

WOODLAND PLANNING COMMISSION AGENDA

Planning Commission Regular Meeting – 7:00 PM

THURSDAY JUNE 16, 2016

Woodland City Council Chambers
200 E Scott Avenue, Woodland, Washington

CALL TO ORDER – 7:00 PM

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 19, 2016 meeting minutes

PUBLIC HEARING

- Impact Fee Deferral Ordinance (LU #216-915; Ordinance 1368)
- Variances for Non-Conforming SFRs (LU #216-916; Ordinance 1369)

WORKSHOP/DISCUSSION

- Holwick Rezone Request (LU #216-918)
 - Application Materials
 - Staff Report
- Community Development Department
 - Staff Report
 - Code Matrix
- C-1 multifamily & height increase
 - Staff Report
- Golf Cart Ordinance
 - Draft code provided by Councilmember Fredericks

UPDATE

- Project status – Report

ADJOURN

cc: Post (City Hall Annex, Library, Post Office, City Hall)
City of Woodland website
Planning Commission (4)
City Council (7)
Mayor
Department Heads
City Administrator

WOODLAND PLANNING COMMISSION MINUTES

Planning Commission Regular Meeting – 7:00 PM

THURSDAY MAY 19, 2016

Woodland City Council Chambers
200 E Scott Avenue, Woodland, Washington

CALL TO ORDER – 7:07 PM

Roll Call.

Present: David Simpson, Tel Jensen, Sharon Watt, Paula Bosel, Amanda Smeller (Not voting), Kasey Smith (Not voting).

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – April 14, 2016

- **Motion:** Agenda Approval, **Moved by** Sharon Watt, **Seconded by** Paula Bosel.
- **Motion passed unanimously.**

PUBLIC HEARING – Woodland School District Capital Facilities Plan

- Public Comment opened at 7:09pm
 - No public comments, closed at 7:10pm
- **Motion:** Send to City Council for Approval, **Moved by** Sharon Watt, **Seconded by** Paula Bosel.
- **Motion passed unanimously.**

WORKSHOP/DISCUSSION

- **Impact Fee Deferral Program**
 - Staff Report given by Amanda Smeller
 - Current/draft code discussed by Commission and staff

Motion: Send code to SEPA for review and approval, then on to public hearing. **Moved by** Sharon Watt, **Seconded by** Paula Bosel.

- **Motion passed unanimously.**
- **Non-Conforming Structures in Old Town**

- Draft Code discussed by Commission and staff. Fire Department wants to have the option to look at each structure on a case by case basis.

Motion: Send code to SEPA for review and approval, then on to public hearing. **Moved by** Sharon Watt, **Seconded by** Paula Bosel.

- **Motion passed unanimously.**
- **Community Development Department**
 - Staff Report given by Amanda Smeller
 - Draft Code discussed by Commission and staff regarding standard wording changes necessary in the Code in order to form the Community Development Department and general code update.
 - Commission would like more time to review the code changes and get back with staff with comments and questions.
- **C-1 multifamily & height increase**
 - Staff Report given by Amanda Smeller
 - Commission and staff discussed C-1 code changes. Commissioner Tel Jensen asked if we could put a limitation on percentage of residences, Amanda will check on the possibility of a density maximum. Commission Chair Dave Simpson asked if there is a possibility to leave the option open for the ground floor to be convertible to residence or commercial. Staff will do more research and get back to commission.

UPDATE

- Project status – Report given by Amanda Smeller

ADJOURN – 8:40pm

**IMPACT FEE DEFERRAL PROPOSED CODE CHANGES – PLANNING COMMISSION
PUBLIC HEARING JUNE 16, 2016**

Chapter 3.41 - Development Impact Fees – Fire and Park, Recreation, Open Space or Trail Facilities

Current:

3.41.030 - Collection of impact fees.

Any person who applies for a building permit for any development activity or who undertakes any development shall pay the impact fees as set forth in this chapter to the city clerk-treasurer. Impact fees imposed under this chapter shall be due and payable at the time of building permit issuance. On or before December 31, 2013, the public works director may authorize the deferral of payment of impact fees until such time as the development actually imposes an increased demand on public systems and facilities. Any deferral in the payment of applicable impact fees allowed by the public works director shall be secured by a financial guarantee in a form acceptable to the clerk-treasurer. This term may be extended only by action of the city council. In September 2013, the community development planner shall report back to the city council on the status and effectiveness of the impact fee deferral program.

Proposed:

3.41.030 - Collection of impact fees.

1. Any person who applies for a building permit for any development activity or who undertakes any development shall pay the impact fees as set forth in this chapter to the city clerk-treasurer. Impact fees imposed under this chapter shall be due and payable at the time of building permit issuance.
2. Required payment of impact fees for a single-family residence or attached residential building may be deferred to such time as the Certificate of Occupancy is ready to be issued. No fee would be assessed for this service and the request may be submitted any number of times per applicant on forms furnished by the City of Woodland. Certificate of Occupancy will not be issued until the deferred impact fees are paid in full. Those choosing to defer impact fees until Certificate of Occupancy must grant and record a lien against the property in favor of the City of Woodland in the amount of the deferred impact fee.

Chapter 3.40 – School Impact Fees

Current:

3.40.030 - Mitigation of impacts on school facilities required.

- A. No building permit shall be issued for a development or subdivision as defined in this chapter occurring within the school district unless the school impact fee is calculated and imposed pursuant to this chapter.
- B. For single-family/duplex residential dwellings hereinafter approved, the impact fee shall be calculated and imposed at the time of building permit issuance. For new multifamily development hereafter approved, the impact fee shall be calculated at the time of building permit issuance.
- C. For mobile home or manufactured houses, the impact fee shall be calculated and imposed at the time of the issuance of the placement permit.

- D. The impact fee imposed under this chapter shall be due and payable at the time of issuance of a building permit (or site plan approval when no building permit is required) for the subdivision or development.
- E. The public works director may authorize the deferral of payment of impact fees until such time as the development actually imposes an increased demand on public systems and facilities or until January 1, 2012, whichever comes first. This term may be extended only by action of the city council. Any deferral in the payment of applicable impact fees allowed by the public works director shall be secured by a financial guarantee in a form acceptable to the clerk-treasurer.

Proposed:

3.40.030 - Mitigation of impacts on school facilities required.

- A. No building permit shall be issued for a development or subdivision as defined in this chapter occurring within the school district unless the school impact fee is calculated and imposed pursuant to this chapter.
- B. For single-family/duplex residential dwellings hereinafter approved, the impact fee shall be calculated and imposed at the time of building permit issuance. For new multifamily development hereinafter approved, the impact fee shall be calculated at the time of building permit issuance.
- C. For mobile home or manufactured houses, the impact fee shall be calculated and imposed at the time of the issuance of the placement permit.
- D. The impact fee imposed under this chapter shall be due and payable at the time of issuance of a building permit (or site plan approval when no building permit is required) for the subdivision or development.
- E. Required payment of impact fees for a single-family residence or attached residential building may be deferred to such time as the Certificate of Occupancy is ready to be issued. No fee would be assessed for this service and the request may be submitted any number of times per applicant on forms furnished by the City of Woodland. Certificate of Occupancy will not be issued until the deferred impact fees are paid in full. Those choosing to defer impact fees until Certificate of Occupancy must grant and record a lien against the property in favor of the City of Woodland in the amount of the deferred impact fee.

Chapter 3.42 – Development Impact Fees - Transportation

Current:

3.42.030 - Payment of impact fees required.

- A. Any person who applies for a building permit for any development activity or who undertakes any development activity within the city's corporate limits shall pay the transportation impact fees as set forth in this chapter to the city clerk-treasurer. The impact fees shall be paid before the city issues the building permit. No new building permit shall be issued until the required transportation impact fees have been paid to the city clerk-treasurer.
- B. Mitigation of impacts on transportation facilities under the jurisdiction of an agency other than the city will be required when:
 - 1. The other affected jurisdiction has reviewed the development's impact under its adopted impact fee/mitigation regulations and has recommended to the city that the city impose a requirement to mitigate the impacts; and

2. There is an interlocal agreement between the city and the affected jurisdiction specifically addressing transportation impact identification and mitigation.

Proposed:

3.42.030 - Payment of impact fees required.

- A. Any person who applies for a building permit for any development activity or who undertakes any development activity within the city's corporate limits shall pay the transportation impact fees as set forth in this chapter to the city clerk-treasurer. The impact fees shall be paid before the city issues the building permit. No new building permit shall be issued until the required transportation impact fees have been paid to the city clerk-treasurer.
- B. Required payment of impact fees for a single-family residence or attached residential building may be deferred to such time as the Certificate of Occupancy is ready to be issued. No fee would be assessed for this service and the request may be submitted any number of times per applicant on forms furnished by the City of Woodland. Certificate of Occupancy will not be issued until the deferred impact fees are paid in full. Those choosing to defer impact fees until Certificate of Occupancy must grant and record a lien against the property in favor of the City of Woodland in the amount of the deferred impact fee.
- C. Mitigation of impacts on transportation facilities under the jurisdiction of an agency other than the city will be required when:
 1. The other affected jurisdiction has reviewed the development's impact under its adopted impact fee/mitigation regulations and has recommended to the city that the city impose a requirement to mitigate the impacts; and
 2. There is an interlocal agreement between the city and the affected jurisdiction specifically addressing transportation impact identification and mitigation.

PROPOSED LANGUAGE CHANGE – PLANNING COMMISSION PUBLIC HEARING JUNE 16, 2016

17.81.180 - Minor variances or minor modifications to approved conditional uses or administrative conditional uses—Review and appeal authority.

A. The following variances shall be deemed minor in nature and may be approved, approved with conditions, or denied by the development review committee (DRC) without a public hearing based on the approval criteria outlined in WMC 17.81.180.B and in accordance with the notice requirements outlined in WMC 17.81.200:

1. A reduction in lot area, setbacks, lot dimensions; and, an increase in lot coverage and building height, all by not more than thirty percent of that required by the applicable standard of the zoning district in which the proposal is located;
2. Any reduction in a side or rear yard setback below the minimum setback required by the applicable standard in the light industrial (I-1) or heavy industrial (I-2) zoning district; or
3. The modification of pre-existing nonconforming structures housing permitted uses, to the extent that the modification will not cause a greater infringement than exists of any standard of the zoning district in which the proposal is located.
4. The enlargement, addition, or modification to any non-conforming single family residence built prior to 1968.

B. Approval Criteria for Minor Variances.

1. No variance shall be approved by the DRC which will allow an increase in the number of dwelling units on a parcel greater than that permitted by the applicable zoning district, or which will permit the reduction in area of any lot created after the adoption of the ordinance codified in this chapter;
2. All major variance criteria outlined in WMC 17.81.020.B shall be met, except where a variance is proposed to side or rear setback standards applicable to the light industrial (I-1) or heavy industrial (I-2) zoning districts. In these cases, the DRC shall consider criteria 2—5 outlined in WMC 17.81.020.B. The DRC shall also consider whether or not the requested minor variance is necessary due to the unique physical characteristics of the existing site configuration, building, and/or use and consistent with the intent of applicable standard to which the minor variance is sought.

C. The following modifications to approved conditional uses or administrative conditional uses shall be deemed minor in nature and may be approved, approved with conditions, or denied by the DRC without a public hearing based on the approval criteria outlined in WMC 17.81.180.D and in accordance with the notice requirements outlined in WMC 17.81.200:

1. Construction of accessory buildings which will not alter or affect the permitted conditional use of the property.

D. Approval criteria for minor modifications to approved conditional uses or administrative conditional uses:

1. No minor modifications to an approved conditional use or administrative conditional use shall be approved by the DRC which will allow an increase in the number of dwelling units on a parcel greater than that permitted by the applicable zoning district, or which will permit the reduction in area of any lot created after the adoption of the ordinance codified in this chapter; and
2. Granting of the proposed minor modification to the approved conditional use or administrative conditional uses is consistent with the applicable zoning district

requirements, and will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

E. The DRC may solicit advice from the planning commission as part of a public meeting and/or qualified professionals without a public meeting, to help determine whether the proposed minor variance or minor modification to the approved conditional use or administrative conditional use meets the approval criteria.

F. The DRC shall develop a written decision including the DRC's response to each applicable approval criteria concerning minor variances outlined in WMC 17.81.180.B or concerning minor modifications to approved conditional uses or administrative conditional uses outlined in WMC 17.81.180.D.

G. The DRC's decisions concerning minor variances or minor modifications to approved conditional uses or administrative conditional uses can be appealed to the planning commission within ten days from the date the DRC's written decision is issued. The planning commission shall review such appeals at an open record public hearing in accordance with the notice requirements outlined in WMC 19.06.070 and 19.06.080 and render decisions based on the applicable review criteria outlined in WMC 17.81.180.B or WMC 17.81.180.D, the intents of applicable standards, and applicable provisions in the Woodland Comprehensive Plan.

Staff Report: Holwick Rezone Request

Date: June 9, 2016

To: Planning Commission

From: Amanda Smeller, Community Development Planner

Re: Holwick Rezone Request – Parcels 505350200, 505350100, 507340100, 50503, 5052501, 50525, 50181, 501810100

Mr. Holwick owns parcel 50503, which was part of a Boundary Line Adjustment recorded in March 2016. The County Assessor has not updated the GIS maps as of yet to reflect this change. The recorded BLA map is attached.

Mr. Holwick would like to put a four-plex on this property, but it is currently zoned Low Density Residential, which does not allow a four-plex. The property in question is approximately 17,413 square feet. Mr. Holwick is proposing a Rezone for his property, along with parcels 50181, 50525, 505350200, 505350100, 507340100, 501810100, and 5052501. Rezoning these other properties will help avoid a spot zone of one or two parcels. All lots are currently zoned Low Density Residential. They all have a Comprehensive Plan designation of Residential, which is why we do not have to go through an amendment to the Comprehensive Plan, only a rezone.

Ownership, current use, and size of all properties involved in the rezone are as follows:

Parcel 505350200: Woodland School District, vacant, .66 acres (approx.)

Parcel 505350100: Woodland School District, vacant, .61 acres (approx.)

Parcel 507340100: Woodland School District, vacant, .12 acres (approx.)

Parcel 50503: Holwick, vacant, 17,413 square feet (after BLA)

Parcel 50181: Milligan, SFR, 12,801 square feet (after BLA)

Parcel 50525: Milligan, vacant/driveway, 11,693 square feet (after BLA)

Parcel 5052501: Milligan, apartment building, 17,073 square feet (after BLA)

Parcel 501810100: Bovee, apartment building, 9,208 square feet

In total, approximately 2.94 acres will be rezoned from Low Density Residential to High Density Residential. The code does not require a minimum area for the High Density Residential zone, but this amount of acreage avoids a spot zone, and creates a block of High Density Residential. Further, this rezone makes the apartment building on the corner of Bozarth and 5th conforming, and it does not affect the current single family residence, as an SFR is allowable in the HDR as well. The vacant lots will have greater residential development potential, which meets the recently adopted Comprehensive Plan, but does not take away a person's right to place a single-family residence. The school would have to apply for a Conditional Use for any development (school related) on their properties whether they are zoned Low Density Residential or High Density Residential. If they wanted a rezone, they'd have to apply for a Comprehensive Plan amendment as well.

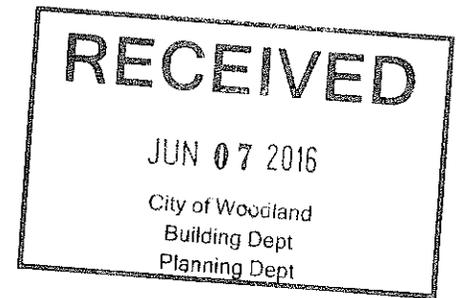
The process for a rezone request is a review and recommendation by the Development Review Committee to Planning Commission, who makes a recommendation, after holding a public hearing, to the City Council who makes the final decision. I wanted to provide a heads up to the Planning Commission that this item will be coming, hopefully for public hearing and decision in July, after a determination by the Planning Commission with recommendation from the DRC.

The next DRC meeting is scheduled for June 22, where we will discuss this item. As it meets the Comprehensive Plan, it is my assumption that the rest of DRC will not have concerns with this item. Provided that the Planning Commission does not have concerns at the June 16, 2016 meeting, I will bring it back to public hearing and recommendation on July 21. Mr. Holwick is eager to move forward with the construction of the four-plex, but cannot even submit a building permit until the rezone is complete.

Two out of the three other property owners has provided Mr. Holwick their signature and support for this rezone moving forward. Mr. Holwick is presenting before the Woodland School District on June 14 in hopes of securing their signatures moving forward. I have spoken to Superintendent Michael Green previously about this and he did not appear to have issue with this, but wanted to move it through his board to ensure support. If the school district does not sign, we will discuss the possibility of removing those three properties from the rezone request and moving forward with the remaining properties that do have signatures.

Rezone Application Narrative

Applicant: Levi Kruse and Patrick Holwick
Area to be rezoned: (See attached map)



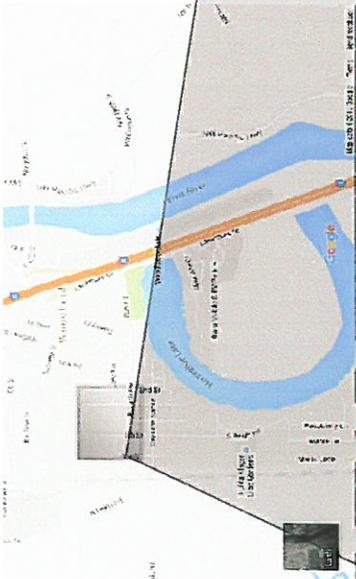
Reasons behind the request:

The purpose for rezoning the area outlined on the map from that of low-density residential to that of high-density residential is two-fold. First, doing so would make the current available properties more attractive for developers and builders who are looking for locations to build more affordable housing. Second, this rezone would help facilitate one of the goals of the new Comprehensive Zoning Map, that is, to alleviate the need for more affordable housing in Cowlitz County.

With the new casino being built in Ridgefield there will be an influx of small businesses also being built in the surrounding area. This will result in many jobs being created for all levels of pay and experience. This, in conjunction with the lack of new residential areas to be developed, will create an even more serious need for new housing in our county. This rezone will be a small step in the right direction toward alleviating this need while still remaining consistent with the county's Comprehensive Plan.

Criteria for Approval

1. The proposal is consistent with the provisions of the Growth Management Act (GMA) and will not result in Comprehensive Plan or regulation conflicts? **-Correct.**
2. The proposal will change the development or use potential of a site or area without creating significant adverse impact on existing sensitive land uses, businesses, or residents? **-Yes because the rezone will not change the residential status of this area. It will remain residential as per the new Comprehensive Plan regulations.**
3. The proposed amendment can be accommodated by all applicable services and facilities, including transportation? **-Yes.**
4. The proposal will help implement the goals, objectives and policies of the Woodland Comprehensive Plan? **-Yes because the rezone will allow for more residential housing within the already residential zone.**
5. If the proposal could have substantial impacts beyond the City limits, it has been sent as appropriate to Clark and/or Cowlitz Counties for review and comment. **-Not applicable for this proposal.**
6. And 7. Vicinity Map and Site Plan **-(See attached map)**

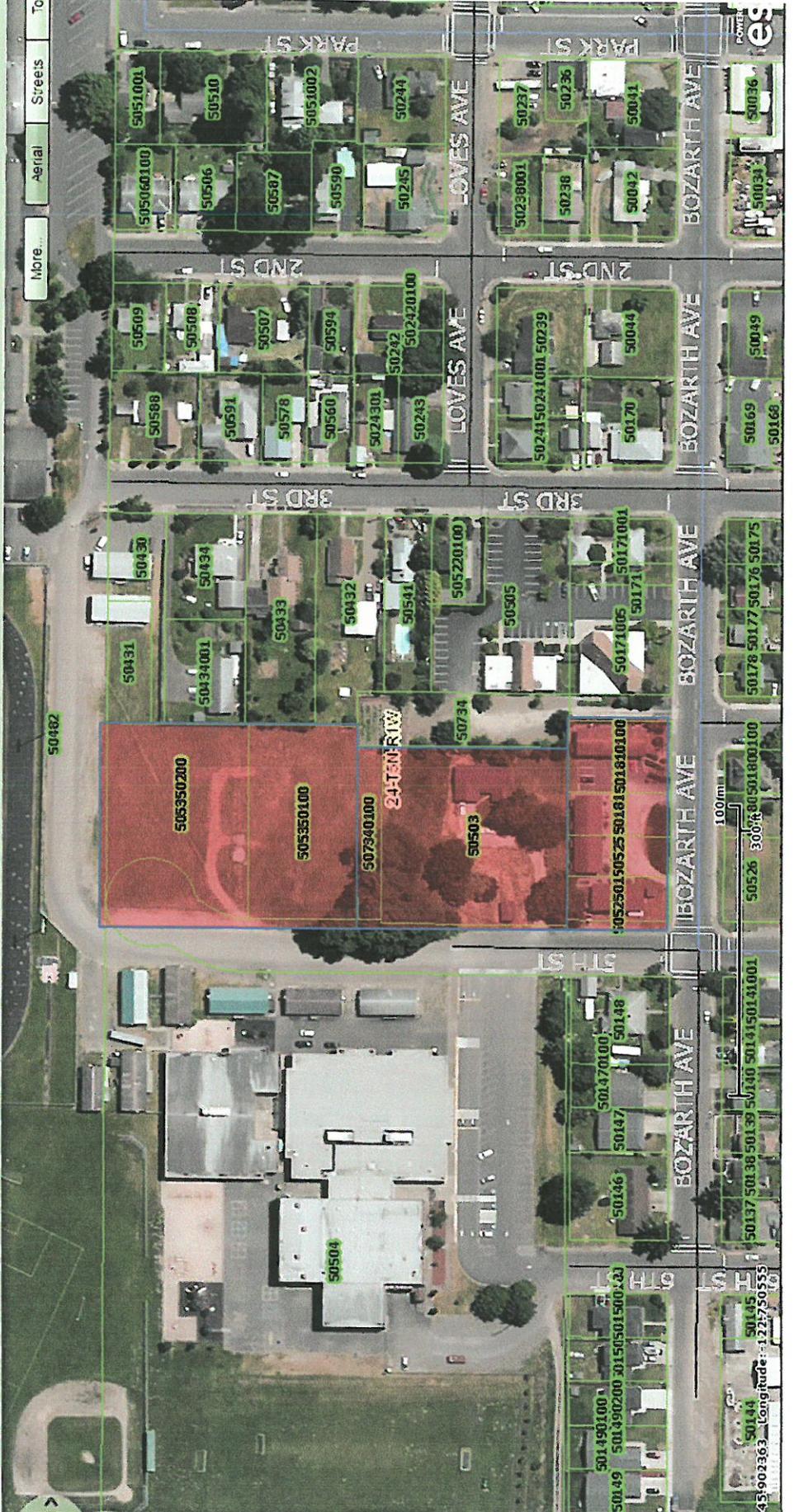


Cowlitz County

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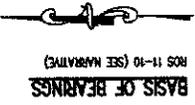


3539743 V:35 P:02

RECORD OF SURVEY

BOUNDARY LINE ADJUSTMENT NO. LU NO. 215-935
 IN A PORTION OF THE HANS KRAFT D.L.C. ALSO BEING
 LOCATED IN THE SOUTHWEST 1/4, OF THE SOUTHWEST 1/4
 OF SECTION 24, T5N, R1W, W.M.
 CITY OF WOODLAND, COWLITZ COUNTY, WA

NARRATIVE
 THE PURPOSE OF THIS SURVEY IS TO CALCULATE AND MONUMENT
 A BOUNDARY LINE ADJUSTMENT OF THE CITED MILLIGAN TRACTS AS
 SHOWN. THIS BOUNDARY LINE ADJUSTMENT WAS APPROVED PER
 CITY OF WOODLAND FILE NO. LU 215-935 AND RECORDED UNDER
 COWLITZ COUNTY AUDITOR'S FILE NO. 203430A. RECORD BEARING
 OF NORTH 86°44'55" EAST PER SURVEY BOOK 11, PAGE 10 WAS
 HELD BETWEEN DESIGNATED POINTS 'A' AND 'B' AS SHOWN. A
 CONTROL TRAPDOOR WHICH MET THE STANDARDS CONTAINED IN WAC
 332-10-090 WAS RUN THROUGH THE SITE WITH TOTAL STATION
 WERE SET BY TOTAL STATION INSTRUMENT FROM THE ABOVE MENTIONED
 TRAPDOOR. A 3-SECOND TOTAL STATION INSTRUMENT WITH
 ELECTRONIC DATA COLLECTOR WAS USED FOR ALL FIELD WORK.



LEGEND

- SET 5/8" X 3/4" IRON ROD WITH ORANGE PLASTIC CAP INSCRIBED "AKS ENGR PLS 34127"
- FOUND MONUMENT AS NOTED (NEED 10/21/2016)
- CALCULATED POSITION (NOT SET)
- IR IRON ROD
- RS RECORD OF SURVEY
- SR SURVEY REFERENCE
- INTX INTERSECTION
- ROW RIGHT-OF-WAY
- W/PC WITH YELLOW PLASTIC CAP
- APN AUDITOR'S FILE NO.
- € CENTERLINE
- [] RECORD DATA PER SR 1
- () RECORD DATA PER SR 2
- <> DEED DATA

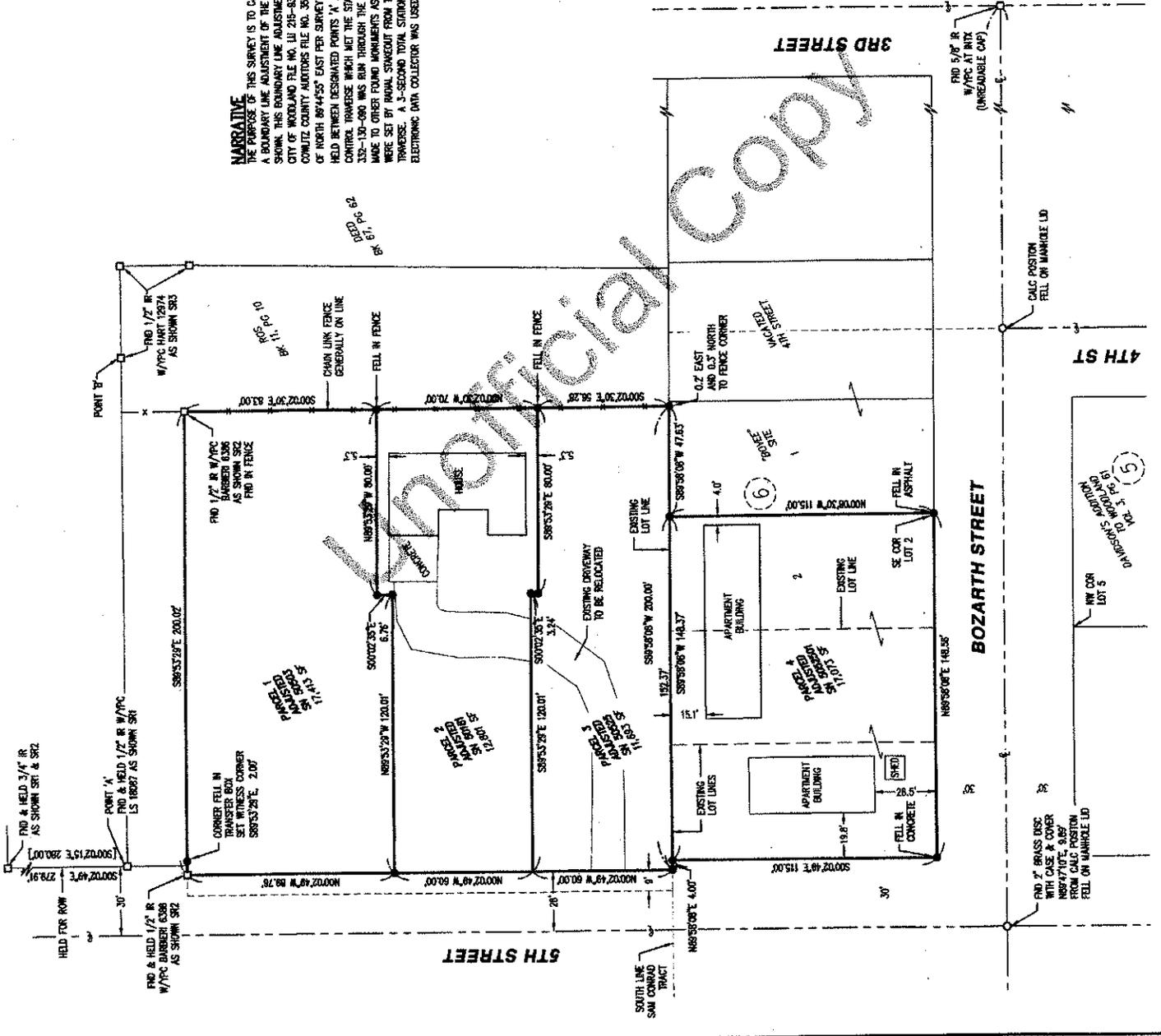


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PAGE 2 OF 3

JOB NAME:	MILLIGAN TRUST
JOB NUMBER:	4871
DRAWN BY:	SRW
CHECKED BY:	CAB
DRAWING NO.:	487005



Staff Report: Community Development Department

Date: June 9, 2016

To: Planning Commission

From: Amanda Smeller, Community Development Planner

Re: Community Development Department

I am working on creating a new department, Community Development, for Building & Planning as we currently are a part of Public Works. There are needed code amendments I must make in order to create the department, change my title to Community Development Director (also creating the position in the code), and code changes that should change anyway in regards to who is responsible for what tasks. Our current code indicates the Public Works Director position is responsible for most everything, even in the Building & Planning Department. This should change because it is not correct or current. My position as Community Development Planner is responsible for many items that the code has listed as the Public Works Director being responsible for. The attached matrix shows the current code and I also included what the code should be based on who currently does what task. For example, the code indicates the Public Works Director is responsible for SEPA issuance, but it's actually my position that is responsible for this task. The attached matrix outlines code changes to match who is currently responsible for what task. These changes will not add any additional responsibilities to my job description nor to the Public Works Director's position.

Needed code amendments:

To formally create our new department, there are a variety of code changes that are required. The two main changes required are amendments to Title 2 (Administration and Personnel) to add the Community Development Department, as well as define the department's role, and to add Community Development Director as a City Officer.

Change to Title 2, Chapter 2.08 – Departments Created

Section 2.08.010 – Departments created. Currently reads as follows:

There is hereby created and established the following departments in the city: police department; fire department; building department; clerk-treasurer department; and public works department. In addition, the following divisions are hereby created within the public works department: parks; planning; water; sewer; and streets. Additional departments may be created from time to time by ordinance with proper budgetary approval.

Section 2.08.010 – Departments created. Would be amended to read as follows:

There is hereby created and established the following departments within the city: police department; fire department; ~~building department~~; clerk-treasurer department; ~~and~~ public works department; and community development department. In addition, the following divisions are hereby created within the public works department: parks, water; sewer; and streets. In addition, the following divisions are hereby created within the community

development department: building; and planning. Additional departments may be created from time to time by ordinance with proper budgetary approval.

Change to Title 2, Chapter 2.10 – Officers:

Section 2.10.010 – Designated. Currently reads as follows:

The officers of the city, besides the mayor and councilmembers, shall be as follows: a clerk-treasurer, a city attorney, or city attorney and a city prosecutor as the mayor and council shall deem appropriate, a chief of police, a fire chief, a building official, and a public works director. Additional offices and employment shall be created in the budgetary process as necessary.

Section 2.10.010 – Designated. Would be amended to read as follows:

The officers of the city, besides the mayor and councilmembers, shall be as follows: a clerk-treasurer, a city attorney, or city attorney and a city prosecutor as the mayor and council shall deem appropriate, a chief of police, a fire chief, a building official, ~~and~~ a public works director and a community development director. Additional offices and employment shall be created in the budgetary process as necessary.

Propose to amend Section 2.10.090 to read as follows:

2.10.090 – Community development director appointment/duties

- A. There is created the position of community development director. The community development director shall be appointed by the mayor, which appointment shall be subject to confirmation by a majority vote of the city council. Compensation payable to the community development director shall be as established in each annual budget.
- B. The community development director shall be in charge of all employees in the department of community development, including the divisions thereof, and shall perform those and responsibilities as listed in the job description, and as may be determined from time to time by the mayor.

Current 2.10.090 – Officers/employment contracts would be moved to new section 2.10.100.

Other code amendments:

There are other changes needed to all land use codes (Title 15 (Environment), Title 16 (Subdivisions), Title 17 (Zoning), and Title 19 (Development Administration)). These code changes are necessary regardless of the new department because much of the code is incorrect in who is responsible for certain tasks and operations of the City. There are references in much of Woodland Municipal Code calling out the Public Works Director (and sometimes “or his/her designee”) making decisions and performing tasks. Much of the code should change anyway because the Public Works Director isn’t necessarily the one to make the decisions or perform the specific tasks particularly for land use issues. (For example, code says the PW Director

reviews a land use application for completeness. The Community Development Planner reviews applications for completeness with assistance from other entities. Another example, WMC states that the PW Director is SEPA Official. The CD Planner is the SEPA Official who makes/signs the SEPA decisions).

Please see the attached matrix showing proposed code amendments for Titles 15, 16, 17, and 19.

Title	Chapter	Section	Current Language	Proposed Language/Change
Title 15: Environmental	15.04 SEPA	Definitions	"Director" means the public works director or his/her designee.	"Director" means the Community Development Director or his/her designee.
			"Responsible official" means the public works director or his/her designee.	"Responsible official" means the Community Development Director or his/her designee.
		15.04.050(A)	For those proposals for which the city is the lead agency, the responsible official shall be the public works director or his/her designee.	For those proposals for which the city is the lead agency, the responsible official shall be the Community Development Director or his/her designee.
	15.08 Critical Areas	15.08.020	As provided herein, the director is given the authority to interpret and apply, and responsibility to enforce this chapter to accomplish the stated purpose.	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.030 Definitions	"Director" means the city of Woodland director of public works, or designee.	" Director " means the city of Woodland Community Development Director or designee.
		15.08.080(B)	Evaluation of Scientific Process. To evaluate if the information received meets the requirements of best available science, the director shall determine whether the information has been derived from a valid scientific process. The following are characteristics of a valued scientific process:	No Change. "Director" now refers to Community Development Director with the definitions change.

		15.08.090	<p>All development proposals within the city of Woodland, whether public or private, shall comply with the requirements of this chapter, whether or not a permit or authorization is required. Responsibility for the enforcement of this chapter shall rest with the director of public works. For the purposes of this chapter, development proposals shall include, but are not limited to the following:</p>	<p>All development proposals within the city of Woodland, whether public or private, shall comply with the requirements of this chapter, whether or not a permit or authorization is required. Responsibility for the enforcement of this chapter shall rest with the Community Development Director. For the purposes of this chapter, development proposals shall include, but are not limited to the following:</p>
		15.08.140	<p>B. Critical Area Identification Review Process. The director shall review the critical area identification checklist, review information available about the site, and perform a site visit.</p> <p>C. Site Inspection. Upon receipt of a completed critical area identification checklist, the director or designee shall conduct a site visit of the proposed project site to determine if any critical area conditions exist on site. The director shall notify the applicant prior to the inspection. Reasonable access shall be provided for the purposes of site inspections.</p> <p>D. Review of Available Information. The director may determine if a critical area report is needed by using the following indicators:</p>	<p>No Change. "Director" now refers to Community Development Director with the definitions change.</p>

			<p>6. Findings by qualified professionals or a reasonable belief by the director that a critical area may exist on or adjacent to the proposed activity.</p> <p>E. Determination If Critical Area Report Is Needed.</p> <p>1. No Critical Areas Present. If the director determines the proposed project is not within or adjacent to a critical area or buffer or that the project is not likely to degrade the functions or values of a critical area, then the director shall rule that no further critical area review is required. The director shall consult with resource agencies or individuals with special expertise, as necessary, to assist in the determination of critical areas and potential impacts associated with project proposals. A summary of the director's decision and review shall be included in the file and/or staff report.</p> <p>2. Critical Area Present But No Impact. If the director determines there are critical areas within the proposed project but that the project is not likely to degrade the functions or values of a critical area, then the director may waive the requirements of a critical area report. The director shall consult with resource agencies or individuals with special expertise, as necessary, to assist in the determination of critical areas and</p>	
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			<p>potential impacts associated with project proposals. A waiver may be granted if all of the following are met:</p> <p>3. Critical Areas May Be Affected. If the director determines that a critical area may be affected by a proposal, then the applicant shall be required to submit a critical area report prior to any further project activity. The director shall inform the applicant within ten business days following the site visit of his findings and indicate what critical area types should be addressed in the report.</p> <p>A determination by the director is not an expert classification regarding the presence of critical areas. If the applicant wants greater assurance of the accuracy of the critical area review determination, the applicant may choose to hire a qualified professional to provide such assurances. If a qualified professional determines no critical areas exist or will not be affected by the proposal, the director may reconsider their determination.</p>	
		15.08.150	<p>The city shall include in its notice of application the initial critical area determination by the director and any reasons for the determination. If a critical area report is required, a description of the critical area and location shall be included in the notice.</p>	<p>No Change. "Director" now refers to Community Development Director with the definitions change.</p>

		15.08.170	<p>A. Study Area—Limitations. The director may modify the geographic area of the critical area report if:</p> <ol style="list-style-type: none"> 1. Permission to access adjacent properties cannot be obtained; 2. Only a limited portion of the site will be affected by the activity. <p>B. Required Contents—Modifications. The director may modify the required contents of the critical area report if, in the judgment of a qualified professional, more or less information is required to adequately address the potential critical area impacts and mitigation.</p> <p>C. Additional Information. The director may require additional information to be included with the critical area report when deemed necessary to the review of the proposed project.</p>	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.220(D)	<p>Monitoring Program. A mitigation-monitoring program shall be included with any mitigation plan. The monitoring program shall be as specified by the qualified professional who prepared the mitigation plan. The director shall determine the frequency of site monitoring. The report shall document milestones, successes, problems and failures and contingency actions to compensate for mitigation shortfalls. The site shall be monitored for a period to establish that</p>	No Change. "Director" now refers to Community Development Director with the definitions change.

			performance standards have been met, and not for a period of less than five years.	
		15.08.210(A)	The director shall make a determination as to whether the proposed activity and mitigation is consistent with the provisions of this chapter.	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.220	Upon determination that a proposed activity meets the requirements of <u>Section 15.08.210</u> of this chapter, and complies with the requirements of this chapter. The director shall prepare a written notice of determination and identify any conditions of approval. Any changes to the conditions of approval shall void the previous determination pending a review of the alternative proposal and conditions by the director .	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.230	Upon determination that a proposed activity does not meet the above criteria and/or does not adequately mitigate for impacts to critical areas, the director shall prepare a written notice of determination and identify the findings. A revised critical area report may be submitted by the applicant for consideration, following notice of the determination. The director may make a new	No Change. "Director" now refers to Community Development Director with the definitions change.

			determination based on the revised critical area report.	
		15.08.270(D)	Site Visits/Inspections. Reasonable access shall be provided. The director is authorized to make site visits/inspections as necessary to enforce this chapter.	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.280(B)	The outer boundary of a critical area or buffer shall be identified with temporary signs prior to any site development or alteration. Permanent signs may be required by the director upon completion of the project.	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.360	A site visit shall be conducted by the director to confirm the presence of wetland indicators listed in the critical areas checklist or identified in the State Environmental Policy Act (SEPA) checklist. The site visit shall be used to determine if a wetland or wetland buffer area are within two hundred feet of a proposed project or activity. A positive confirmation that wetland indicators are present or that the proposed project may impact the wetland area will then require a professional site assessment. The director shall use the following map references to assist in making a determination: (1) National Wetland Inventory Map; and (2) any records of previously mapped wetlands	No Change. "Director" now refers to Community Development Director with the definitions change.

		15.08.380(E)	Additional Information. Additional information may be required when deemed necessary by the director .	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.400	<p>C. Increased Wetland Buffer Widths. The director shall require increased buffer widths when recommendations by a qualified professional biologist and the best available sciences deem additional buffer widths necessary</p> <p>D. Reduction of Wetland Buffer Widths.</p> <p>1. The director may allow for a reduction in the standard buffer width in accordance with an approved critical areas report and following the best available science. Reductions in buffer widths shall be done on a case-by-case basis and only when it has been determined that a smaller buffer area is adequate to protect the wetland functions and values based on site-specific characteristics.</p> <p>c. No present or future adverse impacts to the wetland will result from the proposed activity. The director may determine that long-term monitoring is required. The director may require monitoring of the wetland to determine if there are any adverse impacts as a result of the project. If adverse impacts are discovered, corrective actions may be required.</p> <p>F. Averaging of Buffer Widths. The director may allow for the standard</p>	No Change. "Director" now refers to Community Development Director with the definitions change.

			<p>buffer width to be averaged in accordance with an approved critical area report on a case-by-case basis. Averaging of buffer widths shall only be allowed when a qualified wetlands professional demonstrates that:</p> <p>J. Functionally Isolated Buffer Areas. Areas which are functionally separated from a wetland and do not protect the wetland from adverse impacts due to preexisting roads, structures, or vertical separation shall be excluded from buffers otherwise required by this chapter on a case-by-case basis subject to a critical area report and review as determined by the director.</p> <p>3. Hazard Tree Removal. When a threat to human life or property is determined, the director may allow the falling of a danger or hazard tree subject to the following criteria:</p>	
		15.08.410	<p>A. Temporary Markers. The outer perimeter of a wetland or buffer area and the limit of the wetland or buffer area to be disturbed pursuant to an approved permit, shall be marked in the field in such a way as to prevent unauthorized disturbance of the wetland or buffer area. Temporary marking shall be maintained throughout the permitted activity and shall not be removed until final inspections are completed and approved permanent signs, if</p>	<p>No Change. "Director" now refers to Community Development Director with the definitions change.</p>

			<p>required, are in place. The location of temporary markers shall be shown on all site plans and final plats associated with the proposal. Temporary markers shall be composed of one-half inch galvanized pipe or equivalent monument, at least eighteen inches long, and shall show above the surface at least two inches. Temporary markers shall be spaced no more than fifty feet apart or as determined by the director.</p> <p>B. Permanent Signs. The director may require the applicant to install permanent signs along the boundary of Class 1 and Class 2 wetlands or buffer areas as a condition of any permit. The director may also require signs for Class 3 or Class 4 wetlands.</p> <p>C. Temporary Fencing. All wetlands shall be temporarily fenced between the permitted activity and the buffer with a highly visible and durable protective barrier during the proposed activity to prevent access and to protect the critical area and buffer. The director may waive this requirement if an alternative to fencing which achieves the same objective is proposed and approved.</p> <p>D. Permanent Fencing. The director may require the wetland and/or buffer area to be fenced for any proposed project. Permanent fencing shall be installed at the applicant's expense</p>	
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			and height and type shall be such that it provides protection yet is not sight-obscuring.	
		15.08.420(F)	The Washington State Department of Ecology's Stormwater Manual shall be the standard reference when implementing a stormwater management plan unless the director authorizes an alternative approach.	The Washington State Department of Ecology's Stormwater Manual shall be the standard reference when implementing a stormwater management plan unless the Public Works Director authorizes an alternative approach.
		15.08.430	<p>A. Mitigation Options. As a condition of any permit allowing for the alteration of wetlands, the applicant will engage in the restoration, creation or enhancement of wetlands in order to offset the impacts resulting from the alteration. An appropriate mitigation plan shall be developed by a qualified professional with experience in wetland mitigation, and shall be approved by the director.</p> <p>C. Wetland Enhancement. Any applicant proposing to degrade wetlands may propose to enhance existing wetlands in order to compensate for wetland losses. Applicants proposing to enhance wetlands shall present an enhancement program designed by a qualified professional with experience in wetland enhancement. Acreage</p>	No Change. "Director" now refers to Community Development Director with the definitions change.

			<p>replacement ratios may be increased up to one hundred percent at the recommendation of a qualified professional performing the enhancement program, with the approval of the director, if the following conditions exist:</p> <p>G. Mitigation Site Selection. Mitigation sites shall be selected in accordance with a prepared wetland report by a certified wetland biologist and shall be within the existing city limits or with the director's approval, within the approved and adopted Woodland Urban Growth Boundary.</p> <p>I. Components of Mitigation Plans. All wetland restoration, creation and/or enhancement projects required pursuant to this chapter either as a permit condition or as the result of an enforcement action shall follow a mitigation plan approved by the city. The applicant or violator must receive written approval by the director for the mitigation plan prior to the commencement of any wetland restoration, creation, or enhancement activity. The mitigation plan shall contain at least the following components:</p>	
		15.08.450(5)	Any activity determined by the director that may likely have an	No Change. "Director" now refers to Community

			adverse effect on aquifer recharge or groundwater quality.	Development Director with the definitions change.
		15.08.630	The director may allow the following activities within other geologically hazardous areas if the activity will not increase the risk of the hazard:	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.640	<p>2. To increase the functional attributes of the buffer, the director may require that the buffer be enhanced through the planting of indigenous species.</p> <p>3. The edge of the buffer area shall be clearly staked, flagged, and fenced prior to any clearing, grading or construction. The buffer markers shall be clearly visible, durable, and permanently affixed to the ground. Site clearing shall not commence until the engineer has submitted written notice to the director that the buffer requirements of this chapter have been met. The buffer shall be permanently protected through a protective easement or other appropriate permanent protective measure.</p>	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.08.710(D)	Additional Information Required. The director may require additional information when the type of habitat or species dictates the need. The habitat management additional requirement shall include:	No Change. "Director" now refers to Community Development Director with the definitions change.

		15.08.720	<p>D. Approvals May Be Conditioned. The director may condition approvals of allowed activities within or adjacent to habitat conservation areas or buffers. Conditions may include, but are not limited to, the following:</p> <p>G. Buffers.</p> <p>1. The director shall require buffer areas to be established for all activities in or adjacent to habitat conservation areas when needed for habitat protection. Buffers shall be undisturbed areas of native vegetation, or shall be areas identified for restoration, to protect the integrity, functions, and values of the affected habitat. Buffers shall reflect the sensitivity of the habitat and intensity of the proposed project, and shall be consistent with recommendations by the State Department of Fish and Wildlife. Buffers shall be preserved in perpetuity.</p> <p>3. Habitat Buffer Averaging. The director may allow the recommended buffer width to be reduced in accordance with an approved critical area report, best available science, and management recommendations by the State Department of Fish and Wildlife. Averaging may only occur if:</p>	<p>No Change. "Director" now refers to Community Development Director with the definitions change.</p>
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			<p>H. Signs and Fencing.</p> <p>1. Temporary Markers. The outer perimeter of the habitat conservation area or buffer and the limits of the area to be disturbed shall be marked in such a way as to prevent unauthorized intrusion. The marking shall be verified by the director prior to any activities taking place. Temporary marking shall be maintained throughout the project timeline until permanent signs, if required, are in place.</p> <p>2. Permanent Signs. The director may require permanent signs along the boundary of a habitat conservation area or buffer. The signs, if required, must be made of a durable material, mounted on a metal post. Signs shall be posted approximately fifty feet apart. The property owner shall maintain the signs.</p> <p>3. Fencing.</p> <p>a. The director may require permanent fencing of a habitat conservation area or buffer when fencing will prevent future impacts to the area.</p>	
		15.08.730	<p>5. Increased Riparian Widths. Riparian habitat widths shall be increased when</p> <p>a. The director determines that the recommended width is insufficient to</p>	<p>No Change. "Director" now refers to Community Development Director with the definitions change.</p>

			<p>prevent habitat degradation and to protect the functions of the habitat area;</p> <p>6. Reduction of Habitat Buffer Widths. The director may allow the standard habitat buffer width to be reduced in accordance with an approved critical area report and the best available science on a case-by-case basis when it is determined that a smaller area is adequate to protect the habitat functions and values based on site-specific characteristics and when all of the following criteria are met:</p> <p>d. As required by the director, a five-year monitoring program of the buffer and habitat shall be included. Subsequent corrective actions may be required if adverse impacts to the habitats are discovered during the monitoring period;</p> <p>7. Riparian Habitat Area Width Averaging. The director may allow the riparian habitat area width to be averaged in accordance with a critical area report only if:</p> <p>9. Alternative Mitigation for Riparian Areas. If the applicant demonstrates that greater habitat functions can be obtained as a result of alternate mitigation measures, the director may modify the requirements of the performance standards of this section, including the riparian habitat area buffers.</p>	
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			<p>11. Functionally Isolated Riparian Habitat Area. Areas which are functionally separated from a riparian habitat area due to preexisting roads, structures, or similar circumstances, shall be excluded from buffers otherwise required by this chapter on a case-by-case basis subject to a critical area report and review as determined by the director.</p> <p>a. Grading is allowed only in the dry season as determined by the director.</p>	
	15.10 Erosion Control	15.10.030	<p>B. The director is hereby given the authority to interpret and apply, and the responsibility to enforce this chapter. The director may withhold, approve, approve with conditions, or deny erosion control plans in accordance with the provisions outlined in this chapter and the BMP manual.</p> <p>D. If the BMPs applied to a site are insufficient to prevent sediment from reaching water bodies, adjacent properties, or public right-of-way, then the director shall require additional BMPs.</p>	<p>B. The Public Works Director is hereby given the authority to interpret and apply, and the responsibility to enforce this chapter. The Public Works Director may withhold, approve, approve with conditions, or deny erosion control plans in accordance with the provisions outlined in this chapter and the BMP manual.</p> <p>D. If the BMPs applied to a site are insufficient to prevent sediment from reaching water bodies, adjacent properties, or public right-of-way, then the Public Works Director shall require additional BMPs.</p>

		15.10.040 Definitions	"Director" means the director of public works or his/her designee.	"Director" means the Community Development Director of his/her designee.
		15.10.050(G)	Removal of diseased, dead or dying trees upon written verification by a qualified arborist or landscape architect, or landscape contractor which states that removal of the trees is essential for the protection of life, limb, or property and is filed with the director.	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.10.060	N. If required by the director or applicable law, all plans, studies, and reports shall be stamped, signed and dated by the professional civil engineer(s) registered in the state of Washington and, if required by the director, the registered soil scientist(s). The plan shall include a soils survey or a written description of the soil types of the exposed land area contemplated for the earth change. An erosion control plan shall contain methods and measures to be used during and after construction to prevent or control erosion prepared in compliance with the provisions in the BMP manual; S. Any other information required by the director to demonstrate compliance with this chapter.	No Change. "Director" now refers to Community Development Director with the definitions change.
		15.10.090	A. The director shall review the erosion control plan for compliance with the BMPs, and withhold, approve,	No Change. "Director" now refers to Community

			<p>approve with conditions, or deny the plan with notice of the decision to the applicant. The erosion control plan shall be approved prior to issuance of the associated land use or building permits. Upon issuance of the land use or building permit, the owner or his/her designated representative of the land subject to the land disturbing activity shall implement the plan.</p> <p>1. If the land disturbing activity does not require a land use or building permit, the director may withhold, approve, approve with conditions, or deny the erosion control plan with notice of the decision to the applicant. Upon approval of the plan, the owner or his/her designated representative of the land subject to the land disturbing activity shall implement the plan.</p> <p>2. The director may approve the alternative BMPs based on the provisions in the BMP manual and the best available science.</p>	Development Director with the definitions change.
		15.10.100	<p>E. Sediment Removal from Roadways. If sediment, mud or debris is transported onto a road surface, the roads shall be cleaned thoroughly at the end of the workday, or more often if necessary. Significant soil deposits shall be removed from roads by shoveling or sweeping. Street washing, which must be approved by</p>	<p>E. Sediment Removal from Roadways. If sediment, mud or debris is transported onto a road surface, the roads shall be cleaned thoroughly at the end of the workday, or more often if necessary. Significant soil deposits shall be removed from roads by shoveling or</p>

			<p>the director, shall be allowed only after sediment is removed in this manner. Prior to washing, all inlets and downstream facilities must be protected.</p>	<p>sweeping. Street washing, which must be approved by the Public Works Director, shall be allowed only after sediment is removed in this manner. Prior to washing, all inlets and downstream facilities must be protected.</p>
		15.10.110	<p>A. Construction Access Route. Construction vehicle access shall be limited to specific access points. Access points shall include a temporary sedimentation pond or other approved BMP to contain or treat wash water from construction vehicles. Additional accesses shall be approved by the director. Access points shall be stabilized with four- to eight-inch diameter gravel, and a minimum of twelve-inch thick, fifteen-foot wide, and one hundred-foot deep, to minimize the tracking of sediment or debris onto public roads. Evidence of tracking of material from a construction site may require construction activities to cease until corrections are made.</p> <p>B. Sediment Removal from Roadways. If sediment or debris is transported onto a road surface, the roads shall be cleaned thoroughly at the end of the workday, or more often if necessary. Significant soil deposits shall be removed from roads by shoveling or</p>	<p>A. Construction Access Route. Construction vehicle access shall be limited to specific access points. Access points shall include a temporary sedimentation pond or other approved BMP to contain or treat wash water from construction vehicles. Additional accesses shall be approved by the Public Works Director. Access points shall be stabilized with four- to eight-inch diameter gravel, and a minimum of twelve-inch thick, fifteen-foot wide, and one hundred-foot deep, to minimize the tracking of sediment or debris onto public roads. Evidence of tracking of material from a construction site may require construction activities to cease until corrections are made.</p> <p>B. Sediment Removal from Roadways. If sediment or</p>

			<p>sweeping. Street washing, which must be approved by the director, shall be allowed only after sediment is removed in this manner. Prior to washing, all inlets and downstream facilities must be protected.</p>	<p>debris is transported onto a road surface, the roads shall be cleaned thoroughly at the end of the workday, or more often if necessary. Significant soil deposits shall be removed from roads by shoveling or sweeping. Street washing, which must be approved by the Public Works Director, shall be allowed only after sediment is removed in this manner. Prior to washing, all inlets and downstream facilities must be protected.</p>
		15.10.120	<p>B. If the director finds that the facilities and techniques approved in an erosion control plan are not sufficient to prevent erosion during any land disturbing activity regulated by this chapter, the director shall notify the owner or his/her designated representative. Upon receiving notice, the owner or his/her designated representative shall immediately install interim erosion control measures as specified in the BMP manual, required by the director, or otherwise directed by WDOE (Washington Department of Ecology).</p>	<p>No Change. "Director" now refers to Community Development Director with the definitions change.</p>
		15.10.130	<p>The city adopted this chapter pursuant to its police powers to protect the public's health, safety, and welfare. It</p>	<p>No Change. "Director" now refers to Community</p>

		<p>shall be unlawful to violate this chapter. Whenever the director determines that a violation has occurred or is occurring, the director, in response to the seriousness and severity of the violation, may utilize one or a combination of the enforcement mechanisms in this section. The following enforcement mechanisms may be used instead of, or in addition to, any other remedies available under law:</p> <p>A. Correction Notice. The director may issue a correction notice to any person who violates this chapter. The correction notice shall specify the violated provisions of this chapter and impose a date certain by which corrective action must be taken.</p> <p>B. Civil Infraction. The director may issue a civil infraction to the person(s) who violate this chapter, as provided in <u>Chapter 1.12</u> of the Woodland Municipal Code. Each violation of this chapter shall constitute a Class 1 Civil Infraction. The director may issue a separate civil infraction to the person(s) who violate this chapter each day a violation continues. Every civil infraction shall cite the provision(s) of this chapter that has been violated.</p> <p>C. Stop Work Order. The director may issue a stop work order to the person who is in violation of this chapter until</p>	Development Director with the definitions change.
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			the violator demonstrates compliance with this chapter's requirements.	
		15.10.140	Any appeal of the director's decision to require, approve, approve with conditions, or deny an erosion control plan may be appealed in accordance with WMC <u>19.08</u> .	No Change. "Director" now refers to Community Development Director with the definitions change.
	15.12 Stormwater	15.12.040	"City" means the city government of the city of Woodland. Authority for stormwater compliances rests with the public works director .	No Change. In this instance, stormwater regulation compliance does rest with the PW Director.

Title	Chapter	Section	Current Language	Proposed Language/Change
Title 16 Subdivisions	16.04 Definitions	16.04.050	"Actual cost of inspection" means the cost, including overhead, to the public works supervisor , or his designee, of inspecting subdivision improvements.	"Actual cost of inspection" means the cost, including overhead, to the Public Works Director , or his designee, of inspecting subdivision improvements.
		16.04.710	"Street classification system" means the categorization of streets and alleys, by the following classes: freeway or expressway, major (primary) arterial, minor (secondary) arterial, collector street, local street in multifamily housing areas, local street in single-family housing areas, and alleys. Classification of any given street is based upon its location, present and prospective traffic volume, and relative importance and	"Street classification system" means the categorization of streets and alleys, by the following classes: freeway or expressway, major (primary) arterial, minor (secondary) arterial, collector street, local street in multifamily housing areas, local street in single-family housing areas, and alleys. Classification of any given street

			function. Streets providing egress from a subdivision to connecting streets outside are generally collectors. Authority for determination of the class of a street shall rest with the public works supervisor.	is based upon its location, present and prospective traffic volume, and relative importance and function. Streets providing egress from a subdivision to connecting streets outside are generally collectors. Authority for determination of the class of a street shall rest with the Public Works Director.
		16.04.750	"Supervisor" means the public works supervisor of the city of Woodland.	Remove completely.
	16.06 Pre-application Conference	16.06.040	The clerk-treasurer shall refer prospective subdivision applicants to the building inspector or public works supervisor, and shall not accept applications, proposed preliminary plats or application fees until the prospective subdivider has met with the building inspector or public works supervisor. The clerk-treasurer is not required to participate in pre-application conferences.	The clerk-treasurer shall refer prospective subdivision applicants to the Building Official or the Community Development Director, and shall not accept applications, proposed preliminary plats or application fees until the prospective subdivider has met with the Building Official and Community Development Director. The clerk-treasurer is not required to participate in pre-application conferences.
		16.06.050(A)	In the early concept stages of subdivision design and prior to designing a preliminary plat, a prospective subdivider should meet with the building inspector or public works supervisor to arrange for a preapplication conference.	In the early concept stages of subdivision design and prior to designing a preliminary plat, a prospective subdivider should meet with the Building Official and the Community Development

			Prospective sub-dividers participating in a conference shall provide the following at the conference:	Planner to arrange for a pre-application conference. Prospective sub-dividers participating in a conference shall provide the following at the conference:
		16.06.06	The building inspector or, in the absence of a building inspector, the public works supervisor, shall perform the following duties in connection with the preapplication conference: J. Insure that the prospective subdivider is furnished a preapplication conference summary checklist as a follow-up to the conference. Such checklist shall contain the conclusions and recommendations of each of the city employee participants and the city planner or planning agency. The building inspector or, in his absence, the public works supervisor, shall encourage participants who are not city employees to complete a checklist or submit other written summaries.	The building inspector or, in the absence of a building inspector, the Community Development Director, shall perform the following duties in connection with the pre-application conference: J. Insure that the prospective subdivider is furnished a pre-application conference summary checklist as a follow-up to the conference. Such checklist shall contain the conclusions and recommendations of each of the city employee participants and the city planner or planning agency. The Community Development Planner, shall encourage participants who are not city employees to complete a checklist or submit other written summaries.
		16.06.070	In addition to the responsibilities of the building inspector undertaken by the public works supervisor in the absence of	In addition to the responsibilities of the building inspector undertaken by the public works

			a building inspector, the public works supervisor shall have the following responsibilities in connection with the preapplication conference:	supervisor in the absence of a building inspector, the public works supervisor shall have the following responsibilities in connection with the pre-application conference:
		16.06.080	The fire chief or an assistant is an optional participant but shall be encouraged to attend by the building inspector or public works supervisor .	The fire chief or an assistant is an optional participant but shall be encouraged to attend by the Community Development Director .
		16.06.090	The city planner or agency providing planning services to the city shall assist the building inspector and public works supervisor in performance of their responsibilities listed in Sections <u>16.06.060</u> and <u>16.06.070</u> .	Remove completely.
		16.06.100	Participation by the PUD, special districts and private utilities is optional but shall be encouraged by the building inspector or public works supervisor .	Participation by the PUD, special districts and private utilities is optional but shall be encouraged by the Community Development Director .
		16.06.110	The building inspector or, in his absence, the public works supervisor shall seek attendance by staff from the Cowlitz County department of community development when the subject property is adjacent to unincorporated area.	The Community Development Director shall seek attendance by staff from the Cowlitz County department of community development when the subject property is adjacent to unincorporated area.

16.08 Preliminary Plats	16.08.070(A)	<p>The city clerk-treasurer shall distribute a copy of the preliminary plat, the public notice prepared pursuant to Sections <u>16.08.040</u> and <u>16.08.050</u> and, if applicable, the master plan to the following:</p> <ol style="list-style-type: none"> 1. City building inspector; 2. City public works supervisor; 3. City fire chief; 4. City police chief; 5. Woodland parks board chairman; 6. City planner, or agency providing planning services to the City; 	<p>The city clerk-treasurer shall distribute a copy of the preliminary plat, the public notice prepared pursuant to Sections <u>16.08.040</u> and <u>16.08.050</u> and, if applicable, the master plan to the following:</p> <ol style="list-style-type: none"> 1. City Building Official; 2. City Public Works Director; 3. City fire chief; 4. City police chief; 5. Woodland parks board chairman; 6. City Community Development Director;
	16.08.120	<p>A. The following persons shall prepare comments and recommendations to be considered by the planning commission and city council in review of proposed preliminary plats:</p> <ol style="list-style-type: none"> 1. Public works supervisor; 2. City fire chief; 3. Woodland parks board in the case of residential subdivisions, when requested, pursuant to <u>Section 16.14.210</u>; 4. City planner, or agency providing planning services to the city. 	<p>A. The following persons shall prepare comments and recommendations to be considered by the planning commission and city council in review of proposed preliminary plats:</p> <ol style="list-style-type: none"> 1. Public Works Director; 2. City fire chief; 3. Woodland parks board in the case of residential subdivisions, when requested, pursuant to <u>Section 16.14.210</u>;

			<p>B. The public works supervisor, fire chief and parks board shall forward their comments and recommendations to the planner or planning agency in a timely manner, and the planning commission secretary shall forward any comments received from the public, public agencies or utilities to the planner or planning agency. The planner or planning agency shall consolidate the comments and recommendations into a staff report to be considered by the planning commission.</p>	<p>4. City Community Development Planner</p> <p>B. The Public Works Director, fire chief and parks board shall forward their comments and recommendations to Community Development Planner, and the planning commission secretary shall forward any comments received from the public, public agencies or utilities to the planner or planning agency. The Community Development Director shall consolidate the comments and recommendations into a staff report to be considered by the planning commission.</p>
		16.08.175	<p>All lots of a subdivision abutting a street shall be improved with curbs, sidewalks, drainage, and roadway constructed to standards outlined in this chapter and approved by the public works supervisor to the centerline of such streets.</p>	<p>All lots of a subdivision abutting a street shall be improved with curbs, sidewalks, drainage, and roadway constructed to standards outlined in this chapter and approved by the Public Works Director to the centerline of such streets.</p>
		16.08.300	<p>Approval of a preliminary plat by the city council is approval of the proposed subdivision's design, relationship with adjoining property and improvements to be provided. Engineering, construction</p>	<p>Approval of a preliminary plat by the city council is approval of the proposed subdivision's design, relationship with adjoining property and improvements to be</p>

			<p>and installation of improvements and final platting detail shall be subject to approval of the public works supervisor. Approval of a preliminary plat shall not guarantee approval or constitute acceptance of the final plat. Rather, it shall be deemed to authorize the subdivider to proceed with preparation of the final plat in conformance with the approved preliminary plat and conditions set thereon, and, upon the public works supervisor's approval of detailed construction plans, to proceed with construction and installation of the required improvements.</p>	<p>provided. Engineering, construction and installation of improvements and final platting detail shall be subject to approval of the Public Works Director. Approval of a preliminary plat shall not guarantee approval or constitute acceptance of the final plat. Rather, it shall be deemed to authorize the subdivider to proceed with preparation of the final plat in conformance with the approved preliminary plat and conditions set thereon, and, upon the Public Works Director's approval of detailed construction plans, to proceed with construction and installation of the required improvements.</p>
		16.08.310	<p>After approval of the preliminary plat and prior to the beginning of construction and installation of improvements or performance bonding or other assurance in lieu thereof, the subdivider's engineer shall submit to the public works supervisor detailed construction plans for all required improvements and applications for necessary permits. Such plans shall conform to the specifications set forth in <u>Section 16.18.050</u>. Upon the public works supervisor's approval of the construction plans, and prior to submission of the final plat, the</p>	<p>After approval of the preliminary plat and prior to the beginning of construction and installation of improvements or performance bonding or other assurance in lieu thereof, the subdivider's engineer shall submit to the Public Works Director detailed construction plans for all required improvements and applications for necessary permits. Such plans shall conform to the specifications set forth in <u>Section 16.18.050</u>. Upon the Public Works Director approval of the</p>

			subdivider shall proceed to construct and install required improvements to completion, unless the performance bonding or other option set forth in <u>Chapter 16.12</u> is accepted.	construction plans, and prior to submission of the final plat, the subdivider shall proceed to construct and install required improvements to completion, unless the performance bonding or other option set forth in <u>Chapter 16.12</u> is accepted.
	16.10 Final Plats	16.10.010(B)	Conform to the preliminary plat approved by the city council and to any conditions that may have been part of the approval. Slight deviation from the approved preliminary plat may be allowed if the public works supervisor determines such deviations are necessary because of unforeseen technical problems;	Conform to the preliminary plat approved by the city council and to any conditions that may have been part of the approval. Slight deviation from the approved preliminary plat may be allowed if the Community Development Director determines such deviations are necessary because of unforeseen technical problems;
		16.10.030	Signatures required by <u>Section 16.18.070</u> for dedications, acknowledgments and endorsements normally shall be obtained in the following sequence: A. The owners in fee simple; B. Notary public in and for the state of Washington; C. Licensed land surveyor; D. Cowlitz County treasurer; E. Public works supervisor; F. Planning commission chairman;	Signatures required by <u>Section 16.18.070</u> for dedications, acknowledgments and endorsements normally shall be obtained in the following sequence: A. The owners in fee simple; B. Notary public in and for the state of Washington; C. Licensed land surveyor; D. Cowlitz County treasurer; E. Public Works Director;

			<p>G. Mayor; H. City clerk-treasurer; I. Cowlitz County auditor.</p>	<p>F. Planning commission chairman; G. Mayor; H. City clerk-treasurer; I. Cowlitz County auditor.</p>
		16.10.040	<p>A. The subdivider shall submit the original drawing of the proposed final plat and supplementary materials to the public works supervisor. The public works supervisor shall:</p> <ol style="list-style-type: none"> 1. Inspect the detail and computations of the final plat for conformance with the specifications and standards of this article; the supervisor's determinations shall be conclusive; 2. Inspect the final plat for conformance with the preliminary plat approved by the city council and the conditions made a part of such approval; 3. Determine either that all required improvements have been installed in accordance with these regulations or that certain improvements may properly be deferred under <u>Chapter 16.12</u>. <p>B. When the public works supervisor is satisfied with the detail and computations of the plat, determines that the plat conforms with the</p>	<p>A. The subdivider shall submit the original drawing of the proposed final plat and supplementary materials to the Public Works Director. The Public Works Director shall:</p> <ol style="list-style-type: none"> 1. Inspect the detail and computations of the final plat for conformance with the specifications and standards of this article; the Public Works Director's determinations shall be conclusive; 2. Inspect the final plat for conformance with the preliminary plat approved by the city council and the conditions made a part of such approval; 3. Determine either that all required improvements have been installed in accordance with these regulations or that certain improvements may

			<p>approved preliminary plat and conditions set thereon, and determines that improvements either are complete or may properly be deferred, he shall signify his approval of the subdivision by signing the original and mylar copies of the final plat. Thereafter, he shall forward the plats and the supplementary material to the city clerk-treasurer, who shall arrange for planning commission review.</p> <p>C. If the public works supervisor is not satisfied with the detail and computations of the final plat, finds that the plat does not conform with the approved preliminary plat and conditions, determines that improvements were installed incorrectly, or is not satisfied with the extent or manner in which completion of improvements would be deferred, he shall withhold his signature until the matter is corrected or resolved by the subdivider to the satisfaction of the supervisor.</p>	<p>properly be deferred under <u>Chapter 16.12</u>.</p> <p>B. When the Public Works Director is satisfied with the detail and computations of the plat, determines that the plat conforms with the approved preliminary plat and conditions set thereon, and determines that improvements either are complete or may properly be deferred, he shall signify his approval of the subdivision by signing the original and mylar copies of the final plat. Thereafter, he shall forward the plats and the supplementary material to the city clerk-treasurer, who shall arrange for planning commission review.</p> <p>C. If the Public Works Director is not satisfied with the detail and computations of the final plat, finds that the plat does not conform with the approved preliminary plat and conditions, determines that improvements were installed incorrectly, or is not satisfied with the extent or manner in which completion of improvements would be deferred, he shall withhold his</p>
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				signature until the matter is corrected or resolved by the subdivider to the satisfaction of the Public Works Director .
		16.10.050(A)	After the inspection by the public works supervisor the planning commission shall review the proposed final plat for conformance with the preliminary plat and conditions approved by the council. Such review shall take place at a regular public meeting.	After the inspection by the Public Works Director , the planning commission shall review the proposed final plat for conformance with the preliminary plat and conditions approved by the council. Such review shall take place at a regular public meeting.
		16.10.060(A)	The city council shall review final plats at a public meeting considering the factors set forth in this subsection. The council review shall occur after the reviews by the public works supervisor and planning commission. The council shall determine whether:	The city council shall review final plats at a public meeting considering the factors set forth in this subsection. The council review shall occur after the reviews by the Community Development Director, Public Works Director , and planning commission. The council shall determine whether:
		16.10.070	The subdivider shall file the original drawing of the final plat for recording with the Cowlitz County auditor. One reproduced full copy on mylar material shall be furnished to the public works supervisor . One paper copy shall be filed with the Cowlitz County assessor. At least six paper copies shall be furnished to the city clerk-treasurer.	The subdivider shall file the original drawing of the final plat for recording with the Cowlitz County auditor. One reproduced full copy on mylar material shall be furnished to the Community Development Director . One paper copy shall be filed with the Cowlitz County assessor. At least six

				paper copies shall be furnished to the city clerk treasurer.
	16.12 Improvements	16.12.030(B)	That the applicant pay to the city his share of the cost, as estimated by the public works supervisor , of constructing or installing the improvement at a later date; said payment shall be held in an account reserved for the future improvement, and any unused portion shall be returned to the subdivider;	That the applicant pay to the city his share of the cost, as estimated by the Public Works Director , of constructing or installing the improvement at a later date; said payment shall be held in an account reserved for the future improvement, and any unused portion shall be returned to the subdivider;
		16.12.040(A)	All improvements required of the subdivider have been completed by the subdivider to the satisfaction of the public works supervisor ; or	All improvements required of the subdivider have been completed by the subdivider to the satisfaction of the Public Works Director ; or
		16.12.050	In any case when a subdivider is required to construct an interim improvement, one or a combination of the forms of security set forth in subsections (B), (C), (D) and (E) of <u>Section 16.12.040</u> shall be required to assure maintenance and, at the appropriate time as determined by the public works supervisor , removal of the interim improvement.	In any case when a subdivider is required to construct an interim improvement, one or a combination of the forms of security set forth in subsections (B), (C), (D) and (E) of <u>Section 16.12.040</u> shall be required to assure maintenance and, at the appropriate time as determined by the Public Works Director , removal of the interim improvement.
		16.12.080	The amount of any bond or other security posted or submitted shall be at least one hundred twenty-five percent of	The amount of any bond or other security posted or submitted shall be at least one hundred twenty-

			<p>the cost of completion of improvements as estimated by the public works supervisor. In the event of interim improvements, the amount shall include the cost of their completion, maintenance and removal as estimated by the public works supervisor. Amounts determined by the public works supervisor shall be conclusive. The subdivider may provide cost estimates to the supervisor.</p>	<p>five percent of the cost of completion of improvements as estimated by the Public Works Director. In the event of interim improvements, the amount shall include the cost of their completion, maintenance and removal as estimated by the Public Works Director. Amounts determined by the public works supervisor shall be conclusive. The subdivider may provide cost estimates to the Public Works Director.</p>
		16.12.090	<p>The period in which improvements must be completed shall be specified in the plat performance bond or agreement, which period shall not exceed eighteen months from date of final plat approval. However, extensions may be granted. Requests for extension shall be made to the planning commission for consideration at a public meeting and shall require a recommendation from the public works supervisor. The commission shall determine whether sufficient progress has been made and good faith indicated to warrant an extension. The commission shall forward a recommendation to the city council, which shall have sole authority to grant extensions.</p>	<p>The period in which improvements must be completed shall be specified in the plat performance bond or agreement, which period shall not exceed eighteen months from date of final plat approval. However, extensions may be granted. Requests for extension shall be made to the planning commission for consideration at a public meeting and shall require a recommendation from the Public Works Director. The commission shall determine whether sufficient progress has been made and good faith indicated to warrant an extension. The commission shall forward a recommendation to the</p>

				city council, which shall have sole authority to grant extensions.
		16.12.140	Improvements shall be inspected by the public works supervisor or designee at the start, during, and at completion of construction and installation. The person, firm or contractor actually performing the work shall notify the public works supervisor at least twenty-four hours in advance of commencing operations or commencing any construction phase.	Improvements shall be inspected by the Public Works Director or designee at the start, during, and at completion of construction and installation. The person, firm or contractor actually performing the work shall notify the Public Works Director at least twenty-four hours in advance of commencing operations or commencing any construction phase.
		16.12.150	After completion of improvements, the subdivider shall reimburse the city for the actual cost of the inspections. Such inspection fee shall be paid to the city prior to final plat approval for those improvements found by the supervisor to be complete. Payment of inspection fees for improvements whose completion is deferred by plat bonding or other security shall be made to the city upon completion of the improvements. The city shall have authority to invoke any bond or other security posted by the subdivider to recover actual inspection costs from the subdivider, surety company, bank or cosigner or to seek other remedy.	After completion of improvements, the subdivider shall reimburse the city for the actual cost of the inspections. Such inspection fee shall be paid to the city prior to final plat approval for those improvements found by the Public Works Director to be complete. Payment of inspection fees for improvements whose completion is deferred by plat bonding or other security shall be made to the city upon completion of the improvements. The city shall have authority to invoke any bond or other security posted by the subdivider to recover actual inspection costs from the

				subdivider, surety company, bank or cosigner or to seek other remedy.
		16.12.160	As assurance against defective workmanship or materials employed in the construction or installation of permanent improvements dedicated to the public, the subdivider, at his expense, shall be responsible for maintenance of and correction of any defects in said improvements for a period of twelve months following certification of completion by the public works supervisor . If improvements are not maintained, or if defects are not corrected as requested by the supervisor , the city may invoke any bond or other security posted by the subdivider, may cause the work to be done, and may recover the full cost thereof from the subdivider, surety company, bank or cosigner, or may seek other remedy.	As assurance against defective workmanship or materials employed in the construction or installation of permanent improvements dedicated to the public, the subdivider, at his expense, shall be responsible for maintenance of and correction of any defects in said improvements for a period of twelve months following certification of completion by the Public Works Director . If improvements are not maintained, or if defects are not corrected as requested by the Public Works Director , the city may invoke any bond or other security posted by the subdivider, may cause the work to be done, and may recover the full cost thereof from the subdivider, surety company, bank or cosigner, or may seek other remedy.
		16.12.170	The subdivider shall be responsible for maintenance of interim improvements and, at the time deemed appropriate by the public works supervisor , for their removal. If interim improvements are not adequately maintained, and at the	The subdivider shall be responsible for maintenance of interim improvements and, at the time deemed appropriate by the Public Works Director , for their removal. If interim improvements

			appropriate time removed, the city may invoke any bond or other security posted by the subdivider, may cause the work to be done, and may recover the full cost thereof from the subdivider, surety company, bank or cosigner, or may seek other remedy.	are not adequately maintained, and at the appropriate time removed, the city may invoke any bond or other security posted by the subdivider, may cause the work to be done, and may recover the full cost thereof from the subdivider, surety company, bank or cosigner, or may seek other remedy.
		16.12.190	After completion of all required improvements, but prior to acceptance of completed work by the public works supervisor, the subdivider shall furnish the supervisor with an acceptable set of reproducible plans indicating the "as-built" condition of the work. Such plans shall show all changes, additions and deletions in alignments, grades, and other engineering detail from the original detailed construction plans, all of which shall be certified by an engineer registered in the state of Washington responsible for the work.	After completion of all required improvements, but prior to acceptance of completed work by the Public Works Director, the subdivider shall furnish the Public Works Director with an acceptable set of reproducible plans indicating the "as-built" condition of the work. Such plans shall show all changes, additions and deletions in alignments, grades, and other engineering detail from the original detailed construction plans, all of which shall be certified by an engineer registered in the state of Washington responsible for the work.
	16.14 Design Standards	16.14.110(E)	Areas that the city council, as recommended by the public works supervisor, determines to be unsuitable for development due to flood hazards, poor drainage, rock formations or other	Areas that the city council, as recommended by the Public Works Director and/or the Community Development Director, determines to be

			features likely to be harmful to the safety and welfare of future residents and adjacent landowners shall be designed as open space, unless protective improvements assuring maintenance of the public safety and welfare and acceptable to the public works supervisor can be developed.	unsuitable for development due to flood hazards, poor drainage, rock formations or other features likely to be harmful to the safety and welfare of future residents and adjacent landowners shall be designed as open space, unless protective improvements assuring maintenance of the public safety and welfare and acceptable to the Public Works Director and/or Community Development Director can be developed.
		16.14.140	Soil maps contained in the soil survey shall be controlling in determining limitations for development by location by soil type. Determinations of location by soil type shall be made by the public works supervisor and shall be conclusive.	Soil maps contained in the soil survey shall be controlling in determining limitations for development by location by soil type. Determinations of location by soil type shall be made by the Community Development Director and shall be conclusive.
		16.14.160	The public works supervisor shall be responsible for evaluating submitted geologic reports for adequacy and conformance to <u>Section 16.18.040</u> . The supervisor may consult with the soil conservation service, Washington Department of Natural Resources, or other qualified agencies or individuals with respect to the adequacy of the report. The supervisor may require additional information to be submitted by the applicant.	The Community Development Director shall be responsible for evaluating submitted geologic reports for adequacy and conformance to <u>Section 16.18.040</u> . The Community Development Director may consult with the soil conservation service, Washington Department of Natural Resources, or other qualified agencies or individuals with respect to the adequacy of the report. The Community

				Development Director may require additional information to be submitted by the applicant.
		16.14.270	Street grades shall not exceed seven percent for arterials. Collector and local street grades should not exceed ten percent. Streets with grades between six percent and ten percent shall be constructed of six-inch portland cement six-sack mix. All streets shall have a grade of at least 0.20 percent at the gutter. Intersections shall be designed with a flat grade whenever possible. In hilly areas, a leveling area of a distance acceptable to the public works supervisor shall be provided at the approach to intersections.	Street grades shall not exceed seven percent for arterials. Collector and local street grades should not exceed ten percent. Streets with grades between six percent and ten percent shall be constructed of six-inch portland cement six-sack mix. All streets shall have a grade of at least 0.20 percent at the gutter. Intersections shall be designed with a flat grade whenever possible. In hilly areas, a leveling area of a distance acceptable to the Public Works Director shall be provided at the approach to intersections.
		16.14.290	A. Where a deflection angle of more than ten degrees occurs in the alignment of a street, a simple curve or reasonably long radius shall be designed subject to the approval of the public works supervisor . Acceptable centerline radii of curvature shall be determined by the public works supervisor , but no radius shall be less than one hundred fifty feet.	A. Where a deflection angle of more than ten degrees occurs in the alignment of a street, a simple curve or reasonably long radius shall be designed subject to the approval of the Public Works Director . Acceptable centerline radii of curvature shall be determined by the Public Works Director , but no radius shall be less than one hundred fifty feet.

			<p>B. Vertical curves may be required by the public works supervisor per standard construction practice.</p> <p>C. Tangent distances between reverse curves shall be acceptable to the public works supervisor.</p>	<p>B. Vertical curves may be required by the Public Works Director per standard construction practice.</p> <p>C. Tangent distances between reverse curves shall be acceptable to the Public Works Director.</p>
		16.14.300	<p>The slope of cuts and fills for street construction shall not exceed two feet horizontal to one foot vertical, unless the public works supervisor determines conditions allow steeper slopes.</p>	<p>The slope of cuts and fills for street construction shall not exceed two feet horizontal to one foot vertical, unless the Public Works Director determines conditions allow steeper slopes.</p>
	16.16 Improvements required	16.16.010	<p>A. A drainage system satisfactory to the public works supervisor shall be required in all subdivisions. Underground storm sewers or drainage-ways connecting or intended to connect in the future to storm sewers or drainageways outside the subdivision may be required by the supervisor.</p> <p>C. The drainage system shall be installed in the street rights-of-way. Storm sewer location shall conform to the standard utility location plans (see Figures 4, 5 and 6, included in <u>Chapter 16.16</u>). Installation shall conform to requirements of the public works supervisor and to the APWA specifications.</p>	<p>A. A drainage system satisfactory to the Public Works Director shall be required in all subdivisions. Underground storm sewers or drainage-ways connecting or intended to connect in the future to storm sewers or drainageways outside the subdivision may be required by the Public Works Director.</p> <p>C. The drainage system shall be installed in the street rights-of-way. Storm sewer location shall conform to the standard utility location plans (see Figures 4, 5 and 6, included in <u>Chapter 16.16</u>). Installation</p>

				shall conform to requirements of the Public Works Director and to the APWA specifications.
		16.16.040	The subdivider shall be responsible for insuring that, prior to issuance of an occupancy permit for a lot, the utility/planting strip abutting the curb adjacent to the lot is seeded in grass or sodded. Seeding or sodding shall be conducted in accordance with the APWA specifications. The subdivider shall be liable to the city for incomplete grass seeding or sodding at the cost of sodding as estimated by the public works supervisor . These provisions do not apply to utility strips located outside the sidewalk under the integral curb and sidewalk option for local streets serving single-family residential areas.	The subdivider shall be responsible for insuring that, prior to issuance of an occupancy permit for a lot, the utility/planting strip abutting the curb adjacent to the lot is seeded in grass or sodded. Seeding or sodding shall be conducted in accordance with the APWA specifications. The subdivider shall be liable to the city for incomplete grass seeding or sodding at the cost of sodding as estimated by the Public Works Director . These provisions do not apply to utility strips located outside the sidewalk under the integral curb and sidewalk option for local streets serving single-family residential areas.
		16.16.070	A. Streets, curbs and sidewalks shall be constructed by the subdivider, all in accordance with the design standards of this article, the standard utility location plans, the APWA specifications, and the requirements of the public works supervisor .	A. Streets, curbs and sidewalks shall be constructed by the subdivider, all in accordance with the design standards of this article, the standard utility location plans, the APWA specifications, and the

			<p>B. 3. Where sidewalks are to be separated from the street by the utility/planting strip, the curb shall be constructed with indentations. Construction of the sidewalk and of the portion of the driveway within the right-of-way shall be done on a lot-by-lot basis, prior to issuance of a certificate of occupancy for the lot. However, no later than three years after final plat approval or expiration of the plat performance bond or other security if one has been posted, the subdivider shall cause continuous sidewalks to be completed, including sidewalks in front of undeveloped lots. The subdivider shall be liable to the city for the cost of incomplete sidewalk construction as estimated by the public works supervisor.</p>	<p>requirements of the Public Works Director.</p> <p>B. 3. Where sidewalks are to be separated from the street by the utility/planting strip, the curb shall be constructed with indentations. Construction of the sidewalk and of the portion of the driveway within the right-of-way shall be done on a lot-by-lot basis, prior to issuance of a certificate of occupancy for the lot. However, no later than three years after final plat approval or expiration of the plat performance bond or other security if one has been posted, the subdivider shall cause continuous sidewalks to be completed, including sidewalks in front of undeveloped lots. The subdivider shall be liable to the city for the cost of incomplete sidewalk construction as estimated by the Public Works Director.</p>
		16.16.080(D)	<p>Utility installations shall be in accordance with the standard utility location plans, the APWA specifications, the Uniform Fire Code as may be amended by the city, the requirements of the public</p>	<p>Utility installations shall be in accordance with the standard utility location plans, the APWA specifications, the Uniform Fire Code as may be amended by the</p>

			works supervisor , and, for streetlights, the additional documents cited in <u>Section 16.16.090</u> .	city, the requirements of the Public Works Director , and, for streetlights, the additional documents cited in <u>Section 16.16.090</u> .
		16.16.090	A complete street lighting system, including conduits, wiring, concrete bases, poles, junction boxes, meter base, service cabinets and luminaires, shall be installed by the subdivider throughout the subdivision. Work shall be in accordance with the "State of Washington Standard Plans for Road and Bridge Construction," 1976, as may be amended; the "State of Washington Standard Specifications for Road and Bridge Construction," 1977, as may be amended; the latest edition of the National Electrical Code, as may be amended; the standard utility location plans; and the requirements of the public works supervisor , public utility district, and the State Electrical Inspector. The subdivider's contractor shall submit plans and manufacturer's technical information to the public works supervisor and public utility district for approval of all specifications. and materials used in the system.	A complete street lighting system, including conduits, wiring, concrete bases, poles, junction boxes, meter base, service cabinets and luminaires, shall be installed by the subdivider throughout the subdivision. Work shall be in accordance with the "State of Washington Standard Plans for Road and Bridge Construction," 1976, as may be amended; the "State of Washington Standard Specifications for Road and Bridge Construction," 1977, as may be amended; the latest edition of the National Electrical Code, as may be amended; the standard utility location plans; and the requirements of the Public Works Director , public utility district, and the State Electrical Inspector. The subdivider's contractor shall submit plans and manufacturer's technical information to the Public Works Director and public utility district for approval of all specifications. and materials used in the system.

		16.16.100(A)	Monuments shall be placed at all subdivision boundary angle points, points of curvature in streets, and such intermediate points required by the public works supervisor . The monuments shall be of concrete-filled pipe or tile, weighing at least fifty pounds, capped with a brass marker or a radioactive marker along with the brass marker, and bearing the surveyor's registration number. Street monuments shall be set between six inches and one foot below the finished street grades with casing as set forth in the APWA specifications.	Monuments shall be placed at all subdivision boundary angle points, points of curvature in streets, and such intermediate points required by the Public Works Director . The monuments shall be of concrete-filled pipe or tile, weighing at least fifty pounds, capped with a brass marker or a radioactive marker along with the brass marker, and bearing the surveyor's registration number. Street monuments shall be set between six inches and one foot below the finished street grades with casing as set forth in the APWA specifications.
	16.18 Specifications for plans and plats	16.18.070(5)	EXAMINED AND APPROVED this day of 19_____. (Signed) _____(Seal) Public Works Supervisor	EXAMINED AND APPROVED this day of 20 _____. (Signed) _____(Seal) Public Works Director
	16.22 PURD	16.22.200(A)	Development Standards. All private service facilities must be designated by a qualified civil engineer to city standards or comparable design life as determined by the public works director .	No change. This task should be completed by the Public Works Director.
		16.22.210	A. Public Streets. 1. Standards and Widths. Public streets must be to city street,	No change. This task should be completed by the Public Works Director.

			<p>street lighting and ADA standards. Narrower right-of-way and roadways and deviations from city standards may be approved by the review body with the approval of the public works director upon successful qualification of a PURD in accordance with WMC <u>16.22.025</u>. Deviations from city standards may be approved where conditions, particularly topography or size and shape of the PURD, make it impracticable to provide buildable sites or where special design features of the PURD make the standard widths unnecessary. An easement protecting undevelopable slopes may be required.</p> <p>B. Private Streets.</p> <p>1. Standard. Private streets may be developed to a minimum width of twenty-six foot pavement width and to the ADA requirements, provided that private street layouts, turn-around designs, parking restrictions, and location of fire hydrants shall be approved by the city fire chief, police chief, and the public works director to</p>	
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			<p>ensure safe maneuvering areas for emergency vehicles.</p> <p>2. Access. Streets must be kept open and passable at all times. However, obstructions to access, such as gates, may be allowed if approved by the city fire chief, police chief, and the public works director.</p> <p>3. Separation From Public Streets. Private streets must be separated from the public roadway by a driveway-type entrance and posted as a private street.</p> <p>4. Street Names. Except for extensions of existing streets, street names may not be used which will duplicate or be confused with names of existing streets. Street names must be approved by the public works director.</p>	
		16.22.240	<p>B. In order for a PURD to qualify as an advanced PURD under WMC 16.22.025.B.2, stormwater facilities must be designed to low impact development (LID) standards, such as provided by the Puget Sound Partnership Resource Center. The LID standard must be approved by the public works director and be included as a preliminary plat condition. The</p>	<p>No change. This task should be completed by the Public Works Director.</p>

			<p>intent is to encourage superior design by integrating stormwater management, open space requirements and protection of the natural resources.</p> <p>D. Off-Site Improvements. Construction of facilities outside the PURD may be required per the discretion of the public works director if the applicant demonstrates adequate on-site stormwater management systems cannot be provided.</p>	
		16.22.290	<p>After council approval of the preliminary plat, preliminary site plan and accompanying material, and after submission and public works supervisor approval of the detailed construction plans, the subdivider may proceed to install the agreed upon improvements of a public nature, landscaping and recreational facilities excluding buildings or to pursue the other options assuring completion of such improvements, landscaping and recreational facilities set forth in <u>Chapter 16.12</u>. Such improvements shall conform to the approved preliminary site plan and accompanying materials, preliminary plat and the detailed construction plans.</p>	<p>After council approval of the preliminary plat, preliminary site plan and accompanying material, and after submission and Public Works Director approval of the detailed construction plans, the subdivider may proceed to install the agreed upon improvements of a public nature, landscaping and recreational facilities excluding buildings or to pursue the other options assuring completion of such improvements, landscaping and recreational facilities set forth in <u>Chapter 16.12</u>. Such improvements shall conform to the approved preliminary site plan and accompanying</p>

				materials, preliminary plat and the detailed construction plans.
	16.24 Administration & Enforcement	16.24.040	It shall be the responsibility of the public works supervisor to enforce these regulations and to bring to the attention of the city attorney any violations or lack of compliance herewith.	It shall be the responsibility of the Community Development Planner to enforce these regulations and to bring to the attention of the city attorney any violations or lack of compliance herewith.
	16.32 Short Subdivisions	16.32.015	"Administrator" means the supervisor of the department of public works or his designee.	"Administrator" means the Community Development Director or his/ her designee.
		16.32.015	"Engineer" means the supervisor of public works or his designee.	"Engineer" means the Public Works Director or his/ her designee.
		16.32.030	The city council appoints the supervisor of the department of public works to be the administrator of this chapter. The administrator is vested with the duty of administering the provisions of this regulation and is authorized to summarily approve or disapprove short subdivision. The administrator may prepare and require the use of such application forms as he deems essential to assure compliance to this chapter. If the administrator deems it to be in the public interest, he may require that the short subdivision be placed before the	The city council appoints the Community Development Director to be the administrator of this chapter. The administrator is vested with the duty of administering the provisions of this regulation and is authorized to summarily approve or disapprove short subdivision. The administrator may prepare and require the use of such application forms as he deems essential to assure compliance to this chapter. If the administrator deems it to be in the public

			planning commission to be approved or denied by them pursuant to this title.	interest, he may require that the short subdivision be placed before the planning commission to be approved or denied by them pursuant to this title.
		16.32.078(E)	EXAMINED AND APPROVED this _____ day of _____, 19_____. (Signed) _____ Public Works Supervisor	EXAMINED AND APPROVED this _____ day of _____, 20 _____. (Signed) _____ Public Works Director
		16.32.079	Signatures required for <u>Section 16.32.078</u> of this article for dedications, acknowledgements and endorsements shall be in the following sequence: A. The owners in fee simple; B. Notary public in and for the state; C. Professional land surveyor registered in the state; D. Cowlitz or Clark County treasurer; E. Public works supervisor ; F. Cowlitz or Clark County auditor.	Signatures required for <u>Section 16.32.078</u> of this article for dedications, acknowledgements and endorsements shall be in the following sequence: A. The owners in fee simple; B. Notary public in and for the state; C. Professional land surveyor registered in the state; D. Cowlitz or Clark County treasurer; E. Public Works Director ; F. Cowlitz or Clark County auditor.
		16.32.100	Monuments shall be located at all controlling corners on the boundaries of	Monuments shall be located at all controlling corners on the

			the short subdivision, and at each corner of each lot within the short subdivision, and shall be marked by three-quarter inch galvanized iron, or approved equivalent, monument driven into the ground. If the short subdivision included a road dedication, monuments shall be placed as required by the public works supervisor.	boundaries of the short subdivision, and at each corner of each lot within the short subdivision, and shall be marked by three-quarter inch galvanized iron, or approved equivalent, monument driven into the ground. If the short subdivision included a road dedication, monuments shall be placed as required by the Public Works Director.
	16.34 BLA	16.34.050	The director or his/her designee shall approve, disapprove or condition boundary line adjustment applications based on the following conditions: 16.34.060 B. Signature block for the public works director;	The Community Development Director or his/her designee shall approve, disapprove or condition boundary line adjustment applications based on the following conditions: 16.34.060 B. Signature block for the Community Development Director;

Title	Chapter	Section	Current Language	Proposed Language/Change
Title 17 Zoning	17.08 Definitions	17.08.233	"Director" means the director of public works or his/her designee.	"Director" means the Community Development Director or his/her designee.
	17.20 Multifamily	17.20.037	The following uses in the MDR, HDR districts require administrative temporary	No Change. "Director" now refers to Community Development

			use permit approval from the director per <u>Chapter 17.70</u> :	Director with the definitions change.
	17.24 PQPI	17.24.100(B)	Where such a use is located across the street from a residential district the street frontage shall be planted to a depth of at least eight feet with substantial trees, shrubbery and ground cover. A landscape plan shall be submitted to the public works director or designee for written approval prior to issuance of a building permit.	Where such a use is located across the street from a residential district the street frontage shall be planted to a depth of at least eight feet with substantial trees, shrubbery and ground cover. A landscape plan shall be submitted to the Community Development Director or designee for written approval prior to issuance of a building permit.
	17.28 Standards for Manuf. Home Parks	17.28.200	All utilities shall be shown on the site plan, installed underground within the park, meet all applicable building, plumbing, electrical, health, and engineering codes and standards and be subject to approval by the public works director . Utilities at the home site shall have the ability to be capped when a home is not on-site.	No change. This task should be completed by the Public Works Director .
		17.28.230(D)	The public works director and building inspector shall check building and construction plans for basic consistency with the approved site development plan prior to issuing permits. If the building and construction plans indicate significant differences in dimensions, lots, setbacks, points of ingress/egress, parking, recreation areas, screening, or other pertinent features from the	No change. This task should be completed by the Public Works Director and Building Official .

			approved plan, a revised plan shall be required and reviewed and acted on by the hearing examiner.	
	17.30 Floodway Use District	17.30.100	In times of flood, the floodway contains flowing waters carrying debris. Fences and hedges can act as obstructions or dams diverting waters or otherwise exacerbating the flood hazard. Thus, care must be taken in the design and arrangement of any fences or hedges in the FW district. Therefore, the public works director shall approve the design and arrangements of all fences and hedges in the FW district. Fences and hedges in the FW district shall be no higher than six feet. Fencing shall be reviewed with respect to its impact on the flood carrying capacity of the floodway in accordance with the "no rise" considerations of 44 CFR 60.3(d)3, Regulations for the National Flood Insurance Program.	In times of flood, the floodway contains flowing waters carrying debris. Fences and hedges can act as obstructions or dams diverting waters or otherwise exacerbating the flood hazard. Thus, care must be taken in the design and arrangement of any fences or hedges in the FW district. Therefore, the Community Development Director shall approve the design and arrangements of all fences and hedges in the FW district. Fences and hedges in the FW district shall be no higher than six feet. Fencing shall be reviewed with respect to its impact on the flood carrying capacity of the floodway in accordance with the "no rise" considerations of 44 CFR 60.3(d)3, Regulations for the National Flood Insurance Program.
	17.32 Central Business District	17.32.028	The following uses in the central business district (C-1) require conditional use permit approval from the public works director as per WMC <u>Chapter 17.72</u> .	The following uses in the central business district (C-1) require conditional use permit approval from the Community Development Director as per WMC <u>Chapter 17.72</u> .

		17.32.032	The following uses in the central business district (C-1) require temporary use permit approval from the public works director or his or her designee as per WMC <u>Chapter 17.70</u> .	The following uses in the central business district (C-1) require temporary use permit approval from the Community Development Director or his or her designee as per WMC <u>Chapter 17.70</u> .
	17.36 Highway Commercial	17.36.025	The following uses in the highway commercial district (C-2) require administrative conditional use permit approval from the director per <u>Chapter 17.72</u> :	No change. "Director" now refers to Community Development Director with the definitions change.
		17.36.026	The following uses in the highway commercial district (C-2) require temporary use permit approval from the director per <u>Chapter 17.70</u> :	No change. "Director" now refers to Community Development Director with the definitions change.
	17.40 Neighborhood Commercial	17.40.025	Vending stands or kiosk (e.g. espresso stands) to be situated in the neighborhood commercial district (C-3) requires administrative conditional use permit approval from the director per <u>Chapter 17.72</u> .	No change. "Director" now refers to Community Development Director with the definitions change.
	17.44 Light Industrial	17.44.023	Vending stands or kiosk (e.g. espresso stands) to be situated in the light industrial district (I-1) require administrative conditional use permit approval from the director per <u>Chapter 17.72</u> .	No change. "Director" now refers to Community Development Director with the definitions change.

		17.44.024	The following uses in the light industrial district (I-1) require administrative temporary use permit approval from the director per <u>Chapter 17.70</u> :	No change. "Director" now refers to Community Development Director with the definitions change.
		17.44.132	"Approving authority" means approving authority of the land use application or review authority for the appeal application. Director or his or her designee when a land use application is not required for the proposed development.	No change. "Director" now refers to Community Development Director with the definitions change.
	17.46 Heavy Industrial	17.46.031	Vending stands or kiosk (e.g. espresso stands) to be situated in the heavy industrial district (1-2) require administrative conditional use permit approval from the director per <u>Chapter 17.72</u> .	No change. "Director" now refers to Community Development Director with the definitions change.
		17.46.122	"Approving Authority" means approving authority of the land use application or review authority for the appeal application. Director or his or her designee when a land use application is not required for the proposed development.	No change. "Director" now refers to Community Development Director with the definitions change.
	17.52 Signs	17.52.070(A)(7)	Each freestanding or pole sign shall have a landscaped area twice the size of the sign face around the base of the sign. Pre-existing developments may be exempt from the landscape requirement subject to the approval of the public works director or his or her designee.	Each freestanding or pole sign shall have a landscaped area twice the size of the sign face around the base of the sign. Pre-existing developments may be exempt from the landscape requirement subject to the

				approval of the Community Development Director or his or her designee.
		17.52.080(A)(7)	Each freestanding or pole sign shall have a landscaped area twice the size of the sign face around the base of the sign. Pre-existing developments may be exempt from the landscape requirement subject to the approval of the public works director or his or her designee.	Each freestanding or pole sign shall have a landscaped area twice the size of the sign face around the base of the sign. Pre-existing developments may be exempt from the landscape requirement subject to the approval of the Community Development Director or his or her designee.
		17.52.110	<p>B. All signs described in subsection A are hereby deemed a public nuisance. Any such sign, unless subject to summary abatement, shall be removed either by the sign owner or the property owner within five days of oral or written notice from the public works director or the director's designee.</p> <p>C. Voluntary Correction.</p> <ol style="list-style-type: none"> 1. General. The public works director shall attempt to secure voluntary correction by contacting the person responsible for the violation when practical, explaining the violation and requesting correction. 2. Issuance of Voluntary Correction Agreement. A voluntary correction agreement to abate the violation within a specified time and according to 	<p>B. All signs described in subsection A are hereby deemed a public nuisance. Any such sign, unless subject to summary abatement, shall be removed either by the sign owner or the property owner within five days of oral or written notice from the Community Development Director or the director's designee.</p> <p>C. Voluntary Correction.</p> <ol style="list-style-type: none"> 1. General. The Community Development Director shall attempt to secure voluntary correction by contacting the person responsible for the violation when practical, explaining the

			<p>specified conditions may be entered into between the person responsible for the violation and the city acting through the public works director or designee.</p> <ul style="list-style-type: none"> a. Right to a Hearing Waived. Upon entering into a voluntary correction agreement, the person responsible for the violation waives the right to an administrative appeal of the violation and of the corrective action. b. Extension—Modification. An extension of the time limit for correction or a modification of the required corrective action may be granted by the public works director if the person responsible for the violation has shown due diligence and/or substantial progress in correcting the violation but unforeseen circumstances render correction under the original conditions unattainable. <p>D. Notice of Civil Infraction.</p> <ul style="list-style-type: none"> 1. Issuance. <ul style="list-style-type: none"> a. Except as set forth in subsection B, when the public works director determines that a violation 	<p>violation and requesting correction.</p> <ul style="list-style-type: none"> 2. Issuance of Voluntary Correction Agreement. A voluntary correction agreement to abate the violation within a specified time and according to specified conditions may be entered into between the person responsible for the violation and the city acting through the public works director or designee. <ul style="list-style-type: none"> a. Right to a Hearing Waived. Upon entering into a voluntary correction agreement, the person responsible for the violation waives the right to an administrative appeal of the violation and of the corrective action. b. Extension—Modification. An extension of the time limit for correction or a modification of the required corrective action may be granted by the
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			<p>has occurred or is occurring, and is unable to secure voluntary correction, the public works director may issue a notice of civil violation to the person responsible for the violation pursuant to WMC <u>1.12.020</u>.</p> <p>b. The public works director may issue a notice of civil violation without having attempted to secure voluntary correction under the following circumstances:</p>	<p>Community Development Director if the person responsible for the violation has shown due diligence and/or substantial progress in correcting the violation but unforeseen circumstances render correction under the original conditions unattainable.</p> <p>D. Notice of Civil Infraction.</p> <p>1. Issuance.</p> <p>a. Except as set forth in subsection B, when the Community Development Director determines that a violation has occurred or is occurring, and is unable to secure voluntary correction, the Community Development Director may issue a notice of civil violation to the person responsible for the violation pursuant to WMC <u>1.12.020</u>.</p>
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				b. The Community Development Director may issue a notice of civil violation without having attempted to secure voluntary correction under the following circumstances:
		17.52.130(C)	Special event signs, provided that all of the following conditions are met: 1. The promoter of the event receives permission from the public works director or his/her designee that the event meets the following criteria for the event:	No change. The Public Works Director should be responsible for this task as it includes ROW use.
		17.52.150(A)	All sign permit applications shall be reviewed to comply with this chapter by the public works director or designee as provided in this section:	All sign permit applications shall be reviewed to comply with this chapter by the Community Development Director or designee as provided in this section:
	17.56 Parking	17.56.035	All developments in the floodway use district shall provide adequate off-street parking for visitors, employees and delivery vehicles. The number of off-street parking spaces for developments in this district shall be determined by the public works director and based upon the	All developments in the floodway use district shall provide adequate off-street parking for visitors, employees and delivery vehicles. The number of off-street parking spaces for developments in this district shall be determined

			information in the proponent's SEPA checklist or impact statement. Appeal procedures for administrative decisions are set forth in WMC <u>19.06</u> and <u>19.08</u> .	by the Community Development Director and based upon the information in the proponent's SEPA checklist or impact statement. Appeal procedures for administrative decisions are set forth in WMC <u>19.06</u> and <u>19.08</u> .
		17.56.045	All developments in the heavy industrial district shall provide adequate off-street parking for employees, delivery vehicles and visitors. The number of off-street parking spaces for developments in this district shall be determined by the public works director and based upon information in the proponent's SEPA checklist or impact statement. Appeal procedures for administrative decisions are set forth in WMC <u>19.06</u> and <u>19.08</u> . Up to thirty-five percent of the employee parking spaces may be compact spaces.	All developments in the heavy industrial district shall provide adequate off-street parking for employees, delivery vehicles and visitors. The number of off-street parking spaces for developments in this district shall be determined by the Community Development Director and based upon information in the proponent's SEPA checklist or impact statement. Appeal procedures for administrative decisions are set forth in WMC <u>19.06</u> and <u>19.08</u> . Up to thirty-five percent of the employee parking spaces may be compact spaces.
		17.56.080(F)	The location and design of all entrances, exits and drives shall be subject to the approval of the director of public works and, in the case where the matter is before it, the planning commission.	No change. This should be a task for the Public Works Director.

		17.56.090(A)	Vehicle accommodation areas, including lanes for drive-in windows, shall be graded and surfaced with asphalt, concrete or other material that will provide equivalent protection against potholes, erosion, and dust. Design of pavement section for vehicle accommodation areas shall be approved by the director of public works. The parking area shall be graded and drained so as to dispose of surface water to the satisfaction of the director of public works.	No change. This should be a task for the Public Works Director.
	17.70 Temporary Uses	17.70.050	The director or designee may approve, or modify and approve an application for a temporary use permit if the application satisfies all of the following criteria: 8. The use must provide sanitary facilities if the director or designee finds it to be necessary.	No change. "Director" now refers to Community Development Director with the definitions change.
		17.70.060	A temporary use is valid for up to one hundred eighty calendar days from the effective date of the permit; however, the director may establish a shorter time frame. The director may grant one extension not to exceed sixty days, upon the applicant showing compliance with all conditions of permit approval. The property owner or holder of a temporary use permit may not file an application for a successive temporary use permit for sixty days following the expiration of an approved permit applying to that	No change. "Director" now refers to Community Development Director with the definitions change.

			property. Within five days of the expiration of the temporary use permit, the applicant shall have the use and all physical evidence removed from the site.	
		17.70.070	Prior to the approval of a temporary use permit, the applicant shall submit to the director an irrevocable, signed and notarized statement granting the city permission to summarily enter the applicant's property with reasonable notice and abate the temporary use, and all physical evidence of that use if it has not been removed as required by the terms of the permit. The statement shall also indicate that the applicant will reimburse the city for any expenses incurred in abating a temporary use under the authority of the chapter.	No change. "Director" now refers to Community Development Director with the definitions change.
		17.70.080	In appropriate circumstances the director may require a reasonable performance of maintenance assurance device, in a form acceptable to the finance department, to assure compliance with the provisions of this title and the temporary use permit as approved.	No change. "Director" now refers to Community Development Director with the definitions change.
	17.72 Conditional Uses	17.72.010	It is the purpose of this chapter to establish review and permit approval procedures for unusual or unique types of land uses, which, due to their nature, require special consideration of their impact on the neighborhood, and land uses in the vicinity. Administrative	No change. "Director" now refers to Community Development Director with the definitions change.

			conditional uses or conditional uses may be located by special permission of the director and/or the hearing examiner under such conditions as the director or the hearing examiner as the case may be may impose.	
		17.72.030(C)	The site plan shall be made part of the permit and subsequent building permits and construction activity shall be in accordance with the approved site plan. The director may approve minor adjustments to the site plan.	No change. "Director" now refers to Community Development Director with the definitions change.
		17.72.050	The director or hearing examiner as the case may be shall be guided by the following criteria in granting a conditional use permit:	No change. "Director" now refers to Community Development Director with the definitions change.
		17.72.060	The director or hearing examiner as the case may be may impose conditions on his/her approval of a conditional use, which he/she finds are necessary to ensure the use is compatible with other uses in the vicinity. These conditions may include, but are not limited to, the following:	No change. "Director" now refers to Community Development Director with the definitions change.
		17.72.070	A performance bond or other adequate and appropriate security may be required by the director or hearing examiner as the case may be for any elements of the proposed project which the director and/or hearing examiner determines are crucial to the protection of the public welfare. Such bond shall be	No change. "Director" now refers to Community Development Director with the definitions change.

			in an amount equal to one hundred percent of the cost of the installation or construction of the applicable improvements.	
		17.72.080	An application for a conditional use permit, which has been denied, may not be resubmitted within six months from the date of the director's or hearing examiner's disapproval.	No change. "Director" now refers to Community Development Director with the definitions change.
		17.72.090	A. Approval of a conditional use by the director and/or hearing examiner shall be void if: B. 1. No changes are made on the original conditional use plan as approved by the director and/or hearing examiner; C. A conditional use permit shall be reviewed annually by a designated city official to ensure proper compliance with all permit provisions and conditions. At any time, if a permit is found to be in violation of permit conditions, the director and/or hearing examiner is empowered to review the permit and findings of the appropriate city official and, if deemed necessary, issue an order requiring compliance with the permit or revoke the permit.	No change. "Director" now refers to Community Development Director with the definitions change.
	17.81 Hearing Examiner	17.81.020	Expiration of Approval—Major Variances. Approval of a major variance shall be void after three years, unless a building permit has	Expiration of Approval—Major Variances. Approval of a major variance shall be void after three years, unless a building

			<p>been issued and substantial construction has taken place. The public works director, for good cause, may extend approval for no more than one year. If a variance is specifically related to an approved phasing program, the validity of the variance shall be limited only by the phasing plan. Approval expiration shall apply to all applications deemed complete on or after the effective date of the ordinance from which this section is derived.</p> <p>F. Appeals regarding written administrative decisions concerning a land use or environmental permit application as outlined in WMC <u>19.08.030</u> or written interpretations of a provision of the Woodland Municipal Code (WMC) issued by the development review committee (DRC) or public works director.</p>	<p>permit has been issued and substantial construction has taken place. The Community Development Director, for good cause, may extend approval for no more than one year. If a variance is specifically related to an approved phasing program, the validity of the variance shall be limited only by the phasing plan. Approval expiration shall apply to all applications deemed complete on or after the effective date of the ordinance from which this section is derived.</p> <p>F. Appeals regarding written administrative decisions concerning a land use or environmental permit application as outlined in WMC <u>19.08.030</u> or written interpretations of a provision of the Woodland Municipal Code (WMC) issued by the development review committee (DRC) or Community Development Director.</p>
		17.81.140	<p>Not later than five working days following the rendering of a written decision, copies thereof shall be personally delivered or mailed to the applicant, staff planner, director of</p>	<p>Not later than five working days following the rendering of a written decision, copies thereof shall be personally delivered or mailed to the</p>

			public works, health officer, and to other parties of record in the case. "Parties of record" shall include all persons who specifically request notice of decision by signing a register provided for such purpose at the public hearing.	applicant, Community Development Director, director of public works, health officer, and to other parties of record in the case. "Parties of record" shall include all persons who specifically request notice of decision by signing a register provided for such purpose at the public hearing.
		17.81.210	Approval of a minor variance shall be void after three years, unless a building permit has been issued and substantial construction has taken place. The public works director , for good cause, may extend approval for no more than one year. If a variance is specifically related to an approved phasing program, the validity of the variance shall be limited only by the phasing plan. Approval expiration shall apply to all applications deemed complete on or after the effective date of the ordinance from which this section is derived.	Approval of a minor variance shall be void after three years, unless a building permit has been issued and substantial construction has taken place. The Community Development Director , for good cause, may extend approval for no more than one year. If a variance is specifically related to an approved phasing program, the validity of the variance shall be limited only by the phasing plan. Approval expiration shall apply to all applications deemed complete on or after the effective date of the ordinance from which this section is derived.
	17.84 Amendments and Review Procedures	17.84.130	The site development plan for development proposals shall accompany application for the building permit and shall be reviewed by the supervisor of public works, building	The site development plan for development proposals shall accompany application for the building permit and shall be reviewed by the Community

			<p>inspector, staff planner, and other affected agencies for conformance to standards, ordinances, and codes. The city staff will work with the applicant to correct any site plan deficiencies, if necessary. Approval of site plans for development proposals shall be by the supervisor of public works, who shall denote approval on the face of the site plan for filing in city records. The approved site plan shall be binding on the ultimate design and construction of the project. Prior to decision, the supervisor of public works 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.</p>	<p>Development Director, Public Works Director, Building Official, staff planner, and other affected agencies for conformance to standards, ordinances, and codes. The city staff will work with the applicant to correct any site plan deficiencies, if necessary. Approval of site plans for development proposals shall be by the Community Development Director, who shall denote approval on the face of the site plan for filing in city records. The approved site plan shall be binding on the ultimate design and construction of the project. Prior to decision, the Community Development Director 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.</p>
		17.84.140	<p>A. The site development plan for zone change proposals shall accompany the application for the zone change and shall be reviewed initially by the supervisor of public works, building inspector, staff planner, and other</p>	<p>A. The site development plan for zone change proposals shall accompany the application for the zone change and shall be reviewed initially by the Community</p>

			<p>affected agencies for conformance to standards, ordinances and codes. The city staff will work with the applicant to correct any site plan deficiencies, if necessary. Staff findings and recommendations to the planning commission should address the merits of the site plan as well as of the proposed zone change.</p> <p>C. The public works supervisor and building inspector shall check building and construction plans for basic consistency with the approved site development plan prior to issuing permits. If the building and construction plans indicate significant differences in dimensions, setbacks, points of ingress/egress, parking and loading spaces and areas, or other pertinent features from the approved site plan, a revised site development plan shall be required and reviewed and acted on by the city council.</p>	<p>Development Director, Public Works Director Building Official, staff planner, and other affected agencies for conformance to standards, ordinances and codes. The city staff will work with the applicant to correct any site plan deficiencies, if necessary. Staff findings and recommendations to the planning commission should address the merits of the site plan as well as of the proposed zone change.</p> <p>C. The Community Development Director, Public Works Director, and Building Official shall check building and construction plans for basic consistency with the approved site development plan prior to issuing permits. If the building and construction plans indicate significant differences in dimensions, setbacks, points of ingress/egress, parking and loading spaces and areas, or other pertinent features from the approved site plan, a revised site development plan shall be required and reviewed and acted on by the city council.</p>
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	17.92 Enforcement Provisions – Land Use	17.92.010	B. "Supervisor" means the supervisor of public works or such other person as the city council shall authorize to utilize the provisions of this chapter and shall include any duly authorized representative of such supervisor.	Remove this definition and replace with: "Director" means the Community Development Director or his/her designee.
		17.92.020	The supervisor is authorized to utilize the procedure of this chapter in order to enforce any land use ordinance.	The director is authorized to utilize the procedure of this chapter in order to enforce any land use ordinance.
		17.92.030	All violations of land use ordinances are determined to be detrimental to the public health, safety, and welfare and are declared to be public nuisances. All conditions which are determined by the supervisor to be in violation of any land use ordinance shall be subject to the provisions of this chapter and shall be corrected by any reasonable and lawful means as provided in this chapter.	All violations of land use ordinances are determined to be detrimental to the public health, safety, and welfare and are declared to be public nuisances. All conditions which are determined by the director to be in violation of any land use ordinance shall be subject to the provisions of this chapter and shall be corrected by any reasonable and lawful means as provided in this chapter.
9Plann		17.92.040	Whenever necessary to make an inspection to enforce the provisions of any land use ordinance, or whenever the supervisor has reasonable cause to believe that any building, structure, property or portion thereof is being used in violation of any land use ordinance, the supervisor may enter	Whenever necessary to make an inspection to enforce the provisions of any land use ordinance, or whenever the director has reasonable cause to believe that any building, structure, property or portion thereof is being used in

			such building, structure, property or portion thereof at all reasonable times to inspect the same.	violation of any land use ordinance, the director may enter such building, structure, property or portion thereof at all reasonable times to inspect the same.
		17.92.050	In addition to or as alternative to any other judicial or administrative remedy provided in this chapter by law, any person who violates any land use ordinance, or rules and regulations adopted thereunder, or by each act of commission or omission procures, aids or abets such violation, shall be subject to a civil penalty in an amount of fifteen dollars in the case of noncommercial ventures, and fifty dollars in the case of commercial ventures per day for each continuous violation to be directly assessed by the supervisor until such violation is corrected. The per diem penalty shall double for the second separate violation and triple for the third and subsequent separate violation of the same regulation within any five-year period. All civil penalties assessed will be enforced and collected in accordance with the lien, personal obligation, and other procedures specified in this title.	In addition to or as alternative to any other judicial or administrative remedy provided in this chapter by law, any person who violates any land use ordinance, or rules and regulations adopted thereunder, or by each act of commission or omission procures, aids or abets such violation, shall be subject to a civil penalty in an amount of fifteen dollars in the case of noncommercial ventures, and fifty dollars in the case of commercial ventures per day for each continuous violation to be directly assessed by the director until such violation is corrected. The per diem penalty shall double for the second separate violation and triple for the third and subsequent separate violation of the same regulation within any five-year period. All civil penalties assessed will be enforced and collected in

				accordance with the lien, personal obligation, and other procedures specified in this title.
		17.92.060	<p>In addition to or as an alternative to any other judicial or administrative remedy provided in this chapter by law, the supervisor may order a land use ordinance violation to be abated. The supervisor may order any person who creates or maintains a violation of any land use ordinance, or rules and regulations adopted thereunder, to commence corrective work and to complete the work within such time as the supervisor determines reasonable under the circumstances. If the required corrective work is not commenced or completed within the time specified, the supervisor will proceed to abate the violation and cause the work to be done. He will charge the costs thereof as a lien against the property and as both a joint and separate personal obligation of any person who is in violation.</p>	<p>In addition to or as an alternative to any other judicial or administrative remedy provided in this chapter by law, the director may order a land use ordinance violation to be abated. The director may order any person who creates or maintains a violation of any land use ordinance, or rules and regulations adopted thereunder, to commence corrective work and to complete the work within such time as the director determines reasonable under the circumstances. If the required corrective work is not commenced or completed within the time specified, the director will proceed to abate the violation and cause the work to be done. He will charge the costs thereof as a lien against the property and as both a joint and separate personal obligation of any person who is in violation.</p>

		17.92.070	Notwithstanding the existence or use of any other remedy, the supervisor may seek legal or equitable relief to enjoin any acts or practices or abate any conditions which constitute or will constitute a violation of any land use ordinance or rules and regulations adopted thereunder.	Notwithstanding the existence or use of any other remedy, the director may seek legal or equitable relief to enjoin any acts or practices or abate any conditions which constitute or will constitute a violation of any land use ordinance or rules and regulations adopted thereunder.
		17.92.090	Whenever the supervisor has reason to believe that a violation of a land use ordinance or any rules and regulations adopted thereunder will be most promptly and equitably terminated by an administrative notice and order proceeding, he shall issue a written notice and order directed either to the owner or operator of the source of the violation, the person in possession of the property where the violation originates, or the person otherwise causing or responsible for the violation. The notice and order may be posted on the property and shall contain: A. The street address when available and a legal description of real property and/or description of personal property sufficient for identification of where the violation occurred or is located; B. A statement that the supervisor has found a person to be in violation of a land use ordinance with a brief and concise description of the conditions found to be in violation;	Whenever the director has reason to believe that a violation of a land use ordinance or any rules and regulations adopted thereunder will be most promptly and equitably terminated by an administrative notice and order proceeding, he shall issue a written notice and order directed either to the owner or operator of the source of the violation, the person in possession of the property where the violation originates, or the person otherwise causing or responsible for the violation. The notice and order may be posted on the property and shall contain: A. The street address when available and a legal description of real property and/or description of personal property sufficient for identification of where the violation occurred or is located;

			<p>C. A statement of the corrective action required to be taken. If the supervisor has determined that corrective work is required, the order shall require that all required permits be secured and the work physically commence within such time and be completed within such time as the supervisor shall determine is reasonable under the circumstances;</p> <p>D. A statement specifying the amount of any civil penalty assessed on account of the violation and, if applicable, the conditions on which assessment of such civil penalty is contingent;</p> <p>E. Statements advising that (1) if any required work is not commenced or completed within the time specified, the supervisor will proceed to abate the violation and cause the work to be done and charge the costs thereof as a lien against the property and as a joint and separate personal obligation of any person in violation; and (2) if any assessed civil penalty is not paid, the supervisor will charge the amount of the penalty as a lien against the property and as a joint and separate personal obligation of any person in violation;</p>	<p>B. A statement that the director has found a person to be in violation of a land use ordinance with a brief and concise description of the conditions found to be in violation;</p> <p>C. A statement of the corrective action required to be taken. If the director has determined that corrective work is required, the order shall require that all required permits be secured and the work physically commence within such time and be completed within such time as the director shall determine is reasonable under the circumstances;</p> <p>D. A statement specifying the amount of any civil penalty assessed on account of the violation and, if applicable, the conditions on which assessment of such civil penalty is contingent;</p> <p>E. Statements advising that (1) if any required work is not commenced or completed within the time specified, the director will proceed to abate the violation and cause the work to be done and charge the costs thereof as a lien against the property and as a</p>
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				joint and separate personal obligation of any person in violation; and (2) if any assessed civil penalty is not paid, the director will charge the amount of the penalty as a lien against the property and as a joint and separate personal obligation of any person in violation;
		17.92.110	<p>A. Any person aggrieved by the order of the supervisor may request in writing within ten days of the service of notice and order an appeal hearing before the hearing examiner. The request shall cite the notice and order appealed from and contain a brief statement of the reasons for seeking the appeal hearing. The method of appeal as provided in this chapter shall be sole and exclusive, and no appeal shall be had to the board of adjustment from any determination rendered under the authority of this chapter.</p> <p>B. The appeal hearing shall be conducted on the record and the hearing examiner shall have such rule making and other powers as were available to the supervisor originally. Such appeal hearing shall be conducted within a reasonable time after receipt of the request for appeal. Written notice of the time and place of</p>	<p>A. Any person aggrieved by the order of the director may request in writing within ten days of the service of notice and order an appeal hearing before the hearing examiner. The request shall cite the notice and order appealed from and contain a brief statement of the reasons for seeking the appeal hearing. The method of appeal as provided in this chapter shall be sole and exclusive, and no appeal shall be had to the board of adjustment from any determination rendered under the authority of this chapter.</p> <p>B. The appeal hearing shall be conducted on the record and the hearing examiner shall have such rule making and other powers as were available to the director originally. Such</p>

			the hearing will be sent to each appealing party, to the supervisor whose order is being appealed, and to other interested persons who have requested in writing that they be so notified.	appeal hearing shall be conducted within a reasonable time after receipt of the request for appeal. Written notice of the time and place of the hearing will be sent to each appealing party, to the director whose order is being appealed, and to other interested persons who have requested in writing that they be so notified.
		17.92.120(A)	Any order duly issued by the supervisor pursuant to the procedures contained in this chapter shall become final ten days after service of the notice and order unless a written request for hearing is received by the hearing examiner within the ten-day period.	Any order duly issued by the director pursuant to the procedures contained in this chapter shall become final ten days after service of the notice and order unless a written request for hearing is received by the hearing examiner within the ten-day period.
		17.92.130	The supervisor may at any time add to, rescind in part, or otherwise modify a notice and order by issuing a supplemental notice and order. The supplemental notice and order shall be governed by the same procedures applicable to all notices and orders as contained in this chapter.	The director may at any time add to, rescind in part, or otherwise modify a notice and order by issuing a supplemental notice and order. The supplemental notice and order shall be governed by the same procedures applicable to all notices and orders as contained in this chapter.
		17.92.140	A. If, after any order duly issued by the supervisor has become final, the	A. If, after any order duly issued by the director has

			<p>person to whom such order is directed fails, neglects, or refuses to obey such order, including refusal to pay a civil penalty assessed under such order, the supervisor may:</p> <p>B. Enforcement of any notice and order of the supervisor issued pursuant to this chapter shall be stayed during the pendency of any appeal under this chapter, except when the supervisor determines that the violation will cause immediate and irreparable harm and so states in the notice and order issued.</p>	<p>become final, the person to whom such order is directed fails, neglects, or refuses to obey such order, including refusal to pay a civil penalty assessed under such order, the director may:</p> <p>B. Enforcement of any notice and order of the director issued pursuant to this chapter shall be stayed during the pendency of any appeal under this chapter, except when the director determines that the violation will cause immediate and irreparable harm and so states in the notice and order issued.</p>
		17.92.150	<p>The supervisor is authorized to settle and compromise claims for civil penalties accruing pursuant to this chapter where such settlement is clearly in the interests of the city; provided, that the supervisor shall periodically report such settlements and compromises to the city council. Ord. 556 <u>§ 15</u>, 1980)</p>	<p>The director is authorized to settle and compromise claims for civil penalties accruing pursuant to this chapter where such settlement is clearly in the interests of the city; provided, that the director shall periodically report such settlements and compromises to the city council. Ord. 556 <u>§ 15</u>, 1980)</p>
		17.92.160	<p>A. The supervisor may temporarily suspend any permit issued under a land use ordinance for</p>	<p>A. The director may temporarily suspend any permit issued under a land use ordinance for</p>

			C. Notwithstanding any other provision of this chapter, whenever the supervisor finds that a violation of any land use ordinance or rules and regulations has created or is creating an unsanitary, dangerous or other condition which, in his judgment, constitutes an immediate and irreparable hazard, he may, without service of a written notice and order, suspend and terminate operations under the permit immediately.	C. Notwithstanding any other provision of this chapter, whenever the director finds that a violation of any land use ordinance or rules and regulations has created or is creating an unsanitary, dangerous or other condition which, in his judgment, constitutes an immediate and irreparable hazard, he may, without service of a written notice and order, suspend and terminate operations under the permit immediately.
		17.92.200	The notice and order of a director pursuant to this chapter shall give notice to the owner that a lien for the civil penalty of the cost of abatement, or both, may be claimed by the city.	No change. "Director" now refers to Community Development Director with the definitions change.

Title	Chapter	Section	Current Language	Proposed Language/Change
19: Development Administration	19.02 Project Permit Processing	19.02.02	"Determination of completeness" means a written determination by the director or his/her designee that all required elements of an application have been received by the city. This determination initiates the statutory review period for the application, if any, and subject to certain exceptions, entitles the applicant to have the application considered and reviewed pursuant to the laws,	No change. "Director" now refers to Community Development Director with the definition change.

			regulations and standards in effect on the date the application was complete.	
			"Development review committee" (DRC) means a group of city and fire agency staff composed of the public works director , community development planner, building official and fire chief or designee who conduct preapplication conferences and review and/or approve development permit applications.	"Development review committee" (DRC) means a group of city and fire agency staff composed of the Public Works Director, Community Development Director , building official and fire chief or designee who conduct preapplication conferences and review and/or approve development permit applications.
			"Director" means the director of the department of public works of the city unless another department or agency is in charge of the project in which case it refers to the chief administrative officer of that department or agency.	"Director" means the Community Development Director of the city unless another department or agency is in charge of the project in which case it refers to the chief administrative officer of that department or agency.
		19.02.03	A. There is hereby established a development review committee (DRC) as defined in WMC 19.02.020 . Normally the public works director will chair DRC meetings. The primary purpose of such committee is to make such decisions as are delegated to it by ordinance and administrative directive, conduct preapplication conferences and make post application determinations in conjunction with the issuance of project permits as well as staff	Change 19.02.03(A) to: There is hereby established a development review committee (DRC) as defined in WMC 19.02.020 . Normally the Community Development Director will chair DRC meetings. The primary purpose of such committee is to make such decisions as are delegated to it by ordinance and administrative directive, conduct preapplication conferences and make post

			<p>recommendations where the hearing examiner, planning commission or city council is charged with approval authority.</p> <p>B. For all matters for which the planning commission or hearing examiner is the reviewing or decision making authority, the city planner shall prepare the staff report.</p> <p>C. In the event of a tie vote the public works director will make the decisive vote.</p>	<p>application determinations in conjunction with the issuance of project permits as well as staff recommendations where the hearing examiner, planning commission or city council is charged with approval authority.</p> <p>No change in C as the PW Director can still make the decisive vote.</p>
		19.02.090(E)	<p>City's Failure to Provide Determination of Completeness. A project permit application shall be deemed complete under this section if the city does not provide a written determination to the applicant that the application is incomplete as provided in Section 19.02.090. When the project permit application is complete, the director shall accept it, and note the date of acceptance. (RCW 36.70B.070(4)(a)).</p>	<p>No change. "Director" now refers to Community Development Director with the definition change.</p>
		19.02.110	<p>Whenever review of a land use application including, but not limited to, comprehensive plan map/text amendment, zoning map/text amendment, Annexation, development proposal, or building permit application requires the retention by the city for professional consulting services, the applicant shall reimburse the city, the cost of such professional consulting services. Such costs are due and payable</p>	<p>Whenever review of a land use application including, but not limited to, comprehensive plan map/text amendment, zoning map/text amendment, Annexation, development proposal, or building permit application requires the retention by the city for professional consulting services, the applicant shall reimburse the city, the cost</p>

			<p>to the city at the time of final plan or land use approval. The city may require the applicant to deposit an amount with the city estimated in the discretion of the public works director, to be sufficient to cover anticipated costs of retaining professional consultant services and to ensure reimbursement for such costs.</p>	<p>of such professional consulting services. Such costs are due and payable to the city at the time of final plan or land use approval. The city may require the applicant to deposit an amount with the city estimated in the discretion of the Community Development Director, to be sufficient to cover anticipated costs of retaining professional consultant services and to ensure reimbursement for such costs.</p>
		19.02.115	<p>Right to Inspect. The city of Woodland is authorized to inspect all on site, civil, and frontage improvements as needed to enforce applicable standards, and ensure the quality and integrity of development improvements. Development shall be as defined in WMC Section 17.08.232. Development improvements shall be inspected by either the public works director, their designee, city staff, or consultants retained by the city for this purpose. Inspections shall be conducted at the start of, during and at completion of installation of development improvements. The city is also authorized to inspect the subject property as needed to review technical studies and reports including, but not limited to, transportation impact analyses, critical area reports, and utility-</p>	<p>No change. The PW Director (or designee as stated) should be responsible for civil and frontage improvement inspections.</p>

			related reports required to review land use applications.	
	19.04 Project consistency/time limits	19.04.404	<p>A. Except as otherwise provided in subsection (B) of this section and Section 19.02.050, the director shall issue his/her notice of final decision on a project permit application within one hundred twenty days, or sooner if possible, after notifying the applicant that the application is complete, as provided in Section 19.02.090(F). In determining the number of days that have elapsed after the director has notified the applicant that the application is complete, the following periods shall be excluded:</p> <p>1. a. Any period during which the applicant has been requested to correct plans, perform required studies, or provide additional required information. The period shall be calculated from the date the director notifies the applicant of the need for additional information until the earlier of the date the director determines whether the additional information satisfies the request for information or fourteen days after the date the information has been provided;</p> <p>b. If the director determines that the information submitted by the applicant under subsection (A)(1)(a) of this section is insufficient, he/she shall notify the applicant of the deficiencies</p>	No change. "Director" now refers to Community Development Director with the definition change.

			<p>and the procedures under subsection (A)(1)(a) of this section shall apply as if a new request for studies had been made;</p> <p>2. Any period during which an environmental impact statement is being prepared following a determination of significance pursuant to RCW 43.21C;</p> <p>3. Any period for administrative appeals of project permits, if an open record appeal hearing or a closed record appeal, or both, are allowed. The time period for considering and deciding shall not exceed: (a) ninety days for an open record appeal hearing; and (b) sixty days for a closed record appeal. The parties to an appeal may agree to extend these time periods; and</p> <p>4. Any extension of time mutually agreed upon by the applicant and the director.</p> <p>B. The time limits established by subsection (A) of this section do not apply if a project permit application:</p> <p>1. Requires an amendment to the comprehensive plan or a development regulation;</p> <p>2. Requires approval of a new fully contained community as provided in RCW 36.70A.350, a master planned resort as provided in RCW 36.70A.360, or the siting of an</p>	
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			<p>essential public facility as provided in RCW 36.70A.200; or</p> <p>3. Is substantially revised by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete. An application is substantially revised if proposed changes would have affected decisions in the approval process.</p> <p>C. If the director is unable to issue its final decision within the time limits provided for in this section, he/she shall provide written notice of this fact to the project applicant. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of the notice of final decision.</p>	
	19.06 Public Notice	19.06.020	<p>As soon as possible, but in any event within ten days of accepting a complete application, the director shall do the following:</p> <p>A. Transmit a copy of the application, or appropriate parts of the application, to each affected agency and city department for review and comment, including those responsible for determining compliance with state and federal requirements. The affected agencies and city departments shall have fifteen days to comment. The referral agencies or city departments are</p>	No change. "Director" now refers to Community Development Director with the definition change.

			presumed to have no comments if comments are not received within the specified time period. The director shall grant an extension of time for comment only if the application involves unusual circumstances. Any extension shall only be for a maximum of three additional days. (RCW 36.70B.070).	
		19.06.060	Any interested person may submit written comments and request reconsideration by the public works director within fifteen days of the date any final recommendation or decision attached to a SEPA threshold determination. Unless further action is taken by the development review committee in response to such comments, the period in which to file an appeal shall terminate twenty-one days after the date such final recommendation or decision is issued. SEPA exempt actions shall not be subject to reconsideration and shall be subject to only a fourteen-day appeal period.	Any interested person may submit written comments and request reconsideration by the Community Development Director within fifteen days of the date any final recommendation or decision attached to a SEPA threshold determination. Unless further action is taken by the development review committee in response to such comments, the period in which to file an appeal shall terminate twenty-one days after the date such final recommendation or decision is issued. SEPA exempt actions shall not be subject to reconsideration and shall be subject to only a fourteen-day appeal period.
	19.08 Approval, Review, and Appeal Authority	19.08.010	As outlined in Section 19.08.030 , department staff as assigned by the director or the DRC shall have the authority to review and approve, deny, modify, or conditionally approve, land use or environmental permits or licenses	No change. "Director" now refers to Community Development Director with the definition change.

			<p>required from the city for a project action, including, but not limited to, site plan review, boundary line adjustments, administrative temporary and conditional use permits, building permits and other construction permits, SEPA procedural and substantive determinations, short plats, binding site plans, minor variances, minor modifications to approved administrative conditional use permits and conditional use permits, phasing and expiration extensions of subdivision preliminary plats, sign permits, certificates of occupancy, critical area permits, floodplain development permits, and shoreline exemptions, and to provide interpretations of codes and regulations applicable to such projects.</p>	
	19.10 Site Plan Review	19.10.040	<p>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.</p>	<p>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 Community Development 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.</p>

		19.10.060(A)	<p>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.</p>	<p>In approving site plans, it shall be the responsibility of the Community Development Director 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 Community Development Director shall coordinate review with the public works director, building official, staff or contract fire professionals, and the city's reviewing consultants.</p>
		19.10.070(A)	<p>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:</p> <ol style="list-style-type: none"> 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. 	<p>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:</p>

		<p>4. Erosion control plan pursuant to WMC Chapter 15.10.</p> <p>5. Final landscaping plan.</p> <p>6. Final utilities plan.</p> <p>7. Additional information as required by the public works director or his/her designee.</p> <ul style="list-style-type: none"> • CITY OF WOODLAND: Examined and Approved: This _____ Day of _____, 20_____. (Signed) _____ Public Works Director <p>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.</p>	<p>1. Overall site plan that is substantially the same as that preliminarily approved.</p> <p>2. Final grading plan.</p> <p>3. Final stormwater plan and report pursuant to WMC Chapter 15.12.</p> <p>4. Erosion control plan pursuant to WMC Chapter 15.10.</p> <p>5. Final landscaping plan.</p> <p>6. Final utilities plan.</p> <p>7. Additional information as required by the Public Works Director, the Community Development Planner or designee.</p> <ul style="list-style-type: none"> • CITY OF WOODLAND: Examined and Approved: This _____ Day of _____, 20_____. (Signed) _____ Public Works Director <p>Prior to decision, the Community Development Director 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 Community Development Director deems appropriate.</p>
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		19.10.100	<p>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 the ordinance from which this chapter is derived, September 16, 2013. The public works director or his/her designee may approve up to two, one-year extensions if:</p>	<p>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 the ordinance from which this chapter is derived, September 16, 2013. The Community Development Director or his/her designee may approve up to two, one-year extensions if:</p>
		19.10.110(A)	<p>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.</p>	<p>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 Community Development 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.</p>

		19.10.120(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 years without reapplying for site plan review	Upon written request, the Community Development 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 years without reapplying for site plan review
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Staff Report: CBD Multi-family use and height increase

Date: June 9, 2016

To: Planning Commission

From: Amanda Smeller, Community Development Planner

Re: CBD Multi-family use and height increase

Multi-Family Dwellings without Commercial Use:

Planning Commission is reviewing the possibility of allowing multi-family dwellings in the Central Business District without the need for a commercial use on the bottom floor, as currently required by the code. During the May meeting, the Commission discussed allowing a certain percentage of properties to be used for multi-family only. There was further discussion regarding the ground floor being convertible from residential use to commercial use. Below is draft code that creates a starting point for us to work from.

Other jurisdictions are similar to Woodland in that they allow multi-family dwellings above a permissible commercial use in their downtown or central business districts. Camas, for example, allows for multi-family dwellings without commercial use with a conditional use permit. Sedro Wooley, for example, allows for multi-family either above the first floor commercial use, or behind a commercial/retail use. This is similar to Woodland's allowance for live-work units in the Central Business District. Sedro Wooley also allows for commercial-free multi-family developments between two and four units per building in a certain geographical area. This may not work as well in Woodland as our area is smaller, but we could assign an area, or a percentage as discussed, if we don't want to allow this use in all of the zone.

Background:

92 parcels of varying sizes and development stages (most developed, not vacant) in the CBD. Approx. 21.2 acres. Only about 16 properties are fully vacant, or not developed (but may contain a parking lot, etc.).

Option:

Add "Multi-family dwellings" to the list of permitted uses in the Central Business District under Section 17.32.020.

Add a section to address density, percentage of properties allowed, heights, and conversion requirements:

Section 17.32.XXX – Requirements for Multi-Family Dwellings with no Commercial Use

- A. Only 25% of all properties in the Central Business District may be multi-family without a commercial use.
- B. The ground floor must have at least 50% flexibility for converting to a commercial use. Ground floor lobbies for upper floor apartment units are still allowable and will not count against the 50% requirement.
- C. Height and density requirements shall meet those as listed in the Medium Density Residential Zone, Chapter 17.20.

D. Parking requirements will apply as set forth in Chapter 17.56.

Height Increase:

The current allowance is three stories high or 45' high. Chief Jackson confirmed that their fire apparatus can reach four stories, and possibly up to five stories in height. There would be other fire (and most likely building) requirements for buildings that are taller, and have more floors.

Most zones in the City allow for up to 45' in height, but can allow for additional height depending on the size of the parcel and the distance from neighboring buildings/residential uses. In the Light Industrial zone, lots greater than one acre can support a building of up to 55' in height. In the Heavy Industrial zone, there are no height restrictions. While the industrial area is certainly different from a residential/commercial area, I just wanted to show that there are other height allowances in the City, and the fire apparatus and fire/building codes can support those. It may be possible for certain types of buildings to have four stories and still not be above 45' in height (or fairly close).

Current 17.32.080 – Building Height.

No building shall be more than three stories or forty-five feet in height.

Potential 17.32.080 – Building Height

No building shall be more than four stories or forty-five feet in height. –OR--

No building shall be more than four stories or fifty-five feet in height. Etc.

17.20.070 - Property development standards.

The following sets forth the required development standards applicable to properties located in the MDR and HDR zones. (Development standards for townhouses on individually-owned lots are contained in Section 17.20.080).

	MDR	HDR
A. Minimum lot area per building site in square feet	7,500	7,500
B. Maximum development density Dwelling units per net acre	25	35
Net square feet of lot area per dwelling unit	1,740	1,240
C. Minimum lot width in feet	75	75
D. Front, rear and interior side setbacks		
<u>1.</u> Front yard setback in feet	20	20

<u>2.</u> Rear yard setback in feet	25	25
<u>3.</u> Interior side yard setback in feet	5	5
E. Street side yard setback in feet	10	10
F. Maximum building height in feet	35	35
G. Maximum lot coverage by percentage of net area	35	45
H. Minimum street frontage in feet	30	30
I. Minimum setback from principal or minor arterial	25	25

(Ord. 939 § 9 (part), 2000)

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

Agenda Item: Ordinance #1357 – Golf Cart Ordinance – Refer with changes to Planning Commission for review and recommendation (amending Ord 1334)

Agenda Item #: Action Item # F

For Agenda of: March 7, 2016

Department: Council

Date Submitted: 03/02/2016

Cost of Item: \$0

Amount Budgeted: \$0

Unexpended Balance: \$0

BARS #:

Description:

Department Supervisor Approval: _____

Committee Recommendation: Public Safety 2-1 to refer to Planning Commission

Agenda Item Supporting Narrative (list attachments, supporting documents):
WMC 10.30

Summary Statement/Department Recommendation:

Here are the main changes to the ordinance that would be referred to the Planning Commission for review and recommendation:

- 1.) All new applicants would be required to possess a valid driver license to operate a golf cart
- 2.) Gas carts would now be an approved use
- 3.) Provides clearer and concise language regarding required equipment
- 4.) Provides clearer language regarding the registration process

CHAPTER 10.30 GOLF CART ZONE

10.30.010	Authorization and Applicability
10.30.020	Golf Carts - Defined
10.30.030	Operation of golf carts on public roads
10.30.040	Required equipment
10.30.050	Registration
10.30.060	Violation – Penalty
10.30.070	Severability

10.30.010 Authorization and Applicability

Subject to the provisions of this chapter, the operation of golf carts are authorized upon the city streets within the City of Woodland. The provisions of this chapter shall apply to all golf carts. All requirements of RCW 46.08.175 shall be followed in addition to the provisions of this chapter.

10.30.020 Golf Carts – Defined

A golf cart is defined as a gas powered or electric powered four-wheeled vehicle originally designed and manufactured for operation on a golf course for sporting purposes, and has a speed attainable in one mile of not more than 20 miles per hour. A golf cart is not a non-highway vehicle or off-road vehicle as defined in RCW 46.09.020. A golf cart is not considered a motor vehicle, except for the purposes of Chapter 46.61 RCW. As per WMC 10.30.030(3), only electric golf carts may be operated within the City of Woodland golf cart zone.

10.30.030 Operation of golf carts on public roads

1. Every person operating a golf cart must be at least sixteen years of age and must have ~~completed a driver education course or have previous experience driving as a licensed driver~~ **a valid driver's license issued by the state of Washington.** A person who has a revoked license under RCW 46.20.285 may not operate a golf cart.
2. Every person operating a golf cart is granted all rights and is subject to all duties applicable to the driver of a vehicle under RCW 46.61.
3. **Both gas and electric golf carts are** ~~Only electric golf carts can be~~ approved for use in the golf cart zone.

4. The City designates those streets west of Interstate 5 and having a speed limit of 25 miles per hour and under as located within the golf cart zone.
5. Golf carts may be operated in the golf cart zone 24 hours per day.
6. ~~Maximum occupancy of a golf cart shall be one person per designated seat~~ Any person operating a golf cart shall not transport more passengers than the manufacturer's designed seating capacity.
7. Accidents that involve golf carts operated within the golf cart zone must be recorded and tracked in compliance with RCW 46.52. The accident report must indicate that a golf cart operating within a golf cart zone is involved in the accident.
8. Golf carts shall not be operated on a street in a negligent manner. For the purpose of this subsection, "to operate in a negligent manner" is defined as the operation of a golf cart in such a manner as to endanger any person or property, or to obstruct, hinder, or impede the lawful course of travel of any motor vehicle or the lawful use by any pedestrian of public streets, sidewalks, paths, trails, walkways, or parks.

10.30.040 Required Equipment

- ~~1. As per RCW 46.08.175, all golf carts shall be equipped with reflectors, seat belts and rearview mirrors.~~
- ~~2. In addition to those items in subsection 1 above, the City further requires all golf carts to be equipped with turn signals, brake lights, and head lights.~~

The golf cart shall be equipped with the following permanent equipment:

1. Seatbelts anchored to the frame for driver and in use by all passengers;
2. Two rearview mirrors capable of reflecting for a distance of at least two hundred feet to the rear of such vehicle and mounted to the golf cart:
 - a. One on the left side of the cart; and
 - b. One on the right side of the cart; or
 - c. One in the middle of the cart;
3. A total of eight three-inch reflectors shall be mounted on the golf cart, four amber and four red. Amber reflectors shall be placed on the front and the forward right and

left sides of the cart. Red reflectors shall be placed on the rear and the rear right and left sides of the cart.

4. The golf cart shall have all of the standard safety features provided by the manufacturer and shall not be modified to exceed a speed of twenty miles per hour nor otherwise modified in anyway that creates a hazard.

5. The city further requires all golf carts to be equipped with turn signals, brake lights, and head lights.

10.30.050 Registration

~~All golf carts to be operated within the golf cart zone shall first be permitted by the City of Woodland Public Works Department. Application for a golf cart permit shall be made upon a form provided by the City of Woodland.~~

- ~~1. A fee of \$40 shall be paid at time of application submittal.~~
- ~~2. An inspection shall be made by the Public Works Director or designee ensuring the golf cart meets all requirements of this ordinance.~~
- ~~3. Upon successful inspection, the City shall affix a decal onto the golf cart being permitted.~~

All golf carts shall be registered with the city prior to the operation upon the public roadways within the city of Woodland. The sole purpose of the registration is to identify the owners of the golf carts being operated as provided herein. Registration of a golf cart is not intended to and shall not operate to warrant our guarantee that the golf cart meets any particular standard or condition or that it may be safely operated upon the public roadways within the city of Woodland. Registration shall be made in the manner set forth as follows:

A. Application for a golf cart registration shall be made upon a form provided by and to the city Public Works Director or his/her designee. A one-time license fee as prescribed by the city council shall be paid before each registration is granted.

B. The Public Works Director or his/her designee upon receiving proper application therefore is authorized to issue a golf cart registration which shall be effective for so long as the golf cart remains under ownership of the applicant. A golf cart registration will be issued upon the approval of the completed application and payment of the fee.

C. The Public Works Director or his/her designee shall verify that the vehicle has not been modified to allow speeds in excess of twenty miles per hour.

D. The Public Works Director or his/her designee shall verify that the vehicle has the required equipment specified in WMC 10.30.040.

E. The Public Works Director or his/her designee shall not issue a golf cart registration for any golf cart when he/she knows or has reasonable grounds to believe that the applicant is not the owner of, or entitled to the possession of, such a golf cart.

F. The Public Works Director or his/her designee shall keep a record of the registration, the date issued, the name and address of the person to whom issued, and a record of registration fees collected.

G. The Public Works Director or his/her designee shall issue a registration card and affix a decal on the golf cart upon successful completion of the inspection and registration process.

H. The golf cart owner shall carry the golf cart registration card at all times when operating the golf cart.

I. If the golf cart is transferred to a new owner, then the new owner must complete the registration process and pay the registration fee.

10.30.060 Violation – Penalty

1. Any person violating the provisions of this chapter shall be deemed to have committed a traffic infraction, the monetary penalty of which shall be assessed in an amount not less than one hundred dollars.
2. In lieu of the infraction and monetary penalty described above, any Woodland police officer may utilize the following penalty provision for a person under sixteen years of age found operating a golf cart in a manner contrary to this chapter:
 - a. The officer may take custody of the golf cart. If the officer does not impound the golf cart, he may release it only to the parent or legal guardian of the violator or to the adult owning the golf cart;
 - b. Upon taking custody of the golf cart, the officer shall provide the violator with written notice setting forth the procedure, including the right provided in this chapter, for reclaiming the golf cart;
 - c. If a hearing is not conducted as authorized by this chapter, any golf cart which is not retrieved by the adult owner or parent/legal guardian of a violator within thirty days after receiving written notice described in subsection (B)(2) of this section shall be declared unclaimed property and shall be disposed of in accordance with state and local law;
 - d. Only the parent or legal guardian of a violator or an adult owner may reclaim a golf cart impounded pursuant to this section;

- e. For the second and subsequent impounds of the same golf cart, a one hundred dollar fee for costs of impounds and administrative processing shall be paid to the city clerk-treasurer prior to the release of any property impounded under this alternative penalty.
- 3. Any parent of any child, and the guardian of any ward, who shall authorize or knowingly permit any child or ward to violate any provision of this chapter shall be subject to a civil non-traffic monetary penalty in an amount not less than one hundred dollars.

10.30.070 Severability

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

ADOPTED this _____ day of _____ 2016.

CITY OF WOODLAND, WASHINGTON

Approved:

William A. Finn, Mayor

Attest:

Mari E. Ripp, Clerk / Treasurer

Approved as to form:

William Eling, City Attorney

Building & Planning Project Update (highlights)

(As of June 9, 2016 – supplement to DRC notes)

- Comprehensive Plan Update:
 - The Comprehensive Plan was adopted by Council in March and became effective on April 21, 2016.
 - The Critical Areas Ordinance must be updated as part of the Comprehensive Plan update and is due by December 2016. City Council will review a substantial progress resolution on June 20 in regards to moving forward with the update.
 - Draft language should be before Planning Commission in July.

- Shoreline Master Program Update:
 - The Department of Ecology has provided the City with review comments, which includes one required change and two recommended changes. I have spoken with the Department of Ecology regarding these changes and have no concerns.
 - First reading for the ordinance to officially adopt the SMP is scheduled for June 20, 2016. Final reading is scheduled for July 5, 2016. Once the City adopts, I will submit a letter to the Department of Ecology agreeing to the changes and they will issue a final letter to the City which makes the SMP effective. Ecology will also have their own separate 60 day appeal period.
 - Changes include:
 - Modification of Existing Flood Control Works (including relocation further landward) was mistakenly labeled as a Shoreline Conditional Use in our draft SMP submitted to Ecology. The City had proposed it to be a permitted use (still needing a Shoreline Substantial Development permit should the threshold/exemption limits be exceeded) specifically to allow the diking district to be able to maintain and modify the existing dike along Lewis River Road.
 - Boating Facility Standard: The Department of Ecology recommends that this language be added to boating facilities: “When feasible boating facilities shall be designed to be aesthetically compatible with the surrounding shoreline environment, and where aesthetic impacts are unavoidable, mitigation shall be provided.” For the purposes of the SMP, boating facilities are defined as any public or private facilities for mooring, storing, or transfer of materials from vessels on the water, such as docks and piers, including on-land related facilities such as approaches and ramps, and includes any private and publicly accessible launch sites or facilities. A boating facility does not include on-land accessory facilities such as parking or storage. Docks, buoys, and marine railways that are accessory to four (4) or fewer single-family residences are also not boating facilities.
 - Non-Motorized Facilities, in the Traffic & Parking Standards section. Ecology is requiring that the City state that “soft surface trails (mulch or dirt) not wider than three (3) feet constructed for public access to shoreline areas, rather than indicating they are constructed for water

access. Ecology wants language allowing for trails (when they cannot be located outside the buffer) as long as the trails are intended to provide visual or physical access to the shoreline areas. This is a required change by Ecology. If the City does not agree to this language change, we will have to work with Ecology to come up with other language or another agreement to meet this intent.

- Two single-family dwelling permits were issued in June: 429 CC Street and 249 Misty Lane.
- On June 6, 2016 City Council passed final reading on an ordinance increasing the School Impact Fees. New fees, starting July 1, 2016 will be as follows:

Single-Family Residence	\$5,000
Duplex (both sides)	\$2,500
Triplex/Fourplex (all sides)	\$5,000
ADU (interior or exterior)	\$650
Townhouse/Condo	\$5,000
Apartment (per unit)	
1 bedroom	\$650
2 bedrooms	\$1,850
3+ bedrooms	\$2,500

- The final Certificate of Occupancy was issued for Carl's Jr on May 20, 2016.
- City Council did not pass the marijuana cooperative moratorium. New state legislation for marijuana cooperatives goes into effect on July 1, 2016. Council did not provide direction to move forward with this item after the moratorium was rejected.
- A pre-application conference is scheduled for June 23 in regards to a commercial development, including a cellular store, on Dike Access Road in front of Walmart.
- General Department News:
 - Kasey, Permit Technician, will be starting permanent increased hours (30 hours per week) on July 18, 2016. This is for additional coverage in our department, customer service (ensuring as much as possible that someone is in our office at all times) as well as handling additional work from our department and Public Works.