

P.O. Box 9
Woodland, WA 98674
www.ci.woodland.wa.us

200 East Scott Avenue
fax: (360) 225-1201

Police
(360) 225-6965

230 Davidson Avenue
fax: (360) 225-7336

Building
(360) 225-7299

**Mayor's Office
Clerk-Treasurer**
(360) 225-1048

Planning
(360) 225-1048

300 East Scott Avenue
fax: (360) 225-7467

Public Works
(360) 225-7999

Date: May 27, 2016

RE: An amendment to the City of Woodland's Zoning Ordinance, Title 17, regarding the variance procedure for an addition/expansion to a non-conforming single-family residence. An amendment to Title 3, Revenue and Finance, in regards to the collection of impact fees and the allowance of deferring payment of said impact fees.

Land Use Application No.: LU-216-915 & LU-216-916

Lead Agency: City of Woodland

Summary: The City of Woodland is considering changes to the Zoning code in regards to the variance process for expansion of or an addition to non-conforming single-family residences. Further proposed are amendments to the Revenue and Finance code in regards to the collection of school, transportation, fire, and park impact fees and for the allowance to defer the payment of said fees. These proposed changes would impact property owners and tenants citywide.

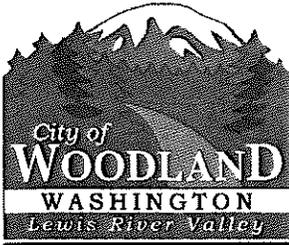
Enclosed Documents for Review: The enclosed Notice of Application, SEPA Determination of Non-Significance, Notice of Public Hearing, draft ordinances and SEPA environmental checklist are submitted for your review and comments. Comments must be submitted to the City Planning Department by **5:00 p.m. on June 15, 2016.**

Public Hearing: A public hearing before the Planning Commission will be held at 7:00 PM on Thursday, June 16, 2016 at the Woodland City Council Chambers, 200 East Scott Avenue, Woodland, Washington.

Please contact Amanda Smeller at (360) 225-1048 or smellera@ci.woodland.wa.us with any questions regarding this matter.

Sincerely,

Amanda Smeller
Community Development Planner



Building & Planning Department

P.O. Box 9, 230 Davidson Avenue
 Woodland, WA 98674
 www.ci.woodland.wa.us
 (360) 225-1048 / FAX # (360) 225-7336

NOTICE OF APPLICATION

NOTICE OF PUBLIC HEARING

DETERMINATION OF NON-SIGNIFICANCE (DNS)

Project:	An amendment to the City of Woodland's Zoning Ordinance, Title 17, in regards to variances for non-conforming single-family residences. In addition, amendments to Title 3, Revenue and Finance, in regards to deferral of impact fee payment.
Date of Issuance:	May 27, 2016
Publishes:	June 8, 2016
Applicant:	City of Woodland
Location:	This is a non-project action that could impact all City property owners and tenants.
Comment Due Date:	June 15, 2016
Planning Commission - Public Hearing Date:	June 16, 2016 at 7:00 PM at the Woodland City Council Chambers, 200 East Scott Avenue, Woodland, Washington

I. DESCRIPTION OF PROPOSAL

The City of Woodland is considering changes to the Zoning code in regards to the variance process for expansion of on addition to non-conforming single-family residences. Further proposed are amendments to the Revenue and Finance code in regards to the collection of school, transportation, fire, and park impact fees and for the allowance to defer payment of said fees. These proposed changes would impact property owners and tenants Citywide.

You are invited to comment on this proposed project.

II. ENVIRONMENTAL REVIEW:

The City of Woodland has determined that this proposal will not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) or mitigation was not required under RCW 43.21C.030. This decision was made after review of a completed environmental checklist and other information on file with the lead agency.

This DNS is issued under WAC 197-11-340(2). Written comments concerning the SEPA determination must be submitted no later than **5 p.m. on June 15, 2016** to:

City of Woodland
Building and Planning Department
c/o Amanda Smeller
230 Davidson Ave., PO Box 9
Woodland, WA 98674

Email: smellera@ci.woodland.wa.us
Phone: 360-225-1048
Fax: 360-225-7336

III. EXISTING ENVIRONMENTAL DOCUMENTS

1. SEPA checklist (May 27, 2016)

Application materials including the document listed above can be reviewed at the Woodland City Hall Annex, 230 Davidson Ave., Woodland, WA 98674 or can otherwise be obtained by contacting the SEPA responsible official.

IV. REVIEW AUTHORITY

Per WMC 19.08.030, SEPA Threshold Determinations shall be made by the City Public Works Department Staff.

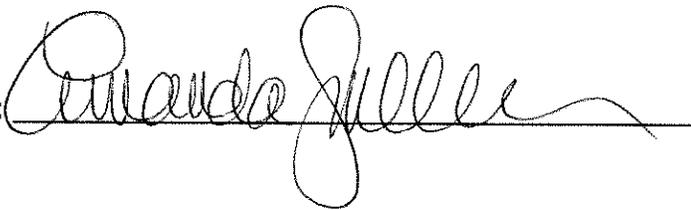
V. PUBLIC HEARING NOTICE

The Woodland Planning Commission will hold a public hearing on this matter at their May 27, 2016 meeting. The Planning Commission will accept testimony and make recommendations to the City Council. Date, time, and location are as follows:

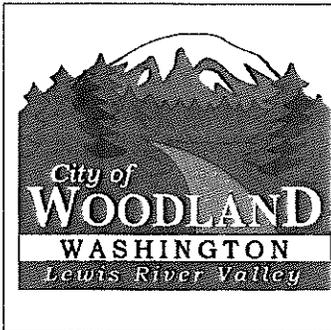
Date: Thursday, June 16, 2016
Time: 7:00 p.m.
Location: Woodland City Council Chambers, 200 East Scott Avenue, Woodland, WA

Date: May 27, 2016

Signature:

A handwritten signature in black ink, appearing to read "Amanda Smeller", written over a horizontal line.

Published in The Reflector: June 8, 2016



STATE ENVIRONMENTAL POLICY ACT CHECKLIST

Planning Department

P.O. Box 9, 230 Davidson Avenue

Woodland, WA 98674

<http://www.ci.woodland.wa.us>

(360) 225-1048 / FAX # (360) 225-7336

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant enough to require an EIS.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without hiring experts. If you do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have questions, the governmental agencies can assist you. (For questions about filling out this checklist for the City of Woodland, contact the Woodland Planning Department at (360) 225-1048).

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for non-project proposals:

Complete this checklist for non-project proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (Part D). For non-project actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

Submittal of this checklist:

Remove and discard this sheet. Sign and date the checklist upon submittal (date delivered or mailed). Fill out and attach a Land Use Master Application. See the applicable "submittal checklist" for the application. A fee of \$650.00 (or the amount listed under WMC 15.04.260) and other applicable fees are due upon submittal of the checklist.

About the Threshold Determination and Comment Period:

After this checklist is submitted AND DEEMED COMPLETE, a Threshold Determination will be issued. You will receive a copy for your records. There is usually a 14-day comment period for other agencies and interested parties to respond. Any comments will be forwarded to you. If there is a need for you to respond to these comments, please do so as quickly as possible.

A. BACKGROUND

1. Name of proposed project, if applicable:

An amendment to the City of Woodland's Zoning Ordinance, Title 17, regarding the variance procedure for an addition/expansion to a non-conforming single-family residence. An amendment to Title 3, Revenue and Finance, in regards to the collection of impact fees and the allowance of deferring payment of said impact fees.

2. Name of applicant:

City of Woodland

3. Address and phone number of applicant and contact person:

City of Woodland
City Hall Annex
230 Davidson Ave. PO Box 9
Woodland, WA 98674

4. Date checklist prepared:

May 27, 2016

5. Agency requesting checklist:

City of Woodland

6. Proposed timing or schedule (including phasing, if applicable):

The Planning Commission is holding a public hearing on this matter at a regularly scheduled meeting on June 16, 2016. The draft ordinance will then go to the City Council for approval in July/August.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No additional plans are part of this proposal.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

No environmental information has been prepared or will be prepared as part of these proposed code changes.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None.

10. List any government approvals or permits that will be needed for your proposal, if known.

The Woodland City Council must approve the amendments.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

This is a non-project action to amend the Woodland Municipal Code as it pertains to variances for non-conforming single-family residences and for the collection/deferral of impact fees. If approved, these changes have the potential to impact all property owners and tenants City wide.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

All properties within the City limits of the City of Woodland.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site

(circle one): Flat, rolling, hilly, steep slopes, mountainous,
other _____

Not applicable. This is a non-project action.

b. What is the steepest slope on the site (approximate percent slope)?

Not applicable. This is a non-project action.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Not applicable. This is a non-project action.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Not applicable. This is a non-project action.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Not applicable. This is a non-project action.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Not applicable. This is a non-project action.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Not applicable. This is a non-project action.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Not applicable. This is a non-project action.

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Not applicable. This is a non-project action.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Not applicable. This is a non-project action.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Not applicable. This is a non-project action.

3. Water

a. Surface Water:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Not applicable. This is a non-project action.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Not applicable. This is a non-project action.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable. This is a non-project action.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not applicable. This is a non-project action.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Not applicable. This is a non-project action.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Not applicable. This is a non-project action.

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Not applicable. This is a non-project action.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not applicable. This is a non-project action.

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Not applicable. This is a non-project action.

2) Could waste materials enter ground or surface waters? If so, generally describe.

Not applicable. This is a non-project action.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

Not applicable. This is a non-project action.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Not applicable. This is a non-project action.

4. Plants

a. Check the types of vegetation found on the site:

_____deciduous tree: alder, maple, aspen, other

_____evergreen tree: fir, cedar, pine, other

- _____shrubs
- _____grass
- _____pasture
- _____crop or grain
- _____ Orchards, vineyards or other permanent crops.
- _____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- _____water plants: water lily, eelgrass, milfoil, other
- _____other types of vegetation

Not applicable. This is a non-project action.

b. What kind and amount of vegetation will be removed or altered?

Not applicable. This is a non-project action.

c. List threatened and endangered species known to be on or near the site.

Not applicable. This is a non-project action.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Not applicable. This is a non-project action.

e. List all noxious weeds and invasive species known to be on or near the site.

Not applicable. This is a non-project action.

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other _____

Not applicable. This is a non-project action.

b. List any threatened and endangered species known to be on or near the site.

Not applicable. This is a non-project action.

c. Is the site part of a migration route? If so, explain.

Not applicable. This is a non-project action.

d. Proposed measures to preserve or enhance wildlife, if any:

Not applicable. This is a non-project action.

e. List any invasive animal species known to be on or near the site.

Not applicable. This is a non-project action.

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Not applicable. This is a non-project action.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

Not applicable. This is a non-project action.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Not applicable. This is a non-project action.

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

- 1) Describe any known or possible contamination at the site from present or past uses.

Not applicable. This is a non-project action.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Not applicable. This is a non-project action.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

Not applicable. This is a non-project action.

- 4) Describe special emergency services that might be required.

Not applicable. This is a non-project action.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

Not applicable. This is a non-project action.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Not applicable. This is a non-project action.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Not applicable. This is a non-project action.

3) Proposed measures to reduce or control noise impacts, if any:

Not applicable. This is a non-project action.

8. Land and shoreline use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Not applicable. This is a non-project action.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Not applicable. This is a non-project action.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

Not applicable. This is a non-project action.

c. Describe any structures on the site.

Not applicable. This is a non-project action.

d. Will any structures be demolished? If so, what?

Not applicable. This is a non-project action.

e. What is the current zoning classification of the site?

Not applicable. This is a non-project action.

f. What is the current comprehensive plan designation of the site?

Not applicable. This is a non-project action.

g. If applicable, what is the current shoreline master program designation of the site?

Not applicable. This is a non-project action.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Not applicable. This is a non-project action.

i. Approximately how many people would reside or work in the completed project?

Not applicable. This is a non-project action.

j. Approximately how many people would the completed project displace?

Not applicable. This is a non-project action.

k. Proposed measures to avoid or reduce displacement impacts, if any:

Not applicable. This is a non-project action.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Not applicable. This is a non-project action.

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

Not applicable. This is a non-project action.

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Not applicable. This is a non-project action.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not applicable. This is a non-project action.

c. Proposed measures to reduce or control housing impacts, if any:

Not applicable. This is a non-project action.

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Not applicable. This is a non-project action.

b. What views in the immediate vicinity would be altered or obstructed?

Not applicable. This is a non-project action.

c. Proposed measures to reduce or control aesthetic impacts, if any:

Not applicable. This is a non-project action.

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Not applicable. This is a non-project action.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not applicable. This is a non-project action.

- c. What existing off-site sources of light or glare may affect your proposal?

Not applicable. This is a non-project action.

- d. Proposed measures to reduce or control light and glare impacts, if any:

Not applicable. This is a non-project action.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

Not applicable. This is a non-project action.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

Not applicable. This is a non-project action.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Not applicable. This is a non-project action.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

Not applicable. This is a non-project action.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

Not applicable. This is a non-project action.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Not applicable. This is a non-project action.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Not applicable. This is a non-project action.

14. **Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

Not applicable. This is a non-project action.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Not applicable. This is a non-project action.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

Not applicable. This is a non-project action.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

Not applicable. This is a non-project action.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Not applicable. This is a non-project action.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Not applicable. This is a non-project action.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

Not applicable. This is a non-project action.

- h. Proposed measures to reduce or control transportation impacts, if any:

Not applicable. This is a non-project action.

15. **Public services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

Not applicable. This is a non-project action.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

Not applicable. This is a non-project action.

16. Utilities

- a. Circle utilities currently available at the site:
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other _____

Not applicable. This is a non-project action.

- b. Describe the utilities that are proposed for the project, the utility providing the service,
and the general construction activities on the site or in the immediate vicinity which might
be needed.

Not applicable. This is a non-project action.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: 

Name of signee Amanda Smeller

Position and Agency/Organization City of Woodland Community Development Planner

Date Submitted: 5/27/16

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS [\[help\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposed amendments will not have an impact on water, air, or the environment as they are merely a change in the variance process for a single-family residence and the collection/deferral of impact fees. These changes will not impact the environment nor will they change the environmental requirements of any site specific proposal.

Proposed measures to avoid or reduce such increases are:

None identified.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposed amendments will not have an impact on plants, animals, fish or marine life as they are merely a change in the variance process for a single-family residence and the collection/deferral of impact fees. These changes will not impact the environment nor will they change the environmental requirements of any site specific proposal

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

None identified.

3. How would the proposal be likely to deplete energy or natural resources?

The proposed amendments will not cause a depletion in energy or natural resources as they are merely a change in the variance process for a single-family residence and the collection/deferral of impact fees. These changes will not impact the environment nor will they change the environmental requirements of any site specific proposal

Proposed measures to protect or conserve energy and natural resources are:

None identified.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

No impacts on environmentally sensitive areas or areas designated for governmental protection are anticipated.

Proposed measures to protect such resources or to avoid or reduce impacts are:

None identified.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposed amendments will not have an impact on shoreline use as they are merely a change in the variance process for a single-family residence and the collection/deferral of impact fees. These changes will not impact the environment nor will they change the environmental requirements of any site specific proposal

Proposed measures to avoid or reduce shoreline and land use impacts are:

None identified.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

No increased demand on transportation or public services or utilities are expected.

Proposed measures to reduce or respond to such demand(s) are:

None identified.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No conflicts have been identified.

Specific Code Sections:

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 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. 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 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. 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.

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.

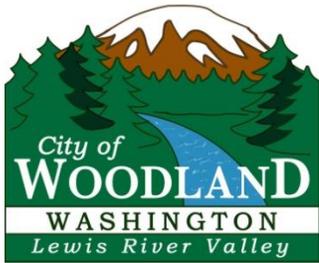
D. Approval criteria for minor modifications to approved conditional uses or administrative conditional uses:

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.



SEPA Distribution List

Date of Issuance: 5/27/2016

Lead Agency: City of Woodland

Project Title: Proposed code amendments:

Variances for Non-Conforming SFRs &
Impact Fee Deferral

Land Use Application: 216-915 & 216-916

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Publish and Post:

Post Office (Post NOA, DNS and PHN)
Library (Post NOA, DNS and PHN)
Police Station (Post NOA, DNS and PHN)
City Hall Annex (Post NOA, DNS and PHN)
City Website (Upload NOA, DNS and PHN))
Reflector (Published 2/3/2016)

Committees and Groups (Cover Letter; NOA, DNS and PHN; SEPA Checklist; Ordinances; Distribution List):

Planning Commission (4) (Email: Tel Jensen, Dave Simpson, Sharon Watt, Paula Bosel)
City Council (7) (Email: Benjamin Fredricks, Al Swindell, Matt Jacobs, Marilee McCall, Jennifer Heffernan, Karl Chapman, Susan Humbyrd)
Mayor Finn (Email)
City Administrator Peter Boyce (Email)
Department Heads (4) (Email: Dennis Ripp, Phil Crochet, Gina Anderson, Mari Ripp)