



CITY COUNCIL MEETING AGENDA
Tuesday – January 24, 2023 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

Brian Watson,
Council Position No.1
bwatson@cityofnapavine.com

Ivan Wiediger,
Council Position No.2
iwiediger@cityofnapavine.com

Don Webster,
Council Position No.3
dwebster@cityofnapavine.com

Heather Stewart,
Council Position No.4
hstewart@cityofnapavine.com

Duane Crouse,
Council Position No.5
dcrouse@cityofnapavine.com

Staff Members

Rachelle Denham,
City Clerk

Michelle Whitten,
City Treasurer

Bryan Morris,
PW Director
Community Development

John Brockmueller,
Chief of Police

Allen Unzelman
Honorable Judge-Municipal Court

Jim Buzzard,
Legal Counsel

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – AS PRESENTED**

- VI. APPROVAL OF MINUTES FROM THE REGULAR MEETING**
 - 1) Regular Council Meeting Minutes– January 10, 2023**
 - 2) Public Hearing Minutes 2023-2028 Napavine Six-Year Transportation Improvement Plan – January 10, 2023**
 - 3) Workshop Minutes Transportation Benefit District – January 10, 2023**

- VII. STAFF & COUNCIL REPORT**

- VIII. NEW BUSINESS**
 - 1) Vouchers – M. Whitten**
 - 2) ORD 639 Adopting Interim Land Use Regulations & Official Controls Providing for Use of a Hearing Examiner – R. Denham**
 - 3) Hearing Examiner Contract – R. Denham**
 - 4) Set Public Hearing date for Ord 639 – R. Denham**

- IX. CITIZEN COMMENTS – NON-AGENDA ITEMS**
- X. ADJOURNMENT – CLOSE OF MEETING**

Council Meeting is held in person and via Teleconference.

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting:

<https://join.freeconferencecall.com/rdenham8>



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

January 10, 2023, 6:02 P.M.

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called regular city council meeting to order at 6:02 pm immediately following the Public Hearing that was held for the Six-Year Transportation Plan that started at 6:00 pm.

INVOCATION:

Invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill led the flag salute.

ROLL CALL:

Council members present: Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Heather Stewart Councilor #4, and Duane Crouse Councilor #5.

City staff members present: City Clerk - Rachelle Denham, Treasurer – Michelle Whitten, PW/CD Director – Bryan Morris, and Chief of Police – John Brockmueller.

ROLL CALL

MOVED:	Heather Stewart	Motion: Excuse Don Webster Councilor #3
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA

MOVED:	Ivan Wiediger	Motion: Approval of Agenda- As Presented
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING

MOVED:	Brian Watson	Motion: Approval of Minutes - Regular Council Meeting, on December 27, 2022
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MINUTES FROM 2023 FINAL BUDGET

MOVED:	Duane Crouse	Motion: Approval of Minutes – Public Hearing Meeting on December 27, 2022
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- The chief expressed how great of a job the Public Works crew did with the sanding/graveling of all the roads during the December ice storm that hit the area. Stats in writing.

Rachelle Denham – City Clerk

- Report in writing.

Bryan Morris - PW/CD Director

- Operations are normal. Bryan expressed how happy he is with his crew and that they all do a great job.

Brian Watson – Councilor #1

- Gave kudos to Morgan and Rachelle for taking time to go over the tablet setup. He is happy that council packets are digital. Napavine sports update: Basketball is doing well and is in the Top 10 heading to State!

Ivan Wiediger – Councilor #2

- Gave thanks to the chief for the recent ride along opportunity with officer Nichols. It was a great experience!

Deborah Graham – Planning Commission

- Planning Commission attended the workshop for Transportation Benefit District and there is an upcoming workshop with the school in March for Impact Fees.

NEW BUSINESS

VOUCHERS- M. WHITTEN

January 10, 2023, First Council Meeting, Accounts Payable: 37997-38008; \$24,585.72, Vouchers Grand Total: \$24,585.72.

Open Period 2022 dated January 10, 2023, Accounts Payable: 37984-37996; \$35,711.33, Payroll Vendors: 37981-83; \$2,609.62, Electronic Payments dates EFT23/28-30; \$38,134.75, Electronic Payroll: EFT21-22/24-27/31-32; \$42,324.72, ACH Direct Deposit: 1/5/2023; \$33,497.83. Vouchers Grand Total: \$152,278.25.

MOVED:	Ivan Wiediger	Motion: Approval of the Vouchers dated January 10, 2023, First Council Meeting and Open Period 2022.
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

RESOLUTION 23-01-138 SIX-YEAR TRANSPORTATION PLAN 2023-2028

MOVED:	Duane Crouse	Motion: Approve Resolution 23-01-138
SECONDED:	Heather Stewart	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

CITIZEN COMMENTS – NON-AGENDA ITEMS:

- Bryan Morris - Gave thanks to the council for their great support and the ability to have nice equipment.

ADJOURNMENT:

MOVED:	Duane Crouse	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:15 p.m.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/pNLTAkb9SM> (Public Hearing and Council Meeting).

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL MINUTES
PUBLIC HEARING – Six-Year Transportation Plan 2023-2028
January 10, 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called the public hearing of the Six-Year Transportation Plan to order 6:00 pm.

INTRODUCTION:

Mayor Shawn O’Neill introduced himself as presiding over the public hearing.

PURPOSE OF HEARING:

To invite testimony from the community members and the public, regarding the Six-Year Transportation Plan before the Council. The Council will hear testimony from persons present who wish to speak for, against or neither for or against the Six-Year Transportation Plan, any questions, please direct them to the mayor and he will direct staff and our Council members who may have the answers to address the question. Mayor would like to keep discussion to a minimum.

PROCEDURE:

Those wishing to testify are asked to speak clearly and tell the Council

- Your Name
- Your Address
- Who you represent

Opened Public Hearing:

Mayor Shawn O’Neill opened the public hearing and welcomed anyone wishing to speak to approach the podium.

No community members or general public testified to the Council

Closing of Public Hearing:

Mayor Shawn O’Neill announced, all testimony having been taken, the public hearing on Six-Year Transportation Plan is now closed ending time 6:02 pm.

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



WORKSHOP MEETING MINUTES- TRANSPORTATION BENEFIT DISTRICT
January 10, 2023

***Mayor Shawn O'Neill opened the Workshop Meeting at 5:00**

NAPAVINE COUNCIL MEMBERS PRESENT:

Mayor Shawn O'Neill, Councilor #1 Brian Watson, Councilor #2 Ivan Wiediger, and Councilor #5 Duane Crouse.

PLANNING COMMISSION MEMBERS PRESENT: Deborah Graham, Amy Hollinger, Amy Morris, Scott Collins. Arnold Haberstroh.

CITY STAFF MEMBERS PRESENT: City Clerk Rachele Denham, Treasurer Michelle Whitten, Bryan Morris PW/Comm Dev Director.

ROUND TABLE DISCUSSION:

- **Key Points:** Overview of Transportation Benefit District (TBD), Formation of TBD, Governing Board, Local sales & use tax rates per WA State Dept of Revenue (DOR).
**Handout was provided.

In closing, Director Morris stated that the planning commission will work on drafting the ordinance and setting up a public hearing.

- **The meeting adjourned at approximately 5:50 p.m.**

****THIS WAS OPEN DISCUSSION ONLY AND NO VOTES OR FINAL DECISIONS WERE MADE ****

Respectfully submitted,

Rachele Denham, City Clerk

Shawn O'Neill, Mayor

Councilor

CITY OF NAPAVINE, WASHINGTON
ORDINANCE NO. 639

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, ADOPTING INTERIM LAND USE REGULATIONS AND OFFICIAL CONTROLS PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390, PROVIDING FOR THE USE OF A HEARING EXAMINER; SETTING A PUBLIC HEARING; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

WHEREAS, the City of Napavine, Washington (the “City”) is a Code City under the laws of the State of Washington; and

WHEREAS, pursuant to RCW 35A.11.020, the City may adopt and enforce ordinances of all kinds relating to and regulating the City’s local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, all references herein to “NMC” shall mean the “Napavine Municipal Code,” and

WHEREAS, the City of Napavine created the Board of Adjustment also known as the Board of Zoning Adjustment in Ordinance 163 on March 14, 1989; and

WHEREAS, the code regarding the Board of Adjustment was modified periodically over the years, including the creation of Chapter 2.34 NMC entitled “BOARD OF ADJUSTMENT” under Ordinance No. 234 enacted on January 1, 1996; and

WHEREAS, Chapter 2.34 NMC assigns all duties of the Board of Adjustment to the City Council; and

WHEREAS, RCW 35A.63.110, expressly prohibits members of the planning agency or the City Council from being members of the board of adjustment; and

WHEREAS, Chapter 2.34 NMC violates RCW 35A.63.110; and

WHEREAS, RCW 35A.63.110 authorizes a hearing examiner system as replacement for board of adjustment; and

WHEREAS, Section 35A.63.170 RCW allows a Hearing Examiner to hear and decide applications and hear appeals of administrative decisions; and

WHEREAS, RCW 58.17.330 authorizes the use of a hearing examiner system in cities and counties for hearing and issuing recommendations or decisions on preliminary plat; and

WHEREAS, RCW 36.70B.020(3) defines open record hearings on project permit applications which a hearing examiner may conduct; and

WHEREAS, RCW 43.21C.075 authorizes the use of a hearing examiner to conduct hearings on SEPA appeals; and

WHEREAS, the City of Napavine desires to institute the Hearing Examiner system; and

WHEREAS, the City of Napavine accepts the expertise and knowledge of the Hearing Examiner; and

WHEREAS, Title 16 NMC and Title 17 NMC include references to, processes of, and duties of the Board of Adjustment; and

WHEREAS, the City is developing faster than the City is able to update its development standards; and

WHEREAS, the City must comply with the applicable provisions of law; and

WHEREAS, to comply with RCW 35A.63.110, the City must replace the board of adjustment and update its development regulations, which will take at least six (6) months; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and/or RCW 35A.63.220 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development; and

WHEREAS, RCW 36.70A.390 and RCW 35A.63.220 both authorize the enactment of an interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing as long as a public hearing is held within at least sixty days of its enactment; and

WHEREAS, an interim zoning ordinance adopted pursuant to RCW 35A.63.220 may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period.

WHEREAS, an interim zoning ordinance may be renewed for one or more six-month periods if a subsequent public hearing is held, and findings of fact are made prior to each renewal; and

WHEREAS, the City Council will conduct a public hearing, within 60 days of the passage of this ordinance, on Tuesday, _____, 2023, at 6:00 pm regarding the Interim Zoning Controls; and

WHEREAS, pursuant to WAC 197-11-880, the adoption of this interim zoning ordinance is exempt from the requirements of a threshold determination under the State Environmental Policy Act (SEPA) and future permanent zoning regulations will be reviewed in accordance with SEPA Rules; and

WHEREAS, interim zoning will provide the City with additional time to review and amend its public health, safety, and welfare requirements and zoning and land use regulations related to the width of the rights-of-way; and

WHEREAS, the City Council concludes that it has the authority to establish an interim zoning ordinance and that the City must adopt interim zoning concerning width of the rights-of-way; and

WHEREAS, the City Council adopts the foregoing as its findings of facts justifying the adoption of this Ordinance.

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

Section 1. Findings of Fact. The City Council adopts the above “WHEREAS” recitals as findings of fact in support of its action as required by 36.70A.390 and RCW 35A.63.220.

Section 2. Public Hearing. The City Clerk is hereby authorized and directed to schedule a public hearing on the moratorium to be held on _____, 2023, or within 60 days of adoption of this ordinance, and to provide notice of said hearing in accordance with applicable standards and procedures.

Section 3. Interim Controls are Established. Chapter 2.34 NMC, Titles 16 and 17 NMC are hereby amended to establish interim controls as set forth in the attached Exhibit A.

Section 4. Duration of Interim Zoning. This interim zoning shall be in effect for six (6) months, beginning on February 1, 2023, and ending on August 1, 2023, unless an ordinance is adopted amending the Napavine Municipal Code and rescinding the interim zoning before August 1, 2023.

Section 5. Work Plan. During the interim zoning period, City staff will study the issues concerning hearing examiners and include that work with the ongoing development code update. Staff will prepare a draft ordinance, and conduct the public review process, including public hearings before the City’s Planning Commission and City Council, as required for amendments to the City’s development regulations.

Section 6. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 7. Effective Date. This Ordinance shall take effect five days after its publication, or publication of a summary therefore, in the City’s official newspaper, or as otherwise provided by law.

Section 8. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

PASSED by the Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this _____ day of January, 2023.

Shawn O'Neill, Mayor

Attest:

Approved as to form:

Rachelle Denham, City Clerk

James M.B. Buzzard, WSBA # 33555
City Attorney

Approved Reading: _____/2023
Publication Date: _____/2023
Effective Date: _____/2023

Hearing Examiner Contract

THIS AGREEMENT, is made and entered into this 24 day of January 2023, by and between THE CITY OF NAPAVINE, WASHINGTON, a municipal corporation, hereinafter referred to as "City", and ALLEN UNZELMAN, a licensed Washington attorney, P.O. Box 867, Chehalis, Washington, 98532, hereinafter referred to as "Contractor."

WHEREAS, City desires to contract with Contractor to perform all duties and professional services required of the office of Hearings Examiner of Napavine, Washington, as prescribed by ordinance; and

WHEREAS, Contractor has the particular training, ability, knowledge, expertise, and experience to provide all duties and professional services required by City in said capacity; and

WHEREAS, it is the purpose of this contract to establish the terms and conditions of the relationship of Contractor to act and fulfill the duties of the office of Hearings Examiner; now, therefore,

IN CONSIDERATION of the above-referenced recitals and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Term.** The term of this contract shall commence on the 1st day of February, 2023, and shall, unless terminated or renewed as provided elsewhere in this contract, terminate on the 1st day of February 2024. Thereafter, pursuant to the enabling ordinance, and without limitation, the City may by resolution re-appoint Contractor as Hearing Examiner.

2. **Scope of Work.** City has adopted development regulations which create the office of Hearings Examiner for City. Under said regulations, the Hearings Examiner is assigned the duties of administering and conducting quasi-judicial and appellate administration hearings under City ordinances and regulations.

3. **Obligations of City.** City will coordinate and supervise solicitation of Hearings City Examiner services. City staff and documentation shall be made available to Contractor during normal business hours, or as otherwise agreed to between the parties, to assist Contractor in the performance of services. City will provide such administrative and logistical services as may reasonably be necessary to allow Contractor to conduct the business of Hearings Examiner. All notices of hearings shall be initiated by City staff. Legal services provided by City for the benefit of Contractor shall be available only upon express agreement of both parties to this document. City shall be responsible to provide adequate meeting space for all hearings, including quasi-judicial proceedings, public hearings, and appellate proceedings. City shall be responsible for the set-up, cleaning, and maintenance of all space to assure the continued compliance of the Hearings Examiner office with the mandates of city regulations. City shall be responsible to provide adequate recording equipment and the necessary maintenance and support to maintain the equipment in good condition for use in hearings.

4. **Compensation.** City will compensate Contractor for services rendered under the terms

of this agreement at the rate of Two Hundred and no/100 Dollars (\$200.00) per hour, payable on or before the tenth (10th) day of the month following invoice for such services.

5. **Designation of Hearing Examiner.** Allen Unzelman shall be designated as the Hearings Examiner for the City of Napavine, Washington. Contractor shall be allowed, subject to City's approval, to add additional parties to this list to serve as Deputy Hearings Examiner.

6. **Assignment and Subcontracting.** Unless agreed to by both parties, between the parties, no portion of this contract may be assigned or subcontracted to any other individual, firm, or entity without the express and prior written approval of City.

7. **Independent Contractor.** Contractor's services shall be furnished by Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this agreement by Contractor as an independent contractor. Contractor acknowledges that the entire compensation for this agreement is specified herein and Contractor is not entitled to any City benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to City employees.

8. **Taxes.** Contractor understands and acknowledges that City will not withhold federal or state income taxes. Where required by state or federal law, Contractor authorizes City to make withholding for any taxes other than income taxes (i.e., medicare). All compensation received by Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of Contractor to make the necessary estimated tax payments throughout the year, if any, and Contractor is solely liable for any tax obligation arising from Contractor's performance of this agreement. Contractor hereby agrees to indemnify City against any demand to pay taxes arising from Contractor's failure to pay taxes on compensation earned pursuant to this agreement.

9. **Regulations and Requirement.** This Agreement is subject to all laws, rules, and regulations of the United States of America, the state of Washington, and political subdivisions of the state of Washington.

10. **Modifications.** Either party may request changes in this agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.

11. **Termination.** If Contractor defaults by failing to perform any of the obligations of this contract, or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency, or makes an assignment for the benefit of creditors, City may, by depositing written notice to Contractor in the U. S. mail, postage prepaid, terminate this contract, and at City's option, obtain performance of the work elsewhere. If this contract is terminated for default, Contractor shall not be entitled to receive any further payments under this contract until work called for has been fully performed. Contractor may terminate this Agreement at any time without cause and for any reason with thirty 30 days' written notice to Contractor.

12. **Venue and Choice of Law.** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the county of Lewis. This agreement shall be governed by the laws of the state of Washington.

13. **Severability.** If any term or condition of this contract or the application thereof to any person(s) or circumstance(s) is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this contract are declared severable.

14. **Waiver.** Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.

15. **Entire Agreement.** This written contract represents the entire agreement between the parties and supersedes any prior oral statements, discussions, or understandings between the parties.

EXECUTED IN DUPLICATE on the date and year first above written.

CITY OF NAPA VINE, WASHINGTON

ALLEN UNZELMAN, CONTRACTOR

By: _____

By: _____



Clerk's Office
407 Birch Ave SW, P. O. Box 810
Napavine, WA 98565
Phone: (360) 262-3547
Fax: (360) 262-9199
www.cityofnapavine.com

To: Mayor and City Council

From: Rachele Denham, City Clerk

RE: Clerk's Report for Council Meeting, January 24, 2023

- ❖ **Elected Officials Liability Workshop:** This workshop for City Council and Planning Commission members is scheduled for Thursday, January 26th at 5:30pm-7pm.
- ❖ **Council Chamber Renovation:** The PW crew will begin tearing down the judge stand on January 25th and will rebuild to a lower height. Then new carpet will be installed in the chambers early February.
- ❖ **Washington Municipal Clerks Association (WMCA):** I will be attending the conference March 15-17. This year it is being held at the Skamania Lodge in Stevenson, WA.



Municipal Court
407 Birch Ave SW, P. O. Box 179
Napavine, WA 98565
Phone: (360) 262-9231
Fax: (360) 262-9885
www.cityofnapavine.com

To: Mayor and City Council

From: Lacie DeWitt, Court Administrator

RE: Court Administrator's Report for Council Meeting, January 24, 2023

Administrator's Report:

- ❖ **Trainings are in full swing for the new efilecabinet (Rubex) paperless platform.**
- ❖ **Attending District and Municipal Court Management Association (DMCMA) and DOL meetings regularly**
- ❖ **MDK Construction – Projected start date for Lobby Construction, Feb. 1, 2023.**
- ❖ **Zebra Computers has set up almost everything in our Court Office.**
 - **A few more small projects to complete in Court Office**
 - **When courtroom modifications are complete, he will come back and finish things up in there.**
- ❖ **Membership Applications for Misdemeanant Probation Association (MPA) and District and Municipal Court Management Association (DMCMA) were submitted.**
 - **Plan to attend conferences for both organizations in the spring.**
 - **MPA: April 24 – April 26 in Chelan, WA**
 - **DMCMA: May 7 – May 10 in Vancouver, WA**



PUBLIC WORKS & COMMUNITY DEVELOPMENT

407 Birch Ave SW, P. O. Box 810 Napavine, WA 98565

Phone: (360) 262-9344 Fax: (360) 262-9199

www.napavine.wa.gov

To: Mayor and City Council

From: Bryan Morris, PW/CD Director

RE: Staff Report for Council Meeting, January 24, 2023

- **Planning Commission Meeting Minutes**
 - Attached signed minutes.

- **Project Updates**
 - ARCO - Construction start date February 21, 2023.
 - Scot Industries Inc. - Waiting on complete submittal.
 - TA- Notice of Application was sent out for on site, first round of comments due January 24th. Still waiting on complete submittal.
 - AT&T Cell Tower- Notice of Application was sent out, first round of comments due January 27th.

- **Mayme Shaddock Park**
 - Project is moving. Engineer is working on design. I sent back first round of mark ups this week.



NAPAVINE PLANNING COMMISSION MINUTES
December 19, 2022, 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

Public Hearing: Developer's Agreement – 609 Forest Napavine Road W

Commissioner Graham opened the public hearing at 6:04 PM

Executive Assistant Katie Williams stated that there were no written or verbal comments from the public.

Commissioner Graham closed the Public Hearing at 6:05 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

Commissioner Graham opened the regular planning commission meeting to order at 6:06 pm.

ROLL CALL:

Planning Commission present: Commissioner Graham, Commissioner Collins, Commission Hollinger, and Commissioner Morris. Commissioner Collins motioned to excuse Commissioner Haberstroh, seconded by Commissioner Hollinger. Vote on Motion 3 aye, 0 nay.

APPROVAL OF AGENDA – As presented:

Commissioner Hollinger motioned to approve the agenda as presented, seconded by Commissioner Morris. Vote on motion 3 aye, 0 nay.

APPROVAL OF MINUTES:

Commissioner Collins motioned to approve minutes from the Planning Commission Meeting on November 7, 2022, and November 28, 2022, seconded by Commissioner Hollinger. Vote on motion 3 aye and 0 nay.

OLD BUSINESS:

Public Hearing – Developer's Agreement 609 Forest Napavine Road W

Director Morris stated they are looking for an approval to move the Developer's Agreement on to Council.

Commissioner Collins asked if this agreement is what the city asked for? Director Morris said yes.

Commissioner Morris motioned to recommend City Council approve the Developer's Agreement, seconded by Commissioner Collins. Vote on motion 3 aye, 0 nay.

CONSIDERATION:

Director Morris presented the Planning Commission with the 2023 Planning Commission schedule, if any questions they may email Bryan or Katie. Also reminded Planning Commission of the January 10th workshop with council.

Executive Assistant Katie Williams spoke with Superintendent Schutz, and he wanted to let Planning Commission know he wasn't avoiding them, his schedule is just extremely busy so he's not available for a workshop date until February or March. Commissioner Hollinger stated that March 20th works best for her, Katie said she would put it on the next agenda for voting approval

Director Morris wanted to remind Planning Commission they will be voting on a Chairman and Pro Tem for 2023 at the next meeting.

ADJOURNMENT 6:20 pm

Commissioner Morris motioned to adjourn, seconded by Commissioner Hollinger. Vote 3 aye, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/jklo8n77Wu> .

Respectfully submitted,


Bryan Morris, Community Development/Public Works Director

 1/17/23
Planning Commission Chairperson

7