

SELAH CITY COUNCIL

5:30pm April 26, 2016



*Selah City Council
Regular Meeting
Tuesday, April 26, 2016
5:30pm
City Council Chambers*

Mayor:
Mayor Pro Tem:
Council Members:

Sherry Raymond
John Tierney
Paul Overby
Roy Sample
Laura Ritchie
Roger Bell
Russell Carlson
Diane Underwood

CITY OF SELAH
115 West Naches Avenue
Selah, Washington 98942

City Administrator:
City Attorney:
Clerk/Treasurer:

Don Wayman
Bob Noe
Dale Novobielski

AGENDA

- A. Call to Order –Mayor Raymond
- B. Roll Call
- C. Councilmember Absence – Motion to Excuse
- D. Pledge of Allegiance
- E. Invocation
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations
 - 1. Yakima Basin Integrated Plan PowerPoint presentation –Mike Leita, Yakima County Commissioner, and Nicole Pasi, Conservation Outreach Associate
- H. Getting To Know Our Businesses
 - 1. Tammy Bonson, Selah Gym Kids
- I. Communications
 - 1. Oral

This is a public meeting. If you wish to address the Council concerning any matter that is not on the agenda, you may do so now. Please come forward to the podium, stating your name for the record. The Mayor reserves the right to place a time limit on each person asking to be heard.

2. Written

- J. Proclamations/Announcements
Mayor Raymond 1. Selah Downtown Association City Clean-Up Day May 14, 2016

K. Consent Agenda

All items listed with an asterisk (*) are considered routine by the City Council and will be enacted by one motion, without discussion. Should any Council Member request that any item of the Consent Agenda be considered separately, that item will be removed from the Consent Agenda and become a part of the regular Agenda.

- Monica Lake * 1. Approval of Minutes: April 12, 2016 Study Session & Council Meeting
- Dale N. * 2. Approval of Claims & Payroll

- L. Public Hearings **None**

M. General Business

1. New Business

None

Joe Henne a. Proposal to obtain funds through the Congestion Mitigation Air Quality Improvement Program (CMAQ) for New Parking Lot Improvements including Sidewalks at the Selah Civic Center

Joe Henne b. City of Selah - Six Year Transportation Improvement Program (TIP) for the years 2017 to 2022

2. Old Business

None

N. Resolutions

Harmit Bedi 1. Resolution Approving the Preliminary Plat of "Orchard View Estates" Phases 2,3,4, and 5 (912.61.15-03) and Adopting Findings and Recommendation of Hearing Examiner

Don Wayman 2. Resolution Authorizing the Mayor to Sign an Agreement with Buxton for Retail Recruitment Solution Services

Don Wayman 3. Resolution authorizing the Mayor to sign an Amended Agreement for Legal Services with Kenyon Disend, PLLC

O. Ordinances

Harmit Bedi 1. Ordinance of the City of Selah, Washington, adding a new Selah Municipal Code Chapter 10.24 Relating to Planned Development; Creating a Planned Development (PD) Overlay Zone; Establishing Development Regulations for Planned Development Overlay Zones; Providing for Severability; and Establishing an Effective Date

P. Public Appearances

Q. Reports/Announcements

- 1. Departments
2. Council Members
3. City Administrator
4. Boards
5. Mayor

R. Executive Session

None

S. Adjournment

Next Study Session May 10, 2016
Next Regular Meeting May 10, 2016

Each item on the Council Agenda is covered by an Agenda Item Sheet (AIS)
A yellow AIS indicates an action item.
A blue AIS indicates an information/non-action item.



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING INFORMATIONAL ITEM

4/26/2016 J – 1

Title: Selah Downtown Association City Clean-Up Day May 14, 2016

Thru: Donald Wayman, City Administrator

From: Sherry Raymond, Mayor

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

N/A

Background / Findings & Facts:

The Selah Downtown Association desires to promote city beautification by designating a clean-up day for citizens

Recommended Motion:

N/A

**CITY OF SELAH, WASHINGTON
PROCLAMATION**

Selah Downtown Association City Clean-up Day

May 14, 2016

WHEREAS, the presence of litter on city streets and sidewalks detracts from the appearance of the community and reduces quality of life; and

WHEREAS, the City of Selah recognizes the importance of reducing and removing litter from public spaces and encourages city residents and organizations to support and participate in efforts to beautify the downtown and wider community; and

WHEREAS, Selah Downtown Association seeks to advance its mission to develop and promote downtown Selah as the community's social, cultural and economic center; and

WHEREAS, the organization has planned a clean-up day to promote city beautification by removing litter from downtown streets, sidewalks and other public spaces, and is encouraging the involvement of community volunteers and other organizations; and

WHEREAS, recognition by the City and an expression of support is crucial for the success of the planned clean-up day.

NOW, THEREFORE, I, Sherry Raymond, Mayor of the City of Selah, do hereby proclaim May 14, 2016 as "Selah Downtown Association City Clean-up Day," and I encourage all city residents, groups and organizations, and volunteers from across the community to support Selah Downtown Association in their efforts to clean-up our downtown.

Sherry Raymond, Mayor



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

4/26/2016

K – 1

Title: Approval of Minutes: April 12, 2016 Study Session & Council Meeting

Thru: Donald Wayman, City Administrator

From: Monica Lake, Executive Assistant

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: N/A

Funding Source: N/A

Staff Recommendation:

Approval of Minutes

Background / Findings & Facts:

See Minutes for details

Recommended Motion:

Motion to approve the Consent Agenda as read. (This item is part of the Consent Agenda)

Study Session Minutes
Selah City Council
April 12, 2016
3:00pm

Mayor Raymond opened the Study Session.

City Administrator Wayman introduced Jacob Davis, Director of Sales for the Buxton Company.

Mr. Davis handed out folders to the Mayor and Council regarding his company and their proposal for Selah, then gave a PowerPoint presentation, speaking about taking a look at Selah and seeing what people are looking for within the community. A question and answer session followed.

The Study Session ended at 4:00pm.

City of Selah
Council Minutes
April 12, 2016

Regular Meeting
Selah Council Chambers
115 West Naches Avenue
Selah, WA 98942

A. Call to Order Mayor Raymond called the meeting to order at 4:00pm.

B. Roll Call

Members Present: Paul Overby; John Tierney; Roy Sample; Laura Ritchie; Roger Bell;
Russell Carlson; Diane Underwood

Members Excused:

Staff Present: Don Wayman, City Administrator; Bob Noe, City Attorney; Gary Hanna,
Fire Chief; Jim Lange, Deputy Fire Chief; Rick Hayes, Police Chief; Joe
Henne, Public Works Director; Ty Jones, Public Works Utility Supervisor;
Harmit Bedi, City Planner; Dale Novobielski, Clerk/Treasurer; Dave
Mullen, Recreation Manager; Bree Tait, Civic Center Manager; Andrew
Potter, Human Resources Manager; Monica Lake, Executive Assistant

C. Pledge of Allegiance

Council Member Tierney led the Pledge of Allegiance. Pastor Mark Griesse gave the prayer.

D. Agenda Changes

1. Add to Agenda: E – 1: John Baranowski, Chairman, Selah Parks Board

E. Public Appearances/Introductions/ Presentations

1. John Baranowski, Chairman, Selah Parks Board

John Baranowski approached the podium and addressed the Council. He introduced himself, saying that he is the current chairman of the Selah Parks Board, a five person voting board per City Ordinance, whose two functions are to approve the preliminary budget for Parks, and to approve fees for the Recreation programs. He added that they also do a lot of advisory work. The board is comprised of community people interested in parks and recreation activities, who are advocates for the parks and informational outlets for the community.

F. Getting To Know Our Businesses **None**

G. Communications

1. Oral

Mayor Raymond opened the meeting. Seeing no one else rise to speak, she then closed the meeting.

2. Written

- a. March 2016 Monthly Report for Building Permits and Inspections, and Code Enforcement

H. Proclamations/Announcements **None**

I. Consent Agenda

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (*) were considered as part of the Consent Agenda.

- * 1. Approval of Minutes: March 22, 2016 Council Meeting

- * 2. Approval of Claims & Payroll:

Payroll Checks Nos. 79450 – 79477 for a total of \$247,343.15

Claim Checks Nos. 67447 – 67557 for a total of \$467,036.84

Council Member Tierney moved, and Council Member Ritchie seconded, to approve the Consent Agenda as read. By voice vote, approval of the Consent Agenda was unanimous.

J. Public Hearings **None**

K. New Business **None**

L. Old Business **None**

M. Resolutions

1. Resolution Authorizing the Mayor to Sign an Agreement with Central Washington Insurance Agency, Inc. for Brokerage Services

City Administrator Wayman addressed M – 1. He said that he is asking Council to go back to retaining a broker to work as intermediary between the City and CIAW, as he feels they have spent more money based on mistakes with direct contact with claimants than if an insurance broker was acting on the City's behalf. He listed some of the services a broker can provide, such as processing claims more efficiently, reviewing how the City can economize in the long run to mitigate any future actions, and market their

insurance needs better, adding that this is a skill set that should be sought outside of City staff. He stated that the cost is five percent of the annual premium, with the current year prorated for half the year.

Jamie Morford, Central Washington Insurance Agency, approached the podium and addressed the Council. He said that he was the City's insurance agent for approximately fifteen years before they canceled the contract, and explained that an agent is a level between the City and the insurance company, someone who can be the bad guy. He noted that CIAW has several loss control programs that can assist in lowering long-term rates and get the City back in the good graces of their insurance company, and that he would talk to CIAW about claims and special event coverage.

Council Member Ritchie inquired if he could negotiate insurance premiums for 2017.

Mr. Morford responded in the affirmative, saying that he would have to analyze current loss trends.

Council Member Ritchie pointed out the number of recent claims.

Mr. Morford replied that they have some wiggle room. He will need to see where the claims are coming from, look at doing different things with coverages.

Council Member Sample asked if he went out to check on claims people wish to make.

Mr. Morford responded in the affirmative, saying that what a person wants is someone to discover what the problem is and who is at fault.

City Administrator Wayman remarked that the current representative for the City is Executive Assistant Lake, who is not an insurance agent; they need to have a separation of City staff from claimants.

Council Member Sample thought that someone from Public Works would be on site if a household had a claim.

City Administrator Wayman replied that they may be but staff is not authorized to speak to them.

Council Member Tierney observed that it shows an annual fiscal impact of thirteen thousand five hundred dollars.

Council Member Bell commented that, while he does not have experience with government like he does insurance, the usual fees range from two to fifteen percent.

Mr. Morford responded that they are looking at ten to seventeen percent of the premiums.

Council Member Carlson inquired about coverage for liquor at City sponsored events.

Mr. Morford replied that it needs to be looked into.

Council Member Carlson commented that, in his industry, law says they cannot charge extra for a broker's services.

Mr. Morford responded that municipality insurance is different from others, with the fee build into the premium. He said that CIAW charges a pure premium, with no commission, and their relationship charges a broker fee.

Council Member Tierney moved, and Council Member Overby seconded, to approve the Resolution Authorizing the Mayor to Sign an Agreement with Central Washington Insurance Agency, Inc. for Brokerage Services. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

2. Resolution authorizing the Mayor to sign contract between the City of Selah and Chinook Entertainment for the Selah 4th of July Celebration

Recreation Manager Mullen addressed M – 2. He said that this contract is for Chinook Entertainment to book Keith Anderson, Austin Jenks, and Cody Beebe himself for the 4th of July event. They set up the whole production and book the talent, the City only has to provide two double hotel rooms for night of July 4th.

Mayor Raymond asked if the rooms are being donated.

Recreation Manager Mullen responded that he only inquired about availability.

Council Member Ritchie wondered if the City has used them before.

Recreation Manager Mullen responded that they might not have been called Chinook Entertainment before.

Council Member Ritchie asked if this is something that they can do without him.

Recreation Manager Mullen replied in the negative, saying that he talks to artists and agents, and will procure them the best talent available at that time.

Council Member Bell inquired as to whether this was the total cost.

Recreation Manager Mullen responded in the affirmative, adding that there would also be the expense of the hotel room if it were not donated.

Council Member Underwood wondered if Cody Beebe would be performing.

Recreation Manager Mullen replied in the affirmative.

Council Member Overby moved, and Council Member Underwood seconded, to approve the Resolution authorizing the Mayor to sign contract between the City of Selah and Chinook Entertainment for the Selah 4th of July Celebration. Roll was called: Council Member Overby –

yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

N. Ordinances

1. Ordinance Amending Section 1.06.030 of the Selah Municipal Code, “Order of Procedure”; Establishing an Effective Date; and, Providing for Severability

City Administrator Wayman addressed N – 1. He said that this is simply a housekeeping matter that provides a mechanism to excuse absences, as only the Council can excuse a member.

Council Member Ritchie asked if he wanted them to create a policy for absences.

City Administrator Wayman responded that he feels it should be case by case.

Council Member Bell wondered why City Attorney Noe was left off the reports section.

City Attorney Noe responded that he, as the Legal Department, falls under Departments.

Council Member Sample wondered what happens if they do not excuse someone.

City Administrator Wayman replied that three consecutive unexcused absences could be grounds for removal of a Council Member.

Council Member Overby remarked that it is a backstop in case they need it, if they have a Council Member who will not show up at meetings after being elected.

Council Member Overby moved, and Council Member Sample seconded, to approve the Ordinance Amending Section 1.06.030 of the Selah Municipal Code, “Order of Procedure”; Establishing an Effective Date; and, Providing for Severability. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

1. Ordinance of the City of Selah, Washington, amending Selah Municipal Code Section 9.16.010 relating to utility latecomer agreements

City Planner Bedi deferred to City Attorney Noe.

City Attorney Noe addressed N – 2. He said that the proposed Ordinance amends the City’s code to match State law regarding latecomer agreements.

Council Member Tierney wondered if they would need to go back and adjust existing contracts if they approve the Ordinance.

City Attorney Noe replied in the negative, saying that the statute reads up to twenty years.

Council Member Sample asked if the latecomers for developers is different from one outside the City.

City Attorney Noe responded that he believes Council Member Sample is referring to an outside utility agreement, which provides a surcharge for services, rather than a latecomers agreement.

Council Member Bell inquired as to whether the twenty-year timeframe will be negotiated in each case, and if so, who makes that decision.

City Attorney Noe replied that usually the developer determines the time period, and that the change exists because the building industry went to the State legislature and asked for longer time period to recapture their money.

Council Member Tierney asked if the City collects the fees and passes them on to the developer.

City Attorney Noe responded in the affirmative.

Council Member Carlson wondered how developers were recovering their costs with the ten-year agreement.

City Attorney Noe replied that they would have to eat any remaining costs at the end of the timeframe.

Council Member Sample asked who determined whether a developer gets a latecomers agreement.

City Attorney Noe responded that statute for utilities says the City shall accept a latecomers agreement; there is no option regarding utilities to not accept it.

Council Member Tierney moved, and Council Member Ritchie seconded, to approve the Ordinance of the City of Selah, Washington, amending Selah Municipal Code Section 9.16.010 relating to utility latecomer agreements. Roll was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

O. Reports/Announcements

1. Mayor

Mayor Raymond said that Community Days is coming up, and asked Public Works Utility Supervisor Jones to have someone spray the side of the Community Days trailer with the Selah apple.

2. Council Members

Council Member Ritchie had no report.

Council Member Overby had no report.

Council Member Sample asked if the Buxton matter would come up at the next meeting.

City Administrator Wayman responded that there will be an AIS presented at the next meeting.

Council Member Sample wondered where they would put new retail businesses.

City Administrator Wayman replied that he has some ideas regarding that. He suggested that Mr. Davis come back in two weeks if his schedule allows.

Mr. Davis indicated he was available.

Council Member Tierney inquired if he needed a consensus polling.

City Administrator Wayman responded that would be fine, and would not bind them to a particular course of action.

Council Member Overby said that he would like to see it.

Council Member Carlson wondered about getting private feedback regarding citizens to collaborate on that.

City Administrator Wayman replied that they could have that as a complementary effort, but added that his preference is towards scientifically collected data without emotions. This method is scientific.

Council Member Carlson felt that having the community involved in a complementary aspect would be intriguing.

City Administrator Wayman remarked that Buxton could see whom the City was a match with and raise the level of awareness of what we are competitive in.

Council Member Tierney asked if he had enough to move forward with the matter.

City Administrator Wayman responded that it would be coming.

Council Member Sample commented that two employees from the Wastewater Treatment Plant were the first to sign up for the classes his son would be teaching, and that his wife was voted in as a member of the Selah Downtown Association (SDA).

Council Member Tierney had no report.

Council Member Bell gave a brief report on the Selah School District board meeting he attended the previous month. He suggested that the City proclaim a day as Dance and Drill team Day in Selah, to honor the team for placing first three years in a row.

Council Member Underwood had no report.

Council Member Carlson commented that he has been hearing about trolley agreement.

City Administrator Wayman responded that he has not seen anything come up yet, and while he knows they have significant deficit to overcome to get back into operation, no one has contacted him regarding what they need from Selah to make that happen.

Council Member Tierney remarked that the Yakima Council had a study session on the matter.

Council Member Carlson noted that he has heard from multiple sources that they think they have an agreement with the City of Selah.

3. Department

Clerk/Treasurer Novobielski gave a brief update on sales tax revenues, noting that the City received approximately seventy-three thousand for March, which is twenty-seven percent of the annual budget.

Council Member Tierney asked about sales tax revenues if a resident purchased an item in another city.

Clerk/Treasurer Novobielski replied that the tax credit would go to Selah if the item were delivered here.

Council Member Tierney inquired if it applied to contractors purchasing goods.

Clerk/Treasurer Novobielski responded in the affirmative.

Council Member Carlson wondered about the difference between February and March.

Clerk/Treasurer Novobielski replied that the February amount of one hundred one thousand dollars was an all-time high, likely due to construction.

City Planner Bedi said that the Planning Commission slated for next week has been canceled. He spoke briefly about the planners' conference he attended the previous week and the three hot topics of discussion, which were urban design, economic development, and water.

Civic Center Manager Tait said that they had some minor sewer backups at the Civic Center yesterday, which have been resolved, but they could happen again.

Mayor Raymond wondered if there should be a maintenance program for the pipes.

Public Works Utility Supervisor Jones responded that it could not hurt.

Civic Center Manager Tait noted that they have a blood drive tomorrow. She commented that she is working on a surplus list of items that are hanging around the Civic Center, as it is time for them to move on.

Council Member Carlson asked if the City has to hunt down owners.

Civic Center Manager Tait responded that some may be donated items, and when they have a good list will be asking people who utilize the Center about them.

City Administrator Wayman observed that they will do their due diligence regarding the inventory of excess property then will bring to Council whatever items of value will need to be surplus.

Recreation Manager Mullen said that they are also going to compile an inventory list for all of parks and recreation, with the same thought in mind regarding possible surplus or donation. He added that they are working on summer programming at the Civic Center for the teen population, as he feels it is the City's responsibility to provide them with something to do.

City Administrator Wayman remarked that he has already volunteered to be a chaperone, although they need more. He encouraged the Council Members to volunteer.

Recreation Manager Mullen stated that the website for the base race is now live, and runners can register there for the race. He noted that they are working on a layout for the 4th of July event, which will be mirrored for the Autumn Festival, and that a contract for fireworks will be presented at an upcoming Council Meeting.

Human Resources Manager Potter said that the SDA board has decided to not apply for a 4th of July parade this year, as they feel it would be better to support the City's activity. He noted that the new court clerk, Vanessa Ibarra, started yesterday.

Council Member Tierney asked about her past experience.

Human Resources Manager Potter replied that she was an in court clerk for Yakima County, and prior to that worked as dispatch for the Prosser Police Department. He noted that they are starting into employee evaluations, which are no longer tied to pay, and are trying to have a simplified approach. He added that, once they are complete, it would be a great opportunity to review the personnel rules and regulations.

Public Works Utility Supervisor Jones said that Public Works is busy, giving a brief update on various projects, including repair of sprinkler lines along First Street, the water project, painting cross walks and spraying for broadleaf, and the wastewater treatment plant project slated to be complete by the end of the month.

City Administrator Wayman remarked that City Planner Bedi is working on options to replace the trees along First Street, which will be presented to Council at a later date.

Council Member Underwood asked what type of trees they were looking to plant.

City Administrator Wayman responded that he and the Mayor went to the Arboretum to look at them, and are still exploring what type of tree will be used.

Police Chief Hayes said that they are preparing for Community Days, and will be wrapping up Citizens Academy soon, with the range safety course next Monday then Saturday at the YTC range.

Council Member Bell thanked him for putting on the Citizens Academy.

Public Works Director Henne said that he needs to discuss the sewer backup with Civic Center Manager Tait, and maybe look at purchasing a sewer snake for that facility. He commented that he would get with Mr. Morford to get a policy in place for Public Works to tell homeowners. He briefly talked about the CMAQ application for paving the graveled lots at the Civic Center, noting that it would cost the City a thirteen point five percent match.

Council Member Tierney wanted to know how the City is assured of the lumberyard designating the correct portion of sales tax to Selah.

Public Works Director Henne responded that they do not know, although Clerk/Treasurer Novobielski has caught a few mistakes.

Clerk/Treasurer Novobielski remarked that they have to report to the State, and occasionally vendors are audited and then notify him that they need proof about reporting taxes. He noted that they have to report based on where the goods are delivered, not where the store is located.

Fire Chief Hanna said that they have the Edith house at the fire station this week, and are doing exit drills in the home for all second graders. He spoke briefly about the training his volunteers are doing, both at a fire station in Yakima and out at the Yakima Training Center, saying that in the past they have had to go to North Bend for Class A fires.

Council Member Tierney inquired about any progress with the County on the homeless factor.

Fire Chief Hanna replied in the negative, saying that he will follow up with Sheriff Winter.

City Attorney Noe had no report.

City Administrator Wayman informed the Council that they have started enforcing the code regarding commercial large garbage containers, which have to be off the public right of way and out of sight from the frontage of the property. Property owners are given ten days to remove from the right of way and ninety days to screen. He noted that this is simply enforcing an existing code, which will help clean up the City and create a better image. He went on to say that they are also going after junk cars and attractive nuisances, and looking into creating a rental licensing fee for landlords, which would require a check list to be completed before the unit can be rented, noting that other municipalities have done so.

Council Member Underwood commented that she keeps her garbage can on the side of her house.

City Administrator Wayman replied that they are talking about commercial bins for multi-family housing, as well as those who are over-filled consistently. He talked about the review of man hours spent on legal services, which have increased in the last eight months due to research and aggressive planning for the future, and once the options had been explored, talked with City Attorney Noe about a flat rate

fee, which will be presented at the next Council Meeting. He stated that they are working on a presentation to lay out options regarding a future City Hall/ Police Station, noting that Selah's centennial will be in 2019. He said that they had to dig deeper pits at Volunteer Park, as the eighteen-inch excavations revealed arsenic beyond that, and the results have not come back from the lab.

Council Member Sample inquired as to what method would be used.

City Administrator Wayman laid out the options, adding that they have less flexibility at this point due to the depth of contamination.

Council Member Underwood wondered if the heavier concentrations were down along the bottom or the slope.

Public Works Utility Supervisor Jones responded that it does go down the hill a little, saying that they do not have the latest results back.

- 4. Boards None

Council took a five-minute recess.

P. Executive Session

- 1. 30 Minute Session – Real Estate RCW 42.30.110 (1) (c); Employee Evaluation RCW 42.30.110 (1) (g)

Council went into Executive Session at 5:49m. At 6:19pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Council Member Bell moved, and Council Member Overby seconded, to accept the counteroffer of \$45,000 for Parcel Number 181435-43480, located on Crusher Canyon Road. Rolls was called: Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council member Ritchie – no; Council Member Bell – yes; Council Member Underwood – no; Council Member Carlson – no. Motion passed with four yes votes and three no votes.

Q. Adjournment

Council Member Tierney moved, and Council Member Overby seconded, that the meeting be adjourned. Motion passed with six yes votes and one no vote.

The meeting adjourned at 6:20 pm.

Sherry Raymond, Mayor

Paul Overby, Council Member

John Tierney, Council Member

Roy Sample, Council Member

Laura Ritchie, Council Member

Roger Bell, Council Member

Russell Carlson, Council Member

Diane Underwood, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

4/26/2016

K – 2

Title: Claims & Payroll

Thru: Donald Wayman, City Administrator

From: Monica Lake, Executive Assistant

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: See Check Registers

Funding Source: Various. See Check Registers.

Staff Recommendation:

Approval of Claims & Payroll as listed on Check Registers.

Background / Findings & Facts:

See Check Registers.

Recommended Motion:

Motion to Approve the Consent Agenda as read. (This item is part of the Consent Agenda)



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING INFORMATIONAL ITEM

4/26/2016 M – 1A

Title: Proposal to obtain funds through the Congestion Mitigation Air Quality Improvement Program (CMAQ) for New Parking Lot Improvements including Sidewalks at the Selah Civic Center.

Thru: Donald Wayman, City Administrator

From: Joe Henne, Public Works Director

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$379,580.00

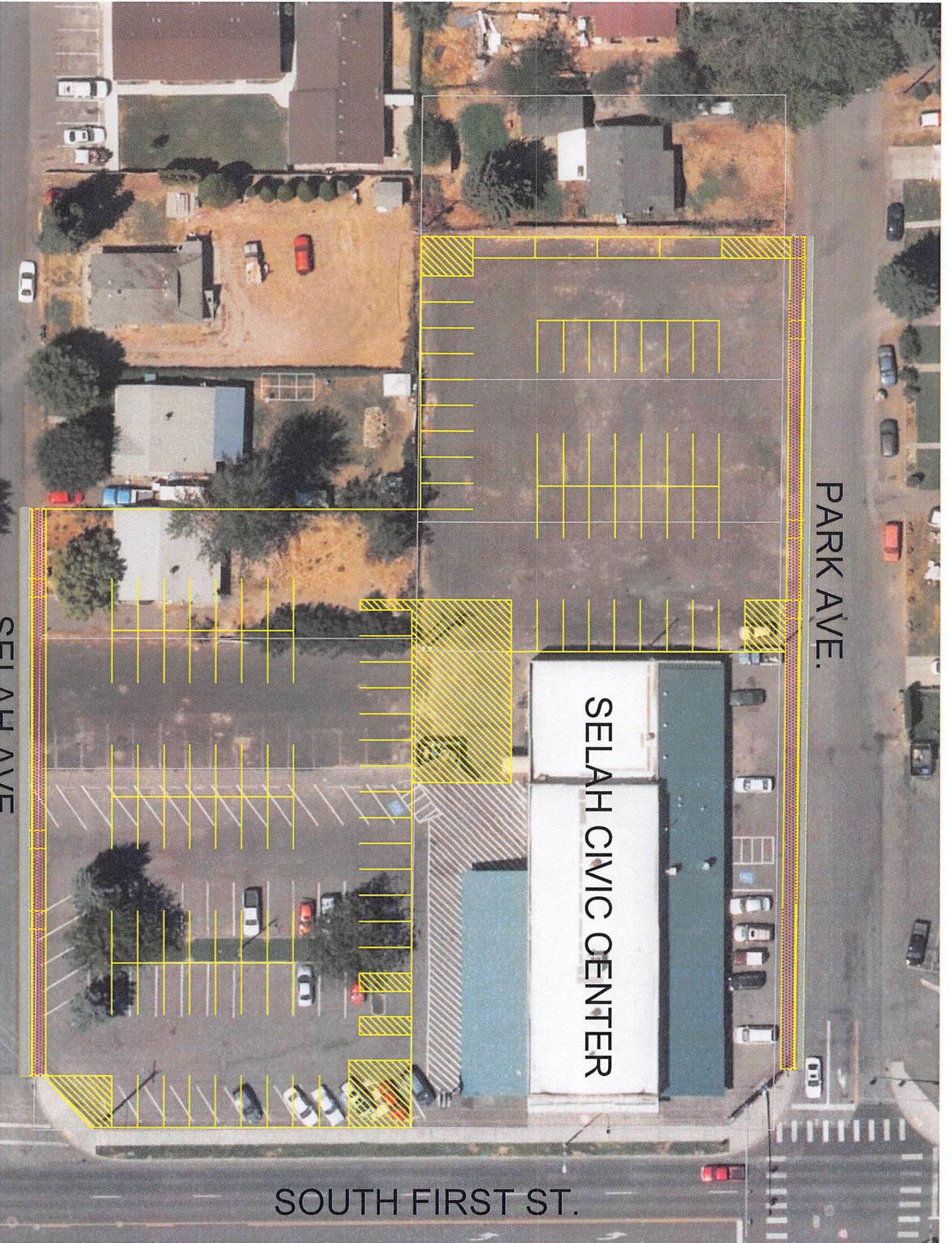
Funding Source: Transit Fund

Staff Recommendation:

Staff is bringing this as an informational item for discussion and consensus as to the application.

Background / Findings & Facts:

Staff is bringing this as an informational item only. Staff is wanting to proceed with a CMAQ funding application for paving the gravel parking areas at the Civic Center. Currently the Yakima, Selah & Ellensburg Commuter bus picks up and drops off these commuters at the Civic Center. CMAQ Funding can be used on projects that reduce carbon dioxide & dust. Public Works would like to submit a project making that case. The City match is 13.5%, which is \$51,244.



PARK AVE.

SELAH CIVIC CENTER

SOUTH FIRST ST.

SELAH AVE.

CITY OF SELAH
Civic Center Parking Lots

4/22/2016

HLA Project No. 16006G

Item No.	Item Description	Unit	Unit Cost	Overall Quantity	Overall Cost
Schedule A: Existing Parking Lot Reconstruction					
1	Mobilization	LS	\$13,000.00	1	\$13,000.00
2	Project Temporary Traffic Control	LS	\$2,000.00	1	\$2,000.00
3	Clearing and Grubbing	LS	\$4,000.00	1	\$4,000.00
4	Unclassified Excavation Including Haul	CY	\$30.00	760	\$22,800.00
5	Grading	LS	\$4,000.00	1	\$4,000.00
6	Crushed Surfacing Base Course	TON	\$20.00	740	\$14,800.00
7	HMA Cl. 1/2" PG 64-28	TON	\$92.00	380	\$34,960.00
8	12-Inch Diam. Storm Drain Pipe, in Place	LF	\$40.00	225	\$9,000.00
9	Underdrain Pipe Infiltration Trench System, in Place	LF	\$120.00	60	\$7,200.00
10	Catch Basin Type 1	EA	\$1,100.00	5	\$5,500.00
11	Pretreatment Manhole 48-Inch Diam.	EA	\$8,000.00	1	\$8,000.00
12	Illumination System, Complete	LS	\$25,000.00	1	\$25,000.00
13	Shoring or Extra Excavation	LF	\$5.00	60	\$300.00
14	Minor Change	FA	\$5,000.00	1	\$5,000.00
Schedule A Subtotal					\$155,560.00
Contingency (10%)					\$15,600.00
					\$171,160.00
Sch. A Design Engineering (7%)					\$12,000.00
Sch. A Construction Services (9%)					\$15,400.00
Schedule A Total					\$198,560.00
Schedule B: New Parking Lot Improvements Including Sidewalks					
15	Mobilization	LS	\$22,000.00	1	\$22,000.00
16	Project Temporary Traffic Control	LS	\$4,000.00	1	\$4,000.00
17	Clearing and Grubbing	LS	\$1,500.00	1	\$1,500.00
18	Unclassified Excavation Including Haul	CY	\$16.00	1,570	\$25,120.00
19	Grading	LS	\$6,000.00	1	\$6,000.00
20	Crushed Surfacing Base Course	TON	\$20.00	1,490	\$29,800.00
21	HMA Cl. 1/2" PG 64-28	TON	\$92.00	780	\$71,760.00
22	HMA Cl. 1/2" PG 64-28 for Patching	SY	\$40.00	150	\$6,000.00
23	12-Inch Diam. Storm Drain Pipe, in Place	LF	\$40.00	480	\$19,200.00
24	Underdrain Pipe Infiltration Trench System, in Place	LF	\$120.00	120	\$14,400.00
25	Catch Basin Type 1	EA	\$1,100.00	7	\$7,700.00
26	Pretreatment Manhole 48-Inch Diam.	EA	\$8,000.00	2	\$16,000.00
27	Cement Conc. Traffic Curb and Gutter	LF	\$12.00	550	\$6,600.00
28	Cement Conc. Sidewalk	SY	\$40.00	310	\$12,400.00
29	Illumination System, Complete	EA	\$35,000.00	1	\$35,000.00
30	Shoring or Extra Excavation	LF	\$5.00	120	\$600.00
31	Minor Change	FA	\$10,000.00	1	\$10,000.00
Schedule B Subtotal					\$288,080.00
Contingency (10%)					\$28,800.00
					\$316,880.00
Sch. B Design Engineering (7%)					\$22,200.00
Environmental (CMAQ)					\$8,000.00
Materials Testing (CMAQ)					\$4,000.00
Sch. B Construction Services (9%)					\$28,500.00
Schedule B Total					\$379,580.00
Schedule A + Schedule B Total					\$578,140.00



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

4/26/2016 M – 1B

Title: City of Selah - Six Year Transportation Improvement Program (TIP) for the years 2017 to 2022

Thru: Donald Wayman, City Administrator

From: Joe Henne, Public Works Director

Action Requested: Informational - No action

Board/Commission Recommendation: Not applicable

Fiscal Impact: None

Funding Source: N/A

Staff Recommendation:

To review the existing list of streets on the current TIP.

Background / Findings & Facts:

Staff is providing the current list of streets on the Six Year TIP for discussion with the new Council and to familiarize the Council with the TIP adoption process.

Recommended Motion:

N/A



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



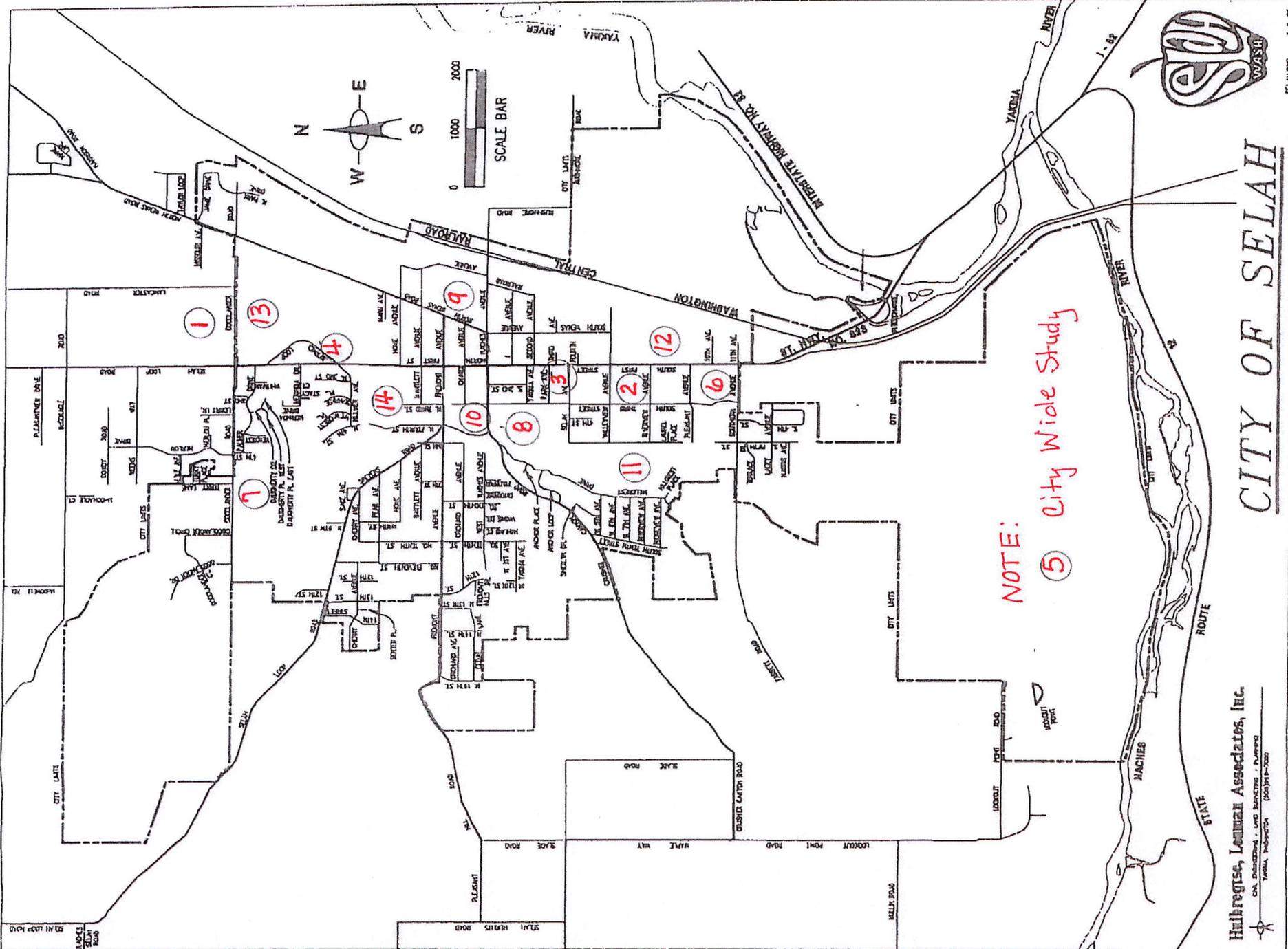
Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:	Action Taken:
6/11/2013	Set a Public Hearing for the Six Year Transportation Program.
7/9/2013	Public Hearing to Consider the Resolution Adopting the Six Year Transportation Improvement Program for the Years 2014 to 2019.
5/13/2014	Set a Public Hearing for the Six Year Transportation Program.
5/27/2014	Public Hearing to Consider the Resolution Adopting the Six Year Transportation Improvement Program for the Years 2015 to 2020.
6/9/2015	Set a Public Hearing for the Six Year Transportation Program.

[Click here to enter a date.](#) [Click here to enter text.](#)

STATE TRANSPORTATION IMPROVEMENT PROGRAM 2016 TO 2021

- 1) **EAST GOODLANDER ROAD (NORTH FIRST STREET TO NORTH WENAS ROAD)**
Reconstruct and widen existing two lanes, and add turn lane. Construct sidewalks, curb and gutter, storm drainage, street lights, and update traffic signals.
- 2) **VALLEYVIEW AVENUE/SOUTH THIRD STREET/SOUTHERN AVENUE/SOUTH FIRST STREET**
Reconstruct and widen existing two lanes. . Acquire right-of-way as needed, construct sidewalks, curb and gutter, storm drainage, street lights & signalization.
- 3) **PARK AVENUE (SOUTH FIRST STREET TO SOUTH THIRD STREET)**
Reconstruct and widen existing two lanes, sidewalk on both sides, curb and gutter, storm drainage and street lighting.
- 4) **NORTH FIRST STREET GRIND & OVERLAY (FREMONT AVENUE TO GOODLANDER ROAD)**
Plane and overlay asphalt, and replace ADA ramps. Relocate signal pole.
- 5) **SELAH PEDESTRIAN/BICYCLE PATH STUDY**
Pedestrian/bicycle path study. Use Wixson Park as a park and ride.
- 6) **SOUTHERN AVENUE (SOUTH FIFTH STREET TO SOUTH THIRD STREET)**
Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, storm drainage, street lights and signalization.
- 7) **WEST GOODLANDER ROAD (NORTH FIRST STREET TO GOODLANDER DRIVE)**
Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, and storm drainage.
- 8) **SOUTH THIRD STREET (WEST NACHES AVENUE TO VALLEYVIEW AVENUE)**
Reconstruct road and add curb and gutter, drainage, sidewalks and grading. Acquire right-of-way.
- 9) **EAST NACHES AVENUE (WENAS ROAD TO RAILROAD AVENUE)**
Drainage, replace curb and gutter, sidewalks on both sides, grading, paving, and street lighting.
- 10) **NORTH FOURTH STREET (WEST FREMONT AVENUE TO WEST NACHES AVENUE)**
Construct curb and gutter, sidewalk, retaining wall, grading and paving.
- 11) **VALLEYVIEW AVENUE & SOUTH FIFTH STREET (SOUTH THIRD STREET TO SOUTH FIFTH STREET TO SOUTHERN AVENUE)**
Clearing, grubbing, sidewalk, curb and gutter, storm drainage, and street lighting, grading and paving.
- 12) **SOUTH WENAS (AVENUE) ROAD (EAST FIFTH AVENUE TO EAST ELEVENTH AVENUE TO SOUTH FIRST STREET)**
Grading and paving three lanes, sidewalk on one side, curb and gutter, storm drainage and street lighting
- 13) **EAST GOODLANDER/LANCASTER ROAD TRAFFIC SIGNAL (SPOT IMPROVEMENT TO)**
Install new four-leg traffic signal with camera detection.
- 14) **THIRD STREET/WEST FREMONT AVENUE SCHOOL ZONE BEACONS (SPOT IMPROVEMENT TO)**
Furnish and install two new school zone beacons.



CITY OF SELAH

Hilbrege, Leaman Associates, Inc.
 CIVIL ENGINEERING • LAND SURVEYING • PLANNING
 1000 N. WASHINGTON ST. SELAH, OREGON 97138-2000



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah
 County: Yakima
 MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	17	Priority Number	1	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				1 / 4710(001) EAST GOODLANDER ROAD East Goodlander Road North First Street to North Wenas Road Reconstruct and widen existing two lanes to add a turn lane. Phase 2 of this project to be funded when STP(U) funds become available. Construct sidewalks, curb and gutter, storm drainage, street lights, and update traffic signals	WA-00185	08/15/15	06/15/15		2473	03	C G P S T	0.400	CE	Yes

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2018	STP(US)		1,146,817	0		178,983		1,325,800
Totals					1,146,817	0		178,983		1,325,800

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	CN	0	0	1,325,800	0	0
Totals		0	0	1,325,800	0	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	2	VALLEYVIEW AVENUE/SOUTH THIRD ST/SOUTHERN AVE/SOUTH FIRST ST Valleyview Avenue South First Street to South Third Street to Southern Ave to South First St Reconstruct and widen existing two lanes. Acquire r/w as needed, construct sidewalks, curb and gutter, storm drainage, street lights and signalization	WA-05635	06/15/15	06/15/15		2473	03	C G P T	0.650	EA	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	RW	2020	STP(US)	87,350		0	13,650	101,000
P	CN	2021	STP(US)	1,711,400		0	267,100	1,978,500
Totals				1,798,750		0	280,750	2,079,500

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
RW	0	0	0	0	101,000
CN	0	0	0	0	1,978,500
Totals	0	0	0	0	2,079,500



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah
 County: Yakima
 MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	3	PARK AVENUE Park Avenue South First Street to South Third Street Reconstruct and widen existing two lanes, sidewalk on both sides, curb and gutter, storm drainage and street lighting.	WA-00186	08/15/15	06/15/15		2473	03	C G P T	0.120	EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0	OTHER	41,200	10,300	51,500
P	CN	2019		0	OTHER	274,320	68,580	342,900
Totals				0		315,520	78,880	394,400

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	51,500	0	0
CN	0	0	0	342,900	0
Totals	0	0	51,500	342,900	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
16	4	NORTH FIRST STREET GRIND AND OVERLAY North First Street Fremont Avenue to Goodlander Road Plane and overlay asphalt, and replace ADA ramps. Relocate traffic signal pole.	WA-00189	08/15/15	06/15/15		2473	05		0.630	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017		0	OTHER	59,970	15,000	74,970
P	CN	2017		0	OTHER	592,720	148,180	740,900
Totals				0		652,690	163,180	815,870

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	74,970	0	0	0
CN	0	740,900	0	0	0
Totals	0	815,870	0	0	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	5	SELAH PEDESTRIAN/BICYCLE PATH STUDY to Pedestrian/bicycle path study. Use Wixson Park as park and ride.	WA-00203	06/15/15	06/15/15		2473	38			EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017	STP(E)	45,800		0	7,200	53,000
Totals				45,800		0	7,200	53,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	53,000	0	0	0
Totals	0	53,000	0	0	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	6	SOUTHERN AVENUE Southern Avenue South Fifth Street to South Third Street Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, storm drainage, street lights and signalization.	WA-00193	06/15/15	06/15/15		2473	03	C G P T	0.150	EA	Yes

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2019		0	OTHER	40,240	10,060	50,300
P	RW	2019		0	OTHER	85,780	21,440	107,220
P	CN	2019		0	OTHER	308,330	77,070	385,400
Totals				0		434,350	108,570	542,920

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	50,300	0
RW	0	0	0	107,220	0
CN	0	0	0	385,400	0
Totals	0	0	0	542,920	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	7	WEST GOODLANDER ROAD West Goodlander Road North First Street to Goodlander Drive Reconstruct and widen existing two lanes. Construct sidewalks, curb and gutter, storm drainage.	WA-00195	06/15/15	08/15/15		2473	03	C P S T W	0.710	EA	No

Funding									
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	
P	PE	2021		0		0	239,000	239,000	
P	CN	2021		0		0	2,895,000	2,895,000	
Totals				0		0	3,134,000	3,134,000	

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	239,000
CN	0	0	0	0	2,895,000
Totals	0	0	0	0	3,134,000



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah
 County: Yakima
 MPO/RTP: YVCOG

Y Inside

N Outside

Functional Class	17	Priority Number	8	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description				B. STIP ID	G. Structure ID		Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				SOUTH THIRD STREET South Third Street Naches Avenue to Valleyview Avenue Reconstruct road add curb and gutter, drainage, sidewalks and grading. Acquire right of way				WA-00198	06/15/15		06/15/15	08/15/15		2473	03	C G P T	0.380	EA	Yes

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2021	STP(US)	133,210		0		20,780		154,000
P	RW	2021	STP(US)	123,444		0		19,268		142,710
P	CN	2021	STP(US)	1,236,950		0		193,050		1,430,000
				Totals	1,493,604	0		233,108		1,726,710

Expenditure Schedule		1st		2nd		3rd		4th		5th & 6th	
Phase											
PE	0	0	0	0	0	0	0	0	0	0	154,000
RW	0	0	0	0	0	0	0	0	0	0	142,710
CN	0	0	0	0	0	0	0	0	0	0	1,430,000
Totals	0	0	0	0	0	0	0	0	0	0	1,726,710



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah
 County: Yakima
 MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	17	Priority Number	9	B. STIP ID				Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				G. Structure ID				06/15/15	06/15/15		2473	04	C G P T	0.300 EA		No
				A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description EAST NACHES AVENUE East Naches Avenue Wenas Road - East to Railroad Avenue Drainage, replace curb and gutter, sidewalk on both sides, grading, paving and street lighting.												

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2021		OTHER	0	OTHER	89,000	22,000	111,000
P	CN	2021		OTHER	0	OTHER	1,028,000	250,000	1,278,000
				Totals	0		1,117,000	272,000	1,389,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	0	0	0	111,000
CN		0	0	0	0	1,278,000
Totals		0	0	0	0	1,389,000



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	10	NORTH FOURTH STREET North Fourth Street Fremont Avenue to West Naches Avenue Construct curb and gutter, sidewalk, retaining wall, grading and paving.	WA-00198	06/15/15	06/15/15		2473	04	C G P T	0.130	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2021		0		0	38,000	38,000
P	CN	2021		0		0	457,000	457,000
Totals				0		0	495,000	495,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	38,000
CN	0	0	0	0	457,000
Totals	0	0	0	0	495,000



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

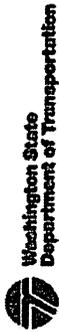
Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	11	VALLEY VIEW AVENUE & SOUTH FIFTH STREET Valley View Avenue & S Fifth Street Beginning at S Third Avenue & Valley View Avenue to S Fifth Street & South to Southern Avenue Clearing, grubbing, sidewalk, curb and gutter, storm drainage, street lighting, grading and paving.	WA-00199	06/15/15	06/15/15		2473	04	C G P T	0.520	EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2021		0		0	178,000	178,000
P	CN	2021		0		0	2,106,000	2,106,000
Totals				0		0	2,284,000	2,284,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	178,000
CN	0	0	0	0	2,106,000
Totals	0	0	0	0	2,284,000



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah
 County: Yakima
 MPO/RTPO: YVCOG

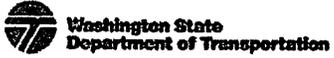
Y Inside

N Outside

Functional Class	17	Priority Number	13	B. STIP ID				Hearing	08/15/15	Adopted	06/15/15	Amendment	Resolution No.	2473	Improvement Type	21	Utility Codes	C G P S T W	Total Length		Environmental Type	CE	RW Required	No
A. PIN/Project No.				G. Structure ID																				
C. Project Title				WA-06535																				
D. Road Name or Number																								
E. Begin & End Termini																								
F. Project Description																								
East Goodlander/Lancaster Road Traffic Signal																								
spot improvement to																								
Install new four-leg traffic signal with camera detection.																								

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2017		0		0	0	39,000
P	CN		2017		0		0	0	286,000
									325,000

Expenditure Schedule	Phase	Totals				
		1st	2nd	3rd	4th	5th & 6th
PE		0	39,000	0	0	0
CN		0	286,000	0	0	0
Totals		0	325,000	0	0	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Selah

County: Yakima

MPO/RTPO: YVCOG

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	14	Third Street/W. Fremont School Zone Beacons spot improvement to Furnish and install two new school zone beacons.	WA-06536	06/15/15	06/15/15		2473	21	C G P S T W		CE	No

Funding									
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	
P	ALL	2017		0		0	20,000	20,000	
Totals				0		0	20,000	20,000	

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	20,000	0	0	0
Totals	0	20,000	0	0	0

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Selah	4,484,971	2,519,560	10,948,669	17,953,200



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

4/26/2016 N – 1

Title: Resolution Approving the Preliminary Plat of “Orchard View Estates” Phases 2,3,4, and 5 (912.61.15-03) and Adopting Findings and Recommendation of Hearing Examiner

Thru: Donald Wayman, City Administrator

From: Harmit Bedi, City Planner

Action Requested: Approval

Board/Commission Recommendation: Approval

Fiscal Impact: None to the City

Funding Source: N/A

Staff Recommendation:

Approval

Background / Findings & Facts:

Hearing Examiner conducted an open public hearing February 17, 2016. Prepared Findings and Conclusions recommending Approval of the Preliminary Plat of Orchard View Estates Phases 2,3,4, and 5 March 2, 2016. A legal notice was published in the Yakima Herald-Republic setting a closed record hearing on the matter for April 26, 2016, to be heard before Council. Attached is a letter from the proponent was received on Friday, April 22, requesting an extension, which will be addressed on the record during the Council Meeting.

Dain Paulson, LLC



April 21, 2016

Mayor and City Council
City of Selah
115 West Naches Avenue
Selah, WA 98942

RE: Orchard View Estates, Phases 2 through 5.

Dear Mayor and Council:

We note in your recent notice that you have set a hearing on the above –referenced project for Tuesday, April 26, 2016. We are now requesting that the hearing be postponed for at least 30 days.

Thank you for your consideration in this matter.

Regards,

A handwritten signature in black ink that reads "Dain Paulson".

Dain Paulson, Owner

Orchard View Estates



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

4/26/2016 N – 2

Title: Resolution Authorizing the Mayor to Sign an Agreement with Buxton for Retail Recruitment Solution Services

Thru: Donald Wayman, City Administrator

From: Donald Wayman, City Administrator

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$50,000 annually for three years

Funding Source: Fund 001

Staff Recommendation:

Approval

Background / Findings & Facts:

See Attachment

Recommended Motion:

Authorize the Mayor to enter the City into a three year contract with the Buxton Corporation to provide specified (see attachment) retail recruitment services to the City of Selah.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT
WITH BUXTON FOR RETAIL RECRUITMENT SOLUTION SERVICES

WHEREAS, the City desires to identify specific retailers and restaurants appropriate for the community, to include both existing businesses and recruitment of new ones;

WHEREAS, Buxton has the knowledge and ability to assist the City in this endeavor, with years of experience and a proven track record of providing the services outlined in their proposal to both business entities and municipalities;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign an agreement with Buxton for retail recruitment solution services.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 26th day of April, 2016.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk Treasurer

APPROVED AS TO FORM:

Robert Noe, City Attorney

RESOLUTION NO. _____



Proposal

RETAIL RECRUITMENT SOLUTION



Prepared by: Jacob Davis
Expiration: April 25, 2016



OUR VALUE PROPOSITION

Since our founding in 1994, Buxton® has been a leading force in retail site and development. We are recognized for creating solutions that provide results. Buxton began as a service to help retailers make informed site selection decisions by understanding their customers and precisely determining their markets. Buxton soon realized that the company's expertise in retail site and market analysis could also be leveraged to benefit communities desiring retail expansion.



More than simply providing data, Buxton supplies custom marketing materials and strategies targeting the unique site requirements of retailers, developers, and commercial real estate brokers. Buxton clients achieve outstanding success using our tools for retail identification, selection, and recruitment. Clients benefit from Buxton's unique understanding of site selection from the retailer's point of view.

- **Grow Your Community.** Create new, permanent jobs that will satisfy your citizens desire to shop at home; retain dollars currently spent outside of your community and maximize revenue growth to fund city services
- **Leverage Buxton's Retail Industry Expertise.** Establish credibility with decision makers by providing factual evidence to support your site and gain a competitive position by leveraging our experience:
 - 3500+ total clients from the retail, restaurant, healthcare, and public sector industries
 - 700+ public sector clients nationwide
 - 35+ million square feet of retail space
 - 500+ cumulative years of retail management and economic development experience
- **Access Your Buxton Solution with Ease.** Utilize your best-in-class retail recruitment solution via SCOUT™ with the touch of a button from any mobile device; gain answers to your retail recruitment and site analysis questions and have the big picture in the palm of your hand
- **Develop a Long-Term Partnership.** Receive personal guidance and ongoing insight into key industry topics

SCOPE OF SERVICES

Buxton is pleased to present this proposal to Selah, WA. The purpose of this proposal is to outline and review your community development objectives and how Buxton's solutions will enhance your ability to effectively meet those objectives.

Selah, WA's Objectives:

1. **Recruit new retailers and restaurants**
2. **Retain existing retailers and restaurants**
3. **Understand current retail and restaurant economic condition**

Retail Recruitment and Retention Solution: Your Community Profile

Our solution is a total marketing strategy that enables community leaders to understand the consumer profile of their residents and to identify specific retailers and restaurants who seek a market with household purchasing habits just like yours. This solution provides you with the ability to actively pursue identified retailers, making a compelling case for their expansion to Selah, WA by utilizing custom marketing packages that Buxton will create for you. You will have access to the same analytical information and insights retailers depend on today to make site selection decisions. This knowledge will provide you with instant credibility and the ability to differentiate your community.

Step 1 – Research Your Community

Buxton uses over 250 consumer and business databases that are updated regularly and compares your potential sites to the universe of all competing sites operating in the U.S. We define your current retail situation and those in any neighboring communities that impact your retail environment.

Step 2 – Define and Evaluate Your Trade Area

Customers shop by convenience, measuring distance based on time, not mileage. We will conduct a custom drive-time analysis to determine your trade area using our proprietary methodology and knowledge of individual retail clients' actual trade areas. Your drive-time trade area will be provided to you as a map that accurately depicts your consumer shopping patterns.

Step 3 – Profile Your Trade Area's Residential Customers

Your community profile will analyze every household in your drive-time trade area. Based on more than 7,500 categories of lifestyles, purchase behaviors, and media reading and viewing habits (psychographics), the households in your trade area are assessed to gain an understanding of the types of retailers that would be attracted to your site.

Step 4 – We Match Retailers and Restaurants to Market Potential

Buxton will match the consumer profile of your community's trade area against the customer profiles of 5,000+ retailers in our proprietary database. We will identify the similarity between the two profiles analyzed using Buxton's proprietary retail matching algorithm to determine if your site presents an attractive opportunity for each retailer. We then qualify the list of matched results to verify that a retailer is currently operating or expanding, that they operate in similar sites, and that your site affords adequate buffer from competition and cannibalization to be realistically considered.

Step 5 – We Create Marketing Packages

Buxton will assemble individualized marketing packages for up to twenty (20) targeted retailers. We will notify each retailer's key real estate decision maker by letter, informing them that they have been qualified by Buxton as a potential viable fit for your site and should expect to be contacted by a representative of the city.

Your marketing packages will be delivered to you in SCOUT and include a:

1. Map of the retail site and trade area
2. Map of the retailer's potential customers
3. Retailer match report that compares the site's trade area characteristics and consumer profile with the retailer's sites in similar trade areas

Solution Deliverables:

- SCOUT Touch access
- Drive time trade area maps
- Retail site assessment
- Retailer specific marketing packages (for up to twenty (20) retailers)
- Mobile tablet device at completion with pre-loaded findings

Multi Year Deliverables:

Years 2 and 3 of this agreement will include a Retail Recruitment model refresh, retail marketing packages, and full access to SCOUT and SCOUT Touch.

Access and Use Your Retail Recruitment Solution via SCOUT Touch

Buxton's Retail Recruitment solution will allow you to actively recruit retailers to your community and support existing businesses with the push of a button in SCOUT Touch, providing you with crucial information about your community, your trade areas, your residents, and much more. SCOUT is a web-based platform that is accessible on any Windows or iOS enabled device with an Internet connection. It is designed to give decision-makers in your community access to the data and solutions that will assist them in making better business decisions. The Retail Recruitment solution includes one (1) mobile tablet device that will be provided at completion and pre-loaded with all key findings. This mobile tablet device, possession of Selah, WA, enables four (4) SCOUT users with the ability to **run demographic and trade area profile reports**, and view maps and other data elements.

Identifying and quantifying key variables that impact your community, you will acquire insights from these findings that will provide you with a strong understanding of retail recruitment and business retention efforts. In Buxton's SCOUT Touch you will be able to:

- Identify retail matches
- Run variable reports
- View city limit maps
- Run healthcare reports
- Run demographic & consumer propensity reports
- See aerial view
- View physician intelligence
- Run comparable reports
- Run retail leakage/surplus reports



SUPPORT

SCOUT Technical Requirements

SCOUT can be accessed at the following URL: www.buxtonco.com

SCOUT is a web-based platform accessible on any desktop, laptop, or mobile tablet device that has an Internet connection. An iPad Air 2 is suggested by Buxton to give you the best user experience. Android tablets are not supported by Buxton's Helpdesk. Minimum browser requirements are Internet Explorer 10, Safari 5, Chrome 21, or Firefox 14.

Buxton's Helpdesk

(1-817-332-3681) is available during normal office hours (8:00 AM-5:30 PM CST, excluding weekends and public holidays). Buxton's Helpdesk team will be available to support all educational, functional, and technical inquiries and will respond to all requests within twenty-four (24) hours of submission.

Buxton's Helpdesk

Monday – Friday: 8:00 am – 5:30 pm CST

1-817-332-3681

TERM, FEES, AND DELIVERY

Annual Fee	\$50,000
Agreement Term	Three (3) Years
Year 1 Fee (50% invoiced upon execution of this agreement; 50% invoiced upon targeted retailer identification)	\$50,000
Year 2 Fee (Invoiced 1 st anniversary of this agreement)	\$50,000
Year 3 Fee (Invoiced 2 nd anniversary of this agreement)	\$50,000

Delivery **Selah, WA will have access to retail match lists and marketing packages within sixty (60) business days of execution.**

Your SCOUT access will be enabled within ten (10) business days of the execution of this agreement. Selah, WA will have access to retail match lists and marketing packages within sixty (60) business days of execution. The initial term of this agreement is for three (3) years with services invoiced annually. However, at any time during this initial 3-year term, Selah, WA may cancel services for the following year by providing written notice to Buxton at least sixty (60) days in advance of a yearly renewal. If Selah, WA cancels services prior to the expiration of the initial term, Selah, WA will be invoiced 10% of the total remaining balance. All service fees associated with this agreement are due in net (10) days of the date of the invoice. Execution of this agreement will act as full consent that Buxton may include Selah, WA on its client list and in presentations and public relations efforts. Additionally, Buxton may issue a press release announcing Selah, WA as a client. When doing so, Buxton will not reveal information that is confidential and proprietary to Selah, WA.

Buxton		Selah, WA	
Signature _____		Signature _____	
Printed Name _____		Printed Name _____	
Title _____	Date _____	Title _____	Date _____

Please provide us with a primary point of contact for invoice receipt.

Name: _____

Phone: _____

Email: _____

Please provide us with a primary point of contact.

Name: _____

Phone: _____

Email: _____

Preferred Method of Receipt: Email **OR** U.S. Mail

PROJECT TIMELINE





**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

4/26/2016 N – 3

Title: Resolution authorizing the Mayor to sign an Amended Agreement for Legal Services with Kenyon Disend, PLLC

Thru: Donald Wayman, City Administrator

From: Donald Wayman, City Administrator

Action Requested: Approval

Board/Commission Recommendation: Not applicable

Fiscal Impact: \$10,000 per month

Funding Source: 001, Current Expense; 003 Fire; 411, Water; 415, Sewer; 420 Garbage

Staff Recommendation:

Approval of the amended contract

Background / Findings & Facts:

In November of 2014 the city entered into an agreement with Kenyon Disend to continue utilizing Bob Noe's services as City Attorney for Selah. At the time, an hourly rate was agreed upon, but a review of the contract and expenditures has led to an amended contract with a flat rate, as attached

Recommended Motion:

Approval of Resolution



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:	Action Taken:
11/12/2014	Resolution authorizing the Mayor to sign an Agreement for Legal Services with Kenyon Disend, PLLC

Click here to enter a date.	Click here to enter text.
Click here to enter a date.	Click here to enter text.
Click here to enter a date.	Click here to enter text.
Click here to enter a date.	Click here to enter text.
Click here to enter a date.	Click here to enter text.

CITY OF SELAH, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** authorizing the Mayor to sign an Amended Agreement for Legal Services with Kenyon Disend, PLLC.

WHEREAS, the City of Selah has a need for civil city attorney legal services;

WHEREAS, the City of Selah has an Agreement for Legal Services with Kenyon Disend, PLLC for these services;

WHEREAS, the City of Selah wishes to amend the contract from the hourly rate schedule as set forth in the original contract, dated November 12, 2014, to a flat rate of \$10,000 per month;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, HEREBY RESOLVES as follows:

The Mayor is authorized to sign an Amended Agreement for Legal Services with Kenyon Disend, PLLC.

PASSED this 26th day of April, 2016.

Sherry Raymond, Mayor

ATTEST:

APPROVED AS TO FORM:

Dale Novobielski, Clerk/Treasurer

Robert F. Noe, City Attorney

AGREEMENT FOR LEGAL SERVICES

I. PARTIES

This Agreement is made on this ___ day of April, 2016, between the City of Selah (“City”) and Kenyon Disend, PLLC (“Attorneys”).

II. SERVICES OF THE ATTORNEYS

The Attorneys shall provide the legal services set forth in this Agreement and shall work for the City at the pleasure of and under the direction of the Mayor and City Administrator. Robert F. Noe shall serve as the City Attorney and will direct the services provided under this Agreement.

III. QUALITY OF SERVICES

Attorneys shall perform all legal services covered by this Agreement in a capable and efficient manner, and in accordance with the professional standards of the Washington State Bar Association.

IV. SERVICES PROVIDED

The City Attorney shall be principally responsible for performing all legal work for the City, except where defense is provided through insurance coverage. The City Attorney may have other attorneys and paralegals employed by Kenyon Disend, PLLC assist in the performance of his duties. The following list of duties is illustrative, but not necessarily inclusive, of the services to be performed by the City Attorney:

- (1) Review or draft City ordinances, agreements, resolutions, interlocal agreements, and other legal documents as requested by the City;
- (2) Represent the City in all lawsuits and other contested administrative proceedings commenced *against* the City, except where defense is provided through insurance coverage;
- (3) Advise City Councilmembers, Mayor, and staff members with regard to legal matters relating to their respective duties for the City;

(4) Consult with and advise the City Councilmembers, Mayor, and staff members in person, by telephone, e-mail, or by written memo on City business;

(5) Attend City Council or other meetings as requested; and

(6) Represent the City in all lawsuits and other contested administrative proceedings commenced *by* the City.

**V.
FEES AND COSTS**

City shall pay Attorneys a monthly retainer of \$10,000.00, plus out-of-pocket costs, for legal services described in paragraphs IV(1) - (5) of this Agreement, commencing with the month of May, 2016. City shall pay Attorneys at Attorneys' hourly rates for services described in paragraph IV(6) of this Agreement. Attorneys' hourly rates for services through December 31, 2016, including necessary travel time, are attached hereto as Exhibit A. Attorneys' hourly rates for subsequent calendar years shall be provided to the City on or before November 1 of the immediately preceding calendar year.

In addition, Attorneys will charge the City fifteen cents per page for photocopying, and shall be reimbursed for legal messenger services, postage, filing fees advanced on the City's behalf, and other direct expenses. Attorneys shall not bill the City nor be entitled to payment for telephone or mileage expenses incurred in the performance of its duties.

**VI.
PAYMENT TERMS**

Fees and costs are due in full from the City upon billing by Attorneys. A service charge shall accrue at the rate of 12% per annum, but shall only be added to any balance remaining unpaid sixty (60) days after the statement date.

**VII.
TIME RECORDS**

Attorneys will maintain accurate time records describing the services performed and the dates upon which said services were performed, and shall provide a monthly statement to the City setting forth the time expended for such services.

**VIII.
AGREEMENT PERIOD**

This Agreement shall remain in effect until terminated. Each party shall have the right to terminate this Agreement upon thirty days written notice.

IX.
INDEMNIFICATION/HOLD HARMLESS

Attorneys shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of Attorneys in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

X.
INSURANCE

Attorneys shall maintain for the protection of the City a professional errors and omissions insurance policy with minimum coverage of one million dollars per claim and three million dollars annual aggregate.

CITY OF SELAH

KENYON DISEND, PLLC

By: _____
Sherry Raymond, Mayor

By: _____
Michael R. Kenyon

EXHIBIT A

**KENYON DISEND, PLLC
HOURLY RATE SCHEDULE THROUGH DECEMBER 31, 2016**

ATTORNEYS:

Partners and Senior Attorneys:

Michael R. Kenyon	\$305.00
Bruce L. Disend	\$305.00
Kim Adams Pratt	\$270.00
Robert F. Noe	\$270.00
David A. Linehan	\$270.00
John "Jay" P. Long Jr.	\$250.00

Associate Attorneys:

Rachel B. Turpin	\$175.00
Ann Marie Soto	\$170.00
Charlotte A. Archer	\$165.00
Amy S. Mill	\$150.00
Alexandra L. Kenyon	\$135.00

PARALEGALS:

Margaret C. Starkey	\$125.00
Sheryl A. Loewen	\$110.00
Pam M. Odegard	\$110.00
Kathy I. Swoyer	\$110.00
Terry T. Curran	\$110.00
Antoinette M. Mattox	\$100.00



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



COUNCIL MEETING ACTION ITEM

4/26/2016 O - 1

Title: Ordinance of the City of Selah, Washington, adding a new Selah Municipal Code Chapter 10.24 Relating to Planned Development; Creating a Planned Development (PD) Overlay Zone; Establishing Development Regulations for Planned Development Overlay Zones; Providing for Severability; and Establishing an Effective Date

Thru: Donald Wayman, City Administrator

From: Harmit Bedi, City Planner

Action Requested: Approval

Board/Commission Recommendation: Approval

Fiscal Impact: None

Funding Source: N/A

Staff Recommendation:

Adopt Amended Chapter 10.24 Selah Municipal Code, Planned Development Overlay (PDO) District.

Background / Findings & Facts:

The City Council repealed Chapter 10.24 Planned Development (PD) Zoning District and directed staff to prepare a new Chapter. The proposed Planned Development Overlay Zoning District is recommended by the Planning Commission to achieve the purposes of providing clearer direction to both developers proposing projects as Planned Developments and to interested residents and others to alleviate the possibility for contention and challenge.



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Recommended Motion:

I move the adoption of Chapter 10.24, “Planned Development Overlay (PDO) District” to the Selah Municipal Code.



**CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY**



Record of all prior actions taken by the City Council and/or a City Board, City Committee, Planning Commission, or the Hearing Examiner (where applicable)

Date:	Action Taken:
8/4/2015	Planning Commission Study Session
9/1/2015	Planning Commission Public Hearing
9/22/2015	City Council Study Session with Planning Commission
10/13/2015	City Council Study Session with Planning Commission
10/27/2015	City Council Study Session with Planning Commission
11/10/2015	City Council Public Hearing

**CITY OF SELAH
WASHINGTON**

ORDINANCE _____

**AN ORDINANCE OF THE CITY OF SELAH,
WASHINGTON, ADDING A NEW SELAH MUNICIPAL
CODE CHAPTER 10.24 RELATING TO PLANNED
DEVELOPMENT; CREATING A PLANNED
DEVELOPMENT (PD) OVERLAY ZONE; ESTABLISHING
DEVELOPMENT REGULATIONS FOR PLANNED
DEVELOPMENT OVERLAY ZONES; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE**

WHEREAS, the City Council desires to provide for an overlay zone in order to better regulate planned development activity within the City of Selah;

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

Section 1. New Chapter 10.24 SMC, Planned Development, Added. A new Selah Municipal Code Chapter 10.24, entitled “Planned Development,” is hereby adopted to read as follows:

**Chapter 10.24
PLANNED DEVELOPMENT**

Sections:

- 10.24.010 Purpose**
- 10.24.020 Applicability**
- 10.24.030 Definitions**
- 10.24.040 Planned Development Overlay Zone—Created**
- 10.24.050 Planned Development Overlay Zone—Criteria**
- 10.24.060 Application—Procedure**
- 10.24.070 Application—Planned Development Plan**
- 10.24.080 Hearing Examiner Recommendation**
- 10.24.090 City Council Action—Effect of Approval**
- 10.24.100 Development Standards—Design**
- 10.24.110 Development Standards—Open Space**
- 10.24.120 Development Standards—Roads and Parking**
- 10.24.130 Limitations on Authority to Alter Zoning**

10.24.140 Modifications

10.24.150 Reconstruction of Damaged Buildings or Improvements

10.24.160 Appeal

10.24.010 Purpose

The purpose of this chapter is to establish a planned development overlay zone to allow new development that is consistent with both the Comprehensive Plan and the intent of the underlying zoning district, but which would not otherwise be permitted due to limitations in dimensional standards, permitted uses, or accessory uses in the underlying zoning district. Planned Development Overlays are intended to:

A. Encourage flexibility in design and development that is architecturally and environmentally innovative and which will result in a more efficient aesthetic and desirable utilization of the land than is possible through strict application of otherwise applicable zoning and subdivision controls; and

B. Provide for the clustering of dwelling units, usable open space and mixed-density residential development, including but not limited to single-family, duplexes, townhouses, apartments and multiple-family dwellings as provided for by the Comprehensive Plan, while protecting and maintaining compatibility with existing residential neighborhoods.

10.24.020 Applicability

This chapter applies to applications for and development within a planned development overlay zone, and is to be used in conjunction with the land use classification system established in Title 10 of the Selah Municipal Code and with the Comprehensive Plan.

10.24.030 Definitions

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise or they are more specifically defined in a section or subsection. Terms not defined shall be as defined by Appendix A to Chapters 10.02 through 10.48 SMC, otherwise shall be given their usual meaning.

“ADA” is the Americans with Disabilities Act of 1990.

“Adopted Design & Development Standards” means the design standards for public or private streets in SMC 10.50 or as otherwise adopted by the City (also see “Planned Development Design & Development Standards”).

“City Administrator” means the City of Selah City Administrator appointed pursuant to SMC 1.10.015.

“City Council” or “Council” means the City Council of the City of Selah, Washington.

“Code” or “SMC” means the Selah Municipal Code.

“Comprehensive Plan” means the 2005 Urban Growth Area Comprehensive Plan adopted by the City of Selah, or as subsequently amended.

“City” means the City of Selah, Washington.

“City Planner” for the purposes of this Chapter has the same meaning as “Planning Department”.

“Hearing Examiner” means the City of Selah Hearing Examiner appointed pursuant to SMC 1.60.020.

“Major Modification” means modifications which substantially change the character, basic design, density, open space or other requirements and conditions of the approved Planned Development Overlay, as further defined in SMC 10.24.140(B).

“Minor Modification” means modifications which may affect the precise dimensions or siting of buildings (i.e., lot coverage, height, setbacks) but which do not affect the basic character or arrangement and number of buildings approved in the Planned Development Overlay, as further defined in SMC 10.24.140(A).

“Planned Development Design & Development Standards” are street design standards set forth in SMC 10.24.120(F) as alternatives to “Adopted Design & Development Standards” for public or private streets in approved Planned Developments.

“Planned Development Overlay” or “PDO” means any property with a Planned Development (PD) Overlay Zone designation.

“Planned Development Plan” or “PDP” has the meaning prescribed under SMC 10.24.070 as now in effect or as may subsequently be amended.

“Planning Department” means the City of Selah Planning Department.

“PD District” means an existing planned development, as of the effective date of this ordinance, which was created under the previously repealed Chapter 10.24 SMC.

“Reviewing Official” is as defined in Appendix A to Chapters 10.02 through 10.48 SMC. In most cases in this Chapter, the Reviewing Official means the Hearing Examiner, City Council, Administrative Official or Planning Department (or City Planner) in their respective roles as described.

“SEPA” means the State Environmental Policy Act (Chapter 43.21C RCW), its’ implementing rules (Chapter 197-11 WAC) and the City’s SEPA procedures (Chapter 11.40 SMC).

10.24.040 Planned Development (PD) Overlay Zone—Created

A. Planned Development Overlay Zone Designation. A planned development approved in accordance with this chapter after the effective date of the ordinance adopting this chapter shall have a zoning designation of Planned Development (PD) Overlay Zone. The PD Overlay Zone designation will be reflected by a “(PD)” suffix qualifier on the underlying zoning designation for the parcel. For example, an approved planned development in a Two Family Residential zoning district would be classified as “R-2 (PD)”.

B. Authorized Uses. Planned Development Overlays shall incorporate the permitted land uses and development standards of the underlying zoning district pursuant to Code and the Land Use Table in SMC 10.28.020; provided, however, that approval of a Planned Development Overlay shall modify and supersede the

regulations of the underlying zoning district as provided in this chapter and the approved Planned Development Plan.

Notwithstanding anything to the contrary in the underlying zoning requirements, a Planned Development Overlay may permit all proposed uses and developments under this chapter that are allowed by the Comprehensive Plan and that do not exceed the maximum densities in the Comprehensive Plan.

1. Residential Planned Development Overlays are permitted in the LDSF, R-1, R-2, and R-3 zones; provided, that:

- a. No more than 40 percent of the number of dwelling units in a planned development in the LDSF or R-1 zone may consist of two-family or multiple-family dwellings; and
- b. No more than 40 percent of the number of dwelling units in a planned development in the R-2 or R-3 zones may consist of single-family dwellings.

2. Reserved.

C. Extant Planned Development Zoning Districts. Existing planned developments, as of the effective date of the ordinance adopting this chapter, are and shall remain separate zoning districts created under the previously repealed Chapter 10.24 SMC("PD Districts"), as indicated on the official zoning map adopted under SMC 10.04.010, and shall:

1. Retain the authorized uses considered to be conforming in the PD District; and
2. Permit major or minor modifications only within the existing approved boundaries of the PD District.

10.24.050 Planned Development (PD) Overlay Zone—Criteria

A Planned Development Overlay shall be approved or denied based upon the following criteria, which are listed in order of priority regarding the weight to be given to each factor:

- A. Compliance with this chapter;
- B. Compliance with the allowed uses and maximum density for the future land use designation of the subject property as set forth in the Comprehensive Plan;
- C. The extent to which the PDO meets the development standards of SMC 10.24.100 and 10.24.110(A). They include minimum mandatory standards that cannot be reduced along with higher standards that are not mandatory, some of which are described as being preferred. Some of the higher standards may be necessary to assure consistency with the purpose of Chapter 10, SMC and compatibility with surrounding land uses or the PDP may need to document how meeting the minimum standards or only meeting the mandatory standards does so.
- D. The system of ownership and the means of development, preservation and maintenance of open space;
- E. Compliance with the City's subdivision code, if a proposed Planned Development Overlay is combined with a proposal to divide land into lots.

10.24.060 Application—Procedure

Applications for a proposed planned development shall be prepared, submitted, and processed as follows:

A. Preliminary PDP. The applicant shall prepare a Planned Development Plan (PDP) in accordance with SMC 10.24.070 and with the provisions of this chapter;

B. Pre-Application Conference. The applicant shall contact the Planning Department and schedule a pre-application conference to review the PDP for completeness and for compliance with the Comprehensive Plan and the provisions of this chapter;

C. Application Submittal. Following the pre-application conference, the applicant shall submit an application for Planned Development Overlay to the Planning Department on a form provided by the City, accompanied by all documents required by the application form, including the final PDP;

D. Determination of Completeness. Within 28 days of receiving a date-stamped Planned Development Overlay application, the Planning Department shall determine whether or not the application is complete in accordance with SMC 21.05.050;

E. Review Hearing. Within 30 days of a determination of completeness issued pursuant to paragraph (D) of this section, the City shall schedule a hearing before the Hearing Examiner in accordance with SMC 10.24.080 for review of the Planned Development Overlay application. The hearing itself may be set to begin on a date later than 30 days after issuance of the determination of completeness. The Hearing Examiner shall render a recommendation thereon to the City Council; and

F. City Council Action. Within 45 days of the City's receipt of the Hearing Examiner's recommendation, the City Council shall consider the recommendation, after which it shall adopt, modify or reject the recommendation of the Hearing Examiner pursuant to SMC 10.24.090.

G. Failure to strictly comply with the time limits in this Section or the time limits in SMC 10.24.080 and .090 shall not be considered a violation of this Chapter if such failure was due to justifiable circumstances and consistent with the intent of these requirements except as otherwise provided for by Code or State law. Delays resulting from actions taken under the requirements of SEPA, a notice of incomplete application or request for additional information made pursuant to RCW 36.70B.070 shall not be considered violations of this Chapter.

10.24.070 Application—Planned Development Plan

The Planned Development Plan shall include both project maps and a written project description containing, as determined by the Planning Department at the pre-application conference, the elements enumerated in subsections (A) and (B) of this section.

A. Project Maps. The PDP shall include an accurate map or maps drawn to a scale of not less than one inch to one hundred feet, depicting the following:

1. The boundaries of the proposed Planned Development Overlay;
2. Location, names and dimensions of all existing and proposed streets, public ways, railroad and utility rights of way, parks or other open spaces, and all surrounding land uses within 200 feet of the boundary of the proposed PDO;

3. Preliminary plans, elevations, number of dwelling units, types of use, and exterior appearance of all proposed buildings and structures, which shall include drawings, architectural renderings and photographs;
4. Proposed location and square footage of community facilities and “common open space”;
5. Proposed public dedications;
6. Detailed parking plan described by SMC 10.24.120(A) when required by SMC 10.24.120(B).
7. Street design standards as required by SMC 10.24.120(F);
8. Points of ingress to and egress from the proposed PDO;
9. Location, arrangement, number and dimensions of truck loading and unloading spaces and docks, if any;
10. Street Lighting Plan as required by SMC 10.24.120(D)
11. Location and directional bearing of all major physiographic features such as railroads, drainage canals and shorelines, if any;
12. Existing topographic contours at intervals of not more than five feet;
13. Proposed topographic contours at intervals of not more than one foot;
14. Existing and proposed sewers, water mains and other underground facilities within and adjacent to the proposed PDO, and their certified capacities;
15. Proposed drainage facilities;
16. Proposed landscaping and the approximate location, height and materials of all walls, fences and screens;
17. Traffic flow plan, including pedestrian and vehicular circulation pattern and the location and dimensions of walks, trails or easements;
18. Indication of proposed stages or phases of development; and
19. In the event the proposed PDO is combined with a proposal to subdivide the land, the PDP shall also include a complete subdivision application pursuant to Chapter 10.50 SMC.

B. Written Project Description. The PDP shall include a written project description identifying the project as a residential planned development and setting out detailed information concerning the following as determined by the Planning Department at the Pre-Application Conference:

1. Statement of the project goals and objectives, compatibility with the surrounding area (including measures to assure compatibility pursuant to SMC 10.24.100(D)), and potential future use; (i.e., why it would be in the public interest and consistent with the Comprehensive Plan);
2. Proposed system of ownership;
3. Operation and maintenance proposal; (i.e., homeowner association, condominium, co-op or other);
4. All proposed land uses, including uses permitted in the underlying zone and uses not permitted in the underlying zone, and how such uses fit into the planned development concept;
5. All deviations from the development standards of the underlying zone;

6. Tables showing total numbers of acres, distribution of area by use, percent designated for dwellings and open space, number of off street parking spaces, street, parks, playgrounds, and schools;
7. Tables indicating overall densities and density by dwelling types, and any proposals for adjustments to the density limitations;
8. Restrictive covenants;
9. Waste disposal facilities;
10. Local access street design, including identification of the Planned Development Design & Development Standards that will be applied, if any, as required by SMC 10.24.120(F)(3)(b);
11. Parking and lighting, as required by SMC 10.24.120(A);
12. Water supply;
13. Public transportation;
14. Community facilities; and
15. Development timetable.

10.24.080 Hearing Examiner Recommendation

In accordance with 10.24.060(E), the Planning Department shall, in consultation with the Hearing Examiner, fix the date at which the Planned Development Overlay application shall be considered and reviewed by the Hearing Examiner at an open record public hearing.

A. Notice of Hearing. Notice of the hearing shall be published once not less than 10 days prior to the hearing in the official newspaper of the City given as required for minor rezones by SMC 10.40 and SMC 21. Additional notice of such hearing shall be given by mail, posting on the property, or in any manner the Planning Department or Hearing Examiner deems suitable to notify adjacent owners and the public.

B. Conduct of Hearing. At the hearing, the Hearing Examiner shall consider all relevant evidence to determine whether the proposed Planned Development Overlay should be approved, conditionally approved, or disapproved according to the Planned Development Overlay criteria enumerated in SMC 10.24.050.

C. Written Recommendation. Not later than 10 business days following the conclusion of the hearing, or any continued hearing, the Hearing Examiner shall render a written recommendation to the City Council and transmit a copy thereof or a notice of availability of the decision to all parties of record. Posting the decision on a City or Hearing Examiner Website may serve as such notice to parties of record provided that the applicant shall be given a copy of the decision. The Hearing Examiner may recommend that the proposed Planned Development Overlay be approved, conditionally approved, or disapproved. Conditions of approval shall be precisely recited in the Hearing Examiner's recommendation.

10.24.090 City Council Action—Effect of Approval

A. City Council Action. Within 45 days of the City's receipt of the Hearing Examiner's recommendation on any proposed Planned Development Overlay, the

City Council shall consider the recommendation at a public meeting, where it may adopt, modify or reject the recommendations of the Hearing Examiner.

B. Effect of Approval. Upon the City Council's approval of a Planned Development Overlay, the subject property shall be designated with the "(PD)" suffix qualifier as provided in SMC 10.24.040(A). The City Council shall promptly thereafter initiate a legislative amendment to the official zoning map pursuant to SMC 10.40.030(1) to reflect the new zoning designation, unless such zoning map amendment application has been included in the approved planned development application. The criteria of SMC 10.24.050 shall be used rather than the review criteria of SMC 10.40.050 or SMC 10.40.070.

C. Failure to Develop. If substantial construction has not been performed on the project within 18 months after the date of approval, the Planned Development Overlay Zone designation shall lapse, and the property shall revert by operation of law to the underlying zoning district, regardless of any contrary designation on the official zoning map. The City Council may choose to extend this 18-month period one time, for an additional period not to exceed 12 months, upon good cause shown in writing by the applicant. The City Council's decision with respect to any such extension shall be final.

10.24.100 Development Standards—Design

The following design standards shall apply to all Planned Development Overlays.

- A. Building Height and Setbacks. PDPs shall provide adequate setbacks and building heights to avoid negative impacts on adjacent structures on neighboring properties. No building shall exceed a height of 35 feet. The following setbacks are required minimums and shall not be reduced:
- a. Side setback of 12 feet and rear setback of 20 feet for structures 26 feet or higher from exterior property lines of the Planned Development Overlay.
 - b. Setbacks for structures less than 26 feet in height from exterior property lines of the Planned Development Overlay shall be the side and rear setbacks of the underlying zoning district.
 - c. 22 foot setback from the edge of the sidewalk or back of curb (where there is no sidewalk) facing the building to garage or covered parking.
 - d. 12 foot setback from the edge of the sidewalk or back of curb (where there is no sidewalk) facing the building to the rest of the dwelling or other primary building (except for the garage or covered parking).

For the purpose of these setback standards, the determination of which is the side and rear setbacks shall be based on the building from which the setback is being measured and its orientation to the street, not on the configuration or orientation of the property that comprises the PDO. The reviewing official shall make this determination in those situations in which it is not clear.

B. Pedestrian-Oriented Design. There shall be a distinct separation of vehicular and pedestrian traffic within a PDO meaning that at minimum, all streets shall be improved with sidewalks that meet minimum City standards for public streets. The design must be in compliance with the City's public parks plan and Comprehensive Plan. This may require an improved pedestrian trail system that links the PDO's primary uses together and an improved pedestrian/bicycle trail system which links at least a portion of the PDO's trail system to the pedestrian facilities adjacent to the PDO.

C. Compatible and Efficient Layout. Streets, lot lines, low-impact development techniques and facilities, landscaping areas, open space, building footprints and/or other features shall be arranged for maximum traffic flow efficiency and minimal impact to natural features, existing traffic patterns and uses in the vicinity. Vehicular entrances and exits to the PDO shall be minimized by providing for common ingress, egress and circulation areas.

D. Compatibility with Adjacent Uses. The exterior of the PDO shall be highly compatible with adjacent uses. Measures to assure compatibility shall be described in the PDP and may include, but are not limited to, restricted uses along the exterior of the development, building footprint location, open spaces, buffers, landscaping, architectural style and pedestrian/vehicular circulation linkages. ***Building height may not be used as criteria for judging compatibility with adjacent uses. Planned development densities shall not be used as criteria to judge compatibility with adjacent uses when adjacent properties are zoned differently.***

E. Variety of Housing Types, Styles. Housing types within a PDO with three structures or more shall be varied to have a range of architectural variety. Although an overall architectural theme may be appropriate, there shall be a range of housing styles within a theme to avoid the monotony of identical structures.

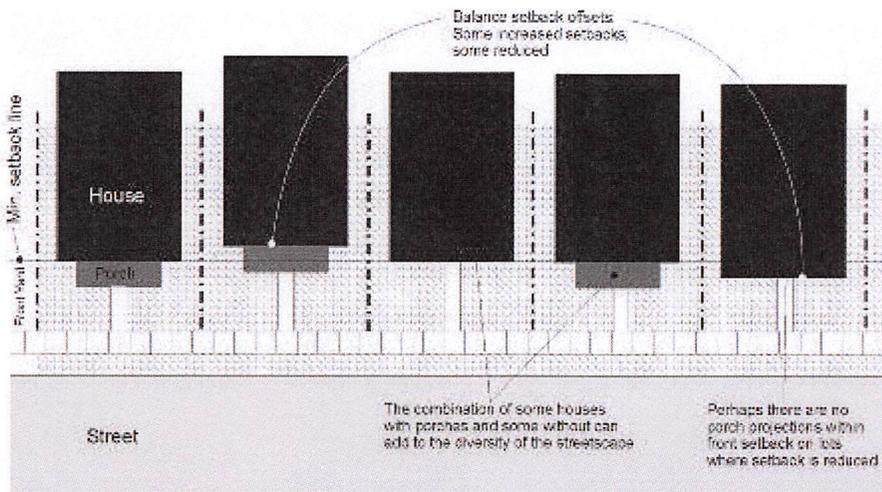
F. Design Diversity. PDO's shall incorporate measures that promote design diversity. This shall be accomplished by (see Figures 10.24.100(E)-1 and 10.24.100(E)-2);

1. Providing a mixture of lot sizes and/or front setbacks (which could be specified on the plat); and/or

2. Providing a diversity of floor plans and facade treatments that avoid monotonous streetscapes. This could be accomplished with conditions on the plat and/or special covenants required for lots.



Figures 10.24.100(E)-1 and 10.24.100(E)-2. The above homes feature a good diversity of facade designs, colors and rooflines.



Figures 10.24.100(E)-3 and 10.24.100(E)-4. Avoid monotonous rows of duplicative homes (top example). Another solution is to prescribe variable setbacks such as in the bottom example.

10.24.110 Development Standards—Open Space

Common open space shall consist primarily of large usable areas which are owned by all property owners within a PDO. **The minimum allowable outdoor open area for a planned development shall be no less than twelve (12) percent of the total square footage of the PDO.** The open area may exceed twelve percent. The twelve percent minimum required shall be a usable area. **A usable area is a developed area with a finished grade not to exceed ten (10) percent which can be used for the purpose of the relaxation, enjoyment and/or recreation of all of the property owners within a PDO.** This includes, but is not limited to: buffer yards, public space, landscaped areas, recreational areas, collectively owned, landscaped courtyards or decks, gardens with pathways, children's play areas, an area for recreation/socialization facility or other multi-purpose recreational and/or garden spaces. Sufficient common open space for the types of uses envisioned within a PDO shall be provided.

The following shall not be considered in calculating the minimum usable area required under this section:

1. Areas reserved for the exclusive use or benefit of private individuals;
2. Dedicated streets, alleys or other public rights of way;
3. Required detention areas;
4. Irregular or unusable narrow strips of land less than fifteen feet wide, unless containing a trail or a bicycle path;
5. Rooftop decks, personally owned courtyard decks, personally owned front yards; and (6) inaccessible natural areas.

A. Planned Development Open Space Design Criteria. Special requirements and recommendations for developed common open spaces include the following. These requirements do not apply to undeveloped open space such as natural areas or critical area buffers:

1. Required setback areas shall not count towards the open space requirement unless those areas are portions of a space that are large enough to provide functional leisure or recreational activity. To meet this requirement, no dimension shall be less than 15 feet in width;
2. Spaces (particularly children's play areas) shall be visible from at least three dwelling units and positioned near pedestrian activity;
3. Spaces shall feature pedestrian amenities such as, but not limited to paths, landscaping, seating, and lighting to make the area more functional and enjoyable;
4. Individual entries may be provided onto common open space from adjacent ground floor residential units, where applicable. Small, semi-private open spaces for adjacent ground floor units that maintain visual access to the common area are encouraged to enliven the space. Low walls or hedges (less than three feet in height) are encouraged to provide clear definition of semi-private and common spaces;
5. Common space shall be separated from ground floor windows, automobile circulation, service areas and parking lots by utilizing landscaping, low-level fencing, and/or other treatments that enhance safety and privacy (both for common open space and dwelling units);
6. Space should be oriented to receive sunlight, facing east, west, or (preferably) south, when possible;
7. Stairways, stair landings and above grade walkways shall not encroach into minimum required common open space areas. A roof covering may be built over a courtyard to provide weather protection provided it does not obstruct natural light inside the courtyard.

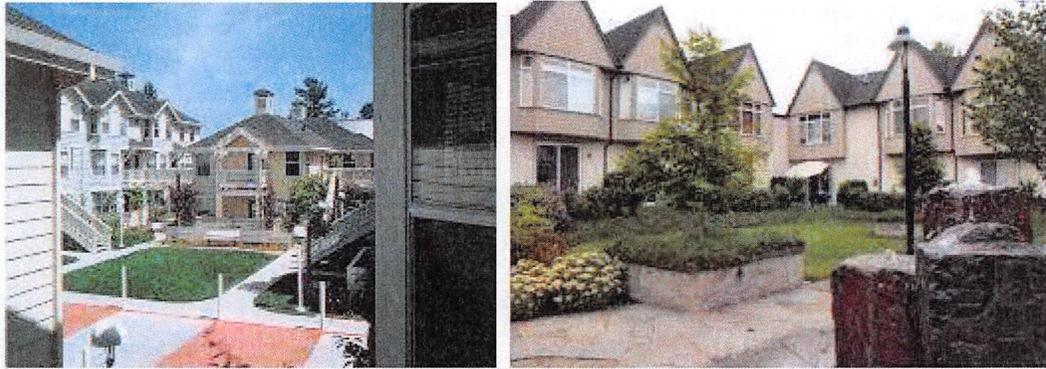


Figure 10.24.110(A)-1. Examples of common open space.

B. Indoor Recreational Areas. When provided, indoor recreational areas shall meet the following conditions:

1. The space shall be located in a visible area, such as near an entrance, lobby, or high traffic corridors; and
2. Space shall be designed specifically to serve interior recreational functions and not merely be leftover, un-rentable space used to meet the open space requirement. Such space shall include amenities and design elements that will encourage use by residents.

C. Shared Rooftop Decks. When provided, shared rooftop decks shall meet the following requirements:

1. Space shall provide amenities such as seating areas, landscaping, and/or other features that encourage use;
2. Space shall incorporate features that provide for the safety of residents, such as enclosures, railings, and appropriate lighting levels.

D. Community Gardens. (See figure 10.24.110(E)-1.) When provided, community gardens shall meet the following conditions:

1. All spaces shall be located to receive at least six hours of natural sunlight per day in summer months;
2. All spaces shall have access to irrigation (which in this context, could be municipal water service where otherwise allowed);
3. All spaces shall have tillable soil to a depth of one foot, minimum;
4. Spaces may be provided in shared or private yard areas, at ground level, on balconies, or on rooftop decks;
5. Where some or all of the community garden is within shared common open space, a management program shall be required setting forth the following provisions:
 - a. Access to interested residents meeting minimum space requirements set forth herein; and
 - b. Provisions for space management and maintenance; and
6. Where community garden space is provided within shared common open spaces, the following standards shall apply;
 - a. Walkways between planting beds shall be at least two feet wide; and:

- b. Planting beds shall be raised above surface level. For ground level spaces, planting beds shall be raised at least six inches. For rooftop spaces, planting beds shall be raised by at least 18 inches.



Figure 10.24.110(E)-1. Community garden example.

10.24.120 Development Standards—Parking, Lighting and Roads

A. Parking Plan. A detailed parking plan shall be submitted with a Planned Development Overlay application. The parking plan shall contain the following information: the existing and proposed development, location of off-street parking areas, including garages, parking stall and driving aisle location and dimensions, including the number and angles of stalls and the widths of aisles and bays, loading and maneuvering areas, curb cuts, light fixtures, adjacent streets, landscape islands and peninsulas and other relevant features of the proposed parking facility. The parking plan shall also include the location and square footage for each existing and/or proposed non-residential structure or use area and the proposed area, including floor area, dedicated to each use. For residential structures, the number of bedrooms of each residential unit shall be specified. A lighting plan detailing light standard height, location of lights, wattage, and light dispersion patterns shall be submitted with the parking plan. The parking plan may be combined with the landscaping plan. The parking plan shall be subject to approval by the City Planner, in order for the application to be considered complete.

B. When Required. Separate plans for off-street parking for residential developments with less than three proposed units or that consist entirely of single-family dwellings with at least two off-street parking spaces per unit and streets wide enough to provide for on-street parking are not required except when the parking space for residential uses are to be located on a lot other than that on which the residential building is located.

C. Computation of required off-street parking spaces.

1. Spaces Required. Except as modified in subsections below, off-street parking areas shall contain at a minimum the number of parking spaces as stipulated in the following table. Off-street parking ratios expressed as number of spaces per square feet means the usable or net square footage of floor area, exclusive of non - public areas. Non-public areas include but are not limited to building maintenance areas, storage areas, closets or restrooms. If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the nearest whole number with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Computation of required off-street parking spaces.

Category of Land Use	Minimum Parking Spaces Required
Planned Development	
Dwelling, single-family/duplex/townhouse	2.0 per dwelling unit; for structures containing more than 4 bedrooms, one additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages are permitted for single-family and duplex dwelling units.
One bedroom unit	1.5 per unit
Cottage	1.5 per unit
Studio units	1.2 per unit

D. Street Lighting Plan

1. All PDO's shall provide street lights in accordance with the standards for such improvements of the City of Selah and *except on private streets* they shall be owned and operated by the City. A street lighting plan submitted by the applicant and approved by the Public Works Department shall be as set forth in the current edition of the WSDOT/APWA Standard Specifications and as directed by the Public Works Director except where noted herein. All public street light designs shall be prepared by an engineer licensed by the State of Washington. All PDO's shall include conduit installed so as to provide adequate capacity for future installation of complete street lighting. All street light electrical installations including wiring, conduit, and power connections shall be located underground. Exception to underground installation is permissible in limited locations with approval of the Public Works Director. The General Notes below shall be included on any plans dealing with street design.

E. General Notes (Street Light Construction)

1. All workmanship, materials and testing shall be in accordance with the current edition of the Standard Specifications for Road, Bridge, and Municipal Construction prepared by the Washington State Department of Transportation (WSDOT), and the American Public Works Association (APWA) General Special Provisions (GSP's) for Division One General Requirements as the standard specifications governing all design and construction of public works improvements by the City and by private developers.
2. Developer or developer's engineer shall submit proposed lighting layout and types on plans. The Public Works Department shall approve lighting plans prior to final plat recording or building permit issuance.

F. Local Access Street Design.

1. Purpose. The purpose of planned development street design standards is to provide safe and attractive local access streets that provide access to planned development property.
2. Implementation. The street design standards in this chapter are minimum requirements and shall not be reduced by the PDP or the reviewing official. Streets may be public or private. Either public or private streets may, be designed to the standards in this Chapter or to the standards in SMC 10.50 or otherwise adopted by the City. For the purposes of this Chapter, said standards are referred to as Adopted Design & Development Standards. Alternative standards provided for in this Chapter are referred to as Planned Development Design & Development Standards.
3. Public Streets. Shall meet the following minimum requirements:
 - a. Shall be constructed to Adopted Design & Development Standards except as modified by these Planned Development Design & Development Standards.
 - b. Construction to Adopted Design & Development Standards is preferred. The PDP shall identify and describe with both text and drawings, the Planned Development Design & Development Standards of this Section that are going to be applied and the individual streets within the development that will be constructed to them. Failure to do so shall be considered to mean that full compliance with Adopted Design & Development Standards for public streets will be required.
 - c. Shall meet the Fire Apparatus Road standards of the International Fire Code. Where said standards conflict with any other street standards allowed by this Chapter, the more restrictive standards shall be required.
4. Private streets
 - a. Shall be designed to standards identified and described in detail, using text and drawings in the PDP, subject to approval by the Reviewing Official and that meet or exceed the minimum requirements of this section.
 - b. Shall meet the Fire Apparatus Road Standards of the International Fire Code. Where said standards conflict with the standards allowed by this Chapter, the more restrictive standards shall be required.

c. A road maintenance association or equivalent shall be formed and shall be fully responsible for maintenance of private streets, including but not limited to snow removal. The association and the road maintenance agreement or equivalent instrument shall be included and described in the PDP and subject to approval by the Reviewing Official.

5. Street section connections to existing curbs/sidewalks shall be as follows:

- a. When curbs/sidewalks exist on one abutting end of a proposed planned development project, the new planned development shall transition from its existing location to the new street section as provided by current code requirements; and
- b. When existing curbs/sidewalks exist on both abutting ends of a proposed project (infill), or along the frontage of the proposed project, the reviewing official may allow for the continuation of the existing roadway section across the proposed planned development. The reviewing official shall require the applicant to dedicate any rights-of-way necessary to construct improvements and/or execute a deferral agreement to participate in a future project to construct said improvement(s).

3. Design. There are two optional designs for local access streets, including 20-26 foot, and over 26 and less than 32-foot-wide streets, to allow flexibility for planned development design while accommodating functional access needs and community design goals. Travel lanes are shared auto and bicycle lanes. Sidewalks are required, at the minimum, on one side of the street.

- a. Continuity. Designs shall be consistent on individual blocks. An exception is for a hybrid design. An example would be a 20-foot street that integrates parking pockets on one side of the street.
- b. Curbing and gutters and appropriate drainage improvements are required for all street designs.
- c. Limitation for 20-foot streets. Twenty-foot streets are not preferred and are intended to be used only in special cases where there is available guest parking on nearby streets or additional off-street parking is provided within walking distance of homes. Twenty-foot streets shall serve no more than 8 dwelling units and shall be dead-end unless approved by the reviewing official because it is clearly shown by the PDP that it would not typically be used by through-traffic.
- d. All dwelling units shall be within 300 feet (measured along sidewalks or other internal pathways) of available on-street or off-street guest parking equal to one space per dwelling unit, minimum.
- e. No parking shall be allowed on 20-foot wide streets. Exception is allowed parallel parking bulb-outs (see Figure 10.24.120(B)-1). The bulb-outs shall take up no more than 50 percent of the planting strip length (labeled 'setback' on Figure 10.24.120(B)-2).

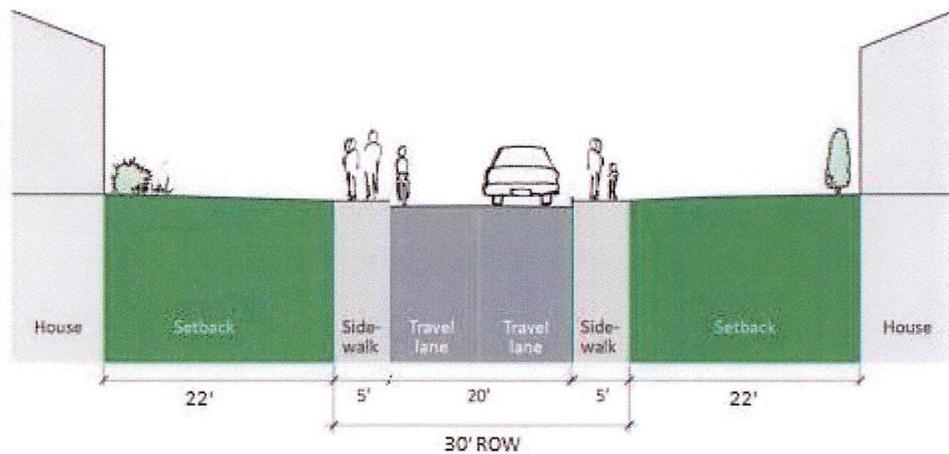
- f. While two sidewalks are preferred for all street designs, they are not mandatory. One sidewalk for each type of street is allowed.



Figure 10.24.120(B)-1: Example of a local access street with integrated parallel parking bulb-outs.

20 Foot to 26 Foot Wide Streets

20' Wide Street Depicted



20' Wide Street, One Sidewalk Depicted

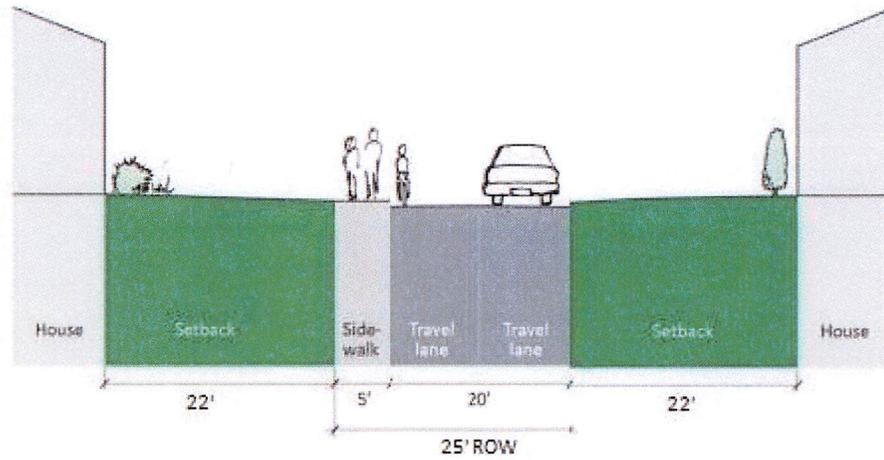
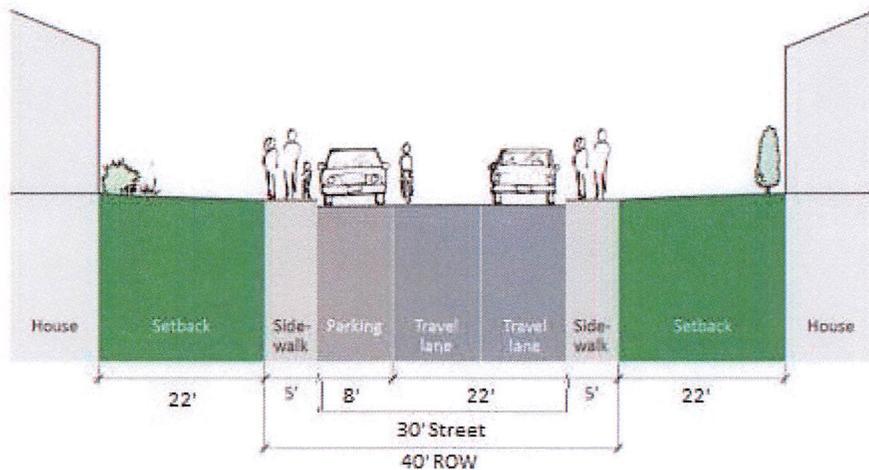


Figure 10.24.120(B)-2: Cross-sections for local access street design options (with standard dimensions)

Streets Over 26 Feet and Less Than 32 Feet Wide

30' Wide Street Depicted



30' Wide Street, One Sidewalk Depicted

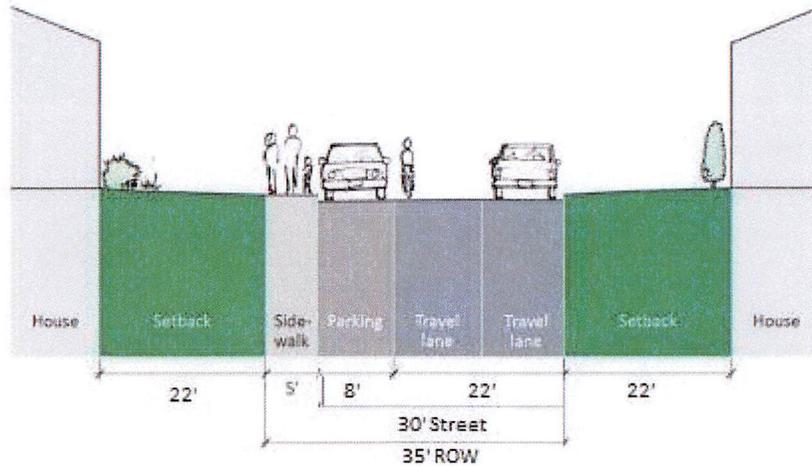


Figure 10.24.120(B)-2 Continued: Cross-sections for local access street design options (with standard dimensions)

10.24.130 Limitations on Authority to Alter Zoning

The following provisions of the Selah Municipal Code may not be altered pursuant to this chapter:

- A. Any provision of this Chapter 10.24, Planned Development;
- B. Any provision of Title 10, Zoning, which specifically states that it is not subject to modification or alteration; and
- C. Any provision of the Land Use Table in SMC 10.28.020, except that any permitted Class 1, 2 or 3 use in any other residential zone may be permitted in a residential Planned Development provided that it is disclosed in the PDP and approved pursuant to this Chapter. The PDP or the reviewing official may place restrictions on such approved uses including requirements that they go through a separate approval process such as a major or minor modification or Class 1, 2 or 3 review before being established.

10.24.140 Modifications

An applicant may request a modification to any element or provision of an approved Planned Development Overlay. All modification applications shall be deemed either “minor” or “major.”

A. Minor Modifications. Minor modifications may be approved administratively in accordance with the procedure set forth in the PDP, where applicable, or by the City Administrator. A modification shall be considered “minor” if it:

1. Would not increase the total number of dwelling units in the Planned Development Overlay above the maximum number set forth in the PDP, or would not decrease the number of dwelling units by more than 10 percent;

2. Would not decrease the minimum - or increase the maximum - density for residential areas of the Planned Development Overlay beyond the density ranges in the PDP;

3. Would not reduce the approved or required amount of open space or recreation space or alter its location or configuration in a way that would lower its level of service or functionality;

4. Would not reduce or adversely alter a standard or condition of approval of the PDO that is considered to be “preferred” by this Chapter or that was imposed in order to assure consistency with the Code and compatibility with adjacent land uses pursuant to SMC 10.24.050(C). The reviewing official shall identify conditions of approval as such in the decision issued for the PDO.

5. Would not violate any mitigation measure required by a Mitigated Determination of Non-Significance (MDNS) or Final Environmental Impact Statement (FEIS). Additional environmental review shall be required for any action that is not categorically or statutorily exempt from SEPA unless part of a Planned Action pursuant to RCW 43.21C.440 or determined by the SEPA Responsible Official in accordance with WAC 197-11-600 that environmental impacts from the action had been adequately considered by a previously conducted environmental review;

6. Would not adversely impact the project’s fiscal projections to the detriment of the City;

7. Would not significantly change the overall design of the PDP; and

B. Major Modifications. Major modifications shall be reviewed using the same procedures applicable for new Planned Development Overlay applications set forth in SMC 10.24.060. Any modification that is not minor pursuant to subsection (A) of this section shall be considered “major.” The City may specify additional criteria for determining whether a proposed modification is minor or major by requiring such provision in the PDP, but the criteria listed in this section cannot be modified or reduced by the PDP.

10.24.150 Reconstruction of Damaged Buildings or Improvements

Replacement or reconstruction of any buildings or improvements that have been damaged or destroyed within the Planned Development Overlay shall conform to the original PDP.

10.24.160 Appeal

Any final decision by the City Council made pursuant to this chapter may be appealed to the Yakima County Superior Court within 21 days from the date of

the decision being appealed, pursuant to Chapter 36.70C RCW, the Land Use Petition Act.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THERE OF ON THE 26th DAY OF APRIL, 2016

CITY OF SELAH

Sherry Raymond, Mayor

ATTEST:

Dale Novobielski, City Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

ORDINANCE NO. _____