



CITY OF NAPAVINE PLANNING COMMISSION MEETING
Monday – April 15, 2024 – 6:00 PM

*Meeting will start after the scheduled workshop meeting at 6pm.

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– April 1, 2024**
- VII. OLD BUSINESS**
 - 1) Ordinance 639 – Interim Hearing Examiner – Review**
 - 2) Ordinance 657 - Complete Streets Ordinance**
- VIII. NEW BUSINESS**
 - 1) Comprehensive Plan – Stakeholders Committee**
- IX. CONSIDERATION**
- X. CITIZEN COMMENT**
- XI. GOOD OF THE ORDER**
- XII. 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
April 1, 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 Graham opened the regular Planning Commission meeting to order at 6:00 PM

ROLL CALL:

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

APPROVAL OF AGENDA – As presented:

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

APPROVAL OF MINUTES:

Commissioner Morris motioned to approve minutes from the **Planning Commission Meeting on March 18, 2024,** seconded by **Commissioner Haberstroh.** **Vote on motion 3 aye and 0 nay.**

NEW BUSINESS:

ORDINANCE 639 – INTERIM HEARING EXAMINER – REVIEW

Commissioner Haberstroh stated he wasn't present at the meeting when this was briefly discussed last February. Stated he feels it's another layer of bureaucracy, and that the city has an attorney that reviews Planning Commissions things anyhow. Feels that it puts another distance between the people, and firsthand accountability with the citizens of Napavine.

Director Morris stated that there are pros and cons to everything. The Hearing Examiner lifts a lot of liability of the city because they (Hearing Examiner) are a judge, and if appealed, the appeal goes to Superior Court. The cons are that during the process of the public hearing they go in front of a hearing examiner, which is a neutral party, instead of the Planning Commission. The Planning Commission would brainstorm to provide input and feedback on how to make the project work. The Hearing Examiner won't do that, it will be by the city code. If the project doesn't break any codes, the Planning Commission nor City Council will not know anything about the development until it is to the final plat.

Commissioner Haberstroh understands all what Bryan stated. But as part of the Planning Commission, he feels the duty is to plan and help grow the city. By doing that, when there are different developments, it is good to bounce ideas off people, right, wrong, or indifferent. Instead of resorting to codes that were written many years ago, that may not be applicable to what we are doing now, nor be in the best interest of the city. The city is growing, but we are still in the growth developing mode, and feels that the citizens should have input on how it is developed.

Director Morris asked what if the Planning Commission was part of the staff report?

Executive Assistant Katie Williams stated she wasn't sure that it is legal for the Planning Commission to be a part of the staff report.

Commissioner Haberstroh asks why they can't continue to do what they have been doing, and if we thought it was above the Planning Commission expertise, invoke the Hearing Examiner. Why can't we postpone the hearing examiner? Currently, he feels that the Hearing Examiner is not needed for the citizens of Napavine. This should be an ordinance that the Planning Commission should be looking at.

Director Morris asked if the Hearing Examiner becomes postponed, during that timeframe would the Planning Commission be willing to re-write the codes where the Planning Commission is involved. The hearing examiner is currently due for a new contractor.

Commissioner Morris stated that they (Planning Commission) had a chance (prior to Hearing Examiner) to kick everything around, come up with good ideas, bad ideas, for no charge. Now no one has a say in it, it just goes to the hearing examiner and the developer gets charged. Why can't the decision of Planning Commission go to the lawyer to make sure that we won't get sued?? Isn't that why we pay a lawyer? Now we are paying a lawyer and hearing examiner? What is the Planning Commission doing?

Director Morris understands that going to the hearing examiner takes away the working with the applicant, what was done in the past would never happen with the hearing examiner.

Commissioner Haberstroh feels that Napavine is growing, but we aren't built out yet. We are a work in progress. Having the hearing examiner is just adding an additional cost to the developer, taking the citizen input out of the equation, and is trying to fix something that he feels wasn't broken. For some reason the city jumped ahead of the game and implemented a hearing examiner to enforce codes that have a lot of work to be done on them.

Director Morris asked Katie Williams to speak on it because of how much paperwork she has done with it all.

Executive Assistant Katie Williams stated that right now we are having to take the entire development code and separate it into 3 sections. It is a time-consuming process, especially when we need to brainstorm on any possible scenario that comes up to make sure the code addresses it all, so we aren't amending codes in the near future. It has been a process to explain and enforce the codes while figuring out the process ourselves.

Commissioner Haberstroh stated that one thing that stuck with him after the liability workshop was "do the most good for the most people for most of the time." He feels that if the city is looking at a motto, they better be living that. That isn't the route of a hearing examiner, they are ruling on stuff that has already been written and could have been written 15 years ago, that has nothing to do with what is being done today.

Director Morris brainstormed on how it would work if we go back to planning commission and city council but have the hearing examiner do the public hearings.

Commissioner Haberstroh doesn't understand why the hearing examiner would still be involved; the city has an attorney. Hiding behind a hearing examiner isn't the best interest of the citizens.

Executive Assistant Katie Williams stated that she feels that the City Council doesn't want that liability of the final decision.

Director Morris stated that maybe the Planning Commission should request a workshop with the City Council to sit down at a round table to discuss this.

Executive Assistant Katie Williams agrees with Director Morris. When reviewing the minutes and recording of the January 24, 2023 council meeting, there were some valid questions asked by council members that she feels didn't get answered.

Commissioner Graham believes a workshop to discuss with the council is a great idea since we have had a year now to experience the pros and cons of the hearing examiner.

Commissioner Morris motioned to invite the City Council to the April 15th Planning Commission meeting to discuss the Hearing Examiner, Seconded by Commissioner Hollinger. Discussion continued.

Commissioner Haberstroh stated in addition to that motion that the council postpone entering into any agreement with the hearing examiner until the workshop has been completed.

Vote on motion 3 ayes, 0 nays.

Commissioner Haberstroh requested to amend the motion to ask council to consider postponing any final decision on extending the Hearing Examiner contract until after the workshop, seconded by Commissioner Morris. Discussion continued.

Director Morris asked if that needs to be put on the agenda for council to vote on postponing the contract?

Executive Assistant Katie Williams stated that the ordinance must be renewed in a certain timeframe. What Director Morris is trying to say is it is currently not on our agenda to make a motion to send to council.

Commissioner Graham stated that she will email the Clerk to request the above requests.

Vote on motion, 3 ayes, 0 nays.

ADJOURNMENT 6:37 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/10HLtGiBYH>.

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.

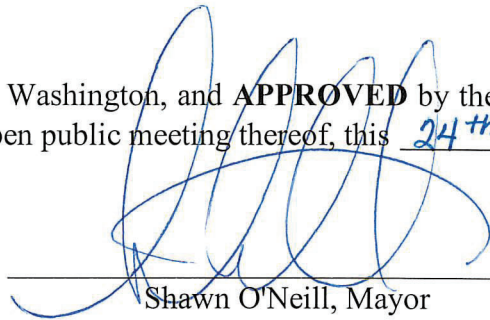
Section 5. **Work Plan.** During the interim zoning period, City staff will study the issues concerning hearing examiners and include that work with the ongoing development code update. Staff will prepare a draft ordinance, and conduct the public review process, including public hearings before the City’s 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 [freeconferencecall.com](https://fccdl.in/4eSulchCL6) or at the link <https://fccdl.in/4eSulchCL6> .

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor

ORDINANCE NO. 657

AN ORDINANCE OF THE CITY OF NAPA VINE, WASHINGTON, ADOPTING CHAPTER 12.15 OF THE CITY OF NAPA VINE MUNICIPAL CODE TO ESTABLISH A “COMPLETE STREETS” PROGRAM FOR THE PURPOSE OF PROVIDING SAFE ACCESS AND ACCOMMODATIONS TO ALL USERS INCLUDING BICYCLISTS, PEDESTRIANS, MOTORISTS AND PUBLIC TRANSPORTATION USERS; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

WHEREAS, the City of Napavine Winlock, 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, the city of Napavine Comprehensive Plan addresses the need for new streets to provide transportation for all modes of travel; and

WHEREAS, in order to ensure that the city’s Comprehensive Plan vision is implemented, adoption of a new chapter to address the criteria and procedures for Complete Streets in necessary; and

WHEREAS, in 2011, the Washington State Legislature passed the Complete Streets Bill (ESHB 1071), creating a complete streets grant program to encourage street designs that safely meet the needs of all users and also protect and preserve a community’s environment and character; and

WHEREAS, to be eligible for a grant, RCW 47.04.320(2)(b) requires local governments to adopt a jurisdiction-wide complete streets ordinance; and

WHEREAS, adopting a complete streets ordinance will qualify the city of Napavine to apply for the state complete streets grant program, when it is funded by the Legislature; and

WHEREAS, the Council desires to create a new chapter 12.15 NMC as set forth herein;

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

Section 1. Chapter 12.15 of the Napavine Municipal Code is hereby created to read as follows:

Chapter 12.15

COMPLETE STREETS POLICY

Sections:

- 12.15.010 Purpose.
- 12.15.020 Definitions.
- 12.15.030 Exceptions.
- 12.15.040 Projects.
- 12.15.050 Network.
- 12.15.060 Freight/truck routes.
- 12.15.070 -Intergovernmental coordination.
- 12.15.080 Best practice criteria.
- 12.15.090 Performance standards.
- 12.15.100 Implementation.

Section 2. 12.15.010 Purpose.

- (1) The city of Napavine shall, to the maximum extent practical, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities in all new construction, retrofit or reconstruction projects. Through ongoing operations and maintenance, the city of Napavine shall identify cost effective opportunities to include complete streets practices.
- (2) The vision of Napavine is a community in which all users regardless of age, ability, or preferred mode of travel can safely and efficiently use the public right-of-way to meet their transportation needs.

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Section 3. 12.15.020 Definitions.

- “Complete Street” means a road that is designed to be safe and accessible for all transportation users including
 - (+) drivers, bicyclists, transit users, freight, emergency service providers, and pedestrians of all ages and abilities.
- (1)
- (2) “Complete street infrastructure” means design features that contribute to a safe, convenient, and comfortable travel experience for users, including but not limited to features such as: sidewalks; share use paths; bicycle lanes; automobile lanes; paved shoulders; landscaping; curbs; accessible curb ramps; bulb-outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; traffic calming devices; surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; and raised medians.
- (3) “Street” means any public right-of-way, including arterials, connectors, alleys, ways, lanes, and roadways by any other designation, as well as bridges, tunnels, and any other portions of the transportation network, that is open for use by the general public.
- (4) “Street project” means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any street and includes the planning, design, approval, and implementation processes.
- “Users” means individuals that use streets, including pedestrians, bicyclists, motorists, and public transportation
 - (5) riders and drivers.

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Section 4. 12.15.030 Exceptions.

(1) Facilities for pedestrians, bicyclists, transit users and/or people of all abilities are not required to be provided when:

- (+)a. A documented absence of current or future need exists;
- (2)b. Nonmotorized uses are prohibited by law;
- (3)c. Routine maintenance of the transportation network is performed that does not change the roadway geometry or operations, such as mowing, sweeping, chip seal, seal coats, and spot repair;
- (4)d. The cost would be disproportionate to the current need or probable future uses;
- (5)e. Where there are significant adverse environmental impacts to streams, wetlands, steep slopes, or other critical areas; or
- f. In instances where a documented exception is reviewed by the Planning Commission and subsequently granted by the council.

~~(6)(2)~~ The exceptions in subsections (1)(a) through (f) of this section require documentation and supporting data to be approved by the city council.

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Section 5. 12.15.040 Projects.

Those involved in planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. Community engagement will be encouraged during project planning and development.

Section 6. 12.15.050 Network.

Projects should enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, downtown, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups such as Lewis County.

Section 7. 12.15.060 Freight/truck routes.

Because freight is important to the overall economy of Napavine and has unique right-of-way needs to support that role, freight will be the major priority on streets classified as truck routes. Complete street improvements that are consistent with freight mobility but also support other modes and user needs shall be considered for truck routes.

Section 8. -12.15.070 Intergovernmental coordination.

It is a goal of the city of Napavine to foster partnerships with all Washington State transportation agencies including the Washington State Department of Transportation (WSDOT), the Federal Highway Administration, Lewis County, Napavine School District, and any funding agency to implement the complete streets ordinance.

Section 9. -12.15.080 Best practice criteria.

After being reviewed by the Planning Commission, the city council or designee shall modify, develop, and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction, and operations including but not limited to the latest editions of American Association of State Highway Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), and National Association of City Transportation Officials (NACTO) while reflecting the context and character of the surrounding built and natural environments and enhance the appearance of such.

Section 10. 12.15.090 Performance standards.

The city of Napavine shall put into place performance standards with measurable benchmarks to continuously evaluate the complete streets ordinance for success and opportunities for improvement. Performance standards may include transportation and mode shift, miles of bicycle facilities or sidewalks, public participation, number of ADA accommodations built, number of ADA accommodations retrofitted, and number of exemptions from this policy approved.

Section 11. 12.15.100 Implementation.

This policy will primarily be implemented and reviewed during the annual development of the city's six-year transportation improvement plan (STIP). The city will also work to incorporate complete streets principles into the Comprehensive plan and associated documents.

Section 12. Severability Clause.

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

Section 13. Effective date.

~~This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law. The effective date of this ordinance shall be five days after the publication.~~

Section 14. Corrections. Upon approval of the City Attorney, 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 City Council of the City of Napavine, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting this _____ day of _____, 2024.

Shawn O'Neill, Mayor

Attest:

Approved as to form:

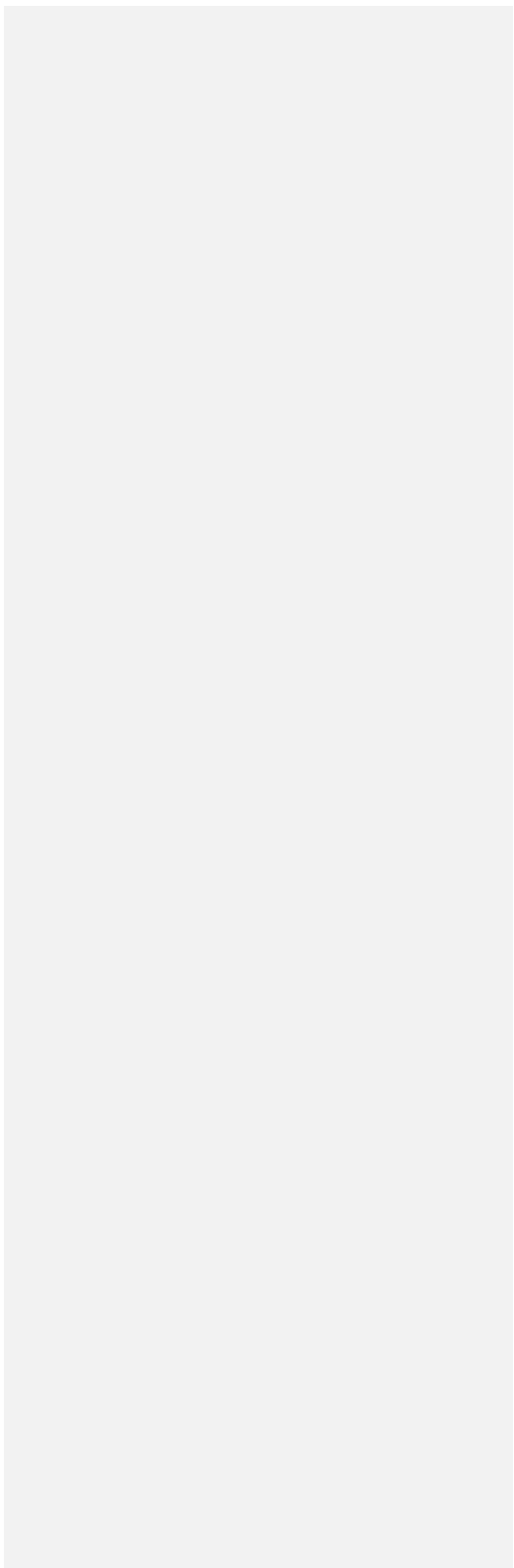
Rachelle Denham, City Clerk

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

Approved Reading: ____/____/____

Publication Date: ____/____/____

Effective Date: ____/____/____



Chapter ###.##

COMPLETE STREETS POLICY

AN ORDINANCE OF THE CITY OF NPAVINE, WASHINGTON, ADOPTING CHAPTER ###.## OF THE CITY OF NPAVINE MUNICIPAL CODE TO ESTABLISH A “COMPLETE STREETS” PROGRAM FOR THE PURPOSE OF PROVIDING SAFE ACCESS AND ACCOMMODATIONS TO ALL USERS INCLUDING BICYCLISTS, PEDESTRIANS, MOTORISTS AND PUBLIC TRANSPORTATION USERS.

WHEREAS, the city of Napavine Comprehensive Plan addresses the need for new streets to provide transportation for all modes of travel; and

WHEREAS, in order to ensure that the city’s Comprehensive Plan vision is implemented, adoption of a new chapter to address the criteria and procedures for Complete Streets is necessary; and

WHEREAS, in 2011, the Washington State Legislature passed the Complete Streets Bill (ESHB 1071), creating a complete streets grant program to encourage street designs that safely meet the needs of all users and also protect and preserve a community’s environment and character; and

WHEREAS, adopting a complete streets ordinance will qualify the city of Napavine to apply for the state complete streets grant program, when it is funded by the Legislature;

Sections:

- ###.##.010 Purpose.
- ###.##.020 Definitions.
- ###.##.030 Exceptions.
- ###.##.040 Projects.
- ###.##.050 Network.
- ###.##.060 Freight/truck routes.
- ###.##.070 Intergovernmental coordination.
- ###.##.080 Best practice criteria.
- ###.##.090 Performance standards.
- ###.##.100 Implementation.

###.##.010 Purpose.

The city of Napavine shall, to the maximum extent practical, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities in all new construction, retrofit or reconstruction projects. Through ongoing operations and maintenance, the city of Napavine shall identify cost effective opportunities to include complete streets practices.

The vision of Napavine is a community in which all users regardless of age, ability, or preferred mode of travel can safely and efficiently use the public right-of-way to meet their transportation needs.

##.##.020 Definitions.

“Complete Street” means a road that is designed to be safe and accessible for all transportation users including drivers, bicyclists, transit users, freight, emergency service providers, and pedestrians of all ages and abilities.

“Complete street infrastructure” means design features that contribute to a safe, convenient, and comfortable travel experience for users, including but not limited to features such as: sidewalks; share use paths; bicycle lanes; automobile lanes; paved shoulders; landscaping; curbs; accessible curb ramps; bulb-outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; traffic calming devices; surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; and raised medians.

“Street” means any public right-of-way, including arterials, connectors, alleys, ways, lanes, and roadways by any other designation, as well as bridges, tunnels, and any other portions of the transportation network, that is open for use by the general public.

“Street project” means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any street and includes the planning, design, approval, and implementation processes.

“Users” means individuals that use streets, including pedestrians, bicyclists, motorists, and public transportation riders and drivers.

##.##.030 Exceptions.

Facilities for pedestrians, bicyclists, transit users and/or people of all abilities are not required to be provided when:

- (1) A documented absence of current or future need exists;
- (2) Nonmotorized uses are prohibited by law;
- (3) Routine maintenance of the transportation network is performed that does not change the roadway geometry or operations, such as mowing, sweeping, chip seal, seal coats, and spot repair;
- (4) The cost would be disproportionate to the current need or probable future uses;
- (5) Where there are significant adverse environmental impacts to streams, wetlands, steep slopes, or other critical areas;
- (6) In instances where a documented exception is granted by the council.

##.##.040 Projects.

Those involved in planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. Community engagement will be encouraged during project planning and development.

##.##.050 Network.

Projects should enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, downtown, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups such as Lewis County.

##.##.060 Freight/truck routes.

Because freight is important to the overall economy of Napavine and has unique right-of-way needs to support that role, freight will be the major priority on streets classified as truck routes. Complete street improvements that are consistent with freight mobility but also support other modes and user needs shall be considered for truck routes.

###070 Intergovernmental coordination.

It is a goal of the city of Napavine to foster partnerships with all Washington State transportation agencies including the Washington State Department of Transportation (WSDOT), the Federal Highway Administration, Lewis County, Napavine School District, and any funding agency to implement the complete streets ordinance.

###080 Best practice criteria.

The council or designee shall modify, develop and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction, and operations including but not limited to the latest editions of American Association of State Highway Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE) and National Association of City Transportation Officials (NACTO) while reflecting the context and character of the surrounding built and natural environments and enhance the appearance of such.

###090 Performance standards.

The city of Napavine shall put into place performance standards with measurable benchmarks to continuously evaluate the complete streets ordinance for success and opportunities for improvement. Performance standards may include transportation and mode shift, miles of bicycle facilities or sidewalks, public participation, number of ADA accommodations built, number of ADA accommodations retrofitted, and number of exemptions from this policy approved.

###100 Implementation.

This policy will primarily be implemented during the annual development of the city's six-year transportation improvement plan (STIP). The city will also work to incorporate complete streets principles into the Comprehensive plan and associated documents.

Goal: Successful Policies

1. Sets a vision.
2. Includes all users and all modes.
3. Applies to all phases of all applicable projects.
4. Specifies and limits exceptions, with management approval required.
5. Emphasizes connectivity.
6. Is understood by all agencies to cover all roads.
7. Uses the best and latest design standards and is flexible.
8. Complements the community's context.
9. Sets performance standards.
10. Includes implementation steps.





Public Works/Community Development
407 Birch Ave SW, PO Box 810 Napavine, WA 98565
Phone: (360) 262-9344
www.cityofnapavine.com

Memorandum

Date: April 1, 2024
To: City of Napavine Residents
From: Public Works/Community Development
Subject: Formation of Stakeholders Committee

The City of Napavine is undertaking an update of their 20-year Comprehensive Plan as required by the State legislation HB 1241 (2022). Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations (RCW 36.70A.130(1)).

The update will address urban growth areas, land use, housing, economic development, capital facilities, utilities, transportation, critical areas and Climate Change/Resiliency. The Comprehensive Plan provides guiding policies and strategies on the community's vision for each of these elements. The update process also includes refining local regulations to implement the Community's Comprehensive Plan and ensure consistency with state mandates.

The City of Napavine is committed to providing multiple opportunities for public participation throughout the process. The City will use a variety of communication tools to inform the public and encourage their participation. One of those is the formation of a stakeholders committee that will review and report findings to the planning commission and city council.

If you would like to participate, by becoming a member of the stakeholders committee, please contact Teri Lopez at 360-262-9344 or email tlopez@cityofnapavine.com by **April 15, 2024**.