Woodland	WA	98674
14	Lewis River Rd - Old Water Dept Warehouse	Woodland	WA	98674
15	130 Scott Hill Rd - Water Filtration	Woodland	WA	98674
16	770 Park Street - Library	Woodland	WA	98674
17	755 Sandalwood Road - Wastewater Treatment Plant	Woodland	WA	98674
18	38404 Lake Shore Dr - Public Work Shop	Woodland	WA	98674
19	300 E Scott Ave - Station 99	Woodland	WA	98674
20	250 Raspberry Lane - Sewer Lift Station #14	Woodland	WA	98674



21	Parcel #50565 - Ranney Well	Woodland	WA	98674
22	1711 Lewis River Rd - Sewer Lift Station #6	Woodland	WA	98674
23	1013 Lewis River Dr - Sewer Lift Station #4	Woodland	WA	98674
24	500 Block Robinson - Sewer Lift Station #10	Woodland	WA	98674
25	Goerig St @ Buckeye St - Sewer Lift Station #3	Woodland	WA	98674
26	1661 Down River Drive (N.end) Sewer Lift Station #11	Woodland	WA	98674
27	CC Street@Frazier Lane - Sewer Lift Station #1	Woodland	WA	98674
28	1336 Glennwood St - Sewer Lift Station #5	Woodland	WA	98674
29	300 Blk Insel Road - Sewer Lift Station #7	Woodland	WA	98674
30	110 S. Pekin - Sewer Lift Station #9	Woodland	WA	98674
31	300 Block N. Pekin by NW Pet - Sewer Lift Station #8	Woodland	WA	98674
32	Bozarth St @ 3rd St - Sewer Lift Station #2	Woodland	WA	98674
33	1931 Belmont Loop Street - Sewer Lift Station #12	Woodland	WA	98674
34	1801 Howard Way - Sewer Lift Station #13	Woodland	WA	98674
35	Park Road & Lakeshore Drive	Woodland	WA	98674

Policy Number: CIAW131434574  
Insurance Company: Munich Reinsurance Company  
Effective Dates: 09/01/2013 to 09/01/2014  
AM Best Rating: A+

## Sub-Limits and Deductibles

### Sub-Limits

- \$15,000,000 Earthquake; Occurrence & Aggregate.
- \$15,000,000 Flood; Occurrence / Aggregate except V/A/SFHA zones.
- \$1,000,000 Flood Member Aggregate / \$15,000,000 Program Aggregate for V/A/SFHA.
- \$1,000,000 Transit and Off Premise.
- \$5,000,000 Business Income/Extra Expense per Occurrence.
- \$1,000,000 Accounts Receivable.
- \$5,000,000 Rental Income.
- \$1,000,000 Valuable Papers.
- \$10,000,000 EDP per Occurrence.
- \$25,000 Random Attack of Computer Hack or Virus/ Occurrence & Aggregate.
- \$1,000,000 Fine Arts.
- Debris Removal: Lesser of 25% of Loss or \$1,000,000 Aggregate.
- Ordinance & Law (B): 25% of Value.
- Ordinance & Law (C): 25% of Value.

### Deductibles

- **\$250**: Auto Private Passenger/Pickups/Vans.
- **\$1,000**: Fire Trucks/Ambulances/Heavy Duty Vehicles (1 Ton+); All Liability Coverage; Property; Money/Securities; Theft.
- **\$2,500**: Equipment Breakdown
- **\$10,000** Equipment Breakdown for Deep Well Motors and Pumps.
- **Earthquake**: Greater of 2% of the Values at Risk or \$50,000 per Occurrence.
- **\$25,000** per Occurrence Flood for other than V/A/SFHA.
- **\$500,000** per Occurrence for V/A/SFHA.
- **Equipment Breakdown**: 24 Hour Interruption of Service Waiting Period.

### Valuations

- Replacement Cost: Building; Personal Property; Fire Trucks; Ambulances.
- Actual Cash Value: All Other Autos; Equipment.

**City Of Woodland  
City Council Meeting Agenda Summary Sheet**

**Agenda Item:** Authorize 2013-2014 renewal with Propel Insurance for broker services.

**Agenda Item #:** ( D ) Consent

**For Agenda of:** 09/03/2013

**Department:** Clerk/Treasurer

**Date Submitted:** 08/28/2013

**Cost of Item:** \$5,000

**Amount Budgeted:** \$5,000

**Unexpended Balance:** \$5,000

**BARS #:** 001 518 10 46; Various – by fund

**Description:** Insurance

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /

**Committee Recommendation:** 8/26/2013 Council workshop

**Agenda Item Supporting Narrative (list attachments, supporting documents):**

Propel Invoice

**Summary Statement/Department Recommendation:**

Recommend approval of renewal of 2013-2014 broker services. The tasks they work on are rates and coverage for flood, fire department changes/deletions, 300 E. Scott buildings, Scott Hill Park, vehicle (adds & deletes) also on regular items for coverage and for special events, etc. There is -0- increase from 2012/2013 to 2013/2014.



1201 Pacific Avenue  
Suite 1000  
Tacoma, WA 98402-4321  
800.499.0933

Please make checks payable and return this portion with your payment to:  
Propel Insurance PO Box 2940 Tacoma, WA 98401-2940 ATTN: Accounts Receivable

----- INVOICE -----

City of Woodland  
P.O. Box 9  
Woodland, WA 98674

Invoice Date 08/23/13  
Invoice No. 284183  
Bill-To Code WOODCITY  
Client Code WOODCITY  
Inv Order No. 1\*300713

Named Insured: City of Woodland

Amount Remitted: \$

Please return this portion with your payment.

**Make checks payable to: Propel Insurance**

Effective Date	Policy Period	Coverage Description	Transaction Amount
09/01/13	09/01/13 to 09/01/14	Munich Reinsurance Company Policy No. CIAW131434574 *Broker Fee - Commercial Package  2013/2014 Broker Fee. Thank you!  Invoice Number: 284183      Amount Due:	5,000.00          5,000.00

\*Premiums Due and Payable on Effective Date

**City Of Woodland  
City Council Meeting Agenda Summary Sheet**

<b>Agenda Item:</b>  Authorize Special Event: Winterfest at Horseshoe Lake Park on December 7, 2013, including fee waiver	<b>Agenda Item #:</b> <u>( E ) Consent</u> <b>For Agenda of:</b> <u>September 3, 2013</u> <b>Department:</b> <u>Public Works</u> <b>Date Submitted:</b> <u>August 28, 2013</u>
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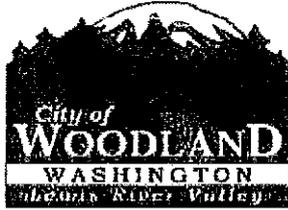
**Cost of Item:** N/A  
**Amount Budgeted:** \_\_\_\_\_  
**Unexpended Balance:** \_\_\_\_\_

<b>BARS #:</b>  <b>Description:</b>
---

**Department Supervisor Approval:** Bart Stepp, Public Works Director / s / *Bart Stepp*

**Committee Recommendation:** Park Board recommended approval on February 20, 2013

<b>Agenda Item Supporting Narrative (list attachments, supporting documents):</b> See attached special events agreement.
<b>Summary Statement/Department Recommendation:</b> Request will require assistance from the Police and Fire Departments as well as Public Works. Staff recommends approval of this annual reoccurring event.



# SPECIAL EVENTS AGREEMENT

For Office Use Only:	
	(Usage Date)
Fee:	\$ _____
Deposit:	\$ _____
Total Due:	\$ _____

Applicant Name: DALE JEFFERIES Phone Number: 225-7736  
 Organization / Business: WOODLAND MOOSE Fax Number: 225-5074  
 Mailing Address: PO Box 1930 Email: lodge2394@mooseunits.org  
WOODLAND, WA 98674

Are you a recognized Non-profit Organization?  Yes  No If yes, please attach a copy of your Non-profit 501-3 (c) with this form for eligibility.

Please mark the facilities desired, times, and dates of use.

### Terms and Dates of Use

Usage Date(s): 12-7-13 Day(s) of Week: SATURDAY  
 Arrival Time: 11:00 AM Departure Time: 9:00 PM  
 Day-of Contact Person: DALE JEFFERIES  
 Phone Number: 360-609-7238

Type of Activity:

- Parade  Street Closure  Street Sale  Athletic Run/Walk  Park Event WINTER FEST  
 Other \_\_\_\_\_

Usage Area:

- Horseshoe Lake Shelter  Large Field  
 Beach Front  Hoffman Plaza  
 Use of Lake Other: \_\_\_\_\_  
 Mini Shelter Other: \_\_\_\_\_

Gate Open  yes  no

Please list any Street Closures: \_\_\_\_\_

Expected number of participants: 200+

Expected number of spectators: 300+

Office Use Only:	Amount Paid \$ _____	Key#/Color: _____
Approved o Denied o Woodland Park Board: _____	Date: _____	Date: _____
Approved o Denied o Woodland City Council: _____	Receipt No. _____	Date Returned: _____
	Comments: _____	Refund Ck#/Date: _____

**Please use checklist to ensure we have all the details we need to process your request.**

- Detailed timeline of event activities beginning with setup and ending with cleanup
  - Proposed site plan (see list of plan requirements below)
  - Insurance naming the city as additional insured for event dates if the event is held on city property
  - Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
  - Extra porta-potties for groups larger than 100
  - Notification to neighbors and/or businesses of event if necessary
  - Evacuation Plan (if applicable)
  - Medical/Emergency response plan (if applicable)
  - First Aid/Medical Services provided by \_\_\_\_\_
  - Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24  yes  no
  - Provisions made for:
    - Parking
    - Litter
    - Security
- Will Police/Security be required?  yes  no

**Site plan requirements**

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers ( if applicable)

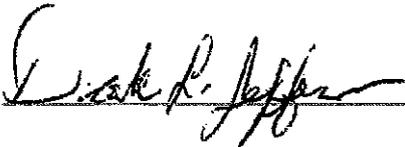
**Please Read Carefully**

- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- No tobacco, smoking, or alcohol beverages
- Premises must be cleaned and vacated by 10 pm
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.
- Deposit will be refunded 10 to 14 days following your event
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of the City may result in loss of usage privileges
- Any emergency situation or bad weather may cause cancellation of facilities without notification.

**NOTICE: Deposits will be non-refundable if city employee is called out to unlock, clean up, etc.**

**Agreement** The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested.

Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant's Signature:  Date: 1-15-13

**City Of Woodland  
City Council Meeting Agenda Summary Sheet**

**Agenda Item:**

Authorize Special Event: Get Bold Events - Blooms to Brews Half Marathon (including beer garden) at Horseshoe Lake Park on April 12, 2014

**Agenda Item #:** ( F ) Consent

**For Agenda of:** September 3, 2013

**Department:** Public Works

**Date Submitted:** August 28, 2013

**Cost of Item:** N/A

**Amount Budgeted:** \_\_\_\_\_

**Unexpended Balance:** \_\_\_\_\_

**BARS #:**

**Description:**

**Department Supervisor Approval:** Bart Stepp, Public Works Director / s / *Bart Stepp*

**Committee Recommendation:** \_\_\_\_\_

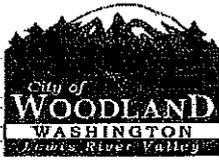
**Agenda Item Supporting Narrative (list attachments, supporting documents):**

See attached special events agreement and supporting information. See also, Ordinance No. 1269 relating to the consumption of alcohol at Horseshoe Lake Park.

**Summary Statement/Department Recommendation:**

This is similar to the 2013 Get Bold Events event held on private property. The application requests relocation of the the event to Horseshoe Lake Park and includes permission for a beer garden. If approved, this would be the first of three 2014 special event permits allowing a beer garden under the newly adopted ordinance.

Staff recommends approval.



# SPECIAL EVENTS AGREEMENT

For Office Use Only:	
(Usage Date)	
Fees:	\$
Deposit:	\$
Total Due:	\$

Applicant Name: Karen King Phone Number: 503 318-1466  
 Organization / Business: Get Bold Events Fax Number: \_\_\_\_\_  
 Mailing Address: 819 SE 14<sup>th</sup> Loop Ste 101 Email: Karen@getboldevents.co  
Battle Ground WA

Are you a recognized Non-profit Organization?  Yes  No If yes, please attach a copy of your Non-profit 501-3 (c) with this form for eligibility. IN PROCESS...

Please mark the facilities desired, times, and dates of use.

### Terms and Dates of Use

Usage Date(s): April 12, 2014 Day(s) of Week: Sunday  
 Arrival Time: 5 AM Departure Time: 2 pm  
 Day-of Contact Person: Karen King  
 Phone Number: (503) 318-1466

### Type of Activity:

- Parade  Street Closure  Street Sale  Athletic Run/Walk  Park Event  
 Other \_\_\_\_\_

### Usage Area:

- Horseshoe Lake Shelter  Large Field  
 Beach Front  Hoffman Plaza  
 Use of Lake Other: \_\_\_\_\_  
 Mini Shelter Other: \_\_\_\_\_

Gate Open  yes  no

Please list any Street Closures: \_\_\_\_\_  
 Expected number of participants: 700  
 Expected number of spectators: 200

Office Use Only:	Amount Paid \$ _____	Key#/Color: _____
Approved or Denied by Woodland Park Board: _____	Date: _____	Date: _____
Approved or Denied by Woodland City Council: _____	Receipt No. _____	Date Returned: _____
	Comments: _____	Refund Clk#/Date: _____

**Please use checklist to ensure we have all the details we need to process your request.**

- Detailed timeline of event activities beginning with setup and ending with cleanup
- Proposed site plan (see list of plan requirements below)
- Insurance naming the city as additional insured for event dates if the event is held on city property
- Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
- Extra porta-potties for groups larger than 100
- Notification to neighbors and/or businesses of event if necessary
- Evacuation Plan (if applicable)
- Medical/Emergency response plan (if applicable)
- First Aid/Medical Services provided by Amateur Radio Dispatchers
- Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24  yes  no
- Provisions made for:
  - Parking
  - Litter
  - Security
- Will Police/Security be required?  yes  no

**Site plan requirements**

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive aisles and vehicle access
- Cooking, open flames, fireworks and other heat sources
- Fire extinguishers (if applicable)

**Please Read Carefully**

- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- No tobacco, smoking, or alcohol beverages
- Premises must be cleaned and vacated by 10 pm
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.
- Deposit will be refunded 10 to 14 days following your event
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of the City may result in loss of usage privileges
- Any emergency situation or bad weather may cause cancellation of facilities without notification.

**NOTICE:** Deposits will be non-refundable if city employee is called out to unlock, clean up, etc.

**Agreement** The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested.

Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant's Signature: Karen King Date: 8/7/2013



Elba Benzler  
phone: (360) 852-4189  
email: elba@getboldevents.com

Karen King  
phone: (503) 318-1466  
email: karen@getboldevents.com

Get Bold Events proposes to direct and organize the 2nd Annual Blooms to Brews Half Marathon & 10K running/walking event at Horse Shoe Lake on April 12, 2014.

A portion of the proceeds benefit the Scott Hill Park and Sports Complex. Our first annual event on April 21, 2013 we were able to donate \$2,000. Our goal is to grow this event and be able to donate more each year!

We would like to include the special use for Alcohol in the park. The area for the proposed beer garden would be fenced with one entrance/exit. The entrance/exit would be secured by Coast to Coast Event Services who be providing security guards.

We expect 700-900 participants/spectators. We will provide enough port-a-potty and garbage disposal to accommodate these numbers. Post race food such as bagels, peanut butter, oranges, bananas, protein bars, etc. will be served. We will have a live D.J. on site, no power is necessary as he has his own generator.

In 2013 we used the Amateur Radio Dispatchers and are recruiting them again for 2014 for first aid/medical response services on the event grounds and on the course.

The Half Marathon course will begin at 8:30am, and the 10K course will begin at 8:45am. The course is on low traveled roads for the most part and will be open for 4 hours. Stopping traffic as runners exit out of Horse Shoe Lake may be necessary.

We anticipate the event wrapping up no later than 2pm.

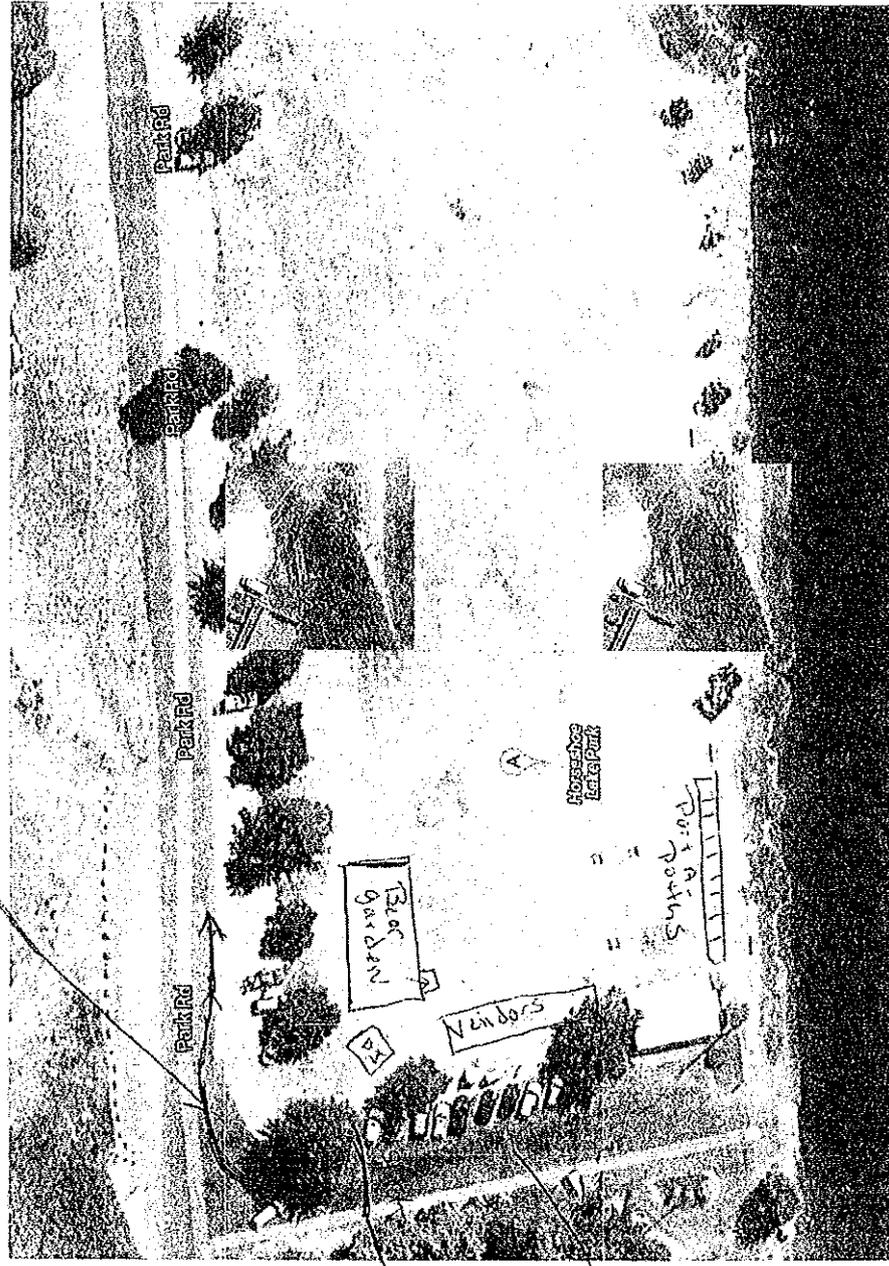
Please contact us for any further questions or concerns. We really look forward to working with the City of Woodland!

Sincerely,

Elba Benzler  
Karen King

Runs left & return  
one down cross

To see all the details that are visible on the screen, use the "Print" link next to the map.



Finish SHARK Line

Road closed

CITY OF WOODLAND

ORDINANCE NO. 1269

AN ORDINANCE AMENDING TITLE 9 (PUBLIC PEACE, MORALS, AND WELFARE) AS IT RELATES TO THE CONSUMPTION OF ALCOHOL AT HORSESHOE LAKE PARK AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION AS MORE PARTICULARLY SET FORTH HEREIN.

FINDINGS OF FACT

The City Council of the City of Woodland finds as follows:

WHEREAS, there has been a requested change in code to allow for the consumption of alcohol within beer and wine gardens at Horseshoe Lake Park;

WHEREAS, All procedural requirements of the Woodland Municipal Code (WMC) for these amendments shall be met;

AND WHEREAS, the City Council heard public comment and received written comments on the issue at their June 3<sup>rd</sup>, 2013 City Council Meeting;

ORDINANCE

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Woodland as follows:

**1. Section WMC 9.26.080 – Opening or consuming liquor in public.**

*The existing code section is modified to read as follows:*

9.26.080 – Opening or consuming liquor in public.

Except as permitted by state law (see RCW Title 66), and except in a beer garden or wine tasting area approved by the city under a special event permit according to section 9.26.115, no person shall open a package containing liquor or consume liquor in a public place. A person convicted of violating this section shall be subject to a fine not to exceed one hundred dollars.

**2. Section WMC 9.26.100 – Possession of opened container.**

*The existing code section is modified to read as follows:*

9.26.100 – Possession of opened container.

The possession of an opened container of alcoholic beverage at any place other than at private premises, a place of business, a beer garden or wine tasting area at Horseshoe Lake Park approved by the city according to section 9.26.115, or premises licensed by the Washington State Liquor Control board is prohibited.

**3. Section WMC 9.26.110 – Possession and consumption - Prohibited.**

*The existing code section modified to read as follows:*

**9.26.110 – Possession and consumption - Limited.**

The possession of an unopened container of alcoholic beverage or of an opened container of alcoholic beverage or the consumption of alcoholic beverage in or upon Horseshoe Lake or Horseshoe Lake Park, and any other city park, or upon the property of the Woodland School District is prohibited, except in a beer garden or wine tasting area at Horseshoe Lake Park approved by the city under a special event permit according to section 9.26.115.

**4. Section WMC 9.26.115 – City approved beer gardens and/or wine tasting areas.**

*New code section to be inserted as follows:*

**NEW SECTION 9.26.115 – City-approved beer gardens and/or wine tasting areas.**

Subject to approval by the city of a site plan designating areas within Horseshoe Lake Park as a beer garden and/or wine tasting areas submitted by festival organizers as part of a special event permit, and subject to all applicable requirements and regulations of the Washington State Liquor Control Board, wine, champagne and beer may be possessed, sold and consumed within such designated areas, provided that such designated areas will not open before 12:00 p.m. (noon) and shall close at or before 10:00 p.m. on each day of the event.

The City of Woodland can only approve a maximum of three special event permits a year allowing beer gardens and/or wine tasting areas at Horseshoe Lake Park.

To receive approval of a special event permit for a beer garden and/or wine tasting area at Horseshoe Lake Park the applicant must meet the following conditions:

- 1) The applicant must be a 501-3(c) non-profit organization.
- 2) The applicant will pay a \$250 non-waivable fee in addition to the regular special event permit fee. This fee is to cover additional costs the City will incur for Police and Public Works Staff time dealing with issues from the beer gardens and/or wine tasting areas.

**5. Severability**

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

**6. Effective date**

This ordinance shall become effective five (5) days after its publication in the media or paper of record as required by law.

**7. Publishing**

A Summary of this Ordinance shall be published.

This ordinance shall be in full force and effect five days after publication as required by law.

**ADOPTED IN OPEN MEETING 17<sup>th</sup> day of June, 2013.**

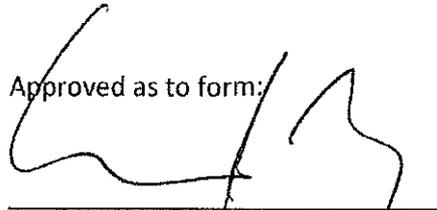
CITY OF WOODLAND, WASHINGTON

Approved:

  
\_\_\_\_\_  
Grover Laseke, Mayor

Attest:

  
\_\_\_\_\_  
Mari E. Ripp, Clerk / Treasurer

Approved as to form:  
  
\_\_\_\_\_  
William J. Eling, City Attorney

**City Of Woodland  
Council Agenda Summary Sheet**

<b>Agenda Item:</b>  Approval of bid award to P.R. Worth for the Lift Station #9 Improvements	<b>Agenda Item #:</b>	<u>Action ( G )</u>
	<b>For Agenda of:</b>	<u>September 3, 2013</u>
	<b>Department:</b>	<u>Public Works</u>
	<b>Date Submitted:</b>	<u>August 23, 2013</u>

**Cost of Item:** \$142,734.75  
**Amount Budgeted:** Pass Through  
**Unexpended Balance:** Pass Through

**BARS #:** 402 000 000 535 50 48 00  
**Description:** **Repairs and Maintenance – Projects**

**Department Supervisor Approval:** Public Works Department /s/ *Bart Stupp*

---

**Agenda Item Supporting Narrative (list attachments, supporting documents):**

- 1) P.R. Worth Bid Proposal and Bid Review Information
- 2) Lift Station #9 Improvement Project Bid Tab

**Summary Statement:**  
Background:

Earlier this year the City signed an agreement with Walt’s Meats which stated Walt’s Meats would pay for the design and construction of improvements at Lift Station #9 to allow Walt’s Meats to increase the amount of sewage they can discharge into the City system.

Bids for the construction of that project were opened on August 22<sup>nd</sup>. Three bids were received and P.R. Worth out of Kelso was the lowest, responsible bidder. They meet all the qualifications necessary to be awarded the project.

Staff recommends that City Council award the bid to P.R. Worth. Prior to the City paying P.R. Worth for any of the construction work Walt’s Meats will pay the \$142,734.75 contract amount to the City as part of the agreement. Walt’s Meats will also pay for any change orders that occur during construction of the project.

## BID PROPOSAL FORM

TO: City of Woodland  
230 Davidson Ave.  
Woodland, Washington 98674

FROM: Bidder P.R. Worth, Inc.  
Address 2690 Coweeman Plc Dr.  
Kelso, WA 98626  
Telephone 360-636-4296

The undersigned, as bidder, declares that we have examined all of the contract documents and that we will contract with the City of Woodland to do everything necessary to complete the work as outlined on the plans and specifications for the Lift Station 9 Improvement Project.

We acknowledge that addenda numbers \_\_\_\_\_ to \_\_\_\_\_ have been delivered to us and have been examined as part of the contract documents. We agree that the Bidder Qualifications form shall be a part of this proposal.

If our BID is accepted, we agree to sign the contract form and the required evidences of insurance within ten (10) calendar days after receiving written notice of the award of contract.

We further agree, if our BID is accepted and a contract for performance of work is entered into with the City of Woodland, to so plan the work and to prosecute it with such diligence that all of the work shall be completed within the time period stated in the contract. We understand that the City of Woodland reserves the right to reject any or all bids and to determine which proposal is, in the judgment of the City of Woodland, the lowest responsible bid, and which proposal, if any, should be accepted in the best interests of the City of Woodland and that the City of Woodland also reserves the right to waive any informalities in any proposal or bid.

We further state that we have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Bidder agrees that the work will be completed within one hundred and twenty (120) calendar days after the date when the bidder commences work.

We propose to perform the work at the prices listed in the following bid schedule(s):

### Notes:

- (1) See Special Provisions and the Standard Specifications for State sales tax requirements.
- (2) The City reserves the right to adjust the scope of this work to match available funds.
- (3) The City reserves the right to reject any or all bids.
- (4) The table below provides a list of items required to complete the project. It is the contractor's responsibility to complete the project scope to all required standards and specifications.



1. This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Public Works Director will be cause for considering the proposal irregular and subsequent rejection of the bid.

SIGNATURE

Date: 8-22-13

P.R. Wirth, Inc.

Proper Name of Bidder

Contractor's License No.:

PRWOR \* 945 NH

By: P.R. Wirth

2690 Coweeman Pk Dr.

Address

Kelso  
City

WA  
State

98626  
Zip

## BIDDER QUALIFICATIONS

### Project: Lift Station 9 Improvement Project

If the above contract is awarded to our company, the following persons will be authorized to sign change orders, progress payments, and similar documents for the company: (names and positions)

Preston Worth, President, P.R. Worth, Inc.  
Kevin Davidson, Vice President, P.R. Worth, Inc.

The contractor's superintendent at the job site per Article 1-05.13 of the Standard Specifications will be (give full name): Kevin Davidson, Preston Worth

The last three projects completed or substantially completed by our company involving similar construction work are as follows:

1. Project Name: Beacon Hill Water & Sewer Dist

Dollar amount of Contract: \$ \$ 600,000

Owner: Beacon Hill Water & Sewer Dist

Owner's Representative: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contractor's Superintendent on this Project: Kevin Davidson

Brief Description of Project Scope: Water Pump Station

2. Project Name: Mason General Hospital

Dollar amount of Contract: \$ 1.3 million

Owner: Mason Gen Hospital

Owner's Representative: Huffman Const. Phone No.: \_\_\_\_\_

Contractor's Superintendent on this Project: Preston Worth

Brief Description of Project Scope: Sewage Lift Station

3. Project Name: \_\_\_\_\_

Dollar amount of Contract: \$ \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Representative: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contractor's Superintendent on this Project: \_\_\_\_\_

Brief Description of Project Scope: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name/Title of Person Completing Form: Preston Worth

Signature: P.R. Worth Date: 8-21-13

Phone No.: 360-636-4296



RLI Insurance Company  
 P.O. Box 3967 Peoria IL 61612-3967  
 Phone: 309-692-1000 Fax: 309-692-8637

# BID BOND

KNOW ALL MEN BY THESE PRESENTS,

That We, P. R. Worth, Inc.  
 of \_\_\_\_\_  
 as Principal, and RLI Insurance Company, of Peoria,  
Illinois, as Surety, an Illinois corporation duly licensed to  
 do business in the State of Washington, are held and firmly bound unto  
City of Woodland, as Obligee, in the penal sum of  
Five percent of total amount bid ( 5% ),  
 for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and  
 assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the Principal has submitted, or is about to submit, a  
 proposal or a bid to the Obligee on a contract for Lift Station 9 improvement project - Job No. CAP 13-04

NOW, THEREFORE, if the aforesaid principal shall be awarded the contract, the said principal will within the period specified  
 therefore, or if no period be specified, within ten (10) days after the notice of such award enter into a contract and give bond for  
 the faithful performance of the contract, then this obligation shall be null and void, otherwise the principal and the surety will  
 pay unto the obligee the difference in money between the amount of the bid of said principal and the amount for which the  
 obligee may legally contract with another party to perform the work if the latter amount be in excess of the former, in no event  
 shall the liability hereunder exceed the penal sum hereof.

PROVIDED AND SUBJECT TO THE CONDITION PRECEDENT, that any suits at law or proceedings in equity brought or to  
 be brought against the Surety to recover any claim hereunder must be instituted and service had upon the Surety within ninety  
 (90) days after the acceptance of said bid of the Principal by the Obligee.

SIGNED, SEALED AND DATED this 22nd day of August, 2013.

P. R. Worth, Inc.  
 Principal  
 By: P.R. Worth

**RLI Insurance Company**  
 By: Molly K Mansfield  
 Molly K Mansfield Attorney in Fact

ADDRESS ALL CORRESPONDENCE TO:

P.O. Box 3967  
 Peoria, IL 61612  
 309-692-1000



RLI Surety  
 P.O. Box 3967 | Peoria, IL 61612-3967  
 Phone: (800)645-2402 | Fax: (309)689-2036  
 www.rlicorp.com

# POWER OF ATTORNEY

## RLI Insurance Company

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company**, a(n) Illinois corporation, does hereby make, constitute and appoint:

Molly K. Mansfield

in the City of Portland, State of Oregon its true and lawful Agent and Attorney in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, the following described bond.

**Any and all bonds, undertakings, and recognizances in an amount not to exceed Ten Million Dollars (\$10,000,000) for any single obligation.**

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

The **RLI Insurance Company** further certifies that the following is a true and exact copy of the Resolution adopted by the Board of Directors of **RLI Insurance Company**, and now in force to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** has caused these presents to be executed by its Vice President with its corporate seal affixed this 24th day of June, 2013.

State of Illinois }  
 County of Peoria } SS



**RLI Insurance Company**

Roy C. Die Vice President

**CERTIFICATE**

On this 24th day of June, 2013, before me, a Notary Public, personally appeared Roy C. Die, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

I, the undersigned officer of **RLI Insurance Company**, a stock corporation of the State of Illinois, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** this 25th day of August, 2013.

Jacqueline M. Bockler  
 Jacqueline M. Bockler Notary Public

**RLI Insurance Company**

Roy C. Die Vice President



# Appendix D

## FOR OWNERS

### Mandatory Bidder Responsibility Checklist

The following checklist may be used by Owners in documenting that a Bidder meets the mandatory bidder responsibility criteria. It is suggested that Owners print a copy of documentation from the appropriate website to include with this checklist in the contract file.

<b>General Information</b>	
Project Name: <b>LIFT STATION #9 IMPROVEMENT</b>	Project Number: <b>CAP 13-04</b>
Bidder's Business Name: <b>P.R. WORTH INC.</b>	Bid Submittal Deadline: <b>8/22/2013</b>
<b>Contractor Registration -</b> <a href="https://fortress.wa.gov/lni/bbip/">https://fortress.wa.gov/lni/bbip/</a>	
License Number: <b>PRWOR ** 945NH</b>	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline): <b>8/8/2006</b>	Expiration Date: <b>8/8/2014</b>
<b>Contractor and Plumber Infraction List -</b> <a href="http://www.lni.wa.gov/tradeslicensing/contractors/hirecon/infractions/">http://www.lni.wa.gov/tradeslicensing/contractors/hirecon/infractions/</a>	
Is Bidder on Infraction List? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Current UBI Number -</b> <a href="http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/">http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/</a>	
UBI Number: <b>602638052</b>	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Industrial Insurance Coverage -</b> <a href="https://fortress.wa.gov/lni/crpsi/MainMenu.aspx">https://fortress.wa.gov/lni/crpsi/MainMenu.aspx</a>	
Account Number: <b>501,068-01</b>	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Employment Security Department Number -</b>	
Employment Security Department Number: <b>343425004</b> <span style="float: right;"><b>B2 8/23/13</b></span>	
<ul style="list-style-type: none"> <li>• Has Bidder provided account number on the Bid Form? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>• And/or have you asked the Bidder for documentation from Employment Security Department on account number? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></li> </ul>	
<b>State Excise Tax Registration Number -</b> <a href="http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/">http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/</a>	
Tax Registration Number: <b>602638052</b>	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Not Disqualified from Bidding -</b> <a href="http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/default.asp">http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/default.asp</a>	
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Checked by:</b>	
Name of Employee: <b>TONYA INGLE</b>	Date: <b>8/23/2013</b>

General/Specialty Contractor
A business registered as a construction contractor with L&I to perform construction work within the scope of its specialty. A General or Specialty construction Contractor must maintain a surety bond or assignment of account and carry general liability insurance.

Business and Licensing Information			
Name	P.R.WORTH, INC.	UBI No.	602638052
Phone	3606364296	Status	Active
Address	2690 Coweeman Park Drive	License No.	PRWOR**945NH
Suite/Apt.		License Type	Construction Contractor
City	Kelso	Effective Date	8/8/2006
State	WA	Expiration Date	8/8/2014
Zip	98626	Suspend Date	
County	Cowlitz	Specialty 1	General
Business Type	Corporation	Specialty 2	Unused
Parent Company			

## Other Associated Licenses

License	Name	Type	Specialty 1	Specialty 2	Effective Date	Expiration Date	Status
PRESTGC1740M	PRESTON'S GENERAL CONTRACTING	Construction Contractor	General	Unused	9/14/1983	9/11/1987	Archived
PRESTWG118C8	PRESTON WORTH GEN CONTRACTOR	Construction Contractor	General	Unused	2/28/1989	4/2/2013	Re-Licensed

## Business Owner Information

Name	Role	Effective Date	Expiration Date
WORTH, PRESTON RICHARD	President	08/08/2006	
DAVIDSON, KEVIN CHARLES	Vice President	08/08/2006	

## Bond Information

Bond	Bond Company Name	Bond Account Number	Effective Date	Expiration Date	Cancel Date	Impaired Date	Bond Amount	Received Date
1	CBIC	PE5563	08/03/2006	Until Cancelled			\$12,000.00	08/08/2006

Assignment of Savings Information No records found for the previous 6 year period

## Insurance Information

Insurance	Company Name	Policy Number	Effective Date	Expiration Date	Cancel Date	Impaired Date	Amount	Received Date
6	Travelers Property Cas Co of A	DTC07B900407TIL13	05/04/2013	05/04/2014			\$1,000,000.00	04/17/2013
5	Travelers Property Cas Co of A	DTC07B900407TIL12	05/04/2012	05/04/2013			\$1,000,000.00	05/08/2012
4	West American Ins Co	BKW52872214	09/11/2011	09/11/2012			\$1,000,000.00	08/24/2011
3	WEST AMERICAN INS CO	BKW52872214	09/11/2009	09/11/2011			\$1,000,000.00	08/26/2010
2	WEST AMERICAN INS CO	BKW52872214	09/11/2008	09/11/2009			\$1,000,000.00	09/04/2008
1	OHIO CAS INS CO	BK052872214	09/11/2005	09/11/2008			\$1,000,000.00	08/23/2007

Summons/Complaint Information No unsatisfied complaints on file within prior 6 year period

Warrant Information No unsatisfied warrants on file within prior 6 year period



### Search Violations

Use this form to look up a business or individual to see if they are violators of the Contractor Registration, Electrical, Plumber's, Manufactured Home Installer or Factory Assembled Structures laws, rules or regulations.

This site uses "hover over" functionality. Placing your mouse over an info button  will result in further information being displayed relative to the item selected.

Search Violations

Please choose one or more items below to begin your search:

Individual First Name:	<input type="text" value="Preston"/>
Individual Last Name:	<input type="text" value="Worth"/>
Business/Company Name:	<input type="text" value="P.R. Worth Inc"/>
City:	<input type="text" value="Kelso"/>
License Number:	<input type="text" value="PRVOR048NH"/> 
UBI Number:	<input type="text"/> 
Violation Type:	<input type="text"/> 

[Lookup Licensed Professionals >](#)

Your search found no records.



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[Home](#)

[DOING BUSINESS](#) | [REGISTER MY BUSINESS](#) | [LOOKUP BUSINESS INFORMATION](#)

[File & pay taxes](#)

### Lookup business information

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#### Doing business

If "Non-revenue" appears after Tax Registration Number, the account is not registered with the Department of Revenue. However, it may be registered with other agencies in the state.

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[Find a law or rule](#)

### Washington State Department of Revenue State Business Records Database Detail

<b>TAX REGISTRATION NO:</b> 602638852 <b>UBI:</b> 602638852 <b>ENTITY NAME:</b> P R WORTH INC <b>BUSINESS NAME:</b> P R WORTH	<b>ACCOUNT OPENED:</b> 08/01/2006 <b>ACCOUNT CLOSED:</b> OPEN
<b>MAILING ADDRESS:</b> 2690 COWEEMAN PARK DR KELSO, WA 98626-5526	<b>BUSINESS LOCATION:</b> 2690 COWEEMAN PARK DR KELSO, WA 98626-0000
<b>ENTITY TYPE:</b> CORPORATION  <b>NAICS CODE:</b> 238910 <b>NAICS DEFINITION:</b> SITE PREPARATION CONTRACTORS (PT)	<b>RESELLER PERMIT NO:</b> A16 5393 13 <b>PERMIT EFFECTIVE:</b> 01/01/2012 <b>PERMIT EXPIRES:</b> 12/31/2013

FOR NON-COMMERCIAL USE ONLY

08/23/2013 8:19 AM

If you are unable to find the reseller permit you are looking for, try searching by tax registration/UBI number.

[CONTACT US](#) | [ABOUT US](#) | [QUESTIONS & ANSWERS](#) | [PRINTER FRIENDLY](#)



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Your Privacy | ©2010 WASHINGTON STATE DEPARTMENT OF REVENUE AND ITS LICENSORS. ALL RIGHTS RESERVED.

Voter registration assistance (SECRETARY OF STATE)

Washington State Department of  
Labor and Industries



Employer Liability  
Certificate

**Department of Labor and Industries**

**Employer Liability Certificate**

Date: 08/23/2013

UBI #: 602 638 052

Legal Business Name: P R WORTH INC

Account #: 501,668-01

'Doing Business As' Name: P R WORTH INC

Estimated Workers Reported: Quarter 2 of Year 2013 "7 to 10 Workers"  
(See Description Below)

Workers' Comp Premium Status: Account is current. Firm has voluntarily reported and paid their premiums.

Licensed Contractor? Yes

License: PRWOR\*\*945NH

Expire Date: 8/8/2014

Account Representative: T5 / CARLOS GONZALES (360)902-4827 - Email:  
GONG235@lni.wa.gov

**What does "Estimated Workers Reported" mean?**

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

**Industrial Insurance Information**

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due. Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation (See [RCW 51.12.050](#) and [51.16.190](#)).



**Employment Security Department**

WASHINGTON STATE

P.O. Box 9046 Olympia, WA 98507-9046 | Fax 360-902-9287

August 23, 2013

P R WORTH  
P R WORTH INC  
2690 COWEEMAN PARK DR  
KELSO, WA 98626-5526

RE: ES Ref #: 34342500 4

This letter confirms that, as of the date shown above, you have an account and it is in good standing with the Employment Security Department of the State of Washington.

This letter may be used for purposes of documenting bidder responsibility for public works contracts.

If we may be of further assistance, please call the Registration, Inquiry, Standards and Coordination (RISC) Unit at (360) 902-9450.

EMPLOYMENT SECURITY DEPARTMENT

By

A handwritten signature in black ink, appearing to read "Robyn R. Wells".

Robyn R. Wells

*Authorized Representative*

# Lift Station 9 Improvement Project

City of Woodland, WA

Bid Tabs

August 22, 2013

					Engineer's Estimate		P.R. Worth		East Wind		RC Northwest	
Item Number	Std Spec	Quantity	Unit	Description	Unit Price	Total						
1	1-07	1	LS	SPCC Plan	\$ 275.00	\$ 275	\$ 1,000.00	\$ 1,000	\$ 5,000.00	\$ 5,000	\$ 1,000.00	1,000.00
2	1-09	1	LS	Mobilization	\$ 9,288.00	\$ 9,288	\$ 5,000.00	\$ 5,000	\$ 10,500.00	\$ 10,500	\$ 9,700.00	9,700.00
3	1-10	1	LS	Temporary Traffic Control	\$ 330.00	\$ 330	\$ 1,200.00	\$ 1,200	\$ 1,500.00	\$ 1,500	\$ 1,500.00	1,500.00
4	SPEC.	1	LS	Remove and replace 4" Pressure Main with 6"	\$ 2,200.00	\$ 2,200	\$ 14,200.00	\$ 14,200	\$ 4,800.00	\$ 4,800	\$ 22,000.00	22,000.00
5	SPEC.	1	LS	New Valve Vault	\$ 20,900.00	\$ 20,900	\$ 7,500.00	\$ 7,500	\$ 12,500.00	\$ 12,500	\$ 13,800.00	13,800.00
6	SPEC.	1	LS	New Valve Vault piping	\$ 15,400.00	\$ 15,400	\$ 19,000.00	\$ 19,000	\$ 23,500.00	\$ 23,500	\$ 19,600.00	19,600.00
7	SPEC.	1	LS	New Pump Station	\$ 27,500.00	\$ 27,500	\$ 43,807.00	\$ 43,807	\$ 47,000.00	\$ 47,000	\$ 26,300.00	26,300.00
8	SPEC.	1	LS	Lift Station 9 Panel	\$ 38,720.00	\$ 38,720	\$ 28,700.00	\$ 28,700	\$ 20,000.00	\$ 20,000	\$ 45,100.00	45,100.00
9	SPEC.	1	LS	Revisions to Lift Station 14	\$ 4,400.00	\$ 4,400	\$ 10,500.00	\$ 10,500	\$ 7,500.00	\$ 7,500	\$ 11,000.00	11,000.00
10	SPEC.	1	LS	Revisions at Walt's Quality Meats	\$ 4,400.00	\$ 4,400	\$ 1,000.00	\$ 1,000	\$ 7,500.00	\$ 7,500	\$ 11,000.00	11,000.00
11	SPEC.	1	LS	Roadside Restoration	\$ 1,650.00	\$ 1,650	\$ 500.00	\$ 500	\$ 1,500.00	\$ 1,500	\$ 4,000.00	4,000.00
<b>Base Bid Total</b>					<b>\$ 125,063</b>		<b>132,407.00</b>		<b>141,300.00</b>		<b>165,000.00</b>	
Sales Tax (7.8%)					\$ 9,754.91		\$ 10,327.75		\$ 11,021.40		\$ 12,870.00	
<b>Grand Total</b>					<b>\$ 134,817.91</b>		<b>\$ 142,734.75</b>		<b>\$ 152,321.40</b>		<b>\$ 177,870.00</b>	

**City Of Woodland**  
**City Council Meeting Agenda Summary Sheet**

**Agenda Item:** Ordinance No. 1280-closing fund 305-Downtown Revitalization project (FIRST & FINAL READING)

**Agenda Item #:** ( H ) Action

**For Agenda of:** 09/03/2013

**Department:** Clerk/Treasurer

**Date Submitted:** 08/28/2013

**Cost of Item:** \_\_\_\_\_

**Amount Budgeted:** \_\_\_\_\_

**Unexpended Balance:** \_\_\_\_\_

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /

**Committee Recommendation:** 8/19/2013 council reviewed as part of budget amendments

**Agenda Item Supporting Narrative (list attachments, supporting documents):**

Ordinance No. 1280

**Summary Statement/Department Recommendation:**

Closing this fund is recommended per State Auditor BARS Guidelines since it is General Fund in nature and it has such a low balance. It will now be accounted for in a separate General Fund line item in 2013 under General Government.

Recommend approval of Ordinance No. 1280-closing fund 305-Downtown Revitalization project (FIRST & FINAL READING). Fund 305-Downtown Revitalization Project, having an ending balance of Four Hundred Seventy Eight and 09/100 dollars (\$478.09); is hereby closed and eliminated with said balance being transferred to Fund No. 001 – General Fund.

**ORDINANCE NO. 1280**

**AN ORDINANCE RELATING TO REVENUE AND FINANCE AND FORMALLY REPEALING AND ELMINATING FUND 308-DOWNTOWN REVITALIZATION PROJECT THAT WAS ADMINISTRATIVELY CLOSED BY THE CLERK-TREASURER ON AUGUST 31, 2013 AS MORE PARTICULARLY SET FORTH HEREIN AND AUTHORIZE PUBLICATION BY SUMMARY.**

**WHEREAS**, the City Council finds that Fund No. 305-Downtown Revitalization Project is no longer necessary to the financial administration of the City; and

**WHEREAS**, in an effort to streamline funds and per State Auditor guidelines; and

**WHEREAS**, the expenses related to this will now be accounted for in 001 – General Fund; and

**WHEREAS**, the above enumerated special fund has a balance which the City Council wishes to transfer to another fund as set forth herein.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, STATE OF WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. That Fund 305-Downtown Revitalization Project, having an ending balance of Four Hundred Seventy Eight and 09/100 dollars (\$478.09); is hereby closed and eliminated with said balance being transferred to Fund No. 001 – General Fund.

Section 2. This Ordinance shall become effective five (5) days after passage, approval and publication as provided by law.

**ADOPTED** this 3<sup>rd</sup> day of August, 2013.

CITY OF WOODLAND

\_\_\_\_\_  
Grover B. Laseke, Mayor

ATTEST:

\_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

APPROVED AS TO FORM:

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William Eling, City Attorney

**SUMMARY OF ORDINANCE NO. 1280  
OF THE CITY OF WOODLAND, WASHINGTON**

On September 3, 2013 the City Council of the City of Woodland, Washington, approved Ordinance No. 1280 the main point which may be summarized by its title as follows:

**AN ORDINANCE RELATING TO REVENUE AND FINANCE AND FORMALLY REPEALING AND ELMINATING FUND 308-DOWNTOWN REVITALIZATION PROJECT THAT WAS ADMINISTRATIVELY CLOSED BY THE CLERK-TREASURER ON AUGUST 31, 2013 AS MORE PARTICULARLY SET FORTH HEREIN AND AUTHORIZE PUBLICATION BY SUMMARY.**

The full text of this Ordinance will be mailed upon request.

APPROVED by the City Council at their meeting on September 3, 2013.

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Mari E. Ripp, Clerk-Treasurer

Published: September 11, 2013  
Effective: September 16, 2013

**City Of Woodland**  
**City Council Meeting Agenda Summary Sheet**

**Agenda Item:** Adopt Ordinance No. 1276 – Site Plan Review as a new section of WMC Title 19 – Development Code Administration.

**Agenda Item #:** (1) Action

**For Agenda of:** 08/19/2013

**Department:** Planning

**Date Submitted:** 08/14/2013

**Cost of Item:** 0

**Amount Budgeted:**

**Unexpended Balance:**

**BARS #:**

**Description:**

**Department Supervisor Approval:** Amanda Smeller, Community Development Planner

**Committee Recommendation:** On June 18, 2013, the Planning Commission made an **Affirmative** recommendation to the City Council for the approval of the proposed ordinance.

**Agenda Item Supporting Narrative (list attachments, supporting documents):**

1. Staff Report
2. Ordinance (showing changes)
3. Ordinance (final for signatures)
4. Minutes from July 18, 2013 Public Hearing

**Summary Statement**

Please see attached staff report.

## **STAFF REPORT – Site Plan Review**

To: City Council  
From: Amanda Smeller, Community Development Planner  
Date: August 14, 2013  
Re: Site Plan Review

### **SUMMARY**

The City has been operating without a comprehensive site plan review ordinance. The current code says little to nothing about what site plan approval is, when it is required, submittal requirements, the approval process, the expiration period on approvals, revisions to approved plans, and approval extensions. Site plan approval is the most common land use process in the City of Woodland and there is a need to address the inadequacies of the current code.

The draft ordinance adds a section addressing site plan review types and procedures which discusses three options: a Type I Site Plan Review (minor in nature), a Type II Site Plan Review (more substantial) and a Binding Site Plan Review (an alternative to dividing commercial or industrial properties).

During the review process between staff and the Planning Commission, there was much discussion in relation to expiration periods. Neighboring jurisdictions range from two to seven year expiration periods with possibilities for extensions. After debate, it was decided that a three-year period would apply during which time complete building permits for all proposed structures must be submitted, and a four-year period in which to commence construction. Two, one-year extensions are possible if conditions of the code are met.

There was additional discussion on administrative Binding Site Plan Review thresholds. It was decided that the development review committee would review Binding Site Plan Reviews up to five acres in size. Anything greater than five acres would be reviewed and approved by City Council with a recommendation from the planning commission.

The draft before you repeals old section WMC 16.19 – Binding Site Plans and WMC 17.84.130 – Site Plan Review and Decision Procedures – Development Proposals.

### **PUBLIC INPUT AND PROCESS**

The Planning Commission reviewed the ordinance at regular meetings during April, May and June of 2013.

A Notice of Application, likely SEPA Determination of Non-Significance (DNS), and a public hearing notice were issued on June 28, 2013 in conjunction with other code amendments, including Site Plan Review and Non-Conforming Uses. The comment period ended July 12, 2013 at 5 PM. One comment letter was received by the deadline: Department of Commerce acknowledging receipt of the documents. The final DNS was issued July 15, 2013.

A public hearing before the Planning Commission was held on July 18, 2013. No one from the public or outside agencies attended the meeting, and no testimony was received. Meeting minutes from the public hearing are included in your packet. Following public testimony, the Commission made an *Affirmative* recommendation to City Council for the approval of the proposed ordinance.

-AS

## SITE PLAN REVIEW - DRAFT ORDINANCE

The text **highlighted** and *italicized* are proposed amendments to the current code. Text ~~struck through~~ is proposed to be eliminated from the current code.

1. **Repeal Old Section WMC 17.84.130– Site plan review and decision procedures – Development proposals.**
2. **Repeal Old Section WMC 16.19 – Binding Site Plans.**
3. **New Ordinance to be added to WMC Title 19 – Development Code Administration.**

*NEW ORDINANCE (Text to be added as a new WMC Chapter) capitalization*

### **Chapter 19.10 Site Plan Review**

#### *Sections:*

- 19.10.010 *Purpose.*
- 19.10.020 *Applicability.*
- 19.10.030 *Exemptions.*
- 19.10.040 *Site plan review types and procedures.*
- 19.10.050 *Submittal requirements.*
- 19.10.060 *Criteria for site plan approval.*
- 19.10.070 *Final site plan review.*
- 19.10.080 *Appeal.*
- 19.10.080 *Preliminary site plan approval / Final civil plan approval.*
- 19.10.090 *Modifications to approved site plan.*
- 19.10.100 *Compliance required and expiration.*
- 19.10.110 *Completion prior to occupancy.*
- 19.10.120 *Phasing.*

#### **19.10.010 Purpose.**

*The purpose of site plan review is to ensure compatibility between new developments, existing uses, and future developments in a manner consistent with the goals and objectives of the comprehensive plan, the Woodland Municipal Code, and city<sup>1</sup> development standards in order to create healthful and safe conditions. Site plan review is required according to the provisions of this chapter in order to promote developments that are harmonious with their surroundings and maintain a high quality of life for area residents. Site plan review is required for all developments as specified in this chapter.*

#### **19.10.020 Applicability.**

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<sup>1</sup> Woodland's code publisher has decided not to capitalize the word "city" regardless of if it is referring to the city as a governmental organization or to the city as a geographic area.

The provisions of this chapter shall apply to all changes of use, new construction, and expansion or alteration of a land use unless expressly exempted by this chapter. No use shall be established, no structure erected or enlarged, and no other improvement or construction undertaken except as shown upon an approved plan that is in conformance with the requirements set out in this chapter.

#### **19.10.030 Exemptions.**

The following are exempt from the site plan review provisions of this chapter unless otherwise classified as a Type I or II site plan review or a binding site plan:

- A. New construction of or modification to existing single-family detached and duplex residential dwellings within an approved plat.
- B. Modifications to the interior of an existing structure that does not change the use or the degree of a use.
- C. Subdivisions, short plats, boundary line adjustments, and lot consolidations subject to WMC Title 16.
- D. The installation or replacement of underground utilities.
- E. Any change in commercial or industrial land use to another commercial or industrial land use permitted in the applicable zoning district.
- F. Landscaping or landscape alterations, unless such landscaping or alterations would modify or violate a condition of approval or landscaping requirements.
- G. Normal or emergency repair or maintenance of public or private buildings, structures, landscaping, or utilities.
- H. New parking lots having ten (10) or fewer parking spaces.
- I. On-site utility permits, e.g., sewer hook-ups, water hook-ups.
- J. Comprehensive plan<sup>2</sup> map and text amendments and associated zoning changes and site-specific rezoning requests not associated with any other land use permit.
- K. Fire and life safety permits.
- L. Other development determined by the development review committee to be exempt because it does not result in an appreciable increase in land use activity or intensity or in adverse off-site impacts, does not trigger review under the adopted stormwater ordinance, and because the city can assure the development complies with applicable standards without site plan review.

#### **19.10.040 Site plan review types and procedures.**

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<sup>2</sup> Woodland's code publisher has decided not to capitalize "comprehensive plan".

A. Except for exempt activities listed in WMC 19.10.030, site plan reviews shall be classified and processed as follows:

1. *Type I Site Plan Review.* Type I site plan reviews are typically relatively minor in nature, consistent with the zoning of surrounding land uses, and do not have a substantial impact on the natural and built environment. Type I applications are approved by the public works director<sup>3</sup> or his/her designee without public notice and without a public hearing. A pre-application conference is not required unless requested by the applicant. The following are classified as Type I site plan reviews:

a. Changes in use of an existing structure or site not exempt under WMC 19.10.030.

b. Any development or change of use that will result in thirty (30) or fewer PM peak trips and that requires payment of a traffic impact fee. Trips shall be based on the latest edition of the International Transportation Engineer's Trip Generation Manual or substantial evidence by a professional engineer licensed in the State of Washington with expertise in traffic engineering.

c. New construction or expansions of existing construction that does not exceed any of the following:

i. Four thousand (4,000) square feet of additional floor area,

ii. Twenty (20) new parking spaces, or

iii. Four (4) new multifamily residential units, except as provided for in WMC 19.10.030.

2. *Type II Site Plan Review.* Type II site plan reviews are typically more substantial in nature and may have potential incompatibility with surrounding zoning or land uses or may have a more substantial impact on the natural and built environment. Type II reviews are approved by the development review committee<sup>4</sup> with public notice and an opportunity for comment. A pre-application conference is required. The following are classified as Type II site plan reviews:

a. Any development which is not listed as a Type I site plan in subsection (A)(1) of this section or listed as exempt under WMC 19.10.030.

b. Any development subject to SEPA pursuant to WMC Chapter 15.04 (Environmental Policy).

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<sup>3</sup> Woodland's code publisher has decided not to capitalize "public works director".

<sup>4</sup> Woodland's code publisher has decided not to capitalize "development review committee".

c. Any development or change of use that will result in thirty-one (31) or more PM peak trips, based on the latest edition of the International Transportation Engineer's Trip Generation Manual, or substantial evidence by a professional engineer licensed in the State of Washington with expertise in traffic engineering.

3. *Binding Site Plan Reviews.* A binding site plan functions as an alternative to dividing commercial or industrial property through the platting process. A binding site plan is required for any proposal which involves the division of commercial or industrial property for the purposes of sale, lease, or transfer of ownership without completing the platting process pursuant to WMC Title 16 and RCW Chapter 58.17.

a. There are two types of binding site plans:

i. *Binding site plan – New developments.* This type of binding site plan includes all applications to create legal lots in conjunction with a new development. Any binding site plan of this type less than five (5) acres<sup>5</sup> in size shall be administratively approved by the development review committee. Land division associated with any binding site plan of this type five (5) acres or greater in size shall first be approved by city council with a recommendation by the planning commission<sup>6</sup> (preliminary binding site plan approval). Following preliminary approval of the proposed land division, staff shall administratively approve proposed site improvements.

ii. *Binding site plan – Existing developments.* This type of binding site plan includes all applications to create legal lots in conjunction with an existing development or when no development is proposed. Any binding site plan of this type that is less than five (5) acres shall be administratively approved by the development review committee. Any binding site plan of this type five (5) acres or greater shall be approved by city council with a recommendation by the planning commission.

b. A pre-application conference is required for all binding site plan applications. Binding site plans shall be completed consistent with the requirements and provisions of RCW 58.17.035 and this chapter and shall be valid for the same period as a Type I or II site plan.

c. Revisions to a binding site plan are permitted so long as any revisions are made through the site plan review process and are consistent with the regulations in effect at the time of application for revisions. If a binding site plan expires or is vacated, the

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<sup>5</sup> The Commission was leaning towards recommending a 5-acre threshold at the May 2013 meeting.

<sup>6</sup> Woodland's code publisher has decided not to capitalize "planning commission".

*parcel boundaries shall return to the original configuration. Vacation of a binding site plan shall require the signatures of all current owners of the parcels involved.*

*B. If a site plan review is part of an overall application that is subject to a higher approval authority, site plan review shall be considered in conjunction with the overall application by that higher review authority.*

**17.143.050 Submittal requirements.**

*A. Applicants shall submit the information:*

*1. A completed land-use application.*

*2. Written narrative and phasing plan, if applicable, that includes a description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries, and construction schedule including project phasing.*

*3. Payment of all applicable application fees.*

*4. Five (5) copies of an existing conditions plan drawn to scale on a sheet no larger than twenty-four inches by thirty-six (24x36) inches and one reduced eleven-by-seventeen-inch (11x17) copy showing the following (not required for Type I reviews):*

*a. Vicinity map showing location of subject site within the city and the surrounding existing street system.*

*b. Property boundaries, dimensions, and size of the subject site.*

*c. Graphic scale of the drawing and the direction of true north.*

*d. Zoning and uses of subject site and of properties adjacent to the subject site.*

*e. Current structural setbacks.*

*f. Location of on-site driveways and access points within 100 feet of the subject site.*

*g. Location of existing on-site structures and the approximate location of existing structures within 100 feet of the site.*

*h. Location of existing aboveground electrical, telephone or utility poles, and traffic control poles.*

*i. Location of existing fire hydrants.*

*j. Location, centerline, and dimensions of existing public rights-of-way and easements on-site and within 100 feet of the site.*

k. Locations, centerlines, and dimensions of existing private streets on-site and within 100 feet of the site.

l. Approximate on-site slopes and grades within 100 feet of the site.

m. Approximate location of significant natural conditions such as rock outcroppings; floodplain and floodway boundaries; drainage patterns and courses; slopes in excess of fifteen percent; unstable ground; high seasonal water table or impermeable soils; areas of severe erosion potential; areas of weak foundation soils; areas of significant wildlife habitat; and areas known to have historic, cultural, or archaeological resources.

5. Five (5) copies of a site plan drawn to a minimum scale on a sheet no larger than twenty-four inches by thirty-six (24x36) inches and one reduced eleven-by-seventeen-inch (11x17) copy. The site plan shall at a minimum indicate the following:

a. Property boundaries, dimensions, and size of the subject site.

b. Location, dimensions, and height of proposed buildings and location and dimensions of existing buildings to remain on site.

c. Proposed building setbacks.

d. Proposed project-phasing boundaries, if applicable.

e. Legend indicating total site area, the total square footage of proposed buildings or structures including percentage of total site area, the total square footage amount of impervious area including percentage of total site area, the total square footage amount of on-site landscaping including percentage of total site area, the total amount of dedicated parking area including percentage of total site area, the proposed number of parking spaces including the number of standard parking spaces, the number of compact parking spaces, the number of handicapped-accessible parking spaces, and the required number of parking spaces.

f. Location of proposed access points including vehicular driveways and designated pedestrian access points.

g. Location and dimensions of proposed on-site parking areas including required parking landscaping islands and indicating whether proposed parking is standard, compact, or handicapped-accessible. On-site drive aisles and circulation areas shall be indicated including their dimensions.

h. Location and dimensions of proposed on-site pedestrian connections between the public street and buildings, between on-site buildings, and between on-site buildings and on-site or off-site parking areas.

i. Location and size of off-site parking areas, if applicable, including details on the number and type of off-site parking spaces and existing or proposed drive aisles and circulation areas including dimensions.

j. Locations, centerlines, and dimensions of proposed on-site public or private streets and public and private easements.

k. Location, centerlines, and dimensions of proposed dedications, and identification of proposed frontage improvements including roadway improvements, curb and gutter installation, landscaped planter strip installation, and public sidewalk installation.

l. The location and dimensions of loading and service areas, recreational or open space features, aboveground utilities, location of fences and signs, and the size and location of solid waste and recyclable storage areas.

m. Specialized site treatments including but not limited to pedestrian plazas, bicycle parking, and outdoor seating areas.

n. Environmental features including critical areas and their buffers, the ordinary high water mark, shorelines jurisdiction, the 100-year floodplain, and floodway location.

o. Applicants for binding site plan shall also show proposed lots including dimensions and total acreage.

6. If applicable, a preliminary utility plan indicating the proposed location, size, connection points to existing public systems, and terminus points for sanitary sewer, water, and stormwater drainage and control. Public and private easements for sanitary sewer, water, and stormwater shall also be indicated.

7. If applicable, stormwater information shall be provided in conformance with WMC Chapter 15.12.

8. If applicable, a preliminary grading and erosion control plan shall be provided consistent with WMC Chapter 15.10.

9. If applicable, a preliminary landscape plan shall be submitted at the time of application for site plan review. The preliminary landscape plan need not include the detail required for final approval, although areas of proposed landscaping must be shown. Final civil plan approval cannot be given until a final landscape plan is submitted and approved. The final plan shall show the location of proposed vegetation, the common and botanical name of the proposed vegetation, the initial planting size (height or gallon) and the mature planting size, and proposed methods of irrigation, if any. Landscaping proposed in and around buildings, on the perimeter of

the site and within proposed parking areas shall be indicated. In addition, street trees or other forms of landscaping within the public rights-of-way shall be indicated.

10. If applicable, architectural elevations, showing north, south, west and east elevations and specifying a measurable scale, structural dimensions, and structural heights.

11. If applicable, lighting plan indicating the location, height, and type of proposed exterior lighting fixtures (pole-mounted or wall-mounted). Photometric point or curve detail shall be provided for the subject site, abutting properties, and abutting public streets or rights-of-way at final civil plan review.

12. A certified document, typically a title report that is provided by a title company and issued within the last 60 days that details all encumbrances, easements, and ownership (not required for Type I site plan reviews).

13. If applicable, a State Environmental Policy Act (SEPA) checklist.

14. Completed critical areas identification checklist.

15. Signed agreement to reimburse the city for professional services used in the processing of applications for site plan review and site inspections.

16. If applicable, a traffic study.

17. Any additional items requested by the city during the pre-application conference.

**19.10.060 Criteria for site plan approval.**

A. In approving site plans, it shall be the responsibility of the planning official<sup>7</sup> to review each plan for compliance with all provisions of this chapter and any other applicable regulations that may affect the final plan as submitted or revised. The planning official shall coordinate review with the public works director, building official<sup>8</sup>, staff or contract fire professionals, and the city's reviewing consultants.

B. In reviewing a site plan for approval, the planning official shall find that all of the following have been met:

1. The proposal does or can comply with all applicable land use and development standards including but not limited to landscaping and screening requirements, parking and loading standards, frontage improvements, design standards, sewer and water standards, stormwater and erosion control standards, and critical areas standards, with or without conditions of approval. If compliance cannot be achieved by imposing conditions of approval, the application shall be denied.

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<sup>7</sup> Woodland's code publisher has decided not to capitalize "planning official".

<sup>8</sup> Woodland's code publisher has decided not to capitalize "building official".

2. All conditions of any applicable previous approvals have been met.

3. Proposed phasing plans comply with the requirements of WMC 19.10.120 and any necessary performance bonds or other suitable securities per WMC 19.10.110 have been secured.

**19.10.070 Preliminary site plan approval / Final civil plan approval.**

A. Where a site plan is issued subject to conditions that require the submittal of additional materials or changes to existing plans (preliminary approval), the planning official may require that the applicant submit for final civil plan approval to determine if the revised plans comply with the conditions of approval. If so required, the proponent must submit final civil construction drawings for review and approval. Unless waived by the public works director, the final civil plan set shall include the following elements:

1. Overall site plan that is substantially the same as that preliminarily approved.

2. Final grading plan.

3. Final stormwater plan and report pursuant to WMC Chapter 15.12.

4. Erosion control plan pursuant to WMC Chapter 15.10.

5. Final landscaping plan.

6. Final utilities plan.

7. Additional information as required by the public works director or his/her designee.

B. In addition to the requirements of a standard final civil plan submittal, a final binding site plan application shall also contain a survey prepared and stamped by a land surveyor or engineer licensed in the state of Washington showing land division lines, area of the lots created expressed in square footage, property addresses, future buildings, setbacks, parking areas, roads, stormwater detention, and other proposed site improvements. The name of the proposed development, the land use number, and the title "Binding Site Plan" shall be at the top of the plan along with the following statement:

*The use and development of this property must be in accordance with the plan as represented herein or as hereafter amended, according to the provisions of the binding site plan regulations of the city of Woodland. The roads and utilities shown on this plan need not have been constructed and/or installed at the time that the property subject to this plan is divided. No permit required to build permanent structures upon any portion of this property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of this property have been constructed and installed or until arrangements acceptable to*



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

**CITY OF WOODLAND:**

Examined and Approved:

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signed) \_\_\_\_\_

Public Works Director

**AUDITOR:**

Filed for Record at the Request of: \_\_\_\_\_

This \_\_\_\_\_ Day of 20\_\_\_\_, and Recorded in Volume \_\_\_\_\_ of \_\_\_\_\_, on Page \_\_\_\_\_ Records of Cowlitz County, Washington.

(Signed) \_\_\_\_\_

Cowlitz County Auditor

(Signed) \_\_\_\_\_

Deputy Auditor

**TREASURER:**

I hereby certify that the taxes on the land described hereon have been paid to date.

Dated: \_\_\_\_\_

(Signed) \_\_\_\_\_

**SURVEYOR:**

I hereby certify that the Binding Site Plan shown herein and known as \_\_\_\_\_ is based on actual survey and land division in Section(s) \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_, W.M., city of Woodland, Cowlitz County, Washington, and that the distances, courses and angles are shown thereon correctly and that proper monuments have been set.

\_\_\_\_\_  
(Seal)

Professional Land Surveyor

- C. Prior to decision, the planning official may refer site plans for development proposals to the planning commission for review and comment and shall make such referral when requested by the planning commission or as the planning official or public works director deems appropriate.

D. Approved binding site plans shall be filed with the county auditor at the applicant's expense and three (3) copies of the recorded document shall be returned to the planning department. All lots or parcels created through the binding site plan procedure shall be legal lots of record.

**19.10.080 Appeal.**

Appeal procedures for administrative decisions are set forth in WMC 19.06 and 19.08.

**19.10.090 Modifications to approved site plan.**

A. No approved site plan shall be modified or amended except after reapplication for site plan review and approval. The determination of the application type (Type I or Type II site plan review) for site plan modifications will be based upon the criteria in WMC 19.10.040.

**19.10.100 Compliance required and expiration.**

A. All development of the property for which a site plan was approved shall conform to the approved site plan and any conditions imposed thereon unless amended or replaced by a subsequent city approval.

B. An approved site plan (without phasing) shall be null and void if:

1. Complete building permit applications for all proposed structures are not submitted to the Woodland Building Department within three (3) years of site plan review approval.

2. Construction does not commence within four (4) years of site plan review approval.

C. A site plan review approval with a phasing plan shall be null and void if the applicant fails to meet the conditions and time schedules specified in the approved phasing plan.

D. Once expired, an applicant must re-apply for site plan review and receive approval before further development of the site proceeds. Expiration of site plan approval shall not apply to applicants with complete applications before the effective date of this ordinance, \_\_\_\_\_ (Month Day, Year). The public works director or his/her designee may approve up to two, one-year extensions if:

1. There have not been any substantial changes in the laws governing the development of the site with which lack of compliance would be contrary to the changed laws;

2. Approved building permits have been issued to the applicant; and

3. The applicant has pursued development in good faith where good faith is evidenced by progress on final permitting, surveying, engineering, and construction of improvements.

**19.10.110 Completion prior to occupancy.**

A. All required public and site improvements and other conditions of site plan approval shall be met prior to occupancy of any site unless required sooner as a condition of approval provided that completion and occupancy may be accomplished in phases if approved by the public works director or his/her designee as part of the site plan review process. Incomplete items may be secured by the

issuance of a performance bond or other suitable security as a condition of approval to secure an applicant's obligation to complete the provisions and conditions of the approved site plan.

B. For binding site plans, the roads and utilities shown on the plan need not be constructed and/or installed at the time the property is divided. However, no permit required to build permanent structures upon any portion of the property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of the property have been constructed and installed or until arrangements acceptable to the city have been made to ensure that the construction and installation of such roads and utilities will be accomplished.

#### **19.10.120 Phasing.**

A. Upon written request, the public works director or his/her designee may approve a time schedule for developing a site in phases, but in no case shall the total time period for all phases be greater than eight (8) years without reapplying for site plan review.

B. The criteria for approving a phased site plan review application shall be as follows:

1. All public facilities necessary to serve a phase shall be completed prior to or with the development of the phase.
2. The development and occupancy of any phase is not dependent on the use of temporary public facilities. A temporary public facility is any facility not constructed to the applicable city standard.
3. The phased development shall not result in requiring the city, other property owners, or latecomers, to construct public facilities that were required as part of the approved development proposal.

#### **4. Repeal and Replace Old Section WMC 19.08.030 – Review and appeal authority.**

##### **19.08.030 - Review and appeal authority.**

The following table describes development permits and the final decision and appeal authorities. All applicable administrative appeals shall be exhausted prior to initiation of judicial review. All judicial appeals shall be made to county superior court in accordance with RCW 36.70.C except comprehensive plan policy decisions or updates which may be appealed to the State Growth Management Hearings Board and final shoreline permit actions which may be appealed to the Shoreline Hearings Board. As per WMC [19.06.050](#), appeal of the city's procedural SEPA decision or threshold determination shall be consolidated with a hearing or appeal on the underlying governmental action in a single simultaneous hearing before the hearing examiner and any further appeal shall be made to **Cowlitz or Clark County Superior Court**. When decision making authority rests with the city council, appeal shall be to the

county superior court. Appeal procedures for decisions and interpretations of the fire chief and building official are set forth in WMC [14.48](#).

Key:	R	=	Recommendation to Higher Review Authority	D	=	Decision
	OP	=	Open Record Predecision Hearing	SR	=	Staff Recommendation with Staff Report
	C	=	Closed Record Appeal Hearing	A	=	Appeal Decision
	ORH	=	Open Record Hearing			

	Public Works Department Staff	Development Review Committee	Hearing Examiner	Planning Commission	City Council
<b>ZONING</b>					
ADMINISTRATIVE CONDITIONAL USE PERMITS	D		A (ORH)		
CONDITIONAL USE PERMITS		SR	D (OP)		A (C)
MINOR MODIFICATION TO APPROVED CONDITIONAL USES AND ADMINISTRATIVE CONDITIONAL USES		D		A (ORH)	
ADMINISTRATIVE TEMPORARY USE PERMITS	D		A (ORH)		
MAJOR VARIANCE		SR	D (OP)		A (C)
MINOR VARIANCE		D		A (ORH)	
SITE SPECIFIC ZONE CHANGES		SR		R (OP)	D
ZONING TEXT AMENDMENT (DEVELOPMENT REGULATION CHANGES)		SR		R (OP)	D
AREA WIDE MAP AMEND		SR		R (OP)	D
<b>COMPREHENSIVE PLAN</b>					
COMPREHENSIVE PLAN TEXT AMENDMENT		SR		R (OP)	D
COMPREHENSIVE PLAN MAP AMENDMENT		SR		R (OP)	D
<b>LAND DIVISION</b>					
RE-PLAT	SR		D (OP)		A (C)
PLAT VACATION	SR		D (OP)		A (C)
BOUNDARY LINE ADJUSTMENT	D				A (ORH)
PRELIMINARY PLAT		SR		R (OP)	D
VARIANCE RELATED TO PRELIMINARY PLAT		SR		R (OP)	D
PHASING AND EXPIRATION EXTENSION OF APPROVED PRELIMINARY PLAT		D			A (ORH)
SHORT PLAT	D				A (ORH)

VARIANCE RELATED TO SHORT PLAT		SR			D (OP)
FINAL PLAT		SR		R	D
PLANNED UNIT RESIDENTIAL DEVELOPMENT		SR		R (OP)	D
BINDING SITE PLAN <b>(UNDER 5 ACRES)</b>	D	<b>D</b>	<b>A (ORH)</b>		<b>A (ORH)</b>
<b>BINDING SITE PLAN (5 ACRES OR LARGER)</b>		<b>SR</b>		<b>R (OP)</b>	<b>D</b>
<b>ENVIRONMENTAL</b>					
CRITICAL AREAS PERMIT	D		A (ORH)		
SEPA PROCEDURAL DETERMINATION					
1. DNS	D		A (ORH) <sup>*1</sup>		
2. MDNS	D		A (ORH) <sup>*1</sup>		
3. DS/EIS	D		A (ORH) <sup>*1</sup>		
<b>SHORELINES</b>					
SUBSTANTIAL DEVELOPMENT PERMIT		SR	D (OP) <sup>*2</sup>		
CONDITIONAL USE PERMIT		SR	D (OP) <sup>*2</sup>		
VARIANCE		SR	D (OP) <sup>*2</sup>		
EXEMPTION	D		A (ORH) <sup>*2</sup>		
EXTENSION OF SHORELINE RELATED PERMIT	D		A (ORH)		
<b>SITE PLAN REVIEW</b>					
<b>TYPE I SITE PLAN REVIEW</b>	<b>D</b>		<b>A (ORH)</b>		
<b>TYPE II SITE PLAN REVIEW</b>		<b>D</b>	<b>A (ORH)</b>		
COMMERCIAL		D			A (ORH) <sup>*3</sup>
INDUSTRIAL		D			A (ORH) <sup>*3</sup>
MULTI FAMILY		D			A (ORH) <sup>*3</sup>
OTHER USES		D			A (ORH) <sup>*3</sup>
MOBILE HOME PARK		D			A (ORH) <sup>*3</sup>
<b>OTHER</b>					
BUILDING/GRADING/FILL PERMIT W/SEPA	Building Official				
SIMILAR USE DETERMINATION		SR		D	A (ORH)

FLOODPLAIN DEVELOPMENT PERMIT	D*4		A (ORH)		
APPEAL OF ENFORCEMENT ACTION PER WMC <a href="#">17.92</a>		SR	A (ORH)		
APPEAL OF ADMINISTRATIVE DECISIONS UNRELATED TO SEPA OR ENFORCEMENT ACTION PER WMC <a href="#">17.92</a>		SR	D (OP)		A (C)
APPEAL OF DECISIONS RELATED TO TAKINGS OR SUBSTANTIVE DUE PROCESS RELATED ISSUES AS OUTLINED IN WMC <a href="#">17.81.095</a>		D	A (ORH)		
WAIVER OF VIOLATION AS OUTLINED IN WMC 17.81.020.C			D (OP)		

\*1 See WMC [19.06.040](#) and [19.06.050](#)

\*2 Appeals of the hearing examiner's decisions shall be reviewed by the Shoreline Hearings Board. Shoreline conditional use permits and variances must also be approved by the Department of Ecology.

\*3 Unless the appeal includes SEPA related matters in which case appeal is to hearing examiner as set forth in WMC [19.06.050](#)

\*4 Preferably the city's floodplain manger.

**ORDINANCE 1276 – SITE PLAN REVIEW**

***THE CITY OF WOODLAND, WASHINGTON***

**AN ORDINANCE TO AMEND WMC TITLE 19 – DEVELOPMENT CODE ADMINISTRATION, ADDING A SITE PLAN REVIEW SECTION, REPEALING OLD SECTION WMC 17.84.130 – SITE PLAN REVIEW AND DECISION PROCEDURES – DEVELOPMENT PROPOSALS, REPEALING OLD SECTION WMC 16.19 – BINDING SITE PLANS, AND REPEALING AND REPLACING OLD SECTION WMC 19.08.030 – REVIEW AND APPEAL AUTHORITY**

**WHEREAS**, the City has been operating without a comprehensive site plan review ordinance, saying too little to nothing about what site plan approval is, when it is required, submittal requirements, the approval process, the expiration period on approvals, revisions to approved plans, and approval extensions;

**WHEREAS**, Site Plan Approval is the most common land use process in the City of Woodland and there is a need to address the inadequacies of the current code;

**WHEREAS**, a comprehensive Site Plan Review Ordinance is a 2013 Planning Priority;

**WHEREAS**, a public hearing was held before the Woodland Planning Commission on July 18, 2013 and, following the hearing, the Commission made a motion to forward the ordinance to the Woodland City Council with an *Affirmative* recommendation;

**WHEREAS**, pursuant to RCW 35A.11.020 and the Constitution of Washington, Article 11, Section 11, cities have the power to enact regulations in the interest of the health, safety, and welfare of their residents;

**WHEREAS**, all procedural requirements of the Woodland Municipal Code (WMC) for these amendments have been met; and

**NOW THEREFORE BE IT ORDAINED** by the City Council of the City of Woodland as follows:

## **Chapter 19.10 Site Plan Review**

### Sections:

- 19.10.010 Purpose.
- 19.10.020 Applicability.
- 19.10.030 Exemptions.
- 19.10.040 Site plan review types and procedures.
- 19.10.050 Submittal requirements.
- 19.10.060 Criteria for site plan approval.
- 19.10.070 Final site plan review.
- 19.10.080 Appeal.
- 19.10.080 Preliminary site plan approval / Final civil plan approval.
- 19.10.090 Modifications to approved site plan.
- 19.10.100 Compliance required and expiration.
- 19.10.110 Completion prior to occupancy.
- 19.10.120 Phasing.

### **19.10.010 Purpose.**

The purpose of site plan review is to ensure compatibility between new developments, existing uses, and future developments in a manner consistent with the goals and objectives of the comprehensive plan, the Woodland Municipal Code, and city development standards in order to create healthful and safe conditions. Site plan review is required according to the provisions of this chapter in order to promote developments that are harmonious with their surroundings and maintain a high quality of life for area residents. Site plan review is required for all developments as specified in this chapter.

### **19.10.020 Applicability.**

The provisions of this chapter shall apply to all changes of use, new construction, and expansion or alteration of a land use unless expressly exempted by this chapter. No use shall be established, no structure erected or enlarged, and no other improvement or construction undertaken except as shown upon an approved plan that is in conformance with the requirements set out in this chapter.

### **19.10.030 Exemptions.**

The following are exempt from the site plan review provisions of this chapter unless otherwise classified as a Type I or II site plan review or a binding site plan:

- A. New construction of or modification to existing single-family detached and duplex residential dwellings within an approved plat.
- B. Modifications to the interior of an existing structure that does not change the use or the degree of a use.
- C. Subdivisions, short plats, boundary line adjustments, and lot consolidations subject to WMC Title 16.

- D. The installation or replacement of underground utilities.
- E. Any change in commercial or industrial land use to another commercial or industrial land use permitted in the applicable zoning district.
- F. Landscaping or landscape alterations, unless such landscaping or alterations would modify or violate a condition of approval or landscaping requirements.
- G. Normal or emergency repair or maintenance of public or private buildings, structures, landscaping, or utilities.
- H. New parking lots having ten (10) or fewer parking spaces.
- I. On-site utility permits, e.g., sewer hook-ups, water hook-ups.
- J. Comprehensive plan map and text amendments and associated zoning changes and site-specific rezoning requests not associated with any other land use permit.
- K. Fire and life safety permits.
- L. Other development determined by the development review committee to be exempt because it does not result in an appreciable increase in land use activity or intensity or in adverse off-site impacts, does not trigger review under the adopted stormwater ordinance, and because the city can assure the development complies with applicable standards without site plan review.

**19.10.040 Site plan review types and procedures.**

- A. Except for exempt activities listed in WMC 19.10.030, site plan reviews shall be classified and processed as follows:
  - 1. Type I Site Plan Review. Type I site plan reviews are typically relatively minor in nature, consistent with the zoning of surrounding land uses, and do not have a substantial impact on the natural and built environment. Type I applications are approved by the public works director or his/her designee without public notice and without a public hearing. A pre-application conference is not required unless requested by the applicant. The following are classified as Type I site plan reviews:
    - a. Changes in use of an existing structure or site not exempt under WMC 19.10.030.
    - b. Any development or change of use that will result in thirty (30) or fewer PM peak trips and that requires payment of a traffic impact fee. Trips shall be based on the latest edition of the International Transportation Engineer's Trip Generation Manual or substantial evidence by a professional engineer licensed in the State of Washington with expertise in traffic engineering.

c. New construction or expansions of existing construction that does not exceed any of the following:

- i. Four thousand (4,000) square feet of additional floor area,
- ii. Twenty (20) new parking spaces, or
- iii. Four (4) new multifamily residential units, except as provided for in WMC 19.10.030.

2. Type II Site Plan Review. Type II site plan reviews are typically more substantial in nature and may have potential incompatibility with surrounding zoning or land uses or may have a more substantial impact on the natural and built environment. Type II reviews are approved by the development review committee with public notice and an opportunity for comment. A pre-application conference is required. The following are classified as Type II site plan reviews:

- a. Any development which is not listed as a Type I site plan in subsection (A)(1) of this section or listed as exempt under WMC 19.10.030.
- b. Any development subject to SEPA pursuant to WMC Chapter 15.04 (Environmental Policy).
- c. Any development or change of use that will result in thirty-one (31) or more PM peak trips, based on the latest edition of the International Transportation Engineer's Trip Generation Manual, or substantial evidence by a professional engineer licensed in the State of Washington with expertise in traffic engineering.

3. Binding Site Plan Reviews. A binding site plan functions as an alternative to dividing commercial or industrial property through the platting process. A binding site plan is required for any proposal which involves the division of commercial or industrial property for the purposes of sale, lease, or transfer of ownership without completing the platting process pursuant to WMC Title 16 and RCW Chapter 58.17.

- a. There are two types of binding site plans:
  - i. Binding site plan – New developments. This type of binding site plan includes all applications to create legal lots in conjunction with a new development. Any binding site plan of this type less than five (5) acres in size shall be administratively approved by the development review committee. Land division associated with any binding site plan of this type five (5) acres or greater in size shall first be approved by city council with a recommendation by the planning commission (preliminary binding site plan

approval). Following preliminary approval of the proposed land division, staff shall administratively approve proposed site improvements.

ii. Binding site plan – Existing developments. This type of binding site plan includes all applications to create legal lots in conjunction with an existing development or when no development is proposed. Any binding site plan of this type that is less than five (5) acres shall be administratively approved by the development review committee. Any binding site plan of this type five (5) acres or greater shall be approved by city council with a recommendation by the planning commission.

b. A pre-application conference is required for all binding site plan applications. Binding site plans shall be completed consistent with the requirements and provisions of RCW 58.17.035 and this chapter and shall be valid for the same period as a Type I or II site plan.

c. Revisions to a binding site plan are permitted so long as any revisions are made through the site plan review process and are consistent with the regulations in effect at the time of application for revisions. If a binding site plan expires or is vacated, the parcel boundaries shall return to the original configuration. Vacation of a binding site plan shall require the signatures of all current owners of the parcels involved.

B. If a site plan review is part of an overall application that is subject to a higher approval authority, site plan review shall be considered in conjunction with the overall application by that higher review authority.

#### **17.143.050 Submittal requirements.**

A. Applicants shall submit the information:

1. A completed land-use application.
2. Written narrative and phasing plan, if applicable, that includes a description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries, and construction schedule including project phasing.
3. Payment of all applicable application fees.
4. Five (5) copies of an existing conditions plan drawn to scale on a sheet no larger than twenty-four inches by thirty-six (24x36) inches and one reduced eleven-by-seventeen-inch (11x17) copy showing the following (not required for Type I reviews):
  - a. Vicinity map showing location of subject site within the city and the surrounding existing street system.

- b. Property boundaries, dimensions, and size of the subject site.
  - c. Graphic scale of the drawing and the direction of true north.
  - d. Zoning and uses of subject site and of properties adjacent to the subject site.
  - e. Current structural setbacks.
  - f. Location of on-site driveways and access points within 100 feet of the subject site.
  - g. Location of existing on-site structures and the approximate location of existing structures within 100 feet of the site.
  - h. Location of existing aboveground electrical, telephone or utility poles, and traffic control poles.
  - i. Location of existing fire hydrants.
  - j. Location, centerline, and dimensions of existing public rights-of-way and easements on-site and within 100 feet of the site.
  - k. Locations, centerlines, and dimensions of existing private streets on-site and within 100 feet of the site.
  - l. Approximate on-site slopes and grades within 100 feet of the site.
  - m. Approximate location of significant natural conditions such as rock outcroppings; floodplain and floodway boundaries; drainage patterns and courses; slopes in excess of fifteen percent; unstable ground; high seasonal water table or impermeable soils; areas of severe erosion potential; areas of weak foundation soils; areas of significant wildlife habitat; and areas known to have historic, cultural, or archaeological resources.
5. Five (5) copies of a site plan drawn to a minimum scale on a sheet no larger than twenty-four inches by thirty-six (24x36) inches and one reduced eleven-by-seventeen-inch (11x17) copy. The site plan shall at a minimum indicate the following:
- a. Property boundaries, dimensions, and size of the subject site.
  - b. Location, dimensions, and height of proposed buildings and location and dimensions of existing buildings to remain on site.
  - c. Proposed building setbacks.
  - d. Proposed project-phasing boundaries, if applicable.

- e. Legend indicating total site area, the total square footage of proposed buildings or structures including percentage of total site area, the total square footage amount of impervious area including percentage of total site area, the total square footage amount of on-site landscaping including percentage of total site area, the total amount of dedicated parking area including percentage of total site area, the proposed number of parking spaces including the number of standard parking spaces, the number of compact parking spaces, the number of handicapped-accessible parking spaces, and the required number of parking spaces.
- f. Location of proposed access points including vehicular driveways and designated pedestrian access points.
- g. Location and dimensions of proposed on-site parking areas including required parking landscaping islands and indicating whether proposed parking is standard, compact, or handicapped-accessible. On-site drive aisles and circulation areas shall be indicated including their dimensions.
- h. Location and dimensions of proposed on-site pedestrian connections between the public street and buildings, between on-site buildings, and between on-site buildings and on-site or off-site parking areas.
- i. Location and size of off-site parking areas, if applicable, including details on the number and type of off-site parking spaces and existing or proposed drive aisles and circulation areas including dimensions.
- j. Locations, centerlines, and dimensions of proposed on-site public or private streets and public and private easements.
- k. Location, centerlines, and dimensions of proposed dedications, and identification of proposed frontage improvements including roadway improvements, curb and gutter installation, landscaped planter strip installation, and public sidewalk installation.
- l. The location and dimensions of loading and service areas, recreational or open space features, aboveground utilities, location of fences and signs, and the size and location of solid waste and recyclable storage areas.
- m. Specialized site treatments including but not limited to pedestrian plazas, bicycle parking, and outdoor seating areas.
- n. Environmental features including critical areas and their buffers, the ordinary high water mark, shorelines jurisdiction, the 100-year floodplain, and floodway location.

- o. Applicants for binding site plan shall also show proposed lots including dimensions and total acreage.
6. If applicable, a preliminary utility plan indicating the proposed location, size, connection points to existing public systems, and terminus points for sanitary sewer, water, and stormwater drainage and control. Public and private easements for sanitary sewer, water, and stormwater shall also be indicated.
7. If applicable, stormwater information shall be provided in conformance with WMC Chapter 15.12.
8. If applicable, a preliminary grading and erosion control plan shall be provided consistent with WMC Chapter 15.10.
9. If applicable, a preliminary landscape plan shall be submitted at the time of application for site plan review. The preliminary landscape plan need not include the detail required for final approval, although areas of proposed landscaping must be shown. Final civil plan approval cannot be given until a final landscape plan is submitted and approved. The final plan shall show the location of proposed vegetation, the common and botanical name of the proposed vegetation, the initial planting size (height or gallon) and the mature planting size, and proposed methods of irrigation, if any. Landscaping proposed in and around buildings, on the perimeter of the site and within proposed parking areas shall be indicated. In addition, street trees or other forms of landscaping within the public rights-of-way shall be indicated.
10. If applicable, architectural elevations, showing north, south, west and east elevations and specifying a measurable scale, structural dimensions, and structural heights.
11. If applicable, lighting plan indicating the location, height, and type of proposed exterior lighting fixtures (pole-mounted or wall-mounted). Photometric point or curve detail shall be provided for the subject site, abutting properties, and abutting public streets or rights-of-way at final civil plan review.
12. A certified document, typically a title report that is provided by a title company and issued within the last 60 days that details all encumbrances, easements, and ownership (not required for Type I site plan reviews).
13. If applicable, a State Environmental Policy Act (SEPA) checklist.
14. Completed critical areas identification checklist.
15. Signed agreement to reimburse the city for professional services used in the processing of applications for site plan review and site inspections.
16. If applicable, a traffic study.

17. Any additional items requested by the city during the pre-application conference.

**19.10.060 Criteria for site plan approval.**

A. In approving site plans, it shall be the responsibility of the planning official to review each plan for compliance with all provisions of this chapter and any other applicable regulations that may affect the final plan as submitted or revised. The planning official shall coordinate review with the public works director, building official, staff or contract fire professionals, and the city's reviewing consultants.

B. In reviewing a site plan for approval, the planning official shall find that all of the following have been met:

1. The proposal does or can comply with all applicable land use and development standards including but not limited to landscaping and screening requirements, parking and loading standards, frontage improvements, design standards, sewer and water standards, stormwater and erosion control standards, and critical areas standards, with or without conditions of approval. If compliance cannot be achieved by imposing conditions of approval, the application shall be denied.
2. All conditions of any applicable previous approvals have been met.
3. Proposed phasing plans comply with the requirements of WMC 19.10.120 and any necessary performance bonds or other suitable securities per WMC 19.10.110 have been secured.

**19.10.070 Preliminary site plan approval / Final civil plan approval.**

A. Where a site plan is issued subject to conditions that require the submittal of additional materials or changes to existing plans (preliminary approval), the planning official may require that the applicant submit for final civil plan approval to determine if the revised plans comply with the conditions of approval. If so required, the proponent must submit final civil construction drawings for review and approval. Unless waived by the public works director, the final civil plan set shall include the following elements:

1. Overall site plan that is substantially the same as that preliminarily approved.
2. Final grading plan.
3. Final stormwater plan and report pursuant to WMC Chapter 15.12.
4. Erosion control plan pursuant to WMC Chapter 15.10.
5. Final landscaping plan.
6. Final utilities plan.
7. Additional information as required by the public works director or his/her designee.

B. In addition to the requirements of a standard final civil plan submittal, a final binding site plan application shall also contain a survey prepared and stamped by a land surveyor or engineer licensed in the state of Washington showing land division lines, area of the lots created expressed in square footage, property addresses, future buildings, setbacks, parking areas, roads, stormwater detention, and other proposed site improvements. The name of the proposed development, the land use number, and the title "Binding Site Plan" shall be at the top of the plan along with the following statement:

The use and development of this property must be in accordance with the plan as represented herein or as hereafter amended, according to the provisions of the binding site plan regulations of the city of Woodland. The roads and utilities shown on this plan need not have been constructed and/or installed at the time that the property subject to this plan is divided. No permit required to build permanent structures upon any portion of this property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of this property have been constructed and installed or until arrangements acceptable to the city of Woodland have been made to ensure that the construction and installation of such roads and utilities will be accomplished.

In addition, the following information shall appear on the face of binding site plan survey:

**DEDICATION:**

We, the undersigned owner(s) of interest in the land hereby divided by use of a binding site plan, hereby declare this drawing to be the graphic representation of the binding site plan made hereby, and do hereby dedicate to the use of the public forever, all streets and avenues not shown as private hereon and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, and also the right to make all necessary slopes for cuts and fills upon the lots shown thereon in the original reasonable grading of said streets and avenues, and further dedicate to the use of the public all easements and tracts shown on this short plat for all public purposes as indicated thereon, including but not limited to parks, open spaces, utilities and drainage unless such easements or tracts are specifically identified on this binding site plan as being dedicated or conveyed to a person or entity other than the public, in which case we do hereby dedicate such streets, easements, or tracts to the person or entity identified and for the purpose stated.

IN WITNESS WHEREOF, we have hereunto set our hand(s) and seal(s)  
this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signed) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
STATE OF )  
WASHINGTON )  
 ) ss  
COUNTY OF COWLITZ )

THIS IS TO CERTIFY THAT on \_\_\_\_\_ the day of \_\_\_\_\_ 20\_\_\_\_\_, before me, the undersigned, a Notary Public, personally appeared \_\_\_\_\_, to me known to be the person(s) who executed the foregoing dedication and acknowledged to me that (he/she/they) signed and sealed the same as (his/her/their) free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year last above written.

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

**CITY OF WOODLAND:**

Examined and Approved:

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signed) \_\_\_\_\_

Public Works Director

**AUDITOR:**

Filed for Record at the Request of: \_\_\_\_\_

This \_\_\_\_ Day of 20\_\_\_\_, and Recorded in Volume \_\_\_\_\_ of \_\_\_\_\_, on Page \_\_\_\_\_ Records of Cowlitz County, Washington.

(Signed) \_\_\_\_\_

Cowlitz County Auditor

(Signed) \_\_\_\_\_

Deputy Auditor

**TREASURER:**

I hereby certify that the taxes on the land described hereon have been paid to date.

Dated: \_\_\_\_\_

(Signed) \_\_\_\_\_

**SURVEYOR:**

I hereby certify that the Binding Site Plan shown herein and known as \_\_\_\_\_ is based on actual survey and land division in Section(s) \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_, W.M., city of Woodland, Cowlitz County, Washington, and that the distances, courses and angles are shown thereon correctly and that proper monuments have been set.

\_\_\_\_\_ (Seal)

Professional Land Surveyor

- C. Prior to decision, the planning official may refer site plans for development proposals to the planning commission for review and comment and shall make such referral when requested by the planning commission or as the planning official or public works director deems appropriate.
- D. Approved binding site plans shall be filed with the county auditor at the applicant's expense and three (3) copies of the recorded document shall be returned to the planning department. All lots or parcels created through the binding site plan procedure shall be legal lots of record.

**19.10.080 Appeal.**

Appeal procedures for administrative decisions are set forth in WMC 19.06 and 19.08.

**19.10.090 Modifications to approved site plan.**

- A. No approved site plan shall be modified or amended except after reapplication for site plan review and approval. The determination of the application type (Type I or Type II site plan review) for site plan modifications will be based upon the criteria in WMC 19.10.040.

**19.10.100 Compliance required and expiration.**

- A. All development of the property for which a site plan was approved shall conform to the approved site plan and any conditions imposed thereon unless amended or replaced by a subsequent city approval.
- B. An approved site plan (without phasing) shall be null and void if:
  - 1. Complete building permit applications for all proposed structures are not submitted to the Woodland Building Department within three (3) years of site plan review approval.
  - 2. Construction does not commence within four (4) years of site plan review approval.
- C. A site plan review approval with a phasing plan shall be null and void if the applicant fails to meet the conditions and time schedules specified in the approved phasing plan.

- D. Once expired, an applicant must re-apply for site plan review and receive approval before further development of the site proceeds. Expiration of site plan approval shall not apply to applicants with complete applications before the effective date of this ordinance, \_\_\_\_\_ (Month Day, Year). The public works director or his/her designee may approve up to two, one-year extensions if:
1. There have not been any substantial changes in the laws governing the development of the site with which lack of compliance would be contrary to the changed laws;
  2. Approved building permits have been issued to the applicant; and
  3. The applicant has pursued development in good faith where good faith is evidenced by progress on final permitting, surveying, engineering, and construction of improvements.

**19.10.110 Completion prior to occupancy.**

- A. All required public and site improvements and other conditions of site plan approval shall be met prior to occupancy of any site unless required sooner as a condition of approval provided that completion and occupancy may be accomplished in phases if approved by the public works director or his/her designee as part of the site plan review process. Incomplete items may be secured by the issuance of a performance bond or other suitable security as a condition of approval to secure an applicant's obligation to complete the provisions and conditions of the approved site plan.
- B. For binding site plans, the roads and utilities shown on the plan need not be constructed and/or installed at the time the property is divided. However, no permit required to build permanent structures upon any portion of the property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of the property have been constructed and installed or until arrangements acceptable to the city have been made to ensure that the construction and installation of such roads and utilities will be accomplished.

**19.10.120 Phasing.**

- A. Upon written request, the public works director or his/her designee may approve a time schedule for developing a site in phases, but in no case shall the total time period for all phases be greater than eight (8) years without reapplying for site plan review.
- B. The criteria for approving a phased site plan review application shall be as follows:
1. All public facilities necessary to serve a phase shall be completed prior to or with the development of the phase.
  2. The development and occupancy of any phase is not dependent on the use of temporary public facilities. A temporary public facility is any facility not constructed to the applicable city standard.

3. The phased development shall not result in requiring the city, other property owners, or latecomers, to construct public facilities that were required as part of the approved development proposal.

**4. Repeal and Replace Old Section WMC 19.08.030 – Review and appeal authority.**

**19.08.030 - Review and appeal authority.**

The following table describes development permits and the final decision and appeal authorities. All applicable administrative appeals shall be exhausted prior to initiation of judicial review. All judicial appeals shall be made to county superior court in accordance with RCW 36.70.C except comprehensive plan policy decisions or updates which may be appealed to the State Growth Management Hearings Board and final shoreline permit actions which may be appealed to the Shoreline Hearings Board. As per WMC [19.06.050](#), appeal of the city's procedural SEPA decision or threshold determination shall be consolidated with a hearing or appeal on the underlying governmental action in a single simultaneous hearing before the hearing examiner and any further appeal shall be made to Cowlitz or Clark County Superior Court. When decision making authority rests with the city council, appeal shall be to the county superior court. Appeal procedures for decisions and interpretations of the fire chief and building official are set forth in WMC [14.48](#).

Key: R	=	Recommendation to Higher Review Authority	D	=	Decision
OP	=	Open Record Predecision Hearing	SR	=	Staff Recommendation with Staff Report
C	=	Closed Record Appeal Hearing	A	=	Appeal Decision
ORH	=	Open Record Hearing			

	Public Works Department Staff	Development Review Committee	Hearing Examiner	Planning Commission	City Council
<b>ZONING</b>					
ADMINISTRATIVE CONDITIONAL USE PERMITS	D		A (ORH)		
CONDITIONAL USE PERMITS		SR	D (OP)		A (C)
MINOR MODIFICATION TO APPROVED CONDITIONAL USES AND ADMINISTRATIVE CONDITIONAL USES		D		A (ORH)	
ADMINISTRATIVE TEMPORARY USE PERMITS	D		A (ORH)		
MAJOR VARIANCE		SR	D (OP)		A (C)

MINOR VARIANCE		D		A (ORH)	
SITE SPECIFIC ZONE CHANGES		SR		R (OP)	D
ZONING TEXT AMENDMENT (DEVELOPMENT REGULATION CHANGES)		SR		R (OP)	D
AREA WIDE MAP AMEND		SR		R (OP)	D
<b>COMPREHENSIVE PLAN</b>					
COMPREHENSIVE PLAN TEXT AMENDMENT		SR		R (OP)	D
COMPREHENSIVE PLAN MAP AMENDMENT		SR		R (OP)	D
<b>LAND DIVISION</b>					
RE-PLAT	SR		D (OP)		A (C)
PLAT VACATION	SR		D (OP)		A (C)
BOUNDARY LINE ADJUSTMENT	D				A (ORH)
PRELIMINARY PLAT		SR		R (OP)	D
VARIANCE RELATED TO PRELIMINARY PLAT		SR		R (OP)	D
PHASING AND EXPIRATION EXTENSION OF APPROVED PRELIMINARY PLAT		D			A (ORH)
SHORT PLAT	D				A (ORH)
VARIANCE RELATED TO SHORT PLAT		SR			D (OP)
FINAL PLAT		SR		R	D
PLANNED UNIT RESIDENTIAL DEVELOPMENT		SR		R (OP)	D
BINDING SITE PLAN (UNDER 5 ACRES)	D	D	A (ORH)		
BINDING SITE PLAN (5 ACRES OR LARGER)		SR		R (OP)	D
<b>ENVIRONMENTAL</b>					
CRITICAL AREAS PERMIT	D		A (ORH)		

SEPA PROCEDURAL DETERMINATION					
1. DNS	D		A (ORH) <sup>*1</sup>		
2. MDNS	D		A (ORH) <sup>*1</sup>		
3. DS/EIS	D		A (ORH) <sup>*1</sup>		
<b>SHORELINES</b>					
SUBSTANTIAL DEVELOPMENT PERMIT		SR	D (OP) <sup>*2</sup>		
CONDITIONAL USE PERMIT		SR	D (OP) <sup>*2</sup>		
VARIANCE		SR	D (OP) <sup>*2</sup>		
EXEMPTION	D		A (ORH) <sup>*2</sup>		
EXTENSION OF SHORELINE RELATED PERMIT	D		A (ORH)		
<b>SITE PLAN REVIEW</b>					
TYPE I SITE PLAN REVIEW	D		A (ORH)		
TYPE II SITE PLAN REVIEW		D	A (ORH)		
<b>OTHER</b>					
BUILDING/GRADING/FILL PERMIT W/SEPA	Building Official				
SIMILAR USE DETERMINATION		SR		D	A (ORH)
FLOODPLAIN DEVELOPMENT PERMIT	D <sup>*4</sup>		A (ORH)		
APPEAL OF ENFORCEMENT ACTION PER WMC <a href="#">17.92</a>		SR	A (ORH)		
APPEAL OF ADMINISTRATIVE DECISIONS UNRELATED TO SEPA OR ENFORCEMENT ACTION PER WMC <a href="#">17.92</a>		SR	D (OP)		A (C)
APPEAL OF DECISIONS RELATED TO TAKINGS OR SUBSTANTIVE DUE PROCESS RELATED ISSUES AS OUTLINED IN WMC <a href="#">17.81.095</a>		D	A (ORH)		

WAIVER OF VIOLATION AS OUTLINED IN WMC 17.81.020.C			D (OP)		
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\*1 See WMC [19.06.040](#) and [19.06.050](#)

\*2 Appeals of the hearing examiner's decisions shall be reviewed by the Shoreline Hearings Board.

Shoreline conditional use permits and variances must also be approved by the Department of Ecology.

\*3 Unless the appeal includes SEPA related matters in which case appeal is to hearing examiner as set forth in WMC [19.06.050](#)

\*4 Preferably the city's floodplain manger.

**ADOPTED** this \_\_\_\_ day of August, 2013.

**CITY OF WOODLAND, WASHINGTON**

Approved:

\_\_\_\_\_  
Grover Laseke, Mayor

Attest:

\_\_\_\_\_  
Mari E. Ripp, Clerk / Treasurer

Approved as to form:

\_\_\_\_\_  
William Eling, City Attorney

July 18, 2013 Public Hearing Minutes

**PUBLIC HEARING**

**SEPA issued for: Signs, Site Plan Review Ordinance, and Non-Conforming Uses**

- Sign code was cleaned up, clearing up any gray areas in the code.
- Open public comment: [7:33:03 PM](#), Close public comment: [7:33:17 PM](#). No comments received.

Commissioner Deans made a motion to send the Sign Ordinance, Site Plan Review Ordinance and the Non-Conforming Use Ordinance to City Council. Commissioner Jensen seconded. Discussion followed. The motion passed unanimously.

## RCW 58.17.035

## Alternative method of land division — Binding site plans.

A city, town, or county may adopt by ordinance procedures for the divisions of land by use of a binding site plan as an alternative to the procedures required by this chapter. The ordinance shall be limited and only apply to one or more of the following: (1) The use of a binding site plan to divisions for sale or lease of commercially or industrially zoned property as provided in RCW 58.17.040(4); (2) divisions of property for lease as provided for in RCW 58.17.040(5); and (3) divisions of property as provided for in RCW 58.17.040(7). Such ordinance may apply the same or different requirements and procedures to each of the three types of divisions and shall provide for the alteration or vacation of the binding site plan, and may provide for the administrative approval of the binding site plan.

The ordinance shall provide that after approval of the general binding site plan for industrial or commercial divisions subject to a binding site plan, the approval for improvements and finalization of specific individual commercial or industrial lots shall be done by administrative approval.

The binding site plan, after approval, and/or when specific lots are administratively approved, shall be filed with the county auditor with a record of survey. Lots, parcels, or tracts created through the binding site plan procedure shall be legal lots of record. The number of lots, tracts, parcels, sites, or divisions shall not exceed the number of lots allowed by the local zoning ordinances.

All provisions, conditions, and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan.

Any sale, transfer, or lease of any lot, tract, or parcel created pursuant to the binding site plan, that does not conform to the requirements of the binding site plan or without binding site plan approval, shall be considered a violation of chapter 58.17 RCW and shall be restrained by injunctive action and be illegal as provided in chapter 58.17 RCW.

[1987 c 354 § 2.]