

# SELAH CITY COUNCIL

5:30pm March 22, 2016



*Selah City Council  
Regular Meeting  
Tuesday, March 22 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

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## AGENDA

- A. Call to Order –Mayor Raymond
- B. Roll Call
  - 1. Absences
- C. Pledge of Allegiance
- D. Agenda Changes **None**
- E. Public Appearances/Introductions/Presentations
  - 1. Kelli Pettijohn, Selah Relay For Life
  - 2. Gene Hill, Basin Disposal
  - 3. Stephanie Gangle, Yakima Valley Tourism
  - 4. Whitney Stohr, Executive Director, Selah Downtown Association
- F. Getting To Know Our Businesses
  - 1. Kathryn Platt, Nana Kate's
  - 2. Barb Petrea, All About Fun
- G. 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
  - Rick Hayes a. Selah Police Department 2015 Year End Report
  - Monica Lake b. Selah Downtown Association Monthly Report
  - Monica Lake c. Yakima Valley Tourism 2015 Annual Report

H. Proclamations/Announcements **None**

I. 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: March 8, 2016 Council Meeting  
Dale N. \* 2. Approval of Claims & Payroll

J. Public Hearings **None**

K. New Business **None**

L. Old Business **None**

M. Resolutions

Joe Henne 1. Resolution Authorizing the Mayor to sign Task Order 2016-3 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Palm Park Booster Station and Well No. 7 Improvements

N. Ordinances

Dale N. 1. Ordinance Amending the 2016 Budget for a DWSRF Loan for Water System Improvements

P. Reports/Announcements

1. Mayor
2. Council Members
3. Departmental
4. Boards

Caprise Groo a. Planning Commission Minutes for February 16, 2016

Q. Executive Session **None**

R. Adjournment

Next Study Session April 12, 2016  
Next Regular Meeting April 12, 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**

**3/22/2016      G – 2A**

**Title:** Selah Police Department 2015 Year End Report

**Thru:** Donald Wayman, City Administrator

**From:** Rick Hayes, Police Chief

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

Informational Only

**Background / Findings & Facts:**

2015 report for the Selah Police Department

**Recommended Motion:**

N/A

# Selah Police Department



## 2015 Year End Report

Prepared By:  
Richard Hayes

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## *From the Chief of Police*

### **SO, WHAT ABOUT 2015**

In 2015, we saw crimes of opportunity continue at the same level as the last couple of years. Crimes of opportunity are crimes that might not have happened if the property was put away, the vehicle was locked or the garage door closed. With the economy still suffering; these crimes will probably continue to be our largest call for service. Drug trafficking and usage is another factor facing not only our community, but also the entire Yakima Valley. The criminal element of today is a very “mobile element” that has no boundaries. Criminals that prey on our citizens may very well be preying on Sunnyside’s or Ellensburg’s. They will steal anything that is not locked up or out of sight. Committing property crimes is how they “feed” or support their habit. Fortunately, our violent crime in Selah has remained well below the rates of Yakima, Yakima County and the State. So you may ask, “What is Selah Police Department doing about the crime in Selah?” Well, let me tell you.

In January of 2012 we changed our shifts to ten hour and forty minute shifts (10-40’s). This allows an overlap of all shifts during the peak “calls for service” hours and reduces overtime. This also puts the officers into two squads that work together year in and year out, building a team concept. They train together, have days off together and work together. We selected these squads so that each squad has its own Spanish speaking officer, taser instructor, firearms instructor, defensive tactics instructor and sergeant. The squad concept has already helped to increase morale and build a camaraderie that we haven’t seen in a while. Officers are now more visible and “Out There” and the facts already show that the more visible the police are, less crime you will have.

Law Enforcement is the government’s most visible public agency. The best way to enhance our agency’s reputation and increase respect is with sound, defensible, up-to-date policies coupled with daily policy training. So, in the last part of 2014 we were introduced to Lexipol. Lexipol is a company that offers digital Law Enforcement policy manual management, regular policy updates, and certifiable daily training against policy.

In 2015 we purchased Lexipol and began the transition from our antiquated Standard Operating Procedures (SOP) to a Lexipol digital OP that offers; State-Specific Policies, Law Enforcement Practices and Easy Customization. Customizing and maintaining Lexipol’s policies take only a fraction of an officer’s time, compared to outside policy management and it’s proven to reduce the Number of Claims Paid. Lexipol’s policy and training system has also been proven to reduce the number of claims paid. In a recent study, Lexipol users saw fewer litigated claims, when compared to pre-Lexipol implementation.

The “BEAST” (evidence and property software) was purchased. Though the purchase of this software has not changed evidence collection, it has changed the manner in which it is recorded and tracked while in the care and custody of the Selah Police Department. This system is light years ahead of keeping record by hand, which we used to do. Since the implementation of this software keeping track of evidence, it’s location within the property room, and the release of found / recovered property has vastly improved.

Complete conversion of evidence and property stored in the evidence room into the new system is still an ongoing project. It is being done as priorities allow.

2016 will be the 5<sup>th</sup> Citizen’s Academy. The graduates have become excellent goodwill ambassadors within the community that have assisted the department by teaching others about crime prevention and taking responsibility for one’s own well-being and property. Our National Night Out event continues to grow and has become a yearly staple in our community. Our chaplaincy program has grown from one to three (3) chaplains. All of these programs educate citizens to what we do and what they can and need to do as citizens. The people that involve themselves in these programs are more likely to call the police when they see an incident that needs reported.

Selah continues to be one of the safest communities in the state to work and raise our children. I am very proud of the men and women of this department for their hard work and dedication in keeping Selah safe. But more importantly, I am very fortunate and humbled to serve as your police chief. Thank you for your continued support.

***Richard D. Hayes***  
***Chief of Police***

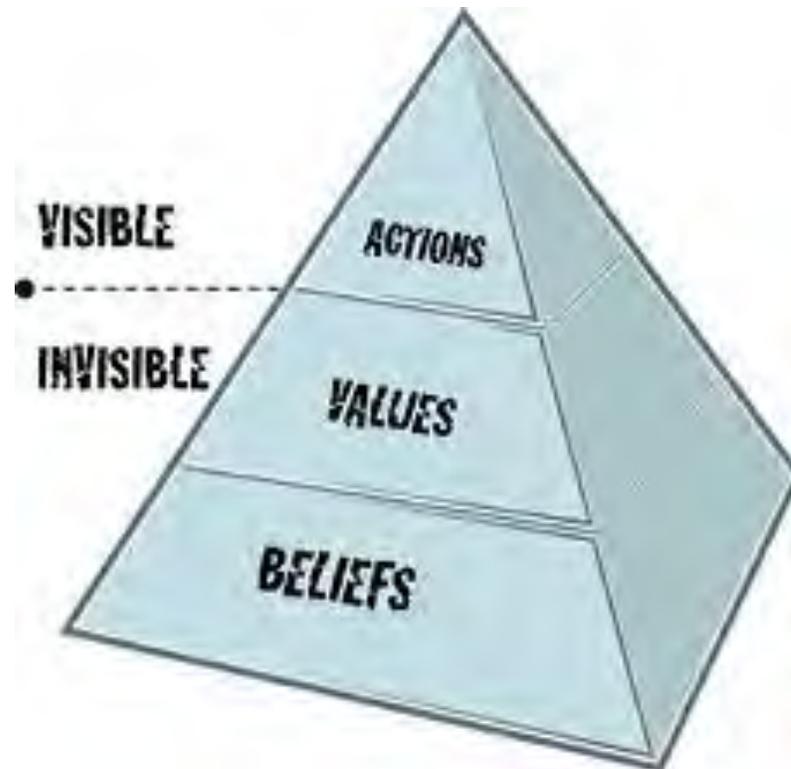


Our Mission has not changed since it was written and it is lived by today. It's important enough to us, that it is on the back of all of our business cards.

### **Our Mission Statement**

*The Mission of the Selah Police Department is to coordinate and form partnerships within the community. To preserve the public peace, protect persons and property, to protect the rights of all persons. Prevent crime and provide assistance to all citizens. We are "Committed to Excellence".*

# Our Philosophy Statement



The dictionary defines a “Philosophy Statement” to be what you “Believe In” or your “Motto”. A Philosophy Statement Serves as an introduction to you, or for a business, it is written to define the businesses reason to exist. With that being said, this is our reason for existing or our philosophy statement.

## **Selah Police Department’s Philosophy Statement**

**We the members of the Selah Police Department:**

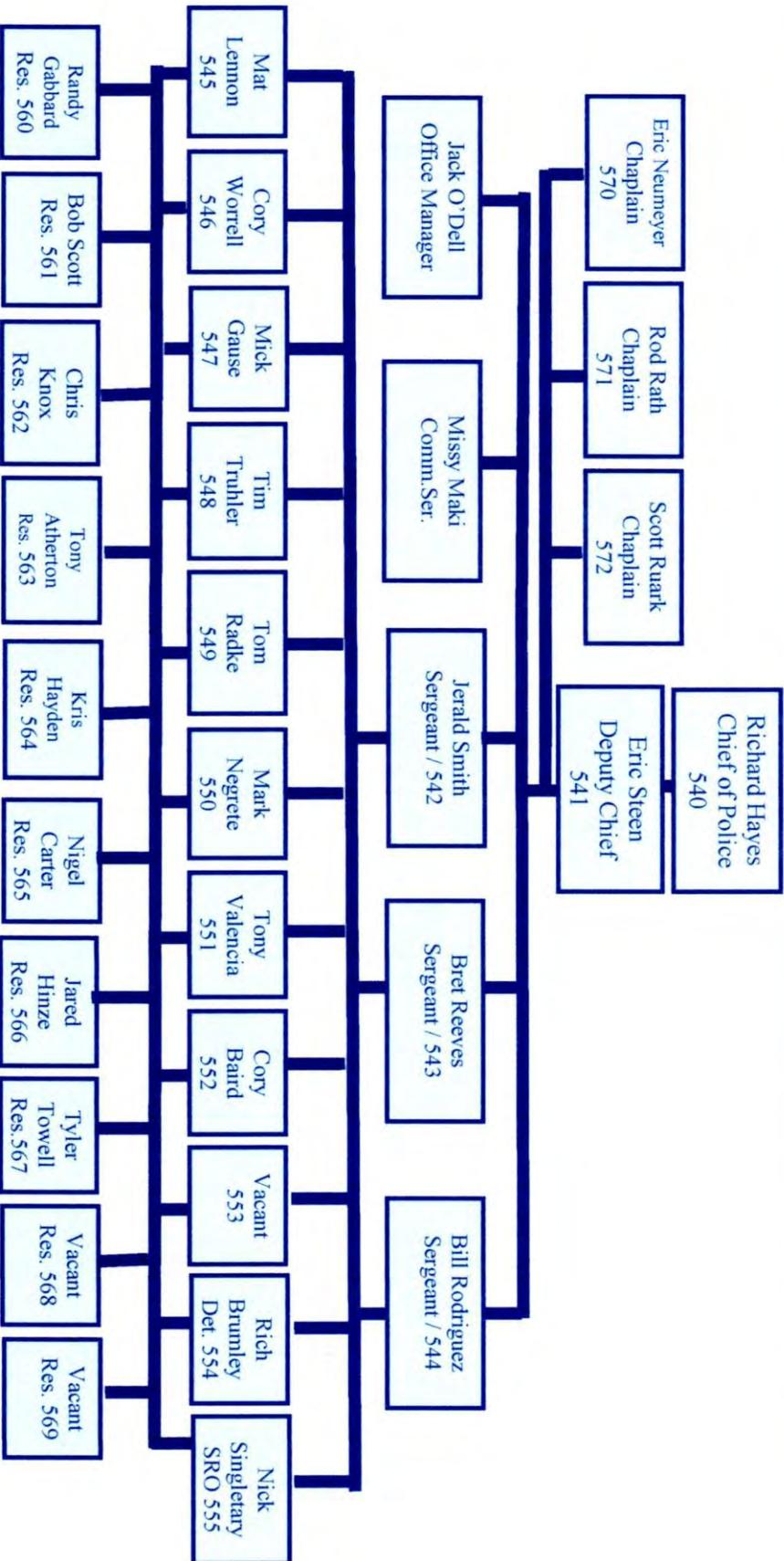
- *Believe that the protection of life and property is our highest priority.*
- *Will respect and protect the rights and dignity of all persons and conduct all citizen contacts with courtesy and compassion.*
- *Will strive for excellence in the delivery of police service and will utilize training, technology and innovation to achieve this goal.*
- *Recognize the department’s interdependent relationship with the community it serves and will remain sensitive to the community’s priorities and needs.*
- *Believe that Selah has a unique community spirit and that we are an important part of our community’s success.*
- *Believe that crime prevention, problem solving and intervention are normally preferred to strict enforcement, but when enforcement is called for, the enforcement is done impartially throughout the community.*
- *Recognize the individual worth of each of its members and will strive to support, develop and encourage every member to their full potential.*

# Organizational Chart and Personnel Bios





# SELAH POLICE DEPARTMENT COMMAND STRUCTURE



## Richard “Rick” Hayes



I was born at St. Elizabeth Hospital (Yakima Providence). I have lived most of my life in Selah. I was born when my parents lived on 1<sup>st</sup> Avenue, right where the Tree Top Corporate office is now. My Dad had the house built when he returned from the Army. The land was purchased by Tree Top and the house now sits near the intersection of Harrison Rd. and N. Wenas Rd.

I went to Selah Schools until 9<sup>th</sup> grade when my Dad followed his work to north Idaho. I graduated at Orofino Idaho High School in 1982 and then enlisted in the United States Army Reserves and served 12 years in the 737<sup>th</sup> Transportation Company, here in the Selah area. I went to work for Tree Top (Ross Plant) in 1983 and worked there until 1986. I met my wife, Mary, at Tree Top and was married August of 1984. July of 1986, my oldest son Richard Jr. was born.

November 1, 1986 I went to work for Wapato Police Department. I lived on Riverview Ave., in Selah, at the time. I was looking to work for Selah Police, but at the time, they weren't hiring. I was Wapato's first D.A.R.E. Officer and defensive tactics instructor. In May of 1990, our youngest son, William, was born and I felt my family was complete. I kept my eyes open for a job opportunity in Selah and in 1992 I applied for a position. I ended up coming to work for Selah April 1, 1993. In April of 1997 I was promoted to Sergeant, where I earned my "Supervisory Certification" and my "Middle Management Certification".

I've now been married for almost 32 years to my best friend, Mary Lynn. My oldest son is nearly 30 and my youngest son is nearly 26. My two sons are my HEROES. They both have served as Airborne Infantrymen, with my oldest, Rick Jr., serving in Iraq and my youngest, William, serving in Afghanistan. I have figured out that the Best Paying Job in the World is being a "Grandpa" or as my grandkids call me, "Boppa". I now have five Grandchildren.

## Eric Steen



I have been serving in Law Enforcement since late 1990. I started as a Reserve Officer for the City of Wapato, because a good friend of mine, whom I know from service in the US Army Reserves, told me he thought I would fit in great with Cops. At the time I wasn't 21 years of age so, I had to wait to see if he was right. When I turned 21, I went on my first "ride-a-long" and got hooked. The closeness, professionalism, and humor of the officers that were serving drew me in.

I served as a Reserve Officer for several years and was then hired in late 1995 and sent to Burien for the Basic Law Enforcement Academy. On returning from the academy, I didn't receive much in the way of formalized training, but the training I did receive was more valuable to me than most classes I have attended. The officers who helped me form the Police Officer I am today, were of the best caliber. These were men with honor, distinction, and character. Since that time, I have tried to model my career around the basic good principles they taught me.

In 1997, I was hired with the Toppenish Police Department. There, I served with good men and women too. I would say working for Toppenish PD, was the start of the more formalized training that I received.

Then, it happened! I was walking through the Yakima mall, when I ran into the same officer that thought I would "fit in with the cops" and he asked, "Hey, have you ever thought about working for Selah?" "No, but I am now" was my response. I made several trips to Selah, went on a few ride-a-longs and could see huge difference in the communities. The first being, people wave at you – with all their fingers. I applied for the position and was hired here in Selah in 2000.

Since being in Selah, I have been the recipient of the "Life Saving" award and the "Medal of Valor". I have been promoted to the rank of Deputy Chief and truly enjoy this responsibility. Selah is a great community. I have long believed this was due, in part, to the Police Officers who have worked here before me. They worked hard to keep Selah as crime free as it is. Now, it's my turn and I want to continue to hold their tradition up, so one day someone will say the same of me.

## Bret Reeves



I was born, raised and educated in rural Southeastern Idaho. I am the oldest of four children. I have two younger sisters and a younger brother. My mother and father still live in Idaho. Later I attended 3 years of college at Utah State University. My chosen major was Political Science with an emphasis in Statistical Analysis (polling).

After leaving college I moved to Colorado to work in my Uncle's equipment rental business. This job led to a 7 year career in the equipment/vehicle rental industry. This took me to Denver, Salt Lake and finally to Phoenix, where I met my wife Ruth. Together Ruth and I raised 4 children and currently have 4 grandchildren. Ruth and I were, until recently, actively involved as foster parents through DSHS and have had numerous children in our care. In 1999 Ruth and I purchased a home just outside the City of Selah where we still live.

After nearly five years in Phoenix Ruth and I left and moved to Idaho. I began work at a regional propane delivery/service company and was promoted 10 months later to manage a plant in Yakima. During my time with the company I was awarded as Driver of the Year, Plant of the Year and had a 6 year safe driving record commendation. I worked in the propane industry while Ruth went to work as a Law Enforcement Dispatcher/Records Manager at the Wapato Police Department. Her co-workers convinced me to come out for a "ride-along" and I was hooked. In 1996 I became a reserve officer for the City of Wapato. In 1997 I took the same position with the City of Selah.

During the next 11 months I worked undercover, buying narcotics from suppliers in and near Selah. The investigations lead to the arrest and conviction of several individuals, a large cash and vehicle seizure. I was subsequently awarded the Police Department Meritorious Conduct Medal. I accepted a full time position with the City of Union Gap Police Department in late 1998 and worked there as a patrol officer until July of 2000.

In July of 2000 I came back to the City of Selah as a Police Officer. In 2002 I became the Department's first Narcotics Canine Handler. During my time as a handler I certified two Narcotics Canines. I remained in that position until my second partner's retirement in March of 2012. In 2005 I was promoted to MPO and was named Officer of the Year by my peers. I have also been awarded Life Saving and Valor commendations. In January of 2012 I was promoted to acting Sergeant and promoted to Sergeant three months later.

## Guillermo “Bill” Rodriguez



Hello my name is Guillermo Rodriguez or Bill for short. I am 50 years old, married and have four daughters. I have been a police officer for the city of Selah for 17 years. Prior to coming to Selah, I worked for Yakima County as a jailer supervisor. I held that position for 6 ½ years. I am the department's Emergency Vehicle Operations Instructor as well as former Taser instructor. I hold the rank of Patrol Sergeant currently assigned to patrol supervision. My duties also include facility maintenance and Reserve Supervisor. My hobbies are fishing, hunting, gardening, riding horses and playing slots. I enjoy working for the city and citizens of Selah, where a smile and a wave still exist.

## Jerald Smith



I began my career path as a corrections officer for the City of Yakima in 2004. During that time I was hired as a reserve police officer for the City of Selah. In January 2005, I was hired as a full time police officer in Selah. During my tenure I have been a school resource officer for 4 years and am currently a sergeant. My other duties include being the reserve unit supervisor and Taser instructor.

## Mat Lennon



Mat was hired at Selah Police Department on April 16, 2012. Prior to working for Selah, Mat worked for Bainbridge Island P.D. as an officer, Wapato Police as a Corrections Officer and a Tribal Police Agency as a Game Officer. Mat is currently assigned as a patrol officer on "A" Squad. He is also one of five active firearms instructors.

## Tim Truhler



Tim began his employment with the City of Selah in 1990. He is currently a Master Patrol Officer. Prior to working for Selah Police Department, he was a Deputy Sheriff for Yakima County and prior to that he was an officer somewhere in Minnesota. Tim is currently assigned to patrol on “B” Squad.

## Mark Negrete



Mark was hired at Selah Police Department July 1, 1999. He currently is assigned to patrol on “B” Squad. Mark has served in the capacity of a Narcotics Detective with the LEAD task force and a Taser Instructor. Mark is currently one of five active firearms instructors for the department.

## Thomas Radke



Well it started off when I was a little boy playing cops and robbers in a little city in the Los Angeles County. Based on where I lived and the environment I grew up in there was a chance that I might end up being the robber in real life. Thank God I moved away from that environment and moved to a wonderful city named Toppenish. Toppenish the city where there is never any crime or any other problems.

I graduated from Toppenish High School and I started attending YVCC with the hopes of one day being a physical therapist. I worked grave yard at Top Foods and then Safeway while attending college. While I was in college I was introduced to criminal justice courses and fell in love with the idea. I met up with an old high school friend who worked for Toppenish PD and he recommended I apply to become a reserve officer. I applied and was hired with TPD in 1998. I continued to go to school while also attending the reserve academy. I graduated from YVCC with an AA Degree and two year Criminal Justice Degree. I then started attending classes at CWU and I was offered a full time job with TPD. I quit school so I could attend the Washing State Police Academy in Spokane.

I worked full time for the Toppenish Police Department from June 2000 till Oct. 2012. During those years I have seen and done many things that most people would never dream of. Some would consider some of those experiences to be possible nightmares. Although I have had many negative experiences I have also seen many good things there.

I enjoyed many years with TPD but I decided I was ready for new challenges and experiences. I applied for Selah PD and was hired full time Oct. 1, 2012. I am currently one of two defensive tactics instructors and am assigned to patrol on the "B" squad. Plus here I am now one part of the dynamic duo.

I am married to a wonderful wife who also works in law enforcement. I currently have no children but I do have a dog and two cats. I have a few hobbies like video games, bike riding, working out, and watching movies.

## Antonio “Tony” Valencia



Tony began his career in Law Enforcement in 1990 as a reserve Police Officer at Wapato Police. In 1996 Zillah Police Hired him as a fulltime paid Officer. Tony came to work at Selah Police Department January 1, 2003. Tony is currently assigned to patrol on the “A” Squad.

## Cory Baird



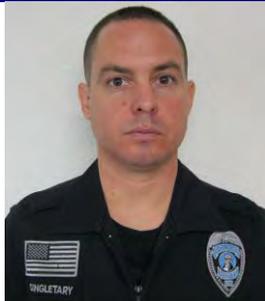
Cory began his career in law enforcement at Ellensburg Police Department. He came to work at Selah Police Department on February 16, 2012. Cory is currently one of our two defensive tactics instructors and is assigned to patrol on the “A” Squad.

## Richard Brumley



I have law enforcement experience serving the communities of Granger, Moxee and Selah as both a reserve officer and officer. I was hired full time by Granger in 1993 and then hired fulltime for Moxee Police in 1998. I came to work for Selah Police Department in October of 2008 and am currently holding the position of Detective.

## **Nick Singletary**



Nick joined the department Oct. 1, 2013. He currently is our School Resource Officer. Nick has been instrumental in diagramming our public schools for emergency response to an active shooter. He joined the ranks of Selah Police Department's Reserve Unit 2012.

## **Jack O'Dell**



Jack is Selah Police Department's Office Manager. He was hired May of 2002. Jack has wears more hats than I can recall. A few that I can remember are; dispatcher, receptionist, Access guardian, records clerk, public disclosure tech and etc..... Jack is also a 20-year Army retiree.

## **Randy Gabbard**



Randy, was an attendee of one of our first citizen's academies. He joined the ranks of the Selah Police Department Reserve Unit in August of 2004. Randy is one of the "Core Four" and for many years he is one of the "Go to Guys" in our department. In 2012 the employees of Selah Police Department selected Randy as the 2012 Reserve Police Officer of the Year. During the early months of 2012, when officers were working as acting sergeants, we needed someone to fill the position of Reserve Coordinator. Ofc. Gabbard volunteered and did an outstanding job. Ofc. Gabbard was also instrumental in planning and re-starting our "Citizen's Academy" and our "National Night Out" event.

Randy attended Selah schools and graduated in 1973. Randy has been married to Sue for 30+ years and has a daughter named Tiffani. Randy enlisted in the Army in 1974 and served for 6 years. Randy is currently employed at his father's company, Max Gabbard Construction, and has been since 1982.

## Christopher Knox



Chris was an attendee of one of our first citizen's academy. He joined the ranks of Selah Police Department's Reserve Unit in June of 2005. Chris is now Selah's Animal Control Officer, Court Security Officer and Codes Enforcement.

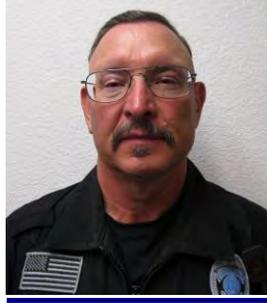
## Anthony "Tony" Atherton



I was born the seventh son to Keith and Teresa Atherton in 1965 in Yakima WA. I entered the Army in 1983 to 1992 as Combat Engineer and at my exit I held the rank of SGT. I have worked as a commercial truck driver for ten years, and then moved on to the Department of Veterans as a Police Officer in 2003 to 2005. After this I took a job with the Department of the Army Police at the Yakima training center, where I am to this day. My wife and I have seven kids and six grand kids.

Tony became a Selah Police Department Reserve Officer August of 2006. Tony is one of the "Core Four" and one of the "Go to Guys". He is currently one of the five active firearms instructors.

## Robert “Bob” Scott



Growing up, I moved around a lot because my dad worked on dam construction, on the Snake River. I went to high school in Grandview and finally settled down in North Bend. I went to the University of Washington right out of high school, and then started logging for Weyerhaeuser in the early 70s.

I have been married to Sue for 43 years. We have a son and 2 Daughters. We moved to Selah in 1989 from the Seattle area. My interests include motorcycle touring with my wife and friends, hunting and fishing. I joined the Selah Police Department as a Reserve in the fall of 1999. During my 14 years with the Selah Police Department, I was honored to be Officer of The Year by the Department in 2002 and 2005. I received a Meritorious Police Service Award from the Department in 2003. In 2007 I was given the opportunity to be the Selah Municipal Court Security and Transport Officer, which is a weekly commitment that I juggle with my full-time job.

My biggest regret in life is that I started my work in Corrections and Law Enforcement so late in life. In 2002 I transitioned from a 30 year sales career in heavy duty equipment parts to Corrections and Law Enforcement. In the fall of 2002 I received my solo officer status with SPD. I started my career as a corrections officer for the State of Washington in the spring of 2003 and plan on retiring this April from Coyote Ridge in Connell. I am anticipating more consistent hours as a reserve officer in Selah in the near future. It's been a great team of dedicated individuals to be involved with over the years.

## **Kris Hayden**



Kris started as a reserve officer with Selah September 1, 2014. Before coming to Selah, Kris worked as a reserve officer for Mabton Police Department. Her full time job is “Loss Prevention Officer” for Fiesta Foods.

## **Tyler Towell**



Growing up I always knew when that I wanted to be a police officer like my dad. I also knew I wanted to join the Army. I was inspired to join by my grandfather. I enlisted in 2002. In 2003, I became a reserve officer for the Yakima County Sheriff's Office. At that time I was also foreman at Towell construction. From 2005-2006 I was deployed to Iraq and finish my time with the Army in 2008. In 2010 I was hired at Yakima County Corrections as a corrections officer. In 2011 I became a federal police officer at Yakima Training Center. I was a reserve officer for Tieton PD from 2012-2015. I joined Selah PD in 2015 as a reserve officer. I married my wife in 2005 and our son was born in 2014.

## Eric “Chappy” Neumeyer



Eric was born and raised in Yakima, and has a wife and 2 children, and has lived in Selah for the past 13 years. He felt the calling to serve the community and has been blessed with the responsibility and opportunity of being a vice-chair on The Selah Parks board (3yrs) and serves our community and law enforcement men and women in chaplain capacity. He also serves as Deacon at Selah Christian Church for past 2 years and is training in emergency services chaplaincy through Assemblies of God church and studying Hebrew and Judaic studies. ( “And is loving every iode of it!”) Eric currently works for City of Ellensburg as wastewater Foreman.

## Rod Rath



I am married with 2 adult (married) kids and 6 grandchildren.

I work at Yakima Valley Cabinets full time.

I received my Amateur Radio license back in 1996. I have radios set up at home that I can talk around the world on. I have 2-way radios in my truck and RV. I am one of 2 Amateur Radio Assistant Emergency Coordinators for Yakima County, thru the Department of Emergency Management. I also manage and maintain the radios in the Selah Emergency Operations Center (EOC).

I became 1 of three Police Chaplains for Selah Police January 1, 2014. I do ride with different Police Officers, check-in with the Police Chief and Deputy Police Chief from time to time. I also pray for every Police Officer. I took the Police/Fire Chaplain training in 2015, at the Police Academy.

I enjoy riding my motorcycle with my wife. We like to go on overnight trips now that she feels comfortable to do so. I am the Safety Officer and Chaplain for the Blue Knights Washington V – this is a Law Enforcement motorcycle club.

I joined the Selah Fire Department back in 1976. I was with Selah Fire for 3 ½ years before moving to Union Gap. I was with Union Gap Fire for 9 years. We moved back to Selah and I

re-joined Selah Fire. I have been Selah Fire Chaplain for about 7 years. I oversee the Support Services Team at Selah Fire.

For the past 16 years I have been and currently the Course Safety Director and Radio Communications Director for the Yakima River Canyon Marathon.

### **Scott Ruark**



Scott Ruark has served as a volunteer chaplain with the Selah Police Department for the last two years. He is married, has four kids and has worked and/or lived in Selah for the last 19 years. Scott began his career as a teacher at Selah High School, later served as a principal/assistant principal at multiple schools within the district, and for the last three years has worked as a pastor at Yakima Foursquare Church. Scott enjoys being able to serve in his community as a chaplain, and counts it as an honor to serve the officers who serve the community.

# AWARDS & COMMENDATIONS



Prepared By:  
Richard Hayes

In 2015 Sergeant Rodriguez was awarded the Department's "Life Saving" Award / Medal for an incident that occurred on March 30<sup>th</sup>. See letter below:



## Selah Police Department

617 South 1<sup>st</sup> Street • Selah, Washington 98942  
Business (509) 698-7347 • Fax (509) 698-7362



Mayor John Gawlik and City Council,

Wednesday, April 1, 2015

On March 30<sup>th</sup>, 2015 at approximately 2:12pm, Sergeant Bill Rodriguez observed a female jogging west in the 1000 Block of W. Fremont Avenue. As he was driving past the female he noticed that she stopped suddenly and then staggered ahead for two more steps before collapsing, face first, onto the sidewalk.

Sergeant Rodriguez turned his vehicle around and returned to the female, who was sitting up on the sidewalk. Sergeant Rodriguez asked if she was alright and the female did not respond. Sgt. Rodriguez requested the fire department and an ambulance come to the scene and exited his vehicle.

Sgt. Rodriguez knelt beside the female and again asked if she was alright. The female still did not respond and began to fall. Sgt. Rodriguez caught the female and lowered her to the concrete. Sgt. Rodriguez then checked and found that the female had no pulse and was not breathing.

Sgt. Rodriguez began performing CPR. A Mr. Travis Lamb stopped and assisted Sgt. Rodriguez with CPR. Both Sgt. Rodriguez and Mr. Lamb continued CPR until they were relieved by both the Selah Fire Department and the ambulance crew.

One of the ambulance crew told Sgt. Rodriguez that the female would probably would have died had he not taken such quick action.

It is a great pleasure to recognize Sergeant Rodriguez and Mr. Lamb with the Selah Police Department's Life Saving Award.

Richard D. Hayes  
*Chief of Police*  
*Selah Police Department*

*Cc: Personnel File - Rodriguez*

**We also recognized two employees for Officer / Employee of the Year and Reserve Officer of the Year.**

**2015 OFFICER OF THE YEAR**

In 2015 the employees of the police department selected Officer **Nick Singletary** as the 2015 Police Officer of the Year. Ofc. Singletary has a very positive attitude and highly respected by other officers. Ofc. Singletary exudes a lot of energy that others seem to be able to tap into. Ofc. Singletary takes the safety of our children very serious and works very hard to make sure that all that can be done for their safety, is being done. Ofc. Singletary has done an outstanding job as a patrol officer and School Resource Officer.



**2015 RESERVE OFFICER OF THE YEAR**

In 2015 the employees also selected Reserve Officer Chris Knox as the 2015 Reserve Police Officer of the Year. Res. Ofc. Knox is a full time city employee, working for Public Works, but was still able to be the main driving force for 2015's Citizen's Academy and National Night Out Event. Ofc. Knox has quickly become a "Go to Guy" when you need something done or some help doing something.



# Calls for Service & Crime Statistics



Prepared By:  
Richard Hayes

**During 2015, Selah Officers responded to:**

**3020** Calls for Service.      **3037** Reports Written.

<b>CALLS BY THE MONTH</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>JANUARY</b>	210	234	259
<b>FEBRUARY</b>	221	192	233
<b>MARCH</b>	248	260	232
<b>APRIL</b>	248	266	225
<b>MAY</b>	306	238	283
<b>JUNE</b>	279	266	256
<b>JULY</b>	291	278	294
<b>AUGUST</b>	257	271	275
<b>SEPTEMBER</b>	270	262	248
<b>OCTOBER</b>	272	275	242
<b>NOVEMBER</b>	200	224	231
<b>DECEMBER</b>	218	256	195
<b>TOTALS</b>	<b>3020</b>	<b>3022</b>	<b>2973</b>

## Traffic Stops

<b>TRAFFIC STOPS BY THE MONTH</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>JANUARY</b>	386	245	241
<b>FEBRUARY</b>	477	245	255
<b>MARCH</b>	314	220	211
<b>APRIL</b>	320	276	223
<b>MAY</b>	483	268	201
<b>JUNE</b>	348	226	167
<b>JULY</b>	302	394	148
<b>AUGUST</b>	326	312	170
<b>SEPTEMBER</b>	286	405	215
<b>OCTOBER</b>	276	339	319
<b>NOVEMBER</b>	187	393	299
<b>DECEMBER</b>	147	307	282
<b>TOTALS</b>	<b>3852</b>	<b>3630</b>	<b>2731</b>

<b>TICKETS</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
CRIMINAL NON-TRAFFIC	106	91	118
CRIMINAL TRAFFIC	210	163	344
CIVIL INFRACTION TRAFFIC	577	497	643
CIVIL INFRACTION NON-TRAFFIC	2	8	3
PARKING	2	15	11
<b>TOTALS</b>	<b>897</b>	<b>774</b>	<b>1119</b>

## Types of Calls

TYPE OF CALLS	2015	2014	2013
AGENCY ASSISTS	342	306	265
ALARMS	180	135	138
ANIMAL PROBLEMS	179	202	128
ARRESTS - ADULT	360	336	531
ARRESTS - JUVENILE	30	27	35
ASSAULTS	30	41	36
BURGLARIES	33	45	47
CITIZEN ASSISTS	210	206	252
DOMESTICS	80	119	142
DUI	26	21	18
KIDNAPPINGS	0	0	1
MALICIOUS MISCHIEFS	64	104	95
MURDER / HOMICIDES	0	0	1
NOISE COMPLAINTS	71	90	61
RAPES	0	1	0
ROBBERIES	1	2	1
SUSPICIOUS CIRCUMSTANCES	375	380	386
THEFTS	118	120	113
THEFTS - VEHICLE	22	9	18
TRAFFIC ACCIDENTS	109	128	133
TRESPASSING	19	22	36

# Investigations



Prepared By:  
Det. Rich Brumley

# Selah Police Department

## 2015 Detective End of Year Report

Chief Hayes,

Per your request here is a summary of my activity for 2015. My time was primarily spent investigating the typical and consistent flow of child abuse/neglect reports from Child Protective Services, assisting patrol with criminal investigations and working major criminal investigations. Some of the 2015 major criminal investigations include but are not limited to the following summaries.

A reported rape incident occurred on New Year's Eve at a Selah home. The incident wasn't reported to law enforcement for several months which created some difficulty with the investigation. I conducted an extensive, multi-month, criminal investigation which resulted in the submission of criminal charges to the Prosecuting Attorney.

In 2013 and again in 2015 a Selah resident reported that his home had been burglarized and numerous items stolen. An in depth criminal investigation revealed that the two incidents were related and had been committed by the same suspect who was arrested and convicted of numerous felony crimes. Most of the stolen property from the second burglary was recovered and returned to the victim.

Two burglaries were reported at a Selah grocery store. Alcohol and misc. other items were stolen during each burglary. An in depth criminal investigation resulted in the arrest of two juvenile males.

A man armed with a knife robbed a Selah convenience store leaving little evidence to follow up on. Great team effort of the Selah Police Department led to the apprehension and conviction of the suspect.

An employee at a local fruit warehouse stole a payroll check from a coworker. The suspect forged the victim's name and negotiated the check at a local convenience store. This investigation not only led to an arrest and conviction of the suspect but I discovered that the suspect had committed an almost identical crime a fruit warehouse in Moxee approximately two years prior to this incident.

A reported voyeurism incident occurred at a Selah home in November. A time consuming, detailed investigation eventually led to the arrest of a suspect who is currently pending a criminal trial.

I currently have 3 active Felony investigations which are all pending criminal trial.

In May of 2015 Selah Police Officer Pauli Martin and I were asked to present the 1997 cold case murder investigation of Carolyn Clift at the Washington State Homicide Investigators seminar in Shelton Washington. Later that month we, along with Sergeant Bill Rodriguez, were asked to participate in the filming of an episode of "On the Case with Paula Zahn," a nationally broadcasted television series dedicated to the victims of cold case murders. The episode depicted the Carolyn Clift cold case murder investigation that led to the arrest of two suspects who were convicted of her murder in 2011. It was a great honor to represent our agency and a greater honor to bring justice to an innocent and vulnerable victim silenced so many years ago.

Respectfully submitted,

Detective Richard Brumley

# School Resource Officer



Prepared By:  
MPO Nick Singletary

**School Resource Officer  
End of Year Report  
2014-2015 School Year**

Incidents – 134  
Juvenile Arrests – 10  
Adult Arrests – 1  
Juveniles taken into Protective Custody – 15  
Non-Injury Accidents – 4  
Located Runaways – 2  
Traffic Stops (between 09/2015 and 12/2015) – 163 with 41 citations issued

Major Incidents

<u>Date</u>	<u>Case #</u>	<u>Incident</u>
09/02	15H2156	Drug Paraphernalia
09/23	15H2264	Disrupting School Activities
09/23	15H2269	Assault
10/01	15H2350	Theft
10/12	15H2446	Drugs
10/15	15H2470	Accident Non-Injury
10/21	15H2527	Juvenile Problem
11/05	15H2648	Drugs
11/10	15H2678	Theft
11/10	15H2684	Assault
12/09	15H2885	Burglary

Summary: I (Ofc Singletary) was assigned as the SRO starting on 09/01/2015, until then it was Ofc Martin. Since the assignment I have assisted with several trainings and monitored drills in order to better prepare staff and students for incidents. I assisted with (2) Safety Day events and several school events (such as Read & Treat). I have been giving presentations for students that I have not completed yet, these presentations are related to careers in the Law Enforcement Field and student safety. As the SRO, I am now involved with all CPS referrals and investigations.

Also I have completed several tours of the Police Department with included a presentation on careers in Law Enforcement for the Boy Scouts and other organizations.

The following is a list of activities in the works: High School Citizens Academy (1 day per week/8 weeks); Distracted Driving Presentation; (4) additional careers in Law Enforcement Presentations; participated with the Selah School Districts Transportation Safety Video; Training for Selah School District Employees on safety; and tours of the Police Department.

# Training / Scheduling 2015



Prepared By:  
Deputy Chief Steen

## Training

Annually the Criminal Justice Training Commission (CJTC) requires every police officer in the State of Washington to receive twenty-four (24) hours of training annually. The training is limited to what pertains to the function and role of what every law enforcement officer is responsible for understanding and putting in to action.

At the start of 2012, the Selah Police Department received a written reprimand from CJTC because officers in this department were not given the minimum amount of mandated annual training. This reprimand still hangs in my cabinet as a reminder of two things, first that it is our responsibility to effectively train and equip SPD Officers to perform with confidence their duty to the community. The second reason is simply a reminder of where we never want to be again.

Since 2012 training hours for all SPD employees has increased steadily. 2015 training included classes in three categories: CJTC classes, Instructor certification courses and in-service training. Listed below are some of the training SPD personnel received.

### Criminal Justice Training Courses:

- FBI Executive Leadership
- Crime Scene Investigation
- Interview & Interrogation
- Emotional Body Armor
- Social Media Methods
- Property & Evidence
- Animal Control Officer Academy
- Crisis Intervention Training

### Instructor Certification Courses

- Defensive Tactics - level 2
- Blue Courage

### In-service Training

- Firearms
- Defensive Tactics
- Emergency Vehicle Operation
- Death Notification
- Various Other recertification's, such as, but not limited to: BAC, Access training, CPR and First Aide.

### Total Training Hours by Year

<u>Year</u>	<u>Hours</u>
2012:	954
2013:	1325
2014:	1650
2015:	2073

One of the most notable training conferences was the 2015 Annual Washington Homicide Investigators conference. The conference offers detectives from around the state to meet and share innovative ways to solve

homicides. This year one of the guest speakers was Selah's Detective Rich Brumley. He was given the ability to share some of his tactics in solving a cold homicide case that occurred here in Selah. Shortly after speaking at this event, he and other officers from Selah were asked to be showcased in a national television program hosted by Paula Zahn. This is an honor for both Detective Brumley and the Selah Police Department.

### **Scheduling**

Regarding scheduling, the department's officers have been divided into two separate squads. Each squad works a ten-hour and forty minute (10:40) shift. Since the retirement of an officer, we have had the need to put the dayshift Sergeant onto a squad to fill a gap in the daily schedule. By doing this one squad has had two Sergeants – one sergeant during dayshift hours, the other on night shift hours. This is ideal for each squad. However, the reality is the other squad only had one night shift Sergeant for supervision. During the dayshift hours both Chief Hayes and I have been filling the gap with first line supervision.

Having said this, the hiring of a new officer in 2016 will allow us to put the dayshift sergeant back on his assigned shift to ensure adequate first line supervision for day shift officers.

Annually, I create the tentative schedule for the year. Once the schedule is complete, Sergeants maintain responsibility of ensuring adequate shift coverage during time of sick and vacation usage.

# CHAPLAINCY PROGRAM



Prepared By:  
Chaplain Eric Neumeyer



Selah Police Department Chaplains were utilized in 2015 within our community and beyond at 4 unattended deaths, 1 suicide and 2 death notifications. We helped out with Citizens academy, National Night Out, Reserve Academy with talks on Ethics and involvement in the opening prayer at the Reserve Academy graduation. We were also requested on two different family visits where SPD "unofficially" wanted to support and facilitate families. We have made connections with the Selah Ministerial Association in an attempt to help stay connected with others in the faith community and have contact names and numbers for each religious establishment in the Selah Community. We have also made connections with neighboring city Chaplaincy programs and have begun a worthwhile relationship with WSP/WDFW, Yakima FD, Selah FD, Yakima County, EMS and YPD and their Chaplains.

We have completed at least 4 ride "alongs" with officers and hope to increase these numbers for the 2016 year. These numbers do not reflect the time we place in prayer for our officers and Department leaders but be comforted in knowing it is a constant.

Thank you,

Chaplain Eric "Chap E" Neumeyer

# VEHICLES & VEHICLE MAINTENANCE



Prepared By:  
Sgt. Bret Reeves

As of 01/27/16 the department has spent \$17,457.82 on documented vehicle repairs. The Budget (financials) reflects that we have spent closer to \$25,000. This figure includes Fleet charges for fluid etc. As in the past I believe that invoices are not being left for me to document the costs.

For fiscal year 2017 I would like to see us continue to move away from the Expedition Fleet. For 2016 we have ordered 2 of the new Ford Interceptor Utilities to be outfitted for Patrol and a Supervisor, to replace a retired patrol car and a current supervisor vehicle.

In future years I hope that we will be able to increase the vehicle allotment, short term, to replace the remaining 4 (four) Expeditions. Based on prior year's vehicle maintenance costs for the Expeditions, I foresee high costs to keep these aging vehicles patrol ready. Another consideration in this is fuel savings. The new Ford Interceptors have an average EPA fuel rating that is nearly double that of the Expeditions.

The interceptors, both sedan and utility use the "remaining oil life" functions. This monitors the oils viscosity and the ability of the filter to deliver lubrication. Vehicle 552 did not require an oil change until it had in excess of 6000 miles. The oil changes on these new vehicles are considerably more expensive. The average oil change costs are approx. \$75.00.

With the start of a New Year I want to begin working (once again) on moving our maintenance records into the Spillman vehicle maintenance files. This will allow us to track maintenance scheduling and costs more effectively.

I included the cost breakdown per vehicle with this report if needed.

<b>2015</b>	<b>Documented maintenance cost by vehicle</b>
1) 540	\$53.02
2) 541	\$636.19
3) 542	\$2956.35
4) 543	\$138.77
5) 544	\$276.18
6) 545 (new)	\$107.20
7) 546/555	\$468.76
8) 547	\$1338.48
9) 548	\$2479.53
10) 549 (retired)	\$51.61
11) 549 (new)	\$13.72
12) 550	\$75.28
13) 551 (retired)	\$2269.28
14) 552	\$1117.46
15) 554	\$816.22
16) 555	\$3309.81
17) CSS	\$952.73
18) 1P	\$264.50
19) Jail Van	none shown
20) Fleet	\$132.73
<b>TOTAL</b>	<b>\$17457.82</b>

# Selah Police Reserve Unit



Prepared By:  
Sgt. Jerald Smith

For the 2015 year our reserve unit consisted of eight reserve officers; Randy Gabbard, Bob Scott, Chris Knox, Tony Atherton, Nigel Carter, Jared Hinze, Chris Hayden and Tyler Towell.

Towel was hired this year and previously worked as a reserve officer for the Tieton Police Department.

Hinze who volunteered 3 years with department left at the end of the year and was hired by the Yakima County Sheriff's Office as a reserve officer.

Carter who volunteered 2 1/2 years with department left at the end of the year and was hired the by Wapato Police Department as a full time officer.

Reserve officers and volunteered a total of 2000.5 hours which consisted of patrol duties, traffic control for the Community Days Parade and Army Base Race. As well as being involved and organizing the Citizen's Academy and National Night Out.

The total combined hours of the reserve unit totaled 2000.5 hours for 2015.

Reserve Hours 2015													
OFFICER	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
GABBARD / 560	20	19.5	29.5	35	23.5	15	17.5	15.5	11	16	17	15.5	235
SCOTT / 561	41.5	28.5	40.5	42.5	25	23	12	26	46	14	0	0	299
KNOX / 562	14	29.5	21	23	1.5	18	0	0	6	0	0	2	115
ATHERTON / 563	16	22.5	19	15	1.5	0	0	6	28.5	6	0	2	116.5
HAYDEN / 564	19	13	15.5	20.5	17	0	16.5	18	20	0	0	0	139.5
CARTER / 565	57.5	55.5	77	42	42.5	47	37	61	61	92	24.5	NA	597
HINZE / 566	38	42	36	33.5	86	25	38.5	16	28	41	NA	NA	384
TOWELL / 567	NA	NA	NA	NA	9	20	21	23	20	0	17.5	4	114.5
VACANT / 568													0
VACANT / 569													0
TOTALS	206	211	239	212	206	148	143	166	221	169	59	23.5	2000.5

# Community Services & Evidence



POLICE • COMMUNITY PARTNERSHIPS



CITIZENS  
ACADEMY



Prepared By:  
Missy Maki

## **2015 National Night Out**

The Selah Police Departments “National Night Out” was organized and put on by the Community Service Specialist and the Reserve Unit. There was a great turnout by the Selah Community. The featured participants were the Blue Nights motorcycle club, the Valley Mustang car club, the local Volkswagen club, Smile Dental clinic, Selah Kiwanis Club, EOD from the training center, the National Guard brought out their decontamination trailer, kids activities and the big attraction was the Selah Police department escorting a Tank from the Training Center through town to Wixon Park for the kids to climb on and look around.

Once again, Poor Boys auto wrecking donated a car to be destroyed, and the participants had a great time taking swings at it.

Kings Row drive-in donated 500 hot dogs, buns, and condiments. Next year we will need to increase that amount since there were more people in attendance. These were cooked and served by the Selah Valley Lions club. Fiesta Foods donated two large sheet cakes and put the Selah Police Department patch on them, Selah’s local royalty cut and served the cake.

Treetop donated several cases of juice, and a Pepsi Cola trailer was hired by the police department.

For 2016 we plan to include more of the same and add more activities for the kids. We will work on getting the National Guard to bring out their Rock Climbing Wall and talk to Swat about bringing out one of their vehicles.

## **2015 Citizens Academy**

The 2015 Citizens Academy was planned and conducted by the Officers of the reserve unit. There were 21 citizens that participated in the academy and they all received training and classes in subjects ranging from the County’s sex offenders program to traffic stops. There were multiple agencies from the valley that participated in the academy. Presenters from the Sheriff’s department, Superior Judge, the Yakima Police Gang Unit, Selah Police Department and the Washington State Patrol.

The academy was once again a great success with many prior students attending for the second and third time. Many classes were memorable, but the class particularly enjoyed being trained in Fire Arms safety and then being taken out the Range to shoot, some for the first time. The class was impressed by all the presenters that spoke at each class and grateful to all that came out to the range to help instruct them in safely using a firearm.

## **2015 Beast Evidence Management System**

In 2015 we purchased and had the Beast Evidence Management System installed. The Beast (Bar Coded Evidence Analysis Statistics and Tracking) software program provider Forensic Laboratory Information Management System (LIMS) for crime labs and Evidence Management Systems (EMS) for police agencies. The products are integrated with Symbols Technologies PDF417 bar code to speed up evidence check-in. User defined Report Wizards are included to assist in report writing and statistical data analysis. Database

information may be stored on Oracle servers. Porter Lee Corporation provides Software, Hardware, Installation, Training and Support for the Beast.

The transition for the department/Officers to the Beast has been a smooth one. In 2016 we are looking forward to having the Beast connect with Spillman. This will allow the information input into Spillman to be loaded into the Beast automatically. This will save time and steps for the officers when initially adding evidence to a new case in the Beast.



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



**COUNCIL MEETING      INFORMATIONAL ITEM**

**3/22/2016      G – 2B**

**Title:** Selah Downtown Association Monthly Report

**Thru:** Donald Wayman, City Administrator

**From:** Monica Lake, Executive Assistant

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

Informational Only

**Background / Findings & Facts:**

Attached is the Treasurer's report for March 2016

**Recommended Motion:**

N/A

Selah Downtown Association  
Treasurer Report  
3/14/16

INCOME

Beg. Balance	\$29855.94
City of Selah Donation	\$15000.00
Total Income	<u>\$44855.94</u>

EXPENSES

Revitalize WA conference registration	\$150.00
Website Expense	\$541.00
Total Expenses	<u>\$691.00</u>

**CURRENT BALANCE ON HAND** **\$44,164.94**



Tammy E. Allan, Treasurer SDA

3/14/16

Date



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



**COUNCIL MEETING      INFORMATIONAL ITEM**

**3/22/2016      G – 2C**

**Title:** Yakima Valley Tourism 2015 Annual Report

**Thru:** Donald Wayman, City Administrator

**From:** Monica Lake, Executive Assistant

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

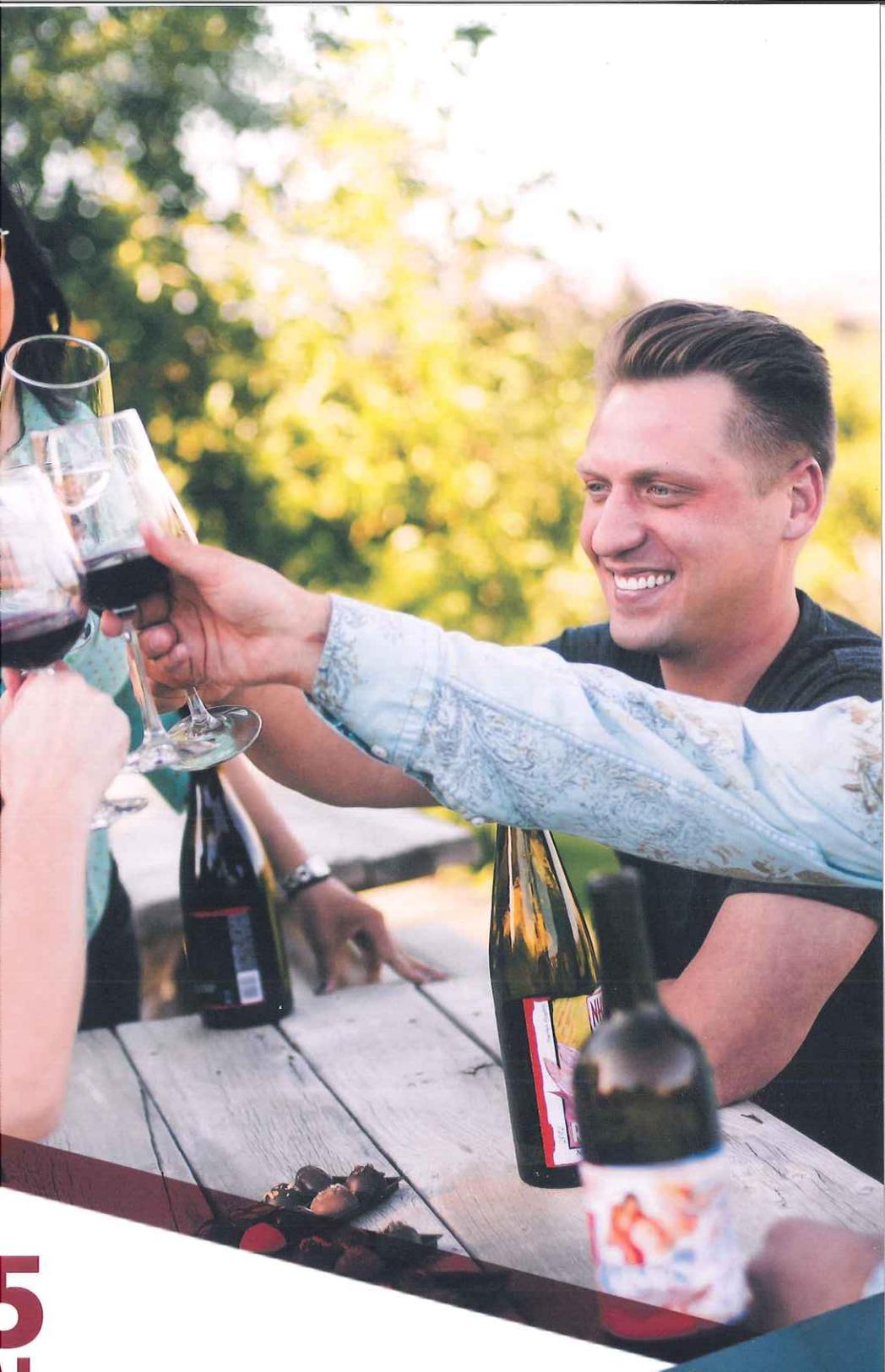
Informational Only

**Background / Findings & Facts:**

Attached is the annual report for calendar year 2015

**Recommended Motion:**

N/A



# LEADERSHIP MESSAGE

On behalf of the Board of Directors and staff of Yakima Valley Tourism, we are proud to present our 2015 Annual Report.

Tourism continues to grow for our region. Using lodging data as a key indicator, Yakima County hotel/motel occupancy **grew 7.7% in 2015, the second highest rate of lodging growth in Washington State.** The state average growth in occupancy was just 2%.

Tourism is economic development. It creates jobs and local taxes. It builds on our quality of life. Yakima Valley Tourism improves the local economy by growing all segments of the tourism industry.



**Jennifer Bliesner**  
2015 Board Chair



**John Cooper**  
President & CEO

## TOURISM 2020: A STRATEGIC PLAN

In 2015 Yakima Valley Tourism continued to implement **TOURISM 2020**, our six year strategic plan for the organization, community and tourism industry.

**The plan focuses on four core strategic areas:**

- **Advocate for Infrastructure to Support and Grow Tourism**
- **Facilitate Business Development Opportunities**
- **Increase Sales and Marketing Efforts**
- **Grow Community and Government Relations to Achieve Goals**

Tourism plays an important role in the economy:

**\$371**

million dollars spent

Travelers spent \$371 million in Yakima in 2014 (most recent year figures available)

**3,590**

jobs supported

Visitors supported 3,590 jobs in local tourism industries

**1,400**

additional jobs

Tourism created an additional 1,400 jobs for Yakima County in support industries

**\$32**

million dollars in local tax revenue

Visitors generated \$32 million in state and local taxes.



Yakima was awarded All America City status by the National Civic League. John Cooper and Rich Austin played an active role in the organizing committee that coordinated the local effort.

# YAKIMA CONVENTION CENTER

The Yakima Convention Center is the premier meeting facility in Central Washington and is a major generator of economic activity for Downtown Yakima.

In 2015 attendees were able to enjoy and appreciate new improvements at the Center. Staff continued to upgrade the Center as part of its Capital Facilities Plan with new conference room furniture, LCD projectors and screens, table skirting and sound racks. In addition, the exterior stucco repair was completed.

The Center hosted 43 conventions in 2015. While down from 2014, most of this can be attributed to the odd year rotation pattern. However, overall event days did increase by 3%.

In 2015, the Center commissioned a market study to evaluate performance and our competing cities. The study found that there is a need for more exhibit and meeting space plus a new headquarter hotel.

In total, the Convention Center hosted **101,762 overnight convention attendees and day visitors, resulting in more than \$9 million of direct spending to the local economy.**

In addition to being an event venue, the Center was called into action as the staging and packaging point for the massive community effort that raised donations for the Okanogan Complex firefighters. The community donated nearly 800 boxes of goods, more than 1,200 cases of water and enough personal sundries to fill two semi-trucks.



# 101,762

overnight convention attendees and day visitors, resulting in more than \$9 million of direct spending in the local economy

## CONVENTION & GROUP SALES

Conventions are a vital part of Yakima Valley's tourism industry. A major charge of Yakima Valley Tourism is to recruit and service conventions and groups to the community. In 2015 staff generated 176 leads and booked 26,043 future room nights.

### Sales Activities

In 2015 we launched "Bring it Home Yakima," a program and website designed to encourage locals to bring group conventions and events to the Yakima area. We hosted two meeting planner events that were attended by 56 people. In addition, the CEO spoke throughout the year to various service clubs and organizations about bringing their events to town.

Olympia-based meeting planners are a vital source of group business to the Yakima Valley. Each year we build on our relationships by hosting two networking events where meeting planners learn about the improvements at the Convention Center and updates within the hospitality

community. In the spring we hosted a suite at the Tacoma Rainiers baseball game. In the fall we staged our popular Farmer's Market Luncheon. Combined these two events attracted 69 planners. In addition to these events, staff made many road trips around the State making sales calls to potential and existing clients.

### Convention & Group Services

Quality visitor services help convention delegates learn about the Yakima Valley while providing exposure for YVT members. These services are successful in helping to retain groups and create repeat business. Our Volunteer Information Specialists logged 258.5 hours and assisted 600 convention delegates.

### Industry Involvement & Education

The staff builds relationships and attracts conventions to the Yakima Valley by being active in professional trade organizations. Organizations include the Washington Society of Association Executives and the Society of Government Meeting Professionals - two key groups for convention business.



# 12,326

Walk-in Visitors Served

# \$305,069

in new visitor spending generated

## VISITOR INFORMATION CENTER

The Yakima Valley Visitor Information Center (VIC) off Interstate 82 is one of the best tourism information centers in Washington State. The VIC staff is well-informed on lodging, dining, attractions, wineries and craft beverages, events, outdoor adventure and more.

The VIC generates new visitor spending. In 2015, **30% of the people served at the Center extended their stay in the region.** A whopping 65% of those people stated they decided to **stay an extra night because of the service received.** Based on this and visitor spending data, we project that in 2015, the VIC generated **\$305,069 in new visitor spending.**

Travel media and various parties were hosted at the VIC for a number of community, business and educational sessions. These groups were informed about the services the VIC has to offer plus community attractions and events. In addition, we hosted the 2015 convention of the Association of Visitor Information Centers of Washington in Yakima. This event allowed us to showcase the community to 20 visitor centers from around the State.

**In 2015, the Visitor Information Center served 12,326 walk-in visitors plus responded to 18,354 people via U.S. mail, phone and e-mail.**

## MARKETING

2015 was a year of transition for the Marketing Department. The first part of the year was spent completing the conversion of our websites to a completely responsive design, making them viewable on any device with any screen size. This step allows us to make major changes to our web platforms without starting from scratch. An added bonus has been an increase in mobile and tablet pageviews which helped better establish our position as a local leader in web-based marketing. As a result, **we earned more than 1.2 million pageviews on our websites, a 40% increase over last year and 63% more than 2013.**

Through our advertising channels we continued to feature our wine and farm fresh culture plus focused on promoting craft beverages. These efforts were well received by our consumers and our members, and opened new opportunities for promotion and advertising.

# 1.2 MILLION PAGEVIEWS

on our websites, a 40% increase over 2014

In addition to marketing the Yakima Valley, in 2015 we undertook the management of Union Gap's tourism advertising and promotion, continuing our role as a destination marketing resource for communities in the Yakima Valley.

As we step into 2016, we will continue to evolve our web presence by incorporating new features and technology that will reinforce a visitor's decision to travel to the area. We will conduct a website visitor survey to give us a more comprehensive view of our site's functionality and usefulness.

# MEDIA & TRADE RELATIONS

The Yakima Valley was showcased at a number of industry, consumer and media trade shows. These shows help to secure future media stories, leisure and group travel. Staff participated in the following shows in 2015:

- IPW (international operators and media) - Orlando, FL
- Go West Summit (international tour operators) - Colorado Springs, CO
- Two Nation Vacation Travel Show (tour and travel trade) - Portland, OR & Seattle, WA
- Northwest Travel Writers Conference - Bend, OR
- Seattle Wine & Food Experience, showcasing local foods & wines
- Wine Rocks (consumer festival) - Seattle, WA
- Vintage Spokane (consumer wine show)

## Familiarization Tours

Yakima Valley Tourism invites and hosts travel and trade representatives for tours of the Yakima Valley with the help of local, regional and state tourism industry businesses.

We hosted a post-Taste Washington media tour in March with Visit Seattle. Attendees included six travel writers from France.

In the spring, Yakima Valley Tourism staged a media tour involving the newly formed Craft Beverage Yakima group. Four travel, food and lifestyle media writers toured the Yakima Valley's breweries, wineries and restaurants plus attended the Roots & Vines Festival in Downtown Yakima.

Our fall media tour brought writers from *Northwest Travel & Life Magazine*, *Washington Beer Blog*, *The Crossing Guide*, *Northwest Beer Guide and Touring & Tasting Magazine*. The tour included visits to breweries, wineries, the Central Washington Agricultural Museum, the Central Washington State Fair and the Fresh Hop Ale Festival.

Many other writers and bloggers were hosted that write for outlets including the *San Francisco Chronicle*, *Bend Bulletin*, *Seattle Times*, *Foodista*, *Where to Retire Magazine* and others.

In addition, Yakima Valley Tourism assists film crews with their local production needs. In the fall we assisted the producers of the feature film *In Dubious Battle* with location contacts and permit agencies.

## Media Exposure

For the second year in a row, Yakima Valley Tourism secured exceptional media for our region in 2015. Our efforts resulted in **more than 139 million impressions in print, radio, broadcast and online channels, exceeding the previous year's total by 70%**. Examples of our success included featuring the Yakima Valley in the *San Francisco Chronicle*, which focused on the local craft beverage scene, an extensive piece on the regions' beverages and foods on the popular *Foodista* online website, featured in a *CityDog* article titled "A Dog Lover's Guide to Wineries," and an online article by *B.C. Living* titled "Five Reasons to Visit Yakima Valley."

# MEMBERSHIP & EVENTS

## Membership

More than 330 businesses and organizations are members of Yakima Valley Tourism, contributing close to \$132,000 (in dues to support our efforts to advance tourism), a 7% increase above 2014. For their support, members receive many benefits and exposure to visitors.

## Marketing Opportunities

Thirty nine e-newsletters went to members informing them of industry news, marketing, and sales tips plus organizational events and opportunities. The popular *Yakima Valley Official Travel Guide*™ was produced and distributed giving members and Yakima Valley cities extensive exposure. Work was done to provide a more user-friendly experience when accessing member information and events on our website.

## The Yakima Valley also enjoyed features in the following media (and many others) in 2015:

- New York Times
- Table Talk Northwest
- Sip Northwest
- AAA Journey
- SF Gate (Online)
- Touring & Tasting
- All Recipes
- Alaska Airlines
- Epicure and Culture
- Orbitz Travel Blog
- KOMO TV News
- Seattle Times

## Holiday Reception & Silent Auction

The 26th Annual Holiday Reception & Silent Auction welcomed more than 500 guests with a Rockin' 1950's theme. Thanks to the generosity and goodwill of Yakima Valley Tourism members and the community, the event netted \$17,738 for Yakima Valley Tourism and the Visitor Center.

**\$132,000** in member dues,  
a 7% increase above 2014

# YAKIMA VALLEY SPORTS COMMISSION

The sports event market continues to expand and grow in the Yakima Valley, providing tremendous economic benefits and positive exposure for the community. Yakima Valley Sports Commission staff works hard to enhance existing sporting events and tournaments, attract new events, and promote the Yakima Valley as a premier sports destination in the Northwest. The economic impact of premier tourism in the Yakima Valley was an estimated \$43.3 million in 2015 (up 8% from 2014) and the number of sporting events held was 496 (up 7% from 2014).

## Washington Interscholastic Activities Association (WIAA)

The Yakima Valley hosts several Washington Interscholastic Activities Association (WIAA) State High School Championships including Volleyball (1B, 2B and 1A), Boys and Girls Basketball (1A and 2A), Dance and Drill (all classifications), Baseball (1A and 2A), Softball (1B, 2B and 2A) and Boys and Girls Tennis (1B, 2B and 1A). All of these events have been awarded to the Yakima Valley through the 2017-2018 school year.

## SIGNATURE EVENTS

Each year, the Yakima Valley Sports Commission organizes, promotes and operates four signature events:



Yakima Hot Shots 3-on-3 Basketball Tourney



SunDome Volleyball Festival



Pirate Plunder Adventure Race

### YAKIMA VALLEY SPORTS AWARDS LUNCHEON

#### Yakima Valley Sports Awards Luncheon (early-June)

Awards were given in 20 high school sports for athletes, coaches and teams at the 2015 Sports Awards Luncheon, attended by nearly 600 people.



#### Pirate Plunder Adventure Race (late-July)

Started in 2012, the Pirate Plunder Adventure Race is the Sports Commission's newest event. The 3+ mile, 16-obstacle race/mud-run had 1,102 runners in 2015.



#### Yakima Hot Shots 3-On-3 Basketball Tourney (late-August)

481 teams and more than 1,900 players (both totals were the second-highest in tourney history) participated in the 2015 Hot Shots 3-On-3 Basketball Tourney, held on 40 courts on the streets of Downtown Yakima.



#### SunDome Volleyball Festival (mid-September)

80 high school volleyball teams came to the Yakima Valley for the 13th annual SunDome Volleyball Festival, held at the Yakima Valley SunDome (64 varsity teams) and East Valley High School (16 junior varsity teams).

# WHAT'S IN STORE FOR 2016

Here are highlights of our 2016 Business Plan:

## COMMUNITY & GOVERNMENT RELATIONS

- Continue our role in the development and preservation of the tourism products and assets in the Yakima Valley. In 2016 a priority will be further work on a possible expansion of the Convention Center and/or a new headquarter hotel.
- Build recognition of Yakima Valley Tourism efforts to build the economy.
- Increase awareness of tourism's economic value to the general public, political leaders and stakeholders.
- Be active in the Washington Tourism Alliance and proposed funding legislation for state tourism marketing.
- Generate story ideas for the local media on Yakima Valley Tourism programs and the tourism industry.

## CONVENTION & GROUP SALES

- Generate 200 group sales leads and book 30,000 future room nights.
- Attract planners to the region through programs that meet their needs for continuing education.
- Conduct 8-12 sales trips to the Puget Sound area and throughout the State.
- Increase hosted association board meetings for new and/or pending pieces of group business.
- Continue to use the "Bring It Home Yakima" campaign to encourage locals to bring their conventions and sports events to Yakima.

## YAKIMA CONVENTION CENTER

- Continue research and design efforts for a proposed expansion of the Center and/or a new headquarter hotel.
- Maximize Convention Center use to meet budgeted income and expenses.
- Implement the eighth year of the Capital Facilities Plan to ensure the facility remains competitive, meets ongoing and emergency repairs, plus provides for additional enhancements.
- Work closely with the YVT Convention Sales Staff and Centerplate Catering to build business.
- The Convention Center staff will maximize use of the Center to increase earned revenue by 5%, event days by 4% and serving an estimated 130,000 attendees.

## DESTINATION MARKETING

- Further grow the Yakima Valley's leisure travel visitors through marketing efforts.
- Place advertisements in key regional magazines/newspapers representing priority regional markets and focus interests.
- Further integrate offline and online advertising pushing grand and niche campaign messages.
- Continue to elevate the food and craft beverage scene in Yakima and the Yakima Valley through marketing and attending targeted trade shows.
- Manage and improve consumer engagement through social media channels.
- Continually update and improve web sites. Create unified advertising opportunities for the industry.

## MEMBERSHIP SERVICES

- Survey members as to their marketing and business development needs and develop programs to exceed those needs.
- Provide support and services to members, helping to build their business.
- Build membership to 365 members and sustain a high level of retention.
- Launch and distribute the new *Yakima Valley Official Travel Guide*™.
- Launch Wine Country Weddings campaign to position the Yakima Valley as a wedding destination.
- Work with members on social media engagement through YVT social media platforms.
- Stage a successful Holiday Reception & Silent Auction.

## MEDIA & TRADE RELATIONS

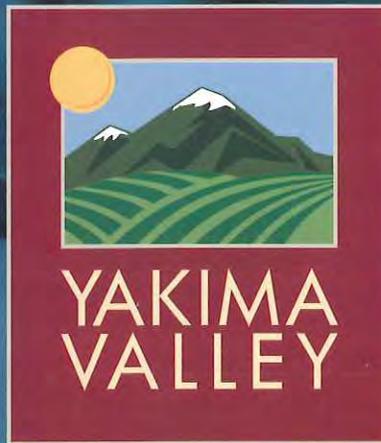
- Secure media coverage for the Yakima Valley through extensive public relations and outreach efforts.
- Make media sales calls and pitches to publishers, writers and bloggers.
- Promote the area to group tour and international markets.
- Attend leisure and industry travel shows. Make contact with at least 1,000 suppliers and consumers.
- Promote niche products and brand components to expand the recognition of Yakima and the Yakima Valley. Examples include the Spirits and Hops Trail, food and craft beverage offerings, Wine Country Weddings and Yakima Valley Made products.

## YAKIMA VALLEY SPORTS COMMISSION

- Continue to provide leadership in the development of existing and new sports facilities.
- Research and attract new sporting events, especially with the new SOZO Sports Complex coming on line.
- Continue relationships with local sporting organizations, tournament directors, venues and elected officials.
- Build on Washington Interscholastic Activities Association (WIAA) state high school championships.
- Grow the Yakima Valley Sports Commission's signature events (Yakima Valley Sports Awards Luncheon, Yakima Hot Shots 3-on-3 Basketball Tourney, Pirate Plunder Adventure Race and the SunDome Volleyball Festival.)

## VISITOR SERVICES

- Provide exceptional customer service to the visitors at the VIC, encouraging them to extend their stay and spending.
- Create and implement a plan to hold business-after-hours and other events at the new VIC location.
- Refocus the retail offerings at the VIC. Carry more local and Washington made products.
- Secure new and maintain existing VIC Sponsorships.



## Yakima Valley Tourism

10 North 8th Street • Yakima, WA 98901  
 Phone: 509.575.3010 • Fax: 509.575.6252 • Toll Free: 800.221.0751  
 VisitYakima.com

### YAKIMA VALLEY TOURISM STAFF:

#### Administrative

**John Cooper**  
 President & CEO

**Wendi Willsey Bixler**  
 Controller & HR Manager

**Stephanie Gangle**  
 Office Manager & Membership Services

**Jessica Yanak**  
 Receptionist

**Yakima Convention Center**  
**Connie Upton**  
 General Manager

**Lisa Krous**  
 Assistant General Manager

**Ryon Remmerden**  
 Convention Center Sales Manager

**Sam Dobbs**  
 Director of Operations

**Convention & Group Sales**  
**Brynn Kloster**  
 Director of Convention & Group Sales

**Diane Reim**  
 Senior Sales Manager

**Alicia Sainsbury**  
 Convention Sales Manager

#### Yakima Valley Sports Commission

**Rich Austin**  
 Director of Sports

**Mike Carey**  
 Senior Sports Sales Manager

**Shannon Anglin**  
 Sports Sales Manager

**Destination Marketing**  
**Jared Yoakum**  
 Marketing Manager

**Daniel Writer**  
 Graphics & Web Developer

**Visitor Services**  
**Adam Jones**  
 Visitor Information Center Manager

**Diane Smestad**  
 Travel Consultant

**Ann Laberge**  
 Travel Consultant

**Tourism Development**  
**Heather Decker**  
 Travel Media & Trade Relations Manager

**Member Services**  
**Stephanie Gangle**  
 Office Manager & Membership Services

### 2015 BOARD OF DIRECTORS:

**Maureen Adkison**  
 Yakima City Council

**John Baule**  
 Yakima Valley Museum

**Loren Belton**  
 City of Toppenish

**Jennifer Bliesner**  
 Terill, Lewis, & Wilke Insurance

**Abbey Cameron**  
 Walter Clore Wine  
& Culinary Center

**Pepper Fewel**  
 Cherry Wood B&B

**Kathleen Goyette**  
 Ski White Pass

**Terry Harrison**  
 Knight Hill Winery

**Sean Hawkins**  
 City of Yakima

**Jill Johnson**  
 Johnson Orchards

**Veronica Knudson**  
 Yakima Regional Medical  
& Cardiac Center

**Greg Luring**  
 McDonald's of Yakima

**Matt Martinkus**  
 Western Materials

**Elizabeth McGree**  
 JEM Development

**Sharon Miracle**  
 Tree Top Store & Visitor Center

**Chris Pauling**  
 Berkshire Hathaway

**Steve Pinza**  
 Second Street Grill

**Meghann Quinn**  
 Bale Breaker  
 Brewing Company

**Wanda Riel**  
 Holiday Inn Downtown

**Jamie Stickle**  
 Townsquare Media

**Nina Ummel**  
 Ummelina Spa Retreat

#### EX-OFFICIO:

**Verlynn Best**  
 Greater Yakima Chamber of Commerce

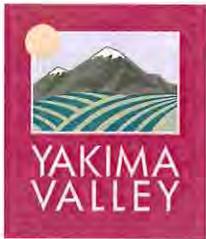
**Rand Elliott**  
 Yakima County Commissioners

**Humberto Rodriguez**  
 Prosser Chamber of Commerce

**Gene Rostvold**  
 Yakima Valley Sports Commission

**John Tierney**  
 City of Selah

**Roger Wentz**  
 City of Union Gap



#### Yakima Valley Tourism

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## 2015 Annual Report Presentation City of Selah

In addition to the items in the Annual Report, below are activities specific to Selah.

### Yakima Valley Visitor Information Center:

The Visitor Information Center is a key facet in Yakima Valley Tourism's strategy to promote the City of Selah. In 2015, 12,000 visitors passed through the VIC. Each of these visitors had the opportunity to learn about the City of Selah in conversation with the attentive VIC staff, or through the thousands of pieces of information we distribute each year. As exclusive sponsor of our welcome table, the City of Selah is actively promoted through the digital photo frame slide show and dedicated rack card display.

- **Events:** The VIC promotes the City of Selah's events by distributing printed event listings to guests and displaying posters, when provided, for these events. As exclusive sponsors of the VIC's welcome table, Selah's events are given additional promotion. Highlighted events include the Yakima River Canyon Marathon, Selah Community Days and Parade, the Chamber of Commerce Cowgirl Up, and the Christmas Selah-Bration.
- **Attractions:** The VIC's staff works to make visitors aware of the many attractions in Selah including the Self-Guided Agricultural Loop, the Tree Top Store and Visitor Center, the Selah Ridge Lavender Farm, Yakima River Canyon access, and the Selah Wednesday Farmer's Market.
- **Sales:** In addition to providing information, the VIC has a gift shop selling locally made products and souvenirs, including Selah-made candies and treats from Selah Sweets, world-famous fruit products from Tree Top, and takeaway meals from nanakate's Urban Style Café.

### Sports:

Some of the sporting events held in the Yakima Valley during 2015 included:

- 2015 WASA Fall Council Convention
- 2015 Washington Interscholastic Activities Assn. (WIAA) 1A and 2A Basketball Championships
- 2015 WIAA 1B, 2B and 2A Softball Championships
- 2015 WIAA 1A and 2A Baseball Championships
- 2015 WIAA 1B, 2B and 1A Tennis Championships
- 2014 WASA 16U A State Softball Tournament
- 2014 WASA 18U A & B State Softball Tournament
- 2015 Hot Shots 3-On-3 Basketball Tourney
- 2015 SunDome Volleyball Festival
- 2015 Pirate Plunder Adventure Race

Through December 2015, the Yakima Valley Sports Commission helped secure the following future events:

- 2016 WASA Fall Council Convention
- 2015 16U A ASA State Girls' Fastpitch Regional/National Qualifier
- 2015 14U A WASA State Girls' Fastpitch Championships
- 2015 14U B WASA State Girls' Fastpitch Championships
- 2015, 2016, 2017 and 2018 Washington Interscholastic Activities Association (WIAA) 1A and 2A Basketball Championships
- 2016, 2017 and 2018 WIAA Dance and Drill Championships
- 2016, 2017 and 2018 WIAA 1B, 2B and 2A Softball Championships
- 2016, 2017 and 2018 WIAA 1A and 2A Baseball Championships
- 2016, 2017 and 2018 WIAA 1B, 2B and 1A Tennis Championships
- 2016 and 2017 WIAA 1B, 2B and 1A State Volleyball Championships

Some of the events the Yakima Valley Sports Commission is currently working to secure include:

- NWAACC Women's Fastpitch Spring Crossover Tournament 2016-17 school year and beyond
- NWAACC Women's Fastpitch Championships 2016-17 school year and beyond
- WIAA 1A and 2A Basketball Championships 2018-19 school year and beyond
- WIAA Dance & Drill Championships 2018-19 school year and beyond
- WIAA 1B, 2B and 2A Softball Championships 2018-19 school year and beyond
- WIAA 1A and 2A Baseball Championships 2018-19 school year and beyond
- WIAA 1B, 2B and 1A Volleyball Championships 2018-19 school year and beyond
- WIAA 1B, 2B and 1A Tennis Championships 2016-17 school year and beyond
- Great Northwest Athletic Conference (home to Central Washington University) Men's and Women's Cross Country Championships 2015-16 school year and beyond
- Various Rodeos and Horse Events
- Various Youth Events

The Yakima Valley Sports Commission continues to be committed to work with the City of Selah to find events that can take place at city facilities including the Carlon Park Fastpitch Complex, McGonagle Park, Wood Field, Elks Golf Course, River Ridge Golf Course and various Selah School District facilities. The Sports Commission will also continue to search for large "city-wide" events that will require the majority of hotel rooms in the greater-Yakima area. A representative from the City of Selah Parks and Recreation Department serves on the Sports Commission Committee.

### **Membership Services:**

- Yakima Valley Official Travel Guide™:
  - Selah listings include addresses, phone numbers, and websites.
  - One advertorial page with 100,000 copies printed and multiple category listings.
- Members receive priority referrals based on needs of customers.
  - City of Selah
  - Lookout Point Winery
  - Nanakate's
  - Selah Sweets Candy & Tourism Information Center
  - Tree Top Store & Visitor Center

- Wineries Express
- Yakima Hop Candy
- Directory of Conventions & Sporting Events:
  - The Directory of Conventions & Sporting Events lists future meetings, conventions, sporting events and trade shows and is only available to members of Yakima Valley Tourism.
- Networking Opportunities:
  - Yakima Valley Tourism hosts events where members can network with other member businesses. We also offer member educational seminars like our Annual State of the Industry bringing highlights of the previous year and tourism trends and information for the next year.
- Tourism E-/Newsletter:
  - These keep members current and informed on the tourism industry, Yakima Valley Tourism events and staff updates.

### **Destination Marketing:**

- Destination advertisements were placed in key regional magazines, including: Washington Tasting Room, NW Travel, 425 Magazine, SIP Northwest, Food & Travel, and Touring & Tasting.
- Maintained a large presence with state-focused guides: WA Wine Commission Wine Tour Guide, WA State Travel Planner (State Tourism Visitor's Guide) and Scenic WA.
- Worked with the Washington Wine Country (WWC) Alliance to broaden tourism exposure to the regional wine industry. Promoted WWC website, Taste & Tote campaign, Facebook and Twitter accounts.
- Increased social media interactions through strategic content posts, partner content shares, and targeted advertising.
- Grew the VisitYakima.com event calendar to rank #1 in the community on Google search.
- Continued the success of our seasonal and topic-focused micro-websites.

### **Media & Trade Relations:**

Public Relations Campaign – presented the following to travel and lifestyle media:

- Local Festivals & Events:
  - Yakima Valley Sportsmen's Association Spring Yak Classic
  - Lava Lamp Open Disc Golf Tournament
  - Selah Beginner Triathlon
  - Selah Christmas
  - Selah Community Days
  - Selah Easter
  - Selah Fall Festival
  - Selah Halloween
  - Selah Independence Day
  - Selah's Wednesday Market
  - Yakima River Canyon Marathon
  - Tree Top BBQ Championships
  - Selah Base Race
- E-Blasts and Seasonal Recreation Activities

Yakima Valley Tourism attended various industry and consumer trade shows in 2015 to market the region and local attractions including:

- Go West Summit (International operators) – Colorado Springs, CO.
- Two Nation Vacation Travel Show (tour and travel trade) – Portland, OR & Seattle, WA
- Northwest Travel Writers Conference – Sun River, OR.
- IPW (international consumer show) – Orlando, FL.
- Wine Rocks (consumer show) – Seattle
- Vintage Spokane (consumer show)

### **Convention Sales:**

Yakima Valley Tourism is dedicated to ensuring a successful conference and a rewarding personal experience. The YVT Sales Team goes the extra mile for our clients and visitors, providing stellar customer service and unmatched hospitality.

In 2015 the convention sales team proposed sightseeing, museum, wine tasting, and beer tasting tours via A&A Motorcoach to 38 convention groups for upcoming conventions in 2015 through 2022.

### **UPCOMING in 2016:**

- Order of the Amaranth-Wine tour in the afternoon. Details in the works (March).
- WA Assn. of Sewer and Water Districts-will most likely use A&A Motorcoach and take spouses around to a few wineries as well as the Yakama Cultural Center/Museum tour (April).
- PTA Annual Conference-tours downtown as well as winery tours. Details in the works (May).
- Eagles-Afternoon wine tasting tour. Details in the works (June).
- Job's Daughters-wine tour weekend. Details in the works (August).
- WA State Society of Healthcare Engineering-Spouse winery tour. Details in the works (September).

# Sweet Portland

HOME TO ALL THINGS ARTISANAL,  
THE ROSE CITY NEVER DISAPPOINTS

# journey

MARCH/APRIL 2015

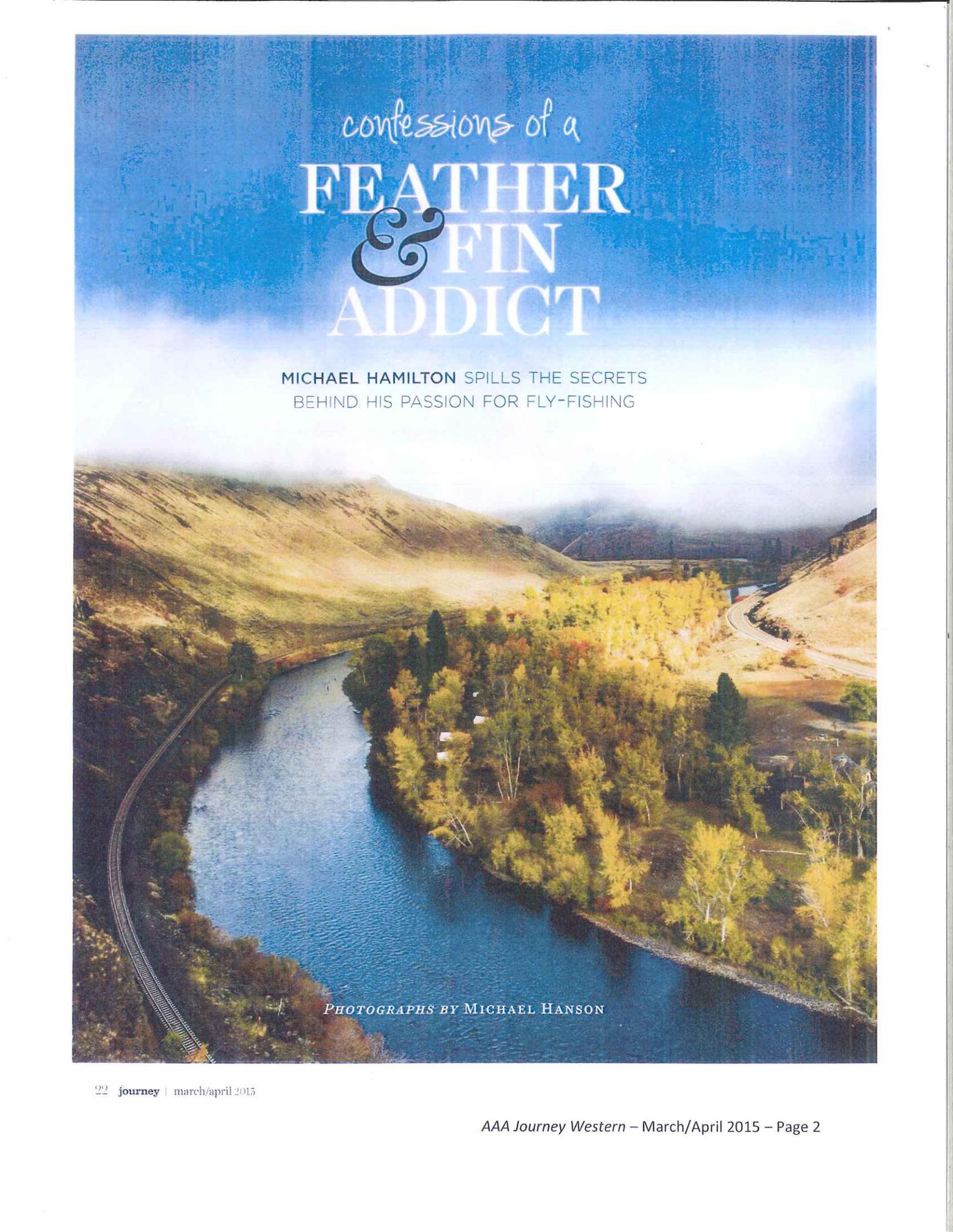
# western



the magazine for AAA members

**REEL LOVE**  
An homage to  
fly-fishing  
in the Pacific  
Northwest

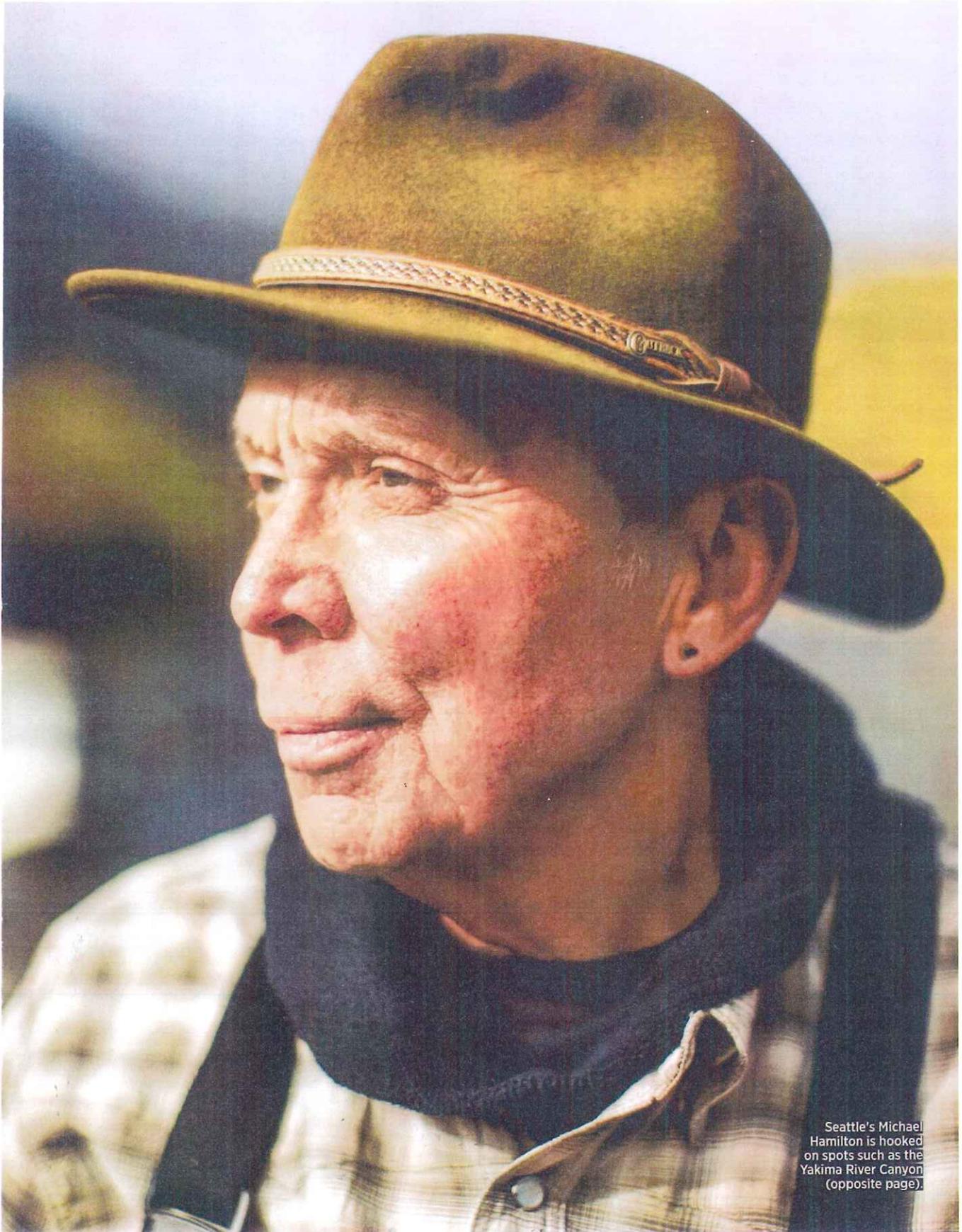
**RISING STARS**  
Emerging  
European  
destinations  
that you  
*have* to visit

An aerial photograph of a river valley. A blue river flows through the center, bordered by a railway track on the left and a road on the right. The surrounding hills are covered in trees with vibrant autumn foliage in shades of yellow, orange, and green. The sky is a clear, bright blue.

confessions of a  
**FEATHER  
& FIN  
ADDICT**

MICHAEL HAMILTON SPILLS THE SECRETS  
BEHIND HIS PASSION FOR FLY-FISHING

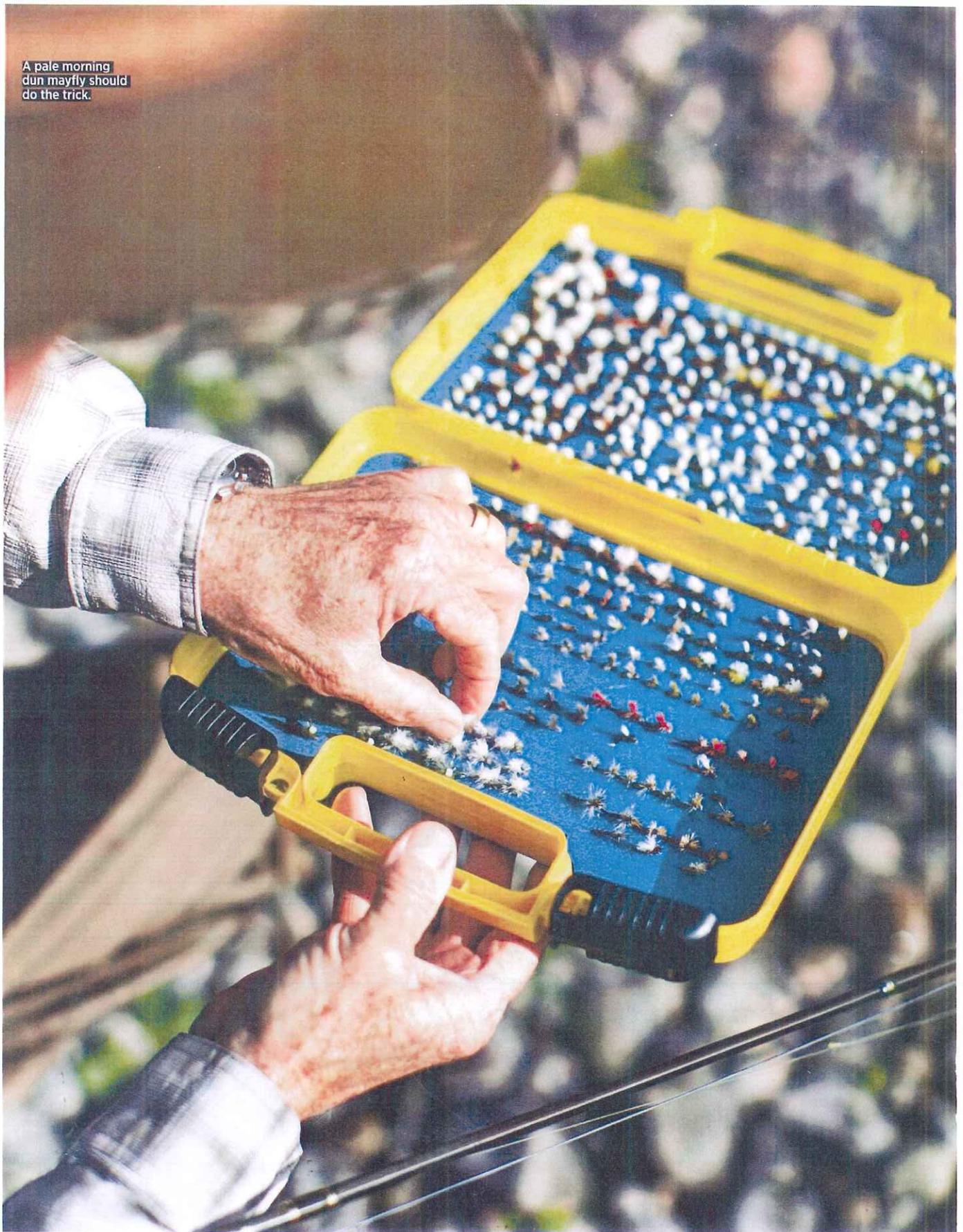
PHOTOGRAPHS BY MICHAEL HANSON



Seattle's Michael Hamilton is hooked on spots such as the Yakima River Canyon (opposite page).

[washington.aaa.com/journey](http://washington.aaa.com/journey) 23

A pale morning  
dun mayfly should  
do the trick.





You never know when to expect that next *A River Runs Through It* moment.

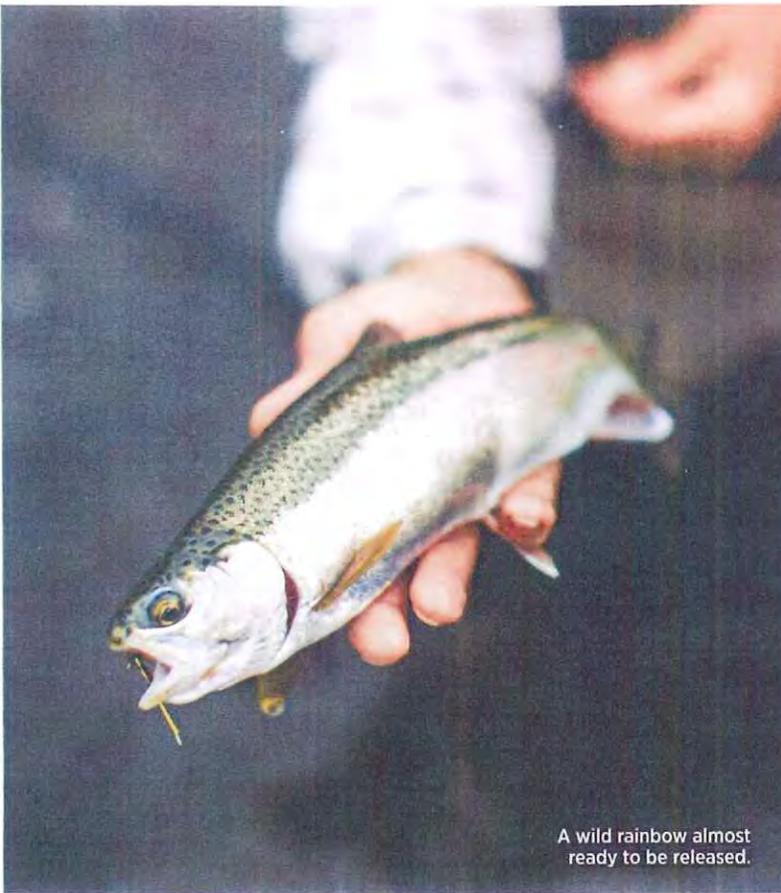
People often ask me why I am a fly-fishing fanatic. The answer comes easily: Fish live in beautiful places. Purple-fired sunsets; jagged snow-laden peaks; cloudless skies so blue they appear black; the sounds of rushing water; the touch of heat, wind and cold; the fresh smells of new rain. These elements fuel my passion for life by intimately connecting me to a world of natural beauty where time disappears.

The other answer is more complex, maybe even primal. Gently releasing a wild native fish is a moment mixed with joy and wonder. Each fish is unique with stunning displays of color. Head and shoulders peppered with irregularly shaped black spots layered over a landscape of violets, blues and greens, like the colors of the rainbow, evoke a time when man was not present.

My dad, Mark Sr., was my fly-fishing guru. He was one tall drink of water. At 6 feet 8 inches tall, he could cast a fly rod effortlessly. The line would move back and forth with the grace of a dancer, then shoot out straight as an arrow, delivering the artificial fly dead on target every time. After the April opening of trout season for three straight springs beginning in sixth grade, I traded my catechism for a 9-foot, split-bamboo Fenwick fly rod and joined my dad fly-fishing Washington's Deschutes River in Thurston County's Bald Hills. Only Monsignor McFadden and Sister Mary Charles knew my

whereabouts. We were on a mission to fill the parish freezer at Tacoma's St. Patrick Church & School with fresh trout. Those eight or nine Fridays were no ordinary fishing trips. Each outing was a marvelous adventure that transported me to a new world of unknown beauty and solitude and sent me on a lifelong journey to discover the deep connections between man and trout. Five decades later, I still dream about fly-fishing. I see trout rising up to sip unsuspecting insects with strange names like blue-winged olives, March browns, pale morning duns and green drakes. Heck, half the fun of chasing trout on the fly is discovering a new world of bugs with downright weird-sounding names.

Fly-fishing has long been portrayed in books, articles and motion pictures. Most notably, the 1992 film classic *A River Runs Through It*, adapted from Norman MacLean's book of the same name, fueled a wildfire of dreamy romanticism and awkward longing that swept across the land. After watching Brad Pitt stand in the Gallatin River and cast his fly line (he had a double, by the way) under a glistening Montana sky, thousands of young and old alike—mesmerized by the fluid, rhythmic motion of casting and the natural beauty where fly-fishing thrives—flocked to the sport. Women now represent the fastest-growing demographic in this centuries-old pursuit. Casting for Recovery, serving breast cancer survivors, and the Wounded Warrior Project are among the organizations that recognize the physically



A wild rainbow almost ready to be released.



Yakima River lodging at Canyon River Ranch, south of Ellensburg.

and mentally therapeutic values of the sport, incorporating fly-fishing outings into the healing process for their respective clients.

In the Pacific Northwest, we are blessed with many legendary trout streams within a day's journey. Washington's Yakima and Naches rivers; Idaho's St. Joe, Hells Canyon of the Snake, middle fork of the Salmon and select sections of the Coeur d'Alene; Montana's Blackfoot, Bitterroot, Rock Creek and famed Missouri; and Oregon's Deschutes, Crooked, and gin-clear Metolius all offer excellent fly-fishing for rainbow, cutthroat and brown trout.

Since I probably fly-fish 200 days a year, mostly chasing trout across rivers of the West, I am fortunate to have many *A River Runs Through It* moments. One that stands out is a spring day about two years ago in the Yakima River Canyon.

It was about 6:30 a.m. on that memorable March morning, and my 15-foot Hyde Drift Boat was hooked up to the back of my SUV. Wet, quarter-sized snowflakes mixed with sleet splattered on my windshield. Turning off the two-lane Canyon Road, I saw Steve

Joyce, longtime Montana and Washington fly-fishing guide, dressed in his waders, rain coat and wool cap, with two fly rods in his hand, waiting for me above the Big Horn boat launch. We'd been planning this trip for a month. Finally our schedules were in sync. I was as excited as a kid going to Disneyland. It's always been this way, ever since my first fly-fishing adventure. Backing my trailer to the water's edge, I unhooked my drift boat and slid it into the river. Steve, part owner of the nearby Canyon River Ranch, stepped into the bow, stowed his gear, and readied his fly rod. I slipped into the rower's seat, pulled up the anchor, and maneuvered my drift boat out into the current. Steve turned to get my attention and then pointed his rod tip down and across the river. I looked up in time to see platoons of adult stone flies landing on the surface. "Holy cow! [or words to that effect]," I said. "It's a skwala [pronounced *squaw-la*] hatch." A skwala is a stone fly that lives in Western rivers and hatches in the spring, and I'd never seen this many on the surface (think: Holy Grail!). Everywhere we looked, the river was alive with violent splashes as rainbow trout of every shape

and size gorged themselves on the unsuspecting insects. Immediately we started casting. "Fish on," I shouted. I set the hook and felt the raw power of the wild trout as it jumped and cartwheeled to escape. That rush alone was worth the numb fingers and cold feet. Steve expertly netted my catch. "Okay, your turn," I told him. Within two casts, a huge rainbow slurped Steve's fly. His reel sang as the fish took the fly line downriver. It was the sound that is music to the ears of all anglers. Throughout the morning, we hooked and released one trout after another, completely oblivious of our surroundings, focused only on the rising fish and the flotilla of hatching insects.

Suddenly a wind-whipped rain squall barreled upriver like a runaway freight train and shut down the fishing. Exhausted, euphoric and lost in a world of our own thoughts, we put down our fly rods. At almost the same instant, a deer bolted out of thick underbrush not 15 feet from where we were anchored and swam across the river directly in front of us. We just looked at each other in utter disbelief. Overhead, a young eagle screeched and landed in a giant nest atop a towering pine. The river's surface glistened with silence. Steve would always remember saying that such moments are filled with magic. I just looked at him and smiled.

**L**ike any new sport, you will need special gear. A fly rod, reel, fly line, leader tippet and artificial flies. You can purchase a rod (never call it a pole, please), reel and fly line in a combo set for under \$200. You don't need to spend a ton of money to get into the game. Just remember your first fly rod, like your first set of skis, should match your ability and reflect the type of conditions you will face. After years of taking folks fishing, I highly recommend hiring a guide for a day on the river, regardless of your skill level. A good guide will teach you how to cast (and untangle), serve you lunch, take your photo and give you the gift of a wonderful day you will long remember. I believe that any activity that you are deeply passionate about, be it hiking, snowshoeing, skiing, sailing, bird watching or anything else that connects you with your true self, exposes your feelings, and leaves you exhilarated, peaceful and happier than you are at most other times, is worth the effort to experience. Wouldn't you agree? ❶

AAA member MICHAEL HAMILTON, a former broadcast journalist and fly-fishing guide, writes for outdoor and travel publications. He lives in Seattle with his wife, Pam, and their two cats, Cooper and Mini Cooper.

## Pick Six

MICHAEL HAMILTON'S FAVORITE FISHING SPOTS (AND RELIABLE FLY SHOPS NEAR EACH):

### BITTERROOT RIVER

HAMILTON, MT  
Wally Crawford to Bell Crossing  
MARCH/APRIL HATCHES:  
Skwala stones and March browns  
❶ Osprey Outfitters, 1936 N. 1st St., 406.363.1000, ospreyoutfittersflyshop.com.

### MISSOURI RIVER

CRAND, MT  
Holter Dam to Cascade  
MAY/JUNE HATCHES:  
Caddis and pale morning duns  
❶ Headhunters Fly Shop, 145 Bridge St., 406.233.3447, headhuntersflyshop.com.

### DESCHUTES RIVER

BEND, OR  
Lower Canyon  
MAY/JUNE HATCHES:  
Salmon flies  
❶ Deep Canyon Outfitters, 375 S.W. Powerhouse Dr., 541.323.3007, deepcanyonoutfitters.com.

### THE ST. JOE RIVER

ST. MARIES, ID  
Upper section, Red Ives to Avery  
JULY HATCHES:  
Summer stones, caddis, pale morning duns  
❶ Silver Bow Fly Shop, 13210 E. Indiana Ave., 509.924.9998, silverbowflyshop.com.

### YAKIMA RIVER

EULENSBURG, WA  
Yakima River Canyon, Ringer Road to Roza Dam  
JULY/AUGUST HATCHES:  
Golden stones and grasshoppers  
❶ Red's Fly Shop at Canyon River Ranch, 14706 S.R. 821, 509.833.2300, redsflyshop.com.

### BLACKFOOT RIVER

MISSOULA, MT  
Box Canyon, River Junction to Russell Gates  
OCTOBER HATCHES:  
October caddis  
❶ Grizzly Hackle Fly Shop, 215 W. Front St., 406.721.8996, grizzlyhackle.com.



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



**COUNCIL MEETING      ACTION ITEM**

**3/22/2016**

**I – 1**

**Title:** Approval of Minutes: March 8, 2016 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)

City of Selah  
Council Minutes  
March 8, 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: John Tierney; Roy Sample; Laura Ritchie; Roger Bell; Russell Carlson;  
Diane Underwood

Members Excused: Paul Overby

Staff Present: Don Wayman, City Administrator; Bob Noe, City Attorney; Gary Hanna,  
Fire Chief; Rick Hayes, Police Chief; Ty Jones, Public Works Utility  
Supervisor; Tom Durant, Community Planner; 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

City Administrator Wayman stated that Council Member Overby is unable to attend the meeting, due to work meeting that conflicts, and that he is requesting to be excused. He said that Council needed to vote on whether to excuse him.

**By voice vote, approval to accept his excuse was unanimous.**

City Administrator Wayman informed the council that they have done an internal review as to excusal procedures for Council Members, and that it is not within his or Executive Assistant Lake's power to excuse them. He added that, each time a Council Member is not available, the rest of the Council would need to vote on whether to excuse that individual. He ended by saying that they will be provided with written information on what constitutes approved and not approved absences.

C. Pledge of Allegiance

Council Member Bell led the Pledge of Allegiance. Pastor Darin Brown gave the prayer.

D. Agenda Changes **None**

E. Public Appearances/Introductions/ Presentations

1. Bronwyn Mayo, Wenas Mammoth Foundation

Bronwyn Mayo introduced herself to the Council then gave a PowerPoint presentation on the Wenas mammoth, including the foundation's ongoing efforts to educate children and adults about the history surrounding it, the successful naming of the mountain it was found on as Wenas Mammoth Mountain and their goals for the future.

Mayor Raymond thanked her for her presentation.

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

G. Communications

1. Oral

Mayor Raymond opened the meeting.

Carl Torkelson approached the podium and addressed the Council. He requested that he be allowed to speak before Community Planner Durant does his presentation on the Comprehensive Plan Amendment.

James Hanna approached the podium and addressed the Council. He talked about a Council Member's role and what the community expects of them, especially when applying City codes for zoning matters. He thought that the Council should go out of its way to avoid any appearance of favoritism to certain builders, and take steps towards regaining the trust of their citizens.

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

2. Written

- a. February 2016 Monthly Report for Building Permits/Inspections and Code Enforcement

Public Works Utility Supervisor Jones thanked Council for appropriating money in the budget for a new position, saying that they are seeing a direct impact already, as approximately sixty percent of the letters handed out have been resolved.

City Administrator Wayman remarked that the new code enforcement officer has thrown herself into her job, and will be sending out letters for things such as vehicles parked on public right of way, junk cars parked in view on private property, and other derelict cars.

Council Member Underwood inquired about yards and structures.

City Administrator Wayman replied that there is a steady stream of letters, notices and citations issued for those.

Council Member Underwood remarked that some people let their yards go.

Public Works Utility Supervisor Jones responded that he thinks she will see great improvement this year.

City Administrator Wayman noted that they are looking into stiffening up some penalties for code violations.

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: February 23, 2016 Council Meeting
- \* 2. Approval of Claims & Payroll:

Payroll checks Nos. 79390 – 79414 for a total of \$243,467.09  
Claim Checks Nos. 67287 – 67363 for a total of \$158,280.95

**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

- 1. 2005 Selah Urban Growth Area Comprehensive Plan Amendment 2015-1 (Carl & Candi Torkelson)

Council Member Tierney moved, and Council Member Carlson seconded, to allow a maximum of five minutes for comment for each member of the public who wished to speak. By voice vote, approval was unanimous.

Carl Torkelson approached the podium and addressed the Council. He gave each a handful of papers, referring to them as he talked about his desire to have a fair and just opportunity to be heard. He went through the items, numbered one through five, each of which were a communication from Council Member Underwood showing her as a vocal opponent to his projects. He opined that these communications make it abundantly clear where she stands, and show a disregard of State law and municipal code. He noted that she posted comments on the Facebook page Growing Selah Responsibly regarding the property at 905 Fremont Avenue, and also spoke in opposition to the project during the Planning Commission's hearing on the matter. He expressed his hope that Council Member Underwood would recuse herself then handed her a paper and asked that she read it aloud.

Council Member Underwood read aloud her oath of office.

Mr. Torkelson stated that the oath says she will faithfully and impartially discharge her duties as a Council Member, and asked if the comments he had read were hers.

Council Member Underwood responded in the affirmative.

Mr. Torkelson inquired if she backed the comments.

Council Member Underwood replied that those comments are not lies, but perhaps she misunderstood what was said at the Planning Commission meeting she attended, about the former Mayor allowing the houses to be built on that property.

Mr. Torkelson responded that Mr. Gawlik was the City's building inspector at the time.

City Attorney Noe addressed the appearance of fairness, saying that it applies to quasi-judicial matters brought to councils. He said that they can run into difficulties sometimes, because people run for office with positions on certain matters prior to taking office, adding that there is an exception that says if you as a council member campaign or otherwise espouse your position prior to becoming elected, it can't be used after the election to disqualify you from speaking on an initiative. He noted that, if a Council Member did participate in the hearing when the matter was being reviewed, his opinion is that it is something that would disqualify a Council Member from reviewing the matter when brought to Council.

Council Member Underwood stated that she talked with the MRSC attorneys, who told her that she could attend them while in office so long as she did not voice an opinion.

City Attorney Noe responded that it applies if she did not testify.

Council Member Underwood commented that it was prior to her being on Council.

City Attorney Noe inquired if she provided testimony on this at the Planning Commission hearing, reiterating that she cannot provide testimony and judge at same time.

Council Member Underwood replied that she did speak at the Planning Commission, although she cannot remember what she said at the time.

City Attorney Noe observed that the appearance of fairness doctrine is something Council needs to be cognizant of, as they need to not only be fair but also appear to be fair to an objective observer, adding that if she testified before the Planning Commission in opposition of issue currently before them there is an appearance of fairness issue.

Mr. Torkelson asked that she recuse herself, as he would like to be treated fairly.

Council Member Underwood asked if the matter could be postponed until the next meeting.

Mayor Raymond answered in the negative, saying that the Planning Commission put in a lot of hard work on this.

Mr. Torkelson noted that he has waited two years for this.

City Attorney Noe spoke about it being an issue if she does not recuse herself and the matter goes to court.

City Administrator Wayman wondered if the Council Member would be held personally accountable.

City Attorney Noe responded that he has not seen that but the statute does provide for it.

Mr. Torkelson said that he is protecting his interests in bringing this forward.

Council Member Underwood asked her fellow Council Members for their opinion.

Council Member Ritchie thought she should recuse herself since she voiced an opinion against this particular project at the Planning Commission's hearing, but requested of Mr. Torkelson that, if he brings another matter to Council, that this be brought to Council's attention earlier.

Council Member Sample was not sure he was qualified to give an answer, wishing that the proposal could be judged on the face of itself, not who builder is. He felt that her testifying there did disqualify her.

Council Member Tierney felt she should recuse herself, adding that, in his personal experience on the Council, he has recused himself from similar hearings because of prior involvement.

Council Member Carlson reiterated Council Member Ritchie's comments, saying that it had the potential to put the Council and herself in a difficult situation.

Council Member Underwood recused herself.

Council Member Carlson told Mr. Torkelson that it is helpful to know ahead of time and not be put on the spot.

Community Planner Durant passed around some correspondence, received earlier that day from Mr. James Hanna, which needed to be placed on the record.

City Attorney Noe spoke about the decision-making criteria associated with the application, which was unusual as the request was for a Comprehensive Plan amendment without an accompanying rezone. He said that the City's criteria under Chapter 10.40 is for both, and as they do not have specific criteria for a Comprehensive Plane amendment by itself, they used a combination of direction from the WAC and criteria used by YVCOG for Comprehensive Plans, staying consistent with the RCW's broad mandate to be consistent with the Comprehensive Plan. He stated that the Planning Commission went through each criteria, took evidence, applied the criteria, and made a decision based on that. Council could overturn their decision if they felt it was erroneous, but otherwise deference should be given to the Planning Commission.

Community Planner Durant addressed J – 1. He said that the application was to amend the Comprehensive Plan from Moderate Density to High Density residential for 905 West Fremont Avenue, owned by Carl & Candi Torkelson, and that the purpose of application is to allow use of the existing house and increase the number of dwelling units on the property to three. He stated that, prior to his tenure with the City, the decision had been made to allow new dwellings if the existing one was not used as a residence, which created problems with the existing house. He referred Council to the Planning Commission's recommendation, reviewing their findings and the decision they reached for recommendation to Council.

Council Member Sample wondered if all correspondence was given to the Planning Commission prior to their meeting.

Community Planner Durant responded that some came in after the Planning Commission meeting.

Council Member Sample wondered about the notes included, as it sounded as if there was no chance for verbal testimony at the Planning Commission meeting.

Community Planner Durant replied that a gentleman came up to the chairman after the hearing concluded. The chairman deferred to him, but the gentleman left before he was given permission to speak. He said that the gentleman was contacted and told to put something in writing to go before Council.

Council Member Sample commented that the Planning Commission made the decision based on the information they had, but they did not have everything in front of them.

City Administrator Wayman responded that he was at the meeting, and that he observed the individual not making himself heard or known until the proceeding was over. He felt that Chairman Quinnell had not reason to believe anyone else had anything to say, and that this information would have been helpful but not have affected the outcome.

Council Member Sample inquired about the sewer backup mentioned, and if it was a City sewer line.

Community Planner Durant replied that it is a City sewer, and that the solution to the gentleman's problem was the installation of a backflow preventer. He noted that it has to do with the design of the sewer, not the capacity.

City Administrator Wayman commented that they have had an issue with check valves on that line, not everyone has one, and those who do not have a higher chance of backflow.

Council Member Sample wondered if the old system might be plugged.

Community Planner Durant responded that it's not a problem exacerbated by adding additional units to it.

Public Works Utility Supervisor Jones stated that it is an eight-inch concrete line from the 1940s, with plenty of capacity; further downstream are some two-story homes with drains close to the elevation of

the pipe, which can cause some backups. He noted that those houses are quite a bit farther downstream than the property being discussed.

Council Member Sample wondered if there would be a separate lot for the separate building.

Community Planner Durant replied in the negative, saying that the three buildings on one lot will not change.

Council Member Ritchie asked him to confirm that there wouldn't be a Planned Development on that.

Community Planner Durant responded that the City repealed their Planned Development Ordinance.

Council Member Tierney felt that, if Council does not take action on this, that there is no requirement for Mr. Torkelson to tear down or maintain the structure, which could end up as a blight on the community.

Council Member Ritchie requested that Mr. Torkelson walk them through the project.

Mayor Raymond opened the Public Hearing.

Mr. Torkelson said that the two comprehensive plan amendments he requested last year are not connected. He handed out documents to the Council, showing them the subject property and where the sewer line runs across it, which did not allow him to put in two large units on the back of the property as he had originally intended. He stated that there was an error regarding the location of the sewer line, which Public Works Utility Supervisor Jones had informed him about when he started the process of grubbing the lot. He outlined the options available to him at that time, reiterating that the title report on the property did not reflect a sewer line running through the middle of the lot, and added that the neighboring property has a carport built directly over the line as well, giving him no indication that there was a sewer line issue.

Council Member Ritchie asked if one of the new buildings is attached to old building.

Mr. Torkelson responded that there is an eighteen-inch separation, with firewalls on each per fire code.

Council Member Ritchie remarked that it sounds like he had planned to move these to the back of the property, and with the original plan he would have taken the original building down.

Mr. Torkelson replied that he originally planned to tear down the existing structure and construct two building in the back. He added that former Community Planner Davison suggested doing a Comprehensive Plan amendment to resolve the matter. He would like to remodel the existing house, bring the driveway around from the backside, and put a green belt along the east side.

Council Member Ritchie asked if all three would have access through the back driveway.

Mr. Torkelson responded that one would access Fremont Avenue, but the other two would utilize the back driveway. He would eliminate the gravel driveway to the east, replacing it with a green belt. He noted that he has fixed the fence between that property and the neighbor twice already.

Council Member Bell wondered if he had agreed in the past to fix the fence.

Mr. Torkelson reiterated that he has fixed it twice, and agreed within the past few days to fix it again.

Council Member Ritchie commented that, if it were denied, that would not change the structures on the property, just prohibit him as using the front building as a residence. She said that it could be used as an outbuilding.

Mr. Torkelson felt this was the cleanest solution.

Council Member Ritchie inquired as to why he asked for a Comprehensive Plan amendment rather than a rezone.

Mr. Torkelson replied that it was done with direction from staff.

Council Member Ritchie opined that it leaves more discretion as long as it conforms to the Comprehensive Plan, as rezone criteria is more extensive.

Mr. Torkelson responded that it deals with the existing buildings.

Community Planner Durant remarked that rezoning it to R-3 would have created non-conforming zoning. He stated that this type of request is common in both Yakima City and Yakima County, giving a brief explanation of their process.

Council Member Ritchie expressed her concern regarding spot zoning.

Mr. Torkelson asked if it was his fault that he was unaware of the sewer line location, as it was not in the title report and not noticeable when waking the property. He said that he worked with staff on this, and felt it was the best way to solve his problem.

Council Member Ritchie wondered if there was any representation regarding what could happen when he built the second, smaller structure.

Mr. Torkelson replied that he was told by former Community Planner Davison, and former City Administrator Kelly, that he could do either a Planned Development or a Comprehensive Plan amendment to utilize the little house.

Council Member Ritchie commented that it is unfortunate that the amendment did not happen before he built, and asked why he chose to build before he got approval for the change.

Mr. Torkelson explained the construction loan and cash-out process, saying he was on a timeline and had to make this happen.

Council Member Carlson inquired if he was provided with the potential outcome of his options.

Mr. Torkelson responded that it was never presented to him that way; he was told they would make it work.

Council Member Carlson wondered if he was aware when he proceeded with the project that the potential outcome could be either a yes or a no.

Mr. Torkelson said that this was the best reasonable decision to make, and that the Planning Commission voted three to zero to approve it.

Council Member Carlson had no problem with anyone building and following City codes, but he struggles with him taking a chance, knowing the sewer line is there. He felt that Mr. Torkelson knew the potential outcome, and does not see it as the City's fault for his loss.

Mr. Torkelson replied that he had to cash out or lose the property.

Council Member Carlson expressed some concern regarding current zoning in that area, with zero high density lots, which made him question whether it is appropriate to make one lot R-3.

Mr. Torkelson responded that there is a Planned Development right beside it, and two eight-plexes at the end of Valleyview.

Shirley Johnson-Hoy approached the podium and addressed the Council. She said that she spoke with neighbors who came to Council when the development was being built, some of whom were so disgusted that they chose not to come this time, while others had family issues. She remarked that those she talked to wanted the area to stay R-2 and suggested that Mr. Torkelson remove the house and plant grass or make it a green space.

James Hanna approached the podium and addressed the Council. He handed a petition to Mayor Raymond, saying that any reasonable person would conclude that the project is incompatible. He said that he was told it would not set a precedent, and that one way to insure it does not is to deny the proposed change in zoning. He stated that City codes prevent the Planning Commission from granting variances for such construction, urging Council deny the request and not allow spot zoning.

Council Member Carlson asked if he could question those from the public who spoke.

Mayor Raymond responded in the affirmative.

Council Member Carlson asked Ms. Johnson-Hoy if the neighbors she spoke of presented her with a letter of agreement to speak on their behalf.

Ms. Johnson-Hoy replied that they signed a petition.

Mayor Raymond observed that over half of the signatures are not in the area.

Ms. Johnson-Hoy noted that some are on Fremont Avenue.

Council Member Carlson commented that, if an item were important to someone, they would be attending the meeting; people deciding not to show up because they are disgusted shows they do not care.

Ms. Johnson-Hoy felt that they would do what they want anyway.

Council Member Carlson stated that the petition is helpful but not showing up says they had other priorities and this is not as important.

Ms. Johnson-Hoy responded that she has been telling people to attend.

Council Member Carlson remarked that Mr. Torkelson has been respectful, while some comments in letters in the packet are quite disrespectful, and that not showing up does not show commitment.

Peter Erickson approached the podium and addressed the Council. He said that he was never legally notified about this amendment, and presented a notice to the City, which he read aloud before giving to City Attorney Noe.

Council Member Sample asked about his concerns regarding the location of property lines.

Mr. Erickson responded that no markers were found.

Council Member Sample wondered if a registered land surveyor came out to find them.

Mr. Erickson responded that he was not sure if the surveyor was registered or not, but that no markers have been found, and he fails to see how the original survey could be correct without those. He felt that he should not have to pay to protect his property line from someone else's surveyor.

City Administrator Wayman called Community Planner Durant and Public Works Utility Supervisor Jones to the podium, asking them whether a survey is required by the City's engineers.

Community Planner Durant replied that, when the building inspector goes out to determine the setbacks, he needs to be satisfied that he knows where corners are.

City Attorney Noe noted that the Council does not have the ability to make decisions on boundary lines; Superior Court has jurisdiction over that.

Mr. Torkelson stated that the property was surveyed in 2011 by PLSA.

City Administrator Wayman asked if it was on file.

Mr. Torkelson replied in the affirmative, adding that he was going to call them out to place pins again, and he is more than happy to do so. He remarked that some of the problems he has been having with the

Growing Selah Responsibly group is a lot of slander. He presented an affidavit signed by a renter regarding Shirley Johnson-Hoy, who warned the renter about himself. He requested that they play fair, be nice to each other, and make sure things are right. He said that the renters are a young couple new to the area, and so disturbed that they called his office and wanted to share this information.

Council Member Carlson agreed with him, saying that is why he asked about the petition signatures.

Mr. Torkelson asked how many signatures there were.

Council Member Tierney responded that there were thirty-seven, of which approximately eleven were from neighbors.

Mayor Raymond closed the Public Hearing.

Council took a five-minute recess.

K. New Business **None**

L. Old Business **None**

M. Resolutions **None**

N. Ordinances

1. Ordinance adopting 2005 Selah Urban Growth Area Comprehensive Plan Amendment 2015-1 (Carl & Candi Torkelson) as recommended by the City of Selah Planning Commission

Community Planner Durant addressed N – 1. He said that this is the amendment for the hearing just held.

**Council Member Tierney moved, and Council Member Sample seconded, to approve the Ordinance adopting 2005 Selah Urban Growth Area Comprehensive Plan Amendment 2015-1 (Carl & Candi Torkelson) as recommended by the City of Selah Planning Commission.**

Council Member Sample said that he has sat through a great many meetings, hearing comments between Mr. Torkelson and his opponents over various properties, and has wondered if there would be comments if it were not one of his projects. He went on to say that, they have talked many times before about wanting to see higher density on the main roads, and that he doesn't see this as a great change in the area; it will not overload the school district or the sewer system.

Council Member Carlson remarked that his response would be the same regardless of who presented it; he is very black and white.

Council Member Tierney commented that they have a Planning Commission to do the research and take the necessary action to provide Council with the materials they need to make an informed decision, and that he trusts their recommendation.

Council Member Bell agreed with the comments by his fellow Council Members.

**Roll was called: Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – yes; Council Member Underwood – recused; Council Member Carlson – yes. Motion passed with five yes votes and one recusal.**

**Council Member Underwood rejoined the meeting.**

2. Ordinance Amending Section 6.46.020 of the Selah Municipal Code, “City Parks – Infractions and Penalties” to Permit Alcohol Consumption in City Parks and Facilities for City Sponsored Events; Establishing an Effective Date; and, Providing for Severability

City Attorney Noe addressed N – 2. He said that this Ordinance follows the discussion Council had last meeting regarding the expansion of the Fall Festival to include wine and beer tasting at city parks, as the current Ordinance prohibits alcohol at city parks.

Council Member Ritchie commented that she does not have a problem with the specific event they talked about last time, but she has an issue with the Ordinance and what is a City-sponsored event.

City Administrator Wayman told her that at some point she going to have to trust that the Mayor and the City Administrator will not have a free-for-all. He stated that this Ordinance is to be used for City-sponsored events, which currently consist of the 4th of July event and the Autumn Festival; the intent for both is to establish a cordoned beer garden and wine tasting area with no spirits, but they didn't eliminate spirits because they want to have the possibility to serve spirits at other City-sponsored events in the future. He remarked that they have no intention of selling alcohol at an athletic event of any sort, and that they view this as an experiment. He noted that the Mayor's authority would be exercised on all of the events.

Council Member Tierney expressed concern regarding alcohol being possessed and consumed within a City event, asking what they would do if someone brings in alcohol.

Mayor Raymond replied that he would be asked to leave.

Council Member Tierney wondered if they should clarify that.

Council Member Ritchie suggested adding that this is subject to additional rules as set forth by the City.

City Attorney Noe said that he could draft language to address that issue.

City Administrator Wayman reiterated that it would be only City authorized sales, which can be worked into the language.

Council Member Ritchie understood the intent but wanted it reflected in plain language in the statute.

City Administrator Wayman responded that there is a limit to where they can go with this, noting that there is already an alcohol consumption issue based on the cleanup after last year's events, and that this will contain it in one area and provide an outlet for folks to purchase wine and beer.

Council Member Bell asked if it would not be easier to say if possessed and consumed in a designated area; that way people outside it are outside the allowed Ordinance.

Council Member Carlson remarked that he pushed this issue at the last meeting, and that he agreed with the comments made regarding clarification to allow us to govern it better.

Council Member Bell inquired if there was an urgency to pass this tonight.

City Administrator Wayman replied that they are in a time crunch with regard to the planning cycle for the Fall Festival. He added that they want to start contacting potential vendors.

Recreation Manager Mullen said that postponing for two weeks would not hurt the event. They are looking at getting behind the curve for each event, and ramping it up pretty big right now for the race.

Kathryn Platt approached the podium and addressed the Council. She agreed that a delay of two weeks was fine, but added that beyond that would not be good. She stated that some wineries she has looked at are already booked out. She spoke briefly about her involvement with the Prosser wine and food fair from 1984-2006, which started with a brainstorm just like this, mentioning the Moxee hops festival as well.

City Administrator Wayman commented that the race has the potential to pull in upwards of a thousand runners alone.

Ms. Platt felt they should take advantage of the established event to expand and grow.

Council Member Sample asked if there would be beer.

City Administrator Wayman replied that he hopes to have a craft beer competition and a winery competition with a people's choice award.

Council Member Sample wondered if people could get a Budweiser.

City Administrator Wayman responded that they can offer a venue for TNT or Pastime to set up a kiosk, but they will need a thorough briefing for servers in the beer garden.

Council Member Sample wondered about limiting, saying that he has never gone to a crab feed at the Civic Center where they did not have beer.

City Administrator Wayman replied that it is a facility, with a different set of rules.

Council Member Underwood said that the Park Board members were upset about not being involved in this. Dan Smith, from the Selah School District, was adamant about alcohol not being there, while Eric Neumeyer was swayed when he found out where it would be. She felt that it needs to be the furthest distance possible from the schools.

City Administrator Wayman responded that they are looking at site options at Carlon Park, and will not get close to school property.

Council Member Carlson liked the comment about keeping it away from schools, adding that he supports this because there will be money from sales to pay for regulation of consumption.

Council Member Underwood remarked that they should also look at changing other items in the code regarding parks.

Council Member Ritchie reiterated that she would feel more comfortable with the Ordinance if was defined as City-sponsored events, as City events could be sports events and other such events.

City Attorney Noe suggested adding language that the events are as established by Resolution. He read aloud the changes to the Ordinance, based on remarks from Council.

**Council Member Tierney moved, and Council Member Carlson seconded, to approve the Ordinance Amending Section 6.46.020 of the Selah Municipal Code, “City Parks – Infractions and Penalties” to Permit Alcohol Consumption in City Parks and Facilities for City Sponsored Events; Establishing an Effective Date; and, Providing for Severability, with the modifications read aloud by City Attorney Noe. Roll was called: 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.**

3. Ordinance of the City of Selah, Washington, amending Selah Municipal Code Chapter 6.58 by adding a new Section 6.58.065 relating to attractive nuisances

City Attorney Noe addressed N – 3. He said that this came up because, unlike other cities, they did not have anything in the code specifically regarding large appliances, so he put together language to amend the nuisance code regarding attractive nuisances.

**Council Member Ritchie moved, and Council Member Sample seconded, to approve the Ordinance of the City of Selah, Washington, amending Selah Municipal Code Chapter 6.58 by adding a new Section 6.58.065 relating to attractive nuisances. Roll was called: 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.**

4. Ordinance Amending the 2016 Budget for Miscellaneous Adjustments

Clerk/Treasurer Novobielski addressed N – 4. He said that he met with the Finance Committee in January to share the final results of 2015, noting that the ending cash and investments were more than anticipated. He reviewed the budget adjustment line by line.

City Administrator Wayman commented that there have been major expenses going into the Civic Center, and that he will be coming to Council later with information on renovation versus a new facility.

**Council Member Tierney moved, and Council Member Ritchie seconded, to approve the Ordinance Amending the 2016 Budget for Miscellaneous Adjustments. Roll was called: 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 had no report.

2. Council Members

Council Member Ritchie had no report.

Council Member Sample had no report.

Council Member Tierney reminded his fellow Council Members to fill out their F-1 form for the Public Disclosure Commission.

Council Member Bell had no report.

Council Member Underwood said that she is enjoying her position on the Parks Board, and felt that they should keep abreast of what is happening with City parks.

Council Member Carlson welcomed City Planner Bedi to the best city in Washington. He talked about a meeting he attended with Tree Top and a pie company in Spokane, where the owner of the company asked why Washington does not have a state pie. He said that he contacted the legislature to have this planned for the upcoming legislation, saying that this could be an asset to Selah, as they are looking to designate the apple pie as the official pie of Washington.

3. Department

City Administrator Wayman presented City Planner Bedi to the Council.

City Planner Bedi thanked City Administrator Wayman for giving him the opportunity to be part of this dynamic and progressive community. He said he is committed to making the City more livable and

harmonious, and is looking forward to working with each and every one to make this the best place to live, work, play, and invest.

Community Planner Durant noted that the Planning Commission would be holding a study session with YVCOG next Tuesday at 5:30pm.

City Administrator Wayman talked about the new RCW regarding family daycare providing facility zoning, saying that the City will need to adjust their zoning to allow for home daycare, for up to twelve children, in a low-density single-family environment.

Community Planner Durant commented that they had to go through a Class II review previously.

City Administrator Wayman said that there will be requirements from both the State and the City, including fire and code inspections, ADA requirements, and adequate parking for drop off, and that anyone applying will need to have a package from the State with proper approvals. He noted that it would still be a requirement to notify neighbors, and that the residence will need to be a home they reside in.

Civic Center Manager Tait said that they have the turkey feed Friday night and the Kiwanis crab feed Saturday.

Human Resources Manager Potter said that, after conducting interviews for the Recreation Manager position, it was extended to Dave Mullen, and they then used that pool of applicants to hold interviews to replace his position as Recreation Coordinator.

Council Member Ritchie inquired about the court clerk position.

Human Resources Manager Potter responded that he received seventeen applications, and they have six interviews scheduled for Friday.

City Administrator Wayman remarked that the individual chosen by the judge would go through a background investigation.

Public Works Utility Supervisor Jones said that most of the parks are open, with a tournament scheduled for this weekend. He went on to say that the Treatment Plant is halfway through phase one of two phases of improvements, and he attended a preconstruction meeting this week for the water project, which is projected to start on the twenty-first, with detours over the next six to eight weeks.

Recreation Manager Mullen thanked City Administrator Wayman for giving him the opportunity to lead the recreation department, saying that they are busy as usual with soccer starting that weekend. He thanked the Selah Club Lacrosse for assisting with repairs to Lince field.

City Administrator Wayman asked if there have been any changes in the flooding situation.

Recreation Manager Mullen explained to Council that he has experience in emergency operation centers within the Air Force, telling them that the County is currently in stage 2 due to flooding out near

Ahtanum and Powerhouse. He added that the next update from the Emergency Operations Center (EOC) will be between six and eight am the next morning, and that they are discussing full activation due to flooding.

Council Member Underwood wondered if he would take the Mayor's place in an emergency.

Recreation Manager Mullen responded that, if the emergency operations center is activated, he would work with the EOC as liaison and also to the Yakima Training Center.

City Administrator Wayman remarked that he would represent the City at the County level, and if need be we would setup our own emergency operations center. He noted that Civic Center Manager Tait is also receiving training.

Police Chief Hayes said that the new officer is about a week out from being released on his own, the citizens' academy is going well, and he will have a yearend report within the next two weeks.

City Administrator Wayman commented that they would be doing more parking enforcement, without showing favoritism, advising Council that they are likely to get complaints from citizens on this.

Clerk/Treasurer Novobielski spoke about a utility issue with the facility next door to City Hall, as they are in arrears with their payments. He spoke to the bookkeeper last Thursday, letting them know that he would be discussing the matter with Council if they were still in arrears by the meeting. He noted that they have received partial payment, but there is still a balance owing, and that he would be discussing options with the City attorney.

City Administrator Wayman noted that the purpose of this exercise is a public announcement that we promised we would make if they did not rectify the situation, as their belief is that, if the nursing home cannot pay their water bill then what other corners are they cutting. He added that they will notify all controlling entities with regulatory authority over nursing homes and will go forward with counsel from City Attorney Noe on how to deal with this issue.

Council Member Underwood asked if they were a company or corporation.

Clerk/Treasurer Novobielski responded that he would be surprised if they were not an LLC or something.

Council Member Underwood expressed her concern over the matter.

Clerk/Treasurer Novobielski commented that his concern is to ensure that they treat city customers in a fair and equitable fashion, and that he hopes to have an update in the next forty-eight hours.

City Attorney Noe had no report.

City Administrator Wayman said that he would have the excusal procedures in writing sometime before the next meeting. He said that he will be attending a Funders Forum in Grandview tomorrow, and will have a meeting with the funding source for Volunteer Park to ask for an extension on the project, as they

cannot break ground within the next thirty days due to the soil sample survey. He went on to say that the City will hire an environmental engineer to assist with mitigation for the elevated levels of arsenic, with the funding coming from the Solid Waste Management Reserve Fund, and that he will be coming to Council with an explanation and request for funding when they have a grasp of the depth of the project.

Council Member Underwood asked if the SEPA is available where people can look at it.

Community Planner Durant replied in the affirmative, adding that an individual would need to make a public records request to view the documentation.

Council Member Carlson inquired about a time frame.

City Administrator Wayman responded that he does not have one yet.

Council Member Tierney wondered if the State funding is in jeopardy.

City Administrator Wayman replied that it would be if they did not have soil sample problems, adding that it is important for the City to communicate with them regarding the soil contamination.

Council took a five-minute recess.

4. Boards **None**

P. Executive Session

1. 30 Minute Session – Potential Litigation RCW 42.30.110 (1) (I)

Council went into Executive Session at 7:52pm. At 8:22pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

Q. Adjournment

**Council Member Tierney moved, and Council Member Carlson seconded, that the meeting be adjourned. By voice vote, approval was unanimous.**

The meeting adjourned at 8:22 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**

**3/22/2016**

**I-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      ACTION ITEM**

**3/22/2016      M – 1**

**Title:** Resolution Authorizing the Mayor to sign Task Order 2016-3 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Palm Park Booster Station and Well No. 7 Improvements.

**Thru:** Donald Wayman, City Administrator

**From:** Joe Henne, Public Works Director

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** \$1,222,100.00

**Funding Source:** Water Fund: 411

**Staff Recommendation:**

Staff is requesting the City Council approve Task Order 2016-3 for the Palm Park Booster Station and Well No. 7 Improvements .

**Background / Findings & Facts:**

Public Works desires to reconstruct the existing Palm Park Booster Pump station with a new above-ground pumping facility and upgrade Well No. 7 with a variable frequency drive (VFD). The upgrades will improve maintenance access, reduce potential failure/contamination risks, improve equipment efficiency and reliability and provide additional system redundancy. The Well No. 7 upgrades will improve control of water supply rate to the system to better match variable system demands and properly balance use of the City's water rights, improving system reliability, efficiency, and water quality.



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



The City applied for a loan from the State of Washington Department of Health (DOH) and was approved for project funding by the Public Works Board, through the Drinking Water State Revolving Fund (DWSRF) construction loan program, DWSRF Project No. 2015-030. Funding contracts will not be executed before June 2016, but the City has been notified they may begin incurring costs, and those eligible costs can be reimbursed after funding contracts are executed. The total estimated project cost is \$1,210,000.00.

**Recommended Motion:**

Approve Task Order 2016-3 for the Palm Park Booster Pump Station and Well No. 7 Improvements.



**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:
9/28/2015	2015 Drinking Water State Revolving Fund (DWSRF) Application submitted for the Palm Park Booster Pump Station and Well No. 7 Improvements.
1/12/2016	Department of Health (DOH) approves funding through the Public Works Board for the Palm Park Booster Pump Station and Well No. 7 Improvements DWSRF 2015-030.

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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE MAYOR TO SIGN TASK ORDER  
2016-3 BETWEEN THE CITY OF SELAH AND HLA ENGINEERING  
AND LAND SURVEYING, INC. FOR THE PALM PARK BOOSTER  
STATION AND WELL NO. 7 IMPROVEMENTS**

WHEREAS, the City of Selah desires to reconstruct the existing Palm Park Booster Pump station with a new above-ground pumping facility and upgrade Well No. 7 with a variable frequency drive (VFD); and

WHEREAS, the City of Selah currently uses HLA Engineering and Land Surveying, Inc. for professional civil engineering and consulting work; and

WHEREAS, the City of Selah wishes to engage HLA via task order for Palm Park Booster Station and Well No. 7 Improvements; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, the Mayor be authorized to sign Task Order No 2016-3 for the Palm Park Booster Station and Well No. 7 Improvements.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 22nd day of March, 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

\_\_\_\_\_  
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert F. Noe, City Attorney

RESOLUTION NO. \_\_\_\_\_



STATE OF WASHINGTON  
DEPARTMENT OF HEALTH  
OFFICE OF DRINKING WATER

243 Israel Road Southeast • PO Box 47822 • Olympia, Washington 98504-7822  
Tel: (360) 236-3100 • Fax: (360) 236-2253 • TDD Relay Service: 1-800-833-6388

January 12, 2016

Electronic Mail

City of Selah  
[jhenne@ci.selah.wa.us](mailto:jhenne@ci.selah.wa.us)

Dear Joe Henne:

**SUBJECT:** DWSRF Application #2015-030  
SELAH, CITY OF; WS#77400  
Project Name - Palm Park Booster Station and Well No. 7 Improvements

Congratulations, your project has been approved by the Public Works Board for funding. A ranked-order of projects is posted on our website <http://www.doh.wa.gov/dwsrf>.

Next steps include developing scopes of work to proceed to contracting. Because of the way we receive funding from Environmental Protection Agency, we cannot execute contracts before June 2016. You can start incurring costs in the meantime and receive reimbursement for all eligible costs.

Please do not hesitate to contact any of our Drinking Water State Revolving Fund staff members if you do need to start with project activities prior to receiving a contract:

Karen Klocke	360-236-3116
Sara J. Herrera	360-236-3089
Janet Cherry	360-236-3153

In addition, if you have any questions regarding your application or the review process you may call or email us at [dwsrf@doh.wa.gov](mailto:dwsrf@doh.wa.gov). Thank you.

Sincerely,

Janet Cherry, P.E.  
DWSRF Lead Engineer

**TASK ORDER NO. 2016-03**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

**PROJECT DESCRIPTION:**

**Palm Park Booster Station and Well No. 7 Improvements**  
**HLA Project No. 16046**

The City of Selah (CITY) desires to reconstruct the existing Palm Park Booster Pump Station with a new above-ground pumping facility, and upgrade Well No. 7 with a variable frequency drive (VFD). The Palm Park Booster Pump Station reconstruction will improve maintenance access, reduce potential failure/contamination risks, improve equipment efficiency and reliability, and provide additional system redundancy. The Well No. 7 upgrades will improve control of the water supply rate to the system to better match variable system demands and properly balance use of the City's water rights, improving system reliability, efficiency, and water quality.

The City received notice from the State of Washington Department of Health (DOH) that they have been approved for project funding by the Public Works Board, through the Drinking Water State Revolving Fund (DWSRF) construction loan program, DWSRF Project No. 2015-030. Funding contracts will not be executed before June 2016, but the City has been notified they may begin incurring costs, and those eligible costs can be reimbursed after funding contracts are executed. The total estimated project cost is \$1,210,000.00.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering and construction services for the Palm Park Booster Station and Well No. 7 Improvements project (PROJECT). HLA services shall include the following:

Phase 1 – Project Administration

- A. Assist CITY with financial and construction management requirements of funding agency.
- B. Assist CITY with securing approval of such governmental authorities having jurisdiction over design criteria applicable to the PROJECT.
- C. Monitor the Contractor's compliance with State and Federal labor standards.
- D. Assist CITY with funding agency reimbursement process.
- E. Assist CITY with funding agency project closeout process.

Phase 2 – Environmental Compliance

- A. Assist CITY with State Environmental Review Process (SERP) requirements, including preparation of a SEPA checklist for transmittal to lead agency for review and action. Prepare an Archaeological Resource Survey, if required, for review by controlling authority. An Environmental Impact Statement (EIS) is not anticipated to be required for this PROJECT. Should it be determined that an EIS must be prepared, it will be added as a separate and additional phase of work.

### Phase 3 – Engineering Design and Final Plans, Specifications, and Estimate

- A. Perform field investigations necessary to design the identified improvements.
- B. Perform topographic survey of the project area as required to complete design, plans, and specifications for publicly bid improvements.
- C. Prepare preliminary design plans and specifications for review and approval by DOH.
- D. Review and discuss preliminary plans with CITY staff.
- E. Prepare final design plans, specifications, and estimate for publicly-bid improvements, as authorized by the CITY.
- F. Furnish forty (40) copies of the final plans and specifications for bidding and construction. It is anticipated the ENGINEER will prepare one (1) complete set of plans and specifications for one bid call/solicitation; additional bid packages will be considered additional services.
- G. Answer and supply such information as is requested by prospective bidders.
- H. Prepare and issue addenda, if necessary.
- I. Attend bid opening and participate in prospective bidder evaluation process.
- J. Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
- K. Make recommendation to the CITY of construction contract award to the lowest responsible bidder.

### Phase 4 – Services During Construction

- A. Furnish field survey crew necessary to set horizontal and vertical control for the improvements authorized for construction.
- B. Furnish a qualified resident engineer who shall make construction observations and be on the job site at all times significant work is in progress, whose duty shall be to provide surveillance of project construction for substantial compliance with plans and specifications.
- C. Prepare and file progress reports on the PROJECT with the CITY and provide monthly progress estimates to the CITY.
- D. Consult and advise the CITY during construction and make a final report of the completed work.
- E. The CITY is required to monitor the Contractor's payment of prevailing wage rates. As part of construction services, HLA will monitor General Contractor and Subcontractor compliance with State labor standards during the construction phase of this project. This work includes checking monthly certified payrolls, conducting employee interviews in the field, and issuing letters of non-compliance and/or letters of missing documents.
- F. Review Contractor's submission of samples and shop drawings, where applicable.
- G. Recommend to the CITY progress payments for the Contractor.
- H. Prepare and submit proposed contract change orders when applicable.
- I. Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the resident engineer and Contractor. If as-built drawings from the

Contractor are not received by HLA within thirty (30) calendar days from the date of the letter of recommendation of project acceptance, HLA will submit the reproducible record drawings to the CITY with a note stating that no as-built information was received by HLA.

#### Phase 5 – Telemetry System Programming

- A. Provide control system and human machine interface (HMI) programming necessary to control the new booster station and well features, and to integrate the new components into the existing CITY water telemetry control system/supervisory control and data acquisition (SCADA) system.

#### Additional Services

- A. Provide professional engineering and surveying services for additional work requested by the CITY that is not included in other Phases of work.

#### Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- A. Provide full information as to CITY requirements of the PROJECT.
- B. Assist HLA by placing at their disposal all available information pertinent to the site of the PROJECT including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- C. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.
- D. Obtain approval of all governmental authorities having jurisdiction over the PROJECT, and such approvals and consents from such other individuals or bodies as may be necessary for completion of the PROJECT. Pay all review fees and costs associated with obtaining such approvals.
- E. Pay for project bid advertisement costs, if necessary.
- F. Pay for all necessary testing costs not paid by the Contractor.
- G. Pay for all necessary building permit fees not paid by the Contractor.

#### **TIME OF PERFORMANCE:**

The services described under the various phases of this Agreement shall be completed as follows:

#### Phase 1 – Project Administration

Project administration services shall begin immediately upon notice of authorization to proceed and continue until all funding and labor compliance closeout requirements for the PROJECT have been satisfied.

#### Phase 2 – Environmental Compliance

Environmental and cultural resource review and compliance information shall be prepared and submitted to the controlling authority/authorities within 90 calendar days after the date of authorization to proceed.

### Phase 3 – Engineering Design and Final Plans, Specifications, and Estimate

Plans, specifications, and estimates for all project elements shall be provided within 120 calendar days after the date of authorization to proceed.

### Phase 4 – Services During Construction

Engineering services during construction of the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through the completion of construction, and completion of as-constructed drawings and labor documentation closeout. A maximum of eighty (80) working days has been assumed for the construction of improvements. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, engineering services beyond the eighty (80) working days shall be considered additional services.

### Phase 5 – Telemetry System Programming

Engineering services for telemetry system programming shall be completed in conjunction with engineering services during construction to provide programming necessary for the Contractor to complete their work and to integrate new water system components into the existing CITY water telemetry control system.

### Additional Services

Time of completion for work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time of service request by the CITY.

## **FEE FOR SERVICE:**

For the services furnished by HLA as described under this Agreement, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

### Phase 1 – Project Administration

All work for this phase shall be performed for the lump sum fee of \$15,000.00.

### Phase 2 – Environmental Compliance

All work for this phase shall be performed for the lump sum fee of \$6,000.00.

### Phase 3 – Engineering Design and Final Plans, Specifications, and Estimate

All work for this phase shall be performed for the lump sum fee of \$123,000.00.

### Phase 4 – Services During Construction

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses with an estimated amount of \$138,000.00.

### Phase 5 – Telemetry System Programming

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses with an estimated amount of \$20,000.00.

Additional Services

Any additional work requested by the CITY that is not included in other Phases of work shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services. HLA shall perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, reproduction expenses, out of town travel costs, and outside engineers.

Proposed: *Michael T. Battle* *3/4/2016*  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, PE, President

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
City of Selah  
Sherry Raymond, Mayor





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



**COUNCIL MEETING      ACTION ITEM**

**3/22/2016      N – 1**

**Title:** Ordinance Amending the 2016 Budget for a DWSRF Loan for Water System Improvements

**Thru:** Donald Wayman, City Administrator

**From:** Dale Novobielski, Clerk/Treasurer

**Action Requested:** Approval

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** \$ 1,242,100

**Funding Source:** DWSRF Loan DM16-952-030 - \$1,222,100 and Fund 460 Water Reserve - \$20,000.

**Staff Recommendation:**

Approve Ordinance.

**Background / Findings & Facts:**

The City has been awarded a 1% loan payable repayable over 20 years from the Washington State Public Works Board to construct a booster station at Palm park and make improvements on well number 7. The loan will provide for 90% of the construction costs.

**Recommended Motion:**

I move to approve the Ordinance amending the 2016 budget for DWSRF loan DM16-952-030 to finance various water system improvements.



**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:

9/28/2015

Mayor Gawlik submitted a letter to the Washington State Department of Health authorizing Stephen Hazzard, PE, from Huibregtse, Louman Associates to submit a 2015 DWSRF application requesting loan funding in the amount of approximately \$ 1,200,000.

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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE 2016 BUDGET FOR A DWSRF LOAN FOR WATER SYSTEM IMPROVEMENTS

WHEREAS, the City desires to approve adjustments to the 2016 Budget for a DWSRF loan for water system improvements;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, does ordain as follows: that the Clerk-Treasurer be authorized to amend the 2016 Budget as follows:

**411 Water**

411.000.034.391.80.03.00	DWSRF Loan DM16-95-030	\$ 1,222,100
411.000.034.397.00.00.00	Operating Transfers-In	20,000

411.000.094.594.34.65.40	System Improv DM16-952-030	\$ 1,242,100
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**461 Water Reserve**

461.000.034.597.00.00.00	Operating Transfers-Out	\$ 580,195
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461.000.999.508.80.00.00	New Ending Unreserved Fund Balance	\$ 540,000
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PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 22<sup>nd</sup> day of April 2016.

\_\_\_\_\_  
Sherry Raymond, Mayor

ATTEST:

\_\_\_\_\_  
Dale E. Novobielski, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert Noe, City Attorney

ORDINANCE NO. \_\_\_\_\_



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



**COUNCIL MEETING      INFORMATIONAL ITEM**

**3/22/2016      P – 4A**

**Title:** Planning Commission Minutes for February 16, 2016

**Thru:** Donald Wayman, City Administrator

**From:** Caprise Groo, Department Assistant

**Action Requested:** Informational - No action

**Board/Commission Recommendation:** Not applicable

**Fiscal Impact:** N/A

**Funding Source:** N/A

**Staff Recommendation:**

Information Only

**Background / Findings & Facts:**

Information Only

**Recommended Motion:**

Information Only

City of Selah  
Planning Commission Minutes  
Of  
February 16, 2016

Selah Council Chambers  
115 W. Naches Ave.  
Selah, Washington 98942

A. Call to Order

The meeting was called to order by Vice Chairman Smith at 5:30 p.m.

B. Roll Call

Members Present: Commissioners: Miller, Torkelson, Smith, and Pendleton.  
Members Absent: Commissioner Quinnell  
Staff Present: Tom Durant, Consultant, Caprise Groo, Secretary

C. Agenda Changes : None

D. Communications

1. Oral- None
2. Written- None

E. Approval of Minutes

1. February 16, 2016

Commissioner Torkelson motioned to approve the minutes with minor changes.

Commissioner Miller seconded the motion.

Vice Chairman Smith called for a voice vote and the minutes were approved with a vote of 4-0.

F. Public Hearings

1. Old Business - None
2. New Business - Short Subdivision File # 913.45.16-01.

Vice Chairman Smith asked Mr. Durant to take over the discussion.

Mr. Durant handed out a preliminary map and a letter and map from the irrigation district. (Attached) He proceeded to summarize pages one and two of the staff report. (Attached) He pointed out the letter from the irrigation district that addressed easements and the Lower No. 2 Wasteway. He read the Planning Commission Findings of Fact. (Attached) Mr. Durant discussed the side walk contribution provision and stated that the estimate was \$39.00 per linear foot for a total of \$14000.00.

Vice Chairman Smith asked if that was the front of the property.

Mr. Durant stated it was the entire length of the proposed lots.

Discussion ensued about where the sidewalk would be. The discussion was halted until later.

Mr. Durant continued with the facts and findings. He read #3 about drainage. He stated that there was a dispute about where the swale was located. He stated that the final plat would show it correctly. Mr. Durant continued thru the Findings of fact. He then outline that the recommendation would go to the City Administrator for a decision.

Vice Chairman Smith asked Mr. James if he would like to speak.

Mr. James stated his address as 1404 W Fremont Ave, Selah, WA. He stated he had nothing to add but he had questions about the \$14000.00. He asked if it had to be paid all at once and if it could be proposed another way.

Commissioner Miller asked if Mr. James was getting a loan to build.

Mr. James answered "Yes".

Mr. Durant stated that the City would be willing to agree to the cost of 100 feet of sidewalk at \$39.00 a foot. He asked Mr. James if he thought that would be manageable.

Mr. James agreed that would be manageable.

Discussion ensued about precedent of requiring deposits for a sidewalk, prevailing wage and bids for the owner to install a sidewalk. Additional Issues discussed were the steep slopes, time line of improvements to Goodlander and weather sidewalks should be on both sides of the street.

Conclusion: Listed in the finding of fact recommended conditions #5. (Final document attached)

Miss Connie James stated she lived at 111 E Goodlander Rd, Selah, WA. She stated her concern as being a sidewalk to nowhere. She stated that the property from the Northside of her drive way to Wenas road was county jurisdiction. She stated that left the sidewalk would stop and go nowhere.

Discussion ensued by all about the expansion of Goodlander road, sidewalks on one side or both sides, cross walk across Goodlander and a turn lane.

Vice Chairman Smith asked if anyone else would like to speak.

Ms. Shirley Johnson-Hoy approached the podium. She asked if there would still be room for the Bus.

Commissioner Torkelson stated that yes there would.

Vice Chairman Smith asked if anyone else would like to speak.

Miss Connie James asked if it would be a safety issue if a crosswalk feasible.

Mr. Durant stated it may be possible in an appropriate location.

Vice Chairman Smith asked for additional input.

Commissioner Miller asked about the frontage for the sidewalk.

Commissioner Torkelson stated that that would happen in the future.

Mr. Durant stated the property was platted in 2010 and it matches.

Discussion: Need to plan for sidewalk in the future.

Discussion: cost of sidewalk.

Conclusion: Listed in the finding of fact recommended conditions #5.

Commissioner Miller motioned to approve with the recommendations outline by Mr. Durant and the Commissioners.

Commissioner Pendleton seconded the motion.

Vice Chairman Smith called for a voice vote and the motion was approved with a vote of 4-0.

G. General Business

1. Old Business – None
2. New Business- None

H. Reports/Announcements

1. Chairman
2. Commissioners
3. Staff

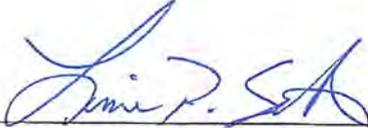
Mr. Durant stated that the commission would need to adopt the minutes so this could move forward. He also stated that the March 15 meeting would bring recommendations from Shawn Conner from YCOG. He also stated that a new planner had been hired.

Commissioner Miller stated that he would like at least a week before the hearing to read the packet. He stated that if there was significant study to do then getting the packet at least a week early would give him time. He stated he does not have immediate access to the packet once it gets to his office.

Mr. Durant stated he would see what he could do about getting something to the Commissioner as soon as possible.

I. Adjournment

Commissioner Torkelson motioned to adjourn the meeting, Commissioner Miller seconded the motion. Vice Chairman Smith adjourned the meeting at 6:22 pm with a voice vote of 4-0.

 3.15.16  
Chairman

CITY OF SELAH PLANNING COMMISSION  
STAFF REPORT  
February 8, 2016

**FILE NO.:** 913.45.16-01

**PROPOSAL:** Two-lot short subdivision to divide a 2.92 acre parcel into two lots, 1.0 and 1.92 acres in size respectively. Both lots have frontage on East Goodlander Road and are now or will be served by City water and sanitary sewer. The applicant has indicated that current plans are to develop a single-family residence on the undeveloped one acre lot.

**PROPONENT:** Robert James

**PROPERTY OWNER:** Paul & Connie James

**LOCATION:** 111 E. Goodlander Road. The site is located on the north side of E. Goodlander Road, 230 feet east of N. 1<sup>st</sup> Street and 700 feet west of Lancaster Road. (Tax Parcel Number: 181425-33418).

**APPLICATION AUTHORITY AND JURISDICTION:** Short Subdivisions are reviewed by the Planning Commission for compliance with SMC 10.50 who then makes a recommendation to the City Administrator for decision. If the City Administrator makes a different decision than that recommended by the Planning Commission, the final determination is made by the City Council (SMC 10.50.016(a)). The Planning Commission reviews the application for conformance with SMC 10.50 and factors given by RCW 58.17.110. The Commission shall recommend approval, approval with alterations or denial.

**LAND USE AND ZONING:** The property is occupied by the owner's house, accessory buildings and pasture. Zoning is R-2, two-family residential. Adjacent properties to the east and west are also zoned R-2. To the south, Selah High School is zoned One-Family Residential. Property to the north is outside of the City Limits and zoned Single-Family Residential (R-1) by Yakima County.

**SURROUNDING LAND USE:**

**North (outside the City Limits):** Three single family homes on large lots (0.8 to one acre) with access to a separate private road.

**South:** Selah High School, the parking lot and approach from E. Goodlander Road is directly across from the site.

**East:** Whispering Views planned development, consisting of 47 proposed and existing single family dwellings on 2,000 to 5,000 square foot lots. Bowers Drive, a private road serving this development, fronts the site on the east boundary, but is not proposed for access to the subject property.

**West:** A single family home on a 0.9 acre lot. It shares access to E. Goodlander Road with the home on the subject property.

**COMPREHENSIVE PLAN:** The site is designated Moderate Density Residential by the Future Land Use Map, adopted 2006. This designation provides for a maximum density of 12 dwelling units per acre. This property could be developed for up to 35 dwelling units that could consist of one, two and, if approved through a zoning review process, multiple family dwellings. This is the case with or without the proposed short subdivision. Further subdivision, public zoning review, or both would be necessary in order to achieve this density.

**UTILITIES:** 12 inch water line and 12 inch sewer line in E. Goodlander Road. The existing home is connected to City sewer and water service. Naches-Selah irrigation is also available. There is a 10 foot wide irrigation easement across the north part of the property.

**TRANSPORTATION:**

E. Goodlander Road – Two lane paved collector street in 70-foot wide right-of-way with sidewalk on the south side of the street and a curb and gutter section without a sidewalk on the north side along about 100 feet of the frontage of the subject property and continuing west to the N. 1<sup>st</sup> Street intersection. Contribution toward the installation of a sidewalk on the north side of the street westerly from Lancaster Drive have been required for residential developments to the east.

The proposal would add an approach to E. Goodlander Road to two existing approaches to the subject property. One of the existing approaches is shared with the neighboring home and property to the west using an existing access and utility easement. The other is midway across the existing lot frontage. Both of these existing approaches are to the larger proposed 1.92 acre lot. The smaller 1.0 acre lot would have a new approach located within 100 feet of Bowers Drive and the east property line in a location that slopes up to the property from E. Goodlander Road. The existing approach to the high school on the south side of the street is directly across from this location. The westerly approach, shared with the home and lot to the west is directly across from the left turn pocket for the intersection of Goodlander Road and N. 1<sup>st</sup> Street.

Interior Streets – Since both proposed lots front on E. Goodlander Road, of interior streets are not proposed or required.

**DRAINAGE:**

“Lower No. 2 Wasteway” is in a swale that crosses the site in a southeasterly direction. The existing recorded short plat for the property shows its location in a 30-foot wide easement, which should protect it.

If one acre or more is disturbed by construction, a construction storm drainage permit may be required (issued by the Department of Ecology). Stormwater generated on the site must be retained on site.

**APPLICABLE ZONING AND SUBDIVISION STANDARDS:**

1. A maximum four to one (4:1) depth-to-width ratio is required by SMC 10.08.020 unless the reviewing official determines, based on evidence provided by the applicant, that a different configuration more appropriately meets the intent of the specific zoning district and the comprehensive plan. The proposed one acre lot has a depth of 397 feet. The lot width, determined midway between the front and rear lot lines according to the definitions of Lot Width and Lot Depth (Appendix A to Chapters 10.02 through 10.48) is 140 feet, so the depth-to-width ratio is 2.85:1, meeting the standard.
2. The minimum lot size in the R-2 zone for lots served by municipal sewer and water with a slope of less than 10 percent is 9,000 square feet. For slopes up to 15 percent, the minimum is 11,000 square feet. The proposed lots far exceed both of these minimum standards.
3. Improvements required for each lot in a short subdivision include water mains, fire hydrants, sanitary sewer lines, culverts, drainage structures if required, sidewalks, curbs, gutters, street paving and appropriate dedications or easements if required (SMC 10.50.017(b)). For this proposal, sewer and water service is available and to be provided to the proposed lots. There are existing fire hydrants at the high school across E. Goodlander Road from the site and about 600 feet to the east. They should be sufficient for the new and existing single-family dwellings on the proposed lots. However, additional hydrants and new water line extension may be necessary for the development of two or multiple-family dwelling per the requirements of SMC 11.30, especially if set back more than 150 feet from a public street. There does not appear to be a need for drainage structures given the size of the site and the existing easement for the wasteway, although stormwater generated on the site must be retained on the site. E. Goodlander Road is improved with a sidewalk on the south side of the street, but there is no sidewalk on the site frontage along the north side of the street.
4. Parcels must be arranged to allow for the opening of future streets and logical future subdivision unless impractical due to property size or topography (SMC 10.50.041). There is no evidence that the proposed lot configuration precludes the opening of future streets or logical future subdivision, and due to the size of the lots, requiring the extension of future streets at this time would be impractical.

**STATUTORY SUBDIVISION FACTORS:**

RCW 58.17.110(2) requires written findings that appropriate provisions are made for the public health, safety and general welfare and for such open spaces, drainageways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds, sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school. Recommended findings and conclusions are as follows:

1. Streets, Roads, Alleys and other Public Ways: Both proposed lots abut and have frontage on a City street. Assuming no more than two dwellings on each of the proposed lots, the proposal increases potential traffic generation by 30 trips per day.
2. Drainageways: Retention of stormwater on-site will be required and the size of the proposed lots provide sufficient open area that this can be accomplished, although provisions for drainage may be needed for the driveway approach to the new lot. There is no indication that this proposal would result in the alteration of historical drainage patterns. The preliminary short plat submitted with the application shows a wasteway through a swale across the site, but it is protected by an easement.
3. Transit: Yakima Transit service is available to the area. The number of lots in this proposal does not warrant the requirement of improvements.
4. Potable water supplies and sanitary wastes: Municipal water and sewer lines are located adjacent to the proposed parcels and connection to them is proposed. As long as the two proposed lots are occupied by single-family dwellings, or a single duplex per lot, additional fire hydrants are not required. Under the requirements of SMC 11.30.085, if developed for additional duplexes, multiple-family dwellings or at a higher density, fire hydrants and the extension of a water line into the site may be required.
5. Open Spaces: The proposed lots are one acre and larger providing for sufficient open space on the site.
6. Parks and recreation, playgrounds, schools and schoolgrounds: Selah High School is across the street from the site and other schools are nearby. Carlon Park is 700 feet to the east. These facilities should all be adequate to serve existing and future residents of this two-lot short plat.
7. Sidewalks and safe walking conditions: There is a sidewalk on the south side of E. McGonagle Road, but it is across this relatively busy street from the site. Provisions are being made to extend sidewalks on the north side of the street westerly from the Lancaster Road intersection.
8. Public health, safety and general welfare: The proposal is consistent with adopted zoning and the maximum density under the comprehensive plan. Public health and safety have been addressed previously under potable water, sewer, sidewalks, etc. The proposal is consistent with zoning and subdivision requirements and with proposed conditions of approval; there is nothing to indicate that it would not be beneficial to the public welfare.
9. Topography and Natural Features: The property has slopes of 10 to 20 percent in places, although most of the site has slopes of less than 10 percent. The proposed lot size is consistent with zoning standards for these slopes, and there are buildable locations on the property.

**RECOMMENDATION: APPROVAL** of the short subdivision application subject to the following conditions:

1. Final lot dimensions, lot area and improvements indicated on the proposed short plat shall conform substantially to the site plan submitted with the application.
2. Connection to municipal sewer and water service is required for all development on the proposed lots, both existing and proposed. An additional water line and fire hydrants may be required for the future construction of more than one duplex or for multiple-family dwellings on either of the proposed lots.
3. Irrigation shall be provided to both lots from the Naches-Selah Irrigation District and easements necessary to serve both lots and any surrounding parcels shown on the short plat.
4. The short plat shall be prepared by a licensed professional land surveyor and recorded by the Yakima County Auditor following approval of the final plat by the City Administrator, compliance with the applicable conditions of this decision and installation of all public improvements.
5. The applicant shall pay an amount to the City sufficient to pay for the installation of a sidewalk on the entire E. Goodlander Road frontage of the subject property. The amount of payment required shall represent the applicant's proportionate share of the cost of its installation based on lineal footage and on the City's engineering estimate for the costs of installation. In the event that the actual costs to install the sidewalk exceed the engineer's estimate, the applicant shall pay an amount in addition to the amount already paid so that the sum of both payments does not exceed a total of 115% of the engineer's estimate.
6. An updated title report shall be submitted with the final short plat unless it is submitted within four months of the date of the title report submitted with the application.
7. The following notes shall be placed on the short plat:

"The owner(s) shown hereon, or any grantees or assignees in interest, hereby covenant and agree to retain all surface water generated within the short subdivision on-site"
8. The short plat shall be recorded within five years of City approval.

**CITY OF SELAH PLANNING COMMISSION  
SELAH MUNICIPAL CODE  
SHORT PLAT REVIEW  
February 16, 2016**

Members of the Commission present were:

**SHORT PLAT: # 913.45.16-01**  
**ENVIRONMENTAL REVIEW: Exempt**

Proponent: Robert James

**SELAH MUNICIPAL CODE SHORT PLAT**

Factors to Be Considered (Indicate N/A if not applicable) (Pursuant to Selah Code and RCW 58.17.110)

**1. STREETS, ROADS, ALLEYS, AND OTHER PUBLIC WAYS.**

Findings: Both proposed lots abut and have frontage on a City street. Assuming no more than two dwellings on each of the proposed lots, the proposal increases potential traffic generation by 30 trips per day.

Conclusions: The existing street network is sufficient to accommodate vehicular traffic from the proposed short plat.

**2. SIDEWALKS AND SAFE WALKING CONDITIONS.**

Findings: There is a sidewalk on the south side of E. McGonagle Road, but it is across this relatively busy street from the site. Provisions are being made to extend sidewalks on the north side of the street westerly from the Lancaster Road intersection.

Conclusions: Contribution to the future provision of a sidewalk on the north side of E. Goodlander Road should be required. This will provide for adequate pedestrian access at the location of the proposed short plat.

**3. DRAINAGE.**

Findings: Retention of stormwater on-site will be required and the size of the proposed lots provide sufficient open area that this can be accomplished, although provisions for drainage may be needed for the driveway approach to the new lot. There is no indication that this proposal would result in the alteration of historical drainage patterns. The preliminary short plat submitted with the application shows a wasteway through a swale across the site, but it is protected by an easement.

Conclusions: Drainage can be accommodated adequately and this proposal will not hinder historical drainage patterns.

#### **4. POTABLE WATER SUPPLY AND SANITARY WASTES.**

Findings: Municipal water and sewer lines are located adjacent to the proposed parcels and connection to them is proposed.

Conclusions: Adequate municipal water supply and sewage collection facilities exist to serve potential future development. As long as the two proposed lots are occupied by single-family dwellings, or a single duplex per lot, additional fire hydrants are not required. Under the requirements of SMC 11.30.085, if developed for additional duplexes, multiple-family dwellings or at a higher density, fire hydrants and the extension of a water line into the site may be required.

#### **6. OPEN SPACES.**

Findings: The proposed lots are one acre and larger.

Conclusions: The proposed lots provide sufficient open space.

#### **7. PARKS AND RECREATION AND PLAYGROUNDS.**

Findings: Selah High School is across the street from the site. Carlon Park and other schools are nearby.

Conclusions: Adequate park, recreational and school facilities are available to serve existing and future residents of this two-lot short plat.

#### **8. PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.**

Findings: The proposal is consistent with adopted zoning and the maximum density under the comprehensive plan. Public health and safety have been addressed previously under potable water, sewer, sidewalks, etc.

Conclusions: The proposal is consistent with zoning and subdivision requirements. With conditions of approval the proposal would be beneficial to the public welfare.

#### **OTHER FACTORS THAT MAY BE RELEVANT FOR CONSIDERATION:**

#### **9. TOPOGRAPHY AND NATURAL FEATURES.**

Findings: The property has slopes of 10 to 20 percent in places, although most of the site has slopes of less than 10 percent. The property is relatively flat.

Conclusions: The proposed lot size is consistent with zoning standards for these slopes, and there are buildable locations on the property. The property is suitable for development.

**10. IRRIGATION AVAILABILITY:**

Findings: The Naches-Selah Irrigation District serves this property.

Conclusions: Irrigation water is available.

**REASONS FOR APPROVAL OR DENIAL:** Based on these findings the short plat should be **APPROVED**.

MOTION TO ADOPT FINDINGS OF FACT AND RECOMMEND APPROVAL OF THE SHORT PLAT BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_ VOTE: \_\_\_ to \_\_\_

**RECOMMENDED CONDITIONS OF APPROVAL:** Eight (8) conditions of approval recommended by the Commission:

1. Final lot dimensions, lot area and improvements indicated on the proposed short plat shall conform substantially to the site plan submitted with the application.
2. Connection to municipal sewer and water service is required for all development on the proposed lots, both existing and proposed. An additional water line and fire hydrants may be required for the future construction of more than one duplex or for multiple-family dwellings on either of the proposed lots.
3. Irrigation shall be provided to both lots from the Naches-Selah Irrigation District and easements necessary to serve both lots and any surrounding parcels shown on the short plat.
4. The short plat shall be prepared by a licensed professional land surveyor and recorded by the Yakima County Auditor following approval of the final plat by the City Administrator, compliance with the applicable conditions of this decision and installation of all public improvements.
5. The applicant shall pay an amount to the City sufficient to pay for the installation of a sidewalk on the entire E. Goodlander Road frontage of the subject property. The amount of payment required shall represent the applicant's proportionate share of the cost of its installation based on lineal footage and on the City's engineering estimate for the costs of installation. In the event that the actual costs to install the sidewalk exceed the engineer's estimate, the applicant shall pay an amount in addition to the amount already paid so that the sum of both payments does not exceed a total of 115% of the engineer's estimate.
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8. The short plat shall be recorded within five years of City approval.



# Naches-Selah Irrigation District

620 GUINAN ROAD  
SELAH, WASHINGTON 98942

TELEPHONE (509) 697-4177  
FAX (509) 697-5255

**To:** City of Selah Planning Commission

**From:** Terri Barnett

**Fax:** (509) 698-7372

**Pages:** 1

**Email:** [tdurant@ci.selah.wa.us](mailto:tdurant@ci.selah.wa.us)

**Date:** 2/12/2016

**RE:** File No. 913.45.16-01; James, Paul & Connie

- Parcel 181425-33418 does have water with the Naches-Selah Irrigation District. The water is shared with adjacent parcel 181425-33417.
- The 30 foot easement for the Lower No. 2 Wasteway shown on the 2010 short plat is shown incorrectly. The Wasteway is located on the southwest corner of parcel 181425-33417.
- Applicant will need to show a 6 foot minimum easement from point of delivery to each lot for access of water prior to plat approval.
- There is an existing Water Covenant for parcels 181425-33418 and 181425-33417. Applicant will have to contact District to modify the existing Water Covenant to reflect the above action. While it is not a requirement, the District would like to suggest the possibility of creating a Water User's Association. It may address issues such as repairs and improvements, paying for power costs and establishing officers.
- Document and plat review fees will apply.

The Naches-Selah Irrigation District would like to thank you for this opportunity to comment on the proposed subdivision.

  
Terri Barnett, District Secretary

181425-33418; James, Paul & Connie



Author: Terri Barnett  
Organization: Naches Selah Irrigation District

0 0.009 0.018 0.027 1mi  
Date Created: February 12, 2016

East, FERRIS, Delorme, Mapbox, and OpenStreetMap contributors, Esri, HERE, DeLorme, Mapbox, and the GIS user community

**CITY OF SELAH PLANNING COMMISSION  
SELAH MUNICIPAL CODE  
SHORT PLAT REVIEW  
February 16, 2016**

Members of the Commission present were: **Smith, Miller, Torkelson, Pendleton**

**SHORT PLAT: # 913.45.16-01  
ENVIRONMENTAL REVIEW: Exempt**

Proponent: Robert James

**SELAH MUNICIPAL CODE SHORT PLAT**

Factors to Be Considered (Indicate N/A if not applicable) (Pursuant to Selah Code and RCW 58.17.110)

**1. STREETS, ROADS, ALLEYS, AND OTHER PUBLIC WAYS.**

Findings: Both proposed lots abut and have frontage on a City street. Assuming no more than two dwellings on each of the proposed lots, the proposal increases potential traffic generation by 30 trips per day.

Conclusions: The existing street network is sufficient to accommodate vehicular traffic from the proposed short plat.

**2. SIDEWALKS AND SAFE WALKING CONDITIONS.**

Findings: There is a sidewalk on the south side of E. McGonagle Road, but it is across this relatively busy street from the site. Provisions are being made to extend sidewalks on the north side of the street westerly from the Lancaster Road intersection.

Conclusions: Contribution to the future provision of a sidewalk on the north side of E. Goodlander Road should be required. This will provide for adequate pedestrian access at the location of the proposed short plat.

**3. DRAINAGE.**

Findings: Retention of stormwater on-site will be required and the size of the proposed lots provide sufficient open area that this can be accomplished, although provisions for drainage may be needed for the driveway approach to the new lot. There is no indication that this proposal would result in the alteration of historical drainage patterns. The preliminary short plat submitted with the application shows a wasteway through a swale across the site, but it is protected by an easement. However,

documentation submitted by the Naches-Selah Irrigation District disputes the finding that the wasteway and easement are in this location.

Conclusions: Drainage can be accommodated adequately and this proposal will not hinder historical drainage patterns.

#### **4. POTABLE WATER SUPPLY AND SANITARY WASTES.**

Findings: Municipal water and sewer lines are located adjacent to the proposed parcels and connection to them is proposed.

Conclusions: Adequate municipal water supply and sewage collection facilities exist to serve potential future development. As long as the two proposed lots are occupied by single-family dwellings, or a single duplex per lot, additional fire hydrants are not required. Under the requirements of SMC 11.30.085, if developed for additional duplexes, multiple-family dwellings or at a higher density, fire hydrants and the extension of a water line into the site may be required.

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Findings: The proposed lots are one acre and larger.

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Findings: Selah High School is across the street from the site. Carlon Park and other schools are nearby.

Conclusions: Adequate park, recreational and school facilities are available to serve existing and future residents of this two-lot short plat.

#### **8. PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.**

Findings: The proposal is consistent with adopted zoning and the maximum density under the comprehensive plan. Public health and safety have been addressed previously under potable water, sewer, sidewalks, etc.

Conclusions: The proposal is consistent with zoning and subdivision requirements. With conditions of approval the proposal would be beneficial to the public welfare.

#### **OTHER FACTORS THAT MAY BE RELEVANT FOR CONSIDERATION:**

#### **9. TOPOGRAPHY AND NATURAL FEATURES.**

Findings: The property has slopes of 10 to 20 percent in places, although most of the site has slopes

of less than 10 percent. The property is relatively flat.

Conclusions: The proposed lot size is consistent with zoning standards for these slopes, and there are buildable locations on the property. The property is suitable for development.

#### 10. IRRIGATION AVAILABILITY:

Findings: The Naches-Selah Irrigation District serves this property.

Conclusions: Irrigation water is available.

**REASONS FOR APPROVAL OR DENIAL:** Based on these findings the short plat should be **APPROVED**.

**MOTION TO ADOPT FINDINGS OF FACT AND RECOMMEND APPROVAL OF THE SHORT PLAT BY Miller, SECONDED BY Pendleton VOTE: 4 to 0**

**RECOMMENDED CONDITIONS OF APPROVAL:** Eight (8) conditions of approval recommended by the Commission:

1. Final lot dimensions, lot area and improvements indicated on the proposed short plat shall conform substantially to the site plan submitted with the application.
2. Connection to municipal sewer and water service is required for all development on the proposed lots, both existing and proposed. An additional water line and fire hydrants may be required for the future construction of more than one duplex or for multiple-family dwellings on either of the proposed lots.
3. Irrigation shall be provided to both lots from the Naches-Selah Irrigation District and easements necessary to serve both lots and any surrounding parcels shown on the short plat. The final short plat shall be reviewed by the Irrigation District for conformance to these requirements.
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5. The applicant shall pay an amount to the City sufficient to pay for the installation of a sidewalk on the entire E. Goodlander Road frontage of the proposed one-acre lot. The amount of payment required shall represent the applicant's proportionate share of the cost of its installation based on lineal footage and on an engineering estimate provided by the applicant and approved by the Administrator.
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8. The short plat shall be recorded within five years of City approval.

City of Selah  
Planning Commission Minutes  
Of  
February 16, 2016

Selah Council Chambers  
115 W. Naches Ave.  
Selah, Washington 98942

A. Call to Order

The meeting was called to order by Vice Chairman Smith at 5:30 p.m.

B. Roll Call

Members Present: Commissioners: Miller, Torkelson, Smith, and Pendleton.  
Members Absent: Commissioner Quinnell  
Staff Present: Tom Durant, Consultant, Caprise Groo, Secretary

C. Agenda Changes : None

D. Communications

1. Oral- None
2. Written- None

E. Approval of Minutes

1. February 16, 2016

Commissioner Torkelson motioned to approve the minutes with minor changes.

Commissioner Miller seconded the motion.

Vice Chairman Smith called for a voice vote and the minutes were approved with a vote of 4-0.

F. Public Hearings

1. Old Business - None
2. New Business - Short Subdivision File # 913.45.16-01.

Vice Chairman Smith asked Mr. Durant to take over the discussion.

Mr. Durant handed out a preliminary map and a letter and map from the irrigation district. (Attached) He proceeded to summarize pages one and two of the staff report. (Attached) He pointed out the letter from the irrigation district that addressed easements and the Lower No. 2 Wasteway. He read the Planning Commission Findings of Fact. (Attached) Mr. Durant discussed the side walk contribution provision and stated that the estimate was \$39.00 per linear foot for a total of \$14000.00.

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Discussion ensued about where the sidewalk would be. The discussion was halted until later.

Mr. Durant continued with the facts and findings. He read #3 about drainage. He stated that there was a dispute about where the swale was located. He stated that the final plat would show it correctly. Mr. Durant continued thru the Findings of fact. He then outline that the recommendation would go to the City Administrator for a decision.

Vice Chairman Smith asked Mr. James if he would like to speak.

Mr. James stated his address as 1404 W Fremont Ave, Selah, WA. He stated he had nothing to add but he had questions about the \$14000.00. He asked if it had to be paid all at once and if it could be proposed another way.

Commissioner Miller asked if Mr. James was getting a loan to build.

Mr. James answered "Yes".

Mr. Durant stated that the City would be willing to agree to the cost of 100 feet of sidewalk at \$39.00 a foot. He asked Mr. James if he thought that would be manageable.

Mr. James agreed that would be manageable.

Discussion ensued about precedent of requiring deposits for a sidewalk, prevailing wage and bids for the owner to install a sidewalk. Additional Issues discussed were the steep slopes, time line of improvements to Goodlander and weather sidewalks should be on both sides of the street.

Conclusion: Listed in the finding of fact recommended conditions #5. (Final document attached)

Miss Connie James stated she lived at 111 E Goodlander Rd, Selah, WA. She stated her concern as being a sidewalk to nowhere. She stated that the property from the Northside of her drive way to Wenas road was county jurisdiction. She stated that left the sidewalk would stop and go nowhere.

Discussion ensued by all about the expansion of Goodlander road, sidewalks on one side or both sides, cross walk across Goodlander and a turn lane.

Vice Chairman Smith asked if anyone else would like to speak.

Ms. Shirley Johnson-Hoy approached the podium. She asked if there would still be room for the Bus.

Commissioner Torkelson stated that yes there would.

Vice Chairman Smith asked if anyone else would like to speak.

Miss Connie James asked if it would be a safety issue if a crosswalk feasible.

Mr. Durant stated it may be possible in an appropriate location.

Vice Chairman Smith asked for additional input.

Commissioner Miller asked about the frontage for the sidewalk.

Commissioner Torkelson stated that that would happen in the future.

Mr. Durant stated the property was plated in 2010 and it matches.

Discussion: Need to plan for sidewalk in the future.

Discussion: cost of sidewalk.

Conclusion: Listed in the finding of fact recommended conditions #5.

Commissioner Miller motioned to approve with the recommendations outline by Mr. Durant and the Commissioners.

Commissioner Pendleton seconded the motion.

Vice Chairman Smith called for a voice vote and the motion was approved with a vote of 4-0.

G. General Business

1. Old Business – None
2. New Business- None

H. Reports/Announcements

1. Chairman
2. Commissioners
3. Staff

Mr. Durant stated that the commission would need to adopt the minutes so this could move forward. He also stated that the March 15 meeting would bring recommendations from Shawn Conner from YCOG. He also stated that a new planner had been hired.

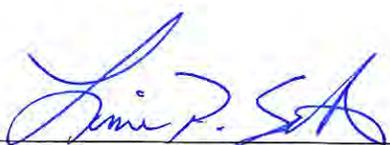
Commissioner Miller stated that he would like at least a week before the hearing to read the packet. He stated that if there was significant study to do then getting the packet at least a week early would give him time. He stated he does not have immediate access to the packet once it gets to his office.

Mr. Durant stated he would see what he could do about getting something to the Commissioner as soon as possible.

I. Adjournment

Commissioner Torkelson motioned to adjourn the meeting, Commissioner Miller seconded the motion.

Vice Chairman Smith adjourned the meeting at 6:22 pm with a voice vote of 4-0.

 3.15.16  
Chairman

CITY OF SELAH PLANNING COMMISSION  
STAFF REPORT  
February 8, 2016

**FILE NO.:** 913.45.16-01

**PROPOSAL:** Two-lot short subdivision to divide a 2.92 acre parcel into two lots, 1.0 and 1.92 acres in size respectively. Both lots have frontage on East Goodlander Road and are now or will be served by City water and sanitary sewer. The applicant has indicated that current plans are to develop a single-family residence on the undeveloped one acre lot.

**PROPONENT:** Robert James

**PROPERTY OWNER:** Paul & Connie James

**LOCATION:** 111 E. Goodlander Road. The site is located on the north side of E. Goodlander Road, 230 feet east of N. 1<sup>st</sup> Street and 700 feet west of Lancaster Road. (Tax Parcel Number: 181425-33418).

**APPLICATION AUTHORITY AND JURISDICTION:** Short Subdivisions are reviewed by the Planning Commission for compliance with SMC 10.50 who then makes a recommendation to the City Administrator for decision. If the City Administrator makes a different decision than that recommended by the Planning Commission, the final determination is made by the City Council (SMC 10.50.016(a)). The Planning Commission reviews the application for conformance with SMC 10.50 and factors given by RCW 58.17.110. The Commission shall recommend approval, approval with alterations or denial.

**LAND USE AND ZONING:** The property is occupied by the owner's house, accessory buildings and pasture. Zoning is R-2, two-family residential. Adjacent properties to the east and west are also zoned R-2. To the south, Selah High School is zoned One-Family Residential. Property to the north is outside of the City Limits and zoned Single-Family Residential (R-1) by Yakima County.

**SURROUNDING LAND USE:**

**North (outside the City Limits):** Three single family homes on large lots (0.8 to one acre) with access to a separate private road.

**South:** Selah High School, the parking lot and approach from E. Goodlander Road is directly across from the site.

**East:** Whispering Views planned development, consisting of 47 proposed and existing single family dwellings on 2,000 to 5,000 square foot lots. Bowers Drive, a private road serving this development, fronts the site on the east boundary, but is not proposed for access to the subject property.

**West:** A single family home on a 0.9 acre lot. It shares access to E. Goodlander Road with the home on the subject property.

**COMPREHENSIVE PLAN:** The site is designated Moderate Density Residential by the Future Land Use Map, adopted 2006. This designation provides for a maximum density of 12 dwelling units per acre. This property could be developed for up to 35 dwelling units that could consist of one, two and, if approved through a zoning review process, multiple family dwellings. This is the case with or without the proposed short subdivision. Further subdivision, public zoning review, or both would be necessary in order to achieve this density.

**UTILITIES:** 12 inch water line and 12 inch sewer line in E. Goodlander Road. The existing home is connected to City sewer and water service. Naches-Selah irrigation is also available. There is a 10 foot wide irrigation easement across the north part of the property.

**TRANSPORTATION:**

E. Goodlander Road – Two lane paved collector street in 70-foot wide right-of-way with sidewalk on the south side of the street and a curb and gutter section without a sidewalk on the north side along about 100 feet of the frontage of the subject property and continuing west to the N. 1<sup>st</sup> Street intersection. Contribution toward the installation of a sidewalk on the north side of the street westerly from Lancaster Drive have been required for residential developments to the east.

The proposal would add an approach to E. Goodlander Road to two existing approaches to the subject property. One of the existing approaches is shared with the neighboring home and property to the west using an existing access and utility easement. The other is midway across the existing lot frontage. Both of these existing approaches are to the larger proposed 1.92 acre lot. The smaller 1.0 acre lot would have a new approach located within 100 feet of Bowers Drive and the east property line in a location that slopes up to the property from E. Goodlander Road. The existing approach to the high school on the south side of the street is directly across from this location. The westerly approach, shared with the home and lot to the west is directly across from the left turn pocket for the intersection of Goodlander Road and N. 1<sup>st</sup> Street.

Interior Streets – Since both proposed lots front on E. Goodlander Road, of interior streets are not proposed or required.

**DRAINAGE:**

“Lower No. 2 Wasteway” is in a swale that crosses the site in a southeasterly direction. The existing recorded short plat for the property shows its location in a 30-foot wide easement, which should protect it.

If one acre or more is disturbed by construction, a construction storm drainage permit may be required (issued by the Department of Ecology). Stormwater generated on the site must be retained on site.

### **APPLICABLE ZONING AND SUBDIVISION STANDARDS:**

1. A maximum four to one (4:1) depth-to-width ratio is required by SMC 10.08.020 unless the reviewing official determines, based on evidence provided by the applicant, that a different configuration more appropriately meets the intent of the specific zoning district and the comprehensive plan. The proposed one acre lot has a depth of 397 feet. The lot width, determined midway between the front and rear lot lines according to the definitions of Lot Width and Lot Depth (Appendix A to Chapters 10.02 through 10.48) is 140 feet, so the depth-to-width ratio is 2.85:1, meeting the standard.
2. The minimum lot size in the R-2 zone for lots served by municipal sewer and water with a slope of less than 10 percent is 9,000 square feet. For slopes up to 15 percent, the minimum is 11,000 square feet. The proposed lots far exceed both of these minimum standards.
3. Improvements required for each lot in a short subdivision include water mains, fire hydrants, sanitary sewer lines, culverts, drainage structures if required, sidewalks, curbs, gutters, street paving and appropriate dedications or easements if required (SMC 10.50.017(b)). For this proposal, sewer and water service is available and to be provided to the proposed lots. There are existing fire hydrants at the high school across E. Goodlander Road from the site and about 600 feet to the east. They should be sufficient for the new and existing single-family dwellings on the proposed lots. However, additional hydrants and new water line extension may be necessary for the development of two or multiple-family dwelling per the requirements of SMC 11.30, especially if set back more than 150 feet from a public street. There does not appear to be a need for drainage structures given the size of the site and the existing easement for the wasteway, although stormwater generated on the site must be retained on the site. E. Goodlander Road is improved with a sidewalk on the south side of the street, but there is no sidewalk on the site frontage along the north side of the street.
4. Parcels must be arranged to allow for the opening of future streets and logical future subdivision unless impractical due to property size or topography (SMC 10.50.041). There is no evidence that the proposed lot configuration precludes the opening of future streets or logical future subdivision, and due to the size of the lots, requiring the extension of future streets at this time would be impractical.

### **STATUTORY SUBDIVISION FACTORS:**

RCW 58.17.110(2) requires written findings that appropriate provisions are made for the public health, safety and general welfare and for such open spaces, drainageways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds, sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school. Recommended findings and conclusions are as follows:

1. Streets, Roads, Alleys and other Public Ways: Both proposed lots abut and have frontage on a City street. Assuming no more than two dwellings on each of the proposed lots, the proposal increases potential traffic generation by 30 trips per day.
2. Drainageways: Retention of stormwater on-site will be required and the size of the proposed lots provide sufficient open area that this can be accomplished, although provisions for drainage may be needed for the driveway approach to the new lot. There is no indication that this proposal would result in the alteration of historical drainage patterns. The preliminary short plat submitted with the application shows a wasteway through a swale across the site, but it is protected by an easement.
3. Transit: Yakima Transit service is available to the area. The number of lots in this proposal does not warrant the requirement of improvements.
4. Potable water supplies and sanitary wastes: Municipal water and sewer lines are located adjacent to the proposed parcels and connection to them is proposed. As long as the two proposed lots are occupied by single-family dwellings, or a single duplex per lot, additional fire hydrants are not required. Under the requirements of SMC 11.30.085, if developed for additional duplexes, multiple-family dwellings or at a higher density, fire hydrants and the extension of a water line into the site may be required.
5. Open Spaces: The proposed lots are one acre and larger providing for sufficient open space on the site.
6. Parks and recreation, playgrounds, schools and schoolgrounds: Selah High School is across the street from the site and other schools are nearby. Carlon Park is 700 feet to the east. These facilities should all be adequate to serve existing and future residents of this two-lot short plat.
7. Sidewalks and safe walking conditions: There is a sidewalk on the south side of E. McGonagle Road, but it is across this relatively busy street from the site. Provisions are being made to extend sidewalks on the north side of the street westerly from the Lancaster Road intersection.
8. Public health, safety and general welfare: The proposal is consistent with adopted zoning and the maximum density under the comprehensive plan. Public health and safety have been addressed previously under potable water, sewer, sidewalks, etc. The proposal is consistent with zoning and subdivision requirements and with proposed conditions of approval; there is nothing to indicate that it would not be beneficial to the public welfare.
9. Topography and Natural Features: The property has slopes of 10 to 20 percent in places, although most of the site has slopes of less than 10 percent. The proposed lot size is consistent with zoning standards for these slopes, and there are buildable locations on the property.

**RECOMMENDATION: APPROVAL** of the short subdivision application subject to the following conditions:

1. Final lot dimensions, lot area and improvements indicated on the proposed short plat shall conform substantially to the site plan submitted with the application.
2. Connection to municipal sewer and water service is required for all development on the proposed lots, both existing and proposed. An additional water line and fire hydrants may be required for the future construction of more than one duplex or for multiple-family dwellings on either of the proposed lots.
3. Irrigation shall be provided to both lots from the Naches-Selah Irrigation District and easements necessary to serve both lots and any surrounding parcels shown on the short plat.
4. The short plat shall be prepared by a licensed professional land surveyor and recorded by the Yakima County Auditor following approval of the final plat by the City Administrator, compliance with the applicable conditions of this decision and installation of all public improvements.
5. The applicant shall pay an amount to the City sufficient to pay for the installation of a sidewalk on the entire E. Goodlander Road frontage of the subject property. The amount of payment required shall represent the applicant's proportionate share of the cost of its installation based on lineal footage and on the City's engineering estimate for the costs of installation. In the event that the actual costs to install the sidewalk exceed the engineer's estimate, the applicant shall pay an amount in addition to the amount already paid so that the sum of both payments does not exceed a total of 115% of the engineer's estimate.
6. An updated title report shall be submitted with the final short plat unless it is submitted within four months of the date of the title report submitted with the application.
7. The following notes shall be placed on the short plat:  
  
"The owner(s) shown hereon, or any grantees or assignees in interest, hereby covenant and agree to retain all surface water generated within the short subdivision on-site"
8. The short plat shall be recorded within five years of City approval.



**CITY OF SELAH PLANNING COMMISSION**  
**SELAH MUNICIPAL CODE**  
**SHORT PLAT REVIEW**  
February 16, 2016

Members of the Commission present were:

**SHORT PLAT:** # 913.45.16-01  
**ENVIRONMENTAL REVIEW:** Exempt

Proponent: Robert James

**SELAH MUNICIPAL CODE SHORT PLAT**

Factors to Be Considered (Indicate N/A if not applicable) (Pursuant to Selah Code and RCW 58.17.110)

**1. STREETS, ROADS, ALLEYS, AND OTHER PUBLIC WAYS.**

Findings: Both proposed lots abut and have frontage on a City street. Assuming no more than two dwellings on each of the proposed lots, the proposal increases potential traffic generation by 30 trips per day.

Conclusions: The existing street network is sufficient to accommodate vehicular traffic from the proposed short plat.

**2. SIDEWALKS AND SAFE WALKING CONDITIONS.**

Findings: There is a sidewalk on the south side of E. McGonagle Road, but it is across this relatively busy street from the site. Provisions are being made to extend sidewalks on the north side of the street westerly from the Lancaster Road intersection.

Conclusions: Contribution to the future provision of a sidewalk on the north side of E. Goodlander Road should be required. This will provide for adequate pedestrian access at the location of the proposed short plat.

**3. DRAINAGE.**

Findings: Retention of stormwater on-site will be required and the size of the proposed lots provide sufficient open area that this can be accomplished, although provisions for drainage may be needed for the driveway approach to the new lot. There is no indication that this proposal would result in the alteration of historical drainage patterns. The preliminary short plat submitted with the application shows a wasteway through a swale across the site, but it is protected by an easement.

Conclusions: Drainage can be accommodated adequately and this proposal will not hinder historical drainage patterns.

#### **4. POTABLE WATER SUPPLY AND SANITARY WASTES.**

Findings: Municipal water and sewer lines are located adjacent to the proposed parcels and connection to them is proposed.

Conclusions: Adequate municipal water supply and sewage collection facilities exist to serve potential future development. As long as the two proposed lots are occupied by single-family dwellings, or a single duplex per lot, additional fire hydrants are not required. Under the requirements of SMC 11.30.085, if developed for additional duplexes, multiple-family dwellings or at a higher density, fire hydrants and the extension of a water line into the site may be required.

#### **6. OPEN SPACES.**

Findings: The proposed lots are one acre and larger.

Conclusions: The proposed lots provide sufficient open space.

#### **7. PARKS AND RECREATION AND PLAYGROUNDS.**

Findings: Selah High School is across the street from the site. Carlon Park and other schools are nearby.

Conclusions: Adequate park, recreational and school facilities are available to serve existing and future residents of this two-lot short plat.

#### **8. PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.**

Findings: The proposal is consistent with adopted zoning and the maximum density under the comprehensive plan. Public health and safety have been addressed previously under potable water, sewer, sidewalks, etc.

Conclusions: The proposal is consistent with zoning and subdivision requirements. With conditions of approval the proposal would be beneficial to the public welfare.

#### **OTHER FACTORS THAT MAY BE RELEVANT FOR CONSIDERATION:**

#### **9. TOPOGRAPHY AND NATURAL FEATURES.**

Findings: The property has slopes of 10 to 20 percent in places, although most of the site has slopes of less than 10 percent. The property is relatively flat.

Conclusions: The proposed lot size is consistent with zoning standards for these slopes, and there are buildable locations on the property. The property is suitable for development.

**10. IRRIGATION AVAILABILITY:**

Findings: The Naches-Selah Irrigation District serves this property.

Conclusions: Irrigation water is available.

**REASONS FOR APPROVAL OR DENIAL:** Based on these findings the short plat should be **APPROVED.**

MOTION TO ADOPT FINDINGS OF FACT AND RECOMMEND APPROVAL OF THE SHORT PLAT BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_ VOTE: \_\_ to \_\_

**RECOMMENDED CONDITIONS OF APPROVAL:** Eight (8) conditions of approval recommended by the Commission:

1. Final lot dimensions, lot area and improvements indicated on the proposed short plat shall conform substantially to the site plan submitted with the application.
2. Connection to municipal sewer and water service is required for all development on the proposed lots, both existing and proposed. An additional water line and fire hydrants may be required for the future construction of more than one duplex or for multiple-family dwellings on either of the proposed lots.
3. Irrigation shall be provided to both lots from the Naches-Selah Irrigation District and easements necessary to serve both lots and any surrounding parcels shown on the short plat.
4. The short plat shall be prepared by a licensed professional land surveyor and recorded by the Yakima County Auditor following approval of the final plat by the City Administrator, compliance with the applicable conditions of this decision and installation of all public improvements.
5. The applicant shall pay an amount to the City sufficient to pay for the installation of a sidewalk on the entire E. Goodlander Road frontage of the subject property. The amount of payment required shall represent the applicant's proportionate share of the cost of its installation based on lineal footage and on the City's engineering estimate for the costs of installation. In the event that the actual costs to install the sidewalk exceed the engineer's estimate, the applicant shall pay an amount in addition to the amount already paid so that the sum of both payments does not exceed a total of 115% of the engineer's estimate.
6. An updated title report shall be submitted with the final short plat unless it is submitted within four months of the date of the title report submitted with the application.

7. The following notes shall be placed on the short plat:

“The owner(s) shown hereon, or any grantees or assignees in interest, hereby covenant and agree to retain all surface water generated within the short subdivision on-site”

8. The short plat shall be recorded within five years of City approval.



# Naches-Selah Irrigation District

620 GUINAN ROAD  
SELAH, WASHINGTON 98942

TELEPHONE (509) 697-4177  
FAX (509) 697-5255

**To:** City of Selah Planning Commission

**From:** Terri Barnett

**Fax:** (509) 698-7372

**Pages:** 1

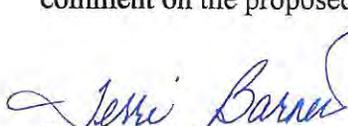
**Email:** [tdurant@ci.selah.wa.us](mailto:tdurant@ci.selah.wa.us)

**Date:** 2/12/2016

**RE:** File No. 913.45.16-01; James, Paul & Connie

- Parcel 181425-33418 does have water with the Naches-Selah Irrigation District. The water is shared with adjacent parcel 181425-33417.
- The 30 foot easement for the Lower No. 2 Wasteway shown on the 2010 short plat is shown incorrectly. The Wasteway is located on the southwest corner of parcel 181425-33417.
- Applicant will need to show a 6 foot minimum easement from point of delivery to each lot for access of water prior to plat approval.
- There is an existing Water Covenant for parcels 181425-33418 and 181425-33417. Applicant will have to contact District to modify the existing Water Covenant to reflect the above action. While it is not a requirement, the District would like to suggest the possibility of creating a Water User's Association. It may address issues such as repairs and improvements, paying for power costs and establishing officers.
- Document and plat review fees will apply.

The Naches-Selah Irrigation District would like to thank you for this opportunity to comment on the proposed subdivision.

  
Terri Barnett, District Secretary

181425-33418; James, Paul & Connie



Esti, FIERE, DeLorme, Mapbox, and the OpenStreetMap contributors, Esti, FIERE, DeLorme, Mapbox, and the OpenStreetMap contributors, and the GIS user community



Author: Terri Barnett  
Organization: Naches Selah Irrigation District

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Date Created: February 12, 2016

**CITY OF SELAH PLANNING COMMISSION  
SELAH MUNICIPAL CODE  
SHORT PLAT REVIEW  
February 16, 2016**

Members of the Commission present were: **Smith, Miller, Torkelson, Pendleton**

**SHORT PLAT:** # 913.45.16-01  
**ENVIRONMENTAL REVIEW:** Exempt

Proponent: Robert James

**SELAH MUNICIPAL CODE SHORT PLAT**

Factors to Be Considered (Indicate N/A if not applicable) (Pursuant to Selah Code and RCW 58.17.110)

**1. STREETS, ROADS, ALLEYS, AND OTHER PUBLIC WAYS.**

Findings: Both proposed lots abut and have frontage on a City street. Assuming no more than two dwellings on each of the proposed lots, the proposal increases potential traffic generation by 30 trips per day.

Conclusions: The existing street network is sufficient to accommodate vehicular traffic from the proposed short plat.

**2. SIDEWALKS AND SAFE WALKING CONDITIONS.**

Findings: There is a sidewalk on the south side of E. McGonagle Road, but it is across this relatively busy street from the site. Provisions are being made to extend sidewalks on the north side of the street westerly from the Lancaster Road intersection.

Conclusions: Contribution to the future provision of a sidewalk on the north side of E. Goodlander Road should be required. This will provide for adequate pedestrian access at the location of the proposed short plat.

**3. DRAINAGE.**

Findings: Retention of stormwater on-site will be required and the size of the proposed lots provide sufficient open area that this can be accomplished, although provisions for drainage may be needed for the driveway approach to the new lot. There is no indication that this proposal would result in the alteration of historical drainage patterns. The preliminary short plat submitted with the application shows a wasteway through a swale across the site, but it is protected by an easement. However,

documentation submitted by the Naches-Selah Irrigation District disputes the finding that the wasteway and easement are in this location.

Conclusions: Drainage can be accommodated adequately and this proposal will not hinder historical drainage patterns.

#### **4. POTABLE WATER SUPPLY AND SANITARY WASTES.**

Findings: Municipal water and sewer lines are located adjacent to the proposed parcels and connection to them is proposed.

Conclusions: Adequate municipal water supply and sewage collection facilities exist to serve potential future development. As long as the two proposed lots are occupied by single-family dwellings, or a single duplex per lot, additional fire hydrants are not required. Under the requirements of SMC 11.30.085, if developed for additional duplexes, multiple-family dwellings or at a higher density, fire hydrants and the extension of a water line into the site may be required.

#### **6. OPEN SPACES.**

Findings: The proposed lots are one acre and larger.

Conclusions: The proposed lots provide sufficient open space.

#### **7. PARKS AND RECREATION AND PLAYGROUNDS.**

Findings: Selah High School is across the street from the site. Carlon Park and other schools are nearby.

Conclusions: Adequate park, recreational and school facilities are available to serve existing and future residents of this two-lot short plat.

#### **8. PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.**

Findings: The proposal is consistent with adopted zoning and the maximum density under the comprehensive plan. Public health and safety have been addressed previously under potable water, sewer, sidewalks, etc.

Conclusions: The proposal is consistent with zoning and subdivision requirements. With conditions of approval the proposal would be beneficial to the public welfare.

#### **OTHER FACTORS THAT MAY BE RELEVANT FOR CONSIDERATION:**

#### **9. TOPOGRAPHY AND NATURAL FEATURES.**

Findings: The property has slopes of 10 to 20 percent in places, although most of the site has slopes

of less than 10 percent. The property is relatively flat.

Conclusions: The proposed lot size is consistent with zoning standards for these slopes, and there are buildable locations on the property. The property is suitable for development.

**10. IRRIGATION AVAILABILITY:**

Findings: The Naches-Selah Irrigation District serves this property.

Conclusions: Irrigation water is available.

**REASONS FOR APPROVAL OR DENIAL:** Based on these findings the short plat should be **APPROVED**.

MOTION TO ADOPT FINDINGS OF FACT AND RECOMMEND APPROVAL OF THE SHORT PLAT BY Miller, SECONDED BY Pendleton VOTE: 4 to 0

**RECOMMENDED CONDITIONS OF APPROVAL:** Eight (8) conditions of approval recommended by the Commission:

1. Final lot dimensions, lot area and improvements indicated on the proposed short plat shall conform substantially to the site plan submitted with the application.
2. Connection to municipal sewer and water service is required for all development on the proposed lots, both existing and proposed. An additional water line and fire hydrants may be required for the future construction of more than one duplex or for multiple-family dwellings on either of the proposed lots.
3. Irrigation shall be provided to both lots from the Naches-Selah Irrigation District and easements necessary to serve both lots and any surrounding parcels shown on the short plat. The final short plat shall be reviewed by the Irrigation District for conformance to these requirements.
4. The short plat shall be prepared by a licensed professional land surveyor and recorded by the Yakima County Auditor following approval of the final plat by the City Administrator, compliance with the applicable conditions of this decision and installation of all public improvements.
5. The applicant shall pay an amount to the City sufficient to pay for the installation of a sidewalk on the entire E. Goodlander Road frontage of the proposed one-acre lot. The amount of payment required shall represent the applicant's proportionate share of the cost of its installation based on lineal footage and on an engineering estimate provided by the applicant and approved by the Administrator.
6. An updated title report shall be submitted with the final short plat unless it is submitted within four months of the date of the title report submitted with the application.

7. The following notes shall be placed on the short plat:

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8. The short plat shall be recorded within five years of City approval.