City of Selah
Planning Commission Minutes
Of
October 18, 2016

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

A. Call to Order

Chairman Smith called the meeting to order at 5:28 pm

B. Roll Call

Members Present:	Commissioners: Morehead, Miller, Smith, and Torkelson.
Members Absent:	Commissioner Pendleton.
Staff Present:	Harmit Bedi, City Planner, Jamie Pellicer-McCann, Secretary
Guest:	Caprise Groo, Administrative Assistant

C. Agenda Changes :

None

D. Communications

1. Oral- None. No Attendees.
2. Written- None.

Mr. Worby signed in to the meeting.

E. Approval of Minutes

1. Approval of the August 16 2016 minutes.

Commissioner Miller motioned to approve the minutes.

Commissioner Torkelson seconded the motion

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

F. Public Hearings

1. Old Business – None

2. New Business –None

G. General Business

1. Old Business – None

2. New Business- Schedule to invite applications of Land Use Map/Comprehensive Plan Amendments.

Chairman Smith turned the floor over to Mr. Bedi.

Mr. Bedi discussed with the Commissioners the proposed schedule for Comprehensive Plan Amendments. (Attached)

All Commissioners discussed the deadline dates.

Mr. Bedi confirmed the deadline dates.

Commissioner Torkelson motioned to move the deadline date to January 31 and the completion date to April 30th.

Commissioner Miller Seconded the motion.

Chairman Smith asked for a voice vote and the dates were approved with a vote of 4-0. (New schedule Attached)

H. Reports/Announcements

1. Chairman-
2. Commissioners-
3. Staff- **Response to the Chairman's question**

Mr. Bedi read the response to Chairman Smiths question about CTR from the last Commission meeting. (Attached)

SIED Funds Application Resolution-Sub Area Plan

Mr. Bedi explained to the Commissioners what the application was and asked if they would like to see the presentation. (Information attached)

Commissioner Morehead asked it could be sent to the Commissioners via email.

Mr. Bedi explained the limits of the email.

All Commissioners agreed that they would like to see the presentation.

Mr. Bedi stated that he would do the presentation on November 1, 2016 for the Commission.

Planning Department updates

Mr. Bedi Introduced Jamie Pellicer-McCann.

Ms. Pellicer-McCann addressed the Commission.

Mr. Bedi went over the building permits issues for Mid-August and September. He stated the Commission would be receiving updates at every Commission meeting. (Information attached)

New Department-Community Development and Planning

Mr. Bedi informed the Commission of the formation of a new department. (Information Attached)

Annexation Initiative

Mr. Bedi discussed with the Commission a request for annexation and went over the Annexation pamphlet. (Attached)

Mr. Bedi discussed the proposed budget for Community Development and planning with the Commission.

Chairman Smith asked if there was any more business.

I. Adjournment

Commissioner Torkelson motioned to adjourn the meeting, Commissioner Morehead seconded the motion. Chairman Smith adjourned the meeting at 5:53 pm with a voice vote of 4-0.

Chairman Smith

City of Selah

Community Development and Planning Department

TO: **The Chairman and Planning Commission**

DATE: **October 18, 2016**

FROM: **Harmit Bedi, Director, Community Development and Planning**

RE: **Land Use Map / Comprehensive Plan Amendment Schedule**

The City invites applications for the Land Use Map / Comprehensive Plan Amendments once a year from the citizens/property owners. As discussed at the last Planning Commission, following is the proposed schedule for rezoning applications for the year 2016-2017:

Rezoning Application Schedule Table

Announce invitation for the rezoning applications	Starting November 1, 2016 through Mid-January, 2017	- City website - Public Meetings - Newspaper - City Notice Boards - Civic Group Announcements e.g. Kiwanis, SDA, Chamber of Commerce
Application deadline	January 15, 2017	
Application Process Completion	Mid April 2017	

Thank you.

City of Selah

Community Development and Planning Department

TO: **The Chairman and Planning Commission**

DATE: **October 18, 2016**

FROM: **Harmit Bedi, Director, Community Development and Planning**

RE: **Response to the Chairman's question.**

Please see attached.

Thank you.

From: Brian Curtin
Sent: Wednesday, August 17, 2016 8:18 AM
To: Joseph Calhoun <joseph.calhoun@yvcog.org>
Subject: RE: Selah and CTR

School districts and Ag employers are exempt.

Brian Curtin
Program Coordinator
Yakima Valley Conference of Governments
311 N. 4th Street, Suite 204
Yakima, WA 98901
Phone:509-759-7992
Fax:509-574-1551

From: Joseph Calhoun
Sent: Wednesday, August 17, 2016 8:02 AM
To: Brian Curtin <brian.curtin@yvcog.org>
Cc: Shawn Conrad <shawn.conrad@yvcog.org>
Subject: Selah and CTR
Importance: High

Brian,

In the Transportation Element for Selah there are 3 affected employers listed for CTR: City of Selah, Tree Top, and WA State DSHS. The commission questioned that there were so few employers. They cited other employers that likely have over 100 employees such as the Selah School District, Rainier Fruit, Zirkle Fruit, etc. Presumably the list of three employers is from the old comp plan – are there any other employers that need to be added?

Joseph Calhoun

City of Selah

Community Development and Planning Department

TO: The Chairman and Planning Commission

DATE: October 18, 2016

FROM: Harmit Bedi, Director, Community Development and Planning

RE: Sub Area Plan Initiative – SIED Funds Application

The Mayor and City Council has initiated preparation of the Sub Area Plan for the urban center of the City of Selah. In respect to that, the City is submitting SIED Fund Application with Yakima County. The total cost of the project is $60,000. The grant request is for $48,000 with $12,000 city matching funds. Attached is the copy of the Resolution approved by the City Council.

This planning project consist of the development of a Sub Area Plan for the City Selah' central urban area as identified on the attached map. As Selah has grown over the years, we are seeing a downturn in the quality of the community within the central urban area. We want to stop this downturn, provide a plan to enhance the quality of life, and encourage economic development. The Sub Area Plan will, at a minimum, include the following components:

1. **Analysis of existing conditions within the Sub Area:**
   - **Land use**
   - **Zoning**
   - **Transportation and circulation**
   - **Non-motorized / pedestrian circulation**
   - **Parking configuration**
   - **Transit**

2. **Examination of the built environment to assess and enhance the:**
   - **Streetscape**
   - **Architecture and landscape character**
   - **Signage**
   - **Infrastructure (water, sewer, storm water, and other underground utilities)**
   - **Workplaces**
   - **Natural and recreational amenities**

3. **Development of a policy document and implementation plan, built on stakeholder**

consensus, that would:

- **Make great public spaces - aesthetically appealing / harmonious / attractive / inviting**
- **Create a memorable built environment**
- **Create walkable blocks**
- **Encourage people to live, work, shop, play, and entertain in the same area**
- **Get the mix of land uses right**
- **Get the retail and industrial opportunities right**

Thank you.

RESOLUTION NO. 2563

RESOLUTION AUTHORIZING THE MAYOR TO SIGN AND SUBMIT A YAKIMA COUNTY SIED FUND APPLICATION FOR THE FIRST STREET SUBAREA PLANNING STUDY

WHEREAS, the City of Selah notices a need to improve and redevelop a selected area along and around North and South First Street; and

WHEREAS, the City of Selah has recognized the areas along and around North and South First Street need a plan to have a planned and managed development; and

WHEREAS, economic development is a priority for the City of Selah, and the City intends to approach economic development on an inclusive and comprehensive basis which involves public, private and community based efforts to achieve new investment and redevelopment in the City; and

WHEREAS, the City of Selah has no subarea plan in place to follow; and

WHEREAS, the City is supportive of preparing a plan to identify the aged facilities and plan to improve public facilities meeting the needs of present and new development; and

WHEREAS, the property owners of the selected area will undertake an extensive land use planning process and develop design guidelines in the near future; and

WHEREAS, the City is determined to prepare a plan to retain existing businesses, attract new businesses and opportunities, and create new jobs in the area; and

WHEREAS, funding (through a grant) may be available from Yakima County through the SIED Fund for planning activities related to the project's development; and

WHEREAS, the Mayor and City Council deems it to be the best interest of the City of Selah to authorize submittal of a grant application with Yakima County for funding of the said planning activities from the SIED Fund;

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

The Mayor is authorized to sign a SIED application with Yakima County to prepare Subarea Plan for First Street area, for $60,000, of that 48,000 grant request and $12,000 as City matching funds.

Sherry Raymond

Sherry Raymond, Mayor

ATTEST:

Dale Novobielski, City Clerk/Treasurer

APPROVED AS TO FORM:

Robert F. Noe, City Attorney

City of Selah

Community Development and Planning Department

TO: The Chairman and Planning Commission

DATE: October 18, 2016

FROM: Harmit Bedi, Director, Community Development and Planning

RE: Planning Department Activities Update

Please find attached Building Permits issued for the week of:

- August 19, 2016
- August 26, 2016
- September 2, 2016
- September 9, 2016
- September 19, 2016
- September 23, 2016; and
- September 30.

Thank you.

Bedi, Harmit

From: Graziano, Cindy
Sent: Friday, September 30, 2016 3:54 PM
To: Brons, Roy
Cc: Jones, Ty; Henne, Joe; Bedi, Harmit
Subject: Building Permits week of Sept. 26th - 30th

Building Permits issued:

Sept. 26th - 30th

UGS-2016-016	Scott Faulkner	418 S. First Street	UG Sprinkler System
R-R/A-2016-010	Frank & Bernice Klashke	1404 Cedar Lane	Remodel/Addition
M-COM-2016-2016-011	Jeff Smith/Domino's	506 S. First Street, #A	Mechanical Commercial
F-F ONLY-2016-008	Columbia Ridge Homes	1408 W. First Ave.	Footing/Foundation ONLY
NC-2016-014	Hogback/O'Reilly's	415 N. Wenas Rd.	New Commercial/TI
PL-C-2016-008	Hogback/O'Reilly's	415 N. Wenas Rd.	Commercial Plumbing
M-COM-2016-2016-012	Hogback/O'Reilly's	415 N. Wenas Rd.	Commercial Mechanical
UGS-2016-017	Philip Young	4 N. 3rd Street	UG Sprinkler System

Applications Received:

N/A

Plans sent to CWA:

1408 W. First Ave. SFR-Columbia Ridge

Plans received from CWA:

1404 Cedar Lane: Patio Cover
615 S. 3rd Street: 8 Townhouse/Graf Investments
415 N. Wenas Rd: O'Reilly's TI

Cindy Graziano
Management Assistant/Permit Technician
Selah Public Works
222 S. Rushmore Rd.
(509) 698-7380
cindy.graziano@selahwa.gov

Bedi, Harmit

From: Graziano, Cindy
Sent: Friday, September 23, 2016 4:58 PM
To: Brons, Roy
Cc: Henne, Joe; Jones, Ty; Bedi, Harmit
Subject: Building Permits week of Sept. 19th - 23rd

Building Permits issued:

Sept 19th -23rd

R-R/A-2016-008	Dennis & Donna Marquis	1396 Jesica Drive	Remodel/Addition
RR-R-2016-018	Yvonne Oman	310 Fremont Ave.	Re-Roof Residential
R-R/A-2016-009	Craig & Sarah Myers	221 Heritage Hills Drive	Remodel/Addition
RR-R-2016-019	Leslie Lynch	704 W. Fremont Ave.	Re-Roof Residential
RR-R-2016-020	Rich & Mindy Sowder	1411 W. Cherry Ave.	Re-Roof Residential
W/S-HU-2016-005	Zigmunt Smigaj	1413 Pear Ave.	Sewer Hook-up

Applications Received:

1408 W. First Ave. SFR-Columbia Ridge

Plans sent to CWA:

N/A

Plans received from CWA:

1396 Jesica Drive: Add steps/landing to existing porch

Cindy Graziano
Management Assistant/Permit Technician
Selah Public Works
222 S. Rushmore Rd.
(509) 698-7380
cgraziano@ci.selah.wa.us

Bedi, Harmit

From: Graziano, Cindy
Sent: Monday, September 19, 2016 8:33 AM
To: Brons, Roy
Cc: Henne, Joe; Bedi, Harmit
Subject: Building Permits week of Sept. 12th - 16th

Building Permits issued:

Sept. 12th - 16th

NBP-2016-031	Carl Torkelson	211 Whisper Way	New Building	9/15/
PL-P-2016-026	Carl Torkelson	211 Whisper Way	Plumbing	9/15/
M-RES-2016-027	Carl Torkelson	211 Whisper Way	Mechanical	9/15/
R-R/A-2016-008	Dennis & Donna Marquis	1396 Jesica Drive	Remodel/Addition	9/14/

Applications Received:

N/A

Plans sent to CWA:

N/A

Plans received from CWA:

N/A

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cgraziano@ci.selah.wa.us

Bedi, Harmit

From: Graziano, Cindy
Sent: Friday, September 9, 2016 4:43 PM
To: Brons, Roy
Cc: Henne, Joe; Jones, Ty; Bedi, Harmit
Subject: Building Permits week of Sept. 5th - 9th...

Building Permits issued:

Sept 5th -9th

NBP-2016-029	Michael & Jennifer Hollingberry	100 Crusher Canyon	New Building/Duplex
PL-P-2016-024	Michael & Jennifer Hollingberry	100 Crusher Canyon	Plumbing
M-RES-2016-025	Michael & Jennifer Hollingberry	100 Crusher Canyon	Mechanical
UGS-2016-015	Michael & Jennifer Hollingberry	100 Crusher Canyon	UG Sprinklers
NBP-2016-030	Michael & Jennifer Hollingberry	100 Crusher Canyon	New Building/Townhou
PL-P-2016-025	Michael & Jennifer Hollingberry	100 Crusher Canyon	Plumbing
M-RES-2016- 026	Michael & Jennifer Hollingberry	100 Crusher Canyon	Mechanical

Applications Received:

111 S. Railroad Ave.-Sign (Tree Top)
1396 Jessica Dr.-(Truss Repair) Residence

Plans sent to CWA:

1404 Cedar Lane - Patio Cover
Add stairs/landing to existing porch/patio

Plans received from CWA:

612 S. 3rd Street (Aganda) New Construction Duplex

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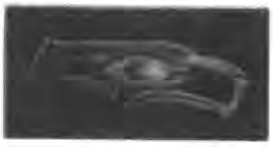

Bedi, Harmit

From: Graziano, Cindy
Sent: Friday, September 2, 2016 4:37 PM
To: Brons, Roy
Cc: Henne, Joe; Bedi, Harmit; Jones, Ty
Subject: Building Permits week of August 29th - Sept. 2nd...

Building Permits issued:

Aug 29th - Sept. 2nd

GR/EX-2016-003	NCW Development, LLC	unassigned/Valhalla PH 3	Excavating/Grading	
R-R/A-2016-007	David Van Alstine	404 S. 5th Street	Remodel/Addition	8
RR-R-2016-017	Phillip Tuttle	402 Valleyview Ave.	Re-roof	8
M-MES-2016-024	Stanley & Suzanne Havens	9 N. 10th Street	Mechanical	
RS-2016-001	Arlene Helms	108 W. Orchard Ave.	New Siding	9

Applications Received:

415 N. Wenas Rd: Sign Permit for O'Reilly's
221 Heritage Hills Drive: Add stairs/landing to existing porch/patio

Plans sent to CWA:

408 N. First Street (John Campbell Elementary) Fire Alarm System Addition portables

Plans received from CWA:

N/A

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cgraziano@ci.selah.wa.us

Bedi, Harmit

From: Graziano, Cindy
Sent: Friday, August 26, 2016 4:59 PM
To: Brons, Roy
Cc: Henne, Joe; Bedi, Harmit
Subject: Building Permits week of August 22nd - 29th

Building Permits issued:

NC-2016-010	Yakima Valley School	600 Speyers Rd.	Commercial	8/23/2016
PL-C-2016-006	Yakima Valley School	600 Speyers Rd.	Commercial/Plumbing	8/23/2016
NBP-2016-028	Columbia Ridge Homes	1504 W. First Ave.	New Building	8/22/2016
PL-P-2016-023	Columbia Ridge Homes	1504 W. First Ave.	Plumbing	8/22/2016
M-RES-2016023	Columbia Ridge Homes	1504 W. First Ave.	Mechanical	8/22/2016
UGS-2016-013	Columbia Ridge Homes	1504 W. First Ave.	UG Sprinklers	8/22/2016
N P/D-2016-001	John & Karen Piper	1412 Jesica Dr.	New Patio/Deck	8/26/2016
RR-NR-2016-003	Park Village Apartments	554 S. 5th Street	Re-Roof Non-Residential	8/23/2016

Applications Received:
N/A

Plans sent to CWA:
415 N. Wenas Rd. O'Reilly TI
612 S. 3rd St: Duplex

Plans received from CWA:
404 S. 5th Street: Addition to existing structure
100 Crusher Canyon: Duplex/Townhouse

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cgraziano@ci.selah.wa.us

Bedi, Harmit

From: Graziano, Cindy
Sent: Friday, August 19, 2016 4:36 PM
To: Brons, Roy
Cc: Henne, Joe; Bedi, Harmit
Subject: Building Permits week of August 15th - 19th

Building Permits issued:

M-COM-2016-010	James Garner/Rich Goodall	110 E. 3rd Ave.	Mech
RR-NR-2016-002	Tree Top Inc.	205 S. Railroad Ave.	Re-R
F/F-2016-07	Don & Heather Wayman	1320 W. Goodlander Rd.	Footi
NC-2016-013	R. Shemanski/Scott Faulkner	418 S. First Street	New
PL-C-2016-004	R. Shemanski/Scott Faulkner	418 S. First Street	Comm
PL-C-2016-005	Selah Gym Kids/Marudo Assoc.	709 North Park	Comm
PL-P-2016-022	James & Amy Stickel	1507 Cedar Lane	Plumb
M-RES-2016-022	James & Amy Stickel	1507 Cedar Lane	Mech

Applications Received:
415 N. Wenas Rd. (O'Reilly Auto Parts) TI

Plans sent to CWA:
404 S. Fifth Street (addition to existing structure)

Plans received from CWA:
1504 W. First Ave. (Columbia Ridge Homes) New SFR
418 S. First Street (Manhattan Espresso) Drive thru Espresso Shop

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City of Selah

Community Development and Planning Department

TO: The Chairman and Planning Commission

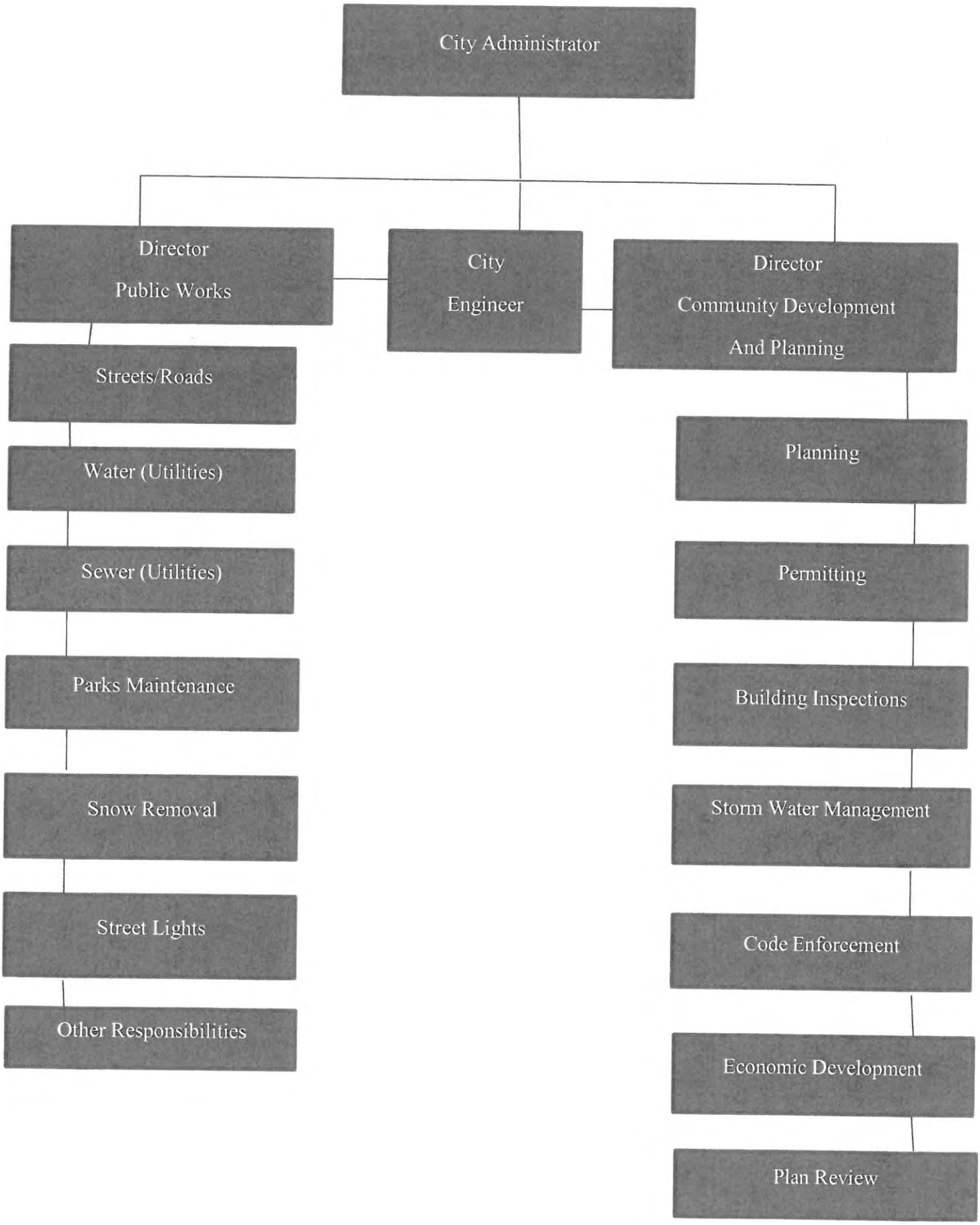
DATE: October 18, 2016

FROM: Harmit Bedi, Director, Community Development and Planning

RE: New Department – Community Development and Planning

On October 3, 2016, the City Administration with the support of the City Council has created a new department of Community Development and Planning. The new Department has added duties and responsibilities. Please see attached the Flow Chart of the new Department.

Thank you.


City Administrator
Director
Public Works
City
Engineer
Director
Community Development
And Planning
Streets/Roads
Water (Utilities)
Sewer (Utilities)
Parks Maintenance
Snow Removal
Street Lights
Other Responsibilities
Planning
Permitting
Building Inspections
Storm Water Management
Code Enforcement
Economic Development
Plan Review

CITY OF SELAH

115 West Naches Avenue
Selah, Washington 98942

Phone 509-698-7328
Fax 509-698-7338

June 20, 2016

Harmit Bedi, City Planner
City of Selah

Dear Harmit,

In accordance with the Selah Municipal Code, you are hereby appointed as the Building Official for the City of Selah, duly authorized and designated as the official responsible for the enforcement and administration of this title.

Sincerely,

Sherry Raymond

Sherry Raymond
Mayor

Copy to: Andrew Potter, HR Manager

City of Selah

Community Development and Planning Department

TO: The Chairman and Planning Commission

DATE: October 18, 2016

FROM: Harmit Bedi, Director, Community Development and Planning

RE: Annexation Initiative

Upon the request of some of the property owners the City has initiated a meeting to answer their question.

Attached is the copy of the Invitation Letter and a map sent to the respective property owners.

Thank you.

CITY OF SELAH

Planning Department

222 South Rushmore Road
Selah, Washington 98942

Phone 509 698-7365
Fax 509 698-7372

October 4, 2016

Greetings!

The City of Selah has been approached by some of the property owners with interests to **annex** their properties to the City. To discuss this proposal further, the City has organized a meeting and you are invited. The purpose of the meeting is to share the benefits of being part of the City. Key city staff will be available to answer your questions.

WHEN: Thursday, October 13, 2016

TIME: 6:15 PM to 7:00 PM

WHERE: Selah Civic Center

216 S. 1st Street, Selah, WA 98942

(Ample parking around the Civic Center).

In the event you are unable to attend the meeting, please send a family representative.

Looking forward to meeting you on October 13th at 6:15 PM.

If you have any questions please call me at 509-698-7365 or email harmit.bedi@selahwa.gov

Thank you for your time.

Harmit Bedi

Director

Community Development and Planning Department

Tax Benefits of City Residency

Taxes Based on a $200,000 Assessed Home Value	
Yakima County	City of Selah
$ 2,501 Annually	$ 2,483 Annually

What Does "Annexation" Mean?

Annexation is the process by which a municipality assumes responsibility for non-municipal lands located in adjacent jurisdictions.

Simply, annexation means that you as a homeowner in the proposed areas of annexation will become the city's newest residents! Your new residency status holds many benefits, outlined in this brochure.

CITY OF SELAH

Sherry Raymond, Mayor

Don Wayman, City Administrator

City Council
Roger Bell
Russell Carlson
Paul Overby
Laura Ritchie
Roy Sample
John Tierney
Diana Underwood

115 W. Naches Ave., Selah, WA 98942
Phone: (509) 698-7328

SELAH DOWNTOWN ASSOCIATION

Whitney Stohr
Executive Director

Phone: (509) 697-5100
selahdowntownassocia-
tion@gmail.com

CHAMBER OF COMMERCE

Glenda Frazier
Office Manager

Phone: (509) 698-7303
selahchamber@fairpoint.net

For Inquiries Contact:

Harmit Bedi
City Planner

Department of Planning
222 S. Rushmore Rd.,
Selah, WA 98942
hbedi@selahwa.gov
(509) 698-7365

We are Selah, Washington:

The Benefits of Annexation

Established 1919

Additional Benefits of City Residency

At City Hall

- Vote for elected City Representatives in addition to County Commissioners
- Selah's Mayor and Council members are easily accessible
- City Administrator is available and accessible to the general public
- Friendly, courteous and pleasant city staff working for you
- Quick turn-over time and transparency in responding to citizen queries
- Increased opportunities for civic participation such as serving on City boards and commissions

At the City Planning Department

- Custodian of: Selah Comprehensive Plan, Selah Zoning ordinance, & various Selah Codes
- Short-term planning
- Long-term planning
- Permitting
- Plan reviews

At the Public Works Department

- City of Selah water and sewer reduced rates for city residents
- Parks, road and street maintenance
- Snow removal services
- Eventual transition to the City's garbage disposal services (within 7 years of annexation)
- Private, contracted garbage disposal services
- Residential curbside recycling is free and picked up once a month

At the Parks & Recreation Department

- City residents receive discount on Parks & Recreation programs
- 10 city-owned parks providing 45 acres available for public recreation, including:
  - > Playgrounds, sports fields & tennis courts
  - > Public swimming pool
  - > Skate park & walking trails
  - > Gazebos, pavilions, picnic areas
- Indoor event areas, including:
  - > Civic Center event space with banquet hall and meeting rooms
  - > Teen center, senior activities, nutrition programs

At the Selah Police Department

Mission: To coordinate and form partnerships within the community to preserve the public peace, protect the rights of persons and property, prevent crime, and provide assistance to all citizens.

- Among the safest cities in the state
- Pro-active department
- Friendly & personable officers, true to their "Community Policing" approach
- 100% report-writing department
- National Night Out event & Citizen's Academy
- Dedicated animal control & code enforcement officers and a community specialist

At the Selah Fire Department

In association with Yakima County Fire District No. 2, the Selah Fire Department covers a 65 square mile area and serves a population of approximately 20,000. There are four fire stations: one in the City of Selah and three in Yakima County District No. 2. The ISO rating in the fire district ranges from an 8 to a 10. Within the city limits where fire hydrants are available, the ISO rating is a 5, which may result in lower insurance rates.

At the Municipal Court

Mission: To provide equal access to the court and a just and efficient application of the laws of the State of Washington.

- Court Administrator handles all court cases within the jurisdiction
- Direct contact with the local court that handles all levels of proceedings including both defense and prosecution
- Established working relationships with:
  - Law enforcement
  - Prosecuting and defense attorneys
  - Jail facilities
  - Probation department

At Selah Schools

Selah High School
Selah Middle School
Selah Intermediate School
John Campbell Primary School
Robert Lince Early Learning Center
Selah Academy

Other City Services & Amenities

- Downtown retail shops, cafes and restaurants
- Local grocery stores
- Seasonal farmers' market
- 4,000 sq. ft. public library
- Private country club and golf course