



Building & Planning Department

P.O. Box 9, 230 Davidson Avenue
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MEMORANDUM

Date: February 20, 2014

To: City Council

From: Amanda Smeller, Community Development Planner

Re: February 2014 City Council Update – Building & Planning Department Report

PROJECTS IN PROGRESS/UPDATES:

1. American Paper Converting: American Paper Converting has submitted an appeal in response to the Notice of Decision/"Mitigated" Determination of Non-Significance issued February 3, 2014. Specifically, American Paper is contesting the half-width frontage road requirements imposed by Cowlitz County. The hearing date is currently set for March 24, 2014 at 10 AM.
2. Gateway Rezone: Staff has received responses from three property owners in the Gateway Area who are all in favor of the rezone from C-1 to C-2. Other property owners in the area have not responded, and include the two bank properties, the Department of Transportation (Park and Ride property) and a single-family residence owner. For the two bank properties, these are currently considered non-conforming uses as drive-through facilities are only allowed conditionally in the C-1 zone. The Bank of America building can no longer be used with a drive-through unless a Conditional Use permit is obtained, as it has been vacant for six months. Changing these properties from C-1 to C-2 will bring them into conformity. The change in commercial zoning will have no impact on the park and ride and no impact on the single-family residence. A single-family residence, while non-conforming, is allowed to remain in a commercial zone. Staff will be bringing this item for discussion to the March Planning Commission meeting.
3. Comprehensive Plan Update: An outside consultant has provided the City a proposal for assisting with the update. Please see the attached staff report for more information.
4. Joint Goals: Attached are the 2014 Planning Commission Work Items as determined by the City Council and Planning Commission during the joint meeting on February 10, 2014.
5. Shoreline Management Program Update: The Partnership, which includes Cowlitz County and all jurisdictions within, is once again considering a change in consultant for the Shoreline Management Program update. In summer of 2013, a change in consultant was made due to the lack of quality documents being delivered to the City and to the Department of Ecology. The consulting agency was not changed, only the consultant

themselves. The Partnership received the promise from Parametrix that we would receive the deliverables we had already paid for and were contracted for.

Recently, the partnership has determined that the deliverables we are receiving still lack quality and are not meeting the Department of Ecology's standards. We will be issuing a letter to the consulting agency within the next two weeks letting them know we are considering a change in consultant and giving Parametrix ten days to respond. If we must go with another consulting agency, the Partnership would attempt to get what money back we can that has already been spent for the update process. Woodland received a \$50,000 grant from the Department of Ecology, and only has \$10,000 left of that money, and no deliverables completed. The only item completed was the Public Participation Plan. Overall, the partnership has approximately \$150,000 left. The total grant amount awarded to the County and the jurisdictions within was \$750,000.

Attached are documents provided by the Partnership and include SMP Grant Reimbursement Breakdown per jurisdiction and the Parametrix breakdown for the grant.

PROJECTS IN NEED OF COUNCIL DIRECTION:

1. Comprehensive Plan Update
 - a. Request for funds
 - b. Hiring of a Consultant and/or a part time planner

PROJECTS SET FOR COUNCIL AGENDA NEXT MONTH:

None at this time.

2014 Planning Commission Work Items

February 10, 2014

1. Shoreline Master Program (SMP)

- The City received a \$50,000 grant to update its SMP by June 2014. Consultant work products must be reviewed by staff and the Planning Commission. The City's consultant made three presentations to the Planning Commission in 2013. In mid-2013, the Project Management Team made a change in consultant, as items were not being completed to the level of acceptance by the City and by the Department of Ecology. By the end of 2013, the project was in process again. It is estimated there will be three to five Planning Commission meetings discussing the update.

2. Comprehensive Plan and Map Amendments

- The City is required to consider proposed comprehensive plan amendments annually. It is unknown at this time if the City will receive any comprehensive plan amendment proposals in 2014.

3. Comprehensive Plan Periodic Update

- The Comprehensive Plan periodic update is due by June 2016. The City must begin the process in early 2014 to be on schedule. The City received a \$9,000 grant from the Department of Commerce for the update. City staff have taken part in joint meetings with Clark County and the jurisdictions within.

4. Sign Code Review

- Council approved a review of the sign code on May 7, 2012. The purpose of the review is to address vehicles used as signs. In addition, staff has become aware of a number of conflicting or confusing provisions of the sign code that should be clarified. This includes provisions related to the size of "for sale" / "for lease" signs, the location of special event signs, signs in the right of way, and off-premise commercial signs. Although this was added to the list of 2012 work items, no work has been done on this item to date.

5. Non-conforming Uses Zoning Code Text Change

- Amendments are being sought to address a number of issues. The existing code uses terms such as "actively used" that are undefined and difficult to interpret. Further, our existing code is unclear on what changes in use are unacceptable when dealing with a property with non-conforming use rights. Finally, the Hearing Examiner's Final Order on the 208 Buckeye (Foglia House) matter called into question current code language and the way the ordinance has been administered.

6. Expiration on Approved Variances

- The Planning Commission recommends a three year expiration date with the possibility of a one year extension. The next step is to have a public hearing with the Planning Commission on this proposal before moving forward with a recommendation to the City Council.

Non-negotiable 2014 Work Items

Committed to Completing in 2014

7. Subdivision Phasing After Preliminary Approval

- During the 2012 Joint Session, Commissioner Simpson asked that subdivision phasing after preliminary approval be added to the list of possible 2013 work items. Review would entail reviewing provisions in WMC 16.14.030 that allow for phasing after preliminary plat approval.

8. Amending Multi-family Zoning Standards

- Mr. Perry expressed concern during the March 2013 joint session meeting about the quality of apartment housing in Woodland. Specifically, he mentioned parking availability, garages, and the general quality of apartment housing. Mr. Perry will forward the Planning Commission example ordinances that he feels have worked well in other communities.

9. Low-density Residential Yard Standards

- After listening to a citizen's concerns regarding yard maintenance in low-density residential districts, the Council asked that a list of concerns go first through Council Committee and then to the Planning Commission.

10. Gateway Rezone

- At the end of 2013, the City Council expressed interest in this rezone going forward. Staff has sent letters to Gateway property owners requesting any feedback in this proposal.

11. Accessory Structures

- Staff has already begun work on code amendments regarding allowable sizes for accessory buildings in the Low Density Residential zone. During the joint meeting, both the Planning Commission and the City Council expressed interest in continuing this item.

12. Repeal without Replacement the Condominium Code (WMC 16.20)

- The City Council and Planning Commission felt this item was easily achievable for 2014. This involves simply removing WMC 16.20, as it is no longer necessary. The PURD ordinance already in place covers any items removed from WMC 16.20.

13. Golf Cart Zone

- During a January 2014 City Council meeting, a resident requested the City to consider a golf cart zone, which would allow his wife, and other residents, the opportunity to get around town without having to drive a regular vehicle. Both the City Council and the Planning Commission expressed interest in this item going forward.

Ikon Office Solutions	photocopies		\$2.50		\$1.16	\$0.03				\$3.69
US Postal Service	postage		\$18.23		\$129.90					\$148.13
Cashmere Valley Bank_VISA	FTP Site	\$74.93		\$237.15	\$62.44					\$374.52
ECY	Registration				\$125.00					\$125.00
FedEX	Postage					\$21.32				\$21.32
Mad Bird Designs	Website- contract			2179.59						
Bicoastal Media	advertising			1500						
KLOG	advertising			528.75						
KUKN	advertising			605.25						
WAVE	advertising			362.5						
Office Max	supplies			249.83						
Cowlitz Co. Purchasing	printing			46.65						
CWCOG	Dues/Subscriptions			24.97						
Consultants/Contracts Totals:		\$74.93	\$516.73	\$5,734.69	\$29,995.33	\$169,389.99	\$208,781.02	\$11,989.21	Subtotal:	\$420,984.36
Total all participants:		\$65,807.29	\$8,757.35	\$13,948.37	\$33,457.74	\$207,784.22	\$231,839.73	\$11,989.21		\$568,086.37

Notes:

1. Kiernan's time is split between all participating jurisdictions. Breakdown of tasking is not consistently reported throughout grant reimbursement requests; some is documented in hours, some in dollar values.
2. Parametrix time is split between all participating jurisdictions and was based on a percentage. Original grant funding splits are on separate sheet.

	Cowlitz County	COG	Consultant	Castle Rock	COG	Consultant	Kalama	COG	Consultant	Kelso	COG	Consultant	Woodland	COG	Consultant	DOE Total
Year 1																
Prj Coordination		18,000.00			1,600.00			2,000.00			5,000.00				2,000.00	
Total		0.00		0.00	0.00			0.00			0.00				0.00	
Balance		18,000.00		3,800.00	1,600.00			2,000.00			5,000.00				2,000.00	
Contract Services		9,000.00			800.00			1,000.00			2,500.00				1,000.00	
Total		0.00			0.00			0.00			0.00				0.00	
Balance		9,000.00			800.00			1,000.00			2,500.00				1,000.00	
Implement PPP			27,000.00					3,000.00			7,500.00					
Total			0.00					0.00			0.00					0.00
Balance			27,000.00					3,000.00			7,500.00					6,500.00
Phase 1			36,000.00			3,200.00		4,000.00	2,000.00		8,000.00	800.00				3,200.00
Total			0.00			0.00		0.00	0.00		0.00	0.00				0.00
Balance			36,000.00			3,200.00		4,000.00	2,000.00		8,000.00	800.00				3,200.00
Phase 2	36,000.00		54,000.00	1,600.00		6,400.00	2,000.00	8,000.00	5,000.00		20,000.00	2,000.00				8,000.00
Total			0.00			0.00		0.00	0.00		0.00	0.00				0.00
Balance	36,000.00		54,000.00	1,600.00		6,400.00	2,000.00	8,000.00	5,000.00		20,000.00	2,000.00				8,000.00
Year 1 Totals		0.00		0.00		0.00		0.00			0.00				0.00	0.00
		180,000.00		23,200.00		20,000.00		50,000.00			23,500.00				296,700.00	
Year 2																
Prj Coordination		18,000.00						2,000.00			5,000.00				2,000.00	
Total		0.00						0.00			0.00				0.00	
Balance		18,000.00			4,000.00			2,000.00			5,000.00				2,000.00	
Contract Services																
Total																
Balance																
Implement PPP			18,000.00					2,000.00			5,000.00					2,000.00
Total			0.00					0.00			0.00					0.00
Balance			18,000.00			6,000.00		2,000.00			5,000.00					2,000.00
Phase 1																
Total			0.00			0.00		0.00			0.00					0.00
Balance			50,400.00			75,600.00		2,800.00			11,200.00	7,000.00			28,000.00	2,800.00
Phase 3	50,400.00		75,600.00			3,600.00		2,800.00			7,000.00	2,800.00				11,200.00
Total			0.00			0.00		0.00			0.00	0.00				0.00
Balance	50,400.00		75,600.00			3,640.00		2,800.00			7,000.00	2,800.00				11,200.00
Phase 4	7,200.00		10,800.00	320.00		1,280.00	400.00	1,600.00	1,000.00		4,000.00	400.00				1,600.00
Total			0.00			0.00		0.00			0.00	0.00				0.00
Balance	7,200.00		10,800.00	320.00		1,280.00	400.00	1,600.00	1,000.00		4,000.00	400.00				1,600.00
Year 2 Totals		0.00		0.00		0.00		0.00			0.00				0.00	0.00
		180,000.00		29,800.00		20,000.00		50,000.00			20,000.00				299,800.00	
Year 3																
Prj Coordination		4,500.00						500.00			1,250.00				500.00	
Total		0.00						0.00			0.00				0.00	
Balance		4,500.00			2,000.00			500.00			1,250.00				500.00	
Contract Services																
Total																
Balance																
Implement PPP			13,500.00					1,500.00			3,750.00					1,500.00
Total			0.00					0.00			0.00					0.00
Balance			13,500.00			4,000.00		1,500.00			3,750.00					1,500.00
Phase 1																
Total			0.00			0.00		0.00			0.00					0.00
Balance	10,800.00		16,200.00	480.00		1,920.00	600.00	2,400.00	1,500.00		6,000.00	800.00				2,400.00
Phase 4	10,800.00		16,200.00	480.00		1,920.00	600.00	2,400.00	1,500.00		6,000.00	800.00				2,400.00
Total			0.00			0.00		0.00			0.00	0.00				0.00
Balance	10,800.00		16,200.00	480.00		1,920.00	600.00	2,400.00	1,500.00		6,000.00	800.00				2,400.00
Phase 5	18,000.00		27,000.00	800.00		3,200.00	1,000.00	4,000.00	2,500.00		10,000.00	1,000.00				4,000.00
Total			0.00			0.00		0.00			0.00	0.00				0.00
Balance	18,000.00		27,000.00	800.00		3,200.00	1,000.00	4,000.00	2,500.00		10,000.00	1,000.00				4,000.00
Year 3 Totals		0.00		0.00		0.00		0.00			0.00				0.00	0.00
		90,000.00		12,400.00		10,000.00		25,000.00			10,000.00				147,400.00	

595,120

148,780
743,900

		PARAMETRIX													Normandeau Associates				Johnson Reid		Watershed Group						PROJECT TOTAL				
GET ESTIMATE	Classification	Project Manager Jason Franklin	Sr Planner David Sherrard	Sr Planner Derek Chisholm	Scientist John MacLaren	Planner I Reza Farhoodi	Sr. Scientist Shane Phelps	Planner IV Jennifer Hughes	Sr. Planner Marian Lahav	Sr. Graphics Martinek	Tech Editor	Word Processing	Project Coordinator	TOTAL		Project Manager Dena Horton	Admin Support Bonnie Caouette	TOTAL		Principal Jerry Johnson	TOTAL		Principal Dan Nickel	Environmental Planner Amy Summe	GIS Grace	Fish Biologist Sarah Sandstrom	Sr. Fish Biologist Greg Johnston	TOTAL		PROJECT TOTAL	
														Billing Rate	Staff			HOURS	FEE		HOURS	FEE						HOURS	FEE	HOURS	FEE
		\$ 194.11	\$ 168.80	\$ 148.50	\$ 144.90	\$ 61.05	\$ 133.02	\$ 117.25	\$ 150.00	\$ 98.18	\$ 86.63	\$ 70.03	\$ 82.63			\$ 83.00	\$ 70.00			\$ 185.00			\$ 150.00	\$ 140.00	\$ 95.00	\$ 95.00	\$ 135.00				
01	Preliminary Assessment	328	400	244	64	268	72	244	20	72	60	60	84	1916	\$ 267,653	180	120	300	\$ 23,840	60	60	\$ 11,100	420	200	420	360	80	1480	\$ 177,400	3756	\$ 479,993
	1 Identify Preliminary Shoreline	36	32		16								8	92	\$ 14,027	16		16	\$ 1,328			\$ -	20		120			140	\$ 14,400	248	\$ 29,755
	2 Prepare Plans for Public	8	24											32	\$ 5,604				\$ -			\$ -	20					140	\$ 14,400	172	\$ 20,004
	3 Demonstrate Ph 1 Complies Guidelines	24	8		16								8	56	\$ 7,647	16		16	\$ 1,328			\$ -							\$ -	72	\$ 8,975
		4												4	\$ 776				\$ -			\$ -							\$ -	4	\$ 776
02	Inventory, Analysis & Character	66	76	24	40	114	24	24		24			20	412	\$ 51,975	44	40	84	\$ 6,452	60	60	\$ 11,100	200	80	180	180	60	700	\$ 83,500	1256	\$ 153,027
	1 Conduct Shoreline Inventory	8	8		40									56	\$ 5,345				\$ -			\$ -	60		60	20	140	\$ 16,600	196	\$ 21,945	
	2 Conduct Shoreline Analysis	8	8	8	40	40	24	8				20	156	\$ 18,112			60	\$ 11,100			\$ -	60	20	120	40	260	\$ 29,700	476	\$ 58,912		
	3 Prepare Shoreline Inventory Report	8	16											24	\$ 4,254				\$ -			\$ -	80	60		120	40	300	\$ 37,200	324	\$ 41,454
	4 Implement Public Involvement Plan	40	40	16	24		16			24				160	\$ 22,590	44	40	84	\$ 6,452			\$ -							\$ -	244	\$ 29,042
	5 Demonstrate Ph 2 Complies Guidelines	2	4		10									16	\$ 1,674				\$ -			\$ -							\$ -	16	\$ 1,674
03	Complete Draft SMP & Cumulative	130	176	104	64	24	96	20	16	32	32	32	726	\$ 100,971	88	64	152	\$ 11,784			\$ -	140	90	70	100	400	\$ 49,750	1278	\$ 162,505		
	1 Conduct Community Visioning Process	40	16	16	40		16						128	\$ 17,159	48	24	72	\$ 5,664			\$ -	20					20	\$ 3,000	220	\$ 25,823	
	2 Develop General SMP Goals and Regulations	8	16	12			12	8		8	8	8	80	\$ 10,557				\$ -			\$ -							\$ -	80	\$ 10,557	
	3 Develop Environment Designations	8	24	8		8		4					52	\$ 8,456				\$ -			\$ -	30		10			40	\$ 5,450	92	\$ 13,906	
	4 Develop Use and Modification Policies and Regs	8	32	12		8	12	4		8	8	8	100	\$ 13,722				\$ -			\$ -	40	40				80	\$ 11,600	180	\$ 25,322	
	5 Develop SMP Admin Provisions	8	24	20		8	20	4		8	8	8	108	\$ 14,498				\$ -			\$ -							\$ -	108	\$ 14,498	
	6 Prepare Preliminary Cumulative IA	8	16	20		20	8	4		8	8	8	88	\$ 11,483	40	40	80	\$ 6,120			\$ -	30	50	60	100	240	\$ 26,700	408	\$ 44,303		
	7 Implement Public Involvement Plan	48	40	16	16		16			16			152	\$ 22,889				\$ -			\$ -	20					20	\$ 3,000	172	\$ 25,869	
	8 Demonstrate Ph 3 Complies Guidelines	2	8		8								18	\$ 2,227				\$ -			\$ -							\$ -	18	\$ 2,227	
04	Restore Plan, Revisiting Ph 2 Prod	26	24	20	24	24		20		8	8	8	170	\$ 22,056	16	8	24	\$ 1,888			\$ -	60	30	50	80	20	240	\$ 28,250	434	\$ 52,194	
	1 Prepare Restoration Plans	2	4	4	24			4					38	\$ 5,604				\$ -			\$ -	10		10	60	20	100	\$ 10,850	138	\$ 16,454	
	2 Revisit Draft SMP & Cumulative IA	4	6	8				8			4	4	42	\$ 5,203				\$ -			\$ -	40		40	20	100	\$ 11,700	142	\$ 16,903		
	3 Prep Report Demonstrating No Net Loss Achieve	2	6	4				4		4	4	4	24	\$ 3,091				\$ -			\$ -	10	30			40	\$ 5,700	64	\$ 8,791		
	4 Implement Public Involvement Plan	16	8	4	16		4			8			56	\$ 7,281	16	8	24	\$ 1,888			\$ -							\$ -	80	\$ 9,169	
	5 Demonstrate Ph 4 Complies Guidelines	2			8								10	\$ 877				\$ -			\$ -							\$ -	10	\$ 877	
05	Local SMP Adoption Process	62	76	80	50	16	88		24	16	16	16	444	\$ 58,427	16	8	24	\$ 1,888			\$ -							\$ -	468	\$ 60,315	
	1 Assemble Final Draft SMP	4	8	16			16				4	4	60	\$ 7,667				\$ -			\$ -							\$ -	60	\$ 7,667	
	2 Complete SEPA Checklist	4				16	16				4	4	52	\$ 6,068				\$ -			\$ -							\$ -	52	\$ 6,068	
	3 Attend Public Hearings	20	24	24			24						92	\$ 14,311				\$ -			\$ -							\$ -	92	\$ 14,311	
	4 Prepare Responsiveness Summary	8	16	16		24	16				8	8	96	\$ 11,224				\$ -			\$ -							\$ -	96	\$ 11,224	
	5 Implement Public Involvement Plan	20	8	8	16					24			76	\$ 9,754	16	8	24	\$ 1,888			\$ -							\$ -	100	\$ 11,642	
	6 Adopt SMP & Submit to DOE	4	16	16		2	16						54	\$ 7,851				\$ -			\$ -							\$ -	54	\$ 7,851	
	7 Demonstrate Ph 5 Complies Guidelines	2	4		8								14	\$ 1,552				\$ -			\$ -							\$ -	14	\$ 1,552	
06	Ecology	8	16	16		8	16				4	4	72	\$ 10,196				\$ -			\$ -							\$ -	72	\$ 10,196	
	1 Ecology Conducts State Approval	8	16	16		8	16				4	4	72	\$ 10,196				\$ -			\$ -							\$ -	72	\$ 10,196	
	Total Expenses												\$ 10,000.00				\$ 500.00			\$ -								\$ 1,500.00		\$ 12,000	
	Parametrix Expenses												\$ 10,000.00																	\$ 10,000	
	Subconsultant Expenses												\$ -				\$ 500.00													\$ 2,000	
	PROJECT TOTAL:	328	400	244	64	268	72	244	20	72	60	60	84	1916	\$ 267,653	180	120	300	\$ 23,840	60	60	\$ 11,100	420	200	420	360	80	1480	\$ 177,400	3756	\$ 479,993