



SELAH CITY COUNCIL

5:30pm May 28, 2019

Study Session - Sub Area Plan



Selah City Council
 Regular Meeting
 Tuesday, May 28, 2019
 5:30pm
 City Council Chambers

Mayor:
 Mayor Pro Tem:
 Council Members:

Sherry Raymond
 John Tierney
 Roger Bell
 Russell Carlson
 Diane Underwood
 Jacquie Matson
 Kevin Wickenhagen
 Jeremy Burke

CITY OF SELAH
 115 West Naches Avenue
 Selah, Washington 98942

City Administrator:
 City Attorney:
 Clerk/Treasurer:

Donald Wayman
 Robert Noe
 Dale Novobielski

AGENDA

- A. Call to Order –Mayor Raymond
- B. Roll Call
- C. Councilmember Absence – Motion to Excuse
- D. Pledge of Allegiance
- E. Invocation
- F. Agenda Changes **None**
- G. Public Appearances/Introductions/Presentations **None**
- H. Getting To Know Our Businesses **None**
- I. Communications
 - 1. Oral

This is a public meeting. If you wish to address the Council concerning any matter that is not on the agenda, you may do so now. Please come forward to the podium, stating your name for the record. Each person wishing to speak shall have two minutes to address the Mayor and Council.

Persons wishing to speak are required to comply with the City's Rules of Decorum and shall maintain appropriate civility. Comments that are impertinent, degrading, slanderous, or impugn the integrity of any member of the Council, employee of the city, or any member of the public shall not be permitted.

- 2. Written **None**
- J. Proclamations/Announcements **None**
- K. Consent Agenda

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

- Monica Lake * 1. Approval of Minutes: May 14, 2019 Council Meeting
- Dale N. * 2. Approval of Claims & Payroll
- L. Public Hearings
 - Jeff Peters 1. Public hearing to consider amendments to Selah Municipal Code (SMC) 10.38, Sign Regulations, establishing an exemption for City sponsored welcome and wayfinding signs

M. General Business

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

N. Resolutions

- Joe Henne 1. Resolution authorizing the Mayor to sign Task Order 2019-08 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Engineering Design services for the Naches Avenue and N 1st Street Sidewalk Improvements Project
- Joe Henne 2. Resolution Authorizing the Mayor to Sign an Amendment to Task Order 2019-04 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Evaluation and Redevelopment of Well 7

O. Ordinances

- Jeff Peters 1. Ordinance amending Selah Municipal Code (SMC) 10.38, Sign Regulations, establishing an exemption for City sponsored welcome and wayfinding signs

P. Public Appearances **None**

Q. Reports/Announcements

- 1. Departments
- 2. Council Members
- 3. City Administrator
- 4. Boards **None**
- 5. Mayor

R. Executive Session

- 1. 30 Minute Session – Real Estate RCW 42.30.110 (1)(b) & RCW 42.30.110 (1)(c)

S. Adjournment

Next Regular Meeting: June 11, 2019

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 Action Item
5/28/2019 K – 1

Title: Approval of Minutes: May 14, 2019 Council Meeting

From: Monica Lake, Executive Assistant

Action Requested: Approval

Staff Recommendation:

Approval of Minutes

Board/Commission Recommendation: Not Applicable

Fiscal Impact: N/A

Funding Source: N/A

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
May 14, 2019

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: Kevin Wickenhagen; Jacquie Matson; Jeremy Burke; John Tierney; Roger Bell; Diane Underwood
- Members Absent: Russell Carlson
- Staff Present: Donald Wayman, City Administrator; Dale Novobielski, Clerk/Treasurer; Rick Hayes, Police Chief; Gary Hanna, Fire Chief; Jim Lange, Deputy Fire Chief; Joe Henne, Public Works Director; Ty Jones, Public Works Utility Supervisor; Jeff Peters, Community Development Supervisor; Trees Morales, Recreation Manager; Andrew Potter, Human Resources Manager; Monica Lake, Executive Assistant
- C. Councilmember Absence – Motion to Excuse

Council Member Tierney moved, and Council Member Underwood seconded, to excuse Council Member Carlson. By voice vote, approval was unanimous.

- D. Pledge of Allegiance

Council Member Bell led the Pledge of Allegiance.

- E. Invocation

Pastor Jason Williams gave the prayer.

- F. Agenda Changes

Add to Agenda:

N – 3: Resolution authorizing the Mayor to sign an Interlocal Agreement between the City of Selah and The Selah Park and Recreation Service Area (SPRSA) Pool Project-Wixson Park Parking Lot Restoration

G – 1: Jeremie Dufault, State Representative

Remove from Agenda:

G – 1: Tony Lockridge, CEI Signs

City Administrator Wayman gave a quick explanation regarding the removal of the sign presentation, saying that it had been postponed indefinitely as a result of discussions with WSDOT, as it appears that they would not allow for a sign of that type to be put at that location or anywhere along Route 823 from Southern Avenue to the Jim Clements Way turn. He added that they would be discussing the matter with their elected representatives and would have more answers later on.

G. Public Appearances/Introductions/Presentations

1. Jeremie Dufault, State Representative

Mayor Raymond welcomed Jeremie Dufault.

Representative Jeremie Dufault approached the podium and addressed the Council. He expressed his delight in being back in a different capacity, how nice it was to be back in Selah, and thanked Council for allowing him a brief moment to speak about what happened during the legislative session. He spoke about the signage issue, saying that he had discussed the matter with the Mayor and City Administrator after talking with Senator King, and that he and Senator King would be meeting with WSDOT the following week to discuss it further. He talked briefly about two bills he had proposed, House bills 2100 and 2131, explaining his reasoning for both and how they would be of benefit to the more rural communities like Selah.

Mayor Raymond inquired if Council had any questions for him.

Council Member Tierney expressed his thanks for interest to support eastern Washington and the citizens of the State as a whole with a perspective that's a bit more on conservative side.

Representative Dufault responded that it was nice to be back home with folks who share his perspective, adding that a lot comes from not understanding our way of life by those who reside in a major city.

City Administrator Wayman thanked him for his help and assistance directly to the City of Selah and asked if there was anything they could do to help him get his agenda through.

Representative Dufault appreciated the comment, saying that it's great to hear from folks at the city level and to have that connection to folks with concerns at the ground level. He went on to say that letters from cities in rural areas, letters from individual council members, can build a groundswell very rapidly, and that if they all chime in on the same week it really gives emphasis to that topic. As an example, he mentioned the recent time that hairstylists descended on Olympia for two days to kill a bill they felt would hurt them. He reiterated that help would be much appreciated when the time comes.

City Administrator Wayman replied that he would be glad to help.

Representative Dufault finished by saying that he would be putting in an office across the street in the near future, where anyone could talk with him about concerns and issue, and that he would be open to coming back to speak with the City Council at any time.

Mayor Raymond presented him with a red marble apple to commemorate his term as a Selah Council Member.

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

I. Communications

1. Oral

Mayor Raymond opened the meeting.

Dave Gordon approached the podium and addressed the Council. He said that he and his wife Lisa own the Liberty building, and are requesting that the Council to put pavers in front of the it similar to what they had put down in front of the old Helms building. He went o not say that they talked with the Mayor City Administrator and Community Development Supervisor about taking a look at it, possibly raising it up and putting a railing around, and that they felt it would be nice for the community to enjoy, He expressed excitement over making improvements and felt it an to show rest of the business community the direction to go.

City Administrator Wayman noted that Public Works Director Henne had reached out to HLA and they would be preparing a presentation for the next meeting with regard to sidewalks in the City.

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

2. Written

1. Code Enforcement Report for April 2019

2. Monthly Permit Report April 2019

J. Proclamations/Announcements **None**

K. 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: April 23, 2019 Council Meeting

* 2. Approval of Claims and Payroll:

Payroll Checks Nos. 82709 – 82746 for a total of \$277,819.86

Claim Checks Nos. 72980 – 73079 for a total of \$219,600.16

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

Executive Assistant Lake informed the Mayor that Council Member Carlson was delayed due to work.

- L. Public Hearings **None**

- M. General Business
 - 1. New Business **None**
 - 2. Old Business **None**

- N. Resolutions
 - 1. Resolution authorizing the Mayor to sign Task Order 2019-07 between the City of Selah and HLA Engineering and Land Surveying, Inc. to conduct an Existing Building Evaluation of the City of Selah's Existing City Hall

City Administrator Wayman addressed N – 1. He reminded Council that they had a presentation regarding the old Wells Fargo bank building to examine the feasibility of it as a future city building, and that he also promised a similar evaluation of the current City Hall, including the building and office spaces, frontage and façade, to determine what would need to be done to keep them in the building for another ten to fifteen years. He stated that they would be looking at approximately thirty thousand dollars for the evaluation, of which a large amount would be for a structural review, along with asbestos testing.

Council Member Wickenhagen inquired if the ten to fifteen year timeframe was a stipulation in the agreement itself.

City Administrator Wayman replied in the negative, saying that he can't project precisely what city growth would be but he believes that in ten years it won't accommodate enough city personnel, and they were also looking at implementation for a police station within that timeframe.

Council Member Burke asked why it cost so much more than the Wells Fargo building evaluation.

Community Development Supervisor Peters responded that the Wells Fargo building had number of updates to it over the years, such as the HVAC and electrical.

Council Member Carlson joined the meeting.

Community Development Supervisor Peters went on to say that City Hall is a very old building with additions added over the years and asbestos that would need to be abated, and the report would also look at changing some internal structure. He added that any time one has a building over four thousand square feet they are required to have an architect as well, and that the number for the cost is pretty accurate based on a walkthrough of the building as well as the age and deterioration.

Council Member Wickenhagen wondered if this was the first type of evaluation on the building.

City Administrator Wayman deferred to Public Works Director Henne.

Public Works Director Henne remarked that he believes there was a minimal evaluation done ten to fifteen years ago.

Council Member Burke asked if anything was done after that was received.

Public Works Director Henne answered in the negative.

Council Member Bell inquired if they had lost the option of the bank building or if they were spending money to compare whether to do one or both.

City Administrator Wayman replied that this was to compare them with a thorough study of both, to allow Council to make an informed decision.

Council Member Bell wondered if it was only those two buildings they were comparing.

City Administrator Wayman responded in the affirmative, saying that unless Council wishes them to pursue the study of another building, these are only two viable options currently available without building a new structure.

Council Member Matson suggested that they talk about a plan for what they really want to do prior to spending additional funds, maybe get an estimate of what a new facility would cost.

City Administrator Wayman remarked that they had a thorough review from Traho Architects of what it would cost for a new building two years ago, approximately fifteen point five million, proposed for the property across from Lince Elementary on West Naches Avenue. He went on to say that from his perspective they need to cap what they are willing to spend for a remodel, which would be fixing windows, updating the HVAC, upgrading the electrical, installing a new drop ceiling, a fresh coat of paint and new carpet, and maybe adding an office. He noted that it would be a bridge, not a final long-term solution, but it would give them breathing space to put money away over a longer period of time to afford the new facility presented by Traho.

Council Member Matson asked if there was a conversation about the existing building before the presentation was given.

City Administrator Wayman replied that they didn't do evaluation of the existing building prior to looking into a new facility.

Council Member Burke wondered if they would be setting themselves up to do major fixes to bring the building up to code if a study was done and deficits were found.

Community Development Supervisor Peters answered that the report is just to do an investigation, look at things they would like to do to the building, although he said that they would have to address any asbestos issues with the offices or HVAC if it was located where they were doing improvements.

City Administrator Wayman stated that there were things that would need to be done if they stay in the current building, whether the evaluation is done or not; doing the evaluation would provide them with a better idea of what needs to be done, then they could develop a budget. He added that the Public Works Department has recommended that they that that step before tackling the project, to receive a thorough review of both facilities, an understanding of what deficiencies are there, and put together a coherent prescription for fixing the current building for ten to fifteen years.

Council Member Bell remarked that they don't have a long range plan and felt it wasn't appropriate to continue fixing and patching things without a plan in place, or spending thirty thousand dollars just for a study that doesn't change a thing about what they currently have.

City Administrator Wayman replied that if they don't have an understanding of all the deficiencies in the building they would still be attacking through an ad hoc approach, with staff trying to make a failing facility continue to work. He inquired of Council wished to form a committee to put together a strategy, adding that he thought it an excellent idea.

Council Member Burke had the same issue regarding the price tag of the study, saying that he would be more comfortable spending double that amount on actual improvements, and agreed that they should form a committee to discuss where they wished to be in five to ten years.

City Administrator Wayman responded that it would be welcome from a staff perspective, as what he has been looking at regarding current debt to be retired, current savings and what could be done with the utility tax need to be determined by the elected representatives.

Council Member Tierney opined that a new police facility was a more critical need than City Hall, as the lease would run out in three years and they need to have the police move into a more accommodating and better equipped facility by the. He expressed approval of discussion for a five year or ten year plan but stated that the police department should be the first target, perhaps with piecemeal repairs to the existing City Hall.

Council Member Carlson agreed, saying that he thinks the citizens don't mind looking at them in a rundown building as it gives the portrayal that they are spending money on other needs. He suggested doing as much as they need to, to make it work, without doing a study.

Council Member Tierney added that they could make the front look nice and get some electrical done.

City Administrator Wayman said that if that's what Council desires they could do a piecemeal approach, adding that they were looking at facade improvements, concrete work, electrical and HVAC, possible mitigation for asbestos, new drop ceilings, making the entrances more secure, and adding surveillance cameras.

Council Member Bell remarked that they spent fifty-five thousand to study an empty field and this would be another thirty thousand without any actual plan in place.

City Administrator Wayman commented that he still doesn't have a strategy blessed by Council, and agrees that they need to have one in place to proceed.

Council Member Underwood remarked that she thought the plan was to put a building on the empty lot.

City Administrator Wayman answered that it was a possibility.

Council Member Burke proposed, and Council Member Tierney seconded, that a committee be formed for future facilities assessment and planning through for the Council, so that they could do what City Administrator Wayman was asking, go over everything and come back to make a proposal.

Council Member Carlson requested an addition to the proposal, saying that Union Gap recently built a new City Hall and Police Station and he would like to see them reach out and use that as a comparable to give the committee a feel for budgeting purposes. He opined that it would be an easy start to obtain details regarding the cost of that facility.

Mayor Raymond stated that Council Member Burke moved, and Council Member Tierney seconded, to set up a future facilities committee.

Council Member Burke clarified that his motion was for a committee consisting of three Council Members and two staff, one being Community Development Supervisor Peters and the other appointed by City Administrator Wayman. By voice vote, approval was unanimous.

Council Members Tierney, Burke and Matson volunteered to be on the committee.

Mayor Raymond noted that Community Development Supervisor Peters would be the fourth member.

City Administrator Wayman said that they would figure out number five. He remarked that it still leaves the question of whether Council wishes to pursue improvements to City Hall, as they need to do things such as fixing the concrete and rails out front, and that the option left was to piecemeal projects.

Council Member Wickenhagen replied that he preferred that option.

Council Member Tierney asked if they needed a motion to table N-1.

Council Member Carlson added that they could table it, deny it, or turn it down.

Council Member Tierney moved, and Council Member Wickenhagen seconded, to table the Resolution authorizing the Mayor to sign Task Order 2019-07 between the City of Selah and HLA Engineering and Land Surveying, Inc. to conduct an Existing Building Evaluation of the City of Selah's Existing City Hall. Motion passed with six yes votes and one abstention.

2. Resolution Authorizing the Mayor to Sign a Contract with PacifiCorp to Provide a Right of Way Easement for Electrical Service

Public Works Director Henne addressed N – 2. He said that PacifiCorp has requested a right of way easement on the north side of the new aquatic center so they can mount a pad mounted transformer to serve both the aquatic center and the new kindergarten, and asked for approval of the Resolution.

Council Member Burke moved, and Council Member Matson seconded, to approve the Resolution Authorizing the Mayor to Sign a Contract with PacifiCorp to Provide a Right of Way Easement for Electrical Service. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Tierney – yes; Council Member Bell – yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote approval was unanimous.

3. Resolution authorizing the Mayor to sign an Interlocal Agreement between the City of Selah and The Selah Park and Recreation Service Area (SPRSA) Pool Project-Wixson Park Parking Lot Restoration

Public Works Director Henne addressed N – 3. He said that the Interlocal Agreement with SPRSA would be for lot restoration, saying that at the last meeting Council talked about giving them sixty thousand dollars towards sidewalk replacement, curb and gutters on the east side of the parking lot and this document ensured that the funds would be utilized for these improvements identified on exhibit a, with the estimate for improvements listed on exhibit b.

Council Member Wickenhagen moved, and Council Member Matson seconded, to approve the Resolution authorizing the Mayor to sign an Interlocal Agreement between the City of Selah and The Selah Park and Recreation Service Area (SPRSA) Pool Project-Wixson Park Parking Lot Restoration. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Tierney – yes; Council Member Bell – abstain; Council Member Underwood – yes; Council Member Carlson – yes. Motion passed with six yes votes and one abstention.

Council Member Tierney asked why the HLA diagram also indicated the school district project.

Public Works Director Henne asked if he meant the one he had drawn arrows on.

Council Member Tierney responded that he meant both of them and wondered if the School District was doing something that would impact the sidewalk project.

Public Works Director Henne said that they utilized the same set of drawings that the School District put together rather than having them redrawn, and that their project would be resurfacing Third Street.

Council Member Tierney wondered if it would impact the other project.

Public Works Director Henne didn't think it would.

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes said he would have the year-end reports in mailboxes tomorrow.

City Administrator Wayman requested a graffiti update.

Police Chief Hayes replied that they have made several arrests, with the SRO working through school district rumors. He went on to say that his department is in the process of starting a new volunteer program for graffiti eradication using a four door truck surplused from the US Government and an enclosed trailer donated by Max Gabbard Construction, and they were currently in policy procedure mode for the program, with Randy Gabbard to run the program and gather up volunteers.

Fire Chief Hanna said that they were finishing up the second week of kindergartners with two more to come, and that he and Deputy Fire Chief Lange spent six hours interviewing the six finalists that day.

Community Development Supervisor Peters remarked that they have a study session on the Sub Area Plan at the next meeting and asked whether Council would like them to incorporate how the Comprehensive Plan and the Sub Area Plan work together as part of the presentation.

Council Member Wickenhagen responded that he would appreciate that.

Community Development Supervisor Peters agreed to do that.

Public Works Director Henne said that the City Administrator asked him to look into sidewalk replacement on Naches Avenue in front of the Liberty Building and Pingrey Ford, and he would have a task order coming to Council on that unless they wanted to entertain other options.

Council Member Carlson asked if he had an idea as to the cost.

Public Works Director Henne replied that all he knows is that it costs more, and they are up to sixty thousand already.

City Administrator Wayman remarked that they already diverted a lot of money from the capital improvement fund to the East Goodlander and Volunteer Park projects, and he recommended they go with concrete.

Public Works Director Henne spoke briefly about the water system plan update, which he said had a lot of new requirements from the Department of Health, including an expanded commitment from the City regarding water conservation, and that they would be pushing for a tiered summer rate analysis to stretch water rights throughout the State. He added that he was looking at an irrigation rate this summer to be an

incentive to not use so much water for irrigation. He outlined the review process from Department of Health, saying that he would likely bring it to Council for review at the same time.

City Administrator Wayman requested an update on Well 7.

Public Works Director Henne responded that they had a meeting to discuss several options, briefly outlining them, and that they would be getting a final proposal from HLA tomorrow. He said that they were trying to increase the pump capacity, as they have a water right for two thousand gallons per minute and are only drawing half of that at present.

City Administrator Wayman suggested that Council Members talk with Public Works Utility Supervisor Jones at the well monitoring terminal to understand their complex system, as the more they understand the easier it would be to make future decisions regarding water.

Council Member Wickenhagen inquired as to what he meant by a long term decision.

Public Works Director Henne answered that it would probably be in a year, and that the short term solution was water rations.

Community Development Supervisor Peters noted that they would be gaining back lost water rights.

Public Works Director Henne commented that they have to go through the DOE and they don't move fast, it takes time to go through the process. He noted that WSDOT had done new striping around town.

Council Member Tierney asked if there was anything they could do as a community through incentives to the public other than water rationing, such as dry landscaping.

Public Works Director Henne responded that they could maybe do a monetary value to put in that type of landscaping, offer low flow shower heads, or other things.

Council Member Tierney wondered if there was money from the DOE or Health Department to do that.

Council Member Carlson commented that low flow shower heads can be obtained from Pacific Power.

Public Works Director Henne said that, between Community Days and a ball tournament, Carlon Park is pretty hectic at the moment.

Council Member Bell suggested that he examine the street sign at Fremont Avenue and Twelfth Avenue.

Public Works Director Henne replied that he had seen it, and it would be seventy-five dollars to replace.

Council Member Bell stated that a fifth grader pointed it out to him.

Public Works Director Henne responded that they would take it down.

Council Member Tierney observed that Union Gap had changed landscaping towards Costco from grass to dry landscaping, yet Selah keeps putting grass along south First Street.

City Administrator Wayman pointed out that Council just approved fifteen thousand at the last meeting for grass, which could easily be replaced with xeriscape landscaping.

Public Works Director Henne suggested they discuss it further if Council so desired.

Council Member Tierney wondered if they needed to revisit it due to recent discussions with DOE.

City Administrator Wayman remarked that there was severe controversy with that grass median when the Mayor first took office, saying that people love their grass here, and that the amount allocated at the precious meeting should get them about two more blocks down the road.

Public Works Director Henne commented that they put two million gallons per year into watering the grass, and there were reasons Union Gap made the change they did.

Recreation Manager Morales said that they have the potato feed, hobo feed and pancake feed at the Civic Center that week, softball games tomorrow, and the State softball tournament May 24-26, along with a cruise night June 8, Hot Rods on First Street June 22, the annual 4th of July celebration, and the Selah Base Race She gave a brief update on Volunteer Park, saying that the trees have been planted, the disc golf course is almost ready to install as is the signage, and that the monument stone will be placed beneath the Centennial Tree somewhere around the end of May. She noted that Stone Church would be doing a cleanup at Playland Park June 1, and handed out Centennial pins.

Council Member Carlson asked what changes had been made between last year and this year for the car show.

Recreation Manager Morales responded that they have evaluated what worked and what didn't, with an adjustment on how they communicate, adding a poker walk to encourage people to walk the entire event and some classes, streamlining the judging process, and doing a brochure.

Council Member Tierney commented that there would be no live music this year.

Recreation manager Morales replied that it seemed to be a lot of expense for only a couple cars.

City Administrator Wayman noted that they would have a DJ.

Mayor Raymond inquired if there would be a base for the monument to be set on.

Public Works Director Henne answered that it's like a headstone.

Mayor Raymond said that she didn't want it to sink into the ground and asked if they needed to steady the ground beneath it.

Public Works Director Henne replied that they would put five to six inches of gravel underneath.

Recreation Manager Morales commented that she would call and ask, adding that the company would also deliver and place the monument.

Public Works Director Henne requested that he be notified if they need a hole or gravel.

Council Member Carlson wondered if it would be appropriate to ask the Selah Downtown Association (SDA) for maps to go with the brochures.

Recreation Manager Morales responded that the brochure itself would be more directed for the event day, and that they were welcome to provide them but it would be for two hundred fifty bags.

Human Resources Manager Potter said that Andrew Lee will be joining the City Thursday as the new Recreation Coordinator helping to manage the Civic Center, and that it was a multi-step interview process to select him. He remarked that the Firefighter position list was certified last Friday, and that although he hadn't received a final decision yet he anticipates a job offer to be extended by tomorrow afternoon for the position. He noted that utility worker position was open until tomorrow afternoon, and qualified individuals were welcome to submit by tomorrow at 5pm.

Clerk/Treasurer Novobielski gave a sales tax update for month of April, saying that they were twenty-eight thousand more than last year and right on target for the budget. He went on to say that the most recent hotel/motel sales tax amounts were up, although they still haven't seen an adjustment for amended returns, the April financials have been uploaded to the website, and that he would be busy the next two weeks compiling and submitting an annual report to the state auditor's office.

City Attorney Noe had no report.

2. Council Members

Council Member Wickenhagen said that the sign committee met, focusing their discussion on attracting people who aren't coming into Selah to Selah, and that while they didn't come up with any determinations they would continue to look at options and what a sign might look like.

Council Member Matson Treesa said that the Selah Community Days Association was down to the last stretch, and she was looking forward to the event.

Council Member Burke said that he has had quite a few conversations with community members on signage and thinks that more public discussion and input was needed.

Council Member Tierney urged the Council and staff to move forward with a memorial wall at Veterans Park, something that could sit at a slight angle with bricks or tiles with veterans' names on them, saying that they could sell the bricks to families and that he had seven veterans in his family alone he could buy a brick for to commemorate their service. He reminded everyone that they had until Friday to file if they wanted to run for an office.

Council Member Bell gave a brief update on the poo, saying that they hope to open by July 1 at the latest, and that the next step would be passing the maintenance and operations levy in August.

Council Member Underwood said that the mission statement and values for SPRSA and the pool were done, and that they have a schedule and pool rental already. She was happy and excited to see it be done.

Council Member Carlson apologized for his tardiness. He said that the monthly YVCOG meeting would be tomorrow night at the new Police Station/City Hall in Union Gap.

3. City Administrator

City Administrator Wayman said that a permit was submitted for demolition of the Owens apartments, with a preliminary estimate of completion by the end of June. He spoke about the meeting he and the Mayor had with representatives from BDI to discuss the recycle program, saying that they were losing money and would either have to start charging customers for the service at a monthly rate of between ten and twenty-six dollars per customer to use the recycle program or eliminate it entirely. He added that they are waiting for more information from BDI as to what would happen.

Mayor Raymond commented that when they hear news about plastics in the ocean that's their garbage sent overseas.

Council Member Burke asked if there was any discussion from them for just eliminating plastics.

City Administrator Wayman responded that they were looking at what recyclables would be worth taking, and if just cardboard, plastic bottles, and aluminum would be free or require charging a certain amount. He went on to say that BDI would come back with what they think they would need to continue the program and then it would be up to Council to decide whether to continue it.

Council Member Carlson asked how long BDI had been losing money on recycling.

City Administrator Wayman answered that they didn't say how long, but they've been paying throughout 2018.

Council Member Carlson wondered how BDI was affording to pay for the service.

City Administrator Wayman replied that they were taking it out of their profit margin.

Mayor Raymond noted that BDI has been watching what the recycling was doing.

City Administrator Wayman commented that there aren't enough recipients of recyclable material to make it work. He said that they would be adding a barrier gate at Volunteer Park to quell after-hours activities, to be closed by the Police Department at night and unlocked by Public Works in the morning. He remarked that the appraisal for a portion of the Well 7 property has been received and they would be presenting the coffee shop people with the price and appraisal.

4. Boards

a. Planning Commission Minutes for April 2, 2019

b. Lodging Tax Advisory Committee Minutes for March 25, 2019

5. Mayor

Mayor Raymond had no report.

P. Executive Session **None**

Q. Adjournment

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

The meeting adjourned at 5:46pm.

Sherry Raymond, Mayor

John Tierney, Council Member

Roger Bell, Council Member

Russell Carlson, Council Member

Diane Underwood, Council Member

Jacquie Matson, Council Member

Kevin Wickenhagen, Council Member

Jeremy Burke, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting	Action Item
5/28/2019	K – 2

Title: Claims & Payroll

From: Monica Lake, Executive Assistant

Action Requested: Approval

Staff Recommendation:

Approval of Claims & Payroll as listed on Check Registers.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: See Check Registers

Funding Source: See 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
5/28/2019 L – 1

Title: Public hearing to consider amendments to Selah Municipal Code (SMC) 10.38, Sign Regulations, establishing an exemption for City sponsored welcome and wayfinding signs.

From: Jeff Peters, Community Development Supervisor

Action Requested: Public Hearing - Open Record

Staff Recommendation: Staff recommends that the council hold the required public hearing.

Board/Commission Recommendation: Approval

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: The proposed development regulation amendments to SMC Title 10 are for the purpose of the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations. The proposed amendments will also allow the construction of new city welcome signs at the entrances of the city, and wayfinding signage to help visitors find points of interest in town.

Recommended Motion: I move that the Selah City Council consider approval of the accompanying ordinance as presented later in the council's agenda.



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:

5/7/2019

Planning Commission Public Hearing

SEPA-2019-004

List of Exhibits

<u>Item</u>	<u>Exhibit</u>
Planning Commission Findings of Fact, Conclusions, and Recommendation Staff Report	1a 1b
Applications: Application for State Environmental Policy Act (SEPA)	2a
Notices: Notice of Environment Review, Public comment and Planning Commission Public Hearing Notice to Yakima Herald Republic, April 22, 2019 Affidavit of Mailing, April 22, 2019 Determination of Nonsignificance	3a 3b 3c 3d
Public Comments: Comment from Washington State Department of Transportation	4a

SELAH PLANNING COMMISSION
RECOMMENDATION TO THE SELAH CITY COUNCIL
FOR
AMENDEMENTS TO
SELAH MUNICIPAL CODE TITLE 10.38 SIGN REGULATIONS

WHEREAS

The City of Selah, hereafter referred to as the "City" pursuant to RCW 36.70A.040 is required to plan under the provisions of the Growth Management Act; and

WHEREAS

Pursuant to RCW 36.70A.130(1) the City is required to take legislative action to review and revise its development regulations in accordance with the Growth Management Act; and,

WHEREAS

Pursuant to RCW 36.70A.020, goals are set forth to guide the development and adoption of comprehensive plans and adoption of development regulations; and

WHEREAS

Selah Municipal Code Title 10 contains zoning and subdivision regulations that govern the City's administrative procedures for development actions; and,

WHEREAS

The City of Selah last amended its sign regulations in 2004; and,

WHEREAS

Environmental Review was conducted under the State Environmental Policy Act (SEPA). A Determination of Nonsignificance (DNS) was issued on May 6, 2019.

WHEREAS

Public notice of the public hearing was published in the official newspaper of the City and sent to all parties who expressed interest in the development regulations through the public review and SEPA processes on April 22, 2019; and,

WHEREAS

At its May 9, 2019, public hearing, the Selah Planning Commission heard the staff presentation regarding the proposed development regulation amendments, took public testimony, and recommended approval of the proposed amendments; and,

Now therefore, the Selah Planning Commission presents the following findings and recommendations to the Selah City Council:



Based upon a review of the information contained in the staff report, exhibits, testimony and other evidence presented at an open record public hearing held on May 7, 2019, the Planning Commission makes the following:

PURPOSE AND DESCRIPTION OF PROPOSED AMENDMENTS:

The proposed development regulation amendments to SMC Title 10 are for the purpose of providing for the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations, and to allow the construction of a new city welcome sign.

FINDINGS OF FACT

1. Environmental Review was conducted under the State Environmental Policy Act (SEPA). A Determination of Nonsignificance (DNS) was issued on May 6, 2019.
2. The Planning Commission considered the proposed development regulation Ordinance amendments at a public hearing on May 7, 2019.
3. Public notice of the public hearing was published in the official newspaper a minimum of 10-days prior to the Planning Commission's public hearing on April 22, 2019.

CONCLUSIONS

1. The proposed development regulation revisions, of SMC Title 10.38 Signs, meets the requirements of the Growth Management Act.
2. The proposed sign amendments are consistent with and implement the Comprehensive Plan. They are consistent with the Growth Management Act and other requirements of State law.
3. The public use and interest will be served.
4. The proposed amendments will provide and allow for the construction and placement of both city welcome and wayfinding signage.

MOTION

Based on the testimony and evidence presented during the public hearing, I move that the Planning Commission adopt the findings of fact and order that the draft ordinance dated May 7, 2019 be forwarded to the Selah City Council with a recommendation of approval of the proposed amendments of Chapters 10.38 Signs of the Selah Municipal Code.

Having made the above Findings of Fact and Conclusions, the Planning Commission hereby renders its

RECOMMENDATION TO THE CITY COUNCIL

The Planning Commission of the City of Selah, having received and considered all evidence and testimony presented at the public hearing and having received and reviewed the record herein, hereby recommends that the City Council APPROVE the development regulation amendments and forwards the proposed ordinance to the Selah City Council.

RECOMMENDED this 7th day of May 2019.

By: _____
Vice Chair, Torkelson
Selah Planning Commission

CITY OF SELAH PLANNING COMMISSION
STAFF REPORT
April 30, 2019

TO: Selah Planning Commission

FROM: Jeff Peters, City Planner

SUBJECT: Selah Planning Commission consideration and public hearing of amendments to Selah Municipal Code (SMC) Title 10 Zoning pertaining to regulation of signage in the City of Selah providing for the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations.

FOR MEETING OF: May 7, 2019

PROPOSAL: Selah Planning Commission consideration and public hearing for amendments to Selah Municipal Code (SMC) Title 10 Zoning pertaining to regulation of signage in the City of Selah providing for the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations

STAFF RECOMMENDATION: The Selah Community Development and Planning Division recommends that the Planning Commission hold the required public hearing, take public input, revise the draft amendments as necessary and forward the Planning Commission's recommendation to the Selah City Council for final consideration.

PURPOSE AND DESCRIPTION OF THE PROPOSED AMENDMENTS: The purpose of the amendments are to provide for the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations

PROPOSED AMENDMENTS:

10.38.030 Definitions.

For the purpose of this chapter, certain abbreviations, terms, phrases, words and their derivatives shall be construed as specified in this section or in Selah Municipal Code, Title 10, Appendix A, unless the context requires a different meaning. Where terms are not defined in this section or in Selah Municipal Code, Title 10, Appendix A, they shall have the ordinary accepted meaning within the context with which they are used. Where an abbreviation, term, phrase, word and their derivative could be construed to fall under two definitions, the more



specific shall prevail. Webster's Ninth New Collegiate Dictionary, 1993, shall be the source for ordinary accepted meanings for words not defined in this section or in Selah Municipal Code, Title 10, Appendix A. Specific examples are included as illustrations but are not intended to restrict a more general definition.

"Abandoned sign" means any sign located on property that is vacant and unoccupied for a period of more than three months, or any sign which pertains to any occupant, business or event unrelated to the present occupant or use.

"Administrative official" means the mayor of the city of Selah, or the mayor's designee, who shall be the administrative official of this chapter.

"Appeal" means a request for a review of any action on an application by the administrative official, or the building official, of any provision of this chapter.

"Banner" means any sign constructed of lightweight fabric or similar material, weighing less than two ounces per square foot, that is mounted to a pole or building at one or more edges.

"Building official" means the individual so designated per S.M.C. Title 11, Chapter 11.04.

"Canopy sign" means the message imbedded within the canopy fabric and is a part of the canopy and is considered a wall sign.

"Construction sign" means any sign used to identify the individuals, architects, engineers, contractors or firms involved with the construction of a project or to show the design of the project or the purpose for which the project is intended.

"Directional sign" means a sign directing pedestrian or vehicular traffic to parking, entrances, exits, service areas, or other on-site locations. Also see Section 10.38.160, Directional signs.

"Freestanding sign" means any sign supported by one or more uprights, poles or braces in or upon the ground.

"On-premise" sign means a sign located on and incidental to a lawful use of the premises for advertising the business transacted, services rendered, goods sold or products produced on the premises or the name of the business, name of the person, firm or corporation occupying the premises. Also see Section 10.38.160, Directional signs.

"Political sign" means a sign advertising a political party or a candidate(s) for public elective offices, or a sign urging a particular vote on a public issue decided by ballot.

"Portable sign" means a freestanding sign.

"Projecting sign" means a sign that projects from and is supported by a wall of a building. For the purposes of this chapter a projecting sign is considered a wall sign. Also see definition of wall sign.

"Real estate sign" means any sign pertaining to the sale, lease or rental of land or buildings.

"Sign means" any medium, including its structural component parts which is used or intended to attract attention to the subject matter that identifies, advertises and/or promotes an activity, product, service, place, business, or any other thing.

"Sign area" means that area contained within a single continuous perimeter, which encloses the entire sign cabinet, but excluding any support or framing structure that does not convey a message.

"Sign cabinet" means the module or background containing the advertising message but excluding sign supports, architectural framing, or other decorative features, which contain no advertising message.

"Sign height" means the vertical distance measured from the grade below the sign or upper surface of the nearest street curb, whichever permits the greatest height, to the highest point of the sign.

"Sign setback" means the horizontal distance from the property line to the nearest edge of the sign cabinet.

"Sign structure" means any structure that supports or is capable of supporting a sign. A sign structure may be a single pole and may or may not be an integral part of a building.

"Street frontage" means the length in feet of a property line(s) or parcel line(s) bordering a public street. For corner lots each street side property line shall be a separate street frontage. The frontage for a single use or development on two or more parcels shall be the sum of the individual frontages.

"Use identification" sign means a sign used to identify and or contain information pertaining to a school, church, or residential development, or governmental use (i.e., park, public office, etc.) other than a home occupation in a residential zone.

"Wall sign" means any on premise sign attached to or painted directly on, erected against and parallel to, or projecting from the wall of a structure. Also see Section 10.38.130, Wall signs.

"Wayfinding sign" means an off-premises sign that is part of a City-sponsored and coordinated program for the purpose of facilitating vehicular tourist transit to local tourist destinations as designated and recognized by the City.

"Welcome sign or gateway sign" means a sign at the border of the city that introduces or welcomes visitors to the city or region (welcome or gateway signs must be constructed or sponsored by the City of Selah).

"Window sign" means a wall sign.

Section 3. SMC 10.38.050 Signs, is hereby amended as follows:

10.38.050 Exempt signs.

Except when otherwise prohibited, the following signs are exempt from the application, permit and fee requirements of this chapter when the standards of this chapter are met:

- (1) Political signs, located on private property, which during a campaign, advertise a political party or candidate(s) for public elective office or promote a position on a public issue, provided such signs shall not be posted more than ninety days before the election to which they relate and are removed within fifteen days following the election;
- (2) A sign advertising a public charitable or civic event, located on private property, which advertises the charitable or civic event, provided such signs shall not be posted more than thirty days prior to the scheduled date of the event to which they relate and are removed within three days following the event;
- (3) Nameplates not to exceed two square feet in area bearing only the name and occupation of the occupant;
- (4) Canopy signs when an integral part of the canopy fabric and the canopy complies with International Building Code requirements; and
- (5) Banners advertising grand openings, special sale events, etc. provided the aggregate size of the banner does not exceed the size limitation for a freestanding sign on the same property. Banners may be displayed a maximum of two consecutive weeks with a maximum display period of eight weeks annually.
- (6) Welcome sign or gateway signs that introduces or welcomes visitors to the city or region, which is constructed or sponsored by the City of Selah.
- (7) Wayfinding signs installed as part of a City-sponsored and/or coordinated wayfinding program.

Section 4. SMC 10.38.170 Signs, is hereby amended as follows:

10.38.170 Off-premise signs and billboards.

(a) *Off-Premise Signs.* New off-premise signs are prohibited. Off-premise signs existing before July 10, 1979 shall be considered grand-fathered and shall be regulated in Section 10.38.180.

(b) *Billboards.* New billboard signs are prohibited. Billboard signs existing before July 10, 1979 shall be considered grand-fathered and shall be regulated in Section 10.38.180.

(c) *Welcome/Gateway signs.* For the purposes of SMC Chapter 10.38 Signs, Welcome/Gateway shall not be considered off-premise signs and billboards, and are exempt from the prohibitions of this section.

ENVIRONMENTAL REVIEW (SEPA): Environmental Review was conducted under the State Environmental Policy Act (SEPA). A Determination of Nonsignificance (DNS) was issued on May 6, 2019.

PUBLIC NOTICE: Notice of Public Hearing and legal publication occurred in the Yakima Herald Republic on April 22, 2019, and was posted on the city's web site greater than ten days prior to the Planning Commission hearing.

PUBLIC & AGENCY COMMENTS: As of the date of this report, no public comments were received on the proposed amendments.

CONCLUSIONS:

1. Pursuant to RCW 36.70A.040 the city is required to plan under the provisions of the Growth Management Act; and
2. Pursuant to RCW 36.70A.130(1) the City is required to take legislative action to review and revise its development regulations in accordance with the Growth Management Act; and,
3. Pursuant to RCW 36.70A.020, goals are set forth to guide the development and adoption of comprehensive plans and adoption of development regulations; and
4. Selah Municipal Code Title 10 contains zoning and subdivision regulations that govern the City's administrative procedures for development actions; and,
5. The City of Selah last revised its sign regulations in 2004; and,

6. The public use and interest will be served.
7. Environmental Review for the proposed amendments was conducted under the State Environmental Policy Act (SEPA). A Determination of Nonsignificance (DNS) was issued on May 6, 2019.
8. Public notice of the public hearing was published in the official newspaper a minimum of 10-days prior to the Planning Commission's public hearing.

RECOMMENDATION: Staff recommends **APPROVAL** and **ADOPTION** of the draft sign amendments.



CITY OF SELAH

PLANNING DEPARTMENT
222 S Rushmore Road
SELAH, WA 98942
PHONE: (509) 698-7365 FAX (509) 698-7372
ENVIRONMENTAL CHECKLIST



FILE NUMBER: SEPA-2019-004
DATE FEE PAID: 4/19/19
RECEIVED BY: [Signature]
FEE: \$275

INTRODUCTION

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

This environmental checklist asks you to describe some basic information about your proposal. Government agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

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

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

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

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply". IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D).

For nonproject actions, the references in the checklist to the words "project applicant," and "property of site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

BACKGROUND

- Name of proposed project, if applicable:** City of Selah Title 10.38 Welcome Sign Amendments.
- Name of applicant:** City of Selah
- Address and phone number of applicant and contact person:** Jeff Peters, City of Selah Community Development Supervisor, 222 Rushmore Road, Selah, WA 98942, (509) 698-7372.
- Date checklist prepared:** April 19, 2019
- Agency requiring checklist:** CITY OF SELAH

Received



APR 18 2019
By: [Signature]
City of Selah
Planning Dept.

6. **Proposed timing or schedule** (including phasing, if applicable): N/A – Non Project Action
7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.**
None at this time.
8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**
None.
9. **Do you know whether applications are pending for governmental approvals or other proposals directly affecting the property covered by your proposal? If yes, explain.**
None pending.
10. **List any government approvals or permits that will be needed for your proposal, if known.**
SEPA determination, City of Selah Planning Commission Public Hearing, and City Council Approval.
11. **Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.**

This proposal includes amendments to the regulation of signage SMC 10.38 in the City of Selah providing for the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations, and Environmental Review of the proposed regulations in their entirety, as more specifically detailed in the attached draft ordinance.
12. **Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

City Limits.
13. **Taxation parcel numbers(s):** Not Applicable.

TO BE COMPLETED BY APPLICANT

EVALUATION FOR AGENCY USE ONLY

B. Environmental Elements (Attach additional sheets if necessary)

1. Earth

- a. **General description of the site (circle one):** Flat, rolling, hilly, steep slopes, mountainous, other: All of the above .
- b. **What is the steepest slope on the site (approximate percent slope)?**
N/A – Non-Project Action.
- c. **What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.**
N/A – Non-Project Action.
- d. **Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

2. Air

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

3. Water

- a. **Surface:**

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

b. Ground:

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

N/A – Non-Project Action

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

N/A – Non-Project Action

c. Water Runoff (including storm water):

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: N/A – Non-Project Action

4. Plants

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

deciduous trees: alder, maple, aspen, other

evergreen tree: fir, cedar, pine, other

shrubs

grass

pasture

crop or grain

orchards, vineyards or other permanent crops.

wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other

water plants: water lily, eelgrass, milfoil, other

other types of vegetation

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

5. Animals

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

Bird: hawk, heron, eagle, songbirds, other:

Mammals: deer, bear, elk, beaver, other:

Fish: bass, salmon, trout, herring, shellfish, other: All of the above.

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

There are few threatened or endangered species known to live in or around the city limits of Selah; however this proposal does not involve any change to the land.

- d. **Is the site part of a migration route? If so, explain.**

Migratory birds may use property within the City limits; however, this proposal does not involve any change to the land or habitat, and is considered a Non Project Action.

- e. **Proposed measures to preserve or enhance wildlife, if any:**

N/A – Non-Project Action

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

N/A – Non-Project Action

6. Energy and Natural Resources

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

7. Environmental Health

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

b. Noise

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

8. Land and Shoreline Use

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

N/A – Non-Project Action

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

Many of the properties within the City of Selah have been used for agriculture purposes in the past.

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

N/A – Non-Project Action

c. Describe any structures on the site.

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

The proposed sign standards exempt city sponsored welcoming and wayfinding signs from the provisions of SMC 10.38 as more specifically detailed in the attached draft ordinance.

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

N/A – Non-Project Action

9. Housing

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

10. Aesthetics

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

11. Light and Glare

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

12. Recreation

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

13. Historic and Cultural Preservation

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

14. Transportation

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

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

N/A – Non-Project Action

15. Public Services

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

N/A – Non-Project Action

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

N/A – Non-Project Action

16. Utilities

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

N/A – Non-Project Action

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

N/A – Non-Project Action

C. SIGNATURES

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



Signature of Proponent or Person Completing Form

Date: 4-19-19

D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (do not use this sheet for project actions)

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

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

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

The proposed ordinance changes will not affect how land uses discharge to water, emissions to the air, storage, or release of toxic or hazardous substances, or the production of noise.

Proposed measures to avoid or reduce such increases are:

As the proposal will not increase any of the above environmental conditions, no measures to avoid or reduce these conditions have been proposed.

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

The proposed sign changes will not affect plants, animals, fish, or marine life, as the proposed sign changes are regulatory in nature.

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

As the proposal will not affect any of the above animal life, no measures to protect or conserve plant and animal life has been proposed.

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

The proposed sign amendments do not involve regulations dealing with energy or natural resources.

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

None Proposed

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

The proposed sign amendments will not change or affect any environmental sensitive areas or regulations.

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

None Proposed

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

No change to land and shoreline uses are proposed.

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

None Proposed

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

None Proposed

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

None Proposed

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

The proposed amendments will not conflict with any local, state, or federal laws, or requirements for the protection of the environment, and are required to be considered as part of cities development codes.



CITY OF SELAH

Planning Department • 222 South Rushmore RD. • Selah, WA 98942 • Ph: (509) 698-7365 • www.selahwa.gov

CITY OF SELAH NOTICE OF ENVIRONMENTAL REVIEW, PUBLIC COMMENT AND PLANNING COMMISSION PUBLIC HEARING

NOTICE OF APPLICATION

Project Location: Citywide.
Project Applicant: City of Selah, Community Development & Planning
File Numbers: SEPA 2019-004
Date of Application: April 19, 2019
Date of Determination of Completeness: April 19, 2019

PROJECT DESCRIPTION

Amendments to Selah Municipal Code (SMC) Title 10 Zoning pertaining to regulation of signage SMC 10.38 in the City of Selah providing for the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations, and Environmental Review of the proposed regulations in their entirety. (See Environmental Checklist SEPA# 2019-004, and City of Selah Draft Sign Amendment documents for further description and explanation online at: <https://selahwa.gov/planning/sepa/>.)

ENVIRONMENTAL REVIEW

This is to notify all the public and private agencies with jurisdiction and environmental expertise that the City of Selah Community Development and Planning Department has been established as the lead agency, pursuant to the Washington State Environmental Policy Act (SEPA) for the above stated project. The City of Selah is presently inclined towards the issuance of a Determination of Non- Significance (DNS) on this project. WAC 197-11-355 is being used. **This may be your only opportunity to comment on the environmental impacts of the proposed project.**

Comment due date: May 6, 2019

REQUEST FOR WRITTEN COMMENTS

Agencies, tribes, and the public are encouraged to review and comment on the proposed project and its probable environmental impacts. There is a 14-day comment period for this review. All written comments received by **May 6, 2019**, will be considered prior to issuing the final threshold determination on this application.

NOTICE OF DECISION

A copy of the SEPA threshold determination will be mailed to the parties, agencies, and those who provided public comment after the end of the 14-day public comment period.

Open Record Public Hearing

Notice is hereby given that on Tuesday, May 7, 2019, commencing at 5:30 P.M., or as soon thereafter as practical, the City of Selah Planning Commission will conduct an open record public hearing in the Council Chambers, Selah City Hall, 115 W. Naches Ave. Selah, WA regarding consideration of the above-described zoning amendments. All interested persons may appear and provide testimony on the application. At the conclusion of the public hearing the Planning Commission will consider the matter and issue a recommendation to the City Council for approval, approval with conditions, or denial of the of the proposed amendments.



The draft Sign Ordinance Amendments and SEPA Checklist are available during regular business hours at the Planning Department at 222 South Rushmore Road, Selah, Washington 98942 or on the City of Selah's website at <https://selahwa.gov/planning/>. The staff report will be available approximately one week before the hearing. Contact the Planning Department with project and/or procedural questions.

Dated this 22nd day of April 2019,

/s/

Jeff Peters, Community Development Supervisor

**CITY OF SELAH
NOTICE OF ENVIRONMENTAL REVIEW, PUBLIC
COMMENT AND PLANNING COMMISSION PUBLIC
HEARING**

NOTICE OF APPLICATION

Project Location: Citywide.
Project Applicant: City of Selah, Community Development & Planning
File Numbers: SEPA 2019-004
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Dated this 22nd day of April 2019.

/s/ Jeff Peters, Community Development Supervisor

(880622) April 22, 2019

Courtesy of Yakima Herald-Examiner

EXHIBIT

tabbler

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**CITY OF SELAH
AFFIDAVIT OF MAILING**

**STATE OF WASHINGTON
COUNTY OF YAKIMA**

I, Brandy Tucker, being first duly sworn on oath dispose and says:

I am an employee of the City of Selah, 222 South Rushmore Road, Selah, Washington; that I did on the 27 day of April, 2019 caused to be mailed, 28 envelopes, containing a true and correct copy of the Notice of Development Application, SEPA and Opportunity to provide comment. Said envelopes mailed from Selah, WA. with the correct first class postage and addressed to the persons having made written or verbal comment regarding these files.

A listing of the persons to whom notice has been mailed is contained in file SEPA-2019-004.

Signed _____

**STATE OF WASHINGTON
COUNTY OF YAKIMA**

On this day personally appeared before me Brandy Tucker to me known to be the individual referenced herein and who caused to be mailed

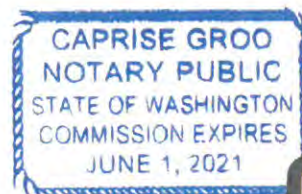
SEPA-2019-004 file

Given under my hand and official seal this 16th day of May 2019.

Signed _____

Notary Public in and for the State of Washington, residing at Yakima, WA. My term

expires June 1, 2021





CITY OF SELAH

Planning Department • 222 South Rushmore RD. • Selah, WA 98942 • Ph: (509) 698-7365 • www.selahwa.gov

WASHINGTON STATE ENVIRONMENTAL POLICY ACT DETERMINATION OF NONSIGNIFICANCE CITY OF SELAH, WASHINGTON May 7, 2019

PROJECT DESCRIPTION: Amendments to Selah Municipal Code (SMC) Title 10 Zoning pertaining to regulation of signage SMC 10.38 in the City of Selah providing for the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations, and Environmental Review of the proposed regulations in their entirety. (See Environmental Checklist SEPA# 2019-004, and City of Selah Draft Sign Amendment documents for further description and explanation online at: <https://selahwa.gov/planning/sepa/>).

LOCATION: City Wide
PARCEL NUMBERS: N/A
PROPONENT: City of Selah
PROPERTY OWNERS: N/A
LEAD AGENCY: City of Selah
FILE NUMBERS: SEPA 2019-004

DETERMINATION: The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

Responsible Official: Donald C. Wayman
Position/Title: SEPA Responsible Official
Address: 222 S. Rushmore Rd., Selah, Washington 98942

Date May 7, 2019

Signature

You may appeal this determination to the Selah City Council by filing a written appeal with the required \$300.00 filing fee at the Selah Planning Department, 222 S. Rushmore Road no later than 5:00 p.m. on May 13, 2019. You should be prepared to make specific factual objections. Contact the Planning Department at 509- 698-7365 to read or ask about the procedures for SEPA appeals.





**Washington State
Department of Transportation**

South Central Region
2809 Rudkin Road
Union Gap, WA 98903-1648
509-577-1600 / FAX 509-577-1603
TTY 1-800-833-6388
www.wsdot.wa.gov

May 9, 2019

City of Selah Planning Department
222 S. Rushmore Road
Selah, WA 98942

Attention: Jeff Peters, Planning Manager

Subject: Proposed 2019 City of Selah Sign Code Amendment (SMC 10.38)

Received

MAY 14 2019

By 
City of Selah
Planning Dept.

We have reviewed the proposed City of Selah Sign Code amendment (SMC 10.38) and State Environmental Policy Act Determination of Non-significance and have the following comments.

State Route 823 (SR 823) crosses within the city limits of Selah and between the Interstate 82 intersection at the southern city limits and Naches Avenue is designated as a National Highway System route and is regulated for outdoor advertising. State Route 821, a designated scenic route, is outside the city limits but is nearby and any proposed signs that are visible from this route is regulated.

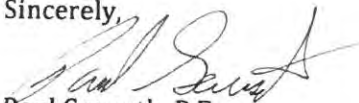
We request that you include the following standard in your sign code update that would apply to regulated and exempt signs:

All advertising signs proposed along State Route 823 between Naches Avenue and the southern city limits, and near SR 821 requires compliance with the Scenic Vistas Act under Revised Code of Washington Chapter 47.42 and Highway Advertising Control Act under Washington Administrative Code Chapter 468.66.

Also, please note that SR 823 is a limited access facility from Interstate 82 northerly to approximately Southern Avenue. Any community gateway signs within a limited access designation must comply with WSDOT Roadside Policy Manual (M3110), Chapter 5. Specifically, an agreement is required and the sign must be located outside of the clear zone limits, and advertising is prohibited.

Thank you for the opportunity to review and comment on this proposal. If you have any questions regarding our comments, please contact Trevor McCain, Outdoor Advertising and Motorist Information Sign Program at (360) 705-7282 or John Gruber, South Central Region Planning Office at (509) 577-1636.

Sincerely,



Paul Gonseth, P.E.
Planning Engineer

PG: jg/df
cc: Trevor McCain, WSDOT





CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item
5/28/2019 N – 1

Title: Resolution authorizing the Mayor to sign Task Order 2019-08 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Engineering Design services for the Naches Avenue and N 1st Street Sidewalk Improvements Project

From: Joe Henne, Public Works Director

Action Requested: Approval

Staff Recommendation:

Staff is requesting the City Council authorize the Mayor to sign Task Order 2019-08 between the City of Selah and HLA Engineering and Land Surveying Inc., regarding the General Agreement to provide Engineering Design services for the Naches Avenue and N 1st Street Sidewalk Improvements Project.

Board/Commission Recommendation: Not Applicable

Fiscal Impact: \$8,000.00.

Funding Source: Street Fund 111

Background / Findings & Facts: The City of Selah wishes to improve existing sidewalks on Naches Avenue and North 1st Street. Several panels of existing sidewalk on the west side of the Naches Avenue and North 1st Street intersection are severely pitted, broken, or uneven and need to be replaced.

Recommended Motion: To authorize the Mayor to sign Task Order 2019-08 between the City of Selah and HLA Engineering and Land Surveying Inc.

RESOLUTION NO. _____

Resolution authorizing the Mayor to sign Task Order 2019-08 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Engineering Design services for the Naches Avenue and N 1st Street Sidewalk Improvements Project

WHEREAS, The City of Selah wishes to improve existing sidewalks on Naches Avenue and North 1st Street. Several panels of existing sidewalk on the west side of the Naches Avenue and North 1st Street intersection are severely pitted, broken, or uneven and need to be replaced; 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 the Engineering Design services for the Naches Avenue and N 1st Street Sidewalk Improvements Project; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign Task Order No 2019-08 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Engineering Design Services for the Naches Avenue and N 1st Street Sidewalk Improvements project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 28th day of May 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

TASK ORDER NO. 2019-08

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Naches Ave. and N. 1st St. Sidewalk Improvements

HLA Project No. 19102E

The City of Selah (CITY) wishes to improve existing sidewalks on Naches Avenue and North 1st Street. Several panels of existing sidewalk on the west side of the Naches Avenue and North 1st Street intersection are severely pitted, broken, or uneven, and need to be replaced.

SCOPE OF SERVICES:

HLA shall provide design engineering services to create a construction document package (plans, specifications, and estimate) for curb and gutter, and sidewalk replacement at designated locations. Services will include surveying, design engineering, advertising and bidding services, and recommendation of contract award to the lowest responsible bidder.

HLA shall provide the following services:

Engineering Design Services

1. Call for utility locates prior to survey and perform topographic survey of the project area.
2. Prepare site topographic survey in AutoCAD format showing field located improvements and utilities.
3. Attend one (1) design meeting with the CITY to obtain input regarding scope of improvements.
4. Prepare complete plan set including plan sheets with construction notes and plan details.
5. Prepare final construction cost estimate.
6. Prepare final project specifications.
7. Submit final documents to the CITY for review and approval.
8. Incorporate CITY review comments and provide final construction documents for bidding approval.
9. Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.
10. Provide contract documents to potential bidders, as requested, and maintain plan holders list.
11. Prepare addenda to contract documents as necessary.
12. Answer questions during bidding from prospective bidders.
13. Attend project bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.

Additional Services

1. Provide design engineering and land surveying services for additional work requested by the CITY that is not included above. Provide construction administration services as requested by the CITY.

Items to be Furnished and Responsibility of CITY

1. Provide full information as to CITY requirements of the PROJECT.
2. Pay for project advertising, notices or other publication as may be required by the funding source.
3. 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.
4. 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.
5. Provide construction inspection and contract administration during construction.

TIME OF PERFORMANCE:

Following authorization to proceed, HLA will diligently pursue completion of the Project with the following schedule anticipated:

1. Completion of plans, specifications, opinion of cost, and bidding services within thirty (30) working days following authorization to proceed.
2. Time for completion of 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:

All work for Design Engineering Services shall be performed for the Lump Sum fee of \$8,000.00.

Additional Services, as directed/authorized by the CITY, shall be completed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses.

Proposed: Theodore W. Pooler 5/20/19
 HLA Engineering and Land Surveying, Inc. Date
 Theodore W. Pooler, Vice-President

Approved: _____ Date _____
 City of Selah
 Sherry Raymond, Mayor

CITY OF SELAH

Naches Ave / 1st St

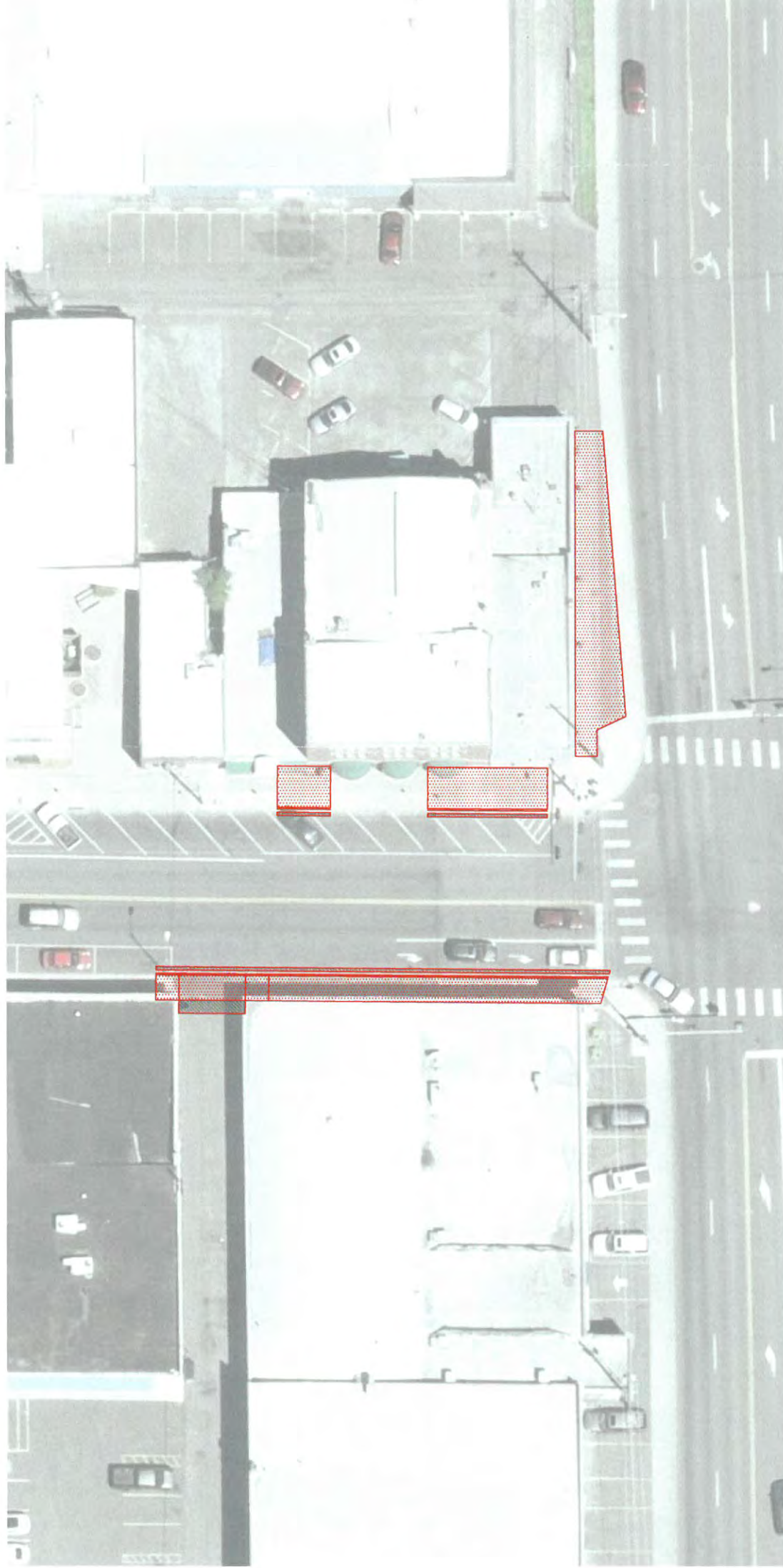
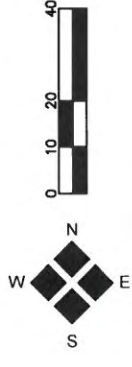
Sidewalk Improvements

Engineer's Opinion of Construction Cost

4/30/2019

HLA Project No. 19006G

Item No.	Description	Unit	Unit Cost	Overall Quantity	Overall Cost
1	Mobilization	LS	\$4,000.00	1	\$4,000.00
2	Project Temporary Traffic Control	LS	\$5,000.00	1	\$5,000.00
3	Unclassified Excavation	CY	\$75.00	100	\$7,500.00
4	Sawcut	LF	\$2.00	700	\$1,400.00
5	Crushed Surfacing Base Course	TON	\$60.00	15	\$900.00
6	HMA Cl. 1/2" PG 64-28	TON	\$300.00	7	\$2,100.00
7	Catch Basin Type 1 (Incl. Connection to existing piping)	EA	\$2,500.00	1	\$2,500.00
8	Cement Conc. Sidewalk	SY	\$80.00	310	\$24,800.00
			Subtotal		\$48,200.00
Assumptions			Contingency	10%	\$4,800.00
1.	Inspection by City Forces.		Construction Cost		\$53,000.00
2.	HLA to prepare P, S & E for bidding or small works roster.		Design Engineering	15%	\$8,000.00
			Project Total		\$61,000.00



Naches Ave. - 1st SIDEWALK

SELAH, WASHINGTON

EXHIBIT

JOB NUMBER:	19006	DATE:	4-29-19
FILE NAMES:	Naches Ave		
DRAWING:	- 1st street Sidewalk.dwg		
DESIGNED BY:	TDA	DATE:	
ENTERED BY:	TDA	REVISION	

PRELIMINARY
SUBJECT TO REVISION

2803 River Road
Yakima, WA 98902
509.966.7000
Fax 509.965.3800
www.hlaivil.com





CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item
5/28/2019 N – 2

Title: Resolution Authorizing the Mayor to Sign an Amendment to Task Order 2019-04 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Evaluation and Redevelopment of Well 7.

From: Joseph K. Henne, Public Works Director

Action Requested: Approval

Staff Recommendation:

Staff is requesting the City Council approve the Mayor to sign an amendment to Task Order 2019-04 (to video well #7) between the City of Selah and HLA Engineering and Land Surveying Inc., to evaluate and redevelop the production capacity of Well No. 7.

Fiscal Impact: Total for Task Order 2019-04 with amendment No. 1 is \$125,500.00 from Water Fund 411

Funding Source: Fund 411

Background / Findings & Facts: The City of Selah has observed a significant decline in the production capacity of Well No. 7 within the last year with lower static water levels (wellhead pressure) and a reduction in pumping performance. The City has determined that additional steps need to be taken to rehabilitate the existing well and aquifer. A video indicates there has been a partial collapse of the bore hole. The task order only covers the permits, evaluation, design and inspection, but not the actual cleaning out the bore hole, a new submersible pump and installation of the new submersible pump. That is estimated at another



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



\$375,000 will be brought back for discussion and going out to bid for construction later this year.

Recommended Motion: To approve the resolution as presented.

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
2/13/2019	Resolution No. 2717, Task order 2019-004-Well No. 7 Capacity Evaluation.

RESOLUTION NO. _____

**Resolution Authorizing the Mayor to Sign an Amendment to
Task Order 2019-04 between the City of Selah and HLA
Engineering and Land Surveying, Inc. for the Evaluation and
Redevelopment of Well 7**

WHEREAS, the City of Selah has observed a significant decline in the production capacity of Well No. 7 within the last year with lower static water levels (wellhead pressure) and a reduction in pumping performance. The City desires to proceed with the rehabilitation of the existing well and; 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 add additional phases to task order 2019-04 for the Capacity Evaluation and Redevelopment of Well No. 7.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be authorized to sign Task Order No 2019-04 Amendment No.1 between the City of Selah and HLA Engineering and Land Surveying, Inc. to Evaluate and Redevelop the Capacity of Well No. 7.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 28th day of May 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

ADDENDUM NO. 1

TASK ORDER NO. 2019-04

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

REASON FOR ADDENDUM NO. 1:

Phase 1 of the Well No. 7 Capacity Evaluation project (HLA Project No. 19044E) is complete. A draft technical memorandum was prepared by Aspect Consulting LLC (Aspect) which summarizes the findings of the well inspection and hydrogeologic assessment. Recommendations for next phases of work on this project are also included in the draft report.

The next phases of work will include cleaning out the existing well obstruction as necessary, installation of a liner and screen to protect the open borehole, completion of a pumping test following rehabilitation to determine the current well production capacity and draw-down, and selection and installation of a submersible well pump to increase well production capacity. Preparation of a request to extend the development schedule for the Well No. 7 water right will also need to be completed during the next phases of work.

PROJECT DESCRIPTION:

Amend the Task Order No. 2019-04 project title to read:

Well No. 7 Capacity Evaluation and Redevelopment
HLA Project No. 19044E

Add the following to the second paragraph of Task Order No. 2019-04 project description:

Electrical engineering design, construction administration, and startup assistance for design and installation of a new submersible well pump and motor will be provided by HLA's subconsultant, Conley Engineering, Inc. (CEI).

Add the following to the Task Order No. 2019-04 project description:

Phase 2 of this project will include preparation of a request to Washington Department of Ecology (Ecology) to extend the development schedule of permit G4-30642. The development period for this water right permit ended February 1, 2017. Given the current performance of Well No. 7, this water right has not been put to full beneficial use and an extension of the development schedule will be required to make long-term plans to fully perfect this water right.

Phase 3 and Phase 4 of this project will include preparation of bid documents for cleaning and installing a liner and screen in Well No. 7, completing a pumping test, and installation a new submersible well pump and motor to increase production capacity. These phases of work will also include aquifer testing technical assistance from Aspect, and construction administration and inspection services necessary for completion of the project. Preparation of a technical memorandum summarizing the well rehabilitation results will also be prepared under these phases of work.

Following completion of the well redevelopment phases of work, additional assistance will be provided by addendum to Task Order No. 2019-04 to develop a long-term water supply strategy, including development of an additional source and mitigating strategies.

SCOPE OF SERVICES:

Add the following to the Task Order No. 2019-04 scope of services:

PHASE 2A – PERMIT EXTENSION

- A. Aspect will make a public disclosure request to Ecology for the CITY's water right record numbers G4-30642 and CG4-30642P file.
- B. Aspect will review the water right file and develop a letter requesting a water right extension demonstrating good faith and continued due diligence to steadily develop the permit for CITY and HLA review and comment.
- C. Aspect will incorporate CITY and HLA review comments and submit the extension request letter under CITY letterhead.
- D. As necessary, Aspect will attend up to one (1) meeting with Ecology to discuss the specific fact-pattern surrounding the permit development and need for an extension.

PHASE 2B – PERMIT EXTENSION ADMINISTRATIVE ASSISTANCE

- A. Assist CITY and Aspect with preparation of background information and data necessary for preparation of the permit extension request.
- B. Assist CITY with review and comment on the draft letter prepared by Aspect.
- C. As necessary, attend up to one (1) meeting with Aspect and Ecology to review and discuss the permit extension request.

PHASE 3A – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

- A. Perform field investigations necessary to design the identified improvements. Up to two (2) field investigation/site visits are anticipated to be required to gather necessary information for design of the identified improvements.
- B. Prepare preliminary design plans and specifications for review and approval by the CITY. Preliminary plans will be distributed electronically for review. One (1) meeting will be held to review and discuss the preliminary plans with CITY staff.
- C. Prepare final design plans, specifications, and estimate for publicly bid improvements, as authorized by the CITY.
- D. Furnish one (1) electronic copy and one (1) hard copy of the final documents to the CITY and Washington State Department of Health (DOH) for review and approval.
- E. Incorporate CITY and DOH review comments into final construction plans and contract documents.
- F. Upon authorization from the CITY, furnish electronic copies of the final documents suitable for bidding. It is anticipated that up to two (2) complete sets of plans and specifications for two (2) bid calls/solicitations will be prepared. One bid package will be for well redevelopment work and the other for supply and installation of a new submersible well pump. Additional bid packages will be considered additional services. Up to five (5) printed copies of the contract documents for each bid package will be made for later distribution to the CITY and Contractor after contracts are awarded.
- G. Answer and supply such information as 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 3B – ELECTRICAL ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION ASSISTANCE

- A. Prepare electrical design plan drawings, diagrams, and specifications for Phase 3A contract documents described above. Prepare electrical addendum items as necessary.
- B. Provide electrical construction administration, including review of submittals, responding to Contractor questions, and one (1) site visit to review the construction progress.
- C. Provide PLC and HMI programming and startup assistance necessary to update pump operation and incorporate new well level and pump control instrumentation. One (1) site visit is estimated to be required for programming and startup assistance.

PHASE 4A – SERVICES DURING CONSTRUCTION

- A. Prepare and transmit Notice of Award to the Contractor.
- B. Coordinate execution of construction contract with the CITY and Contractor, including review of bond and insurance requirements.
- C. Coordinate and facilitate preconstruction meeting with the CITY, Contractor, and affected agencies.
- D. Prepare and issue Notice to Proceed to the Contractor.
- E. Review Contractor's submission of samples and shop drawings, where applicable.
- F. 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.
- G. Perform measurement and computation of pay items, prepare and file progress reports on the PROJECT with the CITY, and provide monthly progress pay estimates to the CITY. Based on the estimated construction duration, up to four (4) progress pay estimates are anticipated to be prepared by HLA. This estimate includes one progress payment and one final pay estimate for each of the two contracts.
- H. Administer weekly construction meetings. Based on the estimated construction duration, up to six (6) weekly construction progress meetings are anticipated.
- I. Consult and advise the CITY during construction and make a final report of the completed work.
- J. 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.
- K. Prepare and submit proposed contract change orders when applicable.
- L. Perform final walk-through with the CITY and Contractor, and issue final punch list.

- M. 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.
- N. Prepare and submit recommendation of project acceptance and Notice of Completion of Public Works Contract (NOC) for CITY review and processing.
- O. Prepare and submit DOH construction completion report(s) and updated water facility inventory (WFI) form, as required.

PHASE 4B – WELL REDEVELOPMENT AND AQUIFER TESTING HYDROGEOLOGIC TECHNICAL ASSISTANCE

- A. Aspect will attend video inspection following well redevelopment and construction to assist with well screen assembly design.
- B. Aspect will coordinate with HLA and the drilling contractor to determine final well liner and screen design, including open intervals and screen type/size. Aspect anticipates an additional eight (8) hours of on-call labor during construction.
- C. Aspect will direct both the step rate and constant rate pumping tests. Aspect will be on site for the step rate test, and remotely for the constant rate pumping test. Aspect will provide and assist with installation of instrumentation necessary for pumping tests and measuring general water quality parameters. Aspect will return following recovery from constant rate pumping test to retrieve instrumentation.
- D. Aspect will analyze test data using standard analytical procedures resulting in well efficiencies over a series of different flow rates. The pumping test data will also be analyzed for aquifer transmissivity and storativity (as possible), and any observation regarding aquifer behavior and boundary effects.
- E. Aspect will provide recommendations of maximum sustaining yield and recommended pump depth for a new submersible pump and motor.
- F. Aspect will compare well redevelopment results with original well performance parameters and summarize the findings in a technical memorandum. The technical memorandum will also include background information evaluated in support of well redevelopment. A draft memo will be provided to the CITY and HLA for review and comment.
- G. CITY and HLA comments will be incorporated and one (1) electronic copy of the final signed technical memorandum will be provided.

TIME FOR PERFORMANCE:

Add the following to the Task Order No. 2019-04 time of performance:

PHASE 2A – PERMIT EXTENSION

The Well No. 7 permit extension request is estimated to be complete and a draft letter provided to the CITY and HLA for review and comment within 60 calendar days of receipt of authorization to proceed. A final extension request letter will be provided to the CITY within 30 calendar days following receipt of review comments.

PHASE 2B – PERMIT EXTENSION ADMINISTRATIVE ASSISTANCE

HLA administrative assistance for completion of the Well No. 7 permit extension request will be completed within the timeframe provided for Phase 2A.

PHASE 3A – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

Engineering design and final plans, specifications, and estimate for the first bid package (Well No. 7 cleaning, liner and screen installation, and pumping tests) is estimated to be complete within 60 calendar days of receipt of authorization to proceed. This time for performance is based on the CITY's desire to have the project bid and to begin construction on the well in September 2019, when system demands are lower. Engineering design and final plans, specifications, and estimate for the submersible well pump and motor bid package will be dependent on successful completion of the well rehabilitation and testing work, but is anticipated to take no more than 60 calendar days to complete following receipt of test data collected during test pumping.

PHASE 3B – ELECTRICAL ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION ASSISTANCE

Electrical engineering design will be completed concurrently with the work of Phase 3A associated with preparation of final plans, specifications, and estimate for the submersible well pump and motor bid package. Electrical construction administration assistance will be completed concurrently with the work of Phase 4A associated with construction of the submersible well pump and motor improvements.

PHASE 4A – SERVICES DURING CONSTRUCTION

Engineering services during construction 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. A maximum of thirty (30) working days has been assumed for the construction of all improvements. This estimate includes fifteen (15) working days for the well cleaning, liner and screen installation, and pumping test work, and fifteen (15) working days for the submersible well pump and motor installation work. Should either Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, engineering services beyond the thirty (30) total working days shall be considered additional services.

PHASE 4B – WELL REDEVELOPMENT AND AQUIFER TESTING HYDROGEOLOGIC TECHNICAL ASSISTANCE

Hydrogeologic technical assistance during well redevelopment will be completed concurrently with the work of Phase 4A associated with the well cleaning, liner and screen installation, and pumping test work.

FEE FOR SERVICE:

Add the following to the Task Order No. 2019-04 fee for service:

PHASE 2A – PERMIT EXTENSION

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 \$5,200.00.

PHASE 2B – PERMIT EXTENSION ADMINISTRATIVE ASSISTANCE

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 \$1,800.00.

PHASE 3A – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

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 \$30,000.00.

PHASE 3B – ELECTRICAL ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION ASSISTANCE

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 \$11,400.00.

PHASE 4A – 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 \$54,000.00.

PHASE 4B – WELL REDEVELOPMENT AND AQUIFER TESTING HYDROGEOLOGIC TECHNICAL ASSISTANCE

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 \$14,600.00.

Proposed: Theodore W. Pooler 5/17/19
HLA Engineering and Land Surveying, Inc. Date
Theodore W. Pooler, Vice President

Approved: _____ Date
City of Selah
Sherry Raymond, Mayor

ADDENDUM NO. 1

TASK ORDER NO. 2019-04

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

Original Task Order No. 2019-04		Addendum No. 1	
PHASE 1 – WELL VIDEO INSPECTION ASSISTANCE AND HYDROGEOLOGIC ASSESSMENT	\$8,500.00	PHASE 1 – WELL VIDEO INSPECTION ASSISTANCE AND HYDROGEOLOGIC ASSESSMENT	\$8,500.00
PHASE 2A – PERMIT EXTENSION	N/A	PHASE 2A – PERMIT EXTENSION	\$5,200.00
PHASE 2B – PERMIT EXTENSION ADMINISTRATIVE ASSISTANCE	N/A	PHASE 2B – PERMIT EXTENSION ADMINISTRATIVE ASSISTANCE	\$1,800.00
PHASE 3A – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE	N/A	PHASE 3A – ENGINEERING DESIGN AND FINAL PLANS, SPECIFICATIONS, AND ESTIMATE	\$30,000.00
PHASE 3B – ELECTRICAL ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION ASSISTANCE	N/A	PHASE 3B – ELECTRICAL ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION ASSISTANCE	\$11,400.00
PHASE 4A – SERVICES DURING CONSTRUCTION	N/A	PHASE 4A – SERVICES DURING CONSTRUCTION	\$54,000.00
PHASE 4B – WELL REDEVELOPMENT AND AQUIFER TESTING HYDROGEOLOGIC TECHNICAL ASSISTANCE	N/A	PHASE 4B – WELL REDEVELOPMENT AND AQUIFER TESTING HYDROGEOLOGIC TECHNICAL ASSISTANCE	\$14,600.00
Total	\$8,500.00	Total	\$125,500.00



DRAFT

May 10, 2019

Justin Bellamy, PE
HLA Engineering and Land Surveying, Inc.
2803 River Road
Yakima, WA 98902

Re: Well No. 7 Efficiency Evaluation
City of Selah
Project No. 180666

Dear Justin:

HLA Engineering and Land Surveying, Inc. (HLA) requested that Aspect Consulting, LLC (Aspect) assist HLA and the City of Selah (City) with evaluation of the observed reduction in pumping performance of the City's Well No. 7. Specifically, HLA requested Aspect to complete a hydrogeologic assessment that included an evaluation of the observed lower static water level (wellhead pressure) in Well No. 7 and reduction in pumping performance, with recommendations for next steps.

Summary of Findings

This letter provides a summary of findings regarding the loss of pumping capacity at the City's Well No. 7 and recommendations for next steps. Based on our review, we observed the loss of pumping capacity primarily due to a regional depressurization (lowering of water level) in the Wanapum aquifer, and potentially (to a lesser degree) a reduction in well efficiency likely due to well collapse.

Based on our observations, corrective options include short-term actions of well rehabilitation and deepening the well to fully penetrate the Wanapum Basalt aquifer, installing a submersible pump to achieve the full permitted pumping rate of 2,000 gallons per minute (gpm), and/or long-term actions including development of a new source and water-management strategy. Short-term actions related to improving well efficiency will not overcome the longer-term issues related to regional water level declines. We also recommend the City work with Ecology to extend the development schedule and make long-term plans to fully perfect the Wanapum Basalt water right.

Hydrogeologic Assessment

Analysis of the 1994 step-rate pumping test for Well No. 7 shows significant non-linear head loss (upwards of 30 feet) at 1,900 gpm pumping rate. This suggests that a majority of the water flowing into the well is converging through a small area (fractured basalt and interflow zones) creating turbulent flow conditions within the aquifer. Typically, this is seen in wells where the filter pack and well screen are not properly sized to the aquifer material; however, in this case it is likely due to the geometry of the fracture network supplying flow to the well. It should be noted that the data for both step-rate tests are limited, and future step-rate tests to evaluate well performance should



include continuous water level measurements, longer duration steps (30 to 60 minutes), and equal steps between flow rates.

Well Efficiency

Two step-rate pumping tests were analyzed to obtain a gross assessment of change in well efficiency. A step-rate test was conducted beginning December 10, 1994, by the driller after completing well construction. An opportunistic step-rate test was conducted following a video scan of the well on March 28, 2019. Table 1 shows the percent change in specific capacity from the 1994 to 2019 tests. The results show that the specific capacity of the well has decreased approximately 50 percent near the 900 gpm pumping rate.

Pumping Levels

The step-rate test data was used to predict pumping levels at three pumping rates (800, 1,000, and 1,900 gpm) under the 1994 and 2019 conditions. Figure 1 shows the reduction in the static water level (blue line) and respective decrease in pumping water levels due to lower static water level and decreased well efficiency. The pump intake (red line) is set at 4 feet above grade. Under the current condition, a pump intake would need to be located at least 60 feet below grade (50 feet drawdown plus 10 feet submergence) to accommodate continuously pumping at 1,900 gpm for over 1 day. The predicted pumping level is based on the step-rate test data, which is fairly limited and short in duration for the 2019 test. The results presented here are likely optimistic; however, they are indicative of observed conditions (i.e., cavitation at 1,000 gpm).

Groundwater Level Trends

Figure 2 depicts regional trends in Wanapum Basalt aquifer groundwater levels. The figure shows that static water levels in Well No. 7 are fairly consistent with local wells completed in the Wanapum Basalt aquifer, while groundwater levels in wells located further away appear to have a more apparent decline. The apparent decline may represent actual decline in static water levels due to limited recharge and groundwater pumping or possibly a result of limited number of measurements, the timing of measurements (pumping), or issues related to well construction.

Water Right and Change Authorization

The City's water right permit G4-30642 authorizes withdrawal from a well (Well No. 7) from the Wanapum Basalt aquifer at an annual quantity of 3,160 acre-feet per year (ac-ft per year) at a maximum rate of 2,000 gpm. The development schedule states a completion date and putting the water to full beneficial use by February 1, 2017.

A change application was filed on September 12, 2006, to add an additional point of withdrawal (well) to this permit. The change application was accepted and assigned water right control number CG4-30642P. According to Ecology's water right tracking database the additional point of withdrawal was added; however, we were not able to confirm details of this application as the entire water right file was not available online.

Recommendations and Next Steps

The City has options for restoring and/or increasing yield from Well No. 7. Table 2 presents options, a short description, and the pros and cons of the various opportunities to improve yield from Well No. 7 and for perfecting the City's water right.

The greatest value is to clean out and install a liner in Well No. 7. This is dependent on whether an obstruction is present, the ability to clear it, and to bale the bottom 22 feet of the borehole. Based on our discussion with Schneider Water Services, this has an expected low-rate of success, both for recovering the well depth and increasing yield. However, if the borehole can be cleared, it is highly recommended that a liner be installed. We then recommend the City turn its attention toward planning for a new well to provide resiliency and offset continued decline in regional groundwater levels.

As mentioned, the development period for the original water right permit ended February 1, 2017. Given the performance of Well No. 7, this water right has yet to be put to full beneficial use; therefore, we recommend working with Ecology to extend the development schedule, make long-term plans to fully perfect the Wanapum Basalt water right, and evaluate the conditions of the approved water right change (CG4-30642P).

Limitations

Work for this project was performed for HLA Engineering and Land Surveying, Inc (Client), and this letter was prepared in accordance with generally accepted professional practices for the nature and conditions of work completed in the same or similar localities, at the time the work was performed. This letter does not represent a legal opinion. No other warranty, expressed or implied, is made.

All reports prepared by Aspect Consulting for the Client apply only to the services described in the Agreement(s) with the Client. Any use or reuse by any party other than the Client is at the sole risk of that party, and without liability to Aspect Consulting. Aspect Consulting's original files/reports shall govern in the event of any dispute regarding the content of electronic documents furnished to others.

HLA Engineering and Land Surveying, Inc
May 10, 2019

DRAFT
Project No. 180666

Sincerely,
Aspect consulting, LLC

Tyson Carlson, LHG, CWRE
Senior Associate Hydrogeologist
tcarlson@aspectconsulting.com

Jason Shira, LHG, RG
Project Hydrogeologist
jshira@aspectconsulting.com

Attachments: Table 1 – Step-rate Test Results
Table 2 – Well No. 7: Options to Increase Production
Figure 1 – 1994 and 2019 Predicted Pumping Level
Figure 2 – Wanapum Basalt Groundwater Level Trends

V:\180666 City of Selah Well 7 Efficiency\Deliverables\Draft\Draft City of Selah Well No. 7 Well Efficiency.docx

TABLES

Table 1. Step Rate Test Results

DRAFT

Project No. 180666, Selah, Washington

Step #	Pumping Rate (gpm)	Drawdown (feet)	Specific Capacity (gpm/ft)	Specific Capacity, Percent Change
1994 Step Rate Test				
1	550	3.5	158.8	--
2	900	9.2	97.4	--
3	1900	33.5	56.8	--
2019 Step Rate Test				
5	540	7.3	74.0	53%
7*	820	15.5	52.9	46%
8*	960	20.0	48.0	51%

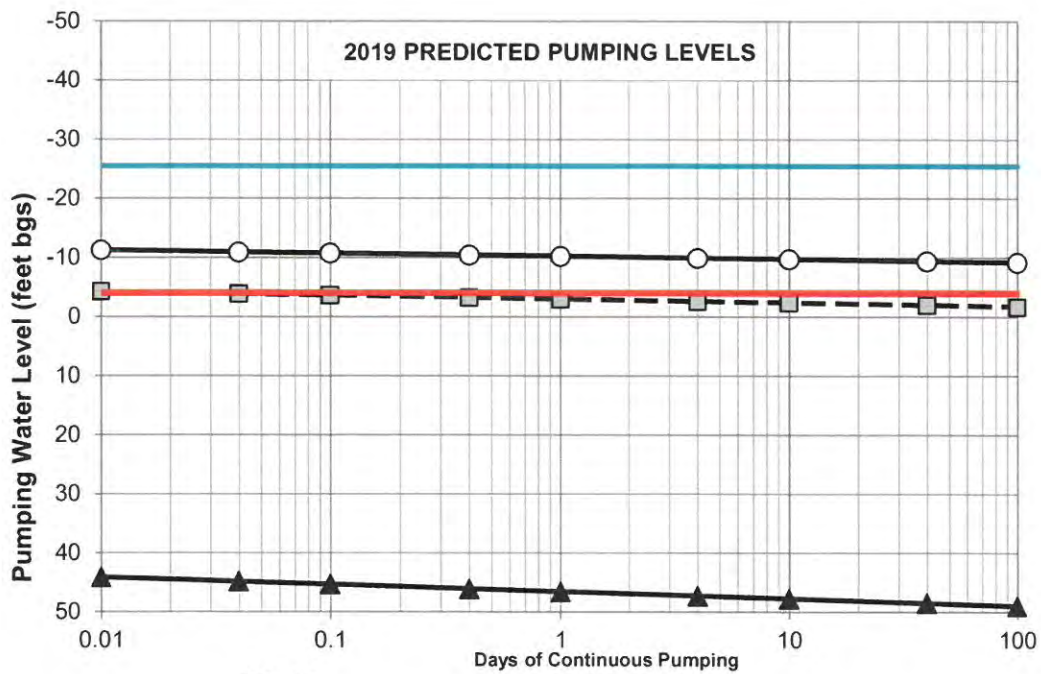
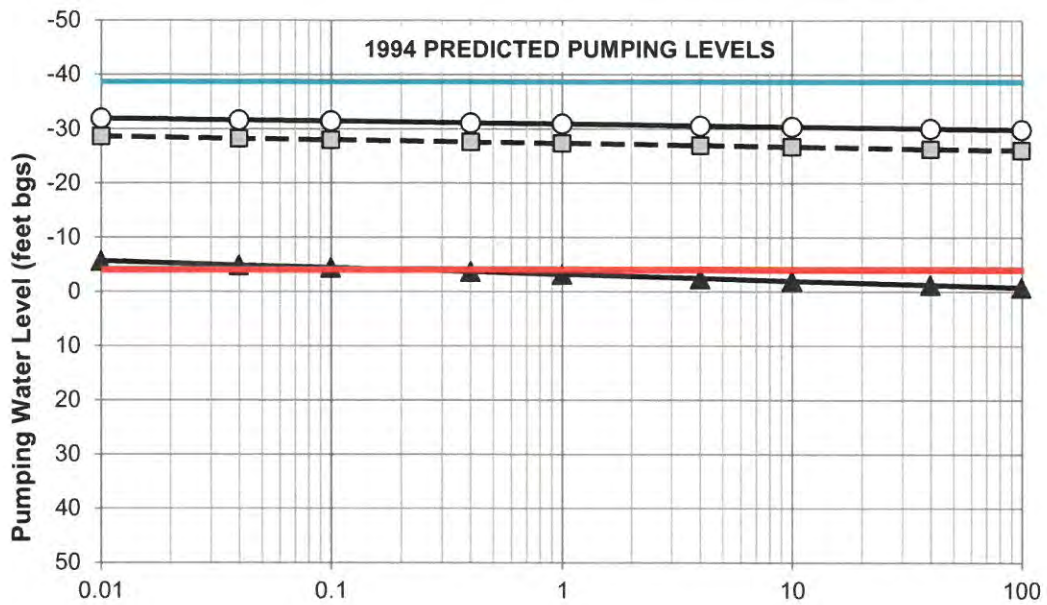
* The percent change in specific capacity is in reference to the 900 gpm step in the 1994 test

Table 2. Well No. 7: Options to Increase Production

Project No. 180666, Selah, Washington

No.	Option	Option Description	Cost	Benefit	Risk
1	Clean-out	1) clear obstruction 2) bale broken rock/sediment	\$	Short-term: increase in specific capacity, resulting in higher pumping rate at surface without cavitation.	1) Limited potential for success, less than 50 percent (per driller) -- reduced specific capacity due to declining groundwater levels and uncertainty if well is collapsed 2) Unlikely to increase yield sufficient to pump water right full Qi and Qa 3) Potential for future collapse remains
2	Clean-out + Liner	1) Clear obstruction 2) Bale broken rock/sediment 3) Line well	\$\$	1) Same as No. 1 2) Added long-term security from liner to protect well from future collapse	1) Same as No. 1, minus risk of well collapse 2) Requires at least 2 weeks downtime for liner and screen to be ordered and installed 3) Option to operate well while materials are ordered with added risk that additional bailing may be necessary
3	Deepen Well	1) Deepen well 2) Line well	\$\$\$	1) Same as No. 1 and 2 with greater potential for increase in specific capacity due to groundwater flow contribution from Vantage Interbed or top of Grande Ronde 2) Added security from liner to protect well	1) Same as No. 2; however, greater potential to increase specific capacity 2) Downtime, dismantle well house, and manage water during drilling
4	No. 2 or 3 + Submersible	1) Clean-out + line well or deepen well 2) Install submersible pump	\$\$\$\$\$	1) Same as No. 3 2) System will produce permitted Qi of 2,000 gpm with submersible pump sufficient to lift quantity to existing centrifugal pump 3) Fully Perfect Water Right	1) Same as No. 3 2) Long-term solution, does not address immediate need to increase production during higher summer demand 3) Does not mitigate for regional declining groundwater elevations
5	New Well	new Wanapum Basalt aquifer well	\$\$\$\$\$\$	1) Reduces demand on Well No. 7 2) Resiliency 3) Fully Perfect Water Right 4) Opportunity for Aquifer Storage and Recovery well to mitigate declining groundwater levels	Long-term solution, does not address immediate need to increase production during higher summer demand

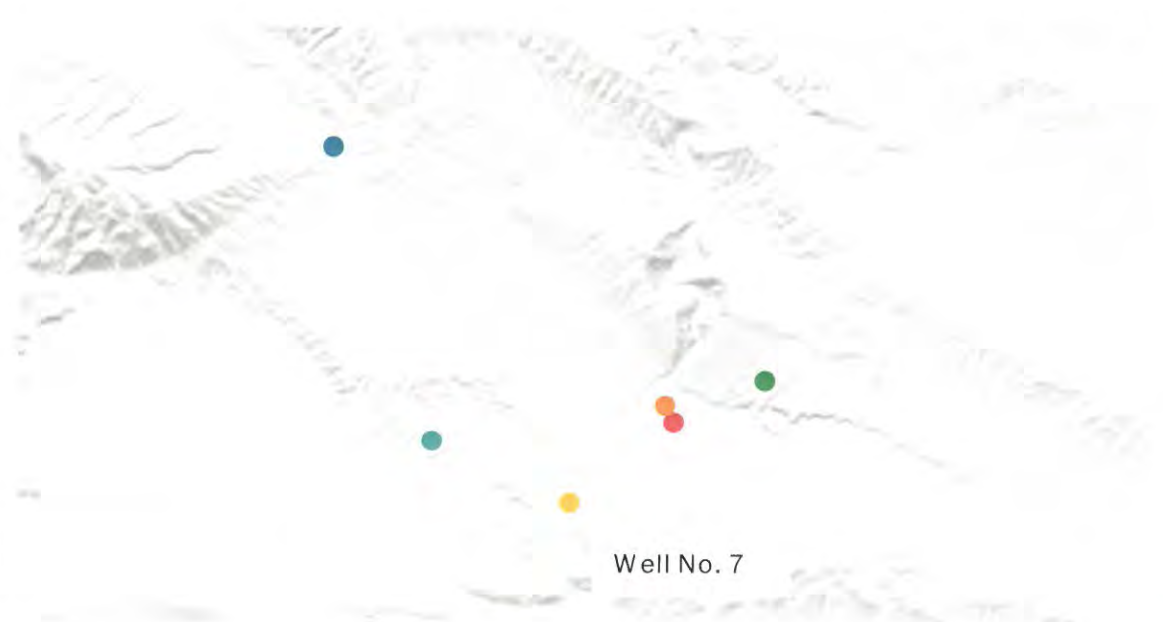
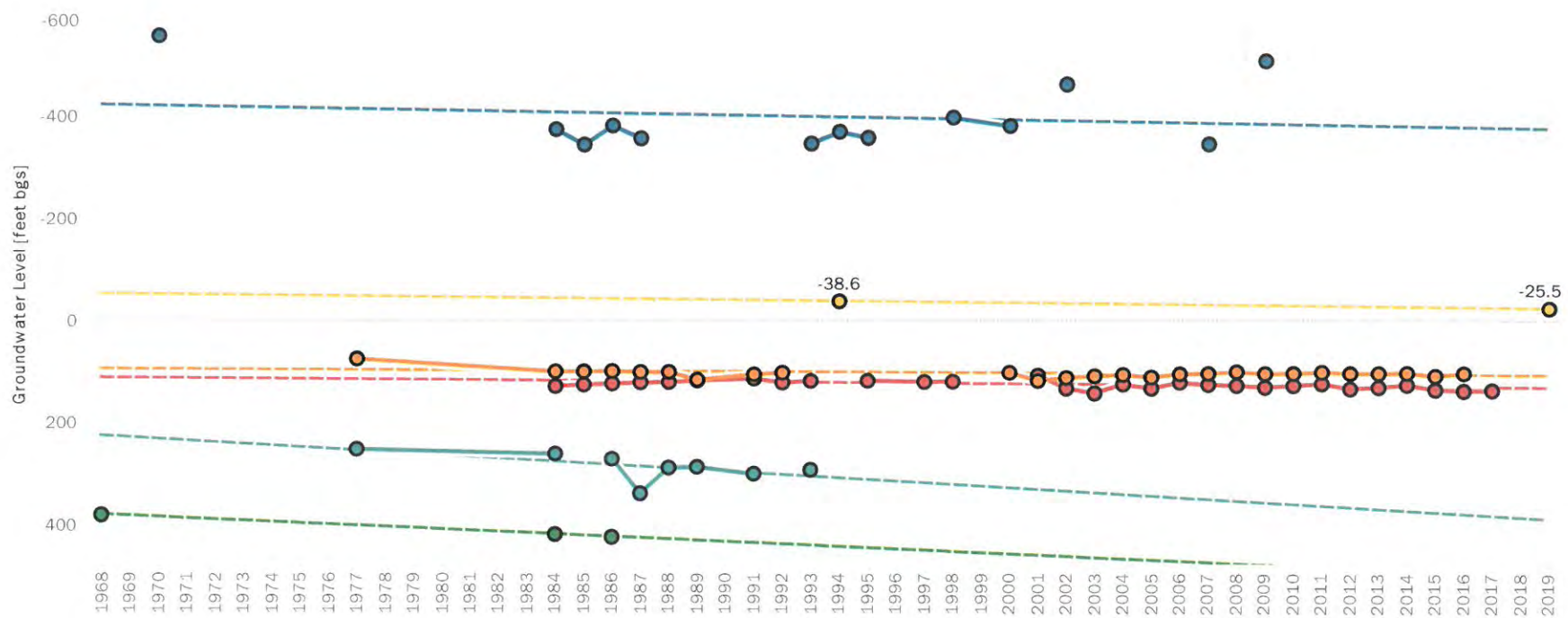
FIGURES



LEGEND

- Predicted Pumping Level: 800 gpm
- Predicted Pumping Level: 1000 gpm
- ▲ Predicted Pumping Level: 1900 gpm
- Pump Intake Depth
- Static Water Level

Figure 1
1994 and 2019 Predicted Pumping Level



- CRGWDB-211029
- CRGWDB-211022
- CRGWDB-211033
- CRGWDB-211030
- CRGWDB-211035

Wanapum Basalt Groundwater Level Trends

City of Selah Well No. 7 Efficiency Evaluation
Selah, Washington

	MAY-2019	BY: JMS / TDR	FIGURE NO. 2
	PROJECT NO. 180666	REV BY: ---	



CITY OF SELAH
CITY COUNCIL
AGENDA ITEM SUMMARY



Council Meeting Action Item
5/28/2019 O – 1

Title: Ordinance amending Selah Municipal Code (SMC) 10.38, Sign Regulations, establishing an exemption for City sponsored welcome and wayfinding signs.

From: Jeff Peters, Community Development Supervisor

Action Requested: Approval

Staff Recommendation: Staff recommends that the council hold the required public hearing.

Board/Commission Recommendation: Approval

Fiscal Impact: N/A

Funding Source: N/A

Background / Findings & Facts: The proposed development regulation amendments to SMC Title 10 are for the purpose of the establishment and exemption of City sponsored welcome and wayfinding signage from the provisions of SMC 10.38 Sign Regulations. The proposed amendments will also allow the construction of new city welcome signs at the entrances of the city, and wayfinding signage to help visitors find points of interest in town.

Recommended Motion: I move that the City of Selah Council pass the identified ordinance providing for amendment of Selah Municipal Code (SMC) 10.38, Sign Regulations, establishing an exemption for City sponsored welcome and wayfinding signs.



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:

5/7/2019

Planning Commission Public Hearing

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SELAH, WASHINGTON
AMENDING SELAH MUNICIPAL CODE 10.38 SIGN REGULATIONS, SECTIONS
10.38.030, 10.38.050 AND 10.38.170.**

WHEREAS, the Planning Commission of the City of Selah has considered certain amendments to Selah Municipal Code (SMC) 10.38, Sign Regulations, establishing an exemption for City sponsored welcome and wayfinding signs; and

WHEREAS, Chapter 43.21C RCW, the State Environmental Policy Act (SEPA) requires the City of Selah to conduct environmental review of development regulation amendments; and,

WHEREAS, the City of Selah conducted SEPA review on the proposed amendments which concluded with the issuance of a Determination of Non-Significance on May 6, 2019, and from which no appeal was taken during the following five day appeal period; and

WHEREAS, the proposed amendments were made available for public review on the City of Selah's website; and,

WHEREAS, public notice of the required public hearing before the Planning Commission was published in the official newspaper a minimum of 10-days prior to the Planning Commission's public hearing on April 22, 2019; and,

WHEREAS, all persons desiring to either provide written testimony or speak for or against the proposed amendments at the public hearing held by the Planning Commission on May 7, 2019, were given a full and complete opportunity to be heard; and,

WHEREAS, the Planning Commission, after having conducted such public hearing, found, determined, and now recommends that the City Council approve such amendments; and

WHEREAS, the City Council of the City of Selah, having considered the record herein and the recommendation from the Planning Commission, hereby finds and determines that approval of such amendments is in the best interests of residents of the City of Selah and will promote the general health, safety and welfare;

NOW THEREFORE BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH:

Section 1. Findings and Conclusions. The City Council bases its findings and conclusions on the entire record of testimony and exhibits, including the recommendation of the Planning Commission and all written and oral testimony before the City Council and further adopts the Planning Commission's findings as its own.

Section 2. Selah Municipal Code Section 10.38.030, Definitions, amended.

SMC 10.38.030 is amended as follows:

10.38.030 Definitions.

For the purpose of this chapter, certain abbreviations, terms, phrases, words and their derivatives shall be construed as specified in this section or in Selah Municipal Code, Title [10](#), Appendix [A](#), unless the context requires a different meaning. Where terms are not defined in this section or in Selah Municipal Code, Title [10](#), Appendix [A](#), they shall have the ordinary accepted meaning within the context with which they are used. Where an abbreviation, term, phrase, word and their derivative could be construed to fall under two definitions, the more specific shall prevail. Webster's Ninth New Collegiate Dictionary, 1993, shall be the source for ordinary accepted meanings for words not defined in this section or in Selah Municipal Code, Title [10](#), Appendix [A](#). Specific examples are included as illustrations but are not intended to restrict a more general definition.

"Abandoned sign" means any sign located on property that is vacant and unoccupied for a period of more than three months, or any sign which pertains to any occupant, business or event unrelated to the present occupant or use.

"Administrative official" means the mayor of the city of Selah, or the mayor's designee, who shall be the administrative official of this chapter.

"Appeal" means a request for a review of any action on an application by the administrative official, or the building official, of any provision of this chapter.

"Banner" means any sign constructed of lightweight fabric or similar material, weighing less than two ounces per square foot, that is mounted to a pole or building at one or more edges.

"Building official" means the individual so designated per S.M.C. Title [11](#), Chapter [11.04](#).

"Canopy sign" means the message imbedded within the canopy fabric and is a part of the canopy and is considered a wall sign.

"Construction sign" means any sign used to identify the individuals, architects, engineers, contractors or firms involved with the construction of a project or to show the design of the project or the purpose for which the project is intended.

"Directional sign" means a sign directing pedestrian or vehicular traffic to parking, entrances, exits, service areas, or other on-site locations. Also see Section

[10.38.160](#), Directional signs.

"Freestanding sign" means any sign supported by one or more uprights, poles or braces in or upon the ground.

"On-premise" sign means a sign located on and incidental to a lawful use of the premises for advertising the business transacted, services rendered, goods sold or products produced on the premises or the name of the business, name of the person, firm or corporation occupying the premises. Also see Section [10.38.160](#), Directional signs.

"Political sign" means a sign advertising a political party or a candidate(s) for public elective offices, or a sign urging a particular vote on a public issue decided by ballot.

"Portable sign" means a freestanding sign.

"Projecting sign" means a sign that projects from and is supported by a wall of a building. For the purposes of this chapter a projecting sign is considered a wall sign. Also see definition of wall sign.

"Real estate sign" means any sign pertaining to the sale, lease or rental of land or buildings.

"Sign means" any medium, including its structural component parts which is used or intended to attract attention to the subject matter that identifies, advertises and/or promotes an activity, product, service, place, business, or any other thing.

"Sign area" means that area contained within a single continuous perimeter, which encloses the entire sign cabinet, but excluding any support or framing structure that does not convey a message.

"Sign cabinet" means the module or background containing the advertising message but excluding sign supports, architectural framing, or other decorative features, which contain no advertising message.

"Sign height" means the vertical distance measured from the grade below the sign or upper surface of the nearest street curb, whichever permits the greatest height, to the highest point of the sign.

"Sign setback" means the horizontal distance from the property line to the

nearest edge of the sign cabinet.

"Sign structure" means any structure that supports or is capable of supporting a sign. A sign structure may be a single pole and may or may not be an integral part of a building.

"Street frontage" means the length in feet of a property line(s) or parcel line(s) bordering a public street. For corner lots each street side property line shall be a separate street frontage. The frontage for a single use or development on two or more parcels shall be the sum of the individual frontages.

"Use identification" sign means a sign used to identify and or contain information pertaining to a school, church, or residential development, or governmental use (i.e., park, public office, etc.) other than a home occupation in a residential zone.

"Wall sign" means any on premise sign attached to or painted directly on, erected against and parallel to, or projecting from the wall of a structure. Also see Section [10.38.130](#), Wall signs.

["Wayfinding sign" means an off-premises sign that is part of a City-sponsored and coordinated program for the purpose of facilitating vehicular tourist transit to local tourist destinations as designated and recognized by the City.](#)

["Welcome sign or gateway sign" means a sign or signs at the entry points of the city that introduces or welcomes visitors to the city or region \(welcome or gateway signs must be constructed or sponsored by the City of Selah\).](#)

[Welcome signs or gateways signs may incorporate or provide space for advertisements acceptable to the city which are incidental to the signs primary purpose or which may serve to help fund the sign, stimulate the economy within the city, or promote tourism.](#)

"Window sign" means a wall sign.

Section 3. Selah Municipal Code Section 10.38.050, Exempt Signs, amended

SMC 10.38.050 is amended as follows:

10.38.050 Exempt signs.

Except when otherwise prohibited, the following signs are exempt from the application, permit and fee requirements of this chapter when the standards of this chapter are met:

- (1) Political signs, located on private property, which during a campaign, advertise a political party or candidate(s) for public elective office or promote a position on a public issue, provided such signs shall not be posted more than ninety days before the election to which they relate and are removed within fifteen days following the election;
- (2) A sign advertising a public charitable or civic event, located on private property, which advertises the charitable or civic event, provided such signs shall not be posted more than thirty days prior to the scheduled date of the event to which they relate and are removed within three days following the event;
- (3) Nameplates not to exceed two square feet in area bearing only the name and occupation of the occupant;
- (4) Canopy signs when an integral part of the canopy fabric and the canopy complies with International Building Code requirements; and
- (5) Banners advertising grand openings, special sale events, etc. provided the aggregate size of the banner does not exceed the size limitation for a freestanding sign on the same property. Banners may be displayed a maximum of two consecutive weeks with a maximum display period of eight weeks annually.
- (6) [Welcome signs or gateway signs that introduce or welcome visitors to the city or region, which is constructed or sponsored by the City of Selah.](#)
- (7) [Wayfinding signs installed as part of a City-sponsored and/or coordinated wayfinding program.](#)

Section 4. Selah Municipal Code Section 10.38.170, Off-premise signs and billboards, amended.

SMC 10.38.170 is amended as follows:

10.38.170 Off-premise signs and billboards.

(a) *Off-Premise Signs.* New off-premise signs are prohibited. Off-premise signs existing before July 10, 1979 shall be considered grand-fathered and shall be regulated in Section [10.38.180](#).

(b) *Billboards.* New billboard signs are prohibited. Billboard signs existing before July 10, 1979 shall be considered grand-fathered and shall be regulated in Section [10.38.180](#).

(c) *Welcome/Gateway signs.* For the purposes of this Chapter, Welcome/Gateway shall not be considered off-premise signs and billboards, and are exempt from the prohibitions of this section.

Section 5. Severability/Validity. The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 6. Effective Date. This ordinance shall be in full force and effect 5 days after its passage and publication as required by law.

ORDAINED this 28th day of May, 2019.

Sherry Raymond, Mayor

ATTEST:

Dale E. Novobielski, Clerk Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

ORDINANCE NO. _____