

Kelso City Council Agenda

Regular Meeting, 6:00 pm
April 21, 2015
City Hall, Council Chambers
203 South Pacific
Kelso, WA 98626



**Special accommodations for the handicapped and hearing impaired are available
by special arrangement through the City Clerk's Office at 360-423-0900**

Invocation:

Pastor Russ Jorgenson, Kelso Assembly of God

Roll Call to Council Members:

1. Approve Minutes:

1.1. April 7, 2015 – Regular Meeting

2. Proclamations:

- 2.1. Mental Health Awareness Month
- 2.2. Children's Book Week
- 2.3. National Drinking Water Week

3. Presentation:

3.1. Allen Street Bridge Landscaping Project

4. Public Hearing:

4.1. 2015 HOME Project Allocations

5. Consent Items:

5.1. Auditing of Accounts

6. Citizen Business:

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7. Council Business:

- 7.1. Joint Council/Planning Commission Workshop – Development Code Update
- 7.2. Contract Amendment – Waste Control

8. Action/Motion Items:

- 8.1. Ordinance, 1st Reading
 - 8.1.1. Amend KMC Chapter 17.45, Marijuana Land Use
- 8.2. Ordinance, 1st Reading
 - 8.2.1. Amend KMC Chapter 17.15, Wineries Land Use
- 8.3. Ordinance, 2nd Reading
 - 8.3.1. 2015 Budget Revision No.1

Other Items:

- City Manager Report
- Staff/Dept Head Reports
- Council Reports
- Other Business
- Executive Session

Pastor Chris Davis, Abundant Life Nazarene, gave the invocation. Mayor David Futcher led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor Futcher. Councilmembers in attendance were Rick Roberson, Dan Myers, David Futcher, Gary Archer, and Gary Schimmel. Councilmembers Jared Franklin and Todd McDaniel were absent.

Minutes: Upon motion by Councilmember Schimmel, seconded by Councilmember Myers, 'Approve the Minutes of the 03/17/15 Regular Meeting,' motion carried, all voting yes.

PROCLAMATIONS:

Mayor Futcher read a proclamation declaring the week of April 19th – 25th, as “**National Crime Victims’ Rights Week**” in the City of Kelso. Emergency Support Shelter Representative Cathy Reed accepted the proclamation.

Mayor Futcher read a proclamation declaring April 2015, as “**Sexual Assault Awareness in Action Month**” in the City of Kelso. Emergency Support Shelter Representative Cathy Reed accepted the proclamation.

Mayor Futcher read a proclamation declaring April 12th – 18th, as “**National Library Week**” in the City of Kelso. Library Manager Cindy Donaldson accepted the proclamation.

CONSENT AGENDA:

1. **Fireworks Stand Permits:** a) Kelso Recreational Council – (2) Stands, b) Kelso Kiwanis – (1) Stand
2. **Contract Closeout:** Mill Street Sewer Line Emergency Repair – Rotschy Inc.
3. **Contract Closeout:** Minor Road 60” CMP Storm Drain Repair – Rotschy Inc.

Upon motion by Councilmember Roberson, seconded by Councilmember Archer, 'Approve the Consent Agenda,' motion carried, all voting yes.

CITIZEN BUSINESS:

National Alliance on Mental Illness Executive Director Peggy McCarthy and other members of the staff came to introduce the nonprofit organization to the Council, and spoke about seeking to establish a facility in Kelso.

Nicole Mackey, 1106 South 3rd Avenue, spoke about her concerns with safety issues at the Love Overwhelming low barrier shelter.

MOTION ITEMS:

Ordinance No. (1st Reading) 2015 Budget Revision No.1: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Roberson, seconded by Councilmember Schimmel, 'Pass on 1st reading, 'AN ORDINANCE OF THE CITY OF KELSO RELATING TO PUBLIC EXPENDITURES AND DECLARING AN EMERGENCY UNDER THE PROVISIONS OF RCW 35A.34.150, FIXING THE AMOUNT OF MONEY REQUIRED TO MEET SUCH EMERGENCIES AND AUTHORIZING THE EXPENDITURE OF MONEY NOT PROVIDED FOR IN THE 2015-2016 BIENNIAL BUDGET OF THE CITY.' Motion passed, all voting yes.

Ordinance No. 15-3842 – Amending KMC Chapter 10.04, Traffic Regulations: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Schimmel, seconded by Councilmember Myers, 'Adopt Ordinance No. 15-3842, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING CHAPTER 10.04 TRAFFIC REGULATIONS OF THE KELSO MUNICIPAL CODE TO UPDATE STATUTORY REFERENCES AND CLARIFY IMPOUND PERIODS,' motion passed, all voting yes.

Ordinance No. 15-3843 – Amending Stormwater Management Utility: The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember Schimmel, seconded by Councilmember Myers, Adopt Ordinance No. 15-3843, 'AN ORDINANCE OF THE CITY OF KELSO AMENDING ORDINANCE NO. 14-3834 RELATING TO THE STORMWATER MANAGEMENT UTILITY BY REVISING THE SYSTEM OF CHARGES.' Motion passed, all voting yes.

MANAGER'S REPORT:

Steve Taylor: 1) Commented that the 2015 Association of Washington Cities Annual Conference is June 24th – 25th in Wenatchee. 2) Provided a State legislative update. 3) Shared a letter he received from Mel Jewel about the wonderful customer service recently provided by Water/Sewer Technician Geary Martin. City Manager Taylor commented that the City of Kelso employees that interact with the public are the City's primary ambassadors to the citizens. He gave a public acknowledgement of their fine work.

COUNCIL REPORTS:

Gary Schimmel: No report.

Gary Archer: No report.

Dan Myers: No report.

Rick Roberson: No report.

David Futcher: No report.

There being no further business, Mayor Futcher adjourned the meeting at 6:30 p.m.

MAYOR

CITY CLERK

PROCLAMATION

Mental Health Month May 2015

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, addressing early the complex mental health needs of children, youth, and families today is fundamental to the future of Cowlitz County; and

WHEREAS, mental health problems can affect all areas of a person's life, including school, home and work; and

WHEREAS, mental health problems will strike one in five adults and children each year regardless of age, gender, race, ethnicity, religion or economic status; and

WHEREAS, over 38,000 American lives are lost each year to suicide; and

WHEREAS, all Americans – from combat veterans to hurricane victims – are vulnerable to chronic mental health problems associated with trauma and can benefit greatly from early identification and treatment; and

WHEREAS, people can recover from mental illness and lead full, productive lives in the community; and

WHEREAS, an estimated two-thirds of adults and young people with mental health problems go without the help they need; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen bears the burden of mental health problems and has a responsibility to promote mental wellness;

NOW, THEREFORE, I, David Futcher, Mayor of the City of Kelso, do hereby proclaim the month of May to be

"Mental Health Month"

in the City of Kelso, and call upon the citizens of Kelso, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental health and the need for appropriate and accessible services for all people with mental illness.

*In witness whereof, I have hereunto set my hand
and caused the seal of the City of Kelso to be affixed
this 21st day of April 2015.*

David Futcher, Mayor

PROCLAMATION

Children's Book Week *May 4th – 10th, 2015*

WHEREAS, reading is fundamental to all learning; and children need to see that we, as a community, value reading; and

WHEREAS, libraries raise awareness of the importance of literature as it relates to lifelong literacy, education, and the development and betterment of the lives of young people; and

WHEREAS, libraries strive to make the reading and enjoyment of children's books as an essential part of America's educational and social aims; and

WHEREAS, Children's Book Week, the national celebration of books for young people and for the joy of reading. Established in 1919, Children's Book Week is the longest-running national literacy initiative in the country; and

NOW, THEREFORE, be it resolved that I, David Futcher, Mayor of the City of Kelso, do hereby proclaim the week of May 4th-10th, 2015 to be

"Children's Book Week"

I encourage all residents to visit the library this week to take advantage of the wonderful library resources available at our library.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 21st day of April 2015.

David Futcher, Mayor

PROCLAMATION

National Drinking Water Week May 3rd-9th, 2015

WHEREAS, water is our most valuable natural resource; and

WHEREAS, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, any measure of a successful society—low mortality rates, economic growth and diversity, productivity and public safety— are in some way related to access to safe water; and

WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and

WHEREAS, each citizen of our community is called upon to help protect our source waters from pollution, to practice water conservation and to get involved in local water issues.

NOW, THEREFORE, I, David Futcher, Mayor of the City of Kelso, do hereby proclaim May 3rd-9th, 2015, as National Drinking Water Week in the City of Kelso.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Kelso to be affixed this 21st day of April 2015.

David Futcher, Mayor

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE:

Public Hearing for the Kelso HOME 2015
Project allocation

Agenda Item: _____

Dept. of Origin: Community Development

For Agenda of: April 21, 2015

Cost of Item: _____

PRESENTED BY:

Steve Taylor

City Manager: Steve Taylor

AGENDA ITEM ATTACHMENTS:

2015 HOME Project Summary and Applications

SUMMARY STATEMENT:

This Public Hearing will be held to review and consider HOME Program affordable housing projects submitted for funding and receive public comment for allocations. HOME funding is provided through the Federal Department of Housing and Urban Development (HUD) annually to the Longview-Kelso HOME Consortium. The City of Longview acts as the lead agency for the Consortium.

Two (2) HOME project applications have been recieved.

2015 Kelso HOME Project Summaries Amount Available: \$39,041.28 Amount Requested: \$93,053

Affordable Rental – Construct a 4-bedroom rental on the former Terry Salvage Yard property. Lower Columbia Action Council. **\$46,335**

Foundation for the Challenged Kelso – Develop one group home for four (4) developmentally disabled residents. Sponsored through Life Works. **\$46,718**

RECOMMENDED ACTION:

**Public Hearings for Affordable Housing
April 21 Kelso & April 23 Longview**

**Longview-Kelso HOME Consortium
2015 Project Design Allocations**

Speak in Support of Selecting One or More of the Projects Below

The purpose of the Public Hearings is to provide information on the HOME Program and Document Recording Fee Program, to identify housing needs and project designs eligible for funding, hear public comment particularly from low and moderate-income persons regarding proposed projects, ensure broad-based community support for a project, and select projects for funding.

The HOME Investment Partnerships Program

This program provides funding to agency and business “partners” to increase and maintain affordable housing in Longview and Kelso. Projects must target persons with incomes less than 80% of the Cowlitz County Median Income based on family size. Funded by the U.S. Department of Housing and Urban Development.

Document Recording Fee

This program provides for a variety of housing projects, including shelters, for persons with incomes below 50% of the Median Income for Cowlitz County based on family size. Funded by the Cowlitz County Document Recording Fee Surcharge.

Project Design Proposals are available for review on the web at

**<http://www.mylongview.com/index.aspx?page=498> or at the Community Development Department
for each City: Longview City Hall, M-TH. 7 AM-6PM (1525 Broadway, Longview) and
Kelso City Hall, M-F, 8 AM-5PM (203 S. Pacific, Kelso)**

2015 Longview HOME Project Summaries

Amount Available: \$117,123.83 Amount Requested: \$204,000

Affordable Rental - Reconstruct a substandard building into a triplex rental located at 205 Carolina Street.

Lower Columbia Action Council **\$120,000**

Foundation for the Challenged Longview – Develop one group home for 4 developmentally disabled residents.

Life Works sponsored through Foundation for the Challenged **\$45,000**

Homeless Recovery Rental Assistance – Provide tenant based rental assistance for up to 6 households

Community House on Broadway **\$39,000**

2015 Kelso HOME Project Summaries

Amount Available: \$39,041.28 Amount Requested: \$93,053

Affordable Rental - Construct a 4-bedroom rental on the former Terry Salvage Yard property.
Lower Columbia Action Council **\$46,335**

Foundation for the Challenged Kelso– Develop one group home for 4 developmentally disabled residents. Life Works sponsored through Foundation for the Challenged **\$46,718**

2015 Document Recording Fee Project Summaries (Longview Only)

Amount Available: \$30,000 Estimated

Amount Requested: \$32,500

Community House on Broadway – Pay for 2015-2016 operating costs of the homeless recovery program. Community House on Broadway **\$23,500**

Emergency Support Shelter – Pay for 2015-2016 operating costs for domestic violence victims at the Emergency Support Shelter. Emergency Support Shelter **\$9,000**

Public Hearing Dates & Times

Kelso

Longview

**Tuesday, April 21, 2015 at 6:00 PM
Kelso City Hall Council Chambers
203 S. Pacific Ave., Kelso WA**

**Thursday, April 23, 2015 at 7:00 PM
Longview City Hall Council Chamber
1525 Broadway, Longview WA**

Anyone interested may appear and be heard in regard to this public hearing. The Longview and Kelso City Halls are accessible for persons with disabilities. Please let us know 24 hours in advance if you will need any special accommodations to attend the meeting or an interpreter. If you are unable to attend, you may direct written correspondence the respective City Clerk's Office: Kelso City Clerk, PO 819, Kelso, WA 98626 or the Longview City Clerk, PO Box 128, Longview, WA 98632 For further information, contact Julie Hourcle' at 442.5081

Longview-Kelso Consortium HOME Entitlement Funding
2015 Final

2015

HOME Federal Allocation		\$223,093.00
Consortium Administration Consortium A	22,309.30	22,309.30
CHDO Set-Aside 15%		33,463.95
CHDO Operating Funds 5%		11,154.65
Longview Program Allocation Base Allocatic	\$117,123.83	117,123.83
Kelso Program Allocation Base Allocatic	\$39,041.28	39,041.28

Unobligated

Longview Projects 2014 (Public Hearing - April 24, 2014)	Available	Requested	Approved	
	117,123.83			\$-
Affordable Rental			120,000.00	
Foundation for the Challenged		\$ 45,000.00		
Tenant Based Rental Assistance		\$ 39,000.00		
Total		\$ 204,000.00	\$ -	\$ 117,123.83

Kelso Projects 2014 (Public Hearing - April 15, 2014)	Available	Requested	Approved	Unobligated
	39,041.28			
Affordable Rental		\$ 46,335.00		\$-
Foundation for the Challenged		\$ 46,718.00		
Total		\$ 46,718.00	\$ -	\$ 39,041.28



HOME Participating Jurisdiction Project Design Proposal – 2015

Applicant: Lower Columbia CAP **Contact Person:** Michael Torres
Title: Programs Director **Title:** Same
Address: 1526 Commerce Avenue **Address:** Same
Longview, WA 98632

Phone: 360-425-3430 x 242 **Phone:** Same
Fax: 360-575-1664 **Fax:** Same
E-mail: michaelt@lowercolumbiacap.org **E-mail:** Same

Non-Profit Status: NO **Yes** X **IRS Tax Identification Number** 91-0814141

Location: Longview X **Kelso**

Project Title: Affordable Rental, 4 Bedroom, Single-Family Home on site of former Terry Salvage Yard

HOME Funding Requested: \$ 46,335

Project Description

1. Give a *brief* summary of your project (under 101 words):

This proposed Affordable Housing (Rental) Project will consist of new construction of a 4 bedroom, 1270 square ft., single-family unit, at the site of the former Terry Salvage Yard (Parcel # 20489), in North Kelso. The rental unit will be occupied by a household making 80% Area Median Income, and paying HUD reasonable rent limits.

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed.

This project will produce a modern and functional 4 bedroom, single-family home for rent, affordable to households making up to 80% of Area Median Income in the North Kelso Neighborhood.

There is a documented need for affordable private-market housing in the Longview-Kelso area. According to the needs assessment in the Longview-Kelso HOME Consortia 2014-2018 Consolidated Plan (see "Needs Assessment" section, pages 9-13), there are approximately 2,540 renting households in Longview and Kelso with a housing cost burden that exceeds 50% of their monthly income. Overall, 63.6% of all low income renters face a cost-burden of greater than 30% of their income, an estimated 4,555 households in the Longview/Kelso market. In addition, there are approximately 300 households living in overcrowded units, meaning the household accommodates more than one person in each room



Project Completion Date (mm-dd-yyyy) 07-11-2016

Problem Impact and Severity

6. How will this project increase housing affordability for rentals or home ownership? What reductions in cost of rent or a mortgage would be realized? What rents will you charge for each one, two, and three bedroom when the project is complete? (Please detail from your attached ProForma.)

This project ensures low income households can afford to rent and live in a quality home. The cost burden will be significantly reduced by this HOME subsidy. The HUD Rent Limits for Kelso which apply to this project would have a 4 Bedroom Unit renting between \$857-\$1056.

By comparison, average rents in the Longview-Kelso market for 2013 of a single unit was \$652, and a 2 bedroom apartment was \$669 for an average size of 788 square ft. (Consolidated Plan, "Needs", page 3).

7. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

This project creates safe, high-quality, affordable rental units in North Kelso Neighborhood, a prioritized and targeted area in the 2014-2018 Consolidated Plan.

This has been identified as a need in the Longview-Kelso 2014-2018 Consolidated Plan, which describes the Housing characteristics in the area as ("Needs", page 11):

-“By far the overwhelming message from community meetings was that affordable rentals are difficult to find, creating hardship on these very low income families. Affordable housing for low income seniors and those with disabilities was also a high priority. Programs to assist low income homeowners with maintaining structural soundness and reasonable energy costs have been identified as a priority.”

-It is estimated that 40% of renters in Kelso are cost-burdened.

8. List similar projects or programs your agency has, and other agencies have, in place to address this problem in the community. List agencies, funding sources and amounts. List the number of families housed under each of these programs.

Lower Columbia CAP has several affordable housing programs:



-Self Help Housing, funded for the period 2013-2015 by USDA Rural Development at \$742,000, has built over 402 homes for affordable homeownership in rural areas of Cowlitz, Wahkiakum, Lewis, and Clark Counties over the past 20 years.

-Weatherization Program, funded by WA Department of Commerce at approximately 250,000 per year, has made Weatherization repairs and upgrades for approximately 100 households per year.

-1412 N 1st - Lease Option

Funding source(s); amount(s); contract period(s)

Annual Rental Income \$4,200 with another \$4,800 into an escrow account for tenant to purchase (homeownership loan currently being processed).

Solution

Project Development

9. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome?

CAP is not partnering with other organizations or businesses on this project.

10. How do you propose to solve the problem? Please be specific, itemizing the various tasks you will undertake.

This project increases the stock of quality affordable housing in the community.

Lower Columbia CAP will construct a modern and functional 4 bedroom, single-family home for rent, affordable to households making up to 80% of Area Median Income in the North Kelso Neighborhood. HUD Rent Limits will apply.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, client intake and eligibility, etc.)



Michael Torres, Programs Director; 360-425-330 x242; michaelt@lowercolumbiaacap.org. Michael provides the administration and direct oversight of grants, contracts, programs, and staff related to this project. He has been with CAP since 2009, during which time, he has led implementation of the Homeless Prevention and Rapid Rehousing Program (HPRP) for Cowlitz County, served as a key member of the "Ten Year plan to End Homelessness Update Committee", and its "Project Review Criteria Committee". Prior to CAP, Michael previously served as Executive Director of Northwest Service Academy, at the time one of the largest AmeriCorps programs in the country; and also served 12 years in the U.S. Navy. Michael will supervise the hiring of any program staff required for this project.

Marie Robbins, Administrative Manager; 360-425-3430 x221. marier@lowercolumbiaacap.org. Marie will oversee the staff that will market the rentals and screen/qualify applicants, as well as the Construction Supervisor and timely submission of permits/certifications. She has been with CAP since 1990, and has extensive experience in Program Management, and administering projects related to housing.

Paul Pasmore, Construction Supervisor; 360-425-3430 x221. marier@lowercolumbiaacap.org (contact via Marie Robbins e-mail). Paul will oversee all aspects of construction. Paul has been with CAP since 2005, and has over 40 years of experience in construction and carpentry.

Project Operation

12. Are you partnering with other organizations or businesses in this project? Will you have contracts for supportive services? What roles will each organization or business play after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

CAP is not partnering with other organizations or businesses on this project, and supportive services are not provided.

13. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, rent schedules for units, annual renter income review, partnerships in serving renters, etc., apartment management, and project owner.)

Juanita Burnham, Housing Projects Coordinator; 360-425-3430 x222. juanitab@lowercolumbiaacap.org. Juanita will order materials for the project, obtain bids and prepare contracts for sub-contractors. She will also have the critical role of outreach, screening, and qualification for an eligible household to rent the units. Finally, Juanita will ensure the units meet HUD Affordability Requirements. She is a Certified Educator in Personal Finance; teaches Pre and Post Homeownership training, 1st Time Home Owners class and Asset Building Skills classes.



14. Complete the Rental or Ownership Proforma and Marketing Plan for 5 units or over (provided separately.)

Summarize your marketing/public outreach that you will provide to inform the general community of this project? (Review the Marketing Plan information under the Underwriting Policies)

Lower Columbia Community Action Council utilizes the HOME affirmative marketing list in implementing its Fair Housing Marketing Plan which is designed to ensure that outreach activities inform all segments of the community, including very-low-income households. The plan identifies:

- ♦ Commercial media used to advertise the availability of the Affordable Housing Program;
- ♦ Community contacts from which referrals are sought; and
- ♦ Plans for information meetings to inform potential participants in the local area about the program.

This marketing approach is used by LCCAC's Housing Programs, and has worked successfully to date. In addition to the venues identified in the Fair Housing Marketing Plan, LCCAC has incorporated additional strategies to reach its low income and very-low-income target population.

- ♦ The program distributes brochures about the program through area businesses, churches and service clubs for redistribution to their employees, members and contacts.
- ♦ The Weatherization and Energy Assistance Programs run by LCCAC serve residents of Cowlitz County. These programs provide names and addresses to Housing Program, which mails information about the program directly to very low income and low income families in the general area of the building projects..
- ♦ Word-of-mouth advertising results in inquiries from families who know others who have participated in the program.

Families who request information about the program receive a brochure and are asked to complete a Pre-Screening form. Credit checks are submitted for those who appear to qualify. The rating system used to select participants includes additional points for applicants who live in sub-standard housing.

15. Describe your selection process for applicants to participate? How will disabled applicants be able to participate?

This will be a first-come-first serve application process. The applicant must meet income eligibility criteria described below; and credit requirements, as set by the bank making the mortgage loan.

Following the marketing approach described above, LCCAC will identify an interested household whose total gross annual household income for all persons aged 18 or older to reside in the home as identified by IRS Form 1040, Definition of Adjusted Gross Income, must equal to or be less than 80 percent of median adjusted for household size within six months of loan closing, and as established annually by HUD.

Gross annual household income will be determined based on a projection of total household income for the next 12 month period per HOME Program Guidelines prior to final eligibility approval. Gross



annual income will be recalculated if more than six months have elapsed since the household was first determined to be income eligible for participation in the program.

Disabled applicants are eligible to participate.

16. What other short-term and long-term outcomes will result from the project?

Short-term, the participating household will better their living conditions by residing in a home that meets HUD Housing Quality Standards with an affordable rent; and they will have low utility costs from their home being built to Washington State Energy Code requirements. This reduces their cost burden and overcrowding in substandard housing.

Long-term, this directly contributes to the stability and revitalization of the North Kelso Neighborhood by directly addressing some of the most compelling issues identified in the Longview-Kelso 2014-2018 Consolidated Plan. Specifically, this project supports Consolidated Plan Goals and Objectives: SP-10, 4; SP-25, 1-2; SP-45, 1.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

The broader problem of resolving the problem this community faces with insufficient affordable housing stock for homeownership or rental is beyond the scale of this project. However, as noted, this project directly supports goals and the accomplishment of outcomes identified in the 2014-2018 Consolidated Plan.

Specifically, it produces a 4 bedroom quality affordable rental units in the North Kelso Neighborhood in Kelso, reducing the cost-burden, and increasing new-construction housing stock.

Households Benefiting

18. What is the number of low-income households that will benefit from this project?

Use current year HUD Income Limits for family size.

At or below 80% of Median Income: 1

At or below 50% of Median Income:

At or below 30% of Median Income:

TOTAL Number of Households: 1



Budget

19. Explain why HOME funds are appropriate for your project. If this application is for a program currently receiving HOME funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview (or City of Kelso) HOME funds.

HOME funds are appropriate because this project expands the supply of decent, safe, sanitary, and affordable housing in the community.

20. What agency funding will you commit to this project? If none, why not? (A 25% match of non-federal funding is desired.)

Lower Columbia CAP is utilizing \$59,231.69 in unrestricted funds, and is requesting that the Kelso City Council approve re-purposing the \$50,433.32 approved from HOME 2014 that were to be used on this same site for Cowlitz Cottages, be used for this project. There are no additional funds available at this time.

21. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families housed, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without HOME funding.

This project is not feasible without the requested HOME funding. Other funding listed is currently available and ready.

22. Complete and attach the separate HOME Budget Form.

Complete the budget form showing all sources and uses of funds related to your project.

23. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding sources, intended uses, and amounts from your budget form. Identify each source as Federal, State, Local, or Private.

HOME 2015 (Federal) \$46,335
HOME 2014 (Federal) \$50,433.32
CAP (Private) \$59,231.68



b. Identify which sources are proposed and which sources are committed.

All sources are proposed. As soon as approval of this proposal occurs, CAP can commit the \$59,231.68 it is proposing.

c. Supporting Documentation: List and attach "Sources of Funds" supporting documentation noted under Question #25.

-Certification Letter

d. Supporting Documentation: List and attach "Uses of Funds" supporting documentation noted under Question #25.

-Construction Cost Estimate/Drawdown schedule

24. Please list the amount of private, local, and State (non-federal) matching funds which will be designated towards the 25% match per HOME categories below:

- \$59,231.68 A. Cash Contributions
- \$ _____ B. Forgone, Taxes, Fees and Charge
- \$ _____ C. Donated Land or Other Real Property
- \$ _____ D. On Site and Off-Site Infrastructure
- \$ _____ E 1 Donated Site Preparation
- \$ _____ E 2 Donated Construction Material
- \$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
- \$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
- \$ _____ F. Proceeds from Affordable Housing Bonds
- \$ _____ G. Supportive Services – Type _____
- \$ _____ G1 Homebuyer Counseling Services
- \$ _____ Estimated/Unknown at this time. Type : _____



Exhibit A

Project Timeline

Detail Tasks for Project	Start Date	Completion Date
	Month Day Year	Month Day Year
Submit full description		
Market for residents	1-1-2016	7-11-2016
Submit plans to city for review	11-1-2015	4-4-2016
Submit for right-of-way-permit	11-1-2015	4-4-2016
Receive building and right-of-way permits	4-2-2016	4-2-2016
Excavation	4-4-2016	4-4-2016
Foundation	4-5-2016	4-13-2016
Lumber drop & framing	4-14-2016	5-3-2016
Trusses and roof sheathing	5-4-2016	5-10-2016
Roofing	5-11-2016	5-13-2016
Rough plumbing	5-16-2016	5-16-2016
Rough HVAC	5-17-2016	5-17-2016
Rough electrical	5-18-2016	5-19-2016
Quality Assurance: Inspect/correct	5-20-2016	5-20-2016
Insulation	5-23-2016	5-24-2016
Inspect Insulation	5-25-2016	5-25-2016
Drywall	5-26-10-2106	6-10-2016
Interior trim	6-13-2016	6-14-2016
Interior paint	6-15-2016	6-17-2016
Underlayment	6-20-2016	6-20-2016
Vinyl	6-21-2016	6-22-2016
Cabinets	6-23-2016	6-24-2016
Plumbing trim	6-27-2016	6-27-2016
HVAC trim	6-28-2016	6-28-2016
Electrical trim	6-29-2016	6-30-2016
Countertops	7-1-2016	7-1-2016
Hardware installation/blue tape	7-5-2016	7-6-2016
Touch-up	7-7-2016	7-7-2016
Carpet installation	7-8-2016	7-8-2016
Final inspection	7-11-2016	7-11-2016
Move-in/rent up	7-12-2016	7-12-2016

HOME Program Longview- Kelso HOME Consortium
 Questions? Technical Assistance? Contact Julie Hourcle' at 360.442.5081, or by e-mail at: julie.hourcle@mylongview.com



Exhibit B

Project Budget and Funding Sources (Please use Excel Template provided by Longview/Kelso.)



Longview/Kelso Home Consortium
Exhibit B - PROJECT BUDGET AND FUNDING SOURCES

	Lv/Kelso Home Source 1	Lv/Kelso Home Source 2	CAP			Total Cost	How costs determined (bid, est.)
Commitment Dates	2015	2014					
ACQUISITION							
Purchase Price - Land						\$0.00	
Purchase Price - Bldg.						\$0.00	
Transaction Taxes						\$0.00	
Closing/Recording Fees						\$0.00	
Title Insurance/Binder Fees						\$0.00	
Appraisal						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
PREDEVELOPMENT							
Architect	2,000					\$2,000.00	
Engineering						\$0.00	
Legal Fees						\$0.00	
Environmental Review						\$0.00	
Preconstruction Inspection						\$0.00	
Other: Debris Removal	750					\$750.00	
Subtotal	2,750.00	0.00	0.00	0.00	0.00	\$2,750.00	
CONSTRUCTION COSTS							
New Construction	18,685	50,433	46,232			\$115,350.00	
Rehabilitation						\$0.00	
Infrastructure on site	5,000					\$5,000.00	
Energy Related Improvemts						\$0.00	
Repair/Replace Major Syst.						\$0.00	
Lead Based Paint /Haz Mat						\$0.00	
Access for Disabled						\$0.00	
Securing of Bullidng						\$0.00	
Demolition						\$0.00	
Utility Connections	7,500					\$7,500.00	
Permits & Fees	4,000					\$4,000.00	
Construction Loan Fees						\$0.00	
Construction Inspections						\$0.00	
Sales Tax						\$0.00	
Insurance/Bond/Surely Fees						\$0.00	
Contingency			3,900			\$3,900.00	
Other: NW Energy Star			500			\$500.00	
Subtotal	35,185.00	50,433.32	50,631.68	0.00	0.00	\$136,250.00	
OTHER							
Home Buyer Counseling						\$0.00	
Credit Report Fees						\$0.00	
Operating Deficit Reserves						\$0.00	
Relocallon Costs						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management			8,600			\$8,600.00	
Developer Fees	8,400					\$8,400.00	
Other:						\$0.00	
Other:						\$0.00	
Subtotal	8,400.00	0.00	8,600.00	0.00	0.00	\$17,000.00	
HOME TOTAL	\$46,335.00	\$50,433.32	\$59,231.68	\$0.00	\$0.00	\$156,000.00	

Date: 2-26-2015

Sponsor: Lower Columbia CAP

Project Address: Parcel # 20489, Kelso WA



HOME Participating Jurisdiction Project Design Proposal - 2015

Applicant: <u>Foundation For the Challenged</u>	Contact Person: <u>Michael Pollowitz</u>
Title: <u>Kathy Streblo, Executive Director</u>	Title: <u>Development Consultant</u>
Address: <u>5970 Wilcox Pl., Suite E</u> <u>Dublin, OH 43016-6808</u>	Address: <u>P.O. Box 65206</u> <u>Shoreline, WA 98155</u>
Phone: <u>614-389-4501</u>	Phone: <u>206-228-7275</u>
Fax: <u>614-389-4503</u>	Fax: <u>N/A</u>
E-mail: <u>kstreblo@ffcoho.org</u>	E-mail: <u>mpollowitz@gmail.com</u>

Non-Profit Status: NO Yes **IRS Tax Identification Number** 01-0619670

Location: Longview Kelso

Project Title: FFC Homes X

HOME Funding Requested: \$ \$46,718

Project Description

1. Give a *brief* summary of your project (under 101 words):

The Foundation For the Challenged (FFC) is proposing to purchase a four-bedroom house to rent to (4) extremely low-income individuals with a developmental disability. The house will have accessibility features that meet or exceed ADA requirements. The 24/7 support services will be provided by Life Works and funded by the Developmental Disabilities Administration (DDA).

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed.

This project will reduce the burdensome rent that each of the proposed tenants currently pay for their market-rate housing. The proposed group home will set rent according to HOME rules for group home settings. This will be a substantial reduction in rent then what they are currently paying and will provide extra money for other essential living expenses.

3. List the specific HOME objective information from the "5 year Strategic Plan" within the 2004-2018 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Consolidated Plan Objective Code and Number: 2

Consolidated Plan Objective Title: Stabilize and revitalize neighborhoods

Consolidated Plan Objective Proposed Accomplishments & Outcomes: (1) rental unit rehabilitated



Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed? (Projects must be under construction within 12 months of signing your HOME Contract or funding will be deobligated.)

FFC submitted a Stage 1 application on 12/15/2014 to the State Housing Trust Fund (HTF) requesting funding for this project. FFC anticipates that in May the HTF will invite FFC to submit a Stage 2 application due in early September. HTF will make a funding decision in early December 2015. FFC has been working closely with DDA on this project and it is one of DDA's highest priorities. The initial tenants have already been identified by Life Works.

5. Please list start and completion date by Month, Day and Year:

Complete the "Project Timeline" (included at the end of this application) detailing project tasks and dates. This will be a part of your contract goals should your project be selected.

Project Start Date after Nov. 1st (mm-dd-yyyy) as soon as 01/15/2016
Project Completion Date (mm-dd-yyyy) 3/2/2016

Problem Impact and Severity

6. How will this project increase housing affordability for rentals or home ownership? What reductions in cost of rent or a mortgage would be realized? What rents will you charge for each one, two, and three bedroom when the project is complete? (Please detail from your attached ProForma.)

FFC will either purchase a vacant or owner-occupied house. FFC will be making a 40-year commitment to renting to extremely low-income individuals with a developmental disability whose income is at or below 30% of the area median. Rent will be set according to HOME rules for group home settings.

7. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

The house will be remodeled to meet the health and safety needs of the tenants. This will include the necessary accessibility features and reinforced building materials. Given the tenants limited monthly income, the affordable rents will provide them more of an opportunity to personalize their home and enjoy more community outings with their remaining income.

One of the safety features will be the installation of a fire retardant sprinkler system that will be monitored 24/7 and is dialed into the fire department.

DDA has identified the Kelso area and this project in particular as one of their highest priorities for the development of affordable, accessible housing.



8. List similar projects or programs your agency has, and other agencies have, in place to address this problem in the community. List agencies, funding sources and amounts. List the number of families housed under each of these programs.

FFC owns over (90) homes providing affordable, accessible housing to people with developmental disabilities. Currently, FFC is in the process of purchasing (2) group homes in Kelso, which should be occupied by November 2015.

Life Works owns and operates the Kelso Group Home at 922 Cedar Street that serves 9 adults with developmental disabilities who need housing and service supports. This home was originally developed by Cowlitz County in 1980. The initial funding of \$60,390 was from a State Referendum 29 grant. Extensive remodeling was completed using a State Housing Trust Fund grant in 2006 for \$358,106.

Life Works also provides supported living services to four clients in a group home located at 1111 11th Ave in Kelso that is owned by the Lower Columbia Action Program. The home did receive HOME funding from the City of Kelso for an ADA bathroom.

Solution

Project Development

9. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome?

FFC is collaborating with DDA and Life Works in the development of this project. FFC is acting in the capacity of developer, owner, and property manager. Life Works will continue to provide the tenants their 24/7 services and DDA will continue to fund these services.

10. How do you propose to solve the problem? Please be specific, itemizing the various tasks you will undertake.

FFC will enter into one-year leases with each tenant, track their income annually, submit rent and utility information for each home, and ensure that the pro-rated rent payment per tenant does not exceed the HOME High Rent as set annually by HUD.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, client intake and eligibility, etc.)

Kathy Streblo, Executive Director of FFC, 614-389-4501, kstreblo@ffcoho.org

Kathy will have oversight of the entire project and will be executing all project related documents.



Michael Pollowitz, Development Consultant, 206-228-7275, mpollowitz@gmail.com
Michael will have the lead in writing the funding applications, coordinating with funders and Life Works, searching for a property, supporting the bid process for contractors, overseeing the remodeling, and ensuring the project is completed on-time and within budget.

David Scheiber, Property Manager, 206-852-5000, david-scheiber@comcast.net
David will be doing the initial tenant eligibility reviews, putting together the leases, and addressing any initial tenant or house-related problems at rent-up.

Carolyn Anson, Finance Director of FFC, 614-389-4501, canson@ffcoho.org
Carolyn will be responsible for the fiscal management of the project including vouchering for funding, maintaining records, and the final close-out of grants.

Project Operation

12. Are you partnering with other organizations or businesses in this project? Will you have contracts for supportive services? What roles will each organization or business play after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

FFC is just acting in the capacity of developer, owner, and property manager. FFC is working with Life Works on this project. They currently are funded for and provide the 24/7 support and training services to the tenants identified for this project. They will maintain this role when the tenants move into the house. A Letter of Support from Life Works is in attachment.

13. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, rent schedules for units, annual renter income review, partnerships in serving renters, etc., apartment management, and project owner.)

Kathy Streblo, Executive Director of FFC, 614-923-6020, kstreblo@ffcoho.org
Kathy will have on-going oversight of the house and will execute documents as needed.

Michael Pollowitz, Asset Manager, 206-228-7275, mpollowitz@gmail.com
Michael will be completing all funder related reports, be the liaison between the tenants and FFC, and supervise David Scheiber, the Property Manager.

David Scheiber, Property Manager, 206-852-5000, david-scheiber@comcast.net
David will be the direct interface with tenants and Life Works around leases, repairs, responding to questions and problems, and overseeing the overall maintenance of the house.

Carolyn Anson, Finance Director of FFC, 614-389-4501, cason@ffcoho.org
Carolyn will be responsible for the fiscal management of the house including budgeting, vouchering for funding, maintaining records, and reconciling the income & expenses.



14. Complete the Rental or Ownership Proforma and Marketing Plan (provided separately.) Summarize your marketing/public outreach that you will provide to inform the general community of this project? (Review the Marketing Plan information under the Underwriting Policies)

There is no Marketing Plan. One of the HTF contractual requirements is that DDA will be the referral entity for this house. Given the complexity of service funding and the importance of roommate matching, Life Works will work directly with DDA on future tenant referrals. FFC will enter into a Referral Agreement with DDA once this project is fully funded. These Referral Agreements are standard practice and FFC already has an existing Agreement with DDA Region 2.

15. Describe your selection process for applicants to participate? How will disabled applicants be able to participate?

DDA and Life Works will refer an eligible tenant(s) as vacancies occur. FFC will review tenants based on their rental application and funder eligibility requirements.

DDA and Life Works both incorporate philosophies that maximize the rights and responsibilities of people with developmental disabilities to participate in and make decisions about events that affect their lives. This housing opportunity will be another extension of this philosophy.

16. What other short-term and long-term outcomes will result from the project?

This project offers tenants long-term, stable housing that is both affordable and accessible. The specific health and safety needs of the tenants will be addressed in developing any remodeling scope of work. The affordable rents will provide opportunities for the tenants to use their additional income to improve their quality of life.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

FFC believes that the problem of affordable, accessible housing will be addressed for the initial tenants once the project is completed and the tenants move in. Longer term, this home will continue to be an affordable, accessible housing resource for 40 years.

Households Benefiting

18. What is the number of low-income households that will benefit from this project? Use current year HUD Income Limits for family size.

At or below 30% of Median Income: 4

At or below 50% of Median Income: _____

At or below 80% of Median Income: _____

TOTAL Number of Households: 4



Budget

19. Explain why HOME funds are appropriate for your project. If this application is for a program currently receiving HOME funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview (or City of Kelso) HOME funds.

In a discussion about this project with Julie Hourcle' of CDD and Marti Johnson of Life Works, the suggestion was that HOME funding was the most appropriate match for this project.

20. What agency funding will you commit to this project? If none, why not? (A 25% match of non-federal funding is desired.)

FFC is committing \$3,000 to the project for the Operating Reserves.

21. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families housed, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without HOME funding.

With approximately 90% of the budget coming from the HTF, this project cannot move forward without their funding support. FFC has already submitted a Stage 1 application to the HTF on December 15, 2014. The anticipated submittal of the Stage 2 application will be in early September 2015 with a funding decision made in early December 2015.

22. Complete and attach the separate HOME Budget Form.
See attached.

23. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding sources, intended uses, and amounts from your budget form. Identify each source as Federal, State, Local, or Private.

- The funding request to the State Housing Trust Fund is for \$365,000 of state bond derived dollars. The funding will be used for every aspect of the project's development with the exception of the Operating Reserves.
- The funding request to the City of Kelso is for \$46,719 in federal HOME dollars to be used to assist with the costs of Acquisition and the Developer Fee.
- FFC will be providing \$3,000 of private funding that will be used for Operating Reserves.

b. Identify which sources are proposed and which sources are committed.

The HTF and City of Kelso funding is proposed. The FFC funding is committed.

c. Supporting Documentation: List and attach "Sources of Funds" supporting documentation noted under Question #25.



d. Supporting Documentation: List and attach “Uses of Funds” supporting documentation noted under Question #25.

24. Please list the amount of private, local, and State (non-federal) matching funds which will be designated towards the 25% match per HOME categories below:

- \$ _____ A. Cash Contributions
- \$ _____ B. Forgone, Taxes, Fees and Charge
- \$ _____ C. Donated Land or Other Real Property
- \$ _____ D. On Site and Off-Site Infrastructure
- \$ _____ E 1 Donated Site Preparation
- \$ _____ E 2 Donated Construction Material
- \$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
- \$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
- \$ 365,000 F. Proceeds from Affordable Housing Bonds
- \$ _____ G. Supportive Services – Type _____
- \$ _____ G1 Homebuyer Counseling Services
- \$ _____ Estimated/Unknown at this time. Type : _____

Attachments

25. Required Attachments

- Project Timeline** (Note: Funding is available in November following project submittal. Please plan accordingly.)
- Project Budget** (Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.)
- Detailed Cost Estimates** (Specific costs for project itemized to show project cost analysis.)
- Project Documentation** (See below)
- HOME Performa: Rental or Homeowner Affordability**
- Market Analysis** (separate form)
- Marketing Plan** (as described in the Underwriting Policies and Procedures.)
- Developer Development Capacity Certification**
- Agency Financial Audit by e-mail** (Most current independent audit.)

Project Documentation to support your project. (Provide in order listed. Staff may limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**
 1. Include commitment letters with all terms and conditions for all mortgages, loans, grants, subordination agreements, private fundraising, bridge (interim) loans and investment tax credits (historical low-income, if applicable);
N/A
 2. Provide a formal Certification letter signed by the Agency Director or Owner listing the amounts and type of all governmental assistance (Federal, State, and Local) which will be used in this project.
In attachment



3. If you (the applicant) are a partnership, or will enter into a partnership to undertake this project (including services) provide a copy of the partnership agreement, which will indicate the cash contributions by the general partner(s) and/or limited partner(s).

N/A

- **Uses of Funds N/A**

1. Earnest money agreement, option or closing statement for land and/or building(s);
2. Construction cost estimate
3. Construction contract or preliminary (bids)
4. Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions.)
5. Appraisal (to substantiate the value of the land and the value of the property after rehabilitation or the structure being built)
6. If low-income tax credits are utilized, provide documentation on the syndication costs (legal, accounting, tax opinion, etc.) from the organization/individuals who will syndicate and sell the offering to ensure that the project can support the fees necessary to syndicate/fund the project. All assumptions should be verified in the supporting documentation.

- Maps, architectural renderings and elevations, floor plans N/A

- Surveys and other professional reports N/A

- Letters from local, state, or federal agencies directing the repair or creation of a specific housing project N/A

- Letters attesting to the subject problem N/A

- Letters of support

- **In attachment from Life Works**

- Current news articles N/A

- Engineering, soils, or environmental reports N/A



Marketing Plan: A marketing plan shall be completed to show how the project will be marketed publically to Longview and/or Kelso residents through the public media, professional realtor or/and real estate marketing staff for at least 90 days or until the unit(s) are fully sold/rented. The advertising methods used to reach buyers/renters, both paid and free, and direct promotion through local organizations, stakeholders and social media can be used. The message to buyers should note that the value/sales or rental price is competitive and the home's features fit the target buyer or renter. The agency must follow its marketing plan and provide documentation of its public marketing effort prior to selecting its recipient(s.)

DDA provides the essential funding for and contracts with Life Works to provide the necessary 24/7 residential support services. Given this partnership, Life Works and DDA will work jointly to implement a Tenant Selection Process that includes:

- identifying potential tenants that have a developmental disability;
- through a tenant application and/or screening process, ensure that tenants qualify for the housing based on funder eligibility criteria;
- ensure that each tenant has sufficient service funding for their health and safety; and
- where appropriate, there is a reasonable expectation of house-mate compatibility.



Longview/Kelso Home Consortium

PROJECT BUDGET AND FUNDING SOURCES

	Kelso HOME Source 1	HTF Source 2	FFC Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)
Commitment Dates	2015						
ACQUISITION							
Purchase Price - Land						\$0.00	
Purchase Price - Bldg.	42,218	232,782				\$275,000.00	Market Study
Transaction Taxes						\$0.00	
Closing/Recording Fees		1,045				\$1,045.00	prior projects
Title Insurance/Binder Fees		1,200				\$1,200.00	prior projects
Appraisal		500				\$500.00	prior projects
Other:						\$0.00	
Subtotal	42,218.00	235,527.00	0.00	0.00	0.00	\$277,745.00	
PREDEVELOPMENT							
Architect		7,718				\$7,718.00	prior projects
Engineering						\$0.00	
Legal Fees						\$0.00	
Environmental Review		2,000				\$2,000.00	prior projects
Preconstruction Inspection		600				\$600.00	prior projects
Other:						\$0.00	
Subtotal	0.00	10,318.00	0.00	0.00	0.00	\$10,318.00	
CONSTRUCTION COSTS							
New Construction						\$0.00	
Rehabilitation		55,000				\$55,000.00	prior projects
Infrastructure on site						\$0.00	
Energy Related Improvemts						\$0.00	
Repair/Replace Major Syst.						\$0.00	
Lead Based Paint /Haz Mat						\$0.00	
Access for Disabled						\$0.00	
Securing of Building						\$0.00	
Demolition						\$0.00	
Utility Connections						\$0.00	
Permits & Fees						\$0.00	
Construction Loan Fees						\$0.00	
Construction Inspections						\$0.00	
Sales Tax						\$0.00	
Insurance/Bond/Surety Fees		300				\$300.00	prior projects
Contingency		8,250				\$8,250.00	HTF requirement
Other: Utilities		600				\$600.00	prior projects
Subtotal	0.00	64,150.00	0.00	0.00	0.00	\$64,150.00	
OTHER							
Home Buyer Counseling						\$0.00	
Credit Report Fees						\$0.00	
Operating Deficit Reserves						\$0.00	
Relocation Costs						\$0.00	
Operating Reserves			3,000			\$3,000.00	prior projects
Loan Fees		7,005				\$7,005.00	2% HTF fee
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management		10,000				\$10,000.00	prior projects
Developer Fees	4,500	35,000				\$39,500.00	10% of award
Other: Accounting/Audit		1,000				\$1,000.00	prior projects
Other: Real Estate Tax		2,000				\$2,000.00	Market Study
Subtotal	4,500.00	55,005.00	3,000.00	0.00	0.00	\$62,505.00	
HOME TOTAL	\$46,718.00	\$365,000.00	\$3,000.00	\$0.00	\$0.00	\$414,718.00	
Date: 2-23-2015							
Sponsor: Foundation For the Challenged				Project Address: TBD			

Development Capacity Certification

List your Project: FFC Homes X

Project Name: FFC Homes X

Address: TBD

City: Kelso

Owner, Developer, Sponsor (circle or bold all that apply)

Rental, Homeownership, Lease-to-Own, Self-Help (circle or bold one)

New Construction or Rehabilitation (circle or bold one)

Pre-development Start Date: January 15, 2016

Construction Start Date: May 31, 2016

Expected Construction Completion Date: August 31, 2016

Total Project Units: 4

Financial Capacity

Project Budget from all sources: \$ 414,718 Are all sources committed? Yes No X

HOME dollars \$ 46,718

Do you have funds available for pre-development expenses, capital advances required for development, and to cover internal costs until fees are earned? Yes X No

Note additional project information here: No additional Information to provide at this time.

Current Projects which will be underway at the same time: FFC Homes VIII and IX will be completed prior to starting this project.

I certify that the Foundation For the Challenged has the personnel and financial capacity to develop this project as noted on these forms:

Signed Kathy Stille, Executive Director.

Date: February 23, 2015

Developer Staff Capacity

List all Staff and contracted employees who will be involved in this project:

Name and job title: Michael Pollowitz, Development Consultant

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: As many as necessary to complete each stage of the project on-time and within budget.

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project: Michael will have the lead in developing the project from funding award to rent-up. This project will receive Michael's full attention and effort to develop and complete.

Name and job title: _____

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: _____

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Name and job title: _____

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: _____

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Name and job title: _____

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: _____

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Complete additional staff sheets as needed.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Joint Council/Planning
Commission Workshop – Development Code
Update

Agenda Item: _____

Dept. of Origin: Community Development _____

For Agenda of: April 21, 2015 _____

Originator: Steve Taylor _____

PRESENTED BY:

Gregg Dohrn

City Attorney: **Janean Parker**

City Manager: **Steve Taylor**

Agenda Item Attachments:

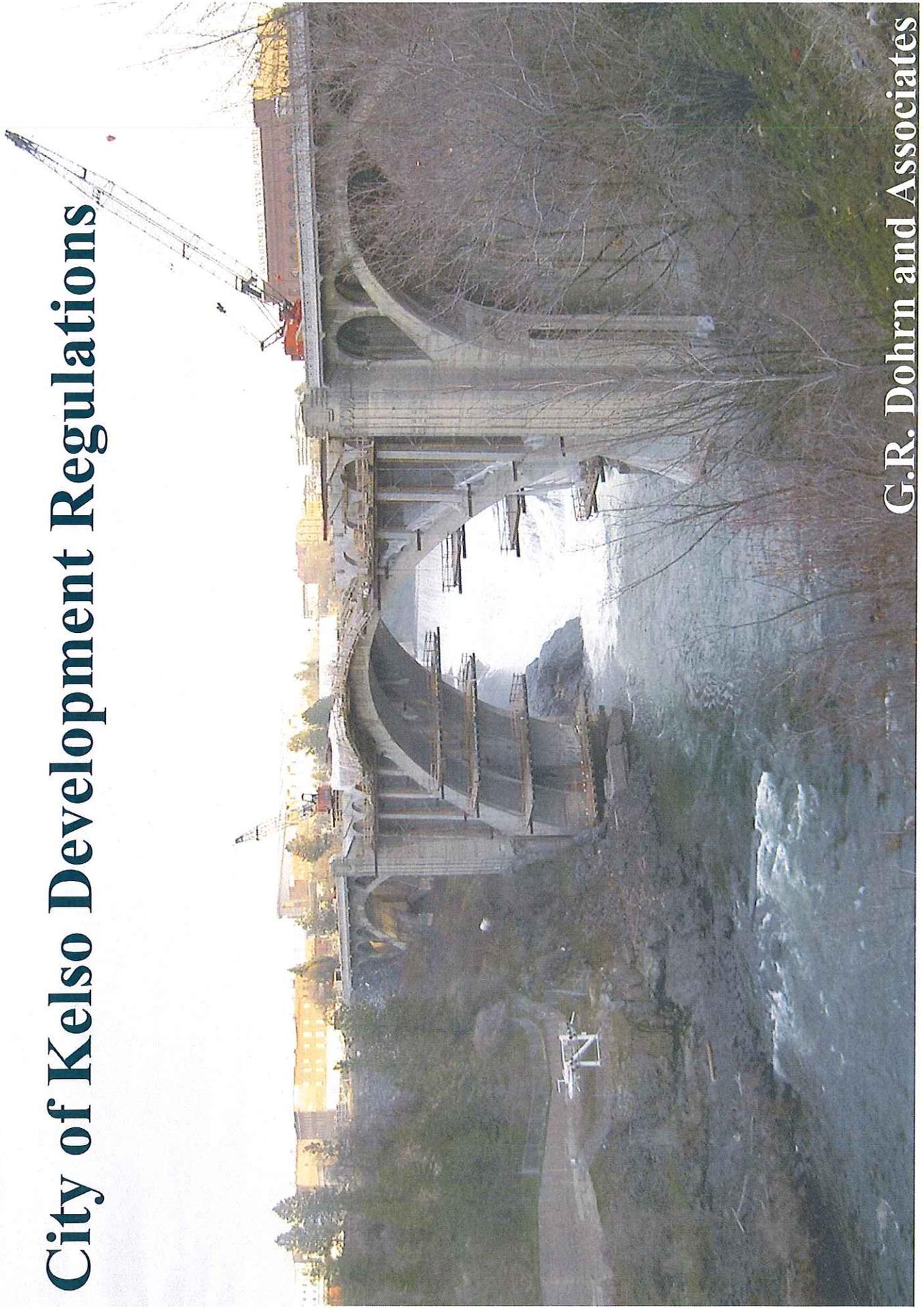
SUMMARY STATEMENT:

Gregg Dohrn will present a synopsis of the comprehensive planning process and the outcomes of our updated Comprehensive Plan in addition to facilitating a discussion between the City Council and Planning Commission regarding the next steps in the process. Two of these steps include updating the official zoning map and development regulations to reflect the goals and priorities outlined in the newly adopted plan.

Mr. Dohrn and city staff intend for this to be an opportunity for Council and Planning Commission members to share ideas, priorities, and concerns while providing general direction as we begin the lengthy process of updating these documents. Although there will be additional opportunities to provide direction and input your thoughts and ideas at this early stage will help guide the process, ensure efficient workflow, and develop a valuable product reflective of the desired future vision of Kelso.

RECOMMENDED ACTION:

City of Kelso Development Regulations



G.R. Dohrn and Associates

KELSO COMPREHENSIVE PLAN 2015-2035

- Based on an updated Vision Statement and revised Goals.
- Includes new demographic and land use information.
- Includes updated policies and objectives.
- Includes a revised Future Land Use Map.

A VISION FOR KELSO

KELSO in 2030 is an attractive, vibrant, and inviting place to live, work and visit. Our riverfront community, with its long shoreline, provides views and access to the Cowlitz River and is a destination place for residents and visitors. Kelso is a community with a small town feel, retaining its sense of history while adjusting gracefully to changes in the twenty-first century.

REVISED CITY GOALS

- *Goal #1: Promote the public health, safety, and welfare of the citizens of Kelso.*
- *Goal #2: Promote and sustain a diverse and well-balanced local economy.*
- *Goal #3: Promote and sustain a range of employment opportunities for Kelso residents.*
- *Goal #4: Improve the vibrancy and stability of residential neighborhoods and mixed-use development with housing for diverse incomes, age groups, and lifestyles.*

REVISED CITY GOALS

- *Goal #5: Provide a safe, family oriented environment in all residential neighborhoods.*
- *Goal #6: Respect the cultural heritage and history of the community.*
- *Goal #7: Establish and maintain the downtown as a vibrant activity center.*
- *Goal #8: Protect and enhance the quality of the natural environment.*

REVISED CITY GOALS

- *Goal #9: Maintain a strong fiscal base for the provision of city services.*
- *Goal #10: Actively involve all citizens in the governance of their community.*
- *Goal #11: Address regional priorities, challenges, and opportunities through partnerships with local, state, and federal agencies, local organizations, and the business community.*

NEW INFORMATION

- After nearly 100 years of population growth, Kelso's population has grown little since 1980.
- Approximately 700 additional people over a 35 year period, which is less than 2 people/month.
- Over half of Kelso residents work outside the City and most of the people that work in Kelso don't live in Kelso.

NEW INFORMATION

- One out of every five parcels (20%) are vacant and the vacant land parcels account for over half of the land area (54%) in the City.
- Collectively, nine out of ten parcels are either being used for housing or are vacant and they account for over three-fourths (78%) of the acreage in the City.
- 84% of all vacant land is constrained by one or more environmentally sensitive (critical areas).

WHAT DOES THIS INFORMATION TELL US?

- The City has virtually no unconstrained, vacant land, highly suitable for development.
- As a practical matter there aren't many options for annexing new areas suitable for commercial or industrial development.
- Strategies for encouraging the redevelopment of existing properties and the redevelopment of vacant land will be of critical importance to the City.

COMPREHENSIVE PLAN HIGHLIGHTS

- Emphasizes more intensive use of land and redevelopment.
- Recognizes the need to streamline regulations and provide greater flexibility to property owners and developers.
- Encourages mixed-use developments in commercial areas.
- Calls for the preparation of a more detailed neighborhood plan for West Kelso in consultation with property owners, residents, businesses, service providers, and the City of Longview.

COMPREHENSIVE PLAN HIGHLIGHTS

- Calls for updating the master plan for downtown Kelso as a vibrant activity center featuring a variety of small, local retail businesses.
- Promotes compatible land uses around the airport and seeks to protect airport operations.
- Includes a Future Land Use Map with four distinct residential areas, that concentrates commercial uses in the downtown and near the freeway interchanges, and concentrates industrial uses in South Kelso, primarily near the airport.

NEXT STEPS

- Update Official Zoning Map consistent with the Comprehensive Plan and Future Land Use Map.
- Complete the process of updating the City's Shoreline Master Program.
- Update the City's Development Regulations.
 - This includes the City's regulations protecting environmentally sensitive areas (critical areas).
- Prepare a neighborhood plan for West Kelso.

UPDATE THE OFFICIAL ZONING MAP

- The Comprehensive Plan includes provisions to consolidate and reduce the five different commercial zones.
- Merge the Major Commercial and Specialty Commercial Zones into a Regional Commercial Zone to be located near freeway interchanges and in areas with ready freeway access or visibility.
- Merge the Town Center and the West Kelso Zones into a General Commercial Zone This may involve the development of overlay districts or special conditions.

UPDATE THE OFFICIAL ZONING MAP

- Maintain the Neighborhood Commercial Zone but potentially limit it to sites that historically been used for neighborhood commercial uses.
- The Comprehensive Plan also includes provisions to:
 - Merge the Residential Single Family 15 into the Residential Single Family 10 Zone and to explore changes to the Development Regulations to facilitate large-lot residential development in areas that may not be readily served by City water or sewer.

UPDATE THE OFFICIAL ZONING MAP

- Designate areas suitable for single and multi-family residential uses in South Kelso that do not adversely affect airport operations.
- Designate additional land in South Kelso for industrial development.

UPDATE THE CITY'S DEVELOPMENT REGULATIONS

- Development Regulations is a general term that applies to a wide range of City ordinances and codes, including:
 - Zoning Code;
 - Subdivision Regulations;
 - Road and Utility Standards;
 - Critical Areas Ordinance; and
 - Design Standards.

UPDATE THE CITY'S DEVELOPMENT REGULATIONS

- The Comprehensive Plan includes provisions to:
 - Assess the potential to feature more flexible development regulations based on form and function as opposed to the current use based code.
 - Identify strategies for increasing housing opportunities in the RSF 5 Zone including accessory dwelling units, duplexes, row houses, and cottage housing.
 - Simplify and streamline procedures; encourage investment; support the redevelopment of the downtown.

COMPLETE THE PROCESS OF UPDATING THE CITY'S SHORELINE MASTER PROGRAM

- State law requires that the City approve the updated Shoreline Master Program first, then the Department of Ecology (DOE) reviews and approves the document or remands it back to the City for further revision.
- Staff is currently in process of responding to the most recent comments from DOE on the draft updated Shoreline Master Program.
- The revised draft document will be presented and a public hearing scheduled for the May 12 Planning Commission meeting.

COMPLETE THE PROCESS OF UPDATING THE CITY'S SHORELINE MASTER PROGRAM

- The Planning Commission is scheduled to finalize their recommendation to the City Council during their June 9th meeting.
- The City Council is scheduled to review the draft Shoreline Master Program and take action in July 2015.
- The Department of Ecology will then review and hopefully approve the locally adopted Shoreline Master Program. It is anticipated that the revised Shoreline Master Program could go into effect in late 2015.

UPDATE THE REGULATIONS PROTECTING ENVIRONMENTALLY SENSITIVE AREAS

- One of the few provisions of the Washington State Growth Management Act that applies to the City of Kelso.
- Must be completed by June 30, 2017.
- Includes wetlands, fish and wildlife habitat conservation areas, frequently flooded areas, geologic hazard areas, and aquifer recharge areas.
- Regulations must be based on best available science.

WEST KELSO NEIGHBORHOOD PLAN

- The Comprehensive Plan includes a policy to initiate a sub-area planning process in partnership with affected residents, businesses, property owners in West Kelso/East Longview and the City of Longview. This process shall include, but is not limited to, consideration of the following:
 - The realignment of Main Street Southwest and planned Phase 2 improvements;
 - Opportunities to create a more pedestrian friendly environment and to enhance public spaces;

WEST KELSO NEIGHBORHOOD PLAN

- Opportunities to encourage and support new private investment;
- Higher intensity residential developments, especially north of Main Street;
- Opportunities to encourage and support the establishment of more local retail businesses;
- Opportunities to encourage and support more mixed-use residential developments with ground floor retail, especially along Main Street;

WEST KELSO NEIGHBORHOOD PLAN

- Facilitating the development of a hotel/motel and supporting services in the vicinity of 5th Ave SW and Catlin Street;
- Improved connections to the Regional Justice Center and the Expo Center;
- Improved connections to regional trails and bikeways;
- Preservation of the single family neighborhood south of Main Street;

WEST KELSO NEIGHBORHOOD PLAN

- The possible vacation of a portion of 6th Ave SW; and
- The improvement of housing opportunities throughout the neighborhood.

APPROVAL PROCESS – ALL STEPS

- City Staff and consultants will prepare recommended revisions and policy options.
- The Planning Commission will review and comment on all proposed revisions.
- Property owners, business owners, and residents will be notified of all potential changes and given opportunities to comment throughout the process.

APPROVAL PROCESS – ALL STEPS

- Proposed revisions may be presented in phases to ensure the process stays on track.
- The Planning Commission will make a recommendation on all proposed changes to the City Council.
- All proposed revisions will be subject to an environmental review.
- No revisions will go into effect until approved by the City Council.

BEFORE WE PROCEED

- What questions do you have about the process?
- Are there step or issues that you have a particular interest in?
- Do you have any comments that would be helpful for us?

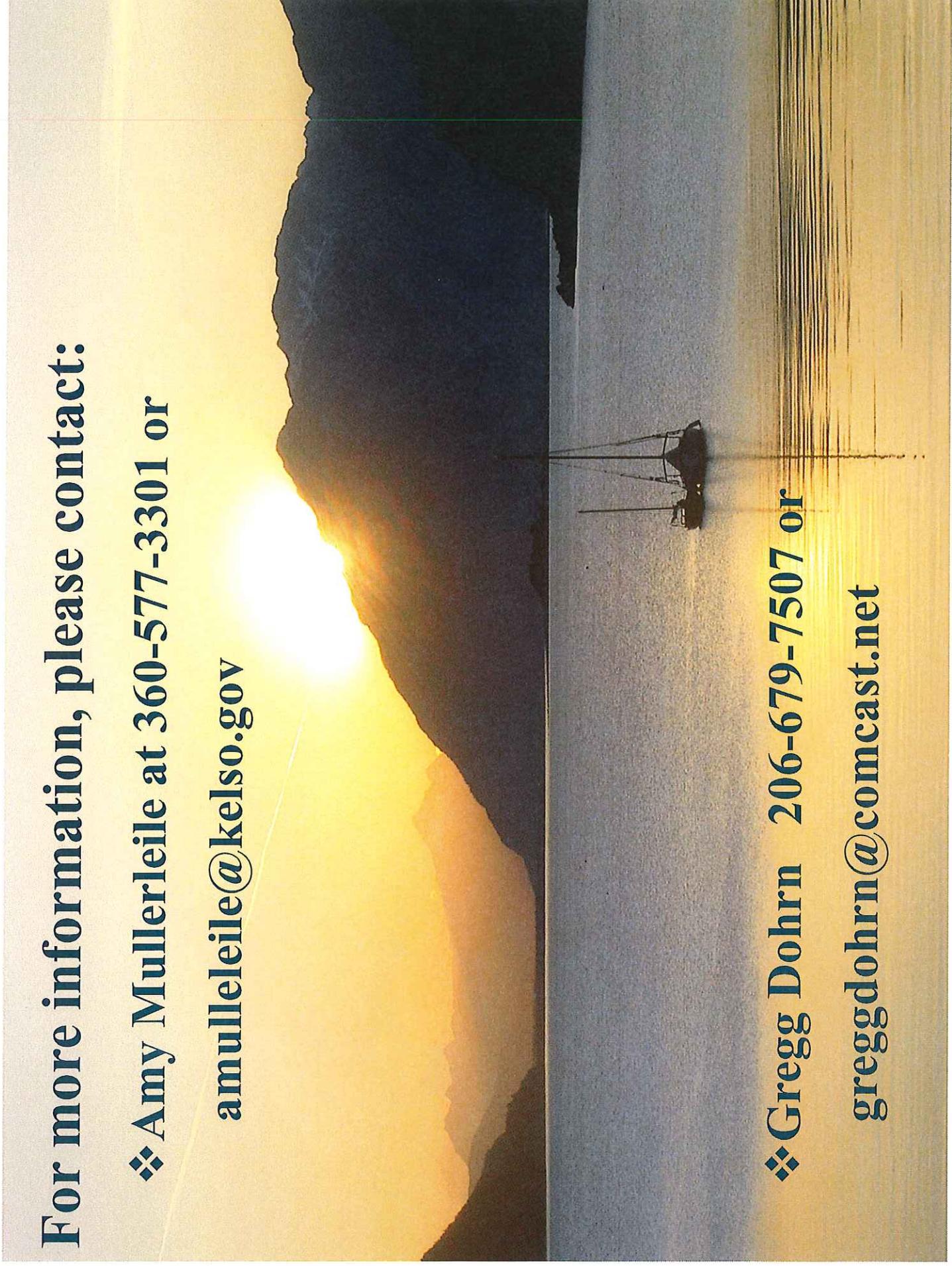
For more information, please contact:

❖ **Amy Mullerleile at 360-577-3301 or**

amulleleile@kelso.gov

❖ **Gregg Dohrn 206-679-7507 or**

greggdohrn@comcast.net



AGENDA SUMMARY SHEET
Business of the City of Kelso
City of Kelso, Washington

SUBJECT TITLE:

Amendment No. 1 to the Solid Waste & Recycling
Service Contract with Waste Control Equipment Inc.

Agenda Item: _____

Dept. of Origin: Finance

For Agenda of: 4/21/15

Cost of Item: _____

City Manager: Stephen Taylor

PRESENTED BY:

AGENDA ITEM ATTACHMENTS:

Waste Control Contract Agreement
Amendment No. 1 to Contract Agreement

SUMMARY STATEMENT:

The City has ben working with Three Rivers Mall to address some of their rate concerns and this has led to the renegotiation of certain terms and rates within the agreement with Waste Control. The amendment proposed removes certain specialized services related to garbage pickup at the mall and also amends the rates to remove fees related to self contained stationary packers and amend fees related to regular stationary packers.

FINANCIAL SUMMARY:

OPTIONS:

RECOMMENDED ACTION:

Staff recommends a motion to approve Amendment No. 1 to the Contract Agreement with Waste Control Equipment and authorize the City Manager to enter into this Agreement.

**AMENDMENT NO. 1 TO CONTRACT AGREEMENT
FOR
SOLID WASTE AND RECYCLING SERVICES**

This Amendment to the Contract for Solid Waste and Recycling services, which original contract is dated October 12, 2009 (such Amendment hereinafter "Amendment No. 1") is hereby made on this _____ day of _____, 2015 by and between the City of Kelso, a municipal corporation ("City") and Waste Control Equipment, Inc., a Washington corporation ("Contractor").

Whereas, certain changes in circumstances related to use of services by the Three Rivers Mall and the use of certain large containers has made these amendments necessary;

NOW THEREFORE, in consideration of the mutual agreement and promises herein, it is understood and agreed to by the parties as follows:

1. That paragraph 2.01, subsection L "Three Rivers Mall", of Exhibit A "General Specifications and Scope of Work" is hereby deleted and shall be of no further force and effect and shall hereafter read:

2.01 L) ~~Three Rivers Mall~~ "Intentionally Omitted"

~~The Contractor acknowledges that approximately 55 small businesses (tenants of the Three Rivers Mall) dump their containers or cause them to be dumped into a compactor which is exclusively dedicated to such purpose. It is agreed that the cost of dumping the Compactor is included in the commercial 90 gallon waste container charge assessed to the mall tenants described above, and that no additional charges will be imposed for dumping the compactor.~~

2. That Exhibit B is updated and replaced as set forth in Exhibit 1 to this Amendment No. 1 and hereby incorporated by reference to reflect the following changes:
 - a. Updated rates for 2015 as previously adjusted by the CPI inflator to date; and
 - b. Amendments to the rates for Stationary Packer service and removing Stationary Packer Self Contained services. Such adjusted rates shall continue to be adjusted by the CPI inflator as set forth in Exhibit B and Exhibit A of original contract agreement.
3. That all other terms and conditions of the original Contract Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties by their duly authorized agents, hereby agree and hereto affix their signatures on the dates executed below:

ATTEST:

City Clerk

Approved as to form:

City Attorney

City of Kelso

BY: _____
City Manager

Waste Control Equipment, Inc.

BY: _____
President

Attest:

Secretary

Exhibit 1 to Amendment No. 1 of the Contract Agreement revising and replacing EXHIBIT B to the Contract Agreement to update the Compensation for Solid Waste Services

REVISED EXHIBIT B

Compensation for Solid Waste Services

Kelso Contractor Rate Sheet for 2015		
Service Code	Type of Service	Rate
RDO	Residential Deluxe Over 50 Ft	1
RDU	Residential Deluxe Under 50 Ft	1
CDT	Comm Deluxe Tubs	1
CDC	Commercial Deluxe Carts	1
MFDC	Multi Family Deluxe Cart	1
MFDT	Mubnti Family Deluxe Tubs	1
RC	Residential Carts	\$1.35
SC	Senior Citizen Carts (60-90)	\$1.35
MFC	Multi Family Carts	\$2.70
CC	Commercial Carts	\$2.70
RT	Residential Tubs	\$6.74
CT	Commercial Tubs	\$6.74
MFT	Multi Family Tubs	\$6.74
1YDFRT	1 Yd Frontloader (2)	\$12.14
2YDFRT	2 Yd Frontloader (2)	\$19.95
3YDFRT	3 Yd Frontloader (2)	\$25.91
4YDFRT	4 Yd Frontloader (2)	\$27.42
5YDFRT	5 Yd Frontloader (2)	\$29.83
2YDFRTCOMP	2 Yd Frontloading Compactor (2)	\$44.98
NTRT	Special Picks Off Route	\$17.31
ORT	Special Picks On Route	\$11.54
1STUFF	1st Overstuffed Container	\$11.54
ADDSTUF	Additional Overstuffed Container	\$5.77
DNTN	Downtown Containers	\$34.62
CLNUP	Special Clean Up/MIN	\$1.15/min
P50YD	Stationary Packer (20yd)	\$68.17
P30YD	Stationary Packer (30yd) (40yd)	\$94.08
DEL	Delivery/Empty Box Haul	\$34.14
20YD	20 Yd Perm Dropbox Haul (2)	\$51.13
25YD	25 Yd Perm Dropbox Haul (2)	\$64.36
30YD	30 Yd Perm Dropbox Haul (2)	\$73.85
40YD	40 Yd Perm Dropbox Haul (2)	\$85.22
DPDR	Permanent Daily Dropbox Rent	\$3.45

MPDR	Permanent Monthly Dropbox Rent	\$106.50
SLMDR	Solid Lid Monthly Drop Rent	\$135.36
RESPOT	Respot	\$34.25
DBCUC	Dropbox Clean Up Per Minute	\$1.15/min
LOCINST	Lock Installation	\$51.71
LOCMAIN	Tub/Cart Lock Maintenance	\$0.77/ea
UNLOCK	Unlock Tubs/Carts	\$13.03

(1) \$1.15 for first 50 ft. per container per pick, plus \$0.05 per additional foot per container per pick there after.

(2) Frontloader, Dropbox, and Compactor rates "DO NOT" include landfill tipping fees.

The fees charged by the Contractor shall be adjusted to reflect changes in the cost of operations, as reflected by fluctuations in the Portland, Vancouver Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (all items) as published by the U.S. Department of Labor, Bureau of Labor Statistics in January 1 of each year. Such adjustments will be allowed as provided below.

Fee adjustments will be allowed only for service provided during the years 2010, 2012, 2014, 2016, and 2018 on July 1 of said years. The fee increase or decrease from the previous year's fees shall equal 80% of the net change of the CPI index. The method of calculating the fee adjustment is described in Exhibit A.

EXHIBIT B

Compensation for Solid Waste Services

Kelso Contractor Rate Sheet - 2010		
Service Code	Type of Service	Per Pick Fee (Unless Otherwise Noted)
RDO	Residential Deluxe Over 50 ft	(1)
RDU	Residential Deluxe Under 50 ft	(1)
CDT	Commercial Deluxe Tubs	(1)
CDC	Commercial Deluxe Cart	(1)
MFDC	Multi Family Deluxe Cart	(1)
MFDT	Multi Family Deluxe Tubs	(1)
RC	Residential Carts	\$1.24
SC	Senior Citizen Carts (60-90)	\$1.24
MFC	Multi Family Carts	\$2.48
CC	Commercial Carts	\$2.48
RT	Residential Tubs	\$6.20
CT	Commercial Tubs	\$6.20
MFT	Multi Family Tubs	\$6.20
1YDFRT	1 Yd Frontloader ⁽²⁾	\$11.17
2YDFRT	2 Yd Frontloader ⁽²⁾	\$18.34
3YDFRT	3 Yd Frontloader ⁽²⁾	\$23.83
4YDFRT	4 Yd Frontloader ⁽²⁾	\$25.21
5YDFRT	5 Yd Frontloader ⁽²⁾	\$27.42
2YDFRTCOMP	2 YD Frontloader Compactor ⁽²⁾	\$41.36
NTRT	Special Picks Off Route	\$15.92
ORT	Special Picks On Route	\$10.61
1STUFF	1st Overstuffed Container	\$10.61
ADDSTUF	Additional Overstuffed Container	\$5.30
DNTN	Downtown Containers	\$31.83
CLNUP	Special Clean up/MIN	\$1.06/min
P30YD	Stationary Packer (30 yd) ⁽²⁾	\$54.84
P40YD	Stationary Packer (40 yd) ⁽²⁾	\$62.67
P50YD	Stationary Packer (20 yd) self contained ⁽²⁾	\$62.67
P30YD	Stationary Packer (30 yd) self contained ⁽²⁾	\$86.50

Service Code	Type of Service	Per Pick Fee (Unless Otherwise Noted)
DEL	Delivery/Empty Box Haul	\$31.39
20YD	20 YD Perm Dropbox Haul ⁽²⁾	\$47.01
25YD	25 YD Perm Dropbox Haul ⁽²⁾	\$59.17
30YD	30 YD Perm Dropbox Haul ⁽²⁾	\$67.90
40YD	40 YD Perm Dropbox Haul ⁽²⁾	\$78.34
DPDR	Permanent Daily Dropbox Rent	\$3.17
MPDR	Permanent Monthly Dropbox Rent	\$97.92
SLMDR	Solid Lid Monthly Drop Box ⁽²⁾	\$124.45
RESPOT	Respot	\$31.39/ea
DBCU	Dropbox Clean Up Per Minute	\$1.06/min
LOCINST	Lock Installation	\$47.54/ea
LOCMAIN	Tub/Cart Lock Maintenance	\$0.70/ea
UNLOCK	Unlock Tubs/Carts	\$11.99
(1)	\$1.06 for first 50 ft. per container per pick, plus \$0.05 per additional foot per container per pick thereafter.	
(2)	Frontloader, Dropbox & Compactor rates "DO NOT" include landfill tipping fees.	

The fees charged by the Contractor shall be adjusted to reflect changes in the cost of operations, as reflected by fluctuations in the Portland, Vancouver Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (all items) as published by the U.S. Department of Labor, Bureau of Labor Statistics in January 1 of each year. Such adjustments will be allowed as provided below.

Fee adjustments will be allowed only for service provided during the years 2010, 2012, 2014, 2016, and 2018 on July 1 of said years. The fee increase or decrease from the previous year's fees shall equal 80% of the net change of the CPI index. The method of calculating the fee adjustment is described in Exhibit A.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: AN ORDINANCE OF THE CITY OF KELSO, WASHINGTON AMENDING KELSO MUNICIPAL CODE CHAPTER 17.45, MARIJUANA RELATED LAND USES, TO REMOVE RESTRICTIONS TO ALLOW MARIJUANA PRODUCTION AND PROCESSING FACILITIES TO LOCATE WITHIN 250 FEET OF RESIDENTIAL USES.

Agenda Item:_____

Dept. of Origin: Community Development

For Agenda of: April 21, 2015

Originator: Steve Taylor

City Attorney: **Janean Parker**

City Manager: **Steve Taylor**

PRESENTED BY:

Steve Taylor

Agenda Item Attachments:

Proposed Ordinance

SUMMARY STATEMENT:

In 2014, the City Council adopted Ordinance No. 3821 permitting and regulating marijuana related land uses within certain land use zones of the City and prohibiting such uses within 250 feet of any residential zone or mobile home or RV park.

City staff has been evaluating the impacts of production, processing, and retail sales of marijuana throughout the state as this emerging land use has been developing. The City has determined that the impacts of state licensed indoor facilities for the production and processing of marijuana are minimized by the state regulatory requirements and that there appear to be no outward impacts to the surrounding properties. The location of the City's industrial zones and properties within that zone appropriate for such marijuana production and processing uses are in proximity to the surrounding residential uses.

The City wishes to allow marijuana production and processing facilities within a greater area of its industrial zones by removing the prohibition of such uses within 250 feet of residential uses

On April 14, 2015 the Planning Commission held a public hearing on the proposed changes and provided a recommendation that Council adopt the proposed changes.

RECOMMENDED ACTION:

Make a motion to approve the ordinance amending KMC 17.45 on first reading.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF KELSO, WASHINGTON
AMENDING KELSO MUNICIPAL CODE CHAPTER 17.45, MARIJUANA
RELATED LAND USES, TO REMOVE RESTRICTIONS TO ALLOW
MARIJUANA PRODUCTION AND PROCESSING FACILITIES TO
LOCATE WITHIN 250 FEET OF RESIDENTIAL USES**

WHEREAS, in 2014, the City Council adopted Ordinance No. 3821 permitting and regulating marijuana related land uses within certain land use zones of the City and prohibiting such uses within 250 feet of any residential zone or mobile home or RV park; and

WHEREAS, City staff has been evaluating the impacts of production, processing, and retail sales of marijuana throughout the state as this emerging land use has been developing; and

WHEREAS, the City has determined that the impacts of state licensed indoor facilities for the production and processing of marijuana are minimized by the state regulatory requirements and that there appear to be no outward impacts to the surrounding properties; and

WHEREAS, the location of the City's industrial zones and properties within that zone appropriate for such marijuana production and processing uses are in proximity to the surrounding residential uses; and

WHEREAS, the City wishes to allow marijuana production and processing facilities within a greater area of its industrial zones by removing the prohibition of such uses within 250 feet of residential uses;

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

SECTION 1. That Chapter 17.45 of the Kelso Municipal Code is hereby amended to provide as follows:

17.45.020 Location criteria for recreational marijuana land uses.

A. No recreational marijuana producer, processor or retail outlet may be located within one thousand feet of any of the following:

1. Elementary or secondary school;
2. Playground;
3. Recreation center or facility;
4. Child care center;
5. Public park;
6. Public transit center;
7. Library; or
8. Any game arcade (where admission is not restricted to persons age twenty-one or older).

The distances described above shall be computed by direct measurement as follows: the distance shall be measured as the shortest straight line distance from the property line of the licensed premises to the property line of the above listed facility or facilities.

B. No recreational marijuana ~~producer, processor or~~ retail outlet may locate within two hundred fifty feet of any of the following:

1. Any residential zone.
2. Any mobile home or RV park.

C. The distances described in subsections A and B of this section shall be computed by direct measurement as follows: the distance shall be measured as the shortest straight line distance from the property line of the licensed premises to the property line of the above listed facility or facilities.

D. No recreational marijuana producer, processor or retail outlet may locate within any residential unit in the city and such uses are expressly prohibited in all zones except those specifically designated in Section 17.45.040.

SECTION 2. SEVERABILITY. The provisions of this Ordinance are declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect 5 days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this ____ day of _____
_____, 2015.

ATTEST/AUTHENTICATION:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED:_____

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: AN ORDINANCE OF THE CITY OF KELSO AMENDING THE KELSO MUNICIPAL CODE CHAPTER 17.15 RELATED TO MICROBREWERIES AND MICROWINERIES TO EXPAND THE ZONES WHERE SUCH USES ARE ALLOWED.

Agenda Item: _____

Dept. of Origin: Community Development

For Agenda of: April 21, 2015

Originator: Steve Taylor

City Attorney: **Janean Parker**

City Manager: **Steve Taylor**

PRESENTED BY:
Steve Taylor

Agenda Item Attachments:

Proposed Ordinance
Exhibit A – Proposed Land Use Table

SUMMARY STATEMENT:

The City's current land use table allows a microbrewery use within certain commercial areas within the City and not within others and further restricts that use from the ground floor in certain areas in the Commercial Town Center zone; the table is silent as to microwinery use.

City staff finds that the land use impacts of microwineries are similar to the impacts of microbreweries and these uses are combined elsewhere in the code, so that both uses should be allowed in compatible areas.

Microbreweries and microwineries are defined terms within the code and describe a much smaller manufacturing use that of larger facilities; these uses are commonly associated with the retail sales of wine and beer and accessory items and often have restaurant and tasting areas so that there is a commercial element to the facilities that make them compatible with a commercial and retail environment.

The City would like to expand the commercial areas that allow these type of uses to promote a mix of commercial and retail uses within the City's commercial areas in order to promote economic development and the retail shopping experience in the City's commercial areas.

On April 14, 2015 the Planning Commission held a public hearing on the proposed changes and provided a recommendation that Council adopt the proposed changes.

RECOMMENDED ACTION:

Make a motion to approve the ordinance amending KMC 17.15 on first reading.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF KELSO AMENDING THE
KELSO MUNICIPAL CODE CHAPTER 17.15 RELATED TO
MICROBREWERIES AND MICROWINERIES TO EXPAND THE
ZONES WHERE SUCH USES ARE ALLOWED**

WHEREAS, the City's current land use table allows a microbrewery use within certain commercial areas within the City and not within others and further restricts that use from the ground floor in certain areas in the Commercial Town Center zone; the table is silent as to microwinery use; and

WHEREAS, the City Council finds that the land use impacts of microwineries are similar to the impacts of microbreweries and these uses are combined elsewhere in the code, so that both uses should be allowed in compatible areas; and

WHEREAS, microbreweries and microwineries are defined terms within the code and describe a much smaller manufacturing use than that of larger facilities; these uses are commonly associated with the retail sales of wine and beer and accessory items and often have restaurant and tasting areas so that there is a commercial element to the facilities that make them compatible with a commercial and retail environment; and

WHEREAS, the City would like to expand the commercial areas that allow these type of uses to promote a mix of commercial and retail uses within the City's commercial areas in order to promote economic development and the retail shopping experience in the City's commercial areas; and

WHEREAS, the City finds that the health safety and welfare of the community is served by these amendments to the City's Zoning Code; and

WHEREAS, the SEPA Responsible Official issued a threshold decision for this draft ordinance on April 8, 2015, which was not appealed; and

WHEREAS, the Planning Commission has considered these uses and on April 14,

2015, the Planning Commission held a public hearing on the proposed zoning amendments; and

WHEREAS, the Planning Commission recommended adoption of the proposed zoning amendments to the Council; and

WHEREAS, on April 21, 2015, the City Council considered the proposed zoning amendments during its regular meeting; and

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS FOLLOWS:

SECTION 1. That the MANUFACTURING section of the City’s land use table at Section 17.15.020 of the Kelso Municipal Code is hereby amended as set forth in Exhibit A attached hereto and incorporated fully by this reference.

SECTION 2. SEVERABILITY. The provisions of this Ordinance are declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be in full force and effect 5 days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this ____ day of _____, 2015.

ATTEST/AUTHENTICATION:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED:_____

Table 17.15

Table 17.15 Allowable Land Uses	Residential Single-Family	Residential Multifamily	Open Space	Commercial Town Center	Commercial West Kelso	Commercial Neighborhood Service Center	Commercial Specialty Retail and Services	Commercial Major Retail	Industrial Light Manufacturing	Industrial General Manufacturing
	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
...										
MANUFACTURING										
Agriculture* including agricultural processing									II	I
Fabrication, manufacture, assembly, processing, packaging, repair, servicing of goods									I ₉	I ₉
Any principally permitted use whose operations are predominantly out-of-doors rather than completely enclosed within a building									II	I

Table 17.15

Table 17.15 Allowable Land Uses	Residential Single-Family	Residential Multifamily	Open Space	Commercial Town Center	Commercial West Kelso	Commercial Neighborhood Service Center	Commercial Specialty Retail and Services	Commercial Major Retail	Industrial Light Manufacturing	Industrial General Manufacturing
	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
Aquaculture			II							
Commercial indoor storage									I	I
Commercial moving and freight terminals									II	I
Computer and electronic equipment and products									I	I
Food products									I	I
Furniture and fixtures									I	I
Junk or salvage yards										I
Laboratories for scientific research, testing and experimental development									I	I

Table 17.15

Table 17.15 Allowable Land Uses	Residential Single-Family	Residential Multifamily	Open Space	Commercial Town Center	Commercial West Kelso	Commercial Neighborhood Service Center	Commercial Specialty Retail and Services	Commercial Major Retail	Industrial Light Manufacturing	Industrial General Manufacturing
	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
that can be performed with minimal adverse impact on, and pose no special hazard to, the environment and the community										
Marijuana producer, processor									I ₂₀	I ₂₀
Mechanical, automotive, trucking, agricultural/forestry and contractors' or builders' equipment and supplies									I	I
Marine-oriented commercial and industrial activities									II ₁₀	II ₁₀

Table 17.15

Table 17.15 Allowable Land Uses	Residential Single-Family	Residential Multifamily	Open Space	Commercial—Town Center	Commercial—West Kelso	Commercial Neighborhood Service Center	Commercial Specialty Retail and Services	Commercial—Major Retail	Industrial Light Manufacturing	Industrial General Manufacturing
	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
Microbrewery <u>or</u> <u>Microwinery</u> *				II _{5, 7}	II	II	II	II	II	II
Printing and publishing									I	I
Recycling centers						II	II		I	I
Sales of items manufactured on site									II	II
Skating rink—indoor								II	III	III
Vehicle towing and storage services									II	II
Vocational schools									I	I
Winery/brewery									I	I
Wood products									I	I

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
RETAIL TRADE AND SERVICE										
Automobile sales—new or used					I		I	I	II	
Bed and breakfast*	II	II		II ₁	I	I	I	I		
Brewpub				I	I	I	I	I		
Cart vendors				I	II	II	II	I	I	II
Cemeteries, mausoleums and columbaria	III	III								
Convenience stores including gasoline sales and/or a car wash facility					II	II	I			
Crematorium	III	III								

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
Entertainment (e.g., theaters, video game arcades, etc., except adult motion picture theaters and other uses as described in Section 17.30.040 , Adult oriented business (AOB) overlay zone)				I ₇	I	II	I	I		
Farmer's market				I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇		
Fitness center/sports club				II	II	II	I	I	II	
Formula take-out food restaurant with drive-through					I		I	I		
Formula take-out food				I ₇	I		I	I		

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
restaurant without drive-through										
Hotels, motels, inns*				I ₇	I		I	I		
Home occupation, major* (G, H)	II	II								
Home occupation, minor* (F, H)	I	I								
Kennels* (V)					II		II	II	II	
Minor vessel repair shop						I	I		I	I
Mixed commercial/residential		III		I _{4, 7}	I ₄	I ₄	I ₄	I ₄		
Mortuaries, funeral homes	III	III		II _{5, 7}	II		II			

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
and funeral chapels										
Personal services*				I _{5, 7}	I	I	I	I		
Pet shop*				I	I	I	I	I		
Professional offices		III		I ₇	I	I	I	I	II ₈	I ₈
Restaurants				I ₇	I		I	I	II ₁₁	II ₁₁
Retail sales marijuana									I ₂₀	I ₂₀
Retail sales and services with drive-through businesses* (I)					I		I	I	II	
Retail sales and services without drive-through businesses				I _{7, 12}	I	I ₇	I	I		

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
Retail sales and services with screened outdoor storage				II _{5, 7}	II		II	II	I	I
Roadside stands				I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇		
RV sales, storage and repair									I	I
Secondhand/consignment stores				I _{7, 12}	I	I ₇	I	I		
Sexually oriented business* (E)										
Small engine repair						I	I		I	
Taverns				I ₇	I		I	I		
Uses which service the					II	I ₁₃	I	I	I	

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
automobile (e.g., gasoline service station, car wash, minor/major vehicle repair shops)										
Veterinarian clinics* (V)						I ₇	II	II		
Caretaker residence (K)									I	I
Temporary uses (S)	I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇	I ₁₇
Wholesale sales with limited retail sales							II	II	II	
TRANSPORTATION										
Park and ride lots*					II	II	I	II		
Park and ride lots, shared	II	II							II	I

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
use*										
Parking as principal use										
Transit facilities				I ₁₄						
UTILITIES										
Public and private utility buildings and structures (L)										
Communication antennas, category 1 (N)										
Communication antennas, category 2 (O)										
Communication antennas, category 3 (P)										

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	RSF	RMF	OPN	CTC	CWK	CNH	CSR	CMR	ILM	IGM
Communication towers and monopoles (Q)			II ₁₉		II ₁₉		II ₁₉	II ₁₉	II ₁₉	II ₁₉
WHOLESALE TRADE—STORAGE										
Self-service storage facilities; provided, that no outside storage is visible from adjoining properties and public rights-of-way						III			I	
Warehousing (wholesale, bulk retail and trade)								III		

I = Type I Permitted Use

II = Type II Administrative Use

III = Type III Conditional Use

* = Defined Term

Letters and numbers refer to footnotes and regulatory notes within Sections [17.15.030](#) and [17.15.040](#).

(Ord. 3828 § 4 (Exh. B), 2014; Ord. 3821 § 4 (Exh. B), 2014; Ord. 3799 § 1 (Att. B), 2013; Ord. 3771 § 1 (Exh. A), 2012; Ord. 3745 § 1 (Att. B), 2011; Ord. 3699 § 1 (Att. B), 2009)

AGENDA SUMMARY SHEET

AGENDA ITEM: Ordinance 2nd reading.
Budget revision #1 for the 2015 fiscal
year.

SUBMITTED BY: Brian Butterfield

AGENDA ITEM # _____
FOR AGENDA OF: 4/21/2015
ORIGINATING DEPT: Finance
DATE SUBMITTED: 4/14/2015
COST OF ITEM: _____
AMT. BUDGETED _____
CITY ATTY. APPROVAL _____
CITY MGR. APPROVAL _____

AGENDA ITEM PAPERWORK:
See attached Ordinance

SUMMARY STATEMENT/DEPT. RECOMMENDATION:

Revisions include the following:

General Fund

- \$70,000 to fund new positions in the police dept. Funded by reserves.
- \$49,000 to replace radios in the police dept. Funded by reserves.
- \$10,000 upgrade panic alarm at city hall and city shops. Funded by reserves
- \$30,000 for various software upgrades. Funded by reserves.
- \$70,000 for professional services related to performance management, public records, and accounting software. Funded by reserves.
- \$125,000 to fund industrial park study. \$20,000 funded by reserves.

Street Fund

- \$36,000 to fund sidewalk replacement program. \$20K funded by WCIA grant, \$16K funded by Street reserves.
- \$50,000 for street repair enhancements. Funded by Street reserves.
- \$15,000 for South Kelso landscaping project. Funded by Street reserves.

Arterial Street Fund

- \$508,305 to fund the streetlight LED conversion project. \$120K from State grant, \$61K from PUD rebate, and \$324K from I.F Loan. Loan to be repaid from money saved on reduced electricity bills.

Library Fund

- \$49,000 to fund new position at the Library. Funded by reserves.

HUD Fund

- \$10,000 to Diking District for diking recertification.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF KELSO RELATING TO PUBLIC EXPENDITURES AND DECLARING AN EMERGENCY UNDER THE PROVISIONS OF RCW 35A.34.150, FIXING THE AMOUNT OF MONEY REQUIRED TO MEET SUCH EMERGENCIES AND AUTHORIZING THE EXPENDITURE OF MONEY NOT PROVIDED FOR IN THE 2015-2016 BIENNIAL BUDGET OF THE CITY.

THE CITY COUNCIL OF THE CITY OF KELSO DO ORDAIN AS FOLLOWS:

SECTION 1. That by reason of the inability of the City and its officials to foresee and compute with accuracy the actual revenue and necessary expenditures of public funds for the current expenses of the City, it is deemed necessary to make the following amendment to the budget by increasing the following line items by the amounts set forth below for the 2015 Budget, to-wit:

GENERAL FUND

Revenues

001-00-308-00-00	Beginning Fund Balance	\$ 201,000.00
001-00-334-00-00	CERB Grant	50,000.00
001-00-334-00-00	Public Defense Grant	48,000.00
001-00-337-00-00	Rural County Funds	14,000.00
001-00-367-00-02	Private Grant	<u>50,000.00</u>
		\$ 363,000.00

Expenditures

001-06-521-20-11-0	Salaries	\$ 50,000.00
001-06-521-20-20-0	Benefits	20,000.00

001-06-594-21-64-1	Equipment – Police Radios	49,000.00
001-09-518-10-48-0	Miscellaneous Building – Panic Alarm	10,000.00
001-09-518-80-31-0	Performance Management Software	10,000.00
001-09-518-30-41-1	Professional Services - Policies	25,000.00
001-09-518-30-41-1	Professional Services - Records	25,000.00
001-09-518-80-41-0	Accounting Software Upgrade	20,000.00
001-09-518-80-41-0	Performance Management Services	20,000.00
001-09-594-19-61-0	Visitor Center Improvements	9,000.00
001-13-558-20-41-0	Industrial Park Study	<u>125,000.00</u>
		\$ 363,000.00

STREET FUND

Revenues

101-16-308-00-00	Beginning Fund Balance	\$ 81,000.00
101-16-367-00-00	Grant - WCIA	<u>20,000.00</u>
		\$ 101,000.00

Expenditures

101-16-542-30-48-2	Sidewalk Replacement	\$ 36,000.00
101-16-542-30-48-0	Maintenance – Roadway	50,000.00
101-16-542-30-48-0	Maintenance – Landscaping Project	<u>15,000.00</u>
		\$ 101,000.00

ARTERIAL STREET FUND

Revenues

102-18-334-00-00	State Grants	\$ 123,000.00
102-18-334-00-00	Contribution – Cowlitz PUD	61,580.00
102-18-381-10-00	I.F. Loan from Debt Service Fund	<u>323,725.00</u>
		\$ 508,305.00

Expenditures

102-18-595-15-00-3	Streetlight Conversion Project	\$ 508,305.00
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LIBRARY FUND

Revenues

103-18-308-00-00	Beginning Fund Balance	\$ 49,000.00
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Expenditures

101-19-572-10-10-1	Salaries	\$ 30,000.00
101-16-542-30-20-1	Benefits	<u>19,000.00</u>
		\$ 49,000.00

STADIUM FUND

Revenues

106-20-308-00-00	Beginning Fund Balance	\$ (6,988.00)
106-20-336-00-00	Contribution City of Longview	<u>8,100.00</u>
		\$ 1,112.00
106-20-519-90-44-0	City Advertising	\$ 1,112.00

HUD GRANT FUND

Revenues

114-48-308-00-00	Beginning Fund Balance	\$ 10,000.00
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Expenditures

114-48-559-20-49-1	Diking Recertification	\$ 10,000.00
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DEDT SERVICE FUND

Revenues

206-46-308-00-00	Beginning Fund Balance	\$ 323,725.00
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Expenditures

206-46-581-10-00-0	I.F. Loan to Arterial Street Fund	\$ 323,725.00
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DRAINAGE FUND

Revenues

407-52-308-00-00	Beginning Fund Balance	\$ 125,000.00
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Expenditures

407-52-594-14-00-1	Minor Road Pipe Project	\$ 75,000.00
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407-52-594-34-62-0	NPDES Compliance	<u>50,000.00</u>
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		\$ 125,000.00
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EQUIPMENT RESERVE FUND

Revenues

502-33-308-00-00	Beginning Fund Balance	\$ 110,000.00
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Expenditures

502-33-594-48-64-3

Traffic Fleet

\$ 110,000.00

SECTION 2. It is hereby ordered that the aforesaid sum be and the same is hereby appropriated in excess of the budget of the City of Kelso for 2015 and further that said budget be and the same is hereby amended accordingly.

SECTION 3. This Ordinance shall be in full force and effect five days after its passage and publication of summary as required by law.

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of April, 2015.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLISHED: _____