



**CITY OF ILWACO  
CITY COUNCIL MEETING**

**Monday, September 22, 2014**

**5:00 p.m. BUDGET WORKSHOP  
6:00 p.m. REGULAR COUNCIL MEETING  
AGENDA**

**A. Call to order**

**B. Flag Salute**

**C. Roll Call**

**D. Approval of Agenda**

**E. Consent Agenda**

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

1. Approval of Minutes (TAB 1)
  - a. September 8, 2014, Regular meeting
  - b. September 8, 2014, Special meeting DOH
  
2. Claims & Vouchers (TAB 2)

a. Checks: 37005 to 37007 + Electronic	\$21,310.98
b. Checks: 36924 to 36974	<u>\$145,256.57</u>
GRAND TOTAL:	\$166,567.55

**F. Reports**

1. Staff Reports (TAB 3)
  - a. Treasurer's Report
  - b. Wastewater Supervisor's Report
2. Council Reports
3. Mayor's Report

**G. Comments of Citizens and Guests Present**

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

**H. Public Hearing**

- a. Marijuana Legislation**
- b. Economic Opportunity Grant**

**I. Business**

- 1. Prohibiting Camping in Public Places (TAB 4) –Jensen**
- 2. City of Ilwaco Developer Standards (TAB 5) –Cassinelli**
- 3. Application for Economic Opportunity Grant for Port of Ilwaco Cold Storage Project (TAB 6) –Cassinelli**

**J. Discussion**

- 1. Interagency Agreement between the State of Washington Department of Health and the City of Ilwaco for the Watershed Plan (TAB 9) –Cassinelli**
- 2. Contract renewal between the City of Ilwaco and the Municipal Research and Services Center (TAB 10) –Cassinelli**
- 3. Wilson Auxiliary Dwelling Unit Variance Extension (TAB 11) –Cassinelli**
- 4. Marijuana Legislation (TAB 12) –Cassinelli & Crater**
- 5. First Avenue North Sewer Improvement and Brumbach Overlay Project (TAB 13) –Cassinelli**

**K. Correspondence and Written Reports**

**L. Future Discussion/Agendas**

- 1. Amended Procedures Ordinance --City Planner**
- 2. Pursuit of New Agreement with Seaview Sewer District –Cassinelli**

**M. Adjournment**

**N. Upcoming Meetings**

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Monday	09/22/14 10/13/14	6:00 p.m.	Community Building
City Council	Special Meeting – Budget Workshop	Monday	9/22/14	5:00 p.m.	Community Building
City Council	Special Meeting with Seaview Sewer District	Wednesday	09/24/14	6:00 p.m.	Community Building
Parks & Rec. Commission	Regular Meeting	Tuesday	10/14/14	6:00 p.m.	TBA
Planning Commission	Regular Meeting <i>(meetings subject to cancellation if there is no business to transact)</i>	Tuesday	10/07/14	6:00 p.m.	Community Building
Port/City Meeting	Regular Meeting	Tuesday	10/14/14	6:00 p.m.	Port of Ilwaco Meeting Room

CITY OF ILWACO  
PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the Ilwaco City Council will hold a public hearing to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower income persons and persons residing in the Ilwaco area. Up to \$1 million may be available to Ilwaco on a statewide competitive basis to fund public facility, community facility, economic development and affordable housing projects that principally benefit low and moderate income persons. An overview of the proposed cold storage building project will be available for review at Ilwaco City Hall. Comments may also be submitted in writing to Ilwaco City Hall up until the time of the hearing on September 22, 2014 at 6:00 p.m. Hearing to take place at the regular City Council meeting on September 22, 2014, at or about 6:00 p.m. in Ilwaco Community Building Meeting Room at 158 N. First Ave. N., Ilwaco, WA 98624. All written and oral comment will be considered. Please contact City Hall, 360-642-3145, should you need special accommodations. The public is invited and encouraged to attend.

Ariel Smith, Deputy City Clerk, City of Ilwaco  
Published Date: September 10<sup>th</sup> and 17<sup>th</sup>, 2014

**NOTICE OF PUBLIC HEARING**  
**Marijuana Related Uses**

**NOTICE IS HEREBY GIVEN** that the City of Ilwaco City Council will hold a Public Hearing to consider an amendment to the City of Ilwaco Municipal Code, Title 15 (Unified Development Ordinance), to establish and adopt permanent zoning regulations governing the location and operation of marijuana related uses within the city, consistent with Chapter 314-55 of the Washington Administrative Code (WAC). The amendment will add Chapter 15.60 (Marijuana Related Uses) to Title 15 within the City of Ilwaco Municipal Code.

**Applicant:** City of Ilwaco  
**Project Location:** City Wide  
**Project:** Amendment to the Development Code  
**Date of Public Notice:** September 3<sup>rd</sup> & 10<sup>th</sup>, 2014

**Permits and Reviews:** SEPA DNS – Issued March 26, 2014; 60 Day Notice of Intent to Adopt Amendment submitted to Commerce – July 25, 2014. Planning Commission formal recommendation to City Council issued May 13, 2014.

**Date Published:** September 3<sup>rd</sup> & 10<sup>th</sup>, 2014

**Public Hearing:** City Council  
**Date of Hearing:** September 22, 2014  
**Time of Hearing:** 6:00 pm  
**Location of Hearing:** Ilwaco Community Building  
158 First Ave N

**Responsible Official:** Ryan E. Crater  
City Planner  
(503) 325-0435 Ext. 213  
[rcrater@columbiaestuary.org](mailto:rcrater@columbiaestuary.org)

Public comments under this notice will be accepted by the City Planner up to the date and time listed above. Any person who is interested in this request may also submit oral or written comments during the Public Hearing to be held at the date, time, and location listed above. The comment period covered under this notice will be considered **CLOSED** following the adjournment of the Public Hearing held by the City Council. Copies of the staff report and other associated documents will be made available during the Public Hearing held by the City Council. Copies of the staff report and other associated public documents can be requested through a public records request at any time and/or requests can be made directly to the City Planner. A final decision on this amendment will be made by the City Council, which is subject to judicial appeals governed by Chapter 36.70C RCW.



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday, September 8, 2014**

**A. Call to order**

Mayor Cassinelli called the meeting to order at 6:00pm

**B. Flag Salute**

The Pledge of Allegiance was recited.

**C. Roll Call**

Present: Councilmembers Jensen, Karnofski, Chambreau and Forner and Mayor Cassinelli.  
Absent: Councilmember Marshall.

**D. Approval of Agenda**

**ACTION: Motion to approve the agenda (Karnofski/Jensen). 4 Ayes 0 Nays 0 Abstain.**

**E. Approval of Consent Agenda**

Including Checks 36915 to 36923 + electronic totaling \$32,646.33 and Checks 36924 to 36974 totaling \$66,095.20 for a grand total of \$98,741.53.

**ACTION: Motion to approve the consent agenda (Karnofski/Jensen). 4 Ayes 0 Nays 0 Abstain.**

**F. Reports**

**1. Staff Reports**

- a. Police Chief Wright provided a written report.
- b. Fire Chief Williams reported that Ilwaco Fish had an ammonia leak this past week during the night. He also mentioned that there had been multiple false alarms coming from the same home and wondered if an ordinance could be drafted that would basically indicate some sort of penalty if the false alarms exceeded so many times in a calendar year.
- c. City Clerk Smith reported on the lost and unaccounted for water for the month of August.

**2. Council Reports**

- a. Councilmember Karnofski reported that she would like to see the port-o-potty down at City Park maintained a little better as it is now soccer season.
- b. Councilmember Forner wanted to thank the Fire Chief for getting the flag replaced at the Post Office and he asked when City Hall will be mending their flag pole. Fire Chief Williams noted that he would talk to the City of Long Beach to see if he could get their bucket truck down here to fix the flag pole.

**3. Mayor's Report**

Mayor Cassinelli reported that he had participated in an Ocean Acidification phone conference.

## G. Comments of Citizens and Guests Present

None

## H. Business

### 1. City Surplus

**ACTION: Motion to authorize the treasurer to dispose of the Exhibit A Surplus Property listing dated September 2014, per the Surplus policy (Karnofski/Chambreau). 4 Ayes 0 Nays 0 Abstain.**

## I. Discussion

### 1. 104 Spruce St LLC

Councilmember Karnofski described the conditions of the building, Councilmember Forner agreed with her and reiterated the fact that the building is a hazard. Councilmember Jensen asked whether an engineering investigation had been done. The Mayor stated that he would just like to know what the plans are for the building. Resident Jessika Tantisook mentioned that One Pacific Coast Bank is closing their branch in Ilwaco and maybe the City could use that as leverage. The council agreed that it would be best for the city attorney to draft a letter to One Pacific Coast Bank and ask them what their intentions are with the building. **ACTION: None.**

### 2. Prohibiting Camping in Public Places

Councilmember Jensen described a couple instances where he was walking on the Black Lake Trail and he came across a couple of people who looked like they were camping somewhere near. This conversation ensued on other encounters seen or had by other Councilmembers. **ACTION: Move to business at the next meeting.**

### 3. City Surplus

The Mayor explained why these items were on surplus and which items would be listed in the local paper and others were to be listed with the state. Councilmember Karnofski asked about the tractor listed, the mayor responded that the city crew now has a newer one that can achieve more. Therefore, the older one should be sold. **ACTION: Move to business at this meeting (Karnofski/Chambreau) 4 Ayes 0 Nays 0 Abstain.**

### 4. City of Ilwaco Developer Standards

The Mayor outlined the changes that had been made to the Developer Standards, he mentioned that these revisions had been worked on years ago. Councilmember Forner stated that this was intention when adopting the original Conditions and Standards so that they could be updated and amended. Councilmember Jensen requested that Nancy Lockett provide a version that highlights only the changes made. **ACTION: Move to business at the next meeting.**

### 5. Application for Economic Opportunity Grant for Port of Ilwaco Cold Storage Project

Ed Backus the project manager presented this grant opportunity, he illustrated that this grant would be a perfect fit for the City of Ilwaco and the cold storage project. If this new facility were to be built it would provide many new jobs as well as maintain the current ones, from plant workers to the fisherman that bring in the product. It would also reduce the plant's carbon footprint, the new plant would run more efficiently and would be eco-friendly. Councilmember Jensen asked about the location of the proposed facility and zoning, he also mentioned that it

would obstruct some resident's waterfront view. Councilmember Karnofski asked what some of the cons were to this project and Councilmember Chambreau followed that comment asking what the risks are. The response to that question was that the biggest risk was to do nothing. Resident Jessica Tantisook asked about the noise and smell that comes from Ilwaco Fish when they are processing. Richard Carrol, an Ilwaco Fish representative replied with the fact that new machinery would be quieter and that if the cold storage were to be built the outfall would be extended as well. Discussion ensued on this topic. **ACTION: Move to business at the next meeting.**

**K. Correspondence and Written Reports**

**L. Adjournment**

**ACTION: Motion to adjourn the meeting (Jensen/Chambreau).** Mayor Cassinelli adjourned the meeting at 7:14 p.m.

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Mike Cassinelli, Mayor

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Ariel Smith, Deputy City Clerk



**CITY OF ILWACO  
Water System Discussion  
Monday, September 8, 2014**

**A. Call to Order**

Mayor Cassinelli called the workshop to order at 11:05 a.m.

**B. Present:** Councilmembers: Gary Forner, David Jensen and Jon Chambreau (arrived at 11:25); Mayor Cassinelli; Water Plant Operators: Daryl Gardner, Dennis Schweizer, Troy Richardson; Public Works: Dave McKee; City Engineer Nancy Lockett, Gray & Osborne; Department of Commerce: Cathi Read; Department of Health: Mark Mazeski; CREST: Denise Lofman; Citizen: Gail Moore; Treasurer Elaine McMillan

**C. Discussion**

**Status of Current Projects:**

**Upflow Clarifier** – Nancy reported that the comments on WesTech’s filter submittal will be sent to them in the next week. The installation contract had been sent to Teresa Walker for her review. Bidding is anticipated for later in September or early October. The SCADA application was not selected for funding by Public Works Board. Cathi suggested some other possible funders.

**Backwash Basin** – The Backwash Basin is currently under construction.

**City Center Reservoir** – Gray & Osborne has designed the fix and will be installing before the end of the year. Nancy is working on the painting specifications for the old reservoir. She will add the screen issue that Dennis identified.

**Source Water Protection Grant** – Denise Lofman will submit a scope of work to the City from CREST.

**Water Distribution System:**

**Water Operator** – Daryl spoke about his concerns of the water plant having days causing it to run continuously. While Ilwaco Fish does contact the water plant regularly now, their usage is causing high demand. Upgrading the size of pumps at the water plant and Stringtown were Daryl’s solution. Identifying/repairing leaks would help as well as having set points corrected by Shannon Calvert. It was suggested that a letter be written to Calvert making him aware that if his services were not timely he was jeopardizing the water supply to the City.

**Unaccounted for Water** – After a leak was found and repaired during the leak survey, lost water appears to have dropped to around 25% each month.

**Status of replacing commercial meters** – Dave McKee reported that many commercial meters had been replaced and staff continues to work on this task.

**Eagle’s Nest update** – Staff were not aware of what was being done about the corp stop at Eagles Nest. Dave would contact Mary Howell.

**Sanitary Survey Findings:** The operators reported that the survey went very well.

Next meeting: Tuesday, February 3<sup>rd</sup> at 1pm

**D. Adjournment**

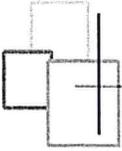
Mayor Cassinelli adjourned the workshop at 12:55 p.m.

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Mike Cassinelli, Mayor

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Elaine McMillan, Treasurer



# Register

Number	Name	Fiscal Description	Cleared	Amount
37005	Fero, Jimmie W	2014 - September - Second meeting		\$1,179.58
37006	Gardner, Daryl W	2014 - September - Second meeting		\$1,993.53
37007	Richardson, Troy	2014 - September - Second meeting		\$1,280.77
ACH Pay - 1212	Benson, Austin	2014 - September - Second meeting		\$999.50
ACH Pay - 1215	Gustafson, David M.	2014 - September - Second meeting		\$1,585.00
ACH Pay - 1216	Hazen, Warren M.	2014 - September - Second meeting		\$1,698.90
ACH Pay - 1217	Mc Kee, David A	2014 - September - Second meeting		\$1,786.59
ACH Pay - 1223	Mc Millan, Elaine	2014 - September - Second meeting		\$2,008.96
ACH Pay - 1220	Schweizer, Dennis	2014 - September - Second meeting		\$1,940.28
ACH Pay - 1221	Smith, Ariel	2014 - September - Second meeting		\$1,287.78
ACH Pay - 1222	Staples, Terri P	2014 - September - Second meeting		\$421.38
EFT 9-19-14 1	US Treasury Department	2015 - September - Second meeting		\$5,128.71
				<b>\$21,310.98</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

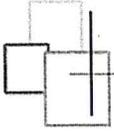
\_\_\_\_\_  
Treasurer

37005 through 37007 and electronic payments totalling \$21,310.98 are approved this 22nd day of September, 2014.

\_\_\_\_\_  
Council member

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Council member

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Council member



# Register

Fiscal: 2014  
Deposit Period: 2014 - September  
Check Period: 2014 - September - Second meeting

Number	Name	Print Date	Clearing Date	Amount
<b>Bank of the Pacific 8023281</b>				
<b>Check</b>				
<u>36975</u>	A & E Security Solutions, Inc.	9/22/2014		\$89.85
<u>36976</u>	Alsco-American Linen Div.	9/22/2014		\$29.81
<u>36977</u>	Art's Auto Parts, Inc.	9/22/2014		\$80.85
<u>36978</u>	Charter Communications	9/22/2014		\$80.00
<u>36979</u>	Chinook Observer	9/22/2014		\$99.12
<u>36980</u>	Department of Commerce - PWTF	9/22/2014		\$45,417.08
<u>36981</u>	Discovery Benefits	9/22/2014		\$13.50
<u>36982</u>	Gray & Osborne, Inc.	9/22/2014		\$5,963.90
<u>36983</u>	HD Fowler Company	9/22/2014		\$833.58
<u>36984</u>	John Deere Financial	9/22/2014		\$1,082.23
<u>36985</u>	Kubwater Resources Inc.	9/22/2014		\$1,373.66
<u>36986</u>	Long Beach Commercial Security	9/22/2014		\$18.87
<u>36987</u>	McMillan, Elaine	9/22/2014		\$56.89
<u>36988</u>	Mettler-Toledo, Inc.	9/22/2014		\$240.93
<u>36989</u>	North Central Laboratories	9/22/2014		\$179.02
<u>36990</u>	Old Dominion Brush Company	9/22/2014		\$405.41
<u>36991</u>	Pacific CO Sheriff Office	9/22/2014		\$1,324.50
<u>36992</u>	Sid's IGA	9/22/2014		\$21.00
<u>36993</u>	The Watershed Company	9/22/2014		\$6,070.00
<u>36994</u>	Visa	9/22/2014		\$199.99
<u>36995</u>	WA State Dept. of Ecology	9/22/2014		\$1,282.40
<u>36996</u>	Washington Tractor	9/22/2014		\$136.22
<u>36997</u>	Whitney Equipment Company, Inc.	9/22/2014		\$57,929.70
<u>36998</u>	Wilcox & Flegel Oil Co.	9/22/2014		\$204.03
<u>36999</u>	Centurylink	9/22/2014		\$1,419.07
<u>37000</u>	Pacific CO Sheriff Office	9/22/2014		\$5,608.50
<u>37001</u>	USA Blue Book	9/22/2014		\$625.19
<u>37002</u>	WA State Auditor	9/22/2014		\$3,845.60
<u>37003</u>	Wadsworth Electric	9/22/2014		\$93.79
<u>37004</u>	Wilcox & Flegel Oil Co.	9/22/2014		\$186.40
<u>37008</u>	Dennis Schweizer	9/22/2014		\$324.64
<u>37009</u>	PUD No 2 of Pacific County	9/22/2014		\$10,020.84
			<b>Total Check</b>	<b>\$145,256.57</b>
			<b>Total 8023281</b>	<b>\$145,256.57</b>
			<b>Grand Total</b>	<b>\$145,256.57</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

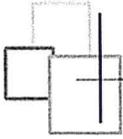
\_\_\_\_\_  
Treasurer

36975 through 37009 totalling \$145,256.57 are approved this 22nd day of September, 2014.

\_\_\_\_\_  
Council member

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Council member

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Council member



# Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
<b>A &amp; E Security Solutions, Inc.</b>	<b>36975</b>			<b>2014 - September - Second meeting</b>	
		Invoice - 9/12/2014 8:27:09 AM			
		123408			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$17.97
		001-000-000-522-10-31-00		Office & Operating Supplies	\$17.97
		101-000-000-543-30-30-00		Office And Operating	\$17.97
		401-000-000-534-00-31-00		Operation & Maintenance	\$17.97
		409-000-000-535-00-31-01		Operations And Maintenance	\$17.97
		<b>Total Invoice - 9/12/2014 8:27:09 AM</b>			<b>\$89.85</b>
	<b>Total 36975</b>				<b>\$89.85</b>
<b>Total A &amp; E Security Solutions, Inc.</b>					<b>\$89.85</b>
<b>Alsco-American Linen Div.</b>	<b>36976</b>			<b>2014 - September - Second meeting</b>	
		Invoice - 9/12/2014 8:27:52 AM			
		LPOR1280273			
		001-000-000-576-80-31-00		Office & Operating Supplies	\$7.45
		101-000-000-543-30-30-00		Office And Operating	\$7.45
		401-000-000-534-00-31-00		Operation & Maintenance	\$7.45
		409-000-000-535-00-31-01		Operations And Maintenance	\$7.46
		<b>Total Invoice - 9/12/2014 8:27:52 AM</b>			<b>\$29.81</b>
	<b>Total 36976</b>				<b>\$29.81</b>
<b>Total Alsco-American Linen Div.</b>					<b>\$29.81</b>
<b>Art's Auto Parts, Inc.</b>	<b>36977</b>			<b>2014 - September - Second meeting</b>	
		Invoice - 9/12/2014 8:28:23 AM			
		117475			
		001-000-000-576-80-48-00		Repairs & Maintenance	\$80.85
		<b>Total Invoice - 9/12/2014 8:28:23 AM</b>			<b>\$80.85</b>
	<b>Total 36977</b>				<b>\$80.85</b>
<b>Total Art's Auto Parts, Inc.</b>					<b>\$80.85</b>
<b>Centurylink</b>	<b>36999</b>			<b>2014 - September - Second meeting</b>	
		Invoice - 9/15/2014 6:05:56 PM			
		001-000-000-514-20-42-00		Communication	\$337.07
		001-000-000-522-10-42-00		Communication	\$374.67
		401-000-000-534-00-42-00		Communications	\$294.34
		409-000-000-535-00-42-00		Communications	\$412.99
		<b>Total Invoice - 9/15/2014 6:05:56 PM</b>			<b>\$1,419.07</b>
	<b>Total 36999</b>				<b>\$1,419.07</b>
<b>Total Centurylink</b>					<b>\$1,419.07</b>
<b>Charter Communications</b>	<b>36978</b>			<b>2014 - September - Second meeting</b>	
		Invoice - 9/12/2014 8:29:07 AM			
		Sept			
		001-000-000-514-20-42-00		Communication	\$16.00
		001-000-000-576-80-31-00		Office & Operating Supplies	\$12.80
		101-000-000-543-30-30-00		Office And Operating	\$12.80
		401-000-000-534-00-42-00		Communications	\$12.80
		408-000-000-531-38-31-01		Operations & Maintenance	\$12.80
		409-000-000-535-00-42-00		Communications	\$12.80
		<b>Total Invoice - 9/12/2014 8:29:07 AM</b>			<b>\$80.00</b>
	<b>Total 36978</b>				<b>\$80.00</b>
<b>Total Charter Communications</b>					<b>\$80.00</b>
<b>Chinook Observer</b>	<b>36979</b>			<b>2014 - September - Second meeting</b>	
		Invoice - 9/12/2014 8:29:41 AM			
		282-14			
		001-000-000-511-30-44-00		Official Publications	\$99.12
		<b>Total Invoice - 9/12/2014 8:29:41 AM</b>			<b>\$99.12</b>
	<b>Total 36979</b>				<b>\$99.12</b>
<b>Total Chinook Observer</b>					<b>\$99.12</b>
<b>Dennis Schweizer</b>	<b>37008</b>			<b>2014 - September - Second meeting</b>	
		Invoice - 9/16/2014 11:54:24 AM			
		401-000-000-534-00-43-00		Travel/Meals/Lodging	\$324.64
		<b>Total Invoice - 9/16/2014 11:54:24 AM</b>			<b>\$324.64</b>
	<b>Total 37008</b>				<b>\$324.64</b>
<b>Total Dennis Schweizer</b>					<b>\$324.64</b>

Department of Commerce - PWTF  
36980

2014 - September - Second meeting

Invoice - 9/12/2014 10:02:31 AM			
DWSRF-241233			
401-000-000-591-34-72-02	Principal DWSRF 11-952-016		\$16,244.56
401-000-000-592-34-83-02	Interest DWSRF 11-952-016		\$4,893.04
<b>Total Invoice - 9/12/2014 10:02:31 AM</b>			<b>\$21,137.60</b>
Invoice - 9/12/2014 10:29:35 AM			
DWSRF-241459			
401-000-000-591-34-72-02	Principal DWSRF 11-952-016		\$4,230.45
401-000-000-592-34-83-02	Interest DWSRF 11-952-016		\$1,066.51
<b>Total Invoice - 9/12/2014 10:29:35 AM</b>			<b>\$5,296.96</b>
Invoice - 9/12/2014 10:32:18 AM			
DWSRF-95374			
401-000-000-591-34-72-01	Principal Pwtf - 04-65104-013		\$16,948.68
401-000-000-592-34-83-01	Interest Pwtf - 04-65104-013		\$2,033.84
<b>Total Invoice - 9/12/2014 10:32:18 AM</b>			<b>\$18,982.52</b>
<b>Total 36980</b>			<b>\$45,417.08</b>

Total Department of Commerce - PWTF  
Discovery Benefits

36981

2014 - September - Second meeting

Invoice - 9/12/2014 8:30:12 AM			
482657-IN			
001-000-000-514-20-31-00	Office & Operating Supplies		\$13.50
<b>Total Invoice - 9/12/2014 8:30:12 AM</b>			<b>\$13.50</b>
<b>Total 36981</b>			<b>\$13.50</b>

Total Discovery Benefits  
Gray & Osborne, Inc.

36982

2014 - September - Second meeting

Invoice - 9/12/2014 8:31:52 AM			
13437.00-17			
101-000-000-595-30-65-00	Roadway Construction		\$1,227.25
<b>Total Invoice - 9/12/2014 8:31:52 AM</b>			<b>\$1,227.25</b>
Invoice - 9/12/2014 8:32:30 AM			
12555.00-25			
401-000-000-594-34-62-01	Construction - Plant		\$2,572.81
<b>Total Invoice - 9/12/2014 8:32:30 AM</b>			<b>\$2,572.81</b>
Invoice - 9/12/2014 8:33:16 AM			
14476.00-2			
001-000-000-558-60-41-00	Planner Services		\$2,163.84
<b>Total Invoice - 9/12/2014 8:33:16 AM</b>			<b>\$2,163.84</b>
<b>Total 36982</b>			<b>\$5,963.90</b>

Total Gray & Osborne, Inc.  
HD Fowler Company

36983

2014 - September - Second meeting

Invoice - 9/12/2014 8:34:36 AM			
I3731334			
401-000-000-594-64-34-01	Equipment		\$826.03
<b>Total Invoice - 9/12/2014 8:34:36 AM</b>			<b>\$826.03</b>
Invoice - 9/12/2014 8:35:14 AM			
I3734824			
401-000-000-534-00-31-00	Operation & Maintenance		\$7.55
<b>Total Invoice - 9/12/2014 8:35:14 AM</b>			<b>\$7.55</b>
<b>Total 36983</b>			<b>\$833.58</b>

Total HD Fowler Company  
John Deere Financial

36984

2014 - September - Second meeting

Invoice - 9/12/2014 9:42:34 AM			
8/30/14			
001-000-000-591-48-71-01	John Deer Mower 8157-96 - Prin		\$1,000.00
001-000-000-592-48-83-00	John Deer Mower 8157-96 -		\$82.23
<b>Total Invoice - 9/12/2014 9:42:34 AM</b>			<b>\$1,082.23</b>
<b>Total 36984</b>			<b>\$1,082.23</b>

Total John Deere Financial  
Kubwater Resources Inc.

36985

2014 - September - Second meeting

Invoice - 9/12/2014 9:41:40 AM			
4263			
409-000-000-535-00-31-02	Chemicals		\$1,373.66
<b>Total Invoice - 9/12/2014 9:41:40 AM</b>			<b>\$1,373.66</b>
<b>Total 36985</b>			<b>\$1,373.66</b>

Total Kubwater Resources Inc.  
Long Beach Commercial Security

36986

2014 - September - Second meeting

Invoice - 9/12/2014 9:43:40 AM			
5060			
001-000-000-522-10-31-00	Office & Operating Supplies		\$9.44
401-000-000-534-00-31-00	Operation & Maintenance		\$9.43
<b>Total Invoice - 9/12/2014 9:43:40 AM</b>			<b>\$18.87</b>
<b>Total 36986</b>			<b>\$18.87</b>

Total Long Beach Commercial Security

McMillan, Elaine	36987	2014 - September - Second meeting		
		Invoice - 9/12/2014 8:30:58 AM		
		refreshments for DOH meeting		
		401-000-000-534-00-31-00	Operation & Maintenance	\$56.89
		Total Invoice - 9/12/2014 8:30:58 AM		\$56.89
	Total 36987			\$56.89
Total McMillan, Elaine				\$56.89
Mettler-Toledo, Inc.	36988	2014 - September - Second meeting		
		Invoice - 9/12/2014 9:44:47 AM		
		641135841		
		409-000-000-535-00-31-01	Operations And Maintenance	\$240.93
		Total Invoice - 9/12/2014 9:44:47 AM		\$240.93
	Total 36988			\$240.93
Total Mettler-Toledo, Inc.				\$240.93
North Central Laboratories	36989	2014 - September - Second meeting		
		Invoice - 9/12/2014 9:45:32 AM		
		343479		
		409-000-000-535-00-31-01	Operations And Maintenance	\$179.02
		Total Invoice - 9/12/2014 9:45:32 AM		\$179.02
	Total 36989			\$179.02
Total North Central Laboratories				\$179.02
Old Dominion Brush Company	36990	2014 - September - Second meeting		
		Invoice - 9/12/2014 9:47:18 AM		
		0062498-IN		
		001-000-000-576-80-35-00	Small Tools & Equipment	\$405.41
		Total Invoice - 9/12/2014 9:47:18 AM		\$405.41
	Total 36990			\$405.41
Total Old Dominion Brush Company				\$405.41
Pacific CO Sheriff Office	36991	2014 - September - Second meeting		
		Invoice - 9/12/2014 9:48:34 AM		
		2014-0401		
		001-000-000-525-60-51-00	Disaster Preparedness	\$1,324.50
		Total Invoice - 9/12/2014 9:48:34 AM		\$1,324.50
	Total 36991			\$1,324.50
Total Pacific CO Sheriff Office				\$1,324.50
PUD No 2 of Pacific County	37000	2014 - September - Second meeting		
		Invoice - 9/15/2014 5:58:17 PM		
		0064		
		001-000-000-528-60-51-00	Dispatch Services	\$710.50
		Total Invoice - 9/15/2014 5:58:17 PM		\$710.50
		Invoice - 9/15/2014 5:58:49 PM		
		0052		
		001-000-000-528-60-51-00	Dispatch Services	\$4,898.00
		Total Invoice - 9/15/2014 5:58:49 PM		\$4,898.00
	Total 37000			\$5,608.50
Total PUD No 2 of Pacific County				\$6,933.00
Sid's IGA	37009	2014 - September - Second meeting		
		Invoice - 9/16/2014 11:43:25 AM		
		001-000-000-511-60-47-00	Electricity	\$75.30
		001-000-000-522-50-47-00	Electricity	\$181.91
		001-000-000-572-50-47-00	Electricity	\$515.81
		001-000-000-575-50-40-00	Community Bldg Other - Electri	\$343.87
		001-000-000-576-80-47-00	Electricity	\$107.96
		101-000-000-542-63-47-00	Street Light Operating	\$587.98
		401-000-000-534-00-47-00	Electricity	\$2,721.01
		409-000-000-535-00-47-01	Electricity	\$5,487.00
		Total Invoice - 9/16/2014 11:43:25 AM		\$10,020.84
	Total 37009			\$10,020.84
Total PUD No 2 of Pacific County				\$10,020.84
Sid's IGA	36992	2014 - September - Second meeting		
		Invoice - 9/12/2014 9:50:19 AM		
		9-3-14		
		409-000-000-535-00-31-01	Operations And Maintenance	\$21.00
		Total Invoice - 9/12/2014 9:50:19 AM		\$21.00
	Total 36992			\$21.00
Total Sid's IGA				\$21.00
The Watershed Company	36993	2014 - September - Second meeting		
		Invoice - 9/12/2014 10:01:27 AM		
		2014-0965		
		001-000-000-558-60-41-00	Planner Services	\$1,147.50
		Total Invoice - 9/12/2014 10:01:27 AM		\$1,147.50
		Invoice - 9/12/2014 9:53:15 AM		
		2014-0968		
		001-000-000-558-60-41-00	Planner Services	\$4,922.50

	Total Invoice - 9/12/2014 9:53:15 AM		\$4,922.50
Total 36993			\$6,070.00
Total The Watershed Company			\$6,070.00
USA Blue Book			
37001	2014 - September - Second meeting		
	Invoice - 9/15/2014 5:57:24 PM		
	438551		
	401-000-000-534-00-31-00	Operation & Maintenance	\$625.19
	Total Invoice - 9/15/2014 5:57:24 PM		\$625.19
Total 37001			\$625.19
Total USA Blue Book			\$625.19
Visa			
36994	2014 - September - Second meeting		
	Invoice - 9/12/2014 9:52:16 AM		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$66.67
	401-000-000-534-00-31-06	Office & Customer Service	\$66.66
	409-000-000-535-00-31-08	Office Supplies & Customer	\$66.66
	Total Invoice - 9/12/2014 9:52:16 AM		\$199.99
Total 36994			\$199.99
Total Visa			\$199.99
WA State Auditor			
37002	2014 - September - Second meeting		
	Invoice - 9/15/2014 5:55:47 PM		
	L104689		
	001-000-000-514-23-41-00	Audit Costs	\$3,845.60
	Total Invoice - 9/15/2014 5:55:47 PM		\$3,845.60
Total 37002			\$3,845.60
Total WA State Auditor			\$3,845.60
WA State Dept. of Ecology			
36995	2014 - September - Second meeting		
	Invoice - 9/12/2014 10:34:01 AM		
	2015-BA0023159		
	409-000-000-535-00-31-05	Doe Annual Permit	\$1,282.40
	Total Invoice - 9/12/2014 10:34:01 AM		\$1,282.40
Total 36995			\$1,282.40
Total WA State Dept. of Ecology			\$1,282.40
Wadsworth Electric			
37003	2014 - September - Second meeting		
	Invoice - 9/15/2014 5:57:48 PM		
	19032		
	401-000-000-534-00-41-03	Professional Services -	\$93.79
	Total Invoice - 9/15/2014 5:57:48 PM		\$93.79
Total 37003			\$93.79
Total Wadsworth Electric			\$93.79
Washington Tractor			
36996	2014 - September - Second meeting		
	Invoice - 9/12/2014 10:47:39 AM		
	552255		
	101-000-000-542-70-31-00	Roadside Operating	\$136.22
	Total Invoice - 9/12/2014 10:47:39 AM		\$136.22
Total 36996			\$136.22
Total Washington Tractor			\$136.22
Whitney Equipment Company, Inc.			
36997	2014 - September - Second meeting		
	Invoice - 9/12/2014 10:35:38 AM		
	76570		
	409-000-000-594-64-35-03	Pump	\$57,929.70
	effluent pumps		
	Total Invoice - 9/12/2014 10:35:38 AM		\$57,929.70
Total 36997			\$57,929.70
Total Whitney Equipment Company, Inc.			\$57,929.70
Wilcox & Flegel Oil Co.			
36998	2014 - September - Second meeting		
	Invoice - 9/12/2014 10:35:06 AM		
	0616957-IN		
	409-000-000-535-00-32-00	Gas/oil Products	\$204.03
	Total Invoice - 9/12/2014 10:35:06 AM		\$204.03
Total 36998			\$204.03
37004	2014 - September - Second meeting		
	Invoice - 9/15/2014 5:56:38 PM		
	0619526-in		
	401-000-000-534-00-32-00	Gasoline	\$186.40
	Total Invoice - 9/15/2014 5:56:38 PM		\$186.40
Total 37004			\$186.40
Total Wilcox & Flegel Oil Co.			\$390.43
Grand Total	Vendor Count	30	\$145,256.57

**TREASURER'S REPORT**  
**Month ending August 31, 2014**

Since mid-July, the Washington State Auditor's Office has been conducting the audit of the 2013 financial statement as well as the single audit of federal expenditures for the multiple federally funded projects that were underway during 2013. To save on travel costs, the audit was conducted remotely. The exit conference for the audit was held on September 9<sup>th</sup>. Both the financial statement and single audit were reported to be "clean." The next audit is currently scheduled for 2015. It will include an accountability audit for the years 2012 through 2014, financial statement audit for 2014, and a single audit of federal expenditures for 2014. The estimated cost of the audit in 2015 is just over \$20,000.

The following is a reminder of the budget process schedule:

Friday, June 20 <sup>th</sup>	Request to managers to develop estimates
Friday, August 15 <sup>th</sup>	Last day for managers to provide estimates to Treasurer
Tuesday, September 2 <sup>nd</sup>	Mayor and Treasurer go over budget proposals
Sept 3 <sup>rd</sup> thru 17 <sup>th</sup>	Mayor to meet with managers
Monday, September 22 <sup>nd</sup>	Council Budget Workshop
Monday, October 13 <sup>th</sup>	Council Budget Workshop
Monday, October 27 <sup>th</sup>	Council Budget Workshop/Public Hearing #1
Monday, November 24 <sup>th</sup>	Public Hearing #2
Monday, December 8 <sup>th</sup>	Final Council Budget Workshop/First reading of Ordinance
Monday, December 22 <sup>nd</sup>	Budget Ordinance adopted

The Mayor has been reviewing budget recommendations with staff over the last week.

For the first two-thirds of 2014, revenues compared to 2013 for taxes and most utilities, with the exception of sewer, have come in slightly higher than forecast. Expenditures overall are remaining within the boundaries of the 2014 budget.

**Current Overall Cash Position**

The following are the account balances at the Bank of Pacific and Local Government Investment Pool:

Current Balances as of September 16, 2014

Bank of Pacific	
xxx.3303 Main	\$259,780
xxx.7413	28,330
LGIP	<u>982,083</u>
Total Cash	\$1,270,193

Elaine McMillan,  
Treasurer



# City of Ilwaco Exit Conference September 9, 2014

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State Auditor  
Troy Kelley**

**Director of Local  
Audit**

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## Meeting Agenda

The purpose of our exit conference is to share the results of our independent audit and to provide a forum for open discussion. We are pleased to review our draft report and discuss other topics as listed below with you.

- Financial statement audit report and other required communications
- Federal grant compliance audit report
- Recommendations not included in our audit reports
- Report publication
- Audit cost analysis
- Your next scheduled audit
- Customer service survey

Preliminary audit results and recommendations were shared in detail with City management and personnel as they were developed during the audit. We would like to thank staff for their cooperation and timely response to our requests during the audit.

We take seriously our responsibility to hold state and local governments accountable for the use of public resources. We believe it is critical to citizens and the mission of the City that we work together as partners in accountability to prevent problems and constructively resolve issues. As such, we encourage your comments and questions.

## Financial Statement Audit

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### Report

Our draft financial statement report includes our opinion on the financial statements. It also includes our report on internal control over financial reporting and on noncompliance and other matters as required by *Government Auditing Standards*.

An unmodified opinion will be issued on the financial statements, which means that we believe they are presented fairly, in all material respects.

In relation to our report, we would like to bring to your attention:

- There were no uncorrected misstatements in the audited financial statements.
- There were no material misstatements in the financial statements corrected by management during the audit.
- No significant deficiencies in internal control over financial reporting were identified.
- No instances of noncompliance were identified that could have a direct and material effect on the determination of financial statement amounts.

## Federal Grant Compliance Audit

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### Report

Our draft report discloses the results of our audit of compliance and internal controls over federal grant programs. It includes no findings.

## Recommendations not included in the Audit Reports

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We are pleased to report no formal audit recommendations.

## Concluding Comments

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### Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/saoportal/Login.aspx>

## Audit Cost Analysis

	2011	2012	2013
Audit Cost	\$4,824	\$7,903	\$6,690
Travel Expenses	\$1,407	\$797	\$205
Total Costs	\$6,231	\$8,700	\$6,895
City's Total Expenses	\$3,230,153	\$6,540,511	\$4,532,919
<b>Cost as % of Expenses</b>	<b>0.19%</b>	<b>0.13%</b>	<b>0.15%</b>

The 2012 audit included a two year financial statement audit. As a result, the total costs are slightly higher in 2012.

### Your Next Scheduled Audit

Your next audit is scheduled to be conducted in 2015 and will cover the following general areas:

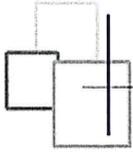
- Accountability for Public Resources (2012 through 2014)
- Financial Statements (2014)
- Federal Programs (2014)

The estimated cost for the next audit based on the current billing rate is \$20,400 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

### Customer Service Survey

An invitation to complete a customer service survey will be emailed to Elaine McMillan, Treasurer. Your feedback is important to our commitment to continually develop and improve our audit process.

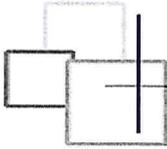
Please don't hesitate to contact our Office throughout the year when you have questions. Our website also offers many resources, including a client HelpDesk for your auditing and accounting questions.



## Cash and Investment Activity

Period: 2014 - August  
Period Totals

Fund		Beginning Cash	Beginning Investment	Activity In	Activity Out	Ending Cash	Ending Investment	Ending Balance
001	General Fund Current Expense	189,850	-	48,292	58,545	179,597	-	179,597
101	City Streets	(3,591)	-	236,152	276,321	(43,760)	-	(43,760)
104	Tourism	52,510	-	4,305	7,500	49,315	-	49,315
301	Excise Reserve	18,524	-	977	-	19,501	-	19,501
401	Water	291,750	-	87,067	71,347	307,470	-	307,470
402	Water & Sewer Equip Reserve	0	-	-	-	0	-	0
403	Water & Sewer Bond Redemption	-	-	-	-	-	-	-
404	Water & Sewer Bond Reserve	337,455	-	-	-	337,455	-	337,455
408	Stormwater	9,700	-	5,117	1,998	12,819	-	12,819
409	Sewer	315,144	-	91,738	37,697	369,184	-	369,184
631	Pavroll Clearing Fund	-	-	-	-	-	-	-
632	Claims Clearing Fund	-	-	-	-	-	-	-
999	Lgip Investment	(950,298)	950,298	31,784	31,784	(982,083)	982,083	-
		\$ 261,044	\$ 950,298	\$ 505,431	\$ 485,193	\$ 249,497	\$ 982,083	\$ 1,231,580



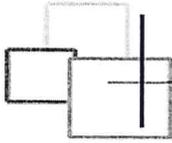
# Revenue Comparison

Current Periods: 2014 - August, 2014 - July, 2014 - June, 2014 - May, 2014 - April, 2014 - March, 2014 -

Print Display	Description	Current Year			Last Year		
		Amount	Budget	%	Amount	Budget	%
<b>General Fund</b>							
001-000-000-311-10-00-00	General Property Taxes	86,494	143,500	60%	91,203	141,373	65%
001-000-000-313-11-00-00	Local Sales & Use Taxes	88,667	135,000	66%	72,277	135,000	54%
001-000-000-316-10-00-00	Business & Occupation Tax	44,488	58,000	77%	36,768	58,000	63%
001-000-000-316-40-01-00	Garbage 6% Utility Tax	11,408	13,800	83%	10,592	13,800	77%
001-000-000-316-40-02-00	Cable 6% Utility Tax	6,217	12,000	52%	6,957	10,000	70%
001-000-000-316-40-03-00	Telephone 6% Utility Tax	19,716	35,000	56%	25,318	30,000	84%
001-000-000-316-40-04-00	Electric 6% Utility Tax	53,479	75,000	71%	53,464	75,000	71%
001-000-000-316-40-05-00	Water Utility Tax	40,367	53,797	75%	31,680	51,772	61%
001-000-000-316-40-06-00	Sewer Utility Tax	29,991	49,455	61%	29,374	47,400	62%
001-000-000-316-40-07-00	Storm Drainage Utility Tax	3,368	4,320	78%	3,287	4,320	76%
001-000-000-316-40-08-00	Fire Hydrant Fee	-	-	-	3	-	-
001-000-000-316-81-00-00	Gambling Tax	-	1,000	0%	-	2,000	0%
001-000-000-317-20-00-00	Local Leasehold Excise Tax	22,998	20,000	115%	15,745	20,000	79%
001-000-000-317-40-00-00	Timber Harvest Excise Tax	75	-	-	59	-	-
001-000-000-321-99-00-00	Other Business Licenses and Permits	27,486	37,000	74%	23,777	37,000	64%
001-000-000-322-10-00-01	Building Permit Fees	2,105	7,560	28%	-	7,560	0%
001-000-000-322-90-00-00	Land Use Permit Fees	-	-	-	3,640	-	-
001-000-000-322-90-00-01	Zoning Fees	1,146	5,000	23%	2,021	5,000	40%
001-000-000-334-03-12-00	DOE Aquatic Weed Grant	1,514	39,000	4%	5,870	39,000	15%
001-000-000-334-03-13-00	DOE Shoreline Master Program	20,624	100,000	21%	-	25,000	0%
001-000-000-335-00-91-00	PUD Privilege Tax	8,626	9,000	96%	8,843	8,000	111%
001-000-000-336-06-21-00	Criminal Justice - Violent	778	500	156%	750	235	319%
001-000-000-336-06-25-00	Criminal Justice - Contracted	1,150	1,500	77%	1,070	1,500	71%
001-000-000-336-06-26-00	Criminal Justice - Special Programs	667	795	84%	623	795	78%
001-000-000-336-06-51-00	DUI & Other Criminal Justice	127	300	42%	127	200	63%
001-000-000-336-06-94-00	Liquor Excise Tax	683	1,119	61%	-	809	0%
001-000-000-336-06-95-00	Liquor Board Profits	4,803	8,357	57%	4,225	8,638	49%
001-000-000-337-00-01-00	PCOG For Fire Station	25,000	25,000	100%	25,000	25,000	100%
001-000-000-337-00-02-00	PCOG For Community Building	18,979	18,979	100%	18,979	18,979	100%
001-000-000-341-81-00-00	Photocopying	15	100	15%	15	100	15%
001-000-000-341-96-00-00	Other General Government Services	275	-	-	1,712	-	-
001-000-000-342-20-00-00	Fire Protection Services	1,485	2,000	74%	2,459	2,000	123%
001-000-000-353-10-03-01	Municipal Court Fines	4,594	5,000	92%	4,524	3,605	125%
001-000-000-353-70-00-00	Non-Traffic Infraction Penalties	35	-	-	52	100	52%
001-000-000-361-11-00-00	Investment Interest	96	2,400	4%	96	500	19%
001-000-000-361-40-00-00	Other Interest	13	40	33%	11	-	-
001-000-000-362-40-00-00	Space & Facility Rental	211	-	-	-	-	-
001-000-000-362-50-00-04	Community Building - Rent	2,603	3,250	80%	2,106	1,250	168%
001-000-000-362-50-01-00	Community Building - Electricity	6,139	11,500	53%	11,984	11,500	104%
001-000-000-362-90-00-00	Community Building - Other	23	-	-	-	5,000	0%
001-000-000-367-19-00-00	Black Lake Fish Derby Donations	4,997	4,800	104%	4,431	4,800	92%
001-000-000-369-10-00-00	Sale of Scrap And Junk	170	-	-	2,895	-	-
001-000-000-369-80-00-00	Cash Adjustment	0	-	-	-	-	-
001-000-000-386-83-08-00	Trauma Care	181	170	107%	127	170	75%
001-000-000-386-83-31-00	Auto Theft	240	220	109%	250	220	114%
001-000-000-386-83-32-00	Brain Trauma	71	40	176%	50	40	125%
001-000-000-386-91-00-00	ST Gen Fund 40	805	1,300	62%	1,019	1,300	78%
001-000-000-386-92-00-00	ST Gen Fund 50	461	700	66%	537	700	77%
001-000-000-386-97-00-00	JIS Account	380	225	169%	446	225	198%
001-000-000-391-90-00-00	Proceeds from Other Debt	-	-	-	48,694	-	-
001-000-000-397-00-00-01	Transfer From 101-Bldg. Rental	5,750	11,500	50%	5,000	10,000	50%
001-000-000-397-00-00-02	Transfer From 401-Bldg. Rental	6,188	12,375	50%	3,750	7,500	50%
001-000-000-397-00-00-03	Transfer From 409-Bldg. Rental	10,138	20,275	50%	3,750	7,500	50%
001-000-000-397-00-00-06	Transfer From 106	-	2,500	0%	-	-	-
001-000-000-397-00-00-07	Transfer from 408	2,750	5,500	50%	2,500	5,000	50%
001-000-000-397-00-00-08	Transfer from 301	1,250	-	-	-	-	-
<b>General Fund Total</b>		<b>\$ 569,825</b>	<b>\$ 938,877</b>	<b>61%</b>	<b>\$ 568,060</b>	<b>\$ 827,891</b>	<b>69%</b>

Print Display	Description	Current Year			Last Year		
		Amount	Budget	%	Amount	Budget	%
<b>Streets Fund</b>							
101-000-000-311-10-00-00	General Property Tax	37,069	61,500	60%	39,087	60,589	65%
101-000-000-313-18-62-00	Pcog .09 - (2008)	-	46,653	0%	-	-	-
101-000-000-334-03-82-00	TIB - School Street	-	-	-	92,478	92,478	100%
101-000-000-334-03-83-00	TIB - Brumbach	-	-	-	12,363	150,692	8%
101-000-000-334-03-84-00	TIB - Sidewalks	91,964	95,299	97%	563	52,035	1%
101-000-000-334-03-85-00	TIB - Elizabeth	452,421	503,324	90%	18,106	71,500	25%
101-000-000-336-00-87-00	Motor Vehicle Fuel Tax	12,485	19,176	65%	12,507	19,319	65%
101-000-000-337-00-00-00	MV Fuel Tax - County distribution	-	-	-	35,061	35,061	100%
101-000-000-339-22-20-00	Arra Grant	107	-	-	-	-	-
101-000-000-361-11-00-00	Investment Interest	14	-	-	43	-	-
101-000-000-397-00-00-01	Transfer from 301	2,000	14,000	14%	-	5,000	0%
101-000-000-397-00-41-00	Transfer IN - Brumbach	-	16,000	0%	-	-	-
<b>Streets Funds Total</b>		<b>\$ 596,061</b>	<b>\$ 755,952</b>	<b>79%</b>	<b>\$ 210,207</b>	<b>\$ 486,674</b>	<b>43%</b>
<b>Tourism Fund</b>							
104-000-000-313-31-00-00	Hotel-Motel Tax	13,615	30,000	45%	19,436	36,000	54%
104-000-000-361-11-00-00	Investment Interest	27	130	21%	44	130	34%
<b>Tourism Fund Total</b>		<b>\$ 13,642</b>	<b>\$ 30,130</b>	<b>45%</b>	<b>\$ 19,480</b>	<b>\$ 13,642</b>	<b>143%</b>
<b>Excise Reserve Fund</b>							
301-000-000-318-34-00-00	Real Estate Excise Tax -REET 1	5,196	9,000	58%	5,854	11,000	53%
301-000-000-361-11-00-00	Investment Interest	9	-	-	12	-	-
<b>Excise Reserve Fund Total</b>		<b>\$ 5,204</b>	<b>\$ 9,000</b>	<b>58%</b>	<b>\$ 5,867</b>	<b>\$ 11,000</b>	<b>53%</b>
<b>Water Fund</b>							
401-000-000-333-66-46-00	Indirect Federal Grant from EPA	-	-	-	5,471	30,000	18%
401-000-000-334-04-00-01	State Grant - Department of Health	33,071	940,000	4%	77,557	940,000	8%
401-000-000-343-40-00-00	Water Sales	503,883	672,467	75%	408,140	647,149	63%
401-000-000-343-40-00-01	Other Utilities	232	-	-	373	-	-
401-000-000-343-40-00-02	Other Rev Sources	16,321	2,060	792%	2,013	-	-
401-000-000-361-11-00-00	Investment Interest	126	-	-	14,476	12,000	121%
401-000-000-379-00-00-01	Water Connections	6,029	7,500	80%	12,005	7,500	160%
401-000-000-391-80-00-00	Intergovernmental Loan Proceeds	711,287	901,300	79%	172,355	1,732,150	10%
401-000-000-395-10-00-00	Proceeds From Sales of Capital	-	-	-	892	900	99%
<b>Water Fund Total</b>		<b>\$ 1,270,949</b>	<b>\$ 2,523,327</b>	<b>50%</b>	<b>\$ 693,281</b>	<b>\$ 3,369,699</b>	<b>21%</b>
<b>Bond Redemption Fund</b>							
403-000-000-397-00-00-00	Intertie Loan Usda 91-01	2,177	4,354	50%	2,177	4,354	50%
403-000-000-397-00-00-03	Transfer-Sewer Pwtf97-791-007	14,692	15,086	97%	15,086	15,086	100%
403-000-000-397-00-00-04	Transfer From Sewer-Pwtf 2003	-	-	-	-	13,564	0%
403-000-000-397-00-00-05	Transfer-Sewer Pwtf 04-691	1,661	1,676	99%	1,676	1,676	100%
403-000-000-397-00-00-06	Transfer-Sewer Pwtf 05-691	25,123	25,528	98%	-	25,528	0%
403-000-000-397-00-00-07	Transfer-Sewer DOE	107,833	250,862	43%	-	107,000	0%
403-000-000-397-00-00-08	Transfer from Sewer PC13-961-054	1,220	-	-	25	-	-
403-000-000-397-00-70-02	Transfer From Sewer Srf 94-08	104,308	104,308	100%	104,308	104,308	100%
403-000-000-397-00-70-05	Tran From Wat Pwtf04-65104-013	-	18,983	0%	-	19,152	0%
403-000-000-397-00-72-04	Tran From Sewer Pwtf06-962-017	13,375	13,564	99%	13,438	-	-
403-000-000-397-00-72-06	Trans From Sewer-B of P 2008	29,647	29,648	100%	29,647	29,648	100%
403-000-000-397-00-72-07	Trans From Sewer PWTF 09-951-050	10,054	13,038	77%	35,681	13,168	271%
<b>Bond Redemption Fund Total</b>		<b>\$ 310,091</b>	<b>\$ 477,047</b>	<b>65%</b>	<b>\$ 202,038</b>	<b>\$ 333,484</b>	<b>61%</b>
<b>Bond Reserve Fund</b>							
404-000-000-397-35-70-01	Wwtp-SRF Reserve- Refinance of	2,334	4,668	50%	-	-	-
404-000-000-397-35-70-02	Wwtp Srf Reserve- First Avenue	6,460	12,920	50%	-	-	-
404-000-000-397-35-70-03	Wwtp 2004-Usda Reserve	-	-	-	6,137	6,137	100%
404-000-000-397-35-72-06	Wwtp 2008 Reserve-B of P	1,483	2,965	50%	2,965	2,965	100%
<b>Bond Reserve Fund Total</b>		<b>\$ 10,277</b>	<b>\$ 20,553</b>	<b>50%</b>	<b>\$ 9,102</b>	<b>\$ 9,102</b>	<b>100%</b>
<b>Stormwater Fund</b>							
408-000-000-343-10-00-00	Storm Drainage	56,336	72,000	78%	56,669	77,000	74%
408-000-000-361-11-00-00	Investment Interest	11	-	-	12	-	-
<b>Stormwater Fund Total</b>		<b>\$ 56,347</b>	<b>\$ 72,000</b>	<b>78%</b>	<b>\$ 56,681</b>	<b>\$ 77,000</b>	<b>74%</b>
<b>Sewer Fund</b>							
409-000-000-343-60-00-00	Sewer Service Charges	489,911	824,244	59%	518,105	790,000	66%
409-000-000-343-61-00-00	Seaview Sewer District Fees	84,924	231,998	37%	98,249	197,847	50%
409-000-000-343-62-00-00	Seaview - SRF Loan Match	66,034	94,282	70%	37,787	65,192	58%
409-000-000-361-11-00-00	Investment Income	327	-	-	411	-	-
409-000-000-361-40-00-00	Other Revenue Sources	23,359	500	4672%	5,299	500	1060%
409-000-000-372-00-00-00	Insurance Recoverv	-	-	-	15,253	15,500	98%

Print/Display	Description	Current Year			Last Year		
		Amount	Budget	%	Amount	Budget	%
409-000-000-379-00-00-00	Sewer Connections	12,400	18,600	67%	6,200	18,600	33%
409-000-000-391-80-00-00	Intergovernmental Loan Proceed	6,123	295,000	2%	-	834,000	0%
409-000-000-391-80-00-01	Loan Proceeds	17,680	23,804	74%	45,878	336,000	14%
409-000-000-395-10-00-00	Proceeds Surplus Property	-	-	-	646	700	92%
<b>Sewer Fund Total</b>		<b>\$ 700,759</b>	<b>\$ 1,488,428</b>	<b>47%</b>	<b>\$ 727,828</b>	<b>\$ 2,258,339</b>	<b>32%</b>
<b>Grand Total</b>		<b>\$ 3,533,154</b>	<b>\$ 6,315,314</b>	<b>56%</b>	<b>\$ 2,492,545</b>	<b>\$ 7,386,831</b>	<b>34%</b>



# Expenditure Comparison

Current Periods: 2014 - August, 2014 - July, 2014 - June, 2014 - May, 2014 - April, 2014 - March, 2014 - February, 2014 - January

Last Periods: 2013 - August, 2013 - July, 2013 - June, 2013 - May, 2013 - April, 2013 - March, 2013 - February, 2013 -

Print Display	Description	Current Year			Last Year		
		Amount	Budget	%	Amount	Budget	%
<b>General Fund</b>							
001-000-000-511-30-44-00	Official Publications	1,364	2,000	68%	2,681	2,000	134%
001-000-000-511-60-10-00	Salaries & Wages	12,022	18,000	67%	12,026	18,000	67%
001-000-000-511-60-20-00	Personnel Benefits	1,342	2,235	60%	1,382	2,235	62%
001-000-000-511-60-41-01	IT/Software Services	5,153	3,833	134%	-	2,633	0%
001-000-000-511-60-43-00	Travel/Meals/Lodging	225	500	45%	51	-	-
001-000-000-511-60-46-00	Insurances	3,957	7,362	54%	3,486	7,412	47%
001-000-000-511-60-47-00	Electricity	1,084	-	-	938	3,000	31%
001-000-000-511-60-47-02	City Sewer - Museum	278	1,890	15%	353	1,890	19%
001-000-000-511-60-48-00	Repair & Maintenance	82	200	41%	-	200	0%
001-000-000-511-60-49-00	Miscellaneous	-	-	-	4,000	-	-
001-000-000-511-60-49-01	Miscellaneous	-	100	0%	-	100	0%
001-000-000-511-60-51-00	Election Costs	7,495	6,000	125%	5,597	6,000	93%
001-000-000-512-50-40-02	Municipal Court Services	-	-	-	10,396	-	-
001-000-000-512-50-40-03	Municipal Court Services	11,307	17,250	66%	600	17,250	3%
001-000-000-512-50-40-04	Court Remit TO State	-	3,500	0%	1,538	3,500	44%
001-000-000-514-20-10-00	Salaries & Wages	25,096	40,054	63%	25,627	40,596	63%
001-000-000-514-20-20-00	Personnel Benefits	7,942	11,569	69%	8,367	10,809	77%
001-000-000-514-20-31-00	Office & Operating Supplies	3,826	6,020	64%	3,882	5,500	71%
001-000-000-514-20-35-00	Small Tools & Equipment	-	3,500	0%	-	500	0%
001-000-000-514-20-41-00	Professional Services	3,146	-	-	-	3,000	0%
001-000-000-514-20-42-00	Communication	2,583	4,080	63%	2,272	4,080	56%
001-000-000-514-20-43-00	Travel/Meals/Lodging	-	1,000	0%	-	1,000	0%
001-000-000-514-20-43-01	Training	580	1,500	39%	262	1,500	17%
001-000-000-514-20-45-00	Postage Meter Rental	1,102	1,452	76%	726	1,452	50%
001-000-000-514-20-46-00	Insurance	70	-	-	-	-	-
001-000-000-514-20-47-00	Electricity	318	3,000	11%	-	-	-
001-000-000-514-20-47-01	Garbage Bills	2,325	3,049	76%	1,985	3,049	65%
001-000-000-514-20-47-02	Water - City Hall	364	432	84%	1,624	2,000	81%
001-000-000-514-20-47-03	Sewer - City Hall	545	1,440	38%	3,492	5,000	70%
001-000-000-514-20-47-04	Storm Drainage	176	300	59%	176	300	59%
001-000-000-514-20-48-00	Repairs & Maintenance	310	-	-	52	-	-
001-000-000-514-20-49-00	Miscellaneous	-	4,000	0%	75	4,000	2%
001-000-000-514-23-41-00	Audit Costs	2,546	8,000	32%	-	8,000	0%
001-000-000-514-30-00-00	Records Services	11	-	-	-	-	-
001-000-000-515-30-41-00	Legal Services	14,388	15,000	96%	11,170	15,000	74%
001-000-000-519-70-49-00	Assoc of WA Cities (dues)	465	720	65%	719	720	100%
001-000-000-519-70-49-01	Pacific Council of	1,500	1,500	100%	1,500	1,500	100%
001-000-000-519-70-49-03	Pacific County EDC	500	500	100%	500	500	100%
001-000-000-521-10-50-00	Law Enforcement Contract	106,832	183,140	58%	122,094	183,132	67%
001-000-000-521-30-40-00	Drug Task Force	-	-	-	42	-	-
001-000-000-522-10-10-00	Salaries & Wages	10,264	14,963	69%	10,177	14,962	68%
001-000-000-522-10-20-00	Personnel Benefits	6,155	9,248	67%	5,911	8,948	66%
001-000-000-522-10-20-01	Board of Volunteer Firemen	120	2,100	6%	570	2,100	27%
001-000-000-522-10-20-02	Life & Disability Insurance	1,533	3,600	43%	3,426	3,400	101%
001-000-000-522-10-31-00	Office & Operating Supplies	6,430	10,730	60%	5,094	10,000	51%
001-000-000-522-10-31-01	Training/Attendance	895	10,650	8%	6,045	10,650	57%
001-000-000-522-10-32-00	Gasoline	422	1,600	26%	559	1,000	56%
001-000-000-522-10-35-00	Small Tools & Equipment	-	3,418	0%	154	2,600	6%
001-000-000-522-10-42-00	Communication	4,019	4,440	91%	3,000	4,440	68%
001-000-000-522-50-46-00	Insurance	5,126	9,540	54%	4,484	9,605	47%
001-000-000-522-50-47-00	Electricity	5,438	6,000	91%	4,648	5,000	93%
001-000-000-522-50-47-01	Water	1,358	1,500	91%	1,311	1,500	87%
001-000-000-522-50-47-02	Sewer	2,175	2,904	75%	2,014	1,140	177%
001-000-000-522-50-47-03	Storm Drainage	428	500	86%	428	500	86%
001-000-000-522-50-48-00	Repair & Maintenance	1,885	13,800	14%	2,665	2,800	95%
001-000-000-522-60-00-00	Vehicle & Equipment	9	-	-	-	-	-
001-000-000-523-20-40-00	Correctional Institutions	2,265	3,500	65%	-	3,500	0%
001-000-000-523-21-00-01	Juvenile Facility	-	50	0%	-	50	0%
001-000-000-525-60-51-00	Disaster Preparedness	3,974	5,753	69%	4,315	5,753	75%
001-000-000-528-60-51-00	Dispatch Services	16,826	24,608	68%	18,456	24,608	75%
001-000-000-553-70-51-00	Air Pollution Control	423	502	84%	421	502	84%

Print Display	Description	Current Year			Last Year		
		Amount	Budget	%	Amount	Budget	%
001-000-000-557-20-41-00	Ilwaco Web Page	560	1,500	37%	420	1,500	28%
001-000-000-558-60-41-00	Planner Services	47,414	115,000	41%	5,712	35,000	16%
001-000-000-566-00-51-00	Alcohol Program 2%	144	250	58%	85	250	34%
001-000-000-572-50-41-00	Custodian Library	2,739	3,900	70%	2,677	3,900	69%
001-000-000-572-50-46-00	Insurance	5,856	1,781	329%	5,123	1,793	286%
001-000-000-572-50-47-00	Electricity	5,270	6,500	81%	5,618	6,500	86%
001-000-000-572-50-47-01	City Water	1,087	1,200	91%	1,078	1,200	90%
001-000-000-572-50-47-02	City Sewer	1,579	1,140	138%	1,464	1,140	128%
001-000-000-572-50-47-03	Storm Drainage	69	100	69%	69	100	69%
001-000-000-572-50-48-00	Repairs & Maintenance	2,228	500	446%	1,041	500	208%
001-000-000-572-50-49-00	Miscellaneous	69	100	69%	-	700	0%
001-000-000-573-90-30-00	Street Banners	-	-	-	431	-	-
001-000-000-573-90-49-00	Black Lake Fishing Derby	4,201	4,800	88%	4,317	4,800	90%
001-000-000-575-50-40-00	Community Bldg Other -	3,195	6,221	51%	3,745	6,221	60%
001-000-000-575-50-40-01	Community Bldg Other-Mntc	13	2,000	1%	2,370	1,000	237%
001-000-000-575-50-40-04	Community Building	-	9,120	0%	-	9,182	0%
001-000-000-576-80-10-00	Parks Salaries and Wages	16,569	26,222	63%	12,848	18,387	70%
001-000-000-576-80-20-00	Parks Benefits	6,149	11,965	51%	4,560	6,920	66%
001-000-000-576-80-31-00	Office & Operating Supplies	4,984	4,500	111%	3,519	4,500	78%
001-000-000-576-80-34-00	Aquatic Weed Treatment	1,396	39,000	4%	1,037	39,000	3%
001-000-000-576-80-35-00	Small Tools & Equipment	12,369	12,200	101%	(616)	32,500	-2%
001-000-000-576-80-46-00	Insurance	1,233	2,294	54%	1,079	2,310	47%
001-000-000-576-80-47-00	Electricity	710	3,046	23%	654	3,046	21%
001-000-000-576-80-47-01	Water-Parks, Sprinklers,Blk	1,928	1,681	115%	1,967	1,681	117%
001-000-000-576-80-47-02	Sewer-Parks, Black Lake	1,848	2,280	81%	1,758	2,280	77%
001-000-000-576-80-47-03	Storm Drainage	1,445	1,500	96%	1,452	2,600	56%
001-000-000-576-80-48-00	Repairs & Maintenance	4,877	8,500	57%	1,663	5,500	30%
001-000-000-576-80-49-00	Miscellaneous	776	3,000	26%	-	500	0%
001-000-000-576-80-49-01	Other	-	5,000	0%	855	3,000	28%
001-000-000-591-13-71-00	Usda RD #97-09 Bond - Prin	9,115	18,446	49%	8,697	17,600	49%
001-000-000-591-22-71-00	BOP Fire Station - Prin	40,176	35,479	113%	37,301	33,763	110%
001-000-000-591-48-71-01	John Deer Mower 8157-96 -	7,115	12,000	59%	1,000	6,000	17%
001-000-000-591-73-71-00	BOP Community Bldg - Prin	17,502	15,676	112%	16,871	15,418	109%
001-000-000-592-13-83-00	Usda RD #97-09 Bond -	4,149	8,082	51%	4,567	8,928	51%
001-000-000-592-22-83-00	BOP Fire Station - Interest	37,257	41,953	89%	40,132	43,669	92%
001-000-000-592-48-83-00	John Deer Mower 8157-96 -	1,807	500	361%	89	546	16%
001-000-000-592-73-83-00	BOP Community Bldg -	11,525	13,351	86%	12,156	13,609	89%
001-000-000-594-62-14-00	Governmental Facility	5,390	27,400	20%	-	10,000	0%
001-000-000-594-64-22-01	Fire Equipment	-	5,000	0%	2,915	-	-
001-000-000-594-64-76-00	Parks Vehicles	10,465	-	-	69,208	-	-
<b>General Fund Total</b>		<b>\$561,886</b>	<b>\$935,719</b>	<b>60%</b>	<b>\$559,149</b>	<b>\$814,459</b>	<b>69%</b>
<b>Street Fund</b>							
101-000-000-542-30-10-00	Salaries & Wages	20,655	32,541	63%	20,256	29,092	70%
101-000-000-542-30-20-00	Benefits	7,594	13,846	55%	7,187	10,030	72%
101-000-000-542-30-31-00	Roadway Operating	-	2,000	0%	1,835	2,000	92%
101-000-000-542-30-35-00	Roadway Equipment	1,086	1,500	72%	4	1,500	0%
101-000-000-542-40-32-00	Storm Drainage Supplies	-	-	-	69	-	-
101-000-000-542-63-47-00	Street Light Operating	4,717	6,005	79%	4,621	6,005	77%
101-000-000-542-66-31-00	Ice Control Operating	-	850	0%	-	850	0%
101-000-000-542-67-30-00	Street Cleaning	-	4,000	0%	988	1,000	99%
101-000-000-542-70-31-00	Roadside Operating	3,069	2,000	153%	1,510	1,500	101%
101-000-000-543-30-30-00	Office And Operating	6,366	4,633	137%	1,859	1,500	124%
101-000-000-543-30-30-01	Gasoline & Oil Products	947	3,000	32%	2,478	1,100	225%
101-000-000-543-30-30-02	Small Tools & Equipment	1,349	500	270%	15	500	3%
101-000-000-543-30-40-01	Insurance	757	1,384	55%	662	1,394	47%
101-000-000-543-60-40-00	Safety Training	305	-	-	-	133	0%
101-000-000-595-10-41-01	Engineering-Brumbach	-	-	-	463	-	-
101-000-000-595-10-41-04	Engineering - Elizabeth	59,946	582,115	10%	19,059	-	-
101-000-000-595-30-65-00	Roadway Construction	466,942	-	-	105,839	343,284	31%
101-000-000-595-40-30-00	Storm Drainage Supplies	-	-	-	200	-	-
101-000-000-595-61-60-01	Sidewalks	101,641	100,315	101%	2,813	54,773	5%
101-000-000-597-00-00-01	Contingency	-	10,000	0%	-	10,000	0%
101-000-000-597-00-00-03	Transfer TO 001-Bldg. Rental	5,750	11,500	50%	5,000	10,000	50%
<b>Street Fund Total</b>		<b>\$681,121</b>	<b>\$776,189</b>	<b>88%</b>	<b>\$174,857</b>	<b>\$474,661</b>	<b>37%</b>
<b>Tourism Fund</b>							
104-000-000-557-30-40-01	Fishing Derby	-	-	-	78	-	-
104-000-000-557-30-40-03	Miscellaneous	-	-	-	2,361	2,500	94%
104-000-000-557-30-41-01	Heritage Museum	2,588	5,000	52%	3,158	5,000	63%
104-000-000-557-30-41-02	Visitors Bldg. - City Portion	769	769	100%	769	769	100%
104-000-000-557-30-41-03	Ilwaco Merchants Association	7,500	7,500	100%	7,650	7,500	102%
104-000-000-557-30-41-04	Peninsula Visitors Bureau	7,500	7,500	100%	7,500	7,500	100%
104-000-000-557-30-41-05	Ilwaco Charter Association	-	1,000	0%	-	1,000	0%
104-000-000-557-30-46-00	Heritage Museum - Insurance	2,966	5,520	54%	2,594	5,557	47%
104-000-000-597-00-00-00	Contingency	-	36,000	0%	-	36,000	0%
104-000-000-597-00-00-01	Transfer TO 001	1,250	2,500	50%	-	-	-
<b>Tourism Fund Total</b>		<b>\$22,573</b>	<b>\$65,789</b>	<b>34%</b>	<b>\$24,110</b>	<b>\$65,826</b>	<b>37%</b>

Print Display	Description	Current Year			Last Year		
		Amount	Budget	%	Amount	Budget	%
<b>Excise Reserve Fund</b>							
301-000-000-597-00-00-01	Transfer TO 001	2,000	14,000	14%	-	5,000	0%
<b>Water Fund</b>							
401-000-000-534-00-10-00	Salaries & Wages	121,334	202,761	60%	120,224	178,782	67%
401-000-000-534-00-20-00	Benefits	38,754	70,230	55%	38,340	59,322	65%
401-000-000-534-00-31-00	Operation & Maintenance	36,513	35,000	104%	24,178	33,900	71%
401-000-000-534-00-31-01	Chemicals	29,130	32,000	91%	25,993	35,100	74%
401-000-000-534-00-31-02	Monthly Excise Tax Pav	26,165	33,818	77%	21,681	32,545	67%
401-000-000-534-00-31-03	Annual Meter Calibrations	1,593	2,400	66%	1,432	2,500	57%
401-000-000-534-00-31-04	Annual Permit Fees	4,859	5,000	97%	4,768	5,000	95%
401-000-000-534-00-31-06	Office & Customer Service	4,615	6,000	77%	3,446	5,700	60%
401-000-000-534-00-32-00	Gasoline	4,343	10,000	43%	7,764	9,000	86%
401-000-000-534-00-35-00	Small Tools & Equipment	2,163	5,000	43%	1,905	2,000	95%
401-000-000-534-00-35-01	Small Tools & Equipment -	-	5,000	0%	2,266	35,200	6%
401-000-000-534-00-41-00	Professional Services	13,254	16,500	80%	3,787	15,000	25%
401-000-000-534-00-41-03	Professional Services -	8,193	12,000	68%	5,342	6,400	83%
401-000-000-534-00-41-04	Professional Services -	3,991	9,000	44%	1,986	4,000	50%
401-000-000-534-00-42-00	Communications	3,002	4,500	67%	3,005	3,500	86%
401-000-000-534-00-43-00	Travel/Meals/Lodging	621	2,000	31%	892	2,000	45%
401-000-000-534-00-46-00	Insurance	10,108	18,802	54%	8,842	18,930	47%
401-000-000-534-00-47-00	Electricity	19,904	31,104	64%	17,448	31,104	56%
401-000-000-534-00-47-03	Storm Drainage	557	560	99%	557	540	103%
401-000-000-534-00-48-00	Vehicle Repairs/Maintenance	6,228	6,000	104%	1,839	1,500	123%
401-000-000-534-00-48-01	Water Line Replacement	3,417	5,000	68%	6,111	5,000	122%
401-000-000-534-00-49-01	Safety Training	65	500	13%	175	-	-
401-000-000-534-00-49-02	Software Upgrade	2,133	1,966	108%	-	1,966	0%
401-000-000-591-34-72-00	Principal Pwtf - 94206	-	3,994	0%	3,994	3,994	100%
401-000-000-591-34-72-01	Principal Pwtf - 04-65104-013	3,994	18,000	22%	-	-	-
401-000-000-592-34-80-00	Interest Pwtf - 94206	-	80	0%	160	160	100%
401-000-000-592-34-83-01	Interest Pwtf - 04-65104-013	80	983	8%	-	-	-
401-000-000-594-34-41-01	Engineering - Plant	17,226	-	-	88,945	-	-
401-000-000-594-34-41-02	Engineering - Distribution	5,957	-	-	153,611	-	-
401-000-000-594-34-62-00	Construction Project -Resvoir	595,924	770,000	77%	-	1,732,150	0%
401-000-000-594-34-62-01	Construction - Plant	-	940,000	0%	-	970,000	0%
401-000-000-594-34-62-02	Construction - Distribution	85,654	16,000	535%	14,629	-	-
401-000-000-594-62-34-00	Plant Improvements	1,598	98,000	2%	12,205	24,000	51%
401-000-000-594-64-34-00	Vehicle Purchase	3,063	12,500	25%	-	-	-
401-000-000-594-64-34-01	Equipment	16,106	35,000	46%	4,056	40,000	10%
401-000-000-594-64-34-02	Contingency	-	103,500	0%	-	-	-
401-000-000-597-00-00-02	Transfer TO 001	6,188	12,375	50%	3,750	7,500	50%
401-000-000-597-00-00-03	Transfer TO 403 Usda 91-01	2,177	4,354	50%	2,177	4,355	50%
401-000-000-597-00-00-04	Transfer To403pwtf04-65104-	-	-	-	-	19,152	0%
401-000-150-591-34-79-03	New Loan	-	66,248	0%	-	-	-
<b>Water Fund Total</b>		<b>\$1,078,908</b>	<b>\$2,596,175</b>	<b>42%</b>	<b>\$585,507</b>	<b>\$3,290,300</b>	<b>18%</b>
<b>Bond Redemption Fund</b>							
403-000-000-591-34-70-01	Pwtf 97-791-007 Principal	13,118	13,118	100%	13,118	13,118	100%
403-000-000-591-34-70-03	Pwtf 04-691 Principal	1,496	1,496	100%	1,496	1,496	100%
403-000-000-591-34-70-04	Pwtf 05-691 Principal	20,260	20,260	100%	-	20,260	0%
403-000-000-591-34-70-05	Pwtf 04-65104-013 Principal	-	16,949	0%	-	16,949	0%
403-000-000-591-34-72-00	Usda 91-01 Principal	1,118	2,264	49%	1,064	2,155	49%
403-000-000-591-35-72-01	Srf 94-08 Principal Only	104,308	104,308	100%	104,308	104,308	100%
403-000-000-591-35-72-04	Pwtf - 06-962-0017 Principal	12,559	11,898	106%	12,559	11,898	106%
403-000-000-591-35-72-06	B of P - 2008 - Principal	15,818	14,528	109%	13,686	13,820	99%
403-000-000-591-35-72-07	PWTF PR09-951-050	9,954	12,910	77%	30,215	12,909	234%
403-000-000-591-35-78-00	DOE SRF L1300001-	64,597	130,070	50%	-	20,772	0%
403-000-000-591-35-78-01	DOE SRF L1300003 -	-	6,235	0%	-	-	-
403-000-000-591-35-78-02	DOE SRF L1300006 -	-	2,266	0%	-	-	-
403-000-000-592-34-80-00	Usda 91-01 Interest	1,059	2,090	51%	1,113	2,199	51%
403-000-000-592-34-80-01	Pwtf 97-791-007 Interest	1,574	1,968	80%	1,968	1,968	100%
403-000-000-592-34-80-03	Pwtf 04-691 Interest	165	180	91%	180	180	100%
403-000-000-592-34-80-04	Pwtf 05-691 Interest	4,863	5,268	92%	-	5,268	0%
403-000-000-592-34-80-05	Pwtf 04-65104-013 Interest	-	2,034	0%	-	2,203	0%
403-000-000-592-34-80-07	PWTF PR09-951-050	100	128	78%	5,467	259	2111%
403-000-000-592-35-80-04	Pwtf - 06-962-0017 Interest	816	1,660	49%	879	1,666	53%
403-000-000-592-35-80-05	PWTF PCI3-961-054 Nesadi	1,220	-	-	25	-	-
403-000-000-592-35-80-06	B of P - 2008 - Interest	13,829	15,120	91%	15,961	15,828	101%
403-000-000-592-35-83-00	DOE SRF L1300001- Interest	43,237	85,597	51%	-	86,228	0%
403-000-000-592-35-83-01	DOE SRF L1300003 - Interest	-	26,382	0%	-	-	-
403-000-000-592-35-83-02	DOE SRF L1300006 - Interest	-	318	0%	-	-	-
<b>Bond Redemption Fund</b>		<b>\$310,091</b>	<b>\$477,047</b>	<b>65%</b>	<b>\$202,038</b>	<b>\$333,484</b>	<b>61%</b>
<b>Stormwater Fund</b>							
408-000-000-531-00-31-03	Storm Drainage Cleaning	-	-	-	813	900	90%
408-000-000-531-38-10-00	Salaries & Wages	9,664	15,066	64%	8,160	12,458	66%
408-000-000-531-38-20-00	Benefits	3,328	5,274	63%	2,938	3,799	77%

Print Display	Description	Current Year			Last Year		
		Amount	Budget	%	Amount	Budget	%
408-000-000-531-38-31-01	Operations & Maintenance	4,903	8,600	57%	7,138	7,000	102%
408-000-000-531-38-31-02	Excise Tax	975	1,600	61%	1,148	1,600	72%
408-000-000-531-38-32-00	Gas/Oil Products	547	1,000	55%	1,036	515	201%
408-000-000-531-38-35-00	Small Tools	588	-	-	-	-	-
408-000-000-531-38-46-00	Insurance	359	692	52%	314	697	45%
408-000-000-591-38-72-01	Strmwater -Principal	1,705	3,446	49%	1,637	3,309	49%
408-000-000-591-38-72-02	Pw-04-691 Principal	1,496	1,496	100%	1,496	1,496	100%
408-000-000-591-38-72-03	Pw-05-691-023 Principal	20,260	20,260	100%	20,261	20,260	100%
408-000-000-592-31-83-01	Strmwater - Interest	654	1,273	51%	722	1,410	51%
408-000-000-592-31-83-02	Pw-04-691 Interest	165	165	100%	180	180	100%
408-000-000-592-31-83-03	Pw-05-691-023 Interest	4,863	4,863	100%	5,268	5,268	100%
408-000-000-594-31-64-00	Drainage Construction	227	5,600	4%	5,549	5,600	99%
408-000-000-597-00-00-03	Transfer TO 001-Bldg. Rental	2,750	5,500	50%	2,500	5,000	50%
<b>Stormwater Fund Total</b>		<b>\$52,484</b>	<b>\$74,835</b>	<b>70%</b>	<b>\$59,160</b>	<b>\$69,492</b>	<b>85%</b>
<b>Sewer Fund</b>							
409-000-000-535-00-10-00	Salaries And Wages	98,613	147,673	67%	84,045	127,363	66%
409-000-000-535-00-20-00	Employee Benefits	35,233	53,739	66%	30,659	47,168	65%
409-000-000-535-00-31-00	Operation & Maintenance	-	-	-	399	-	-
409-000-000-535-00-31-01	Operations And Maintenance	16,061	11,700	137%	14,636	9,000	163%
409-000-000-535-00-31-02	Chemicals	10,989	21,000	52%	10,989	21,000	52%
409-000-000-535-00-31-03	Excise Tax	9,111	16,528	55%	10,623	15,841	67%
409-000-000-535-00-31-04	Annual Meter Calibrations	1,930	4,120	47%	1,786	4,120	43%
409-000-000-535-00-31-05	Doe Annual Permit	2,490	2,600	96%	2,258	2,600	87%
409-000-000-535-00-31-06	Screen Panels And Brushes	6,788	6,800	100%	-	1,800	0%
409-000-000-535-00-31-07	Lab Supplies	-	2,730	0%	452	2,600	17%
409-000-000-535-00-31-08	Office Supplies & Customer	3,585	3,855	93%	2,643	3,855	69%
409-000-000-535-00-32-00	Gas/oil Products	3,272	7,000	47%	3,175	7,000	45%
409-000-000-535-00-35-00	Small Tools	588	3,000	20%	479	3,000	16%
409-000-000-535-00-41-00	Attorney Fees	4,334	-	-	-	-	-
409-000-000-535-00-41-01	Professional Services -	11,117	27,000	41%	21,036	18,000	117%
409-000-000-535-00-41-02	Professional Services -	9,264	10,000	93%	7,443	9,000	83%
409-000-000-535-00-41-04	Professional Services - Brush	-	-	-	-	7,500	0%
409-000-000-535-00-42-00	Communications	3,243	5,410	60%	3,007	5,410	56%
409-000-000-535-00-43-01	Travel/meals & Lodging	-	2,500	0%	-	2,500	0%
409-000-000-535-00-43-02	Training	486	3,500	14%	-	3,500	0%
409-000-000-535-00-45-00	Sprav Sludge Disposal Site	33,149	43,000	77%	19,150	28,000	68%
409-000-000-535-00-46-00	Insurance	7,468	13,894	54%	6,532	13,988	47%
409-000-000-535-00-47-01	Electricity	37,481	62,000	60%	37,402	62,000	60%
409-000-000-535-00-47-02	Water	3,467	5,500	63%	4,022	5,000	101%
409-000-000-535-00-47-03	Sewer	4,763	8,000	60%	6,218	7,700	109%
409-000-000-535-00-47-04	Garbage Services	1,232	2,600	47%	1,201	2,600	46%
409-000-000-535-00-47-05	Storm Drainage	298	584	51%	298	584	51%
409-000-000-535-00-48-01	Repairs And Maintenance	12,418	20,200	61%	8,797	9,336	94%
409-000-000-535-00-48-02	Annual Pipe Clean/tv Inspect	12,439	6,000	207%	-	6,000	0%
409-000-000-535-00-48-03	Miscellaneous	2,133	1,966	108%	-	3,000	0%
409-000-000-594-63-35-00	Sewer Line Replace/repair	9,604	25,333	38%	9,180	25,333	36%
409-000-000-594-63-35-01	First Street Sewer	-	-	-	35,051	-	-
409-000-000-594-63-35-02	Engineering - Collection	11,971	295,000	4%	34,870	376,000	9%
409-000-000-594-63-35-03	First Avenue Sewer Line -	-	-	-	113,962	794,000	14%
409-000-000-594-63-35-04	Treatment Plant Roof	-	59,200	0%	3,164	65,000	5%
409-000-000-594-64-35-00	Software Upgrade	-	-	-	-	1,966	0%
409-000-000-594-64-35-01	Machinerv & Equipment	1,163	94,753	1%	6,723	5,500	122%
409-000-000-594-64-35-03	Pump	-	68,000	0%	-	80,000	0%
409-000-000-594-64-35-04	Add'l Machinerv &	-	8,000	0%	-	-	-
409-000-000-597-00-00-02	Transfer TO 001-Bldg. Rental	10,138	20,275	50%	3,750	7,500	50%
409-000-000-597-00-00-04	Wwtp - TO 403 Srf	212,141	355,170	60%	104,308	211,308	49%
409-000-000-597-00-00-05	Wwtp - TO 403 Pwtf	15,912	15,586	102%	15,111	15,086	100%
409-000-000-597-00-00-08	TO 404 Wwtp Usda 2004	-	-	-	6,137	6,137	100%
409-000-000-597-00-00-10	TO 403 Wwtp Pwtf 06-962-	13,375	13,564	99%	13,438	13,564	99%
409-000-000-597-00-00-11	TO 403 Wwtp Pwtf Red05-	25,123	25,528	98%	25,528	25,528	100%
409-000-000-597-00-00-12	TO 403 Wwtp Pwtf Red04-	1,661	1,676	99%	1,676	1,676	100%
409-000-000-597-00-00-13	WWTP to 403 PWTF PR09-	10,054	13,038	77%	10,154	13,168	77%
409-000-000-597-00-00-14	TO 404 Wwtp B of P Reserve	1,483	2,965	50%	2,965	2,965	100%
409-000-000-597-00-00-15	TO 403 Wwtp-B of P 2008	29,647	29,648	100%	29,647	29,648	100%
409-000-000-597-00-00-16	Wwtp - TO 404 Srf Reserve	8,794	17,588	50%	-	-	-
<b>Sewer Fund Total</b>		<b>\$683,016.39</b>	<b>\$1,538,223.00</b>	<b>44%</b>	<b>\$692,913.33</b>	<b>\$2,100,844</b>	<b>33%</b>
<b>Grand Total</b>		<b>\$3,369,506.04</b>	<b>\$6,412,188.00</b>	<b>53%</b>	<b>\$2,273,624.40</b>	<b>\$7,088,240</b>	<b>32%</b>

## Ilwaco WWTF Report August/September 2014

Reported to several odor complaints by Ilwaco citizens, investigated, and deduced it was not coming from the WWTF, but being created from Jessie's Fish Co. using the WWTF outfall line running to Bakers Bay. It was extremely white and heavy with solids. The issue it was creating was from the solids settling in the local bay mud causing decay and making a heavy septic odor. The odor was found from the Hospital to Cooks hill and the port with everyone in-between. The issue was discussed with Doug Ross of Jessie's and we asked how they were to solve the problem. At that time they had no answer. As of today, 9/12/14 the odors still exist. Our concerns come with the news of Ilwaco Fish's expansion for more processing causing more pungent odors.

We received a 2002 Ford Ranger pickup for the WWTF staff. The old Ford Ranger is being put up for surplus.

In October we are planed to receive the new Cape Disappointment lift pumps.

While busy hauling sludge for the summer, the sludge truck has had some electrical issues.

Continued grounds maintenance of our lift stations besides the normal duties around the WWTF.

C-More pipe will be back in Mid September to finish cleaning the outfall line and giving us an official T.V. report. The original problem with the initial cleaning was with the heavy grease and solids buildup in the outfall created by Ilwaco Fish. Another issue with the outfall was small "bellies" in the line being full of effluent. By doing this work, we can determine the work needed in 2015 to report to G+O for possible repairs.

Pacific Salmon Charters complaints of odors where found out to be coming from bay mud from low tide and local dumpsters filled with fish wastes from fishermen.

Bill Kostich of Bonneville power stopped by the WWTF for a tour of the facility and found possible energy savings in the facility equipment that Bonneville could fund to lower the cost of operation. He will be getting back to us on ways of making the facility and collection system more power efficient.

We have tested the sewage strength for three weeks at the Cape Disappointment lift station to report on State Parks and Coast Guard results.

We have updated the WWTF and Collection Systems Short Lived Assets List and have submitted it to the Treasurer.



**CITY OF ILWACO  
ORDINANCE NO. X X X**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON CREATING A NEW CHAPTER OF THE ILWACO MUNICIPAL CODE, CHAPTER 8.24 ENTITLED "CAMPING PROHIBITED" TO ESTABLISH PROVISIONS RELATING TO PROHIBITED CAMPING IN PARKS AND OTHER PUBLIC PLACES.**

**WHEREAS**, the current provisions of the Ilwaco Municipal Code do not contain adequate provisions relating to prohibiting camping in parks and other public places; and

**WHEREAS**, the City Council desires to adopt provisions relating to unauthorized camping in order to promote the health, safety and welfare of the community; NOW THEREFORE,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS**

**Section 1.** A new chapter, Chapter 8.24 entitled "Camping Prohibited" is hereby adopted to read as follows:

**Chapter 8.24  
CAMPING PROHIBITED**

**DEFINITIONS.**

The following definitions are applicable in this chapter unless the context otherwise requires:

- (a) *Camp* means to pitch, use, or occupy camp facilities for the purposes of habitation or sleeping, as evidenced by the use of camp paraphernalia.
- (b) *Camping facilities* include, but are not limited to trailers, tents, huts, or temporary shelters or vehicles if said vehicle is being used as a temporary living or sleeping quarters.
- (c) *Camping paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks, mattresses, cooking facilities or similar equipment.
- (d) *Director* means any person authorized by the mayor to exercise authority over a public place or his or her designee.
- (e) *Park* means and includes all city parks, public squares, park drives, parkways, boulevards, bathing beaches, and play and recreation grounds under the jurisdiction of the City of Ilwaco Parks and Recreation Department.
- (f) *Public place* means and includes streets, ways, boulevards, sidewalks, planting or parking strips, shoulders, squares, triangles, rights-of-way, publicly owned parking lot or publicly owned area, improved or unimproved, and other public places appropriated to the public for public use, including buildings, structures and appurtenances situated thereon.
- (g) *Recreational vehicle* means a travel trailer, motor home, truck camper, or camping trailer that is primarily designed and used as temporary living quarters, is either self-propelled or mounted on or drawn by another vehicle, is transient and is not immobilized or permanently affixed to a mobile home lot.

(h) *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

(i) *Street* means any highway, avenue, lane, road, street, drive, place, boulevard, alley, right-of-way, and every way or place in the City of Ilwaco open as a matter of right to public vehicular travel.

**UNAUTHORIZED CAMPING IN PUBLIC PLACES.**

It shall be unlawful for any person to camp in any park or other public place.

**UNAUTHORIZED STORAGE IN PUBLIC PLACES.**

It shall be unlawful for any person to store, pitch or park camping facilities or to store or pitch camping paraphernalia in any park or other public place. Recreational vehicles may be parked in authorized parking spaces within city public rights-of-way if said recreational vehicle is not at that time being used as temporary living quarters.

**PENALTY FOR VIOLATIONS.**

A person violating of any provision of this chapter shall be guilty of an infraction under Section 1.20.101 of the Ilwaco Municipal Code. Each day, or a portion thereof, during which a violation occurs shall constitute a separate violation.

**RULES AND REGULATIONS.**

The director may promulgate rules and regulations he or she deems necessary and appropriate to implement, administer and enforce this chapter.

**Section 2. Severability.** If any one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

**Section 3. Effective Date.** This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF \_\_\_\_\_, 2014**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Fornier	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:

EFFECTIVE:

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 09/08/14 Council Business Item: 09/22/14

B. Issue/Topic: **City of Ilwaco Developer Standards**

C. Sponsor(s):

1. Mayor Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. The City planner has made the recommendation that this section of the code be moved from chapter 15 to chapter 14, which is currently reserved. The City attorney has drafted an ordinance and the city engineer has made the proper edits to the Conditions and Standards.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details): Having the Conditions and Standards moved to chapter 14 would make it so any amendments made would not have to go through the planning process. Everything in chapter 15 is entitled to a planning review per section 15.56.

F. Impacts:

1. Fiscal:
2. Legal: The city attorney has recommended that this change be made.
3. Personnel:
4. Service/Delivery:

G. Planning Commission:  Recommended  N/A  Public Hearing

H. Time Constraints/Due Dates:

**Proposed Motion: I move to adopt the ordinance for Developer Standards and re-number Title 15 part 5 of the Ilwaco Municipal Code to title 14 "Developer Standards".**

**CITY OF ILWACO  
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON RE-NUMBERING TITLE 15 PART 5 OF THE ILWACO MUNICIPAL CODE TO BE TITLE 14 “DEVELOPER STANDARDS”; AND AMENDING THE SAME**

**WHEREAS**, the City of Ilwaco has broad powers to maintain and protect the health, safety, and welfare of its citizens; and

**WHEREAS**, the City has Developer Standards that are used by staff and the City engineer, but the standards are not referenced in the Ilwaco Municipal Code, and

**WHEREAS**, the City of Ilwaco has determined that it is in the best interest of the City to periodically review and update the Developer Standards in order to eliminate inconsistencies and to stay current with a changing industry and to adopt them by reference in the Ilwaco Municipal Code; and

**WHEREAS**, the City of Ilwaco desires to delegate authority to the City Engineer to make minor revisions to the Developer Standards that in his/her judgment may be necessary after the effective date of this ordinance, and

**WHEREAS**, the City of Ilwaco would like to have code sections pertaining to utility and road construction set out in a separate title of its Code of Ordinances.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**SECTION 1:** A new Title 14 of the Ilwaco Municipal Code will be named here as the City of Ilwaco Developer Standards. Title 15, Part 5, will be renumbered as Title 14, and amended to read as follows:

**CHAPTER 14.02 CITY OF ILWACO DEVELOPER STANDARDS  
ADOPTED**

**14.02.010 Adoption by Reference.**

The “City of Ilwaco Developer Standards” manual has been prepared to provide a graphic and written representation of minimum standards for construction of public improvement within the public right-of-way, easement, City properties, and on private property relating to utilities which are connected to the utility systems maintained by the City of Ilwaco.

The City of Ilwaco Developer Standards and Pacific County Road Standards are adopted by reference upon the effective date of the ordinance codified herein. Future amendments to the Developer Standards established hereafter shall automatically become a part of this section upon publication:

**14.02.020 Definitions.**

For the purpose of this Chapter and the City of Ilwaco Developer Standards, the following terms, in addition to their common meaning, are defined:

- a. "City Engineer" shall mean an Engineer employed or contracted by the City on either a part-time or full-time basis.

**14.02.030 Minor Revisions Administratively Approved.**

The City Engineer is authorized to adopted, administratively, minor revisions to the City of Ilwaco Developer Standards to better implement the Standards or allow for changes in design and construction technology and methods occurring after the effective date of this Ordinance.

**14.02.040 Copy on File.**

One copy of the City of Ilwaco Developer Standards shall be available in the office of the City Clerk for review and copying by members of the public. Additionally, any minor administrative revisions made by the City Engineer subsequent to the effective date of this Ordinance shall be dated by the City Engineer, and a copy of the revised City of Ilwaco Developer Standards shall be made available in the office of the City Clerk for review and copying by members of the public.

**CHAPTER 14.04 STREETS**

**14.04.010 Purpose.**

The purpose of this chapter is to define the requirements for street planning and construction to be followed in the development, review and approval of site plans, subdivisions, short subdivisions and new development in existing plats. (Ord. 627 (part), 1999).

**14.04.020 Construction standards and specifications.**

- a. Construction and design standards and specifications for streets are contained in the most recent edition of the document entitled "Pacific County Road Standards," and all streets must be completed in accordance with these standards.
- b. Curbs, gutters and sidewalks are required in the city's commercial zones. When required, curbs, gutters and sidewalks must be constructed according to construction and design standards and specifications for curbs, gutters and sidewalks contained in the most recent edition of the document entitled Pacific County road standards.
- c. If a development accesses an existing street or is proposed at the end of an existing street that is not designed to accommodate the expected increase in traffic caused by the new development, then the developer must improve the existing

street leading to the development up to the standards required for the expected increase in traffic (see Section 15.74.050B). Residential developments of up to four units are exempt from this requirement. (Ord. 627 (part), 1999).

**14.04.030 Approval of construction drawings required before installation.**

- a. The City Engineer must approve construction plans before any right-of-way improvements may be installed.
- b. The right-of-way improvement plans must be prepared by a licensed Engineer on twenty-four (24) inch by thirty-six (36) inch size mylar reproducible sheet for approval by the City Engineer before starting construction.
- c. The City Engineer may require a survey before construction begins. If a survey is required, a copy of the survey must be given to the City. (Ord. 627 (part), 1999).

**14.04.040 Inspection of public improvements required before final permits are issued.**

The City Engineer or his or her representative must inspect all public improvement work before any final land use permit or building permit is issued. (Ord. 627 (part), 1999).

**14.04.050 Street classification.**

- a. If a street is dedicated to public use, the street must be classified as provided in subsection B below. Classification will be based on the following considerations:
  1. The projected volume of traffic to be carried by the street, stated in terms of the number of trips per day;
  2. The number of dwelling units to be served by the street may be used as an indicator of the number of trips but is not conclusive;
  3. Whenever a subdivision street continues an existing street that used to end outside the subdivision, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.
- b.. The classification of streets must comply with the most current edition of the Pacific County roads standards. The following are road or right-of-way classifications based on the anticipated average daily traffic (ADT) ten years hence:
  1. Major collector (ADT 2000+);
  2. Minor collector (ADT 400-2000);
  3. Access collector (ADT 0-400);

4. Cul-de-sac;
5. Private road. (Ord. 627 (part), 1999).

**14.04.060 Street in existing plat used as driveway.**

- A. In some existing plats in the City, a street is being used as a driveway because all of the lots created at the time that the area was platted have not yet been built upon.
- b. In these situations in existing plats, if a street is used as a driveway, the property owner using the street as a driveway must improve it to City street standards and the City will maintain it. (Ord. 627 (part), 1999).

**14.04.070 Dedications.**

- a. Required minimum street right-of-way width is according to construction standards in the Pacific County road standards.
- b. Easements must be provided for all public facilities and utilities as required by the City.
- c. Additional right-of-way may be required to be dedicated as a condition of development approval. In order to conform to minimum standards where developments abut an existing public road or private right-of-way, dedications may be required for extension of the existing public streets or new streets in order to provide continuity with the circulation system. (Ord. 627 (part), 1999).

**14.04.080 General layout of streets, blocks, lots and driveways.**

- a. All streets must be straight, whenever practicable, to the extent necessary to preserve and continue a grid system.
- b. All subdivisions and site plans must provide direct access to at least one existing improved and publicly-dedicated street.
- c. Proposed streets should extend to the boundary lines of the proposed subdivision in order to provide for the future development of adjacent tracts, unless prevented by natural or manmade conditions, or unless an extension is determined to be unnecessary or undesirable by the decision-making body.
- d. Street patterns should be designed to expedite traffic movement to be able to move heavy emergency vehicles without obstruction.
- e. Blocks must have sufficient width to provide for a maximum of two tiers of lots of appropriate depths (according to zoning standards), unless existing conditions make this requirement impractical in the judgment of the decision-making body.

- f. The maximum length of residential blocks should be six hundred (600) feet, and minimum length should be three hundred (300 feet), unless existing conditions make this requirement impractical in the judgment of the decision-making body.
- g. Streets must be laid out so that the lengths, widths and shapes of blocks adequately address the following:
  - 1. Provision of adequate building sites suitable to the type of use contemplated;
  - 2. The zoning requirements are able to be met on future building permits;
  - 3. The limitations and opportunities of the topography;
  - 4. The needs for convenient access, circulation, control and safety of vehicular and pedestrian traffic are considered.
- h. Lots to be created must comply with the following requirements:
  - 1. Every lot must have access to allow emergency vehicles to enter and exit, as well as for all those likely to need or desire access to the property in its intended use;
  - 2. Lot lines must be at right angles to street lines or radial to curvilinear streets, unless a variation will result in a better street or lot plan in the opinion of the decision-making body;
  - 3. Dimensions of corner lots must be large enough to allow for front yard setbacks off both streets; and
  - 4. Corner lots must be graded to provide sufficient sight clearance at intersections.
- i. If a driveway connects to a City street, the property owner shall maintain the driveway to where it connects with the City street pavement. All driveways to be constructed connecting to the city street must obtain a permit, must be designed and constructed to City standards. All driveway construction connecting to the City street will be inspected by City staff. (Ord. 627 (part), 1999).

**14.04.090 Coordination with surrounding streets.**

- a. The street system of a new subdivision or in an existing plat where new development is proposed must be coordinated with existing, proposed and anticipated streets outside the subdivision or existing plat (hereafter referred to as “surrounding streets”).
- b. Minor collector streets must intersect with surrounding major collector streets at safe and convenient locations.

- c. Access collector streets must connect with surrounding streets where necessary:
  - 1. To permit the convenient movement of traffic between residential neighborhoods;
  - 2. To facilitate access to neighborhoods by emergency service vehicles; or
  - 3. For other sufficient reasons, but connections will not be permitted where the effect would be to encourage the use of such streets by substantial through traffic.
- d. Whenever connections to anticipated or proposed surrounding streets are required by this section:
  - 1. The street right-of-way must be extended; and
  - 2. The street must be developed to the property line of the subdivided property or existing plat at the point where the connection to the anticipated or proposed street is expected.
- e. In addition, the permit-issuing authority may require temporary turnarounds to be constructed at the end of the streets described in subsection d. above, pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency vehicles.
- f. No temporary dead end streets in excess of six hundred (600) feet may be created unless no other practicable alternative is available. (Ord. 627 (part), 1999).

**14.04.100 Relationship of streets to topography.**

- a. Streets must be designed to facilitate drainage and stormwater runoff, and street grades must conform as closely as practicable to the original topography.
- b. The maximum grade at any point on a street must not exceed fifteen (15) percent unless no other practicable alternative is available. However, in no case may streets be constructed with grades that create a substantial danger to the public safety in the professional opinion of the city engineer. (Ord. 627 (part), 1999).

**14.04.110 Cul-de-sacs/turnarounds.**

Cul-de-sacs and turnarounds on both public and private streets must conform to the construction standards listed in the Pacific County road standards. (Ord. 627 (part), 1999).

**14.04.120 Entrances to streets (driveways).**

Driveway standards in new subdivisions and new development in existing plats must

conform to the construction standards listed in the Pacific County road standards. (Ord. 627 (part), 1999).

**14.04.130 Street intersections.**

In addition to the intersection standards outlined in the construction standards listed in the Pacific County road standards, the following standards apply to new subdivisions and new development in existing plats:

- a. Streets must intersect as nearly as possible at right angles, and no two streets may intersect at less than sixty (60) degrees.
- b. Not more than two streets may intersect at any one point, unless the City Superintendent certifies to the permit-issuing authority that such an intersection can be constructed with no extraordinary danger to public safety.
- c. Whenever possible, proposed intersections along one side of a street must coincide with existing or proposed intersections on the opposite side of such street. In any event, where a centerline offset (jog) must occur at an intersection, the distance between centerlines of the intersecting streets must be evaluated and designed according to accepted traffic safety standards. (Ord. 627 (part), 1999).

**14.04.140 Public streets and private roads.**

For purposes of this subsection, the term “public-street” means and includes a pre-existing public street as well as a street created by a subdivider that meets the public street standards of this chapter and is dedicated for public use. The recording of a plat must dedicate the street. (Ord. 627 (part), 1999)

**14.04.145 Private streets.**

- a. While community street requirements are usually best served by public streets, owned and maintained by the City, private streets may be appropriate in some instances.
- b. Private streets and roads shall be approved only when they are:
  1. Permanently established by right-of-way, tract or easement providing legal access to each affected lot, dwelling unit or business and sufficient to accommodate required improvements, to include provisions for future use by adjacent property owners when applicable; and
  2. Serving properties and development that is zoned R-3; and
  3. Maintained by a capable and legally responsible owner or homeowner’s association or the legal entity made up of all benefited property owners, under provisions of Section 15.74.145D; and

4. Designed and built to Pacific County road standards. Pavement width of all private streets shall be twenty-two (22) feet or more; radius of horizontal curves and vertical grade of private streets shall be based upon the topography of the site; any vertical grade in excess of fifteen (15) percent shall be approved by the city engineer; design and construction of private streets shall be subject to the same city engineering inspection and approval as for public streets; modifications to these standards may be granted by the city engineer if adequate consideration of the following factors is made during the plat review:
  - a. Provision of off-street parking,
  - b. Restriction of on-street parking,
  - c. Provision of adequate clearance for emergency vehicles,
  - d. Provision of clear vision at intersections,
  - e. Provision of alternative bicycle and/or pedestrian paths,
  - f. Provision of adequate utility easements outside of street,
  - g. Future street revision or extension is not planned.
5. Provision is made for private streets to be open at all times for emergency and public service vehicles; an easement or other right of access shall be recorded which runs in favor of the city; such right of access shall provide the right of ingress and egress for the city and its employees to carry out any lawful city purpose, including but not limited to fire, police, water and sewer services; such easements shall also provide access to all other urban service providers such as refuse haulers, television cable operators, electric utility providers, emergency medical services and others; and
6. Private streets shall not obstruct public street circulation; and
7. At least one of the following conditions exist:
  - a. Existing abutting development precludes the construction of a public street, or
  - b. Topographic, geological or soil conditions make development of a public street undesirable, or
  - c. The streets are within a private community with a corporate or a functional identity, or
  - d. Neighborhood traffic circulation and lot access can be met more logically by private streets than by public streets, or

- e. Streets are a part of a planned unit development (PUD), or
  - f. Streets serve commercial facilities where no circulation continuity is necessary, or
  - g. The City Engineer and fire department determine that no other access is available and the private street is adequate.
- c. Notice. The following statement is required on the face of any plat, short plat, site plan or binding site plan containing a private street:

City of Ilwaco has no responsibility to improve or maintain private streets contained within or private streets providing access to the property described in this plat. Any private street shall remain a private street unless it is upgraded to public street standards including standards meeting ADA (Americans with Disabilities Act) requirements at the expense of the subdivider or adjoining lot owners to include hard surface paving and is accepted by the City for public ownership and maintenance.

- d. Maintenance Agreement. The City will not maintain roadways, signs or drainage improvements on private streets. A private maintenance covenant recorded with the County Auditor will be required for any private street. The covenant will set out the terms and conditions of responsibility for maintenance, maintenance methods, standards, distribution of expenses, remedies, for noncompliance with the terms of the agreement, right of use easements, and other considerations. The covenant shall be submitted to the City Engineer or his designee for approval prior to recording.

All private streets shall be maintained by the owners of the property served by them and kept in good repair at all times. In order to insure the continued good repair, a declaration of covenant and requiring maintenance of the private street shall be recorded with the Pacific County Auditor's Office concurrent with recording of the subdivision plat.

The covenants shall include the following terms:

1. The covenant shall establish minimum annual assessments in amount adequate to defray costs of ordinary maintenance and procedures for approval of additional needed assessments.
2. The covenant shall include a periodic maintenance schedule.
3. The covenants for maintenance shall be enforceable by any property owner served by the street.
4. The means shall established for assessing maintenance and repair costs equitably to property owners served by the private street.

5. The covenants shall run with the land.
  6. "Maintenance" means and includes, but is not limited to street surfacing, shoulders, gates, signs, pavement markings, street lighting, storm drainage facilities and vegetation control.
  7. The City shall have the right to inspect the condition of private streets and if in the opinion of a licensed professional engineer, the condition of private streets have deteriorated to the level where improvements are needed, the City has the right to order that this work be done. If the property owners associated or the developer do not carry out the improvements in a timely manner, the City has the right to order the improvements.
- e. Street Signs. Private street signs with street designations shall be provided by the developer at the intersection of private streets with private and public streets. Such signs shall meet the specifications of Pacific County road standards and, in the case of intersections with public streets, shall be located within the public right-of-way or within a separate maintenance easement. Road signs shall be included in the maintenance agreement.
  - f. Inspection. Private streets will be subject to the same inspection schedule as public streets.
  - g. Developer Maintenance Obligation. The developer of a residential plat shall be responsible to insure the maintenance of the private street for a period of two years from the date of recording of the plat or short plat. Thereafter, the developer's maintenance responsibility will depend upon the number of lots under the developer's continuing ownership, as stated in the recorded maintenance agreement. (Ord. 627 (part), 1999).

**14.04.150 Right-of-way improvements and dedication to precede development or building.**

- a. Except as noted under subsection c. below, no land use permit or building permit will be issued by the city unless or until the public rights-of-way upon which the subject property abuts are:
  1. Considered fully improved (see subsection b. below) to the standards of the right-of-way classification (as specified in Section 14.04.070); and
  2. Offered for dedication to the public.
- b. The City Engineer will consider subsection a. above fulfilled if the circumstances listed below are met. It will be at the discretion of the City Engineer, based on knowledge of upcoming projects in the vicinity, safety issues or sound engineering judgment, as to which method will be allowed or not allowed.

Improvements will be considered fully installed:

1. Where the rights-of-way are already improved to their classification standards and dedicated to the City;
  2. Where the City chooses to purchase rights-of-way and install the improvements. However, under no circumstances is the City obligated to do this;
  3. Where the applicant installs the improvements himself at his own cost and offers the rights-of-way to the public;
  4. Where the applicant has dedicated the rights-of-way to the public and posted a completion security with the City Engineer in accordance with Section 15.02.130. The completion security will guarantee the completion of road and/or drainage improvements that are required;
  5. If subsections b.1—4 above are declared unfeasible by the City Engineer, then improvements will be considered fully installed if the applicant has dedicated the rights-of-way to the public and elected to pay to the City an amount equal to the cost of installing the improvements. In such circumstances, the funds would be maintained in an account to be used specifically for improvements on that right-of-way within the general vicinity of the project;
  6. A maintenance security may be required if work is not complete at the time of the first sale of property out of the developer's possession.
- c. This section does not apply to:
1. Building permits for additions, alterations or repairs within any twelve (12) month period which does not increase the gross floor space of an existing building or facility by more than fifty (50) percent; or
  2. Building permits for residential garages, carports or accessory structures not intended as a dwelling unit. (Ord. 627 (part), 1999).

**14.04.160 Attention to disabled persons in street and sidewalk construction.**

- a. Whenever curb and gutter construction is used on public streets (see Section 14.04.020B) wheelchair ramps for disabled persons must be provided at intersections and other major points of pedestrian flow.
- b. Wheelchair ramps and depressed curbs must be constructed in accordance with published standards of the Washington State Building Code addressing accessibility. (Ord. 627 (part), 1999).

**14.04.170 Street names and house numbers.**

- a. Public street names will be assigned by the developer subject to the approval of the permit-issuing authority.
- b. Building numbers will be assigned by the City.
- c. The City Council may by resolution name or rename streets. (Ord. 627 (part), 1999).

**14.04.180 Bridges.**

Bridges, whether on public roads or private roads, must be designed and constructed to meet minimum requirements set forth in the AASHTO bridge specifications and in accordance with the Pacific County road standards. (Ord. 627 (part), 1999).

**14.04.190 Utilities.**

Utilities to be located within the street right-of-way must be constructed in accordance with current franchise and permit procedures and in compliance with the Pacific County road standards. (Ord. 627 (part), 1999).

**14.04.200 Vacation of public rights-of-way.**

Applications for vacations of public rights-of-way will be processed in accordance with Chapter 35.79 RCW and Chapter 15.94 of this title. (Ord. 627 (part), 1999).

**14.04.210 Right-of-way permit required.**

Before performing any work within a right-of-way, the person performing the work must obtain a right-of-way permit from the City Engineer. The City Engineer may condition the permit as necessary to protect the public health, safety and welfare. (Ord. 627 (part), 1999).

**CHAPTER 14.06 UTILITIES**

**Article 1. General**

**14.06.010 Utility ownership and easement rights.**

When a developer installs or causes the installation of water, sewer, electrical power, telephone, cable television, or other types of utility facilities and intends that the facilities will be owned, operated or maintained by a public utility or other entity, the developer must transfer to the utility or other entity the necessary ownership or easement rights to enable the utility or entity to operate and maintain the facilities. (Ord. 627 (part), 1999).

**14.06.020 Right-of-way permit required.**

- a. Before performing any work within a right-of-way, the person performing the work must obtain a right-of-way permit from the City Engineer,
- b. The City Engineer may condition the permit as necessary to protect the public health, safety and welfare. (Ord. 627 (part), 1999).

**14.06.030 Plan approval required.**

- a. Before any new sewer system or water system pipes are installed, a developer must provide plans to the City for review.
- b. The plans provided to the City for review must be prepared by a licensed engineer. (Ord. 627 (part), 1999).

**10.06.040 As-built drawings required.**

- a. Whenever a developer installs or causes to be installed any utility line within the City, or connects to existing facilities within the City, the developer must furnish the City with four mylar copies of a drawing that shows the exact location of such utility lines as soon as practicable after installation is complete, and before acceptance of any utility line.
- b. The drawings must be verified as accurate by the utility service provider.
- c. Compliance with this requirement is a condition of the continued validity of the permit authorizing the development. (Ord. 627 (part), 1999).

**14.06.050 Utilities to be consistent with internal and external development.**

- a. Whenever it can reasonably be anticipated that utility facilities constructed in one development will be extended to serve other adjacent or nearby developments, the utility facilities (e.g., water or sewer lines) must be located and constructed so that extensions can be made conveniently and without undue burden or expense or unnecessary duplication of service. In all cases, utility lines must extend to the common property line(s) of the subject property and the property(ies) where future development is anticipated.
- b. All utility facilities must be constructed in a way that will:
  - 1. Minimize interference with pedestrian or vehicular traffic; and
  - 2. Facilitate maintenance without undue damage to improvements or facilities located within the development. (Ord. 627 (part), 1999).

**Article II. Sewer**

**14.06.060 Construction standards and specifications.**

- a. All sewage disposal lines must be constructed in accordance with the City of Ilwaco Developer Standards.
- b. Sewage disposal lines and water lines must be separated by at least ten (10) feet. (Ord. 627 (part), 1999).

**14.06.070 Serving lots with sewage disposal systems.**

If a lot is to have a use on it which requires sewage disposal, then the property owner or developer must install a connecting line to the city sewer line. (Ord. 627 (part), 1999).

**14.06.080 Sewage disposal facilities required before construction is complete.**

A building or structure requiring sewage disposal must be connected to a City sewer line before the completion of the construction of a building or structure. (Ord. 627 (part), 1999).

**14.06.090 Compliance with standards.**

- a. All proposed developments:
  - 1. Must comply with standards and specifications of the City; and
  - 2. Must meet the intent of the most recent edition of the City's general sewer plan.
- b. The City Engineer must certify to the City that the proposed system meets the City's requirements and will be accepted by the City.
- c. The State Department of Ecology may also have to approve connections to the City's sewer system.
- d. Commercial facilities that elect to meter wastewater outflow in lieu of metering water inflow must install a sewer flow meter. The meter shall be installed at the owner's expense according to City standards, and must be approved by the Public Works Supervisor. Any maintenance or replacement of the meter will be at the owner's expense. (Ord. 812 § 1 (part), 2012; Ord. 627 (part), 1999).

**14.06.100 Conveyance of facilities to the City.**

- a. The following criteria must be met, unless otherwise waived by the City Engineer, before sewer facilities are conveyed to the City:
  - 1. A public utility easement of adequate dimensions must be concurrently granted to the City.

2. The facilities must be inspected for conformance with the Ilwaco standards specified in the latest addition of the APWA standard specifications for public sewer facilities. The city engineer may require any test to demonstrate conformance. Tests may include, but are not limited to, infiltration, exfiltration, air tests or a combination of tests. The applicant must notify the City Engineer when the sewer facility is ready for inspection.
  3. The applicant must pay all required fees.
  4. The City Engineer may require the developer to post a maintenance bond (in accordance with subsection B below) to cover the cost of replacing or repairing any of the facilities for a period of two years.
- b. If a maintenance security is required by the City Engineer, the applicant must deposit with the City a maintenance bond or other acceptable surety to cover the cost of replacing or repairing any or all required improvements and to warrant against defects in labor and material, and against any damage or defects caused by construction activity on the site, for a period of two years from acceptance of improvements by the City. The maintenance security must be one of the following:
1. A surety bond executed by a surety company authorized to transact business in the state in a form approved by the City Attorney;
  2. A personal bond approved by the City Attorney cosigned by at least one additional person together with evidence of financial responsibility and resources of those signing the bond sufficient to provide reasonable assurance of ability to proceed in accordance with the agreement;
  3. Cash;
  4. A letter of credit approved by the City Attorney from a financial institution stating that the money is held for the purposes of development of the stated project.
- c. The bond or other approved surety will be for twenty (20) percent of the estimated value of all the required improvements as determined by the City Engineer.
- d. Before the warranty period ends, and upon restoration of the improvements to successful operation and the repair of any defects or damage in the improvements, the mayor will authorize the release of the maintenance bond.
- e. The Mayor may withhold release of the bond or surety up to one year from the date of any restoration or repairs to ensure that the restoration or repairs were adequate.
- f. The Mayor and the applicant must sign a notarized security agreement, approved

in form by the City Attorney, in accordance with Section 15.02.130.

- g. When sewer facilities are accepted by the City, the developer must provide the City Engineer with as-built drawings of the sewer facilities, signed, stamped and acknowledged by a licensed Engineer. (Ord. 627 (part), 1999).

**14.06.110 Side sewer permits required.**

- a. A developer must obtain a side sewer permit for any connection to the City sewer system.
- b. A permit which includes side sewer work in a public area or the connection with or opening into any public sewer other than through the normal connection point of a “Y,” “T,” or stub, will only be issued to a registered side sewer contractor or qualified City employee.
- c. A permit which includes side sewer work on private property will only be issued to:
  - 1. The owner of the property (but such permit does not allow the owner to connect the side sewer to a public sewer except through the normal opening of a “Y,” “T,” or stub under the supervision of the City Engineer or his representative);
  - 2. A registered sewer contractor; or
  - 3. A qualified city employee.
- d. Side sewer permits are not transferable. No authorized person, including any sewer contractor or qualified City employee, may lay any pipe pursuant to any other person’s permit.
- e. No permit will be issued for side sewer connection before the main sewer is accepted by the City. (Ord. 627 (part), 1999).

**14.06.120 Costs of side sewer borne by owner.**

- a. The property owner must pay all costs and expenses related to the installation and connection of the side sewer, as well as the cost of repairs when:
  - 1. There is a break or blockage in the side sewer within private property or within the building plumbing.
  - 2. The blockage is located within the public right-of-way or easement and is caused by one (1) or more of the following:
    - a. Roots from trees or shrubs located outside public right-of-way or easements.

- b. Side sewer or mainline is blocked from sewage contents originating from private property.
  - c. Side sewer within the public right-of-way or easement is blocked by debris originating from a break in the side sewer within private property.
  - d. An investigation revealed that the source of the blockage originated from private property including adjacent private properties.
- b. The owner must indemnify the City from any loss or damage that may directly or indirectly be caused by the installation of the side sewer. (Ord. 812 § 1 (part), 2012; Ord. 627 (part), 1999).

**14.06.130 Side sewer permitting process.**

- a. Side sewer permits will be issued by the City Engineer.
- b. The applicant for a side sewer permit must supply the City Engineer with the following information, on a form provided by the City:
  - 1. Owner's name;
  - 2. Address of property to be served;
  - 3. Owner's mailing address;
  - 4. Name and address to which bills must be sent;
  - 5. Registered side sewer contractor's or qualified city employee's name and proof of qualification;
  - 6. Legal description of the property to be served;
  - 7. All outside dimensions of building to be served;
  - 8. Location of buildings on property to be served;
  - 9. Purpose of building; and
  - 10. Alignment of the proposed side sewer.
- c. All required fees must be paid before any side sewer permit is issued. Such fees may include, but are not limited to: permit fees, stub fees, general facilities

connection charges, in-lieu-of-assessment charges, reconnection charges, and/or any other charges (outstanding or otherwise) associated with the permit or the property.

- d. The permit card must be posted on the job before starting the work and must be readily accessible to the City Engineer.
- e. The installer of the side sewer must meet with the inspector on the job whenever so directed.
- f. No side sewer may be backfilled before approval of the City Engineer. (Ord. 627 (part), 1999).

**14.06.140 Side sewer contractor registration required.**

- a. To assure safe and quality construction of side sewers, and safe and quality connection of side sewers to the public sewers of the city, no person, other than the owner of the property involved, may construct, install, repair, reconstruct, excavate or connect to the public sewers of the city any side sewer, unless he or she is:
  - 1. A side sewer contractor holding a valid, unsuspended current certificate of registration issued by the Department of Licenses of the State (pursuant to Chapter 18.27 RCW); or
  - 2. A qualified employee of the City.
- b. All such registered side sewer contractors and/or qualified City employee:
  - 1. Must adhere at all times to the then-current requirements of the City relating to side sewers, connections to public sewers, and side sewer contractors, including reasonable requirements of the City Engineer relating to construction, installation, reconstruction and repair of side sewers; and
  - 2. Will be liable for all damage to the public sewers and sewage treatment plant of the City. (Ord. 627 (part), 1999).

**14.06.150 Each side sewer to have individual side sewer connection, unless exception granted.**

- a. Not more than one primary structure may be connected to the sewer system by a single connection unless an exception is granted by the City Engineer before the construction of such connection.
- b. If more than one primary structure is connected to the public sewer system by a

single connection, a mutually beneficial easement must be granted to the respective properties over the shared portions of the connection, thus assuring that all properties involved will have perpetual use of the side sewer. Provisions must also be made for maintenance and access for repair. The property owner must:

1. Record the easement(s) with the County Auditor; and
2. Give a copy to the City. (Ord. 627 (part), 1999).

**14.06.160 Protection of excavations—Restoration of public property.**

- a. All excavations for side sewer installations must be adequately guarded with barricades and lights so as to protect the public from hazard.
- b. Streets, sidewalks, parkways, and other public property disturbed in the course of the work must be restored in a manner satisfactory to the City.
- c. Any trench settlement within public right-of-way must be repaired by the property owner upon notification by the City. If the property owner fails to repair the trench, the City will make repairs and bill the property owner for the cost of the repairs. (Ord. 627 (part), 1999).

**Article III. Water**

**14.06.170 Construction standards and specifications.**

- a. All water distribution lines must be constructed in accordance with the most current edition of the APWA standard specifications; and
- b. Sewage disposal lines and water lines must be separated by at least ten (10) feet. (Ord. 627 (part), 1999).

**14.06.180 Water system required.**

Every principal use and every lot within a subdivision or in any existing plat must be served by a water supply system that:

- a. Is adequate to accommodate the reasonable needs of the use or subdivision lot; and
- b. Complies with all laws of the Washington State Department of Health and all City ordinances. (Ord. 627 (part), 1999).

**14.06.190 Compliance with standards.**

- a. All proposed developments shall comply with standards and specifications of the City and must meet the intent of the most recent edition of the City's comprehensive water plan. The City Engineer must certify to the City that the

proposed water system meets the City's requirements and will be accepted by the City.

- b. In order to obtain a building permit for certain uses applicants shall supply evidence of adequate water supply, as required by RCW 19.27.097.
- c. Minimum plumbing fixtures and sanitation facilities to be provided in an occupancy shall be in accordance with WAC 51-50-2900. Water meters shall be sized according to the Uniform Plumbing Code (UPC) per Chapter 15.84.

A property owner may appeal the required meter size based on the determination of a qualified licensed professional paid for by the property owner and approved by the City.

- d. For construction after the adoption of this chapter, shared meters will not be permitted. If an existing building with multiple spaces has only one (1) meter, meters must be added for each space in the event of a significant remodel requiring a building permit. (Ord. 812 § 1 (part), 2012; Ord. 627 (part), 1999).

**14.06.200 Conveyance of facilities to the City.**

- a. The following criteria must be met, unless otherwise waived by the City Engineer, before water facilities are conveyed to the City:
  - 1. A public utility easement of adequate dimensions must be concurrently granted to the City.
  - 2. The facilities must be inspected for conformance with the City of Ilwaco Developer Standards and the APWA standard specifications for public water facilities. The City Engineer may require any test to demonstrate conformance. The applicant must notify the City Engineer when the water lines are ready for inspection.
  - 3. The applicant must pay all required fees.
  - 4. The City Engineer may require the applicant to post a maintenance bond (in accordance with subsection b. below) to cover the cost of replacing or repairing any of the facilities.
- b. If a maintenance security is required by the City Engineer, the applicant must deposit with the city a maintenance bond or other acceptable surety to cover the cost of replacing or repairing any or all required improvements and to warrant against defects in labor and material, and against any damage or defects caused by construction activity on the site, for a period of two years from acceptance of improvements by the City. The maintenance security must be one of the following:

1. A surety bond executed by a surety company authorized to transact business in the state in a form approved by the City Attorney;
  2. A personal bond approved by the City Attorney cosigned by at least one additional person together with evidence of financial responsibility and resources of those signing the bond sufficient to provide reasonable assurance of ability to proceed in accordance with the agreement;
  3. Cash;
  4. A letter of credit approved by the City Attorney from a financial institution stating that the money is held for the purposes of development of the stated project.
- c. The bond or other approved surety will be for twenty (20) percent of the estimated value of all the required improvements as determined by the City Engineer.
  - d. When the warranty period ends, and upon restoration of the improvements to successful operation and the repair of any defects or damage in the improvements, the City Engineer will authorize the release of the maintenance bond.
  - e. The City Engineer may withhold release of the bond or surety up to one year from the date of any restoration or repairs to insure that the restoration or repairs were adequate.
  - f. The Mayor and the applicant must sign a notarized security agreement, approved in form by the City Attorney, in accordance with Section 15.02.130.
  - g. When water facilities are accepted by the City, the developer must provide the City Engineer with as-built drawings of the water facilities, signed, stamped and acknowledged by an Engineer. (Ord. 627 (part), 1999).

**14.06.210 Licensed plumber required to make connections.**

All water line connections must be made by a licensed plumber. (Ord. 627 (part), 1999).

**14.06.220 Costs borne by owner.**

- a. The property owner must pay all costs and expenses related to the installation and connection of the water lines, as well as the cost of repairs from the backside of the meter to the building or for repairs on any water line not conveyed to the City.
- b. The owner must indemnify the City from any loss or damage that may directly or indirectly be caused by the installation of the water lines. (Ord. 812 § 1 (part), 2012; Ord. 627 (part), 1999).

**14.06.230 Make application to connect to City water system.**

- a. Before connecting to the City water system, a property owner or developer must:
  1. Make application; and
  2. Pay the water connection fee.
- b. The City will install a water meter and the connection will be made once the fee has been paid.
- c. No water line trenches may be backfilled before approval of the City Engineer. (Ord. 627 (part), 1999).

**14.06.240 Each lot to have individual water connection, unless exception granted.**

- A. Not more than one primary structure may be connected to the water system by a single connection unless an exception is granted by the City Engineer before the construction of such connection.
- b. If more than one primary structure is connected to the public water system by a single connection, a mutually beneficial easement must be granted to the respective properties over the shared portions of the connection, thus assuring that all properties involved will have perpetual use of the water line. Provisions must also be made for maintenance and access for repair. The applicant must:
  1. Record the easement(s) with the County Auditor; and
  2. Give a copy to the City. (Ord. 627 (part), 1999).

**14.06.250 Protection of excavations—Restoration of public property.**

- a. All excavations for water line installations must be adequately guarded with barricades and lights so as to protect the public from hazard.
- b. Streets, sidewalks, parkways, and other public property disturbed in the course of the work must be restored in a manner satisfactory to the City.
- c. Any trench settlement within public right-of-way will be repaired by the property owner upon notification by the city. If the property owner fails to repair the trench, the City will make repairs and bill the property owner for the repairs. (Ord. 627 (part), 1999).

**Article IV. Other Utilities**

**14.06.260 Construction standards and specifications.**

Construction and design standards and specifications for the components of utilities other

than sewer and water are to be constructed in accordance with current franchise and permit procedures and in compliance with the most recent edition of the Pacific County road standards. (Ord. 627 (part), 1999).

**14.06.270 Lighting requirements.**

- a. Subject to subsection b. below, all public streets, sidewalks, and other common areas or facilities in subdivisions created after the effective date of this chapter must be sufficiently illuminated to ensure the security of property and the safety of persons using such streets, sidewalks, and other common areas or facilities.
- b. All entrances and exits in substantial buildings used for nonresidential purposes and in multifamily residential developments must be adequately lighted to ensure the safety of persons and the security of the buildings.
- c. All outdoor lights must be low sodium or similar lamp type and be down-shielded to prevent light pollution.
- d. Lighting within any lot that unnecessarily illuminates any other lot or public right-of-way and substantially interferes with the use or enjoyment of such other lot or public right-of-way is prohibited.
- e. Lighting for automated teller machines or night deposit facilities must be provided in accordance with RCW 19.174.050. (Ord. 627 (part), 1999).

**14.06.280 Electric power.**

Every principal use and every lot within a subdivision or existing plat must have available to it a source of electric power adequate to accommodate the reasonable needs of the use or lot. (Ord. 627 (part), 1999).

**14.06.290 Telephone services.**

Every principal use and every lot within a subdivision or existing plat must have available to it a telephone service cable adequate to accommodate the reasonable needs of the use or lot. (Ord. 627 (part), 1999).

**14.06.300 Underground utilities.**

- a. Except as noted in subsections d.—f. of this section below, all new electric power lines (not to include transformers or enclosures containing electrical equipment including, but not limited to, switches, meters or capacitors which may be pad mounted), telephone, cable television, and other communication lines installed must be placed underground in accordance with the specifications and policies of the respective utility service providers.
- b. Utilities within the right-of-way on new roads must be installed in accordance

with the most recent edition of the Pacific County roads standards. If the distribution line originates from a point opposite any public roadway from the new construction, the service lines must be placed under the roadway by means of boring or surface excavation across the roadway.

- c. For new development in existing plats or for infill development, utilities may be installed above ground, with the approval of the city engineer and the respective utility service provider.
- d. If the respective utility provider determines that an underground system cannot reasonably be installed according to accepted engineering practices, the requirements of this section may be waived upon receipt of a written notice from the City Engineer. The waiver must be noted in the permit or it will be considered as not being granted. If undergrounding is not determined to be feasible, the applicant must either sign a concomitant agreement or a no protest agreement of the formation of an LID for future undergrounding. Determination of which form of promissory will be used is at the discretion of the City Engineer.
- e. Nothing in this section nor any other section in relation to underground utilities applies to power lines carrying a voltage of 15 kV or more.
- f. Nothing in this section nor any other section in relation to underground utilities prohibits the placement of mounted transformers, terminal pedestal, or other electrical and communications devices above ground, as determined by the appropriate service utility provider involved. (Ord. 627 (part), 1999).

**14.06.310 Sites for and screening of dumpsters.**

- a. Every development which is or will be required to provide one or more dumpsters for solid waste collection under the city's solid waste collection policies must provide sites for such dumpsters that are:
  - 1. Located so as to facilitate collection and minimize any negative impact on persons occupying the development site, neighboring properties, or public rights-of-way; and
  - 2. Constructed according to specifications established by the City Engineer to allow for collection without damage to the development site or the collection vehicle.
- b. All Dumpsters must be screened if and to the extent that, in the absence of screening, they would be clearly visible to:
  - 1. Persons in any dwelling unit on residential property other than that where the Dumpster is located; or,
  - 2. Occupants or customers in any building on nonresidential property other than that where the Dumpster is located, unless the other property is used

primarily for purposes permitted exclusively in the light industrial district;  
or

3. Persons traveling on any public street, sidewalk, or other public way. (Ord. 627 (part), 1999).

## **CHAPTER 14.08 DRAINAGE, EROSION CONTROL AND STORMWATER MANAGEMENT**

### **14.08.010 Natural drainage system utilized to extent feasible.**

- a. To the extent practicable, all development must conform to the natural contours of the land and natural and pre-existing human-made drainage ways must remain undisturbed.
- b. To the extent practicable, lot boundaries must coincide with natural and pre-existing human-made drainage ways within subdivisions to avoid the creation of lots that can be built upon only by altering such drainage ways. (Ord. 627 (part), 1999).

### **14.08.020 Developments must drain properly.**

- a. All developments must be provided with a drainage system that is adequate to prevent the undue detention or retention of surface water on the development site. Surface water will not be regarded as unduly detained or retained if:
  1. The detention or retention results from a technique, practice or device deliberately installed as part of an approved sedimentation or stormwater runoff control plan; or
  2. The detention or retention is not substantially different in location or degree than that experienced by the development site in its predevelopment state, unless such detention or retention presents a danger to health or safety.
- b. No surface water may be channeled or directed into a sewer line.
- c. Whenever practicable, the drainage system of a development must coordinate with and connect to the drainage systems or drainage ways on surrounding properties or streets.
- d. Construction specifications for drainage swales are contained in the most recent edition of the Pacific County road standards. (Ord. 627 (part), 1999).

### **14.08.030 Stormwater management.**

All developments must be constructed and maintained so that adjacent properties are not unreasonably burdened with surface waters as a result of the developments. More specifically:

- a. No development may be constructed or maintained so that the development unreasonably impedes the natural flow of water from higher adjacent properties across the development, resulting in substantial damage to the higher adjacent properties; and
- b. No development may be constructed or maintained so that surface waters from the development are unreasonably collected and channeled onto lower adjacent properties, resulting in a volume and/or rate that is substantially greater than the predevelopment volume and/or rate. (Ord. 627 (part), 1999).

**14.08.040 Erosion control and sedimentation.**

- a. Erosion control and water quality control facilities for projects that disturb over five acres must apply to the State Department of Ecology for an NPDES permit.
- b. Erosion control plans are required as a component of the site plan for all plats and all projects which require site plan review. Erosion control plans may include practices such as using straw bales, hydroseeding, etc.
- c. Development of the land may not begin (and no building permits may be issued) until the City Engineer approves the erosion control plan.
- d. For purposes of this section, “disturb” means any use of the land by any person in any development, and/or road construction and maintenance that results in a change in the natural cover or topography that may cause or contribute to sedimentation. Sedimentation occurs whenever solid particulate matter, mineral or organic, is transported by water, air, gravity or ice from the site of its origin. (Ord. 627 (part), 1999).

**14.08.050 Stormwater system design.**

- a. Storm sewers constructed within the street will be sized by the developer’s Engineer and will consider all potential runoff requirements within the site and upstream of the site.
  - 1. The storm sewer will be sized for a one hundred (100) year design recurrence criteria for storm drainage facilities.
  - 2. The minimum size of storm sewers is eight inches in diameter.
  - 3. Spacing of catch basins along the street must conform to published engineering recommendations, which consider profile of the street and street width.
- b. On-site detention may be required for new development where downstream deficiencies exist or are anticipated to exist in the next five years. Development that will be less than five thousand (5,000) square feet of impervious surface is exempt from detention requirements. The square footage considers the total

development of the property including the future potential impervious surface. Recommended design recurrence criteria for a commercial or residential storm drainage detention facility is a ten (10) year interval. (Ord. 627 (part), 1999).

**14.08.060     Illegal discharge of materials into the stormwater system.**

The discharge of any material other than stormwater into the stormwater system is prohibited. (Ord. 627 (part), 1999).

**CHAPTER 14.14 BUILDINGS AND CONSTRUCTION**

**14.14.010     Washington State Building Codes adopted.**

The model codes listed below, as approved and adopted by the State Building Code Council (SBCC), together with any amendments or additions, are adopted by this reference. These codes apply to all new construction, remodeling or repairs. Copies of the codes are on file in the offices of the City Clerk-Treasurer and the Building Inspector.

- a.     Uniform Building Code (UBC) and Standards;
- b.     Uniform Plumbing Code (UPC) and Standards;
- c.     Uniform Mechanical Code (UMC) and Standards;
- d.     Uniform Swimming Pool, Spa and Hot Tub Code;
- e.     Uniform Code for the Abatement of Dangerous Buildings;
- f.     Washington State Barrier Fee Regulations;
- g.     Washington State Energy Code;
- h.     Washington State Ventilation and Indoor Air Quality Code;
- i.     Washington State Historic Building Code;
- j.     Uniform Building Code Appendix Chapter 15 (Reroofing);
- k.     Uniform Building Code Appendix Chapter 33 (Excavation and Grading);
- l.     Uniform Building Code Appendix Chapter 34, Division 1 (Life Safety Requirements For Existing Buildings Other Than High-Rise Buildings). (Ord. 627 (part), 1999).

**14.14.020     Duties of the Building Inspector.**

The duties of the Building Inspector are described in the model codes listed in Section 14.14.010. (Ord. 627 (part), 1999)

**14.14.030 Building permits.**

- a. No building or other structure may be erected, moved, added to or structurally altered without a permit issued by the Building Inspector. No building permit may be issued except in conformity with the provisions of this title.
- b. When required by the Building Inspector, all applications for building permits must be accompanied by plans in duplicate, drawn to scale, showing:
  1. The actual dimensions and shape of the lot to be built upon;
  2. The exact sizes and location of existing buildings on the lot, if any; and
  3. The location and dimensions of the proposed building or alteration.
- c. The application must include such other information as lawfully may be required by the Building Inspector, including:
  1. Existing or proposed building or alteration;
  2. Existing or proposed uses of the building and land;
  3. The number of families, housekeeping units, or rental units the building is designed to accommodate;
  4. Conditions existing on the lot; and
  5. Other matters as may be necessary to determine conformance with, and provide for the enforcement, of this title.
- d. One copy of the plans will be returned to the applicant by the Building Inspector after marking the copy approved or disapproved and signing the copy. The second copy of the plans will be retained by the Building Inspector.
- e. If work described in any building permit has not begun within one hundred eighty (180) days from the date of issuance of the permit, the permit will expire, the permit will be canceled by the Building Inspector, and written notice that the permit has expired will be given to the applicant. (Ord. 627 (part), 1999)

**14.14.040 Building permit fees.**

Building permit fees are set by resolution. (Ord. 627 (part), 1999).

**14.14.050 Side sewer permit.**

No building permits for primary use structures will be issued without the applicant having first secured a side sewer permit per Section 14.06.110. (Ord. 627 (part), 1999).

**14.14.060 Only construction in compliance with approved plans authorized.**

- a. Building permits issued on the basis of plans and applications approved by the Building Inspector authorize only the construction set forth in such approved plans and application and no other construction.
- b. Construction different than that authorized will be considered a violation of this title and punishable as provided by Section 15.02.130. (Ord. 627 (part), 1999).

**14.14.070 Accessory buildings.**

Accessory buildings may not be constructed before construction of the main building. (Ord. 627 (part), 1999).

**14.14.080 Fences.**

- a. Building permits are required for all fence construction six feet and over in height.
- b. No fence on a corner lot may interfere with a driver's ability to see at an intersection. Fences on corner lots may not be more than forty-two (42) inches above street grade. (Ord. 627 (part), 1999).

**14.14.090 Retaining walls.**

- a. Building permits are required for all retaining walls over four (4) feet in height, measured from the bottom of the footing.
- b. All retaining walls over eight feet in height must be designed, stamped and acknowledged by a professional engineer licensed by the state. (Ord. 627 (part), 1999).

**14.14.100 Signs.**

Sign permits are required for sign installations and must comply with the regulations of Chapter 15.45. (Ord. 627 (part), 1999).

**14.14.110 Repairs and maintenance.**

Nothing in this title prevents the strengthening or restoring to a safe condition of any building or structure declared unsafe by any official charged with protecting public safety. (Ord. 627 (part), 1999).

**14.14.120 Inspection of improvements.**

- a. Before signing off the final inspection, the Building Inspector will inspect all improvements installed as a requirement of this title or as a condition of permit on

or adjacent to the site.

- b. Any improvements found to be damaged by the builder must be repaired before receiving final inspection sign-off. (Ord. 627 (part), 1999).

## **CHAPTER 14.16 FIRE CODE**

### **14.16.010 Uniform Fire Code adopted.**

The model codes listed below, as approved and adopted by the State Building Code Council (SBCC), together with any amendments or additions, are adopted by this reference. The Uniform Fire Code applies to all new construction, remodeling or repairs. Copies of the Uniform Fire Code are on file in the offices of the city clerk-treasurer and the building inspector.

- a. Uniform Fire Code (UFC) and Standards;
- b. Uniform Fire Code Appendix Chapter 11-B (Protection of Flammable and Combustible Liquid Tanks in Locations Subject to Flooding); and
- c. Uniform Fire Code Appendix Chapter 11-F (Protected Aboveground Tanks for Motor Vehicle Fuel-Dispensing Stations Outside Buildings). (Ord. 627 (part), 1999).

### **14.16.020 Applicability.**

- a. The provisions of this chapter apply to all commercial buildings constructed or developed within the city limits, when the buildings will be served by water mains and fire hydrants capable of delivering the required water, unless specifically exempted by this chapter, or unless waived or modified by the fire chief pursuant to Section 14.16.090.
- b. Decisions of the fire chief are considered to be made in the best interest, and with the concurrence, of an affected fire district in the absence of any credible evidence to the contrary. (Ord. 627 (part), 1999).

### **14.16.030 Fire Chief approval prior to issuance of permits.**

No permit subject to this chapter will receive final approval until the Fire Chief has verified that the provisions of this chapter are satisfied. (Ord. 627 (part), 1999).

### **14.16.040 Hydrants to be served by City.**

All water mains and fire hydrants required by this chapter must be served by the City water system. (Ord. 627 (part), 1999).

#### **14.16.050 Hydrant standards.**

Every development must include a system of fire hydrants sufficient to provide adequate fire protection for the buildings located or intended to be located within the development. The following hydrant standards apply unless waived or modified pursuant to Section 14.16.090:

- a. Any new hydrant installations must comply with the most recent edition of the document entitled "Conditions and Standards for Connecting to the City's Water System."
- b. Spacing.
  1. Within areas exclusively developed for residential occupancy, maximum distance from a fire hydrant to an access point of any lot is three hundred (300) feet along a roadway.
  2. The maximum distance between hydrants in residential areas is no greater than six hundred (600) feet.
  3. For all other occupancy types, the maximum distance from a fire hydrant to the access point of the lot is one hundred fifty (150) feet along a roadway.
  4. When any portion of a commercial building is more than one hundred fifty (150) feet from the water supply on a public street and when required by the Fire Chief, on-site fire hydrants and mains capable of supplying the required fire flow must be provided. Water supply may consist of reservoirs, pressure tanks, elevator tanks, water mains, or other fixed systems capable of supplying the required fire flow as approved by the Fire Chief and City.
- c. Location.
  1. Whenever possible, hydrants must be located at street intersections, provided that when such location results in spacing distances greater than allowed by this chapter, additional hydrants may be required between intersections; provided further, that when the required fire flow is greater than two thousand five hundred (2,500) GPM, the number and location of hydrants will be determined by the city and approved by the Fire Chief.
  2. Fire apparatus access roads must be provided and maintained in accordance with the most recent edition of the Pacific County roads standards.
  3. When fire protection facilities are installed by the developer pursuant to Section 901.3 of the UFC, the facilities must be installed before any combustible construction is installed on-site.

4. Water mains and fire hydrants must be capable of delivering the required fire flow to the site and will remain the responsibility of the developer until accepted by the City.
  5. When alternate provisions are provided pursuant to Section 14.16.090 the above requirements may be waived or modified.
  6. When locating hydrants, consideration will be given to hazardous operations and the practicality of sound fire service practices (fences, roadways, barriers to operation, etc.), the recommended location preferred by the City, and the required ten (10) foot vehicle clear zone on each side of each hydrant.
- d. Additional Location Requirements for Commercial Buildings.
1. The minimum number of public and private hydrants required will be determined by dividing the required fire flow for the building by one thousand five hundred (1,500).
  2. Hydrants may be located no closer than fifty (50) feet to and no more than three hundred (300) feet from a building.
  3. No hydrant may be located more than one hundred fifty (150) feet from a sprinkler or standpipe connection.
- e. Installation.
1. Hydrants must stand plumb and be set to the finished grade.
  2. The bottom of the lowest outlet of the hydrant must be no less than twelve (12) inches above the grade.
  3. There must be a thirty-six (36) inch radius of clear area about the hydrant for the operation of a hydrant wrench on the outlets and the control valve.
  4. The pumper port must face the street or, where the street cannot be clearly identified, must face the most likely location of a fire truck while pumping, as determined by the Fire Chief.
- f. Fire hydrants must be protected from damage.
1. Internal maintenance of public fire hydrants is the responsibility of the City.
  2. Private hydrants must be protected and maintained in accordance with the Uniform Fire Code. (Ord. 627 (part), 1999).

#### **14.16.060 Piping and flow standards.**

The following standards relating to water mains, hydrant branches, and fire flow apply to all new development in the City unless waived or modified, pursuant to Section 14.16.090:

- a. Hydrant branches must not have a domestic supply outlet and must meet the design standards of the City (see Chapter 14.06).
- b. New or replaced water mains serving fire hydrants must meet the design standards of the City (see Chapter 14.06).
- c. Flow Requirements.
  1. Service mains supplying hydrants must be designed to provide not less than five hundred (500) GPM at twenty (20) pounds per square inch residual pressure over and above the computed maximum daily domestic consumption for the period of time specified in the Washington Survey and Rating Bureau's Grading Schedule, Table 4.
  2. In addition, service mains supplying hydrants must provide the fire flow required to each building covered at the number of gallons per minute specified in UFC Appendix IIIA, except as to single dwellings. The Fire Chief may require construction in compliance with design from a registered professional engineer in order to assure that the required fire flow will be achieved. (Ord. 627 (part), 1999).

#### **14.16.070 Plan approval required.**

- a. Before any new hydrants or mains serving hydrants are installed, the developer must provide plans, prepared by a licensed engineer, for review by the City.
- b. Upon completed installation and acceptance by the City, the developer must give the Fire Chief two copies of the accurate and identifiable as-built drawings or plans showing the location of all mains, hydrant branches, valves and fire hydrants installed. (Ord. 627 (part), 1999).

#### **14.16.080 Plan review.**

- a. The Fire Chief must certify that the plans have been reviewed before a development permit for any new or substantially-altered commercial building, plat development or residential complex is issued.
- b. If the plans are in compliance with this chapter, a notice of approval for issuance of a building permit will be forwarded to the Building Inspector. The approval will be based on the provisions of this chapter being satisfied before the start of any construction. (Ord. 627 (part), 1999).

**14.16.090 Waiver and modification.**

- a. Subject to acceptance by the City, the Fire Chief may grant a waiver or modification to the standards contained in Sections 14.16.050 and 14.16.060 if:
  1. Strict compliance with the standards would create a substantial hardship on the applicant; and
  2. A waiver or modification does not result in inadequate fire protection.
- b. Waivers or modifications must:
  1. Be in writing;
  2. State the reasons for the waiver or modification; and
  3. Be provided to the fire district that has jurisdiction over the project. (Ord. 627 (part), 1999).

**14.16.100 Obstruction prohibited.**

- a. Obstructing the view of a fire hydrant by any means for a distance of fifty (50) feet from any direction of vehicular approach is prohibited.
- b. Any violation of this section is declared a public nuisance, subject to immediate abatement and subject to Section 15.02.140. (Ord. 627 (part), 1999).

**SECTION 3. SEVERABILITY.**

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

**SECTION 4. PUBLICATION AND SUMMARY.**

This Ordinance or summary thereof consisting of the title shall be published in the official newspaper of the City.

**SECTION 5. EFFECTIVE DATE.**

This Ordinance shall be in full force and effect five (5) days after publication of the summary consisting of the title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF \_\_\_\_\_, 2014**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:

EFFECTIVE:

# CHAPTER 1

## INTRODUCTION

These standards shall apply to all improvements within the public right-of-way and/or public easements, to all improvements required within the proposed public right-of-way of new subdivisions, for all improvements intended for ownership, operations on maintenance by the City and for all other improvements (on or offsite) for which the City Code requires approval from the City's Public Works Superintendent, City Planner, Fire Chief, and/or the City Council as appropriate. These standards are intended as guidelines for designers and developers in preparing their plans and for the City in reviewing plans. Where minimum values are stated, greater values should be used whenever practical; where maximum values are stated, lesser values may be used, with City approval, where practical. The developer/proponent is however cautioned that higher standards and/or additional studies and/or environmental mitigation measures may, and will, in all likelihood, be imposed by the City when developing on, in, near, adjacent, or tributary to sensitive areas to include, but not be limited to, steep embankments, creeks, ponds, lakes, certain wildlife habitat, unstable soils, etc.

Alternate design standards will be accepted when it can be shown, to the satisfaction of the City, that such alternate standards will provide a design equal to or superior to that specified. In evaluating the alternate design, the City shall consider appearance, durability, ease of maintenance, public safety and other appropriate factors.

Any improvements not specifically covered herein by these Standards must meet or exceed the current version of the Standard Specification for Road, Bridge & Municipal Construction, State of Washington, and current amendments thereto, revised as to form to make reference to Local Governments. Said specifications shall be referred to hereafter as the "Standard Specifications". Where improvements are not covered by these details, by the Standard Specifications or by the standard details, the City will be the sole judge in establishing appropriate standards. Where these "standards" conflict with any existing City ordinances or discrepancies exist within the body of this text, the higher "standards" shall be utilized as determined by the Public Works Superintendent.

Plans for major improvements in the public right-of-way, within public easements, or improvements to be "deeded" or "gifted" to the City, shall bear an approval signature from the City. Absent such an authorized approval, said attempted transfer of property to the City shall be invalid.

The designer shall submit calculations or other appropriate materials supporting the design of utilities, pavements and storm drainage facilities. The designer shall submit calculations for structures and other designs when requested by the City Engineer and/or

Building Official.

1. Definitions (as used herein)

- (a) "Developer". The party having an agreement with the City to cause the installation of certain improvements, to become a part of the City's utility and/or roadway system upon completion and acceptance. The term shall also include the Developer's contractor employed to do the work or the Contractor's employees.
- (b) "Development" shall mean the construction, reconstruction, conversion, structural alteration, relocation, enlargement, or change in use of any structure or property, or any project which will increase vehicle trips per day during peak hour traffic, or any project which negatively impacts the service level, safety, or operational efficiency of serving roads.
- (c) "Plans" mean drawings, including reproductions thereof, of the work to be done as an extension to the City's water distribution system, prepared by an Engineer licensed in the State of Washington.
- (d) "Specifications" means the directions, provisions, and requirements designated by an Engineer licensed in the State of Washington for the performance of the work and for the quantity and quality of materials, as contained or referenced herein.
- (e) "Performance Bond" means a bond furnished by the Developer and written by a corporate body qualified to write surety in the State of Washington, guaranteeing that the work will be completed in accordance with the plans and specifications.
- (f) "Maintenance Bond" means a bond furnished by the Developer and written by a corporate body qualified to write surety in the State of Washington, guaranteeing that the Developer will repair any defects found in the work within the time period as further identified herein.
- (g) "Contract Documents": The contract documents shall consist of the following and in case of conflicting provisions, the first mention shall have precedence.
  - (1) Developers Agreement
  - (2) City Development Guidelines and Public Works Standards

- (3) Other Applicable City Municipal Codes
- (4) City Right-of-Way Use Permit
- (5) Plans
- (6) Standard Details (WSDOT Specifications)
- (7) Specifications - Conditions and Standards of the Contract (As Approved by City)
- (8) City Approved Addenda
- (9) City Approved Change Orders

These documents shall form the Contract.

- (h) "Work": The labor or materials or both, superintendence, equipment, transportation, and other facilities necessary to complete the Contract.
- (i) "City": City of Ilwaco, Pacific County, Washington, a municipal corporation, existing under and by virtue of the laws of the State of Washington. Actions designated as taken by the City are the acts of the Council acting through the Mayor.
- (j) "Mayor" means mayor of the City of Ilwaco or his/her authorized representative.
- (k) "Contractor" means the Developer's contractor or subcontractor.
- (l) "City Engineer" means the City's Engineer, whether a staff engineer, contacted engineer, or consultant.
- (m) "Public Works Superintendent" means the City's duly appointed Public Works Superintendent, or in his absence, the Mayor.
- (n) "Operations and Maintenance Supervisor" means the City's utilities superintendent, or operations and maintenance supervisor, or Public Works Superintendent.

2. Exclusions

- (a) A one time enlargement of less than 800 square feet of total footprint on any parcel of property, or, a one-time net increase of less than 25% of the total aggregate area of the existing footprint(s) of building(s) on the site, whichever is less.

3. Developer to be Informed: The Developer is expected to be fully informed regarding the nature, quality, and the extent of the work to be done, and, if in doubt, to secure specific instructions from the City.

4. Authority of Mayor: The Mayor or his authorized representative shall have the authority to stop work whenever, in his/her opinion, the same shall be necessary to insure compliance with the plans and specifications, and shall have authority to reject work and materials which do not so conform and to decide questions which may arise in the execution of the work.
  
5. Authority of the Public Works Superintendent: The Public Works Superintendent or his/her authorized representative shall have the authority to determine the amount, quality, acceptability and fitness of the several kinds of work, material and equipment and to decide all questions relative to the classification of materials and the fulfillment of this Contract, and to reject or condemn all work or material which does not conform to the terms of this Contract. The Public Works Superintendent decision in all matters is the decision of the City, and can only be changed by the City. Moreover, the City has not so delegated, and the Public Works Superintendent or his/her authorized representative(s) does (do) not purport to be a safety expert, is not so engaged in that capacity under this Contract, and has neither the authority nor the responsibility to enforce construction safety laws, rules, regulations or procedures, or to order the stoppage of work for claimed violations thereof but may report flagrant safety violations to proper authorities.

The furnishing by the City of resident project representation and/or inspection shall not be construed by the Contractor or Development that the City is responsible for the identification or enforcement of such laws, rules or regulations.

6. Payment for City Services: The Developer shall be responsible for promptly reimbursing the City for all costs and expenses incurred by the City in the pursuit of project submittal, review, approval, and construction. These costs include, but are not limited to, the utilization of staff and "other" outside consultants as may be necessitated to adequately review and inspect construction of the project(s). All legal, administrative, and engineering fees for project review, meetings, approvals, site visits, construction inspection, etc., shall be subject to prompt reimbursement. The Developer is cautioned that project approval (City acceptance) and occupancy permits will be denied until all bills are paid in full.

## CHAPTER 2

### PERMITS

#### 2.1 SPECIAL PERMIT PROCESS

No person, firm or corporation shall commence work on the construction, alteration or repair of any facility located either in the public right-of-way or a public easement without any necessary permit or permits first having been obtained from the City.

Any party requesting such permit shall file written application therefore with the City at least twenty-eight (28) days before construction is proposed to start. An application will be deemed complete if the city does not provide a written determination to the applicant that the application is incomplete within twenty-eight (28) days after receiving the application. Such application shall be made on a standard City form provided for that purpose, and shall include:

- (1) The name and address of the applicant (name and address of property owner if different than applicant);
- (2) The name and address of the owner of the property abutting the street where the work is proposed;
- (3) The street location of the proposed work, giving the street address or legal description of the property involved;
- (4) A detailed plan showing the dimensions of the abutting properties and the dimensions and location of all existing and/or proposed facilities and other pertinent features to understand the proposed work;
- (5) The plan shall also show the location of buildings or facilities, including loading platforms and roof overhangs (if significant) being served, or to be served by the new construction.

The City may require, at its discretion, the filing of any other information when in its opinion such information is necessary to properly enforce the provisions of this ordinance.

No permit shall be issued until the proposed work has been approved by the appropriate official. Adjudication of disagreements regarding approvals shall be made by the Public Works Superintendent and his decision shall be final.

No plan shall be approved nor a permit issued where it appears that the proposed work, or any part thereof, conflicts with the provisions of this ordinance or any other ordinance of the City of Ilwaco, nor shall issuance of a permit be construed as a waiver of a Zoning Ordinance or other ordinance requirements concerning the plan.

A fee of an amount as designated by the City shall accompany all applications for permits.

## **2.2 VARIANCES**

### **A. GENERAL**

The City Council shall have the authority to grant a variance from the requirements of these specifications and from the requirements of this ordinance after considering the matter. The Public Works Superintendent shall upon request of the proponent refer the variance request on to the City Council, and the Council shall sit, in judgment of same, at a public hearing duly called in accordance with the procedures specified in its Municipal Code. No application for a variance shall be granted by the council unless the council finds:

- (1) That special conditions and circumstances exist which are peculiar to the land such as size, shape, topography or location, not applicable to other lands in the same neighborhood, and that literal interpretation of the provisions of this ordinance would deprive the property owner of rights commonly enjoyed by other properties similarly situated in the same neighborhood;
- (2) That the special conditions and circumstances do not result from the actions of the applicant, and are not self-imposed hardships;
- (3) That granting the variance requested will not confer a special privilege to the subject property that is denied other lands in the same neighborhood;
- (4) That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the neighborhood in which the subject property is situated;
- (5) That the granting of the variance requested will be in harmony with the general purpose and intent of these standards, and any applicable Land Use Ordinance(s); and
- (6) That the purpose of the variance is not merely to permit the subject property to be utilized more profitably by the owner or to economize on the cost of improving the property.

B. CONDITIONS

In granting any variance the City Council may prescribe appropriate conditions and safeguards that will ensure that the purpose and intent of the specifications shall not be violated. Further, the City Council will require the applicant to post a performance bond guaranteeing compliance with such conditions.

C. EFFECTIVE DATE OF VARIANCE

The decision granting or denying a variance shall not become final until the expiration of ten (10) days from the date of entry of such decision in the official records of the City Council.

An aggrieved party may file an appeal of such decision to the Pacific County Superior Court (as applicable) within said ten-day period; if no such appeal is filed, the decision shall thereupon become final.

D. PROCEDURE FOR APPLICATION OF A VARIANCE

**Application for a variance shall be filed with the City in writing and shall be accompanied by an appropriate fee as stated in the City's Municipal Code, to pay for the cost of processing the application and the costs of publishing and posting the required public notices.** All applications shall be accompanied by a current copy of the Pacific County assessor's record showing the legal owners of all property within five hundred feet (500') of the requested variance area. All applications shall contain a statement as to why the variance is necessary, and why it would meet the criteria of this chapter. The application shall also contain scaled drawings of the variance area, abutting roads, and all property within five hundred feet (500') thereof.

E. PUBLIC NOTICE AND HEARING

Proper notice of a hearing on a variance application before the Council shall be as follows:

- (1) One publication in the official newspaper for the City at least fifteen days prior to the date of hearing;
- (2) Posting of copies of the notice of hearing at least fifteen days prior to the hearing in;
  - (A) Ilwaco City Hall
  - (B) The United States Post Office in the City of Ilwaco, and

- (C) In a conspicuous place on the property which is the subject matter of the application;
- (3) Written notice mailed to the owner or reputed owners of property within three hundred feet (300') of the property which is the subject matter of the application, which ownership is deemed to be that of the last owner of record in the current files of the Pacific County Assessor, said notice to be mailed at least fifteen calendar days prior to the date of the hearing by the City Planner.
- (4) The City Clerk shall be responsible for the mailing and publication of all required notices. The Clerk shall diligently observe the foregoing requirements, but minor inaccuracies in giving such notice shall not invalidate the proceedings.

## CHAPTER 3

### PUBLIC WORKS CONSIDERATIONS

#### 3.1 BONDING

Developers and contractors performing work within the public right-of-way or publicly owned easement(s) shall be prepared to satisfy the following two bonding requirements. The City will only accept an assignment of funds as bonds. The funds will be held by the City in an interest bearing account.

- A. Furnishing a performance bond that shall be conditioned upon faithful completion of that portion of the work performed pursuant to the permit which will require completion by the City should the permittee or his contractor default. The amount of such bond shall be 150% of the outstanding value of the improvements. The City engineer shall review and provide approval, as may be applicable of the submitted amount.
- B. Furnishing a Maintenance Bond. All work shall be guaranteed by the Contractor for a two-year period from the time of inspection and final approval of the construction by the City. The maintenance bond shall be equal to 15% of the total cost of the improvements.

#### 3.2 HOLD HARMLESS CLAUSE

The Developer shall indemnify and hold harmless the City and the City Engineer, and their agents and employees, from and against all claims damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the work, and shall, after reasonable notice, defend and pay the expense of defending any suit and will pay any judgment, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission or by any other action giving rise to strict liability of the Developer, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City or City Engineer, or any of their agents or employees, by any employee of the Developer, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this article shall not be limited in any way by any limitation on the amount or type of damages, compensation, or

under workman's compensation acts, disability benefit acts, or other employee's benefit acts.

The obligations of the Developer under this article shall not include the sole negligence of the City or the City Engineer.

### **3.3 DEVELOPER'S PUBLIC LIABILITY & PROPERTY DAMAGE INSURANCE**

The Developer shall not commence work until he has furnished evidence (in duplicate copy) of insurance required hereunder, and such insurance has been approved by the City Attorney; nor shall the Developer allow any contractor or subcontractor to commence work on his contract or subcontract until the same insurance requirements have been complied with by such contractor or subcontractor. Approval of the insurance by the City Attorney shall not relieve or decrease the liability of the Developer thereby.

Companies writing the insurance under this article shall be licensed to do business in the State of Washington or be permitted to do business under the Surplus Line Law of the State of Washington.

The Developer shall maintain, during the life of the Contract, Comprehensive General and Automobile Liability Insurance, as detailed herein. The insurance shall include, as Additional Named Insured, the City of Ilwaco. All insurance policies shall be endorsed to provide that the policy shall not be canceled or reduced in coverage until after ten (10) days prior written notice, as evidenced by return receipt of registered letter has been given to the City of Ilwaco.

Comprehensive General Bodily Injury and Property Damage Insurance shall include:

- a. Premises & Operations;
- b. Developer's Protective Liability;
- c. Products Liability, including Completed Operations Coverage;
- d. Contractual Liability; and
- e. Broad Form Property Damage.

Comprehensive Automobile Bodily Injury and Property Damage Insurance shall include:

- a. All owned automobiles;
- a. Non-owned automobiles; and
- b. Hired automobiles.

The insurance coverage's listed above shall protect the Developer from claims for damages for bodily injury, including death resulting therefrom, as well as claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly employed by either of them, it being understood that it is the Developer's obligation to enforce the requirements of this article as respects any contractor or subcontractor.

Comprehensive General and Automobile Liability Insurance shall provide coverage for both bodily injury and property damage, as follows:

- A. Comprehensive General and Automobile Bodily Injury Liability Insurance on an occurrence basis of not less than One Million dollars (\$1,000,000.00) for bodily injury, sickness or disease, including death resulting therefrom, sustained by each person; and for limits of not less than One Million Dollars (\$1,000,000.00) for each occurrence;
- B. Comprehensive General Property Damage Liability Insurance on an occurrence as is for limits of not less than One Million Dollars (\$1,000,000.00) for damage to or destruction of property, including loss of use thereof, arising from each occurrence, and in an amount of not less than One Million Dollars (\$1,000,000.00) in aggregate;
- C. Comprehensive Automobile Property Damage Liability Insurance on an occurrence basis for limits of not less than One Million Dollars (\$1,000,000.00) for damage to or destruction of property, including loss of use thereof, arising from each occurrence;
- D. Comprehensive Liability Insurance shall include the City and the as Additional Named Insured;
- E. Comprehensive General Property Damage Liability Insurance shall include liability coverage for damage to or destruction of property of other, including loss of use of property damaged or destroyed, and all other indirect and consequential damage for which liability exists in connection with such damage to or destruction of property of others, and shall include coverage for:
  - ("X") Injury to or destruction of any property arising out of blasting or explosion;
  - ("C") Injury to or destruction of any property arising out of the collapse of/or structural injury to any building or structure due;

- (1) to excavation, including borrowing, filling or backfilling in connection therewith, or tunneling, pile driving, coffer-dam work or caisson work; or
  - (2) to moving, shoring, underpinning, raising or demolition of any building or structure or removal or rebuilding of any structural support thereof;
- ("U")
1. Injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property or any apparatus in connection therewith, below the surface of the ground, if such injury or destruction is caused by and occurs during the use of mechanical equipment for the purpose of excavating or drilling; or
  2. Injury to or destruction of property at any time resulting therefrom.

There shall be included in the liability insurance, contractual coverage sufficiently broad to insure the provisions of "Hold Harmless Clause".

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Developer's responsibility for payment of damages resulting from his operations under this Contract.

In the event the Developer is required to make corrections on the premises after the work has been inspected and accepted, he shall obtain, at his own expense, and prior to commencement of any corrective work, full insurance coverage, as specified herein.

The Developer shall furnish, upon request by the City, certified copies of the insurance policy or policies within two weeks of the City's request.

### **3.4 COMPENSATION & EMPLOYER'S LIABILITY INSURANCE**

The Developer shall maintain Workmen's Compensation Insurance or, as may be applicable, Maritime Workmen's Insurance, as required by state or federal statute for all of his employees to be engaged in work on the Project and, in case any such work is sublet, the Developer shall require the contractor or subcontractor similarly to provide Workmen's Compensation Insurance or Maritime Workmen's Insurance for all of the latter's employees to be engaged in such work. The Developer's Labor & Industries account number shall be noted in the Proposal in the space provided.

In the event any class of employees engaged in work at the site of the Project is not covered under the Workmen's Compensation Insurance or Maritime

Workmen's Insurance, as required by state and federal statute, the Developer shall maintain and shall cause each contractor or subcontractor to maintain Employer's Liability Insurance with a private insurance company for limits of at least One Hundred Thousand Dollars (\$100,000.00), each person, and Three Hundred Thousand Dollars (\$300,000.00), each accident, and furnish satisfactory evidence of same.

### **3.5 NON-INTERFERENCE**

The permittee shall be responsible for minimum interference with:

- Traffic Routing
- Fire Facility Clearance
- Adjoining Property
- Utility Facilities
- Natural Surface Drainage

Prior to construction, these items are to be discussed with the City Public Works Department, and/or City Fire and Police Departments and/or the City Building Inspector, and special provisions may be included in any applicable City Permit(s).

### **3.6 WORK STANDARDS**

All work and workmanship performed shall be done in accordance with minimum standards published in the current Standard Specifications for Road, Bridge & Municipal Construction, State of Washington, and current amendments thereto, revised as to form to make reference to Local Governments.

The latest edition of the following additional standards shall be applicable when pertinent, when specifically cited in the standards or when required by state or federal funding authority:

- a. Pacific County Road Standards
- b. Local Agency Guidelines, WSDOT, as amended.
- c. Guidelines for Urban Arterial Program, WSDOT, as amended.
- d. American Water Works Association Standards.
- e. Design criteria of federal agencies including the Federal Housing Administration, Department of Housing and Urban Development, the Federal Highway Administration and Department of Transportation,
- f. A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials (AASHTO), 2001, or current edition when adopted by WSDOT.
- g. Standard Specifications for Highway Bridges, adopted by AASHTO, current edition.

- h. U.W. Department of Transportation Manual on Uniform Traffic Control Devices, "MUTCD", as amended and approved by Washington State Department of Transportation, current edition.
- i. Guide for the Development of Bicycle Facilities, adopted by AASHTO, current edition.
- j. Associated Rockery Contractors (ARC), Standard Rock Wall Construction Guidelines.
- k. American Society for Testing and Materials (ASTM).
- l. Illuminating Engineering Society of America (IES) National Standard Practices for Roadway Lighting, RP-8, Current Edition, as modified herein.
- m. The WSDOT/APWA Standard Plans for Road and Bridge Construction, to be referred to as the "Standard Plans or Standard Details," current edition as amended.
- n. WSDOT Design Manual, current edition as amended.
- o. City and County Design Standards for the Construction of Urban and Rural Arterial and Collector Roads, adopted per RCW 35.78.030 and RCW 43.32.020, May 24, 1989, current edition as amended.
- p. Institute of Transportation Engineers, Traffic Engineering handbook, current edition.
- q. Water System Design Manual, Washington Department of Health, current edition.
- r. Criteria for Sewage Works Design, Washington Department of Ecology, current edition.

### **3.7 INSPECTION**

#### **A. General**

The City shall exercise full right of inspection of all excavating, construction, and other invasions of City right-of-way or public easements. The City Public Works Superintendent or designated official shall be notified on the working day prior to commencing any work in the City's right-of-way or public easements. The City Public Works Superintendent and/or his authorized representative is authorized to and may issue immediate stop work orders in the event of noncompliance with this chapter and/or any of the terms and provisions of the permit or permits issued hereunder.

B. Final Inspection

Prior to final approval of construction, a visual inspection of the job site will be made by the City. Restoration of the area shall be complete with all improvements being restored to their original or superior condition. Final approval of construction shall not be given earlier than thirty (30) days after satisfactory completion of construction, as witnessed by the City.

### 3.8 RECORD DRAWINGS

Permittees or their representatives who install systems within, on, or below the City's public rights-of-way or public easements shall furnish the City with accurate drawings, plans and profiles, showing the location and curvature of all underground structures installed, including existing facilities where encountered and abandoned installations. Horizontal locations of utilities are to be referenced to street centerlines, as marked by survey monuments, and shall be accurate to a tolerance of plus or minus one-half (1/2) foot. The depth of such structure may be referenced to the elevation of the finished street above said utility, with depths to the nearest one-tenth foot being shown at a minimum fifty-foot interval along the location of said utility.

Such record drawings shall be submitted to the City within thirty (30) calendar days after completion of the work. Record drawings shall be stamped, signed and dated by an engineer currently licensed in the State of Washington.

In the event that the permittee or his/her representatives does not have qualified personnel to furnish the record drawings required by this section, he shall advise the City Public Works Superintendent in order that necessary field measurement may be taken during construction for the preparation of record drawings. All costs of such field inspection and measurement, to include the preparation of the record drawings, shall be at the sole expense of the permittee.

Drawing Standards:

Minimum scale - 1" = 50' horizontal; 1" = 5' vertical  
Detail scale - Larger as necessary

Record drawings shall be submitted on permanent, stable reproducible mylar with a signature and data, which verifies the "finished" condition of the project. All data as shown on the drawings shall be "fixed line" or ink. Sticky back (glue) reproductions or "sepia" mylars shall not be considered acceptable. Electronic files in the most recent version of "AutoCAD shall be also provided to the City.

The drawings shall be referenced to NGYD 1929 and shall include at a minimum two (2) existing City utility features such as sanitary or storm sewer, manholes, water valves or fire hydrants. Referencing to electrical features such as street lights, telephones or power poles is not acceptable.

### **3.9 DEVELOPER AGREEMENT REQUIREMENTS**

All Contractors, land developers, or others, whether persons or entities, constructing curbs, gutters, storm-drainage systems, streets, water or sewer systems, or additions thereto, to be connected to the storm sewers, sanitary sewer lines and/or water lines of the City of Ilwaco, shall, as a prerequisite to securing approval for the construction of such system, execute a Developer Agreement in the form set forth in the attached documents.

## CHAPTER 4

### STREET, PATH AND BIKEWAY STANDARDS

#### 4.1 GENERAL CONSIDERATIONS

The overall goal of this chapter is to encourage the uniform development of an integrated, fully accessible public transportation system that will facilitate present and future travel demand with minimal environmental impact to the community as a whole.

- A. Development of properties on or tributary to substandard or unsafe roadways may, depending on the size and type of development, be cause for “off-site” improvements to the substandard or unsafe corridors, to include road drainage facilities. The Public Works Superintendent shall determine when such conditions exist. At a minimum “half street improvements” will be required as a condition of development in and along the entire property as it abuts City rights-of-way. The City shall determine what qualifies as “development”.
- B. This chapter provides minimum street design standards as well as minimum design standards for “stand alone” pedestrian and/or bike trails/paths. Higher design and construction standards may be warranted due to localized design and construction parameters.
- C. Construction and design standards and specifications for streets are contained in the most recent edition of the document entitled “Pacific County Road Standards” and this chapter. All streets must be completed in accordance with these standards.
- D. Curbs, gutters and sidewalks are required in the City’s commercial zones. When required, curbs, gutters, and sidewalks must be constructed according to construction and design standards and specifications for curbs, gutters, and sidewalks contained in the most recent edition of the Pacific County Road Standards.
- E. If a development accesses an existing street or is proposed at the end of an existing street that is not designed to accommodate the expected increase in traffic caused by the new development, then the developer must improve the existing street leading to the development up to the standards required for the expected increase in traffic. Residential developments of up to four units are exempt from this requirement.
- F. In order to conform to minimum standards where developments abut an existing public road or private right-of-way, dedications may be required for extension of the existing public streets or new streets in order to provide continuity with the circulation system.
- G. Easements must be provided for all public facilities and utilities including streets. Additional right-of-way may be required to be dedicated as a condition of development approval.

## 4.2 PUBLIC STREETS

- A. The term “public street” includes a pre-existing public street as well as a street created by a subdivider that meets the public street standards of this Chapter and is dedicated for public use. The recording of a plat must dedicate the street.

## 4.3 PRIVATE STREETS

- A. Community street requirements are usually best served by public streets, owned and maintained by the City, private streets may be appropriate in some instances.
- B. Private streets and roads shall be approved only when they are:
1. Permanently established by right-of-way, tract or easement providing legal access to each affected lot, dwelling unit, or business and sufficient to accommodate required improvements, to include provisions for future use by adjacent property owners when applicable; and
  2. Serving properties and development that is zoned R-3; and homeowner’s association of the legal entity made up of all benefited property owners, under provisions of Section 15.74.145D of this ordinance; and
  3. Designed and built to Pacific County Road Standard. Pavement width of all private street shall be 22 feet or more; radius of horizontal curves and vertical grade of private streets shall be based upon the topography of the site: any vertical grade in excess of fifteen (15) percent shall be approved by the City Engineer; design and construction of private streets shall be subject to the same City engineering inspection and approval as for public streets; modifications to these standards may be granted by the City Engineer if adequate consideration of the following factors is made during the plat review;
    - i. Provision of off-street parking
    - ii. Restriction of on-street parking
    - iii. Provision of adequate clearance for emergency vehicles
    - iv. Provision of clear vision at intersections
    - v. Provision of alternative bicycle and/or pedestrian paths
    - vi. Provision of adequate utility easements outside of street
    - vii. Future street revision or extension is not planned, and
  4. Provision is made for private streets to be open at all times for emergency and public service vehicles; an easement or other right of access shall be recorded which runs in favor of the City of Ilwaco; said right of access shall provide the right of ingress and egress for the City and its employees to carry out any lawful City purpose, including but not limited to fire, police, water, and sewer services; said easements shall also provide access

to all other urban service providers such as refuse haulers, television cable operators, electric utility providers, emergency medical services and others; and

5. Private streets shall not obstruct public street circulation; and
  6. At least one of the following conditions exist:
    - i. Existing abutting development precludes the construction of a public street, or
    - ii. Topographic, geological and soil conditions make development of a public street undesirable, or
    - iii. The streets are within a private community with a corporate or a functional identity, or
    - iv. Neighborhood traffic circulation and lot access can be met more logically by private streets than by public streets, or
    - v. Streets are a part of a planned unit development (PUD), or
    - vi. Streets serve commercial facilities where no circulation continuity is necessary, or
    - vii. The City Engineer and Fire Department determine that no other access is available and the private street is adequate.
- C. Notice. The following statement is required on the face of any plat, short plat, site plan, or binding site plan containing a private street:
- “City of Ilwaco has no responsibility to improve or maintain private streets contained within or private streets providing access to the property described in this plat. Any private street shall remain a private street unless it is upgraded to public street standards including standards meeting ADA (Americans with Disabilities Act) requirements at the expense of the subdivider or adjoining lot owners to include hard surface paving and is accepted by the City for public ownership and maintenance.”
- D. Maintenance agreement. The City will not maintain roadways, signs or drainage improvements on private streets. A private maintenance covenant recorded with the County Auditor will be required for any private street. The covenant will set out the terms and conditions of responsibility for maintenance, maintenance methods, standards, distribution of expenses, remedies, for non-compliance with the terms of the agreement, right of use easements, and other considerations. The covenant shall be submitted to the City Engineer or his designee for approval prior to recording.

All private streets shall be maintained by the owners of the property served by them and kept in good repair at all times. In order to insure the continued good repair, a declaration of covenant and requiring maintenance of the private street shall be recorded with the Pacific County Auditor’s office concurrent with recording of the subdivision plat.

The covenants shall include the following terms:

1. The Covenant shall establish minimum annual assessments in amount adequate to defray costs of ordinary maintenance and procedures for approval of additional needed assessments.
  2. The Covenant shall include a periodic maintenance schedule.
  3. The covenants for maintenance shall be enforceable by any property owner served by the street.
  4. The means shall be established for assessing maintenance and repair costs equitably to property owners served by the private street.
  5. The covenants shall run with the land.
  6. "Maintenance" shall include, but not be limited to street surfacing, shoulders, gates, signs, pavement markings, street lighting, storm drainage facilities and vegetation control.
  7. The City shall have the right to inspect the condition of Private Street and if in the opinion of a licensed professional engineer, the condition of private streets have deteriorated to the level where improvements are needed, the City has the right to order that this work be done. If the property owners associated or the developer do not carry out said improvements in a timely manner, the City has the right to order the improvements.
- E. Street signs. Private street signs with street designations shall be provided by the developer at the intersection of Private Street with private and public streets. Such signs shall meet the specifications of Pacific county Road Standards and, in the case of intersections with public streets, shall be located within the public right-of-way or within a separate maintenance easement. Road signs shall be included in the maintenance agreement.
- F. Inspection. Private streets will be subject to the same inspection schedule as public streets.
- G. Developer maintenance obligation. The developer of a residential plat shall be responsible to insure the maintenance of the private street for a period of two (2) years from the date of recording of the plat or short plat. Thereafter, the developer's maintenance responsibility will depend upon the number of lots under the developer's continuing ownership, as stated in the recorded maintenance agreement.

#### **4.4 STREETS**

- A. All street design and construction must provide for the maximum traffic loading and capacity conditions anticipated based upon existing land use and zoning. The width and grade of the pavement must conform to specific standards set forth herein for safety and uniformity.
- B. The design of streets and roads shall depend upon their type and usage. If a street is dedicated to public use, the street must be classified as provided in Table 4-1. Classification will be based on the following considerations:

1. The projected volume of traffic to be carried by the street, stated in terms of the number of trips per day;
2. The number of dwelling units to be served by the street may be used as an indicator of the number of trips but is not conclusive;
3. Whenever a subdivision street continues an existing street that used to end outside the subdivision, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.
4. The classification of streets must comply with the most current edition of the Pacific county Roads Standards. Table 4-1 includes road or right-of-way classifications based on the anticipated Average Daily Traffic (ADT) in ten years.

**Table 4-1  
Street Classification  
(Pacific County Road Standards)**

Average Daily Trips (ADT)	Street Classification
2000+	Major Collector
400 - 2000	Minor Collector
0 - 400	Access Collector
NA	Private Road

- C. Except where these standards provide otherwise, design detail, construction workmanship, and materials shall be in accordance with the current edition of the Washington State Department of Transportation (WSDOT) and American Public Works Association (APWA) Standard Specifications for Road, Bridge, and Municipal Construction and the WSDOT/APWA Standards for Road and Bridge Construction.
- D. All subdivisions and site plans must provide direct access to at least one existing improved and publicly-dedicated street.
- E. The layout of streets shall provide for the continuation of existing arterial streets in adjoining subdivisions or of their proper projection when adjoining property is not subdivided. Local access streets, which serve primarily to provide access to abutting property, shall be designed to discourage through traffic.
- F. The maximum length of residential blocks should be six hundred (600) feet, and minimum length should be three hundred (300 feet), unless existing conditions make this requirement impractical in the judgment of the City Council.
- G. Streets must be laid out so that the lengths, widths, and shapes of blocks adequately address the following:
  1. Provision of adequate building sites suitable to the type of use contemplated;
  2. The zoning requirements are able to be met on future building permits;
  3. The limitations and opportunities of the topography;

4. The needs for convenient access, circulation, control and safety of vehicular and pedestrian traffic are considered.
- H. Lots to be created must comply with the following requirements:
1. Every lot must have access to allow emergency vehicles to enter and exit, as well as, for all those likely to need to desire access to the property in its intended use;
  2. Lot lines must be at right angles to street lines or radial to curvilinear streets, unless a variation will result in a better street or lot plan in the opinion of the decision-making body;
  3. Dimensions of corner lots must be large enough to allow for front yard setbacks off both streets; and
  4. Corner lots must be graded to provide sufficient sight clearance at intersections.
  5. If a driveway connects to a City street, the property owner shall maintain the driveway to where it connects with the City street pavement. All driveways to be constructed connecting to the City street must obtain a permit, must be designed and constructed to City standards. All driveway construction connecting to the City street will be inspected by City staff.
- I. Proposed streets should extend to the boundary lines of the proposed subdivision in order to provide for the future development of adjacent tracts, unless prevented by natural or man-made conditions, or unless an extension is determined to be unnecessary or undesirable by the City. The resulting dead-end street shall be provided with a temporary cul-de-sac. The temporary cul-de-sac shall be appropriately signed as “temporary” and further paved, to include furnishing and installing concrete curbs, gutters and sidewalks and constructed to City standards. Temporary dead-end streets in excess of six hundred (600) feet will not be allowed unless no other practicable alternative is available.
- J. The street system (in residential subdivisions and short subdivisions) shall be laid out with a minimum number of intersections with other arterial streets. Arterials shall not intersect with other arterials at intervals closer than one thousand three hundred twenty feet and no streets shall intersect at intervals closer than one hundred twenty five feet, unless, in the judgment of the Public Works Superintendent, an exception to this rule would be in the public interest and welfare.
- K. Streets shall be laid out so as to intersect as nearly as possible at right angles, and in any event, no street shall intersect with any other street at an angle of less than sixty degrees, without specific written City approval.
- L. Access roadways or driveways must be located to provide the following minimum sight distances:

<u>Existing Speed Limit</u>	<u>Sight Distance</u>
50*	450'
40	320'
30	200'

\*This value shall be used for major and minor collectors regardless of existing speed limit unless prior approval is obtained from the City Engineer.

- M. Maintenance of approach roads/driveways shall be the responsibility of the owner whose property they serve.
- N. No approach road/driveway shall be constructed in such a manner that restricts existing drainage or constitutes a hazard to a street lighting standard, utility pole, traffic control device, fire hydrant or other public facility. Relocation shall be arranged through the appropriate agency and the cost shall be borne by the developer.
- O. Whenever possible, proposed intersections along one side of a street must coincide with existing or proposed intersections on the opposite side of such street. In any event, where a centerline offset (jog) must occur at an intersection, the distance between centerlines of the intersecting streets must be evaluated and designed according to accepted traffic safety standards.
- Q. Street profile grade should conform closely to the natural contour of the land. Streets must be designed to facilitate drainage and stormwater runoff, and street grades must conform as closely as practicable to the original topography.
- R. The maximum grade at any point on a street must not exceed fifteen percent (15%) unless no other practicable alternative is available. However, in no case may streets be constructed with grades that create a substantial danger to the public safety in the professional opinion of the City Engineer.
- T. The developer is required to retain a licensed geotechnical engineer to make soils tests and to provide engineering recommendations for design of the sub-base and roadway sections based on “in place” soils, depth of “free draining” structural materials, projected pavement loadings, roadway classification, average daily traffic volume, etc.
- U. In special circumstances, as may be specifically approved or required by the City Council, due to local conditions and/or geometric restrictions, paving widths or improvement standards may be required which are different than those specifically listed herein.
- V. The location and alignment of streets shall generally conform to existing streets and to the City’s official street naming policy or ordinance except where, in the opinion of the Public Works Superintendent, topography or some physical features eliminate the possibility of connecting these streets in the future. The County’s E-911 Coordinator and the City Council shall approve all street names.
- X. The design of any proposed street that intersects with a state highway shall be submitted to WSDOT for approval. Improvements to the state highway are to be the sole responsibility of the developer.

- Y. Street jogs with centerline offsets less than one hundred twenty-five feet are prohibited.
- Z. In some existing plats in the City a street is being used as a driveway because all of the lots created at the time that the area was platted have not yet been built. In these situations the property owner using the street as a driveway must improve it to City street standards and then dedicate the street to the City.
- AA. Intersecting streets shall be laid out so that blocks between street lines are not more than one thousand three hundred twenty feet in length, except where in the opinion of the Public Works Superintendent extraordinary conditions justify a departure from the maximum.
- BB. Streets shall conform to all requirements of the latest edition of the Uniform Fire Code adopted by the City.
- CC. All street construction plans shall be submitted to the City and shall include the following required information:
  - 1. Plan and profile;
  - 2. Street name;
  - 3. Centerline bearings;
  - 4. Centerline/baseline stationing;
  - 5. Centerline elevations every fifty feet;
  - 6. Gutterline elevations every fifty feet if not standard crown;
  - 7. Slope shall be in percent;
  - 8. Transverse slope: Two percent standard crown (to be used unless approved/required by City);
  - 9. Longitudinal slope - see design standard table;
  - 10. Horizontal and vertical curves shall be required when a change of centerline grade occurs greater than one percent:
    - a. Fifty feet minimum length;
    - b. Elevations required at twenty five feet stations and at the P.C., P.I., P.T. and low point or high point;
  - 11. Longitudinal gutterline slope - see design standard table;
  - 12. Pavement cross sections per City standard detail;
  - 13. Accurate locations of monuments at all centerline intersections, cul-de-sacs, P.C.'s, P.T.'s, and P.R.C.'s;
  - 14. Length and width of sidewalks and driveways;
  - 15. The location of all existing fire hydrant within 300 feet of the project shall be indicated;
  - 16. Curb and gutter;
  - 17. Wheelchair ramps;
  - 18. Illumination. (Illumination not required to be shown on same street as on plan/profile, but approval at location of miscellaneous utilities (i.e., gas,

power, CATV, cable) as required. Plan shall be submitted to City Engineer for approval prior to installation.)

- a. Luminaries - location, material, height and wattage.
  - b. Service cabinet - location and material.
  - c. Conduits and wire - location, material size and depth.
  - d. Junction boxes - location and material;
19. Channelization and Signing:
- a. Lane markers - location and type.
  - b. Pavement markings - location and type.
  - c. Signs - location and type.
20. Grades (slopes).
- a. Arterials, eight percent maximum.
  - b. Allow an average maximum grade on all other streets as follows: eight percent maximum with the following exceptions: A grade of up to twelve over a distance not to exceed three hundred feet and a maximum grade of fifteen percent for a distance not to exceed seventy-five feet.
  - c. Grades of pedestrian ways or crosswalks shall not be more than eight percent (unless otherwise approved in writing by the Public Works Superintendent).
- DD. All vertically aligned profile grade changes shall be connected with a vertical curve which shall have a minimum sight distance of one thousand feet on arterials, five hundred feet on collector streets and three hundred feet on all other streets.
- EE. At street intersections, property line corners shall be rounded by an arc, the minimum radii of which shall be fifteen feet for alleys, twenty-five feet for local access streets and 30 feet for all other street classifications. In business districts, a chord may be substituted for such arc if specifically approved by the Public Works Superintendent.
- FF. Street intersections with centerline offsets of less than three hundred feet shall not be allowed.
- GG. All topsoil, organic, and structurally unsuitable soils shall be removed from beneath the proposed street section as located between the outside edges of sidewalks.
- HH. All new utility systems such as power, cable TV and telephone shall be buried, except where topography or site conditions prohibit reasonable installation. Design and installation of the system shall be done by the franchised utility company. Design shall be submitted to the Public Works Superintendent for review and approval prior to installation.

- II. Street lighting shall be provided in accordance with Pacific County PUD standards.
- JJ. Any project of sixteen dwelling units or more, accessing off of an arterial road requires a center turn lane and right hand turn lanes.
- KK. Roads are to be saw cut before permanent patch is made or new AC pavement is installed abutting the existing road.
- LL. The General Notes numbered 1 through 6, as shown and further referenced herein, shall be included or referenced on any plans submitted to the City for construction approval dealing with street design.

#### **4.5 GENERAL NOTES (STREET CONSTRUCTION)**

1. All workmanship and materials shall be in accordance with current Developer Standards and current amendments hereto, and current WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction and any current amendments thereto, amended as per City Standards.
2. The contractor shall be responsible for all traffic control in accordance with the MUTCD manual. Prior to disruption of any traffic, traffic control plans shall be prepared and submitted to the City for possible approval. No work shall commence until all approved traffic control is in place. Work shall cease when traffic control fails to meet minimum requirements.
3. All curb and gutter, street grades, sidewalk grades, and any other vertical and/or horizontal alignment shall be staked by engineering or surveying firm capable of performing such work. Such firms shall be currently licensed in the State of Washington to perform such work.
4. Where new asphalt joins existing, the existing asphalt shall be cut to a neat vertical edge and tacked with Asphalt Emulsion type CSS-1 in accordance with the standard specifications. The new asphalt shall be feathered back over existing to provide for a seal at the saw cut location and the joint sealed with grade AR-4000W paving asphalt. A sand blanket shall be applied to the surface to minimize "tracking" of same.
5. Compaction of subgrade, rock, and asphalt shall be in accordance with the WSDOT Standard Specifications.
6. Form and subgrade inspection by the City is required before pouring concrete. A minimum forty-eight hours' notice is required to be provided to the Public Works Superintendent for form inspection.

See Section 4.19 for testing and sampling frequencies.

#### **4.6 DESIGN STANDARDS**

- A. Pavement and right-of-way width depends upon the street classification. The table of Minimum Street Design Standards, Table 4-2, show the minimum widths allowed. Street widths shall be measured from face of vertical curb to face of

vertical curb on streets with cement concrete curb and gutter, and from edge of pavement to edge of pavement on streets “approved” by the City without concrete vertical curb and gutter.

Table 4-2  
Minimum Roadway Dimension

Classification	Average Daily Trips	Right-of-Way Width (feet)	Street Width (feet)	Lane Width (feet)	Shoulder Width <sup>1</sup> (feet)
Collector - Access	0-400	60	22	11	3
Collector - Minor	400-2000	60	22	11	6
Collector - Major	2,000 +	60	24	12	8
Private Road	NA	Note 2	12	NA	2

- 1- Minimum shoulder width if curb and gutter are not provided.
- 2- Right-of-way as required to construct and maintain roadway facility, plus provisions for any utilities unless utilities provided for by separate easement outside roadway easement, but not less than forty (40) feet.

#### 4.7 STREET NAMES

- A. The developer must secure the approval of the City Council regarding the naming of streets; such approval shall not be unreasonably withheld. This should be done at the time the preliminary plat is submitted and again upon approval of the final plat. A private road will be designated “Lane”. The Public Works Superintendent will insure that the name assigned to a new street is consistent with policies of the City and the County Emergency Management Director.
- B. An address number will be assigned to all new buildings at the time the building permit is issued. It is then the owner’s responsibility to see that the house numbers are placed clearly and visibly at the main entrance to the property or at the principal place of ingress.

#### 4.8 SIGNING

- A. The developer is responsible for furnishing and providing all temporary and permanent traffic control signs. Traffic control signing shall comply with the provisions as established by the U.S. Department of Transportation Manual on Uniform Traffic Control devices (MUTCD). Street designation signs, including poles and hardware, shall be furnished and installed by the developer. Street designation signs shall display street names or grid numbers as applicable.

#### **4.9 RIGHT-OF-WAY**

- A. Right-of-way is determined by the functional classification of street. Arterials, collectors, and local access streets shall have a right-of-way width of not less than 60 feet. Private roads shall have a right-of-way not less than 40 feet. Private road right-of-way may need to be greater than 40 feet to accommodate utility easements. See Minimum Roadway Dimensions (Table 4-2) for specific additional information.
- B. Additional roadside easements will be required to facilitate future roadway widening at the discretion of the City or as a condition of development approval. In order to conform to minimum standards where developments abut an existing public road or private right-of-way, dedications may be required for extension of existing public roads or new roads to provide continuity with the circulation system.
- C. Right-of-way requirements may be increased if additional lanes, pockets, transit lanes, bus loading zones, operational speed, bike lanes, utilities, schools or other factors are proposed and/or required by the City.
- D. Right-of-way shall be conveyed to the City on a recorded plat or by a right-of-way dedication deed. All costs of same to be borne by the property owner/developer.

#### **4.10 STREET FRONTAGE IMPROVEMENTS**

- A. All industrial, commercial, or residential development or redevelopment shall install street frontage improvements at the time of construction. Such improvements shall generally include concrete curb and gutter, concrete sidewalk, street storm drainage, street lighting system, utility relocation, landscaping and irrigation, undergrounding aerial utilities and street pavement widening all per these Standards. Plans shall be prepared and signed by a registered engineer currently licensed in the State of Washington.
- B. All frontage improvements shall be made across the full frontage of the property.
- C. All frontage improvements shall provide for a smooth transition to neighboring property.
- D. Exceptions:
  - 1. When the proponent requests that the City Council evaluate if the required frontage improvements cannot be reasonably performed due to unique conditions, the city council will consider a request from the proponent that an “equal” and voluntary monetary amount be deposited with the City and

retained by the City for such use per applicable State law. The equivalent cost shall be approved by the city and include design, administration, and construction costs.

2. When improvements cannot be reasonably accomplished in a timely manner a recorded agreement (performance bond or equal) on forms provided by the City shall be completed which provide for these improvements to be installed at a later date by the proponent.

#### **4.11 CUL-DE-SAC**

- A. A cul-de-sac is required on all dead end access road serving two (2) or more parcels, or an approved turn around for driveway access roads in excess of three hundred (300') feet.
  1. Minimum right-of-way diameter is ninety (90') feet for cul-de-sacs.
  2. Minimum pavement width for cul-de-sacs is seventy (70') feet in diameter.
  3. There shall be no islands in the center of any cul-de-sac without specific approval of the City.
- B. Proposed streets should extend to the boundary lines of the proposed subdivision in order to provide for the future development of adjacent tracts, unless prevented by natural or man-made conditions, or unless an extension is determined to be unnecessary or undesirable by the City. The resulting dead-end street shall be provided with a temporary cul-de-sac. The temporary cul-de-sac shall be appropriately signed as "temporary" and further paved, to include furnishing and installing concrete curbs, gutters and sidewalks and constructed to City standards. Temporary dead-end streets in excess of six hundred (600) feet will not be allowed unless no other practicable alternative is available.
- C. There shall be no islands in the center of any cul-de-sac without specific approval of the City.

#### **4.12 TEMPORARY DEAD ENDS**

Where a street is temporarily dead ended, turn around provisions must be provided where the road serves more than one lot. A turn around may be a hammerhead as shown in the Miscellaneous Detail Section of these Standards only if pre-approved by the local fire marshal and the City Council.

#### **4.13 INTERSECTIONS**

- A. Traffic control will be as specified in the Manual on Uniform Traffic Control Devices (MUTCD) or as may be specifically modified by the Public Works Superintendent as a result of appropriate traffic engineering studies.

- B. Street intersections shall be laid out so as to intersect as nearly as possible at right angles. Sharp angled intersections shall be avoided. No two streets may intersect at less than sixty (60) degrees.
- C. Not more than two streets may intersect at any one point.
- D. Whenever possible, proposed intersections along one side of a street must coincide with existing or proposed intersections on the opposite side of such street. In any event, where a centerline offset (jog) must occur at an intersection, the distance between centerlines of the intersecting streets must be evaluated and designed according to accepted traffic safety standards.
- E. Spacing between adjacent intersecting streets, whether crossing or “T” should be as follows:

When highest classification involved is:	Minimum centerline offset should be:
Major Arterial	350 feet
Minor Arterial	300 feet
Collector Street	300 feet
Local Access Street	150 feet

- F. When different class streets intersect, the higher standard shall apply on curb radii. Deviations to this may be allowed at the discretion of the Public Works Superintendent.
- G. On sloping approaches at an intersection, landings shall be provided with grade not to exceed one foot difference in elevation for a distance of 30 feet approaching any arterial or collector or 20 feet approaching a local access street, measured from nearest right-of-way line (extended) of intersecting street.

#### **4.14 DRIVEWAYS**

- A. Driveway details are located in the Pacific County Road Standards
- B. Residential driveways are those serving less than five (5) single family dwelling units. All others shall be considered commercial.
- C. Residential driveways minimum width is fourteen (14’). Commercial driveways minimum width is twenty-eight (28’) feet.
- D. An access plan shall be submitted for all proposed development for review by the City Engineer. The following guidelines shall be followed for developments using a city road for access from individual lots.

- E. Design Standard:
- Major Collectors.** Internal collection of traffic will be achieved whenever possible. The number of access points shall be a function of traffic volume on the major collector, but generally then shall not exceed one (1) access point per nine hundred (900') feet of frontage.
  - Minor Collectors.** The same general guidelines apply as major collectors. The maximum number of access points shall be one (1) access point per seven hundred (700') feet.
  - Local Access.** Internal collection of traffic desirable. Individual driveways will be allowed for roads with 150 ADT or less including projected traffic from development. For roadways with 150 to 400 ADT, individual driveways may be allowed. Roadways with 400 to 10000 ADT will meet the provisions of minor collectors. Roadways with greater than 1,000 ADT will meet the provisions of major collectors.
- F. Access roadways or driveways will be located to provide the following minimum sight distance:
- |                               |          |
|-------------------------------|----------|
| Major and Minor Collectors    | 450 feet |
| Local Access (40 mph)         | 320 feet |
| Local Access (30 mph or less) | 200 feet |
- G. Driveways and accesses will approach the City street at ninety degrees (90°) or as close as possible. In no case will an approach angle of sixty degrees (60°) or less be permitted.
- H. All abandoned driveway areas on the same frontage shall be removed and the curbing and sidewalk or shoulder and ditch section shall be properly restored, at the Property Owner's expense.
- I. All driveway approaches shall be constructed of Portland Concrete Cement, and shall be at least 6-inches thick, over a 4-inch crushed surfacing (5/8" minus) top course. Driveways shall be subject to the same testing and inspection requirements as curb, gutter, and sidewalk construction.]
- J. Driveways may be constructed of cast in place or precast concrete paving blocks to reduce impervious area as approved by the Public Works Superintendent.
- K. Grade breaks, including the tie to the roadway, shall be constructed as smooth vertical curves. The maximum change in driveway grade shall be 8 percent within any 10 feet of distance on a crest and 12 percent within any 10 feet of distance in a sag vertical curve. The grades of all driveway approaches are to be approved by the City.
- L. No commercial or industrial type driveway shall be constructed, if reasonably possible, where backing onto the sidewalk or street is required.
- M. No driveway aprons shall extend into the street further than the face of the curb.

- N. Generally, the two edges of each driveway shall be parallel.
- O. Every driveway must provide access to a garage, carport, parking area or other structure on private or public property requiring the entrance of vehicles. No public curb shall be cut unless a driveway is installed.
- P. Maintenance of driveway approaches shall be the responsibility of the owners whose property they serve.
- Q. A driveway permit shall be required. No person shall begin work on the construction, alteration, repair or removal of any driveway or the paving of any parking strip on and/or adjacent to any street, alley or other public place in the City without first obtaining a permit from the City. Exceptions to permit acquisition requirements may be granted at the discretion of the Public Works Superintendent and/or Building Official.
- R. No driveway shall be located as to create a hazard to pedestrians, bicyclists or motorists or to invite or compel illegal or unsafe traffic movements.
- S. No driveway shall be constructed in such a manner as to be a hazard to any existing street lighting standard, utility pole, and traffic regulating device or fire hydrant. The cost of relocating any such street structure when necessary to do so shall be paid by the abutting property owner. The relocation of any street structure shall be allowed with the specific written approval of the Owner of the structure involved.
- T. Except as otherwise provided, the width of any residential driveway shall not exceed twenty-four feet (exclusive of the radii of the returns). The maximum width for any commercial driveway shall be sixty feet. The Public Works Superintendent may authorize additional residential driveway widths for three-car garages or for access driveways necessary for off-street parking or recreational vehicles.
- U. The total width of all driveways for any one ownership on a street shall not exceed thirty percent of that ownership along the street. Any driveway which has become abandoned or unused through a change of the conditions for which it was originally intended or which for any other reason has become unnecessary, shall be closed and the owner shall replace any such driveway curb-cut with a standard curb according to the City's standards.
- V. The length of any driveway shall not exceed one hundred fifty feet, without approval of the Public Works Superintendent.

- W. There shall not be more than two driveways on one street for any one ownership except where a single ownership is developed into more than one unit of operation, each unit sufficient in itself to meet the requirements of off-street parking and loading as required by the zoning ordinance and where the necessity for separate access to the street is evident. In such cases, there shall not be more than two driveways on the street for any one unit of operation.
- X. Driveway slopes or grades shall not exceed eight percent unless otherwise authorized/approved by the Public Works Superintendent in writing. The Public Works Superintendent will consider authorizing driveway slopes exceeding eight percent, up to a maximum of twelve percent, if it is determined that:
1. The driveway is the only economically and environmentally reasonable alternative.
  2. The driveway will not present a traffic, pedestrian, bicycle or safety hazard.
  3. The police and fire chief concur in allowing the increased driveway slope.
  4. The public health, safety and general welfare will not be adversely affected.
- Y. No driveway may access any street within 75 feet (measured along the street) of any other street access on either side.
- Z. No driveway access shall be allowed onto an arterial street within 150 feet of the nearest right-of-way line of an intersecting street. No driveway shall be located within 20 feet of a crosswalk.
- AA. Within the limitations set forth above, access to arterial streets within the City shall be limited to one driveway for each tract of property separately owned, except that automobile service stations may be allowed two driveways as further stated herein.
- BB. Driveways giving direct access onto arterials may be denied if alternate access is available. Deviations of these standards may be permitted by the Public Works Superintendent.
- CC. Parking lot circulation and signing needs shall be met on site. The public right-of-way shall not be utilized as part of a parking lot flow.
- DD. Road approaches and/or ingress and egress tapers may be required in industrial and commercially zoned areas as directed by the Public Works Superintendent.

#### 4.14 SURFACING REQUIREMENTS

- A. All streets in the City of Ilwaco will be paved with either Asphalt Concrete or Cement Concrete, in strict compliance with these standards.
- B. The pavement design shall meet the requirements in the latest publication of the AASHTO Guide for Design of Pavement Structures. The pavement section shall be designed and stamped by an engineer currently licensed in the State of Washington.
- C. One soil sample per each 500 LF of centerline with 3 minimum per project representative of the roadway subgrade shall be taken by the Developer and delivered to a City approved soils lab in order to determine a statistical representation of the existing soil conditions.
- D. Soil tests shall be performed by an engineering firm specializing in soils analysis and currently licensed in the State of Washington.
- E. The soils report, signed and stamped by a soils engineer licensed by the State of Washington, shall be based on actual soils tests and submitted with the plans. All depths indicated are a minimum compacted depth.
- F. Construction of streets paved with Asphalt Concrete shall conform to Section 5-04 of the Washington State DOT Standard Specifications. Pavement material will be HMA Cl. ½" PG 58-22 asphalt concrete and be constructed at least two (2) inches thick (minimum compacted thickness) over the prepared crushed surface, top course, or asphalt treated base. Mechanical spreading and finishing will be as described in Section 5-04.3(9) of the Standard Specifications. Compaction will be performed by the equipment and methods presented in Section 5-04.3(10) of the Standard Specifications, and Surface Smoothness shall satisfy the requirement of Section 5-04.3(13) of the Standard Specifications.
- G. Cement concrete streets will be constructed as specified in Section 5-05 of the Standard Specifications.
- H. Permanent pavement patching will be performed as described in the pavement repair detail listed herein, and in compliance with Section 5-04 of the Standard Specifications. All fill material will be placed in lifts no thicker than six inches and mechanically compacted to 95 percent of standard density, as described in Section 2-03 of the Standard Specifications and to the satisfaction of the Public Works Superintendent.

#### **4.15 TEMPORARY STREET PATCHING**

- A. Temporary restoration of trenches shall be accomplished by using 2" HMA Cl. ½" PG 58-22 Asphalt Concrete Pavement when available or 4" medium-curing (MC-250) liquid asphalt (cold mix), 3" Asphalt Treated Base (ATB), or steel plates suitable for H-20 traffic loading conditions. Steel plates shall be provided with a cold mix "lip" to accommodate a smooth transition from pavement to steel plate.
- B. ATB used for temporary restoration may be dumped directly into the trench, bladed and rolled. After rolling, the trench must be filled flush with asphalt concrete pavement to provide a smooth riding surface.
- C. All temporary patches shall be maintained by the contractor until such time as the permanent pavement patch is in place. All temporary patch materials shall be loaded and hauled to waste by the Developer, in compliance with applicable governmental regulations.
- D. If the contractor is unable to maintain a patch for whatever reason, the City will patch it at actual cost plus overhead and materials. The property owner/developer/permittee shall be invoiced for any City expenses incurred to comply with this Contractor requirement.

#### **4.16 TRENCH BACKFILL AND RESTORATION**

- A. All trench and pavement cuts shall be made by saw cuts or roller cut if approved by the Public Works Superintendent. The cuts shall be a minimum of 1 foot outside the trench width.
- B. All trenching shall be backfilled with gravel base, Class B, or crushed surfacing materials conforming to Section 4 of the WSDOT Standard Specifications. The trench shall be compacted to 95 percent maximum density, as described in Section 2-03 of the WSDOT Standard Specifications. The City will be the sole judge of approving materials to be utilized for backfill. Typically, crushed rock (5/8-inch minus) or control density fill (CDF) shall be placed and compacted in the trench sections for all right angle ( $\pm$ ) street crossings.
- C. If the existing material is determined by the City to be suitable for backfill, the contractor may use the native material except that the top 12 inches of the trench section shall be 5/8-inch minus crushed rock or other structurally suitable material as approved by the City Inspector or Engineer. Exceptions may be granted by the City based on site evaluation of excavated materials. All trench backfill materials shall be compacted to 95% density.

- D. Backfill compaction shall be performed in 6 inch lifts, unless otherwise approved by the City.
- E. Replacement of the asphalt concrete or Portland concrete cement shall match existing asphalt concrete or Portland concrete cement depth, except asphalt shall be a minimum compacted thickness of 2 inches and concrete cement shall be a minimum compacted thickness of 6 inches.
- F. Tack shall be applied to the existing pavement and edge of cut and shall be emulsified asphalt grade CSS-1 as specified in Section 9-02.1(6) of the WSDOT Standard Specifications. Tack coat shall be applied as specified in Section 5-04 of the WSDOT Standard Specifications.
- G. Asphalt concrete HMA CL. ½" PG 58-22 shall be placed on the prepared surface by an approved paving machine and shall be in accordance with the applicable requirements of Section 5-04 of the WSDOT Standard Specifications, except that longitudinal joints between successive layers of asphalt concrete shall be displaced laterally a minimum of 12 inches unless otherwise approved by the City. Fine and coarse aggregate for asphalt concrete shall be in accordance with Section 9-03.8 of the WSDOT Standard Specifications. Asphalt concrete over 2 inches thick shall be placed and compacted in equal lifts not to exceed 2 inches each.
- H. All street surfaces, walks or driveways within the street trenching areas affected by the trenching shall be feathered and shimmed to an extent that provides a smooth-riding connection and expeditious drainage flow for the newly paved surface. Shimming and feathering as required by the City Inspector shall be accomplished by raking out the oversized aggregates from the Class B mix as appropriate.
- I. Surface smoothness shall be per Section 5-04.3(13) of the WSDOT Standard Specifications. The paving shall be corrected by removal and repaving of the trench only.
- J. All joints shall be sealed using paving asphalt AR4000W.
- K. When trenching within the roadway shoulder(s), the shoulder shall be restored to its original or better condition.
- L. The final patch shall be completed as soon as possible and shall be completed within 30 days after first opening the trench. This time frame may be adjusted if delays are caused by inclement paving weather, or other adverse conditions that may exist. However, delaying of final repair is allowable only subject to the Public Works Superintendent's approval. The Public Works Superintendent may deem it necessary to complete the work within the 30 days' time frame and not

allow any time extension. If this occurs, the Contractor shall perform the necessary work as required by the City.

#### **4.17 SURVEY STAKING**

- A. All surveying and staking shall be performed by an engineering or surveying firm employed by the Developer and capable of performing such work. The engineer or surveyor performing and directing such work shall be currently licensed by the State of Washington to perform said task.
- B. A pre-construction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.
- C. The minimum staking of streets shall be as follows:
  - 1. Stake centerline alignment every 25 feet (50 feet in tangent sections) with cuts and/or fills to subgrade.
  - 2. Stake top of ballast and top of crushed surfacing at centerline and edge of pavement every 25 feet.
  - 3. Stake top back of curb at a consistent offset for vertical and horizontal alignment.

#### **4.18 MATERIAL AND CONSTRUCTION TESTING**

- A. Testing shall be required at the developer's or contractor's expense. The testing shall be ordered by the developer or contractor and the chosen testing lab shall be preapproved by the City. Testing shall be done on all materials and construction as specified in the WSDOT Standard Specifications and with frequency as specified herein.
- B. In addition, the City shall be notified before each phase that street construction commences (i.e., staking, grading, subgrade, ballast, base, top course, and surfacing).

#### **4.19 SIDEWALKS, CURBS AND GUTTERS**

- A. Curbs, gutters, and sidewalks are required in the City's commercial zones. When required, curbs, gutters, and sidewalks must be constructed in accordance with these design standards and the latest ADA and WSDOT/APWA Standard Specifications.
- B. Plans for the construction of sidewalks, curbs and gutters will be submitted as part of the street plans when applicable.

- C. Sidewalks shall be constructed of Portland Cement Concrete, 4 inches thick (6-inch thick at driveway sections) per Section 8-14 of WSDOT Standard Specifications. When the sidewalk, curb and gutter are contiguous, the width of the sidewalk shall be measured from back of curb to back of sidewalk.
- D. Sidewalks will be constructed on a compacted gravel base (Class B) or 5/8-inch minus crushed rock of suitable thickness to provide a firm and unyielding base. Sidewalks will be constructed of Portland Cement Concrete as described in Section 8-14 of the WSDOT Standard Specifications and be designed and constructed in compliance with those details as shown herein. Typically, in commercially zoned areas the sidewalks shall abut the curb. The City Council may vary sidewalk dimensional characteristics and location to meet localized or existing conditions.
- E. Sidewalks shall be at least 4" thick. Those sections of a sidewalk which serve as a driveway shall be at least 6" thick. :
- F. The sidewalks will be divided into five foot lengths by contraction joints and expansion joints will be at intervals of no more than 15 feet. Joints shall be filled with an asphalt mastic material.
- G. Sidewalk width may vary from a minimum of 5 feet to 10 feet in width at the discretion of the City Council in commercial corridors or match existing widths if greater than 10 feet wide.
- K. The design and construction of all sidewalks, curbs, gutters and walkways shall meet or exceed minimum standards.
- L. The design of all sidewalks shall provide for a gradual taper rather than an abrupt transition between sidewalks of different widths or alignments.
- M. A form and subgrade inspection by the City is required before any sidewalks are poured.
- N. Monolithic pour of curb, gutter and sidewalk is not allowed.
- O. Driveway requirements are covered in Section 4.14.
- P. Cement concrete curb and gutter shall be used for all street edges unless otherwise approved by the Public Works Superintendent. All curbs and gutters shall be constructed of Class "B" Cement Concrete in accordance with Section 6-02 of WSDOT Standard Specifications. Curbs shall be of the vertical face type. No rolled curb and gutter profile will be allowed without specific approval of the

Public Works Superintendent. If rolled curbs are approved, all sidewalks within the Plat shall be a minimum 5 inches thick.

- Q. Extruded curb and gutter per WSDOT Standard Specifications is allowed only with the specific approval of the Public Works Superintendent.
- R. Form and subgrade inspection by the City are required before curb and gutter are poured.
- S. Forms, wood or steel, shall be staked securely in place, true to line and grade.
- T. Sufficient support shall be given to the form to prevent movement in any direction, resulting from the weight of the concrete or the concrete placement. Forms shall not be set until the subgrade has been compacted within one inch of the established grade. Forms shall be clean and well-oiled prior to setting in place. When set, the top of the form shall not depart from grade more than one-eighth (1/8) inch when checked with a ten-foot straightedge. The alignment shall not vary more than one-fourth (1/4) inch in ten (10) feet. Immediately prior to placing the concrete, forms shall be carefully inspected for proper grading, alignment and rigid construction. Adjustments and repairs as needed shall be completed before placing concrete.
- U. The subgrade shall be properly compacted and brought to specified grade before placing concrete. The subgrade shall be thoroughly dampened immediately prior to the placement of the concrete. Concrete shall be spaded and tamped thoroughly into the forms to provide a dense, compacted concrete free of rock pockets. The exposed surfaces shall be floated, finished and brushed longitudinally with a fiber hair brush approved by the City's inspector and/or engineer.
- V. The face form of the curb shall be stripped at such time in the early curing as will enable inspection and correction of all irregularities that appear thereon.
- W. Forms shall not be removed until the concrete has set sufficiently to retain its true shape. The face of the curb shall be trowled with a tool cut to the exact section of the curb and at the same time maintain the shape, grade and alignment of the curb. The exposed surface of the curb shall be brushed with a fiber hair brush.
- X. White pigmented or transparent curing compounds shall be applied to all exposed surfaces immediately after finishing. Transparent curing compounds shall contain a color dye of sufficient strength to render the film distinctly visible on the concrete for a minimum period of four (4) hours after application.
- Y. When the curb section is to be placed separately, the surface of the gutter directly underneath the curb section shall be covered with a protective cover to protect that

area from the curing agent when the gutter is sprayed. This cover must remain in place until the curb is placed. Care shall be taken in the placing of this cover to prevent the steel dowels from puncturing the cover.

- Z. If, at any time during the curing period any of the forms are removed, a coat of curing compound shall be applied immediately to the exposed surface. The curing compound shall be applied in sufficient quantity to obscure the natural color of the concrete. Additional coats shall be applied if the City Inspector determines that the coverage is not adequate. The concrete shall be cured for the minimum period of 72 hours' time set forth in Section 8-04 of the Standard Specifications.
- AA. Joints shall be constructed in the manner and at the locations shown in Details SW-1 and SW-2. They shall be cleaned and edged as shown on the drawings. All expansion and contraction joints shall extend entirely through the curb section above the pavement surface. Joint filler in the curb shall be normal to the pavement and in full and constant contact with pavement joint filler.
- BB. High visibility handicap ramps shall be constructed as integral parts of all sidewalks in accordance with the current standards of applicable state law.
- CC. Sidewalks shall be constructed to provide for high visibility handicap ramps in accordance with the current standards of applicable state law. Details provided herein are minimum and subject to change. It is the Developer's responsibility to verify current ADA requirements and install same per current standards even if City has approved of construction drawings with non-compliant ADA requirements.
- DD. Handicap Ramps shall be constructed of Portland Cement Concrete. Form and subgrade inspection by the City are required before handicap ramps are poured.
- EE. All surveying and staking shall be performed by an engineer or surveying firm employed by the Developer and capable of performing such work. The engineering or surveyor directing and/or performing such work shall be currently licensed by the State of Washington to perform said task.
- FF. A preconstruction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.
- GG. Stake top back of curb at a consistent offset for vertical and horizontal alignment every 25 feet (50 feet in tangent sections).
- HH. Testing shall be required at the developer's or contractor's expense on all materials and construction as specified in the WSDOT Standard Specifications.

- II. At a minimum, one slump test and 2 test cylinders shall be taken once per day. All other testing frequencies shall be as specified in the Testing and Sampling Table in Section 4B.18.
- JJ. City shall be notified before each phase of sidewalk, curb, and gutter construction commences.

#### **4.20 ILLUMINATION**

- A. Illumination shall be required unless otherwise directed by the City Council. All illumination shall be in compliance with the requirements specified by the Pacific County PUD. The style shall be compatible with the structural grade aluminum poles and luminaires presently existing on south First Avenue and Howerton Boulevard. Light pollution shall be avoided.

#### **4.21 SIGNALIZATION**

- A. Signalization will be required if warranted as determined by an existing study and/or transportation study performed by the Developer at the request of the City. The developer shall pay the entire cost of signalization if signalization is warranted.

#### **4.22 PARKING LOTS**

- A. A building permit is required prior to surfacing any unsurfaced designated parking area.
- B. Storm water detention shall be provided and shall follow the criteria as set forth in Chapter 5 of these standards.
- C. Four sets of plans and specifications shall be required to be submitted for review and approval by the City with respect to storm drainage discharge and on site retention or detention, matching street and/or sidewalk grades, access locations, parking layout, and to check for future street improvement conformity and City zoning regulations.
- D. Parking lot surfacing materials shall satisfy the requirement for a permanent all-weather surface. Asphalt concrete pavement and cement concrete pavement satisfy this requirement and are approved materials. Gravel surfaces are not acceptable. Other surface material types may be approved by the City on a case by case basis.

## CHAPTER 5

### STORM DRAINAGE STANDARDS

#### 5.1 GENERAL

The standards established by this chapter are intended to represent the minimum standards for the design and construction of storm drainage facilities. Greater or lesser requirements may be mandated by the City due to localized conditions. Storm drainage revisions, additions, modification, or changes shall be made in compliance with City standards, ordinances, and Best Management Practices as identified by the current version of the 2012 Washington State Department of Ecology Stormwater Management Manual for Western Washington (hereinafter called “Stormwater Manual”) or as modified in this chapter. Adequate provisions shall be made for storm drainage, storm sewers, and associated appurtenances sufficient to transmit maximum runoff from the 100 year, 24 hour event.

If warranted based on the condition and capacity of the existing storm drainage infrastructure (or lack thereof) and, impacts caused by the proposed development, off-site improvements may be required, at the Public Works Superintendent’s discretion, to mitigate impacts caused by the proposed development.

#### 5.2 DESIGN STANDARDS

On-site detention or infiltration systems shall be provided to ensure that stormwater flow rates following development do not exceed the pre-development rate in accordance with the Stormwater Manual. The design of storm drainage and detention system shall depend on their type and local site conditions. The design elements of storm drainage systems shall conform to City Standards as set forth herein. The following design considerations shall apply:

- A. The use of commercial parking lots for detention of stormwater will be reviewed by the Public Works Superintendent and approved or denied based on the design, location and general parameters of the project. The detention area shall be situated away from areas of pedestrian movement unless means for rapid closing of the areas is incorporated in the design. The maximum depth of water in parking lot storage shall be limited to 6 inches. Curbs cannot be used for retaining storage.
- B. Maximum catch basin spacing shall be 200 feet on road grades up to 3%, 300 feet when the road grade is 3% or greater and 500 feet maximum on main storm drains between access structures, whether catch basins or manholes. No surface water (unless otherwise approved in writing by the City Engineer) shall cross any roadway. In addition, catch basins shall be placed whenever the length of surface

drainage exceeds 300 feet on road grade, extending either direction from crest or sag on vertical curves. Vaned grates shall be employed on street grades exceeding 6% slope.

- C. Plans for storm drainage shall indicate where the stormwater will be treated, detained, and discharged or infiltrated. The plans and drainage calculations must show that the pipes and channels downstream from the discharge point (a minimum of 1/4 mile) can carry the runoff without damage to the adjoining properties or surcharging of the system. The Public Works Superintendent may require that the downstream analysis be continued to incorporate sensitive areas such as steep slopes. Provisions shall be made for detainage and/or retainage of stormwater in order to control the amount of storm runoff to the standards in the Stormwater Manual.
- D. Where storm drains run outside an existing public right-of-way, permanent easements will be required for public or private maintenance as may be required and warranted. Such easement shall be a minimum of 15 feet in width unless otherwise approved or required by the City. Where the City is to maintain the storm drain, a permanent easement will be required having a minimum width of 15 feet. A construction (temporary) easement of suitable width shall also be provided.
- E. Storm Drain Detention Systems shall be, at a minimum, designed and constructed in strict compliance with the Stormwater Manual and any amendments thereto. Local prevailing conditions may warrant higher standards as determined by the Public Works Superintendent. The Developer and/or Homeowners' Association shall enter into a formal, legally binding agreement, as approved by the City Attorney, regarding the landowner's duties and obligations regarding their ownership, operation and maintenance of the system.
- F. The maximum infiltration rate used for design purposes shall be 20-inches/hr unless onsite Pilot Infiltration Tests are performed, as discussed in the Stormwater Manual.
- G. All portions of publicly owned and maintained detention and or infiltration facilities shall be in public right-of-way or dedicated land tracts.
- H. All infiltration systems shall be open at the top to allow for maintenance. No underground, open bottom tanks, vaults, pipes or similar structures are allowed for infiltration.
- I. The General Notes, numbered 1 thru 10, as shown and further referenced herein shall be included or referenced on any plans submitted to the City for construction approval dealing with storm system design.

- J. Storm Drainage Ponds shall have a minimum side slope of 3:1 (H:V). The perimeter fence shall be 4 feet high and landscaped so as to hide the fence.
- K. The downstream analysis shall extend for a distance of one-mile or to the receiving water whichever is less. In no case shall the downstream analysis extend for less than 1/4-mile. Downstream erosion protection may be required at the direction of the Public Works Superintendent.

#### **GENERAL NOTES (STORM DRAIN CONSTRUCTION)**

1. All workmanship and materials shall be in accordance with City of Ilwaco Standards and the most current version of the State of Washington Standard Specifications for Road, Bridge and Municipal Construction (WSDOT/APWA). Where a conflict between the two standards exists, the more restrictive shall apply.
2. Temporary erosion/water pollution measures shall be required in accordance with Section 1-07.15 of the Standard Specifications.
3. Comply with all other permits and other requirements by the City of Ilwaco or other governing authority or agency as may be applicable.
4. A preconstruction meeting shall be held with the City prior to the start of construction.
5. All storm mains, catch basins, curb inlets, culverts, outlet control structures and detention or infiltration areas shall be staked for grade and alignment by an engineering or surveying firm capable of performing such work, and currently licensed in the State of Washington to do so.
6. Storm drain pipe shall meet the following requirements:
  - A. PVC pipe shall conform to ASTM D 3034-73 SDR 35 for 4" thru 15" diameter PVC pipe, and shall conform to ASTM F 679 for 18" thru 27" diameter PVC pipe, with joints and gaskets conforming to ASTM D 3212 and ASTM F 477.
  - B. Polyethylene smooth wall pipe per Advanced Drainage Systems (ADS) N-12, bell and spigot, constructed per WSDOT Standard Specifications 7-04. Note: This type of pipe will only be approved with the City's specific written approval. Approval shall be based on site specific conditions and if additional on-site inspection time for witnessing proper pipe installation can be scheduled by the City.

7. Special structures, oil/water separators and outlet controls shall be installed per plans and manufacturers recommendations.
8. Provide traffic control plan(s) as required in accordance with MUTCD.
9. Call underground locate line 1-800-424-5555 minimum 48 hours prior to any excavations.
10. Where connections require "field verifications", connection points will be exposed by contractor and fittings verified 48 hours prior to distributing shut-down notices.
11. Storm drain pipelines shall be installed to the far property line(s) to serve adjacent tributary areas a may be warranted. They shall be appropriately sized to accommodate flows as further identified herein. Pipes shall be designed to facilitate a minimum 3 feet/second flow unless otherwise approved by the Public Works Superintendent.

### **5.3 CONVEYANCE**

- A. Pipe: Storm drain pipe within a public right-of-way or easement shall be sized to carry the 100-year runoff from the contributing tributary area.
- B. The minimum pipe size shall be 12 inches diameter. Runoff shall be computed and, if the flow requires it, a larger pipe shall be used. Nothing shall preclude the City from requiring the installation of a larger sized main if the Public Works Superintendent determines a larger size is needed to serve adjacent areas or for future service.
- C. Storm drain gradients shall in be compliance Table C1-1, Minimum Slopes of Sewers, by Size, Dept. of Ecology "Criteria for Sewage Works Design".
- D. All pipe for storm mains shall be "pre-approved" by the Public Works Superintendent based on localized conditions and comply with one of the following types:
  1. PVC pipe shall conform to ASTM D 3034-73 SDR 35 for 4" thru 15" diameter PVC pipe, and shall conform to ASTM F 679 for 18" thru 27" diameter PVC pipe, with joints and gaskets conforming to ASTM D 3212 and ASTM F 477.
  2. Polyethylene smooth wall pipe per Advanced Drainage Systems (ADS) N-12, bell and spigot, constructed per WSDOT Standard Specifications 7-04.

Note: This type of pipe will only be approved with the City's specific written approval

#### **5.4 CONNECTIONS**

- A. Connections of storm drain pipe leading from an existing street inlet location may be made into an existing main storm drain only with a new structure, subject to case-by-case review and approval of the Public Works Superintendent and subject to the following additional requirements:
  - 1. The inletting structure shall be a catch basin and not a simple inlet lacking a catch or drop section.
  - 2. Length of inlet connection shall be as approved by the Public Works Superintendent.

#### **5.5 SURVEY STAKING**

- A. All surveying and staking shall be performed by an engineering or surveying firm employed by the Developer and capable of performing such work. The engineer or surveyor directing and/or performing such work shall be currently licensed by the State of Washington to perform said tasks.
- B. A preconstruction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.
- C. The minimum staking of storm sewer systems shall be as follows:
  - 1. Stake centerline alignment every 25 feet with cuts and/or fills to bottom of trench.
  - 2. Stake location of all catch basins/manholes and other fixtures for grade and alignment.
  - 3. Stake location, size and depth of retention/detention facility.
  - 4. Stake finished grade of catch basin/manhole rim elevation and invert elevations of all pipes in catch basins, manholes, and those that daylight.

#### **5.6 TRENCH EXCAVATION**

- A. Clearing and grubbing where required shall be performed within the easement or public right-of-way as permitted by the City and/or governing agencies. Debris

resulting from the clearing and grubbing shall be disposed of by the owner or contractor in accordance with the terms of all applicable permits.

- B. Trenches shall be excavated to the line and depth designated by the City to provide a minimum of 36-inches of cover over the pipe. Except for unusual circumstances where approved by the City, the trench sides shall be excavated vertically and the trench width shall be excavated only to such widths as are necessary for adequate working space as allowed by the governing agency and in compliance with all safety requirements of the prevailing agencies. The trench shall be kept free from water until joining is complete. Surface water shall be diverted so as not to enter the trench. The contractor shall maintain sufficient pumping equipment on the job to insure that these provisions are carried out.
- C. The contractor shall perform all excavation of every description and whatever substance encountered and boulders, rocks, roots and other obstructions shall be entirely removed or cut out to the width of the trench and to a depth 6 inches below storm line grade. Where materials are removed from below the pipeline grade, the trench shall be backfilled to grade with material satisfactory to the City and thoroughly compacted.
- D. Trenching and shoring operations shall not proceed more than 100 feet in advance of pipe laying without specific written approval of the City, and shall be in conformance with Washington Industrial Safety and Health Administration (WISHA) and Office of Safety and Health Administration (OSHA) Safety Standard.
- E. The bedding course shall be finished to grade with hand tools in such a manner that the pipe will have bearing along the entire length of the barrel. The bell holes shall be excavated with hand tools to sufficient size to facilitate the construction of pipe joints.

## **5.7 BEDDING**

- A. Gravel backfill for pipe bedding shall be installed in conformance with Section 2-09 of the Standard Specifications (WSDOT).

## **5.8 BACKFILLING**

- A. Backfilling and surface restoration shall closely follow installation of pipe so that not more than 100 feet is left exposed during construction hours without approval of the City. Selected material shall be placed and compacted around and under the storm drain by hand tools. Special precautions should be provided to protect the pipe to a point 12 inches above the crown of the pipe. The remaining backfill shall be compacted to 95 percent of the maximum density in traveled areas or CDF, 90 percent outside driveway, roadways, road prism, shoulders, parking or

other traveled areas. Where governmental agencies other than the City have jurisdiction over roadways, the backfill and compaction shall be done to the satisfaction of the agency having jurisdiction. Typically, trench sections crossing existing roadways, in roadway "prisms" or beneath traffic bearing areas shall be backfilled and compacted with 5/8-inch minus crushed rock. Due to localized conditions, the City may allow/permit the backfill of the trench section with suitable excavated material, as determined by the City, or if this material is not available from trenching operations, the City may order the placing and compaction of gravel base conforming with Section 9-03.10 of the Standard Specifications (WSDOT) for backfilling the trench. Under certain circumstances, the City may require CDF in lieu of gravel or other back-fill material. Where CDF is required, it shall meet WSDOT standards and requirements. All excess material shall be loaded and hauled to waste.

## **5.9 STREET PATCHING AND RESTORATION**

- A. See Chapter 4 for requirements regarding street patching and trench restoration.

## **5.10 EROSION CONTROL**

- A. The detrimental effects of erosion and sedimentation shall be minimized by conforming to the following general principles:
  - 1. Soil shall be exposed for the shortest possible time;
  - 2. Reducing the velocity and controlling the flow of runoff;
  - 3. Detaining runoff on the site to trap sediment; and
  - 4. Releasing runoff safely to downstream areas.
- B. In applying these principles, the Developer and/or Contractor shall provide for erosion control by conducting work in workable units; minimizing the disturbance to cover crop materials; providing mulch and/or temporary cover crops, sedimentation basins, and/or diversions in critical areas during construction; controlling and conveying runoff; and establishing permanent vegetation and installing erosion control structures as soon as possible.

- C. Trench mulching will be required where there is danger of backfill material being washed away due to steepness of the slope along the direction of the trench, backfill material shall be compacted and held in place by covering the disturbed area with straw and held with a covering of jute matting or wire mesh anchored in place.
- D. Cover Crop Seeding.
1. A cover crop shall be sown in all areas excavated or disturbed during construction that were not paved, landscaped and/or seeded prior to construction. Areas landscaped and/or seeded prior to construction shall be restored to their original or superior condition.
  2. Contact the City Clerk for water charges if use of City water is contemplated and the Public Works Superintendent for use of a hydrant for water in furtherance of seeding.
  3. Hydrants shall only be opened and closed by members of the City crew.
  4. Cover-crop seeding shall follow backfilling operations. The Developer and/or Contractor shall be responsible for protecting all areas from erosion until the cover crop affords such protection.
  5. The cover crop shall be re-seeded if required and additional measures taken to provide protection from erosion until the cover crop is capable of providing protection.
  6. During winter months, the Contractor may postpone seeding, if conditions are such that the seed will not germinate and grow. The Developer and/or Contractor will not, however, be relieved of the responsibility of protecting all areas until the cover crop has been sown and affords protection from erosion.
  7. The cover crop shall be sown at a rate of 10 to 15 pounds of seed per acre using a hand or power operated mechanical seeder capable of providing a uniform distribution of seed.

## **5.11 FINISHING AND CLEANUP**

- A. After all other work on this project is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and

construction areas shall be neatly finished to the lines, grades and cross sections of a new roadway consistent with the original section, and as hereinafter specified.

- B. On water system construction where all or portions of the construction is in undeveloped areas, the entire area which has been disturbed by the construction shall be shaped so that upon completion the area will present a uniform appearance, blending into the contour of the adjacent properties. All other requirements outlined previously shall be met. All pipes, valves, tanks, reservoirs, boost pumps, boost pump stations and building associated therewith shall be cleaned of all debris and foreign material.
- C. Slopes, sidewalk areas, planting areas and roadway shall be smoothed and finished to the required cross section and grade by means of a grading machine insofar as it is possible to do so without damaging existing improvements, trees and shrubs. Machine dressing shall be supplemented by hand work to meet requirements outlined herein, to the satisfaction of the City Inspector and/or the Public Works Superintendent.
- D. Upon completion of the cleaning and dressing, the project shall appear uniform in all respects. All graded areas shall be true to line and grade. Where the existing surface is below sidewalk and curb, the area shall be filled and dressed out to the walk. Wherever fill material is required in the planting area, the finished grade shall be elevated to allow for final settlement, but nevertheless, the raised surface shall present a uniform appearance.
- E. All rocks in excess of one (1) inch diameter shall be removed from the entire construction area and shall be disposed of the same as required for other waste material. In no instance shall the rock be thrown onto private property. Overhang on slopes shall be removed and slopes dressed neatly so as to present a uniform, natural, well-sloped surface.
- F. All excavated material at the outer lateral limits of the project shall be removed entirely. Trash of all kinds resulting from clearing and grubbing or grading operations shall be removed and not placed in areas adjacent to the project. Where machine operations have broken down brush and trees beyond the lateral limits of the project, the Developer and/or Contractor shall remove and dispose of same and restore said disturbed areas at his own expense.
- G. Drainage facilities such as inlets, catch basins, culverts, and open ditches shall be cleaned of all debris, which is the result of the Developer and/or Contractor's operations.
- H. All pavements and oil mat surfaces, whether new or old, shall be thoroughly cleaned. Existing improvements such as Portland cement concrete curbs, curb

and gutters, walls, sidewalks, and other facilities, which have been sprayed by the asphalt cement, shall be cleaned and re-painted where needed, all to the satisfaction of the Public Works Superintendent.

- I. Castings for monuments, water valves, vaults and other similar installations which have been covered with the asphalt material shall be cleaned to the satisfaction of the Public Works Superintendent.

#### **5.12 GENERAL GUARANTEE AND WARRANTY**

- A. The Developer shall be required, upon completion of the work and prior to acceptance by the City, to furnish the City a written guarantee covering all material and workmanship for a period of three years after the date of final acceptance and he shall make all necessary repairs during that period at his own expense, if such repairs are necessitated as the result of furnishing poor materials and/or workmanship.
- B. The Developer shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required, and shall deliver copies to the City upon completion of the work. Delivery of such warranties to the City shall not relieve the Developer of liability under his guarantee.
- C. Easement documents, if applicable, shall be filed and recorded with the County Auditor's office and the documents reviewed by the City prior to project acceptance.

## CHAPTER 6

### SANITARY SEWER STANDARDS

#### 6.1 GENERAL

- A. The standards established by this chapter are intended to represent the minimum standards for the design and construction of sanitary sewer facilities. Greater or lesser requirements may be mandated by the City due to localized conditions. Washington State Department of Ecology's Design Standards shall also be employed by the City in its review and approval of system connections, extensions, and/or modifications.
- B. "Off-site" improvements may be warranted based on (1) the existing condition and capacity of the existing sanitary infrastructure and, (2) impacts caused by the proposed development. These off-site improvements (in addition to "on-site" improvements as may be warranted) will be as determined by the Public Works Superintendent so as to reasonably mitigate impacts caused by development.
- C. All wastewater mains shall have a capacity at least 150% of the expected maximum size required for the development.
- D. All wastewater systems shall have telemetry satisfactory to the Public Works Superintendent on all associated lines, tanks, reservoirs, pumps, valves, vents, and associated vaults and buildings for sampling and monitoring those items such as essential chemistry, turbidity, pressure, levels, flow, and status, which may be required by the Public Works Superintendent.
- E. If a lot is to have a use on it which requires sewage disposal, the property owner or developer must install a connecting line to the City sewer line.
- F. A building or structure requiring sewage disposal must be connected to a City sewer line before the completion of the construction of a building or structure.
- G. Each service (primary structure) shall have a separate lateral connecting it to the main and a separate clean out. If more than one primary structure is connected to the public sewer system by a single connection, a mutually beneficial easement must be granted to the respective properties over the shared portions of the connection, thus assuring that all properties involved will have perpetual use of the side sewer. Provisions must also be made for maintenance eand access for repair. The property owner must:
  - 1. Record the easements(s) with the County Auditor; and

2. give a copy to the City.

## **6.2 DESIGN STANDARDS**

The design of sanitary sewer systems shall be dependent on local site conditions. The design elements of sanitary sewer systems shall conform to minimum City Standards set forth in this Chapter.

- A. Detailed plans which provide the location, size, type and direction of flow of the proposed sewers and the connection with existing sewers shall be submitted for the City's review. These plans shall be separate from water plans.
- B. Project plans should have a horizontal scale of not more than 50 feet to the inch and a vertical scale of not more than 5 feet to the inch. Plan views shall be drawn to a corresponding horizontal scale. Plans and profiles shall show:
  1. Locations of streets, right-of-ways, existing utilities, and sewers;
  2. Ground surface, pipe type, class and size, manhole stationing, invert and surface elevation at each manhole, and grade of sewer between adjacent manholes. All manholes shall be numbered on the plans and correspondingly numbered on the profile. Where there is any question of the sewer being sufficiently deep to serve any residence, the elevation and location of the basement floor, if basements are served, shall be plotted on the profile of the sewer, which is to serve the house in question. The Developer shall state that all sewers are sufficiently deep to serve adjacent basements, except where otherwise noted on the plans;
  3. All known existing structures, both above and below ground, which might interfere with the proposed construction, particularly water mains, gas mains, storm drains, overhead and underground power lines, telephones lines, and television cables;
  4. All utility easements, including County recording numbers; and
  5. Details in scale drawings that clearly show special sewer joints and cross-sections, and sewer appurtenances such as manholes and related items and all other items as required by the City to clearly identify construction items, materials, and/or methods.

- C. Construction of new sewer systems or extensions of existing systems will be allowed only if the existing receiving system is capable of supporting the added hydraulic load. Sewers shall be extended to the far property line(s) to facilitate future extensions of same.
- D. Collection and interceptor sewers shall be designed and constructed for the ultimate development of the tributary areas.
- E. Sewer systems shall be designed and constructed to achieve total containment of sanitary wastes and maximum exclusion of infiltration and inflow.
- F. Computations and other data used for design of the sewer system shall be submitted to the City for approval.
- G. The sewage facilities shall be constructed in conformance with the current version of the Washington State Department of Transportation, Standard Specifications for Road, Bridge, & Municipal Construction, and current amendments thereto, State of Washington, revised as to form to make reference to Local Governments, and as modified by any special City requirements and standards.
- H. Material and installation specifications shall contain appropriate requirements that have been established by the industry in its technical publications, such as ASTM, AWWA, WPCF, UPC and APWA standards. Requirements shall be set forth in the specifications for the pipe and methods of bedding and backfilling so as not to damage the pipe or its joints, impede cleaning operations and future tapping, nor create excessive side fill pressure or ovalation of the pipe, nor seriously impair flow capacity.
- I. All sewers shall be designed to prevent damage from superimposed loads. Proper allowance for loads on the sewer because of the width and depth of trench should be made. When standard-strength sewer pipe is not sufficient, extra-strength pipe shall be used.
- J. All pipe shall be laid in straight lines and at uniform rate of grade between manholes. Variance from established line and grade shall not be greater than one-half inch (1/2"), provided that such variation does not result in a level of reverse sloping invert; provided, also, that variation in the invert elevation between adjoining ends of pipe, due to non-concentricity of joining surface and pipe interior surfaces, does not exceed one-sixty-fourth inch (1/64") per inch of pipe diameter, or one-half inch (1/2") maximum. Any corrections required in line and grade shall be reviewed with the City and/or the Public Works Superintendent and shall be made at the expense of the Developer and/or Contractor.

- K. Deflection tests shall be performed on all PVC sewer mains and the deflection test limit shall be 5.0 percent of the base inside diameter of the pipe.
- L. Prior to final inspection, all pipelines shall be tested, flushed and cleaned and all debris removed. A pipeline "cleaning ball" of the proper diameter for each size of pipe shall be flushed through all pipelines prior to final inspection. Hydrant meters shall be acquired (deposit required) from the City and utilized by the Contractor for all water withdrawn from the City of Ilwaco system for flushing purposes.
- M. Before sewer lines are accepted, the Contractor/Developer shall perform a complete televised inspection of the sewer pipe and appurtenances and shall provide to the City an audio-visual tape recording of these inspections. All equipment and materials shall be compatible with existing City equipment. It shall be the Contractor/Developer's responsibility to confirm equipment compatibility with the City prior to inspection.
- N. At all times during the televised inspection process, the City's Utility Superintendent and/or his designated representative shall be present. The City's Public Works Superintendent shall be notified forty-eight (48) hours prior to any televised inspection.
- O. After all other work is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections for a new roadway consistent with the original section.
- P. The Developer shall be required, upon completion of the work and prior to acceptance by the City, to furnish the City with a written guarantee covering all material and workmanship for a period of two years after the date of final acceptance and the Developer shall make all necessary repairs during that period at his own expense, if such repairs are necessitated as the result of furnishing poor materials and/or workmanship. The Developer shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required, and shall deliver copies to the City upon completion of the work.

### **6.3 GENERAL REQUIREMENTS**

- A. Prior to construction, the sewer plans shall be reviewed and approved by the Department of Ecology and an affidavit stating such be on file at the City's Public Works Department.

- B. Prior to construction, the Contractor shall notify the City for a pre-construction meeting.
- C. Work shall be performed only by licensed and bonded contractors with a demonstrated experienced in laying public sewer mains of the type being proposed for construction.
- D. Prior to any work being performed, the Contractor shall contact the Public Works Superintendent and provide the Public Works Superintendent with the Contractor's construction schedule. The Contractor will submit changes in the construction schedule to the Public Works Superintendent in a timely manner.
- E. The Contractor shall obtain approval of materials to be used from the City prior to ordering or delivery of materials.
- F. Sewer mains shall be laid only in dedicated street right-of-way or easements shown on preliminary plats or which have been exclusively granted to the City. A street is normally not officially recognized until the plat, which created it has been filed (recorded) with the County Auditor.
- G. Sewer mains shall run parallel to and 5 feet southerly or westerly of street centerline where possible. Sewer mains shall maintain a minimum 10 foot horizontal separation from proposed or existing water mains.
- H. The maximum distance between manholes shall be 400 feet unless specifically approved otherwise by the Public Works Superintendent.
- I. All pipe shall have a minimum of thirty six (36) inches of cover (18" in the case of a side sewer on private property). The City reserves the right to require a minimum of three feet of cover unless topography, existing facilities or other future improvements prohibit this minimum cover for installation.
- J. The minimum slope for 8" gravity mains shall be 0.5% (except the minimum slope for dead end runs shall be 1.0% for 8" gravity mains) and the minimum slope for 6" side sewer laterals shall be 2.0%.
- K. All side sewer laterals shall be of the same material as the main line.
- L. Each side sewer lateral shall be equipped with a 6" x 6" tee, with an approved water-tight cap, located adjacent to, but within, the public right-of-way, to be utilized as a clean-out. When required by either the City's Inspector or Public Works Superintendent, a watertight six-inch capped stub shall be installed which extends vertically from the 6" x 6" tee to within 18 inches of finished grade.

- M. Each side sewer lateral shall have an approved water-tight cap at the termination of the stub. The cap shall be adequately “blocked” to satisfactorily resist air pressure testing.
- N. Each side sewer lateral shall have a twelve (12) foot long 2” x 4” wood “marker” at the termination of the stub. The “marker” shall extend from the bottom of the trench to above finished grade. Above the ground surface, it shall be painted “white” with “S/S” and the depth, in feet, stenciled in black letters 2” high.
- O. Front lot corners shall be staked by a surveyor prior to construction for side sewer tee location(s).
- P. Side sewers shall generally be located at the lowest property corner and located a minimum of 10 feet from the side lot line and extend a minimum of 10 feet past the street right-of-way line (or property line).
- Q. Side sewer connections if allowed directly into manholes shall be constructed to match the sewer main crown (outlet) and the manhole channeled accordingly.
- R. Manholes, where sewer extension may occur, shall be provided with knock-outs and channeled accordingly.
- S. Manholes shall be provided with a 0.10 foot drop across the channel. Pre-channeled manholes are not allowed.
- T. Locking lids shall be provided for all manholes located outside pavement areas and all manhole lids shall have the word “sewer” cast integrally onto its surface. See Standard Details, attached hereto and incorporated herein for all purposes.
- U. Concrete collars shall be placed around all frames per the Standard Details for manholes located in non-paved areas.
- V. Pipe connections to manholes shall be as follows:
  - 1. PVC Pipe - Cast or grout a watertight manhole coupling (see detail) into manhole wall.
  - 2. D.I. Pipe - Both bell and spigot joints and flexible couplings shall be 12” maximum distance from manhole wall.
  - 3. PVC and D.I. pipe, optional - Core the manhole and connect sewer pipe with a water-tight flexible rubber boot in manhole wall, Kor-N-Seal boot or equal.

- W. Provide the Public Works Superintendent and City Inspector a copy of the cut sheets prior to construction.
- X. Pipe trenches shall not be backfilled until pipe and bedding installation have been inspected and approved by the City's Inspector.
- Y. Final air testing shall not be accepted until after the finished paving is accomplished, all other underground utilities have been installed, and the lines have been flushed, cleaned, and deflection tested.
- Z. Manhole rim and invert elevations shall be field verified after construction by the Developer's engineer(s) and the "record" drawings individually stamped by a Washington State licensed professional engineer or surveyor who shall attest to the fact that the information is correct.
- AA. All commercial, industrial, or school food establishments shall be equipped with an approved grease interceptor. The grease interceptor shall be located to facilitate inspection and maintenance.

#### **6.4 MATERIALS AND TESTING**

##### **A. Sewer Mains, Laterals and Force Mains**

1. Sewer mains to be installed shall be of material noted below:
  - a. Gravity Sewer and Laterals:
    1. PVC Pipe 3'-25' Cover
    2. DI Pipe (Class 52) <3' cover; 25' and over cover or slopes of 18 percent or greater
    3. HDPE - 3' - 25' Cover
  - b. Force Main:
    1. DI Pipe Class 52
    2. HDPE (SDR 9 - minimum)
2. Gravity PVC pipe (15" diameter and smaller) shall be a minimum Class SDR 35 and be manufactured in accordance with ASTM D3034. The pipe and fittings shall be furnished with bells and spigots, which are integral with the pipe wall. Pipe joints shall use flexible elastomeric gaskets conforming to ASTM D3212. Nominal laying lengths shall be 20 feet and 13 feet.
4. The ductile iron pipe shall conform to ANSI/AWWA C151/A21.51-91 Standards, and current amendments thereto, except the ductile iron pipe

shall be thickness Class 52 for gravity sewers and Class 52 for force mains. Grade of iron shall be a minimum of 60-42-10. The pipe shall be cement lined to a minimum thickness of 1/16", and the exterior shall be coated with an asphaltic coating. Each length shall be plainly marked with the manufacturer's identification, year case, thickness, class of pipe and weight.

5. HDPE pipe shall manufactured in accordance with ASTM D3035 for gravity sewers and AWWA C901/C906 for pressure sewers.
6. Type of joint shall be mechanical joint or push-on type, employing a single gasket, such as "Tyton", except where otherwise calling for flanged ends. Bolts furnished for mechanical joint pipe and fittings shall be high strength ductile iron, with a minimum tensile strength of 50,000 psi.
7. Restrained joint pipe, where required shall be push-on joint pipe with "Fast Tight" gaskets as furnished by U.S. Pipe or equal for 12" diameter and smaller pipe and "TR FLEX" as furnished by U.S. Pipe or equal for 16" and 24" diameter pipes. Mechanical joint pipe with retainer glands (grip rings) as manufactured by "Romac" may also be required at the discretion of the City. The restrained joint pipe shall meet all other requirements of the non-restrained pipe.
8. All pipe shall be jointed by the manufacturer's standard coupling, be all of one manufacturer, be carefully installed in complete compliance with the manufacturer's recommendations.
9. All fittings shall be short-bodied, ductile iron complying with applicable ANSI/AWWA C110 or C153 Standards for 350 psi pressure rating for mechanical joint fittings and 250 psi pressure rating for flanged fittings. All fittings shall be lined and either mechanical joint or flanged, as indicated on the Plans.
10. Fittings in areas shown on the Plans for restrained joints shall be mechanical joint fittings with a mechanical joint restraint device. The mechanical joint restraint device shall have a working pressure of at least 250 psi with a minimum safety factor of 2:1 and shall be EBAA Iron, Inc., MEGALUG, or ROMAC "Grip Ring", as required and approved by the Public Works Superintendent.
11. All couplings shall be ductile iron mechanical joint sleeves.
12. The sewer pipe, unless otherwise approved by the Public Works Superintendent, shall be laid upgrade from point of connection on the

existing sewer or from a designated starting point. The sewer pipe shall be installed with the bell end forward or upgrade. When pipe laying is not in progress, the forward end of the pipe shall be kept tightly closed with an approved temporary plug. Wherever movable shoring (steel box) is used in the ditch, pipe shall be restrained by use of a winch mounted in the downstream manhole and a line of sufficient strength threaded through the pipe and set tight before each move. Any indication that joints are not being held shall be sufficient reason for the City to require restraints, whether or not movable shoring is being used.

13. All pipe shall be laid in straight lines and at uniform rate of grade between manholes. Variance from established line and grade shall not be greater than one-half inch (1/2"), provided that such variation does not result in a level of reverse sloping invert; provided, also, that variation in the invert elevation between adjoining ends of pipe, due to non-concentricity of joining surface and pipe interior surfaces, does not exceed one-sixty-fourth inch (1/64") per inch of pipe diameter, or one-half inch (1/2") maximum. Any corrections required in line and grade shall be reviewed with the Public Works Superintendent and shall be made at the expense of the Developer.
14. All extensions, additions and revisions to the sewer system, unless otherwise indicated, shall be made with sewer pipe jointed by means of a flexible gasket, which shall be fabricated and installed in accordance with the manufacturer's specifications.
15. All joints shall be made up in strict compliance with the manufacturer's recommendations and all sewer pipe manufacture and handling shall meet or exceed the ASTM and CPAW recommended specifications, current revisions.
16. Pipe handling after the gasket has been affixed shall be carefully controlled to avoid disturbing the gasket and knocking it out of position, or loading it with dirt or other foreign material. Any gaskets so disturbed shall be removed, cleaned, relubricated if required, and replaced before the rejoining is attempted.
17. Care shall be taken to properly align the pipe before joints are entirely forced home. During insertion of the tongue or spigot, the pipe shall be partially supported by hand, sling or crane to minimize unequal lateral pressure on the gasket and to maintain concentricity until the gasket is properly positioned. Since most flexible gasketed joints tend to creep apart when the end pipe is deflected and straightened, such movement shall be held to a minimum once the joint is home.

18. Sufficient pressure shall be applied in making the joint to assure that it is home, as described in the installation instructions provided by the pipe manufacturer. Sufficient restraint shall be applied to the line to assure that joints once home are held so, until fill material under and alongside the pipe has been sufficiently compacted. Great care shall be exercised when dragging a trench box up or down trench after backfilling to avoid dragging the pipe. Such dragging can result in joint separation. At the end of the work day, the last pipe laid shall be blocked in an effective way to prevent creep during “down time.”
19. For the joining of dissimilar pipes suitable adapter couplings shall be used which have been approved by the City Inspector and/or the Public Works Superintendent
20. All gravity sewer pipe shall be bedded with pea gravel. The PVC pipe shall be bedded from a depth of four (4) inches below the pipe to eight (8) inches above the pipe and ductile iron gravity sewer pipe shall be bedded from a depth of four (4) inches below the pipe to the springline of the pipe. The bedding material shall extend across the full width of the trench and shall be compacted under the haunches of the pipe.
21. Special concrete bedding shall consist of a pipe cradle constructed of Portland cement concrete containing not less than four (4) sacks of cement per cubic yard. Sand, gravel and water proportions are subject to approval by the Engineer. Maximum aggregate size shall be 1-1/2”. Maximum slump shall be 4”. The bottom of the trench shall be fully compacted before the placement of pipe cradle. The Contractor shall protect pipe against flotation and disturbing the horizontal alignment of the pipe during the pouring of the concrete. (Washington State Department of Transportation Standard Specifications for “Class A” concrete bedding will be acceptable.)
22. Clay or Controlled Density Fill (CDF) dams shall be installed across the trench and to the full depth of the granular material in all areas of steep slopes, stream crossings and wetland to prevent migration of water along the pipeline.
23. All backfill shall be placed and compacted in accordance with City, County, or State requirements as may be applicable and copies of the compaction results shall be provided to the Public Works Superintendent.

B. Manholes

1. Manholes shall be of the offset type and shall be precast concrete sections with either a cast in place base, or a precast base made from a 3,000 psi structural concrete. Joints between precast wall sections shall be confined O-ring or as otherwise specified.
2. For connections to existing systems, a concrete coring machine, suitable for this type of work, shall be utilized in making the connection. The existing manhole shall be rechanneled as required. The new pipe connection shall be plugged (water tight) until the new pipe system has been installed and approved. The Contractor shall be responsible for any existing defects in the existing manhole unless these defects are witnessed by a representative of the City prior to any work being performed to make the connection. The Contractor shall be required to remove any and all deleterious material in the existing manhole and downstream reaches as a result of his/her work.
3. The minimum diameter manhole shall be 48 inches to a depth of 20 feet, and 54 inches for a depth greater than 20 feet. The City may require an increased manhole diameter for future connections.
  - a. Manhole sections shall be placed and aligned so as to provide vertical sides and vertical alignment of the ladder steps. The completed manhole shall be rigid, true to dimension, and be water tight. Rough, uneven surfaces will not be permitted.
  - b. The mortar used between the joints in the precast sections and for laying manhole adjusting bricks shall be composed of epoxy grout. All joints and pick holes shall be wetted and completely filled with grout, smoothed both inside and outside to insure water tightness.
  - c. Masonry units (manhole adjusting brick) shall conform to the ASTM C-32, Grade MA. The outside and inside of manhole adjusting bricks and the joints of precast concrete sections shall be plastered and troweled smooth with 1/2" (minimum) of mortar in order to attain a watertight surface.
  - d. Manhole steps shall be polypropylene, Lane International Corp. No. P13938 or equal. Ladders (maximum 3 foot length) shall be polypropylene Lane International Corp. or equal, and shall be compatible with steps.
  - e. Grade Adjustment. Where work is located in public right of way, not less than 18" or more than 26" shall be provided between the top of the cone or slab and the top of the manhole frame.

- f. Channels shall be field poured and made to conform accurately to the sewer grade and shall be brought together smoothly with well rounded junctions, satisfactory to the City Inspector. The channels shall be field poured after the inlet and outlet pipes have been laid and firmly grouted into place at the proper elevation. Allowances shall be made for a one-tenth foot (0.1') drop in elevation across the manhole in the direction of flow. Channel sides shall be carried up vertically from the invert to three-quarters of the diameter of the various pipes. The concrete shelf shall be warped evenly and sloped 3/8" per foot to drain. Rough, uneven surfaces will not be permitted. Channels shall be constructed to allow the installation and use of a mechanical plug or flow meter of the appropriate size.
- g. Drop manholes shall, in all respects, be constructed as a standard manhole with the exception of the drop connection as further detailed herein.
- h. All lift holes shall be completely filled with expanding mortar, smoothed both inside and outside, to insure water tightness.
- i. All steel loops shall be removed, flush with the manhole wall. The stubs shall be covered with mortar and smoothed. Rough, uneven surfaces will not be permitted.
- j. Frames and covers shall be ductile iron. Castings shall be free of porosity, shrink cavities, cold shuts or cracks, or any surface defects which would impair serviceability. Repair of defects by welding, or by the use of "smooth-on" or similar material, will not be permitted. Frames and covers shall be machine finished or ground on seating surfaces so as to assure non-rocking fit in any position and interchangeability of covers. Frames and covers shall be provided with three bolt locking lids. Rings and covers shall be positioned so one of the three locking bolts is located over the manhole steps and shall be adjusted to conform to the final finished surface grade of the street or easement to the satisfaction of the City or agent for the City. Manhole frames and covers shall be as manufactured by "Sather" Manufacturing Company, Model No. 6024-R, or City approved equal.

C. Side Sewer Laterals

1. A side sewer lateral is considered to be that portion of a sewer line that will be constructed between a main sewer line and a property line or easement limit line.
2. All applicable specifications given herein for sewer construction shall be held to apply to side sewer laterals.
3. Side sewers shall be for a single connection only and be a minimum six inch (6") diameter pipe. Side sewers shall be connected to the tee, provided in the sewer main where such is available, utilizing approved fittings or adapters. The side sewer shall rise at a maximum of 45° and a minimum of 2%, from the sewer main.
4. Where there are no basements, the minimum side sewer depth shall be six (6) feet below existing curb line and five (5) feet below ground at the property line, except where existing improvements, proposed improvements or topography may dictate additional depth. The elevations of the side sewer connections shall be of sufficient depth to serve all existing and potential future basements.
5. The Contractor shall provide for each 6 inch side sewer service a twelve (12) foot long 2 inch x 4 inch wooden post which extends from the invert of the end of the 6 inch pipe to above the existing ground. The exposed area of this post shall be painted white and shall have selected thereon in two inch letters (black paint) "S/S" and shall also indicate the depth of the sewer service stub from finished grade.
6. Where no tee or wye is provided or available, connection shall be made by machine-made tap and saddle, only with specific written authorization of the City. The City shall review the exact location and material, list in its evaluation.
7. The maximum bend permissible at any one fitting shall not exceed forty-five degrees (45°). The maximum bend of any combination of two adjacent fittings shall not exceed 45° unless straight pipe of not less than three (3) feet in length is installed between such adjacent fittings, or unless one of the fittings is a wye branch with a cleanout provided on the straight leg.

D. Private Side Sewers

1. Private side sewers are the extension of side sewer laterals located outside of the public rights-of-way or easements granted to the City of Ilwaco.

2. Side sewer pipe located on private property shall be 4" (larger if specifically approved by the City), ductile iron or PVC ASTM D3034 pipe, and shall be installed at a 2% minimum grade (1/4 inch fall per foot). Construction on private property may be performed by owner, but requires a permit and approval by the City.
3. Pipe shall be bedded with pea gravel or clean free draining sand.
4. Six inch sewer pipe is required in the street right-of-way and shall have a 2% minimum grade. Construction in street rights-of-way shall be performed by a licensed side sewer contractor and requires a permit.
5. Side sewer shall be inspected by the City Inspector and/or Public Works Superintendent prior to backfilling. Side sewer shall be plugged and tested in the presence of the City Inspector by filling with water. Leakage rate shall not exceed 0.31 gal./hr. for 4 inch pipe and 0.47 gal./hr. for 6 inch pipe, per 100 feet of pipe.
6. On private property, minimum cover shall be 18" over top of pipe from the point, which is 30" out from house and continuing to the connection with the City's sewer system.
7. Parallel water and sewer lines shall be a minimum of 10 feet apart horizontally wherever possible and have a vertical separation of at least 18" if a vertical crossing is necessary.
8. No more than 100 feet is allowed between cleanouts. Cleanouts are required for bends equal to or greater than 45°. Cleanout shall be a watertight plugged gasketed tee or wye lateral.
9. All pipe joints shall be rubber gasket type.
10. Provide "grease trap" of a size and type approved by the City at all such locations as may be deemed necessary by the City.

E. Testing Gravity Sewers for Acceptance

1. The Contractor and/or Developer shall furnish all facilities and personnel for conducting tests under the observation of the Public Works Superintendent and/or City Inspector. Methods other than Part "B" shall be subject to the approval of the Public Works Superintendent.
2. By way of preparation for testing for leakage, the Contractor and/or Developer shall be required, prior to testing, to clean and flush all gravity sewer lines with an approved cleaning ball and clean water. The

completed gravity sewer, including side sewer stubs, after completion of backfill and cleaning shall be televised inspected. This will be permitted prior to paving.

3. The sewer shall then be tested by the low pressure air test method and/or an infiltration test but only after all utilities are installed and the project paved. Except, however, that in certain conditions an exfiltration test may be required by the Public Works Superintendent.
4. The first section of pipe not less than 300' in length installed by each crew shall be tested, in order to qualify the crew and/or the material. A successful installation of this first section shall be a prerequisite to further pipe installation by the crew. At the Contractor's option, crew and/or material qualification testing may be performed at any time during the construction process after at least two (2) feet of backfill has been placed over the pipe.
5. Before the test is performed, the pipe installation shall be cleaned. The Contractor shall furnish an inflatable diagonally ribbed rubber ball of a size that will inflate to fit snugly into the pipe to be tested. The ball may, at the option of the Contractor, be used without a tag line, or a rope or cord may be fastened to the ball to enable the Contractor to know and control its position at all times. The ball shall be placed in the last cleanout, or manhole on the pipe to be cleaned, and water shall be introduced behind it.
6. The ball shall pass through the pipe with only the pressure of the water impelling it. All debris flushed out ahead of the ball shall be removed at the first manhole where its presence is noted. In the event cemented or wedged debris or a damaged pipe shall stop the ball, the Contractor and/or Developer shall remove the obstruction, and/or repair any damaged pipe. All visible leaks showing flowing water in pipelines or manholes shall be stopped even if the test results fall within the allowable leakage. The cleaning shall be carried out in such a manner to not infiltrate existing facilities. Precautions shall be taken to prevent any damage caused by cleaning and testing. Any damage resulting shall be repaired by the Contractor and/or Developer at his own expense. The manner and time of testing shall be subject to approval of the Public Works Superintendent.
7. Deflection tests shall be performed on all PVC gravity sewer mains by pulling a mandrel through the pipe and the deflection test limit shall be 5.0 percent of the base inside diameter or for example 7.28 inches for 8-inch diameter pipe. The sewer lines shall be thoroughly cleaned prior to the deflection test.

8. The sewer pipe shall be air tested for leaks in the following manner (unless the method in paragraph 9 and 10 below is approved):
- a. Immediately following the pipe cleaning and televised inspection, the pipe installation shall be tested with low pressure air. Air shall be slowly supplied to the plugged pipe installation until the internal air pressure reaches 4.0 pounds per square inch greater than the average back pressure of any ground water that may submerge the pipe. At least two minutes shall be allowed for temperature stabilization before proceeding further.
  - b. The rate of air loss shall then be determined by measuring the time interval required for the internal pressure to decrease from 3.5 to 2.5 pounds per square inch greater than the pipe section's average adjacent groundwater back pressure.
  - c. The pipeline shall be considered acceptable, when tested at an average pressure of 3.0 pounds per square inch greater than the pipe section's adjacent groundwater back pressure if the total time of air loss from any section tested in its entirety between manholes, cleanouts or pipe ends does not exceed the following table:

**AIR TESTING PERFORMANCE**  
(Test time in minutes and seconds)

Length of 8" Pipe (ft)	Length of 6" Pipe (ft)								
	0	50	100	150	200	250	300	350	400
0	0	0:40	1:20	1:58	2:38	3:18	3:58	4:38	5:16
50	1:10	1:50	2:30	3:10	3:48	4:28	5:08	5:48	5:56
100	2:20	3:00	3:40	4:20	5:00	5:38	6:14	6:12	6:08
150	3:32	4:10	4:50	5:30	6:10	6:30	6:26	6:22	6:18
200	4:42	5:22	6:00	6:40	6:44	6:38	6:34	6:30	6:26
250	5:52	6:32	6:48	6:58	6:50	6:44	6:40	6:36	6:32
300	7:02	7:20	7:10	7:02	6:56	6:50	6:44	6:40	6:36
350	7:34	7:22	7:14	7:06	7:00	6:54	6:50	6:44	6:42
400	7:34	7:24	7:16	7:08	7:02	6:58	6:52	6:48	6:44

- d. Test times will be provided by the Public Works Superintendent upon request for combinations other than 8-inch mains and 6-inch laterals.

- e. If the pipe installation fails to meet these requirements, the Developer and/or Contractor shall determine at his own expense the source or sources of leakage, and he shall repair (if the extent and type of repairs proposed by the Developer and/or Contractor appear reasonable to the Public Works Superintendent) or replace all defective materials or workmanship. The completed pipe installation shall meet the requirements of this low pressure air test or the alternative water exfiltration test before being considered for acceptance.
  - f. Plugs used to close the sewer pipe for the air test shall be securely braced to prevent the unintentional release of a plug which can become a high velocity projectile. Gauges, air piping manifolds and valves shall be located at the top of the ground. No one shall be permitted to enter a manhole where a plugged pipe is under pressure. Air testing apparatus shall be equipped with a pressure release device such as a rupture disk or a pressure relief valve designed to relieve pressure on the pipe under test at 6 psi.
9. Exfiltration Test (if approved by City)
- a. All pipe shall be cleaned before the exfiltration test. Prior to making exfiltration leakage tests, the Developer and/or Contractor may fill the pipe with clear water to permit normal absorption into the pipe walls; provided however, that after so filling the pipe he shall complete the leakage test within twenty-four (24) hours after filling.
  - b. Leakage shall be no more than 0.15 gallons per hour per inch of diameter per one hundred (100) feet of sewer pipe, with a minimum test pressure of six (6) feet of water column above the crown at the upper end of the pipe or above the active groundwater table, whichever is higher as determined by the City. The length of pipe tested shall be limited so that the pressure on the invert of the lower end of the section tested shall not exceed sixteen (16) feet of water column. For each increase in pressure of two (2) feet above a basic six (6) feet measured above the crown at the lower end of the test station, the allowable leakage shall be increased by 10 percent.
  - c. The Developer and/or Contractor shall furnish all equipment, materials, and labor necessary for making test. The equipment shall be to the approval of the City Public Works Superintendent and/or City Engineer. The manner and time of testing shall be

subject to approval of the Public Works Superintendent. It shall be the Developer's and/or Contractor's responsibility to determine the level of the water table at each manhole. If leakage exceeds the allowable amount, corrective measures shall be taken and the line then be retested to the satisfaction of the City's designated inspector.

10. Infiltration Test (if approved by City)
  - a. Infiltration testing shall take place during jetting of backfill, except when the natural groundwater table is above the crown of the higher end of the test section.
  - b. The maximum allowable limit for infiltration shall be 0.15 gallon per hour per inch of internal diameter per 100 feet of length with no allowance for external hydrostatic head.

F. Testing Force Main

1. The Developer and/or Contractor shall conduct preliminary tests to assure the section to be tested is in an acceptable condition before requesting the City Inspector and/or Public Works Superintendent to witness the test.
2. Final testing of all force mains shall be done tested prior to acceptance of work. All pumps, gauges, plugs, saddles, corporation stops, miscellaneous hose and piping, and measuring equipment necessary for performing the test shall be furnished, installed and operated by the Contractor. Feed for the pump shall be from a barrel or other container within the actual amount of "makeup" water, so that it can be measured periodically during the test period.
3. The pipeline shall be backfilled sufficiently to prevent movement of the pipe under pressure. All thrust blocks shall be in place and time allowed for the concrete to cure before testing. Where permanent blocking is not required, the Contractor shall furnish and install temporary blocking.
4. The pipeline shall be subjected to a pressure and leakage test of a minimum of 150 pounds per square inch for a period of not less than one (1) hour. The test pressure shall be applied at the low end of the section tested.
5. The quantity of water lost from the main shall not exceed the number of gallons per hour determined by the formula:

$$L = \underline{ND(P)^{0.5}}$$

7,400

in which

L = Allowable leakage, gallons/hour

N = Number of joints in the length of pipeline tested

D = Nominal diameter of the pipe in inches

P = Average test pressure during the leakage test, psi

6. Defective materials or workmanship, discovered as a result of the tests, shall be replaced by the Contractor at the Contractor's expense. Whenever it is necessary to replace defective material or correct the workmanship, the tests shall be re-run at the Contractor's expense until a satisfactory test is obtained.
7. All fittings shall be blocked with concrete in order to prevent movement and separation of pipe joints. Timber will not be permitted as permanent blocking. Sufficient time shall be allowed for concrete to set before commencement of pressure tests. The type and size of blocks and anchors shall be in accordance with the standards set forth by the AWWA and designed by the Developer's engineer. **They shall be constructed to the minimum dimensional configuration as shown herein.** A visqueen barrier shall be provided to protect glands, bolts, and other miscellaneous materials required for this type of connection from the concrete.

## 6.5 VIDEO TAPING

After the gravity sewer lines have been cleaned, flushed and manhole channeled, the Developer shall provide a complete televised inspection.

The Developer shall perform a complete televised inspection of the sewer pipe and appurtenances and shall provide to the City, a DVD color audio-visual recording of the inspections together with a written log of the television inspection. The camera shall be a pan and tilt type equipped with adequate light and focusing to allow inspection of sewer main, side sewers and full circumference inspection of main line joints and fittings. The City shall determine if the quality of the televising is acceptable.

Immediately prior to the televised inspection, the Developer shall run water through each sewer line for 5- to 10-minutes to provide water for detection of any adverse grade sections visible by the presence of ponded water. The camera shall be stopped periodically at the ponded areas and the depth of water shall be measured with a ball of known diameter on the pull line. During the inspection, all tees and other fittings shall be logged as to exact location within 1 percent maximum error in measurement, wherein accuracy is checked with various fittings and the terminating manhole.

The City shall be notified 48 hours prior to any television inspection and this work shall be performed on a schedule to allow the City to witness the inspection.

Any defects in material or installation identified by the television inspection shall be repaired as required by the City at the Developer's expense.

## **6.6 STATE HIGHWAY CROSSINGS**

All state highway and stream crossings shall be encased with a steel casing or ductile iron or PVC sleeve, as approved by the City and prevailing regulatory agencies. The welded steel casing or sleeve shall be of sufficient diameter, size and strength to enclose the sewer pipe and to withstand maximum highway or railroad loading. Sizing and wall thickness of casing is subject to approval by the Public Works Superintendent. Sand backfill or grout fill between the casing and the sewer pipe shall be required. In order to prevent the sand from being washed from the casing the ends of the casing shall be bricked and cemented after installation, backfill and testing of the pipe are completed. The ductile iron sleeve shall be completed with restrained joints within the casing.

## **6.7 STAKING**

- A. All surveying and staking shall be performed by an engineering or surveying firm employed by the Developer and which firm shall be capable of performing such work. The engineer or surveyor directing or performing such work shall be currently licensed by the State of Washington to perform said tasks.
- B. A preconstruction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.
- C. The following minimum staking of sanitary sewer systems shall apply:
  - 1. Stake centerline alignment at a minimum of fifty foot intervals unless otherwise approved by the City;
  - 2. Stake location of all manholes and side sewer laterals for grade and alignment;
  - 3. Provide a copy of "cut sheets" to City inspector; and
  - 4. Stake finished manhole rim elevation and invert elevations of all pipes in manholes.

## **6.8 TRENCH EXCAVATION**

- A. Clearing and grubbing where required shall be performed within the easement or public right-of-way as permitted by the City and/or governing agencies. Debris resulting from the clearing and grubbing shall be disposed of by the owner or contractor in accordance with the terms of all applicable permits.
- B. Trenches shall be excavated to the line and depth as shown on the City approved drawings, or as otherwise designated in the field by the City Inspector so as to provide a City approved minimum depth of cover over the pipe. See Construction Details as applicable. Except for unusual circumstances, the trench sides shall be excavated vertically and the trench width shall be excavated only to such widths as are necessary for adequate working space as mandated by the regulatory agency and in compliance with all safety requirements of the prevailing agencies. The trench shall be kept free from water until joining is complete. Surface water shall be diverted so as not to enter the trench. The owner shall maintain sufficient pumping equipment on the job to insure that these provisions are carried out.
- C. The contractor shall perform all excavation of every description and whatever substance encountered and boulders, rocks, roots and other obstructions shall be entirely removed or cut out to the width of the trench and to a depth 6 inches below sewer line grade. Where materials are removed from below pipe grade, the trench shall be backfilled to grade with material satisfactory to the City and thoroughly compacted.
- D. Trenching and shoring operations shall not proceed more than 100 feet in advance of pipe laying without specific written approval of the City, and shall be in conformance with Washington Industrial Safety and Health Administration (WISHA) and Office of Safety and Health Administration (OSHA) Safety Standard.
- E. The bedding course shall be constructed to grade with hand tools in such a manner that the pipe will have bearing along the entire length of the barrel. The bell holes shall be excavated with hand tools to sufficient size to make up the joint.

## **6.9 BEDDING**

- A. Gravel backfill for pipe bedding shall be installed in conformance with Section 2-09 of the Standard Specifications (WSDOT).
- B. Gravel backfill for rigid pipe bedding shall consist of crushed, processed, or naturally occurring granular material. It shall be essentially free from various types of wood waste or other extraneous or objectionable materials. It shall have such characteristics of size and shape that it will compact readily and shall meet the following specifications for grading and quality:

<u>Sieve Size</u>	<u>Percent Passing*</u>
3/4" Square	100
3/8" Square	95-100
U.S. No. 8	0-10
U.S. No. 200	0-3
Sand Equivalent	35 MIN.

\*All percentages are by weight.

- C. Gravel backfill for flexible pipe (P.V.C. pipe) bedding shall consist of crushed, processed, or naturally occurring granular material. It shall be essentially free from various types of wood waste or other extraneous or objectionable materials. It shall have such characteristics of size and shape that it will compact readily and shall meet the following specifications for grading and quality:

<u>Sieve Size</u>	<u>Percent Passing*</u>
3/4" Square	100
3/8" Square	95-100
U.S. No. 8	0-10
U.S. No. 200	0-3
Sand Equivalent	35 MIN.

\*All percentages are by weight.

- D. Native Material shall not be used for bedding, unless approved by the Public Works Superintendent.

## 6.10 BACKFILLING

Backfilling and surface restoration shall closely follow installation of pipe so that not more than 100 feet is left exposed during construction hours without approval of the City. Selected backfill material shall be placed and compacted around and under the sewer pipe by hand tools. Special precautions shall be provided to protect the pipe to a point 12 inches above the crown of the pipe. The remaining backfill shall be compacted to 95 percent of the maximum density in traveled areas and road "prisms", 90 percent outside driveway, roadways, road prism, shoulders, parking or other traveled areas. Where governmental agencies other than the City have jurisdiction over roadways, the backfill and compaction shall be done to the satisfaction of the agency having jurisdiction. Typically, all utility trenches located in roadway sections, roadway "prisms", or beneath traffic bearing areas shall be backfilled with 5/8-inch minus crushed rock, or other City approved structural material. Due to localized conditions, the City may allow/permit the backfill of the trench section with suitable excavated material, as determined by

the City Inspector, or if suitable native material is not available from trenching operations, the City may order the placing and compaction of gravel base conforming to Section 9-03.10 of the Standard Specifications (WSDOT) for backfilling the trench. All excess material shall be loaded and hauled to waste.

#### **6.11 SANITARY SEWER LIFT STATIONS**

- A. Lift stations and ancillary equipment shall not be constructed in City rights-of-way, unless otherwise approved by the City. The station site shall be paved and fenced and a dedicated access to the lift station provided with a minimum width of 20-feet.
- B. The Developer shall submit to the City for review and approval, complete sewage lift station plans and design which provide for the lift station, electrical service/controls and telemetry system, and auxiliary generator/transfer switch together with all accessories for a complete, automatically operating installation per Chapter 9. Odor control and/or corrosion control facilities may also be required.
- C. Design material and drawings shall provide all civil, mechanical and electrical details and align with all applicable codes and regulations, and good engineering practice. The Developer shall be required to acquire all permits and approvals for the installation/construction of this facility as required from regulatory agencies.

#### **6.12 STREET PATCHING AND RESTORATION**

See Chapter 4.15 and 4.16 for requirements regarding street patching and trench restoration.

#### **6.13 EROSION CONTROL**

- A. The detrimental effects of erosion and sedimentation shall be minimized.
  - 1. Soil shall be exposed for the shortest possible time;
  - 2. Reducing the velocity and controlling the flow of runoff;
  - 3. Detaining runoff on the site to trap sediment; and
  - 4. Releasing runoff safely to downstream areas.
- B. The Developer and/or Contractor shall provide for erosion control by conducting work in workable units; minimizing the disturbance to cover crop materials; providing mulch and/or temporary cover crops, sedimentation basins, and/or

diversions in critical areas during construction; controlling and conveying runoff; and establishing permanent vegetation and installing erosion control structures as soon as possible.

- C. Trench mulching shall be used where there is danger of backfill material being washed away due to steepness of the slope along the direction of the trench. Backfill material shall be compacted and held in place by covering the disturbed area with straw and held with a covering of jute matting or wire mesh anchored in place.
- D. Cover-Crop Seeding
  - 1. A cover crop shall be sown in all areas excavated or disturbed during construction that were not paved, landscaped and/or seeded prior to construction. Areas landscaped and/or seeded prior to construction shall be restored to their original or superior condition. Cover-crop seeding shall follow backfilling operations.
  - 2. The Developer and/or Contractor shall be responsible for protecting all areas from erosion until the cover crop affords such protection. The cover crop shall be re-seeded if required and additional measures taken to provide protection from erosion until the cover crop is capable of providing protection.
  - 3. During winter months, the Contractor may postpone seeding, if conditions are such that the seed will not germinate and grow. The Developer and/or Contractor will not, however, be relieved of the responsibility of protecting all areas until the cover crop has been sown and affords protection from erosion.
  - 4. The cover crop shall be sown at a rate of 10 to 15 pounds of seed per acre using a hand or power operated mechanical seeder capable of providing a uniform distribution of seed.

#### **6.14 ADJUSTMENT TO GRADE**

- A. All new and existing utility structures encountered on the project shall be constructed and/or adjusted to finished grade.
- B. On asphalt concrete paving projects, the manholes shall not be adjusted until the pavement is completed, at which time the center of each manhole lid shall be relocated from references previously established by the Developer and/or Contractor. The pavement shall be cut as further described and base material

removed to permit removal of the cover. The manhole shall then be brought to proper grade.

- C. Prior to commencing adjustment, a plywood and visqueen cover as approved by the City Inspector shall be placed over the manhole base and channel to protect them from debris.
- D. The asphalt concrete pavement shall be cut and removed to a neat circle, the diameter of which shall not exceed 48" or 14" from the outside diameter of the ductile iron frame, whichever is smaller. The ductile iron frame shall be brought up to desired grade, which shall conform to surrounding road surface.

- E. Adjustment to desired grade shall be made with the use of concrete or bricks. No cast or ductile iron adjustment rings will be allowed. An approved class or mortar (one part cement to two parts of plaster sand) shall be placed between manhole sections; adjustment rings or bricks and ductile iron frame to completely fill all voids and to provide a watertight seal. No rough or uneven surfaces will be permitted inside or out. Adjustment rings or brick shall be placed and aligned to provide vertical sides and vertical alignment of manhole steps and ladder.
- F. Manhole specifications for minimum and maximum manhole adjustment and step requirements will be met. Special care shall be exercised in all operations in order not to damage the manhole, frames and lids or other existing facilities.
- G. As soon as the street is paved past each manhole, the asphalt concrete mat shall be scored around the location of the manhole, catch basin, meter boxes or valve box. After rolling has been completed and the mat has cooled, it shall be cut along the scored lines. The manholes, catch basins, meter boxes and valve boxes shall then be raised to finished pavement grade and the annular spaces filled with cement concrete to within 1-1/2 inches of the finished grade. The remaining 1-1/2 inches shall be filled with asphalt concrete Class B to give a smooth finished appearance. See detail in Project Plans.
- H. After pavement is in place, all joints shall be sealed with hot asphalt cement (AR 4000W). A sand blanket shall be applied to the surface of the AR 4000W hot asphalt cement binder to help alleviate "tracking".
- I. Asphalt concrete patching shall not be carried out during wet ground conditions or when the ambient air temperature is below 50°F. Asphalt concrete mix shall be at required temperature when placed. Before making the asphalt concrete repair, the edges of the existing asphalt concrete pavement and the outer edge of the casting shall be tack coated with hot asphalt cement. The remaining 2" shall then be filled with Class B asphalt concrete and compacted with hand tampers and a patching roller.
- J. The completed patch shall match the existing paved surface for texture, density and uniformity of grade. The joint between the patch and the existing pavement shall then be carefully painted with hot asphalt cement or asphalt emulsion and shall be immediately covered with dry paving sand before asphalt cement solidifies. All debris such as asphalt pavement, cement bags, etc., shall be removed and disposed of by the Developer and/or his Contractor.
- K. Prior to acceptance of a project, manholes shall be cleaned of all debris and foreign material. All manhole steps and ladders shall be cleaned free of grout. Any damage occurring to the existing facilities due to the Developer's and/or Contractor's operations shall be repaired at his/her own expense.

- L. Manholes in easement areas shall be adjusted to insure drainage away from the manhole frame and cover. The manhole frame and cover shall be set approximately 0.1 foot above finished grade. Concrete collars shall be set about the structure, as detailed herein, in all non-paved areas.
- M. Adjustment of valve box castings (force main valving) shall be made in the same manner as for manholes.

## **6.15 FINISHING AND CLEANUP**

Before acceptance of sewer system construction, all pipes, manholes, catch basins, and other appurtenances shall be cleaned of all debris and foreign material. After all other work on this project is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections of a new roadway consistent with the original section.

- A. On sewer construction where all or portions of the construction is in undeveloped areas, the entire area which has been disturbed by the construction shall be shaped so that upon completion the area will present a uniform appearance, blending into the contour of the adjacent properties. All other requirements outlined previously shall be met.
- B. Slopes, sidewalk areas, planting areas and roadway shall be smoothed and finished to the required cross section and grade by means of a grading machine insofar as it is possible to do so without damaging existing improvements, trees and shrubs. Machine dressing shall be supplemented by handwork to meet requirements outlined herein, to the satisfaction of the City Inspector and/or the Public Works Superintendent.
- C. Upon completion of the cleaning and dressing, the project shall appear uniform in all respects. All graded areas shall be true to line and grade. Where the existing surface is below sidewalk and curb, the area shall be filled and dressed out to the walk. Wherever fill material is required in the planting area, the finished grade shall be elevated to allow for final settlement, but the raised surface shall present a uniform appearance.

- D. All rocks in excess of one (1) inch diameter shall be removed from the entire construction area and shall be disposed of the same as required for other waste material. In no instance shall the rock be thrown onto private property. Overhang on slopes shall be removed and slopes dressed neatly to present a uniform, natural, well-sloped surface.
- E. All excavated material at the outer lateral limits of the project shall be removed entirely. Trash of all kinds resulting from clearing and grubbing or grading operations shall be removed and not placed in areas adjacent to the project. Where machine operations have broken down brush and trees beyond the lateral limits of the project, the Developer and/or Contractor shall remove and dispose of same and restore said disturbed areas at his own expense.
- F. Drainage facilities such as inlets, catch basins, culverts, and open ditches shall be cleaned of all debris, which is the result of the Developer and/or Contractor's operations.
- G. All pavements and oil mat surfaces, whether new or old, shall be thoroughly cleaned. Existing improvements such as Portland cement concrete curbs, curb and gutters, walls, sidewalks, and other facilities, which have been sprayed by the asphalt cement, shall be cleaned to the satisfaction of the City Inspector and/or Public Works Superintendent.
- H. Castings for manholes, valves, lamp holes, vaults and other similar installations, which have been covered with the asphalt material, shall be cleaned to the satisfaction of the City.
- I. All curb and pavement markings such as, but not limited to, crosswalks, bike lanes, and handicapped symbols shall be preformed fused thermoplastic or as approved by the Public Works Superintendent.

#### **6.16 FINAL ACCEPTANCE**

- A. Prior to final inspection, all pipelines shall be flushed and cleaned and all debris removed.
- B. A pipeline "cleaning ball" of the proper diameter for each size of pipe shall be flushed through all pipelines prior to final inspection.
- C. Each sanitary sewer line shall be "videotaped" in its entirety using a remote controlled camera.
- D. Acceptable "As Built Drawings", signed, stamped and acknowledged by a licensed engineer, shall be delivered to the City.

- E. Operations and Maintenance manual, where applicable, shall be delivered to the City.

#### **6.17 GENERAL GUARANTEE AND WARRANTY**

- A. The Developer shall be required, upon completion of the work, and acceptance by the City, to furnish the City a written guarantee covering all material and workmanship for a period of three years after the date of final acceptance. The Developer shall make all necessary repairs during that period at Developer's sole expense, if such repairs are necessitated as the result of furnishing, poor materials and/or workmanship. The Developer shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required, and shall deliver copies to the City upon completion of the work. The existence of such warranties does not relieve the Developer from liability under Developer's guarantee.
- B. Easement documents, if applicable, shall be filed and recorded with the County Auditor's office and the documents reviewed by the City and/or its Attorney prior to project acceptance.

## CHAPTER 7

### WATER SYSTEM STANDARDS

#### 7.1 GENERAL

- A. The standards established by this chapter are intended to represent the minimum standards for the design and construction of water system facilities. Greater or lesser requirements may be mandated by the City due to localized conditions. Extensions, connections or modifications to the existing system shall be in compliance with the requirements of the State Department of Health and the Department of Ecology as applicable.
- B. Off-site improvements to the existing system may be warranted based on (1) the condition and capacity of the existing water system and (2) impacts caused by the proposed development. These off-site improvements (in addition to “on-site improvements”) shall be completed as determined by the Public Works Superintendent to mitigate impacts caused by the development.
- C. All water mains shall have a capacity at least 150% of the expected maximum size required for the development.
- D. All water systems shall have telemetry satisfactory to the Public Works Superintendent on all associated lines, tanks, reservoirs, pumps, valves, and associated vaults and buildings for sampling and monitoring those items such as chlorination, turbidity, pressure, levels, flow, and status, which may be required by the Public Works Superintendent.
- E. All water booster pump stations shall be equipped with on-site auxiliary power capability sufficient to ensure the station is operable during a power outage.
- F. Every principal use and every lot within a subdivision or in any existing plat must be served by a water supply system that:
  - 1. Is adequate to accommodate the reasonable needs of the use or subdivision lot; and
  - 2. Complies with all laws of the Washington State Department of Health and all City ordinances.
- G. The following criteria must be met, unless otherwise waived by the City Engineer, before water facilities are conveyed to the City.

1. A public utility easement of adequate dimensions must be concurrently granted to the City.
2. The facilities must be inspected for conformance with the standards specified in the most current edition of the Department of Health Water System Design Manual and the facilities meet bacteriological testing.
3. The applicant has paid all required fees.
4. A maintenance bond to cover the cost of replacing or repairing the improvements and to warrant against defects in labor and material and against any damage or defects caused by construction activity on the site for a period of two years from acceptance of the improvement by the City.

## **7.2 DESIGN STANDARDS**

- A. The design of water system improvements shall depend on their type and local site conditions. The design elements of water system improvements shall conform to the standards as set forth in this Chapter.
- B. Detailed plans which provide the locations, size, and type of the proposed water system and points of connection shall be submitted for the City's review. These plans shall be separate from sewer plans.
- C. Project plans shall have a horizontal scale of not more than 50 feet to the inch. Plans shall show:
  1. Locations of streets, right-of-ways, existing utilities, and water system facilities;
  2. Ground surface, pipe type and size, water valves, and hydrants stationing;
  3. All known existing structures, both above and below ground, which might interfere with the proposed construction, particularly sewer lines, gas mains, storm drains, telephone lines, television cables, and overhead and underground power lines; and
  4. All utility easements, and applicable County recording number(s).
  4. Computations and other data used for design of the water system shall be submitted to the City for approval.
- D. The water system facilities shall be constructed in conformance with the current version of the WSDOT/APWA Standard Specifications for Road, Bridge, & Municipal Construction and current amendments thereto, and State of Washington Department of Health Water System Design Manual, revised as to form to make reference to Local Governments and as modified by the City's requirements and standards.
- E. Material and installation specifications shall contain appropriate requirements that have been established by the industry in its technical publications, such as ASTM, AWWA, WPCF, and APWA standards. Requirements shall be set forth in the

specifications for the pipe and methods of bedding and backfilling so as not to damage the pipe or its joints.

- F. Except as otherwise noted herein, all work shall be accomplished as recommended in applicable American Water Works Association (AWWA) Standards, and according to the recommendations of the manufacturer of the material or equipment concerned.
- G. The location of the water mains, valves, hydrants, and principal fittings including modifications shall be staked by the Developer. No deviation shall be made from the required line or grade. The Contractor shall verify and protect all underground and surface utilities encountered during the progress of this work.
- H. Prior to final inspection, all pipelines shall be tested and disinfected.
- I. Before acceptance of the water system by the City, all pipes, assemblies, and other appurtenances shall be cleaned of all debris and foreign material. After all other work is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections for a new roadway consistent with the original section.
- J. The Developer shall be required, upon completion of the work and prior to acceptance by the City, to furnish the City with a written guarantee covering all material and workmanship for a period of three years after the date of final acceptance and he shall make all necessary repairs during that period at his own expense, if such repairs are necessitated as the result of furnishing poor materials and/or workmanship. The Developer shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required and shall deliver copies to the City upon completion of the work.

### **7.3 GENERAL REQUIREMENTS**

- A. Prior to construction, the Contractor shall schedule a pre-construction meeting with the Public Works Superintendent, stakeholders, and all other interested parties.
- B. Work shall be performed only by contractors experienced in laying public water mains.

- C. Prior to any work being performed, the Contractor shall contact the Public Works Superintendent to set forth his proposed work schedule.
- D. Contractor shall obtain approval of materials to be used from the Public Works Superintendent prior to ordering of materials.
- E. Water mains shall be laid only in dedicated street, rights-of-ways or easements shown on preliminary plats or which have been granted to the City. A street is normally not considered dedicated until the plat which created it has been officially filed with the County Auditor.
- F. All water main distribution pipeline construction shall have a minimum 36" cover from finished grade and 42-inch cover over transmission mains (Standard Detail W-D1). Mains shall generally be located parallel to and 10 feet northerly or easterly of street centerline. Water mains shall be extended to the far property line(s) of the property being served. Off-site extensions may be required to hydraulically loop existing and new systems. Oversizing of water mains may be required to be installed per City's current Water System Plan.
- G. Minimum distance between sewer and water lines shall be 10 feet horizontally and 1 foot vertically. Refer to Standard Detail W-D17 for requirements regarding utility separation and crossing.
- H. Water main pie and service connections shall be a minimum of 10 feet away from building foundations and/or roof lines.
- I. Air relief valves are required at high points in water lines. Air relief valves shall be installed in accordance with Standard Detail W-D4 or Standard Detail W-D5.
- J. Fire hydrants are generally required approximately every 600 feet in residential areas, and every 300 feet in commercial areas. However, fire hydrants shall be furnished and installed at all locations as specifically mandated by the local fire marshall and/or per City Building Code. Refer to Standard Detail W-D2 and Standard Detail W-D3 for information regarding fire hydrant installation.
- K. Fire hydrants on dead end streets and roads shall be located within approximately 300 feet from the frontage center of the farthest lot. Distances required herein shall be measured linearly along street or road.
- L. Pipes connecting hydrants to mains shall be at least 6 inch in diameter and be less than 17 feet in length.
- M. Dead end lines are not permitted except where the Developer can demonstrate to the City's satisfaction that it would be impractical to extend the line at a future date. Water mains on platted cul-de-sacs shall extend to the plat line beyond the

cul-de-sac to neighboring property for a convenient future connection, and extended off-site to create a hydraulic loop, or, as minimum, have a four (4") inch blow off assembly installed at the termination point (Standard Detail W-D7).

- N. All materials shall be new and undamaged.
- O. Unless otherwise approved or required by the Public Works Superintendent, the water main shall be HDPE or C-900 PVC. Ductile iron pipe may be appropriate in special circumstances and must receive specific approval from the Public Works Superintendent. The minimum nominal size for water mains shall be 8 inches, unless otherwise approved/required by City.  
  
EXCEPTION: 6-inch hydrant spools and pipelines located beneath rock or retaining walls shall be Class 53 ductile iron.
- P. Fittings shall be compatible with HDPE, C-900 PVC, and ductile iron as appropriate. Ductile iron fittings shall be cement-lined.
- Q. Provide bends in field to suit construction and in accordance with pipe manufacturer's recommendations so as not to exceed allowable deflection at pipe joints.
- R. Provide thrust blocking and/or restrained joints at all fittings and bends in accordance with the City standards and conditions (Standard Detail W-D10 and Standard Detail W-D12). Blocking is to be designed by Developer's Engineer.
- S. Provide anchor blocking at all up-thrust vertical bends in accordance with City standards (Standard Detail W-D11). Blocking is to be designed by Developer's Engineer.
- T. Water valves shall be located in clusters when possible and shall be located so that each leg of the main line system can be isolated separately.
- U. All water valve marker posts shall be painted yellow and marked with the distance to valve being referenced (Standard Detail W-D4, Standard Detail W-D5).
- V. Residential water service pipe shall be one-inch diameter copper or PE pipe (no joints beneath pavement areas), meeting or exceed ASTM D2239, SDR-7 as manufactured by Driscopipe (CL 200), or City approved equal (Standard Detail \_\_\_\_).

- W. Minimum size service lines between the water main and the water meter shall be 1 inch unless otherwise specified (W-D8). All service lines shall be the minimum size otherwise specified by the Uniform Plumbing Code in accordance with fixture units, unless otherwise specified.
- X. Meter services and meter boxes shall be set to final grade and all adjustments shall be made prior to final pressure testing of the system, centerline of service inlets shall be located to match bottom elevation of meter box in such a manner that meter inlet and outlet will be the same elevation as bottom of meter box. Refer to Standard Detail W-D8 for required materials and installation information for water services 2" and smaller. Refer to Standard Detail W-D9 for required materials and installation information for water services 3" and larger.
- Y. All water services shall end within road right-of-way or easements.
- Z. All meters shall be installed by the City, and the Developer shall pay the current meter installation charge.
- AA. All meters shall be compatible with the radio-read meter system used by the City.
- BB. Contractor shall install water sampling stations per Figure W-D21. Contractor shall furnish the location of water sample stations to City Utilities Department. One station is required for development in size of 1 to 10 lots. One additional station is required for each additional 50 lots or portions thereof.
- CC. All new buildings and residences shall include in their water service a suitable pressure reducing valve to protect the plumbing from excessive pressures, unless waived on the application form of the City. Refer to Standard Detail W-D24 for installation requirements for pressure reducing stations.
- DD. All new construction shall comply with the "Accepted Procedure and Practice in Cross Connection Control Manual" as published by the Pacific Northwest Section of the American Water Works Committee", November 1995, Sixth Edition, and current amendments thereto. A copy of such is available for review at the City office. Where required, backflow and cross-control devices will be installed.
- EE. Cut in connections shall not be made on Fridays, holidays or weekends. All tapping sleeves and tapping valves shall be pressure tested prior to making connection to existing mains.
- FF. Contractor shall notify the Public Works Superintendent and obtain approval from him prior to any water shut-off or turn-on, affecting the water system, a minimum of 48 hours in advance.
- GG. Biological test samples will be taken by the City and paid for by the contractor.

- HH. All water mains and appurtenances shall be hydrostatically tested at 200 psi in accordance with City Standards.
- II. Resilient seated wedge gate valves shall be used for 10-inch mains and smaller. Butterfly valves shall be used for mains greater than 10 inches.
- JJ. Road restoration shall be in accordance with City, County and State design and construction standards, as may be applicable. Developer and Contractor shall become familiar with all City, County and State conditions of required permits, and shall adhere to all conditions and requirements.

#### **7.4 MATERIALS**

##### **A. Water Mains & Fittings**

- 1. Water mains to be installed shall be HDPE or if approved by the Public Works Superintendent, C-900 PVC. Under special circumstances the Public Works Superintendent may approve the limited use of ductile iron of an appropriate class.

##### **B. HDPE Pipe and Fittings**

- 1. HDPE pipe for water mains shall be manufactured from PE 3408.3608 resin conforming to ASTM D3350. 4" and greater pipe shall be IPS/DIPS, DR9 conforming to ASTM F714, AWWA C906, NSF. ½" through 3" pipe shall be IPS, DR9, conforming to D3035, AWWA C901, NFS.
- 2. All HDPE molded fittings and fabricated fittings shall be fully pressure rated to match the pipe DR pressure rating to which they are made. All fittings shall be molded or fabricated by the manufacturer. No Contractor fabricated fittings shall be used unless approved by the City.
- 3. The manufacture of the HDPE pipe shall supply all HDPE fittings and accessories as well as any adapters and/or specials required to perform the work.
- 4. All fittings shall be installed using butt-fused fittings, thermo-fused fittings/couplings, or flanged adapters and must be approved by the City.
- 5. All transition from HDPE pipe to ductile iron or PVC shall be made per the approval of the City and per the HDPE pipe manufacturer's recommendations and specifications. A molded flange connector adapter within a carbon steel back-up ring assembly shall be used for pie type

transitions. Ductile iron back-up rings shall mate with cast iron flanges per ANSI B16.1. A 316 stainless steel back-up ring shall mate with a 316 stainless steel flange per ANSI B16.1.

C. PVC Pipe and Fittings

1. PVC pipe for water mains shall C-900 be made from material conforming to ASTM C1784. The pipe shall be DR 18 and conform to ANSI/AWWA C900 specification, with gaskets meeting ASTM F477 and joints in compliance with ASTM D3139. Pipe joints shall be gasketed. Solvent-cement joints are not acceptable.
2. PVC Schedule 80 fittings shall conform to ASTM D 2467. PVC Schedule 80 threaded fittings shall conform to ASTM D 2464. Pipe and fittings shall be manufactured as a system and be the product of one manufacturer. Pipe and fittings shall conform to National Sanitation Foundation (NSF) Standard 61 or the health effects portion of NSF Standard 14.

D. Ductile Iron Pipe and Fittings:

1. If approved, ductile iron pipe shall conform to ANSI/AWWA C151/A21.51-91 Standards, and current amendments thereto, except the ductile iron pipe shall be thickness Class 52 for 4" through 14" diameter pipe (except for 6-inch hydrant spools which shall be Cl. 53) and Class 50 for 16" and larger. Grade of iron shall be a minimum of 60-42-10. The pipe shall be cement lined to a minimum thickness of 1/16", and the exterior shall be coated with an asphaltic coating. Each length shall be plainly marked with the manufacturer's identification, year case, thickness, class of pipe and weight.
2. If approved, ductile iron joints shall be mechanical joint or push-on type, employing a single gasket, such as "Tyton", except where otherwise calling for flanged ends. Bolts furnished for mechanical joint pipe and fittings shall be high strength ductile iron, with a minimum tensile strength of 50,000 psi.
3. If approved, restrained ductile iron joint pipe, where shown on the plans shall be push-on joint pipe with "Fast Tight" gaskets as furnished by U.S. Pipe or equal for 12" diameter and smaller pipe and "TR FLEX" as furnished by U.S. Pipe or equal for 16" and 24" diameter pipes. The restrained joint pipe shall meet all other requirements of the non-restrained pipe.

4. All ductile iron fittings shall be short-bodied and comply with applicable ANSI/AWWA C110 or C153 Standards for 350 psi pressure rating for mechanical joint fittings and 250 psi pressure rating for flanged fittings. All fittings shall be lined and either mechanical joint or flanged, as indicated on the plans.
  
- E. All pipe shall be jointed by the manufacturer's standard coupling, be all of one manufacturer, and be carefully installed in complete compliance with the manufacturer's recommendations.
  
- F. Joints shall be "made up" in accordance with the manufacturer's recommendations. Standard joint materials, including rubber ring gaskets, shall be furnished with the pipe. Material shall be suitable for the specified pipe size and pressures.
  
- G. Fittings in areas shown on the plans for restrained joints shall be mechanical joint fittings with a mechanical joint restraint device. The mechanical joint restraint device shall have a working pressure of at least 250 psi with a minimum safety factor of 2:1 and shall be City approved.
  
- H. The pipe and fittings shall be inspected for defects and prepped prior to installation. HDPE and PVC piping shall be wiped clean. If ductile iron has been approved, all lumps, blisters and excess coal tar coating shall be removed from the bell and spigot end of each pipe, and the outside of the spigot and the inside of the bell shall be wire-brushed and wiped clean and dry, and free from oil and grease before the pipe is laid.
  
- I. Every precaution shall be taken to prevent foreign material from entering the pipe while it is being placed in the line. After placing a length of pipe in the trench, the spigot end shall be centered in the bell and pipe forced home and brought to correct line and grade. The pipe shall be secured in place with select backfill tamped under it. Precaution shall be taken to prevent dirt from entering the joint space. At times when pipe laying is not in progress, the open ends of pipe shall be closed by a water-tight plug. If water is in the trench when work resumes, the seal shall remain in place until the trench is pumped completely dry. No pipe shall be laid in water or when trench conditions are unsuitable.

- J. The cutting of pipe for inserting fittings or closure pieces shall be done in a neat and workmanlike manner, without damage to the pipe or lining, and so as to leave a smooth end at right angles to the axis of the pipe. Pipe shall be laid with bell ends facing in the direction of the laying, unless directed otherwise by the City. Wherever it is necessary to deflect pipe from a straight line, the amount of deflection allowed shall not exceed pipe manufacturer's recommendations.
- K. For connection of mechanical joints, the socket, plain end of each pipe and gasket shall be cleaned of dirt before jointing, and shall be jointed according to manufacturer's directions. Bolts shall be tightened alternately at top, bottom and sides, so pressure on gasket is even.
- L. For connection of "Tyton" joints, the jointing shall be done according to manufacturer's recommendations, with special care used in cleaning gasket seat to prevent any dirt or sand from getting between the gasket and pipe. Lubricant to be used on the gasket shall be non-toxic and free from contamination. When a pipe length is cut, the outer edge of the cut shall be beveled with a file to prevent injury to the gasket during jointing.
- M. Valves, fittings, plugs and caps shall be set and jointed to pipe in the manner as required. All dead ends on new mains shall be closed with dead end M.J. caps and thrust blocks.
- N. Fittings shall be "blocked" with poured-in-place concrete, with a firm minimum bearing against an undisturbed earth wall per Standard Detail W-D10 or Standard Detail W-D12. Thrust blocks shall be poured as soon as possible after setting the fittings in place to allow the concrete to "set" before applying the pressure test. The concrete thrust blocks shall be in place before beginning the pressure test. Anchor blocks shall be allowed to set sufficiently to develop the necessary bond strength between the reinforcing rods and the concrete anchor before beginning the pressure test.
- O. All of the new piping, valves and blocking shall have been installed, disinfected and tested up to the point of cutting into existing lines before the crossover is made. The crossover to the existing system shall be in full readiness, including the cut and sized specials. Forty-eight (48) hour notice shall be given the City in advance of the planned "cut-ins".
- P. Valves
  - 1. All valves larger than 10" shall generally be furnished and installed as butterfly valves. All valves 10" and smaller shall generally be furnished and installed as resilient seat gate valves.

Q. Resilient-Seated Gate Valves.

1. All gate valves shall conform to ANSI/AWWA C509-87 Standards for resilient-seated, high strength, bronze stemmed gate valves. The valves shall be iron-bodied, iron disk completely encapsulated with polyurethane rubber and bronze, non-rising stem with "O" ring seals. The polyurethane sealing rubber shall be fusion bonded to the wedge to meet ASTM tests for rubber to metal bond ASTM D429. The valves shall open counter-clockwise and be furnished with 2-inch square operating nuts except valves in vaults shall be furnished with handwheels. All surfaces, interior and exterior shall be fusion bonded epoxy coated, acceptable for potable water.
2. For applications with working pressure above 175 psi, a ductile iron valve rated as 250 psi or higher shall be used.
3. The valves shall be set with stems vertical. The axis of the valve box shall be common with the axis projected off the valve stem. The tops of the adjustable valve boxes shall be set to the existing or established grade, whichever is applicable.
4. Valves shall be Dresser, M&H, Waterous, or Mueller.

R. Butterfly Valves.

1. Butterfly valves shall be ductile iron body of the tight closing rubber seat type with rubber seat either bonded to the body or mechanically retained in the body with no fasteners or retaining hardware in the flowstream. The valves shall meet the full requirements of AWWA C504, Class 150B except the valves shall be able to withstand 200 psi differential pressure without leakage. The valves may have rubber seats mechanically affixed to the valve vane. Where threaded fasteners are used, the fasteners shall be retained with a locking wire or equivalent provision to prevent loosening. Rubber seats attached to the valve vane shall be equipped with stainless steel seat ring integral with the body, and the body internal surfaces shall be epoxy coated to prevent tuberculations buildup, which might damage the disc-mounted rubber seat.
2. No metal-to-metal sealing surfaces shall be permitted. The valves shall be bubble-tight at rated pressures with flow in either direction, and shall be satisfactory for applications involving valve operations after long periods of inactivity. Valve discs shall rotate ninety (90) degrees from the full open position to the tight shut position. The valve shall be Henry Pratt Company "Groundhog", or owner approved equal.

S. Tapping Sleeves & Tapping Valves

1. Connections to existing water mains typically shall be wet taps through a tapping tee and tapping valve and shall be made by a city approved contractor. The tapping sleeves shall be rated for a working pressure of 250 psi minimum and furnished complete with joint accessories. Refer to Standard Detail W-D6 for detailed information regarding tapping sleeves.
2. Size-on-size tapping sleeves shall be stainless steel. Stainless steel sleeves only shall be used on AC pipe. Ductile iron tapping tees shall be allowed if tap is at least 2" smaller in diameter than the existing water main.
3. Cut in connections shall not be made on Fridays, holidays or weekends.
4. All tapping sleeves and tapping valves shall be pressure tested to a minimum of 200 psi prior to making connection to existing mains.

T. Pressure Reducing and Relief Valves.

1. Pressure reducing valves in the water service pipe are required when street main pressure exceeds 80 psi, as follows:
2. When street main pressure exceeds 80 psi, an approved pressure reducing valve with an approved pressure relief device shall be installed in the water service pipe near its entrance to the building to reduce the pressure to 80 psi or lower, except where the water service pipe supplies water directly to a water-pressure boost system, an elevated water gravity tank, or to pumps provided in connection with a hydro pneumatic or elevated gravity water-supply tank system. Pressure at any fixture shall be limited to no more than 80 psi under no-flow conditions. Refer to Standard Detail WD-24 – Pressure Reducing Stations.

U. All Valves

1. All valves with operating nuts located more than 42" below finished grade shall be equipped with extension stems to bring the operating nut to within 18" of the finished grade. Cast iron or PVC adjustable valve boxes shall be provided for all valves.
2. At the top of the extension stem, there shall be a two-inch (2") standard operating nut, complete with a centering flange that closely fits the five-inch (5") pipe encasement of the extension stem. The valve box shall be

set in a telescoping fashion around the five-inch (5") pipe cut to the correct length to allow future adjustment up or down.

V. Fire Hydrants

1. All fire hydrants shall be Mueller Super Centurion – 250, Model A-421 in conformance with AWWA Standard Specification C-502. Each hydrant shall be equipped with one (1) 4-1/2" and two (2) 2-1/2" hose ports with permanent Storz hydrant adaptor and Storz blind cap. Refer to Standard Detail W-D2 for fire hydrant details.
2. The hydrant shall be prime coated with Steelcote SR53 Heavy Duty brush type enamel. Top coat shall be two coats of Sherwin/Williams blue industrial enamel (#B54W101) or Krylon Industrial Rust Tough blue enamel.
3. A blue reflective pavement marker shall be furnished and installed 6 to 12 inches off center on the hydrant side of the road adjacent to the hydrant.
4. The holding spools between the gate valve and fire hydrant shall be made from six-inch (6") Class 52 ductile iron pipe, 3 foot minimum length and 17 foot maximum length without restrained joints.

W. Blow-offs & Air Relief Assemblies

1. Two (2") or Four (4") inch blowoff assemblies shall be installed at the terminus of all dead end water mains (Standard Detail W-D7). Blowoffs utilized by the Contractor for flushing the water main shall be sufficient size to obtain 2.5 feet per second velocity in the main. Temporary blow-offs shall be removed and replaced with a suitably sized watertight brass plug.
2. Two (2") inch air and vacuum release valves shall be installed at principal high points in the system (Standard Detail W-D4 and Standard Detail W-D5).
3. The installation of these items shall include connection piping, gate valve, valve box, and all accessories. Valve markers shall be installed.

X. Water Sampling Station

1. One water sampling station shall be provided to the City for each development in size of 1 to 10 lots. One additional sampling station shall be provided for each additional 50 lots or portion thereof. The water

sampling station shall be furnished and installed at a location as determined by the Public Works Superintendent and as further shown in Standard Detail W-D21.

## 7.5 WATER PIPE TESTING & DISINFECTING

- A. A water hydrant meter shall be required and procured from the City for all water utilized for flushing pipelines. All pumps, gauges, plugs, saddles, corporation stops, miscellaneous hose and piping, and measuring equipment necessary for performing the test shall be furnished, installed and operated by the Contractor.
- B. Feed for the pump shall be from a barrel or other container within the actual amount of "makeup" water, so that it can be measured periodically during the test period.
- C. The pipeline shall be backfilled sufficiently to prevent movement of the pipe under pressure. All thrust blocks shall be in place and time allowed for the concrete to cure before testing. Where permanent blocking is not required, the Contractor shall furnish and install temporary blocking.
- D. As soon as pipe is secured against movement under pressure, it may be filled with water. Satisfactory performance of all valves shall be checked while the line is filling.
- E. Contractor shall preflush all water mains after water has remained in the main for 24 hours and before pressure testing the main.
- F. After the pipe is filled and all air expelled, it shall be pumped to a test pressure of 250 psi, and this pressure shall be maintained for a period of not less than thirty (30) minutes to insure the integrity of the thrust and anchor blocks. **The contractor/developer is cautioned regarding pressure limitations on butterfly valves.** All tests shall be made with the hydrant auxiliary gate valves open and pressure against the hydrant valve. Hydrostatic tests shall be performed on every complete section of water main between two valves, and each valve shall withstand the same test pressure as the pipe with no pressure active in the section of pipe beyond the closed valve.
- G. In addition to the hydrostatic pressure test, a leakage test shall be conducted on the pipeline. The leakage test shall be conducted at 150 psi for a period of not less than one (1) hour. The quantity of water lost from the main shall not exceed the number of gallons per hour determined by the formula:

$$L = \underline{ND(P)}^{0.5}$$

7,400

in which

L = Allowable leakage, gallons/hour  
N = Number of joints in the length of pipeline tested  
D = Nominal diameter of the pipe in inches  
P = Average test pressure during the leakage test, psi

- H. Defective materials or workmanship, discovered as a result of the tests, shall be replaced by the Contractor at the Contractor's expense. Whenever it is necessary to replace defective material or correct the workmanship, the tests shall be re-run at the Contractor's expense until a satisfactory test is obtained.
- I. As sections of pipe are constructed and before pipelines are placed in service, they shall be sterilized in conformance with the requirements of the State of Washington Department of Health Services.
- J. The Contractor shall be responsible for flushing all water mains prior to water samples being acquired. The water mains shall be flushed at a rate to provide a minimum 2.5 feet per second velocity in the main.
- K. In all disinfection processes, the Contractor shall take particular care in flushing and wasting the chlorinated water from the mains to assure that the flushed and chlorinated water does no physical or environmental damage to property, streams, storm sewers or any waterways. The Contractor shall chemically or otherwise treat the chlorinated water to prevent damage to the affected environment, particularly aquatic and fish life of receiving streams.
- L. Chlorine shall be applied in one of the following manners, listed in order of preference, to secure a concentration in the pipe of at least 50 ppm.
1. Injection of chlorine-water mixture from chlorinating apparatus through corporation cock at beginning of section after pipe has been filled, and with water exhausting at end of section at a rate controlled to produce the desired chlorine concentration;
  2. Injection similarly of a hypochlorite solution;
  3. Other City pre-approved method(s) selected by the Developer and/or Contractor.
  4. After the desired chlorine concentration has been obtained throughout the section of line, the water in the line shall be left standing for a period of twenty-four (24) hours. Following this, the line shall be thoroughly flushed

and a water sample collected. The line shall not be placed in service until a satisfactory bacteriological report has been received.

- M. Only City employees only will be allowed to operate existing and new tie-in valves. The Contractor, his subcontractors, and their respective employees are expressly forbidden to operate any valve on any section of line which has been accepted by the City.

## **7.6 BACKFLOW PREVENTION AND SPRINKLER SYSTEMS**

- A. All water systems connected to the public water system shall have backflow prevention as required by WAC 248-54-285. Refer to Standard Detail W—D22 regarding Reduced Pressure Backflow Assembly ¾” to 2” and Standard Detail W-D23 regarding Reduced Pressure Backflow Assembly 3” and Larger.
- B. Fire sprinkler systems as mandated, proposed, or required by the local Fire Marshal and/or City Ordinance that have a fire department connection shall have backflow prevention as required by WAC 248-54-285. Refer to Standard Detail W-D15 regarding Fire Line Connection and Standard Detail W-D16 regarding Fire Line Riser Details.
- C. Building sprinkler systems may be required based on Building Codes and Fire Marshall requirements.

## **7.7 STAKING**

- A. All surveying and staking shall be performed by an engineering or surveying firm employed by the Developer and capable of performing such work. The engineer or surveyor directing and/or performing such work shall be currently licensed by the State of Washington to perform said tasks.
- B. A preconstruction meeting shall be held with the Public Works Superintendent prior to commencing staking. All construction staking shall be inspected by the City prior to construction.
- C. The minimum staking of water systems shall be as follows:
  - 1. Provide staking sufficient to satisfy Public Works Superintendent. In new plat development roadway centerline staking must be readily identifiable; and
  - 2. Stake locations of all proposed fire hydrant, blow-off, air-vac, valves, meters, etc.

## **7.8 TRENCH EXCAVATION**

- A. Clearing and grubbing where required shall be performed within the easement or public right-of-way as permitted by the City and/or governing agencies. Debris resulting from the clearing and grubbing shall be disposed of by the owner or contractor in accordance with the terms of all applicable permits.
- B. Trenches shall be excavated to the line and depth designated by the City to provide a minimum of 36 inches of cover over the pipe. Except for unusual circumstances where approved by the City, the trench sides shall be excavated vertically and the trench width shall be excavated only to such widths as are necessary for adequate working space as allowed by the governing agency and in compliance with all safety requirements of the prevailing agencies. See Standard Detail W-D1. The trench shall be kept free from water until joining is complete. Surface water shall be diverted so as not to enter the trench. The owner shall maintain sufficient pumping equipment on the job to insure that these provisions are carried out.
- C. The contractor shall perform all excavation of every description and whatever substance encountered and boulders, rocks, roots and other obstructions shall be entirely removed or cut out to the width of the trench and to a depth 6 inches below the pipeline grade. Where materials are removed from below the pipeline grade, the trench shall be backfilled to grade with material satisfactory to the City and thoroughly compacted.
- D. Trenching and shoring operations shall not proceed more than 100 feet in advance of pipe laying without approval of the City, and shall be in conformance with Washington Industrial Safety and Health Administration (WISHA) and Office of Safety and Health Administration (OSHA) Safety Standard.
- E. The bedding course shall be finished to grade with hand tools in such a manner that the pipe will have bearing along the entire length of the barrel. The bell holes shall be excavated with hand tools to sufficient size to make up the joint.

## **7.9 BACKFILLING**

- A. Backfilling and surface restoration shall closely follow installation of pipe. The City, based on the location of construction, shall designate the amount of trenching which may be left exposed. In no case shall more than 100 feet be left exposed during construction hours without approval of the Public Works Superintendent.
- B. Selected material shall be placed and compacted around and under the storm drain by hand tools. Special precautions should be provided to protect the pipe to a point 12 inches above the crown of the pipe. The remaining backfill shall be

compacted to 95 percent of the maximum density in traveled areas and road prisms, 90 percent outside driveway, roadways, road prism, shoulders, parking or other traveled areas. Where governmental agencies other than the City have jurisdiction over roadways, the backfill and compaction shall be done to the satisfaction of the agency having jurisdiction. Typically, all trenches located in roadway sections, roadway "prisms", and in traffic bearing areas shall be required to be backfilled and compacted with 5/8-inch minus crushed rock.

- C. Due to local conditions, as may be specifically approved by the Public Works Superintendent, suitable excavated backfill material or sand, as determined by the Public Works Superintendent, may be utilized as backfill, or if such material is not available from trenching operations, the Public Works Superintendent may order the placing of CDF or gravel base conforming with Section 9-03.10 of the Standard Specifications (WSDOT) as appropriate for backfilling the trench. All excess material shall be promptly loaded and hauled to waste.

#### **7.10 STREET PATCHING AND RESTORATION**

- A. See Chapter 4 and Standard Details for requirements regarding street patching and trench restoration.

#### **7.11 EROSION CONTROL**

- A. The detrimental effects of erosion and sedimentation shall be minimized by conforming to the following general principles:
  - 1. Soil shall be exposed for the shortest possible time;
  - 2. Reducing the velocity and controlling the flow of runoff;
  - 3. Detaining runoff on the site to trap sediment; and
  - 4. Releasing runoff safely to downstream areas.
- B. In applying these principles, the Developer and/or Contractor shall provide for erosion control by conducting work in workable units; minimizing the disturbance to cover crop materials; providing mulch and/or temporary cover crops, sedimentation basins, and/or diversions in critical areas during construction; controlling and conveying runoff; and establishing permanent vegetation and installing erosion control structures as soon as possible.
- C. Trench mulching will be required where there is danger of backfill material being washed away due to steepness of the slope along the direction of the trench, backfill material shall be compacted and held in place by covering the disturbed

area with straw and held with a covering of jute matting or wire mesh anchored in place.

D. Cover Crop Seeding.

1. A cover crop shall be sown in all areas excavated or disturbed during construction that were not paved, landscaped and/or seeded prior to construction. Areas landscaped and/or seeded prior to construction shall be restored to their original or superior condition.
2. Contact the City Clerk for water charges if use of City water is contemplated and the Public Works Superintendent for use of a hydrant for water in furtherance of seeding.
3. Hydrants shall only be opened and closed by members of the City crew.
4. Cover-crop seeding shall follow backfilling operations. The Developer and/or Contractor shall be responsible for protecting all areas from erosion until the cover crop affords such protection.
5. The cover crop shall be re-seeded if required and additional measures taken to provide protection from erosion until the cover crop is capable of providing protection.
6. During winter months, the Contractor may postpone seeding, if conditions are such that the seed will not germinate and grow. The Developer and/or Contractor will not, however, be relieved of the responsibility of protecting all areas until the cover crop has been sown and affords protection from erosion.
7. The cover crop shall be sown at a rate of 10 to 15 pounds of seed per acre using a hand or power operated mechanical seeder capable of providing a uniform distribution of seed.

**7.12 FINISHING AND CLEANUP**

- A. After all other work on this project is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections of a new roadway consistent with the original section, and as hereinafter specified.
- B. On water system construction where all or portions of the construction is in undeveloped areas, the entire area which has been disturbed by the construction shall be shaped so that upon completion the area will present a uniform

appearance, blending into the contour of the adjacent properties. All other requirements outlined previously shall be met. All pipes, valves, tanks, reservoirs, boost pumps, boost pump stations and building associated therewith shall be cleaned of all debris and foreign material.

- C. Slopes, sidewalk areas, planting areas and roadway shall be smoothed and finished to the required cross section and grade by means of a grading machine insofar as it is possible to do so without damaging existing improvements, trees and shrubs. Machine dressing shall be supplemented by hand work to meet requirements outlined herein, to the satisfaction of the City Inspector and/or the Public Works Superintendent.
- D. Upon completion of the cleaning and dressing, the project shall appear uniform in all respects. All graded areas shall be true to line and grade. Where the existing surface is below sidewalk and curb, the area shall be filled and dressed out to the walk. Wherever fill material is required in the planting area, the finished grade shall be elevated to allow for final settlement, but nevertheless, the raised surface shall present a uniform appearance.
- E. All rocks in excess of one (1) inch diameter shall be removed from the entire construction area and shall be disposed of the same as required for other waste material. In no instance shall the rock be thrown onto private property. Overhang on slopes shall be removed and slopes dressed neatly so as to present a uniform, natural, well-sloped surface.
- F. All excavated material at the outer lateral limits of the project shall be removed entirely. Trash of all kinds resulting from clearing and grubbing or grading operations shall be removed and not placed in areas adjacent to the project. Where machine operations have broken down brush and trees beyond the lateral limits of the project, the Developer and/or Contractor shall remove and dispose of same and restore said disturbed areas at his own expense.
- G. Drainage facilities such as inlets, catch basins, culverts, and open ditches shall be cleaned of all debris, which is the result of the Developer and/or Contractor's operations.
- H. All pavements and oil mat surfaces, whether new or old, shall be thoroughly cleaned. Existing improvements such as Portland cement concrete curbs, curb and gutters, walls, sidewalks, and other facilities, which have been sprayed by the asphalt cement, shall be cleaned and re-painted where needed, all to the satisfaction of the Public Works Superintendent.

- I. Castings for monuments, water valves, vaults and other similar installations which have been covered with the asphalt material shall be cleaned to the satisfaction of the Public Works Superintendent.

**7.13 GENERAL GUARANTEE AND WARRANTY**

- A. The Developer shall be required, upon completion of the work and prior to acceptance by the City, to furnish the City a written guarantee covering all material and workmanship for a period of two years after the date of final acceptance and he shall make all necessary repairs during that period at his own expense, if such repairs are necessitated as the result of furnishing poor materials and/or workmanship.
- B. The Developer shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required, and shall deliver copies to the City upon completion of the work. Delivery of such warranties to the City shall not relieve the Developer of liability under his guarantee.
- C. Easement documents, if applicable, shall be filed and recorded with the County Auditor's office and the documents reviewed by the City prior to project acceptance.

## Chapter 8

### SEWAGE LIFT STATIONS

#### 8.1. OBJECTIVE

This chapter is intended to present information and provide an outline of the minimum general standards to be accomplished in planning a sewage lift station or grinder pump installation within the City of Ilwaco service area.

The Developer shall submit to the City for review and approval, complete sewage lift station or grinder pump plans and design which provide for the lift station, electrical service, SCADA controls, and auxiliary generator/transfer switch together with all accessories for a complete, automatically operating installation. The City, at its option, may direct the City's Engineer to prepare a feasibility study, at the Developer's expense and under a separate agreement with the Developer, prior to granting conceptual approval for the use of a lift station. This feasibility study will address specific design and planning issues identified by the City as necessary for evaluation of the proposal.

The grinder pump standards contained herein are intended to apply to a typical residential grinder pump station and to express the City's general policy with regard to standardization of grinder pump station design and operation. The grinder pump standards are supplemental to the general standards for sanitary sewer systems presented in Chapter 6 of these standards.

The lift station standards contained herein are intended to apply to a typical duplex sewage lift station within the typical size range for developer-constructed stations and to express the City's general policy with regard to standardization of lift station design and operation. At the City's discretion, stations with non-typical service requirements, such as high flows, high head pressures, flow monitoring, multiple pump operation, critical service or unusual site constraints, may be subject to additional or alternative design requirements.

The lift station standards are supplemental to the general standards for sanitary sewer systems presented in Chapter 6 of these standards.

Due to the inherent complexity of lift station design, and the associated health and safety risks, the lift station design shall be prepared by a professional engineer registered in the State of Washington and with demonstrable experience in lift station design. At the request of the City, the Developer shall provide a resume for the proposed lift station designer, listing similar projects designed by that individual, with references and phone numbers. After the lift station design is complete and has been approved by the City, the design engineer shall remain responsible for the preparation of all design documents, including the design report, plans, specifications and permit submittals. The design

engineer shall also be responsible for construction management-related engineering duties, including the coordination of submittals and shop drawings for City review, and the preparation of field change requests, record drawings, control description, and maintenance and operation materials. Engineering responsibilities shall not be reassigned by the Developer without the City's approval.

Design material and drawings shall provide all civil, mechanical and electrical details and align with all applicable codes and regulations, and good engineering practice.

## **8.2 GRINDER PUMP STATION**

The minimum requirements for a residential sewage pumping system connecting a single residence to the City's system are specified as follows. The City accepts no responsibility for the design, operation and maintenance of such privately owned and operated systems.

- A. All equipment and accessories shall be standard manufactured items and those coming in contact with sewage shall be specifically manufactured for sewage use.
- B. Lift station must be located outside the building. If the station is completely buried, install 48" I.D. manhole with frame and cover over station for access.
- C. The pump shall be a custom designed, integral, vertical rotor, submersible grinder progressing cavity type pump with a single mechanical seal, as manufactured by Environment One Corporation. The manufacturer supplied station shall be completely factory-build and tested wetwell grinder pump station consisting of a grinder pump suitably mounted in a basin constructed of high-density polyethylene (HDPE) with a minimum 70 gallon capacity, NEMA 6P electrical quick disconnect (EQD), pump removal system, stainless steel discharge assembly/shut-off valve, anti-siphon-valve/check valve, each assembled in the basin, electrical alarm panel and all necessary internal wiring and controls.
- D. The grinder pump station shall be either a wired model (cable connects the motor controls to the level controls through a watertight penetration) or w wireless model (wireless technology – "radio frequency identification" – communicates between the level controls and the motor controls.
- E. Wetwell shall be equipped with factory installed 4-inch diameter inlet grommet and 1.25-inch NPT female thread discharge connection.
- F. A factory supplied stainless steel check valve must be installed between the grinder pump station and the street main to protect against backflow from the sanitary sewer.
- G. A factory supplied NEMA 4X, corrosion-proof, thermoplastic enclosure shall include an audible alarm with manual silence, manual run feature and run

indicator, redundant start function with high-level alarm, a generator receptacle with auto transfer switch and GFCI receptacle.

### **8.3. LIFT STATION**

#### **8.3.1 DESIGN CALCULATIONS:**

- A. The Developer shall perform a study and make the determination to assure that the lift station installation is sized to serve the overall sewage flows generated within the potential service area. The flow study shall include the Developer's plat boundary area as well as adjacent and future service areas. The service areas shall be the areas within that which could be served by the installation of the lift station(s).
- B. The station's design flow capacity shall be based on an average daily per capita flow with related peaking factors and inflow/infiltration allowances.
- C. Documentation of present and future service area flow rates for lift station size and capacity determination shall be provided to the City.
- D. The effects of the minimum flow conditions shall be estimated to be sure that retention of the sewage in the wet well will not create a nuisance and that pumping equipment will not operate too infrequently. The wet well shall be sized to provide full submergence on the pumps as recommended by the pump manufacturer and a minimum of three (3) minutes between pump cycles at pump design capacity.
- E. Lift station capacity shall meet the maximum rate of flow expected. The capacity of the receiving sewer shall also match the flow expected. At least two (2) pumping units shall be provided at each lift station installation. The pump shall have sufficient capacity and capability to efficiently handle the peak design flow with one (1) pump out of service and to ensure a minimum velocity of three (3) feet per second velocity in the force main.
- F. The force main shall be sized for a minimum velocity of three (3) feet per second and a maximum of eight (8) feet per second. The minimum diameter of the force main shall be six (6) inches.
- G. Three (3) copies of the Design Calculations shall be submitted to the City for review. As a minimum, the report shall include.
  - 1. Project description
  - 2. Projected flows
  - 3. Connection point with downstream capacity
  - 4. Wet well sizing

5. Run time calculations based on peak hourly and average annual flows for start-up and ultimate design conditions
  6. Cycle time calculations to verify pump start frequency is within allowable limits, including operation on backup float control
  7. Pump station head calculation to establish system curve
  8. Pump selection
  9. Force main size, length and material, local high and low points, and air/vacuum relief valve locations
  10. Generator and fuel supply sizing
  11. Odor potential calculations
  12. Wet well buoyancy calculations
- H. The above calculations and evaluation shall be provided for City review and approval in the form of a design report prior to, or together with, the plans for the developer extension, which shall be stamped by a professional engineer licensed in the State of Washington.
- I. A geotechnical evaluation of the proposed site shall be provided by the Developer, and shall be stamped by a licensed geotechnical engineer. Site or project characteristics to be evaluated shall include, but are not necessarily limited to: steep slopes; groundwater; erosion hazards; unusual drainage conditions; unstable soils; proposed construction on fill; proposed retaining wall construction; wet weather construction; recommendation for backfill, subgrade and foundation materials; and a determination of seismic potential in accordance with local building code. The geotechnical evaluation may be submitted as a supplement to the geotechnical report for the underlying plat, and shall include a minimum of one boring at the proposed wet well/dry well site to a minimum depth of 15 feet below the deepest structure foundation.

#### 8.3.2 LOCATION:

- A. The Developer shall furnish a site layout for the lift station installation. The site plan shall clearly show the existing and proposed facilities as specified herein.
- B. The lift station shall be located as far as practicable from present or proposed built-up residential areas, and an asphalt concrete access road shall be provided. Access to the lift station should be directly from a street or road. Sites for sewage lift stations shall be of sufficient size for future expansion or addition, if applicable.
- C. The easement for the lift station site shall be submitted to the City for review prior to construction of the lift station. Lift station sites not located within the plat boundary shall be deeded to the City of Ilwaco.
- D. As a minimum, the site shall provide for the following:

1. Lift station, including wet well, effluent valving and emergency bypass pump connection
2. Auxiliary power, including automatic transfer switch
3. Electrical service and distribution
4. Telemetry/SCADA
5. 3/4-inch water service with reduced pressure backflow preventor and hose bib installed in an above ground slab enclosure on concrete. Furnish 50 feet of 3/4-inch heavy-duty rubber hose.
6. Odor control, as applicable for location and capacity.
7. Cuts and fills to provide level site for maintenance.
8. Asphalt or cement concrete pavement for access and maintenance areas.
9. Six (6') foot high black powder coated chain link fence with vertical vinyl slats in-laid for screening, enclosing the site and a 12-foot wide access gate. Landscaping may be incorporated on site for screening to eliminate the vinyl slats.
10. Overhead weather protection for all electrical panels normally accessed by City personnel for system maintenance and operation; weather protection shall extend over the electrical equipment but without blocking vector access to the wet well, and over the generator unit where feasible.
11. Area lighting as required by the City
12. Site drainage in accordance with City or County standards
13. Adequate clearances between equipment items and other facilities as required by all applicable codes, and as necessary for reasonable access for maintenance and repair, including access through all doors, hatches and lids
14. Separation from easements for stormwater detention facilities and other major utility structures

### 8.3.3. LIFT STATION REQUIREMENTS:

- A. The sewage lift station shall be Flygt submersible, centrifugal, nono-clogging pumps and a Flygt Mix-Flush valve as approved by the City. Construction shall be in compliance with O.S.H.A., U.L., A.S.T.M., N.E.C. and other applicable codes and regulations. The station shall be constructed and anchored to comply with Seismic Zone 3 requirements.
- B. The lift station shall have, as a minimum, two sewage pumps. The pumps shall have sufficient capacity and capability to efficiently handle the peak design flow with one pump and to ensure a minimum velocity of 3 feet per second in the force main. Design calculations and pump curves indicating the same shall be provided with the submittal information.

- C. The sewage lift station supplier shall check the station during installation to determine if the installation is correct. Written confirmation of each visit and recommendations shall be provided to the City.
- D. All pumps shall be tested to ensure that the vibration limits are within the standards of the current Hydraulic Institute Standards. Rotating assemblies shall be spin balanced by the pump station manufacturer prior to vibration testing. Factory test results shall be provided to the District prior to station delivery. Following installation of the pump station at the site and prior to startup, the pumps shall be retested for vibration by the pump station manufacturer. Copies of all test results shall be included in the maintenance and operation information.
- E. The sewage lift station supplier shall provide a minimum of four (4) hours of training for City personnel at the station site during start-up.
- F. The sewage lift station supplier shall provide four (4) complete copies of maintenance and operation material to the City. Maintenance and operation material shall include a complete discussion of pump control strategy in narrative form, including operational troubleshooting procedures, startup and reset procedures, and the calibration, set up and testing of level set points, gauges and alarms.
- G. At a minimum, the station shall include the following:
  - 1. 6-foot diameter wet well.
  - 2. Aluminum double leaf locking wet well hatch positioned to allow removal of pumps and access to wet well.
  - 3. Wet well access ladder with ladder up safety post.
  - 4. Hoist socket installed adjacent to wet well.
  - 5. Stainless steel guide rails and supports.
  - 6. Discharge connection elbow and frame.
  - 7. Grip eye system consisting of a sufficient length of nylon line for the application, short length of high tensile strength proof-tested 316 stainless steel chain and forged steel “grip eye” for use with mechanical lifting device. System shall be appropriately sized of for the weight of the pump to be lifted.
  - 8. All wet well and valve vault hardware must be 316L stainless steel.
  - 9. Valve vault including resilient seat gate valves and pressure gauge.
  - 10. Aluminum double leaf locking valve vault hatch.
  - 11. Valve vault access ladder with ladder up safety post.
  - 12. Ductile iron piping between wet well and valve vault.
  - 13. Intrinsically safe circuits for intrusion switches and level switches.
  - 14. Intrusion alarm that will be triggered upon opening of the primary lid. Wire intrusion switches to be open-circuited in the hatch open position.
  - 15. Explosion proof J-box mounted on a vertical wall of the valve vault.

16. The wet well, valve vault and seal off vault shall be considered classified environments.
17. NEMA 4X stainless steel central control panel with circuit breakers and intrinsically safe circuits.
18. Control panel, electric meter, transfer switch, and motor starters installed in a building or mounted on single aluminum plate. If equipment is located out-of-doors the equipment must be covered with a roof structure with minimum 3-foot overhang.
19. Yard lighting.
20. Extended warranty – 24 months from start-up or 30 months from time of shipment which ever is first.
21. Document certifying the lift station is in compliance with the NEC.
  - Convenience receptacles, white, duplex, 20A, GFCI, in cast aluminum weatherproof boxes with full in-service covers. NEMA 3R GFI duplex receptical.
  - 3/4” conduit connection in electric panel for connection to the telemetry sub panel.
22. A permanent davit base shall be provided that is compatible with the City’s portable jib crane.
23. Spare parts each pump:
  - Replacement pump shaft seal
  - Filter element for the seal filters
  - Volute gaskets
24. Touch up paint kit.

#### 8.3.4. MOTORS

- A. The pump and motor shafts shall be the maximum diameter available for these units.
- B. Pump motors shall be 3-phase, 60-cycle, 480-voltage. Motors larger than 25 HP shall be furnished with soft start or variable frequency drives equipped with start rated bypass contactors. Where motors are used with VFDs, the motors shall be inverter duty rated and shall meet the applicable requirements of NEMA MG1.
- C. The motors shall have 1.15 service factor and be non-overloading for the full range of the curve unless otherwise approved by the City.

#### 8.3.5. WET WELL:

- A. The wet well shall be precast concrete manhole sections and shall conform to manhole specification per Chapter 6 of these Standards, as modified herein. Joints between precast wall sections shall be confined O-ring or as otherwise approved.

- B. The wet well shall be provided with polypropylene manhole steps as specified for manholes.
- C. The wet well shall be checked to ensure all joints are watertight to prevent infiltration into and exfiltration from the wet well.
- D. The wet well floor, walls and underside of the top shall be coated to comply with the following:

**Surface Preparation:** Allow 28 days cure time for concrete. Sweep blast to provide a surface profile. Surface shall be clean, dry and free of contaminants.

**Primer:** Tnemec Series 201 Epoxoprime Applied at 6.0 to 8.0 mils dry film thickness.

**Intermediate Filler and Surfacer:** Tnemec Series 201 Filler and Surfacer. Applied as needed. After the application of the prime coat, the bugholes and surface voids shall be filled to ensure that the finish coat is monolithic and pinhole free.

**Finish:** Tnemec Series 280 Tneme-Glaze Applied at 8.0 to 10.0 mils dry film thickness.

**Total System:** 14.0 to 18.0 mils dry film thickness.

- E. The wet well shall provide for the volute of the pumps to be fully submerged and a minimum of three (3) minutes between pump cycles at pump capacity. The high water alarm shall be set a minimum of seven (7) inches below the invert of the lowest gravity sewer inlet pipe, or at an elevation as may be set by the City.
- F. The wet well shall be of pre-cast concrete construction with aluminum hatch covers for access. The flat slab concrete cover shall be provided with a 4-inch vent which is “hooked and screened”.

#### 8.3.6. CONTROLS:

- A. The control panel shall include:

- Main disconnect
- Panel mounted running light for each pump
- Panel mounted overtemp light for each pump
- Panel mounted prime fail light for each pump
- Panel mounted ammeter for each pump to read percentage of load
- Panel mounted running time meter for each pump

- Panel mounted HOA switches for each pump
- Spare contact on HOA switches to remotely indicate when the switch is in Auto position.
- Operator- in-Trouble push button, located on the panel outer door within 3 feet of the ground .
- Contact to allow remote start (same as hand operation – not auto off).
- HOA switches to be Cuttler Hammer and in hand mode not to be spring return.
- Mounting bracket for telemetry sub panel in station (size: 13 ½” L x 10” W x 6 ½” Deep).
- Local/Remote contact for the following alarms:
  - a) Low Alarm
  - b) High
  - c) Power/Phase Failure (single & 3-phase)
  - d) Pump Failure
- Panel mounted wet well gauge. Minimum 3” dial and read for depth of wet well
- Voltage monitor relays to protect the pump motors from single-phase reversal and low voltage
- Discharge check valve limit switches on each pump discharge
- Pump alternator, each cycle
- Panel mounted digital level displays connected in the loop outputs for each of the two pressure transmitters
- Panel mounted pressure transmitter “active” (green) and “available” (yellow) lights, one set for each pressure transmitter (energized by remote contacts).
- Uninterruptible power supply (UPS) of adequate capacity to maintain the connected alarm load in the control panel for a period of at least 10 minutes
- Control relays as required for pump starting, pump protection, and alarming functions; plus space for mounting 20% additional relays
- Twenty percent spare terminals for future use.

B. A terminal cabinet shall be provided within the pump station enclosure for the wet well mounted pump station for connection of all 120V/240V single phase circuits between the control panel and the pump station, to include:

- Sufficient terminals for connection of all 120V/240V circuits to the pump station, with 20% additional spare terminals, minimum
- Key activation/deactivation switch for the intrusion alarm, located on the outer door of the enclosure

### 8.3.7. ELECTRICAL SERVICE/CONTROLS & TELEMETRY SYSTEM:

- A. Codes and regulations exist at the federal, state, and local level dictating minimum acceptable requirements for electrical systems. The following standards shall be used as a basis for design and review.
- National Electric Code (NEC)
  - Occupational Safety & Health Act (OSHA)
  - State & Local Building Codes
  - National Electrical Code (NEC)
  - National Electrical Manufacturers Association (NEMA)
  - Underwriters' Laboratory (UL)
  - Insulated Power Conductor Engineering Association (IPCEA)
  - American National Standards Institute (ANSI)
  - Institute of Electrical & Electronic Engineers (IEEE)

### 8.3.8. ELECTRICAL SERVICE

- A. The local electric utility will be the primary source of electrical power. The Developer shall ascertain proper coordination between the nominal secondary delivery voltage supplied by Pacific County P.U.D. No. 2 and the connection to the lift station equipment. The electrical service shall be 4-wire, 3-phase, 60 hertz, with a solid neutral terminal at the disconnect or as may otherwise be required by Pacific County P.U.D. No. 2. This shall be confirmed with the Pacific County P.U.D. No. 2 and confirmed by the suppliers.
- B. All installation shall be approved by Pacific County P.U.D. No. 2 and shall be in conformance with the N.E.C. (current issue) U.L., O.S.H.A. and County and State electrical codes. Particular attention is directed to the fact that the State of Washington requires that electrical equipment and electrically powered equipment be listed or labeled by a testing laboratory (U/L or other Nationally Recognized Testing Laboratory) acceptable to the Washington State Department of Labor and Industries.
- C. The City shall be furnished with a certificate of final inspection by the inspecting agency.
- D. All wire shall be copper.
- E. All exposed conduit shall be rigid galvanized. All underground conduits shall be PVC with rigid galvanized PVC-coated elbows and rigid galvanized PVC coated transitions to exposed conduit.

- F. All underground conduits shall be marked with polyethylene tape placed 6-inches below finished grade and directly above the conduit.
- G. All conduit shall have a minimum of 24 inches of cover.
- H. Heating strips shall be provided for outside electrical enclosures.
- I. A service entrance shall be provided with a pedestal on which shall be mounted, as a minimum, the following equipment:
  - 1. Meter and meter can (as required by the P.U.D.)
  - 2. Meter C.T.S. (as required by the P.U.D.)
  - 3. Main disconnect circuit breaker in a NEMA, 3R, enclosure, with padlock to City standards.
  - 4. Service voltage shall be 277/480 volts, 3 phase, 4-wire, except as required by Pacific County P.U.D. NO. 2.
  - 5. Single phase services shall be 240/120 volt, 3 wire. Panels shall conform with NEMA 3R.
  - 6. A 120-volt duplex in NEMA 3R enclosure with padlock to City standards.
  - 7. Ground rod and connector wire in conduit to N.E.C. standards.
  - 8. Telemetry panel in a NEMA 3R enclosure with locking 3-point latch with PLC and radio, operator interface, annunciator, and auto dialer installed.
  - 9. Spread spectrum radio (Cellnet Series 4) and antenna, 902-928 MHz frequency range, tuned to 915 MHz of the type and length required to provide a signal compliant with the City's present radio system.
  - 10. Provide electrical single-line diagram showing all components and control between pedestal, lift station and generator with wire and conduit sizes.
  - 11. The City shall be provided with a complete reproducible set of as-constructed plans and details showing final location of all equipment, conduit and wire.

#### 8.3.9. CONTROLS

- A. Control and instrument system plans shall thoroughly and completely depict system design. The plans, in conjunction with the specifications, shall define the type of control system, the type of components in the system, set points and the interface between the instrumentation and control system and the lift station system. To accomplish this, the control and instrument plan(s) shall include, as a minimum, the following:
  - 1. Control and instrumentation system legend and general notes
  - 2. Control, instrumentation and distribution diagram
  - 3. Plans showing location of all control, instrument, and distribution system equipment and components, both electrical and pneumatic
  - 4. All equipment and installation details

- B. The power, control and instrumentation systems shall be designed with both operational reliability and maintainability. Use standard products wherever possible.
- C. All components within the lift station system, including both internally and face-mounted instruments and devices, shall be clearly identified with phenolic nameplates of black background with white letters.
- D. All wiring between cabinet, equipment and components shall be marked and multiple color coded where applicable.
- E. All pump motors shall have an independent circuit breaker located within the lift station and the lift station shall have a main circuit breaker located outside the lift station.
- F. The pump controls shall be ultrasonic level controller type or pressure transducer type with float level sensor back-up, and shall provide for both pumps to operate at high water conditions. The control elevations shall be indicated on the plans, i.e., on-off, first pump on, second pump on, and high water alarm.
- G. The single-phase transformer for the lift station shall be as required for proper operation of the single phase side system.
- H. The lift station electrical circuit shall include generator starting and telemetry.
- I. A complete set of spare fuses shall be provided for all fused equipment.

#### 8.3.10. TELEMETRY

- A. The City's telemetry system utilizes RUG9 RTUs for SCADA functions related to the wastewater collection systems. The RTUs report to a master unit at the City Wastewater Treatment Plant (WWTP). The master unit communicates with a personal computer running Wonderware *Intouch* software to allow Supervisory Control and Data Acquisition functions to take place.
- B. The RTUs shall be provided in enclosures with auxiliary equipment to facilitate connection of external signals to the RTU, and to monitor voltage and similar status signals. Communication with the RUG9 PLC at the WWTP must be via leased telephone lines to the City's WWTP office. Provide an OID complementary to the RUG9 PLC that matches existing RUG9 pump station hardware used through the City of Ilwaco water/wastewater system. OID shall allow local display and change of all set points. It shall display all alarms and allow for Reset/Acknowledge functions. The OID shall be mounted in the face of the control panel and be rated such that the panel's UL rating shall be maintained.

C. For each new lift station the Developer shall provide a RUG9 RTU that matches existing Rugid pump station hardware used throughout the City of Ilwaco water/wastewater system along with an enclosure, power supply, relays, surge protection devices for power and telephone lines, and other auxiliary devices as required for proper operation of the system. Typical discrete inputs for a station include:

- Commercial Power Fail
- Three Phase Power Fail
- Generator Run
- Generator Fail
- Wet Well High Level
- Wet Well Low Level
- Pump No. 1 Run
- Pump No. 2 Run
- Pump No. 1 Fail
- Pump No. 2 Fail
- Station High Temperature
- 
- 
- 

D. Typical discrete outputs include:

- Start Generator (with an interposing relay driven by the RTU)

E. Typical analog inputs include:

- Pump No. 1 Amperes
- Pump No. 2 Amperes
- Wet Well Level
- Flow

F. Provisions shall also be made for additional I/O signals by providing 20% spare terminals within the telemetry panel.

G. The telemetry panel and all items contained therein shall be provided by Calvert Technologies, (509) 244-1839.

H. The Developer shall also be responsible for correct set-up of the RTU with respect to the existing system configuration. This includes coordinating configuration parameters such as:

- RTU addressing
  - Master unit configuration
  - RTU configuration,
  - I/O point configuration (enable/disable format)
  - Debounce time
  - NO/NC inputs
  - Percent change reporting
  - High/low alarm limits
  - Accumulator sampling rates
  - Momentary/latched outputs
  - Signal adjustments (receive gain, transmit gain).
  - Incorporate pump station into the Wonderware computer screens at the WWTP.
- I. The Developer shall coordinate with the telephone utility and the City for obtaining proper telephone service to the site. The developer shall be responsible for obtaining, installing, and starting up the RTU for the new lift station. The Developer shall coordinate obtaining, installing and starting up the RTU with the City to ensure that the station is properly configured and functions correctly in conjunction with the existing system.
- J. All major components, including relays, timers, and power supplies shall be identified using phenolic or vlam engraved labels.
- K. Provide a 600 ohm impedance matching transformer for the telephone line.
- L. A line (surge) protector unit shall be provided for the telemetry equipment. The unit shall protect the equipment from transient and electrical surges on the telephone line. Protection shall include line fuses and clamps for voltages over 25 volts, gas tubes shall be provided as an integral part of the lightning protection unit.

#### 8.3.11. .AUXILIARY POWER SYSTEM:

- A. Emergency power generation equipment shall be provided at the lift station site which will operate the lift station in the event of a commercial power outage.
- B. It is essential that the emergency system be designed with capacity and rating to carry safely the entire connected lift station load, including all pumps and ancillary loads unless otherwise approved by the City.
- C. The auxiliary power unit shall be complete in every respect and shall include, but not be limited to, the following:
1. Generator, control panel & circuit breaker.

2. Engine, radiator & exhaust system.
  3. Fuel tank. (Capacity for 24 hours full load plus 25%.)
  4. Generator set enclosure, lockable to City Standards.
  5. Automatic transfer switch.
  6. Block Heater
  7. Battery & rack.
  8. Battery charger.
  9. Conduit, wire and piping.
- D. The generator set and transfer switch shall be Cummins/Onan complying with the latest edition of Onan Corporation standard specifications and with the City Standards.
- E. The generator set shall be spark-ignited, liquid propane, or diesel if approved by the City, 60 Hertz, 1800 RPM, 3-phase, 277/480 volt standby power.
- F. The generator set shall include the following:
1. **Engine**
    - a. Single phase, 1500 watt coolant heater (115 VAC)
  2. **Generator Set**
    - a. Mainline circuit breaker
    - b. Weather-protective enclosure with mounted silencer (maximum noise level of 68 dBA at 23 feet)
    - c. 5-year basic power warranty
  3. **Accessories**
    - a. Batteries
    - b. Battery Charger, 2 AMP, 12 VDC, 120 VAC Input
    - c. Vibration Isolators, Pad Type
  4. **Control Panel**
    - a. Annunciator relays (12)
    - b. Run relay package (3)
    - c. Low coolant level shutdown
    - d. Anti-condensation space heater, 120 VAC
    - e. Oil temperature gauge
    - f. Wattmeter
    - g. Emergency stop switch
  5. **Fuel Systems**
    - a. Liquid LPG or diesel if approved by the City
  6. **Alternator**

- a. Anti-condensation heater, 120 VAC

**7. Exhaust System**

- a. Exhaust silencer (68 dBA at 23 feet)

**8. Control Features**

- a. Run-stop-remote switch
- b. Remote starting, 12-volt, 2 wire
- c. Coolant temperature gauge
- d. Field circuit breaker
- e. DC voltmeter
- f. Running time meter
- g. Lamp test switch
- h. Oil pressure gauge
- i. Fault reset switch
- j. Cycle cranking
- k. 12-light engine monitor with individual 1/2 amp relay signals and a common alarm contact for each of the following conditions:
  - i. Run (Green Light)
  - ii. Pre-Warning For Low Oil Pressure (Yellow Light)
  - iii. Pre-Warning For High Coolant Temp (Yellow Light)
  - iv. Low Oil Pressure Shutdown (Red Light)
  - v. High Coolant Temperature Shutdown (Red Light)
  - vi. Overcrank Shutdown ( Red Light)
  - vii. Overspeed Shutdown (Red Light)
  - viii. Switch Off (Flashing Red Light- Indicates Generator Set Not In Automatic Start Mode)
  - ix. Low Coolant Temperature (Yellow Light)
  - x. Low Fuel (Yellow Light)
  - xi. Two Customer Selected Faults (Red Light)

**9. AC Meter Package**

- a. Order with NFPA 110 monitor to meet code requirements.
- b. AC voltmeter (dual range)
- c. AC ammeter (dual range)
- d. Voltmeter/ammeter phase selector switch with an off position
- e. Dual scale frequency meter/tachometer
- f. AC Rheostat (panel mounted) for + 5% voltage adjust

**10. Transfer Switch**

- a. The transfer switch shall include the following:
  - i. Sized for full station and auxiliary equipment load plus 25%.
  - ii. Delayed transition, including dry contacts for signaling the generator to start on commercial power failure.

- iii. Contacts for signaling commercial power fail, generator power fail, connected to utility power, and connected to generator power.

**11. Pole Configuration**

- a. Poles - 3 (Solid Neutral)

**12. Frequency**

- a. 60 Hertz

**13. Application**

- a. Appl - Utility to Genset

**14. System Options**

- a. Three phase, 3-wire or 4-wire

**15. Enclosure**

- a. B002 Type 3R; Intended for outdoor use (dustproof and rainproof)

**16. Listing**

- a. Listing - UL 1008

**17. Programmed Transition**

- a. Programmed Transition, 1-60 sec.

**18. Exerciser Clock**

- a. 7-day solid-state exerciser clock, programmable as to day and time of day for generator exercising.

**19. Applications Modules**

- a. Monitor - Phase Sequence/Balance

- G. Suitable guards shall be provided on all electrical parts to minimize the personal shock hazard.
- H. Generator shall be broken-in sufficiently to permit application of full load immediately upon installation.
- I. Generator supplier shall provide all tools for the generator set as recommended and required by the manufacturer.
- J. Generator installation shall be checked by the supplier after installation to determine that the installation is correct. Written confirmation shall be provided to the City. Generator supplier shall perform a full load test for two (2) hours after installation is complete. Provide resistive load bank for this test.

- K. Generator supplier shall provide a minimum of four (4) hours of training for City personnel at the station site during start-up.
- L. Generator manufacturer shall provide four (4) copies of the maintenance and operation manual. These manuals shall be complete and shall include all information necessary to allow City personnel to maintain the generator.
- M. Generator mounting pad shall be reinforced concrete to carry the weight of the unit and shall extend a minimum of 3 inches beyond generator housing. Chamfer all edges 3/4-inch.
- N. Propane tank support pad shall be as above.
- O. Diesel tanks (if diesel generator is approved by the City) shall be a subbase tank.
- P. The generator shall be provided with a 2 year service agreement and set of manufacturer's recommended spare parts, including filters, belts, hoses, and similar items.

#### 8.3.12. FORCE MAIN

- A. The force main shall be a minimum 6-inch diameter ductile iron Class 52 polyethylene or epoxy lined or high density polyethylene (HDPE) and provided with a continual positive slope. There shall be no intermediate high point between the pump station and the force main discharge point (depth shall be a minimum of 4'-0"). All pipes (gravity and pressure) entering and leaving the wet pit or dry pit shall have flexible couplings within 18-inches of the structure.
- B. Discharge of the force main to the gravity sewer shall be made at a manhole with the force main penetration core drilled and the force main aligned to discharge towards the downstream pipe. The invert of the force main shall be 0.1 – foot above the invert of the downstream pipe. Channel the manhole as required.
- C. An emergency pump connection equipped with a Cam Lock fitting and cap shall be located near the wet well.

#### 8.3.13. LIFT STATION TEST PROGRAM

- A. The Developer shall perform, as a minimum, the following tests and provide the City written documentation of the date performed and results obtained. Pump tests shall meet or exceed specified capacity. The City shall be informed of the testing schedule 48 hours prior to the test.

1. Demonstrate proper station operation under normal operating and individual alarm conditions
  2. Pump capacity by drawdown test, for each pump operating alone and each combination of multiple pump operation. Record amperes and furnish pressure gauge to record static head and total dynamic head for each condition, across a representative wet well range as specified by the City's Engineer
  3. Ultrasonic level sensor or pressure transducer operation, float switch operation
  4. Generator load test
  5. Automatic transfer to and from auxiliary power; generator load test; generator operation under pump load
  6. Telemetry control to terminal strip
  7. Sewage pump vibration test
- B. Fill water for testing shall be obtained in accordance with the cross-connection policies of the local water purveyor.
- C. Documentation of satisfactory installation shall be provided for the pump station and the auxiliary generator. Documentation of satisfactory installation shall be in the form of a notarized manufacturer's affidavit submitted by the manufacturer or an authorized representative, certifying that:
1. the equipment has been properly installed and lubricated,
  2. the equipment is in accurate alignment,
  3. the manufacturer was present when the equipment was placed into operation,
  4. the manufacturer has checked, inspected, and adjusted the equipment as necessary,
  5. the equipment is free from any undue stress imposed by connecting piping or anchor bolts,
  6. the equipment is not imposing any undue stress on any connecting members,
  7. the equipment has been operated satisfactorily under full load conditions,
  8. the manufacturer has inspected his equipment during the operational demonstrations and system validation tests to the extent specified, and the equipment is fully covered under the terms of the guarantee.

#### 8.3.14. OPERATIONS AND MAINTENANCE INFORMATION:

- A. Record (as-constructed) information for the lift station shall be recorded by the Contractor on site during construction, and shall be incorporated into the record drawings for the developer extension. In addition, the Developer shall submit operations and maintenance information for the lift station equipment.

- B. The following information shall be furnished for all items of equipment installed on the project requiring operational and/or maintenance procedures, and for any additional items indicated by the Engineer. Level of detail and format shall conform to current City specifications.
1. Lubrication Information: This shall consist of the manufacturer's recommendations regarding the lubricants to be used and the lubrication schedule to be followed.
  2. Drawings and Diagrams: Drawings shall include record (as-constructed) version of dimensional outline drawings in either full-size (22"x34") or half-size (11"x17") format. Diagrams shall include record (as-constructed) versions of schematic electrical and connection diagrams, showing points of connection, numbers of circuits, size and number of conduits and conductors.
  3. Start-Up Procedures: These instructions shall consist of equipment manufacturer's recommendations for installation, adjustment, calibration, and troubleshooting.
  4. Operating Procedures: These instructions shall consist of the equipment manufacturer's recommended step-by-step procedures for starting, operating, and stopping the equipment under specified modes of operation.
  5. Preventive Maintenance Procedures: These instructions shall consist of the equipment manufacturer's recommended steps and schedules for maintaining the equipment.
  6. Overhaul Instructions: These instructions shall consist of the manufacturer's directions for the disassembly, repair and reassembly of the equipment and any safety precautions that must be observed while performing the work.
  7. Parts List: This list shall consist of the generic title and identification number of each component part of the equipment. Component equipment items provided by other manufacturers shall be identified with the manufacturer's name, part description, and part number.
  8. Spare Parts List: This list shall consist of the manufacturer's recommendations of number of parts and quantities that should be stored by the Owner and any special storage precautions that may be required. Note spares provided.
  9. Exploded View: Exploded or cut views of equipment shall be provided if available as a standard item of the manufacturer's information. When

exploded or cut views are not available, plan and section views shall be provided with detailed callouts.

10. Copies of factory test results, startup check lists, manufacturer's affidavits of proper installation, initial equipment set points and related documentation
  11. Maintenance Information Summaries as specified herein.
- C. A minimum of two preliminary review copies of the manufacturer's equipment O&M manuals shall be submitted to the City for review at the time of equipment delivery and not later than 7 days prior to product training. Additional copies may be submitted to expedite review or if return of markups is desired. A minimum of two preliminary copies of the manuals will be retained (one by the City and one by the Engineer) until the final versions of the manual are approved. Allow 14 days for Engineer's review.
- D. Four (4) copies of the final acceptable operational and maintenance materials shall be submitted to the Engineer prior to project acceptance.
- E. Maintenance Information Summaries (MIS) shall be provided for the following component equipment items, within the appropriate section of the equipment manuals, prepared according to the format specified herein:
1. non-clog pumps
  2. sump pumps
  3. heating and ventilation equipment
  4. standby generator
  5. valves (larger than 1" in size)
- F. Maintenance information summaries shall contain the following information compiled from manufacturer's recommendations in the order shown.
1. Description or name of item of equipment.
  2. Manufacturer.
  3. Name, address, and telephone number of local manufacturer's representative.
  4. Serial number (where applicable).
  5. Equipment nameplate data including model number.
  6. Recommended maintenance procedures:
    - i. Description of procedures.
    - ii. Maintenance frequency required.
    - iii. Lubricant(s) or other materials required (where applicable), including type of lubricant, lubricant manufacturer, and specific compound.

- iv. Additional information as required for proper maintenance.
- 7. Spare parts provided (where applicable).
  
- G. All operation and maintenance information shall be comprehensive and detailed, and shall contain information adequately covering all normal operation and maintenance procedures. The information shall be organized in high quality D-style 3-ring binders. The binders shall be provided with spine labels, cover inserts, a table of contents and tab sheets to permit easy location of desired information. Each volume shall contain an index for the entire set. Sheets shall be 3-hole punched, and not otherwise punched for comb binding or spiral binding.
  
- H. All information shall be specifically for items of equipment installed in the Project. Material not directly applicable shall be removed, neatly lined out, or omitted from catalogs or other printed information.
  
- I. Lubricants shall be described in detail, including type, recommended manufacturer, and manufacturer's specific compound to be used.
  
- J. If manufacturer's standard brochures and manuals are used to describe operating and maintenance procedures, such brochures and manuals shall be modified to reflect only the model or series of equipment used on this project. Extraneous material shall be crossed out neatly or otherwise annotated or eliminated.

## **CHAPTER 9**

### **MISCELLANEOUS UTILITY SERVICES AND ADDITIONAL DEVELOPMENT REQUIREMENTS**

#### **9.1 GENERAL**

The standards established by this chapter represent the minimum standards for the design and construction of additional facilities. More restrictive standards may be mandated by the City due to localized conditions. The following design and construction considerations shall apply.

#### **9.2 UTILITY SERVICES**

All utility lines, including electric, telephone, fire alarm and television cables shall be placed underground prior to paving. Easement for maintenance of all utilities, both on and off-site, shall be provided as applicable to the satisfaction of the Public Works Superintendent.

#### **9.3 STREET LIGHTING**

Street lighting shall be provided by the Developer to the guidelines established by the Public Works Superintendent. All costs of such, including, but not limited to, design, underground wiring, light standard base and luminaire shall be borne by the developer. The City shall approve of all street lighting plans as furnished by the developer to include size, spacing, height and type of pole/illuminare.

#### **9.4 CABLE TELEVISION**

Service lines (suitable empty conduits placed and capped) for cable television shall be installed underground (location as approved by the Public Works Superintendent) on all subdivisions regardless of whether or not cable television service is currently available.

#### **9.5 STREET NAME AND TRAFFIC SIGNS**

All street name signs and traffic directional signs shall be approved by the County E-911 Coordinator in conjunction with the City. All costs of providing the signs, to include the installation, labor, materials, and other relevant costs associated with determining the type, location, and associated work items shall be invoiced to and paid by the developer. Preference will be given to short easily understood names which do not bear resemblance to similar street and place names within the area.

#### **9.6 LANDSCAPING**

Street landscaping shall be provided by the developer and a landscaping plan shall be submitted as part of the plan package for City review and approval.

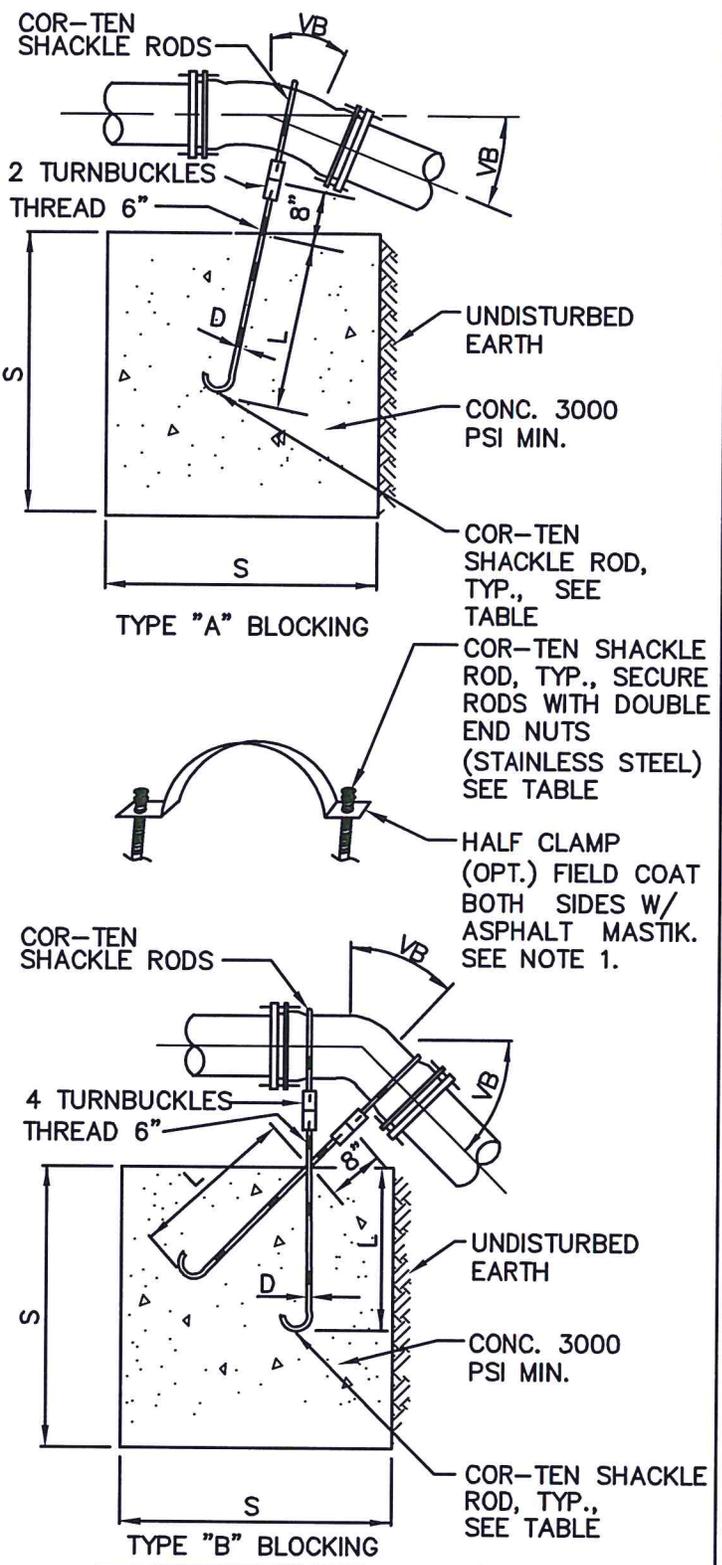
TYPE "A" BLOCKING						
FOR 11 1/4°-22 1/2°-30° VERTICAL BENDS						
PIPE SIZE NOMINAL DIAMETER - INCHES	TEST PRESSURE PSI	VB VERTICAL BEND DEGREES	No. OF CU. FT. OF CONC. BLOCKING	S SIDE OF CUBE LIN. FT.	D DIAM. OF SHACKLE RODS (2) INCHES	L DEPTH OF RODS IN CONCRETE LIN. FT.
4"	300	11 1/4	8	2	5/8"	1.5
		22 1/2	11	2.2		2.0
		30	17	2.6		
6"	300	11 1/4	11	2.2	5/8"	2.0
		22 1/2	25	2.9		
		30	41	3.5		
8"	300	11 1/4	16	2.5	5/8"	2.0
		22 1/2	47	3.6		
		30	70	4.1		
12"	250	11 1/4	32	3.2	5/8"	2.0
		22 1/2	88	4.5		
		30	132	5.1		
16"	225	11 1/4	70	4.1	7/8"	3.0
		22 1/2	184	5.7		
		30	275	6.5		
20"	200	11 1/4	91	4.5	7/8"	3.0
		22 1/2	225	6.1		
		30	330	6.9		
24"	200	11 1/4	128	5.0	1"	3.5
		22 1/2	320	6.8		
		30	480	7.9		

TYPE "B" BLOCKING						
FOR - 45° VERTICAL BENDS						
		VB		S	D	L
4"	300	45	30	3.1	5/8"	2.0
6"			68	4.1		
8"			123	5.0		
12"	250		232	6.1	3/4"	2.5
16"	225		478	7.8	1 1/8"	4.0
20"	200		560	8.2	1 1/4"	
24"			820	9.4	1 3/8"	4.5

**NOTES:**

1. HALF CLAMP, WASHERS AND NUTS MAY BE SUBSTITUTED FOR TURNBUCKLE ASSEMBLY. ALL OTHER SPECIFICATIONS THE SAME.



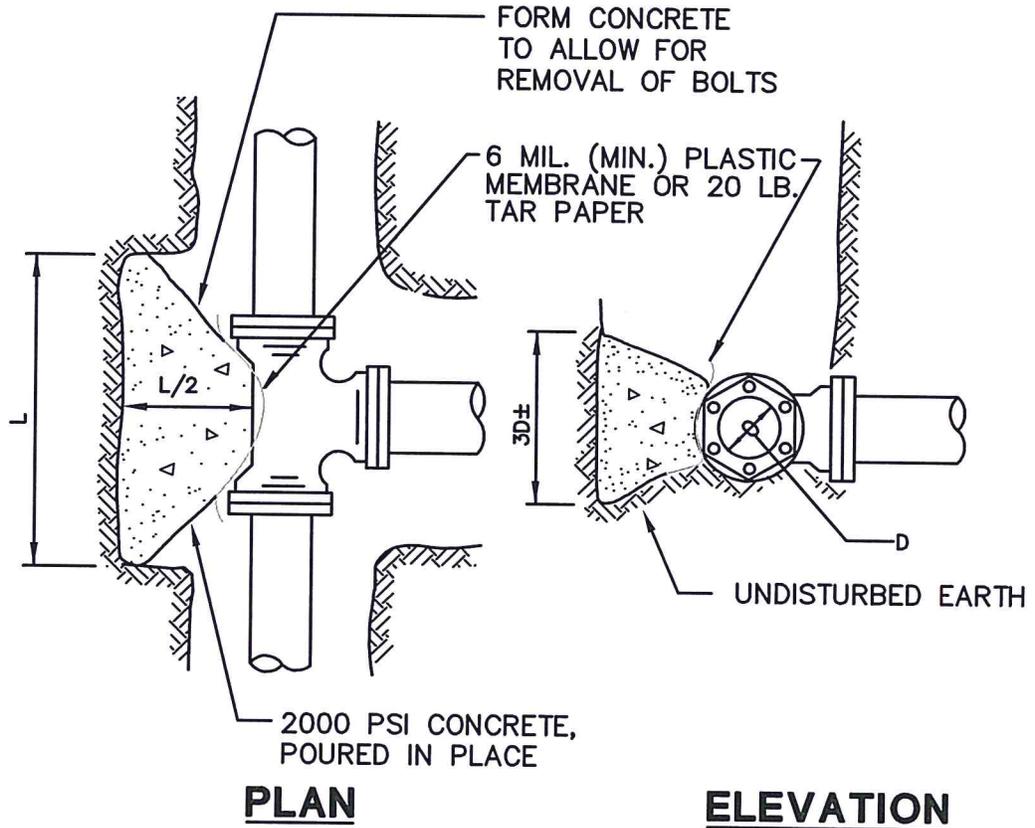
CITY OF ILWACO  
2014 DEVELOPER STANDARDS

FIGURE G1  
VERTICAL ANCHOR BLOCK

  
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CONSULTING ENGINEERS

### MINIMUM BEARING AREA TABLE

FITTING D	TEE	90°	45°	22 1/2°	11 1/4°
6"	4 SQ.FT.	6 SQ.FT.	3 SQ.FT.	2 SQ.FT.	2 SQ.FT.
8"	7 SQ.FT.	10 SQ.FT.	6 SQ.FT.	3 SQ.FT.	2 SQ.FT.
10"	10 SQ.FT.	15 SQ.FT.	9 SQ.FT.	5 SQ.FT.	3 SQ.FT.
12"	14 SQ.FT.	22 SQ.FT.	12 SQ.FT.	6 SQ.FT.	4 SQ.FT.
16"	25 SQ.FT.	38 SQ.FT.	21 SQ.FT.	11 SQ.FT.	7 SQ.FT.
18"	32 SQ.FT.	48 SQ.FT.	27 SQ.FT.	14 SQ.FT.	8 SQ.FT.



**NOTES:**

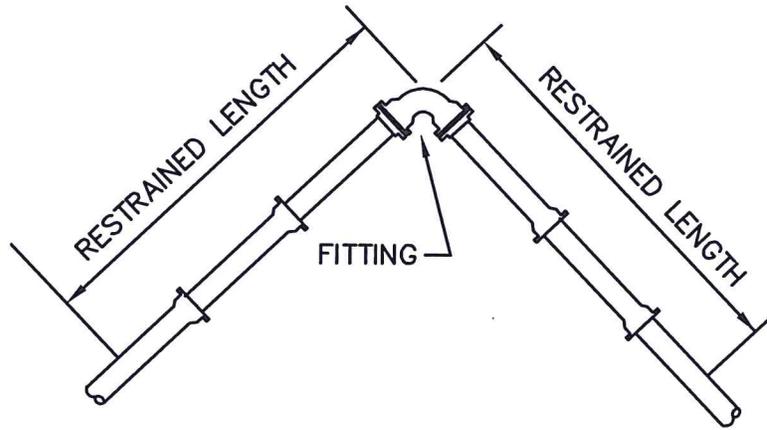
1. BEARING AREA TABLE BASED ON 250 PSI PRESSURE AND 2000 PSF SOIL BEARING. IF PRESSURE IS GREATER OR SOIL BEARING IS LESS, THE THRUST BLOCK SIZE SHALL BE INCREASED.
2. THIS TABLE REPRESENTS THE "MINIMUM" CONSTRUCTION STANDARDS. THE DEVELOPER'S ENGINEER SHALL BE RESPONSIBLE FOR DETERMINING THE APPROPRIATE SIZE OF ALL THRUST BLOCKS BASED ON EXISTING AND LOCAL CONDITIONS.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS

FIGURE G2  
THRUST BLOCKS



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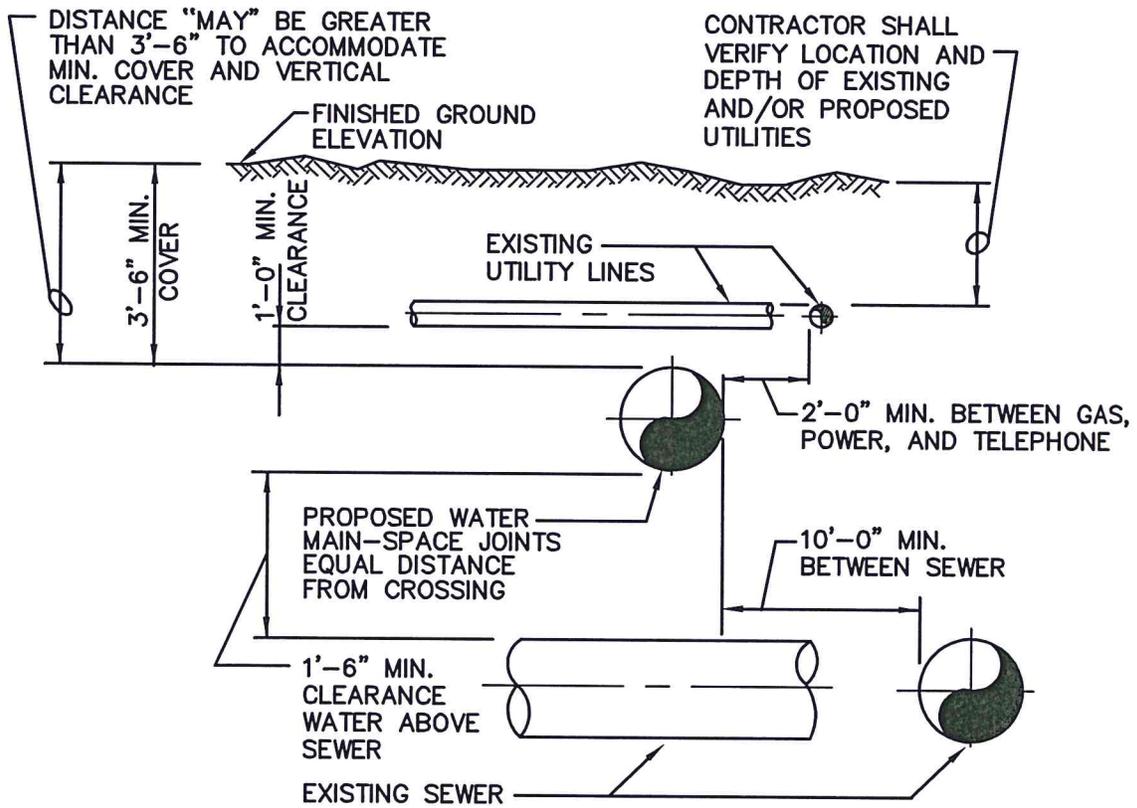
PIPE SIZE	90° BEND	45° BEND	22 1/2° BEND	11 1/4° BEND	TEE OR DEAD END CAP
	RESTRAINED LENGTH IN FEET				
4"	40	17	8	4	30
6"	55	23	11	6	39
8"	73	31	15	8	53
10"	88	37	18	9	67
12"	103	43	21	10	82
16"	133	55	27	13	110
18"	145	60	29	15	124

**NOTES:**

1. RESTRAINED LENGTHS SHOWN ARE MINIMUM AND FOR LINEAL FEET REQUIRED ON EACH SIDE OF FITTING INDICATED.
2. FOOTAGES ARE BASED ON 250 PSI PRESSURE AND 42 INCHES COVER. IF PRESSURE IS GREATER OR COVER IS LESS, THE RESTRAINED LENGTH SHALL BE INCREASED.
3. THIS TABLE REPRESENTS THE "MINIMUM" CONSTRUCTION STANDARDS. THE DEVELOPER'S ENGINEER SHALL BE RESPONSIBLE FOR DETERMINING THE APPROPRIATE RESTRAINED LENGTHS.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE G3  
 THRUST RESTRAINT FOR DUCTILE IRON PIPE

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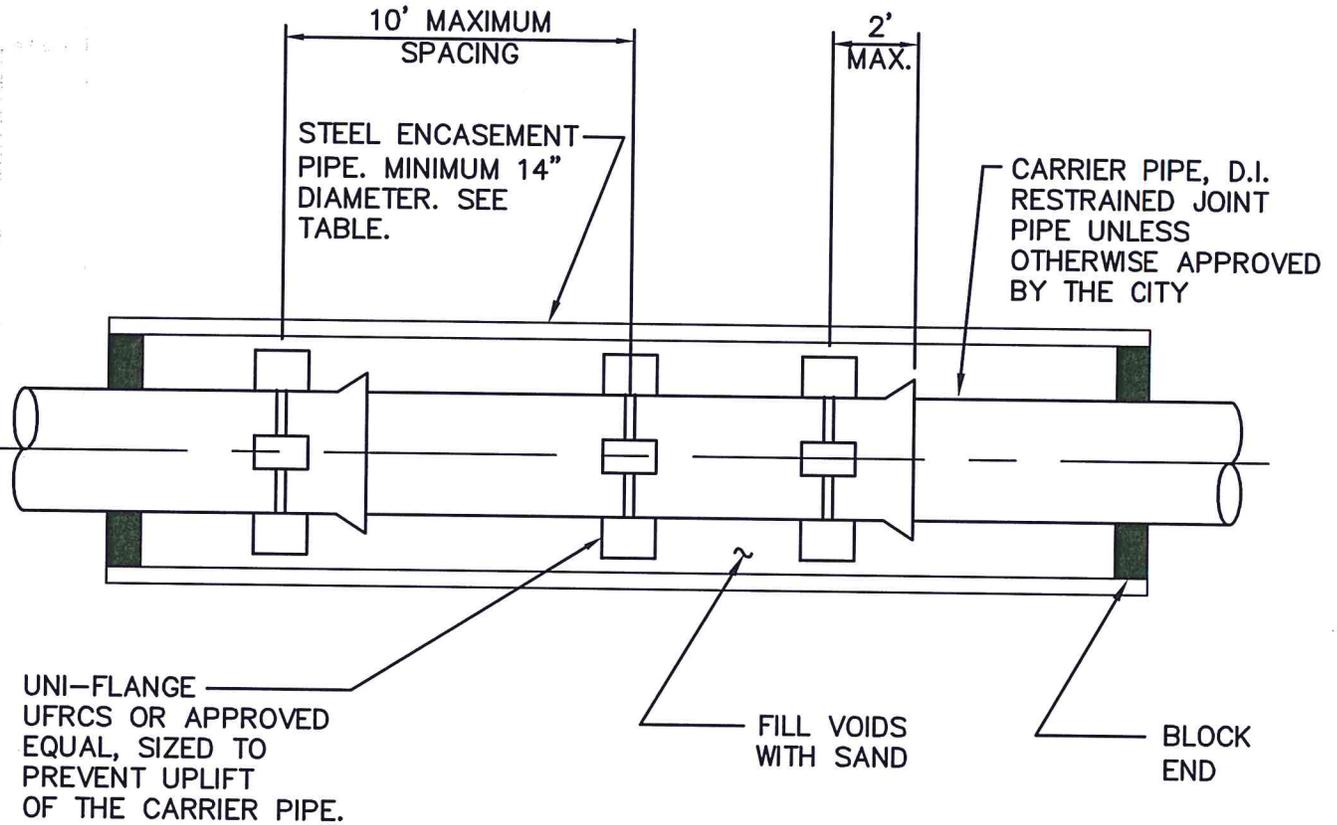
**NOTES:**

1. REGULATORY AGENCY REQUIREMENTS SHALL SUPERSEDE CITY STANDARDS IF MORE STRINGENT.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE G4  
TYPICAL UTILITY CROSSING



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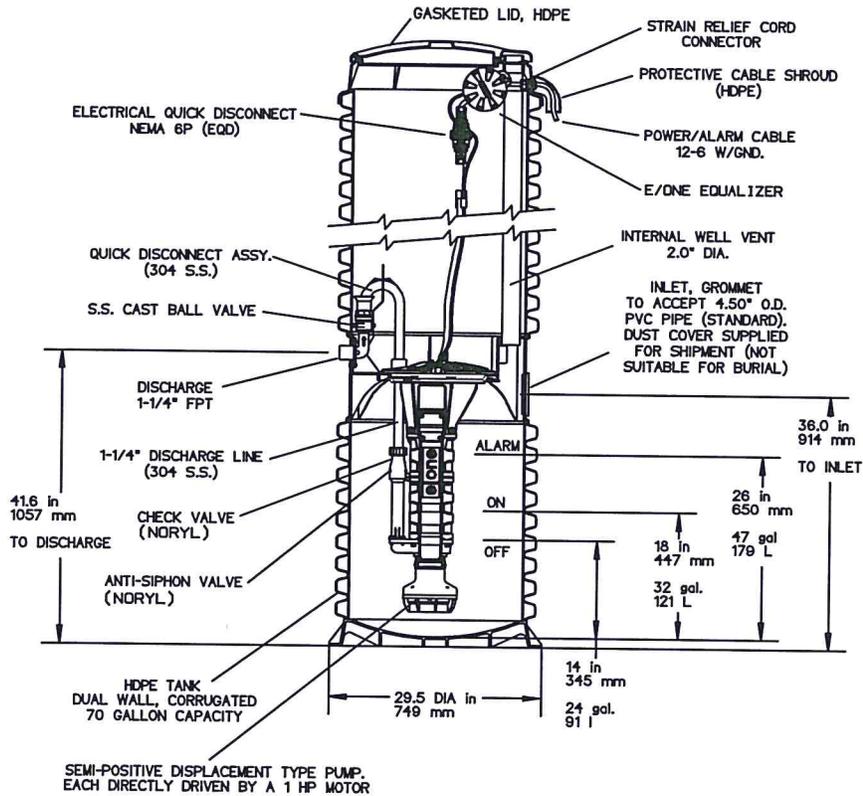
MINIMUM ENCASEMENT DIAMETER	
CARRIER DIA.(IN.)	ENCASEMENT DIA.(IN.)
6	14
8	18
10	21.5
12	23
16	30

**NOTES:**

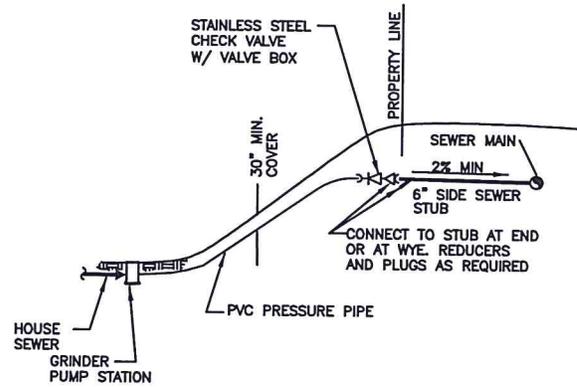
1. CONTRACTOR TO VERIFY LINE AND GRADE PRIOR TO FILLING VOIDS WITH SAND.
2. CARRIER PIPE WITHIN THE LENGTH OF THE ENCASEMENT PIPE SHALL HAVE RESTRAINED JOINTS.
3. REGULATORY AGENCY REQUIREMENTS SHALL SUPERSEDE CITY STANDARDS IF MORE STRINGENT.
4. CASING PIPE SHALL BE SCHEDULE 40 STEEL PIPE, WELDED JOINT, AND MINIMUM YIELD STRENGTH (F<sub>y</sub>) OF 35 KSI.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE G5  
ENCASEMENT/CARRIER PIPES

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**GRINDER PUMP**  
NOT TO SCALE



**TYPICAL DISCHARGE PIPING**  
NOT TO SCALE

**GENERAL NOTES:**

- A. THE MINIMUM REQUIREMENTS FOR A RESIDENTIAL SEWAGE PUMPING SYSTEM CONNECTING A SINGLE RESIDENCE TO THE CITY'S SYSTEM ARE SPECIFIED AS FOLLOWS. THE CITY ACCEPTS NO RESPONSIBILITY FOR THE DESIGN, OPERATION AND MAINTENANCE OF SUCH PRIVATELY OWNED AND OPERATED SYSTEMS.
- B. ALL EQUIPMENT AND ACCESSORIES SHALL BE STANDARD MANUFACTURED ITEMS AND THOSE COMING IN DIRECT CONTACT WITH SEWAGE SHALL BE SPECIFICALLY MANUFACTURED FOR SEWAGE USE.
- C. LIFT STATION MUST BE LOCATED OUTSIDE THE BUILDING. IF THE STATION IS COMPLETELY BURIED, INSTALL A 48" DIAMETER MANHOLE WITH GRATE AND COVER OVER STATION FOR ACCESS.
- D. THE PUMP SHALL BE A SUBMERSIBLE GRINDER TYPE, AS SPECIFIED HEREIN. A 12 GAUGE TRACER WIRE, COATED AND CONTINUOUS SHALL BE WRAPPED AROUND THE FORCE MAIN ITS ENTIRE COURSE AND BROUGHT TO THE SURFACE AT THE STATION.
- E. FORCE MAIN TO BE 1 1/4" MIN. SCH. 80 PIPE OR CITY APPROVED EQUAL.
- F. DETECTOR TAPE REQUIRED 1'-0" ABOVE PIPE IN FORCE MAIN CROSSES OTHER PROPERTIES OR IS LOCATED ALONG COMMON ACCESS ROADS.

**CITY OF ILWACO**  
2014 DEVELOPER STANDARDS

FIGURE GPS-1  
GRINDER PUMP STATION  
SINGLE FAMILY RESIDENCE



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**GENERAL NOTES:**

COMPLETE E/ONE MODEL DH071 PACKAGED SEWER GRINDER LIFT STATION TO INCLUDE THE FOLLOWING:

GRINDER PUMP WITH 1 HP SUBMERSIBLE SINGLE PHASE MOTOR

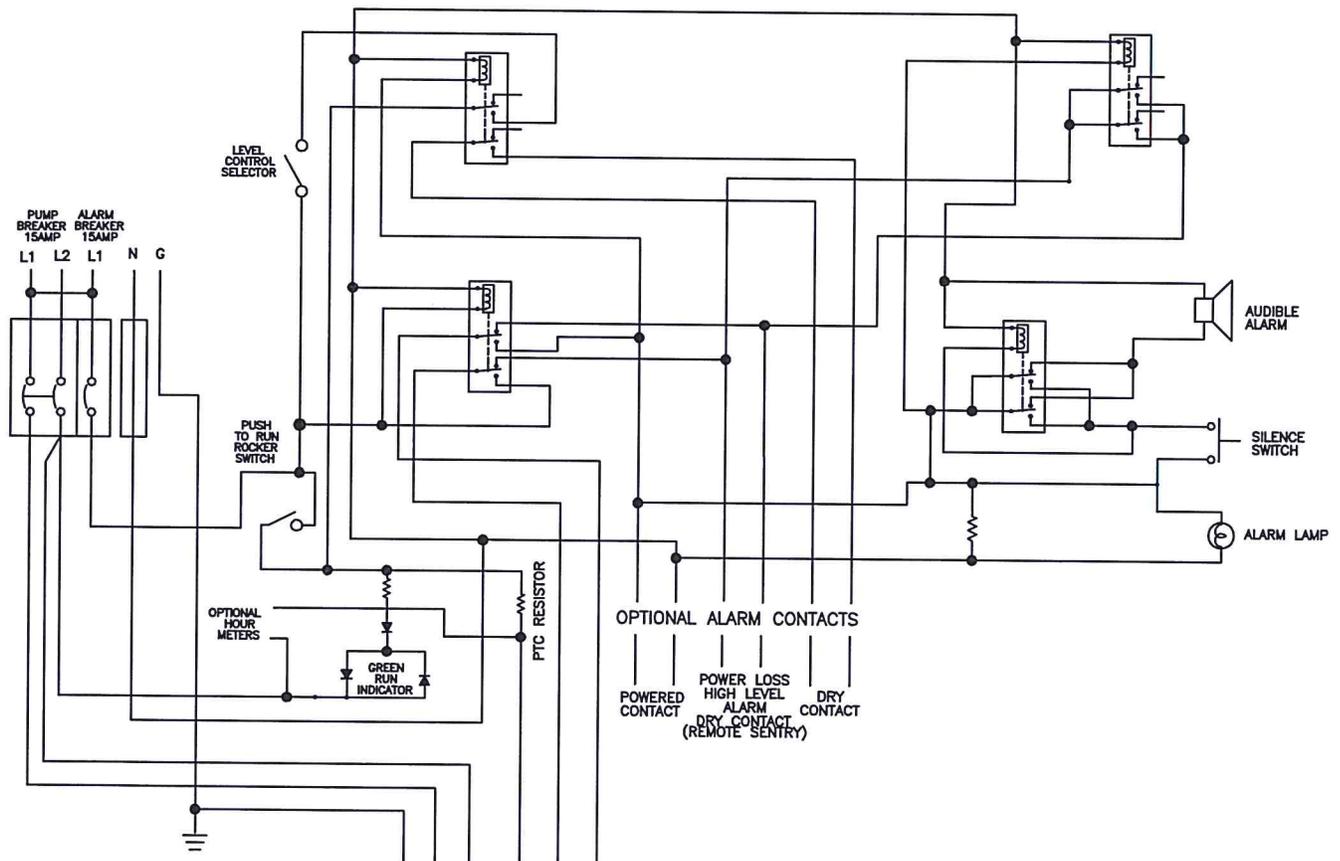
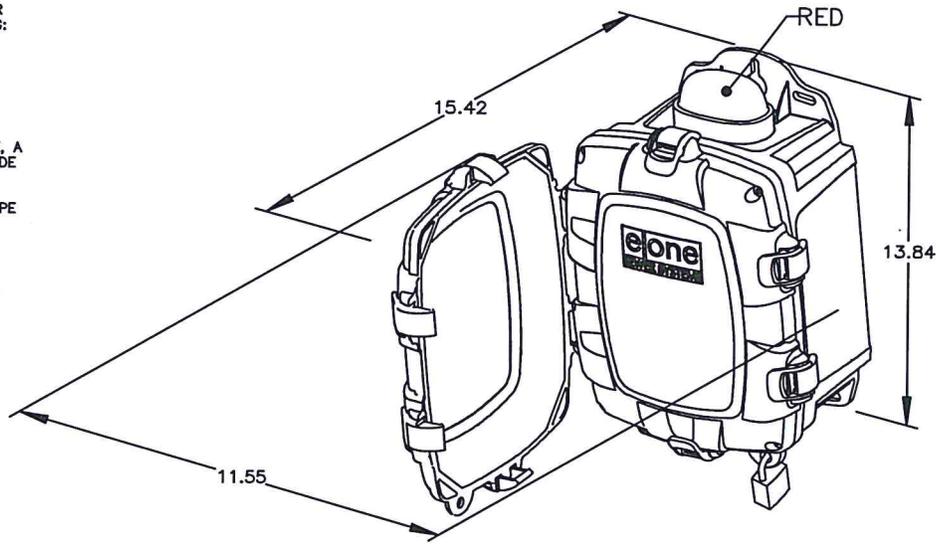
NON-FOULING WASTEWATER PRESSURE SWITCHES  
LEVEL CONTROLLERS

DISCHARGE PIPING SHALL INCLUDE A CHECK VALVE, A GATE VALVE AND NPT FEMALE CONNECTION OUTSIDE OF SUMP

INFLUENT PIPING SHALL PROVIDE HUB FOR PVC PIPE OUTSIDE OF SUMP

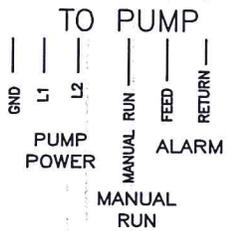
NEMA 6P ELECTRICAL QUICK DISCONNECT

NEMA 4X, UL-LISTED ALARM PANEL, LABEL COVER, EQUIPPED WITH AUDIBLE AND VISUAL ALARM.



PIN	FUNCTION	2000S	EXTREME
1	MANUAL RUN	RED	BROWN
2	L1	BLACK	RED
3	L2	WHITE	BLACK
4	GND	GREEN	GRN/YEL
5	ALARM FEED	ORANGE	YELLOW
6	ALARM RETURN	BLUE	BLUE

**CONTROL CABLE:**  
TYPE TC: DIRECT BURIAL, 12AWG,  
SIX CONDUCTOR

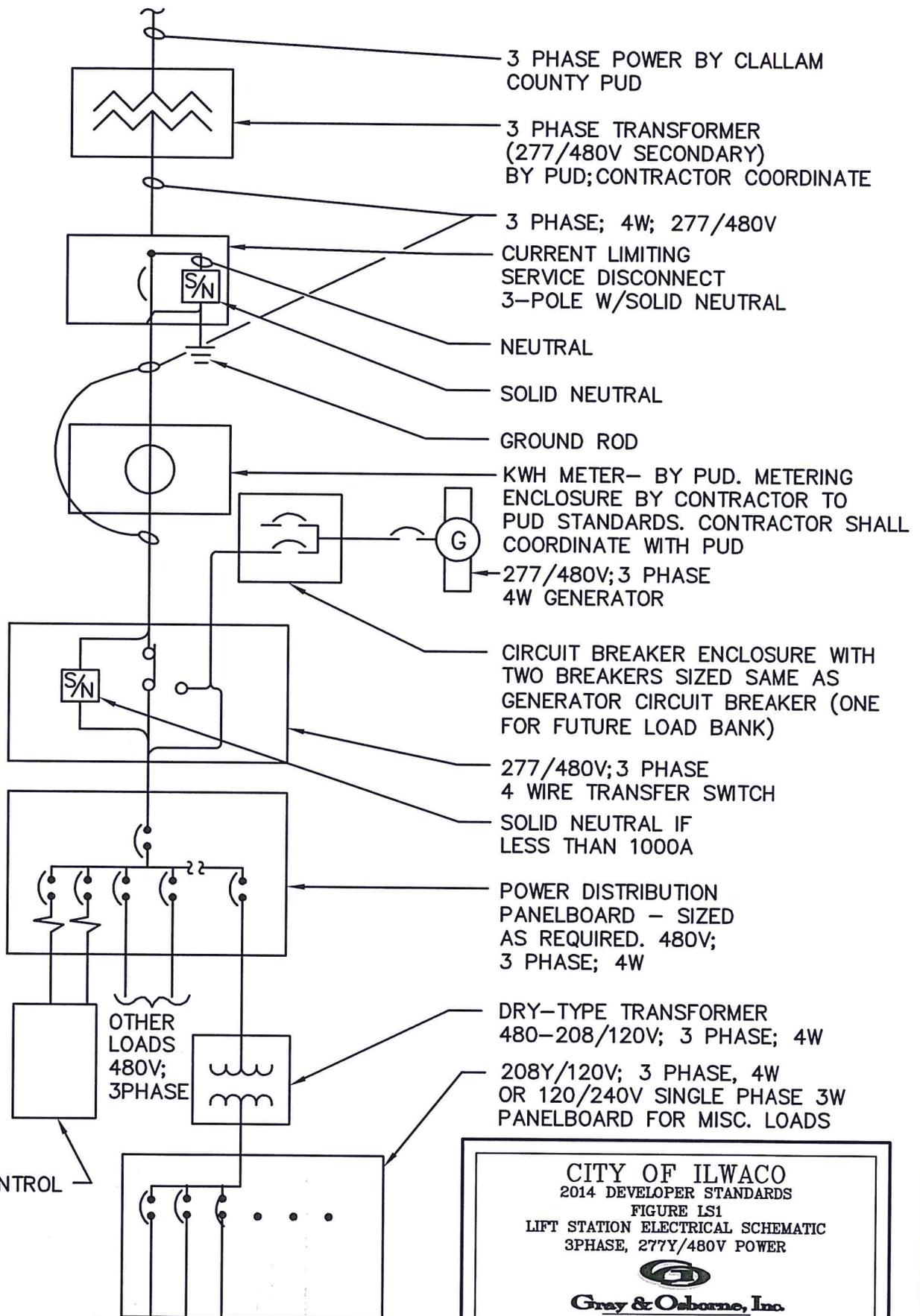


**CITY OF ILWACO**  
2014 DEVELOPER STANDARDS

FIGURE GPS-2  
GRINDER PUMP STATION  
PUMP CONTROL PANEL



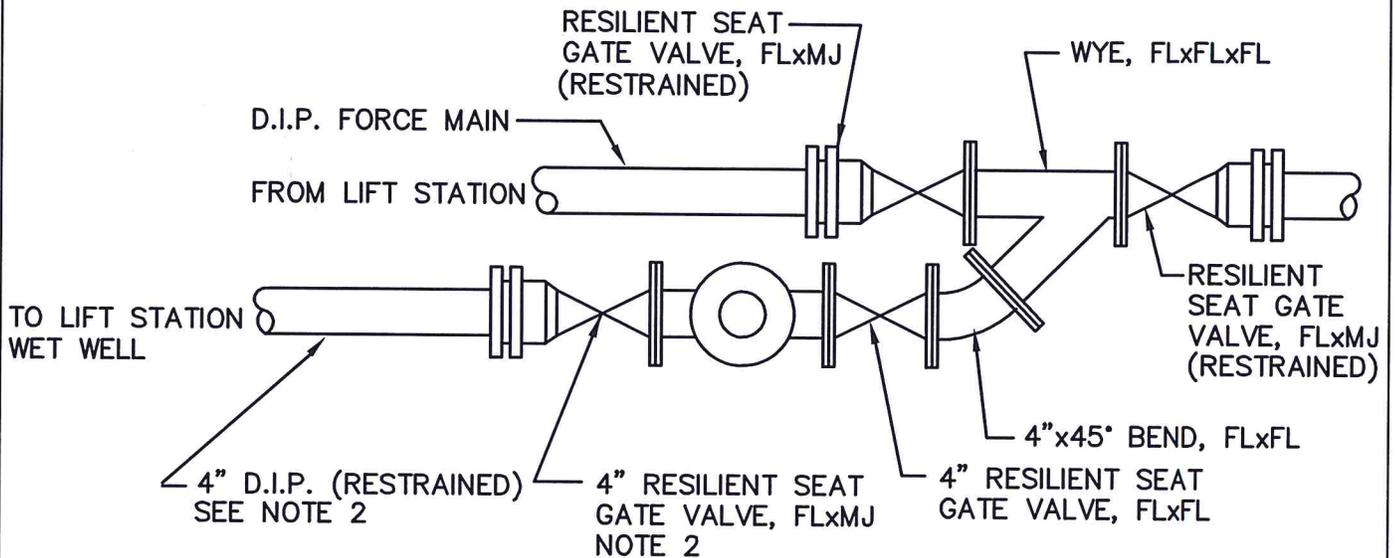
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CONSULTING ENGINEERS



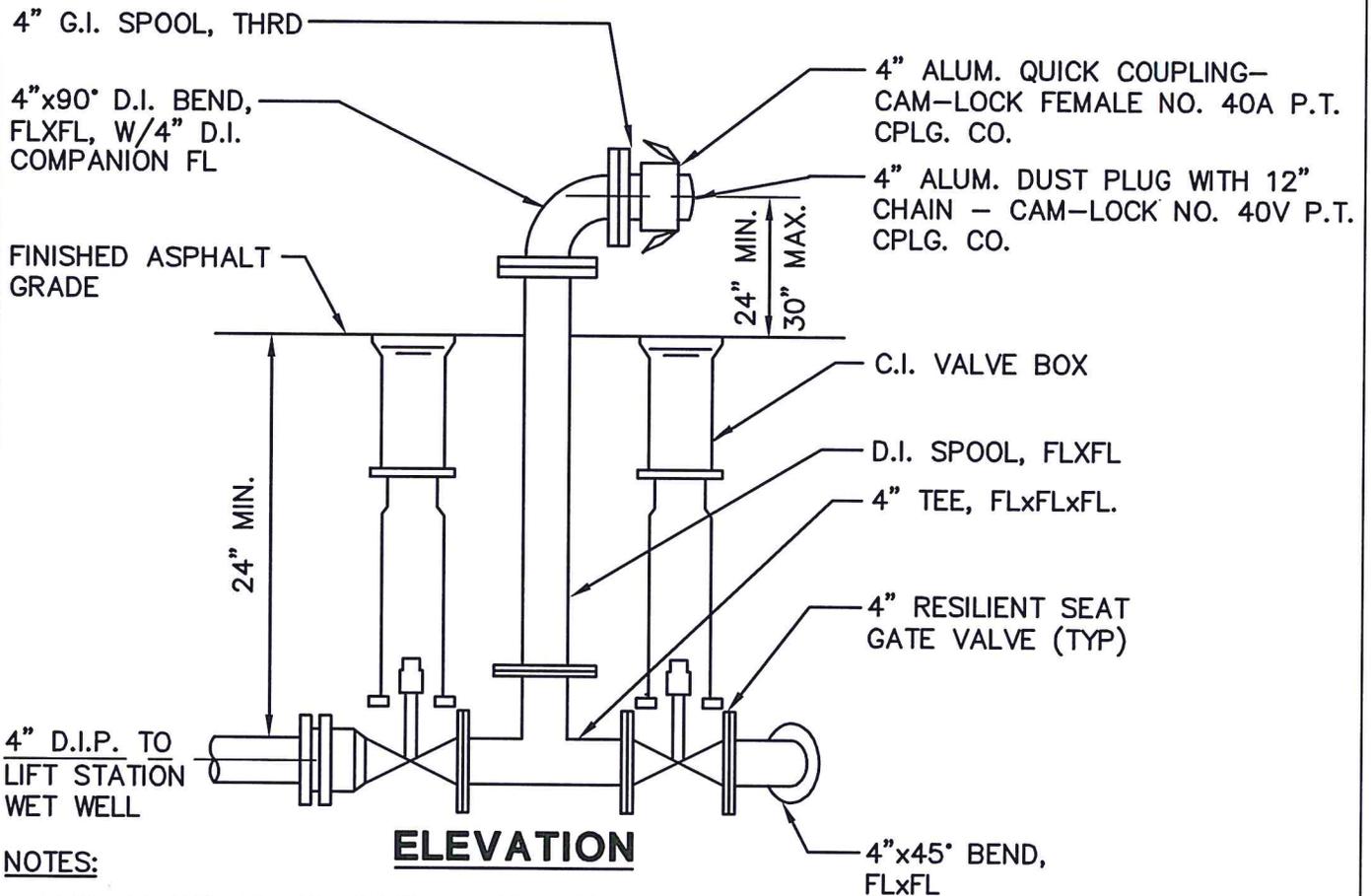
**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE LS1  
 LIFT STATION ELECTRICAL SCHEMATIC  
 3PHASE, 277Y/480V POWER



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



**PLAN**



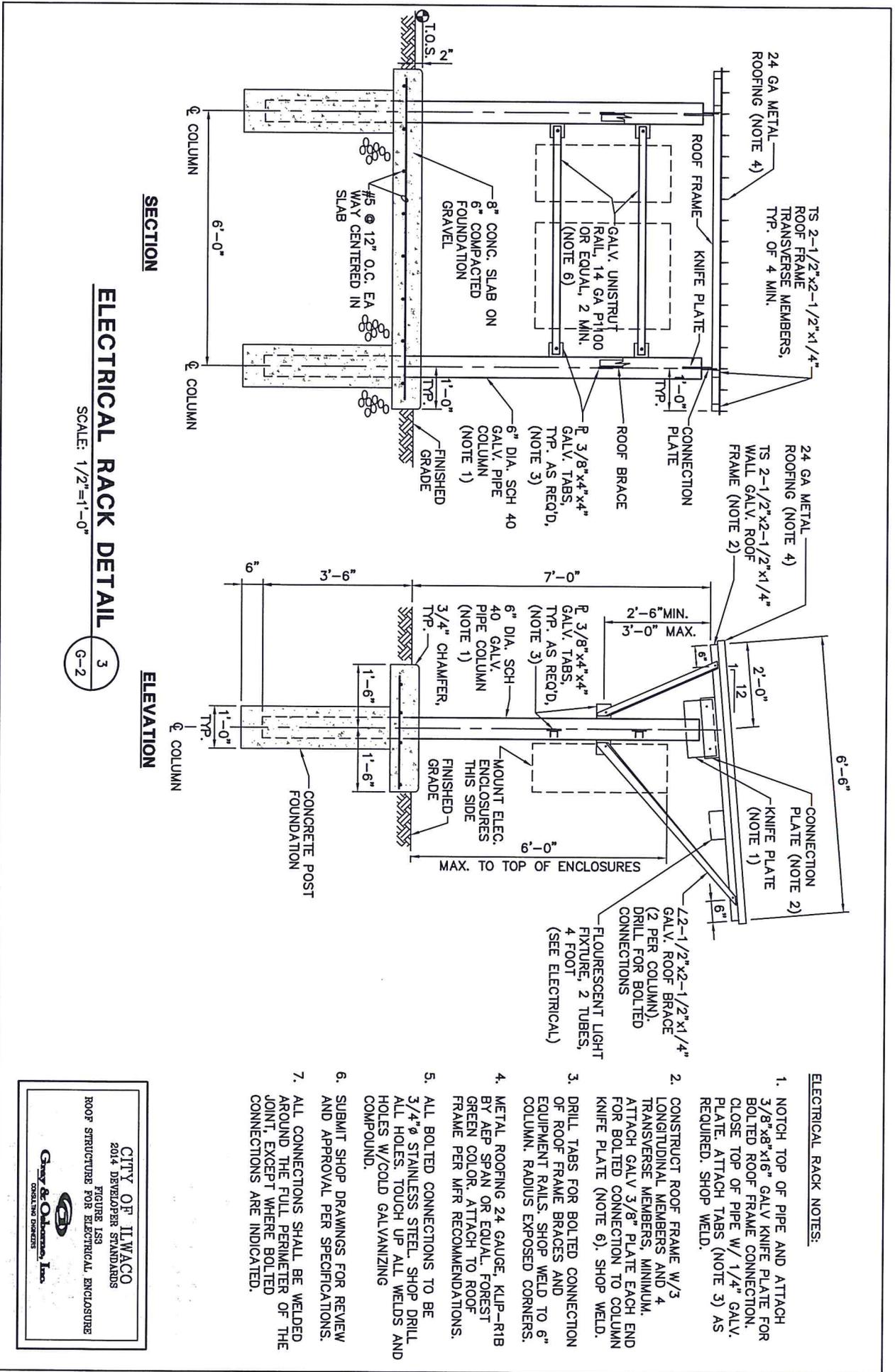
**ELEVATION**

**NOTES:**

1. LOCATE AND ORIENT PUMP CONNECTION AS DIRECTED BY CITY.
2. PIPE AND FITTINGS TO BE ADJUSTED BASED ON DISTANCE TO WET WELL (FLxPE, OR FLxMJ RESTRAINED)
3. 4" SIZE SHOWN, LARGER SIZE MAY BE REQUIRED TO MEET STATION CAPACITIES.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE LS2  
 EMERGENCY PUMP CONNECTION

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**ELECTRICAL RACK NOTES:**

1. NOTCH TOP OF PIPE AND ATTACH 3/8"x8"x16" GALV KNIFE PLATE FOR BOLTED ROOF FRAME CONNECTION. CLOSE TOP OF PIPE W/ 1/4" GALV. PLATE. ATTACH TABS (NOTE 3) AS REQUIRED. SHOP WELD.
2. CONSTRUCT ROOF FRAME W/ 3 LONGITUDINAL MEMBERS AND 4 TRANSVERSE MEMBERS, MINIMUM. ATTACH GALV 3/8" PLATE EACH END FOR BOLTED CONNECTION TO COLUMN KNIFE PLATE (NOTE 6). SHOP WELD.
3. DRILL TABS FOR BOLTED CONNECTION OF ROOF FRAME BRACES AND EQUIPMENT RAILS. SHOP WELD TO 6" COLUMN. RADIUS EXPOSED CORNERS.
4. METAL ROOFING 24 GAUGE, KLIP-RIB BY AEP SPAN OR EQUAL. FOREST GREEN COLOR. ATTACH TO ROOF FRAME PER MFR RECOMMENDATIONS.
5. ALL BOLTED CONNECTIONS TO BE 3/4" STAINLESS STEEL. SHOP DRILL ALL HOLES. TOUCH UP ALL WELDS AND HOLES W/ COLD GALVANIZING COMPOUND.
6. SUBMIT SHOP DRAWINGS FOR REVIEW AND APPROVAL PER SPECIFICATIONS.
7. ALL CONNECTIONS SHALL BE WELDED AROUND THE FULL PERIMETER OF THE JOINT, EXCEPT WHERE BOLTED CONNECTIONS ARE INDICATED.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE 153  
ROOF STRUCTURE FOR ELECTRICAL ENCLOSURE

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HEATED, INSULATED ENCLOSURE SIZED FOR ASSEMBLY. ARCHITECTURAL COVERS WILL BE CONSIDERED BY THE CITY

WASHINGTON STATE APPROVED RPBA W/ TEST COCK PROTECTION AND BRONZE BODY BALL VALVE AT EACH END.

PROVIDE HEAT TAPE AND PIPE INSULATION AS REQUIRED FOR FREEZE PROTECTION. APPLY 2" FIBERGLASS OVER HEAT TAPE.

PIPE SUPPORT

HOSE BIB

12" MIN. CLEARANCE

BOLT TO PAD W/ 3/8" S.S. ANCHOR BOLTS AND WASHERS, MIN. 4 LOCATIONS

ELECT. CONDUIT

3/4" UNION

1" x 3/4" REDUCER

1" BALL VALVE

DRAIN TO DAYLIGHT W/ BIRD SCREEN AT SLAB LEVEL

COPPER PIPE BETWEEN METER AND RPBA

FLOW

COPPER PIPE. WHEN PASSING THROUGH CONCRETE, WRAP PIPE TO 2-INCHES EACH SIDE OF CONCRETE WITH 10 MIL POLYVINYLCHLORIDE (PVC) TAPE PRIOR TO POURING CONCRETE BASE.

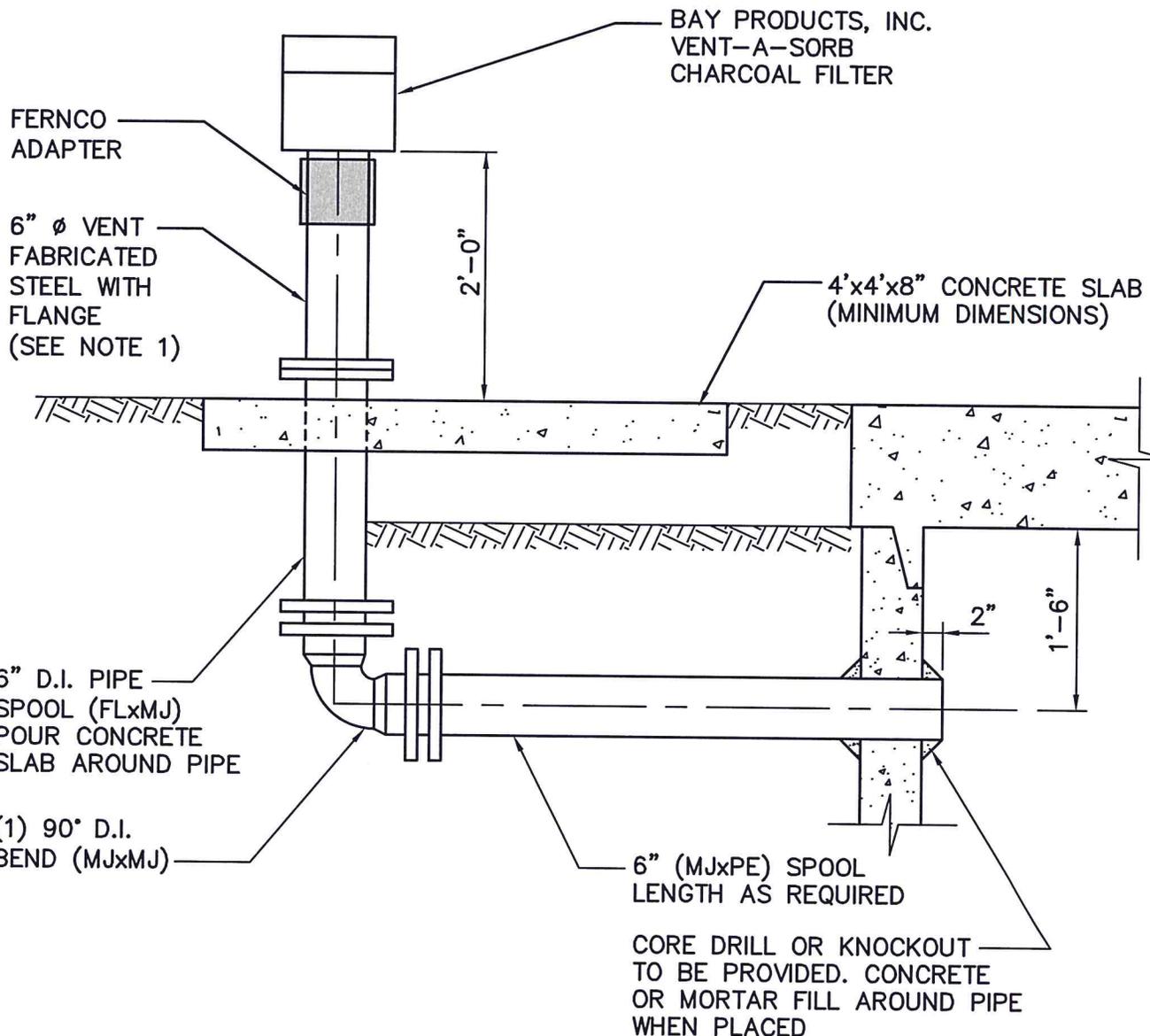
**NOTES:**

1. CONCRETE TO BE 2500 PSI (MINIMUM) MIX WITH AIR ENTRAINMENT.
2. COMPLETE ALL WORK IN ACCORDANCE WITH STATE, CITY AND MANUFACTURER STANDARDS.
3. SYSTEM SHALL NOT BE PUT INTO SERVICE UNTIL RPBA IS APPROVED BY THE CITY AND TESTED/CERTIFIED BY A WASHINGTON STATE LICENSED TESTER.
4. DIELECTRIC UNIONS SHALL BE USED TO SEPARATE DISSIMILAR MATERIALS.
5. NO BRANCH CONNECTIONS ALLOWED BETWEEN METER AND RPBA.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE LS4  
3/4" REDUCED PRESSURE BACKFLOW ASSEMBLY



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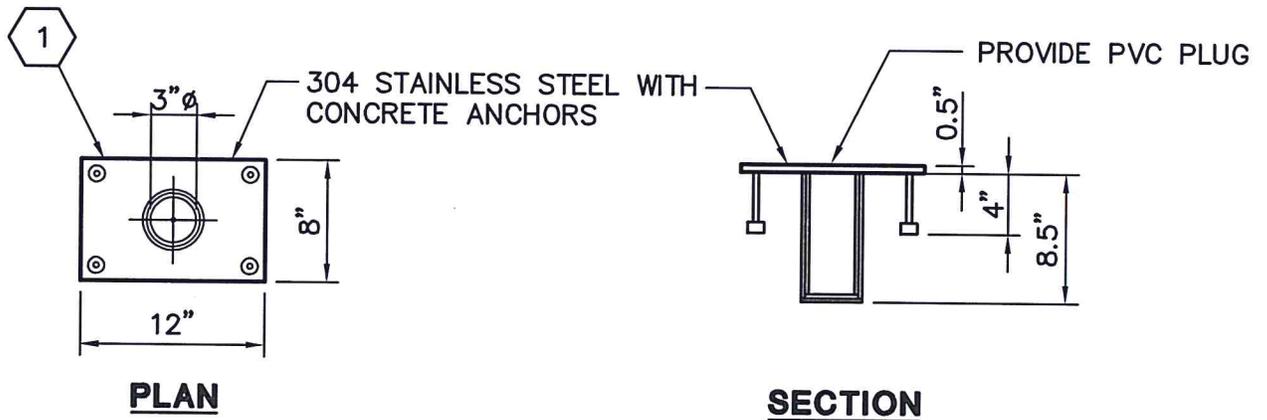
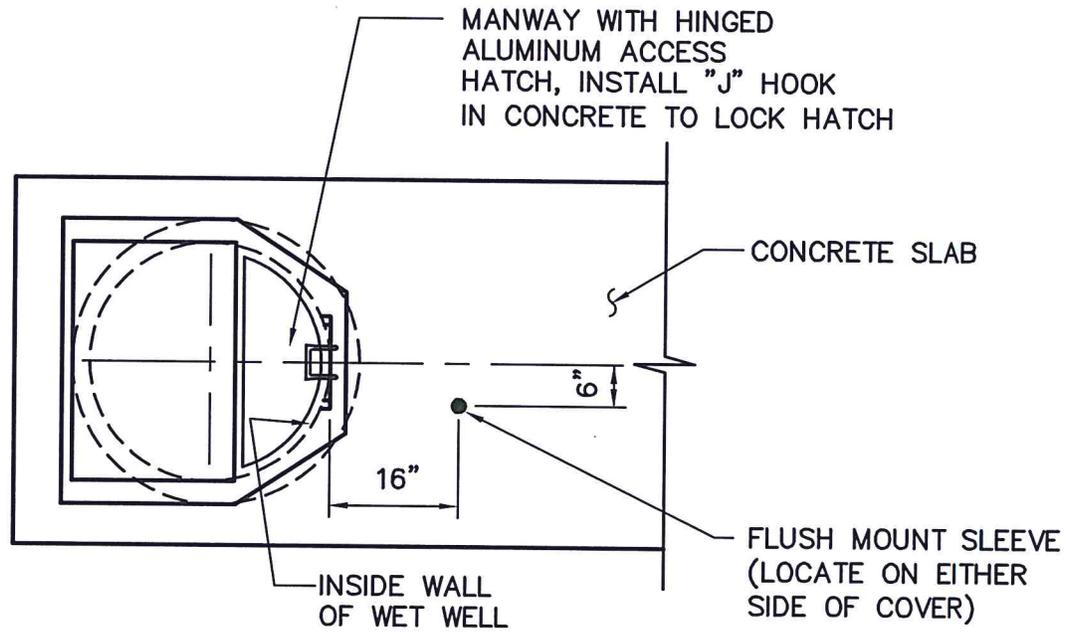
**NOTES:**

1. HOT DIP GALVANIZE VENT "CANE" AND FLANGE AFTER FABRICATION. AFTER GALVANIZING VENT, PAINT WITH TWO COATS OF KELLY MOORE 6100-855, MACHINE GREEN, OR AS DIRECTED BY THE CITY.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE LS5  
 VENT DETAIL



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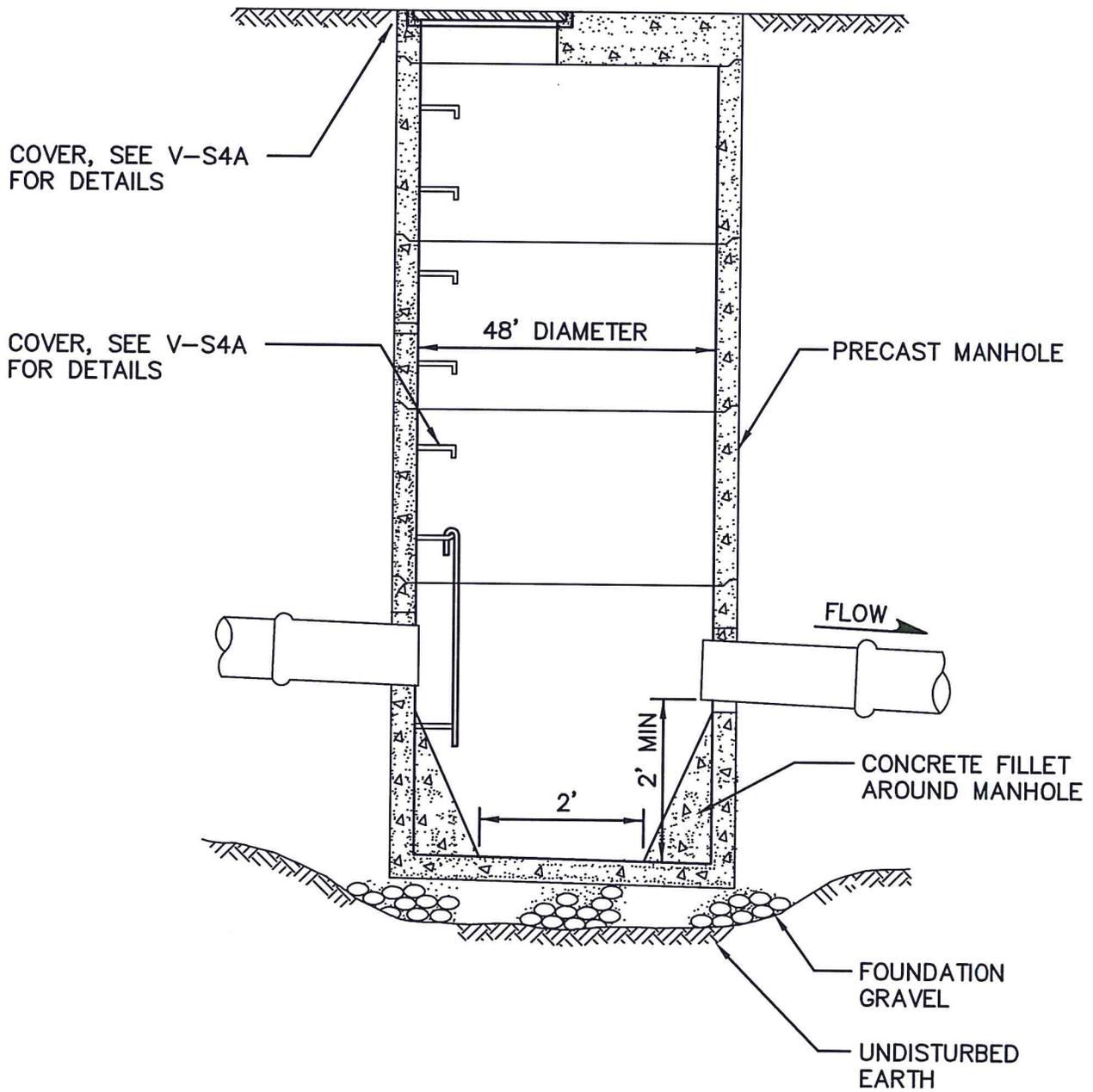


**FLUSH MOUNT SLEEVE**  
NOT TO SCALE

1 FLUSH MOUNT SLEEVE MODEL 128 BY UNIQUE CONCEPTS LTD.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE LS6  
FLUSH MOUNT SLEEVE

**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



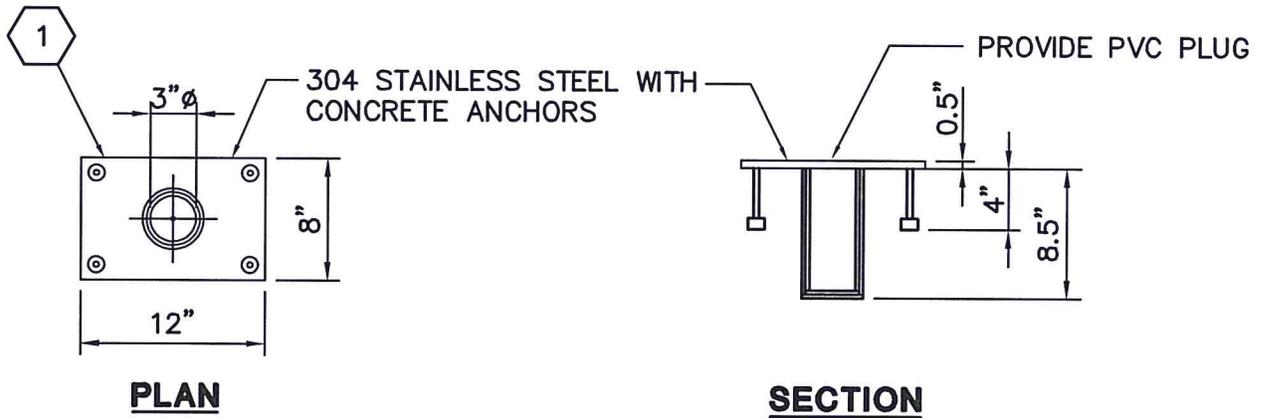
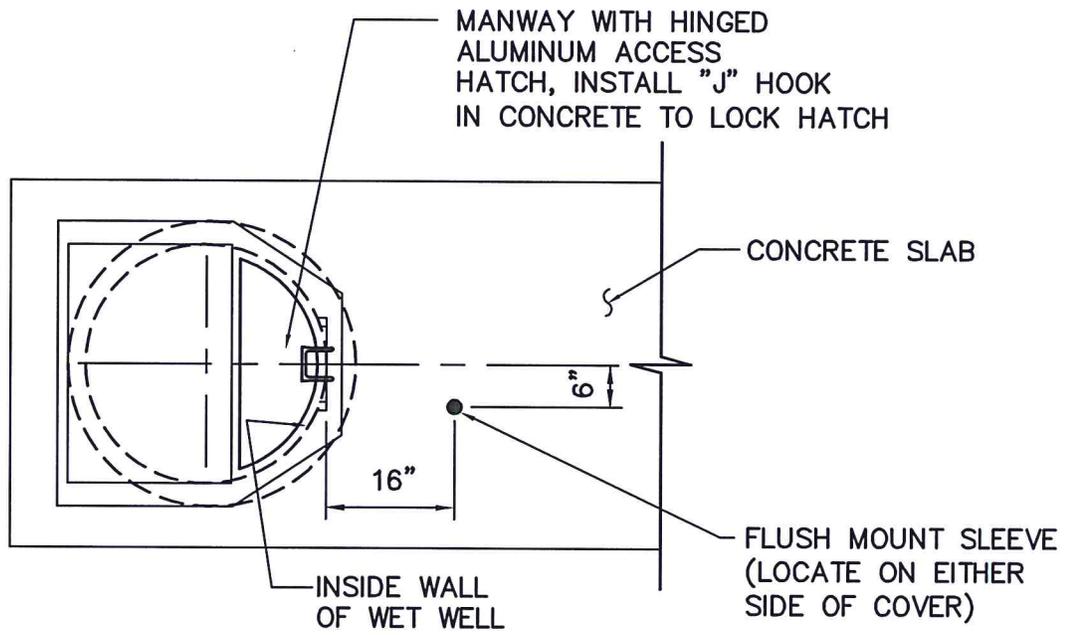
**NOTES:**

1. SEE STANDARD MANHOLE FOR ADDITIONAL CALLOUTS ON V-S4A AND V-S5.
2. ACCESS HATCH AND MANHOLE STEPS LOCATED AT 45° TO THROUGH FLOW

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE LS7  
ROCK CATCH MANHOLE



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



1 FLUSH MOUNT SLEEVE MODEL 128 BY UNIQUE CONCEPTS LTD.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE LS8  
FLUSH MOUNT SLEEVE

**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

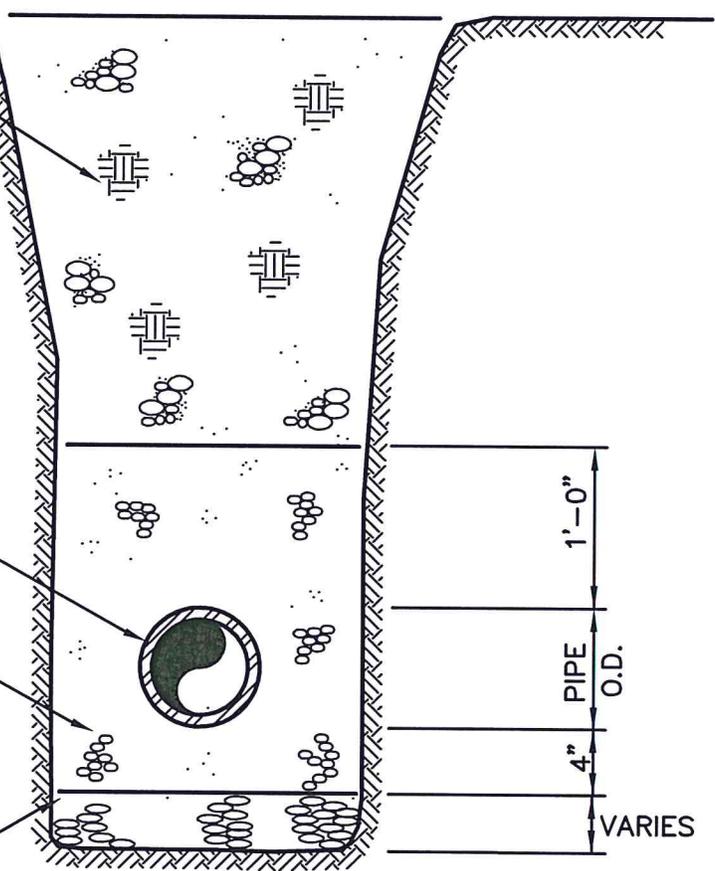
FINISHED GRADE

IMPORTED COMPACTED BACKFILL, EXCAVATED MATERIAL, GRAVEL BASE, OR CDF ALLOWED WITH ENGINEER APPROVAL. (COMPACTION REQUIREMENTS PER MODIFIED PROCTOR ASTM D1557 AND AS REQUIRED BY PERMITS.)

SDR 26 PVC SEWER PIPE SEE NOTE 4

PIPE BEDDING 3/4-MINUS COMPACTED TO OBTAIN COMPACTION REQUIREMENTS PER MODIFIED PROCTOR ASTM D1557 AND AS REQUIRED BY PERMITS.

FOUNDATION GRAVEL AS REQUIRED



**NOTES:**

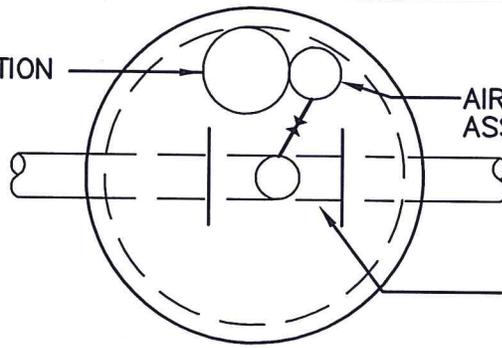
1. BACKFILL MATERIAL AND COMPACTION SHALL BE ON BOTTOM, SIDES AND TOP OF PIPE AND SHALL BE IN CONFORMANCE WITH CITY OF SEQUIM STANDARDS AND/OR COUNTY, CITY, STATE PERMIT REQUIREMENTS.
2. PIPES SHALL BE RESTRAINED IN FILL OR PREVIOUSLY DISTURBED MATERIAL.
3. CLAY OR BENTONITE DAMS SHALL BE INSTALLED ACROSS THE TRENCH AND TO THE FULL DEPTH OF THE GRANULAR MATERIAL IN ALL AREAS OF STEEP SLOPES, STREAM CROSSINGS AND WETLAND TO PREVENT MIGRATION OF WATER ALONG THE PIPELINE.
4. PIPE SHALL BE C900 FOR BURIAL DEPTHS OF 16 FEET AND DEEPER.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE S1  
SANITARY SEWER TRENCH SECTION  
(PLASTIC/GRAVITY)

**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

MANHOLE LOCATION

AIR RELIEF ASSEMBLY



TEE

### PLAN

REINFORCED CONC COLLAR  
SEE V-S4B

24" DIA.

FINISHED GRADE

48" DIA. X 8" THICK  
(MIN.) PRECAST  
CONCRETE SLAB.

1" HIGH PRESSURE HOSE  
WITH CHICAGO COUPLING  
ON EACH END. LENGTH OF  
HOSE TO EXTEND JUST  
BELOW LID.

48" MIN. INSIDE DIAMETER  
PRECAST MANHOLE.

4'-0" MIN.  
1'-6" MIN.

COMBINATION SEWAGE  
AIR AND VACUUM  
VALVE. TAG VALVE NON  
POTABLE TRANSMISSION  
LINE. SEE NOTE 2.

2" 90° BASE ELL  
WITH 2" PIPE SUPPORT

6" BLIND FLANGE, TAP  
FOR 2" AIR & VACUUM UNIT

MJ TEE, SIZE AS REQ'D  
WITH 6" FLANGE ON BRANCH

2" PLUG VALVE  
THD X THD

4" DRAINAGE OUTLET  
PIPE TO SEWER  
MANHOLE DRAIN MIN.  
1% SLOPE

FOUNDATION GRAVEL  
UNDISTURBED EARTH

PRECAST CONC. BASE  
WITH CONC. FILL, OR  
CAST IN PLACE CONC.  
BASE

#### NOTES:

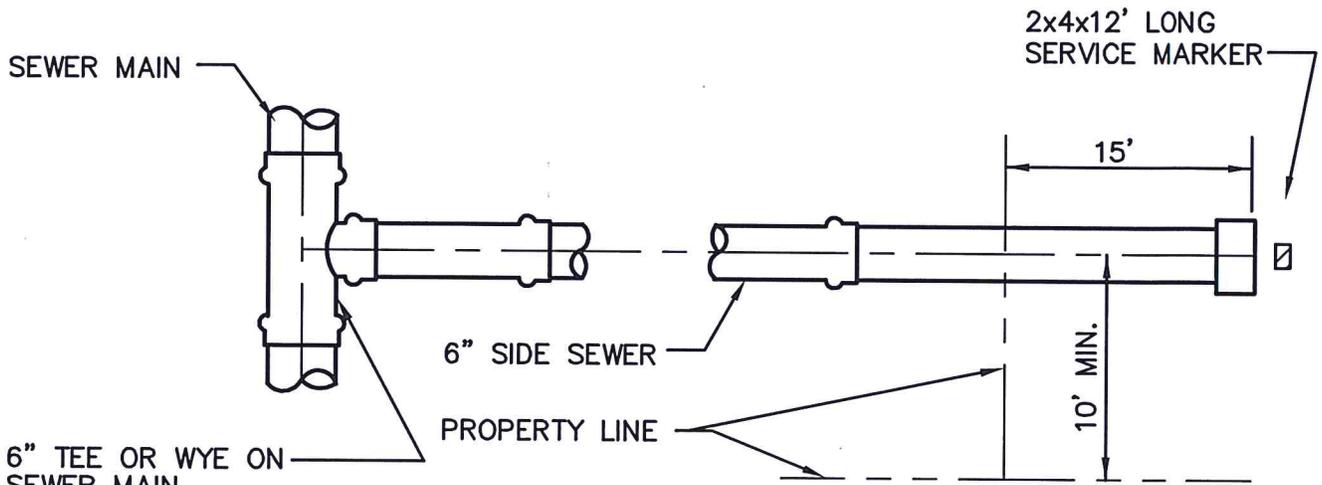
1. SEE STANDARD MANHOLE CALLOUTS ON V-S4A AND V-S5.
2. APCO, CRISPIN OR VALMATIC HEAVY-DUTY COMBINATION AIR AND VACUUM VALVE (SHORT BODY) W/STAINLESS STEEL INTERNALS, EPOXY COATING AND FLUSHING ATTACHMENTS. SEATS SHALL BE SUPPLIED FOR THE FOLLOWING WORKING PRESSURES: 20 PSI, 20-150 PSI.
3. 2" PIPING AND FITTINGS SHALL BE BRASS.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS

FIGURE 10  
SANITARY SEWER AIR AND  
VACUUM RELEASE ASSEMBLY

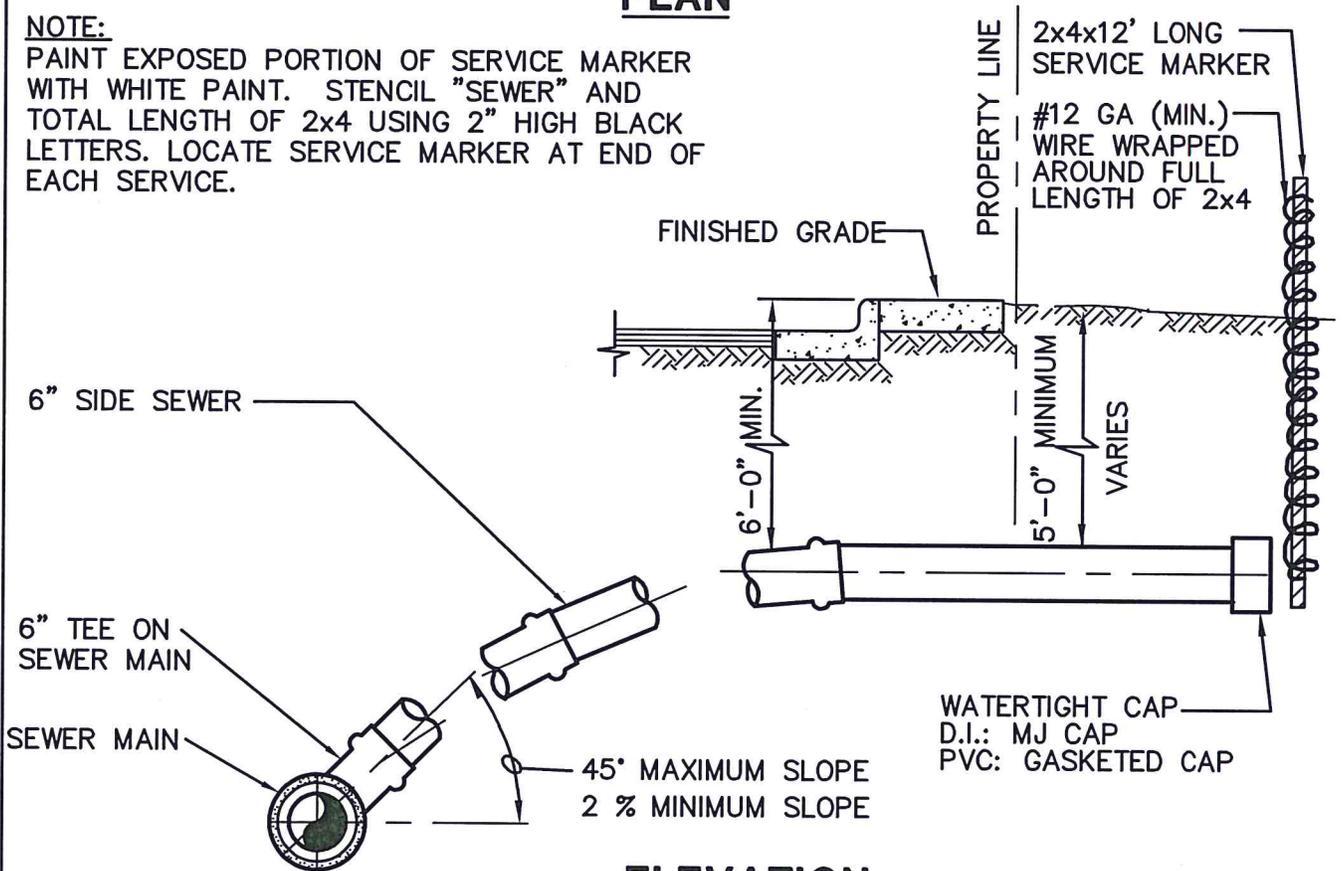


Gray & Osborne, Inc.  
CONSULTING ENGINEERS



**PLAN**

**NOTE:**  
 PAINT EXPOSED PORTION OF SERVICE MARKER WITH WHITE PAINT. STENCIL "SEWER" AND TOTAL LENGTH OF 2x4 USING 2" HIGH BLACK LETTERS. LOCATE SERVICE MARKER AT END OF EACH SERVICE.



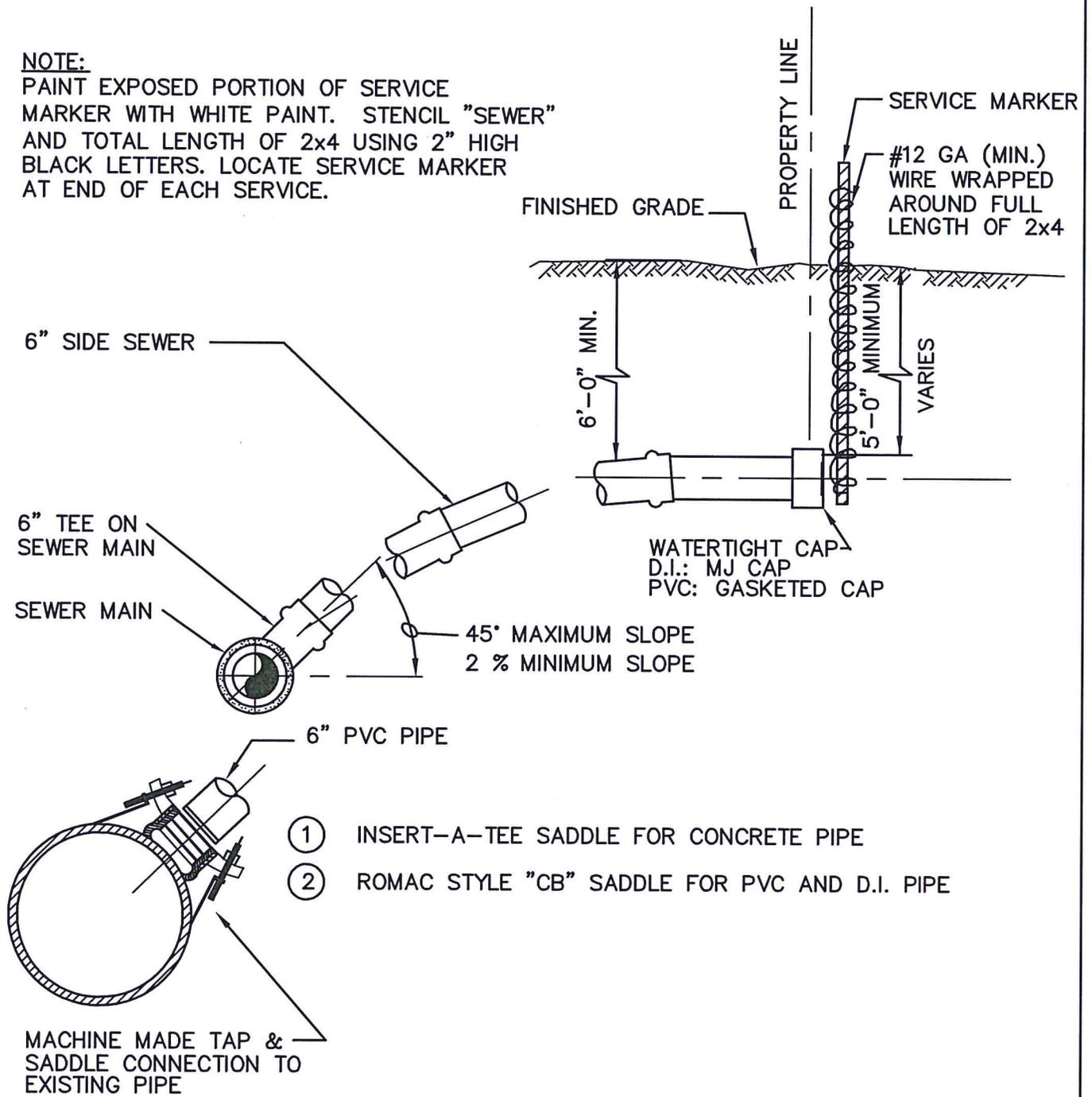
**ELEVATION**

**NOTES:**

1. MAXIMUM DEFLECTION NOT TO EXCEED PIPE MANUFACTURER RECOMMENDATIONS.
2. SIDE SEWER LATERAL SHALL BE THE SAME MATERIAL AS THE MAIN LINE SEWER AND BEDDED USING 3/4"-MINUS CRUSHED GRAVEL, COMPACTED BELOW, ON SIDES AND ON TOP OF PIPE.
3. SEPARATE LATERAL REQUIRED FOR EACH LOT.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S11  
 STANDARD SIDE SEWER CONNECTION  
  
**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

**NOTE:**  
 PAINT EXPOSED PORTION OF SERVICE  
 MARKER WITH WHITE PAINT. STENCIL "SEWER"  
 AND TOTAL LENGTH OF 2x4 USING 2" HIGH  
 BLACK LETTERS. LOCATE SERVICE MARKER  
 AT END OF EACH SERVICE.

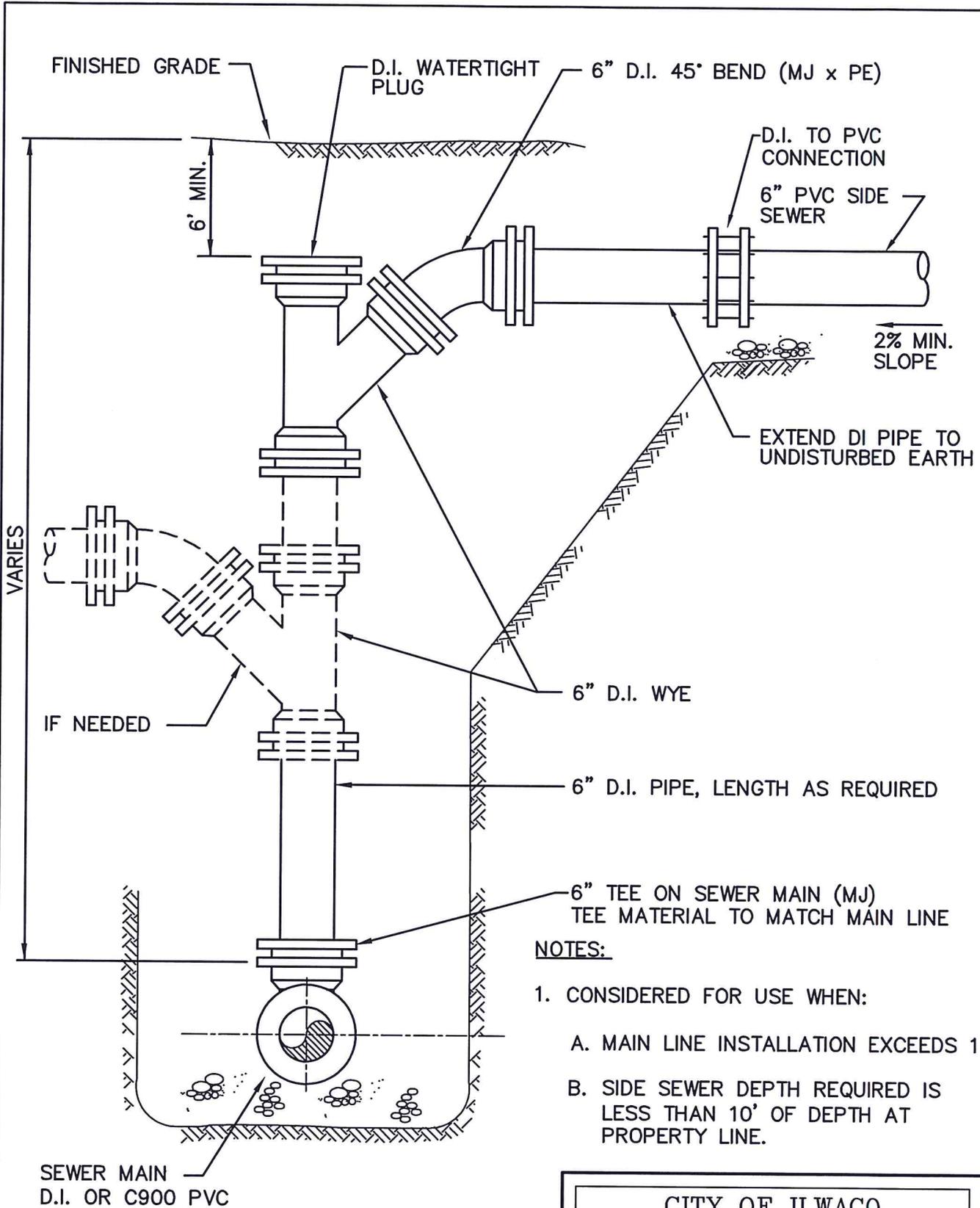


**NOTES:**

1. SEE STANDARD SIDE SEWER DETAIL V-S11 FOR NEW CONSTRUCTION.
2. DEVELOPER TO PROVIDE ALL MATERIALS, TRAFFIC CONTROL, PERMITS, SHORING AND MISC. WORK AS REQUIRED TO TAP THE MAIN AND INSTALL THE SIDE SEWER.
3. CUT-IN TEES ARE PERMITTED WITH CITY APPROVAL.

CITY OF ILWACO  
 2014 DEVELOPER STANDARDS  
 FIGURE S12  
 SIDE SEWER CONNECTION  
 TO EXISTING MAIN

  
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 CONSULTING ENGINEERS

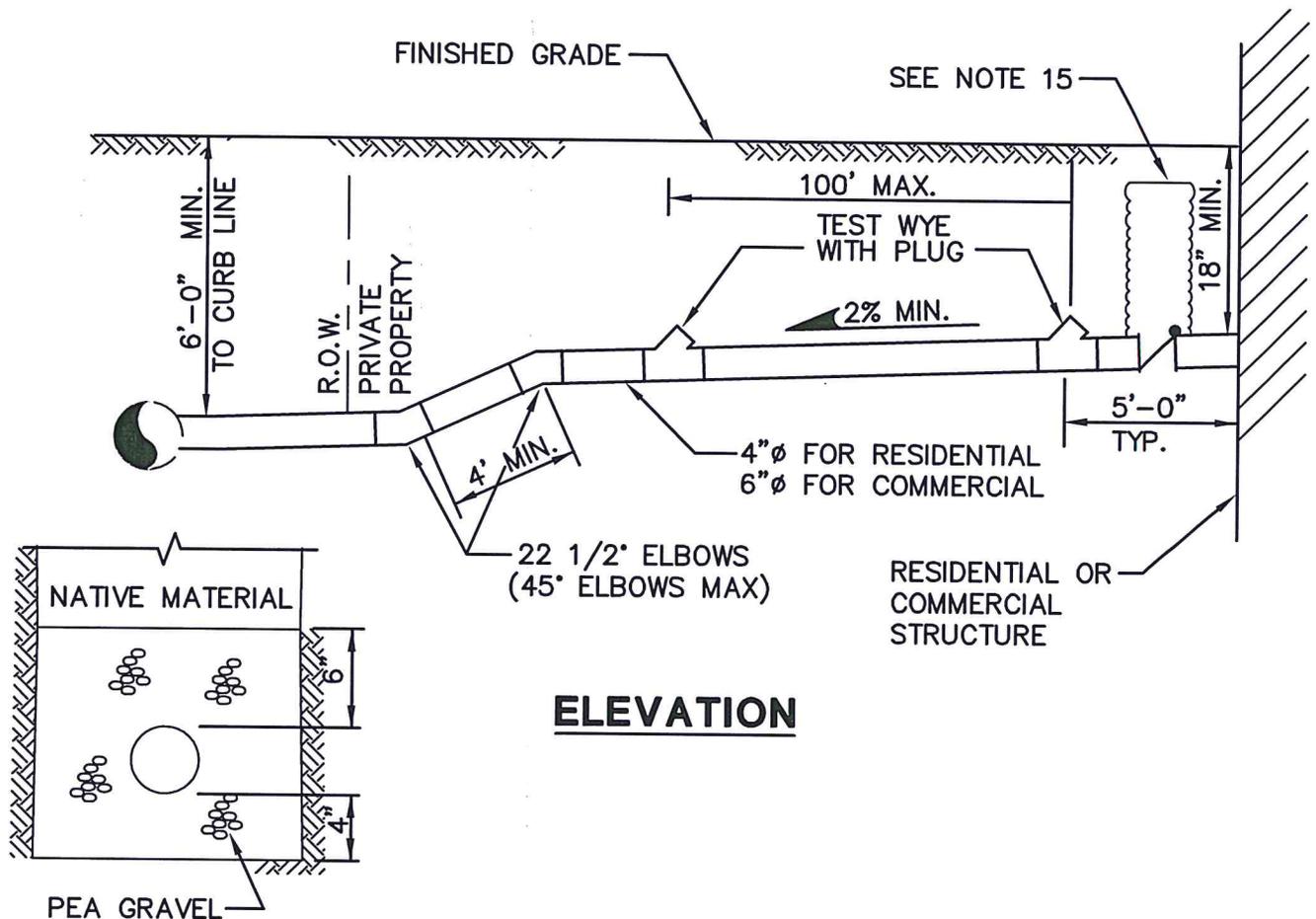


**NOTES:**

- 1. CONSIDERED FOR USE WHEN:
  - A. MAIN LINE INSTALLATION EXCEEDS 18'.
  - B. SIDE SEWER DEPTH REQUIRED IS LESS THAN 10' OF DEPTH AT PROPERTY LINE.

**CITY OF ILWACO**  
2014 DEVELOPER STANDARDS  
FIGURE S13  
STANDING SIDE SEWER

  
**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



## ELEVATION

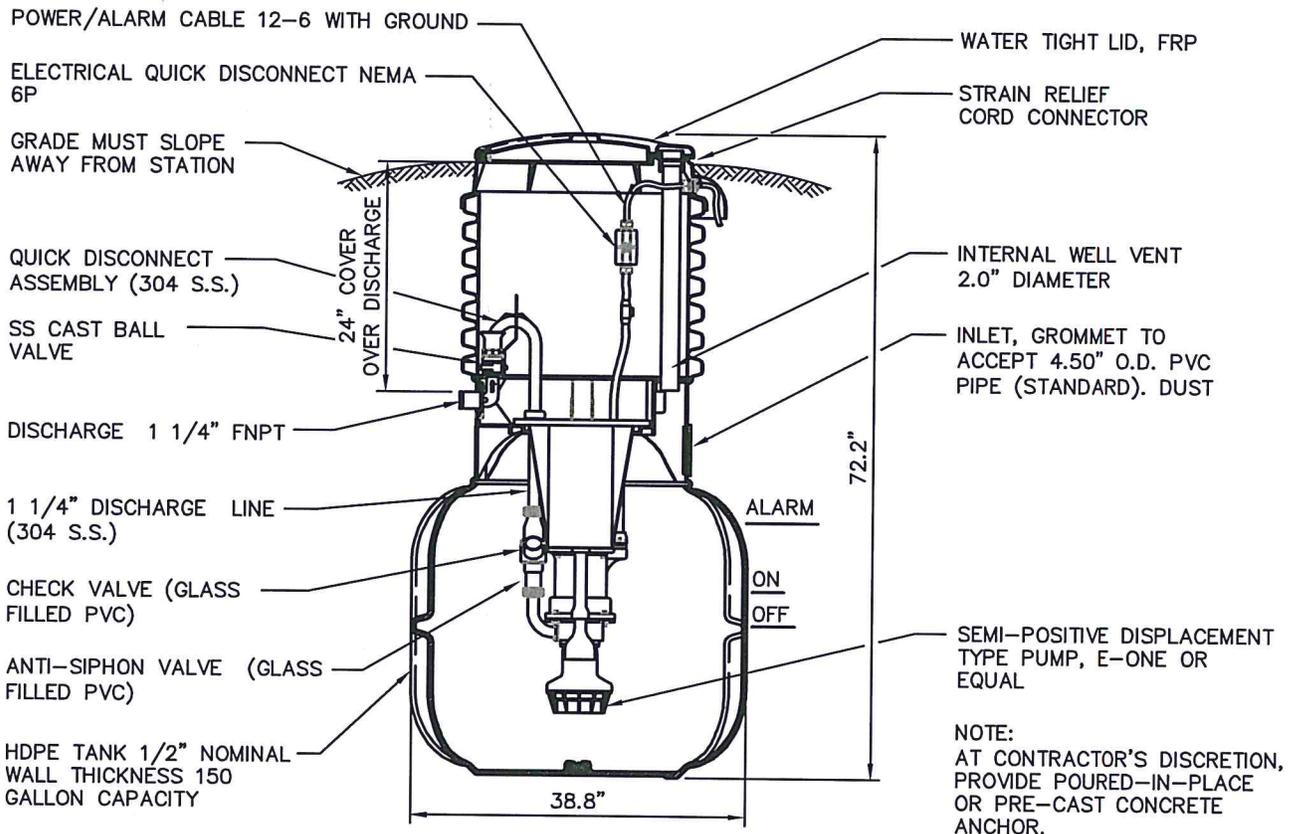
## TRENCH SECTION

### NOTES:

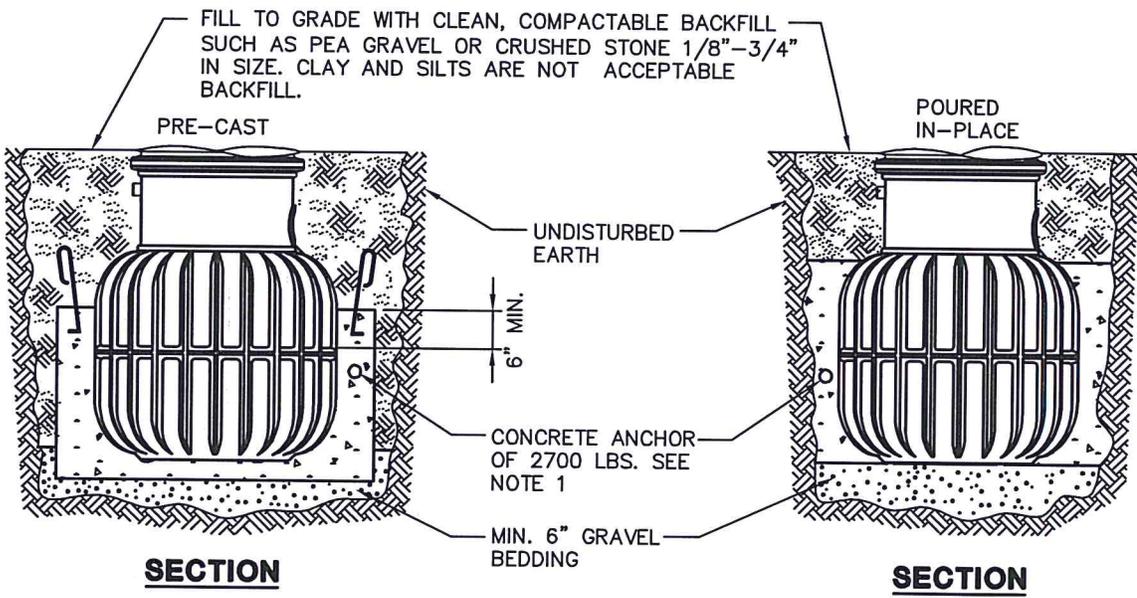
1. ELBOWS SHALL NOT BE GREATER THAN 45°. MINIMUM DISTANCE BETWEEN BENDS SHALL BE 4'.
2. CLEAN OUT IS REQUIRED FOR EACH PIPE LENGTH GREATER THAN 100' AND FOR EACH 90° ACCUMULATED ELBOW/100'
3. BACKFILL FOR PAVED AREA SHALL BE 5/8" MINUS CRUSHED SURFACING TOP COURSE, COMPACTED IN 12" LIFTS
4. ALL PLUMBING OUTLETS SHALL BE CONNECTED TO THE SEWER. NO DOWNSPOUTS OR STORM DRAINAGE MAY BE CONNECTED TO THE SEWER SYSTEM.
5. 18" MINIMUM COVERAGE OVER PRIVATE SIDE SEWER.
6. LAY PIPE IN STRAIGHT LINE BETWEEN BENDS. MAKE ALL CHANGES IN GRADE OR LINE WITH AN ELBOW OR WYE. 90° CHANGE SHALL BE ELBOW AND WYE.
7. 4" SEWER PIPE MINIMUM SIZE ON PRIVATE RESIDENTIAL PROPERTY. 6" SEWER PIPE MIN. SIZE ON COMMERCIAL PROPERTIES. 2% MINIMUM GRADE, 100% MAXIMUM (45°).
8. ALL CONSTRUCTION REQUIRES A PERMIT AND PAYMENT OF FEE, COMPLETE LEGAL DESCRIPTION OF PROPERTY AND DIMENSIONS.
9. AS-BUILT DRAWING SHOWING LOCATION OF SIDE SEWER IN RELATION TO THE HOUSE IS REQUIRED AFTER INSTALLATION.
10. SEE V-S11, V-S12, AND V-S13 FOR SIDE SEWER LATERAL REQUIREMENTS.
11. CONSTRUCTION IN RIGHT-OF-WAY SHALL BE PERFORMED BY A REGISTERED LICENSED CONTRACTOR.
12. RIGHT-OF-WAY RESTORATION SHALL MATCH OR EXCEED THE ORIGINAL CONDITION.
13. PRE-TREATMENT SYSTEMS REQUIRE DESIGN SUBMITTAL STAMPED BY LICENSED ENGINEER.
14. PIPE TO BE BEDDED WITH 3/4" MINUS CRUSHED GRAVEL TO LIMITS SHOWN. COMPACT BEDDING BELOW, ON SIDES AND ON TOP OF PIPE.
15. INSTALL SURFACE ACCESSIBLE BACKWATER VALVE ON ALL SIDE SEWERS WHERE POTENTIAL OCCURS FOR FLOW TO BACK INTO THE PRIVATE SERVICE.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE S14PRIVATE SIDE SEWER  
INSTALLATION

  
**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS



**INTERIOR SECTION**

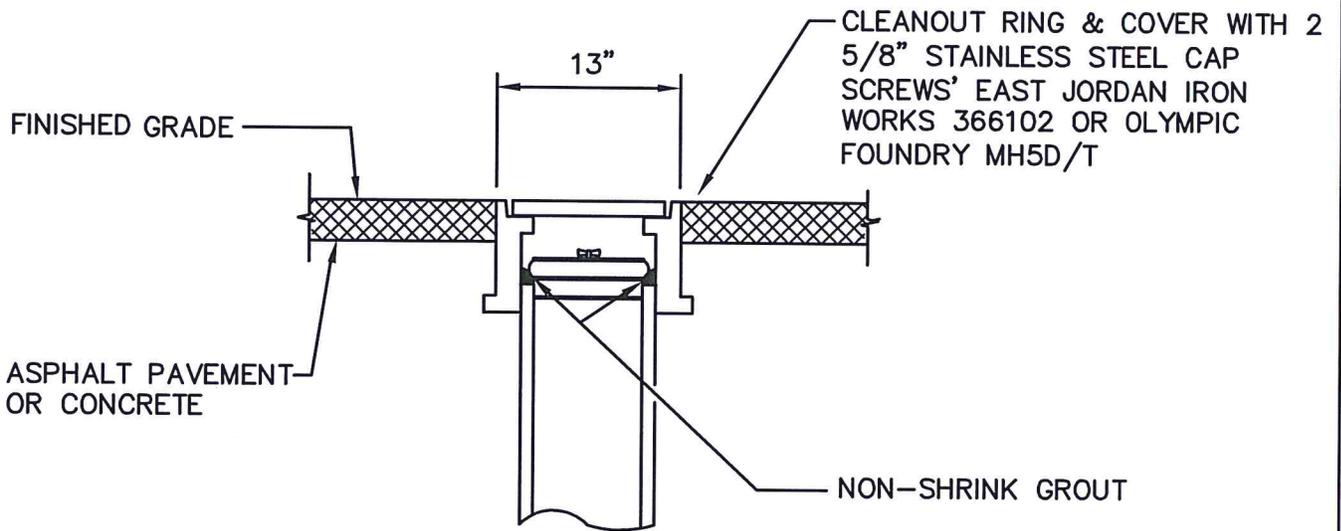


**SECTION**

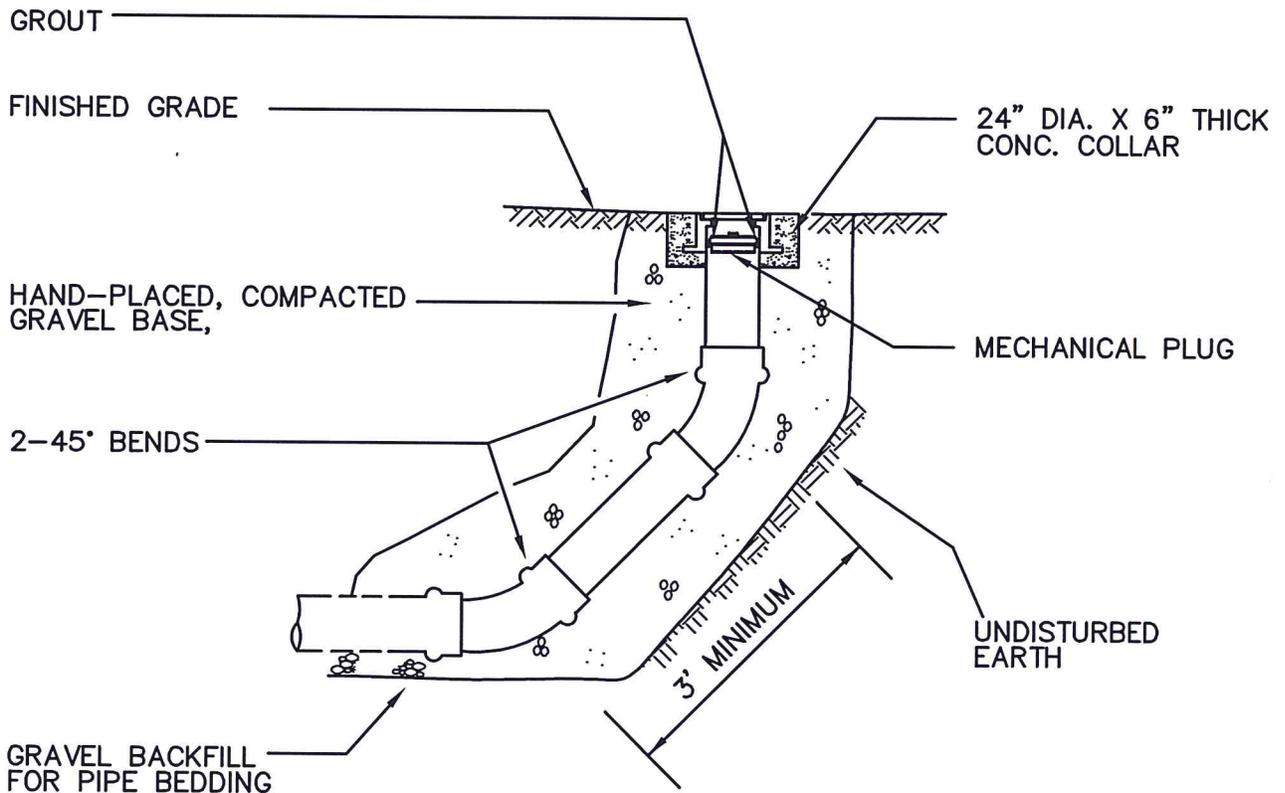
**SECTION**

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S15  
 PRIVATE GRINDER PUMP INSTALLATION

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**PAVED**



**NON-PAVED**

**NOTES:**

1. TO BE USED ON CLEANOUT ACCESS AT STRUCTURE

CITY OF ILWACO  
 2014 DEVELOPER STANDARDS  
 FIGURE S16  
 SIDE SEWER CLEANOUT  
  
**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

FINISHED GRADE

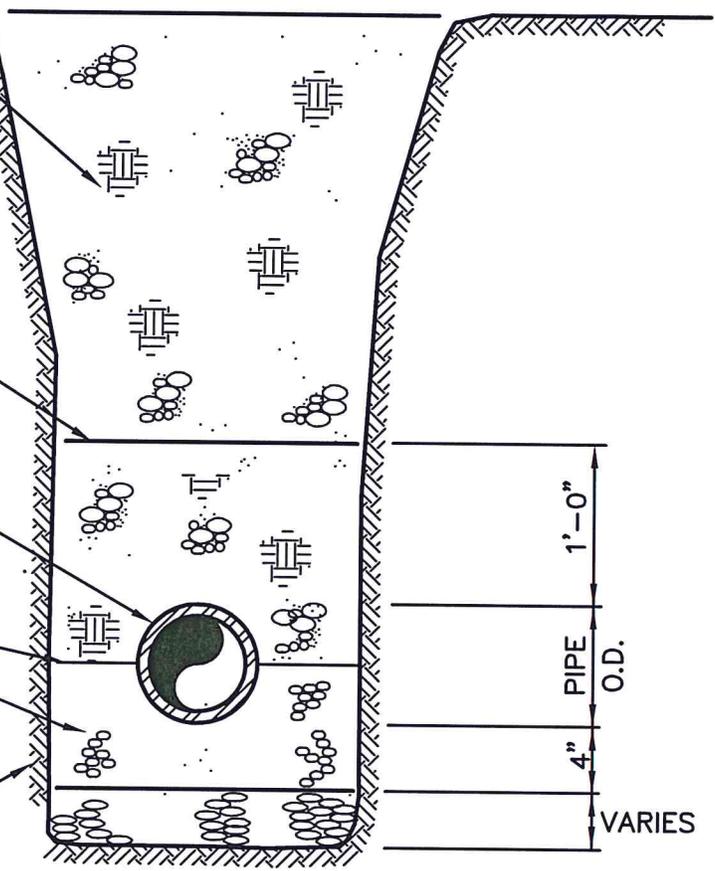
IMPORTED COMPACTED BACKFILL, EXCAVATED MATERIAL, GRAVEL BASE, OR CDF ALLOWED WITH ENGINEER APPROVAL. (COMPACTION REQUIREMENTS PER MODIFIED PROCTOR ASTM D1557 AND AS REQUIRED BY PERMITS.)

SPECIAL PRECAUTIONS TO PROTECT PIPE TO THIS LEVEL

DUCTILE IRON PIPE CLASS 52, EPOXY LINED

SPRING LINE  
PIPE BEDDING 3/4-MINUS COMPACTED TO OBTAIN COMPACTION REQUIREMENTS PER MODIFIED PROCTOR ASTM D1557 AND AS REQUIRED BY PERMITS.

FOUNDATION GRAVEL AS REQUIRED



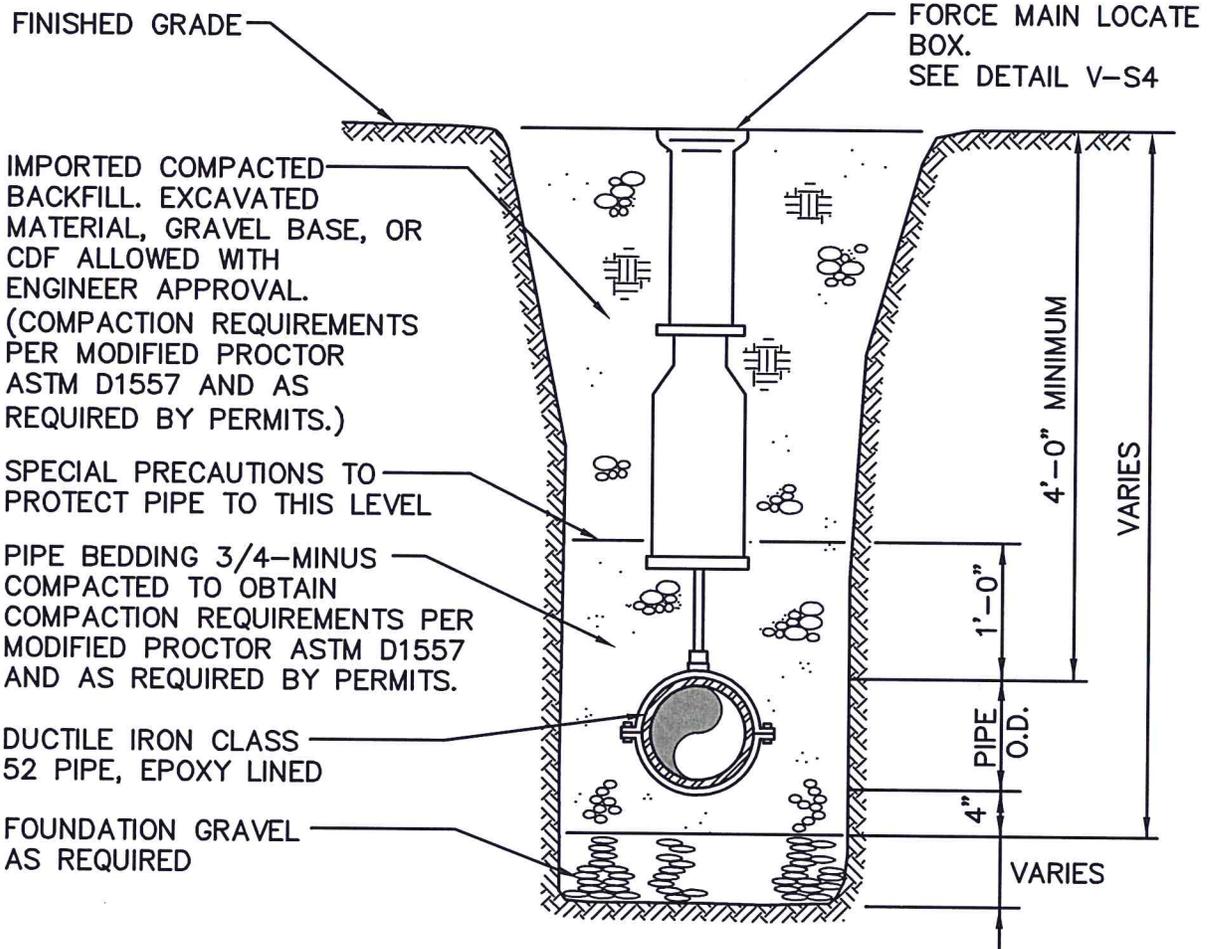
**NOTES:**

1. BACKFILL MATERIAL AND COMPACTION SHALL BE ON BOTTOM, SIDES AND TOP OF PIPE AND SHALL BE IN CONFORMANCE WITH CITY OF SEQUIM STANDARDS AND/OR COUNTY, CITY, STATE PERMIT REQUIREMENTS.
2. PIPES SHALL BE RESTRAINED IN FILL OR PREVIOUSLY DISTURBED MATERIAL.
3. CLAY OR BENTONITE DAMS SHALL BE INSTALLED ACROSS THE TRENCH AND TO THE FULL DEPTH OF THE GRANULAR MATERIAL IN ALL AREAS OF STEEP SLOPES, STREAM CROSSINGS AND WETLAND TO PREVENT MIGRATION OF WATER ALONG THE PIPELINE.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S2  
 SANITARY SEWER TRENCH SECTION  
 (D.I./GRAVITY)



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 CONSULTING ENGINEERS



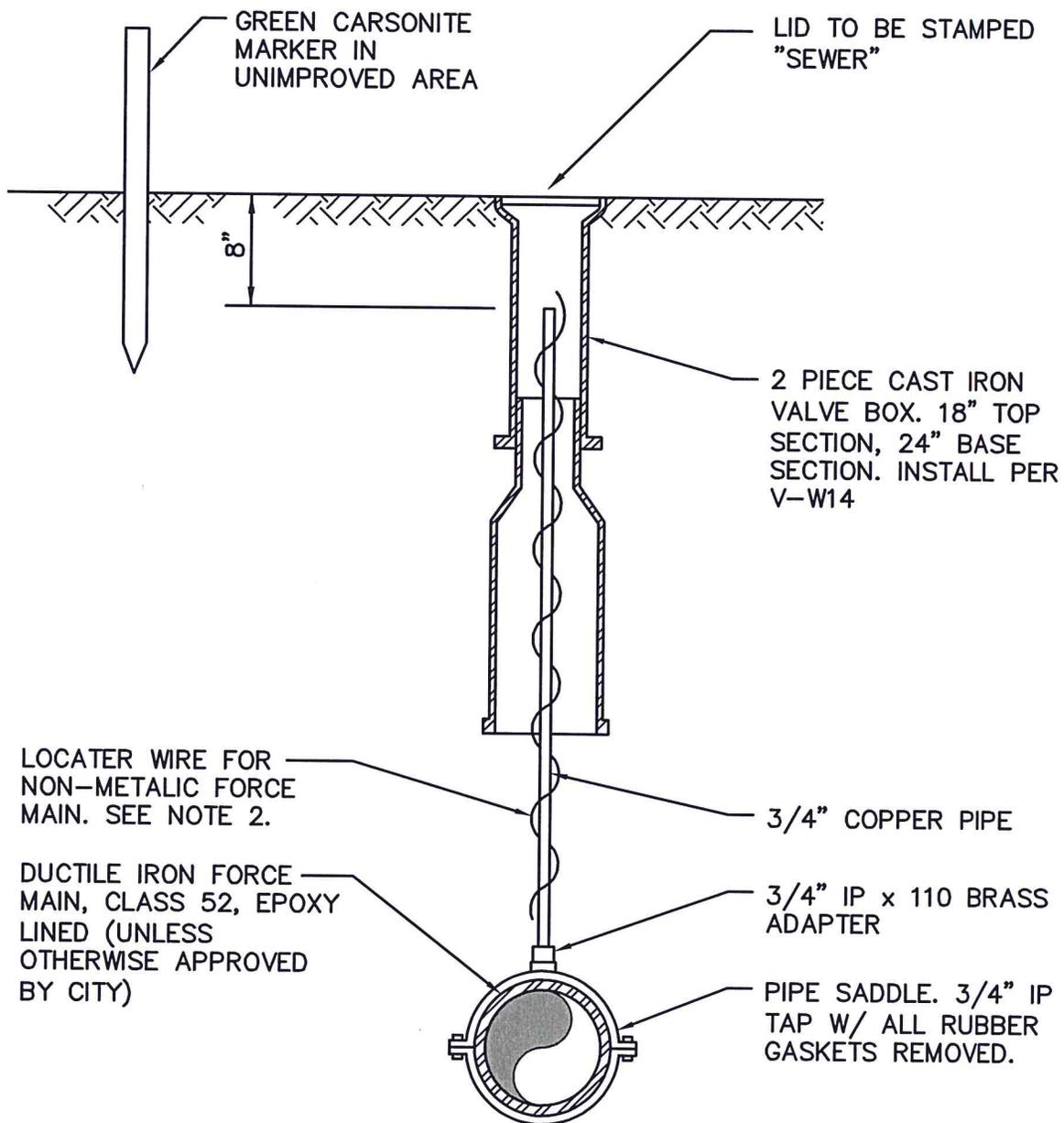
**NOTES:**

1. BACKFILL MATERIAL AND COMPACTION SHALL BE ON BOTTOM, SIDES AND TOP OF PIPE AND SHALL BE IN CONFORMANCE WITH CITY OF SEQUIM STANDARDS AND/OR THE CLALLAM COUNTY, CITY AND/OR STATE PERMIT REQUIREMENTS.
2. ONLY DUCTILE IRON PIPE SHALL BE USED UNLESS APPROVED BY THE CITY.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S3A  
 SANITARY SEWER TRENCH SECTION  
 (FORCE MAIN)



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LOCATER WIRE FOR NON-METALIC FORCE MAIN. SEE NOTE 2.

DUCTILE IRON FORCE MAIN, CLASS 52, EPOXY LINED (UNLESS OTHERWISE APPROVED BY CITY)

3/4" COPPER PIPE

3/4" IP x 110 BRASS ADAPTER

PIPE SADDLE. 3/4" IP TAP W/ ALL RUBBER GASKETS REMOVED.

**NOTES:**

1. LOCATE AT ENDS OF FORCE MAINS, ALL HORIZONTAL BENDS AND AT 300 FT. MAX SPACING, OR AS REQUIRED BY CITY
2. ON NON-METALIC FORCE MAINS, PROVIDE 12 GAUGE COATED COPPER WIRE BETWEEN LOCATION BOXES. WRAP ALONG FORCE MAIN PIPE AND UP COPPER PIPE AT EACH END.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S3B  
 FORCE MAIN LOCATION BOX



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 CONSULTING ENGINEERS

MANHOLE FRAME & COVER WITH "SEWER" CAST ON COVER IN 3" RAISED LETTERS (NON-SKID PATTERN) GMI COMPOSITE MATERIAL LID & FRAME EQUAL IN PERFORMANCE TO DUCTILE IRON. 3 HOLE LOCKING FRAME AND COVER. ONE (1) BOLT HOLE TO BE CENTERED OVER LADDER. SEE V-S5 FOR OPENING LOCATION.

REINFORCED CONC. COLLAR. SEE V-S4B.

FINISHED GRADE

FIRST STEP 14" MIN. 18" MAX.

4" X 24" PRECAST CONC. ADJUSTMENT RINGS 2 RINGS REQUIRED 5 RINGS MAXIMUM PLASTER INSIDE AND OUTSIDE FACE WITH 1/2" THICK GROUT

GROUT BETWEEN RINGS

24" DIA.

POLYPROPYLENE MANHOLE STEPS AT 12" O.C.

OFFSET CONE

GROUT LIFT HOLES INSIDE AND OUTSIDE

48" MIN. INSIDE DIAMETER PRECAST MANHOLE

RUBBER GASKET TO SEAL. GROUT IF NECESSARY

MANHOLE DIAMETER	
48"	STANDARD
54"	DEPTH ≥ 20FT
60"	PIPE DIA. = 15"
72"	PIPE DIA. = 24"

POLYPROPYLENE LADDER

10' MIN.

SEE NOTE 1 FOR PIPE CONNECTION

SLOPE 3/8"/FT

3/4 PIPE DIA

GROUT FILL

FLOW

**NOTES:**

1. PIPE CONNECTIONS TO MANHOLES SHALL BE AS FOLLOWS:  
PVC PIPE: CAST OR GROUT A SAND COLLAR INTO WALL.  
D.I. OR PVC PIPE: CORE THE MANHOLE AND CONNECT SEWER PIPE WITH EPDM MODEL "C" OR "L" LINK SEAL.
2. DROP OF GRADE THRU MANHOLE SHALL BE 0.10', UNLESS OTHERWISE NOTED.
3. MINIMUM DEPTH OF MANHOLE SHALL BE 8' UNLESS APPROVED BY THE CITY.
4. INSTALL GREEN CARSONITE FIBERGLASS MANHOLE MARKERS IN EASEMENTS.

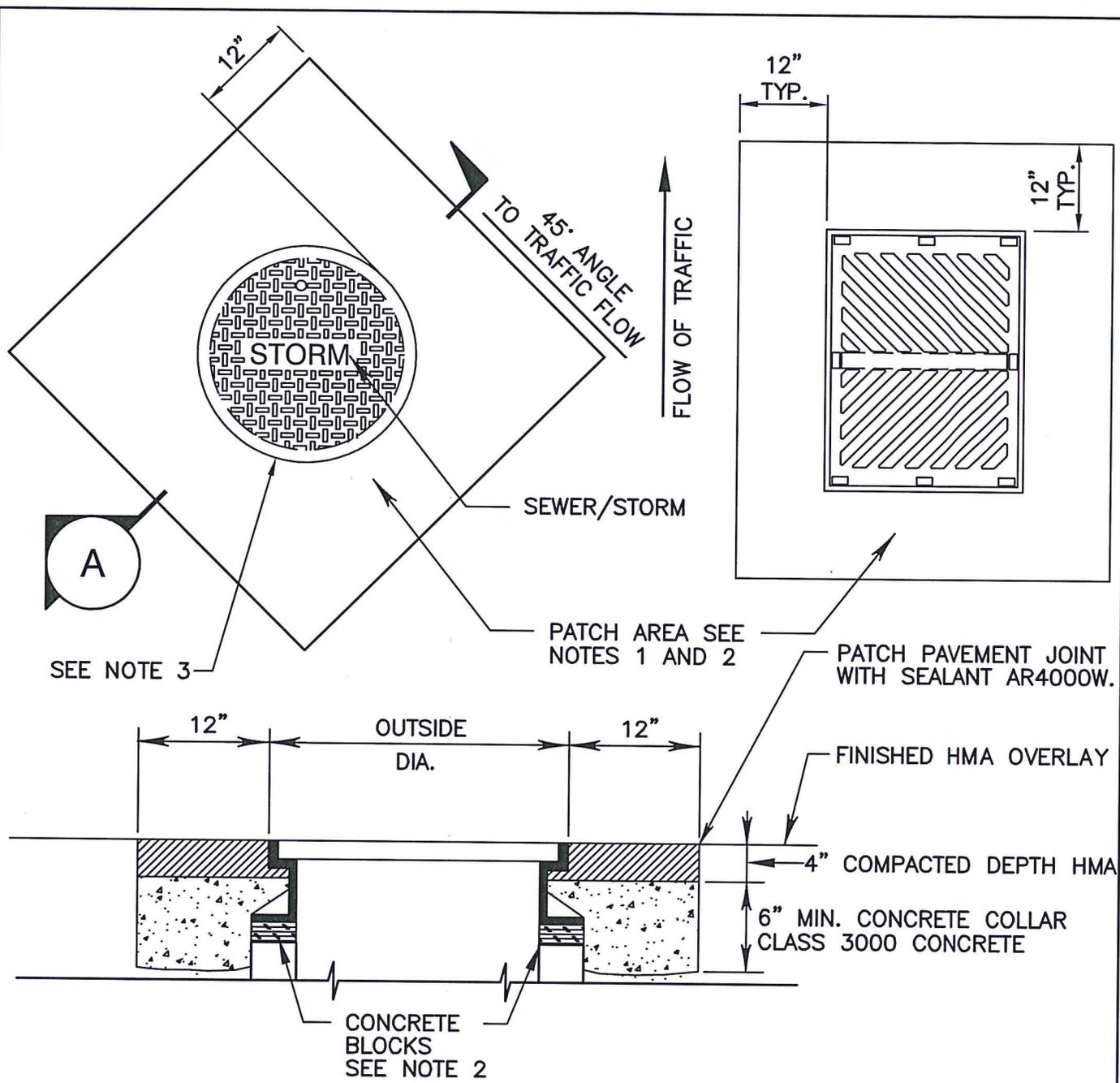
FOUNDATION GRAVEL

UNDISTURBED EARTH

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE S4A  
SANITARY SEWER MANHOLE SECTION



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

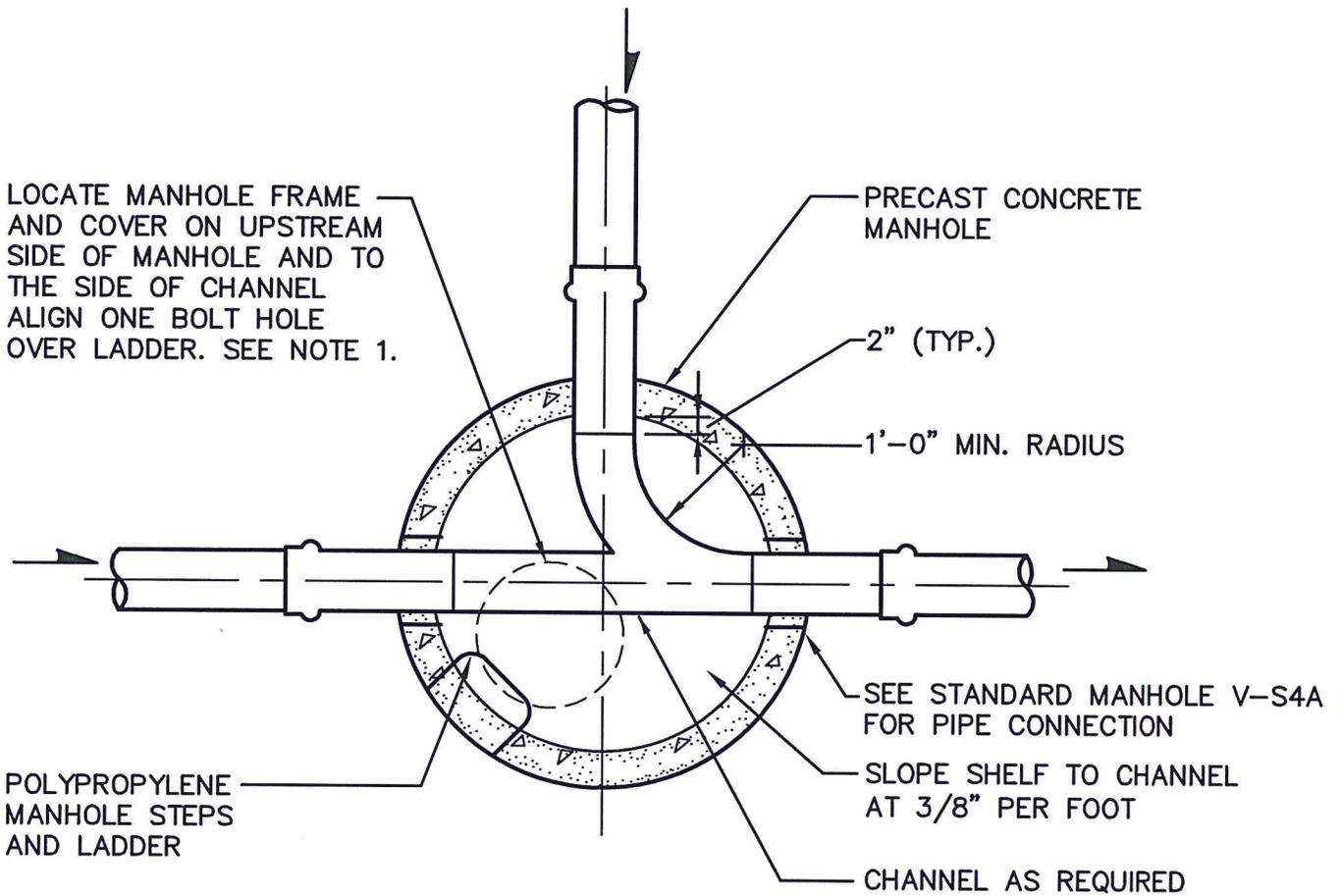


**SECTION A**

**NOTES:**

1. REMOVE PAVEMENT AND BASE MATERIALS WITHIN THE PATCH AREA AS DETAILED. ADJUST CASTING FRAME TO NEW PAVEMENT SURFACE USING CONCRETE BLOCKS & CONCRETE GROUT.
2. 2"x4"x8" SOLID BRICK USED FOR FINAL ADJUSTMENT TO GRADE. 6" HIGH MAX.
3. CONTRACTOR SHALL FURNISH AND INSTALL COMPOSITE MANHOLE COVERS (GMI COMPOSITE OR CONTRACTING AGENCY APPROVED EQUAL) ON ALL EXISTING SEWER/STORM MANHOLES. BOLT TO EXISTING COLLAR. PROVIDE EXISTING LID TO CONTRACTING AGENCY.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S4B  
 MANHOLE PAVING DETAIL  
  
**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

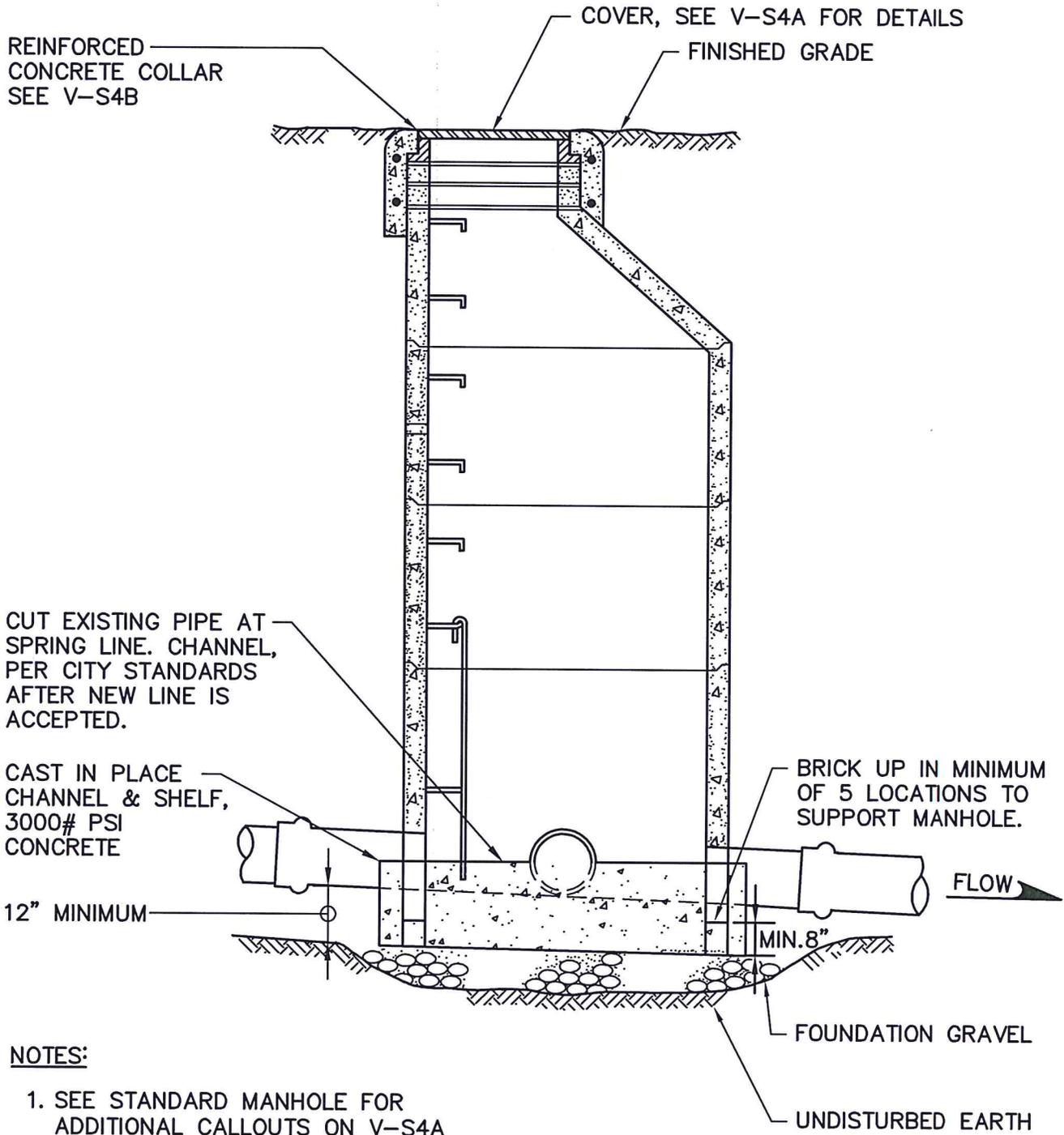


**NOTES:**

1. CONFIRM FRAME AND COVER LOCATION WITH CITY.

CITY OF ILWACO  
 2014 DEVELOPER STANDARDS  
 FIGURE S5  
 SANITARY SEWER MANHOLE PLAN



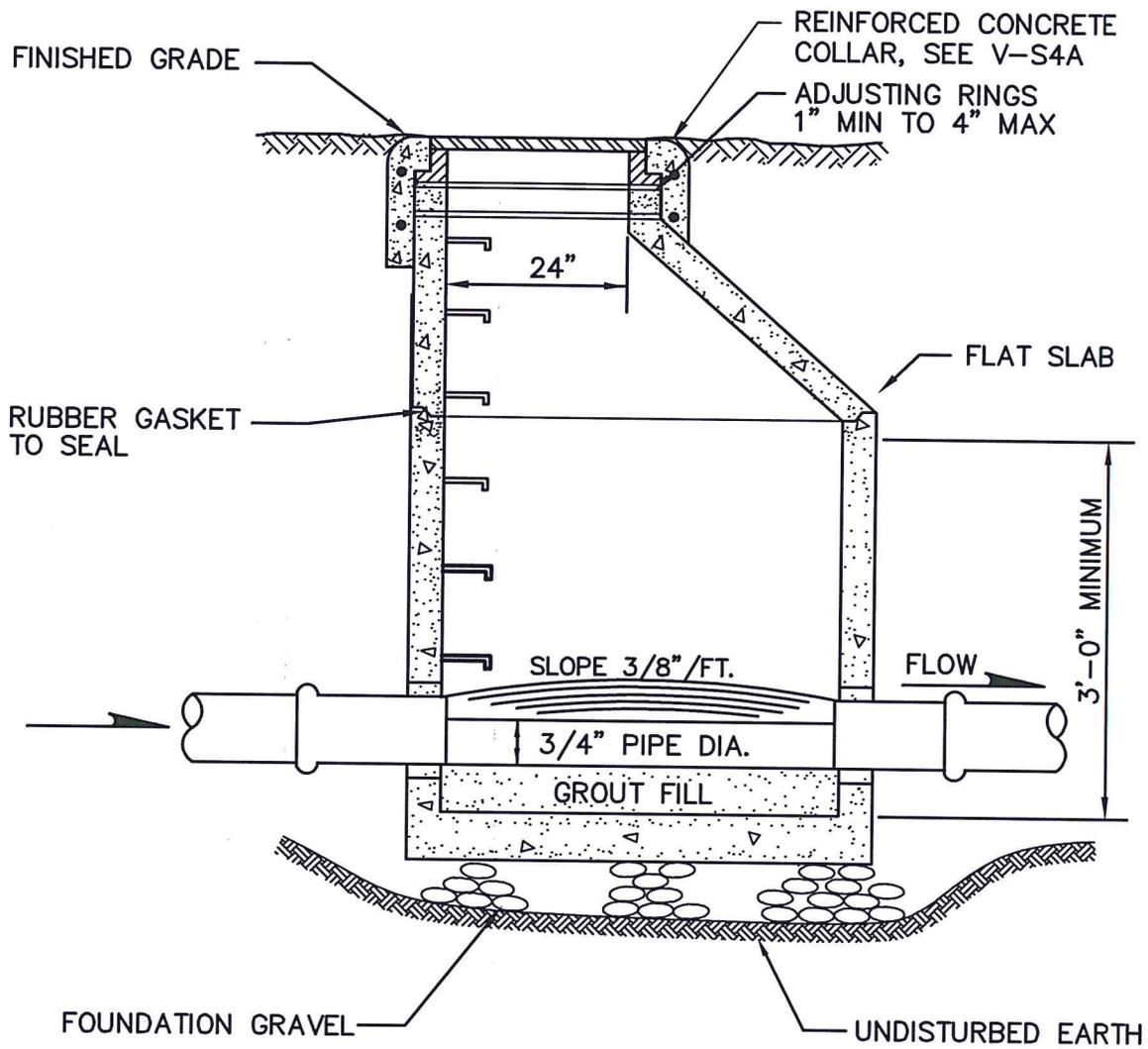


**NOTES:**

1. SEE STANDARD MANHOLE FOR ADDITIONAL CALLOUTS ON V-S4A

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S6  
 SANITARY SEWER SADDLE MANHOLE

  
**Gray & Osborne, Inc.**  
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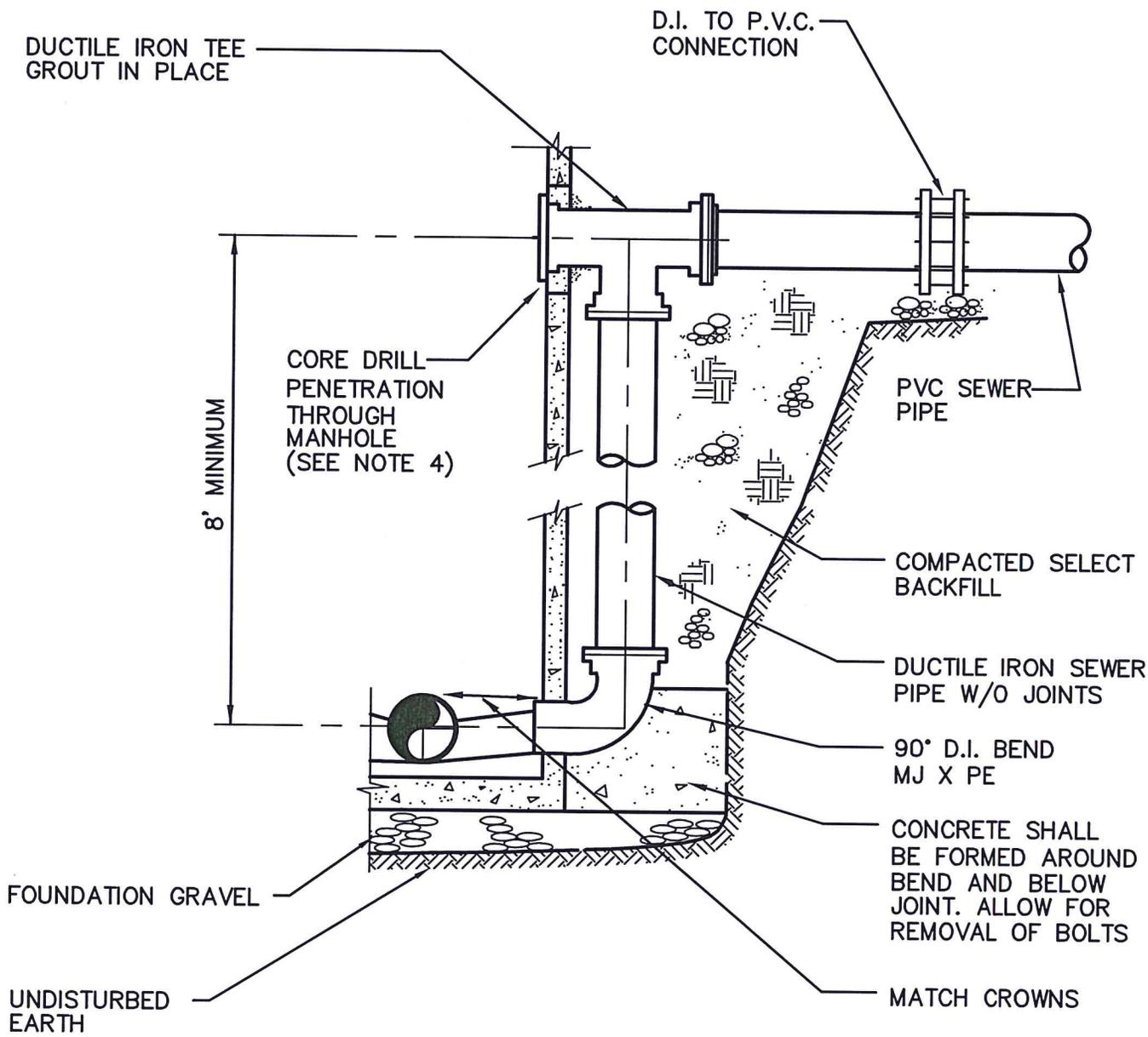


**NOTES:**

1. SEE STANDARD MANHOLE CALLOUTS ON V-S4A AND V-S5.
2. FRAME AND COVER SHALL MEET REQUIREMENTS FOR 24" MANHOLE.
3. USE OF SHALLOW MANHOLE REQUIRES CITY APPROVAL PRIOR TO INSTALLATION.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE S7  
SANITARY SEWER SHALLOW MANHOLE

  
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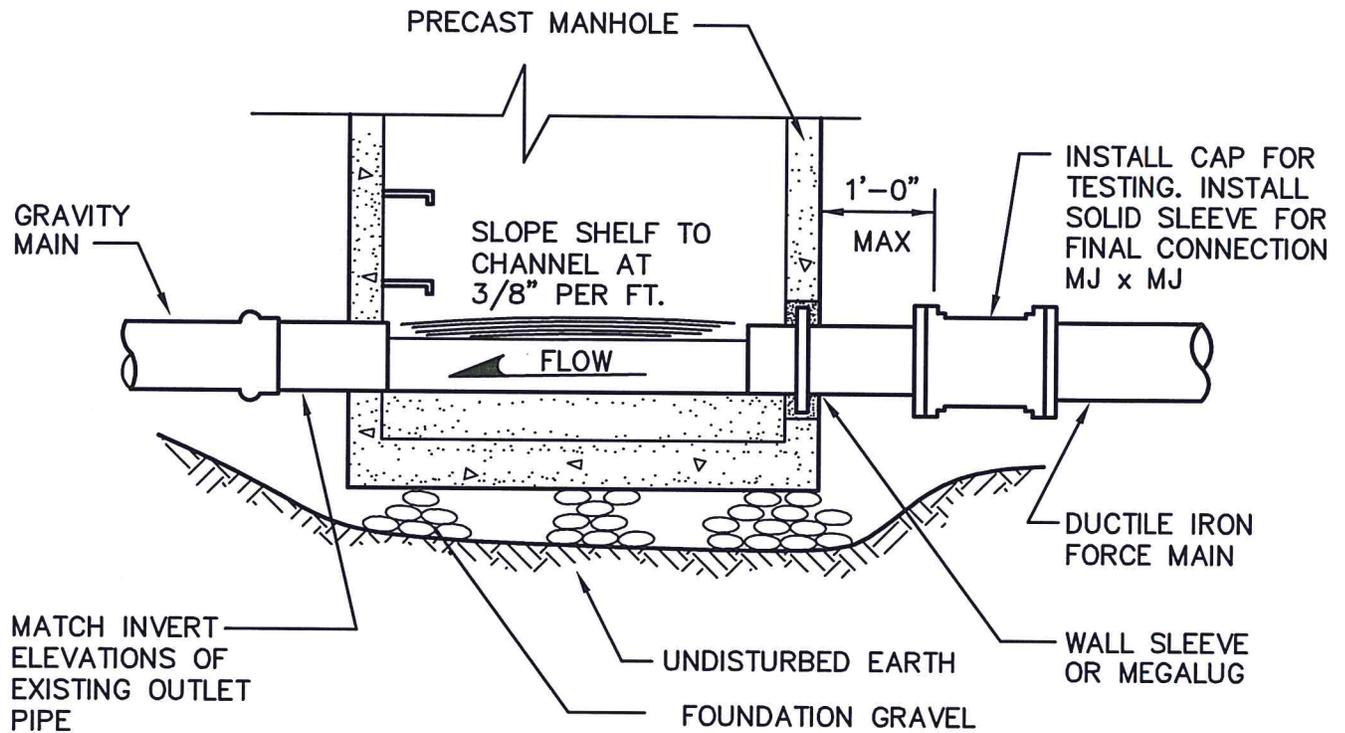


**NOTES:**

1. USE OF DROP MANHOLE REQUIRES CITY APPROVAL PRIOR TO INSTALLATION.
2. DROP HEIGHT MUST BE GREATER THAN 8 FEET FOR CONSIDERATION.
3. DROP CONNECTIONS WILL ONLY BE CONSIDERED AT JUNCTIONS WITH AN EXISTING DEEP MAIN FOR LATERAL SEWERS TO BE BUILT IN THE FUTURE.
4. EPDM MODEL "C" OR "L" LINK SEAL.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S8  
 OUTSIDE DROP MANHOLE

  
**Gray & Osborne, Inc.**  
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**NOTES:**

1. PIPE CONNECTIONS TO MANHOLES SHALL BE AS FOLLOWS: PVC PIPE: CAST OR GROUT A SAND COLLAR INTO WALL. D.I. OR PVC PIPE: CORE THE MANHOLE AND CONNECT SEWER PIPE WITH EPDM MODEL "C" OR "L" LINK SEAL EXCEPT FOR FORCE MAIN CONNECTION.
2. DROP OF GRADE THROUGH MANHOLE SHALL BE 0.10', UNLESS OTHERWISE NOTED.
3. ALIGN FORCE MAIN DISCHARGE AXIS WITH OUTLET PIPE.
4. RESTRAIN FORCE MAIN JOINTS AND FITTINGS IN ACCORDANCE WITH V-G3.
5. SEE STANDARD MANHOLE CALLOUTS ON V-S4A AND V-S5.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE S9  
 FORCE MAIN DISCHARGE MANHOLE



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FINISHED GRADE

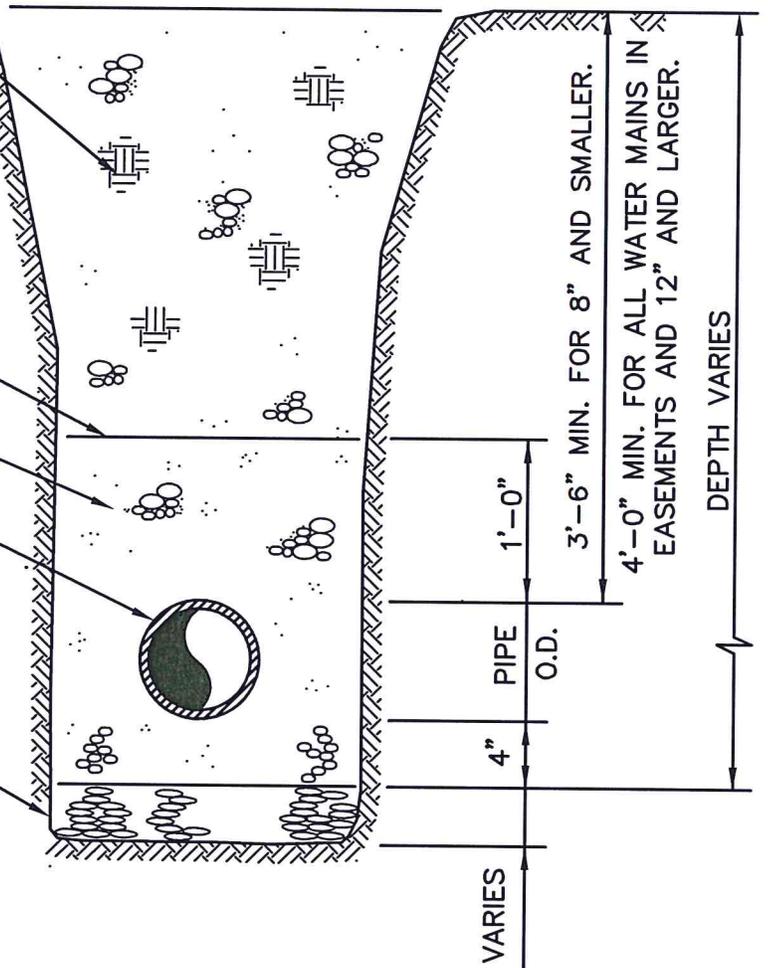
IMPORTED COMPACTED BACKFILL.  
EXCAVATED MATERIAL, GRAVEL  
BASE, OR CDF ALLOWED WITH  
ENGINEER'S APPROVAL.  
COMPACTION REQUIREMENTS PER  
MODIFIED PROCTOR ASTM D1557  
AS REQUIRED BY PERMITS

SPECIAL PRECAUTIONS TO  
PROTECT PIPE TO THIS LEVEL

COMPACTED SELECT BACKFILL

DUCTILE IRON PIPE CLASS 52  
OR PVC PIPE CLASS C900

FOUNDATION GRAVEL  
AS REQUIRED



NOTE:

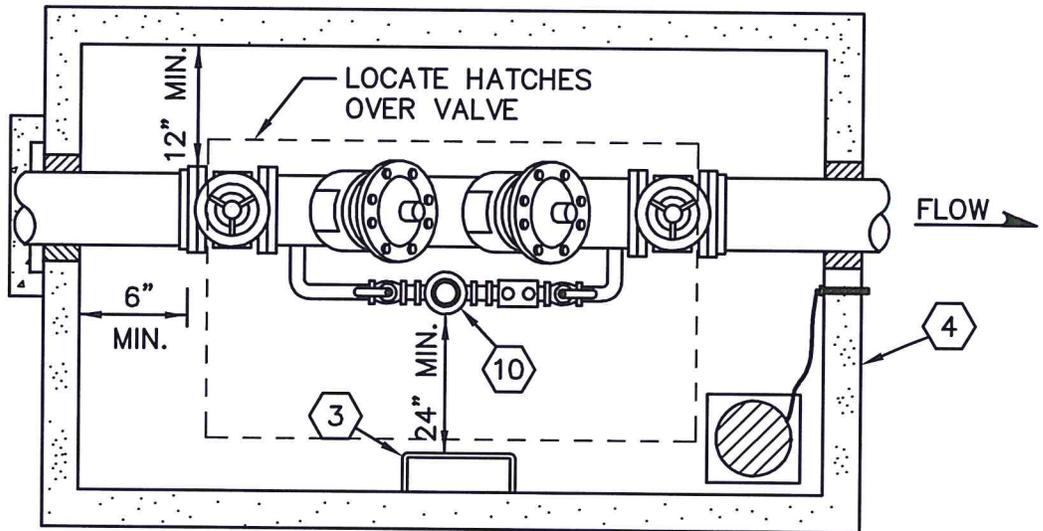
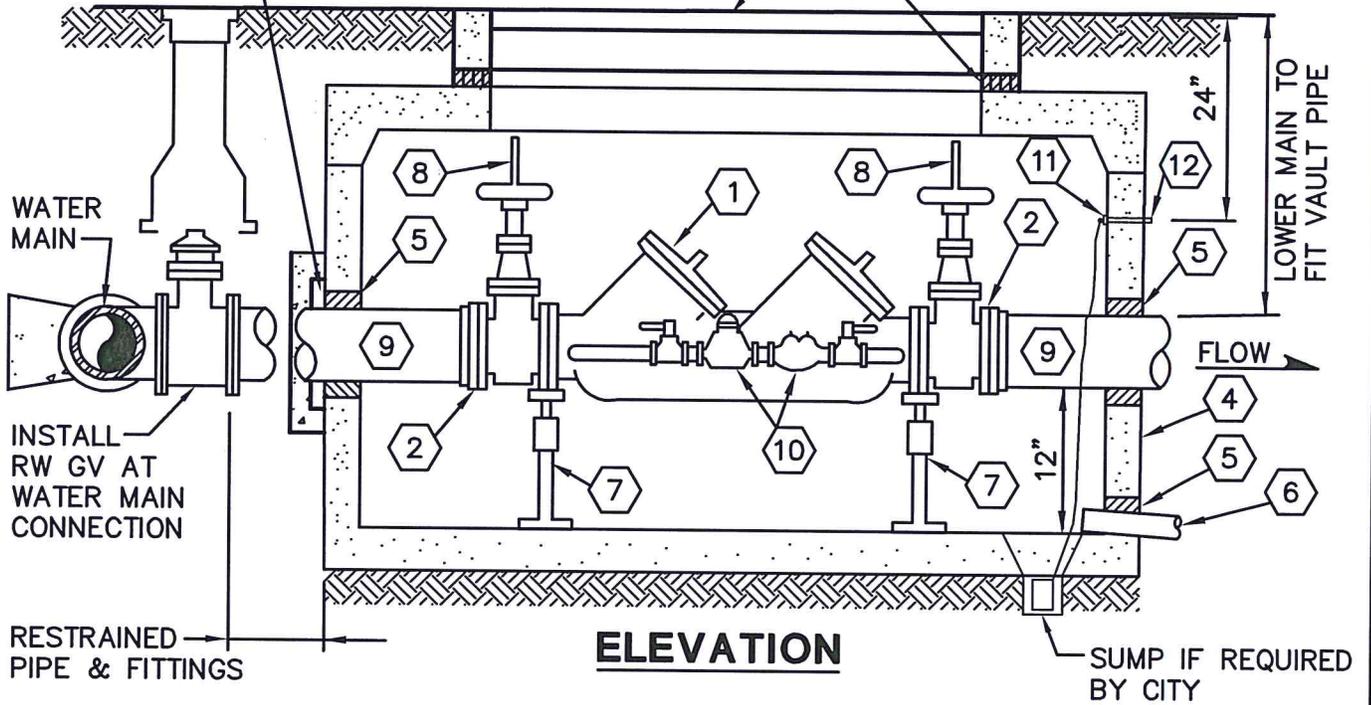
1. BACKFILL MATERIAL AND COMPACTION SHALL BE IN CONFORMANCE WITH WSDOT STANDARDS AND/OR COUNTY, CITY, STATE PERMIT REQUIREMENTS.
2. DEPTH OF COVER IN EXCESS OF 7- FEET REQUIRES CITY APPROVAL.
3. PIPES SHALL BE RESTRAINED IN FILL OR PREVIOUSLY DISTURBED MATERIAL.
4. CLAY OR BENTONITE DAMS SHALL BE INSTALLED ACROSS THE TRENCH AND TO THE FULL DEPTH OF THE GRANULAR MATERIAL IN ALL AREAS OF STEEP SLOPES, STREAM CROSSINGS AND WETLAND TO PREVENT MIGRATION OF WATER ALONG THE PIPELINE.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE W1  
WATER MAIN TRENCH SECTION

  
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MEGALUG FOLLOWER INSTALLED ON INFLOW SIDE OF VAULT WITH CONCRETE THRUST BLOCK

2 HATCHES IN 3'x 6' OPENING  
4" BRICK, GROUTED



**NOTES:**

1. SEE V-W13B FOR NOTES AND CALLOUTS

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE W13A  
DOUBLE-CHECK DETECTOR ASSEMBLY,  
4" AND LARGER

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**LEGEND - SEE V-W13A FOR ELEVATION AND PLAN**

- ① WASHINGTON STATE APPROVED DOUBLE CHECK DETECTOR ASSEMBLY (DCDA) WITH OS&Y RESILIENT SEAT GATE VALVE EA. END AND LOW FLOW BYPASS METER ASSEMBLY.
- ② UNI-FLANGE WITH SET SCREWS.
- ③ GALVANIZED STEEL OR ALUMINUM LADDER, SECURED TO VAULT, SAME SIDE AS BYPASS METER.
- ④ **VAULT:**  
UTILITY VAULT CO, OR APPROVED EQUAL WITH 4" BRICK AND ADJUSTABLE COVER.

**ACCESS HATCHES:**

3'x3', LW PRODUCTS, H-20 LOAD RATED. PROVIDE DRAINS FROM HATCHES TO VAULT FLOOR.

DCDA SIZE	UTILITY VAULT CO APPROVED MODEL	MINIMUM 1/S VAULT DIM.			MIN. HATCH OPENING
		L	X	W X H	
4"	4484-LA	8'-4"	4'-4"	6'-2"	3' X 6'
6"	4484-LA	8'-4"	4'-4"	6'-2"	3' X 6'
8"	5106-LA	10'-6"	5'-0"	6'-2"	3' X 6'
10"	612-LA	12'-0"	6'-0"	6'-6"	3' X 6'

- ⑤ EPDM MODEL "C" OR "L" LINK SEAL.
- ⑥ DRAIN TO NEAREST CATCH BASIN. MINIMUM SLOPE 1% UNLESS OTHERWISE APPROVED. WHERE GRAVITY DRAIN IS NOT FEASIBLE, PROVIDE SUMP AND ELECTRIC PUMP WITH DISCHARGE TO SURFACE DRAIN. PUMP SHALL BE 1/2 HP ZOELLER M-53, WITH CHECK VALVE ON DISCHARGE LINE. POWER FROM SERVED FACILITY WITH GFI OUTLET IN VAULT, LOCATED ABOVE METER.
- ⑦ STANDON S-89 OR EQUAL ADJUSTABLE PIPE SUPPORTS, BOLT TO VALVE FLANGE.
- ⑧ VALVE ASSEMBLY TO BE POSITIONED IN VAULT TO ALLOW STEMS TO EXTEND INTO ACCESS OPENING.
- ⑨ CL. 52 D.I., MJ WITH MEGALUGS.
- ⑩ LOW FLOW BYPASS METER, INCLUDING 5/8" x 3/4" SENSUS RADIO READ WATER METER W/ SENSUS AMR AND MXU RADIO UNIT, WASHINGTON STATE APPROVED DOUBLE CHECK VALVE ASSEMBLY (DCVA) AND 2 BRONZE BODY ISOLATION BALL VALVES, BRASS OR TYPE K COPPER PIPING.
- ⑪ SIMPLEX DEDICATED RECEPTACLE IN A CAST ALUMINUM BOX WITH IN SERVICE COVER. RECEPTACLE SHALL BE ORANGE. INCLUDE SIGN STATING "DEDICATED 120V, 1PH, FOR SUMP PUMP."
- ⑫ 3/4" PVC SCH-40, CONDUIT SHALL BE COMPLETELY SEALED 120V, UNDER GROUND. CONTRACTOR TO SEAL CONDUIT PENETRATION WITH NON-SHRINK GROUT.

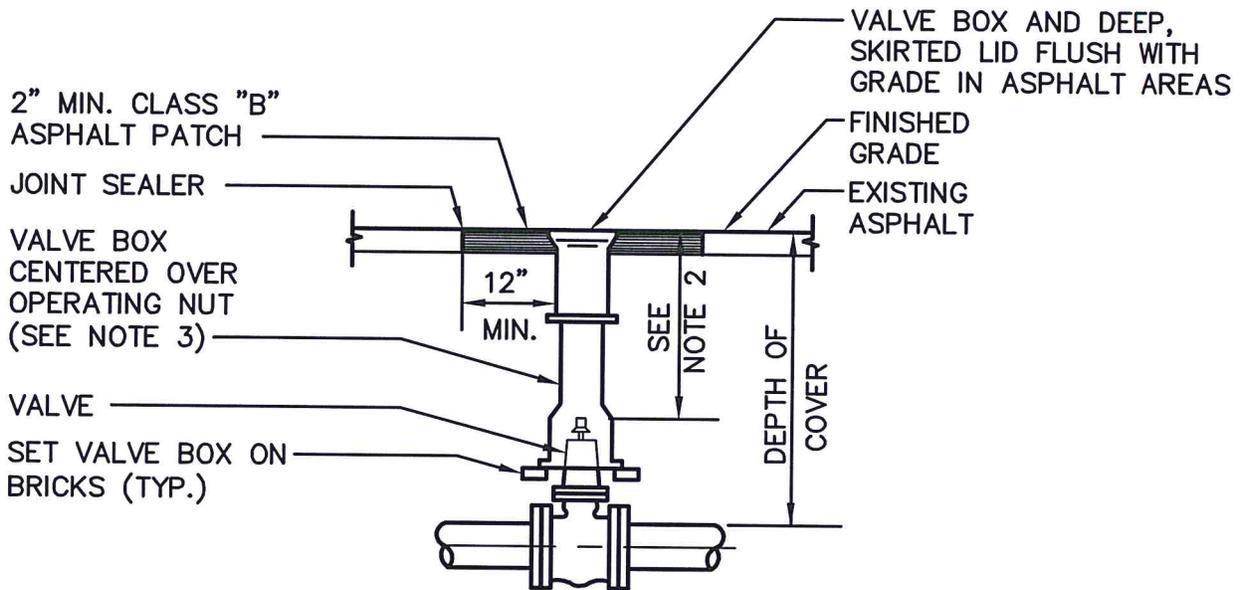
**NOTES:**

1. VAULT SHALL BE LOCATED OUTDOORS AND ACCESSIBLE TO DISTRICT. ALTERNATE TO VAULT INSTALLATION REQUIRES CITY APPROVAL.
2. SYSTEM SHALL NOT BE PUT INTO SERVICE UNTIL DCDA IS APPROVED BY THE CITY AND TESTED/CERTIFIED BY A WASHINGTON STATE LICENSED TESTER.
3. DCDA IS CONSIDERED PART OF THE PRIVATE SYSTEM AND SHALL BE MAINTAINED BY THE PROPERTY OWNER WITH ANNUAL CERTIFICATION REQUIRED.
4. PRESSURE TEST AND DISINFECT PER A.W.W.A. STANDARDS.
5. NO BRANCH CONNECTIONS ALLOWED BETWEEN METER AND DCDA.

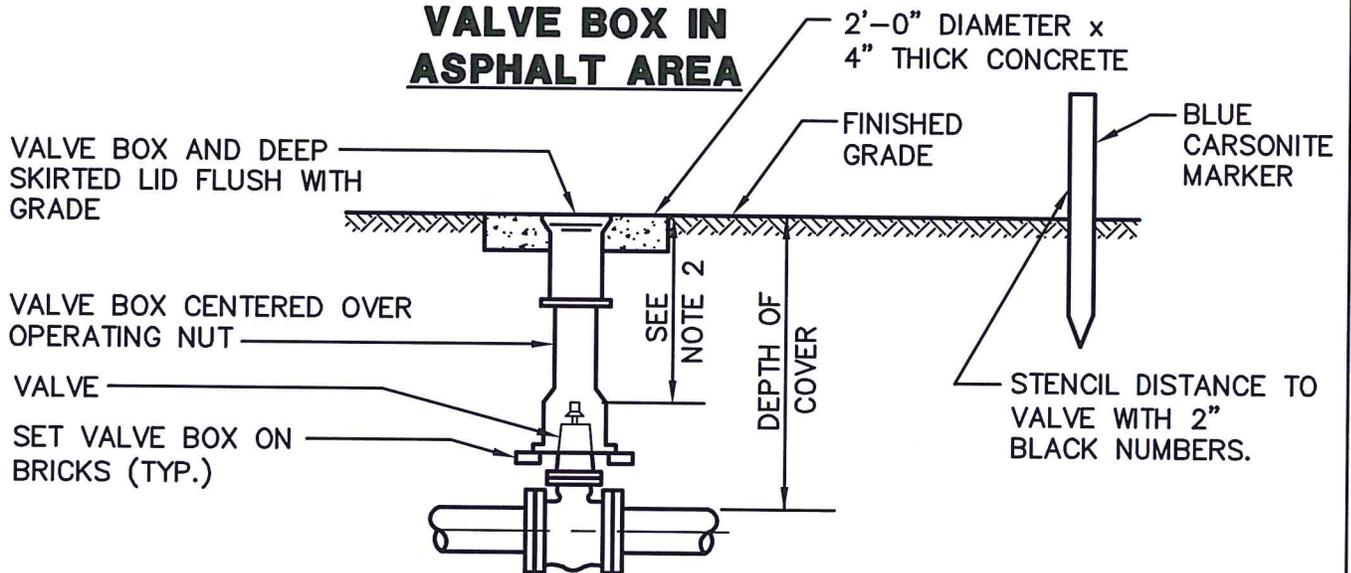
CITY OF ILWACO  
 2014 DEVELOPER STANDARDS  
 FIGURE W13B  
 DOUBLE-CHECK DETECTOR ASSEMBLY,  
 4" AND LARGER



**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS



### VALVE BOX IN ASPHALT AREA



### VALVE BOX IN UNIMPROVED AREA (VALVE MARKER REQUIRED)

#### NOTES:

1. EACH VALVE SHALL BE PROVIDED WITH AN ADJUSTABLE CAST IRON VALVE BOX OF 5 INCHES (5") INSIDE DIAMETER. VALVE BOXES SHALL HAVE A TOP SECTION WITH AN EIGHTEEN INCH (18") MIN. LENGTH. THE VALVE BOX SHALL BE OLYMPIC FOUNDARY No. 940 OR APPROVED EQUAL.
2. 18" MINIMUM, 24" MAXIMUM FOR OPERATOR NUT IF EXTENSION IS REQUIRED.
3. VALVE BOX EARS SHALL BE PLACED IN LINE WITH THE PIPE IT SERVES.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS

FIGURE W14  
VALVE BOX

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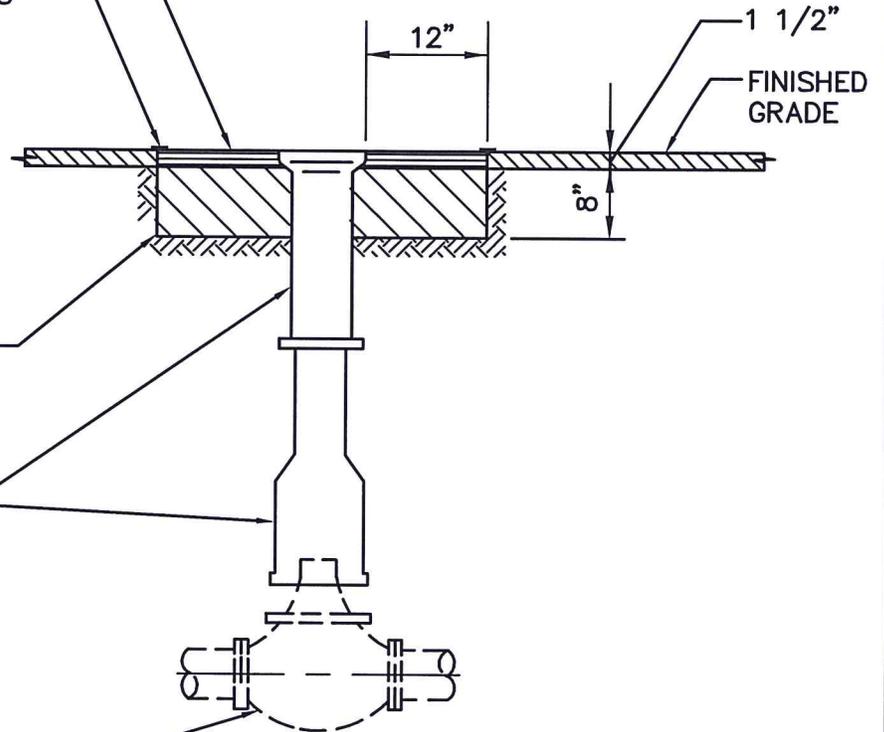
1 1/2" COMPACTED THICKNESS  
PG 58-22 HMA.

CLEAN AND TACK EDGES WITH  
SEALER CSS1 AND SEAL JOINTS  
WITH HOT ASPHALT CEMENT  
(AR4000W)

THICKENED ASPHALT COLLAR

CAST IRON VALVE BOX  
PER V-W14 (SEE NOTE 4)

EXISTING VALVE



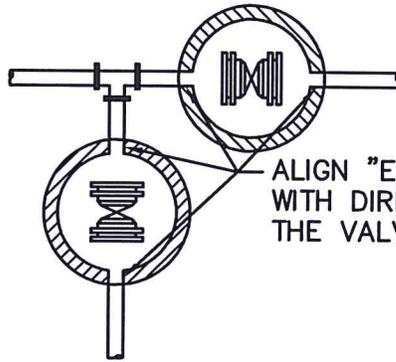
**NOTES:**

1. ALL EXISTING CONCRETE VALVE BOXES SHALL BE REPLACED WITH CAST IRON BOXES AND ADJUSTED WITH SOIL PIPE TO GRADE AS NEEDED.
2. ALL EXISTING CAST IRON VALVE BOXES SHALL BE ADJUSTED TO GRADE OR NEW CAST IRON BOXES INSTALLED.
3. ALIGNMENT OF THE VALVE BOX SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND CARE SHALL BE TAKEN TO ENSURE THAT THE VALVE IS OPERABLE.
4. VALVE BOX EARS SHALL BE PLACED IN LINE WITH THE PIPE IT SERVES.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS

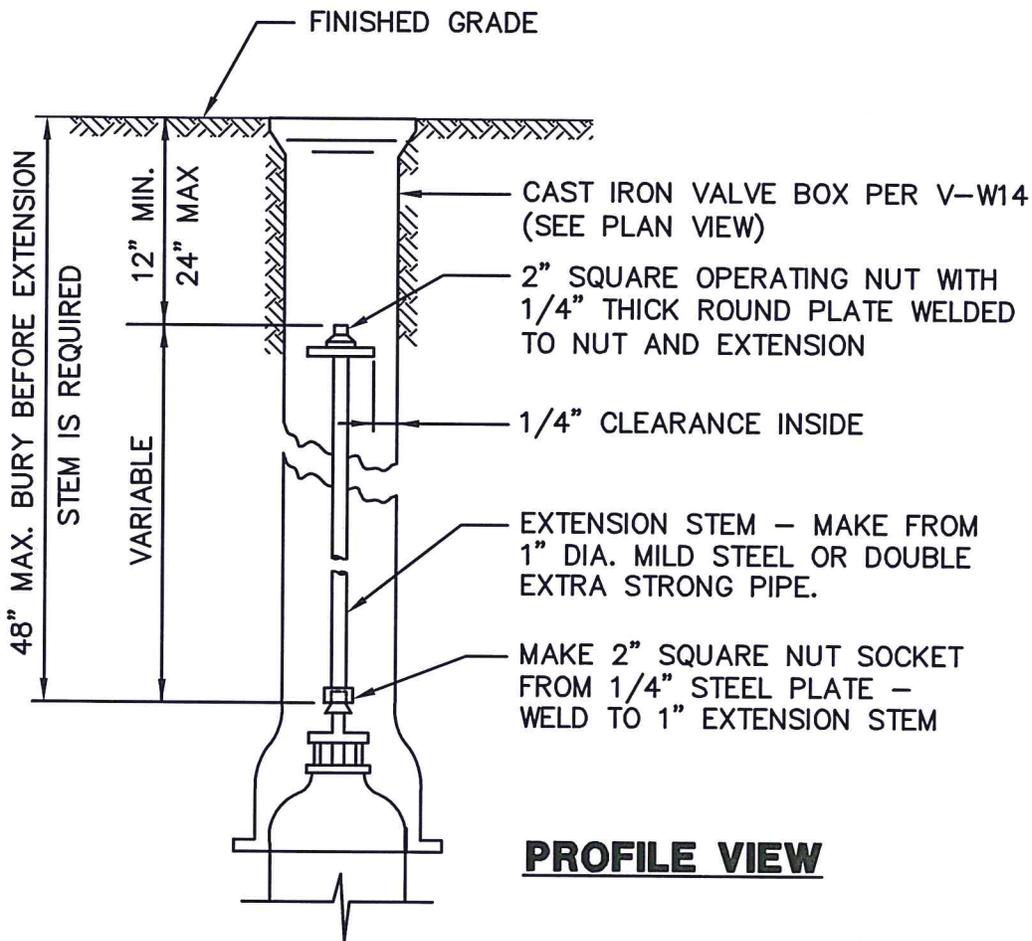
FIGURE W15  
VALVE BOX ADJUSTMENT

  
**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



ALIGN "EARS" ON VALVE BOX TOP WITH DIRECTION OF PIPE BRANCH THE VALVE OPENS AND CLOSES.

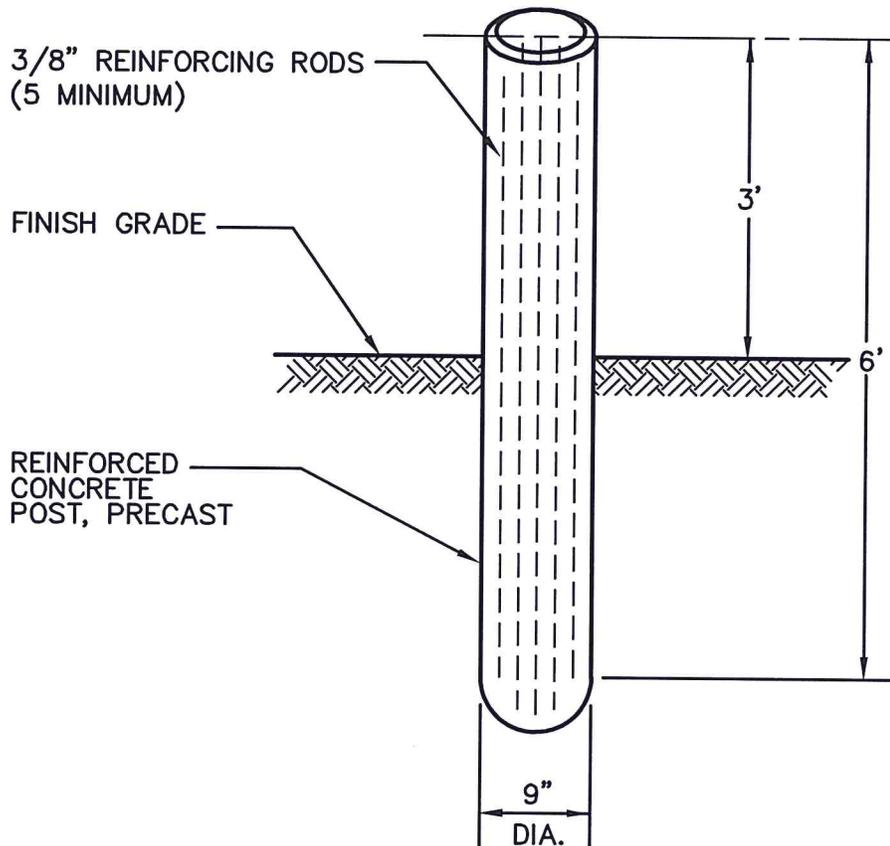
**PLAN VIEW**



**PROFILE VIEW**

CITY OF ILWACO  
 2014 DEVELOPER STANDARDS  
 FIGURE W16  
 VALVE EXTENSION STEM



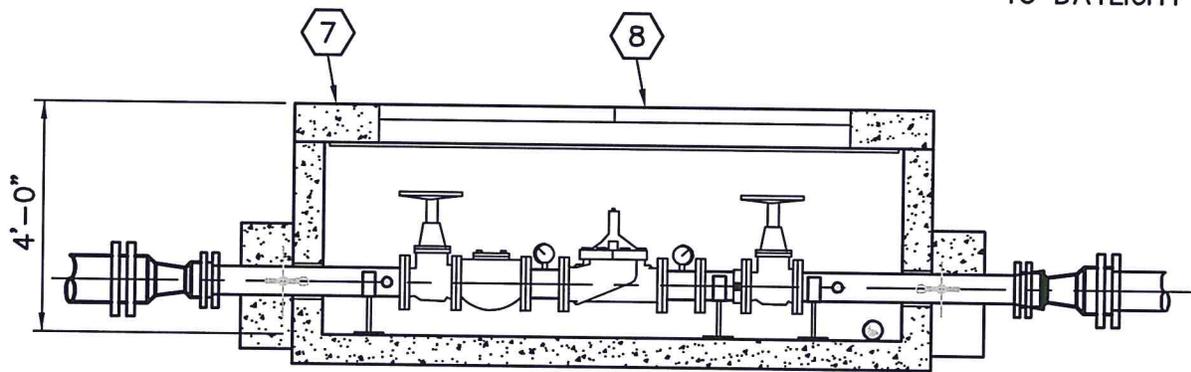
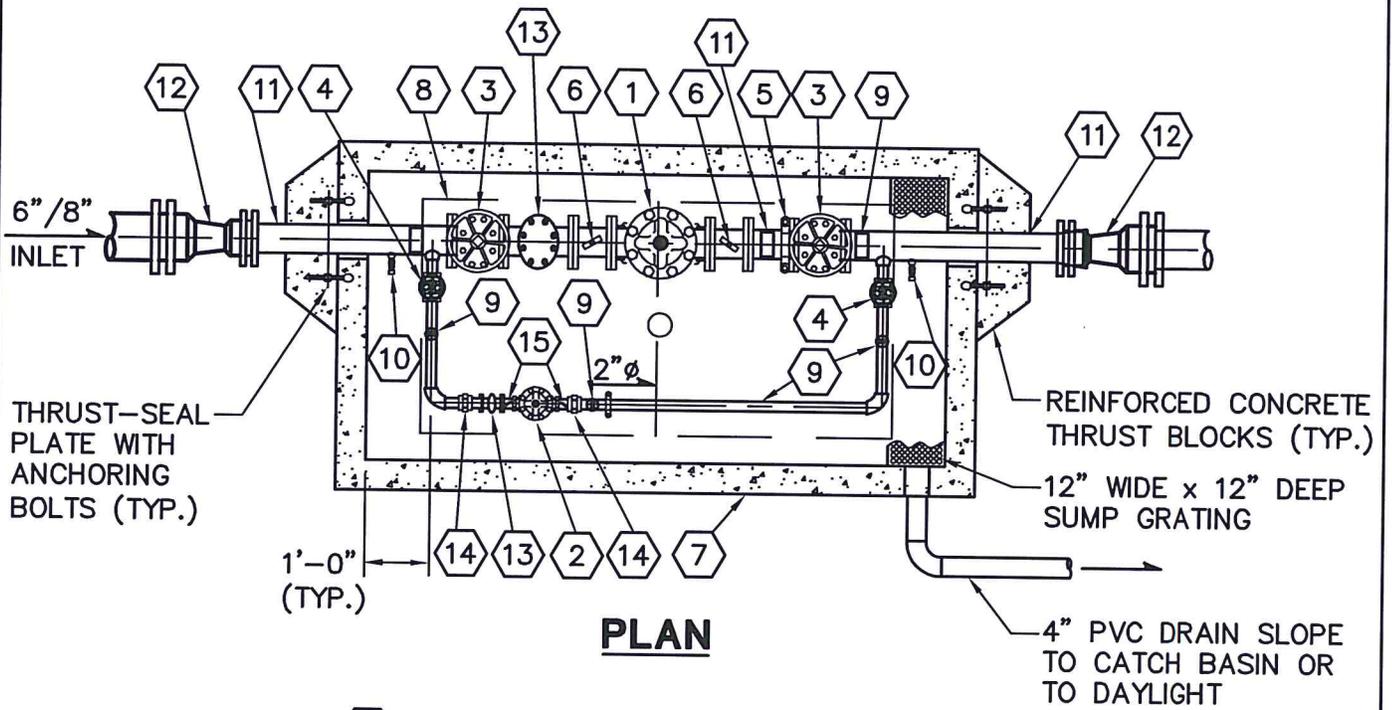


**NOTES**

1. THE NUMBER (2, 3, OR 4) AND CONFIGURATION OF THE GUARD POSTS SHALL BE DETERMINED BY THE CITY BASED ON FIELD CONDITIONS.
2. PAINT GUARD POSTS WITH TWO (2) COATS OF KELLY-MOORE 6100-516 YELLOW .

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE W17  
GUARD POST

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**NOTE:**

ALTERNATE TO FIELD ASSEMBLED PRV AND VAULT IS SYSTEM AS MANUFACTURED BY GC SYSTEMS.

X SEE V-W18B FOR CALLOUTS AND NOTES

CITY OF ILWACO  
 2014 DEVELOPER STANDARDS  
 FIGURE W18A  
 PRESSURE REDUCING VAULT



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**LEGEND - SEE V-W18A FOR PLAN AND SECTION**

- ① 6" CLA-VAL 92G-01BCSY PRESSURE REDUCING VALVE WITH X101 POSITION INDICATOR DI BODY, S.S. TRIM, #150 FL.
- ② 2" CLA-VAL 90G-01BC PRESSURE REDUCING VALVE WITH X101 POSITION INDICATOR DI BODY, BRONZE TRIM - THREADED.
- ③ 6" D.I. RW NRS GATE VALVE WITH HANDWHEEL, #150 FL.
- ④ 2" MUELLER A2360-6W41 W55 RW NRS GATE VALVE WITH HANDWHEEL, THD.
- ⑤ UNIFLANGE
- ⑥ 4" 0-300 PSI PRESSURE GAUGE WITH SNUBBER AND GAUGE COCK. LOCATION SHALL BE AS SHOWN ON V-W18A ON THE TOP OF THE PIPE. GAUGE SHALL BE INSTALLED ON BOTH PRIMARY AND BYPASS PRV ASSEMBLIES (SEE ITEM 15 BELOW).
- ⑦ PRECAST CONCRETE VAULT 10'L x 5'W x 3'-7"H INSIDE, SOLID WALL WITH WHITE INTERIOR & BLACK EXTERIOR SEALANT
- ⑧ 48" X 96" DOUBLE DOOR ALUMINUM HATCH, LW PRODUCTS OR APPROVED EQUAL. H-20 RATED. DRAIN HATCH TO VAULT FLOOR.
- ⑨ ADJUSTABLE PIPE SUPPORTS
- ⑩ 3/4" HOSE BIB ASSEMBLY
- ⑪ PIPE SPOOL (FLxPE) LENGTH AS REQUIRED.
- ⑫ REDUCER (AS REQUIRED), MJ WITH MEGA-LUGS
- ⑬ WATER METER STRAINER, SENSUS OR APPROVED EQUAL.
- ⑭ UNIONS
- ⑮ 2" 0-300 PSI PRESSURE GAUGE WITH SNUBBER.

**NOTES:**

- 1. 6" x 2" PRV ASSEMBLY SHOWN. SIZES TO BE DETERMINED BY THE CITY BASED ON DOWNSTREAM DEMANDS.
- 2. ALL 3" AND LARGER PIPE INSIDE WETTED SURFACES TO BE SANDBLASTED, EPOXY LINED AND COATED TO AWWA C210 AND NSF-61 SPECIFICATION. EXTERIOR COATING SHALL BE BLUE ENAMEL.
- 3. ALL PIPE 2" AND SMALLER TO BE BRASS.

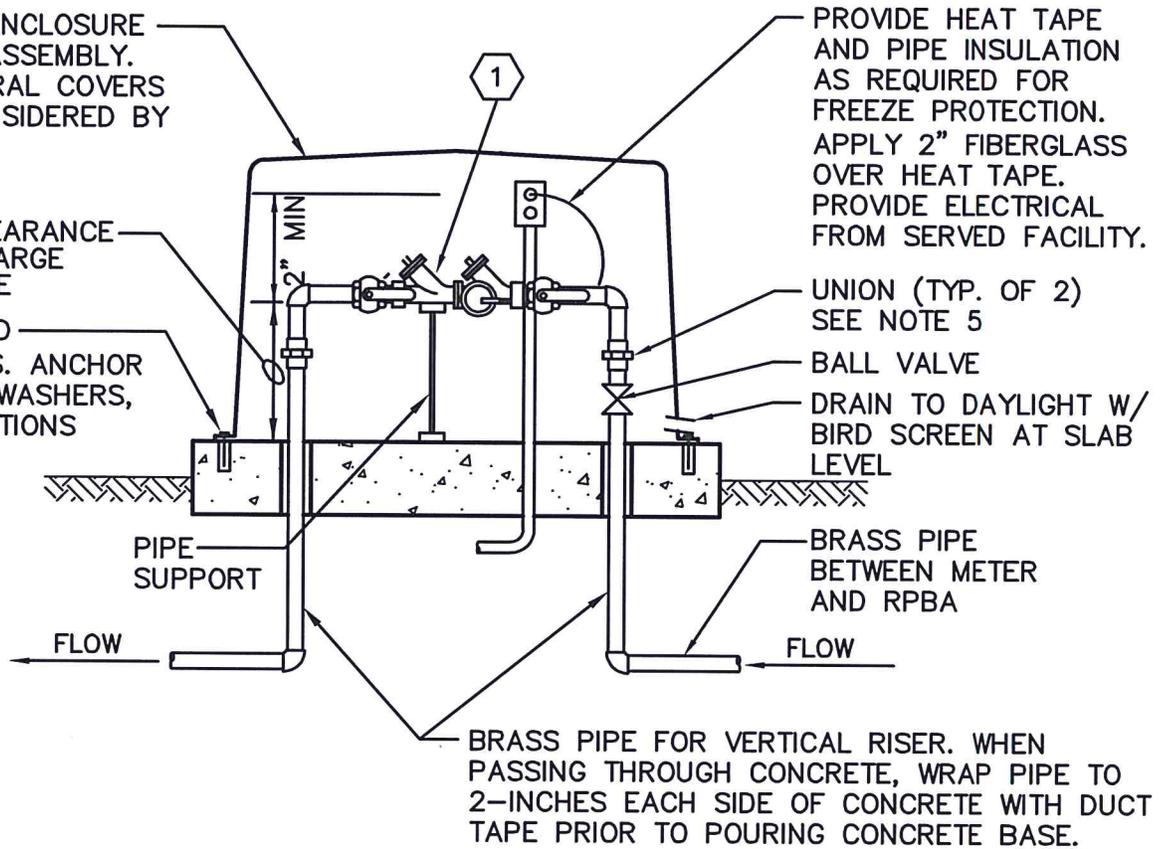
CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE W18B  
PRESSURE REDUCING VAULT



INSULATED ENCLOSURE  
SIZED FOR ASSEMBLY.  
ARCHITECTURAL COVERS  
WILL BE CONSIDERED BY  
THE CITY.

12" MIN. CLEARANCE  
FROM DISCHARGE  
TO CONCRETE

BOLT TO PAD  
W/ 3/8" S.S. ANCHOR  
BOLTS AND WASHERS,  
MIN. 4 LOCATIONS



PROVIDE HEAT TAPE  
AND PIPE INSULATION  
AS REQUIRED FOR  
FREEZE PROTECTION.  
APPLY 2" FIBERGLASS  
OVER HEAT TAPE.  
PROVIDE ELECTRICAL  
FROM SERVED FACILITY.

UNION (TYP. OF 2)  
SEE NOTE 5

BALL VALVE

DRAIN TO DAYLIGHT W/  
BIRD SCREEN AT SLAB  
LEVEL

BRASS PIPE  
BETWEEN METER  
AND RPBA

BRASS PIPE FOR VERTICAL RISER. WHEN  
PASSING THROUGH CONCRETE, WRAP PIPE TO  
2-INCHES EACH SIDE OF CONCRETE WITH DUCT  
TAPE PRIOR TO POURING CONCRETE BASE.

1 WASHINGTON STATE APPROVED REDUCED PRESSURE BACKFLOW ASSEMBLY (RPBA)  
WITH TEST COCK PROTECTION AND BRONZE BODY BALL VALVE AT EACH END.

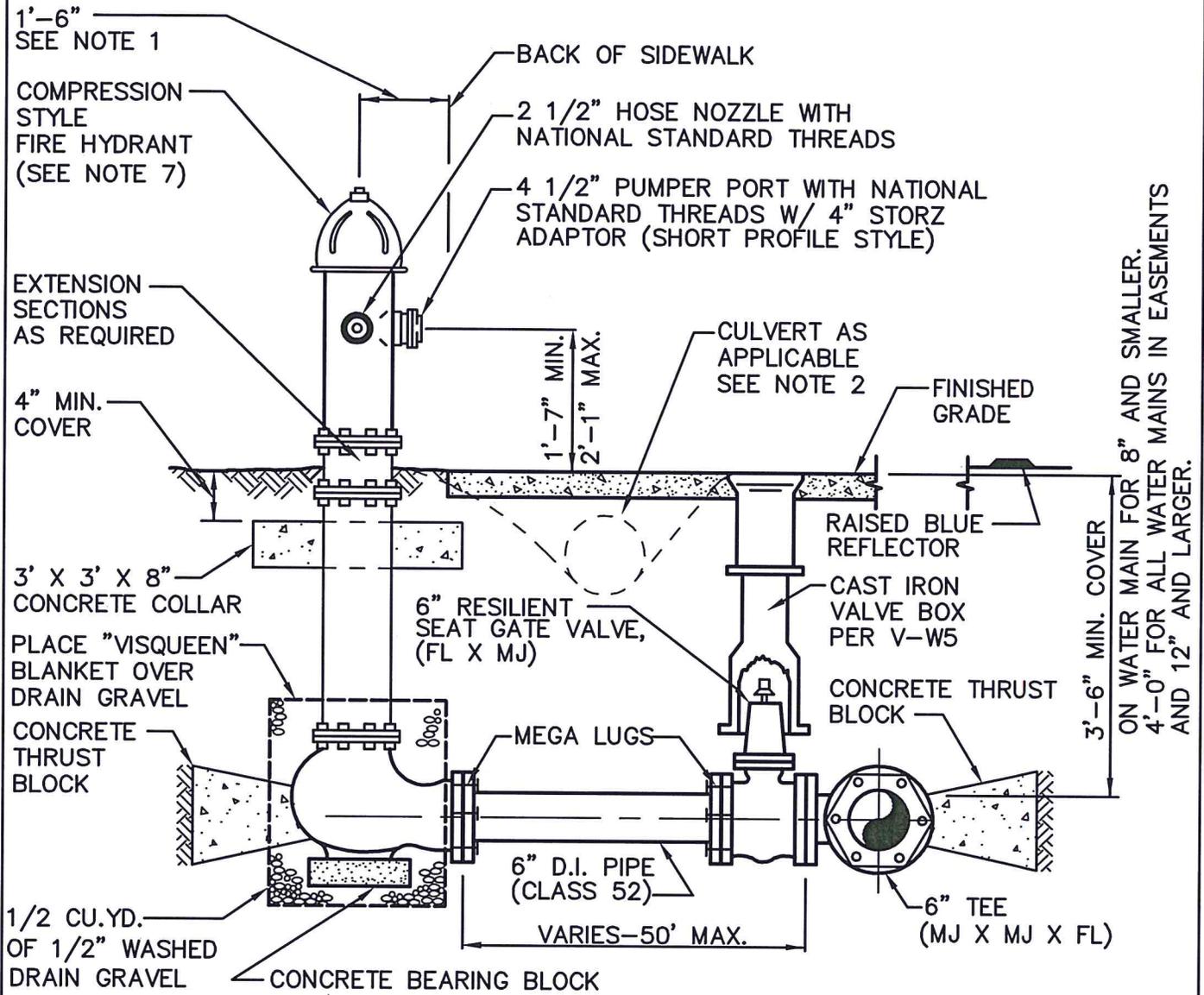
**NOTES:**

1. CONCRETE TO BE 2500 PSI (MINIMUM) MIX WITH AIR ENTRAINMENT.
2. COMPLETE ALL WORK IN ACCORDANCE WITH STATE, CITY AND MANUFACTURER STANDARDS.
3. SYSTEM SHALL NOT BE PUT INTO SERVICE UNTIL RPBA IS APPROVED BY THE CITY AND TESTED/CERTIFIED BY A WASHINGTON STATE LICENSED TESTER.
4. RPBA IS CONSIDERED PART OF THE PRIVATE SYSTEM AND SHALL BE MAINTAINED BY THE PROPERTY OWNER WITH ANNUAL CERTIFICATION REQUIRED.
5. DIELECTRIC UNIONS SHALL BE USED TO SEPARATE DISSIMILAR MATERIALS.
6. NO BRANCH CONNECTIONS ALLOWED BETWEEN METER AND RPBA.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE W19  
REDUCED PRESSURE BACKFLOW ASSEMBLY  
3/4" TO 2"



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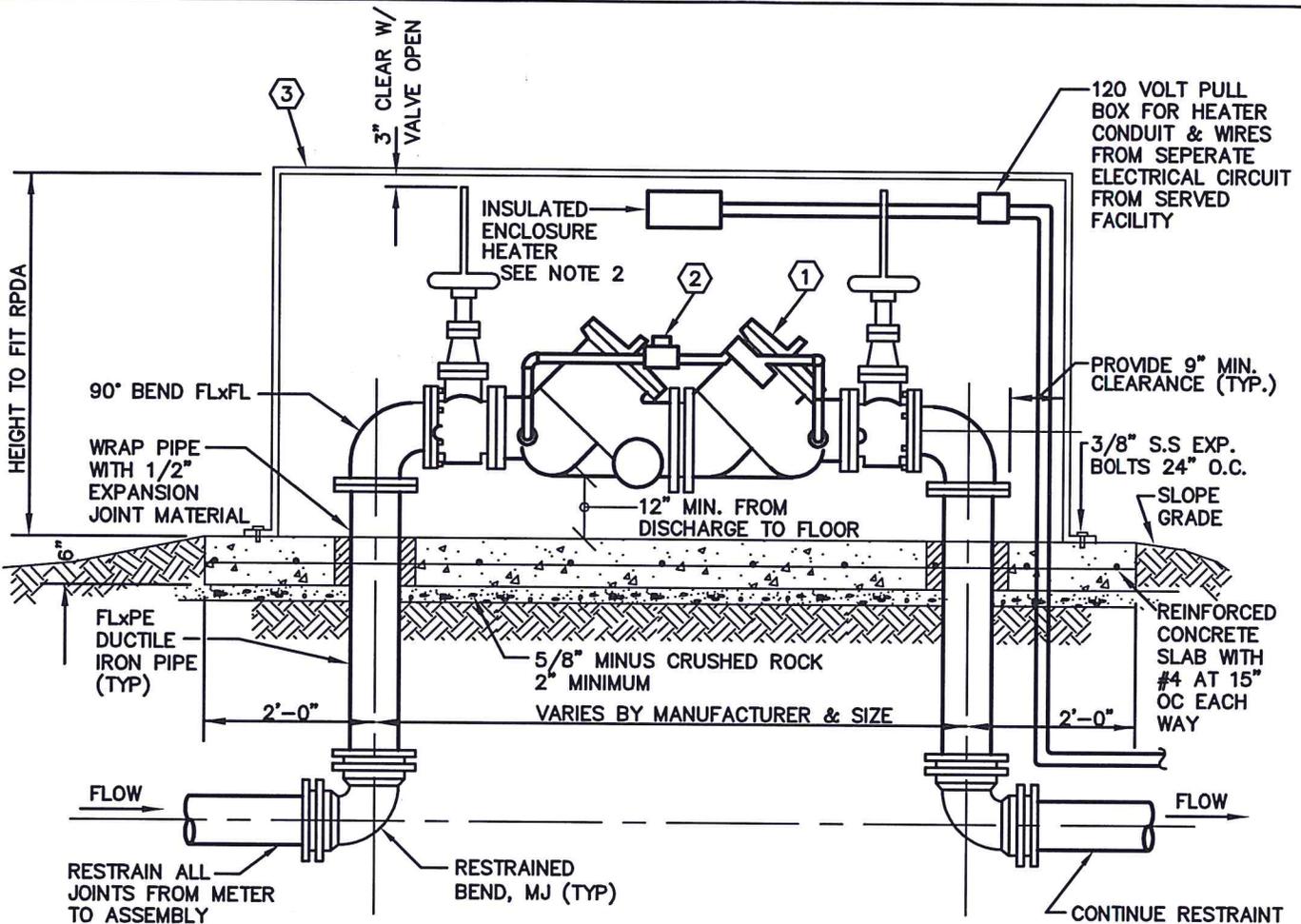


**NOTES:**

1. OR 3' FROM BACK OF CURB
2. PROVIDE 8' OF CULVERT AND COVER, 12" MIN. DIA. OR EQUAL IN SIZE TO ADJACENT DITCH CROSSINGS. PIPE TO COUNTY, STATE OR CITY STANDARDS AS APPLICABLE.
3. PROVIDE MIN. 3'-0" CLEARANCE AND LEVEL AREA AROUND HYDRANT
4. PAINT FIRE HYDRANT WITH TWO COATS KELLY MOORE 6100-516 YELLOW AND TOP OF HYDRANT COLOR DETERMINED BY SERVICE LEVEL GPM.  
 # 213 SAFETY BLUE-SERVICE LEVEL 1500 GPM OR GREATER  
 # 815 SAFETY GREEN-SERVICE LEVEL 1000 TO 1499 GPM
5. STENCIL FOOTAGE TO VALVE ON HYDRANT UNDER PORT FACING GV
6. REMOVE ALL CHAINS FOR FIRE HYDRANT CAPS
7. ACCEPTABLE HYDRANTS: CLOW MEDALLION OR MUELLER CENTURION.
8. INSTALL BLUE FIRE HYDRANT REFLECTOR. OFFSET 1 FOOT FROM ROAD CENTERLINE

CITY OF ILWACO  
 2014 DEVELOPER STANDARDS  
 FIGURE W2  
 FIRE HYDRANT ASSEMBLY

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- ① WASHINGTON STATE APPROVED REDUCED PRESSURE DETECTOR ASSEMBLY (RPDA) WITH OS&Y RESILIENT SEAT GATE VALVE EACH END AND LOW FLOW METER ASSEMBLY.
- ② LOW FLOW BYPASS METER, INCLUDING 5/8"x3/4" NEPTUNE OR SENSUS RADIO READ WATER METER WITH SENSUS AMR AND MXU RADIO UNIT, WASHINGTON STATE APPROVED REDUCED PRESSURE DETECTOR ASSEMBLY (RPDA) AND 2 BRONZE BODY ISOLATION BALL VALVES, BRASS OR TYPE K COPPER PIPING.
- ③ ALUMINUM INSULATED ENCLOSURE MODELS 4 THROUGH 10 FOR RESPECTIVE SIZE RPDA SHALL BE MODIFIED TO FIT ABOVE HEIGHT REQUIREMENTS. VALVE STEM SHALL NOT EXTEND OUTSIDE OF BOX.

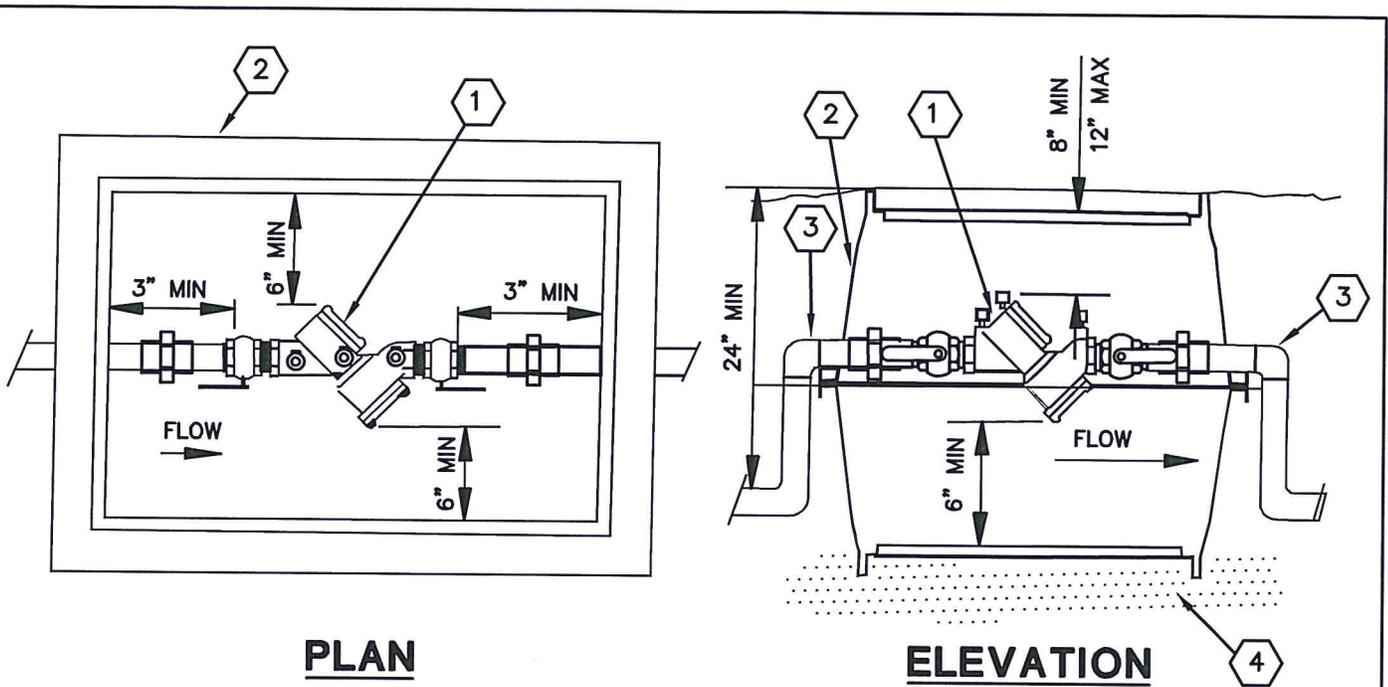
**NOTES:**

1. INSULATED ENCLOSURE TO BE LOCATED OUTDOORS AND ACCESSIBLE TO CITY. ALTERNATE LOCATION REQUIRES CITY APPROVAL.
2. HEATERS AND WIRING SHALL BE RATED AT 2,000 WATT FOR 8" AND UNDER: 3,000 WATT FOR 10".
3. CONCRETE TO BE 2500 PSI (MINIMUM) MIX WITH AIR ENTRAINMENT.
4. COMPLETE ALL WORK IN ACCORDANCE WITH STATE, CITY AND MANUFACTURER STANDARDS.
5. SYSTEM SHALL NOT BE PUT INTO SERVICE UNTIL RPDA IS APPROVED BY THE CITY AND TESTED/CERTIFIED BY A WASHINGTON STATE LICENSED TESTER.
6. RPDA IS CONSIDERED PART OF THE PRIVATE SYSTEM AND SHALL BE MAINTAINED BY THE PROPERTY OWNER WITH ANNUAL CERTIFICATION REQUIRED.
7. DRAIN TO DAYLIGHT WITH BIRD SCREEN LOCATED AT SLAB LEVEL (SIZED PER MANUFACTURERS RECOMMENDATION).
8. NO BRANCH CONNECTIONS ALLOWED BETWEEN METER AND RPDA.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE W20  
 REDUCED PRESSURE DETECTOR ASSEMBLY  
 2 1/2" AND LARGER



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**PLAN**

**ELEVATION**

- ① WASHINGTON STATE APPROVED DOUBLE CHECK VALVE ASSEMBLY (DCVA)
- ② METER BOX. BERG VAULT CO. OF WASH NO. 2 CONCRETE, OR MID STATES PLASTICS MSBCF 1730-12 COMPOSITE. BOX SHALL BE H-20 LOAD RATED WHERE REQUIRED.
- ③ BENDS MAY BE LOCATED INSIDE OR OUTSIDE OF BOX SO LONG AS SUFFICIENT ROOM IS ALLOWED AT EACH END FOR VALVE OPERATION AND DCVA REPAIR OR MAINTENANCE.
- ④ PROVIDE FREE DRAINING BACKFILL BELOW BOX. (12" PEA GRAVEL).

**NOTES:**

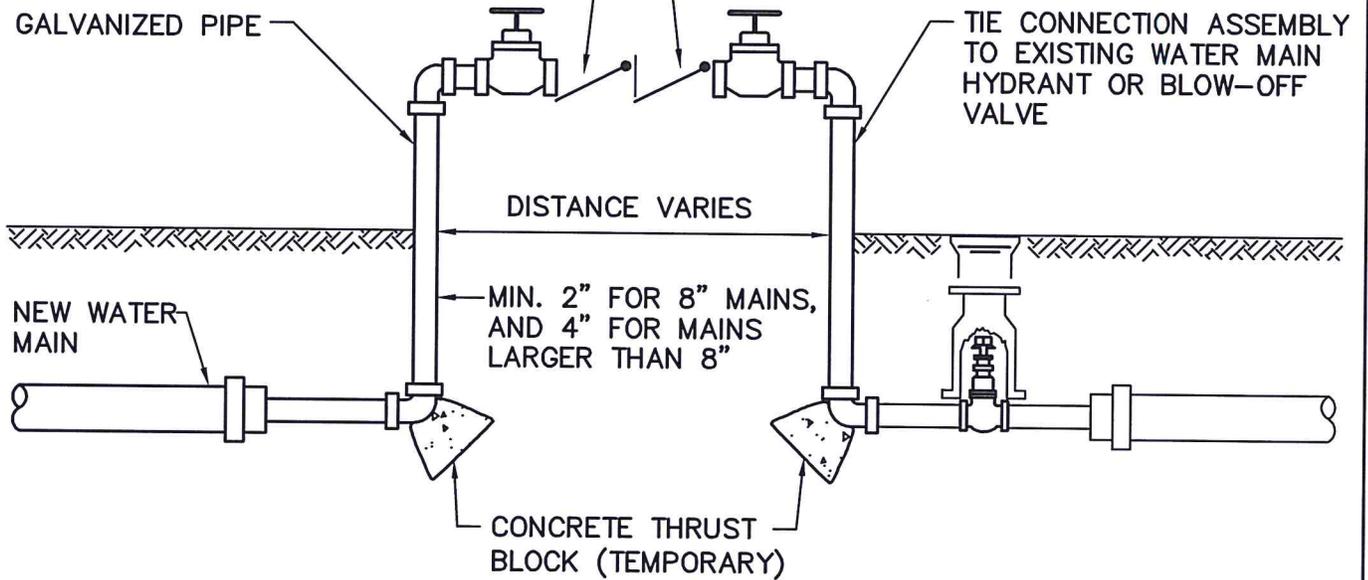
1. ALL TEST COCKS SHALL POINT UPWARDS AND HAVE BRASS PLUGS.
2. DCVA SHALL BE CENTERED IN BOX (PLAN).
3. COMPLETE ALL WORK IN ACCORDANCE WITH STATE, CITY AND MANUFACTURER STANDARDS.
4. SYSTEM SHALL NOT BE PUT INTO SERVICE UNTIL DCVA IS APPROVED BY THE CITY AND TESTED/CERTIFIED BY A WASHINGTON STATE LICENSED TESTER.
5. DCVA IS CONSIDERED PART OF A PRIVATE SYSTEM AND SHALL BE MAINTAINED BY THE PROPERTY OWNER WITH ANNUAL CERTIFICATION REQUIRED.
6. INSTALL DCVA USING UNIONS ON EACH END OF ASSEMBLY. UNIONS TO BE EXPOSED INSIDE OF BOX.
7. BOTTOM OF BOX TO BE OPEN TO DRAIN.
8. NO BRANCH CONNECTIONS ALLOWED BETWEEN METER AND DCVA.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE W21  
 DOUBLE CHECK VALVE ASSEMBLY  
 2" AND SMALLER



**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

DOUBLE CHECK VALVES (TO MATCH PIPE DIAMETER) APPROVED IN WASHINGTON STATE, AND TESTED WITHIN 90 DAYS WHENEVER INSTALLED OR MOVED. PROVIDE CERTIFICATION TO CITY.



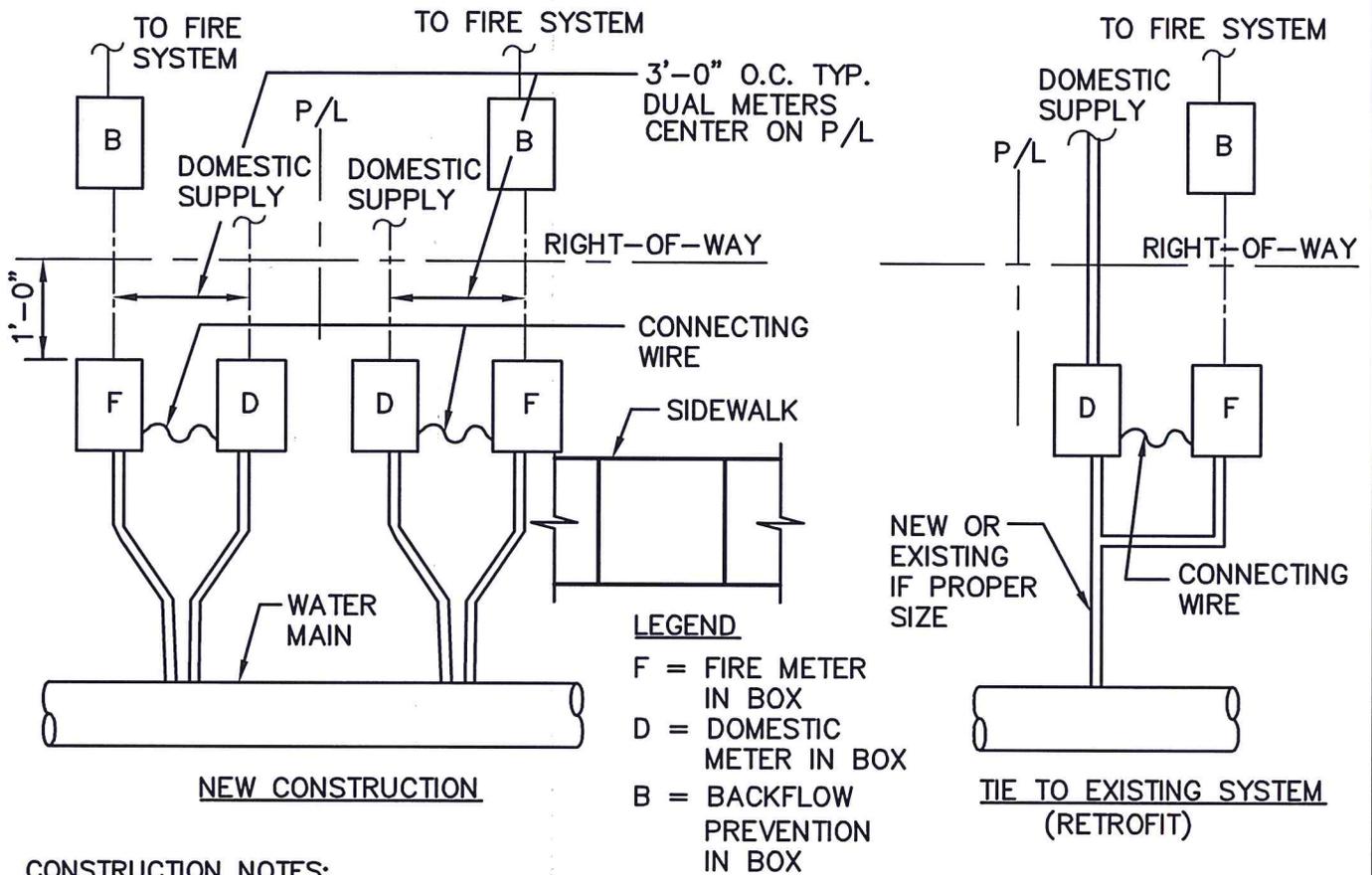
**NOTES:**

1. PROTECT INSTALLATION FROM DAMAGE AND FREEZING.
2. ALL WATER USED FOR FILLING AND FLUSHING SHALL BE METERED BY CITY. PROVIDE SPACE FOR INSTALLATION OF METER, OR INSTALL ON POINT OF DISCHARGE.
3. ALL NEW MAINS SHALL BE KEPT SEPARATE FROM THE CITY'S EXISTING SYSTEM UNTIL THE NEW MAINS ARE TESTED AND ACCEPTED. FINAL CONNECTION REQUIRES 100% INSPECTION BY THE CITY.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE W22  
 TESTING CONNECTION DETAIL



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 CONSULTING ENGINEERS



**CONSTRUCTION NOTES:**

1. ALL TAPS SHALL CONFORM TO WATER SERVICE DETAIL FOR PIPE SIZE OF LATERAL.
2. BACKFLOW PREVENTION REQUIRED IMMEDIATELY FOLLOWING METER BOX OR AS PRACTICALLY CLOSE AS POSSIBLE.
3. WHERE METERS ARE BEING INSTALLED WITH NEW MAIN CONSTRUCTION, EACH CONNECTION SHALL BE SEPARATELY TAPPED TO MAIN LINE. IN RETROFIT CONSTRUCTION, AT THE CITY'S SOLE DISCRETION, BRANCH TIES OF FIRE AND DOMESTIC METERS TO A SINGLE CONNECTION LATERAL MAY BE ALLOWED.
4. ALL FIRE METERS SHALL BE INSTALLED IN A METER BOX PER 1" OR 2" WATER SERVICE STANDARD DETAIL AS APPROPRIATE.

**PROBABLE USE CONDITIONS:**

1. WHERE BUILDING CODE REQUIRES.
2. IN RESIDENTIAL LOCATIONS WHERE:
  - a. ACCESS ROADS EXCEEDS 150 FT AND DOES NOT END IN CUL-DE-SAC OF 40 FOOT RADIUS MINIMUM.
  - b. ACCESS ROAD IS LESS THAN 20 FEET WIDE.
  - c. WATER SUPPLY ISSUES EXIST.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE W23  
 1" OR 2" DOMESTIC FIRE SERVICE CONNECTION



**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

ROTATING  
HANDWHEEL  
OPERATOR

VARIABLE x 3/4"  
MALE NPT BUSHING

PIPE SUPPORTS,  
EVENLY SPACED AT  
10" O.C.

GALVANIZED  
FREEZEPROOF UTILITY  
YARD HYDRANT, SIZE  
AS REQUIRED

SUPPORT CONCRETE  
WALL (IF APPLICABLE)

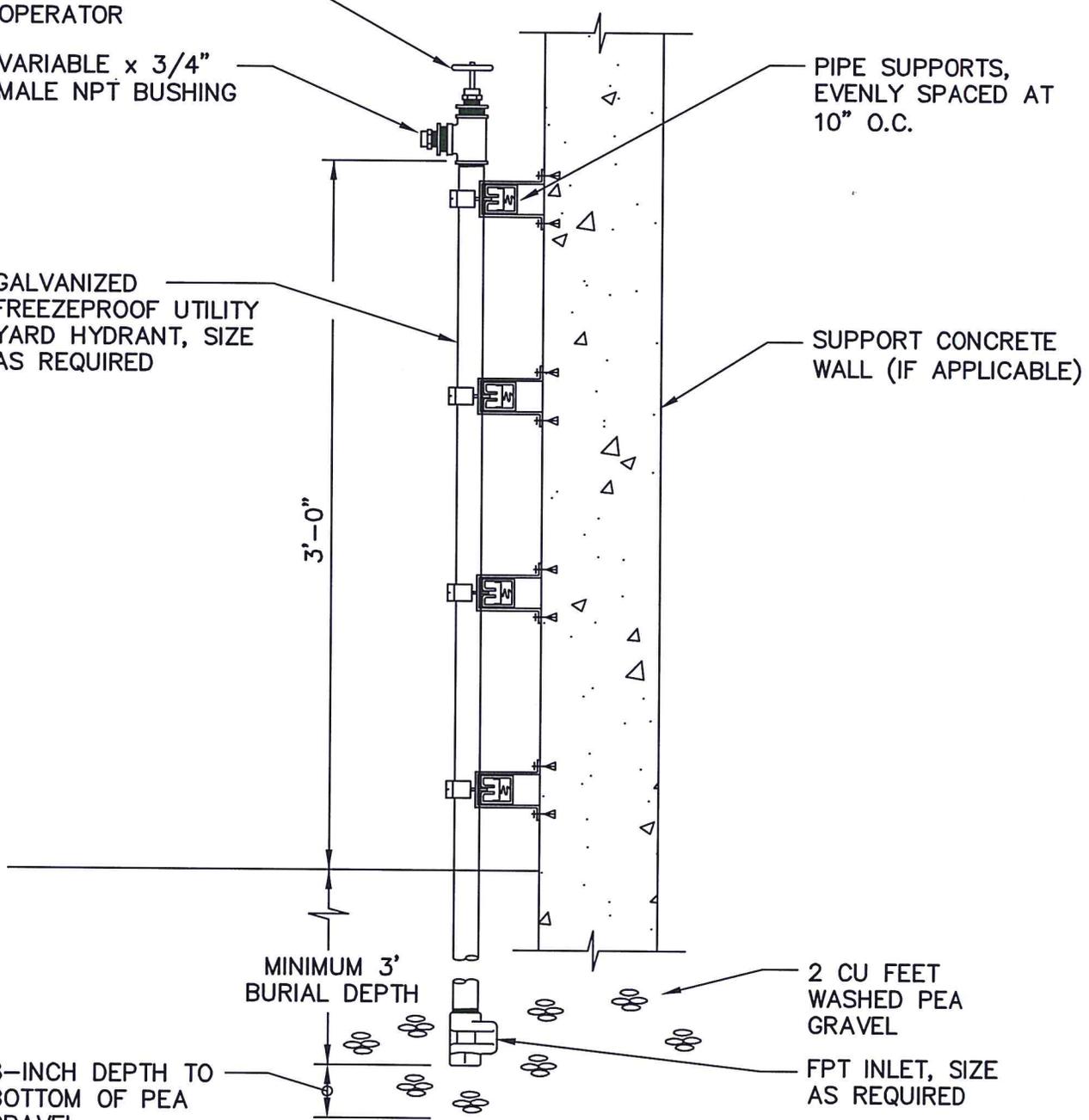
3'-0"

MINIMUM 3'  
BURIAL DEPTH

8-INCH DEPTH TO  
BOTTOM OF PEA  
GRAVEL

2 CU FEET  
WASHED PEA  
GRAVEL

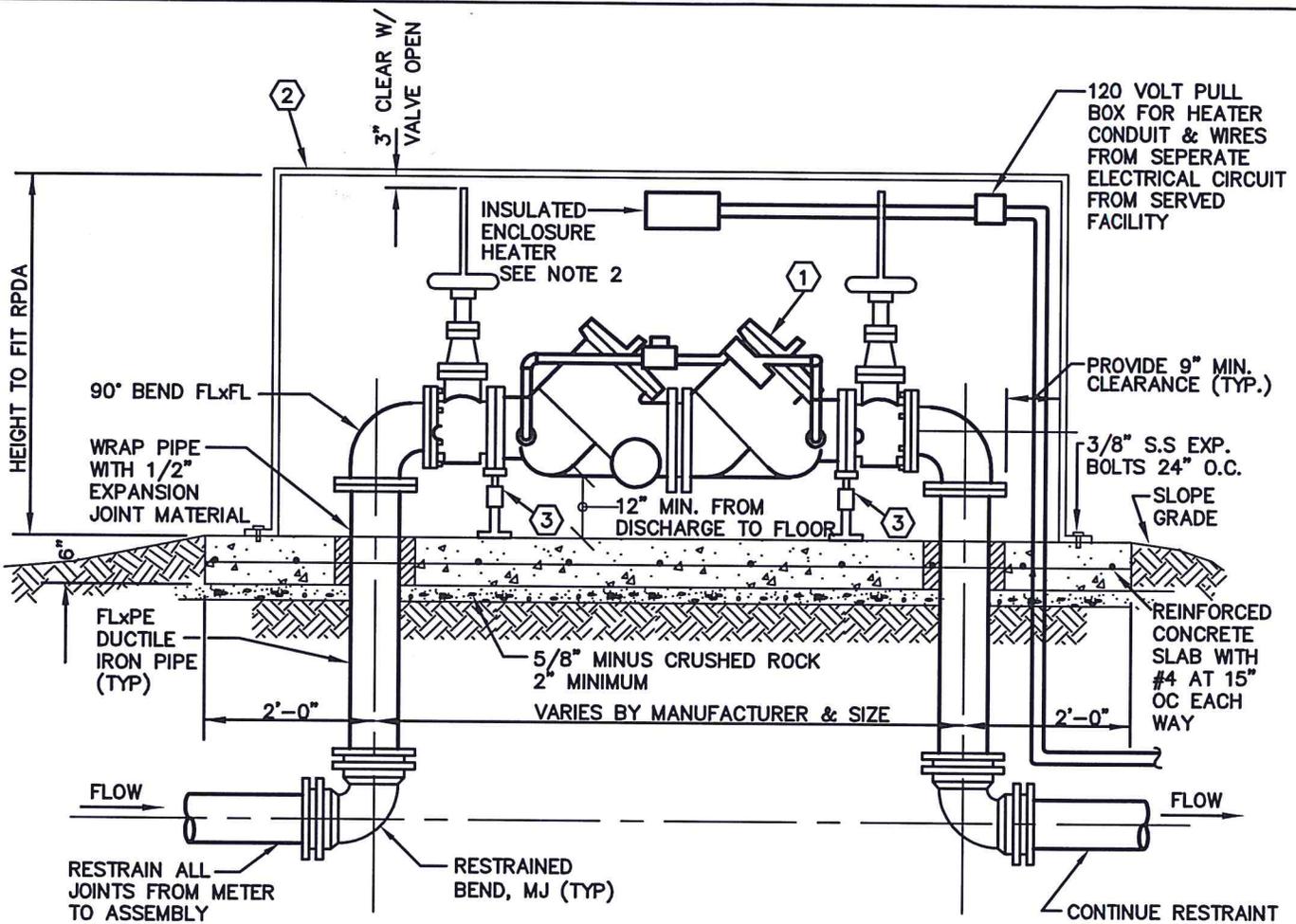
FPT INLET, SIZE  
AS REQUIRED



CITY OF ILWACO  
2014 DEVELOPER STANDARDS

FIGURE W24  
1" OR 2" NON-FREEZE YARD HYDRANT

  
**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



- ① WASHINGTON STATE APPROVED REDUCED PRESSURE BACKFLOW ASSEMBLY (RPBA) WITH OS&Y RESILIENT SEAT GATE VALVE EACH END.
- ② ALUMINUM OR FIBERGLASS INSULATED ENCLOSURE MODELS 4 THROUGH 10 FOR RESPECTIVE SIZE RPBA SHALL BE MODIFIED TO FIT ABOVE HEIGHT REQUIREMENTS. VALVE STEM SHALL NOT EXTEND OUTSIDE OF BOX.
- ③ STANDON S-89 OR EQUAL ADJUSTABLE PIPE SUPPORTS, BOLT TO VALVE FLANGE.

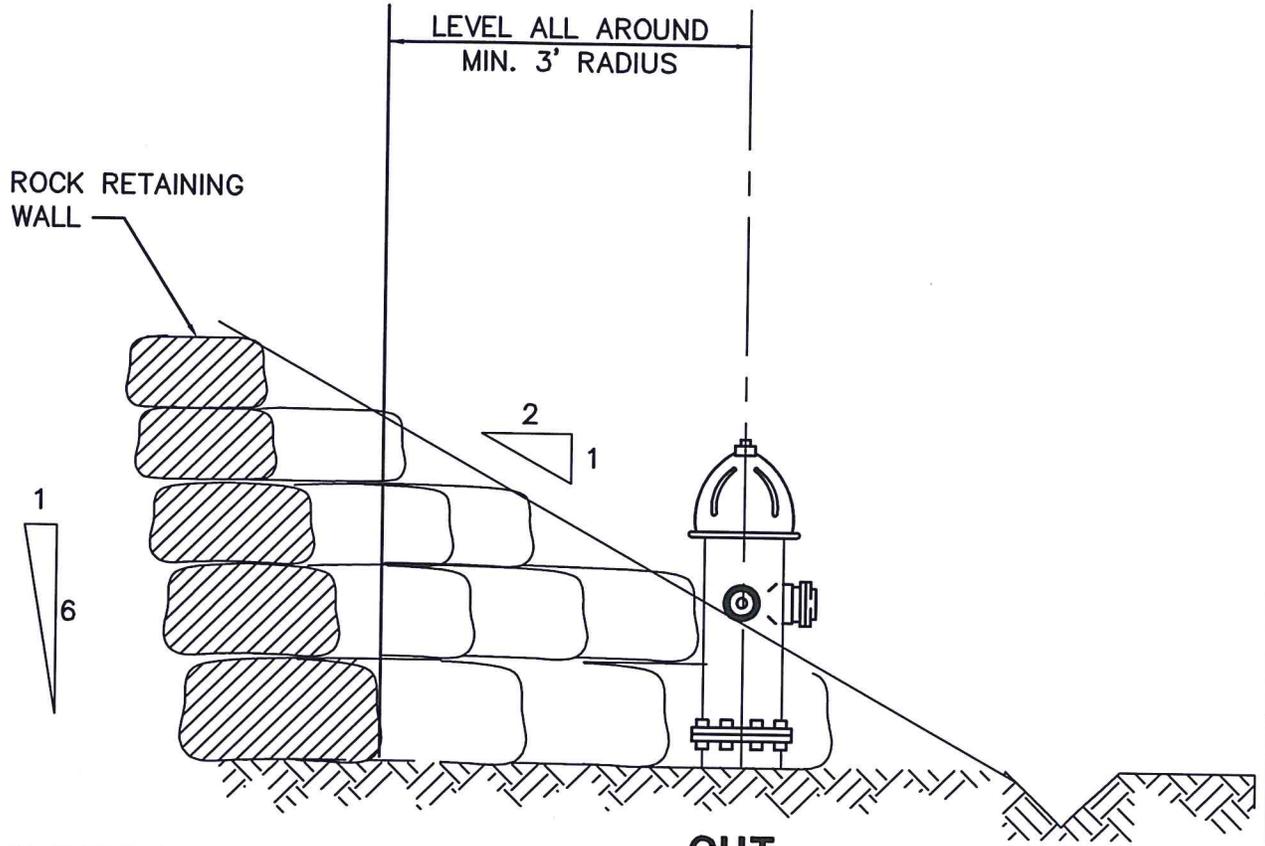
**NOTES:**

1. INSULATED ENCLOSURE TO BE LOCATED OUTDOORS AND ACCESSIBLE TO CITY. ALTERNATE LOCATION REQUIRES CITY APPROVAL.
2. HEATERS AND WIRING SHALL BE RATED AT 2,000 WATT FOR 8" AND UNDER; 3,000 WATT FOR 10".
3. CONCRETE TO BE 2500 PSI (MINIMUM) MIX WITH AIR ENTRAINMENT.
4. COMPLETE ALL WORK IN ACCORDANCE WITH STATE, CITY AND MANUFACTURER STANDARDS.
5. SYSTEM SHALL NOT BE PUT INTO SERVICE UNTIL RPDA IS APPROVED BY THE CITY AND TESTED/CERTIFIED BY A WASHINGTON STATE LICENSED TESTER.
6. RPBA IS CONSIDERED PART OF THE PRIVATE SYSTEM AND SHALL BE MAINTAINED BY THE PROPERTY OWNER WITH ANNUAL CERTIFICATION REQUIRED.
7. DRAIN TO DAYLIGHT WITH BIRD SCREEN LOCATED AT SLAB LEVEL (SIZED PER MANUFACTURERS RECOMMENDATION).
8. NO BRANCH CONNECTIONS ALLOWED BETWEEN METER AND RPBA.

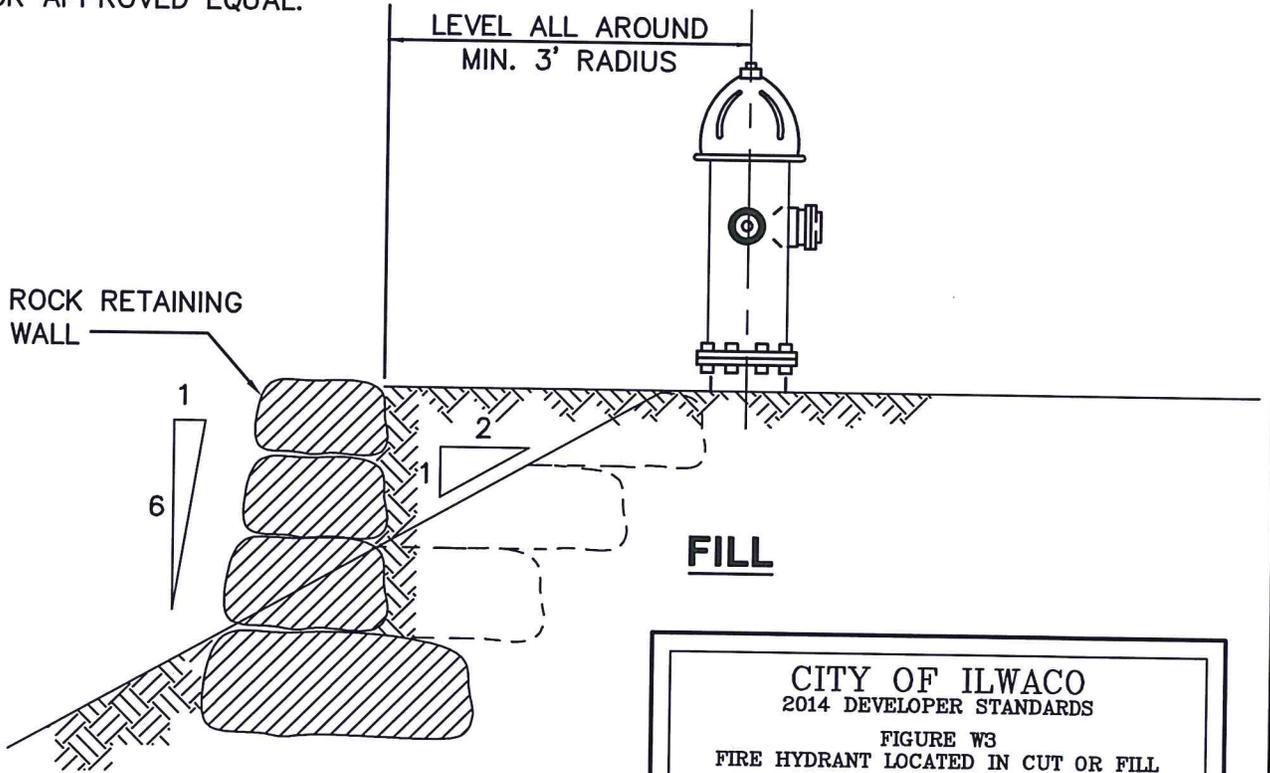
**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE W25  
 REDUCED PRESSURE BACKFLOW ASSEMBLY  
 2 1/2" AND LARGER



**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS



NOTE: IN CUT BANK FIBERGLASS HILLSIDE BARRIERS CAN BE CONSIDERED. PROGLASS, INC. OR APPROVED EQUAL.

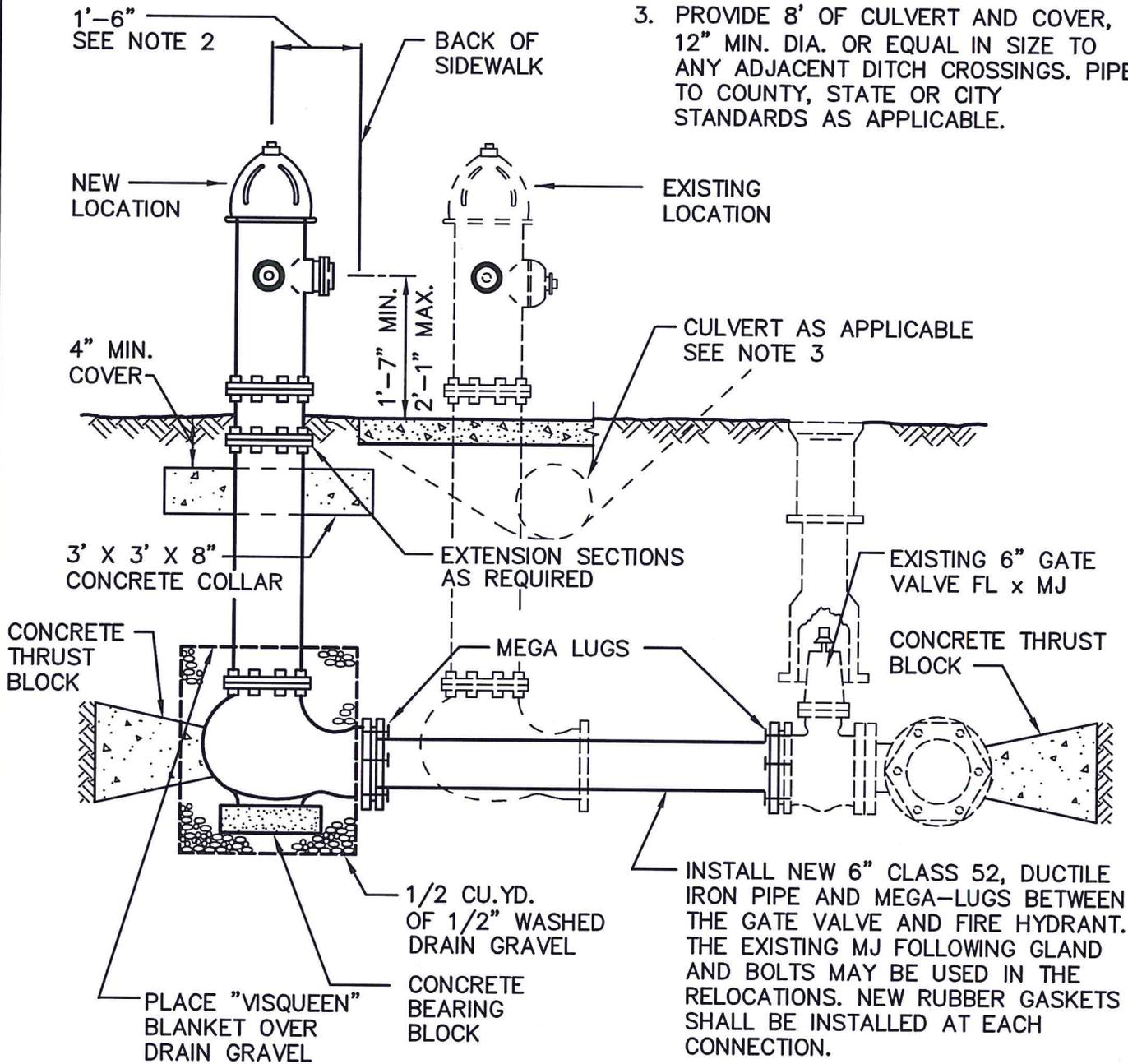


CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE W3  
FIRE HYDRANT LOCATED IN CUT OR FILL

**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

**NOTES:**

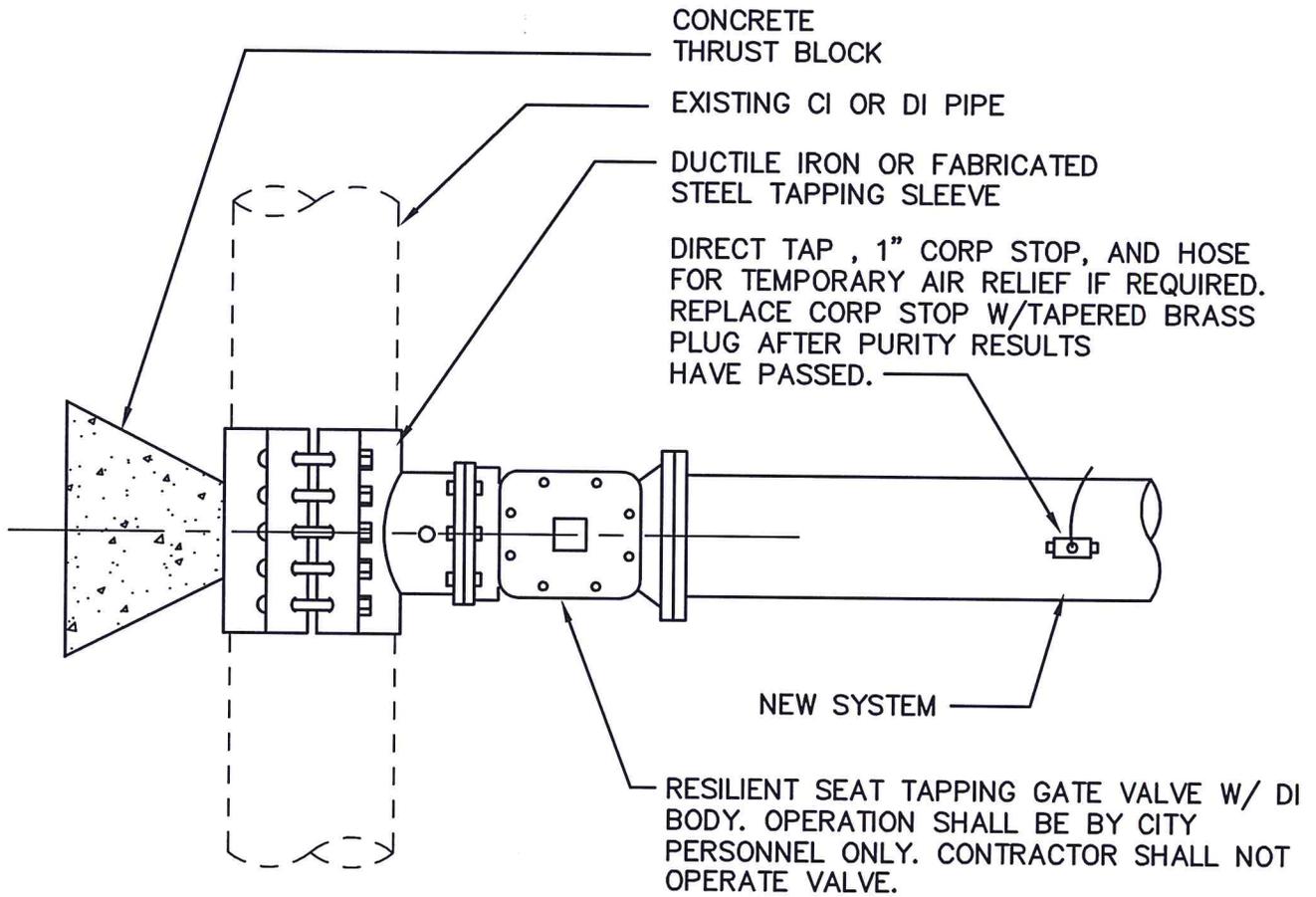
1. FIRE HYDRANT MUST MEET CITY REQUIREMENTS. FOR NEW HYDRANTS (SEE V-W2). REPLACE WITH NEW FIRE HYDRANT IF REQUIRED.
2. OR 3' FROM BACK OF CURB.
3. PROVIDE 8' OF CULVERT AND COVER, 12" MIN. DIA. OR EQUAL IN SIZE TO ANY ADJACENT DITCH CROSSINGS. PIPE TO COUNTY, STATE OR CITY STANDARDS AS APPLICABLE.



INSTALL NEW 6" CLASS 52, DUCTILE IRON PIPE AND MEGA-LUGS BETWEEN THE GATE VALVE AND FIRE HYDRANT. THE EXISTING MJ FOLLOWING GLAND AND BOLTS MAY BE USED IN THE RELOCATIONS. NEW RUBBER GASKETS SHALL BE INSTALLED AT EACH CONNECTION.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
**FIGURE W4**  
 RELOCATE FIRE HYDRANT ASSEMBLY

  
**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS



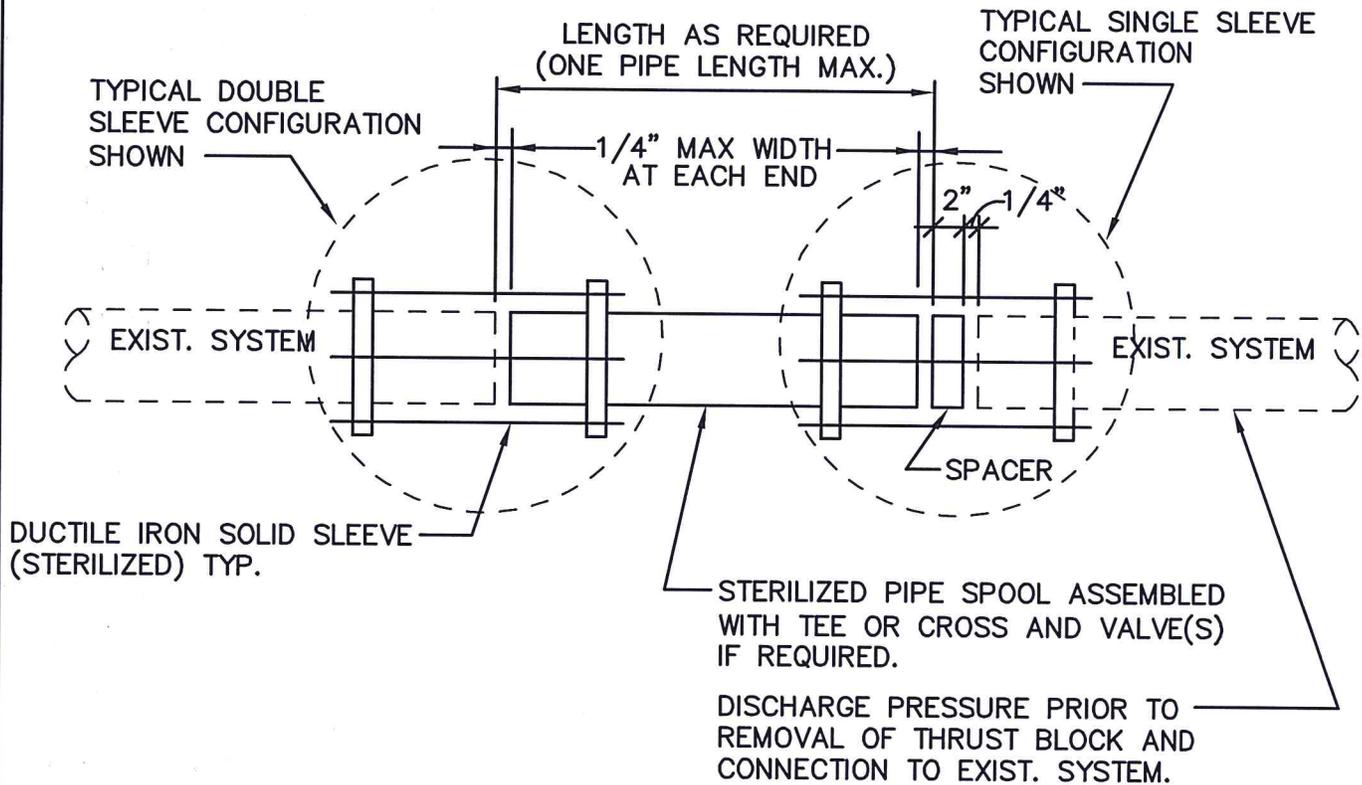
**NOTES:**

1. TAP TO BE INSTALLED AT DEVELOPERS EXPENSE UNDER CITY OBSERVATION.
2. SIZE-ON-SIZE TAPPING TEES SHALL BE DUCTILE IRON MECHANICAL SLEEVE.
3. STEEL TAPPING TEES SHALL BE AT LEAST 2" SMALLER IN DIAMETER THAN THE EXISTING WATER MAIN AND SHALL BE EPOXY COATED.
4. TAPPING TEES SHALL BE AIR PRESSURE TESTED TO 100 PSI PRIOR TO TAPPING MAIN.
5. CONNECTIONS NOT ALLOWED ON FRIDAYS, SATURDAYS, SUNDAYS, HOLIDAYS, OR DAYS BEFORE HOLIDAYS.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS  
FIGURE W5  
WET TAP COPNECTION



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



**NOTES:**

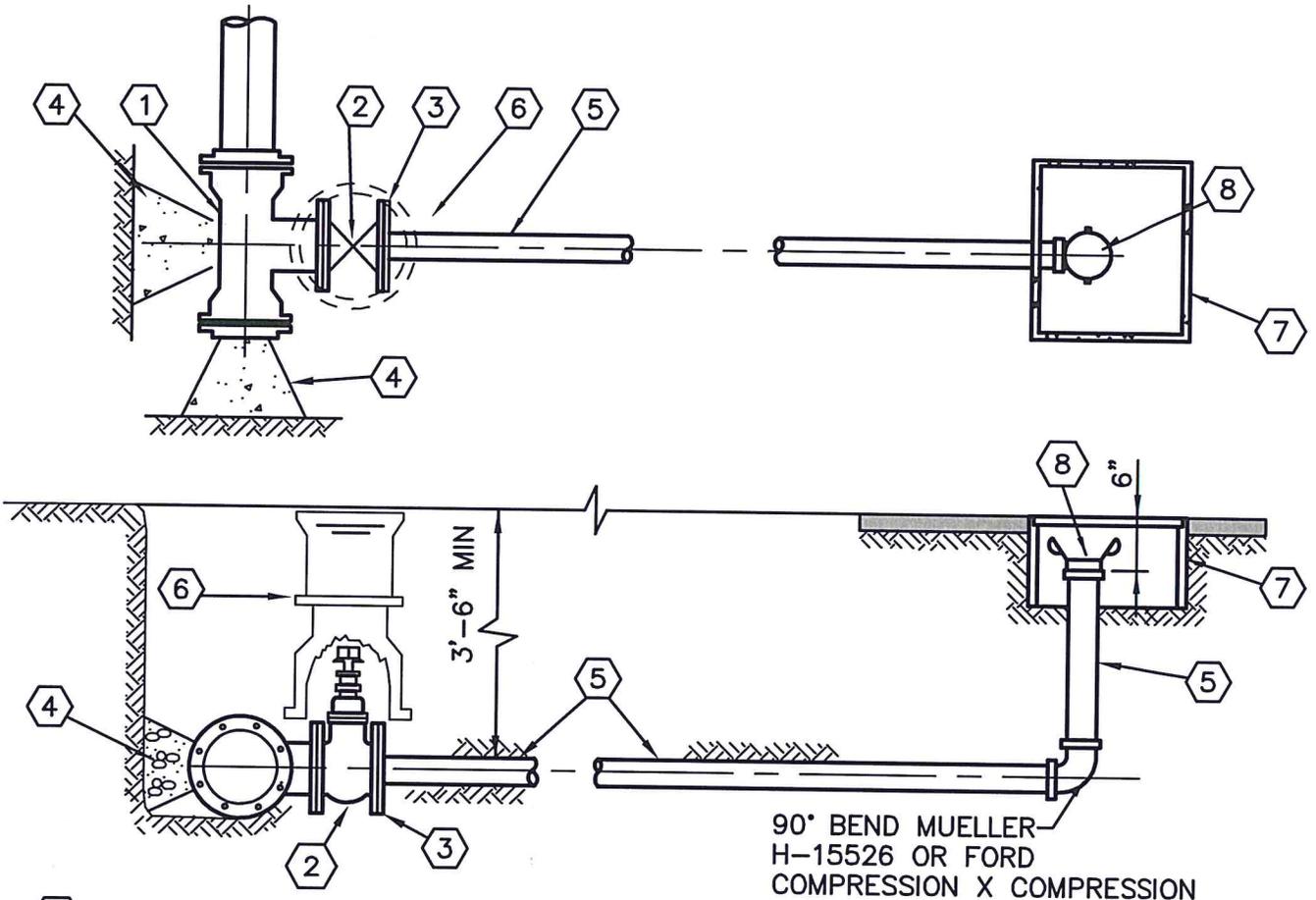
1. IN-LINE VALVE(S) IN EXISTING SYSTEM MAY BE REQUIRED BY THE CITY AT NEW INTERTIE LOCATIONS. VALVE(S) ARE NOT SHOWN ABOVE FOR CLARITY.
2. MAXIMUM SPACES BETWEEN PIPES SHALL BE 1/4-INCH. IF A SINGLE SLEEVE IS USED, THE MAXIMUM SPACER WIDTH IS 2-INCHES.
3. CONNECTIONS NOT ALLOWED ON FRIDAYS, SATURDAYS, SUNDAYS, HOLIDAYS, OR DAYS BEFORE HOLIDAYS.

CITY OF ILWACO  
2014 DEVELOPER STANDARDS

FIGURE W6  
CUT IN CONNECTION



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS



- ① MJ X MJ X 4" FL D.I. TEE.
- ② 4" AWWA RESILIENT SEAT GATE VALVE, FL X FL, WITH OPERATING NUT.
- ③ 4" BLIND FLANGE, TAPPED FOR 2" FOR 6" AND 8" MAINS. MAINS LARGER THAN 8" SHALL END IN A FIRE HYDRANT.
- ④ CONCRETE THRUST BLOCK.
- ⑤ 2" TYPE K COPPER PIPE.
- ⑥ CAST IRON VALVE BOX PER V-W14.
- ⑦ METER BOX. BERG VAULT CO. OF WASH NO. 2 CONCRETE OR MID STATES PLASTICS MSBCF 1324-12Z COMPOSITE. BOX SHALL BE H-20 LOAD RATED WHERE REQUIRED. (FIELD LOCATION TO BE IN PAVED SURFACE UNLESS CITY APPROVES ALTERNATE LOCATION.)
- ⑧ ALUMINUM CAM-LOCK AND CAP. DRILL 1/8" HOLE IN CAP. (PLASTIC CAM LOCK FITTING NOT ALLOWED)

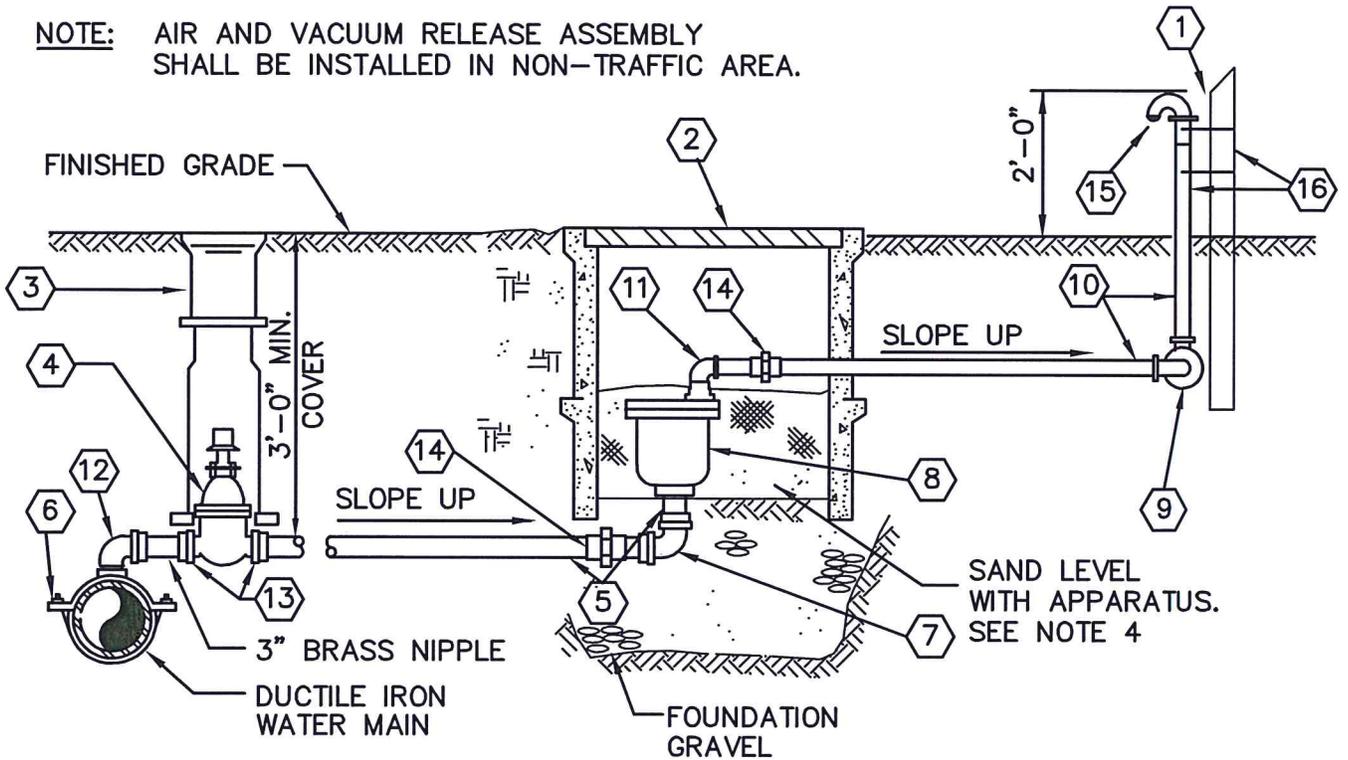
**NOTES**

1. INSTALL DIELECTRIC COMPOUNDS FOR SEPARATION AT DISSIMILAR METALS.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE W7  
 BLOW OFF ASSEMBLY

  
**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

**NOTE:** AIR AND VACUUM RELEASE ASSEMBLY SHALL BE INSTALLED IN NON-TRAFFIC AREA.



- |  |   |
|--|---|
| ① CONC. VALVE MARKER POST  | ⑨ 2, 2"X90° ELL, GALV.  |
| ② METER BOX. BERG VAULT CO. OF WASH NO.2 CONCRETE OR MID STATES PLASTICS MSBCF 1730-12 COMPOSITE. BOX SHALL BE H-20 LOAD RATED WHERE REQUIRED. | ⑩ 2" GALV. IRON PIPE (FIELD LOCATE NEXT TO EXISTING PROPERTY LINE).   |
| ③ CAST IRON VALVE BOX PER V-W5   | ⑪ 2"X90° ELL, GALV.   |
| ④ 2" AWWA RESILIENT SEAT GATE VALVE THD X THD, WITH OPERATING NUT  | ⑫ 90° BEND MUELLER No. H-10096 FEMALE X M.I.P.  |
| ⑤ 2" TYPE "K" COPPER TUBING  | ⑬ STRAIGHT COUPLING, MUELLER No. H-15428 COMPRESSION TO M.I.P.  |
| ⑥ DOUBLE STRAP SERVICE CLAMP   | ⑭ UNIONS  |
| ⑦ 90° BEND MUELLER No. H-15526 COMPRESSION X COMPRESSION   | ⑮ 2" OPEN PATTERN RETURN BEND WITH 2" BEEHIVE STRAINER  |
| ⑧ 2" COMBINATION AIR & VACUUM RELEASE ASSEMBLY; A. APCO MODEL 145C.<br>B. CRISPIN MODEL UL 20 SERIES.<br>C. VALMATIC                           | ⑯ PAINT EXPOSED PORTION OF VENT PIPE AND MARKER POST WITH TWO COATS OF KELLY MOORE 6100-516 YELLOW. SECURE VENT TO POST WITH SS BANDS |

**NOTES:**

1. ALL PIPING AND FITTINGS BETWEEN DOUBLE STRAP SADDLE AND INLET SIDE OF COMBINATION AIR AND VACUUM ASSEMBLY SHALL BE COPPER OR BRASS.
2. TAP WATER MAIN AT HIGH POINT AT LOCATION TO BE DETERMINED BY THE CITY.
3. AIR VAC ASSEMBLY TO BE CONNECTED USING HORIZONTALLY PLACED UNIONS AT EACH END OF AIR VAC ASSEMBLY (MATCH PIPE MATERIAL)
4. SAND SHALL BE WASHED SAND AS SPECIFIED IN CITY SPECIFICATIONS SECTION 11.4 - AGGREGATE MATERIALS.

**CITY OF ILWACO**  
 2014 DEVELOPER STANDARDS  
 FIGURE W9  
 2" AIR AND VACUUM RELEASE ASSEMBLY



**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

- A. Meeting Dates:      Council Workshop:                      Public Hearing: 9/22/14  
                                 Council Discussion Item: 9/8/14      Council Business Item: 9/22/14
- B. Issue/Topic:      **Application for Economic Opportunity Grant for Port of Ilwaco Cold Storage Project**
- C. Sponsor(s):  
    1. Mike Cassinelli    2.
- D. Background (overview of why issue is before council):  
    1. The Port of Ilwaco is collaborating with Ilwaco Fish Company on a LEED Certified, publicly accessible, cold storage facility in order to expand seafood business opportunities, create new jobs, help revitalize the Port, and contribute to the economic development of Pacific County, the Long Beach Peninsula, and the Ilwaco community. The project manager working on the collaboration has been working on an overall funding proposal for the entire project and has approached the City regarding the Washington State Department of Commerce's Economic Opportunity Grant. While the Port of Ilwaco is eligible to apply for funding from the Community Economic Revitalization Board of the Washington State Department of Commerce (DOC), they are not eligible to directly apply to the DOC for an Economic Opportunity Grant (EOG) through the Community Development Block Grant program. The City of Ilwaco is eligible to apply for an EOG and the Port of Ilwaco is eligible to be a sub-recipient of an EOG.
2. Kaaren Roe at the Department of Commerce is aware of the project and believes it is a good fit for the Community Development Block Grant program. Cities and towns of less than 50,000 people are eligible applicants for an Economic Opportunity Grant. The grants are for activities that grow economies, promote vibrant rural communities and result in sustainable infrastructure. The highest priority is to fund economic development and energy efficiency activities.
3. If awarded, the Port of Ilwaco, as sub-recipient, would be responsible for overseeing the project and meeting the requirements of the Economic Opportunity Grant. The City would have oversight over the Port regarding the grant compliance.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)  
    1. To apply for the grant, the city must hold a public hearing. The public hearing has been scheduled for the next regular council meeting on September 22<sup>nd</sup>. The City must pass a resolution authorizing the grant application to be submitted. The project proposal has been drafted. The drafted grant application will be available prior to the next council meeting. A more detailed overview of the project and funding possibilities provided by the project manager is included with this briefing as well as a sample of the resolution that would be passed.

F. Impacts:

1. Fiscal:
2. Legal:
3. Personnel: Staff time will be required to oversee grant compliance.
4. Service/Delivery: n/a

G. Planning Commission:  Recommended  N/A  Public Hearing on 9/22/14

H. Staff Comments:

1. None

I. Time Constraints/Due Dates: Economic Opportunity Grant funds are on a first come, first served basis.

**J. Proposed Motion: I move to adopt the resolution authorizing submittal of an application for grant funding to the Washington State Department of Commerce Community Development Block Grant program for an Economic Opportunity Grant.**

**CITY OF ILWACO  
RESOLUTION NO. 2014-XX**

**Department of Commerce  
Community Development Block Grant**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, AUTHORIZING SUBMITTING APPLICATION FOR GRANT FUNDING ASSISTANCE FOR THE PORT OF ILWACO COLD STORAGE PROJECT TO THE DEPARTMENT OF COMMERCE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS; WHEREAS,** The City of Ilwaco is applying to the state Department of Commerce for a Community Development Block Grant (CDBG);

**WHEREAS,** it is necessary that certain conditions be met as part of the CDBG application requirements;

**WHEREAS,** The Mayor is authorized to submit this application to the State of Washington on behalf of the City of Ilwaco;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

The City of Ilwaco authorizes submission of this CDBG application to the state Department of Commerce to request \$ 1,000,000.00 to Port of Ilwaco Cold Storage Project and certifies that, if funded, it:

**Section 1:** Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

1. Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;
2. Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;
3. Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;
4. Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;
5. Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
6. Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW
7. 70.235.070 and certifies this project will adhere to this policy(s); Will conduct and

administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; will affirmatively further fair housing {Title VIII of the Civil Rights Act of 1968); has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended; and

**Section 2.** The City of Ilwaco designates Mayor Mike Cassinelli as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and the City of Ilwaco's participation in the State of Washington CDBG Program.

**Section 3.** Effective Date. This Resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF \_\_\_\_\_, 2014.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Fornier	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

**Information on Economic Opportunity Grant: new Cold Storage and Seafood Processing Facility**  
Ilwaco, Washington (2014 – 2016)

Potential collaboration between the City of Ilwaco and the Port of Ilwaco with the Ilwaco Fish Company

**Project Description**

The Port of Ilwaco and the Ilwaco Fish Company (IFC) are seeking to develop a new-built, publicly accessible, LEED Certified cold storage facility in order to expand seafood business opportunities, create new jobs, help revitalize the Port, and contribute to the economic development of Pacific County, the Long Beach Peninsula and the community of Ilwaco. The facility will provide expanded seafood processing space for IFC and chilled storage for four food banks in the Long Beach Peninsula area. IFC is major processor of whiting, albacore tuna, Dungeness crab, sardines, and salmon.

The facility will be approximately 70,000 sq.ft. in total; 50,000 sq.ft. as cold storage and 20,000 sq.ft. in processing and office space. The design of the facility intends to utilize an innovative CO2 refrigeration system, super insulated construction, advanced LED lighting, solar energy, and innovative water management among other 'green building' features. CO2 refrigeration systems limit the use of typical refrigerants (ammonia) and provide greater public safety.

Ilwaco Fish Company will be the principal lessee and operator of the facility. In addition, the cold storage space will be available to other public users, primarily from the fisheries/seafood sector. There will be adequate, separate chilled storage space for local food banks. It is unlikely that the cranberry sector, another key local industry sector, will use the facility due to quality control (odor transfer) issues and seasonal requirements. The management of IFC has in-depth experience in the development and management of cold storage facilities.

The project is exploring the use of a 'project specific LLC' to issue industrial revenue bonds, use state tax credits, and other innovative financing (New Markets Tax Credits, philanthropic Program Related Investments – PRI) to fund the project.

The project site is owned by the Port of Ilwaco and is immediately adjacent to existing processing facilities of the Ilwaco Fish Company (see the attached figure).

The completed facility will generate an estimated 100 new jobs, 25 jobs in cold storage and 75 jobs in seafood processing. In addition, IFC will save substantial sums and reduce its carbon footprint by eliminating truck transportation to cold storage facilities in the Willamette Valley, currently the closest facilities to Ilwaco. The facility would further enhance the existing facilities operated by the Port of Ilwaco and would improve the economic base of the surrounding rural coastal communities.

The intention is to complete the facility by July 2016.

**Economic Opportunity Grant**

A grant of up to \$1 million is available from the State of Washington Community Development Block Grant program, via the Economic Opportunity Grant (EOG) sector. The City of Ilwaco would be the eligible applicant for these funds. The Port of Ilwaco would need to be the sub-recipient with the city having fiscal oversight on the use of the grant funds.

The overall project cost is estimated at this time to be approximately \$12 million dollars. Project funds are expected to include \$2.3 million in loan and grant funds from the Community Economic Revitalization Board (CERB), approximately \$8.6 million in bond or other private debt; thus a \$1 million EOG grant is a significant and needed component of project funding.

IFC is providing substantial soft costs (May - November 2014) to initiate the project, in excess of \$150,000 to date - end of September 2014). IFC is utilizing the subsidized services of the Bonneville Power Administration's Energy Smart Industrial program (valued at \$25,000) to assess the efficiency upgrades, energy and cost savings in the refrigeration systems for the facility. Energy conservation rebates may contribute approximately \$100,000 to the project.

The project is also exploring the use of New Markets Tax Credits, and if successful, this Economic Opportunity Grant via the City of Ilwaco could be a part of the capital mix required for the overall cold storage and seafood processing facility project. The Port of Ilwaco will be applying for grant and loan funds from the Community Economic Revitalization Board (CERB).

After a review of the program requirements, it appears that the project will qualify and will generate sufficient numbers of jobs that would benefit persons of low or moderate income (LMI). The cold storage and processing facility will be used not only by Ilwaco Fish Company, but will resolve the lack of storage for the four local food banks.

Two discussions with CDBG program staff indicate that the project is a great fit for the Economic Opportunity grant. The amount of the award does not appear to be limited at \$1 million. The City could request up to \$35,000 per job created. \$35,000 times 50 jobs would be \$1,750,000. The grant would require that 51% of the jobs created would benefit Low to Moderate Income individuals. The award would be limited by what they feel makes the project affordable. Staff suggested that a \$1 million dollar award would make sense.

The use of funds is fairly flexible. If they are used on construction or equipment installation, Davis Bacon requirements would apply; however, the funds can be used as working capital, project manager costs, NEPA review, and so forth. The grant can only fund costs incurred after time of award.

The project site is not within the floodplain and it not subject to State of Washington JARPA permit requirements. However the project is subject to a SEPA/NEPA review.

A public hearing process is required. If initially approved by the City Council, there are some additional measures that must be taken, including a 'Resolution with Certifications of Compliance' with the CDBG program requirements.

We expect to provide a draft of the proposal to the Council by the 18<sup>th</sup> of September.

Full EOG grant application information can be found at:

<http://www.commerce.wa.gov/Documents/CDBG-EO-Application-Handbook-2013-2014-Final.docx>

The project is being managed for the Port of Ilwaco and Ilwaco Fish Company by Collaborative Fisheries Associates, LLC. Please contact Edward Backus for further information: 503 939 5500 (mobile) or [ehbackus@gmail.com](mailto:ehbackus@gmail.com).

## City Clerk

---

**From:** Edward H Backus <ehbackus@gmail.com>  
**Sent:** Wednesday, September 17, 2014 4:12 PM  
**To:** City Clerk; 'Guy Glenn'; richard carroll  
**Cc:** 'Elaine McMillan'  
**Subject:** DRAFT CDBG/EOG proposal, City of Ilwaco  
**Attachments:** CDBG-EO-Application-City of Ilwaco.docx

**Importance:** High

Hello Ariel, Elaine, et al.,

Enclosed is the DRAFT Community Block Grant – Economic Opportunity Grant application to be reviewed by the City Council, City of Ilwaco.

It remains in the Handbook format as received, as I need to determine what form to submit. The narrative starts about Page 40.

It is not quite complete, with a budget coming and some remaining details are marked. One or two sections are still in outline form.

I will send another draft with budget details hopefully by Thursday noon.

I would appreciate your reading this and your feedback.

Thanks,

Ed

Edward H Backus  
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PO Box 2330  
Newport, OR 97365



# Department of Commerce

Innovation is in our nature.

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## Community Development Block Grant

### Economic Opportunity Grant

### Application Handbook

City of Ilwaco  
DRAFT Application  
September 17, 2014

**WASHINGTON STATE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2014 ECONOMIC OPPORTUNITY GRANT  
APPLICATION HANDBOOK**

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Assistant Director

Local Government and Infrastructure Division

**Cecilia Gardener**

Managing Director

Program and Policy Development Unit

**CDBG Program Staff**

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[www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)



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# ESSENTIAL INFORMATION

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This section contains essential information regarding an Economic Opportunity Grant:

- Funding Overview and Submittal Instructions
- Project Eligibility Chart
- Application and Contracting Process and Timeline
- Application Checklist

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Economic Opportunity Grants.

# FUNDING OVERVIEW AND SUBMITTAL INSTRUCTIONS

This handbook provides information and forms to apply for an Economic Opportunity Grant from the state Community Development Block Grant (CDBG) program.

CDBG is a state administered federal grant that funds eligible local governments for priority community development projects principally benefiting low-and moderate-income persons. A summary of all CDBG fund opportunities is on the CDBG Fact Sheet in the Appendix.

All CDBG funded activities must meet at least one of three national objectives of the program:

- Principally benefit low- and moderate-income persons (LMI = 80 percent of county median income)
- Prevent or eliminate slums or blight
- Meet urgent needs posing serious and immediate threat to public health or safety

<b>Economic Opportunity Grants</b>	
<b>ELIGIBLE APPLICANTS</b>	<p><b>Cities and towns with less than 50,000 people and not participating in a CDBG entitlement urban county consortium; and counties with populations less than 200,000 or have not opted to become CDBG entitlement.</b> The Appendix includes a map and list of local governments served by the state CDBG program.</p> <p>Subrecipients: Special purpose districts, public housing authorities, community action agencies, economic development councils, other nonprofit organizations and Indian tribes are not eligible to apply, but may be a partner in projects and subrecipient of funding through an eligible cities/town or county applicant.</p>
<b>ELIGIBLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Acquisition, final design (only when part of a construction project), construction, reconstruction, or installation of public facilities and community facilities.</li> <li>• Clearance, demolition, removal, and rehabilitation of building and housing.</li> <li>• Activities in support of affordable housing.</li> <li>• Some economic development activities, such as local microenterprise assistance programs and public infrastructure directly resulting in job creation.</li> </ul> <p>A variety of activities are eligible for CDBG funding under Section 105(a) of Title I of the Housing and Community Development Act of 1974 located in Appendix A.</p>
<b>PRIORITY ACTIVITIES</b>	Economic Opportunity Grants for activities that grow economies, promote vibrant rural communities and result in sustainable infrastructure. The highest priority is to fund economic development and energy efficiency activities
<b>INELIGIBLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• New housing construction</li> <li>• Government buildings</li> <li>• Regular government operations</li> <li>• Facility maintenance/operations</li> <li>• Most equipment</li> <li>• Projects located in a Floodway</li> <li>• CDBG application preparation costs</li> </ul> <ul style="list-style-type: none"> <li>• Preliminary engineering not included in a construction project</li> <li>• Professional services and contractors not procured following CDBG requirements</li> <li>• Most projects located in a CDBG entitlement area</li> </ul>
<b>TOTAL FUNDS AVAILABLE</b>	Up to \$6 million
<b>LIMIT PER JOB or HOUSEHOLD</b>	The CDBG investment limit is \$35,000 per household or per job created/retained.
<b>TIMELINE</b>	Applications can be submitted on an ongoing basis and will be awarded on a funds available basis.

<b>NUMBER OF APPLICATIONS ALLOWED</b>	A local government can submit one application per CDBG fund per CDBG program year.
<b>TIMING OF FUNDS</b>	CDBG cannot fund construction contracts already underway. Eligible costs incurred after the CDBG award date can be reimbursed by Commerce, but only after a grant contract is formally executed and the CDBG-specific NEPA/SEPA procedures are completed.
<b>LENGTH OF BENEFIT</b>	Funded acquisition or construction activities must provide the intended benefit for at least 10 years.

## Submittal Instructions

### **FORMAT GUIDELINES**

To make it easier for CDBG staff to locate all parts of your application, we recommend you submit your forms, narrative pages, and attachments in the same order as presented in this handbook. Stapling or clipping in the left-hand corner is sufficient binding.

### **MAILING ADDRESS**

CDBG Program  
 Department of Commerce  
 Post Office Box 42525  
 Olympia, Washington 98504-2525

### **PHYSICAL ADDRESS**

CDBG Program  
 Department of Commerce  
 1011 Plum St SE (Corner of Union & Plum)  
 Olympia, WA 98504-2525  
 (office is open Mon-Fri, 8am-5pm)

### **EMAILING ADDRESS**

Commerce will accept an electronic copy of the CDBG Economic Opportunity Grant application EXCEPT must receive an **original** copy of the Project Summary signature by mail or hand-delivery.

For electronic delivery, send to: [laurie.dschaak@commerce.wa.gov](mailto:laurie.dschaak@commerce.wa.gov)

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Economic Opportunity Grants.

# Washington State Community Development Block Grant (CDBG)

Can a project be funded by CDBG?

**1. Eligible Applicant**  
 CDBG non-entitlement (rural)  
 city, town or county  
 Links: [Map and Rural Gov't List](#)

Grant subrecipient can be a district or non-profit entity.

**2. Eligible Activity**      Link: [Activities List](#)

- Public/non-profit capital and infrastructure: acquisition, design, construction, renovation
- Local programs assisting LMI: housing rehab, services, microenterprise, training
- Limited planning and capacity building

Low- and moderate-income (LMI) is 80% of median household income by family size as calculated by HUD. Link: [Income Limits by County](#)

**3. National Objective:**  
**Principally Benefits Low- and Moderate-Income Persons**  
 Alternatives - Alleviates slum or blight; or addresses an emergency

Benefit Type	Is the activity available for all residents of a primarily residential area? Ex. sewer improvements, fire station		Is the activity targeting its benefit for LMI persons? Ex. food bank, housing rehab, infrastructure directly resulting in jobs for LMI		
	<b>AREA BENEFIT</b>		<b>DIRECT BENEFIT</b>		
Data Options	HUD LMI Data CDBG data must show at least 51% of area population is LMI	Income Survey • Meets CDBG survey standards • Survey must be more current than HUD data	Limited Clientele Facilities and Services • Exclusively for HUD presumed low income group (homeless, illiterate, elderly, etc.)	Housing • At least 51% of housing units for LMI households • Residency achieved	Jobs (permanent jobs) • Recruit LMI • At least 51% of new hires are LMI • No more than \$35,000 CDBG per FTE job
	Data is available for each: • City/town, county Link: <a href="#">51% List</a> • Census Designated Place • Census tract, block group				

(continued on next page)

(continued) Can a project be funded by CDBG?

#### **4. Compliance with CDBG/federal requirements**

- Project cannot be under construction unless CDBG/federal requirements were already met
- Project must STOP to complete NEPA review
- If property was acquired, project must STOP to meet acquisition/relocation requirements
- Procurement and prevailing wage requirements apply
- If job creation, hiring agreements and job reporting

**Link: CDBG Management Handbook**



#### **5. Timing of funds**

- Approx. 3 – 6 months for local government to complete CDBG application, Commerce’s review and CDBG contract execution
- Other project funding and partnerships must be secured before CDBG contract execution
- Should be ready to begin project within 90 days of award

# APPLICATION AND CONTRACTING PROCESS AND TIMELINE

The selection process for Economic Opportunity Grants has three stages: threshold review, project evaluation, and award/contracting.

## Threshold Review

Once a CDBG application is received, a threshold review is conducted by CDBG specialists to ensure a CDBG national objective will be met, local citizen participation requirements are met, amounts requested are within the limits, and all required assurances of compliance and certifications are acceptable.

Applications that fail to meet threshold requirements will not advance to the project assessment stage. Applications meeting threshold requirements may proceed to the project assessment stage; however, applications with difficulty providing threshold documentation may result in a lower score for administrative capacity.

## Project Evaluation

The project evaluation will be conducted by a panel comprised of Commerce staff, including CDBG specialists. The proposed scope of work, work plan, budget and application narrative will be assessed for project viability and to what extent the evaluation criteria are met. Project prioritization may include the project's level of local/regional impact, the potential for economic development, clean energy or energy efficiency, benefit to low- and moderate-income persons, and CDBG eligibility. Commerce may consult with informed third parties and conduct site visits to assist in this assessment process.

To be eligible for funding, the application must meet the High Score Standard, defined as: must not receive a low score for any of the four evaluation criteria; must receive a high score for at least two of the four evaluation criteria; and must have consistency and integration between all parts of the application.

## Award and Grant Contracting

Grant awards will be made on an ongoing funds available basis. Once the project evaluation is complete and a project's viability is confirmed, a funding recommendation will be made to the director and relevant management team. After receiving management approval of award, legislators will be notified and the applicant will receive a written award notice.

Grants consisting of more or less than the amount originally requested may be awarded at Commerce's discretion based on discussions with the local government. The preliminary notice of project selection does not imply approval of all activities or all costs proposed in the application's project budget. The grant contract, once executed, is the legal document that governs the administration of the grant.

Funds will be available when the grant contract is executed and the environmental review is complete. All CDBG-funded activities must meet federal compliance and reporting requirements.

Delays in completing the execution of a final grant contract of ninety days or more from the date of the award letter may lead to the rescission of the award and an invitation to re-apply for CDBG funding.

# APPLICATION CHECKLIST

This checklist is to assist your successful completion of all application parts. It does not need to be submitted as part of your application.

## ARE YOU SURE?

1.	Applicant is a eligible local government	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	All activities and costs are eligible	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Amount requested is within the CDBG investment per household or job limits	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Each activity principally benefits persons with low- to moderate-incomes	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	The local government is submitting only one Economic Opportunity Grant application	<input type="checkbox"/> YES <input type="checkbox"/> NO

## HAVE YOU INCLUDED?

6.	<b>Signed</b> and completed Project Summary form (with original signature)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Low- and Moderate-Income Benefit Documentation Form	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If an income survey was used, have you described the methodology, provided a copy of the survey tool, and completed the Income Survey Worksheet from the Income Survey Guide.</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If an income survey was used and the resulting LMI was 51% to 60%, have you included the actual survey forms?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If HUD's 2000 Census data was used and the community is not listed in Appendix A, have you attached a map showing census tracts of the service area?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If HUD's 2000 Census data was used, have you included the Population Change Worksheet documenting the population changes would not result in a LMI percentage below 51%?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If Limited Clientele was used, have you described how the project exclusively benefits a special group, or the process for income qualification?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If a housing activity, have you described the processes for income qualification and ensuring occupancy?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<ul style="list-style-type: none"> <li>If a job creation/retention activity, have you included an Employment Plan and Hiring Agreement?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	<b>Signed</b> Resolution with Certifications of Compliance	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Completed Citizen Participation Documentation form with copies of public hearing notice(s), minutes, and grievance procedure	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Floodplain Review (construction and/or acquisition projects)	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Work Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	Budget Forms	
	Budget Assumptions	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Project Budget	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Narrative Responses for all Evaluation Criteria	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Additional Considerations:	
	If persons to be served include persons from a CDBG entitlement area, your application documents how the project meets the CDBG entitlement/non-entitlement policy requirements.	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Readable map of the local government and service area	<input type="checkbox"/> YES <input type="checkbox"/> NO

# FORMS AND CERTIFICATIONS

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This section contains the following forms you **must** complete and return with your application package and instructions.

- Project Summary
- Low- and Moderate-Income Benefit Documentation
- Population Change Worksheet (if applicable)
- Resolution with Certifications of Compliance
- Citizen Participation Documentation
- Floodplain Review (construction and acquisition projects)
- Work Plans and Instructions
- Budget Forms and Instructions

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Economic Opportunity Grants.

## CDBG PROJECT SUMMARY

1. Grant Type:	<input checked="" type="checkbox"/> Economic Opportunity or General Purpose		
2. <b>Jurisdiction:</b> Mail Address: Street Address: City: Postal Code + 4: County: Email:	City of Ilwaco	Telephone:	360 642 3145
	PO Box 548	Fax:	360 642 3155
	120 1 <sup>st</sup> Avenue N	Fed Tax ID #:	91-6001443
	Ilwaco	SWV #:	0018026-00
	98624 -	DUNS #:	3206796
	Pacific	SAM.gov expires:	1-29-15
	treasurer@ilwaco-wa.gov		
3. <b>Contact Person:</b>  Mail Address: Street Address: City: Postal Code + 4: Email:	Elaine McMillan	Title:	<b>Treasurer</b>
	PO Box 548	Telephone:	360 642 3145
	120 1 <sup>st</sup> Avenue N	Fax:	360 642 3155
	Ilwaco		
	98624 -		
	treasurer@ilwaco-wa.gov		
	4. <b>Subrecipient:</b> Contact Person: Mail Address: Street Address: City: Postal Code: Email:	Port of Ilwaco	Title:
Guy Glenn, Jr.		Telephone:	360 642 3143
PO Box 307		Fax:	360 642 3148
165 Howerton Way		Organization	Port of Ilwaco
Ilwaco		Category(s):	N/A
98624		DUNS #:	063356307
gglenn@portofilwaco.org			
5. <b>Consultant:</b> Firm Name: Address: City, Postal Code:	Edward Backus	Telephone:	503 939 5500
	Collaborative Fisheries Associates LLC	Fax:	N/A
	PO Box 2330	Email:	ehbackus@gmail.com
	Newport, OR 97365		
6 Fiscal Year:	From: January                      To: December		
7. State Legislative District:	19	Congressional District:	3rd
8. Brief Project Description: The City and Port of Ilwaco are seeking funds in support of new economic development on Port property of a new cold storage and seafood processing facility with the Ilwaco Fish Co. The project will expand seafood business opportunities, create new jobs, help revitalize the Port, and contribute to the economic development of Pacific County, the Long Beach Peninsula and the community of Ilwaco. The facility will provide cold and chilled storage for the four food banks in the Long Beach Peninsula area.			
9. Did a CDBG Planning-Only Grant lead to this application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

10. National Objective:	<input checked="" type="checkbox"/> Principally benefits low- and moderate-income persons or households. <input type="checkbox"/> Prevents or eliminates slums or blight. <input type="checkbox"/> Meets urgent community development needs that pose a serious and immediate threat to public health or safety.			
11. Project Budget Summary:	CDBG	\$ 1,000,000	Match the Project Budget form	
	CDBG Program Income	\$		
	Other Federal	\$		
	Other State	\$ 2,300,000		
	Local Public	\$		
	Private	\$ 9,195,000		
	<b>TOTAL</b>	<b>\$ 12,495,000</b>		
12. Project Beneficiaries:	# of Persons		LMI Percentage: _____%	
	# of LMI Persons			
	# of Households		CDBG Investment per Household or Job: \$_____	
	# of LMI Households			
	# of Businesses			
13. How were the numbers of beneficiaries determined?  For Limited Clientele, Housing, or Economic Development Jobs activities, check Direct Benefit:	Area Benefit	<input type="checkbox"/> Appendix A - HUD's Census List <input type="checkbox"/> HUD's Census Block Groups Data	<input checked="" type="checkbox"/> Income Survey /Date: Food Bank	
			<input checked="" type="checkbox"/> Direct Benefit Only	
14. Street address, city and postal code of project: 117 Howerton Way, Ilwaco 98624				
15. Census Tract Number(s): _____ Census Block Number(s): _____				
16. Certification of Chief Administrative Official: <i>The information provided in this application is true and correct to the best of the local government's belief and knowledge and it is understood the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent grant agreement.</i>				
Signature _____		Date _____		
Print Name _____		Title _____		

## PROJECT SUMMARY INSTRUCTIONS

The Project Summary should be the first page inside the cover of the application. **Every block in the form must be accurately completed before submitting.** Not completing this form slows Commerce's ability to process your application and enter all necessary information into state and federal databases to allow fund availability.

1. Economic Opportunity or General Purpose is already checked, since these are the types of grants available through this application.
2. The applicant jurisdiction must be a non-entitlement city or county.
  - Provide the postal code + 4, as now required by the federal contracts database.
  - The Tax Identification number is usually a "91-" number.
  - The jurisdiction's Statewide Vendor (SWV) number is necessary to release funds from the state to the local government. Obtain a SWV number at: <http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>
  - A Data Universal Number System (DUNS) number is required for each recipient of federal funds. Obtain a DUNS number at: <http://fedgov.dnb.com/webform>
  - List the expiration date of the applicant jurisdiction's SAM.gov registration. Recipients of federal funds must renew their registration each year in the System for Award Management (SAM), a federal website that consolidates the capabilities of Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). You can create or update your record in SAM.gov at [www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/).
3. Provide information on the contact person, should we need more information about your application. If funded, this person will be the main contact for the CDBG contract.
4. Provide information on any subrecipient organization to benefit from the project or to receive CDBG funds to implement the project on behalf of the local government.
  - Enter which of the organization categories apply: Nonprofit (NP), Faith-Based (FB), Institute of Higher Education (HE).
  - A Data Universal Number System (DUNS) number is required for subrecipients of federal funds. Obtain a DUNS number at: [www.grants.gov/applicants/org\\_step1.jsp](http://www.grants.gov/applicants/org_step1.jsp).
5. Provide information on the consultant used to develop the proposal, if applicable.
6. List the month and day of the applicant's fiscal year from beginning to end.
7. List the numbers of the state and congressional districts.
8. Provide a brief project description, summarizing what is to be accomplished and the project's major components.
9. Indicate whether the project for which you're seeking funding evolved from a Planning-Only Grant funded activity.
10. Check the applicable National Objective. It is not necessary or competitive to address more than one national objective. The third objective, Urgent Need, requires a local declaration of emergency and rarely applies to CDBG grants other than an Imminent Threat Grant.
11. Summarize the CDBG amount and funds leveraged from the application's detailed Project Budget form.
  - The CDBG amount cannot exceed the amount requested in the Resolution of Certifications of Compliance or CDBG maximum limits.
  - CDBG program income is any income generated from the use of a prior or current CDBG award that totals at least \$35,000 in a calendar year.

12. These numbers must be consistent throughout the application.

LMI Percentage

List the LMI Percentage based on the service area and type of benefit, after completing your Low- and Moderate-Income Benefit Documentation. **The LMI percentage must be at least 51%.**

# of Persons and Households

- For **area benefit activities**, list the estimated number of persons and households in the project service area using the service area's **current** population data. *NOTE: The number of persons and households from HUD's 2000 Census data or old income surveys may not be the most current. In this case, list the more current number of persons and households in box 12. However, the LMI percentage from HUD's 2000 Census data or an income survey (as applicable) is the most current LMI Percentage for area benefit activities and is to be listed as the LMI Percentage in box 12.*
- For **limited clientele activities**, estimate the unduplicated number of persons and households to receive a direct benefit in the first 12 months of operation or by the end of the CDBG contract period.
- For **housing or job creation activities**, estimate the unduplicated number of persons and households to receive housing, services, or financial assistance by the end of the CDBG contract period; or the unduplicated number of (FTE) persons to be hired for permanent jobs during the hiring period.
- For **job creation activities**, estimate the unduplicated number of businesses to be directly assisted. Do not include indirect economic development.
- Multiply the LMI Percentage to the # of Persons to calculate the # of LMI Persons; and multiply the LMI Percentage to the # of Households to calculate the # of LMI Households.

CDBG Investment per Household/Job

- Divide the CDBG budget amount (box 11) by the # of Households (not the # of LMI Households). **For job creation activities**, divide the CDBG budget amount (box 11) by the # of persons to be hired (not the # of LMI persons to be hired). This CDBG Investment cannot exceed \$35,000 without prior CDBG approval.

13. Select how beneficiaries were determined to meet the LMI requirement. This must be consistent with your Low- and Moderate-Income Benefit Documentation form. If you completed an income survey, list the month/year of the survey.
14. Provide the street address, city and postal code where the project is to be located for federal reporting purposes. For pipe, street or other projects without a street address, list the beginning number of the project's primary street, such as 400 Main St, Anytown, 9XXXX. For non-construction activities, list the government or subrecipient office's full address where the project is being managed.
15. Provide ALL census tract and census block numbers of the project service area for federal reporting purposes. These numbers can be identified by your local or regional planning office or by accessing maps on the US Census website at [www.hud.gov/offices/cpd/systems/census/wa/index.cfm](http://www.hud.gov/offices/cpd/systems/census/wa/index.cfm)
16. This form must be signed by the local government's chief administrative official (mayor, county commission chair, county administrator, city manager, or designated local government official as authorized by the CDBG Resolution of Certifications of Compliance, as applicable). Special purpose districts are not considered a local government in the CDBG regulations.

Print the official's name and title. An original signature must be submitted.

## LOW- AND MODERATE-INCOME BENEFIT DOCUMENTATION

CDBG applications must document how each CDBG funded activity will principally benefit low- and moderate-income (LMI) persons. A project may have more than one CDBG activity and type of benefit, but most only have one. Follow the instructions on the next few pages, check the applicable box(es) on this form, and submit this form with the applicable documentation listed for your project's benefit type(s).

My project includes <b>Area Benefit</b> activities	<b>Check all that apply</b>
<p><b>The activity's LMI benefit is based on the list of local governments with 51% or greater LMI from HUD's 2000 Census data (Appendix A) and attached are:</b></p> <ul style="list-style-type: none"> <li>• A map of the service area; and</li> <li>• Population Change Worksheet.</li> </ul> <p>On the Project Summary, check item 13 as <i>Appendix A HUD's Census List</i>.</p>	<input type="checkbox"/>
<p><b>The activity's LMI benefit is based on an income survey and attached are:</b></p> <ul style="list-style-type: none"> <li>• Income Survey Worksheet from the CDBG Income Survey Guide or the IACC Income Survey Guide;</li> <li>• A sample of the survey tool, tallying the number of responses by household size;</li> <li>• The income survey forms (copies are acceptable) if the income survey resulted in a LMI percentage between 51% – 60%; and</li> <li>• A written description of the survey process, describing how the survey universe was defined and efforts to ensure randomness.</li> </ul> <p>On the Project Summary, check item 13 as <i>Income Survey</i> and list the survey date.</p>	<input type="checkbox"/>
<p><b>The activity's LMI benefit is based on HUD's 2000 Census block group data and census maps, and attached are:</b></p> <ul style="list-style-type: none"> <li>• A list of the census tract/block groups for the service area and the LMI percentages from HUD's data; and</li> <li>• A map of the service area demonstrating the matching correlation between the service area boundaries and the census boundaries.</li> </ul> <p>On the Project Summary, check item 13 as <i>HUD's Census Block Group Data</i>.</p>	<input type="checkbox"/>
My project includes <b>Direct Benefit</b> activities	<b>Check all that apply</b>
<p><b>The activity's LMI benefit is based on Limited Clientele qualification and attached are:</b></p> <ul style="list-style-type: none"> <li>• A written description of:               <ul style="list-style-type: none"> <li>○ How the project exclusively benefits a HUD "presumed benefit" special group allowing you to presume a 51% LMI benefit,</li> <li style="text-align: center;">or</li> <li>○ Your process and income standards for qualifying households to ensure the LMI limited clientele criteria is met; and</li> </ul> </li> <li>• A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons expected to benefit during the first 12 months of operation or by the end of the CDBG contract period.</li> </ul> <p>On the Project Summary, check item 13 as <i>Direct Benefit Only</i>.</p>	<input type="checkbox"/>
<p><b>Housing - the activity's LMI benefit is based on household qualification (including private side connections) and attached are:</b></p> <ul style="list-style-type: none"> <li>• A written description of your process and income standards for qualifying households and ensuring occupancy; and</li> <li>• A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons expected to benefit during the project period.</li> </ul>	<input type="checkbox"/>

On the Project Summary, check item 13 as <i>Direct Benefit Only</i> .	
My project includes <b>Direct Benefit / Economic Development</b> activities	<b>Check all that apply</b>
<p><b>Microenterprise Assistance - the activity's LMI benefit is based on Limited Clientele qualification and Job Creation/Retention, and attached are:</b></p> <ul style="list-style-type: none"> <li>• A written description of your employee recruitment and hiring process and/or your process for income qualifying a microenterprise owner;</li> <li>• The estimated number of unduplicated persons to receive CDBG-funded <i>training and technical</i> assistance, and also estimated number of persons to receive CDBG-funded <i>financial</i> assistance during the project period; and</li> <li>• A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons expected to benefit during the project period.</li> </ul> <p>On the Project Summary, check item 13 as <i>Direct Benefit Only</i>.</p>	<input type="checkbox"/>
<p><b>Economic Development – the activity's LMI benefit is based on Job Creation/Retention activities and attached are:</b></p> <ul style="list-style-type: none"> <li>• An Employment Plan outlining your LMI recruitment and hiring process;</li> <li>• A LMI Hiring Agreement with DUNS number from the employer; and</li> <li>• A best guess breakdown of the total number of (FTE) persons expected to benefit by very low (30%), low (50%), and moderate (80%) income levels during the project period.</li> </ul> <p>On the Project Summary, check item 13 as <i>Direct Benefit Only</i>.</p>	<input checked="" type="checkbox"/>

# LOW- AND MODERATE-INCOME REQUIREMENTS

CDBG applications must document how the project will principally benefit low- and moderate-income (LMI) persons.

LMI is defined as income up to 80 percent of the median county income by household size. The income limits for each county are available on the CDBG website.

Based on CDBG regulations, there are four categories for LMI benefit:

- |                                   |   |
|-----------------------------------|---|
| <b>1. Area benefit activities</b> | Direct benefit activities               |
|                                   | <b>2. Limited clientele</b>             |
|                                   | <b>3. LMI Housing</b>                   |
|                                   | <b>4. LMI Job creation or retention</b> |

The first and very important step is to clearly determine the boundaries of the proposed service area and the population to be served.

**Will the project benefit all residents of a primarily residential community, district, or service area?**

Examples: public sewer, water or street improvements, community center or fire station construction.

→ If **YES**, then it is an Area Benefit activity. Follow the Area Benefit requirements below.

→ If **NO**, then follow the Direct Benefit requirements on the following pages.

If your project includes separate activities that benefit different populations, then follow the applicable documentation requirements for each activity.

Example: You are requesting CDBG to fund public water line replacement to benefit the entire town's water system (an Area Benefit activity) and private water side connections for only low- and moderate-income households (a LMI Housing activity).

If your project is close to the descriptions provided but you are still unsure whether it principally benefits LMI, contact the CDBG program staff to discuss your proposal, confirm eligibility and determine specific documentation requirements.

## AREA BENEFIT ACTIVITIES

Area benefit is the most common type of CDBG funded activity. To be CDBG eligible, the benefit area must be primarily residential and you must document at least 51 percent of the residents are LMI persons. HUD allows two ways to document this area benefit: 1) HUD's Census data on LMI, 2) CDBG income survey.

When the service area is the local government boundaries:

Appendix A-2 is the list of local governments with 51 percent or greater LMI population based on HUD's 2000 Census data. If the local government is on this list, base the activity's LMI benefit on this data. However, since a decade has passed for this data, complete the Population Change worksheet to verify that changes in total population since 2000 would not potentially result in the LMI percentage dropping below 51 percent.

If HUD's 2000 Census data does not document the population is at least 51 percent LMI, OR if the results of your Population Change Worksheet require it, then an income survey needs to be conducted.

**Required application documentation when using the 51 percent LMI list on Appendix A:**

- Provide a map of the service area; and

- Complete the Population Change Worksheet.

When the service area is a portion of, overlaps, or extends beyond the local government boundaries:

An income survey will need to be conducted in most cases.

1. If only applying for CDBG funds for this project, follow the CDBG Income Survey Guide available on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). Contact the CDBG program staff for approval to use an income survey of the same service area conducted for a previous project.
2. If applying to CDBG and other funders for an infrastructure project, you can instead choose to follow the IACC Income Survey Guide, also available on the CDBG website.

It is important to clearly establish the proposed project's service area. Since some projects for smaller service areas can be considered by the CDBG Program as a benefit to the entire community or system, get approval from CDBG program staff regarding the survey methodology before conducting an income survey.

**Required application documentation when using Income Survey data:**

- Income Survey Worksheet from the CDBG Income Survey Guide or the IACC Income Survey Guide;
- A sample of the survey tool, tallying the number of responses by household size;
- The income survey forms (copies are acceptable) if the income survey resulted in a LMI percentage between 51% – 60%; and
- A written description of the survey process, describing how the survey universe was defined and efforts to ensure randomness.

Instead of an income survey, you may be able to use HUD's 2000 Census block group data that has calculated the LMI percentage for each census tract and block group. The first step is to review census maps to establish if there is a matching correlation between the census block group boundaries and the proposed service area. These maps are available from your local planning agency or the census website. When the block numbers are identified, HUD's LMI percentage data for that area can be found on the CDBG website at: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). On the right, under "Resources" click "2000 Census Block Group Data." Scroll down to the middle of the page under the heading "Block Group and Census Tract Data," locate your county and the applicable block groups to find the percentage for that block group.

**Required application documentation when using HUD's Census block group data:**

- A list of the census tract/block groups for the service area and the LMI percentages from HUD's data; and
- A map of the service area demonstrating the correlation between the service area boundaries and the census boundaries.

Projects proposing to use both HUD's Census data and income survey data to cover the service area

Contact the CDBG program staff to ensure this is acceptable for the project's service area based on the type and age of data proposed to be used.

Projects that potentially benefit residents of both CDBG entitlement and non-entitlement areas:

The state CDBG program may fund projects benefiting both CDBG entitlement and non-entitlement area residents (see Appendix A for the map and list of entitlement and non-entitlement local governments). Several conditions apply: At least 51 percent of the project beneficiaries must be documented as full-time residents of the non-entitlement areas and the applicant clearly documents how the state CDBG program does not fund a disproportionate level of the project costs as compared to the entitlement jurisdiction's beneficiaries. The non-entitlement applicant must certify that the project is consistent with their community development plans, and other conditions are met as outlined in the state CDBG program's Entitlement/Non-Entitlement Policy that is available upon request.

## DIRECT BENEFIT ACTIVITIES

These activities directly target services to lower income persons or benefit a limited number or specific group of people as long as at least 51 percent of those served are LMI persons (rather than everyone in an area). An activity can provide a direct benefit in any of the following ways:

### Limited Clientele

- a. **Exclusively benefit a clientele who are presumed by HUD to be principally LMI persons. These “presumed benefit” special groups include:**

- |  |                    |   |
|--|--------------------|---|
| ➤ Abused children  | ➤ Battered spouses | ➤ Illiterate persons                      |
| ➤ Elderly persons  | ➤ Homeless persons | ➤ Migrant farmworkers                     |
| ➤ Severely disabled adults<br>(meeting Census’ definition) |                    | ➤ Persons living with the<br>disease AIDS |

If an activity is targeting persons belonging to one of the above HUD-defined special groups, it can be presumed, without requiring a survey, that the activity will be providing a 51 percent benefit to LMI persons. Using this special group presumed benefit does **not** apply to housing or job creation projects, which must meet the respective LMI Housing and LMI Jobs criteria.

Example: Construction of a senior center.

OR

- b. **Information on family size and income is available and shows at least 51 percent of the activity’s clientele meet and will continue to meet the LMI income criteria. Not applicable to hospitals or other facilities open to the general public.**

Example: Renovation of a work force training center.

OR

- c. **Income eligibility requirements limit the activity to LMI persons only.**

Example: Acquisition of a building to serve as a new Head Start Center.

OR

- d. **Be of such nature and location that it may reasonably be concluded that the activity’s clientele will primarily be LMI persons (rarely used – consult CDBG program staff).**

Example: Construction of a day care center designed to serve a public housing complex.

### **Required application documentation for Limited Clientele activities:**

- A written description of:
  - How the project exclusively benefits a HUD “presumed benefit” special group allowing you to presume a 51% LMI benefit,
  - or
  - Your process and income standards for qualifying households to ensure the LMI limited clientele criteria is met; and
- A best guess breakdown by those at the very low (30%), low (50%), and moderate (80%) income levels of the total number of persons to benefit expected to benefit during the first 12 months of operation or by the end of the CDBG contract period.

### LMI Housing, including Private Side Connections

**Require information on household income and residency of homeowners (or renters and affordable rent levels, if applicable) to establish eligible LMI households or housing units. For multiple unit housing projects, over half of the units must benefit LMI households.**

Examples: Housing rehabilitation, including single- and multi-family residences occupied by owner or renter LMI households, and private side service utility connections.

**Required application documentation for Housing activities:**

- A written description of your process and income standards for qualifying households and ensuring occupancy, and
- A best guess breakdown by very low (30%), low (50%), and moderate (80%) income levels of the total number of persons to benefit expected to benefit during the project period.

OR

LMI Jobs

Given the complexity of the CDBG requirements for job creation/retention projects, we strongly recommend you contact the CDBG Program staff for further guidance.

**Assist a microenterprise (5 or fewer employees, including the owner), and the microenterprise is documented as *owned by* an LMI person(s); and/or**

**Directly result in the creation or retention of jobs at least 51 percent of which, on a full-time equivalent (FTE) basis, are documented as either *held by* LMI persons or made *available to* LMI persons.**

1. Example: Establish a revolving fund to provide access to capital (loans average less than \$25,000) for a microenterprise to upgrade necessary equipment.

**Required application documentation for Microenterprise Assistance – Limited Clientele & Job Creation/Retention activities:**

- A written description of your employee recruitment and hiring process and/or your process for income qualifying a microenterprise owner;
- The estimated number of unduplicated persons to receive CDBG-funded *training and technical* assistance, and also estimated number of persons to receive CDBG-funded *financial* assistance during the project period; and
- A best guess breakdown of the total number of persons expected to benefit by very low (30%), low (50%), and moderate (80%) income levels expected to benefit during the project period.

**Required application documentation for Infrastructure – Job Creation/Retention activities:**

- An Employment Plan outlining your LMI recruitment and hiring process;
- A LMI Hiring Agreement with DUNS number from the employer; and
- A best guess breakdown of the total number of (FTE) persons expected to benefit by very low (30%), low (50%), and moderate (80%) income levels during the project period.

Contact the CDBG program for the most current Employment Plan and Hiring Agreement templates.  
078199791 IFCO DUNS

***Note the following special circumstances for facilities:*** If a proposed facility project will have some space available for all service area residents and also some space for programs benefiting just lower income persons, then your application must document that at least 51 percent of the service area population meets the LMI criteria OR the percentage of total project costs to be paid with CDBG funds is no more than the percentage of space for programs benefiting just low- and moderate-income persons.

## **ACTIVITIES TO PREVENT OR ELIMINATE SLUM OR BLIGHT**

If the primary purpose of your project is to prevent or eliminate slum or blight, AND the project does not principally benefit low- and moderate-income persons, then contact the CDBG Program for further guidance on meeting this alternative national objective.

## POPULATION CHANGE WORKSHEET

*NOTE: This Population Change Worksheet is required only when HUD's 2000 Census data are being used to document area benefit.*

**Background:** Since HUD's low- and moderate-income (LMI) data is based on decade-old 2000 Census data, there is concern whether this data is valid as the only documentation of the project's benefit to LMI persons. Several areas of the state have experienced significant population changes since 2000, and in some cases, these population changes could impact the community's percentage of LMI persons. HUD does not expect to complete its calculations of new LMI population data based on the 2010 Census and American Community Survey until mid- to late 2014.

Until the new HUD calculation of LMI data becomes available, CDBG applicants must use the worksheet below to **estimate** the percentages of LMI persons for the current population. To complete the worksheet, follow the instructions provided on each line.

1.	Enter the LMI population used in HUD's calculation of 2000 Census data found in Appendix A.	
2.	Enter the total population used in HUD's calculation of 2000 Census data found in Appendix A.	
3.	Enter the LMI percentage that HUD calculated from the 2000 Census data found in Appendix A.	%
4.	Enter <b>current</b> total population and list the data source: _____	
5.*	<b>If the total population has increased</b> (#4 > #2), then assume this population increase is all non-LMI persons and <b>estimate</b> the percentage of LMI persons for the current population. (Divide #1 by #4 and multiply by 100)	* %
6.	<b>If the total population has decreased</b> (#4 < #2), calculate population change. (Subtract #4 from #2)	
7.	Assume this population decrease (#6) is all LMI persons and <b>estimate</b> a current LMI population. (Subtract #6 from #1)	
8.*	<b>Estimate</b> the percentage of LMI persons for the current population. (Divide #7 by #4 and multiply by 100)	* %

**If #5 or #8 is at least 51%, no further action is required.**

**If #5 or #8 is under 51%, the jurisdiction has experienced significant population change and may not be CDBG eligible unless it completes one of the two options listed below and receives CDBG approval.**

*\* This LMI percentage is only the most conservative estimate for purposes of analyzing the hypothetical impact of population change. This LMI percentage is not to be used to replace the HUD LMI percentage in row 3 and is not to be used elsewhere in your application.*

**Options:** Communities that have experienced significant population change as defined above should consider two options for verifying area benefit eligibility.

1. Attach to this worksheet evidence that population growth consisted of households that are predominantly LMI. Sources could include data from the state Office of Financial Management, Employment Security, and local school districts, or
2. Conduct a new survey of the benefit area.

CDBG staff will determine if the evidence is satisfactory during their threshold review of the application. Otherwise, the applicant will be immediately informed that an income survey will be required if the application ranks high enough to be funded.



## **SAMPLE RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE**

WHEREAS, (*Insert name of city, town, or county here*) is applying to the state Department of Commerce for a Community Development Block Grant (CDBG);

WHEREAS, it is necessary that certain conditions be met as part of the CDBG application requirements;

WHEREAS, (*Insert the name of chief administrative official and title here*) is authorized to submit this application to the State of Washington on behalf of (name of city, town, or county);

NOW, THEREFORE, be it resolved that the (*Insert the name of city, town, or county here*) authorizes submission of this CDBG application to the state Department of Commerce to request \$ (amount of funding requested) to (project description), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s);

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended; and

(*Insert name of city, town, or county here*) designates (*Insert name of city manager, county administrator, mayor here*) as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and (*Insert the name of city, town or county here*)'s participation in the State of Washington CDBG Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Attested \_\_\_\_\_ Date \_\_\_\_\_

## RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE INSTRUCTIONS

The applicant's local legislative body must pass a resolution authorizing the chief administrative official to submit the CDBG application to Commerce and certifying compliance with state and federal laws and specific program requirements. Visit the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under the CDBG Management Handbook (1.1 Getting Started) for the current CDBG contract terms and conditions.

Access the electronic version of this resolution on the CDBG website under the Economic Opportunity Grant webpage, or retype the sample and insert the local and project specific information as indicated. This resolution may be reformatted to meet the local government's requirements for official resolutions. Do not change the wording of the clauses without prior approval from the CDBG program.

### Amount Requested

**The CDBG amount you list in the resolution must not be less than the actual CDBG amount requested in the application budget.** It is recommended this resolution be adopted after the CDBG amount to be requested is finalized.

### Greenhouse Gas Emission Policy

The Legislature passed ESSSB 5560 during the 2009 Session which requires competitive state infrastructure funding programs to take into consideration the reduction of Greenhouse emissions in the selection process. Example Greenhouse Gas Emission Policies and additional information about Green Building can be found on our website at: <http://www.commerce.wa.gov/cdbg> under Guidance Materials.

**!** Projects that are **not capital construction** can choose to take out this greenhouse gas emission clause from the certifications template: "Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s)."

### Signature

**The resolution must be signed by the authorized chief administrative official, and a signed copy must be included with the application.** The chief administrative official is the mayor, county commission chair, county administrator or city manager.

### If Funded

If funded, Commerce will collect the following documents as identified in these certifications prior to executing a CDBG contract:

1. Residential Anti-Displacement and Relocation Assistance Plan
2. Excessive Force Policy
3. Greenhouse Gas Emissions Reduction policy (if applicable)
4. Title VI Certification with community demographics data

Samples of these documents are available on the CDBG website or upon request.

A resolution that references another project submitted previously for CDBG funding will not be accepted. Using a version of the certifications of compliance from a prior year CDBG application handbook may not be accepted.



<b>ADVERTISEMENT</b>	<b>YES</b>	<b>NO</b>
The notice is advertised at least one week before the hearing date. List public hearing notice date(s): 10 and 17 September 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The notice meets local public hearing notice requirements (newspaper, official on-line source).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Because I answered YES under the ASSESSMENT step above, the notice was advertised in the alternate language (check <b>at least one</b> of the following steps): 1. The notice in the alternative language was published in a newspaper or official on-line source. 2. The public hearing was announced on radio or television station in the alternate language. 3. The notice in the alternate language was posted at location(s) frequented by non-English speaking residents.  List location(s):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>N/A</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Residents, especially LMI residents, of the areas in which CDBG funds are proposed to be used were encouraged to participate and provide input.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CONDUCTING THE PUBLIC HEARING</b>	<b>YES</b>	<b>NO</b>
The public hearing was held within 18 months of the date the CDBG application was submitted. List public hearing date: 22 <sup>nd</sup> September 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The public hearing was conducted by the applicant local government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minutes of the public hearing were taken.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Both of the following required CDBG handouts were distributed at the public hearing. 1. CDBG Program Fact Sheet 2. CDBG Citizen Participation Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Because I answered YES under the ASSESSMENT step above, alternate-language versions of the required handout were provided.  <i>Spanish versions of the handouts are available upon request.</i>	<input type="checkbox"/>	<b>N/A</b> <input checked="" type="checkbox"/>
<b>CITIZEN PARTICIPATION DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>
A copy of the public hearing notice's affidavit of publication OR a copy of the actual published notice from the newspaper is attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Because I answered YES under the ASSESSMENT step above, documentation of the outreach steps taken for non-English speaking residents (such as a copy of the translated notice from the newspaper or public hearing posters in the alternate language) is attached.	<input type="checkbox"/>	<b>N/A</b> <input checked="" type="checkbox"/>
The public hearing minutes are attached.  <i>If the official minutes are not available by the CDBG application due date, instead include a statement from the clerk indicating when the minutes will become available and send the minutes as soon as possible.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A copy of the local government's adopted Grievance Procedure is attached.  <i>A Grievance Procedure sample and instructions are in Appendix B. Do not assume the CDBG program has a copy of your jurisdiction's procedure from a prior CDBG application.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The CDBG Certifications of Compliance have been signed certifying the citizen participation requirements have been met.



## FLOODPLAIN REVIEW

For all construction and acquisition projects

Flood maps are available online at <http://msc.fema.gov>, or contact your county or regional planner to answer these questions.

a. Will the proposed project be located in a floodway?

YES  NO

**If the answer to (a.) is YES - STOP.** CDBG funds cannot be used for projects located in a floodway. Contact the CDBG program staff for further information.

b. Will the proposed project be located in a floodplain or affect a floodplain?

YES  NO

If yes, will it be in a  100 year floodplain?  500 year floodplain?

**Note:** If funded, the 8-step procedure for making determination on floodplain management must be followed during the NEPA environmental review (available in the CDBG Management Handbook, 6.1 Environmental Review Requirements, on the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)).

**If the answer to (b.) is YES,** the local government is strongly encouraged to enroll in the National Floodplain Insurance Program for:

- **Any facility located in or affecting a 100 year floodplain**
- **Any facility located in a 500 year floodplain that would result in a Critical Action**

**Critical Action:** Defined as any activity for which even a slight change of flooding would be too great, because such flooding might result in loss of life, injury to persons, or damage to property. The critical action standard applies to the proposed use of HUD assistance to structures or facilities located within the 500-year floodplain, when the structures or facilities are likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events. Examples include senior housing/facilities, shelters, health facilities, schools, and emergency facilities. FEMA regulations at 44 CFR 60.22 (Planning Considerations) advise communities which are adopting and implementing the floodplain management criteria of the National Flood Insurance Program.

**Grant-writing suggestion:** Attach documentation of enrollment to demonstrate the local government's increased capacity to operate and maintain a CDBG-funded facility. The Municipal Services Research Center provides information on enrollment, including a Washington Model Flood Damage Prevention Ordinance.

**Note:** Other state and federal funding partners in your project may **require** enrollment in the National Floodplain Insurance Program.

## WORK PLAN

When do you expect tasks to be completed? Please list month and year.

*You can use the "Other" lines or insert lines for additional tasks. If your project will involve more than one bid/construction process, add additional lines for each construction phase. If your project is for local assistance program or job creation activity, contact the CDBG program for samples of customized work plans.*

<b>Tasks</b>	<b>Responsible Party</b>	<b>Start Date</b>	<b>End Date</b>
Establish administrative systems	City of Ilwaco	09/14	11/14
Negotiate and execute CDBG contract with Commerce	City of Ilwaco	11/14	01/15
Establish Subrecipient Agreement, if applicable	City of Ilwaco	10/14	11/14
Procure professional services	Port of Ilwaco/IFC	06/14	07/16
Obtain site control	Port of Ilwaco	complete	complete
Complete cultural/historical resources review	Port of Ilwaco	09/14	01/15
Complete NEPA/SEPA environmental review (including requesting FONSI for release of funds)	Port of Ilwaco/IFC	06/14	03/15
Complete architectural/engineering design	IFC	07/14	12/14
Obtain regulatory agency approval (if applicable)	Port of Ilwaco/IFC (Ecology/NPDES)	07/14	03/15
Obtain permits	Port of Ilwaco/IFC	07/14	03/15
Prepare bid documents/solicit bids	Port of Ilwaco	01/15	02/15
Award construction contract	Port of Ilwaco/IFC	03/15	03/15
Start construction	Port of Ilwaco/IFC	04/15	06/16
Submit First Week Labor Standards Package	Port of Ilwaco	04/15	04/15
Monitor subrecipient (if applicable)	City of Ilwaco	12/14	07/16
Complete construction	Port of Ilwaco/IFC	10/15	06/16
Complete civil rights requirements	City of Ilwaco	10/14	11/14
Conduct final public hearing	City of Ilwaco	11/15	12/15
Project in use – occupancy	Port of Ilwaco/IFC	07/16	07/16
Schedule audit	City of Ilwaco	10/15	03/16
Close out CDBG contract	City of Ilwaco	04/16	07/16
Other:			
Other:			

## WORK PLAN INSTRUCTIONS

Task	Instructions
Establish administrative systems	Set up file system, identify responsible parties for managing different aspects of the grant.
Negotiate CDBG contract with Commerce	Typically takes at least 8 weeks for negotiation and to obtain signatures from the jurisdiction and Commerce management.
Establish Subrecipient Agreement, if applicable	Subrecipients are organizations that will receive CDBG funds to implement the project on behalf of the local government and will benefit from the funds. Examples include public utility districts, economic development agencies, or community action agencies. A sample subrecipient agreement is available on the CDBG website.
Procure professional services	Professional services consultants including engineers, architects and project managers, must be procured following CDBG procurement requirements to be funded by CDBG. Because of CDBG timing requirements, you may choose to fund professional services with non-CDBG funds.
Obtain site control	List the responsible party. Projects without site control will potentially score lower than projects with site control at the time of application.
Complete cultural/ historical resources review	The CDBG environmental review includes the local government's certification and request for release of funds to the CDBG program. NEPA reviews completed for other federal funds will still require this CDBG step, which can take up to 6 weeks for projects that are not exempt.
Complete NEPA/SEPA environmental review	
Complete architectural or engineering design	Estimate time necessary prior to bidding to complete design.
Obtain regulatory agency approval (if applicable)	List the responsible party and approvals needed.
Obtain permits	Estimate when local land use and building permits will be obtained, and any state and federal permits that may require additional time. The Office of Regulatory Assistance at <a href="http://www.ora.wa.gov/resources/questionnaire.asp">www.ora.wa.gov/resources/questionnaire.asp</a> can assess the necessary environmental permits for your specific project.
Prepare bid documents/solicit bids	List the responsible party. All CDBG funded construction projects must include federal procurement and labor standards requirements. If the project will involve more than one construction phase and construction contract, add task lines for each bid/award/construction process.
Award construction contract	This will occur after CDBG grant contract has been executed and NEPA/SEPA have been completed, including public review process.
Start construction	Estimate when construction will begin. If it is in the winter, explain in the narrative how this is achievable.
Submit First Week Labor Standards Package	List the responsible party. Commerce will provide a grants management handbook with the labor standards forms to be submitted.
Monitor subrecipient	The local government applicant is responsible for monitoring its subrecipient.
Complete construction	Estimate when construction will be complete.
Complete civil rights requirements	CDBG civil rights requirements include adopting a Fair Housing Resolution, documenting ADA compliance, and ensuring no discrimination in CDBG activities.
Conduct final public hearing	List the responsible party. Estimate when the required final CDBG public hearing to review project performance will be scheduled.
Project in use	Estimate when the project benefit will be achieved, such as building occupancy, utility in service, housing rehabilitation loans closed, etc.
Schedule audit	If audit costs are incurred during the CDBG contract period and are listed in the Project Budget, CDBG funds can pay for this.
Close out CDBG contract	Date when all financial and contractual requirements will be met.

# BUDGET FORMS AND INSTRUCTIONS

## BUDGET FORMS

Complete and submit the Project Budget. Following the form are instructions that provide guidance on the form's listed headings, CDBG eligible costs and cost distribution recommendations.

## BUDGET ASSUMPTIONS

Submit your budget assumptions and notes on the costs and sources along with the Project Budget.

There is no specific format for providing the budget assumptions, but they are an important element of your application and should clearly correspond with the amounts listed in budget form. This is your opportunity to demonstrate you have clearly thought through all financial aspects of the project and have solid rationale for the administration, project and operation costs and the need for CDBG investment to make the project successful.

Explain how you built the budget for the project and derived the costs for each activity cost on the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and assumptions behind both the administration and the construction-related activity cost calculations. Be detailed and specific.
- State source material, including engineer estimates and Facility Plans.
- Explain any cost discrepancies between this Project Budget and budgets submitted to other funders for the same project.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs, such as an engineer's preliminary cost detail. If lengthy, these documents can be referenced and included as an attachment in the application.

If you have submitted a budget for the project to another funding source, either ensure the project totals match or explain the circumstances that result in a difference in the budgets.

Add pages as needed to complete your assumptions.

Commerce may seek additional budget information to document your capacity to operate and maintain the CDBG-funded facility or system for the required, minimum 10 year benefit period.

## PROJECT BUDGET

Funding Status	Source 1	Source 2	Source 3	Source 4	Totals
<b>Are the sources committed?</b> If not, give a date when commitment expected.	CDBG	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Activity Costs					
General Administration					
Project Administration					
Environmental Review					
Architectural Fees					
Engineering Fees					
Acquisition					
Relocation					
Sewer Improvements					
Water Improvements					
Private Water/Sewer Side Connections					
Street and Sidewalk Improvements					
Community Facility					
Fire Protection Facility					
Housing Rehabilitation					
Architectural Barrier Removal					
Commercial/Industrial Facility					
ED Revolving Loan Fund					
Other:					
Other:					
<b>Totals</b>					

*Use a second copy of this form if you have more than four funding sources*

# PROJECT BUDGET FORM INSTRUCTIONS

Provide the total budget of the proposed CDBG project, subdivided by activity costs. Request only the level of funding needed to carry out the project. The grant request must be sufficient either by itself or included with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

**Source** - List the allocation of CDBG funds among activity costs in the Source 1 column. One recommended approach is to target CDBG funds towards fewer activities, limiting the need to meet federal procurement and fund tracking requirements. An example would be for CDBG to fund only construction and not engineering. For local budgeting purposes, the Catalog of Federal Assistance (CFDA) number for the state CDBG program is 14.228.

State the name of another funding source in each column and list its allocation among the activity costs. Generally, Source 2 should be the local government's contribution, including in-kind resources.

Consider limiting the number activity costs and professional services and construction contracts to be funded by CDBG, since the CDBG procurement and financial management requirements are more complicated if CDBG funds are spread across several activity costs.
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**Funding Status** - For each funding source, indicate whether there is a firm funding commitment or, if not, when a firm commitment is expected. Provide letters of award or funding commitment, or a final loan list from each committed funding source.

**General Administration** - All applicants must complete this General Administration activity cost, whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions. Additional CDBG for administration is generally not available during the life of the project. In addition to identifying administrative expenditures, this information will guide the grant agreement's budget and future project monitoring if your proposal is funded.

General Administration activities can include:

- Attendance at the CDBG grant management workshop by the local government staff responsible for CDBG general administration
- Review and execution of the CDBG contract
- Establishment of CDBG files and record keeping
- Processing and tracking grant payment requests and receipts
- Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI
- Subrecipient oversight and monitoring
- Grant close-out activities, including conducting final CDBG public hearing

Costs to include when computing the General Administration activity costs and to detail in the Budget Assumptions are:

- Personnel - Compute all local government salaries, wages, and fringe benefits to be paid for general administration of the grant.
- Office Costs - Compute the costs of supplies. Include postage, telephone, equipment leasing, printing and publication, and office costs. Publishing the CDBG-required fair housing resolution can be costly and should be considered when preparing your budget.
- Professional Services - Compute legal, audit and other general administrative costs provided through professional service contracts, rather than staff. Engineering and other technical services are entered under the engineering and project administration activity costs.

If funded, these costs must be supported by payroll records, invoices, etc. before grant reimbursement. Please contact CDBG staff if you have questions on administrative costs.

General Administration activity costs do not include the administrative costs for implementing the project activities, such as construction management, which is a project administration activity cost. General Administration does not include any costs associated with the preparation of a CDBG application, which are ineligible for CDBG funding.

**Project Administration** - Enter project administration costs directly related to project implementation and carrying out the CDBG project that are not listed under another activity cost. Eligible project administration activities include, but are not limited to:

- Subrecipient or procured program manager's attendance at the CDBG grant management workshop
- Ensuring labor standards compliance
- Processing resident requests for direct assistance and conducting inspections
- Project management activities by the subrecipient or program manager

Explain all costs in the budget assumptions.

**Environmental Review** - Enter all costs for conducting SEPA and NEPA environmental reviews and preparing environmental review documents. Publishing environmental review findings for local comments can be costly and should be considered when preparing the budget.

**Architectural Fees** - Enter all costs associated with the use of an architectural firm.

**Engineering Fees** - Enter the total engineering costs associated with the project.

Project management and the environmental review can be conducted by staff or by a consultant. To be eligible for CDBG reimbursement, staff must maintain payroll records or a consultant must be procured following CDBG requirements.

To be eligible for CDBG reimbursement, professional services must be procured following CDBG requirements.

**Acquisition** - Enter total purchase price and include the appraisal costs in addition to any closing costs associated with the acquisition of property. Explain all costs listed in the budget assumptions.

**Relocation** - Enter all costs associated with relocation. **Relocation costs may be necessary if the site has been occupied by anyone other than the owner over the last 12 months.** If you are unsure if relocation is applicable, contact the CDBG staff.

**Sewer Improvements** - Enter all costs associated with construction or reconstruction of the sewer system. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Water Improvements** - Enter all costs associated with construction or reconstruction of the water system. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Private Water/Sewer Side Connections** - Enter all costs associated with construction or reconstruction of the water/sewer side connections on private property. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Street and Sidewalk Improvements** - Enter all costs associated with construction or reconstruction of streets and sidewalks. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Community Facility** - Enter all costs associated with construction or renovation of a community facility. Include construction contingency costs and taxes. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Fire Protection Facility** - List all costs associated with construction or renovation of a fire protection facility. In some cases, this can include the cost of fire protection equipment or fire protection vehicles. This does not include hydrants or fire flow costs, which are to be listed as water improvements. Explain all fire protection activity costs in the budget assumptions.

**Housing Rehabilitation** - Enter all costs associated with housing rehabilitation. If there are associated housing rehabilitation project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead. CDBG generally limits funding of project administration for housing rehabilitation at 25 percent of the CDBG award. Explain all housing activity costs in the budget assumptions.

**Architectural Barrier Removal** - If the CDBG project is to only address the removal of architectural barriers to bring facilities into compliance with the Americans with Disabilities Act, list those costs here. Otherwise, combine these costs with the construction costs under the applicable facility activity.

**Commercial/Industrial Facility** - Enter all costs associated with commercial or industrial activities as part of an economic development project. If there are associated project administrative, architectural or engineering costs, list those costs on the appropriate activity cost line instead.

**Economic Development Revolving Loan Fund** - List costs associated with setting up or retaining an economic development revolving loan fund program, such as a microenterprise assistance program. List project administration costs under that activity cost line and microenterprise technical assistance costs under Other. Explain all costs in the budget assumptions.

**Other** - List costs for activities not already listed above, such as microenterprise technical assistance, demolition, new housing costs, etc. to be funded by CDBG or other sources. Explain all activities in the budget assumptions.

**Totals** - Enter a CDBG total and the totals for each funding source including the local government's cash and in-kind contribution at the bottom of the respective columns. Enter the totals for each activity cost line at the far right column. And calculate the total project cost. These totals must match those amounts summarized on your application's Project Summary.

# EVALUATION CRITERIA AND QUESTIONS

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This section contains specific questions to address in your application's narrative.

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Economic Opportunity Grants.

# EVALUATION CRITERIA AND QUESTIONS

All applications must demonstrate that the proposed project meets the following criteria.

EVALUATION CRITERIA	
✓	The project is a feasible solution for addressing a state and local priority need.
✓	The project is ready to proceed.
✓	Project partners have the administrative and financial capacity to successfully implement the project.
✓	The project will result in measurable and meaningful outcomes.

## Narrative Instructions

Provide written responses to the evaluation questions provided on the next page. Your responses should be complete but concise.

Applications with quantifiable statements backed up by supporting documentation will score higher. Attach and label supporting documentation such as maps, preliminary designs, relevant excerpts of plans or studies, photos of current conditions, or letters of support from stakeholders after your application's narrative.

Project information including the proposed scope of work, work plan, budget and application narratives will be assessed for project viability and to what extent the evaluation criteria are met.

Commerce may consult with informed third parties and conduct site visits to assist in the evaluation process.

## High Score Standard

To be eligible for funding, the application must meet the High Score Standard, defined as: must not receive a low score for any of the four evaluation criteria; must receive a high score for at least two of the four evaluation criteria; and must have consistency and integration between all parts of the application.

Projects will be prioritized for funding if they meet the High Score Standard and score high under the fourth criteria by resulting in measurable and meaningful outcomes specific to economic development, clean energy or energy efficiency.

# EVALUATION QUESTIONS

## 1. What is the proposed project?

- Provide the project name.

Ilwaco Cold Storage and Seafood Processing Facility, Ilwaco WA.

- List all essential project elements.

Collaboration between the Port of Ilwaco, Ilwaco Fish Company, and the City of Ilwaco.

Creating new fulltime (FTE) jobs in the seafood industry by expanding the processing season.

Improving service to clients of the four food banks in the Long Beach Peninsula region.

Creating new higher skill jobs related to the technology of efficient/advanced cold storage.

Incorporating by design - water and energy conservation measures (essential LEED features).

Reduce carbon footprint by drastically reducing truck miles to distant cold storage.

Provide opportunities for additional business investment in Ilwaco based on access to cold storage.

- Describe whether the project will provide a new, expanded or improved facility, system or service.

Under a collaborative memorandum of understanding, the Port of Ilwaco and the Ilwaco Fish Company (IFC) intend to develop a new-built, publicly accessible, LEED Certified cold storage facility in order to expand seafood business opportunities, create new jobs, help revitalize the Port, and contribute to the economic development of Pacific County, the Long Beach Peninsula and the community of Ilwaco. The facility will provide expanded seafood processing space for IFC and cold/chilled storage for the four food banks in the Long Beach Peninsula area. IFC is major processor of whiting, albacore tuna, Dungeness crab, sardines, and salmon.

The facility will be approximately 70,000 sq.ft. in total; 50,000 sq.ft. as cold storage and 20,000 sq.ft. in processing and office space. The design of the facility intends to utilize an innovative CO2 refrigeration system, super insulated construction, advanced LED lighting, solar energy, and innovative water management among other 'green building' features. CO2 refrigeration systems reduce the use of typical refrigerants (ammonia) and provide greater public safety. IFC is utilizing the subsidized services of the Bonneville Power Administration's Energy Smart Industrial program (valued at \$25,000) to assess the efficiency upgrades, energy and cost savings in the refrigeration systems for the facility. These services are being provided by Cascade Energy (Portland, Oregon) and sponsored by the Pacific County PUD. Rebates from the Pacific PUD may contribute up to \$94,000 to the project based on the initial efficiency estimates.

Ilwaco Fish Company will be the principal lessee and operator of the facility. In addition, the cold storage space will be available to other public users, primarily from the fisheries/seafood sector. It is unlikely that the cranberry sector, another key local industry sector, will use the facility due to quality control (odor transfer) issues and seasonal requirements. The management of IFC has in-depth experience in the development and management of cold storage facilities.

The project site is owned by the Port of Ilwaco and is immediately adjacent to existing processing facilities of the Ilwaco Fish Company.

The Ilwaco Fish Company is exploring the use of industrial revenue bonds (via the Washington Economic Development Finance Authority) and the Port of Ilwaco is applying Community Economic Revitalization Board loan and grant, to fund the project.

The completed facility will generate an estimated 140 new jobs, 50+ jobs in cold storage and seafood processing in Ilwaco and an additional 90 new jobs in a processing facility operated by the Ilwaco Fish Company in South Bend, WA. The cold storage facility leverages new jobs in South Bend, as the processing season will be extended to nearly 12 calendar months.

In addition, IFC will save substantial sums and reduce its carbon footprint by eliminating truck transportation to cold storage facilities in the Willamette Valley, currently the closest to Ilwaco. There is widespread community support for the project. It would further enhance the existing facilities operated by the Port of Ilwaco and would improve the economic base of the surrounding rural coastal communities.

There is real potential to leverage additional seafood processing businesses into Ilwaco by the existence of a large cold storage facility. For example, a Spanish tuna canning company has expressed interest in co-locating next to a cold storage facility in Ilwaco where it is a big export buyer from IFC. This would allow that company to service its U.S. markets much more efficiently.

- If this project is phased, briefly describe how the CDBG-funded activities fit within this phased approach.

There are two project phases; ground-based infrastructure improvement by the Port of Ilwaco, and construction of the facility by the Ilwaco Fish Company.

The Port of Ilwaco is applying for \$2.3 M in CERB funding. It is anticipated the combined public funds from CDBG/EOG (\$1M from this proposal) and CERB would be invested in infrastructure improvements to Port property such that the facility can be built. This will include:

- Soil stabilization measures
- Construction of structural foundation requirements (seismic code)
- Development of power and water utilities to the site
- Sanitary sewer development to the site
- Storm sewer relocation and redevelopment
- Natural storm and rain water management features (bioswales, storage tanks)
- Road improvements and street lighting
- Backup power systems
- Visual and noise abatement landscaping (tree planting, other measures)

In the non-public side of funding, the Ilwaco Fish Company is taking the lead in exploring the use of a specific purpose LLC to issue industrial revenue bonds via the Washington Economic Development Finance Authority (WEDFA), and possibly using bank debt or private equity to complete funding for the project. The required investment is expected to be approximately \$9.5M.

These (non-CERB) funds will pay for:

- Architectural, engineering, and other design soft costs
- the construction of super insulated building envelope
- cold storage and blast freezing refrigeration systems
- seafood processing equipment
- storage racking systems

- radiant floor heating system
- specialized fire protection systems
- computerized inventory management software systems
- food bank storage special facility
- refrigerated loading dock and quick-door systems
- cool roof membrane system
- solar thermal and energy systems
- innovative wash-down, grey, and waste water management systems
- office, breakroom, and locker facilities
- additional BRC and LEED certification elements

(BRC - British Retail Consortium - European export requirements)

- Define the service area and provide map(s) of the local government, outlining the service area boundaries and the location of the proposed project.

The general service area of the project is the City of Ilwaco and Port of Ilwaco, WA. The specific project site is at the Port of Ilwaco (general site map appended).

The employment area of the Ilwaco Fish Company extends from the Long Beach Peninsula region down to the Longview WA area.

The food banks are located in Ocean Park, Long Beach, Chinook and Ilwaco and generally serve the Long Beach Peninsula region.

## 2. What is the need or problem to be addressed and why is it a priority?

- Describe relevant local conditions resulting in the need/problem

In 2012, two years after the 2010 census, the data for Ilwaco show a 4.1% decline in population, and the number of shuttered buildings in downtown Ilwaco indicates a community in need of economic revitalization, despite a rise in median income in the last 10 years. The economy of Ilwaco is fishery dependent (commercial and recreational), with Ilwaco Fish Company being the major employer. The seafood industry is typically a seasonal and cyclical process in which fulltime (FTE) jobs are notoriously hard to create, much less maintain. The advent of 'catch shares' (quotas) in the fisheries of the Pacific coast in the past three years has provided some increasing stability to harvesters allowing improvements in planning and timing of harvests and thus in processing.

For many years the cold storage industry has been concentrated along the I-5 corridor, and there was none on the Washington coast (none in Oregon as well). In 2007 the Port of Westport and seafood processors created Ocean Cold, a highly successful cold storage facility that has driven the economic revitalization of Westport. The Ilwaco Fish Company spends well in excess of \$1.5 million to truck frozen raw and processed seafood products to the Willamette Valley to the nearest cold storage facilities. Once there, products never come back for additional processing, as the cost are too prohibitive. Thus the processing season is only 8 months long or less, and the jobs only provide 1,000 hours of work per year with no benefits. This is the economic reality of the industry and the reduced infrastructure of the coastal economy.

In 2013 the Ilwaco Fish Company, a 3<sup>rd</sup> generation family owned business, was sold to Alber Seafoods of San Francisco. The IFC plant in Ilwaco was built in many stages starting in 1924, and is now antiquated, inefficient, behind in the innovations in food processing, and even a dangerous environment due to its awkward layout. The new owners are committed to recapitalizing and expanding the business, which enjoys very strong export markets for its diverse products. The company installed a surimi (fish paste for

imitation crab) plant in summer 2014 to expand and strengthen its markets for whiting harvests (largest volume in WA fisheries). **A new cold storage and processing facility will extend the processing season to almost a full year, and upgrade the core jobs to 1,500 hours per year, which are FTE jobs that qualify for benefits.**

In addition to this background, IFC and the Port of Ilwaco learned that Coastal Harvest in Hoquiam, WA – the major provider of foodstuffs to the four food banks on the Long Beach Peninsula, is able to redistribute only 11% of the resources it receives to Pacific County. This is due to a critical shortage of adequately sized chill and cold storage (frozen) facilities at each food bank. Thus the constituents of the foods banks are undernourished and unserved.

- Who is affected and how?

The communities of Ilwaco and the Long Beach Peninsula are affected. While Ilwaco and Pacific County are certainly not the worst situations of poverty and Low to Moderate Income (LMI) populations in the state, they are far from thriving. Long Beach has a 55% LMI population. Ilwaco has a 28% LMI population (23.8% moderate and 4.5% low). The overall poverty rate in Ilwaco is 11%. Median worker income is \$30,547.

IFC is the largest employer in Ilwaco and on the Peninsula. As described earlier, the seasonal nature of the fishing sector makes it extremely hard to provide stable, FTE jobs with benefits. This affects workers directly and their families. It affects the overall community and economy, with less disposable income circulating. The typical multiplier effects from marine industries in coastal states of the west (3-4x) are likely not particularly strong in Ilwaco as they could be.

The food banks are storage limited in both chill and frozen capacity. According to Coastal Harvest, the constituents of the foods banks are undernourished and unserved.

- What is the urgency behind the need?

Synergy now in the industry,

BRC in European markets, needed to maintain export markets and competitiveness

time to upgrade facilities and jobs,

energy from new owners,

collaboration and readiness from the Port and City with IFC,

food bank solution has presented itself.

Pacific County is perpetually distressed despite the efforts of many organizations and projects.

We need to leverage the resources we have, and that is seafood.

- How did you determine the level of grant needed?

The Port of Ilwaco and Ilwaco Fish Company have evaluated the project requirements, based on IFC staff experience in building Ocean Cold in Westport, on understanding the nature of the soils (dredge spoil fill) of Port lands, the size of cold storage needed to support value added processing at IFC, and to accommodate the additional storage needs of other fisheries businesses and food banks. IFC has paid for site survey work, Phase 1 environmental assessment, geotechnical exploration, preliminary architectural concept drawings, and budget estimates. The VP for Business Development at IFC led the team that developed Ocean Cold in Westport.

The project is a major undertaking for the Port of Ilwaco, and while the specific site is an excellent location for the project, the Port expects that the geotechnical requirements to meet seismic code and building loads will require substantial investment. In addition, basic utilities, stormwater and sanitary sewers, road and lighting improvements, backup power, public safety measures, and visual/noise abatement measures will be needed to upgrade the site for the intended use. The total investment by the Port including relocating existing boat storage now on the site, and soft development costs is estimated to be in excess of \$3 million.

A conservative estimate of the jobs generated in Ilwaco (50) at \$35,000 per job generates a figure of \$1.75 million in the CDBG framework. However, the project participants in consultation with CDBG staff at the WA Department of Commerce estimate that a grant of \$1 million would be a significant contribution by the CDBG program to the City of Ilwaco to inject into the project. The opportunity to combine this grant with a Community Economic Revitalization Board grant and loan to the Port of Ilwaco of \$2.3 million (as applied for) appears to meet the investments anticipated by the Port.

### **3. What supports the feasibility of your project?**

- How is the project consistent with your comprehensive plan, local strategies, or recommendations within local planning documents?

The proposed project appears to be consistent with the City of Ilwaco comprehensive plan in that it strengthens local business(es), is compatible with economic development goals, and is sited on lands that are zoned (industrial) appropriately for the intended. The City Council has not raised any substantial concerns (other than some visual impacts) that cannot be reasonably addressed.

- What other technical options were considered and why is the proposed project the best option?

There are no technical options to cold storage that is satisfactory for maintaining the quality of frozen seafood products. There is no reasonable transportation technology that would resolve the lack of local cold storage. Several different site locations for the facility were considered (Port property at the Ilwaco airport, and private properties in Ilwaco) but these options either increased impacts to the local residents or did not resolve the transportation issues sufficiently to make economic sense.

- How are relevant regulatory agencies and key stakeholders in agreement that the project is the right solution?

- Submit the Project Budget detailing project costs and budget assumptions.

Appended

### **4. Is the project ready to proceed?**

- Is remaining funding firmly committed to this project? If not yet, describe the how and when remaining funding will be secured.

The Port of Ilwaco is applying for a Community Economic Revitalization Board loan and grant in the September 22, 2014 cycle. The application proposes a funding level of \$2.3 million (\$2M loan, \$300k grant).

The Ilwaco Fish Company is exploring the issuance of industrial revenue bonds via the Washington Economic Development Finance Authority (WEDFA), private placement in the bond market, or private

equity to complete funding for the project. The required investment is expected to be approximately \$9.5M.

The project expects to have financing in place by the middle of December 2014, possibly earlier.

- Do you have site control? If not yet, describe how and when site control will be secured.

Yes, the Port of Ilwaco owns the project site which is part of the long-term property base of the Port and is available for lease to the project.

- What is the status of any required environmental consultations and permits?

Ilwaco Fish Co. (IFC) has undertaken the following activities:

- Completed Phase 1 Environmental Site Assessment (no Recognized Environmental Conditions) August 2014.
- Initiated SEPA permit process for project, and will modify/upgrade to NEPA - June 2014, ongoing.
- Initiated consultations with WA Department of Ecology on new source NPDES permit - July 2014, ongoing.
- Geotechnical explorations completed in field - August 2014, report pending late September 2014.
- Initiated historic and cultural resource consultation (EO-0505) with WA DAHP, September 2014.
- Are all necessary partnerships in place to proceed? If not yet, describe how and when these partnerships will be established.

Yes; The Port of Ilwaco and the Ilwaco Fish Company have a signed Memorandum of Understanding that establishes initial goals, roles, responsibilities, and general timelines for the development of the project. The City of Ilwaco and the Port of Ilwaco have established an informal and collaborative approach to the project, with the City seeking to support the project by this proposal and with general support. The Port of Ilwaco Commissioners have formally adopted resolutions approving the submission of the CERB proposal and to act as sub-recipient should the CDBG/EOG grant be awarded to the City of Ilwaco (September 2014). The City and Port will establish a sub-recipient agreement should the grant award be made.

- For direct benefit services, are local program policies and procedures for income qualification in place? If not yet, describe how and when these will be established.

Food bank, description here.... Meeting with Coastal Harvest and Rotary First Harvest on Friday Sept. 19<sup>th</sup> to discuss.

- For job creation/retention activities, are local policies and procedures in place for recruitment, training, hiring and income qualification in place? If not yet, describe how and when these will be established.

Yes, Ilwaco Fish Company is experienced in recruitment, hiring, training workers and employees of all levels into the company. Substantial numbers of IFC workers are from the LMI demographic of the Ilwaco/Long Beach/Longview region, and the workforce is reflective of those communities. IFC currently works with ASAP, an employment agency with local offices in Ilwaco in order to manage seasonal employment.

In the transition to far greater FTE jobs that project is expected to generate, IFC will change its strategy as it seeks a more stable and long-term workforce, increasing the investments in training and benefits. An Employment Plan and Hiring Agreement are appended.

In addition, IFC is planning to implement a seafood processing technicians classroom course with Grays Harbor College (Ilwaco campus) which would qualify as a Washington custom employment training program. Workers who completed the course would be certified, and would also acquire WA state food handler licenses. This process would gradually upgrade the IFC workforce and improve qualifications for

higher pay. Again, the cold storage facility would facilitate these workforce investments (which do not happen now) as the processing season would be a much longer period of the whole year and the workforce at an upgraded FTE level.

## 5. Who will manage the project and how?

- Submit the Work Plan listing project tasks, the responsible party(s) and dates.

Completed, appended.

- If the local government applicant is partnering with a subrecipient organization or community-based development organization, describe how project management will be coordinated between these partners, including oversight of any procured consultants and contractors.

The Port of Ilwaco will be the subrecipient of the grant funds should they be awarded. The City will be the administrative and reporting entity to CDBG/Commerce. The Port of Ilwaco, under a subrecipient agreement, will be responsible for the proper execution of the disbursement and management of funds and provide the accurate and detailed information back to the City for agency reports. The Port of Ilwaco will be the contracting party for the use of the public funds (if awarded) from CDBG/EOG and CERB for the infrastructure improvements to Port property as previously described. As a public entity the Port follows strictly the Public Works and Contracting Requirements as set forth in [chapter 39.04 on Public Works](#) of the Revised Code of Washington and has much experience in these processes for procuring professional and contractor services.

- Once constructed, how will the community support on-going facility or system operations/maintenance for at least 10 years?

The Port of Ilwaco will retain ownership of the project site and maintain a long-term ground lease with the Ilwaco Fish Co. The IFC will operate and maintain the cold storage and processing facility, including the food bank areas. IFC will seek some maintenance support from the networks that support the local food banks, possibly through other grant support to Coastal Harvest and other regional entities.

- Job creation projects: Submit an Employment Plan & Hiring Agreement.

(to be) Completed and Appended. (waiting for CDBG agency templates).

## 6. How will the project make a tangible difference to both the community at large and to low- and moderate-income persons?

- Describe the project's impact in the community and how it supports local economic development goals.

Increased number of LMI accessible and LMI occupied FTE jobs.

Increased wages of FTE jobs.

Increased job stability and benefits for IFC employees.

Increased income circulating in the community and immediate region.

Reduced truck traffic and GHG emissions in the community

Increased local safety with reduced truck and forklift traffic in the immediate vicinity of the IFC plant and Port properties

Increased opportunities for collateral businesses already in Ilwaco (and the region) that can utilize cold storage.

Increased opportunities to attract new businesses to Ilwaco that can utilize cold storage with associated new job creation.

*For capital construction projects:*

- If applicable, describe how this project will result in clean energy or energy efficiencies.

The project intends to design explicit energy and water conservation measures into the facility from the beginning. These include efficient refrigeration systems with reduced ammonia charges that qualify for PUD energy cost rebates, 'clean-roof' rainwater harvesting, stormwater management, wastewater capture/treatment/re-use, wastewater effluent management to new source NPDES standards or better, LED lighting, and solar energy installations. Other options such as geothermal will be evaluated. IFC intends to retain a specialty engineering firm (already identified) that will conduct an integrated water/energy economic life cycle assessment for the facility as part of the design process.

- Has the local government adopted policies to reduce greenhouse gas emissions? *If not and the project is awarded CDBG funds, a policy will be required prior to contract execution.*

The City of Ilwaco has not adopted such a policy, but welcomes the opportunity via this project to consider, adapt and adopt a policy from the state policy as relevant to the City of Ilwaco.

Using the table below or your own format, provide specific measurements of the current conditions and then the anticipated conditions after the project is completed with the use of CDBG funds.

<b>Outputs/Outcomes Table</b>	
Examples: number of applicable "failures" (leaks, permit violations, accidents, etc.), number of persons served, rates (w/ and w/o CDBG), response speed, level of service/capacity, client satisfaction, energy use, flow measurements, operation expenses, jobs created/retained, debt, quality/quantity levels, etc.	
Before project	After project
Many seasonal jobs/no benefits	Overall FTE jobs created
Some higher skill jobs	Increased Higher skill FTE jobs created
1000's of truck miles/GHG emissions	Truck miles/GHG emissions reduced
Processing water consumption rising	Water consumption reduced by 50%
Add additional rows as needed.	

# APPENDICES

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This section contains reference material to help you understand CDBG requirements that may be new to you and to complete the application.

## A. Eligibility

1. Map and List of Local Governments Served by the State CDBG Program
2. Local Governments with 51 Percent or Greater LMI Population
3. 2014 Income Limits
4. Eligible Activities

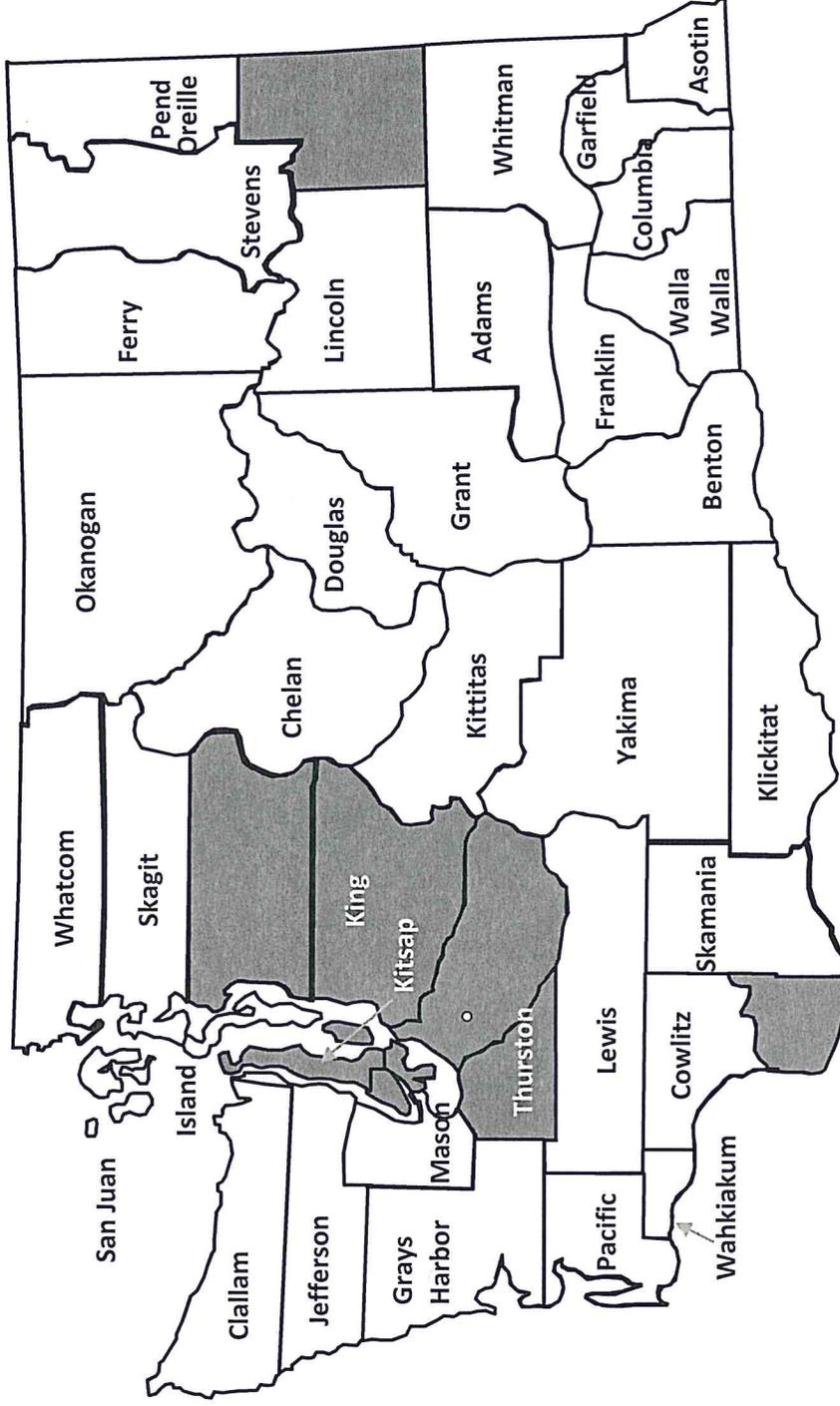
## B. Citizen Participation

1. Citizen Participation Requirement Information
2. Sample Public Hearing Notice
3. Sample Grievance Procedure
4. Public Hearing Handout – CDBG Fact Sheet (English)
5. Public Hearing Handout – Citizen Participation Requirements (English)
6. Public Hearing Handout – CDBG Fact Sheet and Citizen Participation Regulations (Spanish)

All materials are available on our website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under Economic Opportunity Grants.

**LOCAL GOVERNMENTS SERVED BY THE STATE CDBG PROGRAM (in light shade)**

This map and the following lists show those local governments ineligible for state CDBG funds because they are "entitled" to receive CDBG funds directly from HUD, and those local governments eligible for state CDBG funds but "non-entitled" to receive CDBG funds directly from HUD. The entitlement status is based on population and HUD qualification.



Non-Entitlement Counties	Entitlement Counties	Entitlement cities located in non-entitlement counties, but not served by the state CDBG program:
<p>These counties, and the cities/towns in these counties, except the 11 listed to the far right, are served by the state CDBG program.</p>	<p>These 7 counties, and the cities/towns in these counties, are not served by the state CDBG program except Bonney Lake in Pierce County.</p>	<ul style="list-style-type: none"> <li>• Anacortes</li> <li>• Bellingham</li> <li>• East Wenatchee</li> <li>• Kennewick</li> <li>• Longview</li> <li>• Mount Vernon</li> <li>• Pasco</li> <li>• Richland</li> <li>• Kennewick</li> <li>• Walla Walla</li> <li>• Wenatchee</li> <li>• Yakima</li> </ul>

## Local Governments Served by the State CDBG Program

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### Cities & Towns:

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Aberdeen	Ephrata	Mesa	Roslyn
Albion	Everson	Metaline	Royal City
Almira	Farmington	Metaline Falls	Sedro Woolley
Asotin	Ferndale	Montesano	Selah
Benton City	Forks	Morton	Sequim
Bingen	Friday Harbor	Moses Lake	Shelton
Blaine	Garfield	Mossyrock	Soap Lake
Bonney Lake	George	Moxee	South Bend
Brewster	Goldendale	Naches	South Cle Elum
Bridgeport	Grand Coulee	Napavine	Sprague
Bucoda	Grandview	Nespelem	Springdale
Burlington	Granger	Newport	St. John
Cashmere	Hamilton	Nooksack	Starbuck
Castle Rock	Harrah	North Bonneville	Stevenson
Cathlamet	Harrington	Northport	Sumas
Centralia	Hartline	Oak Harbor	Sunnyside
Chehalis	Hatton	Oakesdale	Tekoa
Chelan	Hoquiam	Oakville	Tenino
Chewelah	Ilwaco	Ocean Shores	Tieton
Clarkston	Ione	Odessa	Toledo
Cle Elum	Kahlotus	Okanogan	Tonasket
Colfax	Kalama	Omak	Toppenish
College Place	Kelso	Oroville	Tumwater
Colton	Kettle Falls	Othello	Twisp
Colville	Kittitas	Palouse	Union Gap
Conconully	Krupp	Pateros	Uniontown
Concrete	Lacey	Pe Ell	Vader
Connell	La Conner	Pomeroy	Waitsburg
Cosmopolis	La Crosse	Port Angeles	Wapato
Coulee City	Lamont	Port Townsend	Warden
Coulee Dam	Langley	Prescott	Washtucna
Coupeville	Leavenworth	Prosser	Waterville
Creston	Lind	Pullman	West Richland
Cusick	Long Beach	Quincy	Westport
Davenport	Lyman	Rainier	White Salmon
Dayton	Lynden	Raymond	Wilbur
Electric City	Mabton	Reardan	Wilson Creek
Ellensburg	Malden	Republic	Winlock
Elma	Mansfield	Ritzville	Winthrop
Elmer City	Marcus	Riverside	Yelm
Endicott	Mattawa	Rock Island	Zillah
Entiat	McCleary	Rosalia	

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### Counties:

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Adams	Ferry	Klickitat	Skagit
Asotin	Franklin	Lewis	Skamania
Benton	Garfield	Lincoln	Stevens
Chelan	Grant	Mason	Wahkiakum
Clallam	Grays Harbor	Okanogan	Walla Walla
Columbia	Island	Pacific	Whatcom
Cowlitz	Jefferson	Pend Oreille	Whitman
Douglas	Kittitas	San Juan	Yakima

## Local Governments Not Served by the State CDBG Program

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### Cities and Towns:

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Airway Heights	Edmonds	Mercer Island	Skykomish
Algona	Enumclaw	Mill Creek	Snohomish
Anacortes	Everett	Millwood	Snoqualmie
Arlington	Fairfield	Milton	South Prairie
Auburn	Federal Way	Monroe	Spangle
Bainbridge Island	Fife	Mount Vernon	Spokane
Battle Ground	Fircrest	Mountlake	Spokane Valley
Beaux Arts Village	Gig Harbor	Terrace	Stanwood
Bellevue	Gold Bar	Mukilteo	Steilacoom
Bellingham	Granite Falls	Newcastle	Sultan
Black Diamond	Hunts Point	Normandy Park	Sumner
Bothell	Index	North Bend	Tacoma
Bremerton	Issaquah	Olympia	Tukwila
Brier	Kennewick	Orting	University Place
Buckley	Kent	Pacific	Vancouver
Burien	Kenmore	Pasco	Walla Walla
Camas	Kirkland	Port Orchard	Washougal
Carbonado	La Center	Poulsbo	Waverly
Carnation	Lake Forest-	Puyallup	Wenatchee
Cheney	Park	Redmond	Wilkeson
Clyde Hill	Lake Stevens	Renton	Woodinville
Covington	Lakewood	Richland	Woodland
Darrington	Latah	Ridgefield	Woodway
Deer Park	Liberty Lake	Rockford	Yacolt
Des Moines	Longview	Roy	Yakima
Du Pont	Lynnwood	Ruston	Yarrow Point
Duvall	Maple Valley	Sammamish	
East Wenatchee	Marysville	Sea Tac	
Eatonville	Medical Lake	Seattle	
Edgewood	Medina	Shoreline	

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### Counties:

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Clark	Kitsap	Snohomish
King	Pierce	Spokane
		Thurston

**LOCAL GOVERNMENTS  
WITH 51 PERCENT OR GREATER LMI POPULATION**

(Based on HUD's 2000 Census Data - updated 3/2014)

NAME	LMI Population	TOTAL Population	LMI Percentage
Almira.....	173	321	53.9
Benton City .....	1,318	2,533	52.0
Bingen.....	435	652	66.7
Brewster.....	1,520	2,125	71.5
Bridgeport .....	1,508	2,099	71.8
Chelan .....	1,919	3,532	54.3
Chewelah.....	1,155	2,129	54.3
Clarkston.....	4,012	7,067	56.8
Cle Elum .....	922	1,787	51.6
Conconully .....	124	209	59.3
Concrete .....	497	832	59.7
Connell.....	1,375	2,403	57.2
Coupeville .....	875	1,610	54.3
Creston .....	121	230	52.6
Cusick.....	150	211	71.1
Ellensburg.....	8,018	13,287	60.3
Entiat.....	502	959	52.3
Everson.....	1,059	2,043	51.8
George.....	368	510	72.2
Goldendale.....	1,996	3,665	54.4
Grand Coulee.....	506	878	57.6
Granger.....	1,811	2,586	70.0
Hamilton.....	194	330	58.8
Hartline .....	79	142	55.6
Hatton .....	65	118	55.1
Hoquiam .....	4,724	8,977	52.6
Ione.....	302	506	59.7
Kahlotus.....	143	257	55.6
Kelso.....	6,133	11,730	52.3
Kettle Falls .....	838	1,553	54.0
Kittitas .....	708	1,130	62.7
Krupp .....	47	78	60.3
Lamont.....	66	91	72.5
Long Beach.....	707	1,268	55.8
Mabton.....	1,279	1,911	66.9
Malden .....	139	213	65.3
Mattawa .....	2,029	2,703	75.1

**LOCAL GOVERNMENTS  
WITH 51 PERCENT OR GREATER LMI POPULATION**

(Based on HUD's 2000 Census Data - updated 3/2014)

NAME	LMI Population	TOTAL Population	LMI Percentage
Mesa .....	269	441	61.0
Metaline .....	118	179	65.9
Metaline Falls .....	118	199	59.3
Mossyrock .....	253	463	54.6
Nespelem .....	107	165	64.8
Newport .....	1,093	1,808	60.5
North Bonneville .....	417	659	63.3
Northport .....	212	343	61.8
Oak Harbor .....	12,622	19,797	63.8
Oakville .....	346	640	54.1
Okanogan .....	1,240	2,281	54.3
Omak .....	2,482	4,461	55.6
Oroville .....	1,005	1,630	61.7
Othello .....	3,172	5,700	55.6
Pe Ell .....	391	688	56.8
Pullman .....	11,621	19,792	58.7
Quincy .....	2,951	5,116	57.7
Raymond .....	1,516	2,754	55.0
Republic .....	558	978	57.1
Riverside .....	217	349	62.2
Rock Island .....	467	883	56.9
Royal City .....	1,133	1,840	61.6
Sequim .....	2,109	4,086	51.6
Soap Lake .....	1,082	1,695	63.8
South Bend .....	963	1,809	53.2
Springdale .....	202	316	63.9
Starbuck .....	85	115	73.9
Stevenson .....	676	1,155	58.5
Sumas .....	572	965	59.3
Sunnyside .....	8,704	13,869	62.8
Tieton .....	590	1,131	52.2
Toledo .....	312	612	51.0
Tonasket .....	557	880	63.3
Toppenish .....	5,799	8,781	66.0
Union Gap .....	2,806	5,479	51.2
Vader .....	344	617	55.8
Wapato .....	3,182	4,575	69.6
Warden .....	1,462	2,540	57.6
Wilson Creek .....	147	201	73.1
Winthrop .....	177	324	54.6

## 2014 Income Limits

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Adams	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Asotin	Very Low 30%	\$11,950	\$13,650	\$15,350	\$17,050	\$18,450	\$19,800	\$21,150	\$22,550
	Low 50%	\$19,900	\$22,750	\$25,600	\$28,400	\$30,700	\$32,950	\$35,250	\$37,500
	Moderate 80%	\$31,850	\$36,400	\$40,950	\$45,450	\$49,100	\$52,750	\$56,400	\$60,000
Benton	Very Low 30%	\$14,050	\$16,050	\$18,050	\$20,050	\$21,700	\$23,300	\$24,900	\$26,500
	Low 50%	\$23,450	\$26,800	\$30,150	\$33,450	\$36,150	\$38,850	\$41,500	\$44,200
	Moderate 80%	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
Chelan	Very Low 30%	\$12,150	\$13,900	\$15,650	\$17,350	\$18,750	\$20,150	\$21,550	\$22,950
	Low 50%	\$20,250	\$23,150	\$26,050	\$28,900	\$31,250	\$33,550	\$35,850	\$38,150
	Moderate 80%	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,950	\$57,350	\$61,050
Clallam	Very Low 30%	\$12,500	\$14,300	\$16,100	\$17,850	\$19,300	\$20,750	\$22,150	\$23,600
	Low 50%	\$20,850	\$23,800	\$26,800	\$29,750	\$32,150	\$34,550	\$36,900	\$39,300
	Moderate 80%	\$33,350	\$38,100	\$42,850	\$47,600	\$51,450	\$55,250	\$59,050	\$62,850
Columbia	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Cowlitz	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Douglas	Very Low 30%	\$12,150	\$13,900	\$15,650	\$17,350	\$18,750	\$20,150	\$21,550	\$22,950
	Low 50%	\$20,250	\$23,150	\$26,050	\$28,900	\$31,250	\$33,550	\$35,850	\$38,150
	Moderate 80%	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,650	\$57,350	\$61,050
Ferry	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350

## 2014 Income Limits

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Franklin	Very Low 30%	\$14,050	\$16,050	\$18,050	\$20,050	\$21,700	\$23,300	\$24,900	\$26,500
	Low 50%	\$23,450	\$26,800	\$30,150	\$33,450	\$36,150	\$38,850	\$41,500	\$44,200
	Moderate 80%	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
Garfield	Very Low 30%	\$13,100	\$14,950	\$16,800	\$18,650	\$20,150	\$21,650	\$23,150	\$24,650
	Low 50%	\$21,800	\$24,900	\$28,000	\$31,100	\$33,600	\$36,100	\$38,600	\$41,100
	Moderate 80%	\$34,850	\$39,800	\$44,800	\$49,750	\$53,750	\$57,750	\$61,700	\$65,700
Grant	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Grays Harbor	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Island	Very Low 30%	\$15,200	\$17,400	\$19,550	\$21,700	\$23,450	\$25,200	\$26,950	\$28,650
	Low 50%	\$25,350	\$28,950	\$32,550	\$36,150	\$39,050	\$41,950	\$44,850	\$47,750
	Moderate 80%	\$40,500	\$46,300	\$52,100	\$57,850	\$62,500	\$67,150	\$71,750	\$76,400
Jefferson	Very Low 30%	\$13,300	\$15,200	\$17,100	\$18,950	\$20,500	\$22,000	\$23,500	\$25,050
	Low 50%	\$22,150	\$25,300	\$28,450	\$31,600	\$34,150	\$36,700	\$39,200	\$41,750
	Moderate 80%	\$35,400	\$40,450	\$45,500	\$50,550	\$54,600	\$58,650	\$62,700	\$66,750
Kittitas	Very Low 30%	\$13,800	\$15,800	\$17,750	\$19,700	\$21,300	\$22,900	\$24,450	\$26,050
	Low 50%	\$23,000	\$26,250	\$29,550	\$32,800	\$35,450	\$38,050	\$40,700	\$43,300
	Moderate 80%	\$36,750	\$42,000	\$47,250	\$52,500	\$56,700	\$60,900	\$65,100	\$69,300
Klickitat	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Lewis	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Lincoln	Very Low 30%	\$12,250	\$14,000	\$15,750	\$17,450	\$18,850	\$20,250	\$21,650	\$23,050
	Low 50%	\$20,350	\$23,250	\$26,150	\$29,050	\$31,400	\$33,700	\$36,050	\$38,350
	Moderate 80%	\$32,550	\$37,200	\$41,850	\$46,500	\$50,250	\$53,950	\$57,700	\$61,400

2014 Income Limits

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Mason	Very Low 30%	\$12,500	\$14,250	\$16,050	\$17,800	\$19,250	\$20,650	\$22,100	\$23,500
	Low 50%	\$20,800	\$23,750	\$26,700	\$29,650	\$32,050	\$34,400	\$36,800	\$39,150
	Moderate 80%	\$33,250	\$38,000	\$42,750	\$47,450	\$51,250	\$55,050	\$58,850	\$62,650
Okanogan	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Pacific	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
Pend Oreille	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
San Juan	Very Low 30%	\$13,150	\$15,000	\$16,900	\$18,750	\$20,250	\$21,750	\$23,250	\$24,750
	Low 50%	\$21,900	\$25,000	\$28,150	\$31,250	\$33,750	\$36,250	\$38,750	\$41,250
	Moderate 80%	\$35,000	\$40,000	\$45,000	\$50,000	\$54,000	\$58,000	\$62,000	\$66,000
Skagit	Very Low 30%	\$14,150	\$16,150	\$18,150	\$20,150	\$21,800	\$23,400	\$25,000	\$26,600
	Low 50%	\$23,550	\$26,900	\$30,250	\$33,600	\$36,300	\$39,000	\$41,700	\$44,400
	Moderate 80%	\$37,650	\$43,000	\$48,400	\$53,750	\$58,050	\$62,350	\$66,650	\$70,950
Skamania	Very Low 30%	\$14,600	\$16,650	\$18,750	\$20,800	\$22,500	\$24,150	\$25,800	\$27,500
	Low 50%	\$24,300	\$27,800	\$31,250	\$34,700	\$37,500	\$40,300	\$43,050	\$45,850
	Moderate 80%	\$38,850	\$44,400	\$49,950	\$55,500	\$59,950	\$64,400	\$68,850	\$73,300
Stevens	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350

# INCOME LIMITS 2014

APPENDIX A-3

County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Wahkiakum</b>	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350
<b>Walla Walla</b>	Very Low 30%	\$12,650	\$14,450	\$16,250	\$18,050	\$19,500	\$20,950	\$22,400	\$23,850
	Low 50%	\$21,100	\$24,100	\$27,100	\$30,100	\$32,550	\$34,950	\$37,350	\$39,750
	Moderate 80%	\$33,750	\$38,550	\$43,350	\$48,150	\$52,050	\$55,900	\$59,750	\$63,600
<b>Whatcom</b>	Very Low 30%	\$14,000	\$16,000	\$18,000	\$20,000	\$21,600	\$23,200	\$24,800	\$26,400
	Low 50%	\$23,350	\$26,700	\$30,050	\$33,350	\$36,050	\$38,700	\$41,400	\$44,050
	Moderate 80%	\$37,350	\$42,700	\$48,050	\$53,350	\$57,650	\$61,900	\$66,200	\$70,450
<b>Whitman</b>	Very Low 30%	\$13,600	\$15,550	\$17,500	\$19,400	\$21,000	\$22,550	\$24,100	\$25,650
	Low 50%	\$22,650	\$25,900	\$29,150	\$32,350	\$34,950	\$37,550	\$40,150	\$42,750
	Moderate 80%	\$36,250	\$41,400	\$46,600	\$51,750	\$55,900	\$60,050	\$64,200	\$68,350
<b>Yakima</b>	Very Low 30%	\$11,800	\$13,500	\$15,200	\$16,850	\$18,200	\$19,550	\$20,900	\$22,250
	Low 50%	\$19,700	\$22,500	\$25,300	\$28,100	\$30,350	\$32,600	\$34,850	\$37,100
	Moderate 80%	\$31,500	\$36,000	\$40,500	\$44,950	\$48,550	\$52,150	\$55,750	\$59,350

## SUMMARY OF ELIGIBLE ACTIVITIES

**Public Facilities** – Activities to design, construct, or reconstruct water and sewer systems, flood and drainage facilities, solid waste disposal facilities, streets and sidewalks, and other public facilities.

Special assessments for low- and moderate-income homeowners, are eligible if the improvements met CDBG requirements, such as Labor Standards and Environmental Review. For purposes of the CDBG program, "special assessment" is defined as the recovery of the capital costs of a completed public improvement through:

- 1) a fee or charge levied or filed as a lien against a parcel of real estate as a direct result of a benefit derived from the installation of a public improvement; or
- 2) a one-time charge made as a condition of access to the improved public system.

Low- and moderate-income property owners cannot be assessed or charged a fee to recover the capital costs of any CDBG-funded public facility.

**Community Facilities** – Acquisition, design, construction, or reconstruction of community facilities to serve lower income communities or lower income youth, elderly, or other lower income groups with special needs. This includes shelters and transitional housing facilities. It also includes acquisition, design, construction, or rehabilitation of fire protection facilities, and purchase of fire protection equipment. Community facility projects must provide the intended benefit for at least 10 years.

**Economic Development** – Construction or reconstruction of public infrastructure or facilities in support of private for-profit entities when the project will create or retain full-time equivalent (FTE), permanent jobs primarily for low- and moderate-income persons. Local microenterprise assistance programs offering direct loans and technical assistance/training to commercial enterprises with 5 or fewer employees, when at least one is the enterprise owner. Downtown revitalization activities, including infrastructure improvements, façade rehabilitation, and correction of code violations. Capitalizing a local economic development revolving loan fund for eligible private for-profit entities to create or retain FTE permanent jobs primarily for low- and moderate-income persons, or when the business provides essential services to residents of a low- and moderate-income residential area. Limited assistance to private for-profit entities to create or retain FTE permanent jobs primarily for low- and moderate-income persons. *The need for public funds to benefit private for-profit entities must clearly balance the extent of public benefit received.* Participating businesses may be involved in any of the following:

- Manufacturing, wood products or other industrial production
- Agricultural development or food/seafood processing
- Development or improved utilization of natural resources
- Biomass and other clean energy production
- Energy efficiency improvements
- Transportation or freight facilities
- Other activities representing new technology or a type of economic enterprise needed to diversify or stabilize the economic base of an area

**Housing Rehabilitation** – Activities to rehabilitate public or privately-owned, single- or multi-family housing units, commercial buildings and other non-residential structures. Substantial housing rehabilitation, lead-based paint mitigation, minor home repairs, energy conservation improvements and removal of architectural barriers are eligible rehabilitation activities. Also eligible is the cost of connecting residential structures to available water and sewer lines. Rehabilitation assistance may be provided in the form of grants, loans, loan guarantees or interest supplements. Housing rehabilitation grants are limited to \$500,000 each. CDBG funds available for housing rehabilitation administration costs are generally limited to 25 percent of the CDBG award.

**Other Eligible Activities** - The following activities are eligible, and depending on the context, may qualify as elements of any of the above project categories:

- **Local Match** - For the non-federal share required by other federal or state grant programs used to support CDBG-eligible activities.
- **Relocation** - Relocation payments and assistance to permanently or temporarily displaced individuals, families, or businesses. All CDBG proposals that may cause displacement must include relocation assistance in the project plan and budget.

## TITLE 1 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

This Act is the congressionally adopted statute from which most of the CDBG Program regulations are developed. Section 105(a) identifies eligible activities and is reproduced, in its entirety, below:

### **ELIGIBLE ACTIVITIES - Section 105 (a) Activities assisted under this title may include only:**

- (1) the acquisition of real property (including air rights, water rights, and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historical sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this title; or (E) to be used for other public purposes.
- (2) the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements.
- (3) code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area.
- (4) clearance, demolition, removal, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation of privately owned properties and including the renovation of closed school buildings).
- (5) special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons.
- (6) payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title.
- (7) disposition (through sale, lease, donation or otherwise) of any real property acquired pursuant to this title or its retention for public purposes.
- (8) provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by the said unit, or received by such unit from the state in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the statement with respect to which funds are to be made available under this title, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 percent of the amount of any assistance to a unit of general local government under this title may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount.

(9) payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of activities assisted under this title.

(10) payment of the cost of completing a project funded under Title I of the Housing Act of 1949.

(11) relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate.

(12) activities necessary (A) to develop a comprehensive community development plan, and (B) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively (i) determine its needs, (ii) set long-term goals and short-term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, and (v) carry out management, coordination, and monitoring of activities necessary for effective planning implementation.

(13) payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and including the carrying out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981.

(14) provision of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private nonprofit entities, including (A) acquisition of real property. (B) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and (ii) commercial or industrial buildings or structures and other commercial or industrial real property improvements; and (iii) planning.

(15) assistance to neighborhood-based nonprofit organizations, local development corporation, nonprofit organizations serving the development needs of the communities or non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development or energy conservation project in furtherance of the objectives of Section 101(c), and assistance to neighborhood-based nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in Section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing.

(16) activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as:

(A) an analysis of the manner in, and the extent to which energy conservation objectives will be integrated into local government operation, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions.

(B) a statement of the action the recipient will take to foster energy conservation and the use of renewable energy resources in private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities.

(17) provisions of assistance to private, for-profit entities, when the assistance is necessary or appropriate to carry out an economic development project.

(18) the rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937.

(19) provision of assistance to facilitate substantial reconstruction of housing owned and occupied by low-income persons (A) where the need for reconstruction was not determinable until after rehabilitation under this section had already commenced, or (B) where the reconstruction is part of a neighborhood rehabilitation effort and the grantee (i) determines the housing is not suitable for rehabilitation, and (ii) demonstrates to the satisfaction of the Secretary that the cost of substantial reconstruction is significantly less than the cost of new construction and less than the fair market value of the property after substantial reconstruction.

(20) provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined paragraph (12) or administrative cost as defined in paragraph (13).

(21) housing services, such as housing counseling, energy auditing, preparation of work specification, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities authorized under this section, or under Title II of the Cranston-Gonzalez National Affordable Housing Act, except that activities under this paragraph shall be subject to any limitation on administrative expenses imposed by any law.

(22) provision of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities.

(23) provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by:

(A) providing credit (including providing direct loans and loan guarantees, establishing peer lending programs) for the establishment, stabilization, and expansion of microenterprises.

(B) providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises.

(C) providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises.

(24) activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low-income neighborhoods.

(25) provision of direct assistance to facilitate and expand home ownership among persons of low-income (except that such assistance shall not be considered a public service for purpose of paragraph (8) by using such assistance to:

(A) subsidize interest rates and mortgage principal amounts for low-income home buyers.

(B) finance the acquisition by low-income home buyers of housing that is occupied by the home buyers.

(C) acquire guarantees for mortgage financing obtained by low-income home buyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees).

(D) provide up to 50 percent of any down payment required from low-income home buyer.

(E) pay reasonable closing costs (normally associated with the purchase of a home) incurred by low-income home buyer.

(b) Upon the request of the recipient of assistance under this title, the Secretary may agree to perform administrative services on a reimbursable basis on behalf of such recipient in connection with loans or grants for the rehabilitation of properties as authorized under subsection (a)(4).

(c)(1) In any case in which an assisted activity described in paragraph (14) or (17) of subsection (a) is identified as principally benefiting persons of low-income, such activity shall:

(A) be carried out in a neighborhood consisting predominately of person of low-income and provide services for such person.

(B) involve facilities designed for use predominately by person of low-income.

(C) involve employment of persons, a majority of whom are persons of low-income.

(2)(A) In any case in which an assisted activity described in subsection (a) is designed to serve an area generally and is clearly designed to meet identified needs of persons of low-income in such area, such activity shall be considered to principally benefit persons of low income if (i) not less than 51 percent of the residents of such area are persons of low-income; (ii) in any metropolitan city or urban county, the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low-income; or (iii) the assistance for such activity is limited to paying assessments (including any charge made as a condition of obtaining access) levied against properties owned and occupied by persons of low-income to recover the capital cost for a public improvement.

(B) The requirements of subparagraph (A) do not prevent the use of assistance under this title for the development, establishment, and operation for not to exceed 2 years after its establishment of a uniform emergency telephone number system if the Secretary determines that.

(i) such system will contribute substantially to the safety of the residents of the area served by such system.

(ii) not less than 51 percent of the use of the system will be by persons of low-income.

(iii) other federal funds received by the grantee are not available for the development, establishment, and operation of such system due to the insufficiency of the amount of such funds, the restrictions on the use of such funds, or the prior commitment of such funds for other purposes by the grantee. The percentage of the cost of the development, establishment, and operation of such a system that may be paid from assistance under this title and that is considered to benefit low-income persons is the percentage of the population to be served that is made up of persons of low-income.

(3) Any assisted activity under this title that involves the acquisition or rehabilitation of property to provide housing shall be considered to benefit persons of low-income only to the extent such housing will, upon completion, be occupied by such persons.

## **INELIGIBLE ACTIVITIES**

Although ineligible activities are not specifically identified in Title I, the Code of Federal regulations (CFR's), developed from the statute, provide guidance. According to 24 CFR 570.207, the general rule is that any activity that is not authorized under the provisions of 570.201 - 570.206 of this Subpart is ineligible to be carried out with CDBG funds. This section identifies three specific activities that are ineligible and provides guidance thought to be necessary in determining the eligibility of several other activities frequently associated with housing and community development.

(A) the following activities may not be carried out using CDBG funds:

(1) Buildings or portions thereof used predominantly for the general conduct of government cannot be assisted with CDBG funds. Such buildings include, but are not limited to: city halls and other headquarters of government where governing body of the recipient meets regularly, courthouses, and other state or local government office buildings. This does not exclude, however, the removal of architectural barriers under Subpart 570.201 (k) and historic preservation under 570.202(d) involving any such building. Also, where acquisition of real property includes an existing improvement which is to be utilized in the provision of a building or facility for the general conduct of government, the portion of the acquisition cost attributable to the land is eligible provided such acquisition meets a national objective, (570.208).

(2) General government expenses. Except as otherwise specifically authorized in this Subpart or under OMB Circular A-87, expenses required to carry out the regular responsibilities of the unit of general local government are not eligible for assistance under this Part.

(3) Political activities. CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration. However, a facility originally financed in whole or in part with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent or use charges, if any.

(B) The following activities may not be carried out with CDBG funds unless authorized under provisions of 570.203 or as otherwise specifically noted herein, or when carried out by a subrecipient under the provisions of 570.204.

(1) Purchase of equipment. The purchase of equipment with CDBG funds is generally ineligible.

(i) Construction equipment. The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing, depreciation, or use allowances pursuant to OMB Circulars A-87 or A-122 as applicable for an otherwise eligible activity is an eligible use of CDBG funds. However, the purchase of construction equipment for use as part of a solid waste disposal facility is eligible under Subpart 570.201(c).

(ii) Fire protection equipment. Fire protection equipment is considered for this purpose to be an integral part of a fire protection facility and thus, purchase of such equipment would be eligible under 570.201(c).

(iii) Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property which is not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase, or to pay depreciation or use allowances (in accordance with OMB Circulars A-87 or A-122, as applicable), for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as firefighting equipment, or as a public service pursuant to Subpart 570.201(e).

(2) Operating and maintenance expenses. The general rule is that any expense associated with repairing, operating or maintaining public facilities and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance and office space for program staff employed in carrying out the CDBG program. For example, where a public service is being assisted with CDBG funds, the cost of operating and maintaining that portion of the facility in which the service is located is eligible as part of the public service. Examples of ineligible operating and maintenance expenses are:

(i) Maintenance and repair of streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for the handicapped, parking and similar public facilities. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of pot holes in streets, repairing cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs.

(ii) Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.

(3) New housing construction. Assistance may not be used for the construction of new permanent residential structures or for any program to subsidize or finance such new construction, except:

(i) As provided under the last resort housing provisions set forth in 49 CFR Part 24.

(ii) As authorized under 570.201(m).

(iii) When carried out by a subrecipient pursuant to 570.204(a).

## CITIZEN PARTICIPATION



**Public participation is a CDBG requirement. This guide includes detailed information on how to meet the CDBG citizen participation requirements. Sample notices and handouts are included.**

**Review ALL the materials with the staff person responsible for public hearings and establish a timeline for completion. You can't start on this aspect of your application too soon.**

To apply for CDBG funds, a jurisdiction must show it has involved its citizens in the CDBG application process and complied with the specific federal citizen participation requirements outlined in 24 CFR 570.486. The purpose of these activities is to inform residents and decision-makers of the availability of CDBG funds and to provide an opportunity for community members to present potential projects and offer input on proposed projects.

√ **HELPFUL HINT:** Plan for the required initial public hearing NOW! Decide the hearing date and then work backward to determine when and how the public announcement must be published to allow sufficient notice time and outreach.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

### THE MINIMUM CITIZEN PARTICIPATION STEPS

1. Review local demographic data to assess if it is reasonable to expect a significant number of non-English speaking residents to participate in the public hearing and advertise and conduct the public hearing in accordance with this assessment.
2. Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is provided in this guide.
3. Conduct at least one public hearing prior to submission of the CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation.
4. Distribute CDBG handouts on the availability of CDBG funds and eligible uses, and the CDBG citizen participation regulations at the public hearing. CDBG public hearing handouts are provided in this guide.
5. Adopt a grievance procedure for the use of CDBG funds. A sample grievance procedure is provided in this guide.
6. Complete and submit the Citizen Participation Documentation form with all necessary public hearing documentation as part of your CDBG application.

## CITIZEN PARTICIPATION REQUIREMENTS INFORMATION

### 1. Public Hearing Logistics

What is a public hearing? – A public hearing is a meeting of a governmental body during which the public is invited to the council or board of county commissioners, who will primarily listen and receive public input, and the comments received go into the public record. A public hearing may be held as part of a regularly scheduled public meeting where official decisions may then be made or where it is elected to make a decision at a subsequent meeting. Do not assume a regular council or board meeting will meet the public hearing requirement.

Who must conduct the hearing? – The applicant city, town or county. Although some applications are developed by other community organizations or special districts, these organizations cannot conduct the hearing and have it meet CDBG requirements.

When must the hearing be held? – Prior to submission of the CDBG application and within 18 months of the application submittal date.

Where must the hearing be held? – The hearing location must be accessible to persons of disability. The location must also be convenient for persons likely impacted by the proposed project. This is particularly relevant for a county proposing a project in a community that is far from the county seat.

### 2. Public Hearing Notice

When must the advance notice be made? A legal notice is generally published at least one week before the hearing date. The notice must meet the local public hearing notice requirements.

Where must the notice be made? – The hearing must be well advertised, generally in the official local paper. If it meets the local notice requirements, the hearing notice can be on an official on-line source. In addition, public notice can be made using community bulletin boards, local newsletters, billing statements, newspaper articles or door-or-door distribution. Residents within those areas in which CDBG funds are proposed to be used, especially the low- and moderate-income persons, should be encouraged to attend or provide comment.

What must the notice say? – A sample notice is provided in this guide.

### 3. Public Hearing Purpose

What must the CDBG hearing cover? – The hearing is to obtain citizens' views and respond to proposals and questions. It must cover community development and housing needs and the availability of CDBG funds. This purpose is supported by distributing the required CDBG handouts. Distributing additional materials describing the proposed project(s) is advisable. A copy of the CDBG handouts in Spanish is provided in this guide.

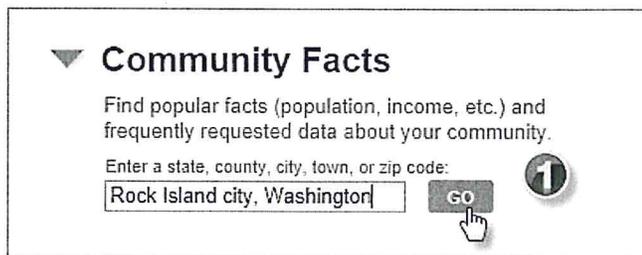
### 4. Meeting the Needs of Non-English Speaking Residents

All CDBG applicants must complete the Citizen Participation Documentation form, in the grant application handbook. This form lists potential outreach steps and accommodations and outlines how to document the efforts. The CDBG public hearing should not be advertised or conducted without first ensuring appropriate outreach and accommodations are accomplished. At a minimum, the public hearing notice and handouts should be in the alternative language and a translator should attend the public hearing.

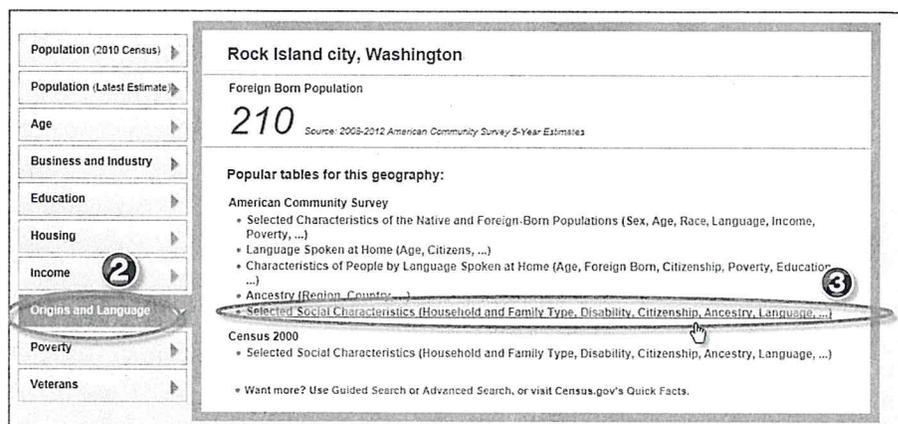
The federal citizen participation regulations state that "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The applicant jurisdiction must review local demographic data and consider the potential impacts of the proposed project to determine the appropriate outreach steps and accommodations to meet the needs of non-English speaking residents.

Data on the number and percent of non-English speaking residents in a jurisdiction can be found on the US Census website at <http://factfinder2.census.gov> by following these directions:

- 1) On the main page under "Community Facts, enter the jurisdiction's name, and click on "GO" to bring up a list of tables.
- 2) This will bring up a box with some basic data on the selected jurisdiction. Click on "Origins and Language" to the left of this box.



- 3) A new data box will appear with a new list of tables. Click on the ACS table titled "Selected Characteristics (Household and Family Type . . .Language. . . )"



- 4) Scroll all the way down to find the section under "Language Spoken at Home." Find the first line labeled "Speak English Less Than Very Well" under "Language other than English." The data in the "Percent" column is what you need to use to assess the need for additional outreach.

- 5) If the result is over 10% for any single language, then additional outreach and additional accommodations are necessary to encourage participation from non-English speaking residents.

Subject	Rock Island city, Washington			
	Estimate	Margin of Error	Percent	Percent Margin of Error
<b>LANGUAGE SPOKEN AT HOME</b>				
Population 5 years and over	646	+/-192	646	(X)
English only	340	+/-109	52.6%	+/-15.0
Language other than English	306	+/-158	47.4%	+/-15.0
Speak English less than "very well"	138	+/-76	21.4%	+/-8.8
Spanish	306	+/-158	47.4%	+/-15.0
Speak English less than "very well"	138	+/-76	21.4%	+/-8.8
Other Indo-European languages	0	+/-12	0.0%	+/-4.9
Speak English less than "very well"	0	+/-12	0.0%	+/-4.9
Asian and Pacific Islander languages	0	+/-12	0.0%	+/-4.9
Speak English less than "very well"	0	+/-12	0.0%	+/-4.9
Other languages	0	+/-12	0.0%	+/-4.9
Speak English less than "very well"	0	+/-12	0.0%	+/-4.9
<b>ANCESTRY</b>				
Total population	689	+/-212	689	(X)

Contact the CDBG office for assistance in accessing and interpreting this data.

## 5. Grievance Procedure

What must the procedure do? – The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. A sample procedure to be adopted is in this Appendix.

√ **NOTE:** If funded, an additional public hearing will be required towards the end of the project to review and receive comments on the project's performance. This final public hearing should be included in your proposal's Work Plan. Also if funded, a public hearing would be required if activities are proposed to be added, deleted or substantially changed from the original proposal.

## SAMPLE PUBLIC HEARING NOTICE

Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation.

If a local government intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

If the local government’s assessment of demographic data shows there is a significant population of non-English speaking residents (see the Citizen Participation Documentation form), then select the applicable accommodation clause below and publicize this notice also in the alternative language.

Where/When:	NOTICE IS HEREBY GIVEN that a public hearing will be held by the <i>(city council/county board of commissioners)</i> in the <i>(council chambers/hearing room)</i> , <i>(location)</i> , on <i>(date and time)</i> .
Purpose Clause:	The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower income persons [OPT. and persons residing in the <i>(name of area)</i> area <i>(if proposed project is for a smaller service area/neighborhood)</i> ].
Clause describing the availability of CDBG funds and eligible uses:	Up to \$1 million may be available to the <i>(city/county)</i> on a statewide competitive basis to fund public facility, community facility, economic development and affordable housing projects that principally benefit low- and moderate-income persons.
Comment clause:	An overview of the proposed <i>(project name)</i> project will be available for review at the <i>(local government office and/or library)</i> , <i>(time and date – to be prior to when application is submitted)</i> . Comments may also be submitted in writing to <i>(city/county)</i> , <i>(time period)</i> .
<p>Select the applicable accommodation clause based on the assessment in your Citizen Participation Documentation form:</p> <p>1. Standard</p> <p><b>Or</b></p> <p>2. When significant number of non-English speaking residents</p>	<p>The <i>(council chambers/hearing room)</i> is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact <i>(name)</i> at <i>(number, location)</i>.</p> <p>A <i>(insert alternate language)</i> interpreter will be available. The <i>(council chambers/hearing room)</i> is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving 24-hour advance notice. Contact <i>(name)</i> at <i>(number, location)</i>.</p>

## SAMPLE GRIEVANCE PROCEDURE

This sample grievance procedure is intended to serve as a guide and should be revised to reflect local circumstances and to incorporate any applicable state or local laws.

The Grievance Procedure can be the local government's complaint process if it meets the standards of the CDBG citizen participation regulations.

If a local grievance procedure has been accepted by the CDBG program staff for a prior CDBG project it can be submitted for a new project, unless that procedure's scope is clearly limited to the prior CDBG project and is not general for a new CDBG project.

An ADA grievance procedure or employee grievance procedure does not meet this requirement.

1. Submit complaints in writing to the designated official (such as the city manager, city/county clerk, or county executive) for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
  
2. If the complaint cannot be resolved to your satisfaction by the designated official,
  - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceedings of the committee will be recorded and maintained.

OR

  - The complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
  
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
(Signature of Chief Administrative Officer)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_

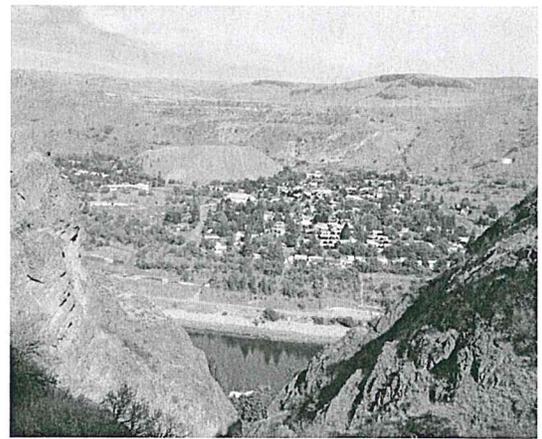


# Department of Commerce

Innovation is in our nature.

## Community Development Block Grant Program (CDBG)

*Helping rural communities with projects that benefit low- and moderate-income persons*



### The Washington State CDBG Program offers six grant funds:

- General Purpose Grants** \$9,500,000  
For public infrastructure, community facilities, affordable housing, or economic development
- Economic Opportunity Grants** \$6,000,000  
For state and local priority economic development and energy efficiency projects that promote vibrant rural communities
- Planning-Only Grants** \$400,000  
For planning activities that improve community services, public safety or further strategic planning
- Housing Enhancement Grants** \$200,000  
For off-site infrastructure or the community facility component of a state housing trust fund project
- Imminent Threat Grants** \$100,000  
For unanticipated emergencies posing a serious immediate threat to public health and safety
- Public Services Grants** \$1,500,000  
For county and community action agencies to fund new or expanded services to lower income persons

### Fast Facts

- Commerce receives an estimated \$11 million annual CDBG allocation from the U.S. Department of Housing and Urban Development (HUD)
- Maximum grants are generally \$1 million for construction; \$500,000 for housing rehabilitation; and \$35,000 for planning
- Since 1982 the CDBG program has distributed \$445 million to rural cities, towns and counties
- Statutory Authority: Title 1, Housing and Community Development Act of 1974 (Federal)

### Contact Information:

Name: Kaaren Roe  
 Phone: (360) 725-3018  
 Fax: (360) 586-8440  
 Email: [kaaren.roe@commerce.wa.gov](mailto:kaaren.roe@commerce.wa.gov)  
 Web: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)



## **HUD National Objectives**

CDBG project activities must meet one of three HUD National Objectives:

- Principally benefits low-and moderate-income persons
- Aids in the prevention or elimination of slums or blight
- Addresses imminent threat to public health or safety

## **CDBG Eligibility Guidelines**

Eligible applicants are Washington State cities/towns with less than 50,000 in population and not participating in a CDBG entitlement urban county consortium; and counties with less than 200,000 in population. Eligible cities/towns and counties are listed on the CDBG website.

Special purpose districts, public housing authorities, community action agencies, economic development councils, other non-profit organizations, and Indian tribes are not eligible to apply directly to the state CDBG Program for funding, but may be a partner in projects and subrecipient of funding with an eligible city/town or county applicant.

Applicants may submit one request per fund each program year.

Exception: An eligible city/town or county may apply for a second General Purpose Grant if one application is for a local microenterprise assistance program.

Application materials and due dates are on the CDBG website.

## **Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program**

### Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
  - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
  - (3) Furnish citizens information, including but not limited to:
    - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
    - (ii) The range of activities that may be undertaken with the CDBG funds;
    - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
    - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
  - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
  - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
  - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
  - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

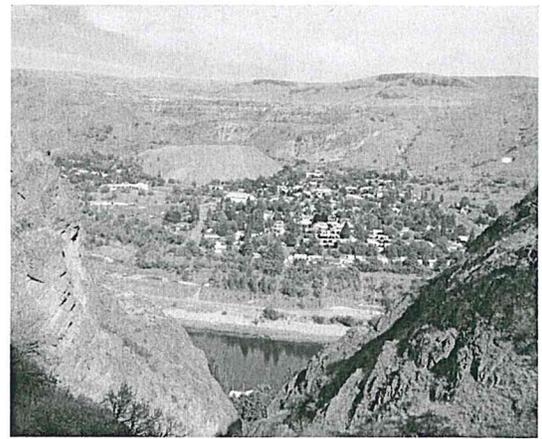


# Department of Commerce

Innovation is in our nature.

## Programa de Becas Consolidadas para el Desarrollo Comunitario (CDBG)

o *Ayudando las comunidades rurales con proyectos que benefician personas de ingreso bajo o moderado.*



### El Programa CDBG del Estado de Washington ofrece seis becas:

**Becas de Propósito General** \$9,500,000

Para infraestructura pública, facilidades comunitarias, viviendas económicas o proyectos de desarrollo económico

**Becas de Oportunidades Económicas** \$6,000,000

Para el desarrollo económico de prioridad estatal y local y proyectos de eficiencia de energía que promueva comunidades rurales vibrantes

**Becas de Planificación Solamente** \$400,000

Para planificar actividades relacionadas a proyectos que traten con asuntos críticos de salud pública o austeridad

**Becas de Mejoramiento de Viviendas** \$200,000

Para infraestructura externa o facilidad de comunidad como un componente del fondo de vivienda del estado

**Becas de Amenazas Inminentes** \$100,000

Para emergencias no anticipadas que sean una seria amenaza inmediata a la salud y seguridad al público

**Becas de Servicio Público** \$1,500,000

Para agencias de condados y la comunidad que suplan fondos de servicios (directos) nuevos o expandir los que tienen para personas de bajos ingresos

### Información

#### Rápida

- El Depto. de Comercio recibe una asignación anual para el CDHG de \$11 millones del Depto. de Viviendas y Desarrollo Urbano de los E.U. (HUD)
- Las becas máximas son generalmente de \$1 millón por construcción, \$500,000 para la rehabilitación de vivienda y \$35,000 para planificación
- Desde el 1982 el programa de CDBG ha distribuido \$445 millones a través de los E.U. Departamento de Viviendas y Desarrollo Urbano (HUD)

### Información de Contacto:

Name: Kaaren Roe

Phone: (360) 725-3018

Fax: (360) 586-8440

Email: [kaaren.roe@commerce.wa.gov](mailto:kaaren.roe@commerce.wa.gov)

Web: [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)

## **HUD Objetivos Nacionales**

Los proyectos del CDBG deben cumplir con los tres Objetivos Nacionales del HUD:

- Principalmente debe beneficiar personas de ingreso bajo o moderado
- Ayuda a la prevención o eliminación de la pobreza o contaminación
- Trata las amenazas inminentes a la salud y seguridad del público

## **Directivas de Elegibilidad de la CDBG**

Los solicitantes elegibles son ciudades/pueblos del Estado de Washington con una población de menos de 50,000 y que están participando en el derecho al consorcio del condado urbano de la CDBG; y condados con una población de menos de 200,000 habitantes. Las ciudades/pueblos elegibles y condados están enlistados en la página de la web de la CDBG.

Distritos con propósito especial, autoridades públicas de vivienda, agencias de acción comunitaria, concilios de desarrollo económico, otras organizaciones con fines no pecuniarios y tribus de indios no son elegibles para solicitar directamente al programa del CDBG del estado para obtener fondos pero pueden ser patrocinadores en proyectos y ser sub-recipientes con una ciudad/pueblo o condado que lo solicite.

Los solicitantes pueden someter una solicitud por fondo cada programa anual.

Excepción: una ciudad/pueblo o condado puede solicitar por una segunda beca de Propósito General si una solicitud es para un programa de asistencia a empresas pequeñas locales.

## Requisitos de Participación Ciudadana Federal Para Solicitantes del Gobierno Local al Programa de CDBG

Regulación Federal 24 CFR 570.486(a)

- (a) *Requisitos de participación ciudadana de una unidad general del gobierno local.* Cada unidad general del gobierno local, debe cumplir los siguientes requisitos como es solicitado por el estado, en el Sec. 91.115(e) de este artículo.
- (1) Contribuir y motivar a la participación ciudadana, particularmente en personas de recursos bajos y moderados quienes residen en condiciones precarias o áreas insalubres y áreas donde el Programa de CDBG tiene como objetivo apoyar con financiamiento;
  - (2) Asegurar que los ciudadanos tengan acceso oportuno y suficiente a reuniones locales, información y estadísticas relacionadas a la unidad de gobierno local que ha sido propuesta o que utiliza los fondos de financiamiento del programa de CDBG;
  - (3) Proveer información a los ciudadanos, incluyendo:
    - i. La cantidad de financiamientos del de CDBG que se espera sea otorgada en el año fiscal en curso (incluyendo las subvenciones y los ingresos anticipados del programa);
    - ii. El tipo de actividades probables a llevarse a cabo con el financiamiento del de CDBG;
    - iii. La cantidad estimada de financiamientos del de CDBG propuesta para ser usada en actividades que cumplirán con el objetivo nacional de beneficiar a personas de bajos recursos económicos; y
    - iv. Las actividades propuestas del programa de CDBG que son probables de resultar declinadas y la unidad general de gobierno y los planes de reemplazo requeridos bajo el Sec. 570.488
  - (4) Proveer asistencia técnica a grupos representativos de personas de bajos y moderados recursos que soliciten ayuda en el desarrollo de sus propuestas de acuerdo con el procedimiento desarrollado por el estado. Dicha asistencia no incluye proveer financiamiento a tales grupos;
  - (5) Participar en un mínimo de dos audiencias públicas, cada una en diferentes etapas del programa, con el propósito de obtener puntos de vista de los ciudadanos y responder a propuestas y preguntas. La audiencia en conjunto debe cubrir las necesidades de casa y desarrollo en la comunidad, desarrollo de actividades propuestas y la revisión del cumplimiento del programa. La audiencia pública que cubre el desarrollo de la comunidad y las necesidades de casa debe ser llevada a cabo en la fecha y lugares convenientes a beneficiarios actuales a potenciales, con lugares accesibles para discapacitados. Las audiencias publicas deben llevarse a cabo de cierta forma que cumplan las necesidades de residentes que no hablen Inglés ya que se espera que un numero razonable de estos participe en el programa.
  - (6) Informar a los ciudadanos con suficiente anticipación, y oportunidad de comentar al respecto, sobre actividades propuestas en solicitud al estado y, por subvenciones ya efectuados, actividades que sean propuestas para agregarse, eliminarse a ser cambiadas substancialmente de la solicitud de unidad general de gobiernos locales al estado. Cambiadas substancialmente significa que los cambios sean en términos de objetivo, alcance, lugar o beneficiario, como es definido bajo el criterio establecido por el estado.
  - (7) Proveer a los ciudadanos la dirección, el teléfono y las fechas y horario para entregar quejas y objeciones, y proveer oportunas respuestas por escrito a quejas entregadas por escrito, dentro de los primeros 15 días hábiles, cuando así pueda aplicarse.





CONTRACT NUMBER <b>N20735</b>	SUBRECIPIENT * <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	FFATA FORM REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

\* see Attachment 1, sections I and II

**INTERAGENCY AGREEMENT**  
 between  
**STATE OF WASHINGTON**  
**DEPARTMENT OF HEALTH**  
 and  
**CITY OF ILWACO**

**THIS AGREEMENT** is made and entered into by and between the DEPARTMENT OF HEALTH, hereinafter referred to as DOH, and CITY OF ILWACO, hereinafter referred to as the Contractor pursuant to the authority granted by Chapter 39.34 RCW.

**IT IS THE PURPOSE OF THIS AGREEMENT** to enable the City of Ilwaco to permanently protect their surface drinking water source and improve management through initial characterization of the watershed, development of a comprehensive Source Water Watershed Control Plan, and identification and analysis of funding to support implementation of the Plan.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK:** The Contractor shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in **Exhibit A**, attached hereto and incorporated herein.

**PERIOD OF PERFORMANCE:** Subject to its other provisions, the period of performance of this Agreement shall commence on **Date of Execution** and be completed on **June 30, 2015**, unless terminated sooner as provided herein.

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA):** If checked above, this contract is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this contract, your organization must have a Data Universal Numbering System (DUNS®) number. A DUNS® number provides a method to verify data about your organization. If you do not already have one, you may receive a DUNS® number free of charge by contacting Dun and Bradstreet at [www.dnb.com](http://www.dnb.com).

Information about your organization and this contract will be made available on [www.USASpending.gov](http://www.USASpending.gov) by DOH as required by P.L. 109-282. DOH's form, Federal Funding Accountability and Transparency Act Data Collection Form, is considered part of this contract and must be completed and returned along with the contract.

**PAYMENT:** Compensation for the work provided in accordance with this agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the cost of accomplishing the work herein will not exceed **\$15,000.00** in accordance with **Exhibit A**, attached hereto and incorporated herein. Payment will not exceed this amount without a prior written amendment. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget.

**Source of Funds:** (FED) **\$15,000.00**; (ST) \$0; (Other) \$0; **Total \$15,000.00**

Contractor agrees to comply with applicable rules and regulations associated with these federal funds.

**BILLING PROCEDURE:** Payment to the Contractor for approved and completed work will be made by warrant or account transfer by DOH within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted within 60 days after the expiration date or the end of the fiscal year, whichever is earlier.

**AGREEMENT ALTERATIONS AND AMENDMENTS:** This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**ASSIGNMENT:** The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**CONFIDENTIALITY/SAFEGUARDING OF INFORMATION:** The use or disclosure by any party of any information concerning a client obtained in providing service under this agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable federal and state statutes and regulations.

Any unauthorized access or use of confidential information must be reported to the DOH IT Security Officer at (360) 236-4432. The notification must be made in the most expedient time possible (usually within 24 hours of discovery) and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

**CONTRACT MANAGEMENT:** The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract Manager for DOH is:  
Loralei Walker  
EPH, Office of Drinking Water  
Department of Health  
PO Box 47822  
Olympia, WA 98504-7822  
(360) 236-3097

The Contract Manager for the Contractor is:  
Mike Cassinelli, Mayor  
City of Ilwaco  
PO Box 548  
Ilwaco, WA 98624  
(360) 642-3145

**DISPUTES:** In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**GOVERNANCE:** This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of work; and
- c. any other provisions of the agreement, including materials incorporated by reference.

**INDEPENDENT CAPACITY:** The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**PRIVACY:** Personal information collected, used or acquired in connection with this contract shall be used solely for the purposes of this contract. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law. Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

The Department reserves the right to monitor, audit or investigate the use of personal information collected, used or acquired by the contractor through this contract. The monitoring, auditing, or investigating may include but is not limited to "salting" by the department. Contractor shall certify the return or destruction of all personal information upon expiration of this contract. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The contractor agrees to indemnify and hold harmless the department for any damages related to the contractor's unauthorized use of personal information.

**RECORDS MAINTENANCE:** The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**RIGHTS IN DATA:** Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by DOH. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

**SEVERABILITY:** If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**SUBCONTRACTING:** Neither the Contractor, nor any subcontractors, shall enter into subcontracts for any of the work contemplated under this agreement without prior written approval of DOH. In no event shall the existence of the subcontract operate to release or reduce the liability of the contractor to the Department for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of DOH or as provided by law.

If, at any time during the progress of the work, the Department determines in its sole judgment that any subcontractor is incompetent, the Department shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by the Department of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Contract, nor be the basis for additional charges to the Department.

**SUSPENSION OF PERFORMANCE AND RESUMPTION OF PERFORMANCE:** In the event contract funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, DOH may give notice to Contractor to suspend performance as an alternative to termination. DOH may elect to give written notice to Contractor to suspend performance when DOH determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this contract. Notice may include notice by facsimile or email to Contractor's representative. Contractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When DOH determines that the funding insufficiency is resolved, DOH may give Contractor written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Contractor will give written notice to DOH as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Contractor gives notice to DOH that it cannot resume performance, the parties agree that the Contract will be terminated retroactive to the original date of termination. If the date Contractor gives notice it can resume performance is not acceptable to DOH, the parties agree to discuss an

alternative acceptable date. If an alternative date is not acceptable to DOH, the parties agree that the Contract will be terminated retroactive to the original date of termination.

**TERMINATION:** Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**TERMINATION FOR CAUSE:** If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

**WAIVER:** A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**ALL WRITINGS CONTAINED HEREIN:** This Agreement, and Attachment 1, Federal Compliance, and Standard Federal Certifications and Assurances, contain all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

State of Washington  
Department of Health

City of Ilwaco

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
(please also print/type name & title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPROVED AS TO FORM ONLY:**  
Attorney General  
May 1997

NOTE: THE CONTRACTOR'S SIGNATURE IS ALSO REQUIRED ON ATTACHMENT 1,  
FEDERAL CERTIFICATIONS AND ASSURANCE (see pages 17 & 20)

EXHIBIT A  
DOH CONTRACT N20735  
Sub-recipient Statement of Work

CFDA #:	CFDA TITLE:	Federal Grant Award #:	Federal Grant Award Name:	Federal Agency Name:
66.468	Safe Drinking Water State Revolving Fund	FS - 99083910	WA State Funds for the 14th Year of the DWSRF Program	EPA

**PURPOSE:**

The purpose of this project is to enable the City of Ilwaco to permanently protect their surface drinking water source and improve management through initial characterization of the watershed, development of a comprehensive Source Water Watershed Control Plan, and identification and analysis of funding options to support implementation of the Plan.

**Background/General Information**

In the 1980s, Ilwaco acquired approximately 690 acres of its water source watershed, the 808-acre Indian Creek watershed. On the 690 acres, there is a reserved timber right on 94 acres held by a private timber company. In the watershed, there are approximately 40 more acres above the reservoir in private timber ownership. Most of the property was logged in the mid-1980s. The reservoir dam was installed in 1988. Management of the forest, roads, and culverts has been very limited since that time. The City has full control over the majority of its property and is addressing some of the management issues. In 2013, the City fixed three failing culverts using Washington Department of Health funds.

The annual average rainfall in this area is 79.43 inches. This property is sloped (30-70%), contains significant streams, has highly erodible soils, and is directly upstream from the water source reservoir. This is a high-susceptibility source, and the City currently lacks watershed information does not actively manage and control the source. This can pose a public health threat due to potential and actual contamination (high turbidity, chemical pollution) from historical, current, and future forest practices (logging, herbicide/pesticide application, and road building). Higher sediment loads increase treatment costs and can lead to plant shut downs. Sediment can also cause health problems for consumers.

The timber company plans on clear cutting that property in 2020. They were granted a Forest Practices Act (FPA) permit to build the roads necessary for the cut in late 2013 and plan on completing the work in 2014. While the FPA provides some protections, the planned road building and use and clear cut activities would result in additional sediment flowing into the water source. In 2012, the City convened a collaborative group to strategize solutions and begin negotiations with the timber company, including Washington Department of Health, Evergreen Rural Water of Washington, CREST, and Columbia Land Trust staff.

The City has a 2011 Water System Plan that includes a ten page Watershed Control Program. It does not include a detailed road and culvert analysis, forest management, or discussion of potential impacts and solutions to the reserved timber right issue. Its implementation plan is limited and does not include timing, costs or potential funding sources.

This planning project will enable the City to:

- Study the 690-acre City property including the forest, roads and culverts;
- Develop a comprehensive Source Water Watershed Control Plan, including an implementation plan with timelines and cost estimates; and
- Identify financing options to support implementation of the Plan.

The project will set the stage for a potential future forestry project. Currently the 690-acre property's entire forest is an overplanted tree farm. Future careful forest restoration thinning (not in this grant) would increase the health and stability of the forest, while providing some income to acquire the remaining timber rights. It would also reduce the risk of fire. After the needed thinning, the City would not cut the property further, but manage the then more natural and healthier forest for clean water.



EXHIBIT A  
DOH CONTRACT N20735  
Sub-recipient Statement of Work

	<div data-bbox="537 247 1281 512" style="border: 1px solid black; padding: 5px;"><p><b>Reimbursement requests should be submitted with the quarterly reports.</b></p><p><b>The contractor is responsible for tracking all project expenditures as they relate to this contract, and for maintaining these records.</b></p></div> <p>3. A completed source water protection/watershed control plan summarizing background information, recommended prioritized actions, schedule for implementation, and potential financing mechanisms and partners to help implement the plan. The plan must be approved by DOH.</p>
<p><b>PAYMENT:</b></p>	<p>1. DOH will provide reimbursement to the City of Ilwaco based on approval of quarterly and final reports and required deliverables.</p> <p>2. DOH will withhold 10 percent of the total funding amount (\$1,500) until the project is successfully completed and all deliverables are received and approved by DOH.</p> <p>3. Total reimbursement for allowable costs not to exceed <b>\$15,000</b>.</p>

**FEDERAL COMPLIANCE  
AND STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES**

In the event federal funds are included in this agreement, added by future amendment(s), or redistributed between fund sources resulting in the provision of federal funds, the following sections apply: I. Federal Compliance and II. Standard Federal Assurances and Certifications. In the instance of inclusion of federal funds as a result of an amendment, the Contractor may be designated as a subrecipient and the effective date of the amendment shall also be the date at which these requirements go into effect.

- I. **FEDERAL COMPLIANCE** - The use of federal funds requires additional compliance and control mechanisms to be in place. The following represents the majority of compliance elements that may apply to any federal funds provided under this contract. (Refer to Catalog of Domestic Assistance number(s) cited in the "Payment" section of this contract for requirements specific to that fund source.) For clarification regarding any of these elements or details specific to the federal funds in this contract, contact:

Compliance and Internal Control Officer  
Office of Financial Services  
Department of Health  
Post Office Box 47901  
Olympia, Washington 98504-7901

1. **CIRCULARS 'COMPLIANCE MATRIX'** - The following compliance matrix identifies the OMB Circulars that contain the requirements which govern expenditure of federal funds. These requirements apply to the Department of Health, as the primary recipient of federal funds, and then follow the funds to the subrecipient. The federal Circulars which provide the applicable administrative requirements, cost principles and audit requirements are identified by subrecipient organization type.

*COMPLIANCE MATRIX*

ENTITY TYPE	OMB CIRCULAR		
	ADMINISTRATIVE REQUIREMENTS	COST PRINCIPLES	AUDIT REQUIREMENTS
State, Local and Indian Tribal Governments & Governmental Hospitals	A-102 & Common Rule	A-87	A-133
Non-Profit Organizations & Non-Profit Hospitals	A-110	A-122	A-133
Colleges or Universities & Affiliated Hospitals	A-110	A-21	A-133

2. **CITIZENSHIP/ALIEN VERIFICATION/DETERMINATION** - The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (PL 104-193) states that federal public benefits

should be made available only to U.S. citizens and qualified aliens. Entities that offer a service defined as a "federal public benefit" must make a citizenship/qualified alien determination/verification of applicants at the time of application as part of the eligibility criteria. Non-US citizens and unqualified aliens are not eligible to receive the services. PL 104-193 also includes specific reporting requirements. Exemptions from the determination/verification requirement is afforded the following programs offered by the Department of Health: Family Planning, Breast & Cervical Health Program (BCHP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), WIC Farmers Market Program, Immunization Programs, and Ryan White CARE Act programs and other communicable disease treatment and diagnostic programs.

3. **CIVIL RIGHTS AND NONDISCRIMINATION** - During the performance of this agreement, the Contractor shall comply with all current and future federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (PL 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1683 and 1685-1686), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107), the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), and the Americans with Disability Act (42 U.S.C., Section 12101 et seq.).
  4. **SINGLE AUDIT ACT** - A subrecipient (including private, for-profit hospitals and non-profit institutions) shall adhere to the federal Office of Management and Budget (OMB) Circular A-133, as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$500,000 or more in federal awards during a given fiscal year shall have a single or program-specific audit for that year in accordance with the provisions of OMB Circular A-133.
- II. **STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES** - Following are the Assurances, Certifications, and Special Conditions that apply to all federally funded (in whole or in part) agreements administered by the Washington State Department of Health.

## CERTIFICATIONS

### 1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the contracting organization) certifies to the best of his or her knowledge and belief, that the contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- A. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

- B. have not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. have not within a 3-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the contractor not be able to provide this certification, an explanation as to why should be placed after the assurances page in the contract.

The contractor agrees by signing this contract that it will include, without modification, the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions* in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

## **2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The undersigned (authorized official signing for the contracting organization) certifies that the contractor will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an ongoing drug-free awareness program to inform employees about
  - i. The dangers of drug abuse in the workplace;
  - ii. The contractor's policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a) above;
- D. Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the contract, the employee will—
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- E. Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every contract officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- F. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (ii), with respect to any employee who is so convicted—
  - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, DOH has designated the following central point for receipt of such notices:

Compliance and Internal Control Officer  
Office of Grants Management  
WA State Department of Health  
PO Box 47905  
Olympia, WA 98504-7905

### **3. CERTIFICATION REGARDING LOBBYING**

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (nonappropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the contracting organization) certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- C. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subcontracts, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)**

The undersigned (authorized official signing for the contracting organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her

to criminal, civil, or administrative penalties. The undersigned agrees that the contracting organization will comply with the Public Health Service terms and conditions of award if a contract is awarded.

## **5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the contracting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The contracting organization agrees that it will require that the language of this certification be included in any subcontracts which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

## **6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS INSTRUCTIONS FOR CERTIFICATION**

By signing and submitting this proposal, the prospective contractor is providing the certification set out below.

- A. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

- B. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
  
- C. The prospective contractor shall provide immediate written notice to the department or agency to whom this contract is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  
- D. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to whom this contract is submitted for assistance in obtaining a copy of those regulations.
  
- E. The prospective contractor agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DOH.
  
- F. The prospective contractor further agrees by submitting this contract that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction, provided by HHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
  
- G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
  
- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  
- I. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, DOH may terminate this transaction for cause or default.

**7. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS**

- A. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - ii. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - iv. Have not within a three-year period preceding this contract had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this contract.

**CONTRACTOR'S SIGNATURE IS REQUIRED**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Please also print or type name:	
ORGANIZATION NAME: (if applicable)	DATE

**FEDERAL ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the contractor, I certify that the contractor:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age

Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

CONTRACTOR'S SIGNATURE IS REQUIRED

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Please also print or type name:	
ORGANIZATION NAME: (if applicable)	DATE

## Federal Funding Accountability and Transparency Act Data Collection Form

This contract is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act. The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent. To comply with the act and be eligible to enter into this contract, your organization must have a Data Universal Numbering System (DUNS®) number. If you do not already have one, you may receive a DUNS® number free of charge by contacting Dun and Bradstreet at [www.dnb.com](http://www.dnb.com). The Department of Health (DOH) also encourages registration with the Central Contractor Registry (CCR) to reduce data entry by both DOH and your organization. You may register with CCR free of charge at [www.ccr.gov](http://www.ccr.gov). Information about your organization and this contract will be reported by DOH to the federal government as required by P.L. 109-282. This information will then be made available to the public by the federal government on [USASpending.gov](http://USASpending.gov).

### CONTRACTOR

1. Legal Name City of Ilwaco		2. DUNS Number 003206976	
3. Principle Place of Performance 120 First Avenue North/PO Box 548			
3a. City Ilwaco		3b. State WA	
3c. Zip+4 98624		3d. Country United States	
4. Are you registered in CCR? <input checked="" type="checkbox"/> YES (skip to signature block. Sign, date and return) <input type="checkbox"/> NO			

5. In the preceding fiscal year did your organization:
- Receive 80% or more of annual gross revenue from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; **and**
  - \$25,000,000 or more in annual gross revenues from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; **and**
  - The public does not have access to this information about the compensation of the senior executives of your organization through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

NO (skip to signature block. Sign, date and return)

YES (You must report the names and total compensation of the top 5 highly compensated officials of your organization).

Name Of Official	Total Compensation
1.	
2.	
3.	
4.	
5.	

**Note:** "Total compensation" for purposes of this requirement generally means the cash and non-cash value earned by the executive during the past fiscal year and includes salary and bonus; awards of stock, stock options and stock appreciation rights; and other compensation such as severance and termination payments, and value of life insurance paid on behalf of the employee, and as otherwise provided by FFATA and applicable OMB guidance.

**By signing this document, the Authorized Representative attests to the information.**

Signature of Authorized Representative	Print Name Mike Cassinelli	Date
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**The Department of Health will not endorse your subaward until this form is completed and returned.**

# Federal Funding Accountability and Transparency Act Data Collection Form

## FOR DEPARTMENT OF HEALTH USE ONLY

DOH Contract Number

**N20735**

Sub-award Project Description (see instructions and example below)

The purpose of this project is to enable the City of Ilwaco to permanently protect their surface drinking water source and improve management through initial characterization of the watershed, development of a comprehensive Source Water Watershed Control Plan, and identification and analysis of funding options to support implementation of the Plan.

Element 1 - Characterize the watershed

Study, map and characterize the watershed, with emphasis on unstable slopes/soils, roads and culverts. Details gathered through mapping and fieldwork will help the City determine sediment sources and lead to management actions that reduce water source problems.

Element 2 - Develop a prioritized Source Water Watershed Control Plan

Work with project partners to develop a prioritized Source Water Watershed Control Plan, including schedule for implementation.

Element 3 - Identify financing options to support plan implementation

Work with project partners to identify potential financing mechanisms that could support Plan implementation over the short and long term.

### Instructions for Sub-award Project Description:

In the first line of the description provide a title for the sub-award that captures the main purpose of the subrecipients work. Then, indicate the name of the subrecipient and provide a brief description that captures the overall purpose of the sub-award, how the funds will be used, and what will be accomplished.

**Elaine McMillan**

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**From:** Nadia Gardner <ngardner@columbialandtrust.org>  
**Sent:** Tuesday, June 24, 2014 4:53 PM  
**To:** Elaine McMillan  
**Cc:** Denise Lofman; 'Ryan Crater'  
**Subject:** FW: Department of Health Contract #: N20735, City of Ilwaco  
**Attachments:** N20735 City of Ilwaco.pdf; N20735 FFATA Form.doc

Elaine,

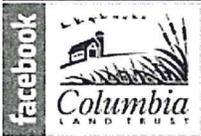
These look fine to me. I have CC-ed Denise and Ryan in case they have comments.

You may want to lay out your contract with CREST to have quarterly targets so as to ensure that you can report clear progress in each of the reports. I am happy to give input on that also.

The next grant is due in Fall 2014, the Ecology grant (David Dunn) for non-source pollution. It would be good to have the road and culvert inventory done by October; so that we could include any needed work in that grant to complete in 2015-16.

Thanks,

Nadia Gardner, Coast & Estuary Conservation Manager  
Columbia Land Trust - Astoria Office  
Ph: 503-338-5263  
[www.columbialandtrust.org](http://www.columbialandtrust.org)



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**From:** Elaine McMillan [mailto:treasurer@ilwaco-wa.gov]  
**Sent:** Tuesday, June 24, 2014 3:17 PM  
**To:** Nadia Gardner  
**Subject:** FW: Department of Health Contract #: N20735, City of Ilwaco

Nadia –

Finally a new agreement! Please let me know if you have any concerns with the scope. We will have our attorney do a legal review.

Thanks,  
Elaine

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**From:** Webley, Frank (DOH) [mailto:Frank.Webley@DOH.WA.GOV]  
**Sent:** Tuesday, June 24, 2014 2:53 PM  
**To:** treasurer@ilwaco-wa.gov; Walker, Lorelei M (DOH); Myers, Karena (DOH); Bartruff, David (DOH)  
**Subject:** Department of Health Contract #: N20735, City of Ilwaco

**Dear Contractor,**

Good Afternoon. Attached is an electronic version of the above mentioned contract with the Department of Health.

Please note that the payment and/or invoicing language in our contract has been revised to reflect performance based contracting principles.

Also attached is DOH's *Federal Funding Accountability and Transparency Act (FFATA) Data Collection form*. We require both of these documents to be completed and returned to our office, otherwise the contract cannot be counter-signed by DOH.

Please follow the signing instructions below, and return the original/s of the contract and the *FFATA Data Collection form* as soon as possible to our mailing address below. This office does not recognize a copied, scanned, faxed, or stamped signature as an original signature.

- Our office requires one fully signed original of the contract. Please print the contract ***one time, sign and date***, and ***mail it*** to our office for signature. We will sign the contract and send an electronic copy to you.
- If you require a signed original, please print ***two originals, sign and date***, and ***return both originals and a self-addressed envelope*** to our office. We will sign the contracts and return one fully signed original to you.
- If you prefer, you may ***print only the signature page/s, sign and date***, and ***mail it*** to our office at the below address. We will sign the contract and send an electronic copy of the entire contract to you.
- Complete all information in the *FFATA Data Collection form*.

**Mailing Address:**

WA State Department of Health  
Contracts Office  
PO Box 47905  
Olympia, WA 98504-7905

Questions concerning the *FFATA Data Collection form* or the *Statement of Work* should be directed to:  
Loralei Walker, (360) 236-3097; [Loralei.Walker@doh.wa.gov](mailto:Loralei.Walker@doh.wa.gov).

Thank you,

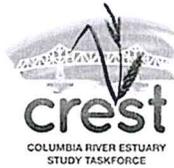
*Frank L. Webley*

Frank L. Webley, Contract Specialist 3  
Washington State Department of Health, Contracts Unit  
PO Box 47905  
Olympia, WA 98504-7905  
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[frank.webley@doh.wa.gov](mailto:frank.webley@doh.wa.gov)

101 Israel Road SE, Town Center 1, 3rd Floor  
Tumwater, WA 98501

*Have a question about your contract/amendment or Statement of Work? Need to request a consultation with a Contract Specialist?*

Send us an email at: [dohcon.mgmt@doh.wa.gov](mailto:dohcon.mgmt@doh.wa.gov)



## SCOPE OF WORK

### CITY OF ILWACO SOURCE WATERSHED CONTROL PLAN

**DATE:** September 9, 2014  
**TO:** Elaine McMillan, City of Ilwaco  
**FROM:** Denise Lofman, CREST Director; Ryan Crater, CREST Coastal Planner  
**RE:** City of Ilwaco Source Watershed Control Planning Project

The City of Ilwaco has asked CREST for a Scope of Work (SOW) and budget estimate to coordinate and complete the Source Watershed Control Planning Project. This scope of work, includes the direct costs for CREST services, and costs for hiring a forestry consultant to analyze the roads, culverts and forest within in the City of Ilwaco's source watershed and shall be an addendum to the existing INTERLOCAL AGREEMENT FOR PLANNING SERVICES between CREST and the City entered into during September 2010. The work is funded by grant #N20735 from the Washington State Department of Health. CREST will execute the work under the terms of the grant agreement and specifically adhere to the FEDERAL COMPLIANCE AND STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES set forth in the grant agreement.

#### **PURPOSE**

The purpose of this project is to enable the City of Ilwaco to permanently protect their surface drinking water source and improve management through initial characterization of the watershed, development of a comprehensive Source Water Watershed Control Plan, and identification and analysis of funding options to support implementation of the Plan.

#### **Background/General Information**

In the 1980s, Ilwaco acquired approximately 690 acres of its water source watershed, the 808-acre Indian Creek watershed. On the 690 acres, there is a reserved timber right on 94 acres held by a private timber company. In the watershed, there are approximately 40 more acres above the reservoir in private timber ownership. Most of the property

was logged in the mid-1980s. The reservoir dam was installed in 1988. Management of the forest, roads, and culverts has been very limited since that time. The City has full control over the majority of its property and is addressing some of the management issues. In 2013, the City fixed three failing culverts using Washington Department of Health funds.

The annual average rainfall in this area is 79.43 inches. This property is sloped (30-70%), contains significant streams, has highly erodible soils, and is directly upstream from the water source reservoir. This is a high-susceptibility source, and the City currently lacks watershed information does not actively manage and control the source. This can pose a public health threat due to potential and actual contamination (high turbidity, chemical pollution) from historical, current, and future forest practices (logging, herbicide/pesticide application, and road building). Higher sediment loads increase treatment costs and can lead to plant shut downs. Sediment can also cause health problems for consumers.

The timber company plans on clear cutting that property in 2020. They were granted a Forest Practices Act (FPA) permit to build the roads necessary for the cut in late 2013 and plan on completing the work in 2014. While the FPA provides some protections, the planned road building and use and clear cut activities would result in additional sediment flowing into the water source. In 2012, the City convened a collaborative group to strategize solutions and begin negotiations with the timber company, including Washington Department of Health, Evergreen Rural Water of Washington, CREST, and Columbia Land Trust staff.

The City has a 2011 Water System Plan that includes a ten page Watershed Control Program. It does not include a detailed road and culvert analysis, forest management, or discussion of potential impacts and solutions to the reserved timber right issue. Its implementation plan is limited and does not include timing, costs or potential funding sources.

This planning project will enable the City to:

- Study the 690-acre City property including the forest, roads and culverts;
- Develop a comprehensive Source Water Watershed Control Plan, including an implementation plan with timelines and cost estimates; and
- Identify financing options to support implementation of the Plan.

The project will set the stage for a potential future forestry project. Currently the 690-acre property's entire forest is an overplanted tree farm. Future careful forest restoration thinning (not in this grant) would increase the health and stability of the forest, while providing some income to acquire the remaining timber rights. It would

also reduce the risk of fire. After the needed thinning, the City would not cut the property further, but manage the then more natural and healthier forest for clean water.

Acquiring the timber rights would ensure that Ilwaco has full control over the property, enabling them to limit sediment loads into the water source. Fundraising for this important task may include grants and selective timber thinning. The City explored the option of working with the timber company to reduce timberland and road erosion during the clear cut through voluntary actions such as erosion controls and better riparian buffers. However, due to the nature of clearcut logging and the need for the company to maximize profit, it was determined that this would not adequately protect the water source. This will be discussed in the Source Water Watershed Control Plan n and options vetted for a future project.

**KEY OBJECTIVE**

The key objective of this project is for the City of Ilwaco to hire a contractor to develop a comprehensive Source Water Watershed Control Plan with options to finance implementation of the plan.

<p><b>PROJECT TASKS:</b></p>	<p><u>Element 1 - Characterize the watershed</u> Study, map and characterize the watershed, with emphasis on unstable slopes/soils, roads and culverts. Details gathered through mapping and fieldwork will help the City determine sediment sources and lead to management actions that reduce water source problems.</p> <p><u>Element 2 - Develop a prioritized Source Water Watershed Control Plan</u> Work with project partners to develop a prioritized Source Water Watershed Control Plan, including schedule for implementation.</p> <p><u>Element 3 - Identify financing options to support plan implementation</u> Work with project partners to identify potential financing mechanisms that could support Plan implementation over the short and long term.</p>

**DELIVERABLES:**

1. For the duration of the project, submit quarterly reports and final project report to the City of Ilwaco for the DOH contacts below documenting project accomplishments, existing and potential problem areas, suggestions for improvements, and any documented desired outcomes achieved. Reports should be a few paragraphs long with sufficient detail for the City and DOH to understand the relative progress of the project since the last reporting period. Supporting materials should accompany the report, and can include meeting minutes, draft reports/plans, or other materials that indicate project progress. The last quarterly report serves as the final project report and should include summary information about the project's completion.

**DELIVERABLES  
(continued):**

**Quarterly reports are due the last working day of each quarter of the calendar year. The last quarterly report will serve as the final report for the project.**

**Quarterly reports and supporting documentation may be submitted electronically to the DOH Regional Engineer with a cc to the Source Water Program Manager.**

2. Submit quarterly reimbursement requests for dollar amounts that reflect the work completed during the quarter.

**Reimbursement requests should be submitted with the quarterly reports.**

**The contractor is responsible for tracking all project expenditures as they relate to this contract, and for maintaining these records.**

	<p>3. A completed source water protection/watershed control plan summarizing background information, recommended prioritized actions, schedule for implementation, and potential financing mechanisms and partners to help implement the plan. The plan must be approved by the City of Ilwaco and DOH.</p>
<b>PAYMENT:</b>	<p>1. DOH will provide reimbursement to the City of Ilwaco based on approval of quarterly and final reports and required deliverables. Reimbursement will then be made to CREST.</p> <p>2. DOH will withhold 10 percent of the total funding amount (\$1,500) until the project is successfully completed and all deliverables are received and approved by DOH.</p> <p>3. Total reimbursement for allowable costs not to exceed <b>\$15,000.</b></p>

### SCHEDULE AND ESTIMATED COSTS

1 year timeline (10/1/2014-6/30/2015) and the budget here:

Task	Cost	Timeline	Funder
Initial Project Scoping (partner coordination, mapping, strategy development)	\$5,000 (in-kind)	Completed in June 2014	City of Ilwaco, Columbia Land Trust, WA Dept of Health, Evergreen Water
Analysis of Funding Sources & Applications	\$1,000 (in-kind)	Ongoing	Columbia Land Trust
CREST (plan writing, contracting, GIS)	\$8,500	10/1/2014 – 6/30/2014	WA Dept of Health – new contract
Forestry Consultant (roads, culvert, forest analysis)	\$5,000	11/15/2014 – 2/1/2014	WA Dept of Health – new contract

Grant Administration/Finance (City of Ilwaco)	\$1,000	Ongoing	WA Dept of Health – new contract
Source Water Watershed Control Plan approval by DOH	\$500	By 6/30/2015	City of Ilwaco or adjust grant budget
TOTAL	\$22,500		

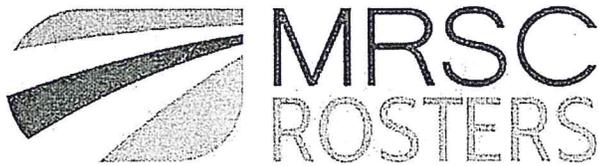
ACCEPTED BY:

\_\_\_\_\_  
City of Ilwaco                      date

\_\_\_\_\_  
CREST    date

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

- A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 09/22/14 Business Item:
- B. Issue/Topic: **Contract renewal between the City of Ilwaco and the Municipal Research and Services Center**
- C. Sponsor(s):  
1. Cassinelli 2.
- D. Background (overview of why issue is before council):  
The purpose of this agreement is to provide the City of Ilwaco with membership in MRSC Rosters which hosts the individual Small Public Works Roster, Consultant Roster and Vender Roster which are all available via the online database. This database provides the City with a list of vendors with more efficient and cost effective services.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details). These rosters are very useful when selecting vendors to do a project, or send out a RFQ. It ensures that each of the vendors listed have registered through the Small Works Roster.
- F. Impacts:  
1. Fiscal: The annual membership fee is \$120.00  
2. Legal: None  
3. Personnel: None  
4. Service/Delivery: None
- G. Planning Commission:  Recommended  N/A  Public Hearing on
- H. Time Constraints/Due Dates: Submit by December 1<sup>st</sup>, 2014 in order to use vendor roster in January 2015.
- I. Proposed Motion: **I move to approve the Mayor to execute the proposed agreement with Municipal Research and Services Center of Washington for participating in the MRSC Rosters.**



## Washington Public Agency Contract Small Works, Consultant, and Vendor Rosters

This contract (the "Contract") is made by and between Municipal Research and Services Center of Washington ("MRSC"), a not-for-profit corporation, and the Washington local government, (the "Public Agency"),

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1. Purpose. The purpose of this Contract is to provide the Public Agency with membership in MRSC Rosters which will host its individual Small Public Works Roster ("Small Works Roster"), Consultant Roster ("Consultant Roster"), and Vendor Roster ("Vendor Roster") in an online database (collectively, "MRSC Rosters"). MRSC is making membership in the MRSC Rosters available to a number of local government agencies in Washington State to provide them with more efficient and cost effective services.

2. Scope of Services. MRSC shall create and maintain the MRSC Rosters as allowed to the Public Agency and other Public Agency members by RCW 39.04.155, Chapter 39.80 RCW, and RCW 39.04.190, respectively. MRSC shall advertise at least biannually for the Small Works Roster, Consultant Roster, and Vendor Roster in accordance with statutory requirements on behalf of all Public Agency members. MRSC will receive and review small works, consultant, and vendor business (collectively, "business") applications for compliance with basic statutory eligibility requirements, and will maintain business applications.

3. Use of MRSC Rosters by Public Agency. As of the date of the first MRSC biannual legal notice in January or June by occurring after the signing of the membership contract by both parties, the Public Agency will use the Small Works Roster, Consultant Roster, and Vendor Roster hosted in MRSC Rosters as their official rosters.

(a) Small Works Roster. The Public Agency will use the Small Works Roster to select businesses for public work projects up to \$300,000 in value or as otherwise limited by statutes, ordinances, and laws applicable to the Public Agency. The Public Agency shall be independently responsible for its own and the selected business' compliance with all additional or varying laws and regulations governing purchases, including all selection laws, retainage and bonds, prevailing wages, and any other appropriate requirements.

The Public Agency shall be independently responsible, consistent with applicable laws and its own policies and practices, for the determination that the selected businesses are responsible bidders. The Public Agency also shall be independently responsible to conduct a quotation or bid process consistent with applicable statutes, ordinances, and the requirements of the Public Agency and to enter into a contract directly with the business thus selected.

(b) Consultant Roster. The Public Agency will use the Consultant Roster to select businesses for consultant projects, and will do so in accord with all applicable laws and regulations. The Public Agency shall be independently responsible for its own and the selected business' compliance with all additional or varying laws and regulations governing services, including all selection laws, and any other requirements as appropriate.

The Public Agency shall be independently responsible, consistent with applicable laws and its own policies and practices, for the determination that the selected businesses are responsible. The Public Agency also shall be independently responsible to conduct a consultant selection process consistent with applicable statutes, ordinances, and the requirements of the Public Agency and to enter into a contract directly with the business thus selected.

(c) Vendor Roster. The Public Agency will use the Vendor Roster to award contracts for the purchase of supplies, materials, and equipment not being purchased in connection with public works contracts and limited service contracts as authorized in lieu of the requirements for formal sealed bidding. The Public Agency shall be independently responsible for its own and the selected business' compliance with all additional or varying laws governing purchases.

The Public Agency shall be independently responsible to conduct a quotation process consistent with applicable statutes, ordinances, and other requirements of the Public Agency and to enter into a contract directly with the business selected.

(d) Access to MRSC Rosters. MRSC shall make the MRSC Rosters and associated applications and qualifications for each available to the Public Agency by providing it with a user name and password for access to MRSC's online database MRSC Rosters.

4. Compensation of Businesses. The Public Agency shall be independently responsible for payments to any business that is selected as a result of its use of MRSC Rosters. The Public Agency shall make all such payments directly to the businesses selected by the Public Agency.

5. Effective Date and Term. This Contract shall be effective for a period of one year as of the publication date for the first MRSC biannual advertisement in January or June after the signing of the membership contract by both parties. MRSC will notify the Public Agency of the publication dates of each biannual legal notice the week prior to the publication dates. This Contract may be cancelled by either party as provided in Section 10.

6. Compensation of MRSC. The Public Agency will pay MRSC an annual membership fee based on the Public Agency's total capital expenditures for the most recent complete fiscal year for the services under this Contract or an average of the past 5 years if unusually large projects occurred recently. Total capital expenditures for cities are the total of BARS code lines 594 and 595 and similar BARS codes for other Public Agencies. The amount will be paid in full prior to the publication by MRSC of the first biannual legal notice after the signing of the Contract, which will be either in January or June for the MRSC Rosters, and on the subsequent anniversary dates of the publication date.

Based on the Membership Fee Scale, the Public Agency will pay an annual membership of \$\_\_\_\_\_.

Total Capital Expenditures*	Annual Membership Fee
Less than 5	\$120
5 to 10	\$240
10 to 15	\$360
15 to 25	\$480
25 to 50	\$600
More than 50	\$900

\*Total Capital Expenditures in millions

7. Relationship of Parties. MRSC agrees that it will perform the services under this Contract as an independent contractor and not as an agent, employee, or servant of the Public Agency. Nothing in this Contract shall be construed to render the parties partners or joint venturers.

8. Limitation of MRSC Liability. MRSC shall not be, directly or impliedly, a party to any contract with small works, consulting, or vendor businesses into which the Public Agency may enter as a result of the Public Agency's use of the MRSC Rosters. MRSC does not accept responsibility or liability for the performance of any business used by the Public Agency as a result of its use of the MRSC Rosters.

9. Hold Harmless and Indemnification. Each party shall defend, indemnify, and hold the other party harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising from any negligent act or omission that party's officers, employees, volunteers, and agents in connection with the performance of this Contract.

10. Termination. This Contract may be terminated, with or without cause, by written notice of either party to the other. Termination shall be effective thirty (30) days after written notice. Termination of the contract by the Public Agency does not entitle the Public Agency to a refund of the membership fee prorated as to the time remaining in the contract term following termination.

11. Non-assignment. MRSC shall not subcontract or assign any of the rights, duties, or obligations imposed upon it by this Contract without the prior express written consent of the Public Agency.

12. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington.

13. Authority. Each signatory to this Contract represents that he or she has full and sufficient authority to execute this Contract on behalf of MRSC or the Public Agency, as the case may be, and that upon execution of this Contract it shall constitute a binding obligation of MRSC or the Public Agency, as the case may be.

14. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.

15. Complete Agreement. This Contract constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

16. Public Agency Information. For purposes of Contract administration, the Public Agency provides the following information:

Official Public Agency Name: \_\_\_\_\_

Common Public Agency Name (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

County: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Contact:

Alternative Contact:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

17. Signatures. By signing this Contract, the signatories below certify that they have the authority to enter into this Contract, that they agree to payment of fees in accordance with the stated Public Agency Fee Structure and that they agree that the Public Agency shall be bound by and adhere to the Terms and Conditions stated.

**PUBLIC AGENCY**

**MRSC**

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
MRSC Rosters Manager  
[Title]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Date]

Submit signed contract with annual membership fee to:  
MRSC Rosters  
Municipal Research and Services Center  
2601 Fourth Avenue  
Suite 800  
Seattle, WA 98121-1280

# MRSC Rosters System Comparison

## Portal Homepage

## Business Registration Page

# Business Application First Page (after creation/clicking link)



[Small Works View](#)  
[Public Agency View](#)  
[Common Questions](#)  
[Small Works Instructions](#)

**Logout**  
**Contact MRSC**  
 mscrosters@mrsc.org  
 Phone: 206-625-1300

## Small Works View

### Northern Pacific Constuction Design & Development

**Login Information:**  
 User Name: mike@northpnc.com  
 Password: nrcm!\$8% Update

**Account Status:**  
 Business is searchable by Public Agencies: No  
 Public Agencies who can search for your business: None

**History**  
 Date Account Created: 7/2/2013  
 Email Used: mike@northpnc.com  
 UBI#: 602469246

**Membership Information**  
 Membership Option: Basic

- Submit application when all sections say "YES".

### Small Works Business Application

- Select Public Agency Rosters:  NO
- Contact Information:  NO
- Select Small Works Services:  NO
- Classification & Licenses:  NO
- Insurance & Bonding:  NO
- References:  OPTIONAL
- Additional Office Locations:  OPTIONAL

Detail View - What Public Agencies See

Questions - Email [mscrosters@mrsc.org](mailto:mscrosters@mrsc.org) including Business Name

Ben Test 3
ACCOUNT SETTINGS
FAQ
SUPPORT
LOGOUT

## Welcome to the MRSC Rosters Online Application.

You must provide the following details before you can proceed with the application process. The information you provide here will help determine which Public Information is required to submit your application.

**\* Roster Type**  
 You can select more than one Roster type:

- Small Works  [View Small Works Rosters](#)
- Consultants  [View Consultant Rosters](#)
- Business Type  [View Business Type Rosters](#)

**\* Vendors**  
[View Vendor Rosters](#)

**\* Business Type**  
[View Business Type Rosters](#)

# Public Agency Search Page



[Search Roster](#)  
[Instructions](#)  
[Account Information](#)  
**Logout**

**Contact MRSC**  
 mscrosters@mrsc.org  
 Phone: 206-625-1300

## Aberdeen School District #5 Small Public Works & Consultant Rosters

Select type of roster search

[Small Works Business Category Search](#)

[Small Works Business Alphabetical Search](#)

[Consultant Category Search](#)

[Consultant Alphabetical Search](#)

Ben Test 3
ACCOUNT SETTINGS
FAQ
SUPPORT
LOGOUT

## Select a roster to search

You must provide the following details before you can proceed with the application process. The information you provide here will help determine which Public Information is required to submit your application.

**\* Roster Type**  
 You can select more than one Roster type:

- Small Works  [View Small Works Rosters](#)
- Consultants  [View Consultant Rosters](#)
- Business Type  [View Business Type Rosters](#)

**\* Vendors**  
[View Vendor Rosters](#)

**\* Business Type**  
[View Business Type Rosters](#)



206.436.3798

MRSCRosters.org

MRSCRosters@mrscrosters.org

2601 Fourth Avenue, Suite 800

Seattle, WA 98121-1280

September 1, 2014

Dear Public Agency Member:

We are pleased to announce that MRSC Rosters is launching a new database in December 2014!

The new system will incorporate years of user feedback to offer a more intuitive database with clarified service categories, one business application, multiple service category search, and the addition of the Vendor Roster component for non-public works related service providers. More information about the new system is enclosed and we will email you an invitation for the free upcoming overview webinar.

All Public Agency members will be able to take advantage of the system improvements, but if you would like to use the Vendor Rosters component beginning in January, you will need to submit the enclosed Small Works/Consultant/Vendor Roster Contract by December 1st. There is no extra cost for using the Vendor Roster component, but since not all Agencies have statute authorization to use such a contracting process, MRSC determined use of the Vendor Roster could not be mandatory.

**Your MRSC Rosters membership will not expire until May 1, 2015**, but if you submit the Vendor Roster contract by December 1<sup>st</sup>, you will be able to begin using the Vendor Roster in January rather than waiting to your spring renewal. The change will not affect your expiration date. If you choose not to submit the Vendor Roster contract at this time, your next opportunity would be for the May 2015 renewal.

If you have any questions, please contact me at 206.436.3798 or [ejh@mrsc.org](mailto:ejh@mrsc.org).

Sincerely,

Ellen Hutchinson  
MRSC Rosters Manager

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 09/22/14 Council Business Item:

B. Issue/Topic: **Wilson Auxiliary Dwelling Unit Variance Extension**

C. Sponsor(s):

1. Mike Cassinelli
2. Ryan Crater (City Planner)

D. Background (overview of why issue is before council):

1. Request is for an auxiliary dwelling unit with 140 SF of additional space to accommodate wheelchair access. This variance was approved last year, but due to some unfortunate circumstances the Wilson's were unable to utilize the variance in the time allowed. They are now asking for an extension, please see the attached email.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The City Planner has approved this extension as the regulations have not changed from last year.

F. Impacts:

1. Fiscal: n/a
2. Legal:
3. Personnel: n/a
4. Service/Delivery: n/a

G. Planning Commission:  Recommended  N/A  Public Hearing on

H. Staff Comments:

1. See attached Staff Report

I. Time Constraints/Due Dates: The Wilsons are anxious to begin work on the foundation while there are still some good weather days.

J. Proposed Motion: **I move to approve the variance extension request for Della and James Wilson for 1809 State Route 101 based on the recommendation of the Ilwaco Planning Commission and findings, conclusions and recommendations of the city planner.**

## City Clerk

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**From:** Della Wilson <della\_wilson\_2000@yahoo.com>  
**Sent:** Wednesday, September 10, 2014 10:10 AM  
**To:** clerk@ilwaco-wa.gov  
**Subject:** Extension on Variance

Hi Ariel,

I would like to formally request a one year extension from the Ilwaco City Council on the Variance issued for 1809 State Rte. 101, Ilwaco WA 98624 previously approved by the City Council on October 29, 2013. Due to illnesses of several family members, we are not able to start construction of the ADU before the variance expires. Please let me know if there are any additional forms needed or any questions you may have.

Sincerely,  
Della Wilson  
(425) 746-4952

# STAFF REPORT

**DATE:** OCTOBER 1, 2013  
**TO:** CITY COUNCIL, CITY OF ILWACO  
**CC:** DENISE LOFMAN, DIRECTOR, CREST; FILE  
**FROM:** RYAN E. CRATER, COASTAL PLANNER  
**SUBJECT:** WILSON ANCILLARY DWELLING UNIT (VARIANCE)

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## I. GENERAL INFORMATION

**Applicant:** James and Della Wilson

**Project Address:** 1809 State Route 101, Ilwaco, WA 98624

**Tax Parcel:** 73037013103

**Public Land Survey:** Section 27, Township 10 North, Range 11 West

**Public Notice:** Public notice for the shoreline permit was published on September 18, 2013 with a comment period end date of October 15, 2013.

**SEPA:** Project is exempt from SEPA (WAC 197-11-800).

**Shoreline M Master Program:** The proposed project is located within the jurisdiction of the City of Ilwaco SMP, but is exempt from a Shoreline Development Permit per WAC 173-27-040 (2)(g).

**Critical Areas:** The project is in compliance with the City of Ilwaco Critical Areas Ordinance No. 614.

**Zoning:** R – 4 (Recreational Residential District)

**Comprehensive Plan Designation:** Low Density Residential

**Requested Action:** The applicant is requesting a variance approval to the dimensional standards for the construction of an Auxiliary Dwelling Unit (ADU) of 540 sq. ft. The proposed ADU will exceed the 400 sq. ft. limit stated in Title 15 (Unified Development Ordinance), Chapter 15.04 (Definitions) by 140 square feet. Approval of the project requires a variance approval to exceed the dimensional standard for ADU's.

## II. SITE INFORMATION

**Site Location:** The project site is located approximately one mile east of downtown Ilwaco on Highway 101. The subject property abuts the Wallacut River/Baker Bay on the south side with Hwy 101 located north of site. To get to the property, take highway 101 east from the City of Ilwaco and turn right approximately 500 feet south of Ilwaco Cemetery Road.

**Site Characteristics:** The property currently has a single family residence and a detached pole barn constructed on it. The rest of the property is maintained as a yard and has a single row of vegetation bordering the west property line.



**Adjacent Land Uses:** The project site is adjacent to several residential lots that are approximately one acre in size and are primarily developed for single family residential use. A non-operational RV park is located near the property to the west. The riverward property adjacent to the proposed project site is owned by the Port of Ilwaco.

### III. PROJECT INFORMATION

**Project:** The applicant is requesting to build an ADU that will be 30' x 18' (540 sq. ft.) and will be attached to an existing pole barn. The new addition will also include a separate storage unit on the second floor that will not be accessible from the ADU.

**Project Information:** The proposed project will consist of the following being built on site:

1. Construct a 30' x 18' addition to an existing pole barn. The ground floor of the addition will be used as an ADU. The second floor of the addition will be additional storage for the pole barn and not accessible by the ancillary dwelling unit.

### IV. CITY OF ILWACO ZONING (UNIFIED DEVELOPMENT ORDINANCE – TITLE 15)

**Zoning Designation:** The project site is zoned R-4 (Recreation Residential).

**R-4 (Recreational Residential):** The intent of the R-4 district is to be primarily residential, with recreation and commercial uses that are compatible with a residential area and do not infringe upon residential livability.

**Finding:** The proposed project is for the construction of an ADU and will be attached to an existing pole barn on site. The new addition will also include storage space above the ADU that will be accessed from the pole barn. Chapter 15.44 (Allowed and Restrictive Uses Table) does not list "Auxiliary Dwelling Units" specifically, but it is determined that within residential zoned properties that ADU's are allowed for the sole use of the owner and their family. Additionally, (IMC 15.04 Definitions) states, "Auxiliary dwelling unit" means an additional dwelling unit, including separate kitchen, sleeping, and bathroom facilities, separate from the owner occupied primary residential dwelling unit, on a single-family lot, not to exceed four hundred (400) square feet." It is determined that the proposed project is an allowed use and is consistent with the intent of the R – 4 Zoning regulations. The proposed project is subject to approval under a Variance Request as the ADU will be 140 sq. ft. larger than the allowed dimensional standard listed in Chapter 15.04 (Definitions) of Title 15.

### V. VARIANCE (CHAPTER 15.52 OF TITLE 15)

**Variance Request:** The applicant is requesting a variance to the dimensional standards for ADU's. Auxiliary dwelling units are defined in Section 15.04 (Definitions) of Title 15 as being limited to 400 square feet. The applicant is requesting to build an ADU that is 540 sq. ft., which is 140 sq. ft. larger than allowed. The additional space is need for the applicant's elderly parent who needs to use a wheelchair at times. The additional space will be used to facilitate wheelchair access within the ADU to allow extra space for maneuverability around furniture.

**15.52.060 Criteria to be considered:** Variances will only be granted when the applicant demonstrates that all of the following conditions are met:

A. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district;

**Finding:** The applicant has demonstrated that a special condition/circumstance exists and that the additional space required for the ADU is the minimum necessary. The ADU will be used to accommodate an elderly family member that needs wheelchair access inside of the residence. The additional space is for the maneuverability of wheelchair within the ADU. The proposed project meets this criterion.

B. That literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this title;

**Finding:** The literal interpretation of the provisions of Title 15 would not deprive the applicant of rights commonly enjoyed by other citizens regarding the use of an ADU. The literal interpretation of Title 15 would deprive the applicant the ability to care for an elderly parent by not allowing them to provide accommodations that meets the needs of their elderly parent's current physical needs. The proposed project meets this criterion.

C. That the special conditions and circumstances do not result from the actions of the applicant;

**Finding:** The applicant has not created special conditions or circumstances that result in the need for the approval under a variance request. The applicant is requesting the additional 140 sq. ft. of space to allow their elderly parent maneuverability within the ADU while in a wheelchair. The dimensional standard of 400 sq. ft. is not adequate to allow wheelchair access when considering the placement of common household furniture within the living space. The additional space that has been requested is the minimum necessary to afford relief. The proposed project meets this criterion.

D. That granting of the variance requested will not confer on the applicant any special privilege that is denied by this title to other lands, structures or buildings in the same district; and

**Finding:** The granting of this variance request would not confer on the applicant any special privilege that is not afforded to other citizens under similar circumstances. The additional space requested is reasonable and is the minimum necessary to afford relief from the dimensional standards. The proposed project meets this criterion.

E. That the granting of the variance will be in harmony with the general purpose and intent of this title, will not be injurious to the neighborhood, or otherwise detrimental to public welfare. (Ord. 627 (part), 1999)

**Finding:** The proposed variance request would be in harmony with the general purpose and intent of City's Unified Development Ordinance (Title 15) for R – 4 zoned properties. The proposed project would not be injurious to the neighborhood or be detrimental to public welfare in general. The proposed project site is located on 0.97 acres and is well above the minimum lot size for residential uses allowed within the zone. The intent of the zone is for duplexes and multifamily homes, which mean the parcel, could be broken up into approximately six lots with each having a duplex placed on them. The intent of the zone is for a more dense residential setting and therefore the request for the ADU would not be detrimental or injurious to the neighborhood. The proposed project meets this criterion.



## **VI. REVIEW CRITERIA (PLANNING COMMISSION & CITY COUNCIL)**

### **Planning commission review and recommendation on variances (Title 15.52.080):**

- A. After receiving the city planner's report, the planning commission will consider the criteria listed in Sections 15.52.060A - E above, then make a recommendation on the variance application to the city council.
- B. Every recommendation of the planning commission must be in writing and must include findings of fact and conclusions to support the recommendation.
- C. Recommendations of the planning commission are advisory only.

### **City council review and decision on variances (15.52.090):**

- A. After receiving a recommendation from the planning commission on a variance application and after due notice, the city council will conduct a public hearing on the variance application, at which it will consider the application, related materials, the city planner's report, the planning commission's recommendation, any SEPA determinations, the criteria listed in Sections 15.52.060A—E above, and any comments made at the hearing by the applicant(s), neighboring property owners, and other interested parties.
- B. Following the public hearing, the city council may approve, approve with conditions or deny the variance request.
- C. Every decision made by the city council must include findings of fact and conclusions to support the decision.

## **VII. RECOMMENDATIONS**

### **Suggested Conditions of Approval:**

1. The applicant shall obtain and comply with all applicable federal, state and local permits and requirements.
2. The applicant shall obtain a building permit prior to the construction of the ADU.
3. Applicant shall employ erosion and control methods during the construction of the project.
4. Project shall be constructed as designed and shown on the site plan. Design changes that affect the projects proposed building footprint or square footage beyond that which is approved shall require additional permit review and approval.
5. The ADU shall be for the sole use of the landowner and shall not be rented out as a separate living unit from the primary home. Should future changes to Title 15 allow such use of the ADU, or the property is legally divided separating the primary home on a separate lot, this condition will be considered no longer valid.
6. This variance approval, if not exercised, expires one year after the decision by the city council.



**Suggested Conclusions:**

1. The proposed project meets the variance criteria listed Title 15, Section 15.52.060 (A-B).
2. The proposed project is consistent with the City of Ilwaco Comprehensive Plan.

**Suggested Finding of Facts:**

1. The applicant is James and Della Wilson, 1524 SE 18<sup>th</sup> Street Bellevue, WA 98007
2. The project site is located at 1801 State Route 101, Ilwaco, WA 98624.
3. Proposed ADU will be located on Parcel # 73037013103, which is located in Section 27, Township 10 North, Range 11 West W.M.
4. The proposed project is an allowed use within R – 4 zoning.
5. The project is exempt from a Substantial Development Permit under the City of Ilwaco Shoreline Master Program per WAC 173-27-040 (2) (g).
6. The proposed project is exempt from SEAP review under WAC 197-11-800.
7. The variance request is exempt from SEPA review per Chapter 15.52.010 (C) of Title 15 of the Ilwaco Municipal Code.
8. The proposed project meet the variance review criteria listed in Title 15, Section 15.52.060 (A-B) of the Ilwaco Municipal Code.

**Suggested Permit Review Action:**

City Planner recommends **APPROVAL** of the variance request subject to the suggested conditions of approval above.

**Choice of Action:**

1. Approval of Variance Permit VAR2013-0001.
2. Approve of Variance Permit VAR2013-0001 with additional conditions.
3. Deny the Variance Permit.

***Decisions made by the City of Ilwaco Council are appealable to Pacific County Court per Title 15.08.160 of the Unified Development Ordinance.***

Questions regarding this staff report can be addressed to Ryan E. Crater, (503) 325-0435 ext. 13, or by email at [rcrater@columbiaestuary.org](mailto:rcrater@columbiaestuary.org)

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Ryan E. Crater  
Planner – City of Ilwaco





120 First Avenue North  
PO Box 548 • Ilwaco, WA 98624  
Phone: 360.642.3145  
Fax: 360.642.3155  
info@ilwaco-wa.gov  
www.ilwaco-wa.gov

October 29, 2013

James and Della Wilson  
15214 SE 18<sup>th</sup> St  
Bellevue WA 98007

**Report of Decision: Variance for 1809 State Rte. 101, Ilwaco WA 98624**

Dear Mr. and Mrs. Wilson:

On October 29, 2013, the Ilwaco City Council held a public hearing at their regularly scheduled council meeting. Based on the recommendation of the Ilwaco Planning Commission and the findings, conclusions and recommendations of the city planner, the Ilwaco City Council approved your application for a variance for 1809 State Rte. 101, Ilwaco WA 98624, subject to the following conditions:

1. The applicant shall obtain and comply with all applicable federal, state and local permits and requirements.
2. The applicant shall obtain a building permit prior to construction of the ADU.
3. Applicant shall employ erosion and control methods during the construction of the project.
4. Project shall be constructed as designed and shown on the site plan. Design changes that affect the projects proposed building footprint or square footage beyond that which is approved shall require a new variance.
5. The ADU shall be for the sole use of the landowner and shall not be rented out as a separate living unit from the primary home.
6. The variance approval, if not exercised, expires one year after the decision by the City Council.

If you have any questions regarding these conditions, please contact City Hall at 360-642-3145.

Sincerely,

PJ Kezele  
Deputy City Clerk

Cc: Ryan Crater  
Rick Gray/Gayle Brochard

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates:            Council Workshop:                            Public Hearing: 9/22/14  
   Council Discussion Item: 9/22/14    Council Business Item:

B. Issue/Topic: **Proposed Marijuana Legislation, amendments to Title 15 of IMC**

C. Sponsor(s):

1. Cassinelli
2. Crater

D. Background (overview of why issue is before council):

1. This legislation is the result of Washington State Voters approving I-502 for the Production, Processing and Sale of Recreational Marijuana. As a result, I-502 uses became a legal land use within the state. In response to I-502, the Mayor and City Council directed the City Planner to work with the City Planning Commission to develop land use regulations to be included in Title 15 (Unified Development Ordinance) to control these uses within Ilwaco. The proposed regulations before you have been reviewed and approved by the Planning Commission, City Attorney, Chief of Police, City Planner and were previously reviewed by Council on June 9, 2014. The Planning Commission held two public hearings at their regular scheduled meetings times on January 21<sup>st</sup> and February 18<sup>th</sup>, with no input from the public. The legislation was sent to the Department of Commerce in late June and has met the 60-day notice regulations. Another note is that the current marijuana moratorium will expire on November 12<sup>th</sup>, 2014.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

The intent of the proposed legislation is to combine state law with city code and to properly site recreational marijuana land uses within the City's existing zoning districts. The proposed regulations cite both state law and additional regulations that were necessary to promote the intent of the Ilwaco Comprehensive Plan and the Health, Safety, and Welfare of the City. The proposed regulations are a result of the City Planner working adjacent jurisdictional Planning Departments in both Long Beach and Pacific County during the development process.

The pros to adopting these new and unique regulations are that it provides specific zoning standards for these new uses to site within the city, which will promote economic development, provide new local jobs, and an increase in citizens patronizing existing businesses within the city.

The cons are that these marijuana uses are still considered illegal under federal law and may be seen by some community members as negatively affecting the Health, Safety and Welfare of our City. It should be noted that the November 6, 2012 General Election results showed the citizens of Ilwaco voted 263 to 218 in favor of I-502. The same election results showed that 54.2% of the 10,500 voters approved I-502 in Pacific County as a whole. State election

results showed that out of the 3,095,444 voters who turned out, 55.7% of the voters were in favor of I-502. Since the General Election of 2012, the State has codified marijuana regulations into state law and the Washington State Liquor Control Board has been charged with administering the licensing of these uses.

If the Council has any recommendations for this legislation please let the City Planner know.

F. Impacts:

1. Fiscal: None
2. Legal: The City attorney has reviewed this legislation
3. Personnel:
4. Service/Delivery:

G. Planning Commission:       Recommended     N/A     Public Hearing 9/22/14

H. Time Constraints/Due Dates: The moratorium will expire on November 12<sup>th</sup>, 2014.

I. Proposed Motion: **I move to adopt the ordinance amending Chapter 15 of the Ilwaco Municipal Code and adding the proposed legislation “Part 3 – Zoning, Chapter 15.59 – Marijuana Related Uses.**

**CITY OF ILWACO  
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, AMENDING  
CHAPTER 15 OF THE ILWACO MUNICIPAL CODE AND ADDING NEW  
LEGISLATION PART 3 – ZONING CHAPTER 15.59 MARIJUANA RELATED USES**

**WHEREAS**, Initiative 502 was passed by the voters of the State of Washington in November 2012 providing a framework whereby marijuana producers, processors and retailers can become licensed by the State of Washington; and

**WHEREAS**, under Initiative 502, the Washington State Liquor Control Board (WSLCB) adopted regulations governing the licensing and operation of marijuana producers, processors and retailers on October 16, 2013, and the rules became effective November 16, 2013; and

**WHEREAS**, it is anticipated that the production, processing and retail sales of recreational marijuana may cause an increased risk to health and safety, require increased police and code enforcement activities, and affect the use and enjoyment of surrounding properties without appropriate regulations; and

**WHEREAS**, the City Council deems it to be in the public interest to establish legislation that regulates the production, processing and retail sales of recreational marijuana

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1: A new Chapter of the Ilwaco Municipal Code will be named here as the Chapter 15 Part 3 Zoning Chapter 15.59 Marijuana Relates Uses it is to read as follows:**

**CHAPTER 15.59 CITY OF ILWACO MARIJUANA RELATED USES:**

**15.60.010 Intent.**

The purpose of this chapter is to establish zoning regulations on siting and operating of any structure, activity, or use relating to Marijuana production, processing, and retailing associated with recreational Marijuana licensed facilities in accordance with Title 69 RCW, and subject to the requirements of Chapter 314-55 WAC. The intent of this chapter is to adequately separate such uses that may be incompatible with adjacent land uses by establishing criteria to address public health, safety, and zoning impacts from such uses regulated under this chapter. This chapter is in no way intended to allow activities or uses that are not specifically permitted or licensed by the Washington State Liquor Control Board or otherwise regulated and controlled under the jurisdiction and authority of applicable federal regulations.

### **15.60.020 Definitions.**

The following definitions apply to this chapter specifically, to include those found in section 15.04.020 of Title 15 (Unified Development Ordinance). Additional definitions related to marijuana businesses are contained in WAC 314-55-010 and RCW 69.50.101 as amended.

“Marijuana” or "marihuana" means all parts of the plant Cannabis, whether growing or not, with a THC concentration greater than 0.3 percent on a dry weight basis; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. The term does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.

“Marijuana-Infused Products” means products that contain marijuana or marijuana extracts and are intended for human use.

“Marijuana Processor” means a person licensed by the state liquor control board to process marijuana into useable marijuana and marijuana-infused products, package and label useable marijuana and marijuana-infused products for sale in a retail outlets, and sell useable marijuana and marijuana-infused products at wholesale to marijuana retailers.

“Marijuana Producer” means a person licensed by the state liquor control board to produce and sell marijuana at wholesale to marijuana processors and other marijuana producers.

“Marijuana Retailer” means a person licensed by the state liquor control board to sell useable marijuana and marijuana-infused products.

“Secured greenhouse” means a building or structure constructed of security glass, glasslike or translucent material similar to security glass, which prevents entry upon breakage and/or damage. Greenhouses used for marijuana production shall be viewed as a light industrial structure under the adopted building code for the city.

“Security lighting” means lighting intended to reduce the risk of personal attack, discourage intruders, vandals or burglars, and to facilitate active surveillance of an area by the owner and/or city law enforcement officers.

“Security System” means a professionally installed alarm system with the ability to alert a 24 hour off-site monitoring center having the capability to notify local police and/or 911 dispatch center of security breaches. Security system is also defined under WAC 314-55-083 (2) and (3) as being an “alarm systems” or “surveillance system” and are considered as being included in this definition.

"Useable marijuana" means dried marijuana flowers. The term "useable marijuana" does not include marijuana-infused products.

### **15.60.030 State Licensed Facilities.**

The following regulations apply to marijuana related businesses licensed by the Washington State Liquor Control Board.

- A. Businesses that are licensed to produce, process, or sell marijuana shall be subject to all applicable standards of the City of Ilwaco Unified Development Ordinance (Title 15).
- B. Measures shall be implemented to prevent adverse health and safety effects to persons lawfully present on nearby properties that might be impacted by odors, noise, noxious gases, light, smoke and security.
- C. Outside lighting shall be shielded or positioned to prevent glare impacts to nearby properties.
- D. Security measures set forth in WAC314-55-083 and this chapter must be met prior to the start of operations.
- E. All licensed marijuana production, processing, and retail facilities shall have a security system installed prior to the start of operation in accordance with this chapter and WAC 314-55-083 as amended.
- F. Businesses that are licensed to produce, process, or sell marijuana shall not be located within one thousand feet of the perimeter of the grounds of any of the following entities. The distance shall be measured along the most direct route over or across established public walks, streets, or other public passageway between the proposed building/business locations to the perimeter of the grounds of the entities listed below as defined in WAC 314-55-010.
  - 1. Elementary or secondary school
  - 2. Playground,
  - 3. Recreation center or facility
  - 4. Child care center, including a child care center located in churches;
  - 5. Public
  - 6. Public transit center;
  - 7. Library;
  - 8. Game arcade;
  - 9. Any parcel containing a marijuana retail business.
- G. Businesses that are licensed to produce, process, or sell marijuana are prohibited from locating in zones not identified below for each specific use.
- H. Outdoor Advertising.
  - 1. One sign, not exceeding 1,600 square inches (11.1 square feet) that is visible to the general public from a public right-of-way shall be permitted for advertising purposes. Advertising sign shall be subject to the standards of the Washington State Liquor Control Board and standards/processes under

Chapter 15.45 of the Unified Development Ordinance of Ilwaco (Title 15), whichever is more restrictive.

2. “Minors restricted signs” shall be posted at all marijuana licensed premises.

3. Off premise signage is prohibited.

I. Federal Regulations.

State licensed marijuana producers, processors, and retailers are subject to applicable federal regulations in addition to the regulations of this chapter and those imposed by the Washington State Liquor Control Board. Issuance of a “zoning permit” by the City of Ilwaco under this chapter to operate a state licensed marijuana producer, processor and retailer within city jurisdiction does not constitute an exemption from federal laws nor does it authorize the use of a federally controlled substance regulated under the Controlled Substances Act by the City.

J. Marijuana Licensed Retailer.

State licensed marijuana retailers may locate within the City of Ilwaco pursuant to the following restrictions.

1. Marijuana licensed retail establishments may be permitted with a Conditional Use Permit in the following zoning districts: Core Commercial District (C-1) Zone and Low Density Commercial District (C-2) Zone.

2. Marijuana retailer licensee may sell usable marijuana, marijuana infused products, and marijuana paraphernalia between the hours of 8 a.m. and 8 p.m.

3. A marijuana licensed retailer shall not locate in a building in which a non-conforming retail use has been established in any zone other than those referenced in sub-section (1).

4. A Marijuana licensed retailer shall not be located within 200 feet of the perimeter of the grounds of any lot in a residential zone.

5. Marijuana licensed retailer shall be subject to the following:

a. Outside security lighting shall be installed which fully illuminates building access points such as doors and windows. Security lighting is not to be directed onto public roads or adjacent properties.

b. Storage of usable marijuana and/or products outside of the primary retail building is prohibited.

c. Businesses must front state highways or main streets.

d. Parking areas shall be well lit and contain no benches, tables, or chairs placed on site by the licensee.

e. Marijuana retail stores shall not occupy a residential structure that has been converted into a commercial use where the structure still appears to be a residential home.

K. Marijuana licensed processors.

State licensed marijuana processors may locate within the City of Ilwaco pursuant to the following restrictions.

1. A marijuana licensed processor may be permitted with a Conditional Use Permit in the following zoning districts: Low Density Commercial District (C-2) Zone and Light Industrial District (M-1) Zone.

2. A marijuana licensed processor shall not locate on a site or in a building in which a non-conforming processing use has been established in any zone other than those referenced in sub-section (1) above.

3. A marijuana licensed processor shall not be located within 200 feet of the perimeter of the grounds of any lot in a residential (R) zone.

4. Marijuana licensed process or shall be subject to the following:

a. Outside security lighting shall be installed which fully illuminates building access points such as doors and windows. Security lighting is not to be directed onto public roads or adjacent properties.

b. Storage of usable marijuana and/or products outside of a fully enclosed and secured building is prohibited, except as allowed within an outside storage area during hours of operation.

c. Outside storage areas associated with the processing of marijuana shall be positioned to the back half of the property and be fully enclosed by an eight foot chain-link fence to include privacy screening. The top of the fence shall have three spans of barbed wire strung and spaced equally apart over 12 vertical inches and angled at a 45 degree away from the center (excluding corner posts) on both sides. One spiral wound and clipped at the spiral overlaps shall be placed horizontally along the top of the fence between the two 45 degree angled barbed wire strands. An equivalent alternative may be substituted for chain-link fence with approval of the city planner and chief of police or their designees. Outside storage areas shall be fully illuminated at night during hours of operation when used for temporary storage of marijuana and marijuana products.

d. Marijuana processors shall not occupy a residential structure that has been converted into a commercial use where the structure still appears to be a residential home.

L. Marijuana Licensed Producers.

State licensed marijuana producers may locate within the City of Ilwaco pursuant to the following restrictions.

1. Marijuana licensed producers may be permitted with a Conditional Use Permit in the following zoning districts: Low Density Commercial District (C-2) Zone and Light Industrial District (M-1) Zone.
2. Marijuana licensed producers shall not locate on a site or in a building in which a non-conforming production use has been established in any location or zone other than those referenced in sub-section (1) above.
3. A marijuana licensed producer shall not be located within 200 feet of the perimeter of the grounds of any lot in a residential zone.
4. Marijuana licensed producers shall be subject to the following:
  - a. Outside security lighting shall be installed which fully illuminates building access points such as doors and windows. Security lighting is not to be directed onto public roads or adjacent properties.
  - b. Storage of usable marijuana and/or products outside of a fully enclosed and secured building is prohibited, except as allowed within an outside storage area during hours of operation.
  - c. Outside storage areas associated with the production of marijuana shall be positioned to the back half of the property and be fully enclosed by an eight foot chain-link fence to include privacy screening. The top of the fence shall have three spans of barbed wire strung and spaced equally apart over 12 vertical inches and angled at a 45 degree away from the center (excluding corner posts) on both sides. One spiral wound and clipped at the spiral overlaps shall be placed horizontally along the top of the fence between the two 45 degree angled barbed wire strands. an equivalent alternative may be substituted for chain-link fence, with approval of the city planner and chief of police or their designees. Outside storage areas shall be fully illuminated at night during hours of operation.
  - d. Growing of marijuana shall take place within a fully enclosed secure indoor facility or fully "secured greenhouse". Growing of marijuana outside of a secured indoor facility is prohibited within city limits.

e. Marijuana licensed indoor production facilities shall be limited to 10,000 square feet of production space.

f. Marijuana licensed producers shall not occupy a residential structure that has been converted into a commercial use where the structure still appears to be a residential home.

M. Nuisance Abatement.

In addition to any other available enforcement action, remedy or penalty under Title 15 (Unified Development Ordinance), any violation of this Chapter is declared to be a public nuisance and subject to Chapter 8.18 of Title 8 (Health and Safety) of the Ilwaco Municipal Code.

**15.60.040 Site Security and Approval.**

In additional to all approvals necessary under Title 15 of the Unified Development Ordinance, all marijuana uses shall have site security measures reviewed and approved by the chief of police or designee prior to start of operations. Upon approval by the chief of police or designee, the city planner will issue a certificate of approval for the required security measures. The certificate shall be displayed within the marijuana facility and be readily available for inspection. Security measures shall be inspected annually by the chief of police or designee and a new certificate of approval issued. Security measures to be observed and inspected at time of initial operation and during annual inspections are as follows:

1. Security equipment is operating correctly.
2. Security locks on are on doors and other entrances that allow access into the facility, including all windows.
3. The alarm system is under an active contract for monitoring with an off-site alarm company.
4. Security lighting is operational.
5. Security fencing is intact.

The chief of police shall have the authority to require additional security measures if deemed reasonable to protect the safety and welfare of the city and its citizens. Additional security measures that may be deemed reasonable include, but are not limited to, the following: 1. Additional lighting 2. Security locks, security doors, and security windows.

**15.60.050 Severability.**

If any section, sentence, clause or phrase of this chapter is deemed invalid or unconstitutional by a court of law, such invalidity or unconstitutionality shall not affect the validity or

constitutionality of the remainder of any section, sentence, clause or phrase contained within this chapter and its application to any person or circumstance.

**Section 2.** Publication. This ordinance shall be published by an approved summary consisting of the title.

**Section 3.** Effective Date. This ordinance shall take effect and be in full force and effect immediately upon passage as long as it is approved by a majority plus one of the entire membership of the City Council, as required by RCW 35A.12.130.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF \_\_\_\_\_, 2014.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Ferner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:  
EFFECTIVE:



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www.ilwaco-wa.gov

## **Title 15 – Unified Development Ordinance**

### **Part 3 – Zoning**

#### **Chapter 15.60 – Marijuana Related Uses**

##### **Sections:**

- 15.60.010** Intent
- 15.60.020** Definitions
- 15.60.030** State Licensed Facilities
- 15.60.040** Site Security
- 15.60.050** Severability

##### **15.60.010 Intent.**

The purpose of this chapter is to establish zoning regulations on siting and operating of any structure, activity, or use relating to Marijuana production, processing, and retailing associated with recreational Marijuana licensed facilities in accordance with Title 69 RCW, and subject to the requirements of Chapter 314-55 WAC. The intent of this chapter is to adequately separate such uses that may be incompatible with adjacent land uses by establishing criteria to address public health, safety, and zoning impacts from such uses regulated under this chapter. This chapter is in no way intended to allow activities or uses that are not specifically permitted or licensed by the Washington State Liquor Control Board or otherwise regulated and controlled under the jurisdiction and authority of applicable federal regulations.

##### **15.60.020 Definitions.**

The following definitions apply to this chapter specifically, to include those found in section 15.04.020 of Title 15 (Unified Development Ordinance). Additional definitions related to marijuana businesses are contained in WAC 314-55-010 and RCW 69.50.101 as amended.

“Marijuana” or “marihuana” means all parts of the plant Cannabis, whether growing or not, with a THC concentration greater than 0.3 percent on a dry weight basis; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. The term does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.

"Marijuana-Infused Products" means products that contain marijuana or marijuana extracts and are intended for human use.

"Marijuana Processor" means a person licensed by the state liquor control board to process marijuana into useable marijuana and marijuana-infused products, package and label useable marijuana and marijuana-infused products for sale in a retail outlets, and sell useable marijuana and marijuana-infused products at wholesale to marijuana retailers.

"Marijuana Producer" means a person licensed by the state liquor control board to produce and sell marijuana at wholesale to marijuana processors and other marijuana producers.

"Marijuana Retailer" means a person licensed by the state liquor control board to sell useable marijuana and marijuana-infused products.

"Secured greenhouse" means a building or structure constructed of security glass, glasslike or translucent material similar to security glass, which prevents entry upon breakage and/or damage. Greenhouses used for marijuana production shall be viewed as a light industrial structure under the adopted building code for the city.

"Security lighting" means lighting intended to reduce the risk of personal attack, discourage intruders, vandals or burglars, and to facilitate active surveillance of an area by the owner and/or city law enforcement officers.

"Security System" means a professionally installed alarm system with the ability to alert a 24 hour off-site monitoring center having the capability to notify local police and/or 911 dispatch center of security breaches. Security system is also defined under WAC 314-55-083 (2) and (3) as being an "alarm systems" or "surveillance system" and are considered as being included in this definition.

"Useable marijuana" means dried marijuana flowers. The term "useable marijuana" does not include marijuana-infused products.

#### **15.60.030 State Licensed Facilities.**

The following regulations apply to marijuana related businesses licensed by the Washington State Liquor Control Board.

- A. Businesses that are licensed to produce, process, or sell marijuana shall be subject to all applicable standards of the City of Ilwaco Unified Development Ordinance (Title 15).

- B. Measures shall be implemented to prevent adverse health and safety effects to persons lawfully present on nearby properties that might be impacted by odors, noise, noxious gases, light, smoke and security.
- C. Outside lighting shall be shielded or positioned to prevent glare impacts to nearby properties.
- D. Security measures set forth in WAC314-55-083 and this chapter must be met prior to the start of operations.
- E. All licensed marijuana production, processing, and retail facilities shall have a security system installed prior to the start of operation in accordance with this chapter and WAC 314-55-083 as amended.
- F. Businesses that are licensed to produce, process, or sell marijuana shall not be located within one thousand feet of the perimeter of the grounds of any of the following entities. The distance shall be measured along the most direct route over or across established public walks, streets, or other public passageway between the proposed building/business locations to the perimeter of the grounds of the entities listed below as defined in WAC 314-55-010.
  - 1. Elementary or secondary school
  - 2. Playground,
  - 3. Recreation center or facility
  - 4. Child care center, including a child care center located in churches;
  - 5. Public
  - 6. Public transit center;
  - 7. Library;
  - 8. Game arcade;
  - 9. Any parcel containing a marijuana retail business.
- G. Businesses that are licensed to produce, process, or sell marijuana are prohibited from locating in zones not identified below for each specific use.
- H. Outdoor Advertising.
  - 1. One sign, not exceeding 1,600 square inches (11.1 square feet) that is visible to the general public from a public right-of-way shall be permitted for advertising purposes. Advertising sign shall be subject to the standards of the Washington State Liquor Control Board and standards/processes under Chapter 15.45 of the Unified Development Ordinance of Ilwaco (Title 15), whichever is more restrictive.

2. "Minors restricted signs" shall be posted at all marijuana licensed premises.
3. Off premise signage is prohibited.

I. Federal Regulations.

State licensed marijuana producers, processors, and retailers are subject to applicable federal regulations in addition to the regulations of this chapter and those imposed by the Washington State Liquor Control Board. Issuance of a "zoning permit" by the City of Ilwaco under this chapter to operate a state licensed marijuana producer, processor and retailer within city jurisdiction does not constitute an exemption from federal laws nor does it authorize the use of a federally controlled substance regulated under the Controlled Substances Act by the City.

J. Marijuana Licensed Retailer.

State licensed marijuana retailers may locate within the City of Ilwaco pursuant to the following restrictions.

1. Marijuana licensed retail establishments may be permitted with a Conditional Use Permit in the following zoning districts: Core Commercial District (C-1) Zone and Low Density Commercial District (C-2) Zone.

2. Marijuana retailer licensee may sell usable marijuana, marijuana infused products, and marijuana paraphernalia between the hours of 8 a.m. and 8 p.m.

3. A marijuana licensed retailer shall not locate in a building in which a non-conforming retail use has been established in any zone other than those referenced in sub-section (1).

4. A Marijuana licensed retailer shall not be located within 200 feet of the perimeter of the grounds of any lot in a residential zone.

5. Marijuana licensed retailer shall be subject to the following:

a. Outside security lighting shall be installed which fully illuminates building access points such as doors and windows. Security lighting is not to be directed onto public roads or adjacent properties.

b. Storage of usable marijuana and/or products outside of the primary retail building is prohibited.

- c. Businesses must front state highways or main streets.
- d. Parking areas shall be well lit and contain no benches, tables, or chairs placed on site by the licensee.
- e. Marijuana retail stores shall not occupy a residential structure that has been converted into a commercial use where the structure still appears to be a residential home.

K. Marijuana licensed processors.

State licensed marijuana processors may locate within the City of Ilwaco pursuant to the following restrictions.

1. A marijuana licensed processor may be permitted with a Conditional Use Permit in the following zoning districts: Low Density Commercial District (C-2) Zone and Light Industrial District (M-1) Zone.
2. A marijuana licensed processor shall not locate on a site or in a building in which a non-conforming processing use has been established in any zone other than those referenced in sub-section (1) above.
3. A marijuana licensed processor shall not be located within 200 feet of the perimeter of the grounds of any lot in a residential (R) zone.
4. Marijuana licensed processor shall be subject to the following:
  - a. Outside security lighting shall be installed which fully illuminates building access points such as doors and windows. Security lighting is not to be directed onto public roads or adjacent properties.
  - b. Storage of usable marijuana and/or products outside of a fully enclosed and secured building is prohibited, except as allowed within an outside storage area during hours of operation.
  - c. Outside storage areas associated with the processing of marijuana shall be positioned to the back half of the property and be fully enclosed by an eight foot chain-link fence to include privacy screening. The top of the fence shall have three spans of barbed wire strung and spaced equally apart over 12 vertical inches and angled at a 45 degree away from the center (excluding corner posts) on both sides. One spiral wound and clipped at the spiral overlaps shall be placed horizontally along the top of the fence between the two 45 degree angled barbed wire strands. An

equivalent alternative may be substituted for chain-link fence with approval of the city planner and chief of police or their designees. Outside storage areas shall be fully illuminated at night during hours of operation when used for temporary storage of marijuana and marijuana products.

d. Marijuana processors shall not occupy a residential structure that has been converted into a commercial use where the structure still appears to be a residential home.

L. Marijuana Licensed Producers.

State licensed marijuana producers may locate within the City of Ilwaco pursuant to the following restrictions.

1. Marijuana licensed producers may be permitted with a Conditional Use Permit in the following zoning districts: Low Density Commercial District (C-2) Zone and Light Industrial District (M-1) Zone.

2. Marijuana licensed producers shall not locate on a site or in a building in which a non-conforming production use has been established in any location or zone other than those referenced in sub-section (1) above.

3. A marijuana licensed producer shall not be located within 200 feet of the perimeter of the grounds of any lot in a residential zone.

4. Marijuana licensed producers shall be subject to the following:

a. Outside security lighting shall be installed which fully illuminates building access points such as doors and windows. Security lighting is not to be directed onto public roads or adjacent properties.

b. Storage of usable marijuana and/or products outside of a fully enclosed and secured building is prohibited, except as allowed within an outside storage area during hours of operation.

c. Outside storage areas associated with the production of marijuana shall be positioned to the back half of the property and be fully enclosed by an eight foot chain-link fence to include privacy screening. The top of the fence shall have three spans of barbed wire strung and spaced equally apart over 12 vertical inches and angled at a 45 degree away from the center (excluding corner posts) on both sides. One spiral wound and clipped at the spiral overlaps shall be placed horizontally along the top of

the fence between the two 45 degree angled barbed wire strands. an equivalent alternative may be substituted for chain-link fence, with approval of the city planner and chief of police or their designees. Outside storage areas shall be fully illuminated at night during hours of operation.

d. Growing of marijuana shall take place within a fully enclosed secure indoor facility or fully "secured greenhouse". Growing of marijuana outside of a secured indoor facility is prohibited within city limits.

e. Marijuana licensed indoor production facilities shall be limited to 10,000 square feet of production space.

f. Marijuana licensed producers shall not occupy a residential structure that has been converted into a commercial use where the structure still appears to be a residential home.

M. Nuisance Abatement.

In addition to any other available enforcement action, remedy or penalty under Title 15 (Unified Development Ordinance), any violation of this Chapter is declared to be a public nuisance and subject to Chapter 8.18 of Title 8 (Health and Safety) of the Ilwaco Municipal Code.

**15.60.040 Site Security and Approval.**

In additional to all approvals necessary under Title 15 of the Unified Development Ordinance, all marijuana uses shall have site security measures reviewed and approved by the chief of police or designee prior to start of operations. Upon approval by the chief of police or designee, the city planner will issue a certificate of approval for the required security measures. The certificate shall be displayed within the marijuana facility and be readily available for inspection. Security measures shall be inspected annually by the chief of police or designee and a new certificate of approval issued. Security measures to be observed and inspected at time of initial operation and during annual inspections are as follows:

1. Security equipment is operating correctly.
2. Security locks on are on doors and other entrances that allow access into the facility, including all windows.
3. The alarm system is under an active contract for monitoring with an off-site alarm company.

4. Security lighting is operational.

5. Security fencing is intact.

The chief of police shall have the authority to require additional security measures if deemed reasonable to protect the safety and welfare of the city and its citizens. Additional security measures that may be deemed reasonable include, but are not limited to, the following: 1. Additional lighting 2. Security locks, security doors, and security windows.

**15.60.050 Severability.**

If any section, sentence, clause or phrase of this chapter is deemed invalid or unconstitutional by a court of law, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remainder of any section, sentence, clause or phrase contained within this chapter and its application to any person or circumstance.

PLANNERS FINALE DRAFT

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 2/24/14, 9/22/14 Council Business Item:

B. Issue/Topic: **First Avenue North Sewer Improvement and Brumbach Overlay Project**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. The available project funds were provided by a Department of Ecology loan totaling \$969,572 and a Transportation Improvement Board grant of \$150,692 along with \$7,931 of city funds. To fund additional costs related to an archeological find, the city had approved a change order for \$4,033.
2. The project occurred during the summer/fall of 2013.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. Gray & Osborne has recommended the City accept the First Avenue North Sewer Improvement and Brumbach Overlay project as complete and a final voucher was submitted.
2. At their February meeting the Council requested that warranty work on the pavement be completed before accepting the project.
3. The warranty work has been completed and the Washington State Department of Transportation has confirmed that they are accepting the paving.

F. Impacts:

1. Fiscal: A summary is provided of the costs versus funding and costs versus contracts for engineering/cultural monitoring and construction.
2. Legal: The attorney has not been requested to review.
3. Personnel: n/a
4. Service/Delivery: n/a

G. Planning Commission:  Recommended  N/A  Public Hearing on

H. Staff Comments:

1. None

I. Time Constraints/Due Dates: Retainage cannot be released until 60 days have passed from the project acceptance and releases have been authorized by the appropriate state agencies.

**J. Proposed Motion: I move to accept the First Avenue North Sewer Improvement and Brumbach Overlay project as complete and authorize the mayor to execute the Final Contract Voucher Certificate and proceed with project close out.**





**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

February 7, 2014

Mayor Mike Cassinelli  
City of Ilwaco  
P.O. Box 548  
Ilwaco, Washington 98624

**SUBJECT: PROJECT ACCEPTANCE AND RELEASE OF RETAINAGE,  
1<sup>ST</sup> AVENUE NORTH SEWER IMPROVEMENT AND  
BRUMBACH OVERLAY PROJECT  
CITY OF ILWACO, PACIFIC COUNTY, WASHINGTON  
G&O #13458.00 & #11428.00**

Dear Mayor Cassinelli:

This letter provides the City with guidance regarding accepting the project as complete, and release of the retainage bond.

**1. FINAL CONTRACT VOUCHER**

We have enclosed the partially executed Final Contract Voucher for this project.

Please sign the enclosed "Final Contract Voucher" and forward a copy to the contractor and Gray & Osborne, Inc.

**2. PROJECT COMPLETION ACCEPTANCE**

The project has been completed in compliance with the Contract and the contractor has been made aware of the following warranty items:

1. Install centerline and edge sealant (see attached e-mail dated November 5, 2013). Edge sealing is included in Bid Item 14, HMA Cl. 1/2" PG 58-22.
2. Repair asphalt patch at the meter vault. The edges of the patch that was repaired in mid-October 2013 are raveling and the quality of the workmanship is not acceptable to the City or WSDOT. The City has brought this issue to the attention of the paving contractor.



Mayor Mike Cassinelli  
February 7, 2014  
Page 2

3. Repair the bump in the transition on the north side of the northbound lane. The City has brought this issue to the attention of the paving contractor.

We therefore recommend the City accept the project as complete.

Affidavits of Wage Paid forms for the prime contractor and subcontractor are attached to this letter and the affidavit numbers for each subcontractor have been entered on the Notice of Completion form. Attached for your use is a draft "Notice of Completion of Public Works Contract" form. We have also e-mailed this form to you for your use.

After the City has accepted the project as complete and filled in the date of acceptance on the "Notice of Completion of Public Works Contract" form, the City needs to forward the "Notice of Completion of Public Works Contract" form to the Washington State Department of Revenue, the Washington State Department of Labor and Industries, and the Washington State Employment Security Department.

### **3. RELEASE OF RETAINAGE**

The retainage bond should be released to the contractor contingent upon the following requirements being fulfilled:

1. Sixty days have elapsed since the date of project acceptance as indicated in the City Council meeting minutes.
2. The City receives the Washington State Department of Revenue "Certificate of Payment of State Excise Taxes by Public Works Contractor" (RCW 60.28).
3. The City receives the "Certificate of Payment of Contribution Penalties and Interest on Public Works Contract" from the Washington State Employment Security Department.
4. There are no claims or liens filed for labor and materials furnished on this Contract.
5. The City receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.



Mayor Mike Cassinelli  
February 7, 2014  
Page 3

Please contact the undersigned if you have any questions or concerns regarding these matters.

Very truly yours,

GRAY & OSBORNE, INC.

Nancy E. Lockett, P.E.

NEL/hhj

Encl.

cc: Rognlin's, Inc.  
Mr. Chuck Dompier, Resident Inspector, Gray & Osborne, Inc.  
Mr. David Dougherty, Washington State Department of Ecology  
Mr. Clint Ritter, P.E., Washington State Transportation Improvement Board

# Final Contract Voucher Certificate

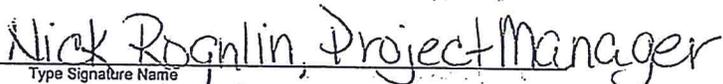
Contractor <b>Rognlins Inc.</b>			
Street Address <b>321 W. State</b>			
City <b>Aberdeen</b>	State <b>WA</b>	Zip <b>98520</b>	Date <b>1/15/14</b>
Project Number (Owner)			
Job Description (Title) <b>1<sup>st</sup> Avenue N Sewer Improvement and Brumbach Avenue Overlay</b>			
Date Work Physically Completed <b>12/3/13</b>		Final Amount <b>\$913,635.83</b>	

### Contractor's Certification

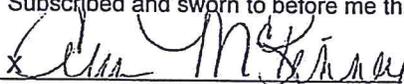
I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Ilwaco (Owner) nor have I rented or purchased any equipment or materials from any employee of the City of Ilwaco (Owner); I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Ilwaco (Owner) for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Ilwaco (Owner) from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.

**ANN M. MCKINNEY**  
 NOTARY PUBLIC  
 STATE OF WASHINGTON  
 My Commission Expires Oct. 10, 2017

  
 Contractor Authorized Signature Required

  
 Type Signature Name

Subscribed and sworn to before me this 29<sup>th</sup> day of January 20 14

 Notary Public in and for the State of Washington

Residing at Aberdeen, WA

### (Owner) Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct. Approved Date \_\_\_\_\_

X  Project Engineer
   
 X \_\_\_\_\_ City of Ilwaco (Owner)

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Ilwaco (Owner) for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

**PROGRESS ESTIMATE NO. 5  
DECEMBER 17, 2013**

CITY OF ILWACO  
PACIFIC COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
OCTOBER 20, 2013 TO DECEMBER 17, 2013

PROJECT:  
CITY OF ILWACO  
FIRST AVENUE NORTH SEWER IMPROVEMENT PROJECT  
AND BRUMBACH AVENUE OVERLAY  
G&O JOB NUMBER #13458 & #11428

CONTRACTOR:  
ROGLIN'S, INC.  
321 WEST STATE STREET  
ABERDEEN, WA 98520

**SUMMARY AND DISTRIBUTION OF PAYMENTS**

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL EARNED PER PERIOD	SALES TAX		MATERIALS ON HAND	CONTRACTOR HAS RETAINAGE BOND	TOTAL PAYMENT
			RATE (SCH. A ONLY)	SALES TAX AMOUNT			
1.	JULY 10, 2013 TO JULY 26, 2013	\$118,109.00	7.80%	\$8,233.60	\$0.00	\$0.00	\$126,342.60
2.	JULY 27, 2013 TO AUGUST 22, 2013	\$280,784.90	7.80%	\$13,773.12	\$0.00	\$0.00	\$294,558.02
3.	AUGUST 23, 2013 TO SEPTEMBER 24, 2013	\$267,735.10	7.80%	\$20,785.84	\$0.00	\$0.00	\$288,520.94
4.	SEPTEMBER 25, 2013 TO OCTOBER 19, 2013	\$181,279.63	7.80%	\$14,041.14	\$0.00	\$0.00	\$195,320.77
5.	OCTOBER 20, 2013 TO DECEMBER 17, 2013	\$8,250.00	7.80%	\$643.50	\$0.00	\$0.00	\$8,893.50
<b>TOTAL:</b>		<b>\$856,158.63</b>		<b>\$57,477.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$913,635.83</b>