

AGENDA
CITY OF STEVENSON COUNCIL MEETING
April 15, 2021
6:00 PM, City Hall

Those attending in-person will be required to wear facemasks and comply with current state guidelines for distancing.

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjvA/>

Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

2. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

- a) * 4/13 changes include:
- Addition of Walking Man Liquor License Renewal (item 3b)
 - Addition of Water Adjustment-La Casa de Sabor (item 3c)
 - Addition of Monda Rd. Right of Way Acceptance (item 8d)
 - Addition of Fire Department Report (item 9e)
 - Addition of Voucher information (item 11)

- b) ** 4/14 changes include:
- Updated parking agenda item with staff memo (item 7a)
 - Corrected amount of back-billing waiver request (item 8b)
 - Addition of Emergency Declaration Resolution (item 8e)
 - Update of Project Status Update presentation (item 9b)
 - Addition of Executive Session (item 14a)

3. CONSENT AGENDA: The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Liquor License Application** - 420 Evergreen - change in ownership from North Bonneville PDA to Southern Star Holdings, LLC.
- b) ***Liquor License Renewal** - Walking Man Brewing, LLC
- c) ***Water Adjustment** - La Casa de Sabor (meter No. 100300) requests a water adjustment of \$199.05 for a water leak which they have since repaired.

- d) Minutes** of March 18, 2021 Council Meeting and March 27, 2021 Strategic Planning Retreat.

MOTION: To approve consent agenda items a-d.

4. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion.]*

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) Skamania County Public Works** - Public Works Director/County Engineer Tim Elsea will update council on building inspection services as per the interlocal agreement.

6. SITUATION UPDATES:

- a) COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.
- b) Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

7. UNFINISHED BUSINESS:

- a) **Third Reading Ord 2021-1172 Regarding Parking Requirements** - Community Development Director Ben Shumaker presents a staff memo and ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and allowing greater opportunities for off-site parking for council discussion and consideration.

MOTION: To approve Ordinance 2021-1172 regarding parking requirements as presented/with changes as discussed.

- b) Discuss Security Camera Use Policy** - Council will continue the discussion from the March 27th retreat on whether or not to have security cameras on property.
- c) Discuss Extension of Services Past City Limits** - City Administrator Leana Kinley presents the staff memo from the March 27th retreat regarding the extension of city services (water and sewer) past city limits for discussion.
- d) Review Updated Strategic Plan** - Council will discuss and consider the revised goals on the Strategic Plan.

MOTION: To approve the Strategic Plan for 2022-2023 as presented.

8. COUNCIL BUSINESS:

- a)** **Approve Interlocal Agreement with Clark County** - Public Works Director Karl Russell presents the interlocal agreement between Clark County and the City of Stevenson for administrative or engineering, construction and maintenance services not to exceed \$50,000 per calendar year. This contract is used for annual road striping.

MOTION: To approve the interlocal agreement with Clark County not to exceed \$50,000 per calendar year as presented.

- b)** ****Waiver Back-billing Request** - City Administrator Leana Kinley presents the request from Michael Johnson to waive the back-billing charges for the difference between the senior rate and residential base billing for 15 months. Guidance from the Attorney General regarding assistance during COVID-19 is attached.

MOTION: To waive the back-billing charges for Michael Johnson in the amount of \$822.83.

- c)** **Approve Resolution 2021-378 Revising Light Shade Fees** - City Administrator Leana Kinley presents resolution 2021-378 revising the street light shade fees for council discussion and consideration. All street lights were changed in 2018 and the policy was never updated to reflect the change in fixture types nor cost.

MOTION: To approve resolution 2021-378 revising the street light shade fees [as presented/with changes as discussed].

- d)** ***Acceptance of Right of Way** - Community Development Director Ben Shumaker presents the staff memo regarding the Monda Road right of way for council discussion and consideration.

MOTION: To accept the Monda Road right of way as presented.

- e)** ****Approve Emergency Resolution** - Mayor Scott Anderson presents resolution 2021-379 responding to the COVID-19 pandemic and conditionally suspending parking requirements for outdoor food service areas for council review and consideration.

MOTION: To approve resolution 2021-379 responding to the COVID-19 pandemic and conditionally suspending parking requirements for outdoor food service areas.

9. INFORMATION ITEMS:

- a)** **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in March, 2021.
- b)** ****Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects in process.

- c) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for March, 2021 is presented for council review.
- d) **Financial Report** - City Administrator Leana Kinley presents the Q1 2021 Financial Report, Treasurer's Report and year-to-date revenues and expenses through March 2021.
- e) ***Fire Department Report** - The Stevenson Fire Department's report for March, 2021 is presented for council review.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Karl Russell, Public Works Director
- b) Ben Shumaker, Community Development Director
- c) Leana Kinley, City Administrator

11. VOUCHER APPROVAL: Vouchers will be presented prior to the meeting.

- a) *March 2021 payroll & April 2021 AP checks have been audited and are presented for approval. March payroll checks 15059 thru 15063 total \$101,678.37 which includes EFT payments. April 2021 AP checks 15064 thru 15109 total \$202,065.05 and includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

12. MAYOR AND COUNCIL REPORTS:

13. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

14. EXECUTIVE SESSION:

- a) **Council will convene in Executive Session under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate.

15. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- April 24, 2021 (Saturday) - Drug Take Back Event
- May 1, 2021 (Saturday) - 9am-noon Spruce-up Stevenson
- May 10, 2021 (Monday) - 6pm Regular Planning Commission Meeting
- May 20, 2021 (Thursday) - 6pm Regular Council Meeting
- 6-Year Transportation Improvement Program First Public Hearing

MINUTES
CITY OF STEVENSON COUNCIL MEETING
March 18, 2021
6:00 PM, via Zoom and YouTube

Items with an asterisk (*) were added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. and conducted roll call. In attendance were Mayor Scott Anderson; Councilmembers Robert Muth, Annie McHale, Amy Weissfeld, Dave Cox, Paul Hendricks, City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell and City Attorney Ken Woodrich. Public attendees were Tanis Morris, Patricia Doblle, Pam Johnson, Rob Farris, Davy Ray, Eric Casto and others not identified.

2. CHANGES TO THE AGENDA:

- a) *** 3/17 changes include:** Addition of comments received on the road vacations (item 5b and c), addition of Shoreline Substantial Development Permit approval request (item 7e), update on the report from the Port of Skamania (item 8g), addition of Voucher information (item 10.)
- b) **** 3/18 changes included:** Additional comment received on the road vacations (item 5b and c.)

3. CONSENT AGENDA: The following items were presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item is removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Water Adjustment**-Tami Baker (meter No. 403900) requested a water adjustment of \$357.90 for a water leak which they have since repaired.
- b) **Liquor License Renewals**-Fraternal Order of Eagles Aerie and the Stevenson Farmers' Market.
- c) **Water Adjustment**-Eldon Stubbs (meter No. 104600) requested a water adjustment of \$26.79 for a water leak which they have since repaired.
- d) **Minutes** of February 18, 2021 Council Meeting.

MOTION to approve consent agenda items a-d made by **Councilmember Hendricks** seconded by **Councilmember Muth**.

- Voting aye: Councilmember Weissfeld, Muth, Hendricks, McHale and Cox

4. PUBLIC COMMENTS:

>Tanis Morris phoned in and offered comments on the proposed parking amendments. She asked if changes to overnight parking were being considered. Community Development Director Shumaker reported the issue was still under consideration, and the proposed amendments were not the end of the parking discussion.

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** A brief update was provided. City Administrator Kinley announced effective March 22, 2021 all counties will move into phase 3,

allowing increased in-person capacity. It was determined to meet in person beginning April 2021, as City Hall has the ability to accommodate the council, staff and public. Remote phone-in options will be provided.

5. PUBLIC HEARINGS:

- a) **Downtown Parking Requirement Changes-Community Development Director Ben Shumaker** presented background information and explained the discussion points contained in the staff memo and the second reading of ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and allowing greater opportunities for off-site parking for public comment and council consideration.

Mayor Anderson opened the public hearing at 6:09.

Community Development Director Shumaker pointed to a letter in the staff memo documents with comments from Dr. Clifton that arrived after the last Planning Commission meeting.

He highlighted the four discussion points before the Council: Elimination of dance halls; redundant language regarding off-site/off-street parking distances; suggested model of parking regulations (less stringent or not); and a potential adoption of an interim zoning allowance regarding Covid related outdoor seating exemptions. He shared information on a recent public survey in which a large number of respondents indicated parking requirements for outdoor seating should be the same as indoor seating. He noted the amendments as proposed were not in response to the rehabilitation of the old Colonial House hotel-that renovation is taking place under current parking regulations.

>City Administrator Kinley read a letter from Brian McNamara in which he wrote about affordable housing, subsidized housing and current housing costs in the Stevenson area, and the need to address parking and infrastructure to meet demand.

>Tanis Morris shared her experiences with her recent rentals, how high demand puts upward pressure on rental costs, and the need to balance workforce housing with property owners wanting to maximize profits.

The public hearing was closed at 6:23.

Following a series of questions to Shumaker pertaining to change of use and public emergency declarations, Councilmembers agreed the parking issue was complex and more time was needed to process all the information. They requested the topic be revisited another time. No motion was considered for proposed ordinance 2021-1172.

Mayor Anderson called for a short meeting break.

Meeting resumed. **Councilmember Cox** asked about using personal computers during city meetings. He was advised any private use would be subject to public records request. Attorney Woodrich suggested the city provide I-pads or Chromebooks for Councilmembers to use for city matters.

- b) ****Public Hearing Regarding Vacation of Iman Cemetery Road-City Administrator Leana Kinley** presented and provided details on the staff report regarding the vacation of a section of city road and easement known as "Iman Cemetery Road" for public comment and council consideration*. She noted the petition was on page 49 of the meeting packet and page 52 was the beginning of the staff memo. No ordinance is required but a decision from Council is needed. She pointed to written public comments contained in the packet.

Mayor Anderson opened the public hearing at 7:06.

No comments received.

The public hearing was closed at 7:07.

- c) **Public Hearing Regarding Vacation of No Name Road-City Administrator Leana Kinley** presented and explained the staff report (linked under the Iman Cemetery Rd. agenda item) regarding the vacation of a section of city road and easement known as "No Name Road" for public comment and council consideration*.

Mayor Anderson opened the public hearing at 7:07.

>Eric Casto, Skamania County Cemetery District Public Relations Officer spoke against vacating the section of Iman Cemetery Road. He asked the city to enforce established property boundaries as determined in the deed and plot lines. Several large services are expected for the summer and the Cemetery District would like the matter resolved. Additional use of the cemetery is also anticipated as the only other cemetery in the city is nearing capacity. He pointed to a document from the family dedicating the land that spoke to 'public use forever'. Neighbors have complained of parking problems by funeral attendees. He asked for city enforcement of the two 50' easements. The district has no intent to limit access to the cemetery. Eric stated they have suggested to neighbors they erect fencing to prevent any trespassing onto private property.

City Administrator Leana Kinley acknowledged the documentation of a four-foot walking easement from what is being called No Name Road that provides access to Rock Creek. She pointed to a map on page 160 of the meeting packet where the easement is also described.

>Pat Doblle, owner of lot 11, north of No Name Road provided comments. She stated she had been in communication with NW Pipeline, and the walking easements were created for the pipeline. She declared the easements in question do not allow ingress or egress from any public road and should probably have been disassociated from the property. She apologized for not forwarding the information to the City.

>Pam Johnson spoke next to clarify inaccurate written comments of Dec. 10th, 2020. She provided her historical perspective of access to Rock Creek from the Iman Cemetery and alleged a number of items were encroaching on the legal right-of-way from neighboring properties. She noted one encroachment had a 'no trespassing' sign posted and questioned if that was legal. She asked for the original fifty-foot ROW to be restored. She advised landowners should do their due diligence and research property before buying. She suggested the section of Iman Cemetery Road now being called No Name Road could possibly be changed to Iman Cemetery Extension, as No Name Road was not a recognized name.

>Lisa Nelson, office manager with the Skamania County Cemetery District, provided information on documents from County Commissioner meetings held in 1982 that show the legal description of the easement as public access. **City Administrator Kinley** observed the information was on pages 164-165 of the meeting packet.

>Pam Johnson provided further comments regarding an existing garage built on the public ROW and noted vegetation encroachment as well.

Community Development Director Shumaker then introduced comments from the Planning Commission in which they recommended not supporting any vacation at this time, but requested the city acknowledge the issue and the burden placed on adjoining landowners and in the short term accept responsibility for maintenance and upkeep of the ROW/easements. Developing intermediate alternate access plans to facilitate the vacation of the ROW was suggested by the Planning Commission as well.

>Davy Ray, Stevenson Planning Commissioner, remarked that he echoed the comments from Shumaker. He was also in agreement with Pam Johnson as he could not find any legal descriptions of No Name Road.

The public hearing was closed at 7:26.

*Council deliberated on both the No Name Road Vacation and the Iman Cemetery Road Vacation after the No Name Road public hearing. An additional comment from Eric Casto with the Cemetery District stated that the Cemetery District board had previously voted to request the City be responsible for maintenance support was considered. **Karl Russell, Stevenson Public Works Director** and **Rob Farris, Stevenson Fire Chief (District 2)** also provided comments via a staff memo.

Chief Farris also spoke in agreement with Karl Russell's comments regarding vacation and emergency vehicle access.

Attorney Woodrich advised fences within the ROW could not be grandfathered in, and any fences require a use permit.

It was determined not to grant the road vacation requests and find proactive solutions, in coordination with the neighboring property owners, regarding maintenance of the city-owned property and other possible improvements, such as signage, which takes into account all the issues raised by all the property owners.

- d) **Proposed 2021 Budget Amendments -City Administrator Leana Kinley** presented and explained details of proposed changes to the 2021 budget based on revised estimates due to changes in beginning cash balances, approved contracts, and projected projects for public comment and council consideration.

She stated no approval was needed that night and pointed to information in the packet on page 170 describing many of the changes. A number of big contracts were approved at the February 2021 Council meeting. Another big-ticket item included the stormwater project. Page 184 provides information on the large projects. She noted funds are improved from recent fiscal projections.

Mayor Anderson opened the public hearing at 8:02.

>**Rob Farris, Fire Chief** asked about the two figures referring to the fire reserve on page 172. **City Administrator Kinley** explained one was beginning and one was ending cash.

The public hearing was closed at 8:04.

MOTION to approve ordinance 2021-1173 amending the 2021 budget made by **Councilmember Muth**, seconded by **Councilmember Cox**.

- Voting aye: Councilmembers Muth, Cox, McHale, Hendricks, Weissfeld

- e) **USDA RD Application Authorization-City Administrator Leana Kinley** presented and provided background information for resolution 2021-376 authorizing the city to apply for USDA Rural Development funds for the Wastewater project for public comment and council consideration. Due to an error in the initial public notice, this is a continuation of the February 18, 2021 public hearing.

Mayor Anderson opened the public hearing at 8:05.

No comments were received.

The public hearing was closed at 8:05.

MOTION to approve resolution 2021-376 agreeing to apply for financial assistance with USDA Rural Development made by **Councilmember Hendricks** seconded by **Councilmember McHale**.

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

6. SITUATION UPDATES:

- a) **COVID-19 Update-Mayor Scott Anderson** provided an update on the city's response to the COVID-19 pandemic. City Hall is open and partitions in place. He is looking forward to Phase 3. Local restaurants can seat up to 50% of their capacity. If you plan to attend the next City Council meeting

in person, please let Administrator Kinley know in order to ensure compliance with distancing safeguards.

- b) **Sewer Plant Update-Public Works Director Karl Russell** provided an update on the Stevenson Wastewater System and the Compliance Schedule. BOD is down to normal levels. The final design of the WWTP will be completed by June 2021. Equipment bids are set to go out in August 2021. Rock Creek Lift Station bid tender was delayed due to Shoreline permitting but will go out in early April 2021. Repairs to alleviate flooding at the catch basin at Rock Creek have been added to the lift station project. Funding agencies have approved to do both the Stormwater and Wastewater project at the same time, with the stormwater project 100% city funded.

7. COUNCIL BUSINESS:

- a) **Approve Resolution 2021-377 Adopting a Conflict of Interest Management Process-City Administrator Leana Kinley** presented and provided details regarding resolution 2021-377 adopting a process to manage conflicts of interest for council consideration. This process will meet policy requirements outlined in the letter of conditions required for USDA RD funding for the city's wastewater system upgrades project. RCW 42.23 covers remainder.

MOTION to approve resolution 2021-377 adopting a conflict of interest management process as presented made by **Councilmember Cox** seconded by **Councilmember Muth**

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

- b) **Approve Agreement with Municode - City Administrator Leana Kinley** presented and explained the staff memo, quote package and contract with Municode for website redesign, hosting and support services for council discussion and approval.

MOTION to approve the contract with Municode for website redesign, hosting and support services for the design, development and implementation cost of \$4,800 and an annual cost of \$2,700, which includes the email subscriptions/notifications option, and pay for the services as outlined in option B, 4-Year Interest Free Payment Schedule made by **Councilmember Weissfeld** seconded by **Councilmember Hendricks**.

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

- c) **Review 2020 Annual Financial Report-City Administrator Leana Kinley** presented the 2020 Annual Financial report for council review and discussion. She noted it was a new process to have the Council review it as part of the fiduciary duty of council. She explained it was presented as a high level of financial operations within the city and described details on the items included. Reserves, assets, debt loads, trust fund loans, liability coverage, audit requirements, payment terms and more were reviewed.

She advised Councilmembers the debt load will increase substantially over the next few years due to the Wastewater Treatment Plant work. Aging infrastructure is costly. She noted Stevenson would receive approximately \$300K to use to offset revenue loss via the CARES Act. Several other reimbursements from grants were outstanding. The report is due by May 30th, 2021.

- d) **Discuss Council Retreat Agenda -City Administrator Leana Kinley** presented a draft agenda for the March 27th, 2021 council retreat for council review and discussion.

Councilmembers offered ideas on topics they wanted to include. **Mayor Anderson** spoke about the need to be stewards of city infrastructure. Traffic and roads, use of proclamations and anti-bias training were all suggested. Training through the Association of Washington Cities or the Bend, Oregon Chamber of Commerce was considered. Attorney Woodrich reminded Councilmembers typically no action is taken at workshops.

- e) ***Approve SHOR2021-01 -Rock Creek Pump Station Shoreline Substantial Development Permit**
Community Development Director Shumaker presented and explained the staff memo and application for a Shoreline Substantial Development Permit for the Rock Creek Pump Station project for council's review and consideration. He provided background information on the procedures the permit had already undergone, noting the city had voluntarily agreed to comply with the new Shoreline Management Plan even though the Department of Ecology had not yet officially approved it. The Planning Commission approved the application at the March 15th, 2021 special Planning meeting.

He detailed three actions the Council had as options:

- Do nothing, which would allow the Planning Commission decision to stand; or
- Officially adopt the Planning Commission's recommendation; or
- Vacate the entire approval and perform its own review.

MOTION to approve **SHOR2021-01 -Rock Creek Pump Station Shoreline Substantial Development Permit** as presented made by **Councilmember Muth** seconded by **Councilmember Cox**.

- Voting aye: Councilmembers Cox, McHale, Hendricks, Muth, Weissfeld.

8. INFORMATION ITEMS: The following items and reports were presented for council review:

- a) **Skamania County Chamber of Commerce** activities conducted in February, 2021.
- b) **Financial Report -City Administrator Leana Kinley** presented the Treasurer's Report and year-to-date revenues and expenses through February 2021.
- c) **Planning Commission Minutes** from the 02/08/2021 Planning Commission meeting.
- d) **The Skamania County Sheriff's** report for activity within Stevenson city limits for February, 2021
- e) **The Stevenson Fire Department's** activity report for February, 2021.
- f) **Project Status Updates-City Administrator Leana Kinley** and city staff presented updates on city projects in process.
- g) ***Port of Skamania Update**-Executive Director Pat Albaugh emailed Council an update on Port projects.

Councilmember Weissfeld requested Pat Albaugh, Executive Director of the Port present information in person to the City Council, citing the funds the city provided to support several Port projects.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director** provided an update on activities within Public Works. He has met with Bartlett regarding the tree inventory. A kick-off meeting with city staff will be held soon. Bartlett is looking to get a list of business and residents on Rock Creek Drive as well as First and Second Street.

First Street overlook design plans are slated for late next week. At 99% it then goes to WASDOT for review, following that it will undergo another review by the city. Once design is 100%, bids could possibly go out in June or July of 2021. Traffic disruptions were briefly discussed. A corrosion control report is due soon regarding water treatment if needed. He anticipates getting back on the Hegewald well project soon.

- b) **Ben Shumaker, Community Development Director** reported the city has requested a summer intern from Washington State University to help conduct a parking inventory for downtown. He anticipates the information learned would help to make informed decisions regarding parking in the future. Testing materials for the water seepage on Rock Creek Drive are set to be used Monday of next week. Underwood Conservation District will be helping to conduct the tests. **Councilmember Cox** asked about city and county involvement in the water issue and was informed the city had chosen to fund the testing to get answers about what is going on, but the county was being kept informed.

The Planning Commission is exploring possible changes to residential zoning. They have requested text amendments to the R2 family residential district. They may expand the boundaries closer to the schools where more people can be accommodated. **Shumaker** advised the City Council may see draft zoning changes come before them in April or May of 2021.

- c) **Leana Kinley, City Administrator** informed Council to expect increased truck traffic through Stevenson due to the new weight restrictions on the Hood River/White Salmon bridge. Logging, cement, gravel and loaded fruit trucks will be among those impacted. The Dalles bridge will be undergoing repairs later in 2021 and that will potentially affect traffic as well.

Responses to the RFP for a traffic study are due Friday, March 19th, 2021.

The water meter project is finished and final paperwork is being processed. Delays are occurring because some agencies still require 'wet' signatures.

The water treatment plant roof is completed.

Community Development Director Shumaker notified Council the error on Google Maps regarding Chinidere was not submitted for correction as construction there is set to commence.

Kinley advised the Council there would be no construction on the Rock Creek Cascade Interceptor project during weekends. There may be other projects on Vancouver Avenue and First Street. The PUD will also be performing some construction along Rock Creek Drive this summer.

In response to an earlier Council query about trees and landscaping at the WWTP, she noted seeding and restoration is planned but nothing beyond that.

10. VOUCHER APPROVAL:

- a) *February 2021 payroll & March 2021 AP checks were audited and presented for approval. February payroll checks 15002 thru 15007 total \$103,506.88 included EFT payments. March 2021 AP checks 15008 thru 15058 total \$155,824.31 included EFT payments and checks. The AP check register with fund transaction summary was attached for review.

MOTION to approve the vouchers as presented made by **Councilmember McHale** seconded by **Councilmember Hendricks**.

- Voting aye: Cox, McHale, Hendricks, Muth, Weissfeld.

11. MAYOR AND COUNCIL REPORTS: None provided.

12. ISSUES FOR THE NEXT MEETING:

Councilmember Weissfeld asked about a broadband wire down on the trail behind Ash Lake. **PW Director Karl Russell** related the city has contacted Wave but additional pressure needs to be applied to have them complete repairs.

Councilmember Weissfeld asked about public art opportunities near the First Street overlook. She wanted to be sure space was being made available for future projects and was assured it was in the project discussions.

She then asked about the planned road construction on Rock Creek and its potential impact on the Dog Mountain Shuttle. **PW Director Russell** alerted her to an email showing where the issue has been talked about at both the city and county level.

Councilmember Cox has met with **Fire Chief Farris** and will be meeting with **City Administrator Kinley** and **Community Development Director Shumaker** to learn more background details on the firehall project. Tom Delzio is part of the conversation as well.

13. ADJOURNMENT-

Mayor Anderson adjourned the meeting at 9:16 p.m.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
STRATEGIC PLANNING RETREAT
March 27, 2021
1:00 PM, Hegewald Center-West Meeting Room/Sunshine Room

1. CALL TO ORDER: Mayor Scott Anderson called the meeting to order at 1:25 pm and conducted roll call. In attendance were Councilmembers Robert Muth, Annie McHale, Amy Weissfeld, Dave Cox, and Paul Hendricks, City Administrator Leana Kinley, Community Development Director Ben Shumaker, and, via phone, Public Works Director Karl Russell. Attendees introduced themselves and provided background on what brought them to Stevenson.

2. REVIEW PREVIOUS COUNCIL GOALS - Reported on progress of each goal and celebrated successes.

- a) **Review 2021-2022 Strategic Plan** - Council and staff reviewed and discussed the previous council goals, celebrating the successes. Councilmember McHale volunteered to help champion the Buildable Lands Inventory/Housing Needs Assessment recommendation for partnerships and planning coordination within the urban growth boundary. Other items discussed included creative ways to increase the utilization of alleys, such as Ash Alley.
- b) **Discuss Extension of Services Past City Limits** – Council and staff discussed the growth outside city limits and moved the discussion to the April 15th council meeting.

3. REVIEW FUTURE GOALS AND PRIORITIES - Discussed proposed new and adjusted goals and priorities.

- a) **Discuss Anti-Bias Training** – Council discussed training options and came to a consensus on holding a special facilitated and unrecorded council meeting on the topic with the community and other agencies invited. The goal is to have the meeting be two hours in length on a weekday evening.
- b) **Discuss Security Camera Use Policy** – Council discussed and did not come to a consensus on security cameras. More feedback from staff was requested regarding cameras inside the building. The discussion will continue at the April 15th council meeting.
- c) **Discuss Council Laptops and Policy** - Council discussed whether to purchase laptops for their use, and a majority were comfortable with the use of their personal device during council meetings. Alternatives will be provided on an as-needed basis, possibly a Chromebook or other low-cost solution.

- d) **Discuss Proclamation Policy** – Discussions on what proclamations have been approved in the past as well as what can be done with the Juneteenth Proclamation took place.
- e) **View and Discuss Traffic Planning Video** - Council did not have time to for this agenda item and it was not moved to a future agenda.
- f) **Update Strategic Plan** - Council discussed reducing the list by combining the topics. The overall prioritization would remain the same. A final revision will be presented at the April 15th council meeting for review and approval.

4. ADJOURNMENT

Mayor Anderson adjourned the meeting at 4:04 p.m.

Scott Anderson, Mayor

Date

DRAFT



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Karl Russell, Public Works Director and Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: April 15th, 2021

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

Plant Operations: Day to day operations continue to go well. The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc.

The average monthly Influent BOD load has been:

2018

- January 675 lbs/day – No Effluent Violations
- February 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)
- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)
- October 1,072 lbs/day – No Effluent Violations
- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

2019

- January 776 lbs/day – Solids washout from clarifiers on 29th and 30th, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18th.
- March 803 lbs/day – Solids washout from clarifiers on March 13th, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1st
- May 1,067 lbs/day – No Effluent Violations
- June 897 lbs/day – No Effluent Violations
- July 785 lbs/day – No Effluent Violations
- August 833 lbs/day – No Effluent Violations
- September 720 lbs/day – No Effluent Violations
- October 810 lbs/day – No Effluent Violations

- November 620 lbs/day – No Effluent Violations
- December 588 lbs/day- No Effluent Violations

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.
- July 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.048 Mil/Gal.
- August 458 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.941 Mil/Gal.
- September 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.786 Mil/Gal.
- October 353 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.786 Mil/Gal.
- November 417 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.018 Mil/Gal.
- December 363 lbs/day No Influent/Effluent Violations, Inf Flow Total 9.252 Mil/Gal.

2021

- January 834 lbs/day Influent Violation, no effluent violations, Inf Flow Total 8.988 Mil/Gal.
- February 459 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.618 Mil/Gal.
- March 415 lbs/day No Influent/Effluent Violations Inf Flow Total 4.68 Mil/Gal.

The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

WWTP Design:

Final design of the WWTP is scheduled to be done by June 2021. Bids for WWTP equipment are scheduled to go out in August 2021 and the project bid is scheduled for December 2021. Rock Creek Lift Station upgrade has been delayed due to shoreline permitting but is still scheduled to go out to bid in April 2021.

Funding:

The City received a grant from the US Economic Development Administration (EDA) in the amount of \$4,054,400 for the Wastewater Collection System Capacity Upgrade Project (lift stations and a section of force sewer main). The total project amount is \$5,068,000 with the remaining 20% covered by a USDA loan in the amount of \$873,000 loan and \$70,600 grant.

Staff submitted an application for \$9.9M in construction funding through the Department of Ecology for the wastewater treatment plant and extension of the sewer line. The initial offer is for a \$931,946 grant, \$9,004,054 loan at 1.5% interest for 30 years (approx. \$375k annual payment). Staff is applying for a USDA RD loan for the same project to see if we can get a better payment (lower interest, longer term and possibly more grant).

Compliance:

The draft amendment to the Administrative Order is still in process. When it is finalized it will require additional testing.

Action Needed:

None



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Ben Shumaker
DATE: April 15th, 2021
SUBJECT: Reducing Parking Requirements—Increasing Residential Building Capacity

Introduction

This memo introduces the Council-requested changes to the Planning Commission recommendation of adoption Ordinance 2021-1172. After the review of the changes, the City Council may consider adoption of the ordinance amending the Zoning Code.

Scope of Amendments

The proposed amendments are intended to either reduce parking requirements or provide keep the Code up to date with other zoning efforts as follows:

- SMC 17.25.130(B): reducing requirements, housekeeping.
- SMC 17.42.030: housekeeping.
- SMC 17.42.040: housekeeping.
- SMC 17.42.050: housekeeping.
- SMC 17.42.060: reducing requirements, housekeeping.
- SMC 17.42.070: reducing requirements, housekeeping.
- SMC 17.42.080: reducing requirements, housekeeping.
- SMC 17.42.090: reducing requirements, housekeeping.
- SMC 17.10.310: housekeeping.
- SMC 17.10.312: reducing requirements

Intent of Amendments

Where the amendments intend to reduce parking requirements they propose the following:

1. Expanding the option to jointly use off-street parking spaces by allowing a larger number of uses and the possibility of community parking lots.
2. Increasing the distance allowed between Retail, Food Service, and Hotel uses and their off-street parking.
3. Reducing the required parking ratio for new Residential, Food Service, and Retail uses;
4. Incentivizing a) mixed use commercial/residential construction and b) affordable and workforce housing through further parking ratio reductions.

Where the amendments intend to keep the Zoning Code up-to-date with other zoning efforts, they propose the following:

5. Eschewing repeated text by incorporating internal referencing.
6. Substituting numerals for text.
7. Substituting bullet points for blocks of text.
8. Relating uses to the Use Descriptions of SMC 17.13.

9. Substituting tables for blocks of text.
10. Incorporating Planning Commission interpretations conducted under SMC 17.12.

Sources of Amendment Proposals

The proposed amendments originate in the following. **Bold** text indicates the inclusion in the recommended draft. *Italic* text indicates concepts discussed but not included in the recommendation.

- Public Workshops/Hearings – The following policy stances were made by the public, Planning Commission, or City Council, in response to the community questionnaire, or as written public comment:
 - **Remove “Dancehall” as an obsolete use.**
 - *Utilizing a “USE” model with “PEAK” times to determine requirements.*
 - **Basing parking requirements on publicly accessible areas instead of gross square footage of a building.**
 - **Reducing the ratio required of clinics (medical, dental).**
 - *Regulating on-street parking.*
 - **Considering COVID precautions related to new outdoor seating areas**
 - **Expanding where, and on which size of lots, incentives for mixed use residential/commercial development are available.**
 - *Eliminating all parking requirements.*
 - *Developing and funding additional public parking.*
- The draft *Downtown Plan for SUCCESS!* – The draft downtown plan intends “to ensure that adequate parking is provided for both commercial and residential uses while not burdening the potential redevelopment with unnecessary parking infrastructure costs that may limit or discourage redevelopment. To do so, it recommends several changes to current parking framework, including:
 - Identifying potential locations of shared commercial use parking lots.
 - *Adopting creative financing programs to construct and maintain shared parking lots, including a ‘fee-in-lieu’ of parking on-site, especially for small parcels where redevelopment may be less viable due to parking requirements.*
 - Encouraging employee management strategies to reduce the demand on on-site and/or close curb-side parking.
 - *Changing current regulations to reduce the required amount of both commercial and residential on-site parking.* Specific recommendations involve:
 - **Permitting up to 100% of required parking for hotels be supplied by a joint-use lot.**
 - **Permitting up to 50% of required parking for other commercial uses be supplied by a joint-use lot.**
 - **Eliminating the current restriction where sharing is only permitted between daytime & nighttime uses.**
 - **Reducing residential parking requirements.**
 - **Further reducing residential parking requirements for new mixed-use buildings.**
 - **Allowing further reduction of residential parking requirements for new affordable senior or workforce housing.**
 - **Reducing parking requirements for restaurants.**
 - **Reducing parking requirements for retail stores.**
 - Allowing for conditional elimination of parking requirements for new hotels.
 - Developing a bikeshare system at key downtown destinations.
- Zoning Interpretations by the Planning Commission – The following Zoning Interpretations have been made by the Planning Commission:

- **ZON2010-02: Lauderette Parking Classification.** This interpretation categorized an unidentified use as requiring the same amount of parking as a “business providing on-site customer service”.
- *ZON2010-03: Floor Area vs. Gross Floor Area.* This interpretation determined a drafting error resulted in inconsistent language between 2 categories of retail stores. As a result, parking for all retail uses is required based on “gross floor area”.
- *ZON2010-04: Exterior Floor Area.* This interpretation considered the definition of “building” as it related to exterior dining areas. Exterior areas on uncovered patios do not require parking. Covered exterior seating and exterior seating on a deck or rooftop does.
- **ZON2014-02: Charter Tour Service Parking Classification.** This interpretation developed standards for an unidentified use based on charter tour vehicle’s maximum occupancy.
- **ZON2016-01: Fire Station Parking.** This interpretation did not result in a specific decision or standard for the unidentified use. Instead the Planning Commission chose to provide general guidance and review proposals on a case-by-case basis so the context of their setting could be considered (e.g., the presence of/demand for on-street parking near the site).
- Staff Review – The following inconsistencies, clarifications, and policies were identified by staff when incorporating the above into the existing code:
 - **Change of Use/Building Expansion.** The C1 parking standards include redundant and conflicting language compared to the standards applicable for all other zones. Changes to SMC 17.25.130(B) remove the redundancy and clarify changes of use to an existing building do not require additional parking (e.g., a restaurant could locate in the Avary Building and no additional parking would be required). Changes to SMC 17.42.030 clarify when parking is required for expansion of a building and provide flexibility for supplying the parking at off-site, off-street lots.
 - **Proximity of Off-Site Parking.** Greater flexibility related to parking for retail, food service and hotel uses, expanding the area from 300 feet to 1,000 ft. is included in the proposal. This expansion provides more properties with the potential for service by the satellite parking lots identified in the draft downtown plan.
 - **Exterior Seating.** A new ratio is identified for exterior seating areas to deal with an inequity created by the Planning Commission’s interpretation in ZON2010-04. The proposal would require ¼ as much parking as interior seating. This is based on an assumption that the seating would be used less often and primarily in only one of the 4 seasons.
 - **COVID19-Related Allowances for Outdoor Seating.** A parking exemption for outdoor seating installed in response to public health emergencies is included. The Planning Commission and City Council were supportive in concept of an emergency allowance, and requested a general reference within the code along with an emergency proclamation.

Discussion

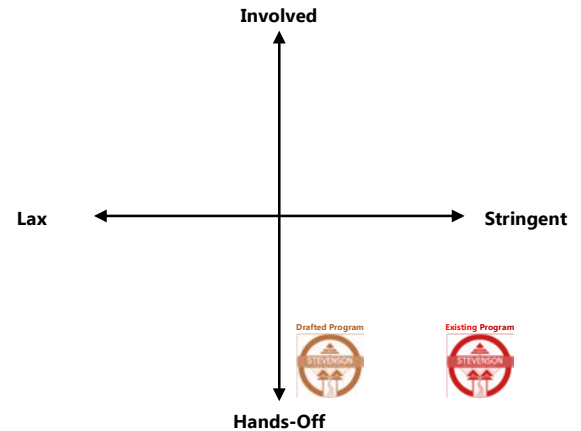
The updated recommended draft ordinance may be adopted at this meeting, however, an unresolved discussion point remained from the previous meeting:

- A.** Does the Council consent to the overall parking program model?

Discussion Point A – Parking programs can be considered based on how lax/stringent the upfront construction requirements are and how hands-off/involved ongoing program monitoring is.

Factors contributing to a community’s approach often involve:

- a. Staffing Capacity (relevant program involvement)
- b. Activity of the Development Market (relevant to program stringency)
- c. Desire to Preserve Existing Building Stock (relevant to program stringency)
- d. Existing Parking-Over/Under Supply (relevant to both determinants)
- e. Presence of Alternative Parking Suppliers (relevant to both determinants)



Stevenson’s 27-year old program relies on stringent upfront construction requirements for new buildings and a hands-off approach when monitoring existing building usage. Programs of this type are selected where a) staffing is unavailable to monitor building usage/changes, b) a strong development market can overcome the upfront investment, c) existing buildings are highly valued, d) an under-supply of parking exists, and e) alternative parking suppliers are present.

Loopholes exist within this type of program. For example, a new building could be constructed as an “office not providing customer services on premises” (1 space per 400 sf) but its first tenant could be for “food services with consumption on premises” (1 space per 100 sf). In such a case, the new building would only provide ¼ as much parking as one purpose-built for a food service use.

The regulatory changes as-drafted maintain the City’s program within the same general quadrant as the existing 1994-era program, however the stringency is reduced for most uses in the downtown area. The proposed reduction acts on observations related only to b) and e):

- b. The development market is not strong enough to bear the burden of the parking requirements. Note: Existing lot sizes are related to Stevenson’s development market. Vehicular turning movements require wider lot than mostly exist. The preference for preservation of existing buildings inherent to this type of program combined with the lack of minimum lot sizes in the C1 District will prolong lot width challenges; even greater investments are required to purchase adjacent lots (vacant and/or potential redevelopment lots). These investments require an even stronger development market than areas with larger existing lots.
- e. There are no alternative parking suppliers (i.e., the program never followed through—as originally conceived—with the creation of a Parking and Business Improvement Area to fund public alternatives, and developers of privately funded, public lots have not invested in Stevenson)

In drafting these changes, no analysis has occurred related to changes in the City’s staffing capacity between 1994 and today. No targeted engagement of downtown property owners has been conducted related to their acceptance of a more-involved City approach. Because parking inventory data is only partially available within the downtown area, no study of the supply, demand, or usage has been conducted as part of drafted changes. As a result, loopholes like that discussed above will remain if the drafted changes are adopted as will opinion-based conceptions of the existing parking over/under-supply.

Context/Next Steps

If enacted, this proposal would provide some immediate relief for what has been considered excessive parking requirements by many in the past. However, by proposing implementation of some recommendations outlined above, the Planning Commission sought to underscore the need for additional action. The Planning Commission is

not disregarding issues related to on-street parking usage, development of off-street lots, or other changes to the downtown parking program. However, it doesn't want a lack of action on those issues to prevent action on the current issue.

These Policies: The policies included here provide small changes to the current programmatic structure. Depending on the public and City Council review of these changes, they could be adopted as early as the April 15th, City Council meeting. If the review process surfaces concerns, then the process will necessarily become longer to ensure the concerns are addressed.

Future Efforts: The City is in the process of better evaluating how a fee-in-lieu of parking and/or another creative financial strategy could be developed to increase the alternative supply of parking. To date, the City has inventoried and characterized all on-street parking.

The City is in the process of soliciting an intern from the Evan's School of Public Policy at the University of Washington. If a suitable intern is available, they will be asked to complete the following during the summer:

- 1) Conducting a gap analysis identifying where additional on-street parking can be added.
- 2) Working with the Stevenson Downtown Association to inventory off-street parking on private lots.
- 3) Monitoring usage of the public and private (to the extent feasible) parking spaces (Awaiting complete parking inventory).

At this meeting, the City Council is presented with a contract for parking-related consultant services, including:

- 4) Modeling the need for parking spaces based on current and likely development/business activity.
- 5) Developing cost estimates for projects addressing modeled needs, including:
 - a. Spaces identified in the gap analysis
 - b. A public joint-use parking lots (as identified in draft Downtown Plan).
- 6) Providing a technical framework for a fee-in-lieu program balancing the cost of necessary improvements with the demand created by current and likely development/business activity.

Additional actions have been identified, but are not currently being undertaken:

- 7) Amending the Zoning Code to coordinate with the fee-in-lieu program (No specific actions identified/underway).
- 8) Identifying pedestrian access to new on-street parking and joint-use lots; estimating costs for the improvements; including the costs in the fee-in-lieu program.
- 9) Assessing and amending regulations related to on-street parking, including potential resident permits.

Other suggestions have been heard but not reviewed in the same detail, and next steps have not been identified.

Attachments:

- 1- Updated Recommended Ordinance 2021-1172 (7 pages)
- 2- Written Public Comment (8 pages)
- 3- Planning Commission Public Involvement Summary (5 pages)
- 4- Downtown Plan for SUCCESS! Parking Framework excerpt (5 pages)
- 5- ZON2010-02- Launderette Parking Classification (1 page)
- 6- ZON2010-03- Floor Area Clarification (1 page)
- 7- ZON2010-04- Exterior Seating Areas (1 page)
- 8- ZON2014-02- Charter Tour Service Parking (1 page)

**CITY OF STEVENSON
ORDINANCE 2021-1172**

AMENDING THE STEVENSON ZONING CODE (SMC TITLE 17); INCENTIVIZING MIXED USE DEVELOPMENT IN THE C1 DISTRICT; REDUCING PARKING REQUIREMENTS IN THE C1 COMMERCIAL DISTRICT; INCORPORATING PAST PARKING-RELATED ZONING INTERPRETATIONS; AND ALLOWING GREATER OPPORTUNITIES FOR OFF-SITE PARKING

WHEREAS, housing market analyses recently commissioned by the Skamania County Economic Development Council and the City found an estimated 20-year demand for 2,000 dwelling units county-wide and a 10-year demand for at least 228 new dwelling units in Stevenson specifically; and

WHEREAS, both of the aforementioned analyses indicate the type of development needed in the coming years must differ from type of development seen in past years; a greater proportion of the housing should be developed as rental units and more affordable to community residents; and

WHEREAS, current parking requirements form barriers preventing the market's ability to supply the housing needed, especially in the downtown area where housing development is closely related to commercial development; and

WHEREAS, the provisions of this ordinance reduce those barriers while implementing the following objectives of the Stevenson Comprehensive Plan: 2.7, 2.10, 2.12, 2.13, 2.14, 2.15, 3.1, 3.2, 3.3, 3.6, 4.2, 4.3, 5.1, 5.3, 6.1, and 7.12; and

WHEREAS, the City intends to continue working on a suite of parking-related actions, including inventorying and monitoring usage of on- and off-street parking, modeling future parking needs, estimating costs for facilities to address modeled needs, and adopting future regulatory amendments based on modeled needs; and

WHEREAS, this ordinance is adopted through the municipal authority granted to the City under RCW 35A.63.100; and

WHEREAS, the City Council provided notice and held a public hearing prior to adoption of this ordinance pursuant to RCW 35A.63.070; and

WHEREAS, the City has reviewed the provisions of this ordinance according to the State Environmental Policy Act and determined it is not likely to have a significant adverse environmental impact; and

AND WHEREAS, the Stevenson City Council finds that the best interests of the public health, safety and welfare would be served by the amendments herein,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, STATE OF WASHINGTON DO ORDAIN AS FOLLOWS:

- Section 1** – Chapter 17.25 – “Trade Districts” shall be amended by deleting the ~~struck through~~ text and adding the underlined text in Exhibit ‘A’. The amendments occur in Subsection B of SMC 17.25.130 – Trade Districts Parking and Loading. All other provisions of Chapter 17.25 shall remain in effect without amendment.
- Section 2** – Chapter 17.42 – “Parking and Loading Standards” shall be amended by deleting the ~~struck through~~ text and adding the underlined text in Exhibit ‘B’. The amendments occur in SMC 17.42.030 – Compliance with Minimum Standards, SMC 17.42.040 – Size and Access Requirements, SMC 17.42.050, SMC 17.42.060 – Joint Use of Parking-Percentage of Area Permitted, SMC 17.42.070 – Joint Use of Parking-Location and Hours-Conditions, SMC 17.42.080 – Off-Street Facilities—Location Requirements, and SMC 17.42.090 – Off-Street Facilities-Location Requirements. All other provisions of Chapter 17.42 shall remain in effect without amendment.
- Section 3** – Chapter 17.10 – “Definitions” shall be amended by deleting the ~~struck through~~ text and adding the underlined text in Exhibit ‘C’. The amendments occur in SMC 17.10.310 – Floor Area, Gross and the new SMC 17.10.312 – Floor Area, Net. All other provisions of Chapter 17.42 shall remain in effect without amendment.
- Section 4** – This ordinance affects Title 17 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of Title 17 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.
- Section 5** – If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.
- Section 6** – An emergency is declared; this ordinance shall take effect immediately.

Passed by a vote of _____ by the City Council on _____, 2021.

SIGNED:

ATTEST:

Scott Anderson, Mayor of Stevenson

Leana Kinley, Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

EXHIBIT 'A'

17.25.130 - Trade districts parking and loading.

- A. CR Parking and Loading.
 - 1. Off-street parking shall be provided in accordance with the requirements of SMC 17.42 Parking and Loading Standards.
 - 2. Parking areas, aisles, loading aprons and access ways shall be paved with an all-weather surface of a strength adequate for the traffic expected and shall be well drained.

- B. C1 Parking and Loading.
 - 1. ~~Except for the circumstances set forth in SMC 17.25.130(B)(2), below, o~~Off-street parking and loading shall be provided in accordance with the requirements of SMC 17.42 Parking and Loading Standards.
 - 2. The parking and loading standards of SMC 17.42 are subject to the following exceptions in the C1 Commercial District
 - a. Exception to SMC 17.42.030.A. Off-street parking is not required when a new use is established in in the following circumstances: a. — When the use of an existing building is changed, provided:
 - ~~1. The floor area of the building is not increased by more than 10%, and~~
 - ~~2. Existing off-street parking is maintained.~~
 - b. Exception to SMC 17.42.090 for Mixed Use Residential Buildings. For all buildings having General Sales or Service Uses [SMC 17.13.020] as the primary ground-floor use, the parking spaces required for all dwellings within the building shall be 0.5 per dwelling regardless of the number of bedrooms or the gross floor area of the dwelling; provided however, that all parking spaces otherwise required for the building's uses shall be supplied.
 - 3. Parking areas shall be adequately fenced and/or screened from the street and nearby residential uses.

- C. M1 Parking and Loading.
 - 1. Off-street parking shall be provided in accordance with the requirements of SMC 17.42 Parking and Loading Standards.
 - 2. Parking areas shall be fenced and/or screened from the street and nearby residential uses.
 - 3. All loading must be accomplished on the site; no on-street loading is permitted.

EXHIBIT 'B'

Chapter 17.42 - PARKING AND LOADING STANDARDS

17.42.030 - Compliance with minimum standards.

- A. New uses in all districts shall meet the minimum standards of this title.
- B. Whenever any building is enlarged in height or in ground coverage, off-street parking shall be provided for such expansion or enlargement in accordance with the requirements of ~~Section SMC 17.42.090; provided,~~ ~~h~~ However, ~~that~~ no parking space need be provided in the case of enlargement ~~or expansion~~ or expansion where:
- ~~1. The cumulative~~ number of parking spaces required for ~~all such~~ expansion or enlargement since ~~the effective date of the ordinance codified in this title~~ September 15th, 1994 is less than ~~ten percent~~ 10% of the parking spaces specified in ~~Section SMC 17.42.090~~ for the building, ~~and~~.
 2. The number of off-street parking spaces installed as specified in SMC 17.42.090 is maintained.
 3. Nothing in this provision shall be construed to require off-street parking spaces for the portion of such building existing at the time of passage of the ordinance codified in this title on September 15th, 1994.
- C. For the purposes of this section, any installation of outdoor seating which increases gross floor area of a food service use shall be considered an expansion of a building.

17.42.040 - Size and access requirements.

- A. Each off-street parking space shall have a minimum width of ~~nine-9~~ feet and a minimum length of ~~eighteen~~ 18 feet, except that each off-street parking space for compact vehicles shall have a minimum width of ~~eight~~ 8 feet and a minimum length of ~~sixteen-16~~ feet. ~~Aisles shall have a minimum width of twenty feet.~~
- B. Aisles shall have a minimum width of ~~twenty~~ 20 feet.
- B.C. Up to one-third of the required off-street parking spaces on a site may be sized and designated for compact vehicles.
- C.D. Each parking space shall be of usable shape and condition.

17.42.050 ~~[Reserved.] - Expansion and enlargement of building-Off street parking requirements.~~

~~Whenever any building is enlarged in height or in ground coverage, off-street parking shall be provided for such expansion or enlargement in accordance with the requirements of Section 17.42.090; provided, however, that no parking space need be provided in the case of enlargement or expansion or expansion where the number of parking spaces required for such expansion or enlargement since the effective date of the ordinance codified in this title is less than ten percent of the parking space specified in Section 17.42.090 for the building. Nothing in this provision shall be construed to require off-street parking spaces for the portion of such building existing at the time of passage of the ordinance codified in this title.~~

17.42.060 - Joint use of parking-Percentage of area permitted.

The planning commission may authorize the joint use of parking facilities for the following uses or activities under conditions specified:

- A. Up to ~~fifty percent~~ 50% of the parking facilities required by this chapter for a theater, bowling alley, ~~dance hall~~, restaurant, retail, service or other similar uses, may be supplied by the off-street parking provided by other ~~daytime~~ types of uses or by a community parking lot.

- B. ~~Up to fifty percent of the off-street parking facilities required by this chapter for any daytime buildings or uses may be supplied by the parking facilities provided by uses referred to in this section as nighttime uses. [Reserved.]~~
- C. Up to ~~one hundred percent~~100% of the parking facilities required by this chapter for a church, ~~or for an~~ auditorium, ~~stadium, or sport arena~~ incidental to a public, private or parochial school may be supplied by the off-street parking facilities serving primarily ~~daytime uses~~ or by a community parking lot.
- D. Up to 100% of the parking facilities required by this chapter for a hotel may be supplied by the off-street parking provided by other types of uses or by a community parking lot.

17.42.070 - Joint use of parking—Location and hours—Conditions.

- A. The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use, shall be located within the distances established in SMC 17.42.080, unless the planning commission agrees to a greater distance.
- B. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.
- C. No single parking space shall be the subject of more than one joint parking agreement.
- ~~C~~D. The applicant shall provide a legal document, acceptable to the city attorney, that binds all parties to the joint parking agreement and any city imposed conditions of approval.

17.42.080 - Off-street facilities—Location requirements.

Off-street facilities shall be located as specified in this section. Where a distance is specified, such distance shall be the maximum walking distance measured from the nearest point of the parking facility to the nearest point of the building that such facility is required to serve:

- A. For a single-family ~~one and two family~~ dwellings: on the home lot with the building they are required to serve;
- B. For multiple dwellings: ~~one hundred fifty~~150 feet;
- C. For retail, food service, and hotel uses: 1,000 feet;
- ~~C~~D. For ~~hospitals, sanitariums, homes for the aged, asylums, orphanages, club rooms, fraternity and sorority houses, and all~~ other uses: ~~three hundred~~300 feet.

17.42.090 - Table of minimum standards—Off-street parking.

- A. Off-street parking shall be provided in accordance with Table 17.42.090-1: Off-Street Vehicle Parking Requirements.

Table 17.42.090-1: Off-Street Vehicle Parking Requirements			
	Use	Spaces Required	
		<u>C1 District</u>	<u>Unspecified or All Other Districts</u>
A.	Residential structures	<u>1.5 for each two or more bedroom dwelling,</u> <u>1 for each one bedroom dwelling.</u> <u>0.5 for each dwelling less than 500 square feet floor area</u>	<u>2 spaces per for each dwelling unit plus 1 space for each room rented,</u> except that one-bedroom dwelling units only require 1 space
B.	Hotel, motel	1 for each sleeping unit plus 1 space for each 2 employees on the evening shift	
C.	Hospitals and institutions	1 for each 4 beds	

D.	Theaters	1 for each 4 seats, except 1 for each 8 seats in excess of 800 seats	
E.	Churches, auditoriums and similar open assembly	1 for each 4 seats and/or 1 for each 50 square feet of floor area for assembly not containing fixed seats	
F.	Stadiums, sport arenas and similar open assemblies	1 for each 4 seats and/or 1 for each 100 square feet of floor area for assembly not containing fixed seats	
G.	Dancehalls	1 for each 50 square feet of gross floor area	1 for each 50 square feet of gross floor area
H.	Bowling Alleys	6 for each alley	
I.	Medical and dental clinics	1 for each 150-200 square feet of gross net floor area	1 for each 150 square feet of gross floor area
J.	Banks, laundrettes, business and professional offices with on-site customer service	1 for each 200 square feet of gross-net floor area	1 for each 200 square feet of gross floor area
K.	Offices not providing customer services on premises	1 for each 400 square feet of gross-net floor area	1 for each 400 square feet of gross floor area
L.	Warehouse, storage and wholesale business	1 for each 2 employees	
M.	Food and beverage places service with sale and consumption on premises	1 for each 100 square feet of gross floor area net floor area indoors 1 for each 400 square feet of net floor area outdoors	1 for each 100 square feet of gross floor area
N.	Furniture, appliance, hardware, clothing, shoe, personal services store	1 for each 400 square feet of gross net floor area	1 for each 400 square feet of gross floor area
O.	Other retail stores	1 for each 200 square feet of gross-net floor area	1 for each 200 square feet of floor area
P.	Manufacturing uses, research, testing and processing, assembly, all industries	1 for each 2 employees on the maximum working shift and not less than 1 for each 800 square feet of gross net floor area	1 for each 2 employees on the maximum working shift and not less than 1 for each 800 square feet of gross floor area
	Charter Tour Service	3 for each 1 to 6 passenger vehicle, 4 for each 7 to 12 passenger vehicle, 7 for each 13 to 25 passenger vehicle, 9 for each 26 to 40 passenger vehicle, 15 for each vehicle with 41 or more passengers	
	Fire, Police or Emergency Services Station	determined on a case-by-case basis by planning commission	
Q.	Uses not specified	determined by planning commission	

B. Exceptions. The following exceptions are permitted to the standards of Table 17.42.090-1:

1. Affordable Housing. Residential units providing Affordable [SMC 17.10.385] or Workforce Housing [SMC 17.10.387] are eligible for case-by-case reductions of off-street parking requirements. The planning commission may authorize reductions, provided the applicant supplies a legal document, acceptable to the city attorney, containing adequate provisions to ensure the units will be developed and will remain as workforce and/or affordable housing and binding all parties to the agreement and any city imposed conditions of approval.

2. Emergency Public Health Situation. The parking requirements related to outdoor Food Service areas may be suspended upon an emergency order issued by the City after consultation with the County Health Officer.

EXHIBIT 'C'

17.10.310 – ~~Gross-Floor Area~~, Gross.

“Gross floor area” means the total area of a building measured by taking the outside dimensions of the building at each story. For the purpose of determining required parking and loading, the gross floor area of food service uses includes all off-street outdoor seating areas.

17.10.312 – Floor Area, Net.

“Net floor area” means, for the purpose of determining required parking and loading, the gross floor area exclusive of areas designed, intended or used principally for the preparation of food and drinks, storage or processing of merchandise, administrative offices, restrooms, waiting rooms, exit corridors, elevators, stairways, furnace or mechanical rooms, and janitorial or other small closets.

Date: 03-12-2021

To: Stevenson City Council Public Hearing Thursday, March 18, 2021

From: Jack Clifton, Stevenson property owner:
52 NW 2nd St; 70 NW 2nd St; 136 NW 2nd St; 297 NW Willard St.
Email: care@stevensondental.com

RE: C1 Commercial District Owners – Parking Requirement Amendment Proposal:
Seeking realistic parking code for Downtown Stevenson C1 mixed use commercial district:

I have been impressed with the complexity of the Stevenson Development Plan and the changes needing to be made to existing codes. It seems like a great time for the City of Stevenson to make some significant steps forward to set the stage for Stevenson's future development and use. I'm sure the Planning Commission, City Council as well as Ben Shumaker and other City staff have had a lot on their plates for a number of years that have brought us to this point where we can review and improve many parts, but my concern here is our Parking Codes. So, thank you all for your contributions and considerations.

I was hoping to add comment to the City Planning Commission discussion regarding parking codes and use in the C1 Downtown Commercial district last meeting on May 8, but lacked the details of what I wanted to present. I was hoping that it would be possible to suggest another change to the code beyond medical/dental office, and for development of commercial space with unknown tenant use. I had used my dental office situation as an example of how disconnected the codes in general have been, because that was what I was familiar with. The code required my dental office to provide twice as many parking spaces (25) than I had actually witnessed at maximum use (12-13 cars) over the past 18 years at its current location. Thank you for consideration to review changing the code for medical/dental businesses. My intention here was and is to look at the code for all the uses at this time especially because it has taken a lot of people a lot of effort to get to this point, and I wanted to help the Planning Commission and City Council have a real examples of the issues.

To start, I would ask the question as I have previously of some former City Council and Planning Commission members as well as other stakeholders, and that is: What would be the #1 ideal vision for a development project in the C1 Downtown Mixed Use Commercial District? Not asking for all of the new development projects to be this, but what would the most desirable project look like? Would it be mixed use commercial & residential like the Avery Building or the building the Big River Grill business is located? Would it be town homes like a multi-story duplex or fourplex? Would it be apartments like Manor apartments for low income or multiple apartment units like Cascade Village on NW Viewpoint Drive or the apartments across Rock Creek Drive from the Grange Hall? Would it be a single commercial building? My unofficial survey result on this was the first about mixed commercial & residential buildings like the building the Big River Grill is in or Avery Building. I ask this question not to convince anybody of what should be #1, but to think about our parking code in terms of what we want to see develop. It happened that at one time (2007) I had a project like this mixed commercial residential townhomes that I wanted to develop on the lots at 70 NW second street. I did not pursue this project at that time primarily due to a prohibitive parking code. Recently I have had this property for sale. My point is that I believe it is a good example of the failure of the parking code to allow the development of what we want downtown, and specifically because it is a good representation of what is possible downtown with most lot sizes being similar in size and shape. It sits on Columbia Street and between First and Second Street and is basically 100' x 200', and is divided into 4 lots.

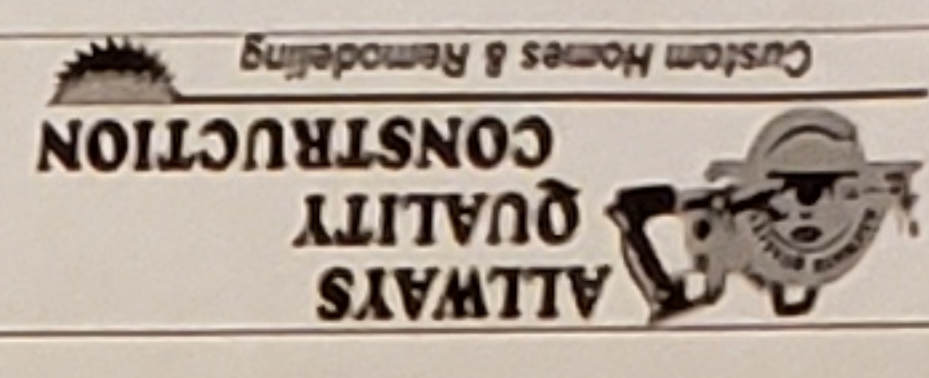
I have attached a photo of the plot mechanical drawing, and hope everyone can see it well. And if not, the following are the statistics and how they work with current proposed codes.

1. 4 units along First street,
2. 4 units along Second Street
3. 36 parking Spaces total on-site, outdoor, in the middle of the lots between buildings.
4. Each unit had three stories. Commercial on the ground floor, residential 2-3 bedroom on the top two floors.
5. Commercial Space to be leased out by owner with developer not knowing eventual tenant business type.

6. Unit foot print was 20' x 44' = 880 sq. ft. and this would be the commercial space. This is much shorter in depth (north/South) than the Big River Grill building and shorter than the Avery Building.
7. Under the current recommended parking code change to 1.5 parking spaces per 2-3 bedroom residence = 1.5 x 8 units = 12 parking spaces required for the residential use. In reality 2 spaces were up tight next to each unit, and therefore residential spaces were assigned 2 for each unit for a total of 16.
8. 36 spaces total less 16 residential left 20 available for commercial.
9. Using 880 gross square feet and the different code sq. ft. divisors runs as follows:
 - i) 200 requires 35 spaces
 - ii) 300 requires 26 spaces
 - iii) 350 requires 20 spaces
 - iv) 400 requires 17.6 spaces
10. For this project to work, the code would have to allow 1 parking space for each 350 or 400 gross square feet.

This example shows that the current code or proposed code will not allow mixed use commercial-residential. Therefore, **my proposal to the Planning Commission and to the City Council, if it is appropriate at this time, is that the code should seriously consider a 350 or 400 divisor per gross square footage as the go/no-go to determine what type of buildings or business we want to have in the downtown C1 mixed use commercial district.** It would seem that any divisor less than this will not happen in the downtown C1 district. Seems like it was summer 2019 that the consultants for the development plan for downtown Stevenson were here to help us get to this point we are at today, which is considering making code changes to achieve what we want. It has taken many people a lot of effort to reach this point, and I am concerned that if we don't address this now, we are incentivizing apartments or townhomes over mixed use because there will not be enough onsite parking space available to do anything different. A potential developer can see that people would rather buy apartment buildings that generate rent will be more marketable than creating vast open spaces of empty parking lots. How many parking spaces will development of the courthouse lawn require? Will it include a big parking lot as well?

Thank you for your consideration.
Jack Clifton

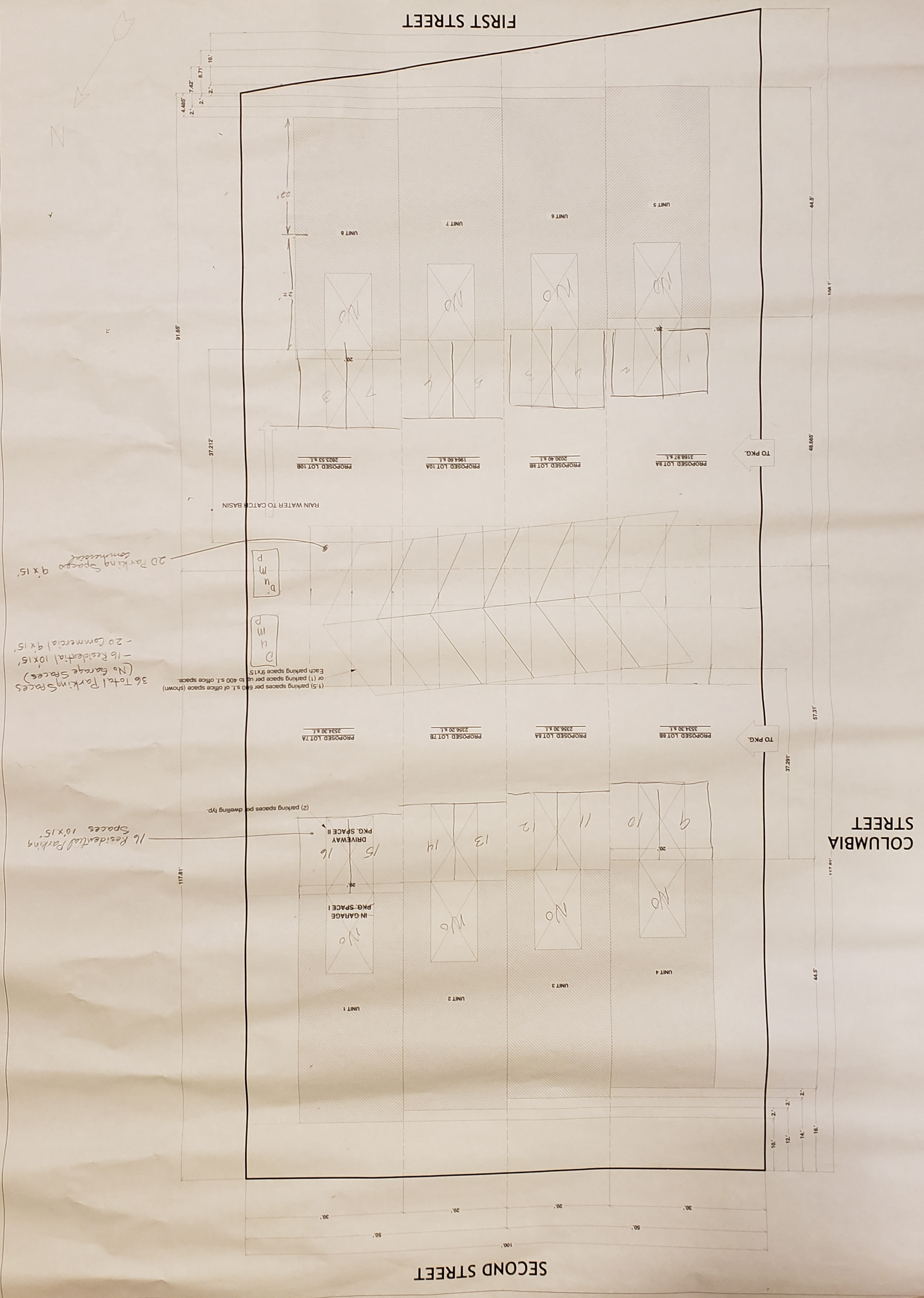


371 Hiway 14 PO Box 114
Stevenson, WA 98648
509-427-2728
www.alwaysquality.com

Client: Jack Clifton
Address: Block 6, Lots 7-10,
Riverview Addition to Stevenson
W.M.
in SE1/4SE1/4 Sec. 36, T3N, R7E,

Project: 3-story Townhouse, 34' ht.
Ea. approx. 1500 s.f., w/350 s.f.
unfinished "professional office space"
approx. 300 s.f. garage
Page Name/No.
SITE PLAN
PG. 1

Date: February 10, 2007
Dwg No: No. 1
Job No: STED002
Drawn By: Pat Price
Approved By:
Scale: 1/8" = 1'-0"



36 Total Parking Spaces
(No Garage Spaces)
- 16 Residential 10x15'
- 20 Commercial 9x15'

16 Residential Parking
Spaces 10x15'

20 Parking Spaces
9x15'
Commercial

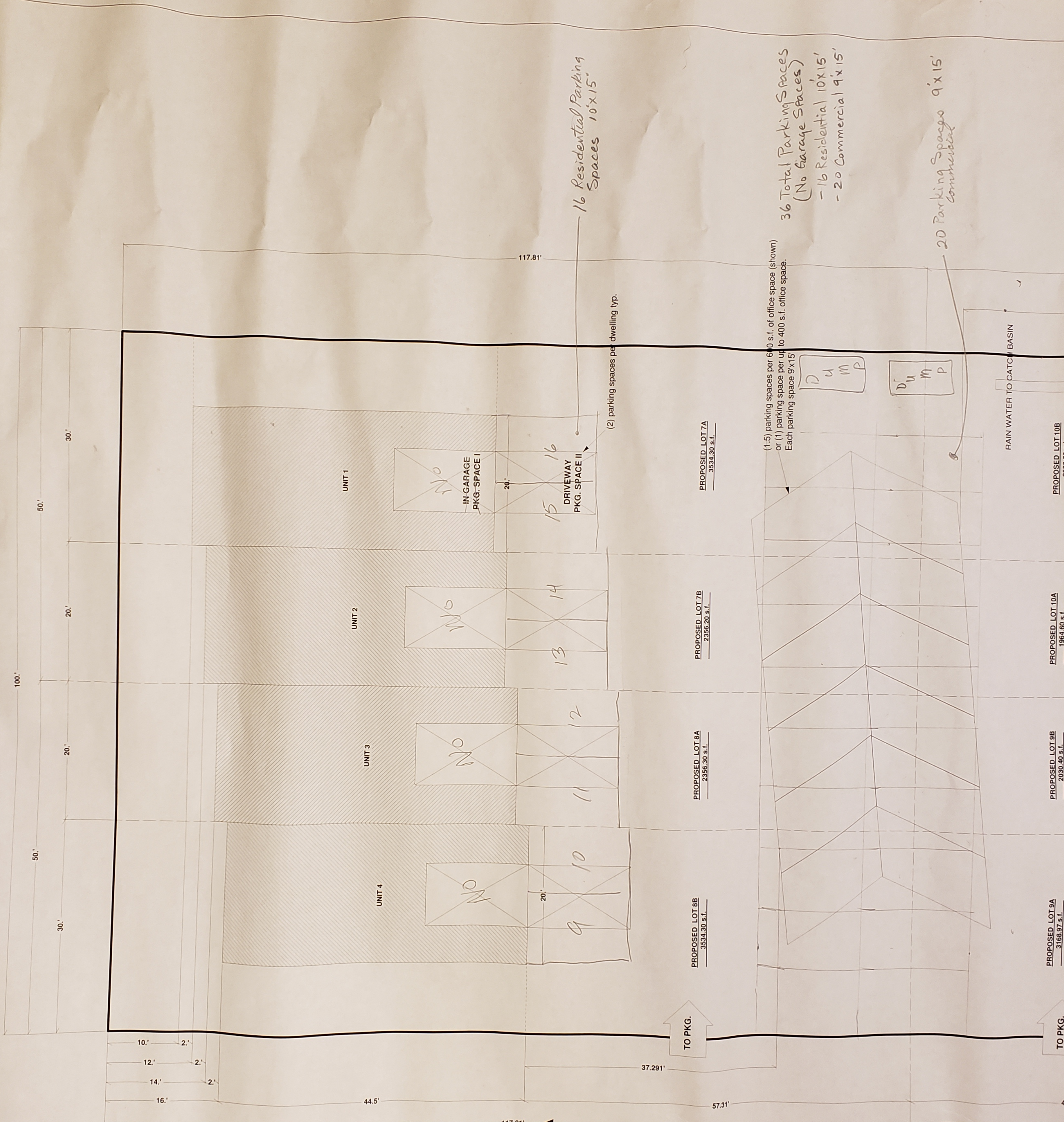
(1-5) parking spaces per 600 s.f. of office space (shown)
or (1) parking space per 400 s.f. office space.
Each parking space 9x15'

(2) parking spaces per dwelling typ.

IN GARAGE
PKG. SPACE I

DRIVEWAY
PKG. SPACE II

SECOND STREET



16 Residential Parking Spaces 10'x15'

36 Total Parking Spaces (No Garage Spaces)
- 16 Residential 10'x15'
- 20 Commercial 9'x15'

20 Parking Spaces 9'x15' Commercial

(2) parking spaces per dwelling typ.

(1.5) parking spaces per 640 s.f. of office space (shown) or (1) parking space per up to 400 s.f. office space. Each parking space 9'x15'

RAIN WATER TO CATCH BASIN

TO PKG.

TO PKG.

COLUMBIA STREET



Parking conversation~ Re: Planning Commission Meeting A New Meeting Document is Available from Stevenson, WA

Julie f-May <julie@creatingspirals.com>
To: Ben Shumaker <ben@ci.stevenson.wa.us>
Cc: "julie@CreatingSpirals.com" <julie@creatingspirals.com>

Mon, Mar 1, 2021 at 9:11 AM

Hi Ben~
I was able to listen in to most of your last PC meeting, but also had other things to attend to at the same time.
~(Mondays are super tough for me because I am usually into Portland for multiple appointments and shopping and get in late, need to make dinner...etc etc...)

BUT, as the parking conversation is important, I put together a few thoughts to add to the conversation.

I have specific experience with this in working as an "Owner/Manager" of a Retail strip mall in outer Denver.
I believe the "USE" model is best to establish going forward to allow for the best suited fit for actual parking need vs. available.
I also think that using parking studies to establish "PEAK" times for these Uses in a table/spread sheet can help with the overall parking use model and anticipates issues or aides in flexibility.

To do something as a blanket parking number only attached to square footage and not also "Use" appears to be more unrealistic and oversimplified to achieve best results for all as other options are available.

I would highly suggest considering the applications of "USE" and also a "Time-limited" &/or "Peak" look at things.
That would allow you to use the "restricted hours" or the "time limits" or the "residential permit" options all in one.

I hope this input helps. Pass on to the group as see fit.
Thanks for your attention to helping resolve parking requirements~
~Julie

Julie -f- May
Cell: 503-201-9460
[Julie@CreatingSpirals.com](mailto:julie@CreatingSpirals.com)
~ connect & create ~

On Feb 8, 2021, at 6:25 AM, Ben Shumaker <ben@ci.stevenson.wa.us> wrote:

Hello-
Please see the Planning Commission agenda and packet below.

- Decisions expected at the meeting are limited to approval of the previous meeting minutes and a proposed update to the Planning Commission bylaws.
- Detailed discussion is expected on the discussion draft amendment to Downtown parking requirements.
- Brief discussion is expected on the potential Zoning Map Amendment.

The meeting will be held remotely.
Webinar at: <https://us02web.zoom.us/j/89884084279>
Teleconference at 1 (253) 215-8782 or 1 (669) 900-6833, Webinar ID# 898 8408 4279.
Thank you,

BEN SHUMAKER

From: noreply@municode.com [mailto:noreply@municode.com]
Sent: Monday, February 08, 2021 6:28 AM
To: ben@ci.stevenson.wa.us
Subject: A New Meeting Document is Available from Stevenson, WA

A new meeting document has been published by Stevenson, WA.

Meeting: February 2021 Planning Commission Meeting

Meeting Date & Time: 2/8/2021 6:00 PM

Date: 02-08-2021

To: City of Stevenson Planning Commission meeting 2-8-2021, 6 PM

From: Jack Clifton, property owner

RE: C1 Commercial District Owners – Parking Requirement Amendment Proposal

As the business owner of Stevenson Dental Care located at 52 NW Second Street, and property owner of the lots at 70 NW Second Street, and rental building at 136 NW Second Street, I am proposing the current parking requirements are excessive, and the current proposed amendments do not go far enough to allow reuse of existing buildings, growth of new business, or development of new business/residential structures. I believe it is a significant factor limiting new building development in Stevenson.

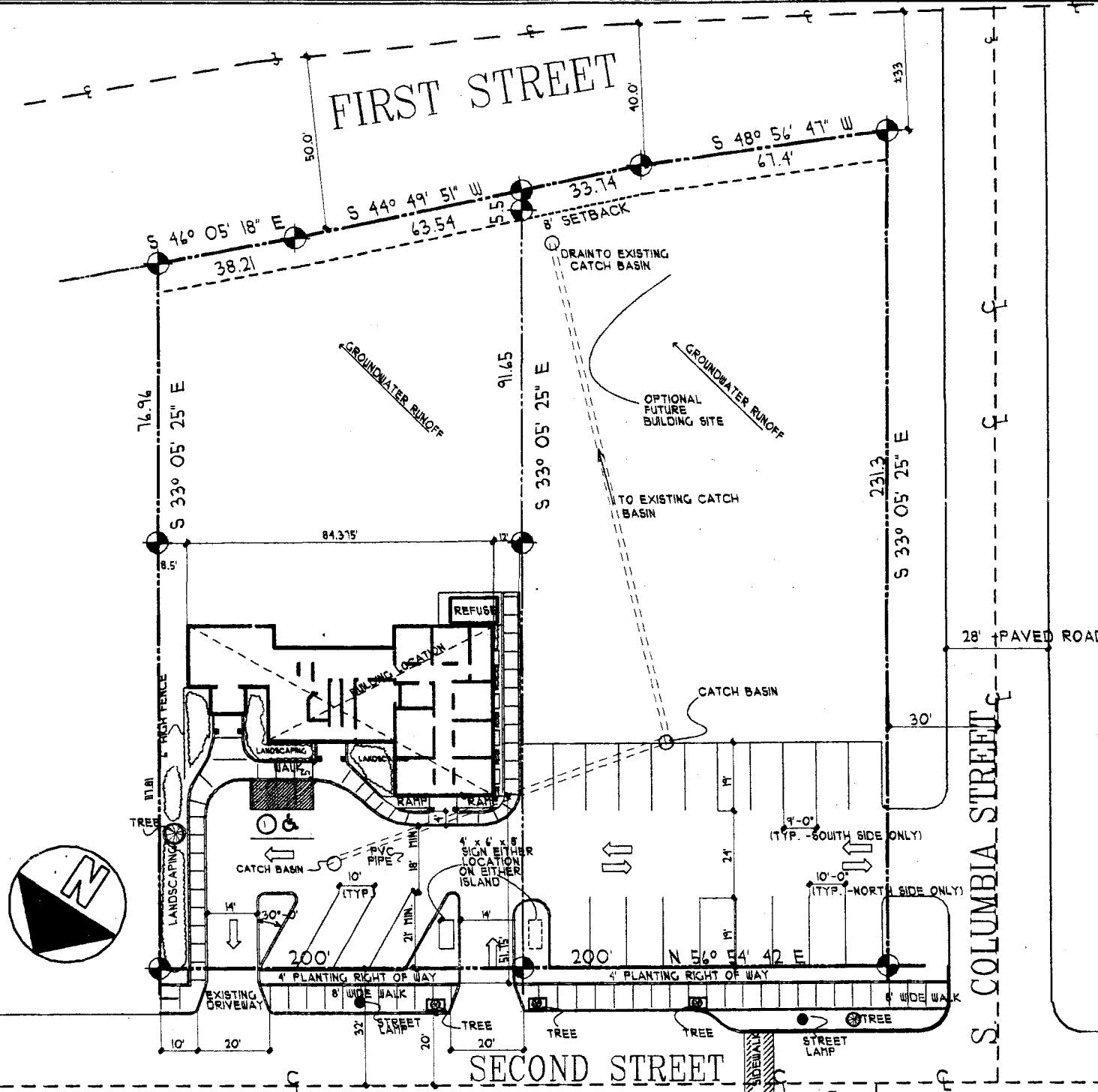
I purchased the property at NW 70 in 1999 with the desire to someday afford development as retail/multifamily, and or build a new dental office. While parking requirements at that time were prohibitive to making a realistic development, plans for updating or revising the parking requirements for the downtown area have always been high on the agenda of the Stevenson Planning Commission, but with every new team of volunteers and city staff, this has always been tabled for some future date or direction by wisdom. Between 2018 and 2020, I had placed this property on the active market for sale, as I have not been able to afford to finance the dream of my development plan. During this time, interacting with potential buyers, I repeatedly heard the statement “Stevenson has the most restrictive parking requirements of any seen.” A deal breaker for some, or scaled down projects to reduce gross square feet for others.

I purchased the property at 52 NW Second Street for my dental office, which at that time was used as two rental apartments and a 1,400 sq foot dental office with one off street parking space. Originally this property was developed as a 3 bed room single family home with an attached 750 sq foot dental office. I remodeled the main floor for dental office, and eliminated the apartments. So there has been repurposing of the structure, as many buildings have in Downtown Stevenson. I have the luxury of considerably more space than typical cramped dental office. A basement for storage and mechanicals 875 sq. ft., an upper story for personal office and staff lounge/meeting area, with full kitchen at 595 sq ft, a “lab” where I can do case work at 90 sq ft, and a double door entry way of 70 sq ft. None of this 1,630 sq ft contribute to the number of cars needing off street parking.

The current parking requirement formula for medical/dental office is one parking space for every 150 sq ft of gross square footage of building space. My gross space is 3,946, and this results in 25-26 required parking spaces. No consideration for office capacity, use of different spaces, or number of staff. I am reporting the following actual numbers based on my experience that demonstrates this is excessively high requirement. In busier times we have had 6 staff including myself, 4 treatment rooms that are not all full at the same time, and a large waiting room - 221 sq ft that may have 2-3 patients on a busy day. This totals potentially about 13 cars at maximum use. On a busy day I see there may be 8 -10 cars parked maximum! I have attached the detail of the dental office 5 spaces, and additional 20 parking spaces required on lots at 70 NW Second Street. In these 20 spaces, there are typically only the 5 current staff members parked here. This extra space is expensive, and prohibits potential for more productive and more esthetic uses!

I propose that storage space, mechanical space, and private office space be exempt from the code for medical/dental clinics category, and any category as well. And there should be some mechanism to consider these spaces or other like spaces exempt in requesting exception to the existing code. Under the current code of 150 devisor, and if only the main floor of 2,408 sq ft (excluding the entry way) is used, this would result in 16 spaces. More than ample for the 13 I have potential to experience above. If the sole square foot number is used, and if only the storage and mechanical room were exempted and the devisor was changed from 150 to 200 the result from the remaining 3,071 sq ft would yield 15.5 spaces, and be closer to what is actually the case.

If we can survive with a US Post Office that has no off street parking for patrons, or restaurants that have no off street parking space, we can adjust the current code, while not imposing on the local grocery store or new businesses to provide poached parking spaces. And in addition, I have witnessed a number of small business venture attempts in the downtown Stevenson that were unable to start due to a prohibitive and absurdly oppressive amount off street parking spaces required. I propose that if Stevenson wants to see multifamily dwellings, new businesses or business buildings, or any combination of this in the downtown corridor, a new less oppressive formula for all categories is an essential element to success!



SITE PLAN

SCALE: 1" = 40'-0"

N. COLUMBIA STREET

S. COLUMBIA STREET



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: Planning Commission
FROM: Ben Shumaker
DATE: March 8th, 2021
SUBJECT: C1 Parking Reductions; Public Participation Summary

This memo summarizes the 7 public involvement strategies incorporated into the Planning Commission’s discussion of a Zoning Text amendment to reduce the parking requirements of the C1 District. No additional decision points are included in this memo that were not in the companion memo. Additional context is provided through the results of a general questionnaire related to this topic. Specific sections of the Evolving Draft amendment are referenced where relevant to the each question.

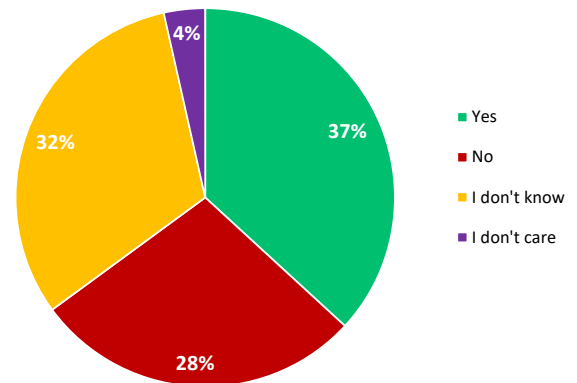
Questionnaire Details

1- Should construction of new housing downtown have fewer roadblocks? Very little context was provided for this question in the questionnaire, and respondents were thoroughly mixed. Four respondents took the opportunity to explain their opinion.

Amendments which would remove existing roadblocks to housing are incorporated into the draft at:

- SMC 17.25.130. Roadblocks to mixed use commercial/residential buildings would be removed by requiring less parking for the residential portion.
- SMC 17.42.080. Roadblocks to duplexes would be removed by allowing off-site parking to substitute for on-site parking.
- SMC 17.42.090. Roadblocks to all types of residential uses would be removed by reducing the ratio of required spaces for residential units.
- SMC 17.42.090. Roadblocks to affordable residential units and senior care housing could be removed on a case-by-case basis by the Planning Commission.

Should construction of new housing downtown have fewer roadblocks?



Text Responses-

- Yes (Staff categorized). Density. And affordable dwelling included in any new construction.
- I don't know (Staff categorized). I am unaware of the road blocks
- Yes! Downtown housing is at a premium by today's standards. Yet, locals already live there. At the same time, local businesses are suffering through the Covid pandemic. And, yet the City Council want to reduce rents and create more "high density" housing while adding levies that only affect property owners. Could that add to increased rent? Developers and contractors have explained to the Council the reality that you cannot tear down a building to create new housing without extreme cost. Unless the City Council subsidize the "Plan For Success" it will not be tenable. If City Council members want to buy identified properties and subsidize the lost revenue, then sure. But the City Council will not. Sadly, no members of the City Council or Planning Commission own "downtown" property. Therefore, they are planning to use the cudgel of "imminent domain" as they have tried in the recent past. Buy a piece of it! Show the many long time Stevenson downtown property owners your plan, now! How can those already invested do it better? Talk is cheap!!
- yes fewer roadblocks but the decibel level for houses in the downtown area should expect a 65 decibel levels

Answered: 57 Skipped: 1

2- Should storage areas for retail stores and restaurants be exempt from the parking requirement? Again, very little context was provided for this question in the questionnaire, however, a majority of respondents were supportive of the exemption in general terms.

Amendments which would effectuate this exemption are included at

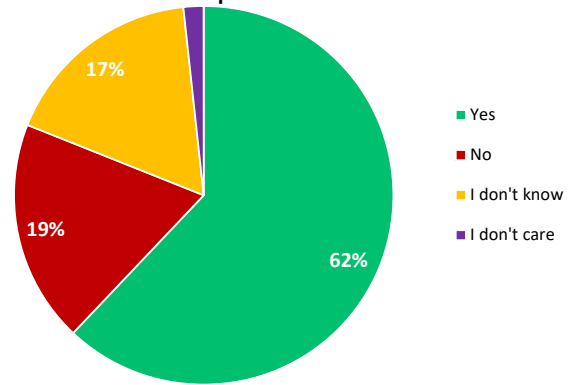
- SMC 17.10.312. Net Floor Area is defined to exempt several areas of buildings.
- SMC 17.42.090. Net Floor Area is substituted for Gross Floor Area in the parking ratio for several uses.

3- Should outdoor seating at restaurants require less parking than indoor areas? This straightforward question received strong opposition with 71% answering "no". One respondent provided an explanation which staff determined was supportive of a policy to differentiate between the areas.

Prior to awareness of this opposition, the Planning Commission requested differentiation of the parking ratio in the Evolving Draft. Draft amendments related to this issue are included at:

- SMC 17.10.310. This clarifies the square footage of outdoor seating is subject to parking requirements.
- SMC 17.42.090. The table provides a lesser ratio for outdoor seating areas.
- SMC 17.42.090. The table includes optional language exempting parking for outdoor seating during the pandemic.

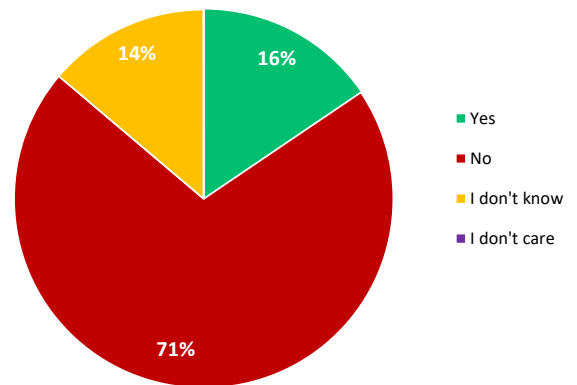
Should storage areas for retail stores and restaurants be exempt from the parking requirement?



Text Responses-
-I don't know (Staff categorized). Only during the pandemic.

Answered: 58 Skipped: 0

Should outdoor seating at restaurants require less parking than indoor areas?



Text Responses-
-Yes (Staff categorized). We cannot be afraid to walk a block to get to a restaurant.

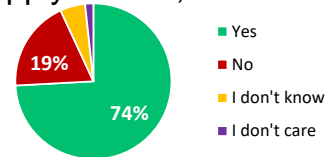
Answered: 58 Skipped: 0

4- Should more options be available to supply off-site, off-street parking? Respondents provided the greatest support for this general question with almost 3/4ths stating more options should be available.

While the most effective way to directly implement this policy would be to construct a public lot, the amendments includes several sections making usage of such a lot more likely. These are included at:

- SMC 17.42.060. A wider array of uses are allowed to share spaces in a joint lot.
- SMC 17.42.070. The distance between the uses sharing a spaces is increased for retail, food service, and hotel uses.
- SMC 17.42.090. The allowed distance between certain uses and their off-site, off-street parking is increased.

Should more options be available to supply off-site, off-street parking?



Text Responses-

- Yes (Staff categorized). I'd like to see a Trolley system. Check out park city, Utah. Or utilize golf carts.
 - Yes (Staff categorized). Stevenson needs a designated parking lot downtown in the area of 1st street, not taking up limited parking areas on the waterfront.
 - Yes because some/many people can't get into existing parking by parallel parking, unless there are few people parked already. It would be great if there were a mid-town parking "lot" type area for crappy drivers.
 - Yes (Staff categorized). If the goal is to increase housing units in Stevenson, there will be a definite need for designated off-street parking areas for tenants and visitors, especially in the evening hours. With the addition of the two new downtown hotels/lodging facilities, this need will become apparent quickly since they have NO requirement to provide parking on-site. Another issue is the grandfathering of the no on-site parking requirement when a new owner/business replaces the previous business even if the "use" changes and that new use requires more parking per the code for "new" construction.
 - Yes (Staff categorized). Downtown Stevenson is in great need of designated off-street parking areas/lots (and restrooms too!) that can accommodate both current and future downtown parking needs, especially due to the new 12-room hotel on Russell St. (24 nightly guests and potential cars) and the future Public Plaza on Hwy 14. Note: have you ever tried to find a parking space on Russell? If a new downtown business does not have the required off-street parking, they must finalize a joint-use agreement for using an existing business' parking area that meets the minimum # of parking space requirements Prior to opening the new business. There will also be a need to monitor the hotel guests' registered cars to ensure that they are parking in the designated spaces/lot and not on downtown streets instead. I also recommend that new and existing downtown businesses currently without adequate parking pay a sufficient annual fee toward the development and maintenance of new parking lot(s). It is also reasonable to charge parking users a fee to park in these parking lots during peak hours/days/seasons (many automated payment systems exist and it also generates revenue). Unless adequate parking is required, planned for, supplied, and monitored, all downtown Stevenson businesses will be impacted/hurt, as both residents and visitors go elsewhere to where convenient parking IS available for their dining and shopping, etc.
 - Yes (Staff categorized). People need to walk it won't hurt actually it will help them, business owners NEED to park FAR AWAY from the business leaving at least that one space open.
- Answered: 58 Skipped: 0**

The following answers to the questionnaire provide additional context for Planning Commission review.

If you'd like to share a specific case study of how the existing downtown parking regulations have caused you to redesign or abandon a development proposal, please do so here.

Text Responses-

- Don't put code in place that you do. It intend to enforce.
- I moved from Russell Ave because there was not enough parking. And Windermere agents took up most of what was there. It was a huge negative impact on my business. The tour bus stop is also farce to generate business. Old people do not want to stop on Russell at the end of the day. Bad knees & hips. They have been out all day & probably want a restroom & a cocktail on their ship.
- Not redesign anything but truthfully I've said "screw it," and decided to continue on my way because there's no place to park nearby or any place at all. It sucks. I hate it. Sometimes I'll avoid going in or doing any business at all because there's no place to park.
- I am writing this comment here as there is no area for "other" comments. I personally find this survey to be too narrow/limited in scope and it is also lacking the "public outreach/input" that is described as the stated objective of soliciting public feedback on downtown parking. For example, why did the City/ PC not post the survey on the City's website and Facebook page, etc., and having received the survey link just today on the limited public email list, it does not allow enough time for "public input" just before tonight's meeting, etc.). One area of concern is the meeting packet statement on page 7 that states: "Changes to SMC 17.25.130(B) remove the redundancy and clarify changes of use to an existing building do not require additional parking (e.g., a restaurant could locate in the Avary Building and no additional parking would be required)." Why is this NOT a requirement if the new business is a different "use" with different parking requirements per the code? At a minimum the new business should be required to find off-set parking elsewhere in town to meet the parking requirements of that new business use. I do hope that the Planning Commission will not rush to meet an "arbitrary" March deadline and will instead conduct a thorough solicitation of Public input, conduct the appropriate research on parking needs and solutions, do an impact study, etc. before making changes to the Parking Zoning Code and requirements in order to accommodate a new hotel on Russell in March. Thank you.
- none.

Answered: 5 Skipped: 53

If you'd like to share a specific case study of how the existing downtown parking regulations have protected your neighborhood from a development or change you didn't want, please do so here.

Text Responses-

- We need more parking. I'd like to see the courthouse new development include an underground parking area.
- All downtown developments, especially housing and lodging, need to supply an adequate number of parking spaces per unit in order to maintain an adequate number of parking spaces for those who are visiting the downtown for shopping, dining, etc.
- Not personally from developing anything BUT I have heard from so many people/ customers that how the sidewalks/ curbs are NOW they suck. They're definitely NOT A.D.A. compatible at all. The crosswalks are way far away from the store's/ restaurant entrances. This is especially problematic at the pharmacy. If you're in a wheelchair or using a walker or crutches forget about it. It's always so busy and congested in that area it's impossible to open your vehicles door for any periods of time.
- Many businesses/agencies have many cars parking near them that appear to "take over" the streets. I think parking should be considered when adding development or businesses.
- none

Answered: 5 Skipped: 53

Public Involvement Summary

A-Project Website- The project website (<http://ci.stevenson.wa.us/letsbuild>) is active and continues to be updated as new information is generated. Staff has not tracked and does not intent to track the website analytics.

B-Online Questionnaire

Protocols- The community questionnaire was created using www.surveymonkey.com. No paper-based questionnaire was available. A link to the questionnaire was mailed to each property owner in the Initial Consideration Area. Electronic copies of the mailing were emailed to the Downtown Shareholders email list. The link was posted to the project-specific website created for these policy discussions. Finally, the City Facebook page publicized each questionnaire on 2 occasions each. The questionnaires were available between 2/3/2021 and 3/5/2021. Separate links were created to track whether the respondent was answering the letters mailed/emailed or the Facebook post.

Questions- Seven (7) total questions were asked of respondents. Minimal explanations preceded each question. The first 4 questions were multiple-choice, with the following answer options: "Yes", "No", "I don't know", and "I don't care" as well as an open-ended option for respondents to more fully explain their answer. One question allowed respondents to share their name and email to remain involved with discussion on the potential zoning text change. The final 2 questions were open-ended and allowed respondents to more fully describe specific experiences with the zoning regulation.

Response Rate – The questionnaire generated 58 overall responses, with individual questions ranging 5 and 58 responses.

Limitations – The questionnaire is not statistically significant. The questionnaire protocols were never designed to produce a statistically significant sample. Several limitations prevent this from being the case.

- The questionnaire was sent to property owners based on the addresses maintained by the County Assessor. This distribution method excludes residents who do not own their home. Also, several mailed notices did not reach the intended recipient.
- The use of Facebook to publicize the questionnaire resulted in the collection of opinions from non-residents and non-owner of properties in the 2 areas.

C-Facebook Posts- The City's Facebook page has been used to share information on the Planning Commission discussion and the questionnaire. The initial post related to the Questionnaire generated 153 views, 22 post clicks, and 21 reactions, comments or shares. The follow-up, survey reminder post generated 73 views, 10 post clicks, and 2 reactions, comments or shares. No comments were submitted to the City via Facebook.

D&E-R3-Owner Mailout & Email Group- Of initial hard copies mailed to owners of parcels in the C1 District, 2 were returned to the City by the Post Office. The mailout was also sent via email as described above. At the time of this writing the email lists contain 123 individuals. No written comments were submitted in response to these mailings.

F-Planning Commission Workshops- In addition to the discussion at the February meeting, tonight's meeting provides the next step in the public involvement effort, and the results of tonight's discussions will guide what happens going forward.

Framework Goal

The parking supply facilitates efficient short-term needs and minimizes on-site parking requirements.

Framework Objectives

- » Provide adequate off-street private parking to serve existing and future development sites.
- » Provide adequate public parking to serve existing and future public uses and special events.
- » Provide adequate short-term visitor and commercial curbside parking to serve existing and future adjacent uses.
- » Ensure that parking impacts on the public realm are minimized.

PARKING FRAMEWORK

PARKING FRAMEWORK

The intent of the parking framework is to ensure that adequate parking is provided for both commercial and residential uses while not burdening the potential redevelopment with unnecessary parking infrastructure costs that may limit or discourage redevelopment.

The parking framework includes concepts that result in a higher turnover of on-street parking, the discouragement of employee parking on prime on-street locations in front of commercial businesses and provides a strategy for the development of potential shared public parking lots to meet future increased commercial and residential parking demand.

Key Elements

Key elements of the parking framework include:

- » Identification of potential locations of shared commercial use parking lots. To ensure that these lots are well used, sites that are in close walking proximity current businesses and future redevelopment sites have been identified.
- » Proposal for a 'fee-in-lieu' of parking on-site, especially for small parcels where redevelopment may be less viable due parking requirements.
- » Recommendations for regulatory changes that reduce the required amount of both commercial and residential on-site parking which will in turn result in more economically viable redevelopment by reducing construction costs. While adequate parking must be provided, improvements to walking and biking routes along with mixed uses that are within each other are anticipated to reduce parking demand.

POTENTIAL JOINT-USE SHARED COMMERCIAL PARKING LOT STUDY AREAS



Potential Joint-Use Shared Commercial Parking Lots

Commercial parking is very site sensitive—when located in the right area, it can spur additional business. With this objective, three conceptual locations for potential parking lots have been selected, based upon the following criteria:

- » **Convenience.** People are generally more willing to shop downtown if parking is available close-in, rather than in outlying areas, separated from shopping destinations by distance and other physical barriers such as railroad tracks. Due to the sloping nature of downtown Stevenson, only sites that are easily accessible on foot by customers of varying physical condition have been identified.
- » **Easy Access from State Route 14.** Commercial businesses benefit when they attract discretionary shopping trips. Visitors and tourists traveling through Stevenson can provide a significant market if they are informed of and directed to convenient parking. Because these potential customers are not familiar with Downtown, sites need to be in close proximity to the 2nd and 1st street routes.
- » **Integration into Walking Routes.** Once out of the car, commercial customers must be able to easily understand how to get to shops. Selected sites can be integrated into the proposed 2nd Street walking and window shopping loop from Columbia Street to a future Rock Creek extension.
- » **Fill Parking Gap.** Current businesses should first benefit from any additional parking. Sites have been identified to serve these businesses.
- » **Meet Future Demand.** Sites with capacity adequate to serve both demand from existing uses and new commercial development within the core that cannot be met on individual redevelopment parcels.

Preliminary shared parking lot locations have been identified. Additional study and outreach is necessary to advance any of these concepts. Potential sites include:

- » **P1 Commercial Lot.** This site is located along the current Seymour Street segment that would be vacated when a new Rock Drive extension is constructed. Auto access at the existing intersection of 2nd and Seymour streets would be maintained as a parking lot driveway rather than a through street. Considerable site capacity exists if additional adjacent parcels can be assembled. Approximately 125 parking stalls could potentially be built with limited impacts on existing uses.
- » **P2 Commercial Lot.** The best candidate for parking may be an underutilized site east of Columbia and north of 1st Street, identified as part of the Columbia Street Catalyst concept. A parking lot at this site could accommodate approximately 40 stalls without impacting existing uses.
- » **P3 Commercial Lot.** Located at the confluence of Rock Creek Drive and 2nd Street on vacant land adjacent the Main Street Gas Station/Convenience Mart, this site benefits from direct access and visibility from the adjacent roadways. In close proximity to the both the Stevenson Central WET bus and seasonal Dog Mountain shuttle stops, it could serve both destinations. Located along the proposed Rock Creek walking and biking path extension, it would be a prime location for a bikeshare station. A lot at this site could also serve as an overflow lot for events held at the County Fairgrounds or the Hegewald Center. Approximately 60 parking stalls could be accommodated without significant grading of the steep slope toward the north side of the site.

Adjustments to Joint-Use of Parking

For these lots, recommended changes include permitting up to:

- » Fifty percent of the parking facilities required to apply to all commercial retail and service uses supplied by the joint use lot.
- » Fifty percent of the parking facilities required to apply to uses regardless of daytime or nighttime types of use.
- » One hundred percent of required parking facilities for hotels.

Financing

Over time, all funding options to construct and maintain shared parking lots should be considered, including on-street and off-street parking fees, revenue bonds, in-lieu fees, parking assessment districts, parking/business improvement districts, and public-private partnerships. A blend of several sources to fund future facilities may be most feasible.

Employee Parking Management Strategies

Employees of commercial business compete for Downtown parking, especially curbside spaces. To minimize the demand for parking and ensure that patrons have the best parking spaces in Downtown Stevenson, strategies that reduce employee demand in should be explored, including the following.

Satellite Parking Lots

Employees of downtown businesses should be encouraged to park in designated areas outside the core. A unified Downtown Employee Parking Program will likely be necessary to ensure compliance by all businesses and employees. For these lots, Downtown employee parking should be free or available at a reduced cost. Shuttle or night escort services may help induce higher use, especially during the dark, rainy winter season. Multiple locations may be needed. Existing underutilized lots may include acquiring and designating spaces within the County Fairgrounds, along Cascade Avenue, within proposed joint use shared lots, or other areas.

Cash-out programs

This would include an employee financial incentive (such as \$50/ per month) to not utilize an on-site parking space that could in turn be utilized by other users—residents or customers.

Bikeshare System

Many key destinations within the Downtown core, the Downtown planning area, and adjacent neighborhoods are outside easy walking distance but are accessible by bicycle. A bikeshare system is recommended as a potential strategy to reduce auto parking demand. Additional analysis and outreach would be required. A bicycle-sharing system:

- » **Is a membership service in which bicycles are made available for shared use to individuals on a short term basis for a price or free.** The bike share system allows people to borrow a bike from a “dock” and return it at another dock belonging to the same system.
- » **Could include a dockless bikes or scooters.** The dockless bike hire systems consist of a bicycle with a lock that is usually integrated onto the frame and does not require a docking station. Smartphone mapping apps show nearby available bikes and open docks.
- » **Could include bicycle rentals.** In this system a bicycle can be rented or borrowed from a location and returned to that location. These bicycle renting systems often cater to Stevenson day-trippers or tourists. The locations or stations are not automated but are run by employees or volunteers. This system could be incorporated as part of the cruise line services at Stevenson Landing or available for guests at Skamania Lodge.

Adjustments To Required Off-Street Parking Standards

While some off-street parking is desirable for most uses, the physical and economic constraints of providing off-street parking on each development site have likely stifled commercial and residential development throughout the Downtown core. Downtown Stevenson land is relatively more expensive, its parcels are often small and irregular, and mixed use development buildings frequently cover their entire lots. In these situations, any on-site parking must be tucked under, subterranean or structured, which is always expensive and sometimes physically impossible.

When Stevenson's code requires off-street parking especially for new residential construction, the City shifts what should be a cost of driving—the cost of parking a car—into the cost of housing. Faced with these minimum parking requirements, developers may have as result build less housing in Stevenson than the market demands.

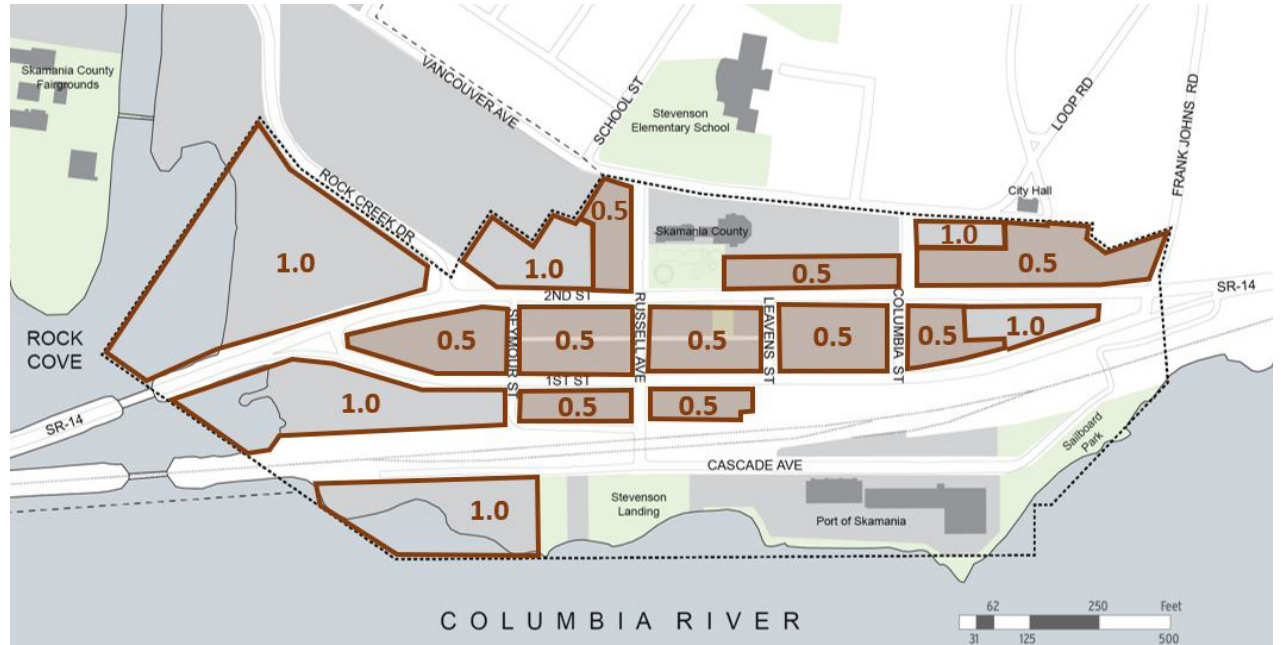
Coupled with a strategy for shared parking lots along with planned improvements to walking and biking routes that are anticipated to reduce parking demand, recommended regulatory changes that reduce the required minimum amount of both commercial and residential on-site parking are identified to the Chapter 17.42 Parking and Loading Standards. Potential changes would include the following.

Compliance with Minimum Standards

Changes should apply to permitted uses or conditional uses for the Downtown planning core area only, including:

- » **Residential Structures.** Currently 2 spaces per dwelling unit plus 1 space for each room rented, except that one-bedroom dwelling units only require one space are required. This requirement exceeds anticipated parking demand and may impact the financial viability of residential development by increasing pricing above affordable rental rate levels. Recommended reasonable reductions could be 1.5 spaces per all two or more bedroom units, 1 space per unit for one bedroom units, and 0.5 spaces for apartments less than 500 square feet. Additionally, conditional approval for additional parking reductions should be available on a case by case basis for affordable senior or workforce housing where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include secure in-building bicycle parking rooms, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for residents and employees in Downtown, or other means that effectively reduce parking demand.
- » **Mixed-use residential structures.** A new standard is recommended for parcels less than 10,000 square feet that are within areas indicated on the Residential parking diagram. Where commercial is the primary use and residential development is a secondary use, a minimum of 0.5 parking spaces per rental unit (excluding short term rental units) residential parking requirement is recommended. Should the units be owner occupied, units would have a recommended 1.0 parking space per unit requirement. Additionally, conditional approval for additional parking reductions should be available on a case by case basis for affordable senior or workforce housing where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include secure in-building bicycle parking rooms, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for building residents and employees, or other means that effectively reduce parking demand.

MIXED USE PARKING STANDARDS



- » **Food and Beverage Places.** Currently one space per 100 square feet gross floor area is required. Recommended changes would include changing the gross square floor area to net eating and dining area. Additionally, conditional approval for additional parking reductions should be available on a case by case basis where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include additional bicycle parking racks or curbside bike parking corrals, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for employees, or other means that effectively reduce parking demand.
- » **Retail stores.** Clothing and shoe stores should be regulated as a retail use and meet current standard of 1 space for 100 square feet gross floor area. Recommended changes would include changing the gross square floor area to net retail sales area. Additionally, conditional approval for additional parking reductions should be available on a case by case basis where developers can

demonstrate that other on-site parking replacement strategies can be enacted. These may include additional bicycle parking racks or curbside bike parking corrals, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for employees, or other means that effectively reduce parking demand.

- » **Hotel.** Currently one space per sleeping unit plus one room plus one space or each room rented, except that one-bedroom dwelling units only require one space. Recommended change would be no required parking, conditionally approved on a case by case basis where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include an off-site valet parking program, contributions to shared parking lots via a fee-in-lieu of



Planning Commission Interpretation
Launderette Parking Classification (ZON2010-02)

Issue:

The Zoning Code currently lists a number of use classifications and the corresponding parking requirement for the size or intensity of such uses. Launderettes are not specifically listed in the use classifications, and the Planning Commission is given the authority to determine the parking requirement for uses that are not specified.

Findings:

1. The Planning Commission supports the Comprehensive Plan's goals related to providing adequate parking.
2. Sections 17.12.020 and 17.42.090.Q of the Stevenson Municipal Code grant the Planning Commission the authority to designate the parking requirements for uses not currently listed, and such authority should rely on the Comprehensive Plan for guidance.
3. The following interpretation clarifies the Zoning Code's provisions related to launderettes and parking.

Interpretation:

For the purpose of SMC 17.42.090-Table of Minimum Standards—Off-Street Parking, launderettes shall be considered as a business providing on-site customer service and subject to the parking requirement in SMC 17.42.090.J.

For the Planning Commission:

Paul Spencer, Vice-Chair



Planning Commission Interpretation

Parking-Floor Area (ZON2010-03)

Issue:

The Zoning Code currently lists states that “other retail uses” shall accommodate off-street parking spaces at a ratio of one space per two hundred (200) of floor area, but unlike the requirements for other use categories, it does not state how floor area is to be determined.

Findings:

1. The Planning Commission supports the Comprehensive Plan’s goals related to providing adequate parking.
2. Section 17.12.020 of the Stevenson Municipal Code grants the Planning Commission the authority to interpret the Zoning Code, relying on the Comprehensive Plan for guidance.
3. The following interpretation clarifies the Zoning Code’s provisions related to laundrettes and parking.

Interpretation:

Section 17.42.090.O. shall be interpreted as requiring one space for each two hundred square feet of gross floor area.

For the Planning Commission:

Paul Spencer, Vice-Chair

Date



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

Planning Commission Interpretation

Parking Exterior Seating Areas (ZON2010-04)

Issue:

The Zoning Code currently lacks clarity regarding the parking requirements for exterior seating areas associated with SMC 17.42.090.M- “food and beverage places with sale and consumption on premises”. This issue is specifically address by the following three (3) questions.

- 1) Is the square footage for covered exterior seating areas included within the formula to measure parking requirements of “food and beverage places with sale and consumption on premises”?
- 2) Is the square footage for exterior seating areas supported by decks, roofs, or other buildings included within the formula to measure parking requirements of “food and beverage places with sale and consumption on premises”?
- 3) Is the square footage for exterior seating areas supported by patios, grassed areas, or other non-buildings included within the formula to measure parking requirements of “food and beverage places with sale and consumption on premises”?

Findings:

1. The Planning Commission supports the Comprehensive Plan’s goals related to providing adequate parking.
2. Section 17.12.020 of the Stevenson Municipal Code grants the Planning Commission the authority to interpret the Zoning Code, relying on the Comprehensive Plan for guidance.
3. The following interpretation clarifies the Zoning Code’s provisions related exterior seating areas.
4. This interpretation does not affect any building existing before September 15th, 1994 nor any building permitted by the City since that date.

Interpretation:

Section 17.42.090.M. shall be interpreted as follows:

- 1) Parking is required for any covered exterior seating area at “food and beverage places with sale and consumption on premises”.
- 2) Parking is required for any exterior seating area supported by a deck, roof, or other building at “food and beverage places with sale and consumption on premise”.
- 3) Parking is not required for any exterior seating area supported by a patio, grassed area, or other non-building at “food and beverage places with sale and consumption on premises”.

For the Planning Commission:

Karen Ashley, Chair

Date



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

Planning Commission Interpretation

Charter Tour Service Parking Classification (ZON2014-02)

Issue:

The Zoning Code currently lists a number of use classifications and the corresponding parking requirement for the size or intensity of such uses. Charter Tour Services are not specifically listed in the use classifications, and the Planning Commission is given the authority to determine the parking requirement for uses that are not specified.

Findings:

1. Sections 17.12.020 and 17.42.090.Q of the Stevenson Municipal Code grant the Planning Commission the authority to designate the parking requirements for uses not currently listed, and such authority should rely on the Comprehensive Plan for guidance.
2. The Planning Commission supports the Comprehensive Plan's objectives related to visitor-oriented businesses and efficient operation of transportation and parking systems.
3. The following interpretation clarifies the Zoning Code's provisions related to charter tour services and parking.

Interpretation:

For the purpose of SMC 17.42.090-Table of Minimum Standards—Off-Street Parking, “charter tour services” shall provide:

- 3 parking spaces for each 1- to 6 passenger vehicle;
- 4 parking spaces for each 7- to 12-passenger vehicle;
- 7 parking spaces for each 13- to 25-passenger vehicle;
- 9 parking spaces for each 26- to 40-passenger vehicle; and
- 15 parking spaces for each vehicle with 41 or more passengers.

For the Planning Commission:

Scott Anderson, Chair



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Leana Kinley, City Administrator
RE: Extension of Services
Meeting Date: March 27, 2021

Executive Summary:

There are two city codes regarding the extension of city services (water and sewer utilities) past city limits. City Hall routinely receives inquiries on water service outside city limits, towards the top of Kanaka Creek Rd., in late summer and into the fall due to inadequate well supply. With increased demand for housing, the ability to supply water to the urban growth area outside city limits will allow for increased development. However, the existing infrastructure needs maintenance to ensure adequate supply in an efficient manner (less leaks).

Overview:

The two city codes restricting the extension of services were established in 1976 for sewer (SMC 13.04.060) and 1981 for water (SMC 13.16.040). Due to these codes, the only way to have city service if you are not currently connected is to annex into the city. This practice encourages annexation into the city.

This practice also keeps the focus of infrastructure on current system maintenance needs and extensions within city limits. Current water system needs, without extensions, add up to an estimated \$3.4M. The wastewater system needs, without extensions adds up to \$14.6M. Extensions along Loop Rd. up Frank Johns, along Iman Cemetery Rd and along Foster Creek/Ryan Allen add up to \$3.9M.

The cost to extend water up Kanaka Creek Rd. to Baker Rd. is an estimated \$4.1M according to our 2017 Water System Plan (WSP). Extensions suggested in the WSP include SR-14 East, SR-14 West, Maple Way-Loop East and Maple-Way-Loop West total \$3.6M and contain areas both in and out of city limits.

The discussion is around facilitating additional development in the area with increased services by allowing extension of city services outside city limits, and if so, under what conditions. Or maintaining the current system and expanding within city limits to maximize development within the city prior to expanding outside city limits.

Action Needed:

None at this time, discussion only.



City of Stevenson

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7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

Stevenson City Council Goals for 2022-2023

Vision

Those citizens have now spoken, and their vision for the future is to proudly look out their window, walk down their street, or return for a visit in 2030 and honestly say:

“Stevenson is a friendly, welcoming community that values excellent schools and a small-town atmosphere. The natural beauty is enjoyed by residents and visitors through a network of recreational opportunities. The strength of Stevenson’s economy is built upon high quality infrastructure and a vibrant downtown that provides for residents’ daily needs. Stevenson takes advantage of our unique location on the Columbia River by balancing jobs, commerce, housing, and recreation along the waterfront.”

Mission

Stevenson is committed to investing in improved infrastructure, stewardship, community & human development. We will adapt, evolve, and progress to maintain our resilient and inviting small-town feel in an agile/nimble and fiscally responsible way.

Goals

The goals below are a list of priorities from council. Interwoven throughout these priorities is improved communication and engagement with the community, supporting community efforts for human development, maintaining and improving current infrastructure and assets, and incorporating additional goals such as aggressive undergrounding of utilities and broadband within capital projects where possible.

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable, and affordable wastewater system upgrades with added BOD capacity by the spring of 2023.
 - a. Bid and begin construction on the WWTP by the end of 2021 with construction extending through spring of 2023.
 - b. Bid and construct Phase 2 of the Lift Station and collection system construction project by spring of 2022.
2. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
 - a. **Aesthetic Improvements** -Vacant/derelict/unkept property ordinances will be in place by the end of 2022, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association by the end of 2022 and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024.

Stevenson City Council Goals for 2022-2023 (cont.)

- b. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024.
 - i. First Street Overlook will be constructed in 2021.
 - ii. Columbia Street Realignment will move forward with conceptualization and planning for a complete path forward with funding partners by the end of 2022.
- 3. **Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive.
 - a. **Design Completion**
 - b. Apply for and secure **Construction Funding**
 - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property.
 - d. Bid and construct new fire hall.
- 4. **Water System Continued Maintenance**
 - a. **Replace** most of the failing **AC Pipes**, about 30% of the city waterlines, by 2030. Projects outlined in the next few years include:
 - i. School Street
 - ii. Loop Rd
 - iii. Upper Russell (in conjunction with Park Plaza construction)
 - iv. Frank Johns
 - b. Water Treatment Plant Maintenance includes painting interior.
 - c. Establish Hegewald Well as a permanent water source.
- 5. **Develop Deliberate Growth Strategy** by the end of 2021.
 - a. Complete Capital Improvement Program
 - b. Complete a Strategic Plan for the Fire Department
 - c. **Explore Industrial Sites:** Apply for a CERB grant to evaluate the feasibility of additional industrial sites away from the Waterfront by the end of 2019.

Remaining Uncompleted Goals from 2019-2024 Strategic Plan

- 6. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
- 7. **Russell Ave Rebuild-Phase 2 from Second St. to Vancouver Ave** and tie in with the Courthouse Plaza project if funding allows.
- 8. **Broadband** - complete the Broadband Strategic Plan by the end of 2019 and collaborate with community partners to facilitate the completion and implementation of the Strategic Broadband Plan starting in 2020.
- 9. **Waterfront Development-**The City will work with the Port of Skamania to develop a waterfront development plan by the end of 2021.
- 10. **Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- 11. **Partner with School District on Workforce Education Development and Develop Youth Leadership Process** to include honorary student councilmembers by the end of 2020.

Stevenson City Council Goals for 2022-2023 (cont.)

Completed Goals from 2019-2024 Strategic Plan

1. **Road Diet** – Study, review and revised road standards to reduce required rights of way for street development by the end of 2020. **Completed April, 2019.**
2. **Remodel City Hall** – remove surplussed items by the end of 2019, reduce and organize city records by the end of 2022 to optimize the usable space for a remodel of city hall by the end of 2024. **Surplussed items removed, building permits relocated and records being organized.**
3. **Improve Financial Software System** Research new software options and ways to maximize current software with a recommendation to council on whether or not to change systems by the end of 2019. **Contracted with BIAS Software and implementation completed in 2019. Permitting module implementation in process.**
4. **Water System Continued Maintenance**
 - a. **SMART Meter Completion** – Select and install smart meters and begin monthly excess water usage charging by the end of 2019. **Commerce Grant signed and project substantially complete.**
 - b. Water Treatment Plant Maintenance includes reroof. **Reroof completed in 2021.**
5. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
 - a. Fill hole in front of high school and vegetate with trample-resistant, maroon and/or blue plantings that can survive without water by November 30, 2018. **Completed.**
 - b. Trim/Remove damage to all remaining city trees caused by the 2017 ice storms by March, 2019. **Completed.**
 - c. Replace dead plants from the Lodge Trail, Cascade Avenue and Kanaka Creek Road projects by March, 2020. **Completed.**
6. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
 - a. Phase I of the project, Waterfront to Second Street will be completed by the end of 2019 with minimal impact to the downtown during the peak summer months, pending the acquisition of required easements. **Project substantially complete as of July 3, 2020!**
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 and utilized by 2022. **Completed. Sales Tax measure on the November ballot, 2019 failed and HB 1406 funds implemented and will take effect 8/1/20.**
 - b. The city will partner with the EDC to complete a **Buildable Lands Inventory** by the end of 2019. **Project completed.**
 - c. The city will partner with other agencies to complete a **Housing Needs Assessment** by the end of 2020. **Project completed.**
 - d. Reconsider zoning standards for configuration of ADUs (attached vs unattached) by March, 2019. **Completed May, 2019.**

Stevenson City Council Goals for 2022-2023 (cont.)

- 8. Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2021.
- a. **Complete CERB Feasibility Study** on the Alternatives Analysis by the end of Feb, 2019 and implementation of proposed alternatives by August, 2019. **Final CERB Report completed Dec. 2020.**
 - b. Contract with DOE for design funding by Jan 31, 2019. **Completed February, 2019**
 - c. Advertise for Design Engineer immediately upon contract with DOE. Phase Design Engineering contract as necessary to address collection system (including pump stations and geotechnical study) prior to performance on WWTP design. **Contract signed April, 2019**
 - d. **Complete Design** of the project to apply to DOE for construction funding by Oct, 2019. **Delayed until 2020 due to delay in DOE loan contract and CERB Study.**
 - e. **Update Facilities Plan** with the CERB Study and design work by Oct, 2019. **CERB Study included in revised facilities plan update, submitted for DOE approval February, 2019. Design work will be completed and submitted to DOE end of June, 2020.**
 - f. Plan for the relocation of Public Works equipment with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2021. **Alternatives sites researched and some relocation implemented.**
 - g. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. Contract for Geotech report as identified in GSP before repairs are made in Montell neighborhood. **Ongoing. The final report on Geotech for Montell neighborhood stated it is more cost effective to treat Infiltration and Inflow at the plant than to fix the sewer lines and install French drains.**
 - h. Enter into agreements with all Significant Industrial Users for individual discharge limits and rates by the end of the second quarter 2019. **Signed agreement with Backwoods Brewing, draft with LDB remains in process.**
 - i. Update FOG program to improve compliance by 90% by the end of 2019 and 100% by 2020. Updates shall include clear instructions of how the proposed escalating fees/fines will be imposed. **FOG Ordinance updated March, 2019.**
 - j. Continue with minor improvements in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **Ongoing. Coordinating with SIUs and Dirt Huggers for side stream material removal. Installed interim measures to improve plant performance and guide design.**
 - k. Complete funding package requirements for collection system and sign contracts by the end of 2020. **Completed.**
 - l. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. **Completed in 2020 and scheduled for 2021.**

Stevenson City Council Goals for 2022-2023 (cont.)

- m. Implement **updated rate structure** after completion of rate study by the end of 2020. **Rate study completed and the model will be updated in 2021 after funding streams are secured.**
 - n. **Relocate Public Works** equipment and materials with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2022. **Completed in 2021.**
 - o. **Continue with minor improvements** in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **In process**
 - p. **Apply** for construction funding with DOE, USDA and others to maximize grants and leverage low-interest loans to reduce cost impact to residents. **In process**
 - q. Complete and sign finding contracts for WWTP funding by the fall of 2021. **In process**
 - r. Complete permitting requirements for construction by the fall of 2021. **In process.**
 - s. Bid Lift Station and collection system construction project by the summer of 2021. **In process and on track.**
 - t. Begin construction on the lift stations and collection system by fall of 2021. **In process.**
9. **City Property Security** - The city will evaluate security needs at all city facilities and begin implementing security enhancements in 2019. **An interior security door has been installed to prevent visitors from coming behind the counter without authorization. Plexiglass has been installed as well. Security cameras being discussed and researched for 2021 install.**
10. **Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- a. **Parks and Rec District** – Develop committee to research and evaluate interest for a park and recreation district by the end of 2020. Determine a way forward go/no go by 2021. **Pool district created in 2021 by voters.**
11. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A city-wide **Traffic Study** will be completed by the end of 2021. **In process.**
 - i. **Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021. **Project may be incorporated into the city-wide traffic study.**
 - 1. **Del Ray** - The city will work property owners to determine development opportunities for public and private uses by the end of 2020.
 - 2. **Lotz Road Improvements** will be included in the unimproved street plan.
 - b. **Design Standards** outlined in the Downtown Plan will be reviewed and updated by the end of 2021. **In process.**
 - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024. **In process.**
12. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
- a. **Landscaping** – The city will create a plan for landscaping and maintenance for city property and rights of way, which may include agreements with adjacent property owners, by the end of 2020. **Tree management plan being created in 2021.**

**INTERLOCAL AGREEMENT BETWEEN
CLARK COUNTY AND THE CITY OF STEVENSON**

This agreement is entered into between Clark County and the City of Stevenson pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

I. PURPOSE

The purpose of this agreement is for Clark County to provide administrative or engineering services, construction, and maintenance services to the City of Stevenson, and for the City of Stevenson to provide administrative or engineering services, construction, and maintenance services to Clark County.

II. SERVICES

Clark County and the City of Stevenson shall provide labor, equipment, and materials for administrative or engineering services, construction, and maintenance of roads or facilities as requested by the other party and to the extent that the party providing the service has labor, equipment, and materials available for said service. An authorized signature from the requesting and providing departments in each respective county shall request and approve specific services during a calendar year in writing. The requests shall describe the services, the timing anticipated for the services and the maximum dollar amount of the services. The total dollar amount of all services provided from one party to the other shall not exceed \$50,000.00 per calendar year for five (5) years. Clark and City of Stevenson's overhead rates are subject to changes, so the rate that applies to the requested work will be the rate that is in effect at the time of the request.

III. COMPENSATION

Clark County and the City of Stevenson agree to compensate each other agencies for actual costs of services rendered, including overhead costs.

IV. ADMINISTRATION

This Agreement will be administered by Clark County. No new or separate legal or administrative entity is created to administer the provisions of this Agreement. Each party accepts responsibility for compliance with federal, state, or local laws and regulations.

V. INDEPENDENT CONTRACTOR

The services provided by either party are independent in nature. Employees of Clark County are and will remain employees of Clark County. Employees of the City of Stevenson are and will remain employees of the City of Stevenson. No employee of one party may assert a claim as an employee of the other party for any purpose related to the work done under this agreement.

VI. INDEMNIFICATION

Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or other actions arising from any negligent or intentional act or omission of that party's employees, agents and/or authorized subcontractor(s) while performing this Agreement. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, entity, firm or corporation not a party to this Agreement, nor does it assume any responsibility for the consequences of any act or omission of any employee or agent of the other county performed pursuant to this agreement.

VII. AMENDMENT

Clark County and the City of Stevenson may mutually amend this Agreement. Such amendments shall not be binding unless the amendments are in writing and signed by personnel authorized to bind party.

VIII. CHOICE OF LAW AND VENUE

This Agreement will be governed by the laws of the State of Washington, both as to interpretation and performance. The venue for any dispute related to this Agreement shall be in the City of Stevenson if the services are received in the City of Stevenson or Clark County if the services are received in Clark County. Failure of either party to declare any breach or default by the other party immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.

IX. INTEGRATION CLAUSE

This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this Agreement that may serve to bind the parties beyond or contrary to the provisions of this Agreement. This Agreement

supersedes all previous communications, representations or agreements, either oral or written, between parties.

Any provision of this Agreement which is declared invalid or illegal shall in no way effect or invalidate any other provision. In the event either of the parties defaults on the performance of any terms of this Agreement or either party places the enforcement of this Agreement in the hands of an attorney, or files a lawsuit, each party shall pay its own attorneys' fees, costs and expenses.

X. TERMINATION CLAUSE

Either party may terminate this Agreement by delivering notice of termination to the other party. Termination will be effective upon the ninetieth (90) day past the date of effective notice. If this Agreement is so terminated, the terminating party shall be liable under the terms of this Agreement only for work performed up through the effective date of termination.

XI. PROPERTY AND EQUIPMENT

Upon termination or non-renewal of this Agreement, all property purchased by Clark County in furtherance of this Agreement shall remain the property of Clark County, and all property purchased by the City of Stevenson in furtherance of this Agreement shall remain the property of the City of Stevenson. All property shall be returned immediately to its owner upon termination or non-renewal of this Agreement.

XII. DISPUTES

In the event that a dispute arises under this Agreement, it will be resolved in the following manner: Clark County and the City of Stevenson will each individually appoint one member to a Dispute Board. The two appointed members will then jointly appoint a third member. The Dispute Board will evaluate the dispute and make a determination of the same. The decision of the Dispute Board may be appealed to the Superior Court for *de novo* review.

XIII. RECORDING

As provided by RCW 39.34.040, this Agreement shall not take effect unless and until it has (i) been duly executed by both parties, and (ii) either filed with the respective party's Auditor or posted on the respective party's Interlocal Agreements website.

XIV. TERM

This Agreement will take effect upon proper recording or posting and will remain in effect for five (5) years unless terminated as provided herein. The parties have caused duplicate originals of this Agreement to be executed on the day and year the last signature hereto is affixed.

CLARK COUNTY

THE CITY OF STEVENSON

By: _____
Kathleen Otto, County Manager

Scott Anderson, Mayor

Dated this ____ day of _____, 2021

Dated this ____ day of _____, 2021

Approved as to form only:

ATTEST:

By: _____
Bill Richardson
Deputy Prosecutor for the county

Clerk of the Board

Approved as to form only:

By: _____
Kenneth Woodrich, City Attorney

APR 02 2021

BY: _____

Michael Johnson
397 NW Vancouver Ave
PO Box 544
Stevenson, WA 98648
(503) 334 - 9666

City of Stevenson – City Council
7121 E Loop Road
PO Box 371
Stevenson, WA 98648

RE: Petition to forgive underpayment water/sewer bill

To whom it may concern:

My name is Michael Johnson, and I am writing in regard to my water/sewer account number:25030. It appears that there has been an error in regarding the status of a low-income senior rate on my account that has resulted in an \$822.83 underpayment since I transferred from my rental home (account number:22670) to the new home purchase in November 2019.

While I do appreciate the fact that mistakes can occur and the fact that I did consume the services mentioned; the length of time the error went unnoticed, and the sum of money required to bring the billing current, is significant.

I would like to formally request/petition city council to have the debt forgiven. There are three factors that I would like the council to consider in this request:

- 1) Since June 2020, my salary has been reduced by 50%, as a result of lost revenue due to Covid-19, and will continue to be reduced in the foreseeable future.
- 2) My home has been in forbearance for 11 months as I have been having difficulty budgeting for the full monthly mortgage of my home
- 3) My wife, who has also suffered a reduction in pay, has had to make a career change due to the current costs of daycare being more than half of her current salary

I hope that we can come to an agreeable solution to this matter.

Thank you for all of your considerations and I look forward to your response.

Sincerely,



Michael Johnson



CITY OF STEVENSON

7121 E Loop Road, PO Box 371, Stevenson, WA 98648

March 22, 2021

Michael Johnson
PO Box 544
Stevenson, WA 98648-0544

Dear Mr. Johnson,

I have attached a copy of a letter sent to you on February 19, 2021. I have not had a response from you as of today. I have added the charges to your account that you had inadvertently not received on your bills since the purchase of your home.

You are still eligible to petition the council as stated in the previous letter.

Sincerely,

Mary Corey
Deputy Clerk/Treasurer I
(509) 427-5970



CITY OF STEVENSON

7121 E Loop Road, PO Box 371, Stevenson, WA 98648

February 19, 2021

Michael Johnson
PO Box 544
Stevenson, WA 98648-0544

Dear Mr. Johnson,

In a recent review of our accounts, we discovered that when you purchased your home in November of 2019, the water and sewer charges were inadvertently left in the low income senior rate of the previous owner. Consequently, you have not been paying the correct billing rate each month.

In looking at what you have been billed for the last 15 months in comparison to what should have been billed, there will be a balance owing of \$822.83 (2 months at \$44.45, 12 months at \$56.01 and one month at \$61.81). Our current monthly base billing rate is \$123.62. We do realize this was an error on our part, not yours and can set up a payment plan if that would be your preference.

If this is an undue hardship due to COVID-19 employment issues, you can petition the city council to see if this balance could be forgiven. If that is the case, please send a letter to the city requesting the debt be forgiven.

We are truly sorry this happened and have taken steps to insure this does not happen in the future.

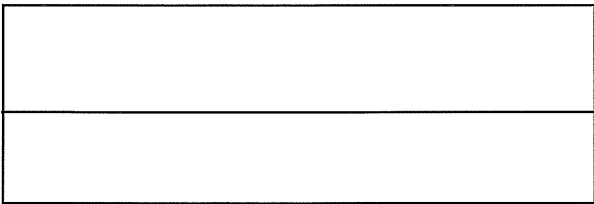
Sincerely,

Mary Corey
Deputy Clerk/Treasurer I
(509) 427-5970

CITY OF STEVENSON

7121 E. Loop Rd.
 PO BOX 371
 Stevenson, WA 98648-0371

BILLING PERIOD	
DUE DATE	ACCOUNT NUMBER
04/02/2021	25030
BILL DATE	AMOUNT DUE:
03/22/2021	953.07
ACCOUNT HOLDER	
Michael Johnson	
SERVICE LOCATION	
1064.0 - 397 NW VANCOUVER AVENUE	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES
		PREVIOUS	PRESENT			
Water	03/22/2021	6057	6057	1.0000		Previous Balance: 194.16 Adjustments: 0.00 Payments: 63.92 Balance Forward: 130.24 Water 239.28 Sewer 583.55 Current Charges: 822.83 Balance: 953.07
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">WATER CONSUMPTION HISTORY</p>  <p style="text-align: center;">Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar</p> </div>						30: 0.00 60: 0.00 90+: 0.00

Did not increase to normal rates from senior rates when home was purchased.

DUE DATE	AMOUNT DUE
04/02/2021	953.07
SERVICE LOCATION	
1064.0 - 397 NW VANCOUVER AVENUE	
ACCOUNT NO.	AMOUNT ENCLOSED
25030	

Michael Johnson
 PO Box 544
 Stevenson, WA 98648-0544

City Of Stevenson
 7121 E. Loop Rd.
 PO Box 371
 Stevenson, WA 98648-0371



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

MEMORANDUM

DATE: April 6, 2020

TO: Local Governments in Washington

FROM: The Attorney General's Office

SUBJECT: **Legality of Options for Supporting Small Businesses and Low-Income Individuals During a Public Health Crisis**

I. INTRODUCTION

Washington State and the nation are in the midst of a public health and economic crisis related to COVID-19. The Governor recently ordered all non-essential businesses generally to cease operations. The Governor also ordered all people in Washington State to stay home, with limited exceptions. In the midst of this unprecedented crisis, our office has heard from many local governments looking for ways to help the residents and businesses in their communities.

Several local governments have contacted our office to seek guidance about their aid efforts. Our office recently published general guidance that constitutional restrictions on use of public funds should not be an impediment to local efforts to combat COVID-19, as local government expenditures made in furtherance of the effort to combat the virus further fundamental public purposes, such as protecting public health and welfare.

This memorandum follows up on that general guidance by evaluating two potential initiatives some are considering to assist low-income residents and small businesses affected by the crisis. The first initiative would provide cash assistance to low-income individuals who lost their jobs due to COVID-19, or who are struggling financially as a result. The second initiative would provide grants or loans to small businesses struggling to survive the closure of their businesses. The stated goal of the initiatives is to ensure compliance with public health guidelines and to prevent economic hardship in the region.

We conclude that cash grants can be provided to low-income individuals consistent with our state constitution's restriction on gifts of public funds. We also conclude that grants or loans can likely be provided to impacted small businesses, so long as reasonable safeguards are in place to prevent fraud or abuse.

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 2

II. ISSUES

1. Under article VIII, section 7 of the state constitution, may a local government provide cash assistance to low-income individuals who have lost their jobs or are struggling financially due to COVID-19?
2. Under article VIII, section 7 of the state constitution, may a local government provide grants or loans to small businesses struggling with the State-ordered closure of their businesses?

III. SHORT ANSWERS

1. Yes. Article VIII, section 7 of the state constitution allows local governments to give money to provide necessary support for the “poor.” Temporary cash assistance to low-income individuals who have lost their jobs or are struggling financially would fit in this category. More broadly, when government carries out its fundamental purposes with public funds, it does not violate article VIII, section 7. Preserving public health and promoting public welfare are fundamental purposes of government. Temporary financial assistance for low-income residents during a public health crisis advances public welfare, so a court would likely not consider it to be an unconstitutional gift.
2. Probably, with sufficient safeguards in place. Given the unprecedented health crisis that Washington faces, loans or grants are likely permissible if a local government can establish a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines.

IV. FACTUAL BACKGROUND

A. The Governor Ordered People to Stay Home and Non-Essential Businesses to Close to Limit the Spread of COVID-19

Washington State faces an unprecedented public health and economic crisis related to COVID-19. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health announced the first case of COVID-19 in the State. *See* 2019 Novel Coronavirus Outbreak (COVID-19), <https://www.doh.wa.gov/Emergencies/Coronavirus> (last visited April 6, 2020). Since then, the virus has spread rapidly throughout the State. As of April 4, 2020, the State Department of Health has documented 7,984 cases and 338 deaths. *Id.*

The Governor has acted to limit the spread of COVID-19. Most relevant here, on March 23, 2020, the Governor issued the Stay Home – Stay Healthy Proclamation 20-25. *See* Proclamation

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 3

by the Governor Amending Proclamation 20-05. The proclamation described the virus's impact on public health and the economy: "the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace." *Id.* at 1. The proclamation also described the challenges faced by the state's health care system: "models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state." *Id.*

To slow the spread of COVID-19, the Governor ordered people to stop leaving their homes, with limited exceptions, and he ordered non-essential businesses to close:

All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

.....

Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines. This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

Proclamation by the Governor Amending Proclamation 20-05 at 3, 4. The Governor has since extended all provisions in this order through May 4, 2020. Proclamation by the Governor Amending Proclamations 20-05 and 20-25 at 2.

COVID-19 is also causing devastating economic effects in Washington and nationwide. During the two weeks from March 15 to March 28, Washingtonians filed 310,937 new claims for unemployment benefits. <https://www.esd.wa.gov/newsroom/news-releases?ReleaseYear=All> (last visited April 6, 2020). Across the nation, workers filed nearly ten million initial unemployment claims from March 15 to March 28. See <https://www.dol.gov/ui/data.pdf> (last visited April 6, 2020) Many small businesses in Washington have already announced plans to close permanently.

April 3, 2020

Page 4

B. State and Local Governments Are Looking for Ways to Combat the COVID-19 Pandemic

In recent weeks, our office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic and its economic consequences. Our office recently published general guidance on these inquiries. *See* Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic (March 17, 2020), available at http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona_gopf.pdf.aspx. This memo analyzes two specific ideas some local governments are considering to further ameliorate the effects of the crisis: (i) providing cash assistance to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19, and (ii) providing government grants to small businesses that are struggling with government-ordered shut downs.

V. ANALYSIS

A. Background Principles Related to Gifts of Public Funds Under Washington’s Constitution

Before addressing the specific policies at issue, this memorandum briefly summarizes the constitutional limits on local governments’ ability to give or loan money to individuals or companies. Article VIII, section 7 of the state constitution reads:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.¹

Const. art. VIII, § 7.

¹ The state constitution places similar limits on the State’s use of its “credit.” *See* Const. art. VIII, § 5. “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.” *Id.* Because the present inquiry is from a local government, article VIII, section 7 applies, although courts interpret the two provisions “identically.” *See Citizens for Clean Air v. City of Spokane*, 114 Wn.2d 20, 39 n. 8, 785 P.2d 447 (1990).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 5

Our Supreme Court has recognized that when the constitutional convention adopted article VIII, section 5, the related provision that limits the state’s lending of credit, it did not intend to hinder state government from carrying out its “essential function to secure the health and welfare of the state’s citizens.” *See Wash. State Hous. Fin. Comm’n v. O’Brien*, 100 Wn.2d 491, 495, 671 P.2d 247 (1983). The purpose of article VIII, sections 5 and 7 is “to prevent state funds from being used to benefit private interests where the public interest is not primarily served.” *Wash. Pub. Ports Ass’n v. Dep’t of Revenue*, 148 Wn.2d 637, 653, 62 P.3d 462 (2003) (quoting *Japan Line, Ltd. v. McCaffree*, 88 Wn.2d 93, 98, 558 P.2d 211 (1977)). A government’s use of public funds is presumed constitutional, and the burden of overcoming that presumption lies with the individual making the challenge. *City of Tacoma v. Taxpayers of Tacoma*, 108 Wn.2d 679, 702, 743 P.2d 793 (1987).

Washington courts “use a two-pronged analysis to determine whether a gift of public funds has occurred.” *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019). First, the court asks whether the funds were expended “to carry out a fundamental purpose of the government.” *Id.* If the answer to that question is yes, the analysis ends, and there is no gift of public funds. *Id.*; *CLEAN v. State*, 130 Wn.2d 782, 797-98, 928 P.2d 1054 (1996). If the answer to that question is no, the court asks whether the funds were given with donative intent, and what the public received in exchange (also called “consideration”). *CLEAN*, 130 Wn.2d at 797-98. The consideration that the public receives is the “key factor.” *City of Tacoma*, 108 Wn.2d at 703 (quoting *Adams v. Univ. of Wash.*, 106 Wn.2d 312, 327, 722 P.2d 74 (1986)). Unless there is a proof of donative intent or a grossly inadequate return, courts do not inquire into the adequacy of consideration. *City of Tacoma*, 108 Wn.2d at 703.

State courts have not offered a complete list or definition of what constitutes a “fundamental purpose” of government. However, case law applying article VIII, sections 5 and 7 of the state constitution provides several examples. Fundamental purposes of government include collecting taxes, furthering higher education, acquiring real property, controlling floods, enforcing child support obligations, disposing of solid waste, providing and administering workers’ compensation, and obtaining and defending guardians ad litem.² In contrast, building baseball

² *In re Burnham*, 194 Wn.2d at 77 (acquire real property); *Washington Pub. Ports Ass’n*, 148 Wn.2d at 653 (tax collection for use of public property); *Hadley v. Dep’t of Labor & Indus.*, 116 Wn.2d 897, 907, 810 P.2d 500 (1991) (administer industrial insurance); *Citizens for Clean Air*, 114 Wn.2d at 39; *Johnson v. Johnson*, 96 Wn.2d 255, 263–64, 634 P.2d 877 (1981) (enforcing child support obligations); *Citizens Protecting Res. v. Yakima Cnty.*, 152 Wn. App. 914, 922, 219 P.3d 730 (2009) (flood control); *West v. Osborne*, 108 Wn. App. 764, 771, 34 P.3d 816 (2001) (obtaining guardians ad litem); *Major Prods. Co. v. Nw. Harvest Products, Inc.*, 96 Wn. App. 405, 410, 979 P.2d 905 (1999) (furthering higher education); *Dep’t of Labor and Indus. v. Wendt*, 47 Wn. App. 427, 435, 735 P.2d 1334 (1987) (providing industrial insurance).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 6

stadiums, constructing parking garages, and allowing a railroad to use tracks rent free are not fundamental purposes of government.³

Entitlement payments are an acceptable means to accomplish a fundamental government purpose. “No unconstitutional gift of public property occurs when funds are expended as entitlement payments, made by the government in carrying out its fundamental purposes.” *City of Tacoma*, 108 Wn.2d at 702. The Court defines “entitlements” as “a form of assistance provided to the public, or a segment of the public, as cash or services, in carrying out a program to further an overriding public purpose or satisfy a moral obligation.” *Id.* at 702 n.15 (quoting *City of Seattle v. State*, 100 Wn.2d 232, 241, 668 P.2d 1266 (1983)). Examples of entitlement payments include payments for day-care services, vaccinations, fare-free bus zones, crime victim compensation, and relocation assistance payments to people or businesses displaced by condemnation. *Id.*

Article VIII, section 7 also allows local governments to give or loan money for the “necessary support of the poor and infirm.” The phrase “poor and infirm” in article VIII, section 7 is read in the disjunctive, meaning the benefitted individual must be “poor” or “infirm,” but does not need to be both. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 116, 605 P.2d 1260 (1980). State courts generally do not assess who “belongs in the benefitted class” of the “poor and infirm.” *O’Brien*, 100 Wn.2d at 497. Instead, they defer to the legislative determination of what constitutes need, and they assess the reasonableness of that determination. *Id.*

Finally, courts will likely consider a local government’s motive when it gives or loans money, property, or credit to individuals or companies. When analyzing the Legislature’s actions under article VIII, section 5, our Supreme Court has stated that it gives great weight to the government’s stated declaration of purpose. *Id.* at 495–96. The Court does not accept the government’s declaration as conclusive, but it will accept it unless it is arbitrary or unreasonable. *Id.* at 496.

Summarizing these principles, when a local government gives or loans money, property, or credit to an individual or company, the courts are most likely to uphold the local government’s action if one of the following is true: (1) the action is necessary to accomplish a fundamental governmental purpose, (2) the public is receiving something in exchange, (3) the action is necessary to support the poor, or (4) the action is necessary to support the infirm. Additionally, it

³ *CLEAN v. City of Spokane*, 133 Wn.2d 455, 469, 947 P.2d 1169 (1997) (parking garage); *CLEAN*, 130 Wn.2d at 797-98 (baseball stadium); *Peterson v. Dep’t of Revenue*, 9 Wn. App. 2d 220, 228, 443 P.3d 818 (2019), review granted *sub nom. Peterson v. Port of Benton*, 194 Wn.2d 1001, 451 P.3d 326 (2019) (rent free use of railroad tracks).

April 3, 2020

Page 7

is advisable for the local government to state why it is taking the action, explain what it expects to accomplish, and describe the benefit the public will receive.

B. Cash Assistance to Low-Income Individuals Who Have Lost Their Jobs or Are Struggling Financially Due to COVID-19 Comply with Washington’s Constitutional Limitations on Gifts of Public Funds

Local governments do not violate Washington’s constitutional prohibition on gifts of public funds by providing cash assistance to low-income individuals who have lost their jobs or are struggling financially because of the COVID-19 crisis. This is clear for two independent reasons.

First, Washington’s Constitution does not prohibit local governments from expending resources for “the necessary support of the poor.” Const. art. VIII, § 7. If the local government’s program uses reasonable means to assess who is “poor” when providing cash assistance, a court would almost certainly conclude that such assistance is “the necessary support of the poor” and so not barred by article VIII, section 7. The courts have not clearly defined what “poor” means for purposes of article VIII, section 7, but they generally defer to governmental determinations on this point. *O’Brien*, 100 Wn.2d at 497.

Even if financial assistance to low-income individuals affected by the COVID-19 pandemic would not qualify as “the necessary support of the poor,” it would still not be a gift of public funds because it furthers a fundamental purpose of government. State courts have stated that a core purpose of government is ensuring public health and promoting public welfare. *See, e.g., O’Brien*, 100 Wn.2d at 495 (securing the health and welfare of the state’s citizens is an essential government function); *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government).

Temporary cash assistance to the jobless can help to promote public welfare by lessening the financial impact caused by sudden job loss and preventing potentially more intractable problems like long-term unemployment, hunger, and homelessness. Our Supreme Court has concluded that cash assistance can accomplish a fundamental purpose of government when it “further[s] an overriding public purpose or satisf[ies] a moral obligation.” *City of Tacoma*, 108 Wn.2d at 702 n.15 (quoting *City of Seattle*, 100 Wn.2d at 241). The overriding public purpose of temporary cash assistance in this context would be to ameliorate the economic hardship caused by the COVID-19 pandemic and the closure of non-essential businesses, which left many people

April 3, 2020

Page 8

without work, at least temporarily.⁴ This in turn could help address local governments' concerns about the economic collapse of the region.

C. Grants or Loans to Small Businesses That Are Struggling with Government Shutdowns Can Also Likely Be Provided in a Way that Complies With Washington's Constitution

This question is a closer call than the first one, but we believe there are ways that grants or loans to small businesses affected by the COVID-19 crisis could be provided that would likely comply with Washington's constitutional prohibition on gifts of state funds.

The reason this question is a closer call than the first one is that our state constitution explicitly recognizes the importance of government support for "the poor," but also expresses concern about improper gifts to private businesses. For example, our Supreme Court found a violation of article VIII, section 7 when a county gave money directly to a private corporation for an agricultural fair and maintained "no direct control over how the money was . . . spent." *CLEAN*, 130 Wn.2d at 798 (discussing *Johns v. Wadsworth*, 80 Wash. 352, 355, 141 P. 892 (1914)).

That said, context matters. The context for local governments' proposed programs of small business loans and grants here is not "to enhance the private sector's profit at the taxpayer's expense"—which is clearly impermissible under the state constitution—but to prevent small businesses from having to close permanently due to the hardship associated with government-mandated closure of their businesses. *O'Brien*, 100 Wn.2d at 495. "[T]he health of the state's economy [has] traditionally been [a] concern[] of state government." *Id.* at 496. "The range of remedies available to meet these state problems must necessarily be wide. We leave the wisdom of a chosen remedy in the legislative arena." *Id.*

Local governments' stated purposes for providing grants and loans to small businesses are to prevent the region's economic collapse from the unprecedented COVID-19 crisis and to ensure compliance with public health guidelines. A local government would need to provide a clear nexus between any proposed grants and loans to small businesses and public health and welfare to help explain to a reviewing court why these local efforts accomplish a fundamental government purpose. It seems reasonable to conclude that helping small businesses survive temporary closure will help reduce the economic hardship caused by this crisis and encourage small businesses to comply fully with public health guidelines, but including statements to that effect in authorizing legislation would be helpful. Because there is no case law directly on point,

⁴ This analysis is limited to the context of the COVID-19 crisis. A different analysis might apply if a local government wanted to provide cash assistance at another time.

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 9

this conclusion is somewhat uncertain, but courts would likely recognize the unique circumstances here and the need for strong action.

If the court does not see small business grants and loans as accomplishing a fundamental government purpose, the court would next ask whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

A court would analyze the issue of donative intent by asking whether the local government intended to give money to small businesses without receiving anything in return for the public. A gift is a voluntary transfer of property without consideration. *City of Bellevue v. State*, 92 Wn.2d 717, 720, 600 P.2d 1268 (1979). “If intent to give a gift is lacking the elements of a gift are not present, and article 8, section 7 does not apply.” See *CLEAN*, 130 Wn.2d at 798 (quoting *Scott Paper Co. v. City of Anacortes*, 90 Wn.2d 19, 33, 578 P.2d 1292 (1978)). If the court found that the local government intended to receive something in return for the public, it would then ask whether what the public received was “grossly inadequate.” *CLEAN*, 133 Wn.2d at 469.

For the courts to analyze these questions, it would be helpful if local governments identified the specific economic benefits that the public would receive from the grants or loans. Local governments would be wise to ask any small business seeking funds for evidence of public benefit. This could include information like the number of jobs created or saved, the amount of tax revenue created or maintained, whether the business would pay wages or benefits to workers during the government shutdown, whether temporary funding would avoid risks like bankruptcy or permanent closure, or any other relevant information to assess public benefit. If a local government could document benefits to the public along these lines, a court could certainly find that state aid to this circumscribed class of the public (small businesses), in furtherance of legitimate state objectives, provided the necessary “consideration” for the aid. *Id.*

**CITY OF STEVENSON
RESOLUTION NO. 2021-378**

**A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE STREET LIGHT SHADE FEES**

WHEREAS, the city adopted Resolution 2011-0247, adopting a schedule of fees for the Street Light Shade Policy; and

WHEREAS, it is necessary and desirable that persons utilizing the services of the City’s staff to pay a fee in amount sufficient to cover the costs to the City for providing services; and

WHEREAS, the costs to purchase and install street shades have increased and are expected to increase again in the future; and

WHEREAS, the City Council of the City of Stevenson recognizes the need to revise the fees related to the Street Light Shade Policy.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby revises the fees as described below.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

<u>Service</u>	<u>Fee</u>
<u>Installation of Shade</u>	
Cobra Head Fixture	\$250
Decorative Street Light	\$280
<u>Installation of Flush Mounted Fixture</u>	<u>\$450</u>

The persons requesting the light shade will be responsible for the cost to purchase and install the shades, which are billed on a time and expense basis.

Outside Consultant Review Fees:

When it is necessary to utilize in the sole discretion of the City Public Works Director the services of professional consultants such as, but not limited to, engineers to assist the City with its review the costs for the outside consultant’s reviews will be the responsibility of the applicant. The costs for these services will be billed to the applicant based on all actual costs for labor, overhead, material testing and expenses.

Installations will not occur until all costs have been paid.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 15th day of April, 2021.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Ben Shumaker, Short Plat Administrator
DATE: April 15th, 2021
SUBJECT: Proposed "Rick Pauly Short Plat" (SP2020-02)

Introduction

On October 15th, 2020, the Short Plat administrator issued a summary determination of compliance for the Rick Pauly Short Plat. The approval was accompanied by 6+ conditions of approval. One of the conditions involved clarification of the status of Monda Road as it crosses the property.

The proponents have addressed this condition by submitting the attached dedication deed to transfer the right-of-way to the City. While staff has the authority to approve short plats, this authority does not extend to acceptance of right-of-way on behalf of the City. Only the City Council can accept such.

Staff Recommendation

Staff recommends City Council acceptance of the right-of-way.

Relevant Policies, Findings & Conditions

SMC 16.02.070: ...The short plat map shall include the following information...A. Boundaries. The boundary of the entire contiguous parcel, proposed lot lines, including lengths and bearings of the parcel and lot lines shall be on a sheet of stable base mylar polyester film...

Finding 3.a: The territory underlying Monda Road is included within the boundaries of Lot 2 of the proposed short plat, however, the Monda Road was specifically excluded from the legal description of "Lot 2 of the Gary Hegewald Short Plat" when the lot was created in 1993.

Finding 3.b: It is unclear whether the Gary Hegewald Short Plat dedicated Monda Road, or if this section of Monda Road was dedicated at any time in the past.

Finding 3.c: Monda Road has been public traveled and publicly maintained since at least 3/24/77, the date Monda Road first appears in the City Council records (#1240) when a street light was requested by a member of the public.

Finding 3.d: Right-of-way for Monda Road adjacent to proposed Lot 4 of this short plat was dedicated to the City in 2000 as part of the "Hazel Short Plat".

Finding 3.e: Resolution of this issue is desired to ensure the proposed Lot 2 is free from any survey discrepancies or conflicts of title. Such resolution could come in several forms. Among them a dedication deed for the identified area could be separately recorded and referenced on the short plat map, or the map could be modified to add Mayoral signature line to indicate the City's acceptance of a dedication occurring via the plat face.

Condition 1: Prior to Final Approval and Recording the short plat map shall be updated based on the attached staff redlines. These redlines include requirements to...b. Remove Monda Road from the

boundaries of proposed Lot 2, c. Include information addressing the exclusion of Monda Road from Lot 2.

Prepared by,

Ben Shumaker

Attachments

- Proponent's Signed Dedication Deed
- Proposed Plat Map

Return Address:

David Bennett
PO Box 998
Stevenson, WA 98648

QUIT CLAIM DEED(Statutory Form)

Indexing information required by the Washington State Auditor's/Recorders Date., (RCW 36.18 and RCW 65.04) 11137:	(please print last name first)
Reference # (If applicable): _____	
Grantor(s) (Seller): (1) <u>David Bennett</u> (2) <u>Mary Lou Bennett</u>	
Grantee(s) (Purchaser): (1) <u>City of Stevenson, WA</u> (2) _____	
Legal Description (abbreviated): <u>Dedicated portion of Parcel #02070120040300</u>	
Assessor's Property Tax Parcel /Account # <u>02070120040300</u>	

THE GRANTOR (s) David Bennett & Mary Lou Bennett
Of 527 SW Rock Creek Drive , City of: Stevenson,
County of Skamania , State of WA For and In consideration
of Good and valuable consideration conveys_ and quit-claims to
City of Stevenson of 7121 E Loop Rd , City
of Stevenson County of Skamania , State of WA all Interest
In the following described Real Estate:

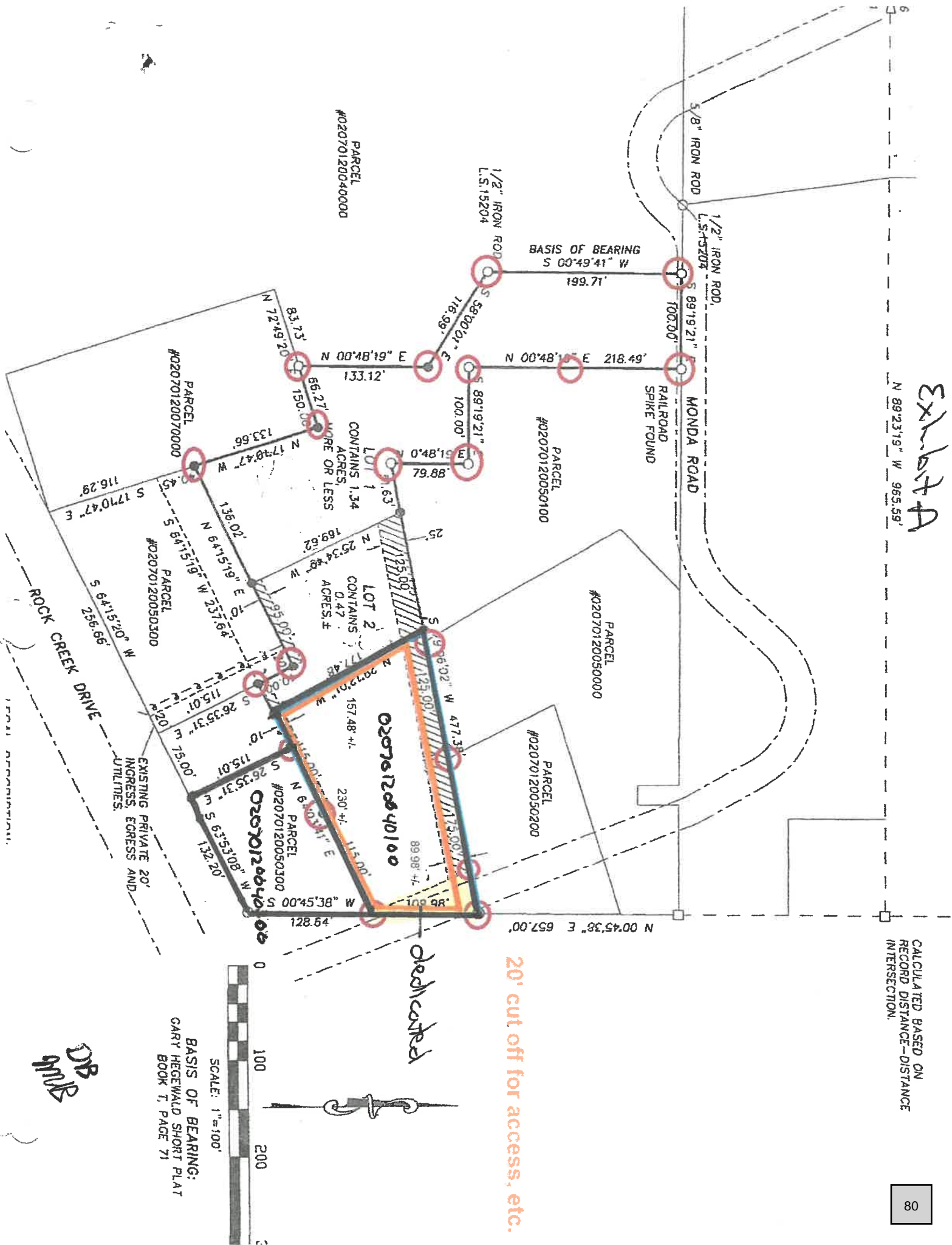
A tract of land located in the northwest quarter of the northwest quarter of Section 1,
Township 2 North, Range 7 East of the Willamette Meridian, in the City of Stevenson,
County of Skamania and State of Washington being more particularly described as follows:

Beginning at an iron rod found at the northeast corner of that tract of land conveyed to
David R. Bennett and Mary Lou Bennett as described in Exhibit B in deed recorded
February 6, 2020 as AFN 2020-000310, Skamania County Deed Records;
thence along the north line of said Bennett tract, South 79°21'28" West, a distance of 36.22 feet
to a 5/8" iron rod with yellow plastic cap marked "WYEAST PLS 29288" in the westerly
right of way line of Monda Road; thence along said westerly line, South 25°24'42" East,
a distance of 80.80 feet to a similar iron rod in the east line of said Bennett tract;
thence along said east line, North 00°39'43" East, a distance of 79.68 feet to the point of beginning.

Exhibit A

Exhibit A

CALCULATED BASED ON RECORD DISTANCE-DISTANCE INTERSECTION.



20' cut off for access, etc.

checkered

DB 9/10/03

BASIS OF BEARING: GARY HEGERWALD SHORT PLAT BOOK T, PAGE 71

SCALE: 1"=100'

The purpose of this deed is to adjust the boundary between the adjoining parcels whereas th above described potion is to become part of said City Monda ROW.

The purpose of this deed is to affect a boundary line adjustment between adjoining parcels of land owned by Grantor and Grantee; it is not intended to create a separate parcel, and is therefore exempt from the requirements of RCW 58.17 and the Skamania County Short Plat Ordinance. The property described in this deed cannot be segregated and sold without conforming to the State of Washington and Skamania Coutny Subdivision laws.

situated In the County of _____ State of Washington Dated this _____ day of _____

David Bennett M.L. Bennett
Grantor(s)

STATE OF Washington }
County of Skamania } SS.(INDIVIDUAL ACKNOWLEDGEMENT)

I certify that I know or have satisfactory evidence that David + Marylou Bennett Is/are the Person(s) who appeared before me, and said person(s) acknowledged that they signed this Instrument and acknowledged It to be their free and voluntary act for the uses and purposes mentioned In the Instrument.

Dated this 17th day of March, 2021.



Betty Whitney
Print Name Betty Whitney
Notary Public In and for the State of Washington
My appointment expires: 10-29-24

RICK PAULY SHORT PLAT

LOCATED IN THE NW 1/4, NW 1/4
OF SECTION 1, T2 NORTH, R7 EAST, W.M.
IN THE CITY OF STEVENSON
SKAMANIA COUNTY, WASHINGTON

AREA DEDICATED TO THE
CITY OF STEVENSON
PER THIS PLAT.
SEE NOTE 2

NORTH QUARTER CORNER
SECTION 1
ROUND MON. CASE RPS

S8920'15"E 2531.08'

S57'35"
S24'

NORTHWEST CORNER
SECTION 1
ROUND 1" IRON PIPE

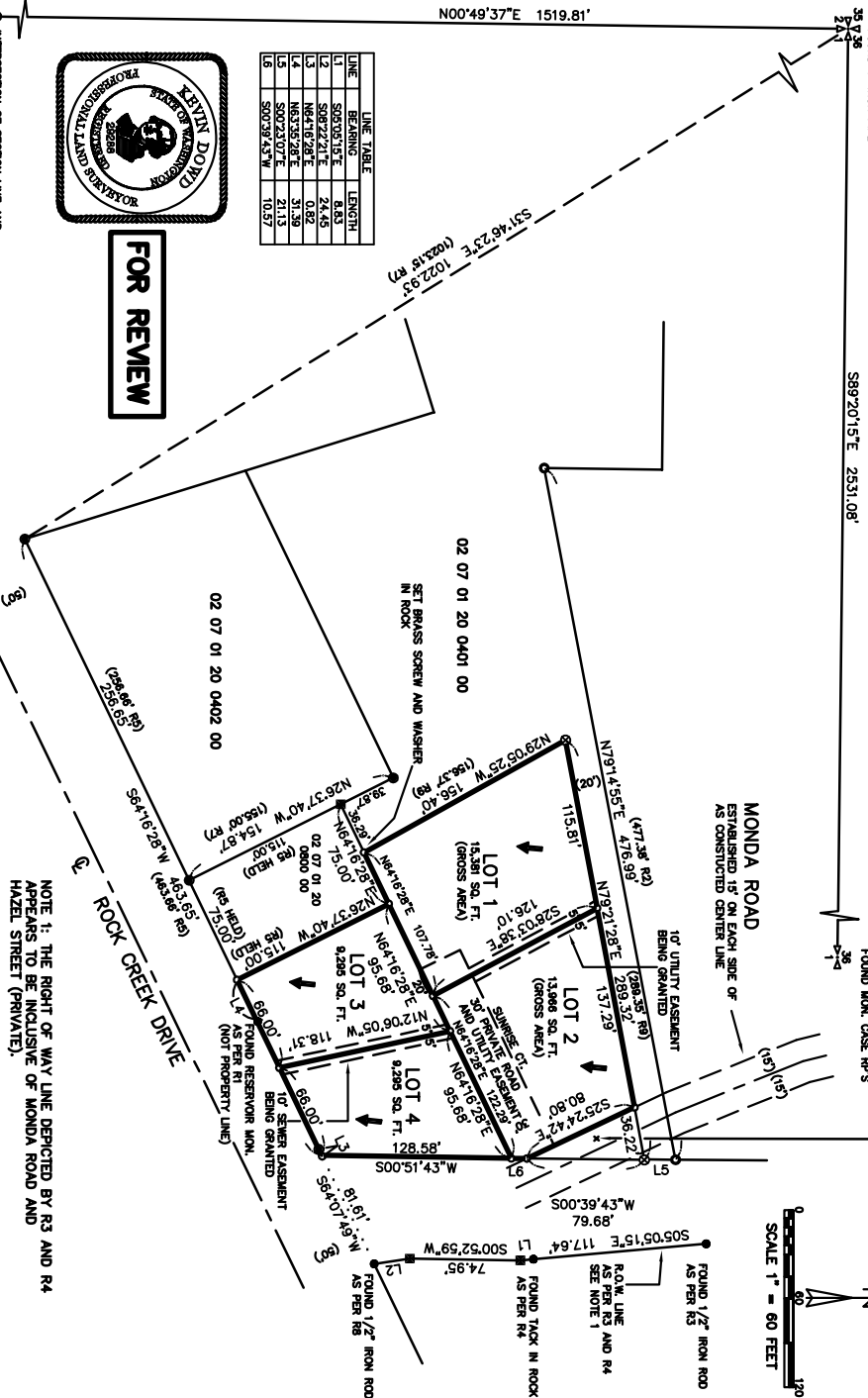
N00°49'37"E 1519.81'

LINE	BEARING	LENGTH
1	S05°05'15"E	6.83
2	S08°22'21"E	24.45
3	N64°16'28"E	0.82
4	N63°35'28"E	21.39
5	S00°27'07"E	10.57
6	S05°39'53"W	10.57



FOR REVIEW

INTERSECTION OF SECTION LINE AND
NORTH LINE BAUGHMAN D.L.C.
ROUND BRASS CAP



LEGEND:

- SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP
- MARKED "WYEAST PLUS 28298", EXCEPT AS NOTED
- FOUND MONUMENT AS NOTED
- FOUND 1/2" IRON ROD WITH CAP "GLAESER PLUS 15204"
- AS PER R5, R7
- FOUND 5/8" IRON ROD AS PER R2
- FOUND 1/2" IRON ROD WITH CAP "LS 43141" AS PER R9
- CALCULATED POSITION
- GENERAL DIRECTION OF SLOPE OR DRAINAGE
- ☞ DEED OR RECORD DATA

AREA TABLE:

- ORIGINAL PARCEL: 49,353 SQ. FT.
- LOT 1 (GROSS): 15,381 SQ. FT.
- LOT 1 (NET): 14,799 SQ. FT.
- LOT 2 (GROSS): 13,966 SQ. FT.
- LOT 2 (NET): 10,159 SQ. FT.
- LOT 3: 9,295 SQ. FT.
- LOT 4: 9,295 SQ. FT.
- PRIVATE ROAD: 4,388 SQ. FT.
- DEDICATION TO CITY: 1,415 SQ. FT.
- GROSS LOT AREAS INCLUDE THAT PORTION OF LOT WITHIN PRIVATE ROAD

ROAD MAINTENANCE AGREEMENT RECORDED AS A/FN _____

NOTE 1: THE RIGHT OF WAY LINE DEPICTED BY R3 AND R4 APPEARS TO BE INCLUSIVE OF MONDA ROAD AND HAZEL STREET (PRIVATE).

NOTE 2: THIS PLAT DEDICATES TO THE CITY OF STEVENSON A RIGHT OF WAY FOR MONDA ROAD. THE RIGHT OF WAY IS 30 FEET WIDE, BEING 15 FEET ON EACH SIDE OF THE AS-CONSTRUCTED CENTER LINE. THE DEDICATION ALSO INCLUDES THE TRIANGULAR PORTION OF THE ORIGINAL PARCEL WHICH LIES NORTH AND EAST OF THE 30 FOOT STRIP.

SHEET 1 OF 2

We, the owners of the herein shown tract of land, Herely declare and certify this short subdivision to be true and correct to the best of our abilities and that this short subdivision has been made with our free consent and in accordance with our desires. Further, we dedicate all roads as shown not noted as private and waive all claims for damages against any government agency arising from the construction and maintenance of said roads. Furthermore we grant all easements shown for their designated purpose, IN WITNESS WHEREOF, we set our hands and seal:

David Bennett _____ Date _____

Mary Lou Bennett _____ Date _____

Notary Public _____ Date _____

City water and sewer utilities are available to the lots within this short subdivision.

City of Stevenson Sanitation _____ Date _____

I hereby certify that the city road debiting the proposed subdivision is of sufficient width to meet current city standards without requiring additional right of way and that road right of ways upon or debiting the proposed subdivision are of sufficient width to assure maintenance and to permit future utility installations. I further certify that the proposed private roads meet current city standards and that city water and sewer services are available to the proposed short subdivision.

Public Works Director _____ Date _____

I hereby certify that the taxes and assessments have been duly paid, discharged or satisfied in regard to the lands involved with the proposed short subdivision.

Skamania County Treasurer _____ Date _____

City Clerk/Treasurer _____ Date _____

I hereby certify that this short subdivision complies with the Stevenson Short Plat Ordinance and is approved subject to property being recorded and filed with the Skamania County Auditor within 30 days of this summary approval.

Short Plat Administrator _____ Date _____

Surveyor's Certificate
This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of David Bennett in July 2020.

Kevin Dowd PLS No. 28298 _____ Date _____

STATE OF WASHINGTON
COUNTY OF SKAMANIA

I hereby certify that the within instrument of writing was filed for record

at the request of _____ 2020 at _____ AM/PM

and was recorded in Auditor's File No. _____

Recorder of Skamania County, Washington _____

Skamania County Auditor _____

RICK PAULY SHORT PLAT
LOCATED IN THE NW 1/4, NW 1/4
OF SECTION 1, T2 NORTH, R7 EAST, W.M.
IN THE CITY OF STEVENSON
SKAMANIA COUNTY, WASHINGTON

A CLOSED LOOP TRAVERSE WAS RAN AROUND THE SUBJECT TRACT WITH RADIAL TIES MADE TO FOUND MONUMENTS USING A 3 SECOND TOTAL STATION AND RELATED EQUIPMENT. THE TRAVERSE WAS ADJUSTED BY THE LEAST SQUARES METHOD. ADDITIONAL MONUMENT TIES WERE MADE USING A GPS RECEIVER RECEIVING CORRECTIONS FROM THE GREEN RIVER. THE BOUNDS OF BEARING WAS DETERMINED BASED ON GPS OBSERVATIONS TO THE BOUNDS FOUND FROM THE NEIGHBOUTER CORNER AND THE INTERSECTION OF THE WEST SECTION LINE WITH THE BAUGHMAN D.C. MAND 83 (2011) EPOCH 2010.00 DATUM. MONUMENTS WERE SET IN JULY AND AUGUST 2020.

LEGAL DESCRIPTION:

AFN 2020-000310

EASEMENTS:

EASEMENTS FOR WATER SYSTEM GRANTED TO TOWN OF STEVENSON BY DEED RECORDED APRIL 1, 1930 IN BOOK W, PAGE 354. DOCUMENT IS NOT SPECIFIC AS TO LOCATION OF EASEMENTS. MAY OR MAY NOT AFFECT SUBJECT PROPERTY.

FLOWAGE EASEMENT GRANTED TO UNITED STATES RECORDED MARCH 6, 1937 IN BOOK Z, PAGE 208. AFFECTS PARENT PARCEL OF SUBJECT PROPERTY. LANDS BELOW THE 94 FOOT CONTOUR LINE ABOVE MEAN SEA LEVEL ARE SUBJECT TO THIS EASEMENT. THE LOCATION OF A RESERVOIR MONUMENT SET ON THE 95 FOOT CONTOUR LINE AS PER R1 IS SHOWN ON THE MAP.

A 10 FOOT UTILITY EASEMENT, A 10 FOOT SEWER EASEMENT AND A 30 FOOT PRIVATE ROAD AND UTILITY EASEMENT ALL BEING GRANTED BY THIS PLAT. LOCATIONS AS SHOWN ON MAP. EASEMENTS ARE FOR THE BENEFIT OF THE LOTS BEING CREATED AND PUBLIC UTILITIES.

REFERENCES:

- R1) BONNEVILLE PROJECT LANDS MAP 0-17-3 W.S.
- R2) BOOK 1 OF SURVEYS, PAGE 30
- R3) BOOK 1 OF SURVEYS, PAGE 110
- R4) BOOK 2 OF SURVEYS, PAGE 219
- R5) GARY HEGEWALD SHORT PLAT, BOOK 1, PAGE 59
- R6) WINSTON RALL SHORT PLAT, BOOK 1, PAGE 94
- R7) BOOK 3 OF SURVEYS, PAGE 228
- R8) BOOK 3 OF SURVEYS, PAGE 333
- R9) AFN 2020-000309

WARNING: PURCHASERS OF A LOT OR LOTS IN THIS PLAT ARE ADVISED THAT THE LOT OR LOTS IN THIS PLAT ARE SERVICED BY PRIVATE ROADS. PRIVATE ROADS ARE NOT MAINTAINED BY THE CITY. LOT OWNERS MUST PAY FOR THE MAINTENANCE OF THE PRIVATE ROADS SERVICING THIS PLAT, INCLUDING GRADING, DRAINAGE, SNOWPLOWING, ETC. THE CONDITION OF THE PRIVATE ROAD MAY AFFECT SUBSEQUENT ATTEMPTS TO DIVIDE YOUR LOT OR LOTS. PRIVATE ROADS MUST COMPLY WITH CITY OF STEVENSON PRIVATE ROAD REQUIREMENTS.

LAND WITHIN THIS SHORT PLAT SUBDIVISION SHALL NOT BE FURTHER SUBDIVIDED FOR A PERIOD OF FIVE (5) YEARS UNLESS A FINAL (LONG) PLAT IS FILED PURSUANT TO THE STEVENSON CITY CODE, TITLE 16, SUBDIVISIONS.



FOR REVIEW

02 07 01 20 0403 00

FOR: DAVID BENNETT
AND MARY LOU BENNETT
PO BOX 998
STEVENSON, WA 98648

WYEAST SURVEYS
KEVIN DOWD
4399 WOODWORTH DRIVE
MT HOOD-PARKDALE, OR 97041
(541) 352-6065

**CITY OF STEVENSON
RESOLUTION NO. 2021-379**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON
RESPONDING TO THE COVID-19 PANDEMIC AND CONDITIONALLY
SUSPENDING PARKING REQUIREMENTS FOR OUTDOOR FOOD SERVICE
AREAS.**

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 17, 2020, Mayor Scott Anderson issued an Emergency Proclamation, declaring the COVID-19 pandemic to be an emergency in the City of Stevenson pursuant to Section 38.52.010 RCW and other relevant provisions of state and federal law; and

WHEREAS, in a series of subsequent orders, Governor Jay Inslee instituted social distances requirements to slow the spread of the pandemic, including limitations on the number of customers in restaurants; and

WHEREAS, in response to the social distancing limitations, outdoor seating has become a preferred solution more many restauranteurs and patrons; and

WHEREAS, the COVID-19 pandemic has severely depressed the financial capacity of restauranteurs to provide outdoor seating; and

WHEREAS, Council finds it in the best interest of the city to suspending parking requirements related to outdoor food service areas pursuant to Section 38.52.010 RCW, SMC 17.42.090.B.2 and other relevant provisions of state and federal law.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Stevenson, Washington, that

SECTION 1- FINDING OF FACT

Council finds that an emergency exists pursuant to Section 39.04.280(2)(b) RCW and authorizes the Mayor to suspend parking requirements in accordance with SMC 17.42.090.B.2.

SECTION 2 – SUSPENSION OF CITY REQUIREMENTS

- A. Any outdoor net floor area established for a Food Service use between the effective date of this resolution and June 30th, 2022 is exempt from the space-per-square foot requirement of SMC Table 17.42.090-1: Off-Street Vehicle Parking

Requirements; provided however:

1. The number of off-street parking spaces previously installed as specified in SMC 17.42.090 shall be maintained, and
2. Any net floor area so established shall by December 31, 2023 either i.) supply the parking spaces required herein or ii.) be removed.

SECTION 3 - EFFECTIVENESS

The provisions of this Resolution shall become effective upon adoption and expire upon completion of all actions necessary to conform to 2.A.2, above or unless further extended by formal action of Council.

PASSED by the Council of the City of Stevenson this 15th day of April, 2021.

Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	March, 2021	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	350.00	Program Management Time
	<u>3,067.81</u>	Monthly Reimbursables
	\$ 10,917.81	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	181
Telephone Calls:	84
E-Mails:	30
Business Referrals:	1,186
Tracked Overnight Stays:	29
Mailings (student, relocation, visitor, letters):	3
Chamber Website Pageviews	5,255
COS Website Pageviews	1,116

CHAMBER BUSINESS

Chamber Board Meeting: We held our annual board retreat in March with a focus on board orientation and a refresh of our strategic plan.

Chamber Membership: We had 3 new member join the Chamber and 20 membership renewals in March.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants through COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue distributing PPE for businesses
- Updated Chamber website including new Dog Mt. Shuttle information for 2021, added more events, member to member discounts and new Chamber Champions page with sponsor logos.
- Scheduled workshops
- Researched new event idea
- Update strategic plan action items for 2021
- Worked with Washington Tourism Alliance on photo gallery project
- Continue working with Columbia Gorge Tourism Alliance on Mid-Gorge and West-Gorge Food Trails
- Attend final Washington Tourism Alliance Destination Development meeting
- Attended Columbia Gorge Tourism Alliance monthly board meeting
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Worked on creating a Shop Local campaign for WRBA which will run in April and May.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting and promotion committee meetings. Watched 2 webinars about the national Main Street program. Helped with organizing Spruce-Up Stevenson day.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Monthly meeting with NB Marketing for progress updates on our marketing plan
- Met with holiday lighting committee about decorating plans for 2021
- Up-lighting on 2nd Street for holidays throughout the year
- Created Shop Local signs and maps for Dog Mountain Shuttle busses
- Continue to promote Stevenson businesses on social media
- Worked with Network Solutions on getting website domain name switched over
- Working on small music event in lieu of Gorge Blues and Brews

2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 462.14
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D7	Promotional Products	<u>\$1,605.67</u>
		\$3,067.81

2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 140.00
P2-D1	Website updates/web cams	3 hrs	\$ 105.00
P3	Stevenson Events	3 hrs	<u>\$ 105.00</u>
			\$ 350.00

	<i>2021 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	80,000.00	\$3,417.81	\$12,375.47	\$67,624.53

Project Status Updates

APRIL 15, 2021 STEVENSON CITY COUNCIL MEETING

[COMPLETED](#)

[ONGOING](#)

[ON-HOLD](#)

Completed Projects

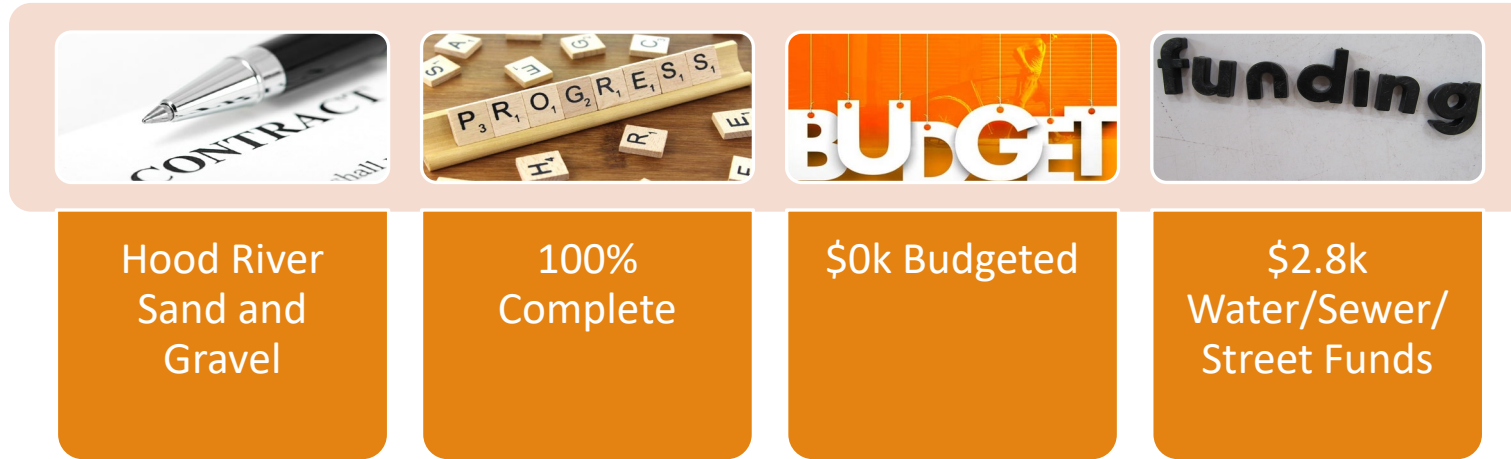
[Relocation of Public Works](#) – Ecology blocks are installed, equipment and materials moved.

[Water Treatment Plant Reroof](#) – Reroof completed as of the end of March.

[Rock Creek Access](#) – Staff met with property owners, a way forward was decided upon and the rights of way are being reestablished per the agreement.

Relocate Public Works (1b)

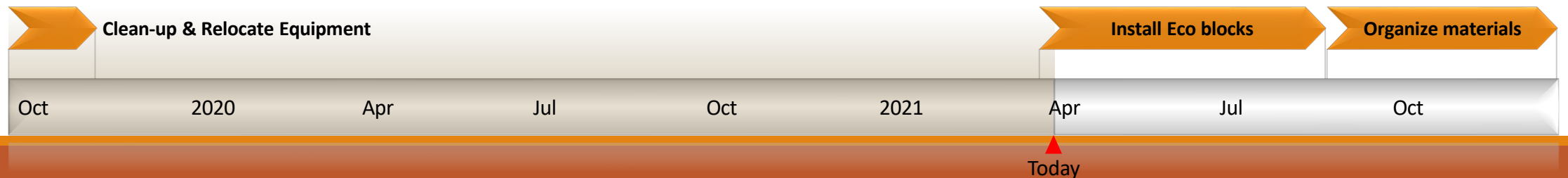
Project consists of relocating the equipment and materials from the wastewater treatment plant (WWTP) to Base Reservoir in preparation for construction of the WWTP upgrades.



Project Completion Date:
March 31, 2021

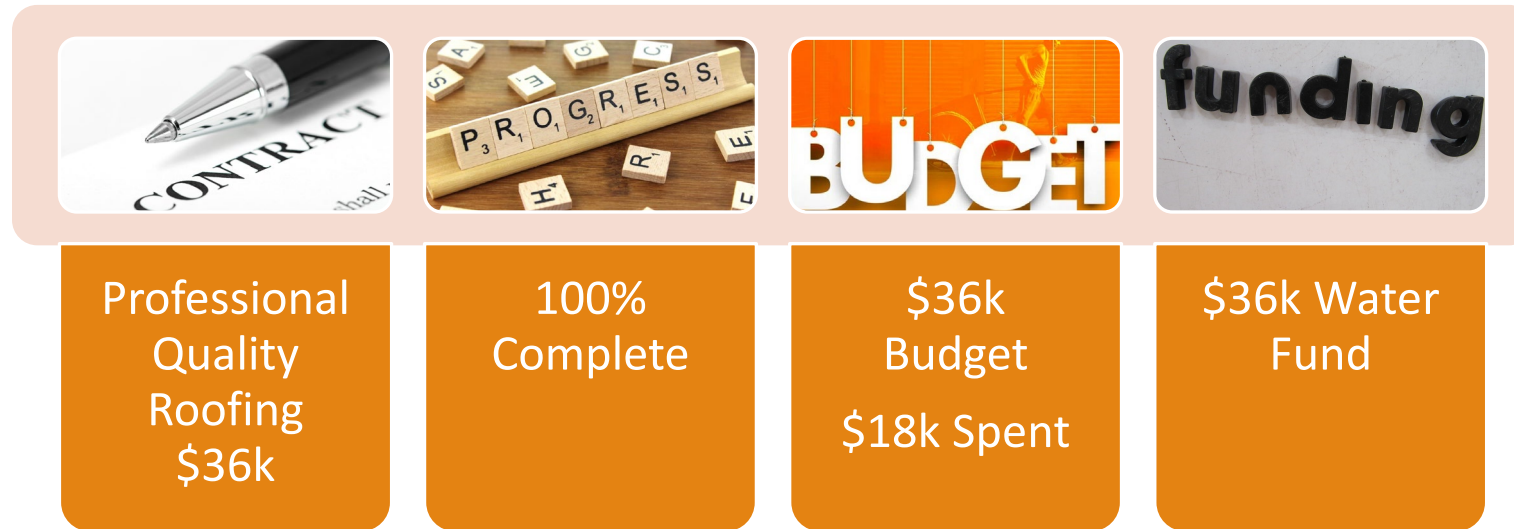
Current Project Status:

Project is completed-Eco blocks are installed, material and equipment is moved.



Water Treatment Plant Reroof (4b)

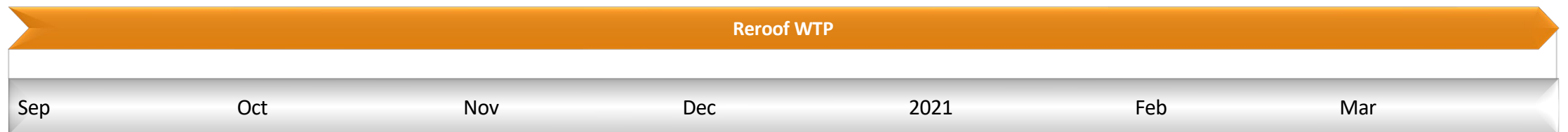
Project rolled from 2020 consists of reroofing the water treatment plant.



Completion Date:
March 31, 2021

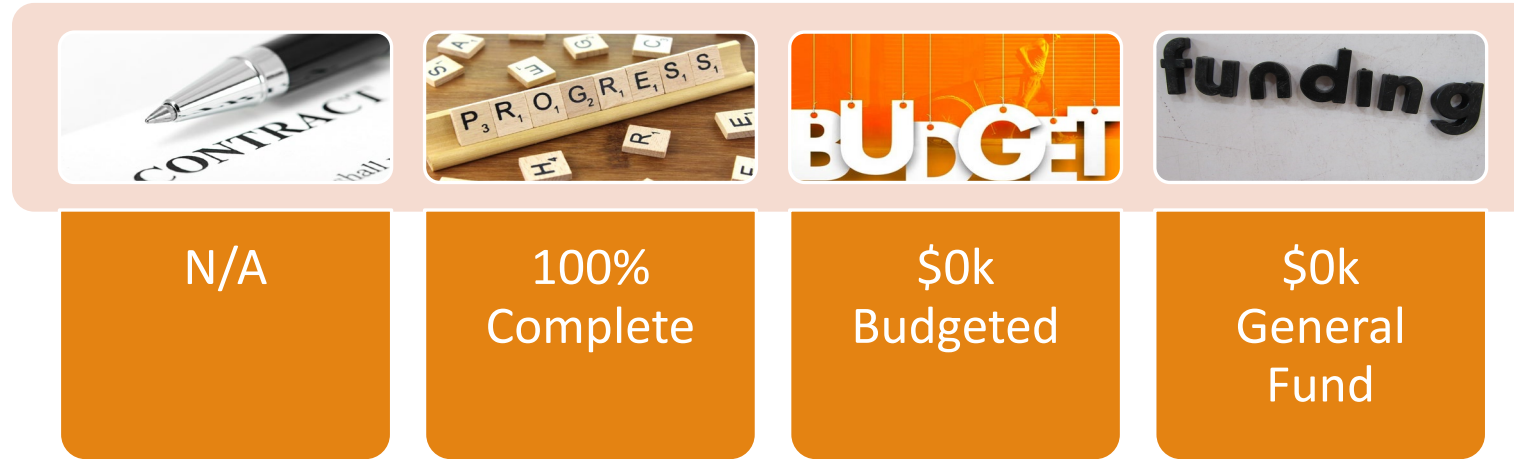
Current Project Status:

The reroofing is completed as of March 31, 2021.



Rock Creek Access (14/16)

Project consists of identifying and implementing public access options to First Falls along Rock Creek, reducing the trespass and parking impact on the Iman Cemetery neighborhood.

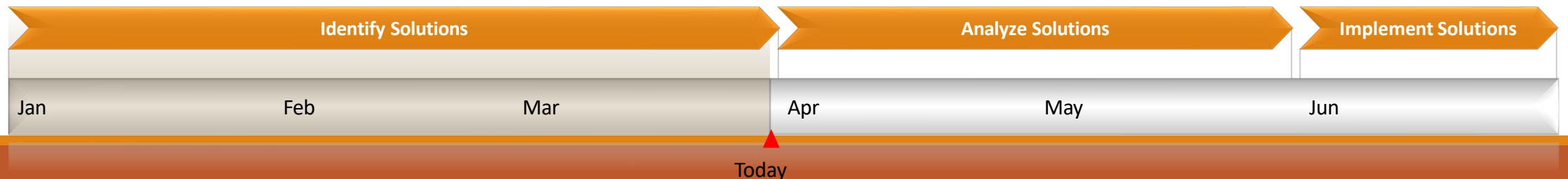


Current Project Status:

Planned Completion Date:

June 30, 2021

On March 18th, Council decided not to vacate Iman Cemetery Rd. and No Name Rd. Staff met with area property owners and worked out a plan to reestablish portions of the right of way to improve parking for cemetery visitors. Water access options involve private property.



Ongoing Projects

[Tree Inventory and Maintenance Plan](#) (4/6/21)

[Rock Creek Runoff Testing](#) (4/14/21)

[Residential Capacity](#) (2/18/21)

[Shoreline Master Program Update](#) (2/18/21)

[First Street Overlook](#) (4/6/21)

[Hegewald Well](#) (4/6/21)

[Rock Creek Stormwater](#) (4/6/21)

[W. Vancouver Waterline Extension](#) (4/6/21)

[Facility Dude](#) (2/18/21)

[Transportation Study](#) (4/6/21)

[City Hall Security](#) (4/6/21)

[Capital Improvement Program](#) (4/6/21)

[WW Upgrades](#) (4/6/21)

[City Website Redesign](#) (4/9/21)

Tree Inventory and Maintenance Plan (10a)

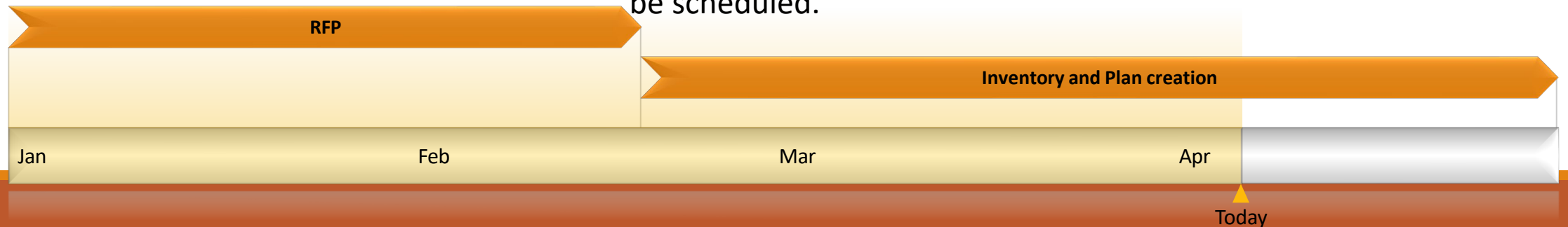
Project consists of creating an inventory of current resources, adoption of a management plan for those resources, staff training, ongoing plan updates and identification of future demonstration projects.



Planned Completion Date:
April 30, 2021

Current Project Status:

Consultant beginning on-site data gathering. City staff converting paper documents from 1986 inventory to excel spreadsheet. Kick-off meeting to be scheduled.



Rock Creek Run-off Testing

Project consists of testing water and soil samples of water run-off from Skamania Lodge property for contaminants related to old landfill site.

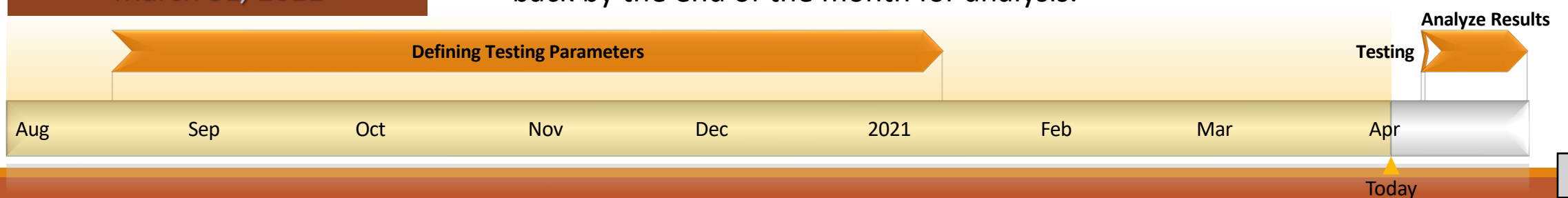


Current Project Status:

Planned Completion Date:

March 31, 2021

Testing is scheduled for Monday, April 19th at 7:30 am. Results should be back by the end of the month for analysis.



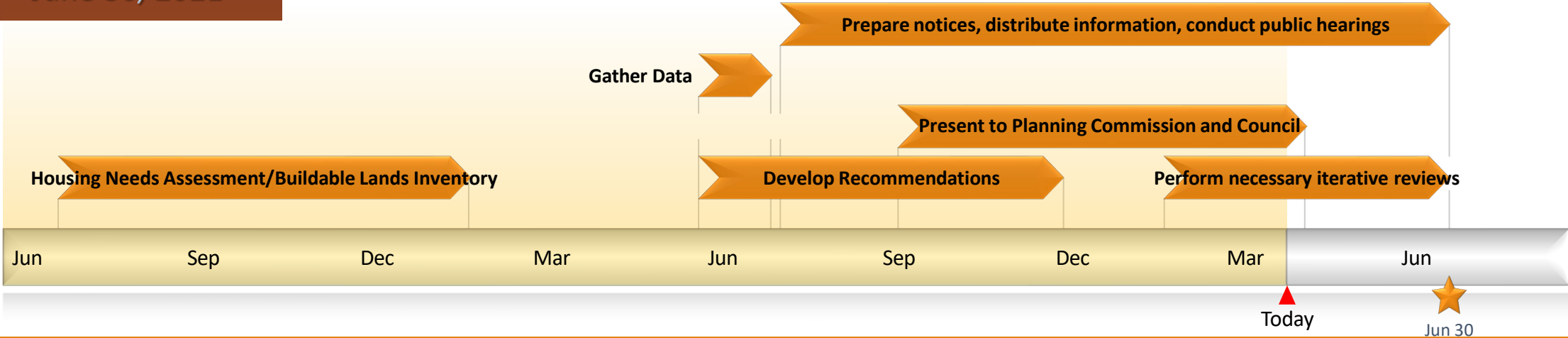
Residential Capacity (5 & 7)

Project consists of evaluating and modifying City regulations which limit residential development. More information can be found on the city website at <http://ci.stevenson.wa.us/letsbuild/>.



Planned Completion Date:
June 30, 2021

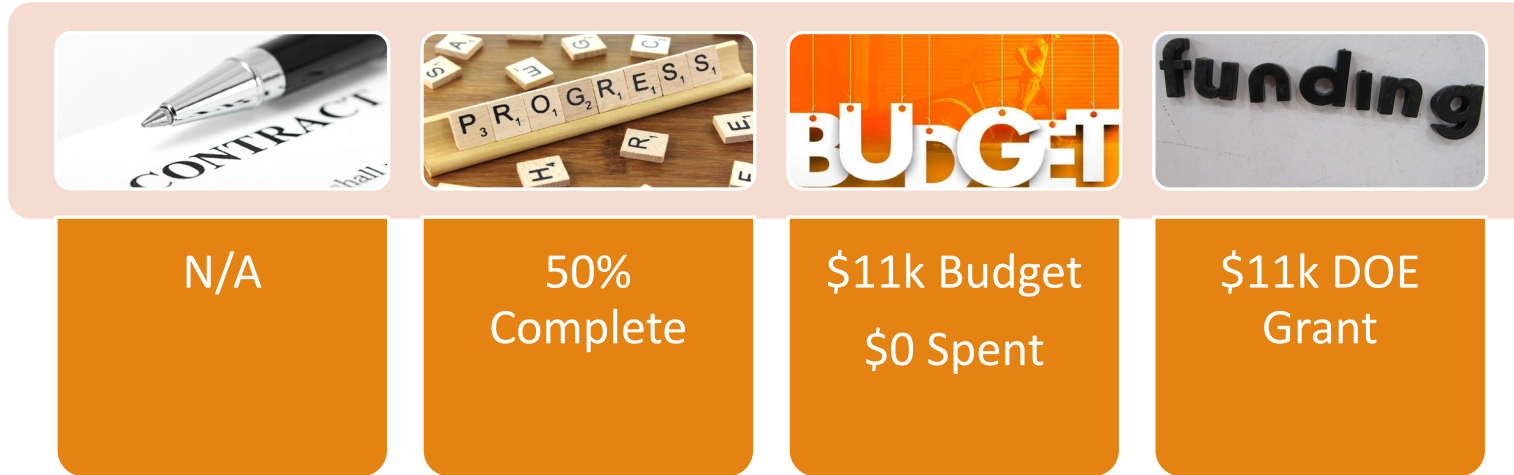
N/A	75% Complete	\$25k Budget \$0 Spent	\$25k Dept. of Commerce Grant
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Adopt Changes

Shoreline Master Program Update

Project consists of conducting the regulatory periodic review of the city's Shoreline Master Program to assure consistency with laws, regulations and plans and address amendments as needed. More information can be found on the city's website at <http://ci.stevenson.wa.us/shorelines/>.



Planned Completion Date:
June 30, 2021

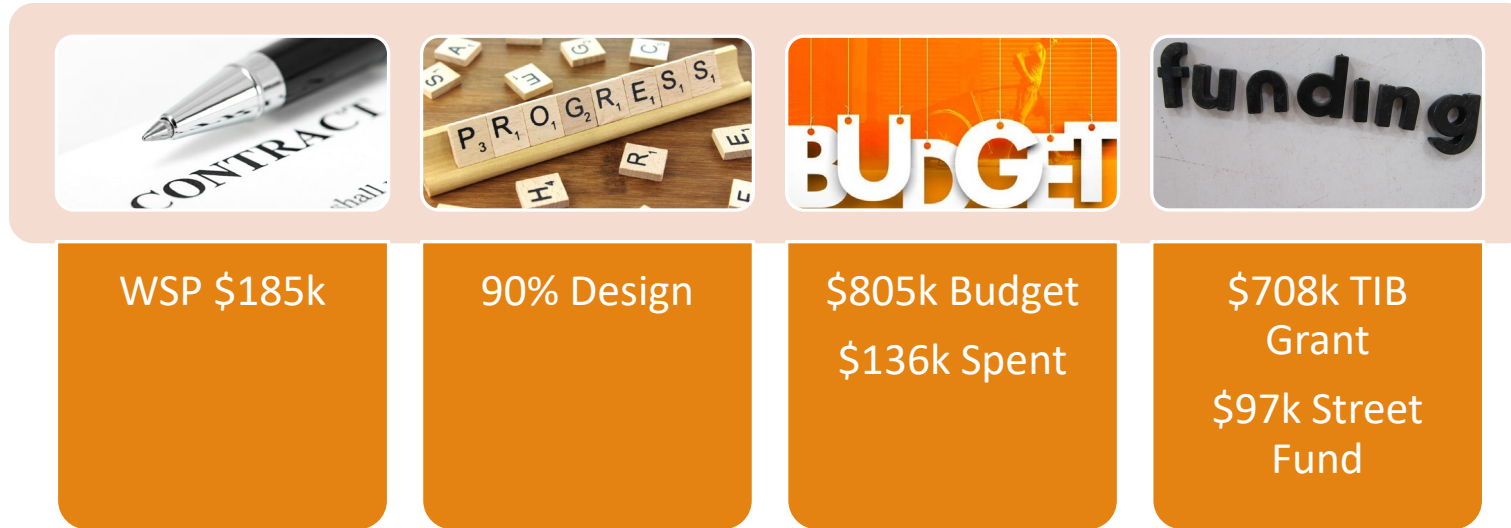
Current Project Status:

Working with Ecology on required and recommended changes. Budget is for staff time and consultants if needed.



First Street Overlook (2e)

Project consists of crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path and streetscaping.

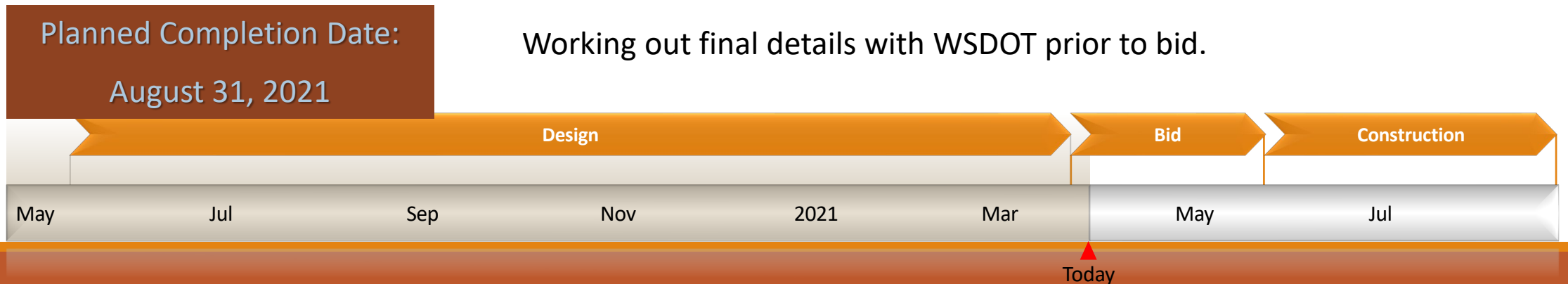


Current Project Status:

Planned Completion Date:

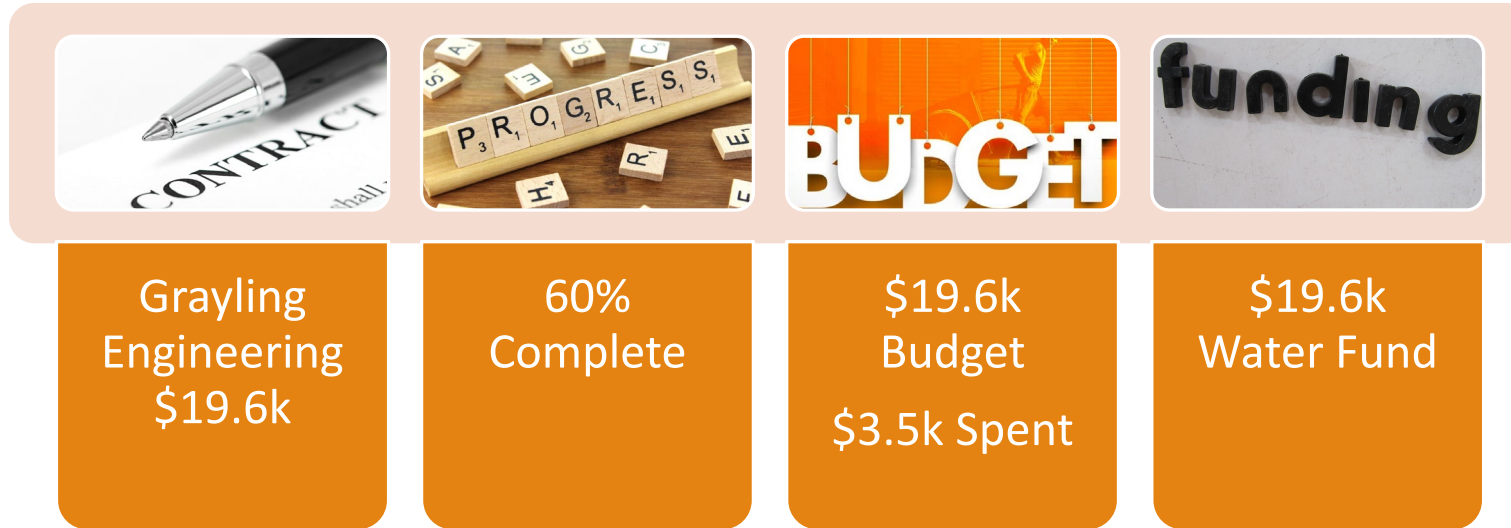
August 31, 2021

Working out final details with WSDOT prior to bid.



Hegewald Well (4c)

Project, rolled from 2020, consists of analyzing and designing improvements needed at the Hegewald well to convert it from an emergency source to a permanent water source.



Current Project Status:

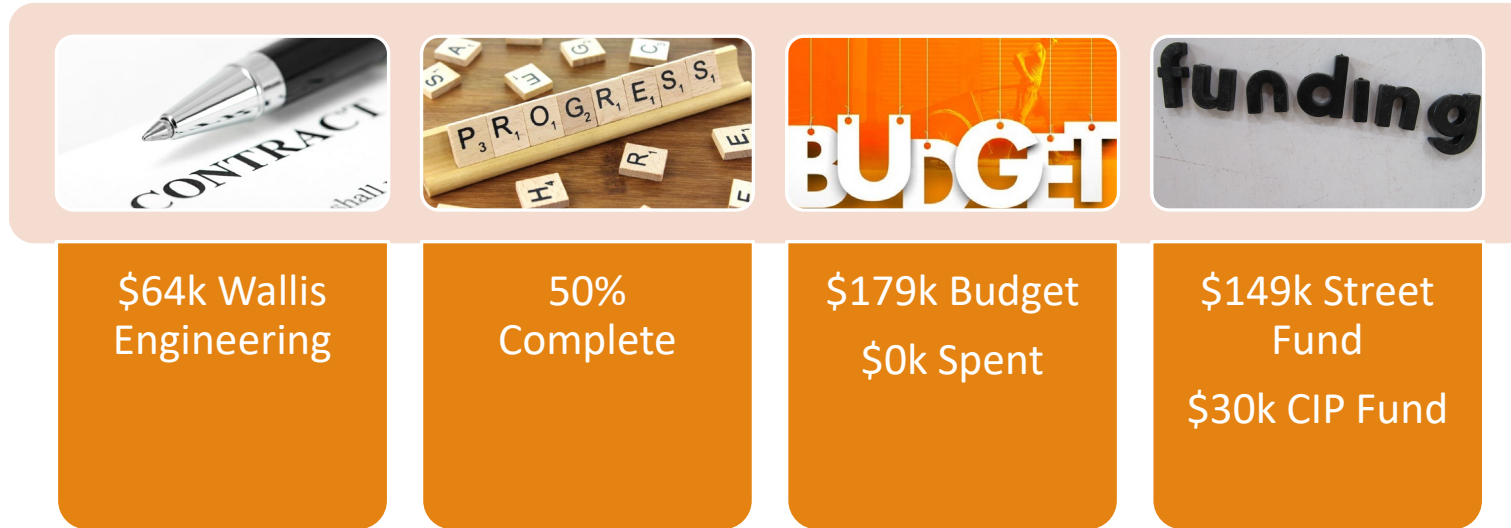
Planned Completion Date:
December 31, 2021

Corrosion report completed. Hegewald Well close to wrapping up. Working on cost-analysis for treatment options.



Rock Creek Stormwater (10)

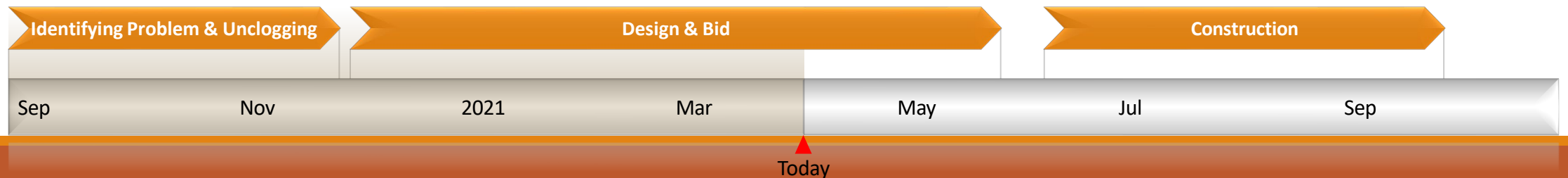
Project consists of unclogging and relocating the outfall for the stormwater collection system from Rock Creek Drive near the west entrance of the fairgrounds parking lot to Rock Creek.



Current Project Status:

Design and permitting are in process. Waiting on estimated final cost.

Planned Completion Date:
December 31, 2021



West Vancouver Waterline Extension (4a)

Project consists of extending a 6" main from Lasher to Rock Creek, improving fire flow, removing a section of 4" AC line and adding redundancy to the system.



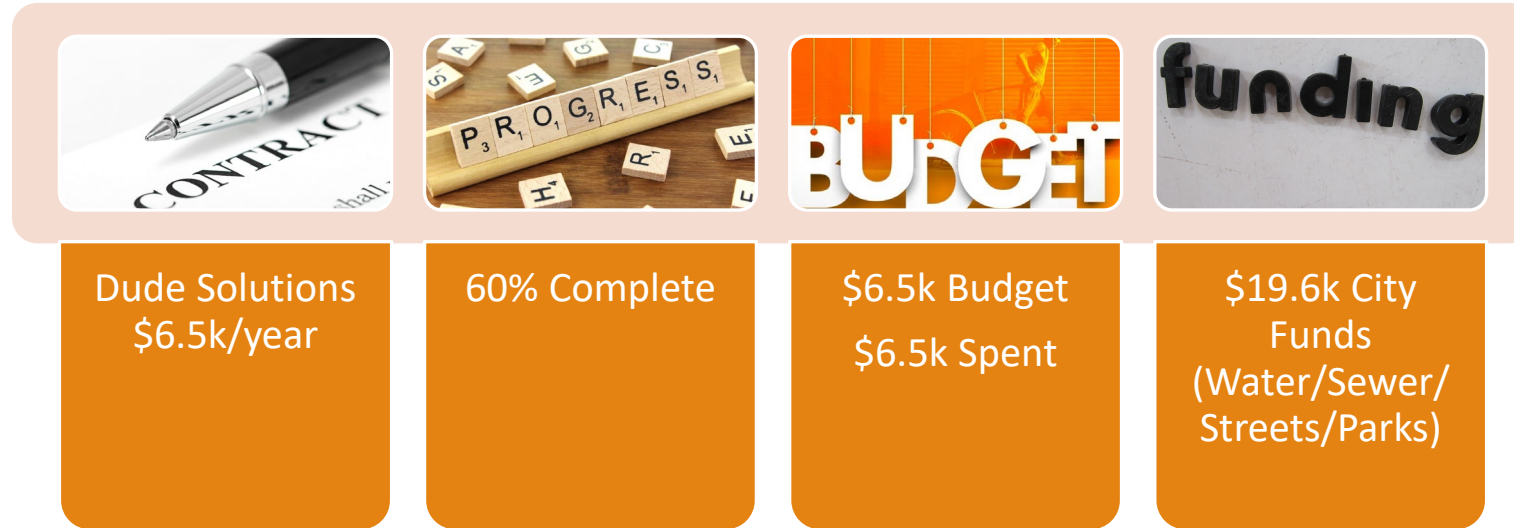
Planned Completion Date:
December 31, 2021

Current Project Status:

The project is being designed and will go out to bid in the spring. Construction will start in the summer and be completed by the end of the year.

Facility Dude (1a & 5a)

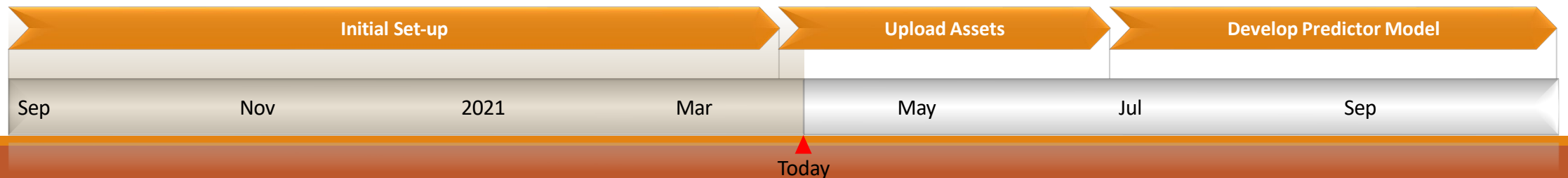
Project, rolled from 2020, consists of implementing a work order and asset management system with a predictor model to determine reserve needs.



Planned Completion Date:
December 31, 2021

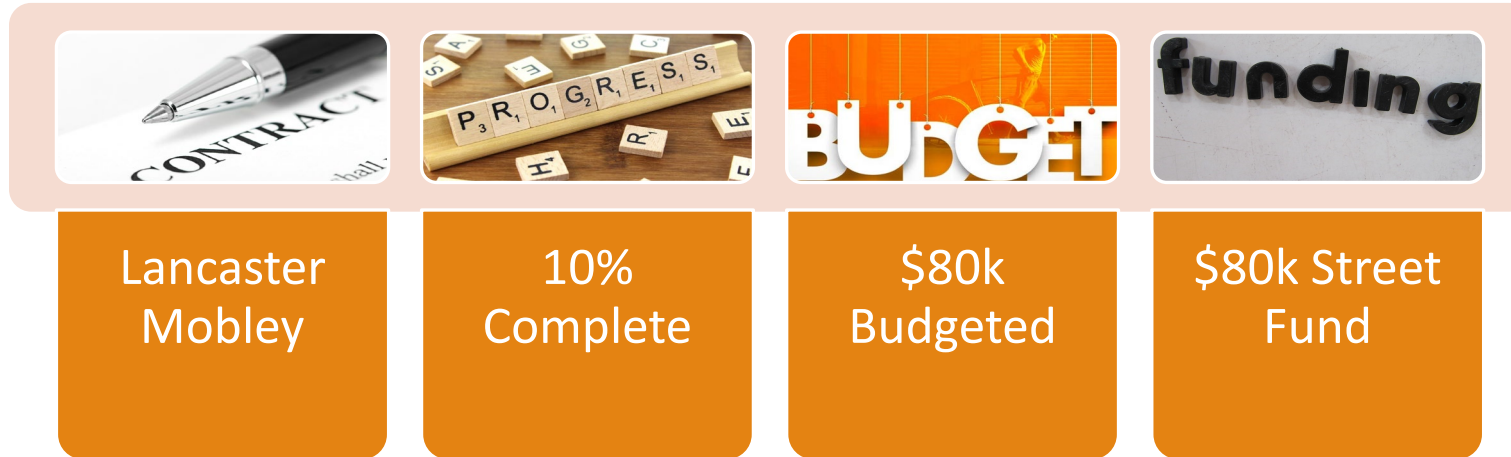
Current Project Status:

Employees are testing out the system, entering work orders and data.



Transportation Study (2a)

Project consists of conducting a city-wide traffic study to allow for safe and easy flow of traffic and assist with identifying and prioritizing improvements.



Planned Completion Date:
December 31, 2021

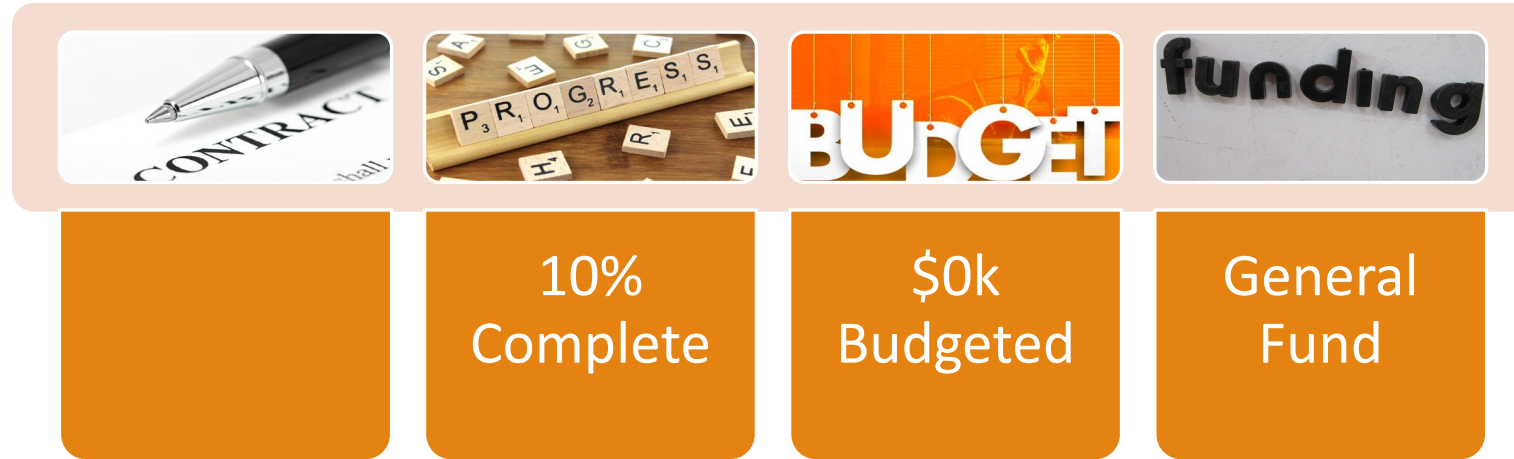
Current Project Status:

The consultant selected is Lancaster Mobley. A statement of work and contract are being developed for presentation by the May 20th council meeting.



City Hall Security (15)

Project consists of evaluating and implementing security enhancements to City Hall and the Fire Hall.



Current Project Status:

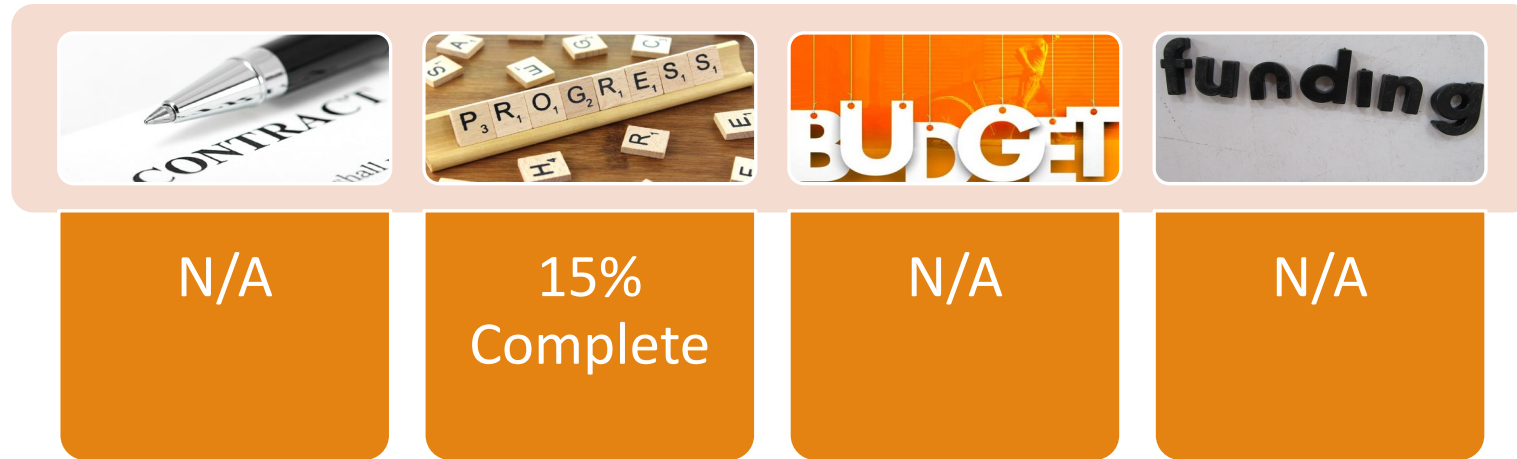
Planned Completion Date:
December 31, 2021

At the March 27th council retreat, council discussed and requested more feedback from staff regarding the internal use of cameras. This will be discussed further at the April 15th council meeting.



Capital Improvement Program (5a)

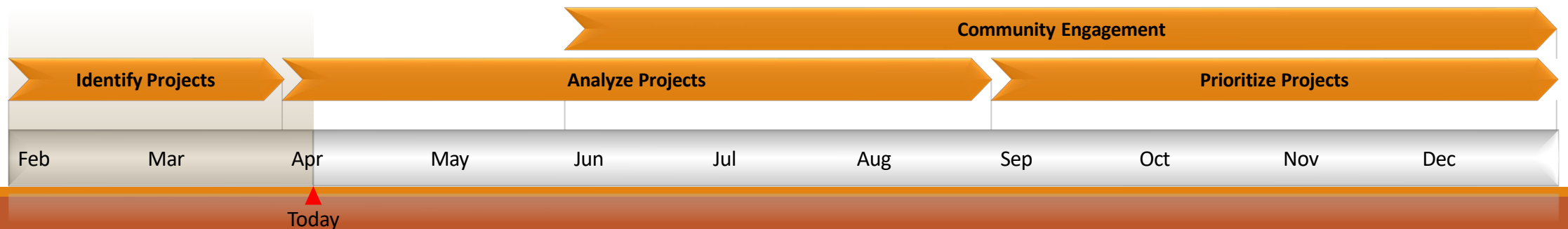
Project consists of developing a Capital Improvement Program (CIP) to incorporate into the city's Comprehensive Plan. It will include street, stormwater, water, sewer and undergrounding of utilities.



Current Project Status:

Planned Completion Date:
December 31, 2022

Staff is meeting weekly to move this forward. More information will come from the Transportation Study and the project timeline may change. Preliminary outcomes will be incorporated into the 6-year TIP update presented in May.



Wastewater Upgrades (1)

Project consists of designing and constructing upgrades to the wastewater treatment plant and collection system. More information can be found online at <http://ci.stevenson.wa.us/cleanwater/>.



Tetra Tech \$423k
CSI \$57k
Wallis Eng. \$2M

WWTP Design 90%
Rock Creek Des. 90%
Cascade Des. 90%
Main D Des. 90%
Remaining LS Des 10%

\$1.7M Spent to Date:

\$350k Sewer Plan
\$50k 2018 Sampling
\$58k Value Planning
\$67k Feas. Study
\$52k Imm. Imp.
\$6k Funding Apps.
\$1.1M Design

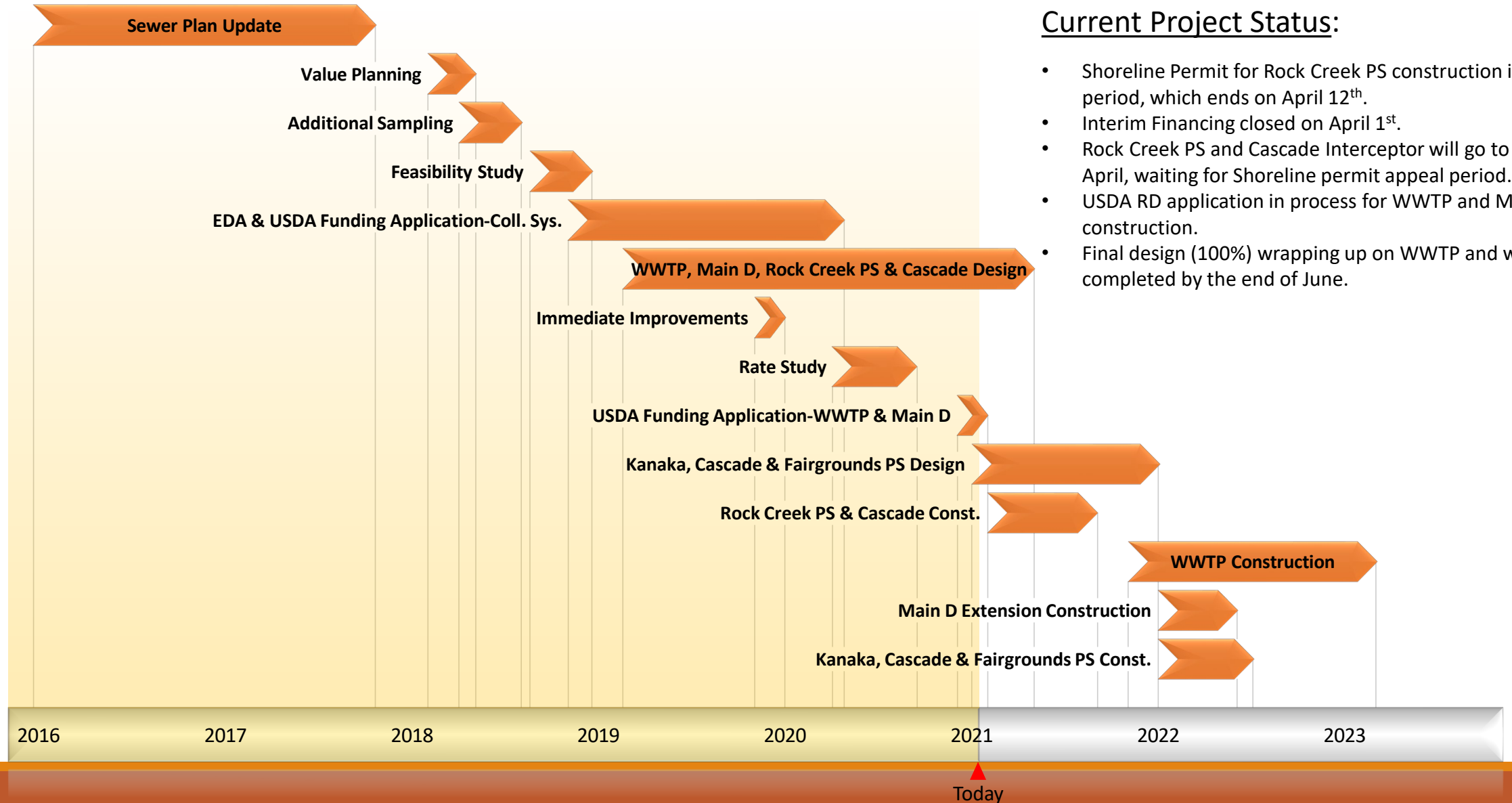
\$15.8M Future Budget:

\$800k Design Remaining
\$9.6M WWTP Const
\$300k Main D Exte.
\$5.1M Collection Sys.

\$17.5M Approx. Total

\$50k CERB Grant
\$1.4M DOE Loan
\$575k DOE Forg. Loan
\$4M EDA Grant
\$873k USDA Loan
\$9.9M Apps in Process
\$660k Sewer Fund

Wastewater Upgrades Timeline (1)

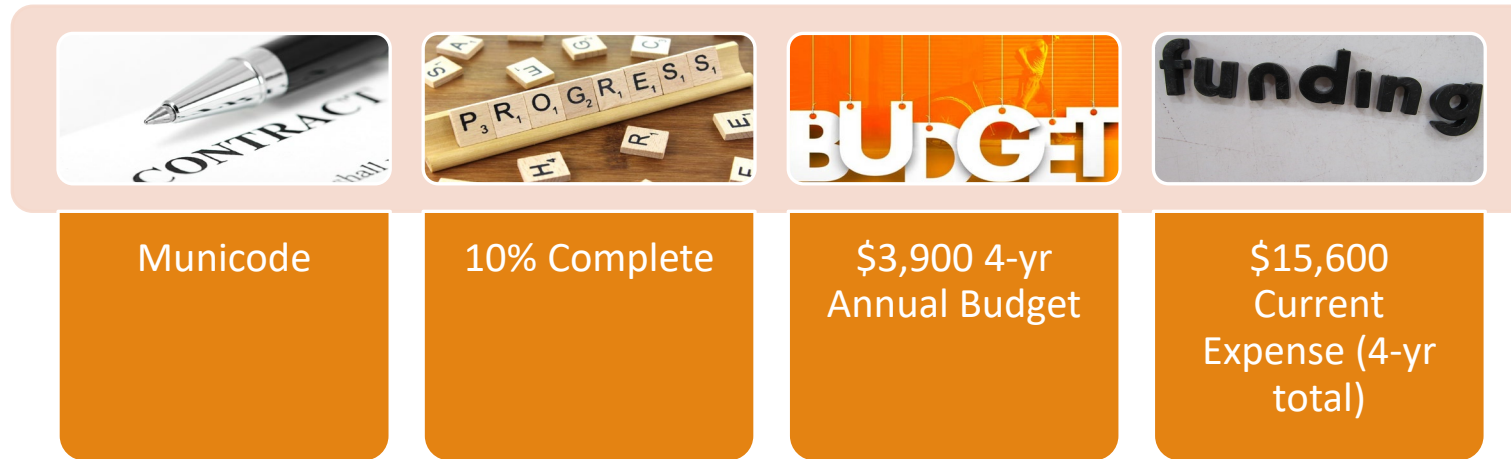


Current Project Status:

- Shoreline Permit for Rock Creek PS construction in appeal period, which ends on April 12th.
- Interim Financing closed on April 1st.
- Rock Creek PS and Cascade Interceptor will go to bid mid-April, waiting for Shoreline permit appeal period.
- USDA RD application in process for WWTP and Main D construction.
- Final design (100%) wrapping up on WWTP and will be completed by the end of June.

City Website Redesign

Project consists of redesigning the city website with Municode to be ADA compliant and more user-friendly.

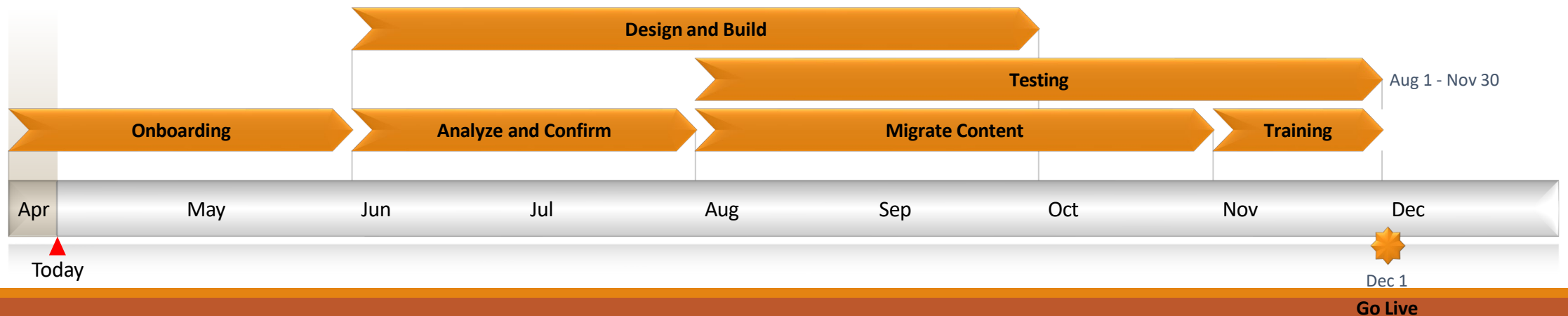


Planned Completion Date:

December 31, 2021

Current Project Status:

Staff met with representative and is compiling data for design and set-up.



2021

Projects on Hold

[Columbia Realignment](#) - Waiting to hear results from grant application.

[Park Plaza](#) – Next round for RCO grant funding is 2022.

[Financial Audit](#) – Waiting the scheduling of the audit, possibly in August.

[Lower Kanaka Creek Rd.](#) – Holding off on purchasing of timber until materials are available.

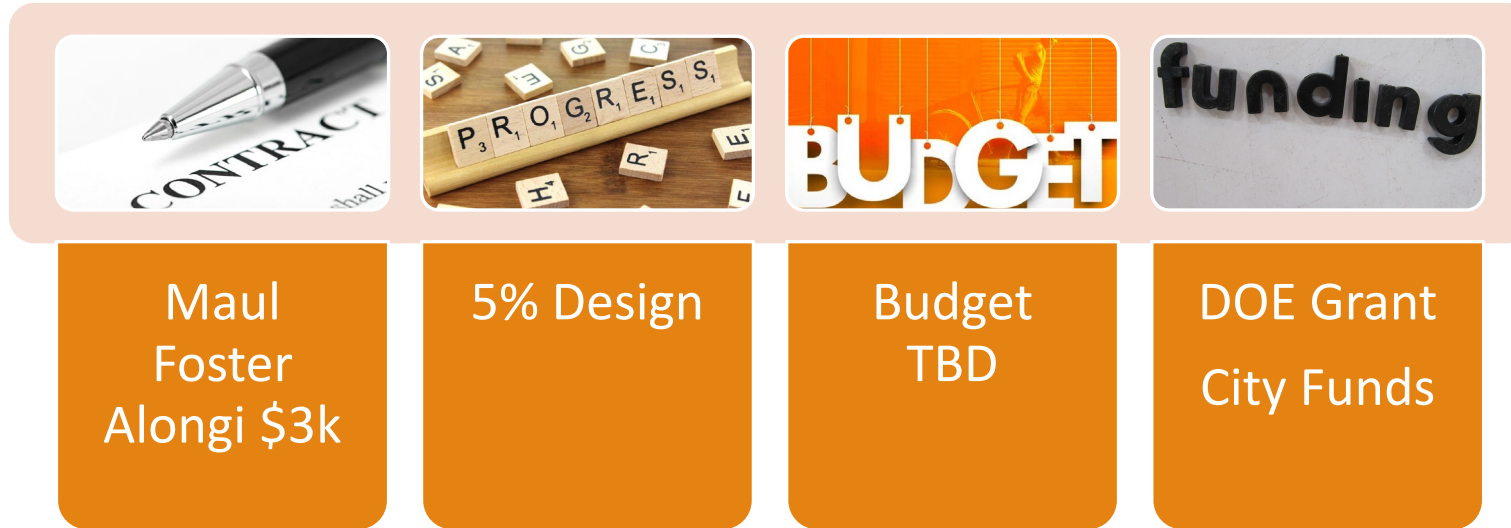
[Foster Creek/Ryan Allen Waterline](#) – Project on hold due to higher priorities.

[Fire Department Strategic Plan](#) – Project on hold until needs are determined (strategic plan vs department evaluation).

[Fire Hall](#) – Project on hold until needs are determined.

Columbia Realignment (2b)

Project consists of a 2-lane asphalt roadway flanked by unconnected sections of sidewalk. Improvement of this corridor intended as a catalyst project as outlined in the 2019 Downtown Plan.



Current Project Status:

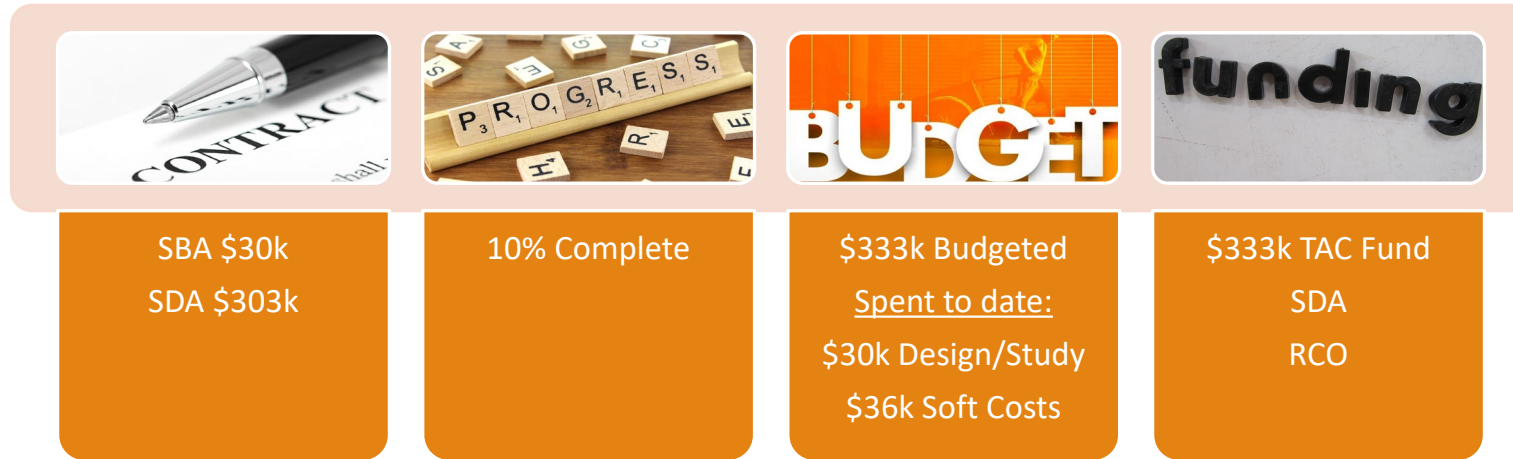
As of February, 2021, the City is further evaluating this project concept's feasibility and benefits. An application for the Department of Ecology's Integrated Planning Grant has been submitted and results are expected by the end of July.

More information can be found on the city's website at

<http://ci.stevenson.wa.us/downtown/>.

Park Plaza (16c)

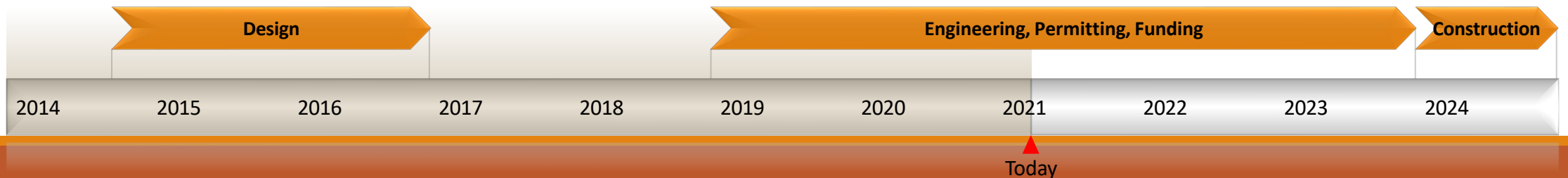
Project consists of working with the Stevenson Downtown Association and Skamania County on constructing a plaza in front of the courthouse and establishing a long-term maintenance agreement. More information can be found on the SDA website at <https://www.stevensonmainstreet.org/park-plaza>.



Planned Completion Date:
TBD

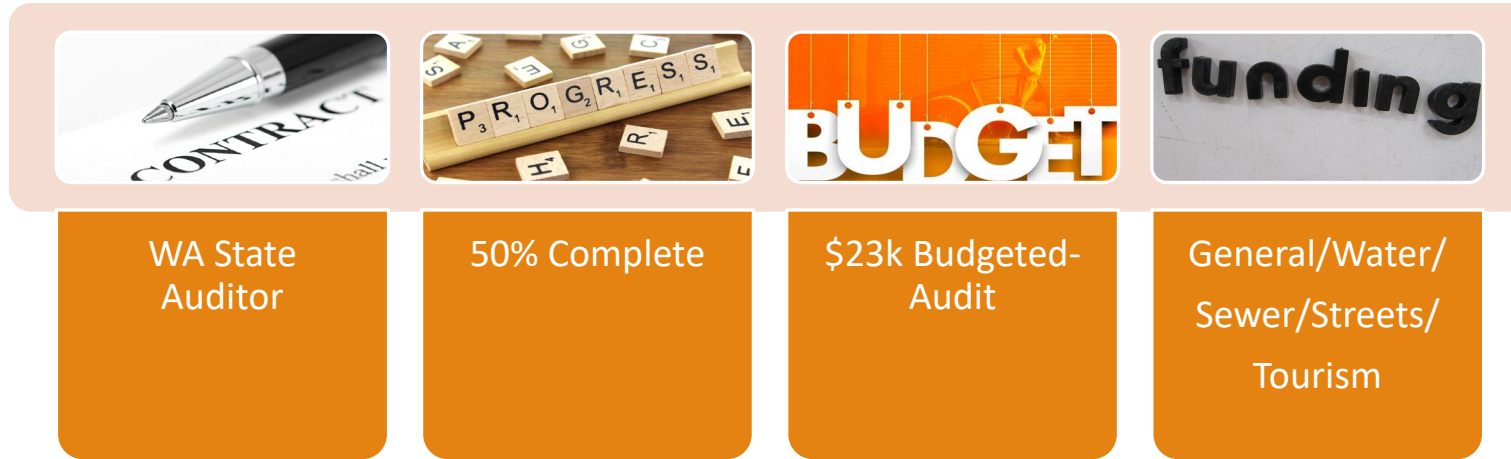
Current Project Status:

Latest RCO grant application not successful. The next application round will be in 2022. Draft agreement for future maintenance with Skamania County in process.



Annual Financial Report and Audit

Project consists of reviewing and adjusting transactions and accounts in 2020 as needed, completing all schedules, reviewing and submitting final report to State Auditor by 120 days after the end of the year.

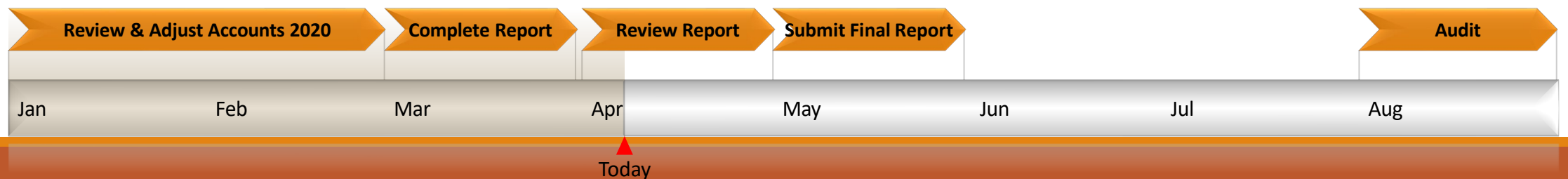


Current Project Status:

Planned Completion Date:

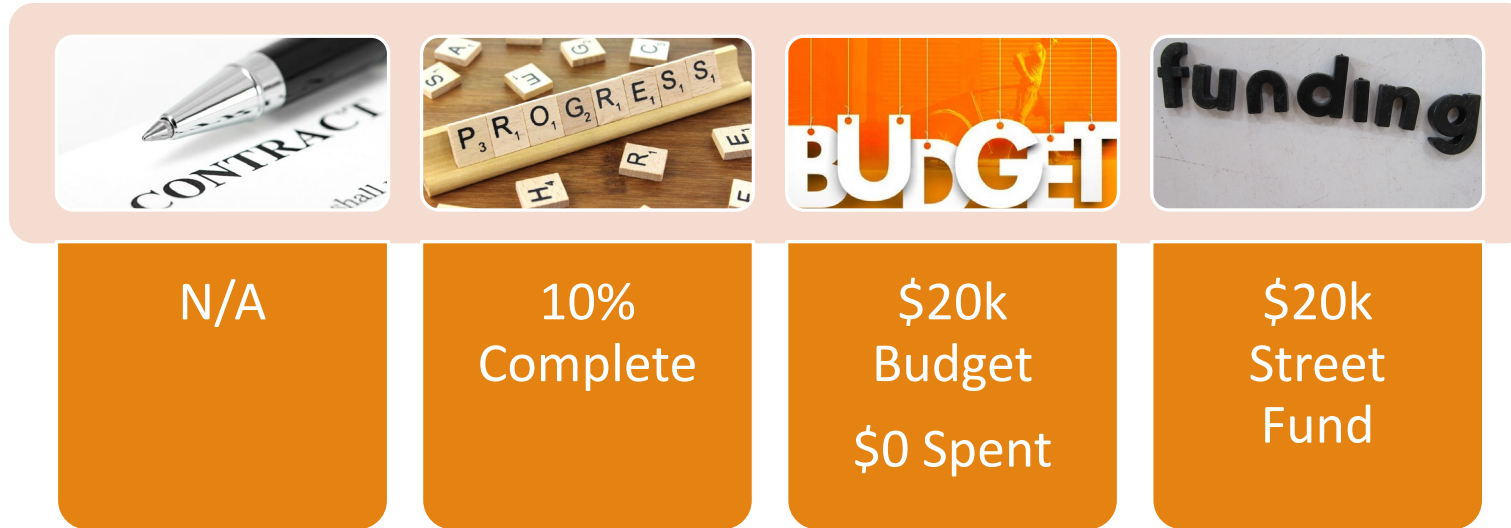
August 31, 2021

Accounting data submitted on April 7th to SAO website after being by council on March 18th. Due to Federal funds received, we need to have the audit completed by the end of August. Project on hold until audit is scheduled.



Lower Kanaka Creek Rd. (10)

Project consists of replacing the timber bridge at the Kanaka Underpass and widening the road as much as possible. There is a weight restriction on the bridge until the repairs can be completed.



Planned Completion Date:
December 31, 2021

Current Project Status:

Timber has been sourced and priced. Holding off on purchase.

Foster Creek/Ryan Allen Waterline (4a)

Project consists of relocating a 6" AC waterline from an easement to the city right of way. The original line will then be filled in place to prevent collapsing.



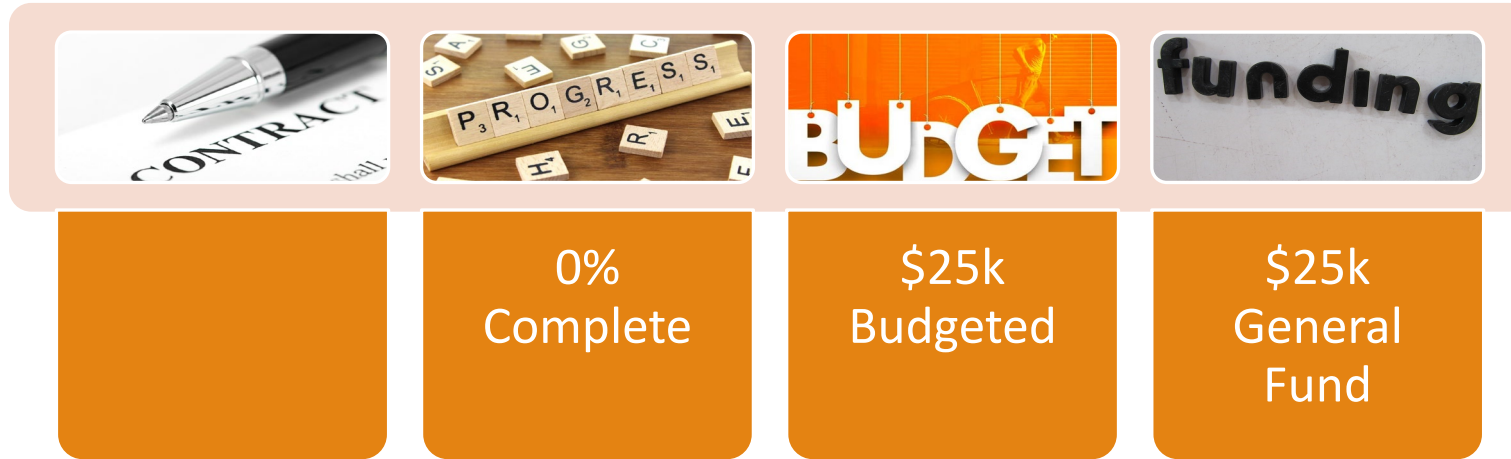
Planned Completion Date:
December 31, 2021

Current Project Status:

The project has been planned. Project on hold as other tasks are taking priority.

Fire Department Strategic Plan (3)

Project consists of creating a strategic plan for the fire department to inform future needs of the department.



Current Project Status:

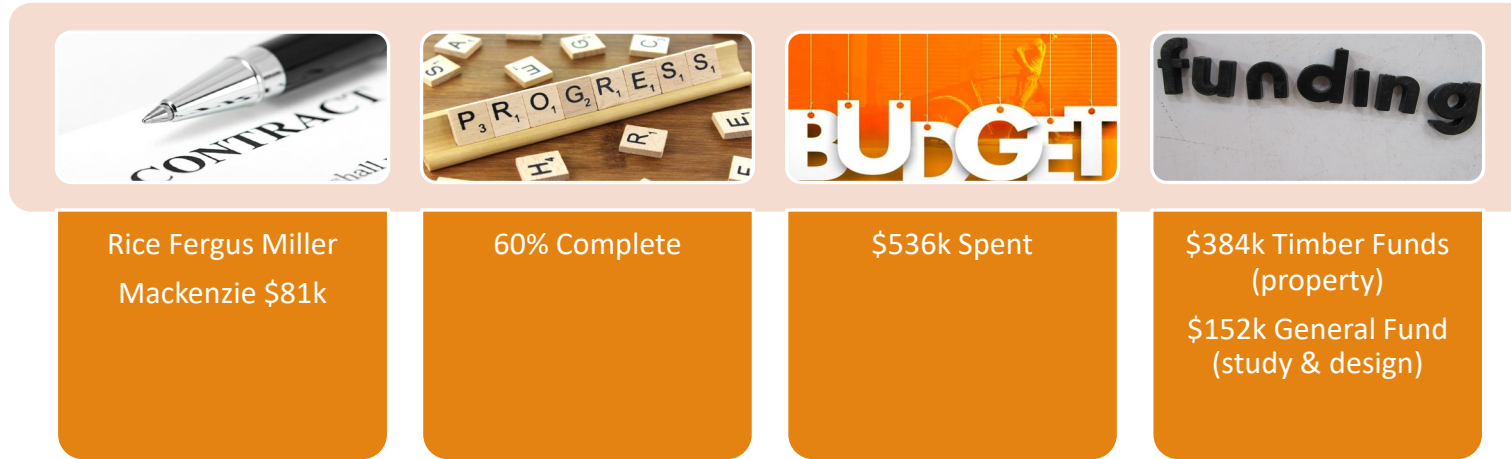
Planned Completion Date:
December 31, 2021

Project on hold until it is determined if a strategic plan is needed or if a department evaluation is needed.



Fire Hall (3)

Project consists of confirming a design and constructing a new fire hall with Skamania Fire District 2. Past reports can be found online at <http://ci.stevenson.wa.us/government/emergency-services/fire/>.

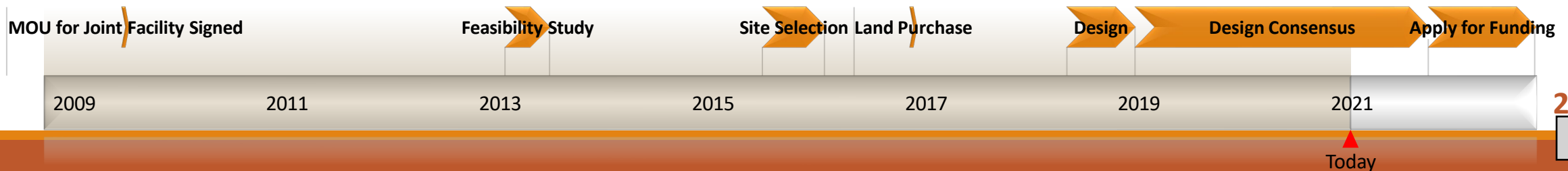


Current Project Status:

Planned Completion Date:

TBD

The project has stalled due to the cost of the initial draft design. Alternative designs have been drafted and the next step is to get a revised cost estimate before moving forward.





Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	2
Agency Assistance	1
Alarms oth than	2
Other Types of Animal Calls	1
Simple Assault	1
Business Establishment Alarm	11
Child Abuse or Neglect	2
Citizen Dispute	5
Civil Process	1
Civil Standby	1
Custodial Interference	2
Disorderly Conduct	2
Problems with Dogs	2
Domestic Violence	11
DUI Alcohol or Drugs	1
Found Animal	1
Found Property	4
Harrass	1
Hazardous Materials	1
Hit & Run Accident	1
Information Report	7
Jail Problems/Inmate Problems	1
Juvenile Problem	1
Medical Emergency	26
Mental Health Problems	1
Missing Person	1
Patrol Request	5
Possession of Marijuana	1
Request Traffic Enforcement	5
RSO address verification	3
Runaway Juvenile	2
Sex Offense/Abuse	1
Shooting Noise	1
Suspicious Substance	1
Suspicious Person/Circumstance	8
Theft Other Property	3
Theft Automobile	1
Traffic Stop	4
Unsecure Premise	1
Violation Court Orders	2
Vicious Animals	1
Wanted Person - Warrant	4
Welfare Check	6
Wind Surfing Problem	1

Total reported: 140

Report Includes:

All dates between `00:00:00 03/01/21` and `00:00:00 04/01/21`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Business Establishment Alarm	1
Citizen Dispute	1
Medical Emergency	2
Welfare Check	1

Total reported: 5

Report Includes:

All dates between `00:00:00 03/01/21` and `00:00:00 04/01/21`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
26.50.110	VIO PROTECT ORDER	1
46.16A.140.4	Fail To Register Vehicle	1
46.20.015	NVOL With I.D.	2
46.20.342	DR W/LIC PRIV SUSP	3
46.20.740.2	Fail to Equip w/Interlock	1
46.30.020	Driving Without Insurance	1
46.61.400	SPEEDING	1
46.61.440	MAX SPD SCHOL XWALKS	1
46.61.502	DWI	1
9A.36.041	4TH DEGREE ASSAULT	2
9A.88.010	Indecent Exposure	1

Report Totals

15

Report Includes:

All dates of issue between `00:00:00 03/01/21` and `00:00:00 04/01/21`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

City of Stevenson

Q1 2021 Financial Report

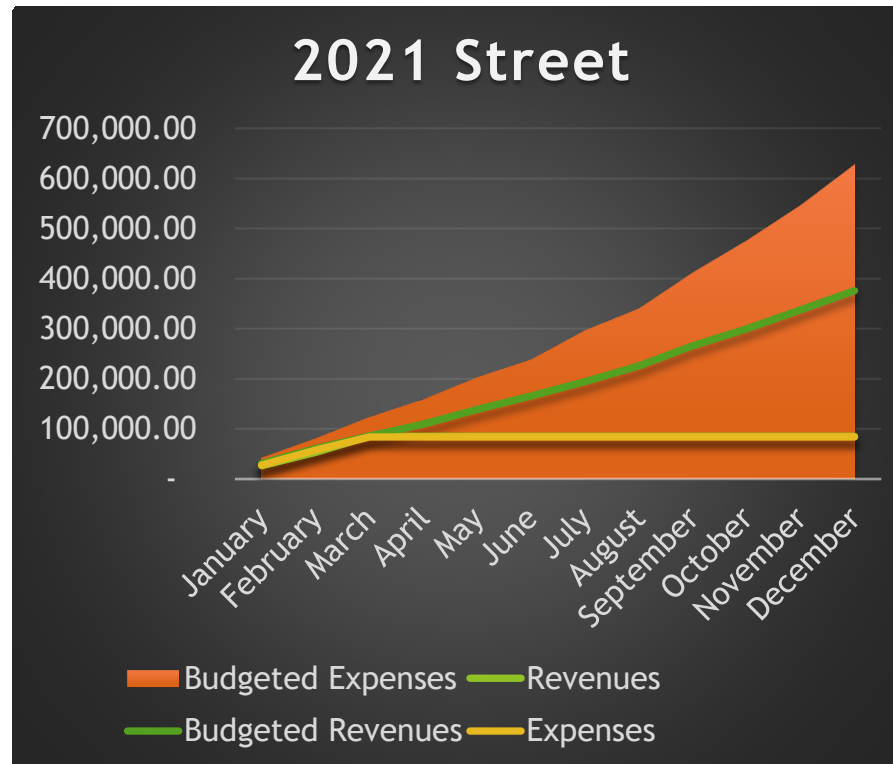
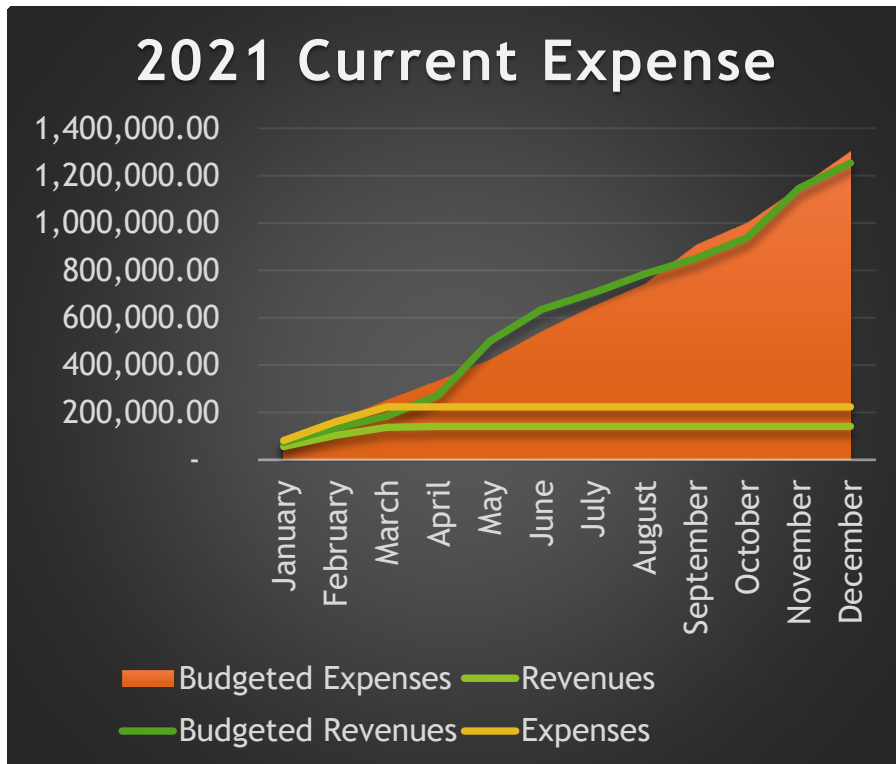
Sales and Property Tax Dependent Funds

Current Expense revenues are not coming in as expected, which is a result of the continued COVID-19 restrictions.

Expenses are trending slightly less than budgeted. They will be monitored to ensure they keep pace with the reduced revenues.

Street revenues and expenses are trending the same. Revenues are in-line with budget while expenses are currently coming in under budget.

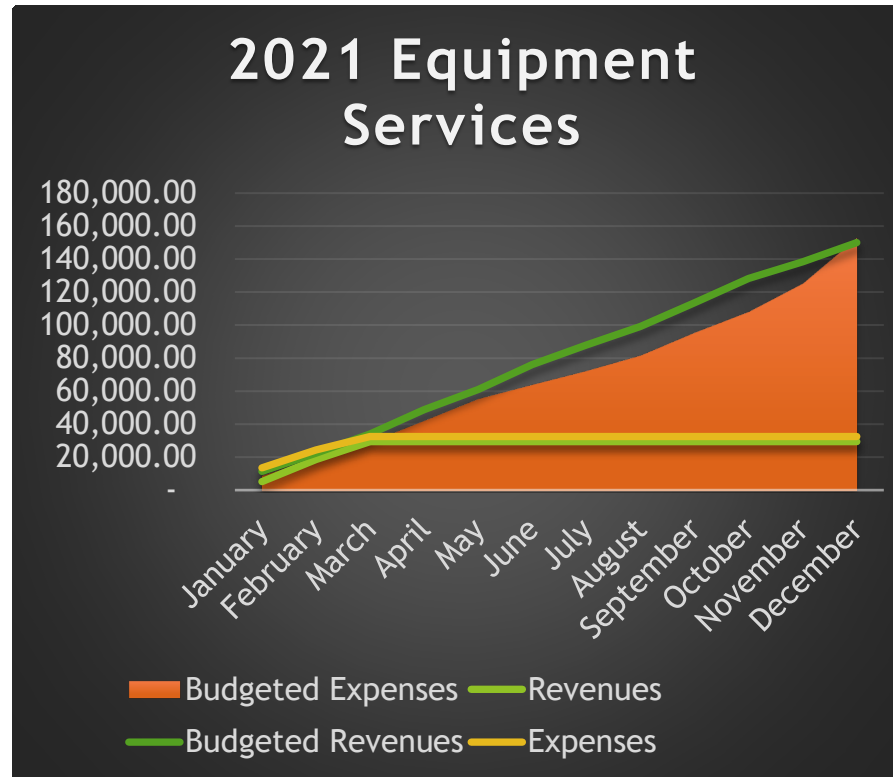
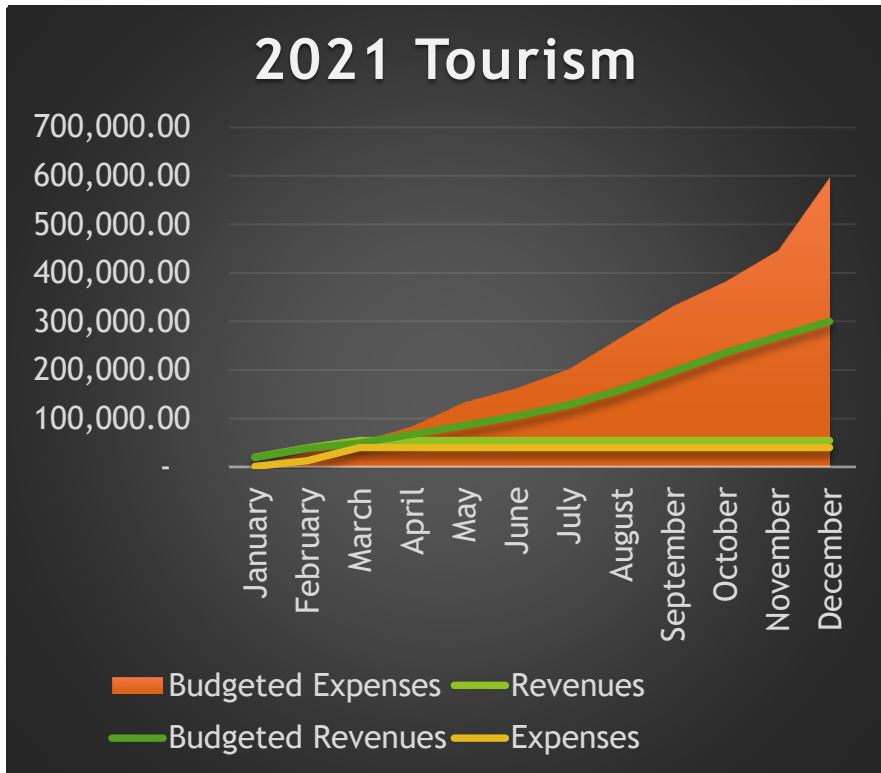
Most expenses will come in with the construction of the Rock Creek stormwater line over the summer.



Restricted Revenue Funds

Tourism fund revenues are in line with budget and expenses are trending below budget. Most events take place over the summer and are invoiced by the end of the year.

Equipment Services revenues are lower than expected and expenses are higher. The 1996 Brush Mower, purchased in 2014, is needing additional repairs. It is on the schedule to be replaced between 2026-2031 at a cost of \$35k (used). Staff will evaluate needs and feasibility of this timeline.



Proprietary Funds

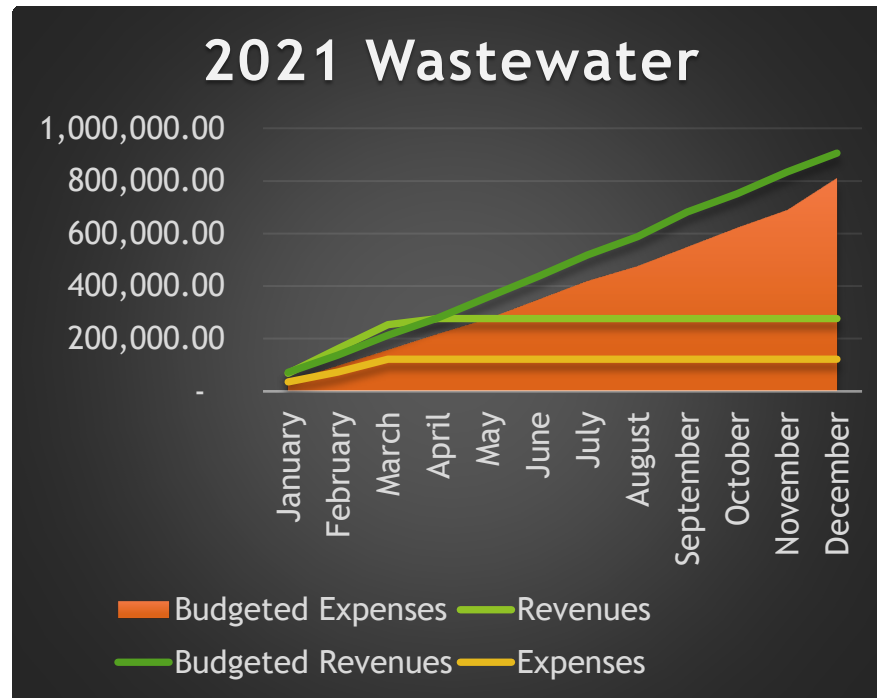
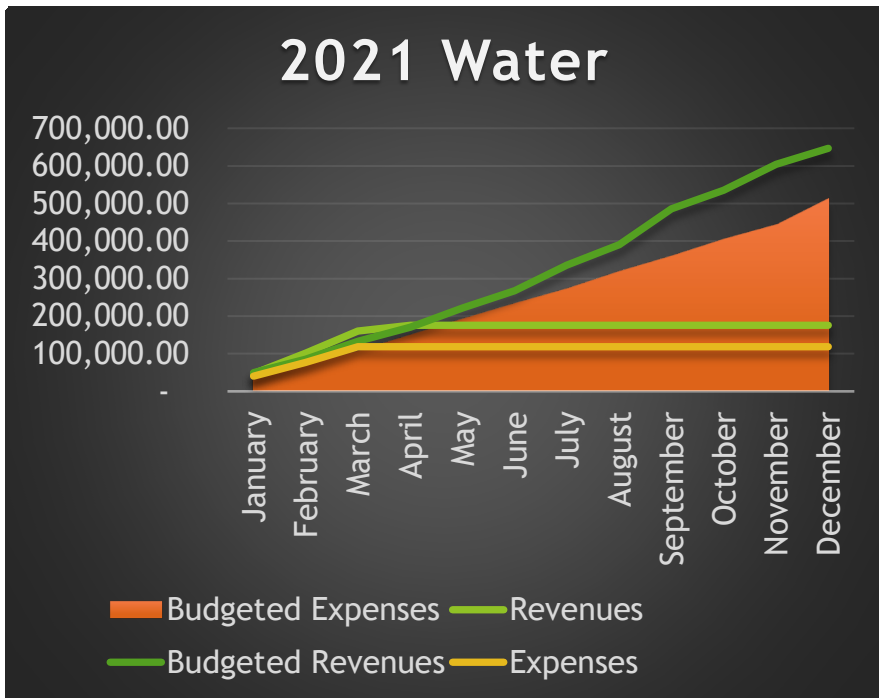
Water revenues are trending above budget by 20% at the end of March.

Water expenses are 10% over budget trends at the end of March.

Expenses will continue to be monitored to ensure they don't outpace revenues.

Sewer revenues are trending slightly above budget expectations by 19%.

Expenses are trending below budget by 22%.



TREASURERS REPORT

Fund Totals

City Of Stevenson

Time: 11:22:44 Date: 04/09/2021

03/01/2021 To: 03/31/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	813,558.18	34,646.17	64,517.71	783,686.64	1,845.00	10,965.51	0.00	796,497.15
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,564,616.67	0.00		1,564,616.67	0.00	0.00	0.00	1,564,616.67
100 Street Fund	306,432.30	31,910.62	26,204.17	312,138.75	0.00	2,013.40	0.00	314,152.15
103 Tourism Promo & Develop Fund	642,578.17	15,211.96	26,897.07	630,893.06	0.00	16.00	0.00	630,909.06
105 Affordable Housing Fund	1,851.66	295.09		2,146.75	0.00	0.00	0.00	2,146.75
300 Capital Improvement Fund	115,425.67	3,051.33		118,477.00	0.00	0.00	0.00	118,477.00
309 Russell Ave	-119.36	0.00		-119.36	0.00	0.00	0.00	-119.36
311 First Street	-43,399.16	0.00	7,978.34	-51,377.50	0.00	0.00	0.00	-51,377.50
400 Water/Sewer Fund	1,143,612.40	194,319.35	92,176.80	1,245,754.95	567.71	6,141.92	-447.28	1,252,017.30
406 Wastewater Short Lived Asset Reserve Fund	21,779.00	0.00		21,779.00	0.00	0.00	0.00	21,779.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-8,657.40	1,450.00	43,554.13	-50,761.53	0.00	0.00	0.00	-50,761.53
500 Equipment Service Fund	185,142.99	10,858.33	8,135.78	187,865.54	0.00	605.69	0.00	188,471.23
630 Stevenson Municipal Court	0.00	843.67	843.67	0.00	0.00	0.00	0.00	0.00
	5,130,717.74	292,586.52	270,307.67	5,152,996.59	2,412.71	19,742.52	-447.28	5,174,704.54

TREASURERS REPORT

Account Totals

City Of Stevenson

03/01/2021 To: 03/31/2021

Time: 11:22:44 Date: 04/09/2021

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	2,239,947.60	253,441.72	258,239.06	2,235,150.26	-323.62	22,155.23	2,256,981.87
10	Xpress Bill Pay	30,681.56	26,991.20	0.00	57,672.76	-123.66	0.00	57,549.10
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Opus	71,945.44	0.61	0.00	71,946.05	0.00	0.00	71,946.05
Total Cash:		2,343,074.60	280,433.53	258,239.06	2,365,269.07	-447.28	22,155.23	2,386,977.02
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	872,178.59	84.38	0.00	872,262.97	0.00	0.00	872,262.97
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		2,787,643.14	84.38	0.00	2,787,727.52	0.00	0.00	2,787,727.52
		5,130,717.74	280,517.91	258,239.06	5,152,996.59	-447.28	22,155.23	5,174,704.54

TREASURERS REPORT
Fund Investments By Account

City Of Stevenson

03/01/2021 To: 03/31/2021

Time: 11:22:44 Date: 04/09/2021
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	204,122.01		28.93	28.93		204,150.94
100 000 Street Fund	26,028.01		3.69	3.69		26,031.70
103 000 Tourism Promo & Develop Fund	231,511.27		32.82	32.82		231,544.09
300 000 Capital Improvement Fund	6,279.22		0.89	0.89		6,280.11
400 000 Water/Sewer Fund	108,671.22		15.40	15.40		108,686.62
500 000 Equipment Service Fund	18,655.65		2.65	2.65		18,658.30
5 - LGIP	595,267.38	0.00	84.38	84.38		595,351.76
001 000 General Expense Fund	426,045.00					426,045.00
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	1,067,831.07	0.00	0.00			1,067,831.07
	1,663,098.45	0.00	84.38	84.38		1,663,182.83

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson

03/01/2021 To: 03/31/2021

Time: 11:22:44 Date: 04/09/2021

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	630,167.01		28.93	28.93		630,195.94	153,490.70
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,564,616.67
100 Street Fund	26,028.01		3.69	3.69		26,031.70	286,107.05
103 Tourism Promo & Develop Fund	551,928.96		32.82	32.82		551,961.78	78,931.28
105 Affordable Housing Fund						0.00	2,146.75
300 Capital Improvement Fund	31,828.35		0.89	0.89		31,829.24	86,647.76
309 Russell Ave						0.00	-119.36
311 First Street						0.00	-51,377.50
400 Water/Sewer Fund	394,271.79		15.40	15.40		394,287.19	851,467.76
406 Wastewater Short Lived Asset Reserve Fund						0.00	21,779.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-50,761.53
500 Equipment Service Fund	28,874.33		2.65	2.65		28,876.98	158,988.56
	1,663,098.45		84.38	84.38		1,663,182.83	3,489,813.76

Ending fund balance (Page 1) - Investment balance = Available cash.

5,152,996.59

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson

As Of: 03/31/2021 Date: 04/09/2021
Time: 11:22:44 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	760	03/30/2021	Util Pay	1		Xpress Billpay	323.62	Xpress Import - CC - 03-30-2021__daily_batch.csv
							323.62	
Receipts Outstanding:							323.62	
2021	746	03/31/2021	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 03/31/2021 To 03/31/2021 - Disability; Pay Cycle(s) 03/31/2021 To 03/31/2021 - Life Insurance; Pay Cycle(s) 03/31/2021 To 03/31/2021 - Accident
2021	750	03/31/2021	Payroll	1	EFT	Employment Security Dept	536.17	Pay Cycle(s) 01/01/2021 To 03/31/2021 - PFML
2021	752	03/31/2021	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 03/31/2021 To 03/31/2021 - WA Child Support
2021	748	03/31/2021	Payroll	1	EFT	Dept of Labor & Industry	3,212.75	1ST Quarter 01/01/2021 - 03/31/2021
2021	747	03/31/2021	Payroll	1	EFT	Department of Retirement Systems	14,427.57	Pay Cycle(s) 03/31/2021 To 03/31/2021 - PERS2; Pay Cycle(s) 03/31/2021 To 03/31/2021 - DCP
2020	2983	12/10/2020	Claims	1	14848	Skamania County Prosecutor	1,333.00	December 2020 Remittance
2021	620	03/18/2021	Claims	1	15023	Evergreen Rural Water of Washington	320.00	CCC Program Tune Up-Karl; Logical Math for Utility Personnel-Karl
2021	621	03/18/2021	Claims	1	15024	Fairview Garage Doors LLC	247.71	Repair Garage Door at WTP
2021	640	03/18/2021	Claims	1	15043	Skamania County Community Health	512.00	14 COVID Vaccinations for Volunteer Fire Dept
2021	754	03/31/2021	Payroll	1	15061	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 03/31/2021 To 03/31/2021 - HRA VEBA
2021	755	03/31/2021	Payroll	1	15062	Stevenson Fire Association	69.07	Pay Cycle(s) 03/31/2021 To 03/31/2021 - Fire Association
2021	756	03/31/2021	Payroll	1	15063	WGAP Washington Gorge Action Program	414.43	Pay Cycle(s) 03/31/2021 To 03/31/2021 - Food Bank
							22,155.23	
2021	761	03/31/2021	Util Pay	10		Xpress Billpay	123.66	Xpress Import - EFT - 03-31-2021__daily_batch.csv
							123.66	
Receipts Outstanding:							123.66	
							22,155.23	

Fund	Claims	Payroll	Total
001 General Expense Fund	1,845.00	10,965.51	12,810.51
100 Street Fund	0.00	2,013.40	2,013.40
103 Tourism Promo & Develop Fund	0.00	16.00	16.00
400 Water/Sewer Fund	567.71	6,141.92	6,709.63
500 Equipment Service Fund	0.00	605.69	605.69
	2,412.71	19,742.52	22,155.23

TREASURERS REPORT

Signature Page

City Of Stevenson

03/01/2021 To: 03/31/2021

Time: 11:22:44 Date: 04/09/2021

Page: 6

We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 1

001 General Expense Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	785,783.69	785,783.69	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	870,332.64	870,332.64	0.00	100.0%
311 Property Tax	486,702.34	10,368.82	476,333.52	2.1%
313 Sales Tax	245,000.00	62,429.43	182,570.57	25.5%
316 Utility Tax	35,500.00	20,479.70	15,020.30	57.7%
317 Other Tax	16,000.00	12,740.07	3,259.93	79.6%
310 Taxes	783,202.34	106,018.02	677,184.32	13.5%
321 Licenses	2,900.00	846.67	2,053.33	29.2%
322 Permits	0.00	0.00	0.00	0.0%
320 Licenses & Permits	2,900.00	846.67	2,053.33	29.2%
330 Grants	261,000.00	0.00	261,000.00	0.0%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Tax	16,657.25	5,194.82	11,462.43	31.2%
330 Intergovernmental Revenues	288,657.25	5,194.82	283,462.43	1.8%
341 Other	126,000.00	3,040.90	122,959.10	2.4%
342 Fire District 2	32,700.00	9,262.35	23,437.65	28.3%
345 Planning	4,500.00	4,817.00	(317.00)	107.0%
346 Building	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	163,200.00	17,120.25	146,079.75	10.5%
350 Fines & Penalties	10,700.00	3,099.68	7,600.32	29.0%
360 Interest & Other Earnings	5,500.00	5,416.99	83.01	98.5%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	2,124,492.23	1,008,029.07	1,116,463.16	47.4%

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	4,767.97	17,232.03	21.7%
512 Judicial	61,200.00	13,210.83	47,989.17	21.6%
513 Executive	113,825.00	25,499.57	88,325.43	22.4%
514 Financial, Recording & Elections	114,450.00	24,242.94	90,207.06	21.2%
515 Legal Services	31,500.00	4,584.00	26,916.00	14.6%
517 Employee Benefit Programs	525.00	0.00	525.00	0.0%
518 Centralized Services	67,830.29	35,687.46	32,142.83	52.6%
521 Law Enforcement	194,205.87	48,659.77	145,546.10	25.1%
202 Fire Department	111,150.00	14,357.08	96,792.92	12.9%
203 Fire District 2	20,750.00	8,321.21	12,428.79	40.1%
522 Fire Control	131,900.00	22,678.29	109,221.71	17.2%
528 Dispatch Services	6,000.00	3,171.09	2,828.91	52.9%
551 Public Housing Services	250,000.00	0.00	250,000.00	0.0%
553 Conservation	300.00	458.60	(158.60)	152.9%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	0.00	(3.89)	3.89	0.0%

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 2

001 General Expense Fund Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
560 Planning	167,730.00	38,872.99	128,857.01	23.2%
570 Economic Development	13,890.00	0.00	13,890.00	0.0%
558 Planning & Community Devel	181,620.00	38,869.10	142,750.90	21.4%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	53.01	96.99	35.3%
573 Cultural & Community Activities	6,500.00	0.00	6,500.00	0.0%
576 Park Facilities	88,660.00	2,459.80	86,200.20	2.8%
580 Non Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	734,276.94	0.00	734,276.94	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	818,826.07	0.00	818,826.07	0.0%
Fund Expenditures:	2,124,492.23	224,342.43	1,900,149.80	10.6%
Fund Excess/(Deficit):	0.00	783,686.64		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 3

010 General Reserve Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	326,705.62	326,705.62	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	326,705.62		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 4

020 Fire Reserve Fund		Months: 01 To: 03			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,564,616.67	1,564,616.67	0.00	100.0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,589,616.67	1,564,616.67	25,000.00	98.4%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,589,616.67	0.00	1,589,616.67	0.0%	
Fund Expenditures:	1,589,616.67	0.00	1,589,616.67	0.0%	
Fund Excess/(Deficit):	0.00	1,564,616.67			

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 5

100 Street Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	310,691.94	310,691.94	0.00	100.0%
310 Taxes	275,000.00	74,365.16	200,634.84	27.0%
320 Licenses & Permits	600.00	100.00	500.00	16.7%
330 Intergovernmental Revenues	70,444.40	10,848.80	59,595.60	15.4%
360 Interest & Other Earnings	0.00	12.15	(12.15)	0.0%
397 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%
Fund Revenues:	686,736.34	396,018.05	290,718.29	57.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	289,700.00	68,699.35	221,000.65	23.7%
543 Streets Admin & Overhead	100,350.00	10,643.92	89,706.08	10.6%
544 Road & Street Operations	39,500.00	0.00	39,500.00	0.0%
566 Substance Abuse	0.00	0.00	0.00	0.0%
594 Capital Expenditures	199,000.00	4,536.03	194,463.97	2.3%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	58,186.34	0.00	58,186.34	0.0%
Fund Expenditures:	686,736.34	83,879.30	602,857.04	12.2%
Fund Excess/(Deficit):	0.00	312,138.75		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 6

103 Tourism Promo & Develop Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	616,600.17	616,600.17	0.00	100.0%
310 Taxes	300,000.00	50,625.15	249,374.85	16.9%
360 Interest & Other Earnings	0.00	3,922.76	(3,922.76)	0.0%
Fund Revenues:	916,600.17	671,148.08	245,452.09	73.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	368,100.00	40,255.02	327,844.98	10.9%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	318,500.17	0.00	318,500.17	0.0%
Fund Expenditures:	916,600.17	40,255.02	876,345.15	4.4%
Fund Excess/(Deficit):	0.00	630,893.06		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 7

105 Affordable Housing Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,215.61	1,215.61	0.00	100.0%
310 Taxes	15,000.00	931.14	14,068.86	6.2%
Fund Revenues:	16,215.61	2,146.75	14,068.86	13.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	16,215.61	0.00	16,215.61	0.0%
Fund Expenditures:	16,215.61	0.00	16,215.61	0.0%
Fund Excess/(Deficit):	0.00	2,146.75		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 8

300 Capital Improvement Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	107,273.57	0.00	100.0%
310 Taxes	20,000.00	10,896.32	9,103.68	54.5%
360 Interest & Other Earnings	0.00	307.11	(307.11)	0.0%
Fund Revenues:	127,273.57	118,477.00	8,796.57	93.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	73,700.00	0.00	73,700.00	0.0%
999 Ending Balance	53,573.57	0.00	53,573.57	0.0%
Fund Expenditures:	127,273.57	0.00	127,273.57	0.0%
Fund Excess/(Deficit):	0.00	118,477.00		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 9

309 Russell Ave		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(119.36)	(119.36)	0.00	100.0%
330 Intergovernmental Revenues	119.36	0.00	119.36	0.0%
Fund Revenues:	0.00	(119.36)	119.36	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	(119.36)		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 10

311 First Street		Months: 01 To: 03			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	(40,966.57)	(40,966.57)	0.00	100.0%	
330 Intergovernmental Revenues	616,366.57	0.00	616,366.57	0.0%	
397 Interfund Transfers	43,700.00	0.00	43,700.00	0.0%	
Fund Revenues:	619,100.00	(40,966.57)	660,066.57	6.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	619,100.00	10,410.93	608,689.07	1.7%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	619,100.00	10,410.93	608,689.07	1.7%	
Fund Excess/(Deficit):	0.00	(51,377.50)			

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 11

400 Water/Sewer Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	215,714.63	215,714.63	0.00	100.0%
401 Water	368,088.95	368,088.95	0.00	100.0%
402 Sewer	303,770.27	303,770.27	0.00	100.0%
308 Beginning Balances	887,573.85	887,573.85	0.00	100.0%
330 Intergovernmental Revenues	1,000.00	94,923.00	(93,923.00)	9492.3%
343 Water	647,100.00	160,119.00	486,981.00	24.7%
344 Sewer	906,200.00	253,548.82	652,651.18	28.0%
340 Charges For Goods & Services	1,553,300.00	413,667.82	1,139,632.18	26.6%
343 Water	46,674.00	51,619.00	(4,945.00)	110.6%
344 Sewer	56,532.00	37,383.00	19,149.00	66.1%
400 Water/Sewer	4,000.00	3,500.69	499.31	87.5%
360 Interest & Other Earnings	107,206.00	92,502.69	14,703.31	86.3%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	2,549,079.85	1,488,667.36	1,060,412.49	58.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	521,260.00	118,822.01	402,437.99	22.8%
535 Sewer	809,100.00	122,230.38	686,869.62	15.1%
534 Water	61,489.07	0.00	61,489.07	0.0%
535 Sewer	32,670.00	0.00	32,670.00	0.0%
591 Debt Service	94,159.07	0.00	94,159.07	0.0%
594 Capital Expenditures	109,500.00	410.02	109,089.98	0.4%
597 Interfund Transfers	121,779.00	1,450.00	120,329.00	1.2%
400 Water/Sewer	218,216.56	0.00	218,216.56	0.0%
401 Water	314,762.95	0.00	314,762.95	0.0%
402 Sewer	360,302.27	0.00	360,302.27	0.0%
999 Ending Balance	893,281.78	0.00	893,281.78	0.0%
Fund Expenditures:	2,549,079.85	242,912.41	2,306,167.44	9.5%
Fund Excess/(Deficit):	0.00	1,245,754.95		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 12

406 Wastewater Short Lived Asset Reserve Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	43,558.00	21,779.00	21,779.00	50.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	43,558.00	0.00	43,558.00	0.0%
Fund Expenditures:	43,558.00	0.00	43,558.00	0.0%
Fund Excess/(Deficit):	0.00	21,779.00		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 13

408 Wastewater Debt Reserve Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 14

410 Wastewater System Upgrades			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(57,601.53)	(57,601.53)	0.00	100.0%
330 Intergovernmental Revenues	1,733,656.00	5,400.00	1,728,256.00	0.3%
390 Other Financing Sources	833,414.00	64,008.53	769,405.47	7.7%
397 Interfund Transfers	100,000.00	1,450.00	98,550.00	1.5%
Fund Revenues:	2,609,468.47	13,257.00	2,596,211.47	0.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	2,609,468.47	64,018.53	2,545,449.94	2.5%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	2,609,468.47	64,018.53	2,545,449.94	2.5%
Fund Excess/(Deficit):	0.00	(50,761.53)		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 15

500 Equipment Service Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	190,947.57	190,947.57	0.00	100.0%
340 Charges For Goods & Services	150,000.00	29,189.40	120,810.60	19.5%
360 Interest & Other Earnings	0.00	130.37	(130.37)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	340,947.57	220,267.34	120,680.23	64.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	107,750.00	32,401.80	75,348.20	30.1%
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%
999 Ending Balance	188,197.57	0.00	188,197.57	0.0%
Fund Expenditures:	340,947.57	32,401.80	308,545.77	9.5%
Fund Excess/(Deficit):	0.00	187,865.54		

2021 BUDGET POSITION

City Of Stevenson

Time: 11:21:46 Date: 04/09/2021

Page: 16

630 Stevenson Municipal Court		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	1,626.81	(1,626.81)	0.0%
Fund Revenues:	0.00	1,626.81	(1,626.81)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	1,626.81	(1,626.81)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	1,626.81	(1,626.81)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2021 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 03

Time: 11:21:46 Date: 04/09/2021

Page: 17

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,124,492.23	1,008,029.07	47.4%	2,124,492.23	224,342.43	11%
010 General Reserve Fund	326,705.62	326,705.62	100.0%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,589,616.67	1,564,616.67	98.4%	1,589,616.67	0.00	0%
100 Street Fund	686,736.34	396,018.05	57.7%	686,736.34	83,879.30	12%
103 Tourism Promo & Develop Fund	916,600.17	671,148.08	73.2%	916,600.17	40,255.02	4%
105 Affordable Housing Fund	16,215.61	2,146.75	13.2%	16,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	118,477.00	93.1%	127,273.57	0.00	0%
309 Russell Ave	0.00	-119.36	0.0%	0.00	0.00	0%
311 First Street	619,100.00	-40,966.57	-6.6%	619,100.00	10,410.93	2%
400 Water/Sewer Fund	2,549,079.85	1,488,667.36	58.4%	2,549,079.85	242,912.41	10%
406 Wastewater Short Lived Asset R€	43,558.00	21,779.00	50.0%	43,558.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	2,609,468.47	13,257.00	0.5%	2,609,468.47	64,018.53	2%
500 Equipment Service Fund	340,947.57	220,267.34	64.6%	340,947.57	32,401.80	10%
630 Stevenson Municipal Court	0.00	1,626.81	0.0%	0.00	1,626.81	0%
	<u>12,010,985.10</u>	<u>5,852,843.82</u>	<u>48.7%</u>	<u>12,010,985.10</u>	<u>699,847.23</u>	<u>5.8%</u>



City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Rob Farris, Fire Chief
RE: Fire Department Update – March 2021
Meeting Date: April 15th, 2021

Executive Summary:

Our firefighters are continuing to meet in-person for training. The response has been encouraging as we continue to prepare for the upcoming wildfire season.

Annual SCBA Flow Testing was completed on March 1st. There was a 6-month gap in usually testing schedule due to a vendor change at the MSA dealer level. Our new MSA vendor is LN Curtis and Sons out of the Seattle area.

Stevenson Fire is a member of the Mid-Columbia Fire Prevention Cooperative. The Cooperative is a group of fire agencies from throughout the Columbia River Gorge. The group concentrates on promoting fire prevention education to the public and local schools. Due to COVID, delivery of fire prevention education in the schools has been hampered. In response the Cooperative produced a video that was distributed to the area's 1st and 2nd grade classrooms. The video features firefighters several different agencies of the Gorge. There is heavy presence from Skamania County in the video

Video link: <https://youtu.be/OjDmSrM7-dA>

Cooperative Facebook Page: <https://www.facebook.com/midcolumbiafpc>

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pre-construction conference completed. Tentative Delivery of new apparatus has been moved out until April 2021 due to supply chain issues related to COVID-19
- *Gutter project for fire station:* Installation on April 14th

Drills/Training/Calls:

March Drills/Training – 57 hours

March Calls – 3 total

3 – Residential Fire Alarm

Action Needed: None



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: April 15, 2021

Overview of items staff has been working on over the past month not listed in the project updates:

Quiet Zone – The quiet zone authorization requires the city to affirm we are complying every 4 ½ to 5 years. The affirmation requires an updated traffic count for Russell Ave. A traffic count is taking place with the county and will last two weeks.

Committee/Regional Reports

Dog Mountain Shuttle – The Dog Mountain Shuttle will operate April 24th-June 13th and Memorial Day, May 31st. The reservation system is like last year with 100 tickets for each day being available starting March 31st. This year they will release an additional 100 tickets three days before each required day. There are only 70 available parking spots at the base and carpooling is encouraged. They have partnered with Columbia Area Transit and there will be a connection with the Gorge Express in Cascade Locks three times a day allowing people to travel to Dog Mountain car-free from Portland.

More information can be found on the county website -
<https://www.skamaniacounty.org/departments-offices/senior-services/dog-mountain-shuttle>.

Historic Highway – Sections of the Historic Columbia River Highway remain closed due to landslides. They will have a short-term fix to reopen in a couple weeks. The long-term fix needs to wait until the hillside dries out.

Multnomah Falls – Will begin using an advanced registration system and hire a full-time flagger at exit 31 to improve traffic flow and lessen the impact on public transportation.

Eagle Creek – The trail and parking lot are currently closed due to a landslide. They expect to award a contract soon to remove the debris. According to the lifecycle after a fire, years 3-7 see an increase in landslides with the roots of burned trees rotting and giving way. This is what is happening, and other areas can expect an increase in users as the trails remain closed.

Gifford Pinchot National Forest – Two popular areas will require advanced registration. They are Ape Cave, starting May 18th, and Lewis River Recreation Area, starting June 15th. More information can be found online at <https://www.fs.usda.gov/detail/giffordpinchot/news-events/?cid=FSEPRD899717> or <https://www.recreation.gov> .

Houseless Impact – The Bi-State recreation group is looking to see how to address the houseless population and their impact on the communities within the Gorge. While it is a broad issue, the summer months bring an increase in illegal camping and use within the recreation areas causing damage to the environment and impacting tourism.

MCEDD – The annual Comprehensive Economic Development Strategy project ranking from the Mid-Columbia Economic Development District (MCEDD) is attached. The Stevenson wastewater project is listed as the number two item for the region. Information regarding the number 1 ranked item, the Goldendale Pumped Storage Hydro, is also attached.

Action Needed:

None.



RECEIVED

APR 05 2021

BY: _____

April 1, 2021

Leana Kinley
PO Box 371
Stevenson, WA 98648

Dear Leana,

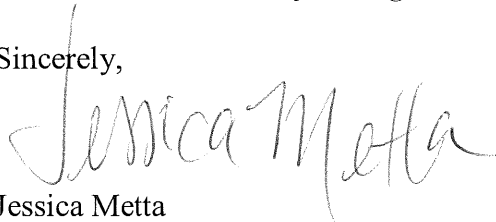
I am pleased to present the 2021 Mid-Columbia Economic Development District (MCEDD) Comprehensive Economic Development Strategy (CEDS) project ranking, which includes your project(s). The MCEDD Board met in March to finalize prioritization of regional projects based on lists submitted through county economic developers.

The MCEDD Board and staff reviewed all the information you provided and prioritized the list based on the project's economic impact, regional impact, readiness to proceed, need for the project, level of local funding available and level of local capacity. The list of top ten priorities for both Oregon and Washington are enclosed with this letter. In addition, the Board voted to include all projects listed on the county priority lists in the CEDS update.

A full project list, including your submission(s), will therefore be incorporated into the 2021 Comprehensive Economic Development Strategy which can be cited to show local support when seeking grants and loans.

Thank you again for participating in this process. If you have any questions about the Comprehensive Economic Development Strategy or project ranking you are welcome to contact me at 541-296-2266 or jessica@mcedd.org.

Sincerely,



Jessica Metta
Executive Director

2021 Regional Priority Rank (Washington)

<i>Rank</i>	<i>Sponsor</i>	<i>Project</i>	<i>Reasoning</i>
1	Klickitat County	<p><u>Goldendale Pumped Storage Hydro</u> Project is a proposed \$2 billion pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of services to the grid to support reliability and resilience in addition to specifically balancing variable wind generation. They have submitted documents to FERC and WA Dept. of Ecology for the project’s license.</p>	Key industry sector impact and potential to open huge economic development opportunities regionally. Adds resiliency to the region.
2	City of Stevenson	<p><u>Stevenson Wastewater System – Public Infrastructure</u> The City of Stevenson is in need of a wastewater treatment plant upgrade to address the administrative order they are under due to processing more than their current system capacity. The public portion of the project is to bring the treatment plant into compliance and to allow for future growth, upgrade the collection system to reduce inflow and infiltration, and better manage the increased capacity. The City has drafted a final design for the treatment plant and collection system. They have received EDA supplemental disaster funding, a USDA RD loan to cover the matching costs to the EDA grant and have an application in to the Dept. of Ecology for financing the construction of the treatment plant. Collection system construction will begin Spring 2021 and the treatment plant will begin in 2022. Construction on the plant and collection system will continue through 2023.</p>	Addresses key business needs and industry sector and infrastructure. Adds resiliency to the region.
3	Port of Skamania	<p><u>Cascade Business Park Integrated Planning</u> Cascades Business Park is one of the few large remaining industrial sites in the Columbia River Gorge NSA within a one-hour drive of Portland. An integrated planning process would help prepare the 42-acre industrial/business park for development. The project would include an environmental site assessment, remedial investigation, feasibility study, site planning, and community involvement. The Port will be submitting an Integrated Planning Grant application with Dept. of Ecology in January 2021 to fund the project.</p>	Opens development in an otherwise severely land-constrained county.
4	Port of Klickitat	<p><u>Dallesport Industrial Park -DIP Lot 39 Development</u> Port of Klickitat is seeking funds to complete additional light industrial buildings. They are underway with one of five buildings proposed for the future development of Lot 39 in Dallesport.</p>	Addresses opportunities for key industry sectors, creates the “curb appeal” to encourage development in a more economically distressed area.

5	City of White Salmon	<p><u>Buck Creek Water System</u> Replace 7 miles of 14-inch water line that supplies water from Buck Creek to the City of White Salmon. The line is old and needs replacement as soon as possible as it would likely collapse in an earthquake, leaving the City without water until it could be repaired. This facility also supports the City of Bingen.</p>	<p>Primary city water source. Addresses key infrastructure needs. Adds resiliency to the region.</p>
6	Columbia Gorge Regional Airport	<p><u>Aviation Maintenance Training Facility</u> Project would include construction of a multi-use flex space and utilities expansion in airport business park. Columbia Gorge Community College would serve as a tenant for the flex-space to implement their proposed aviation mechanic training program.</p>	<p>Addresses opportunities for key industry sectors and encourages/spurs development in a more economically distressed area</p>
7	City of North Bonneville	<p><u>City of North Bonneville Lift Station Replacement</u> The City's lift station #3, built in 1976, experienced issues in Fall 2017 and continues to need constant maintenance and patching to function without the funds for complete replacement. Lift station #4 is also in need of upgrades, but priority is on #3.</p>	<p>Support for primary infrastructure in an economically distressed community. Adds resiliency to the region.</p>
8	City of Goldendale	<p><u>City of Goldendale Wastewater Treatment Plant Improvements</u> Project includes grit removal, solids handling system, aeration system and process configuration system improvements.</p>	<p>Addresses key business, industry sector, and infrastructure needs</p>
9	Port of Klickitat	<p><u>Bingen Point Business Park</u> Task 1: BPBP Improvement Bring up to 5 acres to shovel ready condition Task 2: Flex Building Construction of a 15,000 sq. ft. flex building Task 3: Maple Street Improvements Construct street and public utility improvements for targeted properties</p>	<p>Addresses opportunities for key industry sectors</p>
10	Klickitat and Skamania Counties	<p><u>Broadband- Klickitat and Skamania</u> Stevenson and Goldendale have ongoing Broadband planning efforts and Skamania PUD has been awarded funds to support a feasibility study for a fiber based network in the County. A variety of strategies for improving broadband access and utilization are identified from regulatory changes to investments in infrastructure. Klickitat and Skamania Counties and their communities are seeking support for implementation of these strategies to address this critical infrastructure need.</p>	<p>Primary CEDS focus area. Important to expand opportunities regionally. Adds resiliency to the region.</p>

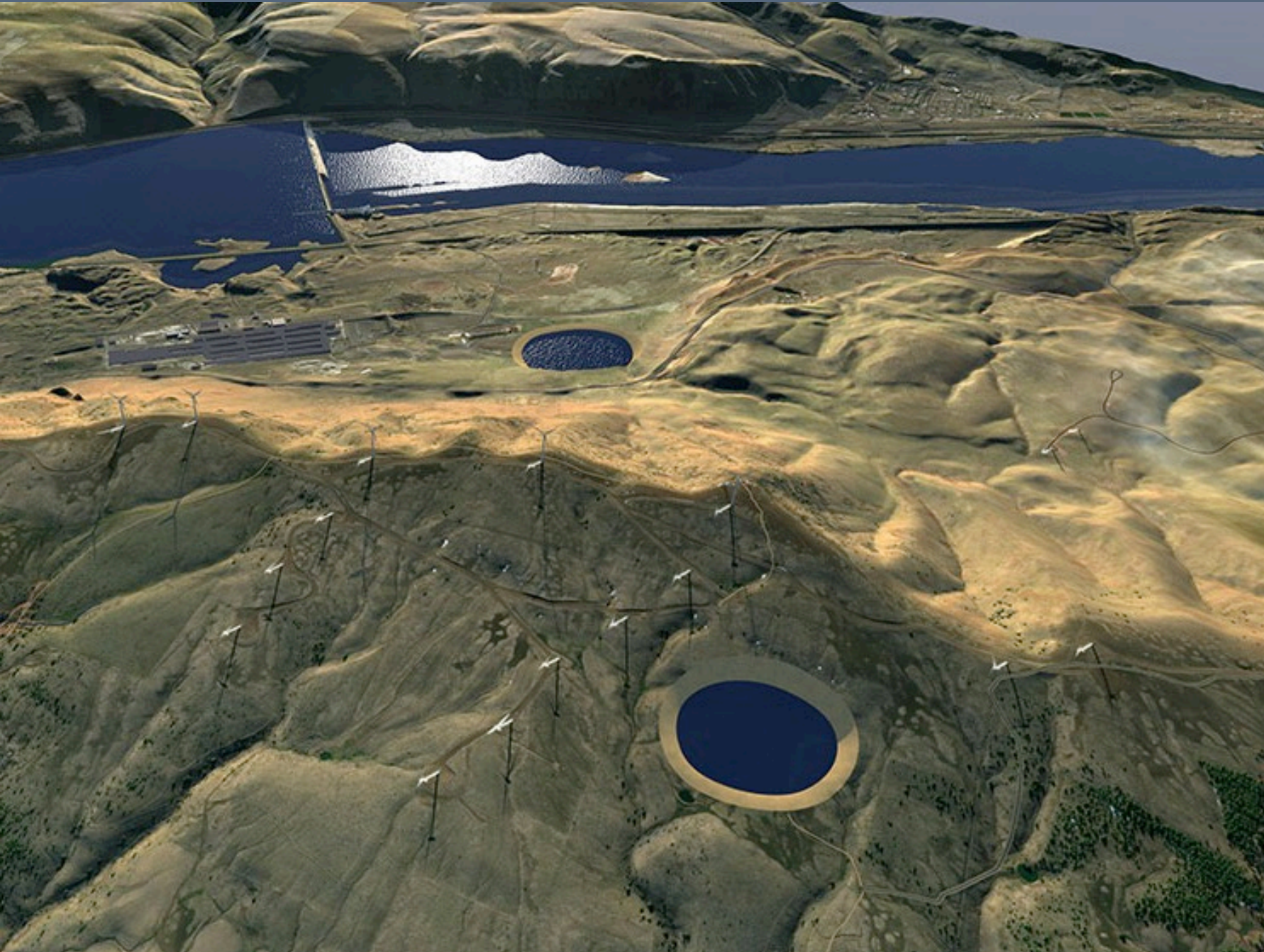
2021 Regional Priority Rank (Oregon)

<i>Rank</i>	<i>Sponsor(s)</i>	<i>Project</i>	<i>Reasoning</i>
1	Ports of Hood River and Klickitat, Klickitat County, Cities of Bingen & White Salmon	<p><u>Hood River-White Salmon Interstate Bridge Replacement</u> The existing bridge is nearly 90 years old, structurally obsolete and seismically deficient. A new bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in WA, and Hood River in OR.</p>	Core transportation connection. Resilience issue. Impact to key industry sectors
2	Hood River, Sherman and Wasco Counties	<p><u>Housing</u> Hood River: Development of the 780 Rand Road Housing Development project for affordable housing as well as additional land acquisition for affordable and attainable housing development in the City of Hood River and Hood River Co. Sherman: Sherman County has created incentives to encourage the construction of new rental housing and the rehabilitation of existing housing. The County continues to look for creative ideas that would solve the housing issues and is exploring additional investment in this area. Wasco: Challenges in access and affordability for residents and potential employees have hindered businesses' ability to grow. Better understanding this need and opportunities to address it will impact access to a robust workforce moving forward.</p>	Addressing housing constraints is the #1 overall strategy for the CEDS
3	City of The Dalles	<p><u>Dog River Pipeline Upgrade</u> The existing Dog River pipeline, which currently transports over 50% of the City's annual water supply, was constructed in the early 20th century. The City plans to replace it with a new 24-inch diameter ductile iron pipeline to supply future municipal water demands. The City has completed the permitting process for the project with the Forest Service and is beginning final engineering for the project. The City is still seeking the last pieces of the funding package.</p>	Would address deteriorating infrastructure serving the region's largest city. Supports housing, key industry sectors and water infrastructure. Adds resiliency to the region.
4	Sherman and Wasco Counties	<p><u>Broadband</u> Cascades East Interconnection Colocation Facility: In the Northwest, major colocation facilities are in areas threatened by the Cascadia Subduction earthquake. Q-life is developing a carrier neutral internet exchange where providers and emergency communications networks can meet in The Dalles and access scalable communication paths. The space for this facility would be collocated with the 911 Dispatch Center and Emergency Operations Center to also support enhanced emergency communications. Sherman: Sherman County and its four cities have invested in robust connectivity within each community as well as improvements to their wireless system that serves outlying areas. The County has installed four solar-powered trailers that can pick up the signal from wireless towers and redirect to those not in the direct line of towers. They would like to expand on this project.</p>	Broadband is a key infrastructure need outlined in the CEDS. Regional in nature. Adds resiliency to the region.

5	City of Hood River	<p><u>Hood River Elevated Sewer Line</u> The existing elevated sewer main on the south side of Interstate 84 is very old, exposed and there is no means to divert or stop the flow if there is a break on the main, with potentially catastrophic environmental costs. This project will install a lift station and re-route the sewer line.</p>	Addresses key business needs and industry sector and infrastructure. Adds resiliency to the region.
6	Port of Hood River	<p><u>Hood River Lot 1</u> Lot 1 is the largest remaining light industrial property in the City of Hood River. A significant infrastructure investment- specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development to meet long-term job creation and economic development goals of the community.</p>	Addresses opportunities for key industry sectors
7	Cities of Moro, Rufus, Wasco	<p><u>Backup Power/ Emergency Generator Purchase and Integration for Primary Municipal Wells</u> The Cities of Moro, Rufus and Wasco have identified the need to install a 3-phase emergency backup generator for their primary municipal wells. This would ensure clean/adequate water supplies for sanitation and fire suppression efforts during a grid down scenario. This would help to mitigate the hazards associated with power outages such as with wildfire.</p>	Safety/security/resilience
8	Wasco County Soil and Water Conservation District	<p><u>Fifteenmile Water Below Ground Storage Pilot Project</u> Low stream flow is identified as a primary limiting factor in the Fifteenmile watershed, impacting protected species, agricultural producers, and the City of Dufur's water sources. The proposed pilot project would address two key uncertainties for determining the feasibility of a subsurface storage project to store water during high flow times and provide a more stable and ecologically beneficial water supply. The total cost of the full project if the pilot proves successful would be approximately \$1.5 million. The pilot portion could be completed if the submitted grant applications are funded.</p>	Addresses key industry sector and infrastructure needs
9	Port of Cascade Locks	<p><u>Bridge of the Gods Maintenance</u> Maintenance of the Bridge of the Gods and improvements to include a WaNaPa and Toll Booth Road intersection traffic circle or signalized intersection. The Port is also looking to design / construct a Pacific Crest Trail link across the river adjacent to the Bridge.</p>	Core transportation mechanism. Support for economically distressed community.
10	Sherman Health District	<p><u>Clinic Expansion/ Backup Generator</u> The Sherman Health District is researching expanding services be able to provide more healthcare services such as x-rays, physical therapy, dentistry, and integrated behavioral health. To accommodate, the Clinic would require more space and/or upgraded facilities. They would also like to upgrade the emergency generator currently onsite to be able to provide backup power to more key equipment.</p>	Addresses key business, industry sector, and resilience needs; opportunity for job creation.

— Goldendale — Energy Storage

A community-driven approach to a carbon-free and equitable power grid



Introduction

Erik Steimle
V.P. of Project Development
Rye Development, LLC

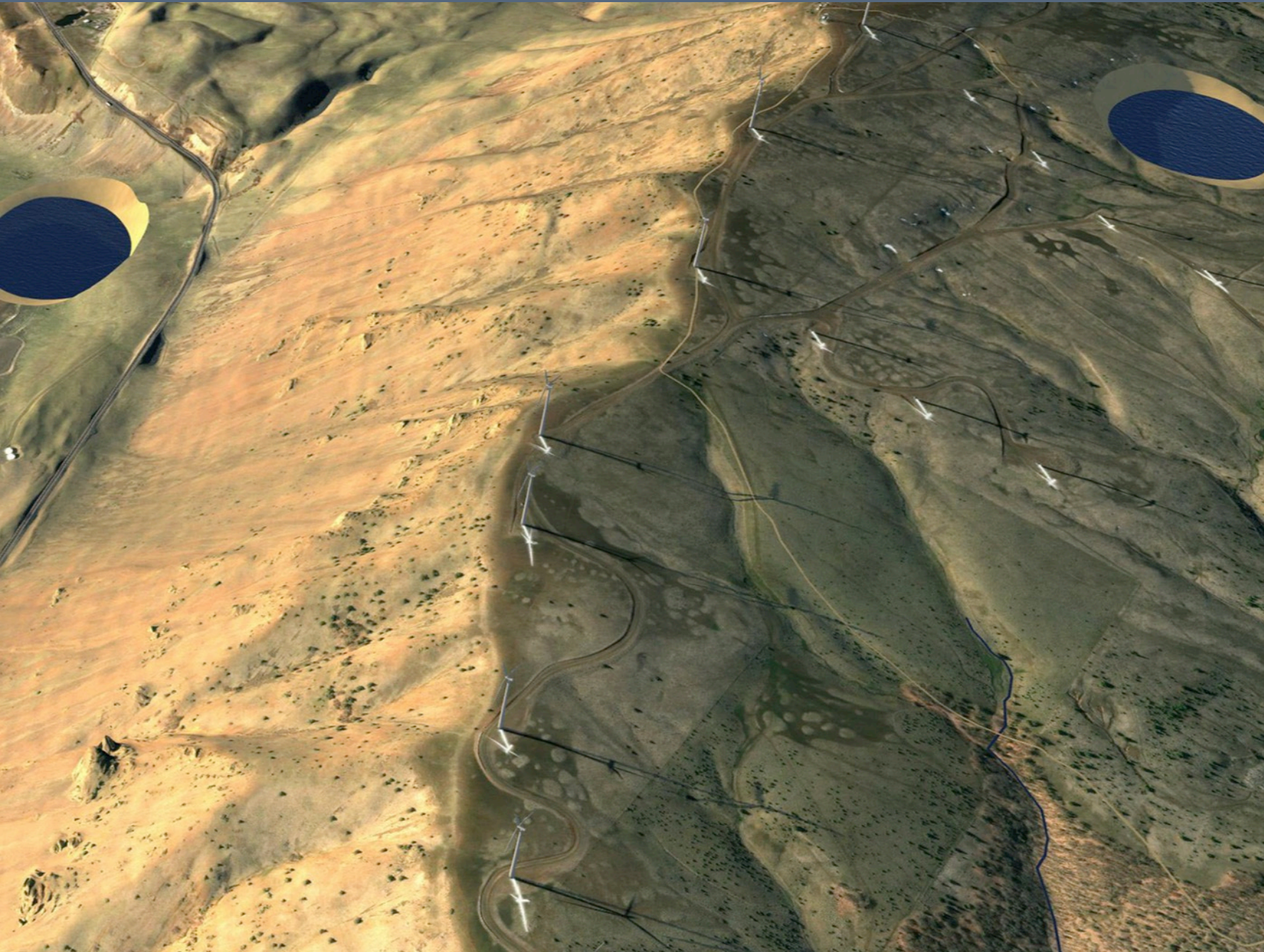
Two Projects in Development:

- Swan Lake – 394 MW
- Goldendale – 1,200 MW

Goldendale Energy Storage Project

- What is the project?
- What is pumped hydro storage?
- Why is storage critical for the modern electricity grid?
- What does the Goldendale Energy Storage project mean for the region?
- Q&A





Project Overview

Project Owner:

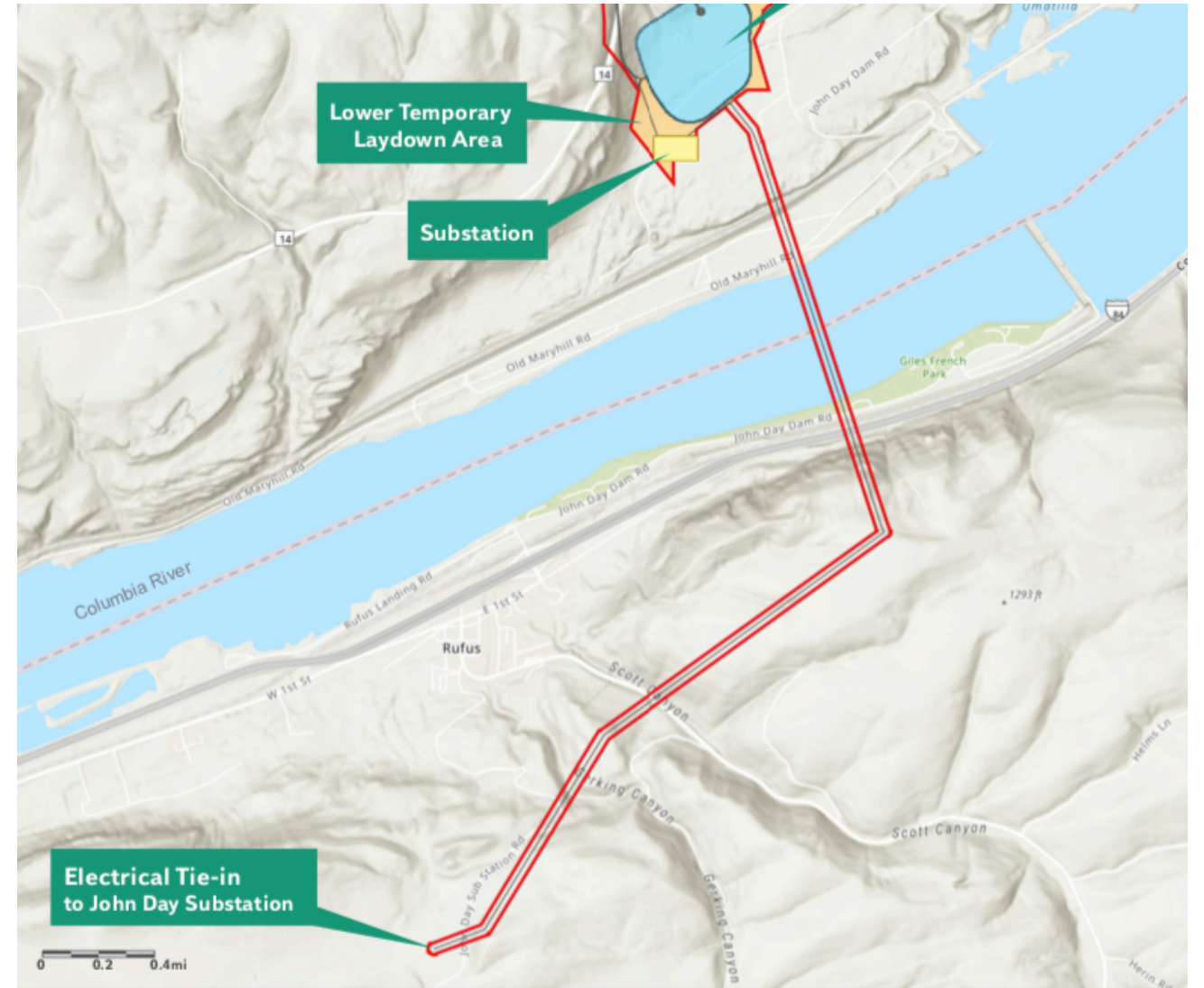
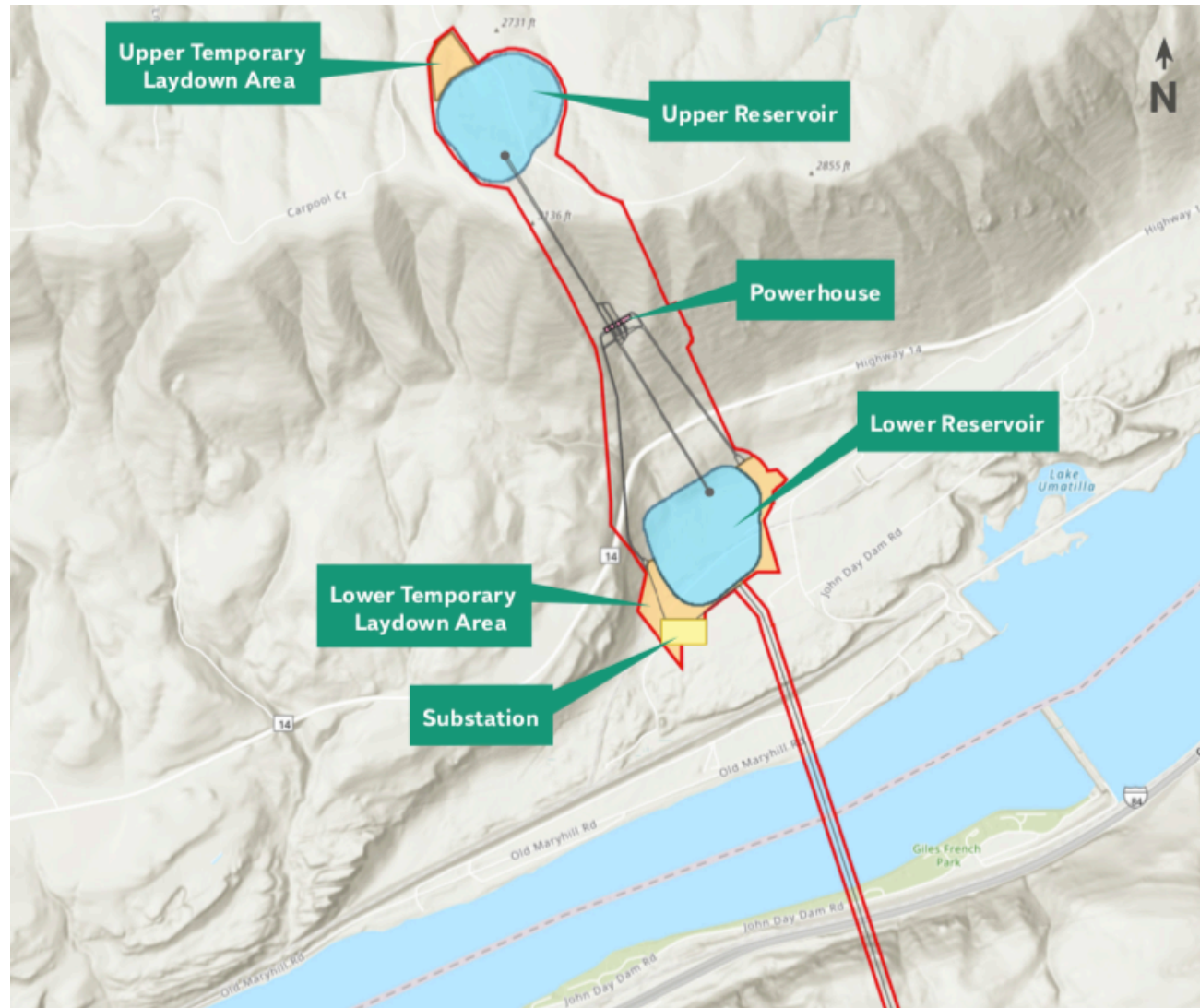
Copenhagen Infrastructure Partners

Developer:

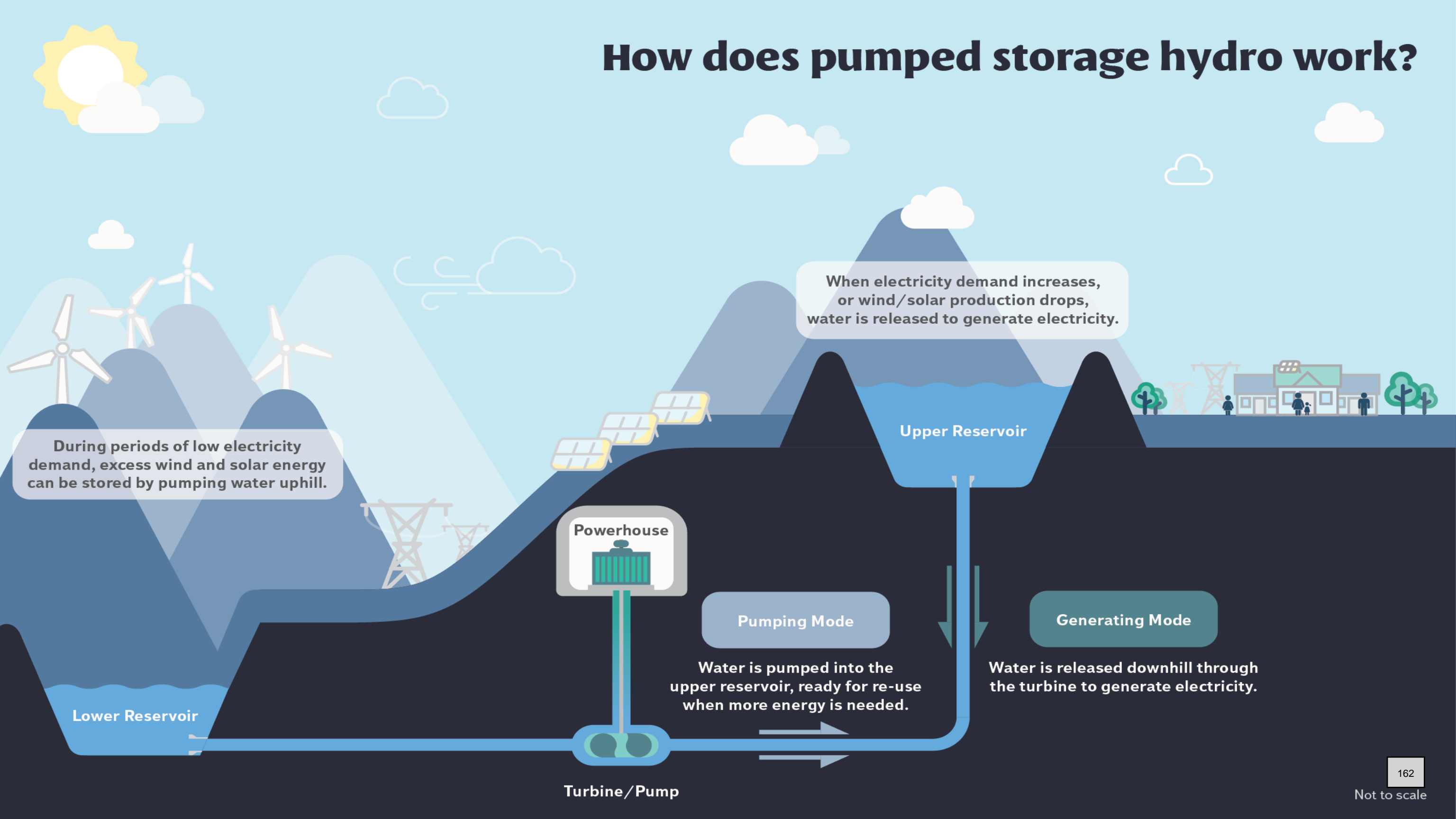
Rye Development, LLC

- Closed-loop pumped hydro storage
- Energy Overlay Zone, Klickitat County
- Generating 1,200 MW clean electricity
- Providing storage for the region's abundant wind and solar power

Project Location



How does pumped storage hydro work?



Meeting clean energy and climate goals

Washington

100% renewable energy by 2050 mandate

Oregon

50% renewable energy by 2040 goal,
potential for 100% commitment in the near
future

California

100% renewable energy by 2040 mandate





Fueling the local economy

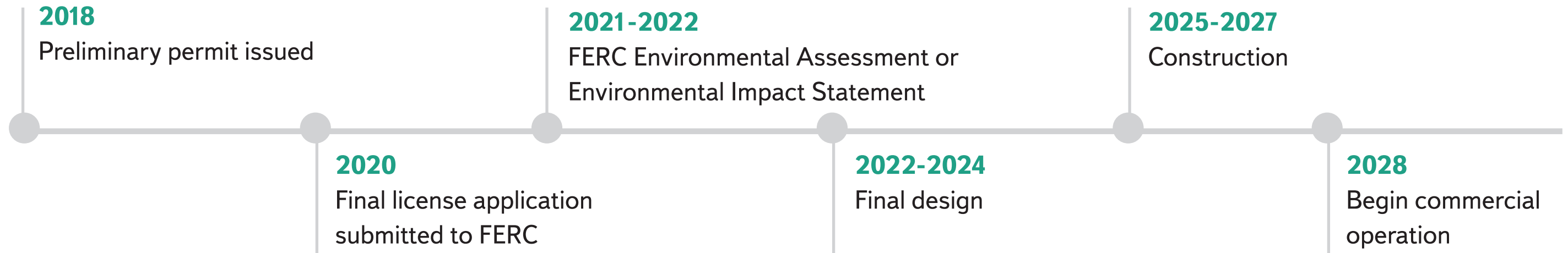
- \$2+ billion project
- More than 3,000 family-wage jobs during construction, and another 60 permanent jobs
- Number One Washington project in Mid-Columbia Economic Development District's economic development strategy

Minimizing environmental impact

- Revitalizes a former brownfield site into a clean energy resource
- Helps us reduce our emissions and dependence of fossil fuels
- “Closed-loop” systems do not involve construction of a new dam on a river.
- Lower investment in transmission infrastructure compared to other clean energy options



Timeline



Stay up to date. Sign up for our newsletter at:

www.goldendaleenergystorage.com



Thank You

Erik Steimle

V.P. of Project Development

Rye Development, LLC

830 NE Holladay St., Portland, OR 97232

t: 503.998.0230

erik@ryedevelopment.com

CHECK REGISTER

City Of Stevenson

Time: 16:29:30 Date: 04/13/2021

03/19/2021 To: 04/15/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
850	04/15/2021	Claims	1	EFT	Department of Retirement Systems	25.00	2020 - Old Age & Survivors Insurance
851	04/15/2021	Claims	1	EFT	Department of Revenue	5,723.74	March 2021 Taxes
852	04/15/2021	Claims	1	EFT	Kenneth B Woodrich PC	1,878.00	March Services
853	04/15/2021	Claims	1	15064	A&J Select	58.11	March 2021 Statement
854	04/15/2021	Claims	1	15065	Aramark Uniform Services	259.71	3 System Parka for Karl; March 2021 Statement
855	04/15/2021	Claims	1	15066	BSK Associates	1,811.25	March 2021 Statement; March 2021 WTP Statement
856	04/15/2021	Claims	1	15067	Barbara Hylton	309.10	Reimbursement for Services Performed by CCP LLC to Unblock Sewer Main
857	04/15/2021	Claims	1	15068	CenturyLink	195.93	April 2021 Fire Station Phone Services; April 2021 Kanaka Cr Tr Station Phone Services; April 2021 WWTP Phone Services
858	04/15/2021	Claims	1	15069	Centurylink Comm Inc	47.45	March 2021 Long Distance
859	04/15/2021	Claims	1	15070	City of Stevenson	2,513.56	City Hall-March 2021 Statement; Fire Department-March 2021 Statement; Drinking Fountain-March 2021 Statement; East End Irrigation-March 2021 Statement; Grange Hall Irrigation-March 2021 Statement; Roc
860	04/15/2021	Claims	1	15071	Columbia Cascade Housing Corporation	86,162.18	Home Rehab Loan Program Draw #4
861	04/15/2021	Claims	1	15072	Columbia Hardware, Inc.	760.04	March 2021 Statement
862	04/15/2021	Claims	1	15073	Columbia River Disposal	199.24	March 2021 Statement
863	04/15/2021	Claims	1	15074	Consolidated Supply Co.	564.82	1 7/8" Drill Bit for Ductile Iron
864	04/15/2021	Claims	1	15075	Correct Equipment	1,908.44	Water Meters
865	04/15/2021	Claims	1	15076	DeVaul Publishing	346.45	RFP ad for City Wide Traffic Study; RFP ad for City Wide Traffic Study; RFP ad for City Wide Traffic Study; Legal Ad-2021 Budget Amendment; Legal Ad-Notice of Special Meeting; Legal Ad-C1 District Par
866	04/15/2021	Claims	1	15077	Department of Enterprise Services	36,500.00	DES Project Management
867	04/15/2021	Claims	1	15078	Gorge Networks Inc	95.82	March 2021 WTP Broadband
868	04/15/2021	Claims	1	15079	Grayling Engineers	5,550.00	Corrosion Control Recommendation Report
869	04/15/2021	Claims	1	15080	Gregory Scott Cheney	352.50	March 2021 Indigent Defense
870	04/15/2021	Claims	1	15081	HD Fowler Company	698.68	Municipex Pipe/Wire/Stiffener
871	04/15/2021	Claims	1	15082	Hood River Sand & Gravel, Inc	2,816.00	Ecology Blocks
872	04/15/2021	Claims	1	15083	L.N. Curtis & Sons	67.79	6# Axe for Fire Department
873	04/15/2021	Claims	1	15084	LaCamas Gutters	1,470.11	Gutters for Fire Hall/First Street Shop
874	04/15/2021	Claims	1	15085	Les Schwab Tire Center	128.16	Tire for Jon's Truck
875	04/15/2021	Claims	1	15086	NAPA Auto Parts	474.07	March 2021 Statement
876	04/15/2021	Claims	1	15087	Northern Safety Co., Inc.	437.93	Safety Supplies
877	04/15/2021	Claims	1	15088	Office of State Treasurer - Cash Mgmt Di	1,583.77	April 2021 Remittance
878	04/15/2021	Claims	1	15089	PUD No 1 of Skamania County	5,426.32	30 SE Cascade Avenue-March 2021 Statement; First Street Fire Hall-March 2021 Statement; City Hall-March 2021 Statement; Hwy 14 & Frank Johns-March 2021 Statement; Walnut Park-March 2021 Statment; Secon
879	04/15/2021	Claims	1	15090	Petty Cash	392.80	March 2021 Statement

CHECK REGISTER

City Of Stevenson

Time: 16:29:30 Date: 04/13/2021

03/19/2021 To: 04/15/2021

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
880	04/15/2021	Claims	1	15091	QCL, Inc.	74.00	Random Drug Test - Karl
881	04/15/2021	Claims	1	15092	RADCOMP Computers Inc	426.49	April 2021 IT Services
882	04/15/2021	Claims	1	15093	Sea-Western Inc	454.60	Boots for Karl; Helmet Stickers
883	04/15/2021	Claims	1	15094	Skamania County Chamber of Commerce	10,917.81	March 2021 Statement
884	04/15/2021	Claims	1	15095	Skamania County Community Events & Recre	26.93	Meeting Room for Council Strategic Retreat
885	04/15/2021	Claims	1	15096	Skamania County Probation	1,283.00	March 2021 Probation Costs
886	04/15/2021	Claims	1	15097	Skamania County Prosecutor	1,333.00	April 2021 Remittance
887	04/15/2021	Claims	1	15098	Skamania County Treasurer	16,516.38	April 2021 Remittance; April 2021 Remittance
888	04/15/2021	Claims	1	15099	Solutions Yes, LLC	38.24	Copy Paper
889	04/15/2021	Claims	1	15100	Tribeca Transport LLC	5,948.58	Transport Sludge to Hood River
890	04/15/2021	Claims	1	15101	US Bank Safekeeping	30.00	Fiduciary Fees-March
891	04/15/2021	Claims	1	15102	US Bank	3,502.96	March 2021 Card #1 Credit Card Statement; March 2021 Card #2 Credit Card Statement
892	04/15/2021	Claims	1	15103	Verizon Wireless	80.94	March 2021 Cell Phone charges
893	04/15/2021	Claims	1	15104	WEX Bank	1,632.26	March 2021 Statement
894	04/15/2021	Claims	1	15105	Wallis Engineering, PLLC	68.80	Stevenson General Engineering Services
895	04/15/2021	Claims	1	15106	Walter E. Nelson, CO	389.42	Trash Can Liners
896	04/15/2021	Claims	1	15107	Wapiti Aerial Service Inc	350.00	Bucket Truck Inspection
897	04/15/2021	Claims	1	15108	Waste Connections Vancouver District 2	9.72	Shredder Cart
898	04/15/2021	Claims	1	15109	Wave Broadband	224.95	April 2021 WWTP Internet; April 2021 City Hall Internet Services
						111,832.33	
001 General Expense Fund						111,832.33	
100 Street Fund						4,461.75	
103 Tourism Promo & Develop Fund						10,939.13	
400 Water/Sewer Fund						68,718.59	
500 Equipment Service Fund						4,497.26	
630 Stevenson Municipal Court						1,615.99	
						<u>202,065.05</u>	
						Claims:	202,065.05

CHECK REGISTER

City Of Stevenson

Time: 16:29:30 Date: 04/13/2021

03/19/2021 To: 04/15/2021

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)