AGENDA

WALLA WALLA COUNTY BOARD OF COMMISSIONERS MONDAY, AUGUST 15, 2016

9:30 COUNTY COMMISSIONERS

Chairman Johnson

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)

PLEASE NOTE: If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.

e) Action Agenda Items:

 Review submitted Employee Payroll Action Forms

f)		nsent Agenda Items: Resolution Minutes
	.,	of County Commissioners' proceedings
		for August 8 and 9, 2016
	2)	Resolution Reviewing
		proposed amendments submitted by
		The Walla Walla County Community
		Development Department to remove
		any/all references to the Walla Walla
		Joint Community Development Agency
		in the County's nuisance code and
	•	setting a public hearing
	3)	County voucher/warrants/electronic
		payments as follows: in the
	45	amount of \$(draw taxes)
	4)	,
		Board approval
g)	Mis	scellaneous business to come

 Review reports and correspondence; hear committee and meeting reports

before the Board

 Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF REVIEWING PROPOSED **AMENDMENTS** SUBMITTED BY THE WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT TO **REMOVE ANY/ALL REFERENCES** TO THE WALLA WALLA JOINT COMMUNITY **DEVELOPMENT** AGENGY IN THE COUNTY'S NUISANCE CODE AND SETTING A PUBLIC HEARING

RESOLUTION NO.

WHEREAS, RCW 36.70A.470 requires that the County include a procedure for any interested person to suggest amendments to the comprehensive plan or development regulations, and that the amendments must be docketed and considered on at least an annual basis; and

WHEREAS, the Walla Walla County Community Development Department has proposed to amend Walla Walla County Code (WWCC) Section 8.24.020, Violation – Enforcement and penalty (Nuisance Code), per Docket No. ZCA16-009; and

WHEREAS, pursuant to Walla Walla County Code Chapter 14.15.030 the Board of County Commissioners may amend development regulations more often than once a year as determined by a majority vote of the Board of County Commissioners to be in the long term interests of the County; and

WHEREAS, Article 11, section 11, of the Washington State Constitution provides that the County "may make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws;" and

WHEREAS, RCW 36.32.120(10) authorizes the Board of County Commissioners, in their legislative capacity, to enumerate nuisances within the County; and

WHEREAS, the Walla Walla County Board of Commissioners passed County Resolution 10-253 on October 4, 2010 and the Walla Walla City Council passed City Resolution 2010-71 on September 28, 2010 approving and authorizing an intergovernmental agreement creating the Walla Walla Joint Community Development Agency (WWJCDA), and the parties entered into such an intergovernmental agreement which, in part, combined County and City nuisance abatement, a/k/a code compliance, activities; and

WHEREAS, County Resolution Number 10-340A authorized the Director of the WWJCDA to fulfill the roles outlined in the Walla Walla County Code (WWCC) for the Director of the Community Development Department; and

WHEREAS, the Walla Walla County Board of Commissioners passed Ordinance 399 on October 17, 2011 which approved a request by the County to amend Chapter 8.24 of the County Code concerning debris and excess vegetation, and to consider land uses or conditions within the incorporated and unincorporated areas of the County that have been declared a nuisance by courts with jurisdiction to also be considered a violation of County Code, and to add references to the WWJCDA.

WHEREAS, effective January 1, 2015, Walla Walla County and the City of Walla Walla terminated the Interlocal Agreement creating the Walla Walla Joint Community Development Agency (WWJCDA); and

WHEREAS, the Board of County Commissioners de-designated the WWCJDA director via Resolution 14-289, which specified that the County Community Development Department and Director would fill the roles in the code formerly held by the WWJCDA; and

WHEREAS, the County wishes to amend Walla Walla County Code to address these changes; now therefore

BE IT RESOLVED by this Board of County Commissioners that, pursuant to Walla Walla County Code, a public hearing shall be set for 10:15 a.m. on Monday, August 29, 2016 in County Commissioners' Chambers, Walla Walla County Public Hearing and Legislative Building, 314 West Main, Walla Walla, to receive testimony and consider the proposed amendments to Chapter 17.16.014.

BE IT FURTHER RESOLVED required notice of said hearing shall be done by the Walla Walla County Community Development Department.

"Passed thisday of, 2016 by B other means, and by the following vote: Aye	oard members as follows:Present or Participating via Nay Abstained Absent."
Attest:	
Connie R. Vinti, Clerk of the Board	James K. Johnson, Chairman, District 1
	Perry L. Dozier, Commissioner, District 2
	James L. Duncan, Commissioner, District 3
	Constituting the Board of County Commissioners

of Walla Walla County, Washington

9:45 DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

a) Action Agenda Items:

- 1) Proposal 2016 08-15 DCH-1
 Approval to apply to Department of
 Commerce for 2017-18 HUD
 (Housing & Urban Development)
 Continuum of Care Bonus Funding
 for 2017-18 (Home Plate Housing
 Vouchers)
- 2) Proposal 2016 08-15 DCH-2 Approval for renewal application to Department of Commerce for 2017-18 HUD (Housing & Urban Development) Continuum of Care Hearth McKinney-Vento grant for Permanent Supportive Housing program

b) Consent Agenda Items:

- Resolution ______ Adopting revised Walla Walla County Veterans' Relief Guidelines
- c) Department update and miscellaneous



Date: 08/15/2016 Proposal ID: 2016 08-15 DCH-1 To: BOCC From: Meghan DeBolt, Director Intent - Program Funding Topic HUD Continuum of Care (CoC) Bonus Funding Application for 2017-18 funding 1. Name of Grant/Program: HUD CoC - Bonus Funding/Home Plate Housing Vouchers 2. New Grant Renewing Grant Term (# of years) 1 3. Is the grant unchanged, and does not require Current Expense funding? No (If YES, please skip to number 24) Yes 4. How will this grant benefit the county's citizens? Provide housing vouchers and supportive services to house chronically homeless individuals with high barriers to housing who have behavioral health disorders. 5. Is this a program grant or an equipment grant? Program Grant Is this a "one-time only grant" \square or is it renewable \boxtimes ? If renewable, how long 6. is grant anticipated to last? Anticipate ongoing funding, renewable each year for the foreseeable future. This is a long-standing funding program. 7. If this is a new grant how will the grant support a current program OR how will the program change? This grant will support the creation of housing vouchers and support services to assure the provision of housing using the Housing First model, to house individuals who demonstrate high barriers to sustaining independent housing and are believed to benefit from the additional support services to avoid future homelessness. No \boxtimes If **YES**, what is the 8. Does this grant require up front funds? Yes source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?

9.	How many employees (new or current) will be paid by the grant? New Current 1-2 with small percentage of funding from Administration funds for the grant for contract management.
10.	If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?
11.	Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Yes No If YES, what? Walla Walla County Dept. of Community Health utilized a portion of Affordable Housing Funds - 2060, to create additional Housing Vouchers in 2016 and will continue into 2017. Additional funding for support services and administration of the Housing Vouchers will be provided by the Walla Walla Housing Authority and Central Washington Comprehensive Mental Health as documented by leverage letters submitted by each entity.
12.	Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Yes \boxtimes No \square
13.	What fund would support a cash match (if required)? Affordable Housing-2060 and Homeless Housing - 2163
14.	If required what is the TOTAL cost of the match over the life of the grant? Anticipate \$77,355/year to be met through a variety of sources, including the unsubsidized portion of rent to be paid by the households served through the Voucher program.
15.	What fund would support the administration of the grant? The grant includes Administration at a rate of 7%.
16.	Will the grant allow for the County cost allocation plan to be funded? Yes \boxtimes No \square
17.	Would the grant require the county to provide office space and/or additional equipment to administer the program? Yes \square No \boxtimes If YES , what are the requirements?
18.	Would the program require use of a county vehicle or personal vehicle? Yes \square No \boxtimes If YES , would the grant provide for the cost of the automobile and/or liability insurance? Yes \square No \square
19.	Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Yes \boxtimes No \square If YES , what activities? Legal review per protocol, accounting services for grant administration.

20.	Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Yes \square No \boxtimes If YES , what obligations?
21.	Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?) Yes \square No \boxtimes
22.	Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Yes \square No \boxtimes If YES , what is the funding source for consultant fees?
23.	For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) OR justification must be provided that the program has been and will continue to save or benefit taxpayers. The County 5-Year Homeless Housing Plan targets the elimination of chronic homelessness in 2016 as an objective. Collaborative efforts are underway to deliver a variety of funding to increase available housing vouchers and support services to house the chronically homeless population of Walla Walla County in

24. Please attach to this proposal a synopsis of the grant or a copy of the fact sheet.

2016. This grant will assist in meeting that goal in coordination with other

Please see Attached

funding sources, both public and private.

25. Please feel free to submit additional information as needed.

26. Conclusion/Recommendation

It is recommended that Walla Walla County Dept. of Community Health submit application to the Department of Commerce for the 2017-18 HUD Continuum of Care (CoC) grant for permanent supportive housing in the form of housing vouchers paired with support services in order to provide housing resources for chronically homeless individuals with high need of support in order to sustain housing.

Debbie Dumont, Human Services/Contracts Manager

Submitted By			Disposition	
			Approved	
Name	Department	Date	Approved with modifications	
			Needs follow up information	
Name	Department	Date	Denied	
			BOCC Chairman Date	
Additional F	Requirements to F	Proposal		
Modific	cation			
Follow	Up			
Copies to:		g Office/Depa nbrosky, Aud oners' File		



Date: 08/15/2016 Proposal ID: 2016 08-15 DCH-2 To: BOCC From: Meghan DeBolt, Director Intent - Program Funding Topic HUD Continuum of Care (CoC) Renewal Application for 2017-18 funding Name of Grant/Program: HUD CoC - HEARTH McKinney-Vento Grant 1. 2. New Grant Renewing Grant 🖂 Term (# of years) 1 3. Is the grant unchanged, and does not require Current Expense funding? No (If YES, please skip to number 24) 4. How will this grant benefit the county's citizens? 5. Is this a program grant or an equipment grant? 6. Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last? 7. If this is a new grant how will the grant support a current program OR how will the program change? 8. Does this grant require up front funds? Yes No If **YES**, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received? 9. How many employees (new or current) will be paid by the grant? New ____ Current 10. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? Will the grant require matching funds; i.e., in-kind, cash, Employment Security, 11. Social Security, FICA, PERS, etc? Yes No If **YES**, what? 12. Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Yes No

13.	What fund would support a cash match (if required)?
14.	If required what is the TOTAL cost of the match over the life of the grant?
15.	What fund would support the administration of the grant?
16.	Will the grant allow for the County cost allocation plan to be funded? Yes \(\subseteq \text{No} \subseteq \text{No} \subseteq \text{.}
17.	Would the grant require the county to provide office space and/or additional equipment to administer the program? Yes \square No \square If YES , what are the requirements?
18.	Would the program require use of a county vehicle or personal vehicle? Yes \(\scale \) No \(\scale \) If YES , would the grant provide for the cost of the automobile and/or liability insurance? Yes \(\scale \) No \(\scale \)
19.	Would the grant require activities by other county offices/departments? (i.e. legareview, technology services assistance, new BARS numbers.) Yes No If YES , what activities?
20.	Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Yes \(\square \) No \(\square \) If YES , what obligations?
21.	Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?) Yes \square No \square
22.	Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Yes \(\subseteq \text{No} \subseteq If YES , what is the funding source for consultant fees?
23.	For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) OR justification must be provided that the program has been and will continue to save or benefit taxpayers.
24.	Please attach to this proposal a synopsis of the grant or a copy of the fact sheet.
	Please see Attached

25. Please feel free to submit additional information as needed.

26. Conclusion/Recommendation

It is recommended that Walla Walla County Dept. of Community Health submit application to the Department of Commerce for the 2017-18 HUD Continuum of Care (CoC) grant for Permanent Supportive Housing in order to provide on-going Support Services and Operation of the Permanent Supportive Housing for the Severely Mentally III in Walla Walla County.

Debbie Dumont, Human Services/Contracts Manager

3) Commissioners' File

Submitted By				Disposition	
Name	Dep	artment	Date	Approved Approved with modifications	
		-		Needs follow up information	
Name	Dep	artment	Date	Denied	
				BOCC Chairman Date	
Additional Requirements to Proposal					
Modific	ation				
Follow	Follow Up				
Copies to:	Copies to: 1) Requesting Office/Department 2) Susan Dombrosky, Auditor's office				

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING REVISED WALLA WALLA COUNTY VETERANS' RELIEF PROGRAM GUIDELINES

RESOLUTION NO.

WHEREAS, RCW 73.08.035 mandates that the legislative authority for each county must establish a veterans' advisory board to advise the county legislative authority on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families; and

WHEREAS, the Walla Walla County Board of Commissioners, the legislative authority for the county, has authorized the Department of Community Health to serve as the county department responsible for this program: and

WHEREAS, members of the Walla Walla County Veterans' Advisory Board have reviewed program guidelines and revisions; and

WHEREAS, members of the Walla Walla County Veterans' Advisory Board met on July 13, 2016 and voted unanimously to request the Board of Walla Walla County Commissioners approve the updated Veterans' Relief Program Guidelines; and

WHEREAS, with input from the Department of Community Health and discussion among the Board of Walla Walla County Commissioners on August 15, 2016 the Board approved revisions to the guidelines; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby adopt the revised Walla Walla County Veterans' Relief Program Guidelines

Passed this <u>15th</u> day of <u>August, 2016</u> by Board other means, and by the following vote: Aye	d members as follows:Present or Participating via Nay Abstained Absent.
Attest:	
Connie R. Vinti, Clerk of the Board	James L. Johnson, Chairman, District 1
	Perry L. Dozier, Commissioner, District 2
	James L. Duncan, Commissioner, District 3
	Constituting the Board of County Commissioners

of Walla Walla County, Washington



WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

314 West Main Street • P.O. Box 1753 • Walla Walla, WA 99362 Main Telephone: (509) 524-2650 • Confidential Fax: (509) 524-2642 •

Main Fax: (509) 524-2678

MEMORANDUM

To:

Walla Walla County Board of County Commissioners

From:

Meghan DeBolt, Director

Date:

August 8, 2016

Subject:

Revised Veterans Relief Advisory Board (VRAB) Program Guidelines

The VRAB reviews their program guidelines on an annual basis. This revision adds additional Board operating guidelines, and provides an update on the income requirements for eligibility of the use of Veterans Relief Funds.

RECOMMENDATION:

The Walla Walla County Board of County Commissioners adopt and sign the revised VRAB Program Guidelines.

WALLA WALLA COUNTY

VETERANS' RELIEF

PROGRAM

GUIDELINES

Revised February 20165	
Approved this day of February, 20165	
Attest:	
Connie R. Vinti, Clerk of the Board	Perry L. DozierJames K. Johnson, Chair, District 12
	James L. Duncan, Commissioner, District 3
	James K. Johnson, Vice Chair Perry L. Dozier, District 2+
	Constituting the Board of County Commissioners of Walla Walla County, Washington

Page 1 of 26

| Veterans' Relief Program Guidelines, February-201<u>6</u>5

Revision date: 2016-08-11

TABLE OF CONTENTS

Introduction and Organization

Membership Election of Officers Officers Meetings Quorum Absence of Members Minutes Voting Amendment	Page 3 Page 3 Page 4 Page 4 Page 4 Page 5 Page 5 Page 5 Page 5
Program Policies	
Financial Policies Eligibility Policies Referral to Other Services Policy Appeal and Resolution Policy Service Delivery Policy	Page 6 Page 6 Page 7 Page 8 Page 8
Program Procedures	
Application Procedures Screening Procedures Eligible Use of Funds Disbursement Limits Refusal of Service Vouchers Issuance Procedures Voucher Delivery Procedures Voucher Redemption Procedures Veterans' Organization Voucher Procedures Exceptions and Waiver Procedures	Page 9 Page 9 Page 10 Page 10 Page 10 Page 11 Page 11 Page 11 Page 11
Attachments	
Attachment A – HHS Federal Poverty Guidelines Attachment B – Application Attachment C - Examples of Proof for Residency, Service & Income Attachment D - Eligibility Criteria Attachment E – Rental Assistance Form Attachment F – Housing Status Verification Form Attachment G – Burial Assistance Form Attachment H – Statement for Services Veterans' Relief Program Guidelines, February-20165	Page 12 Page 14 Page 15 Page 16 Page 18 Page 19 Page 21 Page 22 Page 2 of 26

Revision date: 2016-08-11

INTRODUCTION AND ORGANIZATION

In accordance with RCW 73.08.010 the legislative authority of each county is required to establish a Veterans' Assistance Program to address the needs of local indigent veterans and their families. This program approved by the county legislative authority is fully or partially funded by the veterans' assistance fund authorized by RCW 73.08.080. Taxes are to be levied and collected as prescribed by law for the purpose of creating the veterans' assistance fund and expenditures from the veterans' assistance fund, and interest earned on balances from the fund, may be used only for those purposes as outlined within the statutes.

The County Legislative authority has authorized the Walla Walla County Department of Community Health (DCH) to administer the Veterans' Assistance Program in accordance with RCW 73.08.010. As required by statute, DCH shall consult with and solicit recommendations from the Veterans' Advisory Board established under RCW 73.08.035, to the extent feasible and consistent with the statute, and subcontract as necessary, to facilitate the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing financial hardships.

1. MEMBERSHIP

- a. Members must be residents of Walla Walla County.
- b. Members of the Veterans' Advisory Board shall submit formal application in response to solicitation of the county legislative authority and be approved for appointment to the Board.
- c. The Veterans' Relief Advisory Board is comprised of 7-15 members
- d. Members must be veterans from either local branches of nationally recognized veterans' service organizations or the veterans' community at large, or both, to serve on the board.
- e. No less than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans are eligible to serve as board members.
- f. Membership is voluntary.
- g. The term of membership shall be three (3) years and veterans may apply for consecutive terms.

2. ELECTION OF OFFICERS

- a. The officers of the Veterans' Relief Advisory Board shall consist of a Chair and Vice-Chair and such other officers as the Advisory Board may approve and appoint.
- b. The officers shall be elected from the membership for terms of one (1) year, computed from the date of their election. However, any officer may be removed at any time by a vote of the majority of the Advisory Board entered on record. The election of officers shall take place at the October meeting each year.
- The term of office of the Chair and Vice Chair shall commence on January 1 of each year.

d. Veterans' Relief Committees are comprised of Advisory Board members, community partners, DCH and subcontractors, and are established to assist with program planning to assure the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing hardships.

3. OFFICERS

a. CHAIRPERSON

- i. The Chairperson shall preside over the meetings of the Advisory Board and may exercise all powers usually incidental to the office, including the full rights as a member of the Advisory Board (including, but not limited to: voting, seconding motions, making motions on discussions).
- ii. The Chairperson shall have full power to create standing committees or temporary committees of one or more members, charged with such duties, examinations, investigations, and inquiries relative to subjects of interest to the Advisory Board, as it may by resolution or motion determine. No temporary or standing committee shall have the power to commit the Advisory Board to the endorsement of any plan or program without its submission to and adoption by the Advisory Board.

b. VICE-CHAIRPERSON

i. The Vice-Chairperson shall, in the absence or the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice-Chairperson are both absent from a meeting, the members of the Advisory Board shall elect a temporary Chairperson who shall have full powers of the Chairperson for the duration of that meeting.

4. MEETINGS

- All meetings will be held in an accessible public venue and announced at least two weeks in advance of any meeting.
- b. The regular meeting shall be held monthly, unless otherwise determined by a quorum of the Advisory Board.
- c. Community Stakeholders are urged to attend the public Veterans' Relief Advisory Board meetings.
- d. The meetings of the Advisory Board shall be open to the public with the exception of executive sessions held pursuant to RCW 42.30.110 as it exists or is amended.
- e. The August meeting shall be suspended for vacations. Special meetings may be called in the month of August to address urgent business of the Board.

5. QUORUM

a. A simple majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. Any action taken by a simple majority of those present, when those present constitute a quorum, shall be deemed to be the action of the Advisory Board except in matters relating to the amendment of these

Veterans' Relief Program Guidelines, February-20165

Page 5 of 26

- Guidelines and the recommendation to the Board of County Commissioners for approval of final plans and budgets.
- b. Recommendations to the Board of County Commissioners for approval of amendments to these Guidelines and final plans and budgets shall be by the affirmative vote of two-thirds (2/3) of the membership.

6. ABSENCE OF MEMBERS

a. Members unable to attend a regularly scheduled meeting of the Advisory Board shall so notify the Chair, DCH staff or fellow members of the Board in advance. Three consecutive absences may be construed as a neglect of duty; the position may be declared vacant, the member so notified, and the Board of County Commissioners called upon for action.

7. MINUTES

a. County staff shall keep minutes of each meeting for its formal record. Minutes shall include record of decisions made and steps taken by the Advisory Board in the conduct of its business. Minutes shall not include extensive descriptions of discussions leading to decisions or actions, or other work products generated in the conduct of Advisory Board business.

8. VOTING

- a. Only appointed members of the Advisory Board may vote.
- Voting by proxy is not permitted at meetings of the Advisory Board or its committees.

9. AMENDMENT

- a. The Guidelines may be amended in the following manner:
- b. At any regular meeting of the Advisory Board the proposed amendment shall be submitted in writing and shall be read at that meeting.
- The proposed amendment shall then be tabled to the next regular meeting for action.
- d. County staff shall send a copy of the proposed amendment to all members of the Advisory Board and to the Board of County Commissioners in a reasonable time prior to the meeting, at which time it shall be acted upon. A two-thirds (2/3) majority shall be sufficient to recommend amendment or alteration of these Guidelines.
- e. Said recommendation must then be approved by the Board of County Commissioners.
 - Any amendment or modification of these Guidelines may be initiated by the County Commissioners and upon a written, signed statement of amendment or modification, the Guidelines shall be so changed.

PROGRAM POLICIES

The purpose of the Walla Walla County Veterans' Relief Program is to provide emergency assistance to all local eligible indigent veterans and family members pursuant to RCW 73.08.010. As such, the following policies have been established to meet this goal.

FINANCIAL POLICIES

The Walla Walla County Department of Community Health shall cause to be prepared in consultation with the Veterans' Relief Committee, an annual revenue and expenditure budget. Revenues of the Veterans' Relief Fund shall be generated from a property tax levy authorized by RCW 73.08.080 and estimated interest income. The levy rate shall continue to be established by the Board of County Commissioners. Expenditures shall be driven by available resources for budgetary purposes. The Walla Walla County Commissioners shall annually adopt the revenue and expenditure budget for the Veterans' Relief Fund.

Walla Walla County is responsible for processing of payments to vendors, insuring expenditures do not exceed the balance in the Veterans' Relief fund by establishing monthly amount of services based on funding available, cash flow analysis, reconciliation of the account and any recommendations within the limits of the law.

As required by RCW 73.08.080, administration costs will be identified as a separate line item, justified in the annual budget proposal, and deducted from the Veterans' Relief fund.

DCH will provide at minimum quarterly reports to the Board of County Commissioners and the Veterans' Relief Committee that includes revenues collected, funds expended and number of veterans served. Other information may be added as determined necessary.

ELIGIBILITY POLICIES

 Service Requirements. A "Veteran" includes every person, who at the time he or she seeks benefits from the Veterans' Relief Fund meet eligibility required as defined in RCW 73.08.005 :means;

(i) A person who served in the active military, naval, or air service; a member of the women's air forces service pilots during World War II; a United States documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration; the office of defense transportation, or their agents, from December 7, 1941, through December 31, 1946; or a civil service crewmember with service aboard a United States army transport service or United States naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946 who meets one of the following criteria;

(A) Served on active duty for at least one hundred eighty (180) days 4 and who was released with an honorable discharge:

(B) Received an honorable or general under honorable characterization of service with a medical reason for separation for a condition listed as non-existed prior to service, regardless of number of days served; or

Veterans' Relief Program Guidelines, February-20165

Page 7 of 26

Formatted: Font: Bold

Formatted: Font: (Default) Times New Roman,

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman,

Formatted: Font: (Default) Times New Roman,

Formatted: Font: (Default) Times New Roman,

Formatted: Font: (Default) Times New Roman, 12 pt

Revision date: 2016-08-11

- 1. (C) Received an honorable discharge and has received a rating for a service connected disability from the United States department of earliers regardless of number of days served;
- (ii) A current member honorably serving in the armed forces reserve or national guard who has been activated by presidential call up for purposes other than training; (iii) A former member of the armed forces reserve or national guard who has fulfilled his or her initial military service obligation and was released with an honorable discharge;
- 2. (iv) A former member of the armed forces reserve or national guard who was released before their term ended and was released with an honorable discharge.
 - 4. (b) At the discretion of the county legislative authority and in consultation with the veterans' advisory board, counties may expand eligibility for the veterans assistance fund as the county determines necessary, which may include serving veterans with additional discharge characterizations. Has received a general discharge under honorable conditions; or
- 2. Has received a medical or physical discharge with an honorable record, and
- 3. who has served in at least one of the following capacities:
 - As a member in any branch of the armed forces of the United States, including the national guard and armed forces reserves, and has fulfilled his or her initial military service obligation;
 - b. As a member of the women's air force service pilots;
 - As a member of the armed forces reserves, national guard, or coast guard, and has been called into federal service by a presidential select reserve call up for at least one hundred eighty cumulative days;
 - d. As a civil service crewmember with service aboard a U. S. Army transport service or U. S. Navel transportation service vessel in oceangoing service from December 7, 1941 through December 31, 1946; or
 - As a member of the Philippine armed forces/scouts during the period of armed conflict from December 7, 1941 through August 14, 1945.
 - f. A United States documented merchant mariner with service aboard an oceangoing vessel operated by the department of defense, or its agents, from both June 25, 1950. through July 27, 1953, in Korean territorial waters and from August 5, 1964, through May 7, 1975, in Vietnam territorial waters, and who received a military commendation.
- 4.3. Family Member Eligibility. Family members entitled to apply for assistance shall be defined as indigent wives or husbands, widows or widowers, and minor children (17 years old and under).
- 5.4. Residency Requirements. Applicants must have been a resident of the Walla Walla County for at least sixty (60) days. Applicants must present proof of residency.

Veterans' Relief Program Guidelines, February-20165

Page 8 of 26

Formatted: Font: 12 pt

Formatted: Font: (Default) Times New Roman,

Formatted: Font: 12 pt

Formatted: Normal, Indent: Left: 0.56", First line: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tab stops: 0.94", List tab + Not at 0.5"

Formatted: Font: 12 pt, Bold

Formatted: Font: 12 pt

6:5.Indigence/Income Requirements. An applicant must be indigent to be eligible. Indigence is defined as income at or below 120% of the Federal Poverty Guidelines as defined annually by Health and Human Services (Attachment A). An indigent applicant is in need of assistance when he, she or the family have exhausted their resources and other sources of assistance are necessary for the relief. Such other sources include, but are not limited to, unemployment compensation, Veterans' Administration compensation, Veterans' Administration grants and pensions, public assistance, private insurance coverage, or other available sources of revenue. In extraordinary circumstances and when warranted, Relief Officers in consultation with subcontractors, may request DCH to waive the income guidelines or the amount paid for assistance (See procedure guidelines for waivers).

REFERRAL TO OTHER RESOURCES POLICY

In an effort to maximize dollars and provide for as many needs as possible, applicants, when appropriate, will be referred to other community resources for services.

APPEAL AND RESOLUTION POLICY

Applicants who have been denied assistance will be provided with an explanation from staff administering the program. If the veteran is not satisfied with the explanation, they may appeal in writing to the DCH within fifteen (15) days. A decision will be issued from the department within five (5) working days from the date of receiving the appeal(s).

As a final option, Veterans who indicate a desire to file an appeal to the Veterans' Relief Advisory Board in regards to a decision rendered are assisted in doing so by DCH staff receiving the concern. Written appeal shall be filed in writing to the Appeal Committee within ten (10) working days of receipt of the intial decision of DCH. The Appeal Committee of the Veteran's Relief Advisory Board shall be comprised of the Director of DCH, the Human Services/Contracts/Program-Manager for DCH, The Chair and Vice-chair of the Veteran's Relief Advisory Board and onetwo (12) members-at-large. Assistance includes but is not limited to, help with preparing the written appeal and/or other procedural steps as needed. All decisions in regards to appeals will be made by the Veterans' Relief Advisory Board within five (5) working days of receipt of Appeal.

SERVICE DELIVERY POLICY

The subcontractor will be responsible for service delivery and the issuance of Veterans' Relief vouchers in accordance with the program procedures.

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red Formatted: Font color: Red

PROGRAM PROCEDURES

APPLICATION PROCEDURES

Veterans may apply for assistance as many times as necessary during the calendar year as emergency needs and maximum allotments allowed-

Screening. An application form "Application for Veterans' Relief Fund" (Attachment B) shall be completed by the applicant in order to determine eligibility and to verify need.
 Each applicant shall provide original documentation to support Veteran or Veteran family member status, monthly income and expenses, residency, and the emergent need.

Subcontractor shall ensure sufficient documentation to support information provided. Examples of acceptable proof of residency, service record and income are outlined in Attachment C. If necessary, the applicant can be provided with a copy of Attachment C to facilitate receipt of required supporting documentation.

- 2. Eligible Use of Funds. The fund is intended to aid in emergency circumstances. Eligibility criteria can be found in Attachment D. Funding and resources available in the community will be maximized. The following are eligible uses of Veterans' Relief funds:
 - a. Rental Assistance. To avoid eviction or to assist in obtaining temporary or permanent housing in Walla Walla County. The rental assistance form can be found in Attachment E. Housing Status Verification form for Rental Assistance can be found in Attachment F.
 - b. Utility Assistance. Past due and shut off notices on residences within Walla Walla County.
 - c. Food Assistance. Local food bank referrals will be given for applicant requesting food. However, in the event that food banks cannot be used and the need is an emergency, vouchers may be issued in amounts that shall be calculated based on number in family, and amount of food needed for one (1) week. Exceptions are evaluated on a case-by-case basis. Voucher should indicate that it is for food only excluding tobacco and alcoholic products, household items, dog and cat food. Suggested funding levels are:

Single Individual Voucher	\$ 80.00
Two Individuals Voucher	\$120.00
Family of Four Voucher	\$160.00
Family of Six Voucher	\$200.00

Formatted: Font color: Red

- d. Fuel for work, medical appointments, etc. Medical and work appointments should be verified over the phone or through written note from the doctor or employer. License plate number and make of vehicle shall be obtained and noted in the file on the application for funds. Helpline will issue a receipt to the veteran along with request for repayment in the event the veteran is reimbursed for travel from an alternate veteran fund source.
- e. Bus tickets for work, medical appointments, etc. Medical and work appointments, or access to basic food and services should be verified over the phone or through written note from the doctor or employer. Verification will be noted on the application in the file.
- f. Clothing. Suggested funding level for clothing is \$160.
- g. County Burial of Indigent Deceased Veterans. Honorably discharged Veterans as defined by RCW 41.04.007 (Section II a) and the wives, husbands, minor children, widows or widowers of such veterans, who die without leaving means sufficient to defray funeral expenses will be eligible for up to \$500 in assistance. The Tahoma National Cemetery at Kent, the Washington State Veteran's Cemetery at Medical Lake or the Masonic Cemetery at Olympia are available, to the extent space is available, without charge or cost for the burial of persons who have served in the army, navy, or marine corps of the United States, in the Spanish War, Philippine Insurrection, or the Chinese Relief Expedition, or who served in any said branches of said service as defined in Section II, a of the respective statute. See Attachment H for the Burial Assistance form.
- h. Other. Other emergency requests will be evaluated on a case-by-case basis.
- 3. **Disbursement Limits.** The limits of disbursements of funds to individuals are up to the annual HUD defined Fair Market Rent limit for Walla Walla County in keeping with the size of the veteran's household\$600-in a calendar year, per qualified applicant. HUD Fair Market Rent standards are published each year and available on the HUD website: https://www.huduser.gov/portal/datasets/fmr/fmrs/docsys.html?data=fmr16 and included as Attachment J. An additional \$100 per year may be granted to applicants with one (1) or more dependents residing in the household. In extenuating cases of hardship the Relief Officer in consultation with the subcontractor may recommend that a voucher amount exceed this established disbursement limit through the waiver processes noted below.
- 4. **Refusal of Service.** If Walla Walla County or service organizations suspect fraud, criminal activity or abuse of the system by the applicant, the matter will be referred to the appropriate law enforcement agency. If the applicant is found guilty of fraud or criminal activity, the applicant will be refused services in the future.
- 5. **Voucher Issuance.** The subcontractor will issue a voucher, signed by authorized personnel to a participating vendor within the community that can supply the emergent

Veterans' Relief Program Guidelines, February 20165

Page 11 of 26

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

need of the applicant. All vouchers will be non-refundable and non-transferable and will be reimbursed at actual cost of service.

- 6. **Voucher Delivery.** The voucher is provided to the applicant who will deliver the voucher to the participating vendor for services.
- 7. **Voucher Redemption.** The vendor will return the voucher to the DCH who will process vouchers through the Walla Walla County Auditor's Office for payment according to the County Auditor's payment schedule.

VETERANS' ORGANIZATION VOUCHER PROCEDURES

Hall Rental. For a service organization to be reimbursed for hall rental, a Statement of Services (Attachment H) must be completed and submitted to the DCH. The allowable rental fee is a maximum of \$360 per calendar year. The requested amount cannot exceed the actual costs and the form shall be accompanied by proper documentation. A reimbursement for the previous year's rental expense is due at the end of January of the new year.

Stand-Down Funds. Requests for stand-down funds can be submitted utilizing a Statement of Services (Attachment H). This request must be accompanied by documentation to support allowable use of Veterans Relief funds. All stand-down requests will be provided to the advisory board for review and recommendation to DCH.

EXCEPTIONS AND WAIVERS

In extraordinary circumstances and when warranted, Relief Officers in consultation with subcontractors may request waivers from DCH by utilizing the Waiver Request Form (Attachment I). Extraordinary circumstances may include situations where the veteran may be associated with the subcontractor by way of employment, volunteer work or relationship to a staff members employed by the subcontractor. The waiver should be completed by the subcontractor and submitted to DCH for approval and processing.

As a final option, Veterans who indicate a desire to file an appeal to the Veterans' Advisory Board in regards to a decision rendered are assisted in doing so by DCH staff receiving the concern. Assistance includes but is not limited to, help with preparing the written appeal and/or other procedural steps as needed. Veterans may also file an appeal to any decision directly with the Veterans' Advisory Board. All decisions in regards to appeals will be made by the Veterans' Advisory Board.

20165 Poverty Guidelines

U.S. Federal Poverty Guidelines Used to Determine Financial Eligibility for Certain Federal Programs

One Version of the [U.S.] Federal Poverty Measure

[Prior Poverty Guidelines and Federal Register References Since 1982]

[Frequently Asked Questions (FAQs)]

[Further Resources on Poverty Measurement, Poverty Lines, and Their History]

[Federal Register Notice, January 22, 2015]—Full text]
[Prior Poverty Guidelines and Federal Register References since 1982]

[Frequently Asked Questions (FAQs)]

[Further Resources on Poverty Measurement, Poverty Lines and Their History]

[Computations for the 2015 Poverty Guidelines]

The following figures are the 2016 HHS poverty guidelines which are available on the U.S Department of Health & Human Services website: http://aspe.hhs.gov/poverty/16poverty.cfm. (Additional information will be posted after the guidelines are published.)

20165 POVERTY GUIDELINES				
Persons in	48 Contiguous States and the	Alaska	Hawaii	
family/household	District of Columbia			
1	\$11, 770 <u>880</u>	\$14, 720 840	\$13, 550 <u>670</u>	
2	15,930 16,020	19,920 20,020	18 <u>,4</u> 330	
3	20, 090 160	25, 120 200	23,1940	
4	24, 250 300	30,3 <u>8</u> 20	_27, 890 950	
5	28,44+0	35,5 <u>6</u> 2 0	32, 670 700	
6	32,5 <u>8</u> 70	40,7 <u>4</u> 20	37,4 <u>7</u> 50	
7	36,730	45,920	42,230	
8	40,890	51,120	47,010	
For families/households	\$4,160	\$5,200	\$4,780	
with more than 8				
persons, add for each				

Veterans' Relief Program Guidelines, February 20165

Page 13 of 26

Revision date: 2016-08-11

additional	person
additional	person.

The separate poverty guidelines for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. Note that the poverty thresholds - the original version of the poverty measure - have never had separate figures for Alaska and Hawaii. The poverty guidelines are not defined for Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and Palau. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office which administers the program is responsible for deciding whether to use the contiguous-states-and-D.C. guidelines for those jurisdictions or to follow some other procedure.

The poverty guidelines apply to both aged and non-aged units. The guidelines have never had an aged /non-aged distinction; only the Census Bureau (statistical) poverty thresholds have separate figures for aged and non-aged one-person and two-person units.

Programs using the guidelines (or percentage multiples of the guidelines — for instance, 125 percent or 1 85 percent of the guidelines) in determining eligibility include Head Start, the Supplemental Nutrition Assistance Program (SNAP), the National School Lunch Program, the Low-Income Home Energy Assistance Program, and the Children's Health Insurance Program. Note that in general, cash public assistance programs (Temporary Assistance for Needy Families and Supplemental Security Income) do NOT use the poverty guidelines in determining eligibility. The Earned Income Tax Credit program also does NOT use the poverty guidelines to determine eligibility. For a more detailed list of programs that do and don't use the guidelines, see the Frequently Asked Questions (FAQs).

The poverty guidelines (unlike the -poverty thresholds) are designated by the year in which they are issued. For instance, the guidelines issued in January 20165 are designated the 20165 poverty guidelines. However, the 20165 HHS poverty guidelines only reflect price changes through calendar year 20154; accordingly, they are approximately equal to the Census Bureau poverty thresholds for calendar year 20154. (The 20154 thresholds are expected to be issued in final form in September 20156; a preliminary version of the 20154 thresholds is now available from the Census Bureau.)

The poverty guidelines may be formally referenced as "the poverty guidelines updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2)."

2015-2016 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA (as allowed by County Guidelines)

Formatted Table

Persons in family/household	Poverty guideline	120% FPL	Monthy Rate of 120% FPL
1	\$11, 770 <u>880</u>	\$14, 12 4 <u>256</u>	\$1, 177 <u>188</u>
2	15,930 <u>16,020</u>	\$19, 116 <u>224</u>	\$1, 593 <u>602</u>
3	20, 090 <u>160</u>	\$24, 108 <u>192</u>	\$2, 009 <u>016</u>
4	24, 250 <u>300</u>	\$29, 100 160	\$2,4 <u>25</u> 4 <u>30</u>
5	28, <u>410440</u>	\$34, 092 128	\$2,84 <u>4</u> +
6	32,5 <u>8</u> 70	\$39, 08 4 <u>096</u>	\$3,25 <u>8</u> 7
7	36,730	\$44,076	\$3,673
8	40,890	\$49,068	\$4,089
For households with >8 persons, add:	\$4,160	\$4,992	\$416

Attachment B

Revision date: 2016-08-11

APPLICATION FORM

NAME:APPLICATION DATE:			
ADDRESS:			
PHONE:DATE OF BIRT	TH: SOCIAL SECURITY#		
MONTHS IN STATE:	MONTHS IN COUNTY:		
MARITAL STATUS:	LEGAL DEPENDENTS AND AGES:		
ETHNICITY:Caucasian Hispa	nicAfrican-AmericanAsian	Other	
BRANCH OF SERVICE:	SERVICE NUMBER:		
DATE ENTERED: DISCHARGE I	DATE: TYPE OF DISCHARGE:		
LIST BELOW ANY MONTHLY INCOME F	ROM THE FOLLOWING:		
WELFARE	UNEMPLOYMENT		
VA BENEFITS	STATE INDUSTRIAL		
CHILD SUPPORT	SOCIAL SECURITY		
ALIMONY	EMPLOYMENT (SPECIFY)		
PART-TIME WORK	OTHER (SPECIFY)		
SPOUSE'S INCOME	TOTAL INCOME	\$	
LIGT DELOW VOUR MONTHLY EVENIGE	C FOR THE ITEMS INDICATED.		
LIST BELOW YOUR MONTHLY EXPENSE	VEHICLE		
RENTFUEL	CREDIT CARDS		
FOOD	MEDICAL		
ELECTRICITY	WATER		
OTHER (SPECIFY)	OTHER (SPECIFY)		
OTHER (SPECIFT)	TOTAL EXPENSES	\$	
Does applicant qualify as indigent (per Attachi		No	
Does approant quanty as margent (per ritteen			
BRIEFLY DESCRIBE ASSISTANCE NEEDI	ED:		
I, the undersigned swear or affirm that the answ	vers to the questions hereon are true and correct and I under it my right to assistance under the Veteran's Assistance Act	of the State of	
	nay be prescribed by law. I further agree to release any info		
	service agencies and aid in the processing of this request.	imation regarding my	
case that may be in possession of other social s	of the ageneres and and in the processing of this request.		
	5		
Applicant's Signature	Date _		
OFFICE USE ONLY			
TOTAL GRANTED: \$	VOUCHER #: VENDOR:		
ASSISTANCE DENIED (SPECIFY REASON	():		
COPY OF DISCHARGE VERIFICATION	(DD214 or OTHER) & PICTURE I.D. MUST BE ON FI	LE OR ATTACHED	
TO APPLICATION	**		
Veterans' Relief Program Guidelines, Feb	ruary_20165	Page 16 of 26	
veterans Rener Flogram Guidelines, Feb	ruury 201 <u>0</u> 5	1 450 10 01 20	

EXAMPLES OF ACCCEPTABLE PROOF OF RESIDENCY, SERVICE RECORD AND INCOME DOCUMENTATION

SERVICE RECORD

- A. Form DD214
- B. Veterans Administration Verbal Verification 1-800-827-1000
- C. Report of Separation (or equivalent form)

WALLA WALLA COUNTY RESIDENT - 60 DAYS

- A. Rental agreement or receipts
- B. Bills, e.g. utilities, telephone
- C. Mail from official government source, e.g. tax forms

FAMILY RELATIONSHIP

- A. Birth certificate
- B. Marriage license
- C. Death certificate of veteran
- D. Adoption papers
- E. Public assistance documents

INCOME

- A. Pay stubs
- B. Income tax return
- C. Social Security statements
- D. VA Assistance statements
- E. Disability verification
- F. DSHS grant verification
- G. Unemployment record
- H. L&I disability award letter
- I. Letter from person who hired the veteran for odd jobs
- J. Letter from person who has supported the veteran last month

EXPENSES

- A. Utility Bills
- B. Rental Agreements
- C. Invoices or statements

Attachment D

Walla Walla County Veterans' Relief Fund Eligibility Criteria

UTILITIES (GAS-ELECTRIC-WATER):

- FINAL NOTICE and PAST DUE NOTICE are both needed to show the amounts due and usage
- Next step is the need to call the company and determine two (2) things:
 - 1. Dates of service for the amount owing
 - 2. When was the last payment made
- No deposit assistance
- If the amount of the bill is more than the assistance being rendered, the client must come up with the difference to ensure full amount owing is paid

PRESCRIPTIONS:

- Original prescription must be in hand and different pharmacies called to price compare
 - No controlled substances (non-narcotic)
- Counsel takes place to determine if the veteran has applied for medical assistance and if a veteran
 has signed up at the VA hospital
- There is assistance every six_three (3) months up to the amount of \$40 from Helpline and additional services from St. Vincent de Paul and SonBridge.for \$40

FOOD:

- Helpline offers vouchers to <u>local food banks</u>, three (3) different food banks and a fourth one at Helpline if needed
- Client Veteran must come in monthlyonee a week to receive a voucher for any of the qualifying food banks; each food bank can be accessed once a month
- Counsel client to see if application has been made for food stamps, elient is informed there is a
 food bank on Saturdays on the far side of the Eagles Bowling Alley that can be accessed once a
 month

TRANSPORTATION:

- Verified doctor's appointments for any out-of-towncounty travel
- · Verified job or job search status.interview
- Homeless living in vehicle
- Relocation to another area

Will refer all veterans to the VA and all other known assisting organizations as appropriate.

RENT:

- Housing status will be determined by the Housing Status Verification Form, Attachment FG
- Forms must be sent to landlord accepting the amount of services qualified for (i.e. 25% for single households and 30% for families); his is based on the amount of total rent
- When all forms have been turned in, a check or voucher is then issued
- Household will be referred to Walla Walla Coordinated Entry system, Pathways Home

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Font color: Red Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Left, Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Veterans' Relief Program Guidelines, February 20165

Page 18 of 26

Revision date: 2016-08-11

SHELTER:

- Helpline will assist if the veterans cannot be placed at the Christian Aid Center or other Emergency Shelter
- The situation is analyzed to see if there is a plan in place to divert the veteran from homelessness
- The veteran must sign up at the Work Source office and present verification of having done so or
 provide documentation of incapacity for work
- Depending on the individual situation, shelter can be given for one night to <u>a maximum of 30 nights.</u>
- Main Emergency shelters are include the Christian Aid Center, and the YWCA and available local hotels.
- Veteran will be referred to Walla Walla County Coordinated Entry system. Pathways Home.

EXCEPTIONS

 If a veteran's need exceeds the prescribed limit, Helpline can request an exception to the dollar limit

BURIAL:

 The veterans entitled to the burial assistance as prescribed by the Washington Administrative Code

CLOTHING:

- Scope and purpose of clothing services shall be specific to employment or obtaining work
- Clothing must be purchased at preferred locations to include thrift stores and discount department stores, e.g. Walmart, Shopko, K-Mart or equivalent.

OTHER:

- Applications are also offered for vision care through the Lions Club
- Dental <u>service</u>van applications
- Prescription discount program
- Hygiene
- Household and furniture vouchers
- Bread
- Blankets

When a client comes in for services, we ask that they are sober and treat the staff with courtesy and respect. The same is expected of our volunteers and staff. If a person should become vulgar or violent, they are asked to leave and return at a later time of need or come in accompanied by a representative from another organization.

Formatted: Font color: Red

Attachment E

WALLA WALLA COUNTY VETERANS' RELIEF FUND RENTAL ASSISTANCE FORM

Date		
Applicant's Name		
Address		
Landlord's Name		
Address		
Phone		
Landlord's Tax ID Number	r or Social Security Number	
	If applicant is behind in rent, please state the amounts is a deposit or late charges, please identify this in	
STATEMENT OF LANDI	LORD:	
() Owner of Property	~~~ OR ~~~ () Manager of Property	
Owner's Name, if different	from Manager	
Landlord's Signature		
~~ If the rent request is app	proved, payment will be processed within 3 weeks.	~~
Veterans' Relief Program Guide	lines, February-20165	Page 20 of 26
Revision date: 2016-08-11		

WALLA WALLA COUNTY VETERANS' RELIEF FUND Housing Status Verification

Date:	
Applicant's Name:	

Situation		Required Documentation	
Individual/household is at risk and facing potential eviction	Nonpayment of rent or other lease violation Nonpayment of utilities (see program guidelines for eligibility)	Required Documentation Pay or vacate notice or eviction notice. AND Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit. Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit. AND Utility shut off notice identifying the individual or household member, indicating that utility will be shut or disconnected if payment is not received, and is sign and dated by utility company representative and/or included utility company contact information. AND Statement from case manager indicating that without VRF assistance the individual/household will lose the housing and become homeless.	
Individual/household is homeless or will be within 14 days	Lacks a fixed, regular and adequate nighttime residence or losing housing within 14 days	Letter signed and dated from provider of temporary residence that includes a statement verifying the applicant's current living situation and the date when the household must vacate the temporary housing. OR Telephone call to provider of temporary housing that is documented, signed, and dated by the case manager making the call (complete a Third Party Oral Verification form. Equivalent case notes may be substituted.). OR Current HMIS record from homeless housing program, including dates of stay. OR	

	Self declaration signed and dated by applicant stating why they are homeless (complete Self-Declaration form). **Self-declaration of housing status should be used rarely and only when written third party verification cannot be obtained.**
Exiting an institution	Letter signed and dated by hospital/institution representative that included a statement verifying current hospital/institution stay of individual and indicating individual has no housing to return to upon discharge.
Fleeing domestic violence, sexual assault, stalking, etc.	Signed and dated self-declaration from individual (complete Self-Declaration form).

Attachment G

WALLA WALLA COUNTY VETERANS' RELIEF FUND BURIAL ASSISTANCE FORM

Date			
Applicant's Name			
Address			
		ef Fund attached? Yes	
	ualify for Veterans' Reli	ef Fund? Yes N	lo
Any other funding a	ed? Yes No vailable? Yes	No	
	ication, including docum	entation: (To be complete	d by Helpline or Post
Submitted by:	elpline or Post Implemen	ntation Officer Signature	
Department of Com	munity Health Action:		
Authorization Signat	ture	Date	
Veterans' Relief Progran	n Guidelines, February- 201 <u>6</u> 5		Page 23 of 26
Revision date: 2016	-08-11		

Attachment H

County of Walla Walla, Washington Department of Community Health P.O. Box 1753 Walla Walla, WA 99362

STATEMENT FOR SERVICES

Address		
City		
DATE	DESCRIPTION	BILLED
		AMOUNT
		Total
the services rendered	o hereby certify under penalty of perjury, If for the labor performed as described he vainst County of Walla Walla, and that I c	rein, and the claim is a just, due and
SIGNED		
TITLE		
DATE		
Veterans' Relief Progran	n Guidelines, February- 201 <u>6</u> 5	Page 24 of 26

Federal Identification number	
-------------------------------	--

Attachment I

WALLA WALLA COUNTY VETERANS' RELIEF FUND WAIVER REQUEST

Formatted: Font color: Red	

Applicant's Name	Date
THIS IS A REQUEST TO WA	IVE THE FOLLOWING CRITERIA:
AMOUNT OF ASSISTANCEIN	NCOME LIMIT
Please attach completed application.	
Justification of Wavier: (To be completed by the applicant, or Helplin	e Social Services).
Applicant's Signature H	Helpline Emergency Social Services
Decision by Department of Community Health	h
Authorized Signature	Date
Veterans' Relief Program Guidelines, February 201 <u>6</u> 5	Page 25 of 26
Revision date: 2016-08-11	

		100				
A	tta	ch	m	101	nf	

$\overline{}$			 		-	_
	-			-		
		rm				

FY 2016 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2016 FMRs for All Bedroom Sizes

Final FY 2016 FMRs By Unit Bedrooms					
Efficiency: One-Bedroom Two-Bedroom Three-Bedroom Four-Bedro					
<u>\$624</u>	<u>\$661</u>	\$885	\$1,221	\$1,545	

The Office of Management and Budget release new Core Based Statistical Area definitions in February 2013. The Census American Community Survey incorporated these definitions in the ACS2013 release, which are the basis for

FY2016 Fair Market Rents. HUD has elected to continue use of the pre-2013 definitions except where the post-2013 definitions result in a smaller FMR area. This is consistent with HUD's objective to maximize tenant choice by allowing FMRs to vary locally.

Walla Walla County, Washington is part of the Walla Walla County, WA HUD Metro FMR Area, which consists of the following counties: Walla Walla County, Washington. All information here applies to the entirety of the Walla Walla County, WA HUD Metro FMR Area.

Formatted: Centered

10:00

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

a) Public Hearing:

- 1) To consider request by the Port of Walla Walla (ZCA16-007) to amend Walla Walla County Code Section 17.16.014 to allow Automobile Service Stations and Convenience Markets to be located in the Industrial Business Park Zoning District
- **b)** Possible direction re above, with action scheduled for 11 a.m. today
- c) Department update and miscellaneous

Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

Date: August 15, 2016

To: Walla Walla County Board of County Commissioners

From: Tom Glover, Director

RE: Public Hearing Agenda Item No. 1 – A Zoning Code Text Amendment application

from the Port of Walla Walla relating to convenience stores and service stations in

the Industrial Business Park district Docket No. ZCA15-007

Background

The Port of Walla Walla has proposed to amend Walla Walla County Code (WWCC) Section 17.16.014, Permitted Uses, to allow "Automobile Service Station and Convenience Market" as a permitted use in the Industrial Business Park (I/BP) zoning district. This use is currently allowed in the Heavy Industrial, Light Industrial, Neighborhood Commercial, General Commercial and Burbank Commercial zoning districts. There is no definition included in Chapter 17.08 for this use.

The County's Industrial Business Park zoning district is only applied in the Port of Walla Walla's Burbank Business Park. In 2016 a Development Agreement was executed between the Port of Walla Walla and the County for development of the Burbank Business Park. A binding site plan was also approved for this project earlier this year.

On June 1, prior to the Planning Commission Public Hearing, a public informational workshop was held in order to provide an opportunity for the general public to ask questions about the proposed amendment. At the June 1 Public Hearing staff presented the application. The Planning Commission allowed for public comment; the only public testimony was from Paul Gerola, representing the Port of Walla Walla.

Planning Commission Recommendation

At the public hearing held by the Planning Commission on June 1 the Commission concluded that application ZCA16-007 meets the review criteria in WWCC 14.15.070 and voted unanimously to recommend approval by the Board of County Commissioners. Planning Commission Resolution 16-04, which is included as Attachment 1, documents this recommendation.

Recommended Motion

"I move that the Board of County Commissioners concur with the findings of fact and conclusions of law in docket ZCA16-007 and approve the application by the Port of Walla Walla to amend Walla Walla County Code Section 17.16.014 and request the Community Development Department and Prosecuting Attorney prepare an ordinance for approval."

Attachments

- 1. Planning Commission Resolution No. 16-04
- 2. Notice of Public Hearing
- 3. May 28, 2016 Staff Report to the Planning Commission

<u>Analysis</u>

The May 28, 2016 Staff Report to the Planning Commission provides staff's analysis to the below decision criteria, as well as draft findings of fact and conclusions of law. WWCC14.15.070(B)(3) lists the criteria the Board of County Commissioners shall base its decision on:

- a. The amendment is consistent with the comprehensive plan; and
- b. The amendment meets a definable public need: and
- c. The amendment is in the long term interest of the county.

WALLA WALLA COUNTY PLANNING COMMISSION RESOLUTION NUMBER 16-04

Project: ZCA16-007 - Amend Section 17.16.014, Permitted use table

WHEREAS, the Port of Walla Walla has proposed to amend Walla Walla County Code (WWCC) Section 17.16.014, Permitted uses table, to allow "Automobile Service Station and Convenience Market" as a permitted use in the Industrial Business Park (I/BP) zoning district; and

WHEREAS, the Board of County Commissioners approved by Resolution 16-131 a request by the Port of Walla Walla that the County proceed with consideration of these amendments outside of the regular docketing process, concluding that it is in the long term interest of the County to do so; and

WHEREAS, at a workshop meeting on May 4, 2016 the Planning Commission reviewed the draft amendments and background materials; and

WHEREAS, as required by WWCC 14.15.050B2, a public informational meeting was held by staff on June 1, 2016 prior to the Planning Commission meeting; and

WHEREAS, the Planning Commission held a public hearing on June 1, 2016 to consider the proposed amendments to Section 17.16.014; and

WHEREAS, members of the general public were notified of the public hearing and had the opportunity to submit testimony; and

WHEREAS, the Planning Commission considered the draft amendments based on the applicable criteria listed in Title 14 of Walla Walla County Code:

Development Regulations Amendment Review Criteria - WWCC Chapter 14.15

- a. Whether or not the amendment is consistent with the comprehensive plan; and
- b. Whether or not the amendment is consistent with other development regulations, unless accompanied by amendments to such other development regulations; and
- c. Whether or not the amendment is appropriate for consideration at this time; and
- d. Whether or not the amendment meets a definable public need, and
- e. Whether or not the amendment is in the long term interest of the county.

WHEREAS, the Planning Commission voted unanimously, with one member absent, to recommend that the Board of County Commissioners that application ZCA16-007 be approved as submitted.

BE IT RESOLVED, by the Walla Walla County Planning Commission that the Planning Commission recommends to the Board of County Commissioners that application ZCA16-007 be approved as submitted.

Bruce McCaw, Chairman

Walla Walla County Planning Commission

Dated: 07-01-2016

Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

NOTICE OF PUBLIC HEARING **BOARD OF COUNTY COMMISSIONERS** WALLA WALLA COUNTY, WA

Notice is hereby given that the Board of County Commissioners will hold a public hearing at 10:00 AM on Monday, August 15 in Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington to receive public testimony and consider, pursuant to Walla Walla County Code Chapter 14.15, action or decision on the following proposal.

> Development Regulations amendment application by the Port of Walla Walla (ZCA16-007). The Port of Walla Walla has proposed to amend Walla Walla County Code (WWCC) Section 17.16.014, Permitted Uses, to allow "Automobile Service Station and Convenience Market" as a permitted use in the Industrial Business Park (I/BP) zoning district.

Written comments regarding these amendments may be submitted prior to and at the hearing on August 15. This is the final opportunity to comment; written comments cannot be accepted after the public hearing is closed on August 15. Send written comments to the following address:

Board of County Commissioners c/o Walla Walla County Community Development Department 310 W. Poplar Street, Suite 200 Walla Walla, WA 99362 commdev@co.walla-walla.wa.us

PUBLIC HEARING INFORMATION

County Public Health and Legislative Building 314 West Main Street 2nd floor - Room 213 Walla Walla, WA August 15, 2016 at 10:00 AM

FOR MORE INFORMATION: For more information regarding this meeting, please contact Lauren Prentice, Principal Planner at 509-524-2620 or commdev@co.walla-walla.wa.us.

Walla Walla County complies with ADA; reasonable accommodation provided with 3 days notice.

Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

Date:

May 28, 2016

To:

Planning Commission Tom Glover, Director

From:

Lauren Prentice, Principal Planner

RE:

Public Hearing Item 2 - Port of Walla Walla amendments relating to convenience stores and service stations in the Industrial Business Park district (ZCA16-007)

Background

The Port of Walla Walla has proposed to amend Walla Walla County Code (WWCC) Section 17.16.014, Permitted Uses, to allow "Automobile Service Station and Convenience Market" as a permitted use in the Industrial Business Park (I/BP) zoning district.

This use is currently allowed in the Heavy Industrial, Light Industrial, Neighborhood Commercial, General Commercial and Burbank Commercial zoning districts. There is no definition included in Chapter 17.08 for this use.

The County's Industrial Business Park zoning district is only applied in the Port of Walla Walla's Burbank Business Park. In 2016 a Development Agreement was executed between the Port of Walla Walla and the County for development of the Burbank Business Park. A binding site plan was also approved for this project earlier this year. Attachment 1 is a copy of the application submitted by the Port; this includes a vicinity map showing where this area is located.

The Board of County Commissioners signed Resolution 16-131 (Attachment 3) earlier this month approving a request by the Port that the County proceed with consideration of these amendments outside of the regular docketing process, concluding that it is in the long term interest of the County to do so.

Attachments

- 1. Zoning Code Text Amendment application ZCA16-001 submitted on 04-27-16
- 2. SEPA Environmental Checklist SEPA16-022 submitted on 04-27-16
- 3. Board of County Commissioners Resolution 16-131 dated 04-25-16
- 4. Notice of Public Hearing

Staff Recommendation

Staff recommends that the Planning Commission recommend approval to the Walla Walla County Board of Commissioners of the application as submitted.

Recommended Motion

"I move that the Planning Commission concur with the findings of fact and conclusions of law in the June 1 staff report and recommend to the Board of County Commissioners that Port of Walla Walla application ZCA16-007 be approved as submitted."

Criteria for Review

The Planning Commission shall recommend that a proposed amendment be approved, approved with modifications, or denied based on the following criteria from Walla Walla County Code Chapter 14.15.

Criteria: The amendment is consistent with the comprehensive plan; and

<u>Staff Discussion:</u> The amendments are consistent with Comprehensive Plan, which identify that the Industrial/Business Park zone shall include "retail commercial uses intended to help meet future long-term needs of the community and the anticipated employees of the business park." (Burbank Subarea Plan, Page 12-5)

- <u>Criteria:</u> The amendment is consistent with other development regulations, unless accompanied by amendments to such other development regulations; and <u>Staff Discussion:</u> No other development regulations will need to be amended as a result of this application. "Automobile Service Station and Convenience Market" is already an allowed use in the following commercial and industrial districts: Heavy Industrial, Light Industrial, Neighborhood Commercial, General Commercial, and Burbank Commercial. The purpose of the I/BP district is defined as follows in WWCC 17.12.040R: "This district allows for light industrial uses such as assembly, fabrication, and processing as well as compatible commercial, office, and recreation uses to serve the surrounding community." A variety of retail uses are already allowed in the I/BP district per Chapter 17.16, Permitted Uses.
- <u>Criteria:</u> The amendment is appropriate for consideration at this time; and <u>Staff Discussion:</u> Pursuant to WWCC 14.15.030, the Board of County Commissioners may amend development regulations more often than once a year as a determined by a majority vote of the Board to be in the long term interest of the County. The Commissioners found that it is appropriate to review this application at this time. See Resolution 16-131 (Attachment 3).
- <u>Criteria:</u> The amendment meets a definable public need; and <u>Staff Discussion:</u> The Port of Walla Walla stated in their application that they believe that the development of these uses within the Burbank Business Park will facilitate further economic development in helping the Port to attract other retail and industrial development. They present that convenience markets and service stations will serve anticipated employees of other businesses in the Burbank UGA.
- <u>Criteria:</u> The amendment is in the long term interest of the County. <u>Staff Discussion:</u> These amendments are in the long term interest of the County because they are consistent with Comprehensive Plan and will help support economic development in the Burbank UGA.

Findings of Fact

- 1. The process for development regulations amendments is outlined in Walla Walla County Code, Chapter 14.15, Development Regulations Amendments Process, which requires the Planning Commission to hold a public hearing and make a recommendation to the Board of County Commissioners. The Board of County Commissioners is the decision authority.
- 2. The Planning Commission reviewed the proposed amendments in a workshop at their meeting on May 4, 2016.
- 3. A notice of the June 1 informational public meeting and Planning Commission public hearing and was issued. The hearing notice was published in Walla Walla Union Bulletin, Tri-City Herald and Waitsburg Times on May 19.
- 4. The following conclusions support the draft amendments, scheduled for the Planning Commission's June 1, 2016 public hearing with a staff recommendation that the Planning Commission recommend approval of the draft amendments to the Board of County Commissioners.
- 5. As required by WWCC 14.15.050B2, a public informational meeting was held on June 1.
- 6. The proposed amendments are supported by the Walla Walla County Comprehensive Plan as identified in the Conclusions of Law section of this staff report.

Conclusions of Law

- 1. The proposed amendments have been reviewed under the criteria for review in Walla Walla County Code Chapter 14.15.
- 2. The proposed amendments are consistent with the stated purpose for Industrial Lands described on Page 12-15 in the Burbank Subarea Plan of the Walla Walla County Comprehensive Plan.
- 3. The proposed amendments are consistent with the County's other development regulations, including the purpose of the Industrial Business Park zoning district (WWCC 17.12.040R).
- 4. The Board of County Commissioners found that it is in the long-term interest of the County to review these proposed amendments at this time via Resolution 16-131.

WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT 310 W Poplar St., Suite 200 Walla Walla, WA 99362 509-524-2610

permits@co.walla-walla.wa.us

ZONING CODE TEXT AMENDMENT APPLICATION

This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Chapter 14.07 WWCC. *All zoning code text amendment applications shall be submitted on or before March 31st of each year.*

Applicant information		
Name: Port of Walla Walla, Paul Gerola, Interim Exec	utive Director	The state of the s
Mailing address: 310 "A" Street, Walla Walla Regiona	I Airport	
City: Walla Walla	State: WA	Zip: <u>99362</u>
Phone: 509-525-3100 x 104	Email: pg@portwallav	walla.com
Names, addresses, and telephone numbers of addition	nal applicants or applic	cant's representatives, if any:
Proposed Amendment		
Section(s) of code to be amended: 17.16.04, 17.20.10	0, and add a related de	efinition to Chapter 17.08
Description of the proposed amendment, (if additiona on the following page of this application):	l space is needed, inclu	ide in the written statement outlined
Amend the permitted uses in the Industrial/Business	Park (1/BP) zone to all	low "Automobile Service Station and
Convenience Market" uses in the I/BP zone as envisio	ned by the Comprehen	sive Plan. See attached for further
description,		

Written Statement

Please attach explanations on how the proposal meets the following approval criteria of Walla Walla County Code Sections 14.15.060 and 14.15.070:

- 1. The amendment is consistent with the comprehensive plan; and
- 2. The amendment is consistent with other development regulations, unless accompanied by amendments to such other development regulations; and
- 3. The amendment is appropriate for consideration at this time.
- 4. The amendment meets a definable public need; and
- 5. The amendment is in the long term interest of the county.

The following *must* be submitted with this completed form for the application to be complete:

- ☑ Application fee of \$950 payable to Walla Walla County.
- ☑ SEPA environmental checklist with a fee of \$380 payable to Walla Walla County.
- ☑ A written statement that addresses the approval criteria identified on page 1 of this application.

The signature of each applicant or the applicant's representative, and each property owner if different than the applicant(s), is required per 14.07.025 WWCC.

(We) (1) certify that the information furnished within this application, including all submittals and attachments, is

Applicant Signature:

Date: 4-26-16

Property Owner Signature:

Property Owner Signature:

Date: 4-21-16

Additional Applicant(s) / Representative_______Date:

Proposed Zoning Code Text Amendment

The Port of Walla Walla proposes to amend the table of permitted land uses in the Industrial Business Park (I/BP) zoning district in WWCC 17.16.014 to allow "Automobile Service Station and Convenience Market" as a permitted use in I/BP zone.

In 2005, the Port submitted a zoning code amendment specific to the Burbank Business Park (BP). The Port believed, at that time, it had included "Automobile Service Station and Convenience Market" as a permitted use in its zoning code amendment proposal, unfortunately, "Automobile Service Station and Convenience Market" was not included as a permitted use. The Port's intention was, and still is today, to allow "Automobile Service Station and Convenience Market" within the Port's Burbank BP.

The Port is currently working with two (2) of the existing fuel supplier/convenience stores in the Burbank area that are located on Humorist Road. With the recent construction of the WSDOT overpass and roundabouts in Burbank, direct access from US Highway 12 to those two (2) fuel supplier/convenience stores was eliminated. Since the completion of the WSDOT overpass project, both businesses have expressed strong interest in relocating their business operations to the Port's Burbank BP. The private capital investment from these new service stations/convenience markets will be in excess of \$3 million dollars. The proposed use, "Automobile Service Station and Convenience Market", is compatible with the current permitted uses in the Industrial/Business Park (I/BP) zoning and are consistent with the Port's vision for the Burbank BP.

As the lead economic development agency in the County, the Port proposes this change to stimulate development in the Burbank BP and the Burbank Urban Growth Area (UGA) to allow for "Automobile Service Station and Convenience Market" as contemplated in the adopted Comprehensive Plan. The Port's proposed amendment is consistent with the Commercial and Industrial land use designation description and Burbank UGA description in the Comprehensive Plan, and because the amendment would facilitate much needed economic development in the Burbank BP and UGA, the Port's request is that the Walla Walla County Board of Commissioners adopt the proposed amendment.

Permitted Use Table

The underlined text in the following table includes specific amendments proposed to WWCC 17.16.014, Permitted use table. Highlighted in yellow is the proposed amendment.

Retail/Wholesale Land Uses	Zone									
	Industrial and Commercial						Misc.			
	IA-M	IA-H	Н	LI	I/BP	NC	CG	BC	BR	PR
* Apparel and Accessory Stores				***************************************		P1	Р	Р		
Auction Houses, except livestock						P1	р	Р		
Auction Houses/Yards, Livestock	Р		•							
* Automobile Service Station and Convenience Market			Р	Р	Р	P1	P2	P2		
* Automotive Dealers			р	Р	Р	P1	Р	Р		
Automobile Leasing/Rental			р	р	Р	P1		p		

Compliance Narrative

The following is a summary of how the Port's proposed amendment will satisfy the approval criteria in Walla Walla County Code Sections 14.15.060 and 14.15.070.

1. The proposed amendment is consistent with the comprehensive plan.

Allowing "Automobile Service Station and Convenience Market" in the I/BP zone will bring greater consistency between the text in the Comprehensive Plan and the implementing zoning code. This use is contemplated by the Comprehensive Plan, as stated below, and is currently permitted outright in the HI (Heavy Industrial), LI (Light Industrial), NC (Neighborhood Commercial), CG (General Commercial), and BC (Burbank Commercial) zones.

"...Commercial lands are those lands designated primarily for retail businesses and service uses that depend on arterials or other major streets for trade or transportation ... " [Comp Plan, UGA Land Use Designations, Industrial page 5-11]

Amending the I/BP zoning provisions to permit "Automobile Service Station and Convenience Market" as a permitted use brings greater consistency between the text in the Comprehensive Plan and zoning code. In addition to this use being contemplated in the Comprehensive Plan text above, permitting this use will stimulate development in the Burbank BP & UGA by providing for additional uses to spur the anticipated retail commercial and industrial uses.

"...Light industrial and business park uses are intended to provide a transition between heavy industrial uses and residential land uses. The business park incudes retail commercial uses intended to help meet future long-term needs of the community and anticipated employees of the business park...." [Comp Plan, Burbank Urban Growth Area, Industrial page 12-5]

Allowing "Automobile Service Station and Convenience Market", particularly to stimulate development in the Burbank UGA, is consistent with the County's goal of economic development and with policies that encourage efficient use of land, especially land with UGAs.

2. The proposed amendment is consistent with other development regulations, unless accompanied by amendments to such other development regulations.

The proposed amendment is consistent with other uses allowed in the I/BP zone. Industrial/Business Park District. This district allows for light industrial uses such as assembly, fabrication, and processing as well as <u>compatible commercial</u>, office and recreation uses to serve the surrounding community. [WWCC 17.12.040.R]

The proposed amendment is also consistent with the general purpose of the zoning districts to "establish districts that are consistent with the Walla Walla comprehensive plan and wherein compatible uses of land may be located and grouped to create, protect or maintain a mutually satisfying environment for the citizens of Walla Walla County." [WWCC 17.12.030.A] The proposed amendment will "contribute to the economy and general welfare of the county" and "make it possible to more efficiently and economically design and install all physical public service facilities to adequately and permanently meet needs resulting from defined intensity of land use." [WWCC 17.12.030.B] Again, this amendment is intended to encourage economic development and promote the general welfare of the Burbank UGA and the county and is a compatible development and needed within I/BP zone.

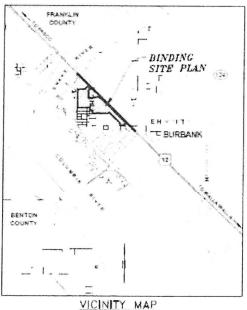
3. The proposed amendment is appropriate for consideration at this time.

Pursuant to WWCC 14.15.030, the Board of County Commissioners may amend development regulations more often than once a year as provided in WWCC 14.10.030 or as determined by a majority vote of the board of county commissioners to be in the long term interests of the county. The Port believes this proposed amendment is long term interests of the Burbank BP, Burbank UGA and Walla Walla County.

4. The proposed amendment meets a definable public need.

The proposed amendments will facilitate economic development in the Burbank BP and UGA and will help the Port in attracting other retail/industrial developments.

This use is identified in the Comprehensive Plan as being appropriate for industrial and business park areas. The Port has completed the binding site plan process for development within the Burbank BP and the inclusion of this use will stimulate development. The use will serve the public need by providing a needed retail service, jobs and will help in establishing other retail commercial/industrial uses to meet the future long-term needs of the community and serve the anticipated employees of the Burbank UGA.



5. The proposed amendment is in the long term interest of the county.

For the reasons described in the preceding sections – specifically consistency with the comprehensive plan's policies and promoting economic development in the County – the proposed amendment is in the long term interest of the County.

SEPA ENVIRONMENTAL CHECKLIST UPDATED 2014

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to <u>all parts of your proposal</u>, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the <u>SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D)</u>. Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. background

- Name of proposed project, if applicable:
 Port of Walla Walla Walla Walla County 2016 Zoning Code Text Amendment per WWCC 14.10.030
- 2. Name of applicant:

Port of Walla Walla

3. Address and phone number of applicant and contact person:

Port of Walla Walla Paul Gerola, Interim Executive Director 310 "A" Street – Walla Walla Regional Airport Walla Walla, WA 99362 (509) 525-3100 pg@portwallawalla.com

- 4. Date checklist prepared: April 25, 2016
- 5. Agency requesting checklist: Walla Walla County
- 6. Proposed timing or schedule (including phasing, if applicable):

The Port is submitting an application to the County to amend the County Zoning Code concurrently with this SEPA checklist. The Port's amendments will be subject to review by the Planning Commission and Board of County Commissioners, with anticipated action with 60-90 days.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Yes. The Port is currently working with two (2) of the existing fuel supplier/convenience stores in the Burbank area that are located on Humorist Road. With the recent construction of the WSDOT overpass and roundabouts in Burbank, direct access from US Highway 12 to those two (2) fuel supplier/convenience stores was eliminated. Since the completion of the WSDOT overpass project, both businesses have expressed strong interest in relocating their business operations to the Port's Burbank BP. The private capital investment from these new service stations/convenience markets will be in excess of \$3 million dollars. The proposed use, "Automobile Service Station and Convenience Market", is compatible with the current permitted uses in the Industrial/Business Park (I/BP) zoning and are consistent with the Port's vision for the Burbank BP.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

The County has reviewed its comprehensive plan and subsequent updates in a range of environmental documents (e.g. 2001 EIS and Addendum; 2007 EIS; 2009 DNS; etc.).

The subject amendment is a non-project proposals which do not pose any physical impacts to the environment, therefore, many of the items on this checklist are not applicable, but future SEPA documents will be prepared to allow review and mitigation of impacts associated with future project proposals, provided they are not exempt.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No, there are no applications pending.

- 10. List any government approvals or permits that will be needed for your proposal, if known. SEPA determination, review of the proposed zoning code amendment by the Planning Commission, and adoption of the proposed zoning code amendment by the Board of County Commissioners.
- 11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The Port's amendment would amend the table of permitted land uses in the Industrial Business Park (I/BP) zoning district in WWCC 17.16.014 to allow "Automobile Service Station and Convenience Market" as a permitted use in I/BP zone. In 2005, the Port submitted a zoning code amendment specific to the Burbank

Business Park (BP). The Port believed, at that time, it had included "Automobile Service Station and Convenience Market" as a permitted use in its zoning code amendment proposal, unfortunately, "Automobile Service Station and Convenience Market" was not included as a permitted use. The Port's intention was, and still is today, to allow "Automobile Service Station and Convenience Market" within the Port's Burbank BP.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

This is not a site-specific proposal. The Port amendment would be applicable to the Industrial/Business Park zoning district.

B. ENVIRONMENTAL ELEMENTS

4	-	rth	
78	200	7 T T	

3 .	Latut
	General description of the site rcle one): Flat, rolling, hilly, steep slopes, mountainous, other
b.	What is the steepest slope on the site (approximate percent slope)?
	Less than 1%.
C.	What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.
	Sand, gravel, and soils of an unknown classification.
d.	Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. None known.
e.	Describe the purpose, type, total area, and approximate quantities and total affected area

- Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.
 - Not Applicable. No filling or grading proposed.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not cause erosion. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-profit actions found at the end of this checklist.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Not Applicable. No Impervious Surface are proposed.

Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
 None proposed.

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not, in themselves, release emissions to the air. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist,

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. No.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:
 None proposed.

3. Water

- a. Surface Water:
 - Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
 - No. This is not a site-specific proposal.
 - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. No.
 - 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
 - Not Applicable. This is not a site-specific proposal.
 - 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. No.
 - Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.
 No, his is not a site-specific proposal.
 - 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.
 - Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not discharge waste material to surface waters. Potential impacts that could result from future

development under the proposed amendment are discussed in the supplemental sheets for nonproject actions found at the end of this checklist.

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not withdraw groundwater from a well for drinking water or other purposes. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals, . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not increase the risk of waste material entering ground or surface water. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

- c. Water runoff (including stormwater):
 - 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. Not Applicable.
 - 2) Could waste materials enter ground or surface waters? If so, generally describe.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not increase the risk of waste material entering ground or surface water. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: None proposed.

4. Plants

7.	Fiditis
а.	Check the types of vegetation found on the site:
	deciduous tree: alder, maple, aspen, other evergreen tree: fir, cedar, pine, other shrubs grass pasture crop or grain Orchards, vineyards or other permanent crops.

	wet soil plants: cattail, buttercup, bullrush, skunk cabbage, otherwater plants: water lily, eelgrass, milfoil, otherother types of vegetation
	This is not a site-specific proposal.
b	. What kind and amount of vegetation will be removed or altered?
	Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not alter vegetation. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.
c.	List threatened and endangered species known to be on or near the site. None known.
d.	Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: None proposed.
e.	List all noxious weeds and invasive species known to be on or near the site. None known.
5.	Animals
a.	<u>List</u> any birds and <u>other</u> animals which have been observed on or near the site or are known to be on or near the site. Examples include:
	birds:

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

None proposed.

7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not cause an increased risk of exposure to environmental health hazards. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

- Describe any known or possible contamination at the site from present or past uses None known.
- Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
 None known.
- Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
 None known.
- Describe special emergency services that might be required.
- 5) Proposed measures to reduce or control environmental health hazards, if any: None proposed.

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

None.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not create noise. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

Proposed measures to reduce or control noise impacts, if any:
 None proposed.

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Vacant Land, This is not a site-specific proposal.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

This is not a site-specific proposal.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

- c. Describe any structures on the site.
- d. Will any structures be demolished? If so, what?
- e. What is the current zoning classification of the site? Industrial/Business Park
- f. What is the current comprehensive plan designation of the site? Industrial/Business Park
- g. If applicable, what is the current shoreline master program designation of the site? Not Applicable.
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
 Not Known.
- Approximately how many people would reside or work in the completed project?
 Not Applicable.
- j. Approximately how many people would the completed project displace? No people will be displaced as a result of the proposed amendment.
- k. Proposed measures to avoid or reduce displacement impacts, if any: Not Applicable. None proposed.

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The proposed amendments— and level of review — is consistent with the permitted uses identified in the Comprehensive Plan. Allowing this use is consistent with the County's goal of economic development and with policies that encourage efficient use of land, especially land with UGAs (e.g., Port of Walla Walla's Burbank Business Park).

 m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any: None proposed.

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

None. This is not a site-specific proposal.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Not Applicable.

 Proposed measures to reduce or control housing impacts, if any: Not Applicable.

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

This is not a site-specific proposal. The proposed amendment maintains the same development standards (height, setbacks, etc.) that currently apply to the zones. Future development on the sites will be subject to environmental review at the project level when more specific information is available.

b. What views in the immediate vicinity would be altered or obstructed?

The amendment will not alter or obstruct views, future development on the site would change views in the immediate vicinity. Views of currently vacant and undeveloped properties would be altered by future construction of buildings.

 Proposed measures to reduce or control aesthetic impacts, if any: Not Applicable.

11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not produce light or glare. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

- b. Could light or glare from the finished project be a safety hazard or interfere with views? Not Applicable.
- c. What existing off-site sources of light or glare may affect your proposal?
 None
- d. Proposed measures to reduce or control light and glare impacts, if any:

None Proposed.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? This is not a site-specific proposal.
- b. Would the proposed project displace any existing recreational uses? If so, describe.
 No.
- Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:
 None Proposed.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.
 None Known.
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.
 None Known.
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. This is not a site-specific proposal. Future SEPA documents will be prepared to allow review and mitigation of impacts associated with future project proposals, provided they are not exempt.
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. None Proposed.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.
 This is not a site-specific proposal.
- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?
 Not Applicable.
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?
 This is not a site-specific proposal.

May 2014

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

Not Applicable.

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

This is not a site-specific proposal.

I. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not generate vehicle trips. Potential transportation impacts that could result from future development and under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

Not Applicable. The proposed amendments is a non-project action.

 h. Proposed measures to reduce or control transportation impacts, if any: None Proposed.

15. Public Services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not result in an increased need for public services. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

b. Proposed measures to reduce or control direct impacts on public services, if any.
 None Proposed.

16. Utilities

a.	Circle utilities currently available at the site:
	electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system
	other

This is not a site-specific proposal.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Not Applicable. The proposed amendment is a non-project action. The proposed amendment will not result in an increased need for public utilities. Potential impacts that could result from future development under the proposed amendment is discussed in the supplemental sheets for non-project actions found at the end of this checklist.

C. Signature

lead agency is relying on them to make its decision.	
Signature:	
Name of signee Paul J. Berola	
Position and Agency/Organization Interim Excuture Pirador - Port	OF
Date Submitted: 4-26-16 Wyllia W	ulla

The above answers are true and complete to the best of my knowledge. I understand that the

D. Supplemental Sheet for Non-Project Actions

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general

terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The zoning code amendment is not likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise.

Future developments allowed under the proposed amendment is unlikely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or noxious production of noise beyond what is allowed under current regulations.

Proposed measures to avoid or reduce such increases are:

Potential impacts, such as traffic noise, resulting from a change to the zoning district is expected to be minimal. All future uses would be governed by applicable federal, state and local regulations regarding air and water quality standards, production, storage, and release of toxic or hazardous substances, traffic and noise regulations which would eliminate or reduce impacts.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposal would not be likely to negatively affect plants, animals, fish, or marine life. Future development allowed under the proposed amendment is unlikely to negatively affect plants, animals, fish or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Any future uses allowed under the proposed amendment will be required to comply with local, state and federal environmental regulations, which will ensure protection and conservation of the plants and animals in the area.

3. How would the proposal be likely to deplete energy or natural resources?

The proposal would not be likely to deplete energy or natural resources. The use, if approved, in the I/BP zoning district is consistent with the vision for the zone established in the Comprehensive Plan.

Proposed measures to protect or conserve energy and natural resources are: Any future uses allowed under the proposed amendment will be required to comply with building codes for energy conservation and are required to comply with local, state and federal environmental regulations.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposal is not expected to impact environmentally sensitive areas. The proposed amendment to the I/BP zone is unlikely to result in development that would create impacts greater than development under current regulations. Future development in the area will be subject to further environmental review at the project level.

Proposed measures to protect such resources or to avoid or reduce impacts are:

All future uses would be governed by applicable federal, state and local regulations regarding environmentally sensitive areas and areas designated for governmental protection.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposal is not expected to negatively impact shoreline or land use. The Port's proposed change is consistent with the Comprehensive Plan. The amendment is unlikely to result in development that would create impacts greater than development under current regulations.

Proposed measures to avoid or reduce shoreline and land use impacts are:

All future uses would be governed by applicable federal, state and local regulations regarding land and shoreline use.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Future development in the I/BP zoning district may increase demands on transportation and utilities, however, the proposed amendment is unlikely to create impacts beyond impacts anticipated of development under current regulations. Since the additional trips associated with the proposed amendment is within the range of uses currently allowed, the amendment is unlikely to create higher trip volumes than development under current regulations. Additionally, the proposed amendment in the I/BP zone will accommodate the residential population in the portion of the Burbank UGA that will be served by proposed use.

Proposed measures to reduce or respond to such demand(s) are:

None proposed at this time. These will be developed through project level review.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No known conflicts.

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF REVIEWING PROPOSED DEVELOPMENT REGULATION AMENDMENTS RELATED TO AUTOMOBILE SERVICE STATIONS AND CONVENIENCE MARKETS WITHIN THE BURBANK INDUSTRIAL /BUSINESS PARK ZONE (I/BP)

RESOLUTION NO. 16 121

WHEREAS, it is desirable for Walla Walla County to utilize innovative land use management techniques permitted by RCW 36.70A; and

WHEREAS, it is desirable for the County to ensure that development regulations are not established in a manner that hinder prospective compatible uses of property; and

WHEREAS, RCW 36.70A.470 requires that the County include a procedure for any interested person to suggest amendments to the comprehensive plan or development regulations, and that the amendments must be docketed and considered on at least an annual basis; and

WHEREAS, pursuant to Walla Walla County Code Chapter 14.15.030 the Board of County Commissioners may amend development regulations more often than once a year as determined by a majority vote of the Board of County Commissioners to be in the long term interests of the County; and

WHEREAS, the Board of County Commissioners received a written request dated April 13, 2016 from the Port of Walla Walla to amend the County development regulations, permitted uses table, to allow "Automobile Service Station and Convenience Market" as a permitted use in the County's Industrial/Business Park (I/BP) zoning code; and

WHEREAS, the County Community Development Director, Tom Glover, presented the request from the Port to the County Commissioners during public session on April 18, 2016; and

WHEREAS, the Port agreed to pay the application fees associated with this request; and

WHEREAS, the Board discussed the request in public session and agreed that considering a code amendment in response to the Port's request is appropriate for review at this time, and in the long-term interests of the County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the Port of Walla Walla, with assistance from County staff, prepare and apply to the Walla Walla County Community Development Department for a Port-sponsored zoning amendment related to automobile service stations and convenience markets within the Burbank Industrial/Business Park zone (I/BP). The Port of Walla Walla shall be billed by the County for application fees. The code amendment shall be considered outside of the normal docketing process, with public hearings held before the County Planning Commission and the Board of County Commissioners as soon as possible.

Page 2 Proposed Development Regulation Amendments Within the Burbank Industrial/Business Park Zone

"Passed this $\underline{25th}$ day of \underline{April} , $\underline{2016}$ by Board members as follows: $\underline{\underline{3}}$ Present or $\underline{\underline{0}}$ Participating via other means, and by the following vote: $\underline{\underline{3}}$ Aye $\underline{\underline{0}}$ Nay $\underline{\underline{0}}$ Abstained $\underline{\underline{0}}$ Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Poster, Commissioner, District 2

James L. Duncan, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington

Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

NOTICE OF INFORMATIONAL PUBLIC MEETING AND WALLA WALLA COUNTY PLANNING COMMISSION PUBLIC HEARING

Informational Public Meeting

Walla Walla County will be holding an informational open house public meeting for the following development regulation amendment proposals.

• Development Regulations amendment application by the Port of Walla Walla (ZCA16-007). The Port of Walla Walla has proposed to amend Walla Walla County Code (WWCC) Section 17.16.014, Permitted Uses, to allow "Automobile Service Station and Convenience Market" as a permitted use in the Industrial Business Park (I/BP) zoning district.

This meeting is open to the public and is a question and answer session; it is not a public hearing. No oral testimony will be taken, and no decisions will be made at this meeting. Staff will be available to answer questions; this is for public informational purposes only.

INFORMATIONAL MEETING INFORMATION

County Public Health and Legislative Building 314 West Main Street 2nd floor - Room 213 Walla Walla, WA June 1, 2016 from 6:15 - 6:45 PM

Public Hearing

The Planning Commission will be conducting a public hearing on the following development regulation amendment application (same item as listed above for informational public meeting).

• Development Regulations amendment application by the Port of Walla Walla relating to automobile service stations and convenience markets (ZCA16-007).

The Planning Commission, following the public hearing, will make a recommendation on this proposal to the Board of County Commissioners (BOCC) at the same meeting or a date not yet determined. The Planning Commission will be asked to recommend that the proposed amendment be approved, approved with modifications, or denied. The BOCC will then review the recommendation at a public hearing, on a date not yet determined.

Any interested person may comment on these items, receive notice, and participate in any hearings. Persons submitting testimony may participate in the public hearing, request a copy of the final decision, and have rights to appeal the final decision. You can obtain a copy of the staff report from the Community Development Department by contacting the person listed below.

Written comments regarding the above applications may be submitted prior to and at the hearing on June 1. Send written comments to the following address:

Walla Walla County Community Development Department c/o Lauren Prentice, Principal Planner 310 W. Poplar Street, Suite 200; Walla Walla, WA 99362 commdev@co.walla-walla.wa.us

PUBLIC HEARING INFORMATION

County Public Health and Legislative Building 314 West Main Street 2nd floor - Room 213 Walla Walla, WA June 1, 2016 at 7:00 PM

FOR MORE INFORMATION: For more information regarding this meeting, please contact Lauren Prentice, Principal Planner at 509-524-2620 or commdev@co.walla-walla.wa.us.

Walla Walla County complies with ADA; reasonable accommodation provided with 3 days notice.

10:15 PUBLIC WORKS DEPARTMENT

Randy Glaeser

- a) Consent Agenda Items:
 - Resolution _____ Revising rental rates for equipment owned by the Equipment Rental and Revolving Fund
- b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF REVISING RENTAL RATES FOR EQUIPMENT OWNED BY THE EQUIPMENT RENTAL AND REVOLVING FUND

RESOLUTION NO.

WHEREAS, the Equipment Rental and Revolving Fund (ER&R) was established according to the Revised Code of Washington (RCW) to provide a stable and dependable method of owning, maintaining, repairing and replacing County equipment; and

WHEREAS, pursuant to Walla Walla County Resolution 16-196 the County Engineer determined it was necessary to revise certain equipment rates for equipment owned by the Equipment Rental and Revolving Fund to operate the fund as designed; and

WHEREAS, subsequently, it was determined that the rates established for Court Services and Corrections pursuant to said Resolution need to be revised; and

WHEREAS, the Board of Walla Walla County Commissioners has reviewed the revised rates as determined by the County Engineer; and

WHEREAS, the County Engineer will continue to monitor the ER&R Fund and equipment rental rates and recommend revisions as appropriate, now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that rental rates for certain equipment owned by the Equipment Rental and Revolving Fund be revised as shown below, effective August 15, 2016.

Equipment	Current Rate	Proposed New Rate
VEHICLE CATEGORY: Corrections	\$1883.73	\$1934.75
VEHICLE CATEGORY: Court Services	\$2413.89	\$2362.87

Passed this <u>15th</u> day of <u>August, 2016</u> by Boa other means, and by the following vote: Aye _	ard members as follows:Present or Participating via Nay Abstained Absent.
Attest:	
Connie R. Vinti, Clerk of the Board	James K. Johnson, Chairman, District 1
	Perry L. Dozier, Commissioner, District 2
	James L. Duncan, Commissioner, District 3

Constituting the Board of County Commissioners

of Walla Walla County, Washington

Walla Walla County Public Works PO Box 813 Walla Walla, WA 99362



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 11 August 2016

Re: Director's Report for the Week of 8 August 2016

Board Action: 15 August 2016

Resolutions:

In the Matter of Amending Rental Rates for Equipment Owned by the Equipment Rental and Revolving Fund.

ENGINEERING:

- Waitsburg at Chase and Mill Creek Road Safety Projects (Tied bid): Transitions on both projects need to be fixed.
- Mill Creek FH: Right-of-way acquisition continues.
- Mill Creek Road MP 1.1 to MP 3.96: Right-of-way plans complete.
- Blue Creek Bridge: Drafting continues.
- Foster Road Safety Project: North Central awarded project. First working day is 23 August.
- Sunset Drive West and Lakeview Drive: In design.
- Dodd Road: Open bids 22 August.
- Port Kelly: Advertising as small works project.

MAINTENANCE:

- Department of Ecology representative given access to Mill Creek channel for water quality monitoring related to State-wide watershed health (between Division & Clinton Street).
- Met with Corps reps for annual Mill Creek channel inspection of extension levee.
- Crews conducting routine maintenance.

ADMINISTRATION:

- Conducted quarterly Labor-Management meeting.
- Participated in the travel policy committee meeting.
- Met with Port representatives to discuss Burbank project.

- a) Miscellaneous business for the Board
- **b)** Possible executive session re: litigation or pending or potential litigation (pursuant to RCW 42.30.110(i)

a) Department update and miscellaneous

b) Active Agenda Items:

1) Possible discussion/decision re: any pending claims against the County

c) Action Agenda Items:

- Proposal 2016 08-15 HR/RM Decisions re: Washington Counties Risk Pool 2017 Liability Coverage and Cyber Liability Insurance
- d) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i)



Date:

8/15/2016

Proposal ID#: 2016 08-15 HR/RM

To:

BOCC

From:

Shelly Peters, Human Resources/Risk Management

Action Item:

Washington Counties Risk Pool 2016-17 Insurance Coverage Decisions

Summary:

Walla Walla County is a member of the Washington Counties Risk Pool (WCRP), which organization makes available to member counties programs of joint self-insurance, joint purchasing of insurance, and risk management, claims handling, and administrative services. Member counties must provide notice of decisions on certain questions from the WCRP by August 26, 2016 regarding 2016-17 insurance coverage, those questions being: 1) The county's selection of deductible amount; 2) If the county wishes to purchase an optional excess insurance policy; and 3) cyber insurance coverage.

Background:

Walla Walla County's WCRP deductible amount has been \$50,000 for some years, and the county has made the decision to purchase the excess insurance, feeling both are matters of fiscal responsibility. (Reference: Motions made August 10, 2009 and August 6, 2012.) In addition, pursuant to Proposal 2014 08-25 PRM, the county approved enrolling in the cyber insurance program.

Cost:

As provided by the WCRP separately.

Funding:

The county will continue to apportion the costs following past practice.

<u>Conclusion/Recommendation:</u> It is recommended that the County: 1) Continue the deductible at the \$50,000 level; 2) Continue its practice of purchasing the optional excess insurance (\$5M x \$20M); and 3) continue the cyber insurance coverage.

Submitted By: Name	Department	Disposition Accepted Not Accepted
Shelly Peters	HR/Risk Mgmt.	BOCC Chairman:

b) Action Agenda Items:

1) Ordinance No. 450 - Adopting a request by the Port of Walla Walla (ZCA16-007) to amend Walla Walla County Code Section 17.16.014 to allow Automobile Service Stations and Convenience Markets to be located in the Industrial Business Park Zoning District

BOARD OF COUNTY COMMISSIONERS WALLA WALLA COUNTY, WASHINGTON

ORDINANCE NO. 450

ADOPTING A REQUEST BY THE PORT OF WALLA WALLA (ZCA16-007) TO AMEND WALLA WALLA COUNTY CODE SECTION 17.16.014 TO ALLOW AUTOMOBILE SERVICE STATIONS AND CONVENIENCE MARKETS TO BE LOCATED IN THE INDUSTRIAL BUSINESS PARK ZONING DISTRICT.

WHEREAS, it is desirable for Walla Walla County to utilize innovate land use management techniques permitted by RCW 36.70A; and

WHEREAS, it is desirable for Walla Walla County to ensure that development regulations are not established in a manner than hinders prospective compatible uses of property; and

WHEREAS, pursuant to Walla Walla County Section 14.50.030, the Board of County Commissioners may amend development regulations more often than once a year as determined by a majority vote of the Board of County Commissioners to be in the long term interests of the County.

NOW THEREFORE,

BE IT ORDAINED, by the Walla Walla County Board of County Commissioners that:

Section I. The Board of County Commissioners Makes the Following Findings of Fact:

- 1. The Board of County Commissions approved, by Resolution 16-131, a written request by the Port of Walla Walla received on April 13, 2016, that the County proceed with consideration of this amendment outside of the regular docketing process, concluding that it is in the long-term interest of the County to do so.
- 2. The application was submitted to the Community Development Department on April 27, 2016 by the Port of Walla Walla.
- 3. The amendment would amend Walla Walla County Code Section 17.16.014 to make "automobile service station and convenience market" a permitted use in the Industrial Business Park (I/BP) zoning district.
- 4. The Planning Commission held a public workshop on May 4, 2016.
- 5. A Notice of Public Hearing for the June 1 Planning Commission public hearing and informational public meeting was published in the Waitsburg Times, the Walla Walla Union Bulletin and the Tri-City Herald on May 19, 2016.

- 6. On June 2, 2016 the Walla Walla County Community Development Department Director signed a SEPA Determination of Non-Significance (file SEPA16-022) for this application. This determination was sent to the SEPA Register and consulting agencies for review and comment on June 3, and published in the Walla Walla Union Bulletin on June 7. No appeal or comments on this determination were filed.
- 7. Pursuant to RCW 36.70A.106 and WWCC 14.15.070D, on June 1, 2016 the proposed amendment was sent, with an expedited review request, to the Department of Commerce. On June 2, 2016 the County received a letter acknowledging that the Department of Commerce had received this request and notice. On June 20, 2016 expedited review was granted by the Department. No comments were received from the Department of Commerce or any public agency during this expedited review period.
- 8. As required by WWCC 14.15.050B(2), on June 1, 2016 an Informational Public Meeting was held.
- 9. As required by WWCC 14.15.070B(2), on June 1, 2016 the Planning Commission held a public hearing on the application. The only public testimony was from the Port's Paul Gerola, who spoke in favor of the application.
- 10. After the close of the public hearing on June 1, 2016, the Planning Commission voted unanimously to recommend approval of the application by the Board of County Commissioners. This recommendation was documented in Planning Commission Resolution No. 16-04 which was signed by the Chairman on July 1, 2016.
- 11. On August 1, 2016 the Board of County Commissioners adopted Resolution 16-211 setting a public hearing on this application for August 15, 2016.
- 12. A Notice of Public Hearing for the August 15 public hearing was published in the Walla Walla Union Bulletin on August 4, 2016.
- 13. The Board of County Commissioners held a Public Hearing on August 15, 2016.

 Staff presented the Planning Commission's recommendation and recommended that the Board of County Commissioners approve the amendments as presented.
- 14. On August 15, 2016, after closing the public hearing, the Board of County Commissioners voted unanimously to concur with staff's recommendation to approve the amendments as presented herein.
- 15. The proposed amendments are supported by the Walla Walla County Comprehensive Plan as identified in the Conclusions of Law in Section II.

Section II. The Board of County Commissioners Makes the Following Conclusions of Law:

- 1. With regard to Walla Walla County Code Section 14.15.070B(3):
 - 1. The amendment is consistent with the comprehensive plan; and Discussion: The amendment is consistent with the Comprehensive Plan, which states that the Industrial/Business Park zone shall include "retail"

- commercial uses intended to help meet future long-term needs of the community and the anticipated employees of the business park." (Burbank Subarea Plan, Page 12-5)
- 2. The amendment meets a definable public need; and
 Discussion: The development of these uses within the Burbank Business Park
 has the potential to facilitate further economic development in helping the
 Port of Walla Walla to attract other retail and industrial development. As
 stated in the application, convenience markets and service stations in this area
 could serve anticipated employees of other businesses in the Burbank UGA.
- 3. The amendment is in the long term interest of the County.

 Discussion: These amendments are in the long term interest of the County because they are consistent with Comprehensive Plan and will help support economic development in the Burbank Urban Growth Area.
- 2. The proposed amendment is in compliance with Walla Walla County Code Sections 14.15.070B(3) as outlined above.
- 3. Members of the general public were notified of the June 1 and August 15 public hearings and had the opportunity to submit testimony.
- 4. As proposed, the amendment will not have a significant adverse impact on public welfare and safety.
- 5. The proposed amendments are in compliance with RCW 36.70A, RCW 36.70B and the Washington Administrative Code.

Section III. Adoption of the amendment to Section 17.16.014:

Based on its review of the requirements of RCW 36.70A and the Washington Administrative Code, the proposed amendments prepared by the applicant, staff analysis and the recommendation proposed by the Planning Commission, the Board of County Commissioners hereby adopts the following proposed amendments:

The amendment to Walla Walla County Code Section 17.16.014, Permitted uses table, shown in Exhibit A.

Section IV. Effective Date and Savings.

This Ordinance is effective upon signing.

Section V. Severability.

If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section VI. Publication.

This Ordinance will be published by an approved summary consisting of the title.

PASSED by the Walla Walla County Board Walla Walla, Washington, then signed by its authorization of such passage this day	membership and attested by its Clerk in
Attest:	
Connie R. Vinti, Clerk of the Board	James K. Johnson, Chairman, District 1
	Perry L. Dozier, Commissioner, District 2 James L. Duncan, Commissioner, District 3
Approved as to form	Constituting the Board of County Commissioners of Walla Walla County, Washington
Jesse Nolte Deputy Prosecuting Attorney	

Exhibit A

Section I. Amend Section 17.16.014 to allow "automobile service station and convenience market" as a permitted use in the Industrial Business Park (I/BP) district.

17.16.014 - Permitted uses table. Retail/Wholesale Land Uses

Key
P = Permitted use
C = Conditional use permit required
AC = Administrative conditional use permit required
* = Definition of this specific land use see Chapter 17.08
IA-M = Industrial Agriculture Mixed
IA-H = Industrial Agriculture Heavy
HI = Heavy Industrial
LI = Light Industrial
I/BP = Industrial/Business Park
NC = Neighborhood Commercial
CG = General Commercial
BC = Burbank Commercial
BR = Burbank Residential
PR = Public Reserve

	Zone									
	Industrial and Commercial Misc.									
	IA- M	IA- H	НІ	LI	I/BP	NC	CG	ВС	BR	PR
SPECIFIC USE										
RETAIL										
* Automobile Service Station and Convenience Market			P	P	<u>P</u>	P1	P2	P2		

11:05 COUNTY COMMISSIONERS

a) Miscellaneous or unfinished business to come before the Board

12:00 RECESS

Page 4 August 15, 2016

1:30 COUNTY COMMISSIONERS

a) Miscellaneous or unfinished business to come before the Board

-ADJOURN-

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.