



**CITY OF NAPAVINE PLANNING COMMISSION MEETING
Monday – April 1, 2024 – 6:00 PM**

Deborah Graham,
Position 1

Amy Hollinger
Position 2

Arnold Haberstroh,
Position 3

Amy Morris
Position 4

Scott Collins
Position 5

Bryan Morris
PW/CD Director

- I. PLEDGE OF ALLEGIANCE**
- II. INVOCATION**
- III. CALL TO ORDER**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – As Presented**
- VI. APPROVAL OF MINUTES**
 - 1) Planning Commission Meeting– March 18, 2024**
- VII. NEW BUSINESS**
 - 1) Ordinance 639 – Interim Hearing Examiner – Review**
- VIII. CONSIDERATION**
- IX. CITIZEN COMMENT**
- X. GOOD OF THE ORDER**
- XI. ADJOURNMENT**

**Planning Commission Meeting is held in person and via
Teleconference.**

Teleconference Information

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

Access code: 8460198

To join the online meeting:

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

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

City Website
www.cityofnapavine.com



NAPAVINE PLANNING COMMISSION MINUTES
March 18, 2024 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Director Morris.

CALL TO ORDER:

Commissioner Haberstroh opened the regular Planning Commission meeting to order at 6:02 PM

ROLL CALL:

Planning Commission present: **Commissioner Collins, Commissioner Haberstroh, and Commissioner Morris.** **Commissioner Collins** motioned to excuse **Commissioner Graham and Commissioner Hollinger**, seconded by **Commissioner Morris**. **Vote on Motion 2 aye, 0 nay.**

APPROVAL OF AGENDA – As presented:

Commissioner Collins motioned to approve the agenda as presented, seconded by **Commissioner Morris**. **Vote on motion 2 aye, 0 nay.**

APPROVAL OF MINUTES:

Commissioner Morris motioned to approve minutes from the **Planning Commission Meeting on March 4, 2024**, seconded by **Commissioner Collins**. **Vote on motion 2 aye and 0 nay.**

OLD BUSINESS:

COMPLETE STREETS POLICY (ORDINANCE)

Executive Assistant Katie Williams explained that after further research she didn't make any changes to the ordinance as discussed at the last meeting because this ordinance will not require anything above and beyond what the city already does. The council approves the 6- year traffic plan yearly, and this policy follows the 6-year traffic plan.

Director Morris would like more involvement/input with the 6-year traffic plan, would like to review the plan with the Planning commission prior to going to council for approval yearly.

Commissioner Haberstroh is reluctant to pass this because once it's passed and adopted, they (city) can take it out of the Planning Commissions control, like they did with the Hearing Examiner. So, there is no guarantee that the Planning Commission will have input on this 6 months from now.

Commissioner Collins agrees with Commissioner Haberstroh, and what is the criteria of when things go to the Hearing Examiner? It becomes uncomfortable when things get taken out of the hands of the people that know the city and it's not just a set of numbers.

Executive Assistant Katie Williams stated that when we first discussed it with the consultant for future grants, Bryan was asking about sidewalks on Branch CT, versus maintenance and safety on crosswalks. The consultant said we can either make sure the maintenance and safety are addressed on crosswalks and small jobs or go for full sidewalks on certain areas if that is what we desire. Because it ultimately must be shown on the 6-year traffic plan. If sidewalks on Branch CT are not addressed on the 6-year traffic plan, it wouldn't be a requirement for this ordinance.

Citizen Ron Johnson asked if small jobs would be required to do the existing upgrades, would they have to pay that cost?

Director Morris stated that the city has not paid for one project. It is either done by large developments or grants. But the city will not qualify for future grants if we don't adopt this ordinance.

Citizen Jerry Nixon recommended reaching out to the two cities that were used as examples and ask them what any issues they have with the code they are following.

Executive Assistant Katie Williams stated that Ocean Shores has grown immensely, and their plan was adopted in 2012, and Castle Rock was in 2017. Ocean Shores doesn't have sidewalks on every new house they have built that isn't in a defined small community.

Planning Commission requested the following changes below.

Exceptions number (6) In instances where a documented exception is reviewed by the Planning Commission and approved by Council.

Best Practice Criteria Section should read "After being reviewed by the Planning Commission, council shall modify, develop and adopt....."

Commissioner Morris motioned to approve the Complete Streets Policy (Ordinance) with the amendments specified above, seconded by Commissioner Collins. Vote on motion 2 aye, 0 nay.

ADJOURNMENT 6:41 pm

Commissioner Morris motioned to adjourn, seconded by Commissioner Collins. Vote 2 aye, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/2RlqrZ5pgF>.

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

CITY OF NAPAVINE, WASHINGTON
ORDINANCE NO. 639

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

RECITALS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, the City Council will conduct a public hearing, within 60 days of the passage of this ordinance, on Tuesday, February 28, 2023, at 6:00 pm regarding the Interim Zoning Controls; and

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

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

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

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

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

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

Section 2. **Public Hearing.** The City Clerk is hereby authorized and directed to schedule a public hearing on the moratorium to be held on February 28th, 2023, or within 60 days of adoption of this ordinance, and to provide notice of said hearing in accordance with applicable standards and procedures.

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

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

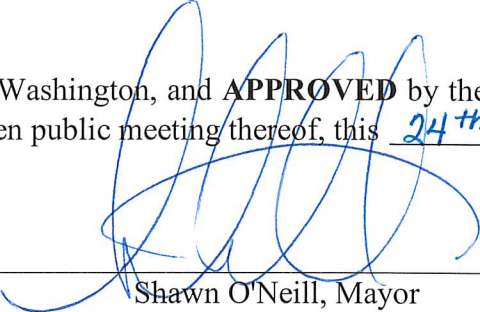
Section 5. **Work Plan.** During the interim zoning period, City staff will study the issues concerning hearing examiners and include that work with the ongoing development code update. Staff will prepare a draft ordinance, and conduct the public review process, including public hearings before the City’s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

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

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

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

PASSED by the Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this 24th day of January, 2023.



Shawn O'Neill, Mayor

Attest:



Rachelle Denham, City Clerk

Approved as to form:

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

Approved Reading: 1/24 /2023
Publication Date: 2/1 /2023
Effective Date: 2/6 /2023



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

January 24, 2023, 6:00 P.M.

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

CALL TO ORDER:

Mayor Shawn O’Neill called regular city council meeting to order at 6:00 pm.

INVOCATION:

Invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O’Neill Mayor, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, and Duane Crouse Councilor #5.

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

ROLL CALL

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Excuse Brian Watson Councilor #1 |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried: 4 aye and 0 nay. | |

CONSENT/APPROVAL OF AGENDA

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Approval of Agenda- As Presented |
| SECONDED: | Don Webster | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried: 4 aye and 0 nay. | |

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Approval of Minutes - Regular Council Meeting, on January 10, 2023 |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried: 4 aye and 0 nay. | |

APPROVAL OF MINUTES FROM PUBLIC HEARING 2023-2028 NAPAVINE SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Approval of Minutes – Public Hearing Meeting on January 10, 2023 |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried: 4 aye and 0 nay. | |

APPROVAL OF MINUTES FROM WORKSHOP TRANSPORTATION BENEFIT DISTRICT

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Approval of Minutes – Public Hearing Meeting on January 10, 2023 |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried: 4 aye and 0 nay. | |

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to council and operations are normal.

Rachelle Denham – City Clerk

- Reminded council about the Public Officials Liability Training being held on Thursday, January 26th at 5:30 pm. Report in writing.

Bryan Morris - PW/CD Director

- The high school class just did the City of Napavine vinyl lettering on his pickup for \$50 and it turned out great. Currently has spent around \$800 on the baseball field concession stand vandalism repairs. Report in writing.

Michelle Whitten – Treasurer

- The budget is looking great for 2023 so far.

Lacie Dewitt – Court Administrator

- Report in writing.

Shawn O’Neill – Mayor

- The city has been approached by the City of Toledo for court services. Shawn informed council that this is something being worked on and when finalized it will be presented to our council for action. Rachelle and Michelle provided some clarification to information they have. Napavine HS Football team was recognized at the County.

Heather Stewart – Councilor #4

- Councilor Stewart complimented the picture of the boys. John Anders takes the school sport pictures and does a great job.

Duane Crouse – Councilor #5

- Flood Authority Meeting was scheduled but was unable to attend.

NEW BUSINESS

VOUCHERS- M. WHITTEN

The following voucher/warrants/electronic payments are approved for payment:

| | | | | |
|-----------------------|------------|-----------|-------------------|--------------------------|
| Accounts Payable | 88 | 36 | 78,060.79 | 38012,38015-38049 |
| Payroll Vendors | 1 | 1 | 228.00 | 38014 |
| Electronic Payments | 6 | 6 | 7,788.63 | eft230101-03,06-08 |
| Electronic Payroll | 2 | 2 | 12,177.69 | eft202304-05 |
| ACH Direct Deposit | 15 | 15 | 29,006.11 | Direct Deposit 1/20/2023 |
| Total Vouchers | 112 | 60 | 127,261.22 | |

VOID Check 38013

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Ivan Wiediger | Motion: Approval of the Vouchers dated January 24, 2023 Second Council Meeting |
| SECONDED: | Heather Stewart | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

ORDINANCE 639 ADOPTING INTERIM LAND USE REGULATIONS & OFFICIAL CONTROLS PROVIDING FOR USE OF A HEARING EXAMINER

ORDINANCE NO. 639

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

| | | |
|--|--------------------------------------|-------------------------|
| MOVED: | Duane Crouse | Motion: Approve Ord 639 |
| SECONDED: | Heather Stewart | |
| <i>Discussion: Councilor Stewart ask Director Morris for his opinion on the Hearing Examiner Process. Bryan stated he is torn and that he agrees due to the liability side it's the way the city should go, limits risk for the city being sued. Allen Unzelman is a land use attorney and has experience with this type of work. Bryan doesn't like that it no longer will involve Planning and Council. Rachelle clarified information about the meeting that took place with department heads and Allen exploring this process. Rachelle stated that Bryan still has an obligation to inform the council and mayor of projects that are coming into the city. *Continued conversation took place between council and staff.</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

HEARING EXAMINER CONTRACT

| | | |
|----------------------------------|--------------------------------------|---|
| MOVED: | Don Webster | Motion: Approve Hearing Examiner Contract |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

SET PUBLIC HEARING DATE FOR ORDINANCE 639

| | | |
|----------------------------------|--------------------------------------|---|
| MOVED: | Ivan Wiediger | Motion: Set Public Hearing Date for February 28, 2023 at 6:00pm |
| SECONDED: | Duane Crouse | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

CITIZEN COMMENTS – NON-AGENDA ITEMS: none

ADJOURNMENT:

| | | |
|--|--------------------------------------|---------------------------------------|
| MOVED: | Ivan Wiediger | Motion: To Adjourn – Close of Meeting |
| SECONDED: | Duane Crouse | |
| <i>Discussion: Meeting Adjourned at 6:37p.m.</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/3e4W0qCxIM>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE PLANNING COMMISSION MINUTES
February 6, 2023 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

Public Hearing: Ordinance #645 Transportation Benefit District

Commissioner Graham opened the public hearing at 6:00 PM

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

Commissioner Graham closed the Public Hearing at 6:02 PM.

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Commissioner Collins. Commissioner Hollinger requested a moment of silence for those suffering mental illness in the community.

CALL TO ORDER:

Commissioner Graham opened the regular Planning Commission meeting to order at 6:02 PM

ROLL CALL:

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

APPROVAL OF AGENDA – As presented:

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

APPROVAL OF MINUTES:

Commissioner Morris motioned to approve minutes from the Planning Commission Meeting on January 17, 2023, seconded by Commissioner Collins. Vote on motion 3 aye and 0 nay.

OLD BUSINESS:

Public Hearing – Ordinance #645 Transportation Benefit District

Commissioner Collins asked if there has been anymore discussion on this. Director Morris told him no, just the workshop.

Commissioner Collins motioned to forward Ordinance 645 Transportation Benefit District on to City Council for approval, seconded by Commissioner Hollinger. Vote on motion 3 aye, 0 nay.

CONSIDERATION:

Review NMC 12.04.060- New Residential Subdivision Streets

Director Morris read off the code and reviewed it with the Planning Commission.

Discussion was had on clarifying/simplifying sections of the code, especially multi-family, sidewalks, no sidewalks, what triggers curbs, gutters, sidewalks, etc... Director Morris told Planning Commission to provide some feedback at the next meeting, maybe drive around different parts of the town, brainstorm what they want to see the future and how it applies to this section of the code.

Commissioner Morris asked Director Morris what exactly the job will be of the Planning Commission now that the city switched to a hearing examiner. Director Morris stated it will consist of full authority of codes, comp plan, zoning, etc.. Changing the codes to fit the needs and vision of what the planners see for the future. Hearing Examiner is a third party, so they must follow the codes that planning creates.

GOOD OF THE ORDER:

Commissioner Graham reminded everyone that the next meeting will be on Tuesday February 21, 2023.

ADJOURNMENT 7:03 pm

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

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/OfBPOA6NIX> .

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson



NAPAVINE CITY COUNCIL MINUTES

PUBLIC HEARING – Ord 639 Interim Land Use Regulations & Official Controls Providing for Use of a Hearing Examiner

February 28, 2023 - 6:00 P.M.

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

CALL TO ORDER:

Mayor Shawn O’Neill called the public hearing of Ord 639 Interim Land Use Regulations & Official Controls Providing for Use of a Hearing Examiner to order 6:00 pm.

INTRODUCTION:

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

PURPOSE OF HEARING:

To invite testimony from the community members and the public, regarding Ord 639 Interim Land Use Regulations & Official Controls Providing for Use of a Hearing Examiner before the Council. The Council will hear testimony from persons present who wish to speak for, against or neither for or against Ord 639 Interim Land Use Regulations & Official Controls Providing for Use of a Hearing Examiner, any questions, please direct them to the mayor and he will direct staff and our Council members who may have the answers to address the question. Mayor would like to keep discussion to a minimum.

PROCEDURE:

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

- Your Name
- Your Address
- Who you represent

Opened Public Hearing:

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

No community members or general public testified to the Council. No council action was taken during the regular council meeting on February 28, 2023.

Closing of Public Hearing:

Mayor Shawn O’Neill announced, all testimony having been taken, the public hearing on Ord 639 Interim Land Use Regulations & Official Controls Providing for Use of a Hearing Examiner is now closed ending time 6:02 pm.

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

March 14, 2023, 6:00 P.M.

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

CALL TO ORDER:

Mayor Shawn O’Neill called regular city council meeting to order at 6:02 pm directly following a Public Hearing on Ord 645 Establishing a Transportation Benefit District.

INVOCATION:

Invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O’Neill Mayor, Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, and Duane Crouse Councilor #5.

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

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

CONSENT/APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETING

| | | |
|----------------------------------|--------------------------------------|---|
| MOVED: | Brian Watson | Motion: Approval of Minutes - Regular Council Meeting, on February 28, 2023 |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried: 4 aye and 0 nay. | |

APPROVAL OF MINUTES FROM PUBLIC HEARING ORD 639 ESTABLISHING A HEARING EXAMINER MEETING

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Ivan Wiediger | Motion: Approval of Minutes – Public Hearing Ord 639 Meeting, on February 28, 2023 |
| SECONDED: | Don Webster | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried: 4 aye and 0 nay. | |

PRESENTATION: Economic Alliance of Lewis County shared their “Year in Review”. Richard Debolt and Dolly Tardiff shared some highlights of 2022 and what 2023 may look like along with a brief legislative update. Handouts were provided for upcoming programs they will be hosting.

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Report in writing - operations are normal. The new patrol car is coming.

Rachelle Denham – City Clerk

- Report in writing.

Bryan Morris - PW/CD Director

- Report in writing. The streetlight at Jefferson and Rowell was crashed into and will need to be replaced due to a hit and run. The concession stand window at the baseball fields is being replaced with a door system cover to limit vandalism.

Michelle Whitten – Treasurer

- Report in writing.

Lacie Dewitt – Court Administrator

- Report in writing.

Lindsey Pollock - County Commissioner

- In session right now. The county has a paid lobbyist this year working mainly on the “asked” from capital budget big portion is in Centralia are on Reynolds Rd railway and West side connector. Rush Road area culverts and housing currently the night by night shelter but looking to change the name to transitional shelter. The intent is working to get people off the street into housing. Chehalis, Centralia, and representation for small cities, currently reaching out to East County for representation. Mayor O’Neill asked how he would get involved more with the housing and Commissioner Pollock stated that Eric Eisenberg would be the person of contact.

Brian Watson – Councilor #1

- The girls placed 5th in State and played awesome. The boys lost two games but are coming back next year and should be awesome. The last time girls made it to state was 5-6 years ago.

Ivan Wiediger – Councilor #2

- Thanked Chief Brockmueller for the opportunity to ride along with Logan.

Duane Crouse – Councilor #5

- Complimented the staff for providing reports in writing. Mayor O’Neill complimented the work that’s been done in the courtroom.

NEW BUSINESS

VOUCHERS- M. WHITTEN

The following voucher/warrants/electronic payments are approved for payment:

| | | | | |
|-----------------------|------------|-----------|-------------------|-------------------------|
| Accounts Payable | 97 | 30 | 50,677.63 | 38114-38143 |
| Electronic Payments | 10 | 10 | 2,431.01 | eft*202301-06, 10-13 |
| Payroll Vendors | 2 | 2 | 1,273.00 | 38112-38113 |
| Electronic Payroll | 6 | 6 | 34,729.23 | eft*20230307-9,14-16 |
| ACH Direct Deposit | 14 | 14 | 32,937.37 | Direct Deposit 3/3/2023 |
| Total Vouchers | 129 | 62 | 122,048.24 | |

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Don Webster | Motion: Approval of the Vouchers dated March 14, 2023, First Council Meeting |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

ORD 645 (SECOND READING) ESTABLISHING TRANSPORTATION BENEFIT DISTRICT – R. DENHAM

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 645

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, AMENDING THE NAPAVINE MUNICIPAL CODE TO ENACT A NEW CHAPTER 12.20 ENTITLED “NAPAVINE TRANSPORTATION BENEFIT DISTRICT”, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE MAINTENANCE AND PRESERVATION OF EXISTING TRANSPORTATION IMPROVEMENTS, AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Ivan Wiediger | Motion: Approve Ord 645-Second Reading |
| SECONDED: | Duane Crouse | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

ORD 646 (SECOND READING) SALES AND USE TAXES TRANSPORTATION BENEFIT DISTRICT – R. DENHAM

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 646

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, IMPOSING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE ONE-PERCENT WITHIN THE BOUNDARIES OF THE NAPAVINE TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT IDENTIFIED HEREIN AS AUTHORIZED BY RCW 36.73.040; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

| | | |
|----------------------------------|--------------------------------------|--|
| MOVED: | Brian Watson | Motion: Approve Ord 646-Second Reading |
| SECONDED: | Duane Crouse | |
| <i>Discussion: No Discussion</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

CODE 12.04.060 (DRAFT) NEW RESIDENTIAL SUB-DIVISION STREETS – B. MORRIS

| | | |
|--|--------------------------------------|--|
| MOVED: | Duane Crouse | Motion: Approval of draft code 12.04.060 |
| SECONDED: | Don Webster | |
| <i>Discussion: Planning Commission is working on code updates and will be brought to council for approval of the suggested change(s). City Clerk, Rachelle Denham clarified that this is not an ordinance but a “draft” change to the code. The changed codes will be compiled and then will be combined into a new/amended code and be part of the Comp Plan.</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

RESOLUTION 23-03-139 SURPLUS 2014 DODGE CHARGER POLICE CAR – J. BROCKMUELLER

RESOLUTION NO. 23-03-139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DECLARING CERTAIN PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND DIRECTING DISPOSAL OF SUCH PROPERTY

| | | |
|--|--------------------------------------|--------------------------------------|
| MOVED: | Ivan Wiediger | Motion: Approve Resolution 23-03-139 |
| SECONDED: | Duane Crouse | |
| <i>Discussion: Councilor Don Webster asked how the Chief planned to surplus the car and he stated Facebook marketplace. Director Morris recognized Chief Brockmueller and his willingness to work together, echoed by Mayor O’Neill.</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

CITIZEN COMMENTS – NON-AGENDA ITEMS:

Deborah Graham – Planning Commission: Has been coming to planning meetings for 23 years and all members of the Planning Commission are present at this council meeting. Next Monday there was a workshop scheduled with Shane Schutz Superintendent of Napavine Schools for impact fees. Shane had to postpone the meeting due to being out of town. Water services are being discussed at the next planning meeting.

Dan Mahoney – Chief Fire District 5: No Report this month but should have a report next month.

ADJOURNMENT:

| | | |
|---|--------------------------------------|---------------------------------------|
| MOVED: | Don Webster | Motion: To Adjourn – Close of Meeting |
| SECONDED: | Ivan Wiediger | |
| <i>Discussion: Meeting Adjourned at 6:43 p.m.</i> | | |
| VOTE ON MAIN MOTION: | 4-0 Motion Carried; 4 aye and 0 nay. | |

These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freereferencecall.com](https://fccdl.in/4eSulchCL6) or at the link <https://fccdl.in/4eSulchCL6>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor