

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 3, 2020

PLEASE NOTE: ALL TIMES ARE TENTATIVE AND AT THE DISCRETION OF THE CHAIRMAN WITH THE EXCEPTION OF ADVERTISED BID OPENINGS AND PUBLIC HEARINGS.

10:00

COUNTY COMMISSIONERS

Chairman Tompkins

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)
- e) Introduction of new county employees (this is scheduled for the first meeting of each month)

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.*

- f) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- g) **Public Hearing:**
 - 1) To consider declaring certain County property as surplus and to request the Treasurer to dispose of same at a sale open to the public (1520 Kelly Place)
- h) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for January 21 and 22, 2020
 - 2) Resolution _____ - Appointment of Tonia Rivas to the Columbia Mosquito Control District Board of Trustees

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPOINTMENT
OF TONIA RIVAS TO THE
COLUMBIA MOSQUITO CONTROL
DISTRICT BOARD OF TRUSTEES

}

RESOLUTION NO. **20**

WHEREAS, effective December 10, 2019 Keith Teeters resigned from the Columbia Mosquito Control District Board of Trustees; and

WHEREAS, pursuant to RCW 17.28.130, vacancies on the Board of Trustees of the Columbia Mosquito Control District are to be filled by appointment by the Board of County Commissioners; and

WHEREAS, the Board of Trustees of the Columbia Mosquito Control District has recommended Tonia Rivas to fill said vacancy; now therefore

BE IT HEREBY RESOLVED by this Board of County Commissioners that they do hereby appoint Tonia Rivas to the Columbia Mosquito Control District Board of Trustees.

BE IT FURTHER RESOLVED that the term of said appointment shall be January 1, 2020 through December 31, 2021.

*Passed this 3rd day of **February, 2020** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



Columbia Mosquito Control District

P.O. BOX 297
912 W. HUMORIST RD
BURBANK, WASHINGTON 99323
(509) 547-4994

RECEIVED

JAN 21 REC'D

WALLA WALLA COUNTY
COMMISSIONERS

January 14, 2020

Walla Walla Commissioners
P O Box 1506
Walla Walla, WA 99362

The Honorable Commissioners of Walla Walla County,

Effective December 10, 2019 Keith Teeters resigned as a trustee of the Columbia Mosquito Control District.

The Trustees of the CMCD would like to request that the Commissioners of Walla Walla County appoint Tonia Rivas to our Board of Directors. The current vacant term of office would service January 1, 2020 - December 31, 2021. She would begin serving upon your appointment.

Tonia Rivas
279 Westbourne loop.
Burbank, WA 99323
509-619-4985

Respectfully submitted,

A handwritten signature in cursive script that reads "Lacie Schreiber".

Lacie Schreiber
Administrative Asst.
Columbia Mosquito Control District

COUNTY COMMISSIONERS (continued)

h) Consent Agenda Items (continued):

- 3) County vouchers/warrants/electronic payments as follows: 4049400 through 4049411 totaling \$83,112.00 (payroll draws dated January 15, 2020); 4049501 through 4049540, totaling \$949,675.73 (January payroll); 4216420 through 4216447 totaling \$1,098,711.54 (benefits and deductions)
- 4) Payroll action and other forms requiring Board approval

i) Action Agenda Items:

- 1) Execute Change Order Number:
One Revision 1 for Walla Walla
County Courthouse Elections
Department Remodel
 - 2) Resolution _____ - Supporting
US Highway 12, Phase 7 Project (Nine
Mile Hill to Frenchtown vicinity) and
requesting that the Washington State
Department of Transportation (WSDOT)
move forward on the project
- i)** Miscellaneous business to come
before the Board
- j)** Review reports and correspondence;
hear committee and meeting reports
- k)** Review of constituent concerns/possible
updates re: past concerns



AIA® Document G701™ – 2001

Change Order

PROJECT: (Name and address)
Walla Walla County Court House
Elections Department Remodel
315 West Main St.
Walla Walla WA 99362

CHANGE ORDER NUMBER: One Revision 1

OWNER ☐

DATE: 01/08/2019 R1: 01/23/2020

ARCHITECT ☐

CONTRACTOR ☐

TO CONTRACTOR: (Name and address)
SK Mountain Construction
618 Industrial Court
Walla Walla, WA 99362

ARCHITECT'S PROJECT NUMBER: 17050

FIELD ☐

CONTRACT DATE:

OTHER ☐

CONTRACT FOR: Remodel

The Contract is changed as follows:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

CP #2: Owner requested Misc Window and Door Change - \$6,418.57

CP #3: Owner requested Outlets and Data - \$8,072.70

CP #5: Credit for deleting cabinetry - (\$2,672.41)

CP #7: Owner requested ceiling access panel - \$463.91

CP #8: Owner requested secure fiber optic from network room to elections department - \$12,019.22

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 139,392.00

The net change by previously authorized Change Orders \$ 0

The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 139,392.00

The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~) (~~unchanged~~) by this Change Order in the amount of \$ 24,301.99

The new (Contract Sum) (~~Guaranteed Maximum Price~~), including this Change Order, will be \$ 163,693.99

The Contract Time will be (increased) (~~decreased~~) (~~unchanged~~) by () days.

The date of Substantial Completion as of the date of this Change Order, therefore, is February 15, 2020

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Castellaw Kom Architects

ARCHITECT (Firm name)

850 Main St. Lewiston, ID 83501

ADDRESS

BY (Signature)

Laurance H. Kom

(Typed name)

DATE

1/23/20

SK Mountain Construction

CONTRACTOR (Firm name)

618 Industrial Court
Walla Walla, WA 99362

ADDRESS

BY (Signature)

(Typed name)

DATE

Walla Walla County

OWNER (Firm name)

315 West Main Street
Walla Walla, WA 99362

ADDRESS

BY (Signature)

(Typed name)

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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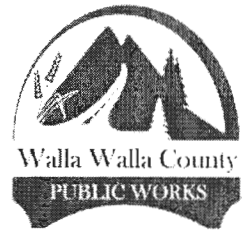
10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

- a) Department update and miscellaneous

**Walla Walla County Public Works
990 Navion Lane
Walla Walla, WA 99362**



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 30 January 2020

Re: Director's Report for the Week of 27 January 2020

Board Action: 3 February 2020

Update Only

ENGINEERING:

- Mill Creek Road MP 1.1 to MP 3.96: Consultant is preparing acquisition documents.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Consultant is working on appraisal and acquisition documents.
- Fredrickson Bridge: Working on project design.
- Peppers Bridge Road: Project at 60% design level.
- Lower Waitsburg Road: Working on field survey.

MAINTENANCE/FLEET MANAGEMENT:

- Road crews working on bridge repairs.
- Routine vehicle maintenance and repairs.
- Prepping for chip seal season.
- Bids are out for Hot Mix & Emulsified Asphalt, Chemical Vegetation Control Products, Chip Rock and for two (2) three Axle Pup Trailers.

ADMINISTRATION:

- Department wide Initial Counseling is complete.
- Maintenance Tech I position filled for North District; employee will start work on February 4th.
- Conducted meeting with Tri-State Steelheaders to discuss their proposed fish passage projects.

a) Public Hearing:


- 1) To consider extending interim zoning enacted by Ordinance 471 and renewed by Ordinance 480, regarding the maximum density of mobile/manufactured home parks and other residential uses in the Burbank Residential Zoning District

b) Discussion and possible action/direction from the Board regarding above

c) Action Agenda Items:

- 1) Ordinance No. 483 - Renewing an interim Ordinance regarding the maximum density of mobile/manufactured home parks and other residential uses in the Burbank Residential Zoning District

d) 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: February 3, 2020
Date Prepared: January 27, 2020
To: Walla Walla County Board of County Commissioners
From: Lauren Prentice, Director
RE: **Public Hearing** – Public Hearing to receive comments on renewing Interim Ordinance No. 471, relating to residential density in the Burbank Residential zoning district. (Docket No. ZCA18-002)

Background

On August 7, 2018 the Board of County Commissioners enacted Ordinance 471, approving interim zoning regulations which limit the density of any new residential development in the Burbank Residential zoning district to no more than 4 dwelling units per acre (assuming availability of water and sewer utility services). This (interim) density cap applies to mobile/manufactured home parks, one-family, two-family, multi-family, townhouse and other residential uses. These regulations only effect the Burbank Residential zoning district which is located within the Burbank Urban Growth Area (UGA). These regulations were renewed on August 5, 2019 by Ordinance 480 and will expire on February 5, 2020 if an ordinance is not passed by the Commissioners to renew/extend the interim regulations.

The purpose of the February 3rd public hearing is to hear comments regarding the renewal of the interim zoning regulations by the Board of County Commissioners in order to give the County additional time to work on development of potential permanent subarea plan and development regulations amendments.

The interim regulations may be renewed for up to six months so long as the County has a public hearing and adopts findings of fact, under RCW 36.70A.390. The regulations may be extended for subsequent additional six-month periods.

Attachments

- A. Notice of Public Hearing and Certificate of Notification
- B. Planning Commission Staff Report and attachments dated August 8, 2019

Staff Conclusion

Staff is of the opinion that the interim ordinance will maintain the current status quo in the Burbank Residential (BR) zoning district until additional planning can occur. If the interim zoning is not renewed, it is possible that development may occur at a greater density than 4 dwelling units per acre.

Staff Recommendation

Staff recommends the Board hold a public hearing, review public comments, and if, appropriate, renew the interim regulations via ordinance for a period of six months.

Recommended Motion

I move to extend the interim zoning enacted by Ordinance 471, and extended by Ordinance 480, for six months and request the Prosecuting Attorney and Community Development Department to prepare and present an Ordinance for signature.

Summary of Interim Regulations and Process

The purpose of renewing the interim ordinance is to allow the County additional time to study the Burbank Subarea Plan (Chapter 12 of the County's Comprehensive Plan), including the Burbank Urban Growth Area and consider preparing potential development regulations related to density, zoning, lot size and mobile and manufactured home parks.

Currently, without the interim zoning enacted by Ordinance 471, and renewed by Ordinance 480, there is no maximum density limit or minimum lot size in the development regulations for the Burbank area, except for multi-family residential housing. Previously, as stated in the Comprehensive Plan, lot sizes were governed by water and sewer availability.

The interim regulations fill a gap in the County zoning regulations by capping the maximum density at four dwelling units per acre for all residential uses, not just for multi-family and townhouses. The goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on draft regulations and to eventually adopt these regulations.

If the interim ordinance is not extended by the Board, there will not be a limit in the Burbank UGA on residential density.

Policy issues, such as whether the County should have additional standards for manufactured home parks, what type of maximum density should be allowed in the Burbank Residential Zone, what lot sizes should be allowed in the zone and whether additional zoning classifications are needed in the Burbank Urban Growth Area, are best addressed through a deliberative planning process with the Planning Commission, and through public workshops and hearings. This process has begun, but there is additional work that needs to be done.

On September 4, 2019, the Planning Commission held a workshop meeting to review the interim regulations, the existing development regulations for the Burbank UGA and other UGAs, the Burbank Subarea Plan, and the public comments that had been received at the June 29, 2019 outreach meeting in Burbank. The Planning Commission asked staff to investigate a few issues prior to further review by the Commission. The staff report from this workshop is included as Attachment B.

The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on draft regulations and to eventually adopt certain regulations. The County had originally expected this project to be completed in a year, but additional time is needed. In November the Commissioners entered into an agreement with LDC, Inc., at the recommendation of staff, for professional planning services. The fact that there was this change in planning consultants, in addition to ongoing staff vacancies, has prevented staff from being able to make more progress on this project and additional time is needed in 2020 for this project.

Walla Walla County Community Development Department

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

Certificate of Notification

File Number: ZCA18-002 Renewal of Interim Zoning Regulations (Burbank)

Site Address: Non-project application

Type of Notice: Notice of BOCC Public Hearing on 2/3/2020

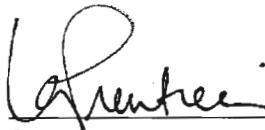
Review Level/Type: Level 5

Proof of Mailing

I certify under penalty of perjury under the laws of the State of Washington that the content of the above form of notice was

- ☒ Emailed to the parties included in the attached mailing list on 1/27/2020
- ☒ Mailed to the parties included in the attached mailing list on 1/22/2020

Lauren Prentice
Printed Name


Signature

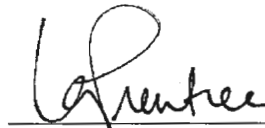
1/27/2020
Date

Proof of Publishing

I certify under penalty of perjury under the laws of the State of Washington that the content of the above form of notice was

- ☒ Published in the official gazette (Union Bulletin) on 1/24/2020
- ☒ Published in paper(s) of general circulation on 1/30/2020 (The Times) and 1/24/2020 (Tri-City Herald)
- ☒ Published on the CDD website on the following date: 1/27/2020

Lauren Prentice
Printed Name


Signature

1/27/2020
Date



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 10:30 AM on Monday, February 3, 2020, in County Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, to receive testimony on whether to renew the interim zoning originally enacted by Ordinance 471 (described below).

- 1. ZCA18-002 – Interim Ordinance – Residential Density in Burbank Residential Zone**
Ordinance No. 471, adopted on August 7, 2018, is an interim ordinance regarding the maximum density of mobile/manufactured home parks and other residential uses in the Burbank Residential (BR) zoning district. This ordinance was adopted under RCW 36.70A.390 and it enacted a maximum density of 4 dwelling units per acre for all single-family residential uses, including mobile/manufactured home parks.

This ordinance was renewed by Ordinance 480, and expires on February 5, 2020. The purpose of this public hearing is to consider whether to renew the interim zoning regulations prior to its expiration on February 5.

Written comments regarding the renewal of the interim zoning regulations may be submitted prior to and at the hearing on February 3. This is the final opportunity to comment on the extension or amendment (renewal) of this ordinance; written comments are not expected to be accepted after the public hearing is closed on February 3. However, comments will be allowed separately through any Comprehensive Plan or Development Regulation amendment process that results from the work plan contained in the interim ordinance.

Send written comments to one of the following addresses:

**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 Commissioners' Chambers
Walla Walla County Public Health and Legislative Building
314 West Main, Walla Walla
Monday, February 3, 2020 at 10:30 AM

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

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

Amy Grow <amy.grow@gmail.com>; Amy Quandt <amquandt@yahoo.com>; Andrea Berglin <aberglin@mindspring.com>; Anna Moffatt <diamondm0367@msn.com>; Arianna Shepard <ashep1994@gmail.com>; Ben Harris <jbenjaminharris@gmail.com>; Bill Sporcich <bsporcich@msn.com>; brad beauchamp <bmbdevelopment@yahoo.com>; Brandee Perazzo <brandeebrooks1989@gmail.com>; Brittany Hoover <toad0247@aol.com>; Bryon Johnson <bryon.johnson5@yahoo.com>; Carly Brogoitti <ckearney21@msn.com>; Carol Johnson <carol.johnson5@yahoo.com>; Cheryl Stone <cheryl_stone@msn.com>; Chris Leahy <dieseldog454@yahoo.com>; Crystal Maiden <mommamaiden@gmail.com>; Dan and Pam Lagervall <lagervall1@q.com>; Darrel Ellingson <darrelellingson@gmail.com>; Dave Riddle <rsleadership62@gmail.com>; David Ensunsa <densunsa@hotmail.com>; David Maiden <davidcmaiden@gmail.com>; Debbie Ford <debbiefordburbank@gmail.com>; Diane Bagley <creative@dee-lightful.com>; Duane Depping <ddepping@charter.net>; E <els360@aol.com>; Elaine Wilbert <iewilbert@msn.com>; Eric Berglin <arberglin@mindspring.com>; Frank and Arleen Shade <arleneshade5822@gmail.com>; Gayle Carrasco <gaylercarrasco@gmail.com>; Hayley Shepard <hayleydshepard@gmail.com>; Heather Keatts <hdkeatts@gmail.com>; Janell Beck <19callalily64@gmail.com>; Jerry Gridley <jdgridley@gmail.com>; John and Heidi Tufford <thetuffords@charter.net>; John Cleghorn <cleghornjr@aol.com>; John Wilson <jrwilson1950@gmail.com>; Josh Hoover <hooverjosh42@yahoo.com>; Judy Weitz <popatopjp@aol.com>; Karla Way <ckway@live.com>; Keith Teeters <keitee91@gmail.com>; Kellin Nielsen <kellinielsen30@gmail.com>; Kim Carptenter <pastalover@charter.net>; Lanie Cameron <replanie@gmail.com>; Larissa Capuli <larissacapuli@hotmail.com>; Mark Plummer <plummermark34@gmail.com>; Mary Johns <maryjohns2011@gmail.com>; Michael Scrimsher <Michael.Scrimsher@areva.com>; Mike McBride <71vipp@gmail.com>; Mike Taylor <Mike.Taylor@csd400.org>; Mike Taylor <mtaylor.burbank@gmail.com>; Naomi Maiden <naomilynnmaiden@gmail.com>; Partnership For A Greater Burbank <greater.burbank@gmail.com>; Pat and Melinda Hawes <patandmelinda@msn.com>; Paul and Mary Power <balcoh@charter.net>; Ralph and Jane Bell <rbell@columbiaenergyllc.com>; Rayne Anderson <unravelingwithrayne@gmail.com>; Rob Grow <robgrow@outlook.com>; Robert Sorbel <chaycenhorses@gmail.com>; Roger Bairstow <rogerb@firstfruits.com>; Ruth Plummer <plumr369@gmail.com>; Ryan Maiden <rmaiden3@gmail.com>; Sarah Dexter <firefly779@gmail.com>; Seth McDowell <theleo91386@gmail.com>; Shirley Kelly <365toby@charter.net>; Stan and Joanna Case <stantoncase@msn.com>; Stephanie Duff <stephanieduff@icloud.com>; Suzanne Wilson <whitelancer52@gmail.com>; Tammy Smith <tammy.smith3934@gmail.com>; Thomas and Lacie Schreiber <teamschreiber@gmail.com>; Vicki Cleghorn <msvicki1958@aol.com>; Virginia Gutierrez <virginiamayg@aol.com>; Wayne and Cherree Langford <waynelangford@frontier.com>; Zach Ogle <ogle.zach@yahoo.com>; Diane Bagley <creative@dee-lightful.com>; Karla Way <ckway@live.com>; Duane Depping <ddepping@charter.net>; andrew@lybbertfielding.com; cherree49@gmail.com; Cheryl Stone <cheryl_stone@msn.com>; E <els360@aol.com>; district2@portwallawalla.com; John Cleghorn <cleghornjr@aol.com>; Dave Riddle <rsleadership62@gmail.com>; arhoades21@gmail.com

OWNER NAME	IN CARE OF	ADDRESS1	CITY	STATE	ZIPCODE
ANDREW & STACY TORREY		208 WESTBOURNE LOOP	BURBANK	WA	99323
Andrew Lybbert		10412 Oak Court	Pasco	WA	99301 Burbank
Scott A Bagley		329 Paradise Dr	Burbank	WA	99323
Anna Moffatt		2169 Hanson Loop Road	Burbank	WA	99323
Ben Harris		3505 S Johnson St	Burbank	WA	99323
Bill Jenkin		PO Box 1708	Prosser	WA	99350
Brad Beaucamp		4001 S Vancouver	Kennewick	WA	99337 Burbank
Brandon & Kim Carpenter		515 Edith St	Burbank	WA	99323
Brandon Beck		771 W Sunset Dr	Burbank	WA	99323
Brandon Lott		26658 Ice Harbor Dr	Burbank	WA	99323
Brent Curtis		237 Harrison Pl	Burbank	WA	99323
Brian Millar		62 Harrison Pl	Burbank	WA	99323
Brian Richardson		PO Box 25	Burbank	WA	99323
Bryon Johnson		167 Ray Blvd	Burbank	WA	99323
Carol Johnson		167 Ray Blvd	Burbank	WA	99323
CHRIS LEAHY		174 SNAKE RIVER DRIVE	BURBANK	WA	99323
Clint Jordan		257 Basin Dr	Burbank	WA	99323
Clyde Bowen		264 Reinken Blvd	Burbank	WA	99323
Colby & Karla Way		309 Ray Blvd	Burbank	WA	99323
Dan and Pam Lagervall		PO Box 87	Burbank	WA	99323 Burbank
Darrel Ellingson		170 Basin Dr	Burbank	WA	99323
Dave Maiden		96 Merry Lane	Burbank	WA	99323 Burbank
DAVE RIDDLE		2573 HANSON LOOP	BURBANK	WA	99323
David Ensunsa Jr.		65 Snake River Drive	Burbank	WA	99323 Burbank
David Ensunsa		597 Harrison Rd	Burbank	WA	99323
Debbie M Ford		25463 Ice Harbor Drive	Burbank	WA	99323 Burbank
Dee and Randy Stonestreet, et al.		1500 Hanson Loop Road	Burbank	WA	99323 Burbank
Diane Bagley		453 Basin Dr	Burbank	WA	99323
Diane F Bagley		435 Basin Drive	Burbank	WA	99323 Burbank
Donald Percifield		1710 Lake Rd	Burbank	WA	99323
Dorothy Knudsen		PO Box 2046	Walla Walla	WA	99362
Doug and Tina Gourley		PO Box 5	Burbank	WA	99323 Burbank
Doug Kelly		365 Basin Dr	Burbank	WA	99323

Elizabeth Correll		132 Edith	Burbank	WA	99323
Ellie Ensunsa		597 Harrison Rd	Burbank	WA	99323
Fred Martin		26580 Ice Harbor Dr	Burbank	WA	99323
Gary Stratton		573 Harrison Rd	Burbank	WA	99323
GAYLE CARRASCO		195 RAY BLVD	Burbank	WA	99323
George and Petty Paxton		PO Box 424	Burbank	WA	99323 Burbank
George Kremposki		253 Apple Ln	Burbank	WA	99323
Gerry Reed	Rhonda Kuebler	PO Box 305	Burbank	WA	99323 Burbank
HAYLEY SHEPARD AND GILBERT HERNDEZ		315 Basin Dr	Burbank	WA	99323
Hazel Shepard		452 Basin Dr	Burbank	WA	99323
IRVIN & ELAINE WILBERT		730 BASIN DR	BURBANK	WA	99323
James Daniels	Anna Moffatt	2169 Hanson Loop Road	Burbank	WA	99323 Burbank
Jane and Ralph Bell		1242 W. Sunset Drive	Burbank	WA	99323 Burbank
Jason Moody		PO Box 362	Burbank	WA	99323
Jean Langdell	Betty Langdell	101 Cherry Street	Burbank	WA	99323 Burbank
Jeff Nelson		386 Tuttle Ln	Burbank	WA	99323
Jeff Scott		19 Maple St	Burbank	WA	99323
Jerry Allen		196 Basin Dr	Burbank	WA	99323
Jessie Wilder		1710 Lake Rd	Burbank	WA	99323
Jim Moor		2385 Hanson Loop	Burbank	WA	99323
Jim Ricard		1117 Maple	Burbank	WA	99323
John and Vicki Cleghorn		643 Harrison Road	Burbank	WA	99323 Burbank
John Hoover		600 Basin Drive	Burbank	WA	99323 Burbank
John Wilson		55 Field Ln	Burbank	WA	99323
Josh and Brittany Hoover		600 Basin Drive	Burbank	WA	99323
Joshua Kizanis		389 Edith St	Burbank	WA	99323
Joyce Rouse		PO Box 43	Burbank	WA	99323 Burbank
Judy Weitz		253 Basin Drive	Burbank	WA	99323
Kandyce Dexter		371 Valley Dr	Burbank	WA	99323
Karen & Mel Walsh		545 Basin Dr	Burbank	WA	99323
Karen Scott		19 Maple St	Burbank	WA	99323
Kathy Berg		78 Wayne Ct	Burbank	WA	99323
Keith Teeters		447 Merry Ln	Burbank	WA	99323
Lacie Schreiber		105 S Columbia School Rd	Burbank	WA	99323

Larie Cameron		339 W Sunset Dr	Burbank	WA	99323
Lattie and Larry Blackburn		PO Box 124	Burbank	WA	99323 Burbank
Leroy L. Harvill		556 Ringhoff Rd	Burbank	WA	99323
LLOYD & CHERYL STONE		2955 HANSON LOOP	BURBANK	WA	99323
Lorraine Glaesemann		104 McNary Ridge Rd	Burbank	WA	99323
LYLE & AMY QUANDT		72 HARBOR BLVD	BURBANK	WA	99323
Marilyn Lott		26658 Ice Harbor Dr	Burbank	WA	99323
Marjiom Lopez-Wade		71 Adair Rd	Burbank	WA	99323
Mary Power		2861 Hanson Loop Road	Burbank	WA	99323 Burbank
Melinda Koopman		451 Harrison Rd	Burbank	WA	99323
Michael Scrimsher		104 Tuttle Lane	Burbank	WA	99323 Burbank
Mike Cobb		32 Largent Rd	Burbank	WA	99323
Mike Hull		495 Edith St	Burbank	WA	99323
Mikell McBride		313 Harrison Rd	Burbank	WA	99323
Nancy McVicker		46 McKelter	Burbank	WA	99323
Nathan Lueck		82 Shamrock Rd	Burbank	WA	99323
Nathan McBride		412 Merry Ln	Burbank	WA	99323
NICHOLAS PATRICK REIHS &	LARISSA CAPULI-REIHS	139 WESTBOURNE LOOP	BURBANK	WA	99323
Nick Scott, et al.		2355 Hanson Loop Road	Burbank	WA	99323 Burbank
Norm and Diane Wells		45 Walnut Street	Burbank	WA	99323 Burbank
Fred Martin		64 HAROLD AVE	BURBANK	WA	99323
Pat Reay	Port of Walla Walla	310 A Street	Walla Walla	WA	99362 Burbank
Paul Smith		238 Harrison Pl	Burbank	WA	99323
Phaedra Ellingson		170 Basin Dr	Burbank	WA	99323
Phil Weitz		253 Basin Drive	Burbank	WA	99323
Phillip G Weite		253 Basin Drive	Burbank	WA	99323 Burbank
Rick Woodard		1061 W Sunset Dr	Burbank	WA	99323
Rob Green	Amy Grow	65 Merry Lane	Burbank	WA	99323 Burbank
Robin Headley		117 W. Sunset Drive	Burbank	WA	99323
Roger Bairstow	Broetje Orchards	1111 Fishhook Park Road	Prescott	WA	99348 Burbank
Ron Bruder		PO Box 220	Burbank	WA	99323 Burbank
Roxanna Kizanis		389 Edith St	Burbank	WA	99323
Ryan Hull		126 Ryan Ave	Burbank	WA	99323
Sandra Miller		169 Apple Ln	Burbank	WA	99323

Scott Jamison	203 Jill Marie St	Burbank	WA	99323
Shane Combs	339 W Sunset Dr	Burbank	WA	99323
Shelbie Johnson	167 Ray Blvd	Burbank	WA	99323
Shelly Doss	613 E Sunset Dr	Burbank	WA	99323
Shirley Kelly	365 Basin Dr	Burbank	WA	99323
Stan & Joanna Case	192 Teri Rd	Burbank	WA	99323
STEPHANIE DUFF	3438 HANSON LOOP	BURBANK	WA	99323
Sue Wilson	55 Field Ln	Burbank	WA	99323
Tammy Moody	PO Box 362	Burbank	WA	99323
Teri Curtis	237 Harrison Pl	Burbank	WA	99323
Thomas and Lacie Screiber	105 S. Columbia School Road	Burbank	WA	99323 Burbank
Tom Bagley	453 Basin Dr	Burbank	WA	99323
Travis Koopman	451 Harrison Rd	Burbank	WA	99323
TRAVIS M & CARLY R BROGOITTI	2515 HANSON LOOP	BURBANK	WA	99323
Wayne Langford	672 Lake Rd	Burbank	WA	99323
Wil Ricard	2809 Hanson Loop	Burbank	WA	99323
Wilma Robinson Burgess	71 Adair Rd	Burbank	WA	99323
Yvonne Stredwick	2251 Hanson Loop Road	Burbank	WA	99323 Burbank
Zoe & Sarah Dexter	674 Lake Rd	Burbank	WA	99323
PAT & MELINDA HAWES	64 HAROLD AVE	Burbank	WA	99323
VIC PARKS	579 TUTTLE LN	Burbank	WA	99323

Walla Walla County Community Development Department

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

Date: September 4, 2019
Date Prepared: September 3, 2019
To: Walla Walla County Planning Commission
From: Lauren Prentice, Principal Planner/Acting Director
RE: **Workshop** – initial Planning Commission workshop relating to residential density in the Burbank Residential zoning district. Docket No. ZCA18-002

Background and Summary of Interim Ordinance

On August 7, 2018 the Walla Walla Board of County Commissioners enacted Ordinance 471, an interim ordinance which limits the density on any new residential development in the Burbank Residential zoning district to no more than four dwelling units per acre (assuming availability of water and sewer utility services). With the interim regulations, this density cap applies to mobile/manufactured home parks, one-family, two-family, multi-family, townhouse and other residential uses.

The Comprehensive Plan and Walla Walla County Code (WWCC) Chapter 17.18 already establish a minimum density for all UGAs: 3 dwelling units per acre. This was adopted in 2005.

The Board extended the interim ordinance for another six months via Ordinance No. 480 (Attachment A) to allow the County additional time to study the Burbank Subarea Plan (Chapter 12 of the County's Comprehensive Plan), including the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile and manufactured home parks. Currently, without the interim zoning enacted by Ordinance 471, there is no maximum density or minimum lot sizes in the development regulations for the Burbank area, except for multi-family residential housing.

Previously, as stated in the Comprehensive Plan, lot sizes were governed by water and sewer availability. The interim ordinance fills a gap in the County zoning regulations by capping the maximum density at four dwelling units per acre for all residential uses, not just for multi-family and townhouses.

The County's goal (established in the Work Plan section of the interim ordinance) is to draft zoning and other regulations/policies to address such developments and uses, to hold public hearings on draft regulations, and to eventually adopt these regulations. The Planning Commission's review and recommendations are critical to the Comprehensive Plan and development regulations amendment process (WWCC 14.03.050).

Attachments

- A. Ordinance No. 480 (interim ordinance extension)
- B. Comparison of residential zoning district standards from Title 17
- C. June 29, 2019 Meeting Summary
- D. 2019 Adopted Burbank Subarea Plan (Comprehensive Plan Chapter 12) and Map BSA-1
- E. Staff Report dated July 29, 2019 and attachments

Public Outreach

On Saturday, June 29, 2019 Community Development Department staff and the County's consultants held an open house in Burbank at Columbia Middle School; 19 people attended this workshop. The Watershed Company, the County's planning consultant, prepared a report summarizing the comments gathered at that meeting (Attachment D).

Existing Zoning Districts

In the Burbank UGA there is only one residential zoning district, it is Burbank Residential (BR). This differs from the other four UGAs with residential zoning (College Place, Prescott, Waitsburg, and Walla Walla). In these other UGAs, we have several single-family residential zones (R-60, R-72, R-96) as well a Residential Multi-Family (RM) district.

Attachment B is series of excerpts from the zoning code which shows the differences between the Burbank Residential district and the other residential zones. It may be appropriate to utilize one or more of these existing districts for the Burbank UGA as well.

Land Capacity and Estimated Population Growth

In the final Land Capacity Analysis that was prepared in June, the capacity of the Burbank Residential zone was estimated to be 2,005 people within 262 net acres of available land; a density factor of 3 dwelling units per acre was used in this calculation since that is the minimum density required by the Comprehensive Plan and development regulations. A portion of the County's 20-year project population growth has not been allocated to the Burbank UGA, which is the only UGA where there is not an incorporated city (except the Attalia Industrial UGA). Based on the growth rate in Burbank between 2010 and 2017, Burbank would be expected to grow by approximately 120 people by 2038.

Next Steps

The purpose of the meeting on September 4th is to bring the Planning Commission up to speed.

In order to provide the Planning Commission with enough time to review this documentation, we can schedule a workshop for the October meeting, and if there are specific things the Planning Commission would like staff to look into, we can do that between now and then.

Return Address

Walla Walla County Commissioners
PO BOX 1506
Walla Walla, WA 99362

Document Titles (i.e.: type of document)

**ORDINANCE NO. 480 RENEWING AN INTERIM ORDINANCE REGARDING
THE MAXIMUM DENSITY OF MOBILE/MANUFACTURED HOME PARKS AND
RESIDENTIAL USES IN THE BURBANK RESIDENTIAL ZONING DISTRICT**

Auditor File Number(s) of document being assigned or released:

Grantor

1. **Walla Walla County Commissioners**
- 2.
- 3.

Additional names on page ____ of document.

Grantee

1. **The Public**
- 2.
- 3.

Additional names on page ____ of document.

Legal description (i.e.: lot and block or section township and range)

n/a

Additional legal is on page ____ of document.

Assessors Parcel Numbers

n/a

Additional parcel number is on page ____ of document.

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein. Please type or print the information. This page becomes part of document.



**BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON**

ORDINANCE NO. 480

**RENEWING AN INTERIM ORDINANCE REGARDING THE MAXIMUM DENSITY OF
MOBILE/MANUFACTURED HOME PARKS AND RESIDENTIAL USES IN THE
BURBANK RESIDENTIAL ZONING DISTRICT.**

WHEREAS, the Board of County Commissioners may adopt interim development regulations for a period of up to six months provided that the Board holds a public hearing on the proposed interim development regulations within sixty (60) days after adoption of the Ordinance (RCW 36.70A.390); and

WHEREAS, the Board of County Commissioners may adopt interim development regulations for up to one year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, interim development regulations may be renewed for one or more six month periods, so long as a public hearing is held and findings of facts are made; and

WHEREAS, Walla Walla County Code Section 14.15.030 allows the Board of County Commissioners to amend the County development regulations more than once per year by majority vote of the Board; and

WHEREAS, a public sewer system has recently been constructed by the Port of Walla Walla in the Burbank area; and

WHEREAS, interim zoning will provide the County with additional time to review and amend its Comprehensive Plan, zoning and land use regulations related to density and development in the Burbank area; and

WHEREAS, inquiries were made in 2018 regarding the placement of mobile/manufactured home parks in the Burbank area; and

WHEREAS, in 2018, the Commissioners and Community Development Department received numerous comments and concerns from residents of the Burbank area regarding a proposed mobile/manufactured home park in the Burbank area; and

WHEREAS, it appears that the County Comprehensive Plan and County Code do not currently accurately address the availability of the public utilities in the Burbank area; and

WHEREAS, the County has completed its Comprehensive Plan for the 2018 mandated update, and will continue its review of the Burbank subarea during the subsequent months,

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 and Conclusions of Law.

A. Findings of Fact.

1. The Burbank Subarea Plan has not been substantially modified for more than 10 years.
2. The Port's sewer system in the Burbank Urban Growth Area has been in place since late 2015.
3. The Port's infrastructure provides a needed service to the Burbank community, and the sewer system is a benefit to the area.
4. The sewer system will allow for an increased density of development than would have been allowed previously. Before, development density was limited primarily by on-site septic requirements set by State law and local health codes (Walla Walla County Code Chapter 8.16). Generally, absent special conditions, those codes require new development to be located on at least 12,500 square feet if a connection to a public water system was made. One acre or more was required if there was no public water system connection.
5. The County has received inquiries regarding placement of mobile/manufactured home parks in Burbank.
6. The County has received numerous letters and comments from residents of the Burbank area noting concerns about a proposed mobile/manufactured home park.
7. The County passed Ordinance 471 on August 7, 2018. The Ordinance enacted interim zoning that set the maximum density for residential uses at 4 dwelling units per acre.
8. A public hearing on Ordinance 471 was held on October 1, 2018.
9. On May 13, 2019, the Board of County Commissioners executed a contract amendment with The Watershed Company. The Contract amendment called for The Watershed Company to assist in community outreach and planning for the Burbank Subarea.
10. On June 29, 2019, the Community Development Department held an open house workshop to gather comments from the public in the Burbank area.
11. On July 29, 2019, the Board of County Commissioners held a public hearing to determine whether to extend Ordinance 471's interim regulations for another six months.
12. Four members of the public spoke at the public hearing. All of the speakers were supportive of capping the density in the Burbank area, although one speaker wished for a lower maximum density, in order to have larger lots.



13. The County and its planning consultants have been engaged in completing the 2018 mandatory comprehensive planning update. Additional time is needed to appropriately address the Burbank Subarea Plan and development regulations in the Burbank area.

B. Conclusions of Law:

1. Interim zoning enacted under RCW 36.70A.390 is a method by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development.
2. Interim zoning to preserve the status quo is necessary, until the Burbank Subarea Plan can be more thoroughly reviewed.
3. Walla Walla County is authorized by RCW 36.70A.390 to adopt interim zoning controls for a period of six months or for one year if a work plan is implemented.
4. The Comprehensive Plan notes that, in the Burbank area "The County Health Department requirements for water and domestic waste disposal will continue to dictate minimum lot size in the absence of full public utilities." Page 12-5. This section of the County Comprehensive Plan reflects the previous limitation on density that existed prior to the availability of public sewer services. This statement in the Comprehensive Plan is no longer entirely accurate, since more public utilities are available in the Burbank Urban Growth Area.
5. County Code currently limits maximum density of multifamily housing and townhouses to four dwelling units per acre in the Burbank Residential Zone. WWCC 17.18.050(D).
6. County Code currently has a minimum density of three dwelling units per acre in the Burbank Residential Zone. WWCC 17.18.020. There is currently no maximum density.
7. County Code does not have a minimum lot size in the Burbank Residential Zone. WWCC 17.18.020.
8. Limiting mobile/manufactured home parks and all new residential uses to a maximum density of four dwelling units per acre on an interim basis is consistent with the purpose of the Burbank Residential zoning district, which allows for multifamily housing that is consistent with the scale of adjacent single-family development.
9. By limiting mobile/manufactured home parks and new residential uses to a maximum of four dwelling units per acre, the Code would be consistent for all uses. A landowner could still develop a manufactured home park, but the density would be capped. A landowner could also subdivide property and locate a similar number of manufactured homes or traditional homes on the new lots.
10. County Code allows for mobile/manufactured home parks in the Burbank area, by conditional use permit.



11. The County Code does not currently have development standards for high density mobile/manufactured home parks. Other urban zoning codes (such as the City of Walla Walla's) include such requirements as density, space size, fencing requirements and open space requirements.

12. County Code states that the purpose of the Burbank Residential zone is as follows: "This district is primarily a single-family residential district with provisions for multifamily dwelling units that are consistent with the height, bulk and scale of adjacent development." WWCC 17.12.040 (M).

13. Policy and planning questions, such as whether the County should have additional standards for manufactured home parks, what type of maximum density should be allowed in the Burbank Residential Zone, what lot sizes should be allowed in the zone, and whether additional zoning classifications are needed in the Burbank Urban Growth Area, are best addressed through a deliberative planning process with the Planning Commission.

14. A large, high-density mobile home park, or other high-density subdivision, could have a lasting effect on the Burbank Urban Growth Area, because such uses were not previously anticipated or possible in the area, and because the County does not currently have standards to address those high-density uses in the Burbank area.

15. Immediate, and temporary, action is necessary to preserve the status quo and allow for additional planning before higher density development is allowed.

16. The proposed interim zoning is consistent with the purposes of the Burbank Residential zone, allowing all residential development to be consistent in density and scale until such time as the County can more thoroughly update the Burbank Subarea Plan and review development regulations in the Burbank area.

Section II. Renewal of Ordinance 471. Ordinance 471 is renewed and will remain in effect for six months, until February 5, 2020, at 12:01 a.m.

Section III. Purpose. The purpose of this interim zoning Ordinance is to allow the County adequate time to study the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile and manufactured home parks in the Burbank Urban Growth Area. The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on such draft regulations and to adopt such regulations.

Section IV. Duration of Interim zoning. This interim zoning Ordinance shall be in effect for six months, beginning on August 5, 2019 and ending on February 5, 2020 at 12:01 a.m., unless an ordinance is adopted rescinding or amending the interim zoning. This interim zoning may be extended by the Board of County Commissioners following a public hearing prior to such extension.

Section V. Work Plan. During the six-month period, the County will study the Burbank Subarea, the zoning in the Burbank Urban Growth Area, and development regulations within the Burbank Urban Growth Area.

Section VI. Declaration of Emergency. The Board of County Commissioners hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon passage by the Board, and that the same is not subject to a referendum (RCW 36.70A.390).

Section VII. Effective Date. This Ordinance shall take effect and be in full force and effect immediately upon its adoption.

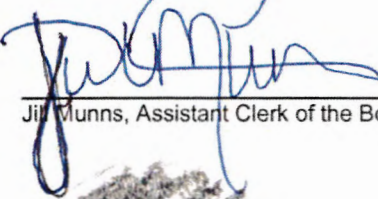
Section VIII. Conflict with other WWCC Provisions. If the provisions of this Ordinance are found to be inconsistent with other provisions of the Walla Walla County Code, this Ordinance shall control.

Section IX. 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 X. Publication. This Ordinance will be published by an approved summary consisting of the title.

PASSED by the Walla Walla County Board of County Commissioners at Walla Walla, Washington, then signed by its membership and attested by its Clerk in authorization of such passage this 5th day of August, 2019.

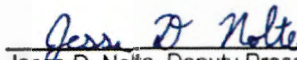
Attest:



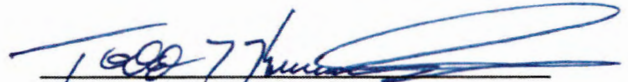
Jill Munns, Assistant Clerk of the Board



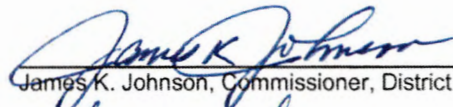
Approved as to form:



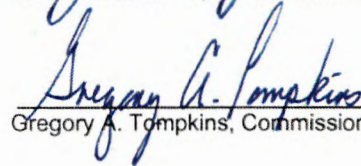
Jesse D. Nolte, Deputy Prosecuting Attorney



Todd L. Kimball, Chairman, District 2



James K. Johnson, Commissioner, District 1



Gregory A. Tompkins, Commissioner, District 3

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

CHAPTER 17.12 - ESTABLISHMENT OF DISTRICTS

17.12.040 - Establishment of districts—Designated—General purposes.

- M. **Burbank Residential.** This district is primarily a single-family residential district with provisions for multifamily dwelling units that are consistent with the height, bulk and scale of adjacent development.
- W. **[R-60 or R-72] Single Family Residential District.** The purpose of this district is primarily to accommodate residential dwellings, neighborhood-serving public uses, and limited low intensity non-residential uses on small and medium-size lots.
- X. **[R-96] Suburban Residential District.** The purpose of this district is primarily to accommodate residential dwellings, neighborhood-serving public uses, and limited low intensity non-residential uses on large lots.
- Y. **Multiple Family Residential District.** The purpose of this district is primarily to accommodate high density residential dwellings, recreational facilities, schools, and low intensity service and cultural uses on large lots in close proximity to major streets.

CHAPTER 17.18 - DEVELOPMENT STANDARDS—DENSITY AND DIMENSIONS

17.18.020 - Table of density and dimensional requirements.

	Minimum Lot Area Requirements 8,22,26		Residential Density per Acre ^{16,17}	Minimum Setback Requirements (in feet) ²²			Maximum Coverage (in percent)	Maximum Height (in feet)
Zone	Size	Width (feet)		Front	Side	Rear		
Suburban Residential R-96	9,600 square feet	75	3.0	20	10(7)	20(7)	35	35
Single Family Residential R-72	7,200 square feet	50	3.0	20	5	20(7)	40(11)	35
Single Family Residential R-60	6,000 square feet	50	3.0	15	5	20(7)	40(11)	35
Multiple Family Residential	—	50	3.0	15	5	20(7)	45	50
Burbank Residential	—	—	3.0(15)	20	5	25(7)	35	35

Density and Dimensional Requirements Development Conditions:

7. A side and/or rear yard setback may be reduced to five feet for a detached garage or similarly sized accessory building upon a determination by the director that:
 - A. The detached garage or similarly sized accessory building will be located entirely within the rear one third of the lot; and
 - B. Such detached garage or similarly sized accessory building will not be unduly detrimental to adjacent and surrounding property, nor to the zone in which approval is requested.
8. The minimum parcel size requirement shall not apply to the creation of parcels for use as publicly owned quarries, material stockpiling, rock crushing, road construction, road maintenance and mining equipment storage within the Exclusive Agriculture, Primary Agriculture, General Agriculture, Rural Remote forty acre, Rural Remote twenty acre, Rural Agriculture ten acre and Rural Agriculture five zoning districts. A note will be placed on the face of the recorded land division instrument (e.g., short plat, subdivision, etc.) stating that the site is not a buildable parcel for residential or commercial purposes.
11. Forty-five percent allowed with a two-family dwelling unit.
15. See ch. 17.18.050(D) for the maximum allowed density.
16. In urban growth areas the residential density per acre is the minimum density required for residential uses. See ch. 17.18.050 and 17.18.070.
17. Outside of urban growth areas the residential density per acre is the maximum density allowed for residential uses. See ch. 17.18.060.
22. The provisions of [ch. 17.31](#) shall supersede the minimum lot area requirements and the minimum setback requirements.
26. Public rights-of-way shall not be calculated into meeting the minimum required lot size of the respected zone.

17.18.050 - Residential density in urban growth areas.

- A. The residential density per acre in ch. 17.18.020 shall be the minimum density required for residential uses.
- B. Minimum Residential Density Calculation. To calculate the minimum number of residential dwelling units required for any given property in an urban growth area, the buildable site area is multiplied by the residential density per acre that applies to the zone in which the property is located. The result is the minimum number of dwelling units that must be accommodated on that property. For the purposes of this calculation, fractional values shall be rounded to the nearest whole number (0.5 and above rounded up; below 0.5, rounded down).

Example for determining the minimum number of residential dwelling units required on a 2.2 acre buildable site area property in an R-96 zone:

2.2 (buildable site area in acres)	×	3.0 (minimum residential density per acre)	=	6.6 rounded to 7 (minimum number of required dwelling units)
--	---	--	---	---

- C. Maximum Number of Dwelling Units. The maximum number of dwelling units, allowed on a property shall be determined by dividing the buildable site area (in square feet) by the minimum lot area requirement for the zone in which the property is located. The result is the maximum number of dwelling units allowed on that property, provided that no lot shall be less than ninety-five percent (95%) of the minimum lot area requirement for the zone in which the property is located. For purposes of this calculation, fractional values shall be rounded to the nearest whole number (0.5 and above rounded up; below 0.5 rounded down).

Example for determining the maximum number of residential dwelling units allowed on a 2.2 acre buildable site area property in an R-96 zone:

2.2 acres (95.832 buildable site area in square feet)	/	9,600 square feet (minimum lot area requirement)	=	9.98 rounded to 10 (maximum number of allowed dwelling units)
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D. In the Burbank Residential zoning district the density for multi-family, mobile/manufactured home park, one-family, two-family, town-house and other residential uses shall not exceed four dwelling units per acre.

Editor's note— Ord. No. 471, § II, adopted Aug. 7, 2018, amended Subsection 17.18.050.D above on an interim basis until Aug. 7, 2019.

17.16.014 – [Excepts from] Permitted Uses Table

Use	BR	R-96	R-72	R-60	RM
One Family Dwelling Unit	P	P	P	P	
Two Family Dwelling Unit (Duplex)	P6	P6	P6	P6	
Multi-Family	P6				P
Townhouse	P6	P6	P6	P6	P
Mobile Home	P	P	P	P	
Manufactured Home	P	P	P	P	
Mobile/Manufactured Home - Medical Hardship	P	P	P	P	
Mobile/Manufactured Home Park	C				C
Adult Family Home	P	P	P	P	P
Long Term Care Facility	C				P
Senior Citizen Assisted Housing	AC				P
B&B, Type 1	P	P	P	P	P
B&B, Type 2	C	C	C	C	C
ADU	P2	P2	P2	P2	
Home Occupation, Type 1	P4	P4	P4	P4	P4
Home Occupation, Type 2	AC4				
Farmworker Dwellings	AC5				
Schools, public and private	P	P	P	P	P
Fire Station	C	C	C	C	C
Churches and Places of	C	P	P	P	P

Use	BR	R-96	R-72	R-60	RM
Worship					
Day Care, Family	P	P	P	P	P
Utility Facilities	C	C	C	C	C
Park	P	P	P	P	P
Recreational Facility, Public	C	C	C	C	C
Recreational Facility, less than 50% private	C	C	C	C	C
Libraries	P3				P
Museums					P
Assembly Hall	C3				
Growing of Crops	P	P	P	P	P
Colleges/Universities/Business Schools					C
Wireless Communication Facility	C5, 6				
Wireless Communication Facility, attached	P6				

1. The temporary placement of mobile/manufactured homes only applies to situations where there exists a personal hardship related to the aged, infirm or to persons incapable of maintaining a separate residence, whereby it is necessary to have someone living on the same premises. The following provisions are also required:
 - a. A signed doctor's statement indicating the need for care shall be submitted with the application;
 - b. The permit shall be issued for a specific person(s) and for a period of one year, requiring annual review and renewal. No change in occupancy shall take place without review of the planning commission. The mobile/manufactured home shall be removed within ninety days after the original need has ceased;
 - c. The county health department shall approve the provisions of water and sewer service to the temporary dwelling unit;
 - d. Each granting does not constitute an approval to divide land. The location of a temporary dwelling unit on a parcel of land shall not be considered the creation of

a separate dwelling site and the lot area, frontage and access requirements of the applicable zoning district shall not apply.

2. See the definition of accessory dwelling unit in ch. 17.08.
3. Up to twenty thousand square feet per establishment.
4. Proposed home occupations shall be subject to the review process and requirements described in sections 17.08.260 and 17.08.261.
5. A conditional use permit for a wireless communication facility shall be subject to the following additional standards:
 - a. Such facilities shall not be injurious to the neighborhood or otherwise detrimental to the public welfare.
 - b. The applicant shall demonstrate the need for the proposed tower (wireless communication support structure) to be located near a residential area, the procedures involved in the site selection and an evaluation of alternative sites and existing facilities on which the proposed facility could be located or co-located.
 - c. A site development plan shall be submitted showing the location, size, screening, and design of all buildings and structures, including fences, the location, size and nature of outdoor equipment, and the location, number, and species of all proposed landscaping.
 - d. The facility shall be designed to be aesthetically and architecturally compatible with the natural and built environment. This includes, but is not necessarily limited to, building design and the use of exterior materials harmonious with the character of the surrounding neighborhood and the use of landscaping and privacy screening to buffer the facilities and activities on the site from surrounding properties. Any equipment or facilities not enclosed within a building (e.g., towers, transformers, tanks, etc.) shall be designed and located on the site to minimize adverse impacts on surrounding properties.
 - e. The applicant shall demonstrate a justification for the proposed height of the structures and an evaluation of alternative designs which might result in lower heights. If additional height over that allowed in the zone is justified, it may be approved by the planning commission.
 - f. The applicant shall include an analysis of the feasibility of future consolidated use of the proposed facility with other utility facilities.

These requirements shall not apply to utility facilities located on a property which are accessory to the property or to the transmission, distribution or collection lines and equipment necessary to provide a direct utility connection to the property or neighboring properties, or to those utility facilities located on public right-of-way.



June 29, 2019 Burbank Community Meeting Summary

The Walla Walla County Community Development Department hosted a special community meeting to hear ideas about how Burbank neighborhoods should develop in the future. The meeting was held on June 29, 2019 at Columbia Middle School in Burbank. Based on the sign-in sheet, 26 people attended the meeting. The meeting lasted approximately three hours.

The initial part of the meeting consisted of introductory discussion by the meeting facilitator. The facilitator explained that the purpose of the meeting was to generate conversation and ideas about Burbank's future. The facilitator also provided an overview of the two activities that attendees would participate in during the remainder of the meeting. For purposes of the activities, attendees were organized into five groups.

The first activity asked attendees to identify what they liked most and least about Burbank's neighborhoods. The activity began with individuals in each group writing down their personal likes and dislikes. Next, working as a group, the likes and dislikes of each individual were shared and listed if they did not duplicate a previously mentioned like or dislike. Once each group had completed its list of likes and dislikes, individuals in the group were asked to place dots on their top three likes and dislikes. A presenter from each group then shared their group's likes and dislikes with all meeting attendees. Finally, the meeting facilitator asked attendees to identify common themes across the groups. The likes and dislikes listed by each group, as well as the list of common themes, are shown in Attachment A.

The second activity asked attendees to indicate on a map their ideas for future development in Burbank. Attendees were asked to indicate the location of various land uses, including single-family housing, apartments, mixed housing, commercial/industrial, and open space/public. Additionally, attendees were asked to indicate any ideas for infrastructure, amenities, or other needs. After the groups completed their maps, a presenter from each group shared their map with all meeting attendees. The actual maps produced by each group are shown in Attachment B.

The County will be considering the input received during this meeting as it deliberates whether any updates to existing plans and regulations are needed to address future development in Burbank.

June 29, 2019 Burbank Community Meeting

Results from activity:

What do you like most and least about Burbank's neighborhoods?

This activity asked attendees to identify what they liked most and least about Burbank's neighborhoods. Each of five groups completed a list of likes and dislikes. Individuals in each group were asked to place dots on their top three likes and dislikes. The original handwritten work products of each group have been transcribed below. Dots are represented by the ● symbol.

Group A

Like most...

- Quiet place to live ●
- Rural feel ●
- Like larger lots (1/2-acre and up) ●●●●●
- Friendly community ●●
- Country lifestyle but close to town ●●●
- Open space
- Quality schools
- Safe neighborhood ●●●●●
- Little traffic
- General lack of restrictions
- Ability to live the way we want ●
- Development that benefits community
- Community activities ●

Like least...

- High property taxes ●●●●●
- Smaller, more dense areas ●
- Feel under-represented in County ●●●
- Junk properties (need code enforcement) ●●
 - Clean up blight and trash
- Weeds (fire danger and aesthetics)
- Unleashed animals
- Development plans that don't fit neighborhood ●●●●●
 - Personal property taxes not provide as much as real property taxes ●
- Too much speeding by cars

Group B

Like most...

- Places to ride ●
- New commercial growth ●
- Nicer homes, nice well-kept properties
- Rural feel ●
- School system ●●●
- Bedroom community
- Tyson, Railex, Simplot, Broetje, Envirocom, Tri-City Grain, Volvo Mack ●
- Port access, river, boat launch (parks) ●●
- Animal properties and control
- Room to grow ●●●
- Library
- Low crime
- Wildlife refuge
- Close proximity ●●

Like least...

- School suffering (enrollment) ●●●
- Junky properties ●●
- No housing supply ●●
- Not enough people
- People who speed
- Nitrates in water ●
- Ice Harbor Drive traffic (Highway 124) and Highway 12 (over 16k per day)
- Not enough services like bank, hardware store, neighborhood grocery ●●●

Group C

Like most...

- Like where I'm living—good view of the river
- Larger lot sizes (1/2-1 acre) ●●●●●●
- Privacy of large lot ▲
- Small school ●●●●●●
- Small close-knit community
- No traffic ●●●
- Open space
- Agriculture—limits development
- Low crime—safe feeling—sheriff here ●
- Farm animals in town (4-H)
- Keeping land values ●
- Nice having only a few businesses—Port doesn't fit with Burbank

Like least...

- Small lot sizes—keep density down ●●●●●●●●●●
- No open space—keep as much as we can
- County doesn't listen to us ●●●●●
- Concern fire with dry grass
- Weed control
- Port of Walla Walla ●●
- Control of the drug issue ●

Group D

Like most...

- Rural character—wide open spaces, farms ●●●
- Quiet, peaceful ●
- Good neighbors, rely on one another ●
- Close enough to town/services—shopping, PSC airport, hospitals ●●
- Natural environment, river, McNary Refuge, dog-friendly, wildlife ●●●
- Unifying school district—serves as a community hub
- Library access
- Privacy ●
- Lots of paths—multi-modal (horses, bikes) ●●●

Like least...

- Traffic on Hanson Loop ●●●
- Roundabouts ●
- Lack of community planning—new development not consistent with existing—hodge-podge of housing types ●
- Semi parking in street ●●] Lack of zoning enforcement, policing, County staff
- People living in RVs ●
- Home businesses with traffic in residential areas
- Weeds
- Garages, unattractive accessory buildings at front of property ●
- Lack of utilities, county services

Group E

Like most...

- Rural character ●●●●●
 - Room for animals/LOW DENSITY
 - Good schools
- Quiet/friendly
- Open spaces
- Low density ●●●●●

- Room to ride a horse or bike, hike
 - Also gardening
- Space ●●●●●
- No traffic problems ●●●●
- Snow removal this past winter wasn't bad

Like least...

- Not enough law enforcement → especially slow response time ●●●
 - Sometimes deputies don't enforce code
 - Like noise, speeding, drag racing at Hanson Loop/Highway
●●●
- Also increased code enforcement
 - Nina doesn't have enough power/support
- Highway noise ●●
- No recycling
- Dying trees on highway
- Lack of sewer facilities/future (present), nitrate level is a big problem

Common Themes

[Like most...]

- Room/Rural character → lot sizes
- Quiet, peaceful country life-style
- Good school
- Good areas/problem areas
- Don't need a big commercial center
- Good sheriff—low crime

[Like least...]

- Didn't like the small lot size
- Garbage, trashy lots, old cars
- More traffic—more on Hanson Loop → traffic design—speeding (25 mph)
- More sheriff for enforcement

Group A

ATTACHMENT B



A hand-drawn map of a proposed development site, overlaid on a printed map showing streets like 'S. GARDEN ST.' and 'S. GARDEN AVE.'. The site is divided into several colored and patterned zones with handwritten annotations:

- Top Left:** A dark brown hatched area labeled 'Cemetery'.
- Top Center:** An orange hatched area labeled 'Light Industrial'.
- Top Right:** A yellow hatched area labeled 'Small town services Bnk, Hardware store, Grocery store'.
- Center:** A blue hatched area labeled 'Public Sq' and 'Schools Burbank'.
- Bottom Left:** A yellow hatched area labeled 'Apartments Duplexes, townhomes'.
- Bottom Center:** A yellow hatched area labeled '1/4 - 1/2 ac. Lots'.
- Bottom Right:** A red hatched area labeled '1/4 - 1/3 ac.' and '1/2 lots'.
- Far Right:** A red hatched area labeled '1/2 lots'.
- Far Bottom Right:** A red hatched area labeled '1/2 lots'.
- Left Side:** A dashed line labeled 'Light Industrial'.
- Bottom Left:** A dashed line labeled 'Apartments Duplexes, townhomes'.
- Bottom Left:** A dashed line labeled 'STAYS current until Septic system Co B.O. Then maybe READINESS ~~some~~ properties'.

Light Intensity

- Apartment
Duplexes, townhomes

STAYS current
until Septic system
to BAO.
Then maybe READINESS
~~more~~ propels

Small loan services
Bank, hardware store, Grocery store

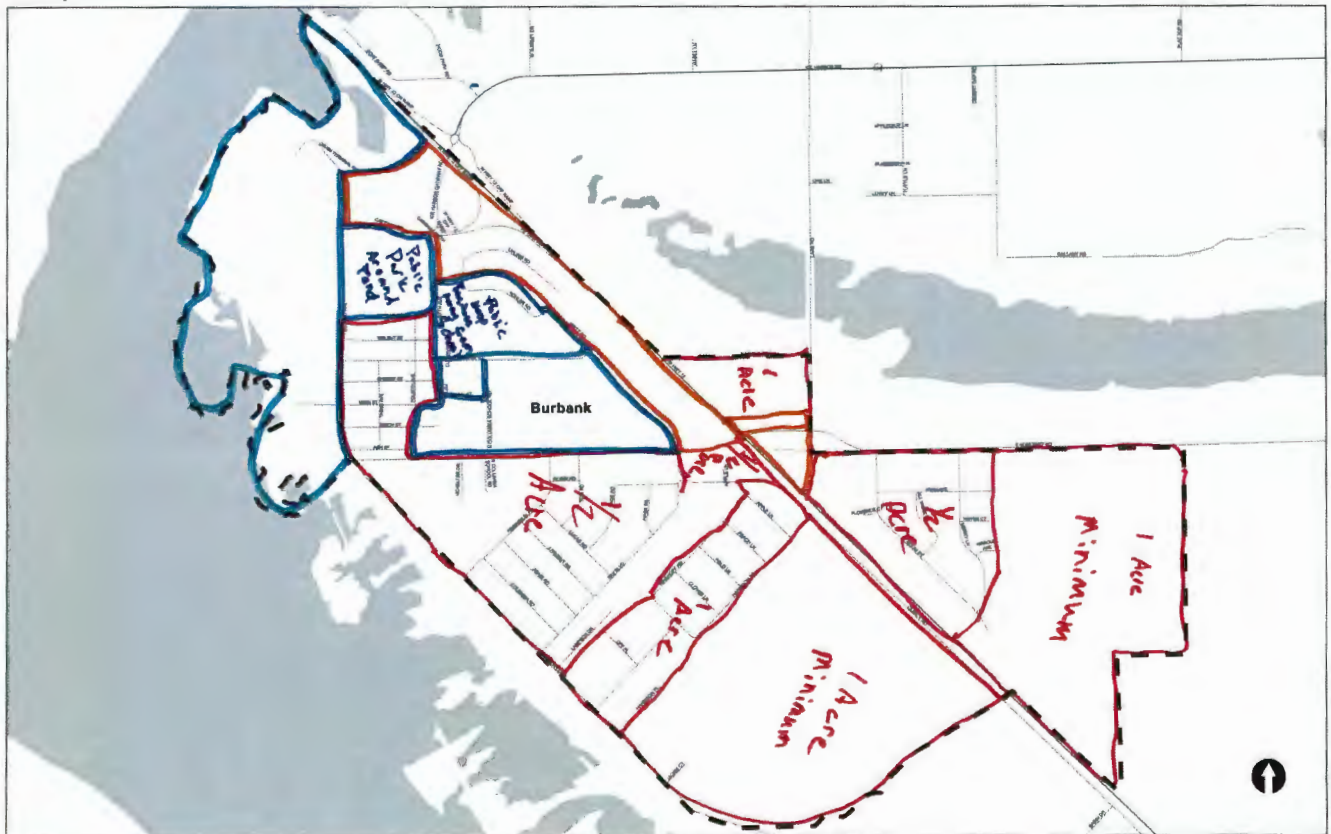
 $-\frac{1}{2} +$ $\frac{1}{2} \text{ kg}$

1/4 - 1/2 AC

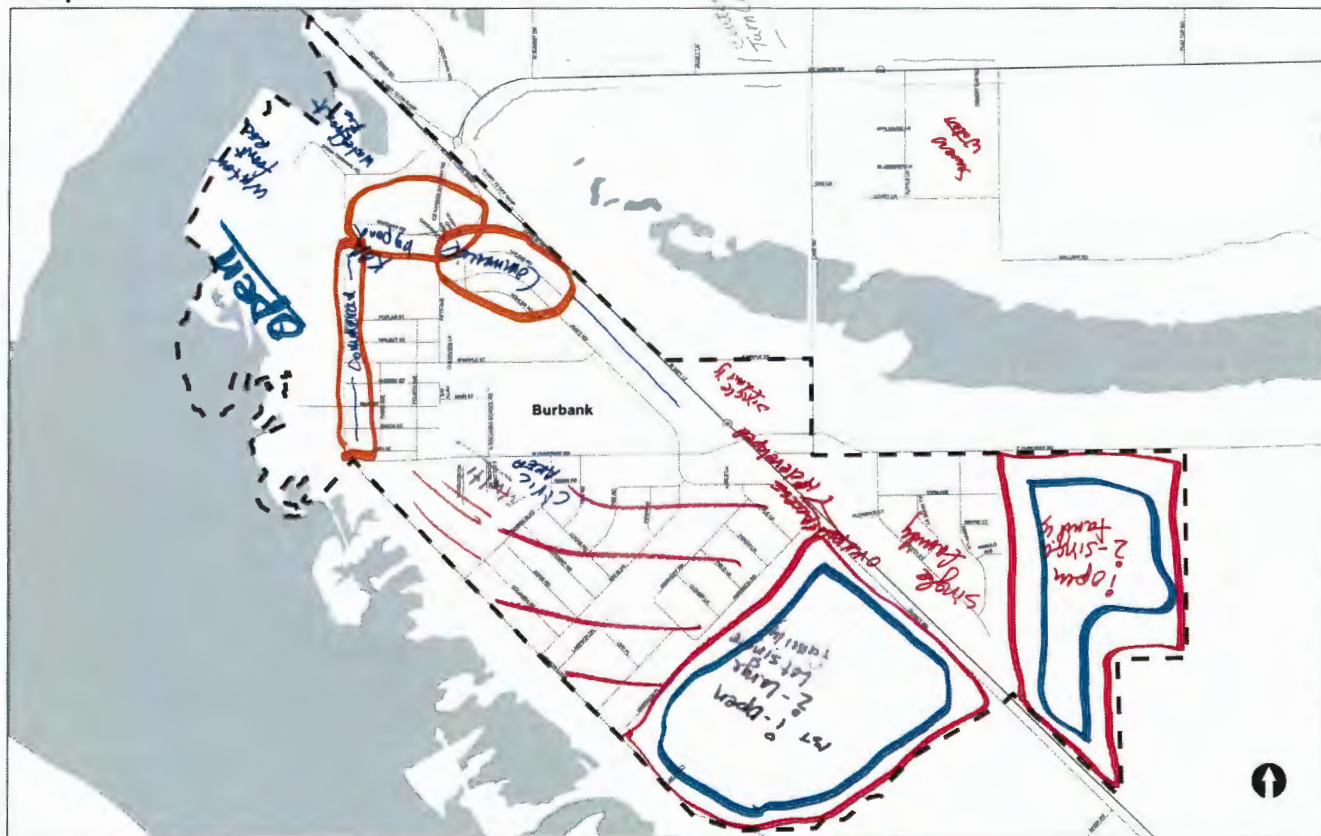
$\frac{1}{4} - \frac{1}{3}$ ac.

 $1/2$ lb

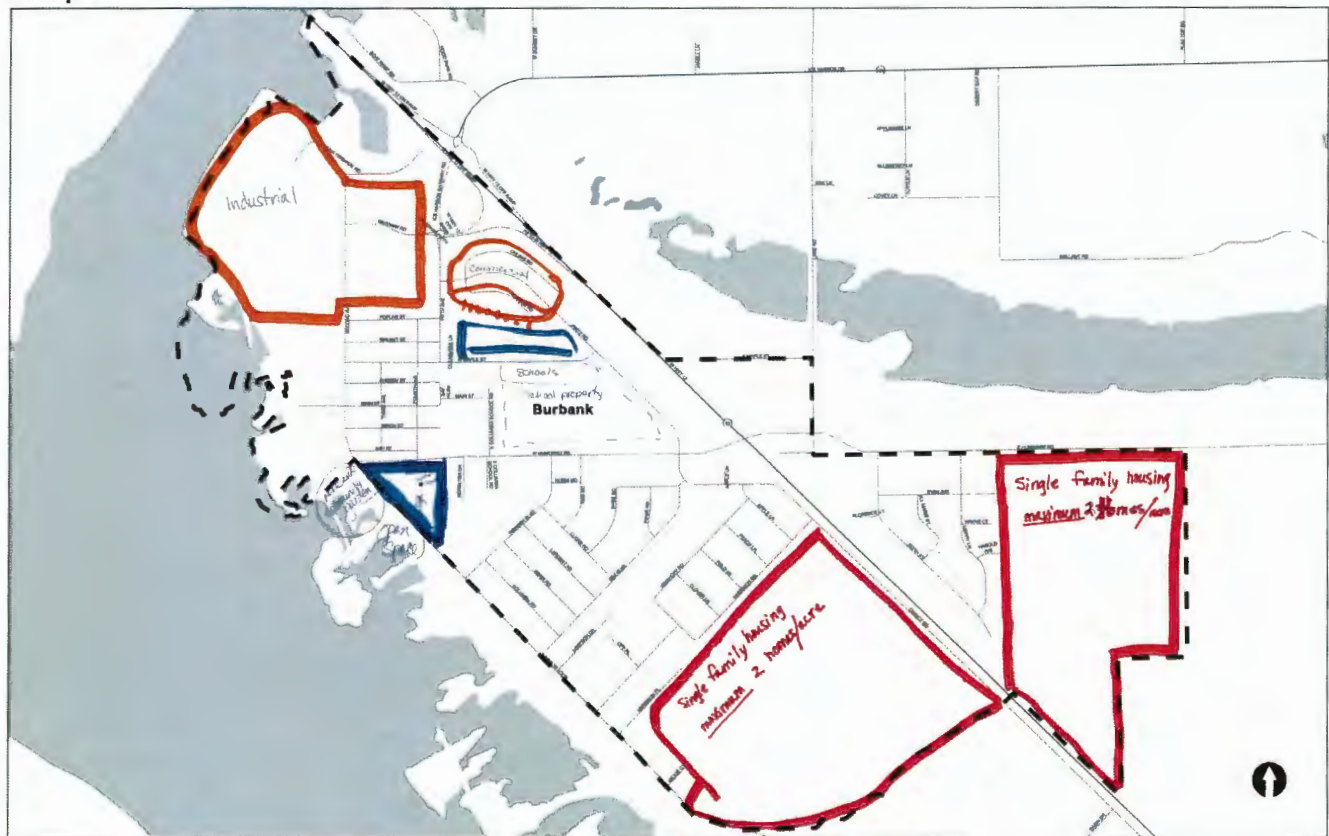
Group C



Group D



Group E



12 BURBANK SUBAREA PLAN

12.1 INTRODUCTION

The Burbank Subarea Plan represents a region-specific plan for the Burbank community. More specifically, the Burbank Subarea Plan applies to the Burbank Urban Growth Area (UGA) and the Burbank Rural Activity Center. The subarea plan is consistent with and functionally a part of the Walla Walla County Comprehensive Plan. It expands upon the Comprehensive Plan by providing a growth management plan, goals and policies tailored to the particular needs of the Burbank community. The subarea plan should be revised as circumstances change or as new information becomes available.

12.1.1 APPLICABLE GROWTH MANAGEMENT ACT GOALS

Since the subarea plan for the Burbank community is an element of the Comprehensive Plan, and addresses a wide range of planning issues, all Growth Management Act (GMA) planning goals apply. See Chapter 1, Introduction, for a list of GMA planning goals.

12.1.2 APPLICABLE COUNTYWIDE PLANNING POLICIES

The Burbank Subarea Plan addresses a wide range of urban and rural planning issues. See Chapter 1, Introduction, for a summary of Countywide Planning Policies.

12.1.3 RELATIONSHIP TO VISION STATEMENT

The County has held various workshops related to the Subarea Plan and the Comprehensive Plan. As a result of those workshops, residents and property owners established the following vision for the Burbank community:

- The Burbank community envisions being an incorporated township in the future.
- Focus is toward maintaining a residential suburban "bedroom community" with priority on providing essential services in safety (law enforcement, fire and health protection) as well as in transportation and utility infrastructures. In addition to this, the area will be enhanced by planning land usage for agricultural, industrial, and

commercial purposes to provide excellent employment opportunities and a strong tax base.

- The natural beauty of the McNary Wildlife Refuge is to remain a major environmental centerpiece for the Burbank community.
- Provide a safe and comfortable living environment for community members consistent with a leisure living environment of bigger lots and supporting the farming community.

12.2 OVERVIEW OF THE BURBANK SUBAREA

The Burbank community is the largest unincorporated community in the county. For 2017, Burbank (census designated place) was estimated to have a population of 3,331 people (OFM 2017a). For the same year, the Burbank UGA was estimated to have a population of 1,953 (OFM 2017b).

12.2.1 LOCATION & GEOGRAPHICAL SETTING

The community of Burbank is situated at the confluence of the Columbia and Snake Rivers in western Walla Walla County. Originally platted in 1910 by the Burbank Power and Water Company, the town site of Burbank is the oldest surviving community in the county on the Columbia River. The nature of the area was dramatically altered in 1953 with the construction of the McNary Dam, creating Lake Wallula. Construction of the dam either submerged or displaced the original communities of Wallula, New Wallula, Attalia, Two Rivers, and Villard, while only a small portion of the town site of Burbank was displaced.

The Burbank community is essentially bisected by the 15,000-acre McNary National Wildlife Refuge (NWR) and the four-lane U.S. Highway 12. The Burbank UGA is about 2.6 square miles in size and is located primarily to the south of McNary NWR and U.S. Highway 12. The Burbank Rural Activity Center is about seven square miles in size and is located to the north of McNary NWR as well to the east of the UGA. The UGA is commonly referred to as the Burbank town site and the northerly part of the Rural Activity Center is known as Burbank Heights.

12.2.2 PLANNING FOR THE BURBANK SUBAREA

Planning for the Burbank area began in the 1960s with the development of the 1968 Development Plan, which described the zoning and development pattern of the community of Burbank. The Western Walla Walla Comprehensive Plan identified this community as

having the greatest potential for population growth of all communities in the county. Since 1968, few changes to the original zoning designations have been applied to the community. A revised comprehensive plan specific to the Burbank community was adopted in 1981. The 1981 Burbank/Burbank Heights Plan created a number of designations based on the anticipated population growth and the premise that both water and sewer service would be available during the life of that comprehensive plan.

In the early 1990s, the process of evaluating the land use and zoning plan for the Burbank community involved extensive public participation. The County distributed surveys, formed citizen advisory committees, and hosted a series of community workshops for local residents and property owners to share their concerns and desires regarding the future of the county and the Burbank community. In 1996, 1999, and 2007 the County hosted additional community workshops to reaffirm the vision for the community as established in earlier surveys and workshops.

As part of the 2018 update of the Comprehensive Plan, the County held two open houses in Burbank.

Figure 12-1. Burbank Fall Open House



Source: The Watershed Company

A portion of the Burbank community is characterized by urban uses and has some of the facilities to support urban development. Past planning for the community anticipated the development of full urban services over time and consequently lands were designated and

zoned for an urban level of development. Some older development in the town site is at relatively high densities and the provision of community water systems has enabled development of urban densities to take place in subdivisions.

A long-term goal of the community has been its eventual incorporation. Thus, a portion of the Burbank community located south of McNary NWR has been designated as a UGA as indicated on the Burbank Subarea land use map (Map BSA-1).

12.2.3 EXISTING CONDITIONS

The McNary NWR is a major land use in the Burbank community. It provides critical wildlife habitat areas for a diverse population of migratory birds, which depend heavily on the refuge for resting and nesting opportunities. This area has provided hunting, fishing, and wildlife viewing opportunities for a regional public on both public and private lands. In addition to its recreational amenities the wildlife refuge provides a significant aesthetic benefit to the community and contributes to its overall desirability as a place to live and work.

12.2.3.1 UGA

The Burbank UGA contains a mixture of single-family residential, industrial, commercial, and public reserve uses. In 2017 there were approximately 930 lots of varying sizes in the UGA. The majority of development is concentrated between U.S. Highway 12 and the Columbia River.

Industrial land uses in the UGA are concentrated on Port of Walla Walla (Port) property on the Snake River and in the area west of Maple Street. The Port controls much of the industrial land base in the Burbank area. The Port property in the northwest corner of the UGA is currently used for bulk material distribution operations that use existing rail and barge transportation facilities. Improvements at the U.S. Highway 12 and SR 124 intersection have allowed for more efficient transport to and from the existing barge and rail facilities. Under State law, the Port is a taxing district and is authorized to purchase lands for marketing, development, lease, and sale to commercial interests with the aim of improving the local economy. The Port's lands contribute to the economic vitality of the community and the county.

The Burbank UGA has two areas designated for commercial uses. One is located along the east and west sides of the U.S. Highway 12 by the Humorist Road overpass and the other is located on Second Avenue. Both provide neighborhood commercial services. Additionally, land owned by the Port located northwest of the intersection of Humorist Road and U.S. Highway 12 is designated for a mix of commercial and light-industrial uses. This area is

zoned Industrial/Business Park and has been subdivided under a Development Agreement; development of the Burbank Business Park began in 2017 with the construction of two new convenience stores and gas stations.

12.2.3.2 RURAL ACTIVITY CENTER

The Rural Activity Center is located north of the McNary NWR and in the Basin Drive area. Both areas are separated from the Burbank UGA and have a character distinct from the UGA. The Rural Activity Center north of the UGA is composed largely of one- to two-acre residential single-family parcels with some slightly higher density development overlooking the Snake River.

12.2.4 POPULATION & FUTURE LAND USE DESIGNATIONS

The latest population projections from the Washington State Office of Financial Management indicate that Walla Walla County can expect a population increase of over 10,000 people by the year 2038 (see Chapter 5, Land Use Element). From 2010-2017, the Burbank population increased by 40 people. If a similar growth rate were to continue, Burbank would grow by approximately 120 people by 2038. It should be noted that population estimates are inexact and adjustments to these figures will be made periodically as part of the County's process for monitoring growth and land uses consistent with the requirements of the GMA.

The intent of the Burbank Subarea Plan and the Walla Walla County Comprehensive Plan are to encourage new growth to occur in UGAs and to a lesser extent in the Rural Activity Center. Basic assumptions were used to determine the land uses depicted on the Burbank Subarea land use map, as identified below (Map BSA-1).

- Actual use is the primary indicator of where lands are most suitable and desirable for small acreage single-family development, hobby farms, and other uses that can be developed in harmony with the community vision.
- Generally, the lower density land use designations are on lands with the highest development constraints (e.g., steep slopes, critical areas, floodplains, and near active commercial agriculture). The highest densities are in areas already platted to smaller lots (the UGA) or in Rural Activity Centers.
- The County Department of Community Health requirements for water and domestic waste disposal will continue to dictate minimum lot size in the absence of full public utilities.

The approximate amount of land devoted to the different land use designations in the Burbank subarea are as follows (Map BSA-1):

- Agriculture Residential: 1,272 acres
- Rural Agriculture: 820 acres
- Rural Residential 2-5 (Burbank Rural Activity Center): 1,382 acres
- Residential Single Family: 1,073 acres
- Commercial: 23 acres
- Industrial: 368 acres
- Public Reserve: 1,173 acres

12.2.4.1 BURBANK URBAN GROWTH AREA LAND USE DESIGNATIONS

Industrial

The purpose of the Industrial designation in Burbank is to provide for industrial and business park developments in a way that protects nearby residential uses and public schools. The designation allows a broad range of industrial, distribution, wholesale, assembly, manufacturing, office, and commercial uses. Heavy industrial uses are located on properties near the Snake and Columbia Rivers and U.S. Highway 12 for convenient access and minimal impacts on residential uses. Light industrial and business park uses are intended to provide a transition between heavy industrial uses and residential land uses. The business park includes retail commercial uses intended to help meet future long-term needs of the community and the anticipated employees of the business park.

The essential functions the Industrial land use designation is intended to fulfill are to:

- provide employment,
- expand and diversify the tax base, and
- sustain and enrich the local and regional economy.

Commercial

There is a need for commercial development to serve the existing population. Most commercial development in the near future will be of the neighborhood commercial type as the established regional shopping centers in the Tri Cities area will continue to serve the

residents of Burbank. The Subarea Plan acknowledges the historical commercial center of the community while recognizing the need to meet future long-term needs of the community at a location in the vicinity of Humorist Road and U.S. Highway 12. This area provides good arterial and highway access and can be efficiently and adequately served by urban services. Under existing conditions both areas are limited due to the lack of urban services. In light of the commercial opportunities also available at the mixed light-industrial/commercial business park, the land use plan map allows for sufficient commercial lands to accommodate the anticipated growth in the Burbank Subarea through 2038.

Residential Single Family

Lands designated as Residential Single Family on the land use map are all located in the Burbank UGA. This designation permits a wide range of urban residential densities. This land use designation is the largest land use designation in the UGA.

Public Reserve

This district is exclusively reserved for public and semipublic uses in order to preserve and provide lands for those community facilities which serve the public health, safety, and general welfare of the County. In the Burbank UGA this designation is applied to lands used for schools and public facilities.

12.2.4.2 BURBANK RURAL ACTIVITY CENTER LAND USE DESIGNATIONS

Rural Agriculture

This land use designation is primarily agricultural with a mix of residential land uses. Limited home occupations that are clearly incidental to the agricultural nature of these areas are allowed. A limited amount of commercial-tourism activities are allowed in this district, while limited commercial businesses that support agriculture are encouraged, with those uses having a high nuisance value, safety issues, or environmental implications allowed only by conditional use permit. Large-scale natural resource-processing industry is not considered a compatible use, except on a limited basis. The allowed density in this designation is one dwelling unit per five to ten acres. These lands lie outside of the Burbank UGA and outside of a designated water system service area.

Land divisions that comply with the minimum lot size of five or ten acres are allowed, provided that adequate provision of public facilities, utilities, and services such as water, wastewater disposal, and access to public roads is available concurrent with the final approval of the short plat. The maximum number of lots will continue to be determined at the rate of one unit per five to ten acres.

Rural Residential 2-5 (Burbank Rural Activity Center)

These lands are intended to maintain the rural aspects of the county and to provide buffering or transitions between existing rural developments and areas of higher or lower densities and have two- to five-acre minimum lot sizes. Certain limited recreational and community-oriented cultural land uses are allowed in this land use designation.

Agriculture Residential

This land use designation is intended for areas currently in agricultural use that are located adjacent to existing rural lands or to the UGA. This land use designation is primarily agricultural with a mix of residential land uses. Limited home occupations that are clearly incidental to the agricultural nature of these areas are allowed. A limited amount of commercial / tourism activities is allowed in this district. Large scale natural resource processing industry is not considered a compatible use, except on a limited basis. This designation establishes a density of one dwelling unit per ten acres. A more detailed description of this designation is provided in Chapter 6, Rural and Resource Lands.

Public Reserve

As is true in the Burbank UGA, this designation is exclusively reserved for public and semipublic uses in order to preserve and provide lands for those community facilities which serve the public health, safety, and general welfare of county residents. In the Burbank Rural Activity Center, this designation is applied to lands in the McNary NWR.

The zoning districts that implement the various land use designations in the Burbank area are indicated on Table 12-1 below:

Table 12-1. Burbank Land Use Designations and Implementing Zoning Districts

Land Use Designation	Implementing Zoning Districts
Residential Single Family	Burbank Residential
Burbank Rural Residential: 2-5 (Burbank Rural Activity Center)	Rural Residential 2 acre Rural Residential 5 acre
Rural Agriculture	Rural Residential 5 acre Rural Agriculture 10 acre
Agriculture Residential	Agriculture Residential 10 acre
Commercial	Burbank Commercial
Industrial	Heavy Industrial Industrial/Business Park
Public Reserve	PR Zone

12.2.5 TRANSPORTATION

This section describes the transportation infrastructure in the Burbank community.

Roadways

The Burbank community is greatly affected by pass through traffic on two highways: U.S. Highway 12 and SR 124. As stated previously, U.S. Highway 12 runs north and south effectively bisecting the community. This four-lane route provides easy access to nearby communities and serves as the major thoroughfare from the Tri Cities and the west into the City of Walla Walla and Umatilla, Oregon. SR 124 (Ice Harbor Drive) is a major east west roadway that traverses through the Burbank Rural Activity Center. It links Burbank and U.S. Highway 12 with the northern portion of the county, including the cities of Prescott and Waitsburg. The recent widening of U.S. Highway 12 made vehicular access to, from, and across the highway safer at the two major intersections in the community.

As indicated in Chapter 8, Transportation Element, all roads in the area currently operate at acceptable levels of service and are projected to remain operating at acceptable levels through 2038.

Pedestrian & Bicycles

There are a limited number of sidewalks in Burbank, concentrated in proximity to the schools. Since most of the residential streets have fairly light traffic, no discernable conflict exists between automobile, pedestrians, and bicyclists. Pedestrian access across U.S. Highway 12 was improved with the widening of the highway to four lanes.

Public Transit Service

Public transit service is currently not available in Burbank.

Railroads

There are two rail lines that serve the Burbank community. The Burlington Northern Santa Fe Railroad connects the county with the Tri Cities and Yakima to the west and provides rail service to the industrial areas in the Burbank UGA. The Union Pacific Railroad owns and operates the second rail line that runs along the eastern portion of Burbank. Both railroad companies connect at a rail hub adjacent to the Boise Paper company, located south of Burbank. Neither company currently offers passenger rail service.

Air Transportation

Air transportation service for the Burbank area is provided at the Tri Cities Airport located approximately 10 miles north of Burbank in Pasco, and at the Walla Walla Regional Airport approximately 50 miles east of Burbank.

Water Transportation

The Columbia and Snake Rivers support an inland commercial water transportation system used primarily for bulk commodity transport. Dock facilities for the loading and unloading of bulk materials and other industrial products are located on the Snake River shoreline of the Port's property in the UGA. This waterborne transportation capability is vital to the county's economy. Additionally, Hood Park features a boat launch for recreational use.

Transportation Improvement Program

The Six-Year Transportation Improvement Program (TIP) is the County's blueprint for capital expenditures related to transportation facilities. As such it addresses the transportation needs of the Burbank community. For a discussion of the TIP see Chapter 8, Transportation.

12.2.6 CAPITAL FACILITIES

The County does not provide water, sewer, or other utility service in the Burbank area. At present, these services are provided by private property owners, private enterprise, the Port or homeowners associations. Chapter 10, Capital Facilities Element, provides additional existing and projected conditions for various public facilities.

Water Service

Revised Code of Washington (RCW) 36.94.020 states that the construction, operation, and maintenance of a system of sewers and water are a county purpose. Under State law, all new public water systems must be owned or operated by a satellite system management agency. This ensures that new systems have sufficient management and financial resources to provide safe and reliable service to the users. If a system loses its owner or operator due to noncompliance, the system goes into receivership. If no system management agency or person is willing to be named as a receiver the court names the County as a receiver of last resort.

In 1978, the Board of County Commissioners established a Critical Water Supply Service Area in response to a preliminary assessment of water system problems related to public water supply prepared by the State Department of Social and Health Services. This assessment identified initial problems consisting of unreliable service and uncoordinated planning.

In 1981, the Western Walla County Coordinated Water System Plan (CWSP) was prepared under the direction of the Western Walla Walla County Utility Coordinating Committee. This plan provided procedures for planning for safe, reliable water systems by examining water

quality, system storage, and system reliability. Updated in 1999 and again in 2004, the plan identified five major public water systems in operation that had the potential to intertie and share facilities: Burbank Irrigation District No. 4, Columbia View Water Services, Harrison Ray Water Company, Arlene's Addition, and Westbourne Acres Subdivision. These water systems account for more than 700 metered and unmetered services in the Burbank area (Water Utility Coordinating Committee 1999). The 2004 plan amendment authorized the formation of a new water system by the Port. Since then, the Port has constructed the system, which serves Port properties, the local school district, and a small local water district (Port of Walla Walla 2012).

In summarizing system deficiencies, the CWSP stated that water quality within three of the water systems did not meet the nitrate standard of the Safe Drinking Water Act, and recommended that this condition be improved as soon as possible. Furthermore, the plan indicated that system reliability is deficient for the following reasons and recommended the upgrading of systems.

- Pipe sizes and configurations are too small or not looped so that in emergency situations it is questionable whether system pressure could be maintained or fire flows provided.
- Some systems rely on a single source of supply and most systems do not have emergency power sources or standby pumps.
- Storage is inadequate to provide a sufficient volume of water for fire flow.
- Two systems do not have fire hydrants.

Sewer Service

In 2015, sewer service became available in limited areas of Burbank. The Port is now operating a sewer utility enterprise in Burbank. The utility currently serves the Burbank School District and the Port's industrial and business parks.

The extensive use of on site septic systems in remaining areas has the potential for contaminating the underlying shallow aquifer. The fact that water passes quickly through the soil in this area increases the potential for groundwater contamination. On site septic systems rely exclusively on purification of the effluent by microorganisms in the soil. High percolation levels do not allow microorganisms enough time to properly treat the effluent, which in turn, contributes further contaminants to the water supply.

Parks & Recreation

Outside of the facilities available at the local schools on Maple Street, there are no local or neighborhood recreation facilities in the Burbank UGA. Hood Park, a regional park operated by the U.S. Army Corps of Engineers, is located in the Burbank Rural Activity Center. The Washington State Department of Transportation currently maintains a community trail and bike path that runs under the Snake River Bridge from the west side of U.S. Highway 12 to Hood Park. Because of its close proximity, the McNary NWR offers a wide variety of recreational opportunities for residents and employees in Burbank.

Figure 12-2. McNary National Wildlife Refuge (circa 1950)



Source: The Watershed Company

Fire, Emergency Medical & Law Enforcement Services

Fire protection and emergency medical services are provided by the Walla Walla Fire District #5. Fire District #5 serves approximately 92 square miles, with four fire stations located in Burbank and the surrounding area: one each in the Burbank UGA, the Burbank Rural Activity Center, Wallula, and Sun Harbor Estates.

The Fire Chief (a full-time career position) manages the day-to-day operations of the district. Currently, there are two full-time career officers (Captain and Training Lieutenant),

one career Lieutenant/Paramedic, one full-time Administration Assistant, six part-time resident-firefighters, 25 part-time volunteer firefighters, and three support service members.

Long range fire protection needs may require additional resources to maintain an effective level of protection, particularly with increased industrial development. Long range fire protection needs will require integration of long range water needs. The source, storage capacity, and distribution of water systems and fire hydrants must be adequate to provide sufficient volume and pressure for firefighting needs.

Police protection for the Burbank community is provided by the County Sheriff's Office. A Sheriff's office annex is located in the Burbank Rural Activity Center fire station. This annex primarily serves as a local office to conduct interviews, complete daily paperwork, and as a general office for the deputies assigned to the area.

Schools

The Burbank community is served by the Columbia School District. The Columbia School District operates three schools on a large campus: Columbia Elementary (K-5), Columbia Middle School (6-8), and Columbia High School (9-12). The district's student count in May 2017 was 775 students, with 365 students in elementary school, 167 students in middle school, and 243 in high school (OSPI 2018). All schools are equipped with satellite equipment and computers.

A \$4,500,000 construction bond for the Columbia School District was recently approved. This bond will largely go towards completing health, safety and infrastructure improvements throughout the campus and adding a needed new elementary school gymnasium and additional classrooms.

12.3 GOALS & POLICIES

12.3.1 COMMUNITY

- | | |
|----------------------|--|
| Goal BU 1 | Encourage the participation of the Burbank community in the planning process. |
| Policy BU 1.1 | Encourage the participation of community groups that represent the values and ideals of the community. |

12.3.2 LAND USE

- | | |
|----------------------|--|
| Goal BU 2 | Provide the public policy framework for orderly development of the area while maintaining the rural character and lifestyle of the community outside the Burbank UGA. |
| Policy BU 2.2 | Guide the development of the community with a balance of residential, commercial, industrial, and agricultural land uses. |
| Policy BU 2.3 | Encourage land use decisions that are sensitive to the character of the community. |
| Policy BU 2.4 | Encourage new residential development to locate in areas near or adjacent to existing development prior to expansion into the outer periphery of the community. |
| Policy BU 2.5 | Designate sufficient land for industrial and commercial uses within the UGA which will provide for a tax base for the eventual incorporated community. |
| Policy BU 2.6 | Development of commercial areas should be part of an overall development plan to ensure adequate access, parking, and landscaping. |
| Policy BU 2.7 | Develop industrial areas in a manner that creates an orderly transition from more intense land uses to less intense land uses, for example, by buffering heavy industrial uses from existing residential uses. |
| Policy BU 2.8 | Encourage the location of schools and other public facilities to be contiguous and centrally located. |
| Goal BU 3 | Provide areas for light and heavy industrial development to create a more diverse employment and economic base for the community. |
| Policy BU 3.1 | Facilitate development of the Port's industrial / business parks to stimulate economic growth. |
| Goal BU 4 | Provide areas for light industrial uses closer to developed areas where both the business and community can benefit. |

Policy BU 4.1 Encourage the location of industrial businesses such as manufacturing, assembly, farm equipment, and auto sales into the area.

Goal BU 5 **Develop and preserve residential neighborhoods.**

Policy BU 5.1 Provide separate areas in the community for different types and densities of housing.

12.3.3 CAPITAL FACILITIES

Goal BU 6 **Implement the Burbank UGA in a manner that encourages eventual incorporation and the provision of urban services.**

Policy BU 6.1 Implement the Western Walla Walla County Coordinated Water System Plan.

Policy BU 6.2 Seek cooperation from the Port of Walla Walla in establishing core utilities where possible.

Goal BU 7 **In the long-term, sewer service should be provided by a single integrated entity.**

Policy BU 7.1 Encourage the investigation of community sewer service with assistance from the County.

Goal BU 8 **Ensure the Burbank community has adequate access to County services.**

Policy BU 8.1 Consider providing a physical location for County services in Burbank.

12.3.4 PARKS & RECREATION

Goal BU 9 **Support the provision of parks and recreational facilities to serve the active and passive recreational needs of the community.**

Policy BU 9.1 Locate park facilities to be easily accessible from residential neighborhoods.

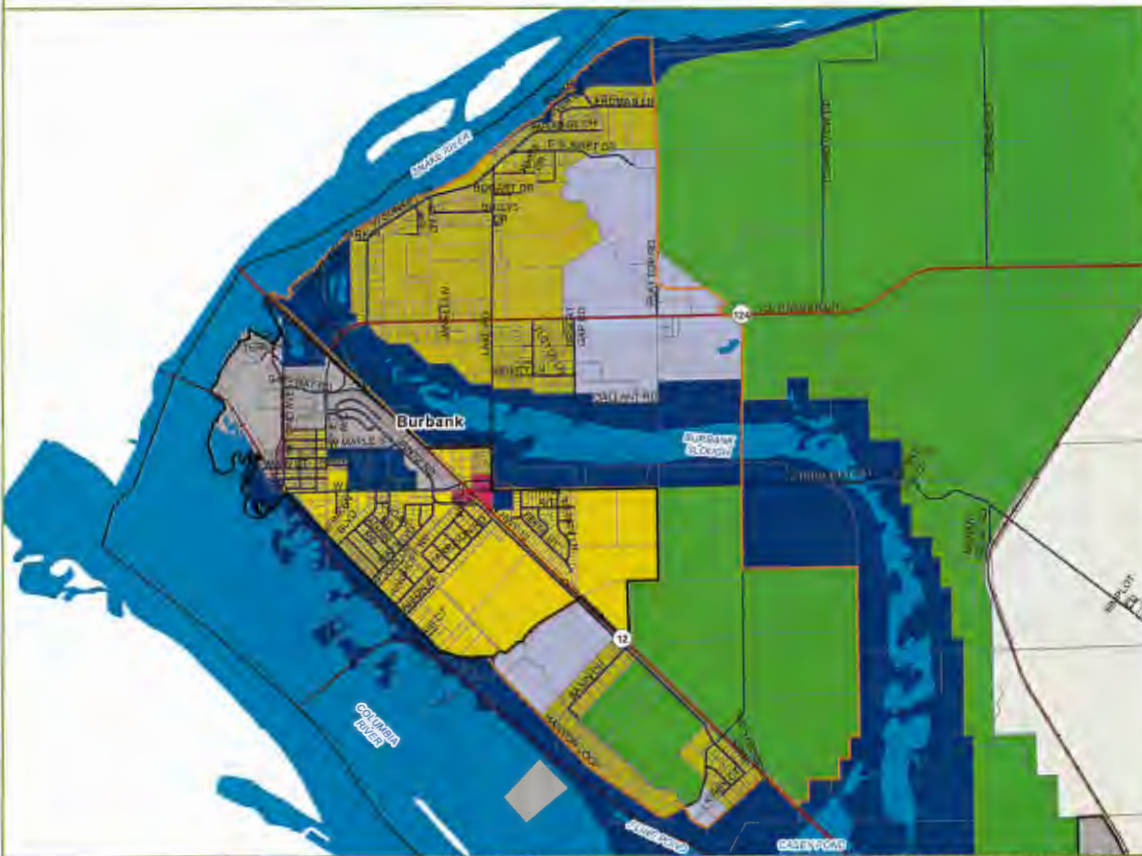
Policy BU 9.2 Develop a system of pedestrian, equestrian, and bicycle paths to connect to existing and future park facilities.

- Policy BU 9.3** Encourage the development of parks and recreation facilities that take advantage of natural open space.
- Policy BU 9.4** Preserve the beauty of the McNary National Wildlife Refuge as a major environmental centerpiece.
- Policy BU 9.5** Encourage new developments to provide park and recreation amenities such as play areas and paths based on the demands of each development.

12.3.5 TRANSPORTATION

- Goal BU 10** Provide a safe and efficient transportation and circulation system that addresses the needs of the Burbank community.
- Policy BU 10.1** Encourage adequate multi modal transportation facilities.
- Policy BU 10.2** Support the provision of affordable public transportation to the City of Walla Walla and the Tri Cities.

LAND USE DESIGNATIONS - Burbank Sub-Area



BASE MAP LAYERS

- | | |
|-------------------------------|---------------------|
| County Boundary | State Highway |
| Urban Growth Area | Private Road |
| Burbank Rural Activity Center | Public Road |
| Tax Lot Boundary | Railroads |
| | Rivers/Water Bodies |

LAND USE DESIGNATIONS

- | Resource | Rural |
|---------------------------|-------------------------------------|
| Primary Agriculture | Public Reserve |
| Agriculture Residential | Rural Residential 2-5 (Burbank RAC) |
| Urban | Rural Agriculture |
| Public Reserve | |
| Commercial | |
| Industrial | |
| Residential Single Family | |



Walla Walla County Community Development Department

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

Date: July 29, 2019
Date Prepared: July 26, 2019
To: Walla Walla County Board of County Commissioners
From: Lauren Prentice, Principal Planner
RE: **Public Hearing** – Public Hearing to receive comments on extending Interim Ordinance No. 471, relating to residential density in the Burbank Residential zoning district. Docket No. ZCA18-002

Background

On August 7, 2018 the Walla Walla Board of County Commissioners enacted Ordinance 471, an interim ordinance which limits the density on any new residential development in the Burbank Residential zoning district to no more than four dwelling units per acre (assuming availability of water and sewer utility services). With the interim regulation, this density cap applies to mobile/manufactured home parks, one-family, two-family, multi-family, townhouse and other residential uses.

The ordinance is in effect for one year, ending on August 7, 2019, unless an ordinance is adopted rescinding or amending the interim zoning. On October 1, 2018 the County held an informational public meeting and a public hearing on the interim ordinance in Burbank at the Fire Station. On Saturday, June 29, 2019 Community Development Department staff and the County's consultants held an open house in Burbank at Columbia Middle School; 19 people attended this workshop. The Watershed Company is finalizing a report summarizing the comments gathered at that meeting and we expect that to be complete within a week or so.

The purpose of the July 29th public hearing is to hear comments regarding the extension of the ordinance by the Board of County Commissioners in order to give the County additional time to work on the subarea plans.

The interim Ordinance may be renewed for up to six months so long as the County has a public hearing and adopts findings of fact, under RCW 36.70A.390. The regulations may be extended for subsequent additional 6-month periods.

Staff Conclusion

Staff is of the opinion that the interim ordinance will maintain the current status quo in the Burbank Residential (BR) zoning district until additional planning can occur. If the interim zoning is not extended, it is possible that development may occur at a greater density than 4 dwelling units per acre.

Staff Recommendation

Staff recommends the Board hold a public hearing, review public comments, and if, appropriate, extend the Ordinance.

Recommended Motion

I move to extend the interim zoning enacted by Ordinance 471 for 6 months and request the Prosecuting Attorney and Community Development Department to prepare an Ordinance for signature.

Attachments

- A. Notice of Public Hearing
- B. Staff Report and attachments dated October 1, 2018

Summary of Interim Regulations

The purpose of extending the interim ordinance is to allow the County additional time to study the Burbank Subarea Plan (Chapter 12 of the County's Comprehensive Plan), including the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile and manufactured home parks. Currently, without the interim zoning enacted by Ordinance 471, there is no maximum density or minimum lot sizes in the development regulations for the Burbank area, except for multi-family residential housing. Previously, as stated in the Comprehensive Plan, lot sizes were governed by water and sewer availability. The interim ordinance fills a gap in the County zoning regulations by capping the maximum density at four dwelling units per acre for all residential uses, not just for multi-family and townhouses. The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on draft regulations and to eventually adopt these regulations.

If the interim ordinance is not extended by the Board, there will not be a limit in the Burbank UGA on residential density.

Policy issues, such as whether the County should have additional standards for manufactured home parks, what type of maximum density should be allowed in the Burbank Residential Zone, what lot sizes should be allowed in the zone and whether additional zoning classifications are needed in the Burbank Urban Growth Area, are best addressed through a deliberative planning process with the Planning Commission, and through public workshops and hearings.

The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on draft regulations and to eventually adopt certain regulations. The County had originally expected this project to be completed in a year, but additional time is needed.

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 11:00 AM on Monday, July 29, 2019, in County Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, to receive testimony on whether to extend or amend the interim zoning enacted by Ordinance 471 (described below).

- 1. ZCA18-002 – Interim Ordinance – Residential Density in Burbank Residential Zone**
Ordinance No. 471, adopted on August 7, 2018, is an interim ordinance regarding the maximum density of mobile/manufactured home parks and other residential uses in the Burbank Residential (BR) zoning district. This ordinance was adopted under RCW 36.70A.390. The duration of the ordinance is one year, expiring on August 7, 2019.

Written comments regarding the extension or amendment to this ordinance may be submitted prior to and at the hearing on July 29. This is the final opportunity to comment on the extension or amendment of this ordinance; written comments are not expected to be accepted after the public hearing is closed on July 29. However, comments will be allowed separately through any Comprehensive Plan or Development Regulation amendment process that results from the work plan contained in the interim ordinance.

Send written comments to one of the following addresses:

**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 Commissioners' Chambers
Walla Walla County Public Health and Legislative Building
314 West Main, Walla Walla
Monday, July 29, 2019 at 11:00 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: October 1, 2018
Date Prepared: September 25, 2018
To: Walla Walla County Board of County Commissioners
From: Tom Glover, Director
Lauren Prentice, Principal Planner
RE: **Public Hearing** – Public Hearing to receive comments on
Interim Ordinance No. 471, relating to residential density in the Burbank
Residential zoning district. Docket No. ZCA18-002

Background

On August 7, 2018 the Walla Walla Board of County Commissioners enacted Ordinance 471, an interim ordinance which limits the density on any new residential development in the Burbank Residential zoning district to no more than four dwelling units per acre (assuming availability of water and sewer utility services). With the interim regulation, this density cap applies to mobile/manufactured home parks, one-family, two-family, multi-family, townhouse and other residential uses. The ordinance is in effect for one year, ending on August 7, 2019 unless an ordinance is adopted rescinding or amending the interim zoning. It may also be extended by the Board of County Commissioners following a public hearing prior to such extension.

Staff Conclusion

Staff is of the opinion that the interim ordinance will maintain the status quo in the Burbank Residential (BR) zoning district until additional planning can occur.

Staff Recommendation

Staff recommends the Board hold a public hearing, review public comments, and if, appropriate, continue the Ordinance.

Recommended Motion

"I move that Ordinance 471 remain in effect until August 7, 2019, while the County reviews the Burbank Subarea Plan and development regulations in the area."

Attachments

- A. Ordinance No. 471
- B. Summary of proposed 2018 code amendments regarding mobile/manufactured homes (included in 2018 Periodic Update)
- C. Resolution No. 18-232
- D. Press Release dated September 17, 2018
- E. Notice of October 1, 2018 Informational Public Meeting and Public Hearing and Certificate of Notification

Public Comments

The County has received letters recently about mobile/manufactured home parks in the Burbank area. This interim zoning was initiated partly in response to the concerns expressed, but also ensure that there were not gaps in the County zoning regulations regarding maximum residential density.

Summary of Interim Regulations

The purpose of the interim ordinance is to allow the County adequate time to study the Burbank Subarea Plan (Chapter 12 of the County's Comprehensive Plan), including the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile and manufactured home parks. Currently there is no maximum density or minimum lot sizes in the development regulations for the Burbank area, except for multi-family residential housing. Previously, as stated in the Comprehensive Plan, lot sizes were governed by water and sewer availability. The interim ordinance fills a gap in the County zoning regulations by capping the maximum density at four dwelling units per acre for all residential uses, not just for multi-family and townhouses. The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on draft regulations and to eventually adopt these regulations.

Analysis

The County Code has unique zoning and density regulations in the Burbank area. The Burbank Residential (BR) zoning district is a "catchall" residential classification. The stated purpose of the district is:

"This district is primarily a single-family residential district with provisions for multifamily dwelling units that are consistent with the height, bulk and scale of adjacent development."
WWCC 17.12.040 (M).

Mobile/Manufactured Home Parks are an allowed use in the Burbank Residential zone by an approved conditional use permit (CUP). Any application to establish a mobile/manufactured home park would be reviewed by staff and the County's Hearing Examiner. Subdivisions are allowed through the platting process, which may or may not require approval of the hearing examiner, depending on the size of the plat. Without Ordinance 471, there is no cap on density for subdivisions or manufactured home parks.

Multi-family dwelling units and townhouses are allowed in the Burbank Residential Zone, but only at a maximum of four units per acre. Limiting manufactured home parks, residential subdivisions, and all residential land uses to a maximum density of four dwellings per acre would be consistent with the purpose of the Burbank residential zoning district, which allows for multifamily housing that is consistent with scale of adjacent single-family development.

With the adoption of Ordinance 471, a landowner could still develop a manufactured home park in the Burbank Residential Zone or a subdivision, but the density would be capped at four units per acre (assuming water and sewer utility services are available to the proposed site). It is also important to note that the density of a proposed subdivision or park is not calculated from the gross lot area, it's based on the net site area which does not include land within critical areas or private or public roads. A person could also subdivide their property and locate a similar number of manufactured homes or site-built homes on the new lots. The only difference would be a variation in the form of ownership of the underlying land. Manufactured homes (those built in accordance with Housing and Urban Development standards) must be treated in the same fashion as traditional homes, pursuant to RCW 36.01.225.

The Port's sewer system in the Burbank Urban Growth Area has been in place since 2015. As well, the Port also operates/manages a municipal-level water utility service. Both services are limited only to the Burbank Urban Growth Area, and only a portion of it. The service lines could be expanded though it is uncertain by how much.

The addition of the Port's sewer system could allow for an increased density of development than would have been allowed previously. Before the sewer system was in place, development density

was limited primarily by on-site septic requirements set by State law and local health codes (Walla Walla County Code Chapter 8.16). Generally, absent special conditions, those codes require new development to be located on lots of at least 12,500 square feet (or larger depending on soil type) if a connection to a public water system was made. One acre or more is required if there is no public water and sewer system connection.

Policy issues, such as whether the County should have additional standards for manufactured home parks, what type of maximum density should be allowed in the Burbank Residential Zone, what lot sizes should be allowed in the zone and whether additional zoning classifications are needed in the Burbank Urban Growth Area, are best addressed through a deliberative planning process with the Planning Commission, and through public workshops and hearings.

Comprehensive Plan

From Chapter 12. Burbank Subarea Plan, Section 12.3.4 – Residential Goals and Policies:

Goal 8: Develop and preserve stable residential neighborhoods.

Policy 30: *Promote the maintenance and improvement of housing quality and neighborhood character to preserve value and pride.*

Policy 31: *Provide separate areas in the community for different types and densities of housing.*

Policy 32: *Each residential development should be provided with public facilities appropriate to the type of development at the time it is developed. Residential developers should assume all direct costs of their individual projects such as roads, accesses, parking, surface drainage, water systems, and sewer systems.*

Zoning Code Text Amendment Review Criteria

For any proposed zoning code text amendment the Board of County Commissioners shall approve, approve with modifications, or deny the proposal based on the following criteria from Walla Walla County Code (WWCC) 14.15.070C(3).

The amendment is consistent with the comprehensive plan;

The proposed interim zoning is consistent with the purposes of the Burbank Residential zone, allowing all residential development to be consistent in density and scale until such time as the County can more thoroughly update the Burbank Subarea Plan and review development regulations in the Burbank area.

The amendment meets a definable public need;

The Comprehensive Plan notes that, in the Burbank area “The County Health Department requirements for water and domestic waste disposal will continue to dictate minimum lot size in the absence of full public utilities.” Page 12-5. This section of the County Comprehensive Plan reflects the previous limitation on density that existed prior to the availability of public sewer services. This statement in the Comprehensive Plan is no longer entirely accurate, since more public utilities are available in the Burbank Urban Growth Area.

The County Code does not currently have development standards for high density mobile/manufactured home parks. Other urban zoning codes (such as the City of Walla Walla’s) include such requirements as density, space size, fencing requirements and open space requirements.

A large, high-density mobile/manufactured home park, or other high-density subdivision, could have a lasting effect on the Burbank Urban Growth Area, because such uses were not previously anticipated or possible in the area, and because the County does not currently have standards to address those high-density uses in the Burbank area.

The amendment is in the long-term interest of the County.

The interim ordinance fills a gap in the County zoning regulations by extending the maximum density of four dwelling units per acre to all residential uses, not just for multi-family and townhouses. The purpose of the interim ordinance is to allow the County adequate time to study the Burbank Subarea Plan (Chapter 12 of the County's Comprehensive Plan), including the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile and manufactured home parks.

The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on draft regulations and to eventually adopt certain regulations. The County expects that process to take about a year to complete.

Findings of Fact

1. On August 7, 2018 the Walla Walla Board of County Commissioners enacted Ordinance 471, an interim ordinance which limits the density on any new residential development in the Burbank Residential Zoning District to no more than four dwelling units per acre.
2. On August 14, 2018 the State Department of Commerce acknowledged receipt of a copy of Ordinance 471 (Material ID# 25184).
3. On September 17, 2018 the Board of County Commissioners adopted and signed Resolution No. 18-232 setting a public hearing for Ordinance 471 to be held at 6:00 p.m. on October 1, 2018 at the Walla Walla County Fire District 5 station in Burbank.
4. On September 17, 2018, a Notice of the Public Informational Meeting and Public Hearing was posted on the Community Development Department website.
5. On September 20, 2018, a Notice of the Public Informational Meeting and Public Hearing was published in the Tri-City Herald, the Walla Walla Union-Bulletin, and the Waitsburg Times. This notice was also mailed and/or emailed to interested parties as documented in the Certificate of Notification.
6. On September 18, 2018 a Press Release announcing the Public Informational Meeting and Public Hearing was distributed by email to the Tri-City Herald, Walla Walla Union-Bulletin, Waitsburg Times, Partnership for a Better Burbank, KUJ am, Cherry Creek Radio, Capps Broadcasting Group.
7. On October 1, 2018 an Informational Public Meeting was held by the County's Community Development Department staff in Burbank.
8. On October 1, 2018 a Public Hearing was held by the Board of County Commissioners in Burbank.

Conclusions of Law

1. The proposed amendments have been reviewed pursuant to Walla Walla County Code Sections 14.15.070D(3).
2. The proposed amendments are consistent with the Walla Walla County Comprehensive Plan.
3. The amendments meet a definable public need.
4. The amendments are in the long-term interest of the County.

Return Address

Walla Walla County Commissioners
PO BOX 1506
Walla Walla, WA 99362

Document Titles (i.e.: type of document)

**ORDINANCE NO. 471 ADOPTING AN INTERIM ORDINANCE REGARDING
THE MAXIMUM DENSITY OF MOBILE/MANUFACTURED HOME PARKS AND
RESIDENTIAL USES IN THE BURBANK RESIDENTIAL ZONING DISTRICT.**

Auditor File Number(s) of document being assigned or released:

Grantor

1. **Walla Walla County Commissioners**
- 2.
- 3.

Additional names on page ____ of document.

Grantee

1. **The Public**
- 2.
- 3.

Additional names on page ____ of document.

Legal description (i.e.: lot and block or section township and range)

n/a

Additional legal is on page ____ of document.

Assessors Parcel Numbers

n/a

Additional parcel number is on page ____ of document.

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein. Please type or print the information. This page becomes part of document.



**BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON**

ORDINANCE NO. 471

**ADOPTING AN INTERIM ORDINANCE REGARDING THE MAXIMUM
DENSITY OF MOBILE/MANUFACTURED HOME PARKS AND RESIDENTIAL
USES IN THE BURBANK RESIDENTIAL ZONING DISTRICT.**

WHEREAS, the Board of County Commissioners may adopt interim development regulations for a period of up to six months provided that the Board holds a public hearing on the proposed interim development regulations within sixty (60) days after adoption of the Ordinance (RCW 36.70A.390); and

WHEREAS, the Board of County Commissioners may adopt interim development regulations for up to one year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, Walla Walla County Code (WWCC) Section 14.15.030 allows the Board of County Commissioners to amend the County development regulations more than once per year by majority vote of the Board; and

WHEREAS, a public sewer system has recently been constructed by the Port of Walla Walla in the Burbank area; and

WHEREAS, interim zoning will provide the County with additional time to review and amend its Comprehensive Plan, zoning and land use regulations related to density and development in the Burbank area; and

WHEREAS, inquiries have been made regarding the placement of mobile/manufactured home parks in the Burbank area; and

WHEREAS, the Commissioners and Community Development Department have received numerous comments and concerns from residents of the Burbank area regarding any proposed mobile/manufactured home park in the Burbank area; and

WHEREAS, it appears that the County Comprehensive Plan and County Code do not currently accurately address the availability of the public utilities in the Burbank area; and

WHEREAS, the County is currently updating its Comprehensive Plan for the 2018 mandated update, and will continue its review of the Burbank subarea and associated development regulations next year;



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 and Conclusions of Law.

A. Findings of Fact.

1. The Burbank Subarea Plan has not been substantially modified for more than 10 years.
2. The Port's sewer system in the Burbank Urban Growth Area has been in place since late 2015.
3. The Port's infrastructure provides a needed service to the Burbank community, and the sewer system is a benefit to the area.
4. The sewer system will allow for an increased density of development than would have been allowed previously. Before, development density was limited primarily by on-site septic requirements set by State law and local health codes (Walla Walla County Code Chapter 8.16). Generally, absent special conditions, those codes require new development to be located on at least 12,500 square feet if a connection to a public water system was made. One acre or more was required if there was no public water system connection.
5. The County has received inquiries regarding placement of mobile/manufactured home parks in Burbank.
6. The County has received numerous letters and comments from residents of the Burbank area noting concerns about a proposed mobile/manufactured home park.

B. Conclusions of Law:

1. Interim zoning enacted under RCW 36.70A.390 is a method by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development.
2. Interim zoning to preserve the status quo is necessary, until the Burbank Subarea Plan can be more thoroughly reviewed.
3. Walla Walla County is authorized by RCW 36.70A.390 to adopt interim zoning controls for a period of six months or for one year if a work plan is implemented.
4. The Comprehensive Plan notes that, in the Burbank area "The County Health Department requirements for water and domestic waste disposal will continue to dictate minimum lot size in the absence of full public utilities." Page 12-5. This section of the

County Comprehensive Plan reflects the previous limitation on density that existed prior to the availability of public sewer services. This statement in the Comprehensive Plan is no longer entirely accurate, since more public utilities are available in the Burbank Urban Growth Area.

5. County Code currently limits maximum density of multifamily housing and townhouses to four dwelling units per acre in the Burbank Residential Zone. WWCC 17.18.050(D).

6. County Code currently has a minimum density of three dwelling units per acre in the Burbank Residential Zone. WWCC 17.18.020. There is currently no maximum density.

7. County Code does not have a minimum lot size in the Burbank Residential Zone. WWCC 17.18.020.

8. Limiting mobile/manufactured home parks and all new residential uses to a maximum density of four dwelling units per acre on an interim basis would be consistent with the purpose of the Burbank Residential zoning district, which allows for multifamily housing that is consistent with the scale of adjacent single-family development.

9. By limiting mobile/manufactured home parks and new residential uses to a maximum of four dwelling units per acre, the Code would be consistent for all uses. A landowner could still develop a manufactured home park, but the density would be capped. A landowner could also subdivide property and locate a similar number of manufactured homes or traditional homes on the new lots.

10. County Code allows for mobile/manufactured home parks in the Burbank area, by conditional use permit.

11. The County Code does not currently have development standards for high density mobile/manufactured home parks. Other urban zoning codes (such as the City of Walla Walla's) include such requirements as density, space size, fencing requirements and open space requirements.

12. County Code states that the purpose of the Burbank Residential zone is as follows: "This district is primarily a single-family residential district with provisions for multifamily dwelling units that are consistent with the height, bulk and scale of adjacent development." WWCC 17.12.040 (M).

13. Policy and planning questions, such as whether the County should have additional standards for manufactured home parks, what type of maximum density should be allowed in the Burbank Residential Zone, what lot sizes should be allowed in the zone, and whether additional zoning classifications are needed in the Burbank Urban Growth Area, are best addressed through a deliberative planning process with the Planning Commission.

14. A large, high-density mobile home park, or other high-density subdivision, could have a lasting effect on the Burbank Urban Growth Area, because such uses were not previously

anticipated or possible in the area, and because the County does not currently have standards to address those high-density uses in the Burbank area.

15. Immediate, and temporary, action is necessary to preserve the status quo and allow for additional planning before higher density development is allowed.

16. The proposed interim zoning is consistent with the purposes of the Burbank Residential zone, allowing all residential development to be consistent in density and scale until such time as the County can more thoroughly update the Burbank Subarea Plan and review development regulations in the Burbank area.

Section II. The following interim zoning development regulation is enacted:

WWCC 17.18.050 (D) is amended as follows: In the Burbank Residential zoning district the density for multi-family, Mobile/Manufactured Home Park, one family, two family, and town-house and other residential uses shall not exceed four dwelling units per acre.

Section III. Purpose. The purpose of this interim zoning Ordinance is to allow the County adequate time to study the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile and manufactured home parks in the Burbank Urban Growth Area. The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on such draft regulations and to adopt such regulations.

Section IV. Duration of Interim zoning. This interim zoning Ordinance shall be in effect for one year, beginning on August 7, 2018 and ending on August 7, 2019 at 12:01 a.m., unless an ordinance is adopted rescinding or amending the interim zoning. This interim zoning may be extended by the Board of County Commissioners following a public hearing prior to such extension.

Section V. Work Plan. During the year long period, the County will study the Burbank Subarea, the zoning in the Burbank Urban Growth Area, and development regulations within the Burbank Urban Growth Area.

Section VI. Declaration of Emergency. The Board of County Commissioners hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon passage by the Board, and that the same is not subject to a referendum (RCW 36.70A.390).

Section VII. Effective Date. This Ordinance shall take effect and be in full force and effect immediately upon its adoption.



Section VIII. Public Hearing. The Commissioners shall hold a public hearing on this Ordinance within the next 60 days. If necessary, the Board may adopt additional Findings of Fact.

Section IX. Conflict with other WWCC Provisions. If the provisions of this Ordinance are found to be inconsistent with other provisions of the Walla Walla County Code, this Ordinance shall control.

Section X. 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 XI. Publication. This Ordinance will be published by an approved summary consisting of the title.

PASSED by the Walla Walla County Board of County Commissioners at Walla Walla, Washington, then signed by its membership and attested by its Clerk in authorization of such passage this 7th day of August, 2018.

Attest:


Connie R Vinti

Connie R. Vinti, Clerk of the Board

James K. Johnson
James K. Johnson, Chairman, District 1

Todd L. Kimball
Todd L. Kimball, Commissioner, District 2

James L. Duncan
James L. Duncan, Commissioner, District 2

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

Approved as to form

Jesse D. Nolte
Jesse D. Nolte, Deputy Prosecuting Attorney



Walla Walla County Community Development Department

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

2018 Comprehensive Plan and Development Regulations Periodic Update

As required by the Washington State Growth Management Act Walla Walla County has been actively working to update its Comprehensive Plan and implementing development regulations. As part of this work, the County is proposing amendments to its development regulations concerning mobile/manufactured homes, and mobile/manufactured home parks. The following is a summary of those changes, which are being considered by the County separately from the interim ordinance.

The primary purpose of these amendments is to make Chapter 17.08 (zoning definitions) more consistent with Section 15.08.020 (building code definitions).

Definitions to be removed:

~~**17.08.335 – Mobile home, double-wide.** "Double-wide mobile home" means a one-family dwelling thirty-two feet or more in length and more than fourteen body feet in width as measured along the total body length when assembled, constructed in accordance with state of Washington or federal standards as evidenced by the attachment of an insignia, designed for transportation after fabrication in two or more sections on public streets and highways on its own chassis and wheels, and arriving at the site where it is to be occupied as a dwelling complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or permanent foundation, and connection to utilities. (Ord. 269 (part), 2002)~~

~~**17.08.349 – Mobile home subdivision.** "Mobile home subdivision" means a subdivision designed and intended for residential use where residence is in mobile homes exclusively, and where the lot is generally sold but may be rented to the occupant. (Ord. 269 (part), 2002)~~

New definition to be added: *(aligns with Building Code)*

17.08.332 – Manufactured Home. "Manufactured Home" means a single-family dwelling built according to the Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards, Code 3280. A manufactured home includes plumbing, heating, air conditioning and electrical systems. It is constructed on a permanent chassis and can be transported in one or more sections. Manufactured homes must comprise a minimum of three hundred twenty square feet in size after installation.

Proposed amendments to existing definition:

17.08.340 – Mobile/manufactured home lot. "Mobile/manufactured home lot" means a plot of ground within a mobile home park designated to accommodate one mobile or manufactured home.

Proposed amendments to existing definition: *(aligns with Building Code)*

17.08.345 – Mobile/manufactured home park. "Mobile/manufactured home park" means a tract of land under single ownership or control upon which two or more mobile homes or manufactured homes occupied as dwellings may be located.

Proposed amendments to existing definition: *(aligns with Building Code)*

17.08.410 - Recreational vehicle. See the definition in WWCC 15.08.020. "Recreational vehicle" means a vehicular type unit, as defined by the Department of Labor and Industries, designed for temporary living quarters for recreational, camping or travel use, which either has its own motor power or is mounted on or drawn by another vehicle.

Proposed amendments to existing definition: *(aligns with Building Code)*

17.08.348 - Mobile home, ~~single-wide~~. "Mobile home" means a factory-built dwelling built prior to June 15, 1976, to other than the HUD construction and safety standards. "~~Single-wide mobile home~~" means a structure thirty-two body feet or more in length and eight body feet but not more than fourteen body feet in width, constructed in accordance with state of Washington or federal standards as evidenced by the attachment of an insignia, designed for transportation after fabrication on public streets and highways on its own chassis and wheels, and arriving at the site where it is to be occupied as a dwelling complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or permanent foundation, and connection to utilities.

Other definitions: *(existing code, no proposed amendments)*

15.08.020 - Recreational vehicle (RV). "Recreational vehicle" means a unit designed and built as temporary living quarters for recreational camping, travel, or seasonal use, that either has its own motive power or is mounted on or towed by another vehicle. Recreational vehicles shall not be utilized as a permanent dwelling and or primary dwelling except within a manufactured/mobile home community.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
PUBLIC HEARING TO CONSIDER
ADOPTED ORDINANCE 471
REGARDING THE MAXIMUM DENSITY
OF MOBILE/MANUFACTURED HOME
PARKS AND RESIDENTIAL USES IN
THE BURBANK RESIDENTIAL ZONING
DISTRICT

RESOLUTION NO. **18 232**

WHEREAS, the Board of County Commissioners may adopt interim development regulations for a period of up to six months or for a year if a work plan is implemented, provided that the Board holds a public hearing on the proposed interim development regulations within sixty (60) days after adoption of the Ordinance (RCW 36.70A.390); and

WHEREAS, interim zoning will provide the County with additional time to review and amend its Comprehensive Plan and zoning and land use regulations related to density and development in the Burbank area; and

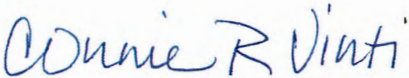
WHEREAS, Walla Walla County Board of Commissioners adopted Ordinance No. 471 on August 6, 2018, and the Board of County Commissioners must hold a public hearing to consider the Ordinance; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that, pursuant to Walla Walla County Code, a public hearing shall be set for 6:00 p.m. on October 1, 2018 in Burbank at Walla Walla County Fire District No. 5's station, 460 West Humorist Road, to receive testimony on the matter.

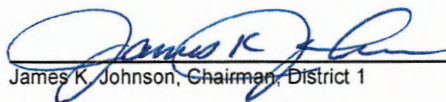
BE IT FURTHER RESOLVED that the required notice of said hearing shall be done by the Walla Walla County Community Development Department.

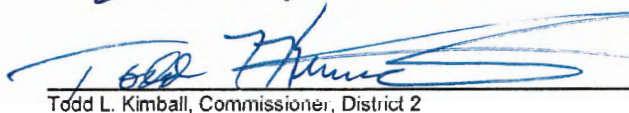
"Passed this 17th day of September, 2018 by Board members as follows: 3 Present or 0 Participating via other means, and by the following vote: 3 Aye 0 Nay 0 Abstained 0 Absent."

Attest:



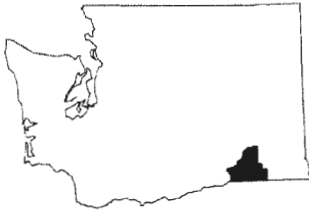
Connie R. Vinti, Clerk of the Board


James K. Johnson, Chairman, District 1


Todd L. Kimball, 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, Suite 200 • Walla Walla, WA 99362-2865

September 17, 2018

PRESS RELEASE

Re: Public Hearing, Ordinance 471, Residential density in Burbank

Walla Walla County Community Development Department
310 W. Poplar Street
Walla Walla, WA 99362
www.co.walla-walla.wa.us
509-524-2610

On Monday, October 1, 2018 the Walla Walla County Board of County Commissioners will be holding a public hearing beginning at 6:00 p.m. to receive comments from the public regarding their adoption of interim Ordinance 471, which pertains to the maximum density of mobile/manufactured home parks and residential uses in the Burbank Residential Zoning District. A Public Information Meeting will be held at 5:00 p.m., to provide interested persons the opportunity to ask County planning staff questions about the ordinance, prior to the start of the hearing.

Date: October 1, 2018
Time: Public Information meeting at 5:00 p.m.
Public Hearing at 6:00 p.m.
Location: Walla Walla County Fire District #5, Station
460 W. Humorist Rd. in Burbank

Background

On August 7, 2018 the Walla Walla Board of County Commissioners adopted Ordinance 471, an interim ordinance which limits the density on any new residential development in the Burbank Residential Zoning District to no more than four dwelling units per acre (assuming availability of water and sewer utility services). This applies to mobile/manufactured home parks, one-family, two-family, multi-family, townhouse and other residential uses. The ordinance is in effect for one year, ending on August 7, 2019 unless an ordinance is adopted rescinding or amending the interim zoning. It may also be extended by the Board of County Commissioners following a public hearing prior to such extension.

The interim ordinance fills a gap in the County zoning regulations by extending the maximum density of four dwelling units per acre to all residential uses, not just for multi-family and townhouses. The purpose of the interim ordinance is to allow the County adequate time to study the Burbank Subarea Plan (Chapter 12 of the County's Comprehensive Plan), including the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile/manufactured home parks.

Policy issues, such as whether the County should have additional standards for manufactured home parks, what type of maximum density should be allowed in the Burbank Residential Zone, what lot sizes should be allowed in the zone and whether additional zoning classifications are needed in the Burbank Urban Growth Area, are best addressed through a deliberative planning process with the Planning Commission, and through public workshops and hearings.

The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on draft regulations and to eventually adopt ~~these~~ certain regulations. We expect that process to take about a year to complete.

The County has received letters recently about mobile/manufactured home parks in the Burbank area. This interim zoning was initiated partly in response to the concerns expressed, but also ensure that there were not gaps in the County zoning regulations regarding maximum residential density.

Mobile/manufactured home parks are currently an allowed use in the Burbank Residential Zone by an approved conditional use permit (C.U.P). The County's Hearing Examiner, following a public hearing, makes those decisions.

Limiting all residential land uses, including mobile/manufactured home parks, to a maximum of four dwelling units per acre will allow the County adequate time to review the Burbank subarea and what densities and lot sizes can be supported. During the period of the interim ordinance, new subdivisions and mobile/manufactured home parks will be allowed but will capped at four units per acre.

Other factors to consider

The Port's sewer system in the Burbank Urban Growth Area has been in place since late 2015. As well, the Port also operates/manages a municipal-level water utility service. Both services are limited in service area but are capable of being expanded.

The addition of the Port's sewer system could allow for an increased density of development than would have been allowed previously. Before, development density was limited primarily by on-site septic requirements set by State law and local health codes (Walla Walla County Code Chapter 8.16). Generally, absent special conditions, those codes require new residential development to be located on at least 12,500 square feet of land if a connection to a public water system were to be made. One acre or more was required if there is no public water system connection.

While the Port's infrastructure is a needed service and a benefit to the Burbank area, the County needs to update its land use plans.

END

Walla Walla County Community Development Department

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

Certificate of Notification

File Number: ZCA18-002 – Interim Ordinance

Site Address: Non-project application

Type of Notice: Notice of BOCC Public Hearing, and Info Meeting, on 10/1/2018 (attached)


Review Level/Type: Interim Zoning Ordinance

Proof of Mailing

I certify under penalty of perjury under the laws of the State of Washington that the content of the above form of notice was

- ☒ Emailed to the parties included in the attached mailing list on 9/18/2018
- ☒ Mailed to the parties included in the attached mailing list on 9/18/2018 (Mailing List 1)
- ☒ Mailed to the parties included in the attached mailing list on 9/20/2018 (Mailing List 2)

Lauren Prentice
Printed Name


Signature


9/24/2018
Date

Proof of Publishing

I certify under penalty of perjury under the laws of the State of Washington that the content of the above form of notice was

- ☒ Published in the official gazette (Union Bulletin) on 9/20/2018
- ☒ Published in paper(s) of general circulation on 9/20/2018 (The Times) and 9/20/2018 (Tri-City Herald)
- ☒ Published on the CDD website on the following date: 9/17/2018

Lauren Prentice
Printed Name


Signature

9/18/2018
Date



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 PUBLIC HEARING BOARD OF COUNTY COMMISSIONERS WALLA WALLA COUNTY, WA

Informational Public Meeting

The Walla Walla County Community Development Department will be holding an informational public meeting for the following interim ordinance.

1. **ZCA18-002 – Interim Ordinance – Residential Density in Burbank Residential Zone**
Ordinance No. 471, adopted on August 7, 2018, is an interim ordinance regarding the maximum density of mobile/manufactured home parks and other residential uses in the Burbank Residential (BR) zoning district. This ordinance was adopted under RCW 36.70A.390. The duration of the ordinance is one year.

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

Walla Walla County Fire District #5 Station 51
460 W. Humorist Road; Burbank, WA
October 1, 2018 from 5:00 - 6:00 PM

Public Hearing

Notice is hereby given that the Board of County Commissioners will hold a public hearing at 6:00 PM on Monday, October 1, at Fire District #5 Station 51 (460 W. Humorist Road, Burbank) to receive public testimony on Ordinance No. 471.

Written comments regarding these amendments may be submitted prior to and at the hearing on October 1. This is the final opportunity to comment; written comments will not be accepted after the public hearing is closed on October 1. Send written comments to one of the following addresses:

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

Walla Walla County Fire District #5 Station 51
460 W. Humorist Road; Burbank, WA
October 1, 2018 at 6:00 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.

OWNER NAME	IN CARE OF	ADDRESS1	CITY	STATE	ZIPCODE
Diane F Bagley		435 Basin Drive	Burbank	WA	99323 Burbank
John and Vicki Cleghorn		643 Harrison Road	Burbank	WA	99323 Burbank
John Hoover		600 Basin Drive	Burbank	WA	99323 Burbank
Mary Power		2861 Hanson Loop Road	Burbank	WA	99323 Burbank
Michael Scrimsher		104 Tuttle Lane	Burbank	WA	99323 Burbank
Roger Bairstow	Broetje Orchards	1111 Fishhook Park Road	Prescott	WA	99348 Burbank
Thomas and Lacie Screiber		105 S. Columbia School Road	Burbank	WA	99323 Burbank
David Ensunsa		65 Snake River Drive	Burbank	WA	99323 Burbank
Phillip G Weite		253 Basin Drive	Burbank	WA	99323 Burbank
Debbie M Ford		25463 Ice Harbor Drive	Burbank	WA	99323 Burbank
Dave Maiden		96 Merry Lane	Burbank	WA	99323 Burbank
Dan and Pam Lagervall		PO Box 87	Burbank	WA	99323 Burbank
Jane and Ralph Bell		1242 W. Sunset Drive	Burbank	WA	99323 Burbank
Rob Green	Amy Grow	65 Merry Lane	Burbank	WA	99323 Burbank
Brad Beaucamp		4001 S Vancouver	Kennewick	WA	99337 Burbank
Pat Reay	Port of Walla Walla	310 A Street	Walla Walla	WA	99362 Burbank
Andrew Lybbert		10412 Oak Court	Pasco	WA	99301 Burbank

OWNER NAME	IN CARE OF	ADDRESS1	CITY	STATE	ZIPCODE
James Daniels	Anna Moffatt	2169 Hanson Loop Road	Burbank	WA	99323 Burbank
Nick Scott, et al.		2355 Hanson Loop Road	Burbank	WA	99323 Burbank
Yvonne Stredwick		2251 Hanson Loop Road	Burbank	WA	99323 Burbank
Dee and Randy Stonestreet, et al.		1500 Hanson Loop Road	Burbank	WA	99323 Burbank
Lattie and Larry Blackburn	Rhonda Kuebler	PO Box 124	Burbank	WA	99323 Burbank
Doug and Tina Gourley		PO Box 5	Burbank	WA	99323 Burbank
Gerry Reed		PO Box 305	Burbank	WA	99323 Burbank
Ron Bruder		PO Box 220	Burbank	WA	99323 Burbank
Jean Langdell	Betty Langdell	101 Cherry Street	Burbank	WA	99323 Burbank
Joyce Rouse		PO Box 43	Burbank	WA	99323 Burbank
Norm and Diane Wells		45 Walnut Street	Burbank	WA	99323 Burbank
George and Petty Paxton		PO Box 424	Burbank	WA	99323 Burbank

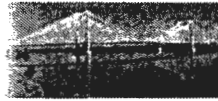
Lauren Prentice

From: Lauren Prentice
Sent: Tuesday, September 18, 2018 12:09 PM
To: 'Amy Grow'; 'Amy Quandt'; Andrea Berglin; Arianna Shepard; Ben Harris; 'Bill Sporcich'; brad beauchamp; Brandee Perazzo; Brittany Hoover; Bryon Johnson; Carol Johnson; 'Cheryl Stone'; 'Chris Leahy'; 'Crystal Maiden'; 'Dan and Pam Lagervall'; Dave Riddle; 'David Ensunsa'; 'David Maiden'; 'Debbie Ford'; 'Diane Bagley'; 'Duane Depping'; 'E'; 'Eric Berglin'; 'Frank and Arleen Shade'; H Shepard (hashepard@gmail.com); 'Hayley Shepard'; 'Heather Keatts'; Janell Beck; 'Jerry Gridley'; 'John and Heidi Tufford'; 'John Cleghorn'; 'John Wilson'; 'Josh Hoover'; Judy Weitz; 'Karla Way'; 'Keith Teeters'; 'Kellin Nielsen'; 'Lanie Cameron'; 'Mark Plummer'; 'Michael Scrimsher'; 'Mike McBride'; Mike Taylor; Mike Taylor; Mike Wickstrom (mwickstrom@wwcfd5.org); 'Naomi Maiden'; Partnership For A Greater Burbank; Pat Reay (pr@portwallawalla.com); 'Paul and Mary Power'; 'Ralph and Jane Bell'; Rayne Anderson; 'Rob Grow'; 'Robert Sorbel'; 'Roger Bairstow'; 'Ruth Plummer'; 'Ryan Maiden'; 'Seth McDowell'; 'Stan and Joanna Case'; 'Suzanne Wilson'; 'Tammy Smith'; 'Thomas and Lacie Schreiber'; Vicki Cleghorn; 'Virginia Fjeld@gmail.com'; 'Virginia Gutierrez'; Wayne and Cherree Langford; 'Zach Ogle'
Cc: Tom Glover; Donald Sims; Lauren Prentice
Subject: Informational Public Meeting and BOCC Public Hearing - Interim Ordinance 471 (Burbank)
Attachments: ZCA18-002 Press Release - PH Burbank - Interim Ordinance 09-17-18.pdf; ZCA18-002 Notice of BOCC Public Hearing and Info Meeting 10-01-18 Interim Ordinance.pdf

Two meetings have been scheduled for Monday, October 1, regarding interim Ordinance 471, which limits residential density within the Burbank Residential (BR) zoning district. There will be an informational public meeting at 5:00 and a Board of County Commissioners' public hearing at 6:00. These meetings will be at the fire station on Humorist Road in Burbank.

More information is included in the attached press release and public notice.

Lauren Prentice
Principal Planner
Walla Walla County Community Development Department
310 W. Poplar, Suite 200
Walla Walla, WA 99362
509-524-2620 direct
509-524-2610 main



LEGAL PROOF OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Lines
450753	0003858888	ZCA18-002		\$173.88	1	72

Attention: Lauren Prentice

WALLA WALLA COUNTY COMMUNITY DEV DEPT
310 W POPLAR STE 200
WALLA WALLA, WA 99362

**NOTICE OF INFORMATIONAL
PUBLIC MEETING
AND PUBLIC HEARING
BOARD OF COUNTY
COMMISSIONERS
WALLA WALLA COUNTY, WA**

Informational Public Meeting
The Walla Walla County Community Development Department will be holding an informational public meeting for the following interim ordinance.

1. ZCA18-002 - Interim Ordinance - Residential Density in Burbank Residential Zone

Ordinance No. 471, adopted on August 7, 2018, is an interim ordinance regarding the maximum density of mobile/manufactured home parks and other residential uses in the Burbank Residential (BR) zoning district. This ordinance was adopted under RCW 36.70A.390. The duration of the ordinance is one year.

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
Walla Walla County Fire District #5 Station 51

460 W. Humorist Road; Burbank, WA
October 1, 2018 from 5:00 - 6:00 PM

Public Hearing
Notice is hereby given that the Board of County Commissioners will hold a public hearing

at 6:00 PM on Monday, October 1, at Fire District #5 Station 51 (460 W. Humorist Road, Burbank) to receive public testimony on Ordinance No. 471.

Written comments regarding these amendments may be submitted prior to and at the hearing on October 1. This is the final opportunity to comment; written comments will not be accepted after the public hearing is closed on October 1. Send written comments to one of the following addresses:

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
Walla Walla County Fire District #5 Station 51

460 W. Humorist Road; Burbank, WA
October 1, 2018 at 6:00 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.

#3858888 09/20/2018

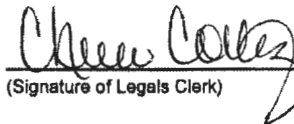
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COUNTY OF BENTON)

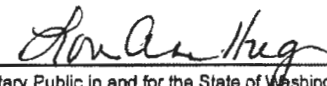
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STATE OF WASHINGTON)

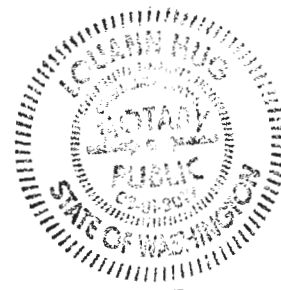
Chera Cortez, being duly sworn, deposes and says, I am the Legals Clerk of The Tri-City Herald, a daily newspaper. That said newspaper is a local newspaper and has been approved as a legal newspaper by order of the superior court in the county in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published continually as a daily newspaper in Benton County, Washington. That the attached is a true copy as it was printed in the regular and entire issue of the Tri-City Herald and not in a supplement thereof, ran 1 time(s) commencing on 09/20/2018, and ending on 09/20/2018, and that said newspaper was regularly distributed to its subscribers during all of this period.


(Signature of Legals Clerk)

SUBSCRIBED AND SWORN BEFORE ME
THIS 24th DAY OF September, 2018


Notary Public in and for the State of Washington
residing in Benton County

COMMISSION EXPIRES: 3/1/2019



**NOTICE OF INFORMATION-
AL PUBLIC MEETING
AND PUBLIC HEARING
BOARD OF COUNTY COM-
MISSIONERS
WALLA WALLA COUNTY,
WA**

Informational Public
Meeting

The Walla Walla County
Community Development
Department will be holding an
informational public meet-
ing for the following interim
ordinance.

ZCA18-002 – Interim Ordi-
nance – Residential Density in
Burbank Residential Zone

Ordinance No. 471, adopt-
ed on August 7, 2018, is an
interim ordinance regarding
the maximum density of mo-
bile/manufactured home parks
and other residential uses in
the Burbank Residential (BR)
zoning district. This ordinance
was adopted under RCW
36.70A.390. The duration of
the ordinance is one year.

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 MEET-
ING INFORMATION**

Walla Walla County Fire
District #5 Station 51
460 W. Humorist Road; Bur-
bank, WA

October 1, 2018 from 5:00
- 6:00 PM

Public Hearing

Notice is hereby given that
the Board of County Com-
missioners will hold a public
hearing

at 6:00 PM on Monday,
October 1, at Fire District #5
Station 51 (460 W. Humorist
Road, Burbank) to receive
public testimony on Ordinance
No. 471.

Written comments regard-
ing these amendments may
be submitted prior to and at
the hearing on October 1.

This is the final opportunity to
comment; written comments
will not be accepted after the
public hearing is closed on
October 1. Send written com-
ments to one of the following
addresses:

Board of County Commis-
sioners
c/o Walla Walla County
Community Development
Department

Proof of Publication

The Times Case No. 201209450994

STATE OF WASHINGTON,)
) ss.
County of Walla Walla)

Kenneth S. Graham, being first duly sworn on oath, deposes and
says: That he is the Publisher of The Times, a weekly newspaper
which has been established, published in the English language, and
circulated continuously as a weekly newspaper in the City of
Waitsburg, and in said County and State, and of general circulation
in said County for more than six (6) months prior to the date of the
first publication of the Notice hereto attached.

That said newspaper is the official newspaper of the City of
Waitsburg and the County of Columbia.

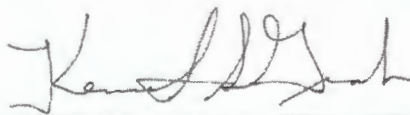
That The Times was, on the 14th day of June, 1955, approved as a
legal newspaper by the Superior Court of said Walla Walla County,
and that the annexed is a true copy of a

Public Notice: 9-20-c

Notice of Public Hearing

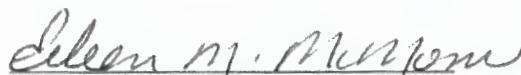
as it appeared in the regular and entire issue of said newspaper itself
and not in a supplement thereof for 1 week: beginning the 20th day
of September, 2018 and ending the 20th day of September 2018, and
that said newspaper was regularly distributed to its subscribers
during all of this period.

That the full amount is \$119.25 at the rate of at \$9.00 per column
inch.



Ken Graham, Publisher

Subscribed and sworn to before me this
20th day of September, 2018



Notary Public in and for the State of Washington, Residing at Waitsburg,
Washington 99361



310 W. Poplar Street, Suite
200; Walla Walla, WA 99362
commdev@co.walla-walla.
wa.us

**PUBLIC HEARING INFOR-
MATION**

Walla Walla County Fire
District #5 Station 51
460 W. Humorist Road; Bur-
bank, WA

October 1, 2018 at 6:00
PM

**FOR MORE INFORMA-
TION:** For more information

regarding this meeting, please
contact Lauren Prentice, Prin-
cipal Planner at 509-524-2620
or commdev@co.walla-walla.
wa.us.

Walla Walla County com-
plies with ADA; reasonable
accommodation provided with
3-days notice.

The Times
Sept. 20, 2018
9-20-c

2 of 2
9-20-c

DRAFT

**BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON**

ORDINANCE NO. 483

**RENEWING AN INTERIM ORDINANCE REGARDING THE MAXIMUM DENSITY OF
MOBILE/MANUFACTURED HOME PARKS AND OTHER RESIDENTIAL USES IN
THE BURBANK RESIDENTIAL ZONING DISTRICT.**

WHEREAS, the Board of County Commissioners may adopt interim development regulations for a period of up to six months provided that the Board holds a public hearing on the proposed interim development regulations within sixty (60) days after adoption of the Ordinance (RCW 36.70A.390); and

WHEREAS, the Board of County Commissioners may adopt interim development regulations for up to one year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, interim development regulations may be renewed for one or more six-month periods, so long as a public hearing is held, and findings of facts are made; and

WHEREAS, Walla Walla County Code Section 14.15.030 allows the Board of County Commissioners to amend the County development regulations more than once per year by majority vote of the Board; and

WHEREAS, a public sewer system has recently been constructed by the Port of Walla Walla in the Burbank area; and

WHEREAS, interim zoning will provide the County with additional time to review and amend its Comprehensive Plan, zoning and land use regulations related to density and development in the Burbank area; and

WHEREAS, inquiries were made in 2018 regarding the placement of mobile/manufactured home parks in the Burbank area; and

WHEREAS, in 2018, the Commissioners and Community Development Department received numerous comments and concerns from residents of the Burbank area regarding any proposed mobile/manufactured home park in the Burbank area; and

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WHEREAS, it appears that the County Comprehensive Plan and County Code do not currently accurately address the availability of the public utilities in the Burbank area; and

WHEREAS, on February 3, 2020, the Board of County Commissioners held a public hearing to consider renewing the interim zoning regulations initially enacted by Ordinance 471.

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 and Conclusions of Law.

A. Findings of Fact.

1. The Burbank Subarea Plan has not been substantially modified for more than 10 years.
2. The Port's sewer system in the Burbank Urban Growth Area has been in place since late 2015.
3. The Port's infrastructure provides a needed service to the Burbank community, and the sewer system is a benefit to the area.
4. The sewer system will allow for an increased density of development than would have been allowed previously. Before, development density was limited primarily by on-site septic requirements set by State law and local health codes (Walla Walla County Code Chapter 8.16). Generally, absent special conditions, those codes require new development to be located on at least 12,500 square feet if a connection to a public water system was made. One acre or more was required if there was no public water system connection.
5. The County has received inquiries regarding placement of mobile/manufactured home parks in Burbank.
6. The County has received numerous letters and comments from residents of the Burbank area noting concerns about a proposed mobile/manufactured home park.
7. The County passed Ordinance 471 on August 7, 2018. The Ordinance enacted interim zoning that set the maximum density for residential uses at 4 dwelling units per acre.
8. A public hearing on Ordinance 471 was held on October 1, 2018.

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9. On May 13, 2019, the Board of County Commissioners executed a contract amendment with The Watershed Company. The Contract amendment called for The Watershed Company to assist in community outreach and planning for the Burbank Subarea, this was identified as 'Phase 1' of the Burbank residential density review.
10. On June 29, 2019, the Community Development Department held an open house workshop to gather comments from the public in the Burbank area.
11. On July 29, 2019, the Board of County Commissioners held a public hearing to determine whether to extend Ordinance 471's interim regulations for another six months. Four members of the public spoke at the public hearing. All of the speakers were supportive of capping the density in the Burbank area, although one speaker wished for a lower maximum density, in order to have larger lots.
12. On August 5, 2019, the Board of County Commissioners passed Ordinance 480, renewing the interim zoning regulations adopted by Ordinance 471 for a period of six-months, ending on February 5, 2020.
13. On September 4, 2019, the Planning Commission held a workshop meeting to review the interim regulations, the existing development regulations for the Burbank UGA and other UGAs, the Burbank Subarea Plan, and the public comments that had been received at the June 29, 2019 outreach meeting in Burbank. The Planning Commission asked staff to look into a few issues prior to further review by the Commission.
14. In October 2019, staff conducted interviews with planning consultants who had responded to a May 2019 Request for Qualifications for professional land use planning services.
15. On November 18, 2019, the Board of County Commissioners entered into an agreement with LDC, Inc. for On-Call Professional Planning Services through December 31, 2020.
16. On November 26, 2019, the Board of County Commissioners held a workshop meeting to discuss possible long-range planning projects and issues and provide direction regarding priorities for 2020. Four projects were identified as priorities for early 2020; one of these was the Burbank residential density review.
17. During the last five months since the interim regulations were renewed, the Community Development Department has had significant senior-level staff vacancies.
18. On January 8, 2020, Community Development Department and Public Works Department staff met with representatives of the Port of Walla Walla to discuss the availability of utilities in the Burbank UGA and residential uses and density.

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19. On January 13, 2020, the Board of County Commissioners adopted Resolution 20-009, setting a public hearing for February 3, 2020 for the purpose of considering renewal of the interim development regulations.
20. On January 22, 2020, a Notice of Public Hearing was mailed to parties who had previously commented on the interim development regulations and provided their mailing address.
21. On January 24, 2020, a Notice of Public Hearing was published in the official gazette, the Walla Walla Union Bulletin, and the Tri-City Herald.
22. On January 30, 2020, a Notice of Public Hearing was published in The Times (Waitsburg).
23. On February 3, 2020, the Board of County Commissioners held a public hearing to determine whether to extend Ordinance 471's interim regulations for another six months.
24. County staff and the County's new planning consulting firm, LDC, Inc. are reviewing the results of the June 29, 2019 outreach meeting and other relevant information, and require additional time to appropriately address the Burbank Subarea Plan and development regulations in the Burbank area and present potential alternatives to the residents of Burbank and other stakeholders.

B. Conclusions of Law:

1. Interim zoning enacted under RCW 36.70A.390 is a method by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development.
2. Interim zoning to preserve the status quo is necessary, until the Burbank Subarea Plan can be more thoroughly reviewed.
3. Walla Walla County is authorized by RCW 36.70A.390 to adopt interim zoning controls for a period of six months, or for one year if a work plan is implemented.
4. The Comprehensive Plan notes that, in the Burbank area "The County Health Department requirements for water and domestic waste disposal will continue to dictate minimum lot size in the absence of full public utilities." Page 12-5. This section of the County Comprehensive Plan reflects the previous limitation on density that existed prior to the availability of public sewer services. This statement in the Comprehensive Plan is no longer entirely accurate, since more public utilities are available in the Burbank Urban Growth Area.

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5. County Code currently limits maximum density of multifamily housing and townhouses to four dwelling units per acre in the Burbank Residential Zone. WWCC 17.18.050(D).
6. County Code currently has a minimum density of three dwelling units per acre in the Burbank Residential Zone. WWCC 17.18.020. There is currently no maximum density.
7. County Code does not have a minimum lot size in the Burbank Residential Zone. WWCC 17.18.020.
8. Limiting mobile/manufactured home parks and all new residential uses to a maximum density of four dwelling units per acre on an interim basis is consistent with the purpose of the Burbank Residential zoning district, which allows for multifamily housing that is consistent with the scale of adjacent single-family development.
9. By limiting mobile/manufactured home parks and new residential uses to a maximum of four dwelling units per acre, the Code would be consistent for all uses. A landowner could still develop a manufactured home park, but the density would be capped. A landowner could also subdivide property and locate a similar number of manufactured homes or traditional homes on the new lots.
10. County Code allows for mobile/manufactured home parks in the Burbank area, by conditional use permit.
11. The County Code does not currently have development standards for high density mobile/manufactured home parks. Other urban zoning codes (such as the City of Walla Walla's) include such requirements as density, space size, fencing requirements and open space requirements.
12. County Code states that the purpose of the Burbank Residential zone is as follows: "This district is primarily a single-family residential district with provisions for multifamily dwelling units that are consistent with the height, bulk and scale of adjacent development." WWCC 17.12.040 (M).
13. Policy and planning questions, such as whether the County should have additional standards for manufactured home parks, what type of maximum density should be allowed in the Burbank Residential Zone, what lot sizes should be allowed in the zone, and whether additional zoning classifications are needed in the Burbank Urban Growth Area, are best addressed through a deliberative planning process with the Planning Commission.
14. A large, high-density mobile home park, or other high-density subdivision, could have a lasting effect on the Burbank Urban Growth Area, because such uses were not previously anticipated or possible in the area, and because the County does not currently have standards to address those high-density uses in the Burbank area.

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15. Immediate, and temporary, action is necessary to preserve the status quo and allow for additional planning before higher density development is allowed.
16. The proposed interim zoning is consistent with the purposes of the Burbank Residential zone, allowing all residential development to be consistent in density and scale until such time as the County can more thoroughly update the Burbank Subarea Plan and review development regulations in the Burbank area.

Section II. Renewal of Ordinance 471. Ordinance 471 is renewed and will remain in effect for six months, until August 3, 2020, at 12:01 a.m.

Section III. Purpose. The purpose of this interim zoning Ordinance is to allow the County adequate time to study the Burbank Urban Growth Area and potential development regulations related to density, zoning, lot size and mobile and manufactured home parks in the Burbank Urban Growth Area. The County's goal is to ultimately draft zoning and other possible regulations to address such developments and uses, to hold public hearings on such draft regulations and to adopt such regulations.

Section IV. Duration of Interim zoning. This interim zoning Ordinance shall be in effect for six months, beginning on February 3, 2020, and ending on August 3, 2020 at 12:01 a.m., unless an ordinance is adopted rescinding or amending the interim zoning. This interim zoning may be extended by the Board of County Commissioners following a public hearing prior to such extension.

Section V. Work Plan. During the six-month period, the County will further study the Burbank Subarea, the zoning in the Burbank Urban Growth Area, and development regulations within the Burbank Urban Growth Area.

Section VI. Declaration of Emergency. The Board of County Commissioners hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon passage by the Board, and that the same is not subject to a referendum (RCW 36.70A.390).

Section VII. Effective Date. This Ordinance shall take effect and be in full force and effect immediately upon its adoption.

Section VIII. Conflict with other WWCC Provisions. If the provisions of this Ordinance are found to be inconsistent with other provisions of the Walla Walla County Code, this Ordinance shall control.

Section IX. 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.

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

PASSED by the Walla Walla County Board of County Commissioners in regular session at Walla Walla, Washington, then signed by its membership and attested by its Clerk in authorization of such passage this 3rd day of February 2020.

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

Approved as to form:

Jesse D. Nolte, Chief Civil Deputy Prosecuting Attorney



Walla Walla County Community Development Department

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

To: Board of County Commissioners
From: Lauren Prentice, Director
Date Prepared: February 3, 2020
Agenda Date: January 30, 2020
RE: Department Update

Reviews Completed

In January (as of the 30th) **172** TRAKiT reviews have been completed (returned) for building permit and land use permit applications. This is similar to January 2019, but it is fewer than we have completed in the past few months. As I have previously noted, this is just one way to track our permitting and current planning workload and there are limitations to using this measure because it doesn't take into account the type/complexity of individual reviews.

Building Permits

Approximately **56 building permit applications** are currently open: this includes those actively under review as well as those on hold pending re-submittals by the applicant, as well as three which are under 'second review' which is something we recently started tracking.

As a courtesy to applicants, we regularly mail expiration (warning) letters to building permit holders. In the fall we were unable to provide these letters due to workload and limited staff resources, but this month we began sending these again.

Building Inspection Activity

A total of **221** building inspections were conducted in January.

Alex Edison, Building Inspector 1, is out of the office for ten days. Since we have not yet filled the Building Official/Fire Marshal position, Ron Bull and I are monitoring the inspection schedule. If there is a significant increase in the number of inspection requests in Alex's absence, we can always utilize Northwest Code Professionals. Ron is successfully completing the daily inspection schedule on his own right now, although in Alex's absence he has less time to conduct plan reviews and attend preapplication meetings.

Footings and Foundation Inspections in Cold Weather

The way our building inspectors conduct footing and foundation inspections changes during the cold weather. We require compliance with the American Concrete Institute (ACI) for pouring when temperatures drop below freezing. Concrete may not bond correctly when poured in these conditions, which can result in cracks and pockmarks, or the concrete may not bond to the structural steel.

ACI standards require several measures to guard against freezing, such as adding accelerators to speed up curing and heating the mixture before the mix goes in the forms. We also make sure that the ground the footings are sitting on is not frozen. Frozen ground settles when it thaws, if the footings are poured

on frozen ground they will end up at different levels and this can make the building weaker. The curing of cement causes a chemical reaction that produces heat. At below freezing temperatures the concrete forms must remain in place, and the exposed surfaces must be covered and/or insulated for three to five days, depending on the air temperature. The ACI manual (which is incorporated by reference in the International Residential Code and the International Building Code) has tables that specify procedures for cold weather concrete pours.

We do not prohibit the pouring of footings in cold weather, but the colder it gets, the harder and more costly the operation becomes.

Current Planning

Approximately **85 land use applications are currently open.**

Long-range Planning

In February we will be presenting the final Planning Commission's recommendation to the Board regarding the zoning code text amendment application by The McGregor Company (ZCA19-002). We are currently working on finalizing materials for BOCC review.

This month we had preapplication meetings/consultations with 5 individuals who are interested in submitting development regulations or Comprehensive Plan amendment applications for review in the 2020 Annual Amendment Cycle.

Hearing Examiner

There will not be a Hearing Examiner docket in February because we don't have any applications that are ready. We are currently processing **3** applications that require the Hearing Examiner's review, but all three of these applications are on hold because the applicants need to submit additional information and documents, or have requested that review be put on hold so that alternative plans can be prepared.

Code Compliance

Currently there are **46 open cases**. A total of **6 new complaints/reports were logged in our Citizen Response Module (CRM)** this month, two of these were unsubstantiated and we opened cases for the other four. Two of the new cases involve building code violations. Our Code Compliance Officer is working closely with our Building Inspectors on these cases.

LEAN Work

I had a brief phone call with Debra Hentz from the State Auditor's Office this week to follow-up on the LEAN workshop that we did in October, as well as what we did last June. We have been successful in completing many of the "agreements" and goals we set in the October workshop, which was focused on how we manage Code Compliance cases that include building or zoning code violations. In the past we have had breakdowns in communication between Code Compliance, Building, and Planning staff on these types of cases, which are complex. We have also had inconsistencies in our procedure and a lack of efficiency in how these cases are handled.

We have been working to address these issues daily. We are tracking our progress in our hallway using the checklists and mapping that we prepared with Debra's help, which we're happy to share with anyone who stops by the office.

Intake Reviews

This month we began changing how we do the intake review of permit applications. At this time, we are primarily focusing this effort on building permit and other Type 1 applications (e.g. boundary line adjustments). We are making small adjustments to our internal processes so that we can better identify additional permitting or report requirements for a project earlier in the permit process. For example, we would like to more quickly identify whether a critical areas permit application and report or SEPA is required. Other changes we've made in the last year have helped us address this issue, like our standardizing our preapplication process via the Technical Review Committee (TRC), but there are still applicants who do not participate in preapplication meetings and improvements that we think we can make. Unless we conducted a preapplication meeting with the applicant of a specific project, often we do not identify these types of requirements until later in the review process because it is a planner or building inspector who makes these determinations (because they are the subject matter experts). Sometimes this means that things are not caught until weeks after initial submittal to the department, which leads to delays and a lot of frustration on the part of customers, our staff, and other stakeholders.

Intake Review is now on our schedule daily and it being led by our Permit Coordinator, Lauri Withers, in collaboration with other building and planning staff members. This is the key change, Lauri was performing the intake review herself and now we're strategically pulling other staff members into the intake process to identify potential hiccups, additional requirements, and application deficiencies. We are scheduling short sessions for these reviews daily because our goal is to complete intake review within five business days of receipt of an application.

The purpose of the intake review is essentially to verify that the application forms have been completed, to review the submittal checklist, to confirm that all required documents have been submitted, and to determine whether any additional applications or reports are required (e.g. critical areas permit, conditional use permit, liquefaction assessment, engineering).

During the Intake Review we don't verify the accuracy of submittal documents or conduct detailed review of all application documents; this happens later in the review process. What we are doing is checking for the following types of items.

- Scaled site plan meeting the content and format requirements listed on our applications
- Building design criteria (e.g. snow load)
- Stamps and signatures on engineered plans
- Designed to correct code (currently this is the ICC 2015 codes)
- Proximity to critical areas, floodplain, and shorelines (environmentally sensitive areas)

Due to the complexity of our development regulations and processes, there are inevitably going to be projects where something comes in up during our review that we did not anticipate or the applicant did

not anticipate, particularly on larger projects that require public hearings or SEPA review. This is also more likely to happen when application forms and plans are not completed properly or contain incorrect information.

However, we have a very skilled staff with many years of experience working for the County (three out of six of us have more than 10 years). We are pretty good at seeing the red flags and detecting potential issues, we're just trying to do this earlier in the review process now.

We are already seeing that this small change in our process has the side benefit of helping us cross-train within the department, as well as raising the awareness and understanding of code requirements by frequent customers (contractors) because of how we're communicating during this step in the process. If we complete an intake review and determine that nothing is missing, then Lauri sends the application for review and the applicant gets an automatic email from TRAKiT notifying them that their application has been accepted and distributed for review. If there is something that needs to be addressed, Lauri will communicate this to the applicant and if needed, direct them to the appropriate building inspector or planner if they have questions.

Staff Updates

Alex Edison, our newer Building Inspector 1, obtained his IRC Mechanical Inspector 1 (M1) certification earlier this month. This was the second ICC certification that he received since he started at the County in May. Over the next few months he is going to be working toward his ICC Mechanical Inspector 2 certification, which is the commercial mechanical inspector certification.

Our new Senior Planner, Jennifer (Jenn) Ballard is scheduled to start in one month, on Tuesday, March 3. We have a couple of things to do to prepare for her arrival, like finding her an office space, but I expect that she will be able to hit the ground running since she has three years of experience as a planner in Walla Walla County, knows some of our staff members, and is already proficient in the same software systems that we use for project permit processing/tracking (TRAKiT and BlueBeam)... In addition to having other valuable experience and qualifications.

a) Action Agenda Items:

- 1) Resolution _____ - Approving out of state travel for Department of Community Health Employees and Reach Out Members (Sharp, Needham, Maine, Eaton, Lamén and Betts)
- 2) Resolution _____ - Approving out of state travel for County employees (DeBolt & Walker) and Walkability Institute participants (Weckmueller-Behringer, Gonset, Zipperer and Schermann)
- 3) Proposal 2020 02-03 DCH
Approval to apply for a grant with National Association of County & City Health Officials (NACCHO) for pilot Public Health Public Safety Teams (PHAST) on opioid overdose prevention strategies

b) Consent Agenda Items:

- 1) Resolution _____ - Establishing a checking account for the Department of Community Health (Soldiers (Veterans) Relief Fund 12100)

**c) Department of Community Health
2019 – department report****d) Department update and miscellaneous**

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
DEPARTMENT OF COMMUNITY
HEALTH EMPLOYEES (SHARP,
NEEDHAM) AND REACH OUT
MEMBERS (MAINE, EATON, LAMEN
AND BETTS)

RESOLUTION NO. **20**

WHEREAS, the Walla Walla County Department of Community Health Director, Meghan DeBolt, has requested approval for out of state travel for county employees, Nikki Sharp and Peggy Needham, and Reach Out members Cody Maine, Chelsea Eaton, Martha Lamen, and Rebecca Betts, to attend The American Association of Suicidology Conference in Portland, Oregon April 22-25, 2020; and

WHEREAS, said training will benefit the citizens of Walla Walla County in that it will provide needed policy, system, and environmental training and strategizing related to behavioral health prevention; and

WHEREAS, all expenses for this training will be covered by budgeted funds from the Health Care Authority Mental Health Promotion Contract which resides in county fund 11200; and

WHEREAS, pursuant to County policy, employee Travel Authorization forms have been submitted for review and consideration; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

BE IT FURTHER RESOLVED that additional time required to travel to and from said training, if necessary, is also approved.

*Passed this 3rd day of **February, 2020** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



ASSOCIATION OF SUICIDOLOGY



A M E R I C A N
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AAS20

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AAS20 will be held at the Portland Marriott Downtown Waterfront.

The 53rd Annual AAS Conference will take place **April 22 – 25, 2020!**

We're incredibly excited to see everyone at #AAS20 in Portland, OR! Keep an eye on this page for more information and updates.



A M E R I C A N

ASSOCIATION OF SUICIDOLOGY



efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities.” It is different from equality, which suggests sameness. In the Call For Papers, we asked you to write an equity statement as part of your proposal. If you are interested in learning more about equity, we recommend the SAMHSA Office of Behavioral Health Equity for definitions and resources for specific populations. Also, the American Public Health Association’s (APHA) health equity website has additional resources. Their fact sheet titled Creating the Healthiest Nation: Advancing Health Equity may be particularly useful in preparing your equity statement. We look forward to you working with us to understand, address, and ultimately eliminate disparities in suicide prevention!

AAS IS ABOUT ITS MEMBERS



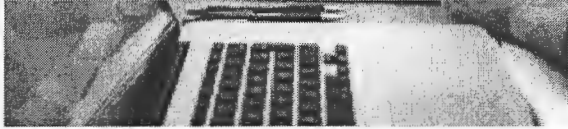
You can follow along with all of the activities our members are participating in by signing up for our Networking Newsletter by clicking the image.

AAS IS ABOUT RESEARCH



A M E R I C A N

ASSOCIATION OF SUICIDOLOGY



We support the researchers and academics in our membership who strive to understand and prevent suicide. Click the image for more.

AAS IS ABOUT SURVIVORS



Between our Loss Survivor and Attempt Survivor/Lived Experience divisions, we have hundreds of dedicated individuals using their voices to create change. Click the image to find out more.

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: April 21-25, 2020		TA#	
Funding Source: HCA Mental Health Prom.			
Employee Attending: Peggy Needham		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: American Association of Suicidology Conference		Transportation	
Start time/date: April 22, 2020 7:30 AM		<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input checked="" type="checkbox"/> County Vehicle \$	
End time/date: April 25, 2020 12:30 PM		<input type="checkbox"/> Private Vehicle _____ miles @ _____ \$ 0.00	
Location: City: Portland State: OR		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure) https://www.aasconference.org/		Lodging	
Departure Date: April 21, 2020 Time: 2:00 PM		night(s) 4.00 @ \$ 209.00 \$ 836.00	
Return Date: April 25, 2020 Time: 6:00 PM		Meals	
		Breakfast(s) 4 @ \$ 16.00 \$ 64.00	
		Lunch(s) 4.00 @ \$ 17.00 \$ 68.00	
		Dinner(s) 4.00 @ \$ 28.00 \$ 112.00	
Place of Lodging: Portland Waterfront Marriott		Registration/Tuition : @ \$ 695.00 \$ 0.00	
Cancel Date: April 19, 2020		Cancel Date: \$	
Phone Number: 1-503-226-7600		Total Expenses \$ 1,080.00	

Credit Card Use: ☒ Yes ☐ No Date Needed: April 21, 2020

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Peggy Needham

Digitally signed by Peggy Needham
Date: 2020.01.15 15:04:20 -08'00'

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: Meghan DeBolt Digitally signed by Meghan DeBolt
Date: 2020.01.16 13:17:39 -08'00' Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: April 21-25, 2020		TA#	
Funding Source: HCA Mental Health Prom.			
Employee Attending: Nikki Sharp		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: American Association of Suicidology Conference		Transportation	
Start time/date: April 22, 2020 7:30 AM		<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input checked="" type="checkbox"/> County Vehicle \$	
End time/date: April 25, 2020 12:30 PM		<input type="checkbox"/> Private Vehicle _____ miles @ _____ \$ 0.00	
Location: City: Portland State: OR		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure) https://www.aasconference.org/		Lodging	
Departure Date: April 21, 2020 Time: 2pm		night(s) 4.00 @ \$ 209.00 \$ 836.00	
Return Date: April 25, 2020 Time: 6pm		Meals	
		Breakfast(s) 4 @ \$ 16.00 \$ 64.00	
		Lunch(s) 4.00 @ \$ 17.00 \$ 68.00	
		Dinner(s) 4.00 @ \$ 28.00 \$ 112.00	
Place of Lodging: Portland Waterfront Marriot		Registration/Tuition : @ \$ 695.00 \$ 0.00	
Cancel Date: April 19, 2020		Cancel Date: n/a \$	
Phone Number: 1-503-226-7600		Total Expenses \$ 1,080.00	

Credit Card Use: ☒ Yes ☐ No Date Needed: April 21, 2020

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: Meghan DeBolt Digitally signed by Meghan DeBolt
Date: 2020.01.16 13:23:52 -08'00' Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: April 21-25, 2020		TA#	
Funding Source: HCA Suicide Prevention Grant			
Employee Attending: Chelsea Eaton		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: American Association of Suicidology National Conference		Transportation	
Start time/date: April 22, 2020 7:30 AM		<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input checked="" type="checkbox"/> County Vehicle \$	
End time/date: April 25, 2020 12:30 PM		<input type="checkbox"/> Private Vehicle _____ miles @ _____ \$ 0.00	
Location: City: Portland State: Oregon		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure)		Lodging	
		night(s) 4.00 @ \$ 209.00 \$ 836.00	
Departure Date: April 21, 2020 Time: 2:00 PM		Meals	
Return Date: April 25, 2020 Time: 6:00 PM		Breakfast(s) 4 @ \$ 16.00 \$ 64.00	
		Lunch(s) 4.00 @ \$ 17.00 \$ 68.00	
		Dinner(s) 4.00 @ \$ 28.00 \$ 112.00	
Place of Lodging: Portland Waterfront Marriott		Registration/Tuition : @ \$ 695.00 \$ 0.00	
Cancel Date: April 19, 2020		Cancel Date: \$	
Phone Number: 503-226-7600		Total Expenses \$ 1,080.00	

Credit Card Use: ☐ Yes ☒ No Date Needed: _____

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: April 21-25, 2020		TA#	
Funding Source: HCA Suicide Prevention Gr			
Employee Attending: Cody Maine (City of Walla Walla Fire Department)		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: American Association of Suicidology National Conference		Transportation	
Start time/date: April 22, 2020 7:30 AM		<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input checked="" type="checkbox"/> County Vehicle \$	
End time/date: April 25, 2020 12:30 PM		<input type="checkbox"/> Private Vehicle _____ miles @ _____ \$ 0.00	
Location:		Lodging	
City: Portland State: Oregon		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure)		night(s) 4.00 @ \$ 209.00 \$ 836.00	
American Association of Suicidology Conference		Meals	
Departure Date: 4-21-2020 Time: 2:00 PM		Breakfast(s) 4 @ \$ 16.00 \$ 64.00	
Return Date: 4-25-2020 Time: 6:00 PM		Lunch(s) 4.00 @ \$ 17.00 \$ 68.00	
		Dinner(s) 4.00 @ \$ 28.00 \$ 112.00	
Place of Lodging: Portland Waterfront Marriott		Registration/Tuition : @ \$ 695.00 \$ 0.00	
Cancel Date: April 19, 2020		Cancel Date: \$	
Phone Number: 503-226-7600		Total Expenses \$ 1,080.00	

Credit Card Use: ☐ Yes ☒ No Date Needed: _____

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

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Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

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Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: April 21-25, 2020		TA#	
Funding Source: HCA Suicide Prevention Gr:			
Employee Attending: Rebecca Betts (Providence SMMC)		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: American Association of Suicidology National Conference		Transportation	
		<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input checked="" type="checkbox"/> County Vehicle \$	
Start time/date: April 22, 2020 7:30 AM		<input type="checkbox"/> Private Vehicle _____ miles @ _____ \$ 0.00	
End time/date: April 25, 2020 12:30 PM		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Location:		Lodging	
City: Portland	State: OR		
Title of Meeting/Training: (Attach agenda/training brochure)		night(s) 4.00 @ \$ 209.00	\$ 836.00
AAS20		Meals	
Departure Date: April 21, 2020	Time: 2:00 PM	Breakfast(s) 4 @ \$ 16.00	\$ 64.00
Return Date: April 25, 2020	Time: 6:00 PM	Lunch(s) 4.00 @ \$ 17.00	\$ 68.00
		Dinner(s) 4.00 @ \$ 28.00	\$ 112.00
Place of Lodging: Portland Waterfront Marriott		Registration/Tuition : 1.00 @ \$ 695.00	\$ 695.00
Cancel Date: April 19, 2020		Cancel Date:	\$
Phone Number: 503-226-7600		Total Expenses \$ 1,775.00	

Credit Card Use: ☐ Yes ☐ No Date Needed: _____

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation

Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COUNTY EMPLOYEES (DEBOLT &
WALKER) AND WALKABILITY
INSTITUTE PARTICIPANTS
(WECKMUELLER-BEHRINGER,
GONSET, ZIPPERER, SCHERMANN)

RESOLUTION NO. **20**

WHEREAS, the Walla Walla County Department of Community Health Director, Meghan DeBolt, has requested approval for out of state travel for county employees, Meghan DeBolt and Seth Walker, and Walkability Institute members Andrea Weckmueller-Behringer, Paul Gonset, Chris Zipperer, and Heather Schermann, to attend The National Association of Chronic Disease Directors Walkability Institute in Decatur, Georgia April 13-16, 2020; and

WHEREAS, said institute is beneficial to Walla Walla County in that it will provide needed policy, system, and environmental training and strategizing related to chronic disease prevention and walkability; and

WHEREAS, all expenses for this training will be covered by a grant from the National Association of Chronic Disease Directors awarded to the Department of Community Health; and

WHEREAS, pursuant to County policy, employee Travel Authorization forms have been submitted for review and consideration; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

BE IT FURTHER RESOLVED that additional time required to travel to and from said training, if necessary, is also approved.

*Passed this 3rd day of **February, 2020** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 4/12/2020		TA#	
Funding Source: Walkability Grant			
Employee Attending: Meghan DeBolt		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Walkability Institute		Transportation	
Start time/date: 4/13/2020; 8am		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 676.40
End time/date: 4/16/2020, TBD		<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 0.00
Location: City: Decatur State: GA		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Title of Meeting/Training: (Attach agenda/training brochure) Walkability Institute		Lodging	
Departure Date: 4/12/2020 Time: TBD		night(s) 5.00 @ \$ 200.00	\$ 1,000.00
Return Date: 4/17/2020 Time: TBD		Meals	
Place of Lodging: TBD		Breakfast(s) 6 @ \$ 16.00	\$ 96.00
Cancel Date: 3D		Lunch(s) 6.00 @ \$ 20.00	\$ 120.00
Phone Number:		Dinner(s) 6.00 @ \$ 30.00	\$ 180.00
		Registration/Tuition : @ \$	\$ 0.00
		Cancel Date: N/A	\$
		Total Expenses	\$ 2,072.40
Covered by Walkability Institute Grant. Will know more details on lodging once we have our orientation call.			

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/10/2020, will my Director Card

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation

Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 4/12/2020		TA#	
Funding Source: Walkability Grant			
Employee Attending: Paul Gonset		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Walkability Institute		Transportation	
Start time/date: 4/13/2020; 8am		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 676.40
End time/date: 4/16/2020, TBD		<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 0.00
Location: City: Decatur State: GA		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Title of Meeting/Training: (Attach agenda/training brochure) Walkability Institute		night(s) 5.00 @ \$ 200.00	\$ 1,000.00
Departure Date: 4/12/2020 Time: TBD		Meals	
Return Date: 4/17/2020 Time: TBD		Breakfast(s) 6 @ \$ 16.00	\$ 96.00
		Lunch(s) 6.00 @ \$ 20.00	\$ 120.00
		Dinner(s) 6.00 @ \$ 30.00	\$ 180.00
Place of Lodging: TBD		Registration/Tuition : @ \$	\$ 0.00
Cancel Date: 3D		Cancel Date: N/A	\$
Phone Number:		Total Expenses \$ 2,072.40	
Covered by Walkability Institute Grant. Will know more details on lodging once we have our orientation call.			

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/10/2020

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 4/12/2020		TA#	
Funding Source: Walkability Grant			
Employee Attending: Heather Schermann		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Walkability Institute		Transportation	
Start time/date: 4/13/2020; 8am		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 676.40
End time/date: 4/16/2020, TBD		<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 0.00
Location: City: Decatur State: GA		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Title of Meeting/Training: (Attach agenda/training brochure) Walkability Institute		Lodging night(s) 5.00 @ \$ 200.00	\$ 1,000.00
Departure Date: 4/12/2020 Time: TBD		Meals	
Return Date: 4/17/2020 Time: TBD		Breakfast(s) 6 @ \$ 16.00	\$ 96.00
Place of Lodging: TBD		Lunch(s) 6.00 @ \$ 20.00	\$ 120.00
Cancel Date: 3D		Dinner(s) 6.00 @ \$ 30.00	\$ 180.00
Phone Number:		Registration/Tuition: @ \$	\$ 0.00
		Cancel Date: N/A	\$
		Total Expenses	\$ 2,072.40
Covered by Walkability Institute Grant. Will know more details on lodging once we have our orientation call.			

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/10/2020

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

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Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 4/12/2020		TA#	
Funding Source: Walkability Grant			
Employee Attending: Seth Walker		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Walkability Institute		Transportation	
Start time/date: 4/13/2020; 8am		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 676.40
End time/date: 4/16/2020, TBD		<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 0.00
Location: City: Decatur State: GA		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Title of Meeting/Training: (Attach agenda/training brochure) Walkability Institute		Lodging night(s) 5.00 @ \$ 200.00	\$ 1,000.00
Departure Date: 4/12/2020 Time: TBD		Meals Breakfast(s) 6 @ \$ 16.00	\$ 96.00
Return Date: 4/17/2020 Time: TBD		Lunch(s) 6.00 @ \$ 20.00	\$ 120.00
		Dinner(s) 6.00 @ \$ 30.00	\$ 180.00
Place of Lodging: TBD		Registration/Tuition : @ \$	\$ 0.00
Cancel Date: 3D		Cancel Date: N/A	\$
Phone Number:		Total Expenses \$ 2,072.40	
Covered by Walkability Institute Grant. Will know more details on lodging once we have our orientation call.			

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/10/2020

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 4/12/2020		TA#	
Funding Source: Walkability Grant			
Employee Attending: Andrea Weckmueller-Behringer		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Walkability Institute		Transportation	
Start time/date: 4/13/2020; 8am		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle \$ 676.40	
End time/date: 4/16/2020, TBD		<input type="checkbox"/> Private Vehicle _____ miles @ _____ \$ 0.00	
Location: City: Decatur State: GA		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure) Walkability Institute		Lodging	
Departure Date: 4/12/2020 Time: TBD		night(s) 5.00 @ \$ 200.00 \$ 1,000.00	
Return Date: 4/17/2020 Time: TBD		Meals	
Place of Lodging: TBD		Breakfast(s) 6 @ \$ 16.00 \$ 96.00	
Cancel Date: 3D		Lunch(s) 6.00 @ \$ 20.00 \$ 120.00	
Phone Number:		Dinner(s) 6.00 @ \$ 30.00 \$ 180.00	
		Registration/Tuition : @ \$ 0.00	
		Cancel Date: N/A \$	
		Total Expenses \$ 2,072.40	
Covered by Walkability Institute Grant. Will know more details on lodging once we have our orientation call.			

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/10/2020

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

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Approved by Director: _____ Date: _____

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Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

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Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 4/12/2020		TA#	
Funding Source: Walkability Grant			
Employee Attending: Chris Zipperer		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Walkability Institute		Transportation	
Start time/date: 4/13/2020; 8am		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 676.40
End time/date: 4/16/2020, TBD		<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 0.00
Location: City: Decatur State: GA		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Title of Meeting/Training: (Attach agenda/training brochure) Walkability Institute		Lodging night(s) 5.00 @ \$ 200.00	\$ 1,000.00
Departure Date: 4/12/2020 Time: TBD		Meals	
Return Date: 4/17/2020 Time: TBD		Breakfast(s) 6 @ \$ 16.00	\$ 96.00
Place of Lodging: TBD		Lunch(s) 6.00 @ \$ 20.00	\$ 120.00
Cancel Date: 3D		Dinner(s) 6.00 @ \$ 30.00	\$ 180.00
Phone Number:		Registration/Tuition : @ \$	\$ 0.00
		Cancel Date: N/A	\$
		Total Expenses	\$ 2,072.40
Covered by Walkability Institute Grant. Will know more details on lodging once we have our orientation call.			

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/10/2020

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

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Approved by Director: _____ Date: _____

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Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1



NATIONAL ASSOCIATION OF CHRONIC DISEASE DIRECTORS

Promoting Health. Preventing Disease.

Step It Up! Walkability Action Institute

(April 13 – 16, 2020, in Decatur (Atlanta), GA)

**Metropolitan Planning Organization Regions (or other similar regional entities)
Request for Funding Assistance**

Applications Due: December 20, 2019, by 11:59 p.m. ET to kedwards@chronicdisease.org

A. PURPOSE

The National Association of Chronic Disease Directors (NACDD), in collaboration with the Centers for Disease Control and Prevention's (CDC) National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) Division of Nutrition, Physical Activity, and Obesity (DNPAO), seeks applications from Metropolitan Planning Organization (MPO) regions [or other similar regional entities, such as Rural Transportation Planning Organizations (RTPO), Transportation Planning Organizations (TPO), Regional Councils of Government (RCOG), Transportation Management Agencies (TMA), etc.]] for competitive funding assistance to support attendance at the Sixth Annual Walkability Action Institute (WAI), formally titled "*Step It Up! Action Institute to Increase Walking and Walkability.*"

The purpose is to prepare interdisciplinary teams from MPO regions (or other similar regional entities) to pursue policy, systems, and environmental (PSE) supports for walking and walkability. This action institute will provide teams with the most up-to-date academic and applied learning methods and will reinforce and support implementation of significant national public health policy statements promoting walking and walkability, such as the *The Physical Activity Guidelines for Americans, 2nd edition*, *Step It Up! Surgeon General's Call to Action (SG CTA) to Promote Walking and Walkable Communities* (SGCTA) and the *Community Preventive Services Task Force's Built Environment Recommendations*. NACDD and CDC are interested in applicant teams who can commit to all project deliverables outlined in this request for funding assistance (RFA) and produce measurable PSE outcomes after attending the action institute.

B. PROJECT DESCRIPTION

Regular physical activity can lead to reductions in chronic disease risk and burden. Walking is an easy, cost-efficient, and common form of physical activity that can help many more people meet the *2019 Physical Activity Guidelines for Americans, 2nd Edition* and obtain health benefits. Most people can walk, including many people with disabilities who are able to walk or move with assistive devices such

as wheelchairs or walkers. Improved walkability can make communities safer, support social cohesion, reduce air pollution, and benefit local economies. To promote walking and walkability throughout the country, NACDD and CDC will partner with up to eight MPO regions (or other similar regional entities) to achieve PSE outcomes that create equitable access to opportunities for walking, community and transportation design, policies, and practices that improve walkability.

NACDD seeks collaborative applications from MPO regions (or other similar regional entities) within any of the following current CDC State Physical Activity and Nutrition (SPAN)-funded states to participate in this walkability action institute project:

- | | | |
|----------------|--------------------|------------------|
| 1. Alaska | 7. Kentucky | 13. Pennsylvania |
| 2. Arkansas | 8. Minnesota | 14. Texas |
| 3. California | 9. Missouri | 15. Utah |
| 4. Colorado | 10. New York | 16. Washington |
| 5. Connecticut | 11. North Carolina | |
| 6. Illinois | 12. Ohio | |

NACDD has travel assistance funding for up to eight interdisciplinary regional teams to attend the action institute with NACDD, CDC, and an expert course faculty team.

All members of the teams selected will commit to participate in each of the following project activities:

- Attend a pre-course webinar to learn about course expectations and pre-course homework activities;
- Attend 100% of the sessions at the multi-day action institute;
- Attend a post-course webinar;
- Develop a team action plan inclusive of evidence-based PSE strategies that align with those in the SG CTA; and
- Begin implementation of action plan strategies.

Applicant teams must include at least five, but no more than eight, team members. Either the required public health representative or the required MPO representative for each regional team will assume the role of **Team Lead**, representing the regional team and serving as a primary point-of-contact for NACDD throughout the project. (Please refer to Section C below for more details on the “required” and “additional” team make-up). In addition to overseeing team participation in project activities listed above, Team Leads also must commit to:

- Participate in a team orientation call with NACDD, and
- Assist NACDD with progress reporting activities.

New to this year's project includes the required involvement of the applicant's state Department of Health (DOH) SPAN representative, who will provide state-based support, leadership, and resources to the regional team(s) in the respective state. This representative will serve as a **State Expert Advisor** to the regional team throughout the project process, will attend the WAI with the selected team, and will be a full project participant.

Regional teams also may enlist an optional additional team member position in the form of a representative from the applicant's state Department of Transportation (DOT), who, if recruited, will serve as a **Co-State Expert Advisor** alongside the DOH State Expert Advisor, and provide applicable state transportation support, leadership, and resources to the applicant regional team(s). The DOT representative additionally will attend the WAI with the selected team and be a full project participant. Applicants who are successful in recruiting a State DOT participant will receive extra credit during the RFA competition process. (NACDD has a travel reimbursement process in place to pay for the travel of attending state DOT representatives).

The action institute will provide applied learning and skill-building instruction to support achievement of related PSE strategies for increasing walking and walkability, including design and infrastructure improvements, as supported by the SG CTA. This institute will be facilitated by a nationally renowned cadre of faculty within a structured, team-based, and practical learning atmosphere. The action institute will occur **April 13 - 16, 2020, in Decatur (Atlanta), GA.**

This RFA will provide for team travel expenses through a travel stipend in advance to assist selected teams with purchase of travel arrangements, not exceeding \$8,645 per team. This equals \$1,729 per person for five-member teams; \$1,440.83 per person for six-member teams; and \$1,235 per person for seven-member teams. Section C below details the planned payment process for the optional eighth additional team member representing the state DOT. The team is responsible for expenses exceeding \$8,645. If a team should subsequently not attend, the total amount of the paid funds must be returned to NACDD within 15 business days of notification to NACDD. There is no registration cost for institute attendance. Institute attendees are being selected through a competitive RFA process.

C. ELIGIBILITY and TEAM MAKE-UP

Eligible applicants for this RFA include interdisciplinary teams from geographical regions represented by MPOs (or other similar regional entities) to implement PSE supports for walking, walkability, and walkable communities. Preferred teams will include five-to-eight individuals each, with five of the prospective team members representing the following required team positions:

- Public Health representative at the local or regional level;
- MPO (or other similar regional entity) planning representative in the applicant region;
- Transportation representative (preferably in engineering) at the local or regional DOT level affiliated with the MPO (or other similar regional entity) region;
- Elected official in the applicant region with voting, programmatic, or policy decision-making capabilities pertaining to walkability, active living, community development/redevelopment, healthy community design, and/or transportation design; and

- A state DOH representative, who will serve in a **State Expert Advisor** role to the regional team and who represents the currently funded CDC SPAN program.

Additional team member(s) (for teams applying with six or seven total regional team members) could represent any of the following partner disciplines from the region:

- Business/Industry;
- Economic Development;
- Education;
- Parks, Recreation, and Trails;
- Public Housing;
- Public Transit;
- Law enforcement;
- Volunteer/nonprofit walkability-related advocacy organizations or foundations; and
- Others (please note that applicants are expected to explain in the application justification section the involvement of additional disciplines not listed here).

It is strongly recommended that the transportation professional, or one of the other members (for example, the "required" elected official or the "additional" team member) have an engineering background and/or infrastructure-focused responsibility, such as a public works director. In the past, teams including engineering and/or public works expertise and perspective on the team have benefited greatly. Although it is not required, teams including someone in this type of position will be looked on more favorably during the review process and therefore, is strongly encouraged.

One additional team member could include a representative from the state DOT. If included, this representative would serve as a **Co-State Expert Advisor** alongside the state DOH representative for the regional team(s) who are selected to attend the WAI within the respective state. NACDD has a payment mechanism in place to reimburse the travel for an attending state DOT representative; applicant teams are not responsible for covering the travel of the state DOT representative. If an applicant team is selected and has enlisted the state DOT representative as an additional team member, they will receive extra credit in the RFA competition process and NACDD will pay for the travel of the attending state DOT representative.

Priority in scoring and selection will be given to applicant teams who adhere to this team make-up criteria. Applicant teams with less than the minimum of five required representatives or with more than the total number of eight team members will not be accepted. Priority in scoring and selection also will be given to applicants who engage with and leverage communities involved in the CDC SPAN program.

NACDD will make team selections based upon the successful combination of the following criteria:

- Strength and diversity of team make-up, as outlined above;
- Past, current, and future PSE efforts targeting improved walkability through community design, and/or transportation design;
- Demonstrated capacity and level of readiness for implementing macro-level PSE changes; and

- Ability to target underserved population groups, and places; and
- Geographic and population diversity across the country.

Applicants are encouraged to consider past, current, and potential for future collaboration as well as anticipated level of influence to improve walking and walkability at population levels when developing their team. Each applicant team should have a designated **Team Lead** to serve as a primary point-of-contact for NACDD throughout the project. *This must either be the Public Health or MPO representative from the regional team (not the state DOH or DOT representatives).* Applicants who fail to develop the required team make-up will not be considered for funding. The team must be in place at the time of application submission no later than December 20, 2019. Please see Appendix A for descriptions of the required and additional team members listed above. For a searchable list of established MPOs in the United States, please visit the following link: <https://www.planning.dot.gov/mpo/>.

Once selected, teams will receive travel assistance supporting attendance at the action institute. If a team's travel expenses exceed \$8,645 per team (see Section B above), the team will be responsible for additional travel costs. Please note that all team members are required to book hotel reservations at the host hotel using the NACDD-negotiated rates. Staying at a separate hotel is not permitted. The negotiated rates may or may not equal the government rate. It is the responsibility of the applicant team to ensure that this is understood by the applicant team's fiscal agent at the time of application. All team members will possess the authority and expertise and will commit to fully participating in the action institute and the related activities outlined in this RFA and corresponding RFA Appendices. NACDD will dispense the full funding award of \$8,645 to the applicant's designated fiscal agent in advance of the course after a signed MOU is executed. If a team should subsequently not attend, the total amount of the paid funds must be returned to NACDD within 15 business days of notification to the NACDD Lead Consultant. Please see Appendix B for a breakdown of projected project travel.

Applicant teams who previously applied for and were selected to attend the WAI in previous years are **not eligible to apply**. However, any team who previously applied for the WAI, but were not selected, are both eligible and encouraged to submit another application for the current year if they are located in one of the 16 currently funded CDC SPAN states.

D. ANTICIPATED TIMELINE and DESCRIPTION

The anticipated project timeline and description is detailed in Appendix C. Team selection notices will be announced by January 17, 2020 (anticipated), for a project period beginning on January 20, 2020 (or the date of notice of award), and ending on July 31, 2020. NACDD has established a Walkability Community of Practice (CoP) virtual peer group in which 2020 teams will have the ability to join and participate in surrounding the topics of walkability, community, and transportation design implementation. NACDD additionally will establish a progress reporting mechanism for Team Leads to report on team action plan outcomes to NACDD beyond the current project year.

E. PROJECT DELIVERABLES

The required action institute project deliverables for the MPO regional teams (or other similar regional entities) are bulleted below:

Deliverables to be achieved during application process:

- Appointment of a local or regional Public Health representative to the applicant MPO regional team (required);
- Appointment of an MPO (or other similar regional entity) planning representative to the MPO regional team (required);
- Designation of the Team Lead (either the public health or planning representative) to serve as a primary point-of-contact for NACDD throughout the project process (required);
- Appointment of a local or regional Transportation representative (preferably in engineering) affiliated with the MPO regional team (required);
- Appointment of an elected official for the MPO regional team (required);
- Recruitment of a state DOH representative, who will serve in a **State Expert Advisor** role to the regional team and who represents the currently funded CDC SPAN program (required);
- Appointment of one or two additional team members per Section C and Appendix A (optional); and
- Appointment of a state DOT representative, who will serve in a Co-State Expert Advisor role to the regional team (optional).

Deliverables to be achieved upon notice of award and throughout project:

- Participate in one team project orientation call with NACDD, to occur in January or February 2020 (exact date TBD).
- Participate in pre-course webinar on March 9, 2020, from 2:00 – 3:30 p.m. ET to learn about related logistics and requirements, NACDD travel logistics, institute expectations, interdisciplinary team approach to training, pre-course team assignments, and implementation options.
- Complete all pre-course homework assignments and related paperwork as detailed in the individual orientation call and/or the pre-course webinar to NACDD by specified deadlines.
- Participate in **100%** of the sessions of the the Step It Up! Walkability Action Institute in Decatur (Atlanta), GA, April 13 - 16, 2020.
- Complete daily and overall course evaluations for the action institute April 13 - 16, 2020.
- **Develop a team action plan** by May 22, 2020, including short- and long-term outcomes, inclusive of **at least one (ideally more than one) PSE outcome** targeting improved walkability through community design or transportation design strategies as outlined by the SG CTA and/or the Community Preventive Services Task Force. (NACDD will provide related action plan template and training).
 - Sample implementation strategies are described in Appendix D.
- Participate in post-course webinar on May 4, 2020 from 2:00-3:30 p.m. ET to discuss anticipated implementation successes or challenges, ongoing engagement after July 31, 2020, and next steps.

- Participate in NACDD's Walkability CoP group by July 31, 2020, and beyond in efforts to foster ongoing peer engagement, sharing and learning, and provision of targeted technical assistance for implementation of outcomes.
- Participate in semi-annual/annual progress reporting to NACDD once team action plans are developed and submitted. NACDD will establish online semi-annual progress reporting schedule.

F. APPLICATION SUBMISSION PROCESS AND REQUIREMENTS

Collaborative applications for this RFA must include the **RFA Application Form** AND a **Letter of Commitment from each team member** indicating commitment for all aspects of the action institute project period (not just attendance in the action institute). Application forms submitted without the accompanying letters of commitment will **NOT** be reviewed.

The **RFA Application Form** will consist of a multi-page, writable Word document with scoring sections and will include the components and specifications listed below. The scored components of the application cannot exceed five total pages:

- Designated space on the cover page(s) must identify the names and contact information of the MPO planning representative, Public Health representative, applicant team's fiscal agent, and all additional team members (required component; not scored; does not count towards the page limit);
- Applicant teams must also indicate the Team Lead in designated space on the cover page(s) (required component; not scored; does not count towards the page limit);
- The scored components of the application form must not exceed five pages. It must be 1.5 or double-spaced, and must be typed using Calibri, size 11 font (required component; scored, does count towards page limit);
- The signature sheet of the application form must be signed by the MPO and Public Health representatives for the application to be considered complete (required component; not scored; does not count towards the page limit); and
- Applications not using the appropriate form, or applications without all sections completed, will NOT be reviewed.

All Letters of Commitment must be submitted with the RFA Application Form, indicating full commitment and participation in all project processes and activities, in collaboration with each other and NACDD:

- One Letter of Commitment from each team member on each team member's respective agency letterhead. The letter must demonstrate the following:
 - Commitment to collaborate throughout the project;
 - Commitment to accomplish the stated project deliverables (Section E) and within the project's anticipated timeline (Appendix C);
 - Commitment to ongoing collaboration and long-term implementation of PSE action plan strategies beyond the project period to make the region more walkable; and

- Commitment to work closely with NACDD and the Team Lead throughout the project, including assisting the Team Lead with progress report activities as outlined in Section E and Appendix C.
- This letter of commitment does not count towards the page limit.
- In addition to the items listed above, the Team Lead must additionally commit to the following in his/her Letter of Commitment:
 - Serve as the primary point-of-contact for NACDD;
 - Convening team members for attending pre- and post-course webinars;
 - Distributing all relevant materials for the course—before, during, and after the course;
 - Assist NACDD with all necessary paperwork in advance of the course
 - Establish the team action plan by May 22, 2020, and initiate implementation
 - Provide NACDD with progress reporting of established working agreement and implementation process; and
 - Commitment to return the paid funds within 15 business days of notification to NACDD if the team does not attend the action institute.

In one email message, please attach the following and send via email to Karma E. Harris of NACDD by 11:59 p.m. ET on December 20, 2019 to kedwards@chronicdisease.org:

- One PDF document consisting of both the RFA Application Form and the required letters of commitment.
- Hard copy and fax applications will not be accepted.
- Please use the following subject line for your message:
 - WAI 2020 (insert name of applicant MPO region in) RFA
 - Example: WAI 2020 Alpha Beta Region RFA

All applications sent by the deadline will receive an NACDD email acknowledging receipt of application. Applications submitted after 11:59 p.m. ET on December 20, 2019, will NOT be reviewed.

G. SELECTION PROCESS

MPO regional team applicants (or other similar regional entities) must demonstrate how they will participate in the project's required deliverables as described in section E, their capacity and commitment to implement one or more suggested implementation strategies (examples provided in Appendix D) within their respective region, and how soon their team can move towards PSE implementation.

All applications will be scored and reviewed by representatives of CDC, NACDD, members of the Course Steering Committee, and project partners. The selection committee reserves the right to select regional teams who demonstrate increased readiness for implementation.

H. NACDD COMMITMENT

NACDD commits to providing regular and consistent communication, consultation, and project assistance and support to team awardees via email, one-on-one conference calls, group webinars, in-person at the action institute, and linkages to national expertise in accordance with the deliverables described in Section E and per the request of team awardees.

I. FOR MORE INFORMATION ON THIS RFA

- Visit the NACDD website at: <http://www.chronicdisease.org/page/WAI> to download the RFA, RFA Application Form, and corresponding RFA Appendices documents as well as to view a list of frequently asked questions (FAQ) that will be developed, updated, and reposted to the page throughout the application process.
- To view a *sample* agenda of expected course structure, dates, and times, please see Appendix F. (Please note that this sample agenda is not the final 2020 WAI agenda).
- For questions about this RFA application process, please **first check the FAQ questions for your answer**.
 - If you do not see your question and answer on the FAQs, you may then email Karma Harris, NACDD's Walkability and Healthy Communities Project Lead, at kedwards@chronicdisease.org. All submitted questions will be compiled and answered within two business days on the FAQ list, and updated to the website.
- For further information on the CDC DNPAO programs and efforts, please visit: <https://www.cdc.gov/nccdphp/dnpao/index.html>.
 - For further information on the CDC DNPAO physical activity efforts, please visit: <https://www.cdc.gov/physicalactivity/index.html>.
 - For further information on the CDC SPAN Program please visit: <https://www.cdc.gov/nccdphp/dnpao/state-local-programs/span-1807/index.html>
 - For further information on CDC DNPAO's Active People, Healthy Nation efforts, please visit: <https://www.cdc.gov/physicalactivity/activepeoplehealthynation/index.html>.
- For further information about NACDD, please visit: www.chronicdisease.org.
- For further information on NACDD's Walkability Action Institute efforts, please visit: <http://www.chronicdisease.org/page/WAI>.
- For further information on the US SG CTA released in September 2015, please visit: http://www.cdc.gov/physicalactivity/walking/call-to-action/index.htm?s_cid=bb-dnpao-calltoaction-005 and <http://www.surgeongeneral.gov/library/calls/walking-and-walkable-communities/index.html>.
- For further information about the Guide to Community Preventive Services (The Community Guide), please visit: <https://www.thecommunityguide.org>.
 - For further information about the Preventive Services Task Force, please visit: <https://www.thecommunityguide.org/task-force/about-community-preventive-services-task-force>.
 - For further information about the Community Preventive Services Task Force's Built Environment Recommendations, please visit: <https://www.thecommunityguide.org/findings/physical-activity-built-environment-approaches>.

- For further information about the Community Preventive Services Task Force's Findings and Rational Statement, please visit:
<https://www.thecommunityguide.org/sites/default/files/assets/PA-Built-Environments.pdf>, with attention to Tables 1 and 2 on page 3.



MEMO

Date: February 3rd, 2020

Proposal ID: 2020 02-03 DCH

To: BOCC

From: Meghan M. DeBolt, MPH/MBA
Administrator

Intent – Gain BOCC approval to Apply for NACCHO (National Association of County & City Health Officials) Technical Assistance Grant

Topic – NACCHO Request for Applications - Public Health Public Safety Teams Pilot

Summary – Grant Questionnaire

- 1) Name of Grant/Program: Public Health Public Safety Teams Pilot
- 2) New Grant ☒ Renewing Grant ☐ Term (# of years): 4 months
- 3) Is the grant unchanged, and does not require Current Expense funding?

(If Y, please skip to number 24)

Y_____ N_____

- 4) How will this grant benefit the county's citizens?

This grant will provide needed technical assistance in reducing opioid overdose deaths. Modeled after New York City's RxStat initiative, the pilot program being tested is the Public Health and Safety Teams (PHAST) framework. The use of this framework in Walla Walla County will help break down silos and foster innovation between multi-sector patterns through a data-driven process to reduce overdose deaths. The goals are to have shared understanding of the problem, optimized capacity to ensure all resources are being fully leveraged and utilized and shared accountability for monitoring success.

This is a pilot program, so Walla Walla, if selected, would provide feedback to NACCHO and the CDC on if the PHAST is a useful tool and framework to use.

- 5) Is this a program grant or an equipment grant?

Program

- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?

One time.

- 7) If this is a new grant how will the grant support a current program OR how will the program change?

New grant. It will support our already existing behavioral health prevention programs.

- 8) Does this grant require up front funds? Y_____ N__x_____

If so, 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? N_____ C_.25____

a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?

- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y_____ N__x___ If so, what?

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y_____ N_____; Not applicable, short term grant

- 12) What fund would support a cash match (if required)?_____

- 13) If required what is the TOTAL cost of the match over the life of the grant? _____

- 14) What fund would support the administration of the grant? _112_____

- 15) Will the grant allow for the County cost allocation plan to be funded? Y_____ N_____, NA

- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements? NO

- 17) Would the program require use of a county vehicle or personal vehicle? Y_x___ N _____

- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?

Y__x, as part of the CAR Replacement fee___ N_____

- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_x____ N____ If so, what activities?

Contract review by all and participation from justice and law enforcement agencies, County and Cities will be invited to join.

- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y____ N__x__ If so, 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.?) NO

- 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? Y____ N__x__ If so, 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.

We will be using a current DCH staff to perform the duties under this grant. Once the funding is over, it should create a streamlined system for our entire community – reducing costs and promoting wellbeing and recovery.

- 24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.

Cost

N/A

Funding

\$30,000 for Technical Assistance

Alternatives Considered

....

Acquisition Method

...

Security

N/A

Access

N/A

Risk

....

Benefits

The purpose of the RFA and PHAST toolkit pilot is to assess the extent to which guidance provided in the toolkit is useful to local jurisdictions in enhancing coordination among public health, public safety, and other sectors, to implement evidence-based opioid overdose prevention strategies. This will benefit not only Walla Walla County, but other NACCHO service Cities and Counties.

Conclusion/Recommendation

Recommend the BOCC approve the Department of Community Health’s request to submit an application for the above outlined NACCHO RFA.

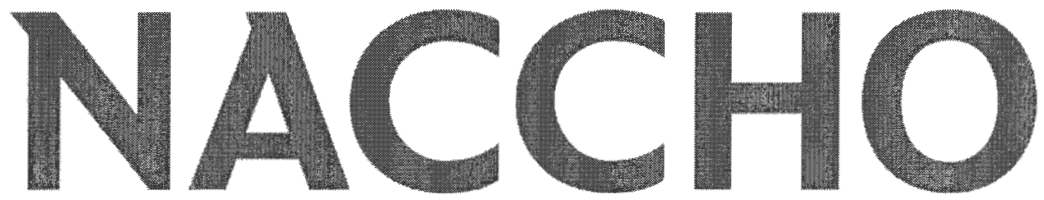
Submitted By			Disposition
Meghan DeBolt, DCH			____ Approved
Name	Department	Date	____ Approved with modifications
			____ Needs follow up information
			____ Denied
Name	Department	Date	

BOCC Chairman
Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



National Association of County & City Health Officials

Request for Application

Public Health Public Safety Teams (PHAST) Pilot

National Association of County and City Health Officials (NACCHO)

Applications are due by 11:59 pm E.T. on Wednesday, February 5, 2020

I. Background and Funding Overview

With support from the Centers for Disease Control and Prevention (CDC), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity to support collaboration among public health, public safety, and other sectors implementing evidence-based opioid overdose prevention strategies in their community. Cross-sector collaboration will be facilitated using the Public Health and Safety Teams (PHAST) framework being piloted by NACCHO in multiple jurisdictions.

As a leader, partner, catalyst, and voice for the nation's nearly 3,000 local health departments (LHDs), NACCHO seeks to ensure the conditions that promote health, equity, and security for all people in their communities. Through this funding opportunity, NACCHO will make up to seven (7) awards available to multi-sector collaboratives targeting their efforts to counties, cities, or communities. Each collaborative may request up to \$30,000 to support project activities. The project period will run from the date of contract execution to **July 31, 2020**. **Applications must be submitted no later than February 5, 2020 at 11:59 PM EST**. Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing opioidepidemic@naccho.org.

SCHEDULE OF EVENTS

Please note the following deadlines and events for this application:

Event	Date/Time
Submissions Open	January 8, 2020
Submission Deadline	February 5, 2020 at 11:59 PM EST
Award Notification Date	On or about February 13, 2020
Anticipated Contract Start Date	Date of Notice of Award
Contract End Date	July 31, 2020

II. Project Goal and Scope of Work

The PHAST framework and guidance toolkit were developed in 2019 by the CDC Foundation to assist jurisdictions in reducing opioid overdose deaths. Modeled after New York City's RxStat initiative, use of PHAST will assist jurisdictions in breaking down silos and fostering innovation by engaging multi-sector partners through a data-driven process to reduce overdose deaths. The goals and strategies of the process are described [here](#).

The purpose of the PHAST toolkit pilot is to assess the extent to which guidance provided in the toolkit is useful to local jurisdictions in enhancing coordination among public health, public safety, and other sectors to implement evidence-based opioid overdose prevention strategies. Using available funds and technical assistance resources from this project, local collaboratives will pilot the PHAST toolkit in their respective communities and implement specific activities to target approaches to better leverage public safety and public health data, identify opportunities for policy and programmatic improvements, and maximize impact in the near term. The pilot will last up to 6 months and will require the following commitment from the

participating jurisdictions:

1. Joint leadership from one public health position (from the city or county health department) and one public safety position (e.g. police chief, sheriff, district attorney) who agree to participate in a multi-sector partnership to reduce overdose deaths.
2. A project coordinator to arrange meetings, develop and distribute agendas, document decisions made at meetings, and follow-up between meetings.
3. Data analyst capability at the health department or contracted to work across agencies (if the latter, a data use agreement will be needed)
4. At least monthly meetings at which multi-sector partners commit to attending or sending an “alternate” representative authorized to represent the partner agency
5. Agreement to use the toolkit and provide feedback to NACCHO on the utility, additional technical assistance or training needs, barriers and facilitators, and recommendations for improvement of content or format.
 - a. NACCHO will be working with an Implementation Science consultant to support the implementation of the PHAST toolkit at each site and to better understand the potential facilitators and barriers to implementation success and sustainability. Selected sites will commit to participating in site visits and regular meetings with the Implementation Science consultant as needed.
 - b. Project evaluation will examine the following three areas: (1) quality of the PHAST toolkit; (2) content learned as a result of the PHAST toolkit; and (3) behaviors and/or activities that were implemented as a result of the PHAST toolkit. The results of the evaluation, the pilot project and lessons learned from the sites will be used to finalize the PHAST toolkit plan which will be broadly disseminated through the NACCHO website and other communication channels to other LHDs. Sites will be asked to evaluate key process measures related to implementation of the PHAST toolkit.
6. Attend an in-person workshop prior to NACCHO’s annual meeting on **July 6th, 2020** in Denver, CO. The in-person workshop will convene community teams consisting of two people, from each selected site. During the workshop, participants will review content provided in the PHAST toolkit and share project outcomes and lessons learned. All travel expenses for the in-person workshop will be covered by NACCHO for up to two people per jurisdiction.

III. Eligibility and Contracts Terms

This funding opportunity is open to jurisdictions with high rates of fatal overdoses, relative to the national or state rate of overdose deaths, and willing to commit to the project activities laid out in Section II. An implementation science consultant will be hired by NACCHO to facilitate and observe sites’ implementation of the PHAST toolkit in their communities.

Applicants must represent a pre-established multi-sector collaborative targeting their efforts to counties, cities, or communities. Collaboration between local public health department and public safety is required.

Selected applicants will be required to identify and designate an agency to enter into a contract with NACCHO for the submission of the deliverables specified in the contract and serve as a fiscal agent for the project. Due to the short timeframe of the project, agreement to contract with NACCHO under its standard contract terms and conditions is a requirement for selected sites. **No modifications to the terms or contract language will be made.** As part of the application, the contractor/organization will be

asked to verify that they have read NACCHO's standard contract language and have provided a copy to the individual with signing authority at your organization for advanced consideration. **Applicants that cannot agree to this provision should not apply for this initiative.** In addition, selected sites should be able to return a signed contract to NACCHO within approximately 20 calendar days of receiving it (estimated early February) and will be asked to verify this in the application.

IV. Method of Payment

NACCHO will establish a contract with the awarded applicant whereas deliverables will be listed in the recipient contract and payment will be remitted upon submission and acceptance of those items. Each selected site will receive up to \$30,000 to support project goals and travel for up to two team members to the in-person meeting. NACCHO will award funds based on the completion of the program application and the proposed scope of work. NACCHO will pay the selected applicant in two installments of up to \$15,000 each, upon successful completion of the project deliverables as outlined in the scope of work laid out in Section II (by July 31, 2020). Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

V. Application Instructions

- 1) Review the requirements and expectations outlined in this RFA.
- 2) Read NACCHO's standard contract language and provide a copy to the individual with signing authority for the entity (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected applicants must agree to the contract language and be able to sign and return a contract to NACCHO within 20 days of receiving it. **No modifications will be made.**
- 3) Applications must be submitted to NACCHO's Overdose Prevention Team at opioidepidemic@naccho.org by **February 5, at 11:59PM ET**. Submissions after this deadline will not be considered.
- 4) The submitted application package must include:
 - Cover letter.
 - Narrative (**no more than 5 pages**) that addresses the 4 evaluation domains described below (need, readiness/preparedness, willingness to collaborate, and performance management).
 - Joint Letter of Support (LOS).
 - Anticipated budget (template provided).
 - Complete the Vendor Information Form and W-9.
- 5) NACCHO will confirm receipt of all applications, however, receipt does not guarantee verification of completeness. All questions may be directed to opioidepidemic@naccho.org.
- 6) Applications should be emailed to opioidepidemic@naccho.org in one e-mail by 11:59 PM ET on February 5, 2020. NACCHO will confirm receipt of application within one business day of submission. Please use the subject line "Public Health Public Safety Teams (PHAST) Pilot RFA." NACCHO will not accept any applications received after the deadline. All applicants will be notified of their status on or about February 13, 2020.

VI. Selection Process

Applications will be reviewed by NACCHO and CDC and scored based on the following criteria. The budget

will not be included in the scoring criteria but is required for complete application submissions. NACCHO will not review incomplete applications.

A. Cover Page (this does not count towards the page limit)

- Include a cover page with contact information (name, title, email, phone number) for the person who should be notified about the application, and the name, address, city, and state of the applicant.

B. Evidence of need (20%)

- Description of the public health and public safety impact of the opioid overdose epidemic in the jurisdiction (e.g., fatal and non-fatal overdose rates, trends of concern) and the collaborative's current local response strategies, assets, and known or potential gaps.
- Indicate the collaborative's jurisdiction where response efforts are aimed, including population of area served by this initiative.
- Briefly describe how additional funds would be used to initiate, expand or scale up collaborative activities, including to support unmet staffing costs (e.g., project coordinator, data analysts, evaluator).

C. Readiness/Preparedness (50%)

- Description of current structure/collaborative and roles of entities as they pertain to opioid response activities within the community. Describe the agreed upon collaborative governance structure, roles, and responsibilities.
- Describe the background and current duties of the project coordinator, if the project coordinator is an existing employee of the applicant community. If the project coordinator will be hired post-award, please provide a proposed timeline for hiring.
- Applicants should demonstrate the establishment of a Leadership Team consisting of both public health and public safety leadership and any partners applicants plan to invite to regular PHAST meetings.
- Applicants must provide a joint Letters of Support (LOS) from public health and public safety leadership describing their relationship and how their commitment within the collaborative will successfully support the PHAST toolkit pilot.
- Briefly describe the collaborative's plan for meeting frequency (at least monthly), location, structure, and facilitation protocols.

D. Willingness to collaborate (20%)

- Description of how the current collaborative could benefit from enhanced or additional support and how the PHAST toolkit could service in the development, implementation and evaluation of the collaborative.
- Applicants should list identified and engaged public health and public safety partners, including but not limited to behavioral health, hospital or health systems, harm reduction organizations, and/or other key authorities involved in their collaborative.
- Data sharing capability:
 - On a scale of 1 to 5, with 1 being poor capability and 5 being excellent capability, please rate your collaborative's epidemiologic and other data analytic capability (access, rights, skill set) and briefly describe. Consider [this table](#) for potential data types available across sectors.

- Highlight any currently existing Memoranda of Understanding/Data use agreements.
- Demonstrate willingness to collaborate with CDC, NACCHO, and designated partner or consultant.

E. Performance management (10%)

- Describe agreed upon performance measures that will enable an objective evaluation of the achievement of the collaborative's shared goal.
- Describe how the collaborative will ensure shared accountability.

F. Budget (template provided)

- Applicants must provide a line item budget, using the template provided, and brief narrative justification of the items included in their proposed budget for up to 6 months. Please note, all travel expenses for the in-person workshop (up to two people per jurisdiction) will be covered by NACCHO. Costs associated with this travel will not be incurred by your agency.
- The purpose of the line-item budget is to demonstrate that the applicant has considered appropriate funding needed to accomplish the proposed work and that the applicant has a reasonable expectation of being able to expend the funds within the given project period. All federal regulations included in 45 CFR 75 will be mandated for awardees. Non-allowable expenses are listed below:

Unallowable Costs

- Naloxone/Narcan, syringes, fentanyl test strips, harm reduction kits, furniture or equipment (generally, but note that vehicles may be allowable expenses for linkage to care activities). Harm reduction and linkage to care activities are acceptable as long as they are not prohibited purchases.
- HIV/HCV/other STD/STI testing.
- Drug disposal. This includes Implementing or expanding drug disposal programs or drug take-back programs, drug drop box, drug disposal bags.
- The provision of medical/clinical care.
- Wastewater analysis, including testing vendors, sewage testing and wastewater testing.
- Research.
- Direct funding or expanding the provision of substance abuse treatment.
- Development of educational materials on safe injection.

G. Additional Attachments

- Complete and submit the Vendor Information Form and W-9

Additionally, geographic distribution and population size will be considered to ensure diversity in sites selected.

Applicants will be notified of their selection status by e-mail to the project point of contact on or around **February 13, 2020**. Selected applicants will be required to confirm participation and agreement with the contract scope of work after receiving a notification. The designated point of contact for selection must be available to receive and respond to the notification in a timely manner.

VII. Attachments

Please find below, links to additional information, forms, and resources needed for this application submission:

- [Anticipated budget.](#)
- [NACCHO Standard Contract Language \(Member\) – Contract](#)
- [Vendor Information Form – Form](#)
- [W-9 – Form](#)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
ESTABLISHING A CHECKING
ACCOUNT FOR THE
DEPARTMENT OF COMMUNITY
HEALTH (SOLDIERS (VETERANS)
RELIEF FUND 12100)

RESOLUTION NO. 20

WHEREAS, Walla Walla County Proposal 2020 01-06 DCH was approved on January 6, 2020 requesting establishment of a checking county for the Soldiers (Veterans) Relief Fund 12100; and

WHEREAS, previous resolutions relative to petty cash funds and checking accounts utilized in the operation of the Department of Community Health (DCH) have been approved; and

WHEREAS, County Treasurer Gordon Heimbigner has advised that authorization is needed to approve the establishment of a checking account, to meet Department Community Health – Soldiers (Veterans) Relief Fund needs; and

WHEREAS, as of January 1, 2020, the DCH manages the Soldiers (Veterans) Relief Fund directly rather than through subcontract, and due to the nature of services provided by the fund, there is need to have \$4,000 (four thousand dollars) in a checking accounting accessible by the DCH for daily direct services approved by the Veteran's Fund Advisory Board; and

WHEREAS, management of said checking account shall be in accordance with the policies and procedures of the BARS (Budgets, Accounting and Reporting System) manual; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that this resolution shall approve the checking fund establishment as outlined above.

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

a) Action Agenda Items:

- 1) Proposal 2020 02-03 SO-1
Approval to apply for Firehouse
Subs Public Safety Foundation
grant for powered gates for
Sheriff's office parking lot
- 2) Proposal 2020 ~~01-24~~ 02-03 SO-2
Approval of residual from Sheriff's
Office 2019 budget (Court Security
Fund 10835) and applying it to ER&R
to facilitate purchase of additional
patrol vehicle

b) Department update and miscellaneous



Mark A. Crider
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office	(509) 524 - 5400
Fax	(509) 524 - 5480
Dispatch	(509) 527 - 3265
Burbank Dispatch	(509) 545 - 8441
Toll Free	(866) 527 - 3268
Email	sheriff@co.walla-walla.wa.us

Joe Klundt	<i>Undersheriff</i>
Richard Schram	<i>Chief Criminal Deputy</i>
Ron Varner	<i>Chief Civil Deputy</i>

Date: January 21, 2020

Proposal ID. 2020 02-03 SO—1

To: BOCC

From: Ron Varner, Chief Civil Deputy, Sheriff's Office

Intent — Decision

Topic — Approval to apply for Firehouse Subs Public Safety Foundation grant for powered gates for the Sheriff's Office parking area.

Summary

The Sheriff's Office has a dedicated parking area for agency patrol vehicles and it is fenced with rolling gates. Unfortunately, the gates are not powered so they do not secure the parking area from incursions. Many times, we have non-employee people walking through our "Authorized Personnel Only" area gaining proximity to our patrol vehicles and deputies. In society today there are many people who wish harm to law enforcement personnel and equipment. Damage to vehicles have been done to law enforcement vehicles and attacks have been launched against law enforcement personnel in the agency's own parking area. Tragically, law enforcement officers have been attacked and killed in their parking lot as they prepare for their shift or as they exit the building enroute to their vehicles. The attached spreadsheet lists examples of eight law enforcement officers who were killed in their parking lots at their stations in the USA in the last 19 years.

By simply securing the gates on the parking area, we can minimize access to our parking lot and lessen the risk of damage to property and injury or death to employees.

Cost

\$40,407.35 (see attached quote)

Funding

Funding for this project will result from a successful application for the Firehouse Subs grant.

Alternatives Considered NA

Acquisition Method Installation by Precision Garage Doors, KC Industries and Walla Walla Electric

Security The companies who would be involved in the construction of the system are licensed and bonded.

Access Access to the secured parking area would be gained via two methods, 1) a remote unit inside the patrol vehicles and 2) a card reader at the entrance gate. The exit gate would be opened by a proximity loop installed in the ground.

Benefits This will increase safety and security for employees and property of the county thus creating a safer community by quicker response times and lessening diversion of assets to deal with threats or damage caused by incursions.

Conclusion/Recommendation Approve the request to apply for the grant. Deadline for grant application is February 19, 2020.

Disposition

Submitted By

Ron Varner, Sheriff's Office 01-21-20



_____ Approved

Name

Agency

Date

_____ Approved with modifications

_____ Needs follow up information

_____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

_____ Modification

_____ Follow up

PRECISION GARAGE DOORS

56720 North Fork Walla Walla River Road

Milton-Freewater, OR 97862

509-520-2430 ~ 541-938-5709

License#PRECIGD968JO

NAME:WW COUNTY SHERIFF'S OFFICE

ADDRESS:240 West Alder ST. WW WA.99362

Phone: 509-524-5400

Date:4-3-2019

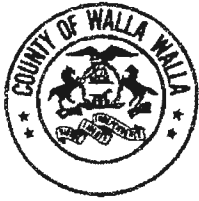
BID ONLY!! Please like us on Facebook @Precision garage doors walla walla!

QUANTITY	DESCRIPTION	PRICE PER UNIT	TOTAL PRICE
2	LIFTMASTER #SL585501U 115/230/208 VAC Single Phase Commercial slide gate opener.(INSTALLED)	6281.00	12,562.00
1	Keyless Entry Keypad With HID card reader. (NO Telephone Connections) INSTALLED BY -PRO-TECH		2,750.00
1	LIFTMASTER #KPW5 Commercial grade keyless entry With Pedestal.(INSTALLED)	435.00	435.00
30	LIFTMASTER #891 Single button remote transmitter.	40.0	1,200.00
1	Liftmaster #LOOPDETLM- In ground EXIT LOOP!	375.00	375.00
1	ELECTRICAL BID ATTACHED(WW ELECTRIC) YOU WILL PAY WW ELECTRIC !		11,233.00
1	CONCRETE PADS FOR OPENERS AND KEYLESS ENTRY- BID ATTACHED! Installed by(KC Industries) YOU WILL PAY KC Industries !		8,550.00
THANK YOU FOR YOUR BUSINESS!! DARIN RHOADS PRECISION GARAGE DOORS			37,105.00
		SUBTOTAL:	
		TAX:	3,302.35
		TOTAL:	40,407.35

BID ONLY!! All bids good for 30 days from above date.

Law Enforcement Officers Killed in their station's parking lot , the 2000's

Date	Location	Agency	Officer	Method
12/7/2019	Rear parking lot	Fayetteville PD, AR	Stephen Carr	Firearm
4/3/2017	Rear parking lot	Harris County Constable's Office, TX	Clinton F. Greenwood	Firearm
3/13/2016	Parking lot	Prince George's County PD, MD	Jacai D. Colson	Firearm
1/17/2016	Rear parking lot	Danville PD, OH	Thomas W. Cottrell, Jr	Firearm
11/18/2015	Parking lot	Downey PD, CA	Ricardo Galvez	Firearm
9/12/2014	Front lot	Pennsylvania State Police, PA	Bryon K. Dickson, II	Firearm
7/7/2010	Parking lot	Chicago PD, IL	Thor O. Soderberg	Firearm
12/9/2001	Parking lot	Los Angeles PD, CA	George A. Rose, Jr	Firearm



Grant Questionnaire

Date: 02/21/20

Proposal ID: 2020 01-01 SO

To: BOCC

From: Ron Varner

Intent-Decision

Topic-Approval to apply for Firehouse Subs Public Safety Foundation Grant for powered gates for the Sheriff's Office parking area.

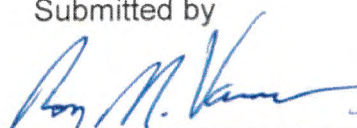
1. Name of Grant/Program: **Firehouse Subs Public Safety Foundation Grant**
2. New Grant ☒ Renewing Grant ☐ Term (# of years) 1
3. Is the grant unchanged and does not require Current Expense funding?
Yes ☐ No ☒ (If YES, please skip to number 24)
4. How will this grant benefit the county's citizens? **Security for first responders is crucial to providing safety to the public. A difference in minutes on a response time can make the difference between life and death. By keeping our deputies safer in their work parking lots and preventing access to subjects who wish to either damage property or attack a law enforcement officer, we allow for a safer community and quicker response times while preventing a diversion of assets to deal with the threat.**
5. Is this a program grant or an equipment grant? **Equipment**
6. Is this a "one-time only grant" ☒ or is it renewable ☐? If renewable, how long is the 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? **This grant will support all on-going Sheriff's Office functions through increased security.**

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 0 Current 0
10. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? NA
11. Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc.? Yes ☐ No ☒ If **YES**, what type?
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)? NA
14. If required, what is the **TOTAL** cost of the match over the life of the grant?
NA
15. What fund would support the administration of the grant? **Current SO budget**
16. Will the grant allow for the County cost allocation plan to be funded?
Yes ☐ No ☒
17. Would the grant require the county to provide office space and/or additional equipment to administer the program? Yes ☐ No ☒ If **YES**, what are the requirements?
18. Would the program require use of a county vehicle or personal vehicle?
Yes ☐ No ☒ If **YES**, would the grant provide for the cost of the automobile and/or liability insurance? Yes ☐ No ☐
19. Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers, etc.) Yes ☒ No ☐ If **YES**, what services would be required? **It may need coordination of services with Building Maintenance for follow up periodic maintenance.**
20. Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Yes ☐ No ☒ If **YES**, what obligations are necessary?

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, pay for meeting space, etc.?) Yes ☐ No ☒
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 ☐ No ☒
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. NA
24. Please attach to this proposal a synopsis of the grant or a copy of the fact sheet.
25. **Please feel free to submit additional information as needed.**
26. **Conclusion/Recommendation**

This grant will provide capital improvement to the County's infrastructure. It, most importantly, will provide safety and security for the employees and property of the county. I recommend approving the request to apply for the grant.

Submitted by

 Sheriff's Office
1/21/20

Name

Department

Date

Disposition

____ Approved

____ Approved with modifications

____ Needs follow up information

____ Denied

Name

Department

Date

BOCC Chairman

Date _____

Additional Requirements to Proposal

_____ Modification

_____ Follow up

Copies to: 1) Requesting Office/Department
 2) Susan Dombrosky, Auditor's Office
 3) Commissioners' File

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Resolution _____ - Approving out of state travel for Human Resources/Risk Manager (Peters)
 - 2) Proposal 2020 02-03 HR/RM - 1 Approving claim for damages (Thompson)
 - 3) Proposal 2020 02-03 HR/RM – 2 Approving claim for damages (Garcia)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
HUMAN RESOURCES/RISK
MANAGER (PETERS)

}

RESOLUTION NO. **20**

WHEREAS, Walla Walla County Human Resources/Risk Manager, Shelly Peters has requested approval for out of state travel to the 2020 Public Risk Management Association (PRIMA) Annual Conference, in Nashville, Tennessee, June 14 – 17, 2020; and

WHEREAS, said conference will benefit the citizens of Walla Walla; and

WHEREAS, pursuant to County policy, an employee Travel Authorization form has been submitted for review and consideration; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

BE IT FURTHER RESOLVED that additional time required to travel to and from said training, if necessary, is also approved.

*Passed this 3rd day of **February, 2020** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



**WALLA WALLA COUNTY
HUMAN RESOURCES/RISK MANAGEMENT
DEPARTMENT**
509-524-2600
PO Box 1506
Walla Walla, WA 99362

M E M O R A N D U M

TO: Board of County Commissioners

FROM: Shelly Peters, HR/Risk Manager

RE: 2020 PRIMA Annual Conference

DATE: 1/30/2020

Washington Counties Risk Pool (WCRP) has awarded me a \$1500.00 scholarship to attend the Public Risk Management Association (PRIMA) 2020 annual conference. This excellent conference offers four days of learning opportunities with daily general sessions and more than 55 classroom sessions. The conference also offers valuable networking time with colleagues from across the country who recognize the responsibilities of public sector risk managers.

As you will see by the attached WWCO Employee Travel Authorization form that the total cost of the trip is \$2,131.75 which will cost the County \$631.75 after the \$1500.00 reimbursement from WCRP. There is \$1,000.00 in the Risk Budget for training and travel. I feel that this is conference will be very helpful as I continue to hone my risk management skills.

I am asking for approval as soon as possible due to the limited availability of the less expensive airline flight seats (only 2 are left for the first flight).

Thank you for your consideration.

Shelly Peters

From: Member Services <MemberServices@WCRP.WA.GOV>
Sent: Tuesday, January 28, 2020 3:48 PM
To: Shelly Peters
Subject: RE: WCRP Scholarships: PRIMA Annual Conference (June 14-17, 2020)
Attachments: WCRP Travel Expense Voucher.xlsx

Good afternoon, Shelly.

I am pleased to inform you that Walla Walla County has been awarded one of the five scholarships offered to member counties to attend PRIMA's 2020 Annual Conference, held in Nashville TN, June 14-17, 2020.

The total maximum value of the scholarship is **\$1,500** and can be applied toward the registration fee, hotel accommodation, and transportation (airfare and ground transport to/from the airport). I will register you directly with PRIMA, which will allow for direct invoicing to the WCRP for the cost of registration, in the amount of \$625. We recommend that you reserve your lodging and set up your travel as soon as possible, as rooms and flights book up quickly. Please refer to the links below to learn more and to book your stay.

- [PRIMA Conference Website](#)
- [PRIMA Conference Brochure](#)
- [Hotel/Travel](#)

We ask that that receipts be submitted for reimbursement along with the attached travel voucher, following the conference.

Patrick will be attending the conference as well, so I will connect all scholarship recipients with him as the date nears.

Thank you,

Erin Konrady

Senior Member Services Specialist
Washington Counties Risk Pool
Office (360) 292-4500
Direct Line (360) 292-4483
Mobile (360) 764-0512

From: Shelly Peters <speters@co.walla-walla.wa.us>
Sent: Tuesday, January 28, 2020 1:14 PM
To: Member Services <MemberServices@WCRP.WA.GOV>
Subject: RE: WCRP Scholarships: PRIMA Annual Conference (June 14-17, 2020)
Importance: High

Please find my scholarship submission form.

Shelly Peters
HR/Risk Manager
Walla Walla County
speters@co.walla-walla.wa.us
509-524-2602

**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 1-30-2020

Employee Attending: <u>Shelly Peters</u> <u>HR/RISK manager</u>	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: <u>6-14-20 6:30am</u> End time/date: <u>6-19-20 1:30pm</u> * <u>airport shuttle</u>	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ <u>\$719.75</u>
	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$ <u>38.00</u>
Location: City: <u>Nashville</u> State: <u>TN</u>	Lodging	
Title of Meeting/Training: <u>PRIMA Annual</u> (Attach agenda/training brochure) <u>Conference</u>	<u>3</u> night(s) @ \$ <u>225.00</u>	\$ <u>675.00</u>
	Meals	
Departure Date: <u>6-14-20</u> Time: <u>5:30am</u>	Breakfast(s) _____ @ \$ _____	\$ _____
Return Date: <u>6-18-20</u> Time: <u>11:30pm</u>	Lunch(s) <u>1</u> @ \$ <u>18.00</u>	\$ <u>18.00</u>
Staying 2 extra days @ my own expense	Dinner(s) <u>2</u> @ \$ <u>28.00</u>	\$ <u>56.00</u>
Place of Lodging: <u>Gaylord Opryland Resort</u>	Registration/Tuition	
* Convention Center 615-889-1000	Cancel Date: _____	\$ <u>625.00</u>
Phone Number: * there are no flights out on 6-19-20 to avoid sleeping at the airport	Total Expenses	
		\$ <u>2131.75</u>

Credit Card Use: ☒ Yes ☐ No

\$1500.00 scholarship from WCRP
Date Needed: _____ County cost \$ 631.75

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.

Shelly Peters
Signature of Employee

Date: 1-30-2020Recommended: ☐ Yes ☐ No

Date: _____

Supervisor Signature

Out-of-State Travel: ☐ Yes ☐ No
(Attach Resolution)

Approved: ☐ Yes ☐ No



Date: _____

Elected Official/Department Head

SUNDAY, JUNE 14

1:00 – 7:00 PM	REGISTRATION <i>Sponsored by</i> 
3:45 – 4:45 PM	CAMP FIRE CHATS <i>Sponsored by</i> 
3:45 – 4:45 PM	CHAPTER LEADERSHIP COMMITTEE WORKSHOP
6:30 – 8:30 PM	WELCOME RECEPTION <i>Sponsored by</i> Munich RE 




MONDAY, JUNE 15

7:30 – 8:15 AM	BREAKFAST
7:30 AM – 4:30 PM	REGISTRATION <i>Sponsored by</i> 
8:00 – 9:30 AM	OPENING GENERAL SESSION <i>Sponsored by</i> TRAVELERS 
9:30 AM – 2:15 PM	BUSINESS EXCHANGE
10:45 AM – NOON	EDUCATION SESSIONS
NOON – 2:15 PM	LUNCH IN THE BUSINESS EXCHANGE
3:00 – 4:15 PM	EDUCATION SESSIONS
4:30 – 5:30 PM	PRIMA AWARDS PRESENTATION & RECEPTION (PRMY <i>Sponsored by</i> )

TUESDAY, JUNE 16

7:30 – 8:15 AM	BREAKFAST
7:30 AM – 4:30 PM	REGISTRATION <i>Sponsored by</i> 
8:00 – 9:00 AM	OPENING GENERAL SESSION <i>Sponsored by</i> TRAVELERS 
9:00 AM – 2:00 PM	BUSINESS EXCHANGE
9:45 AM – 12:30 PM	EDUCATION SESSIONS
12:30 – 2:00 PM	LUNCH IN THE BUSINESS EXCHANGE
3:00 – 4:15 PM	EDUCATION SESSIONS
7:00 – 10:00 PM	PRIMA'S SIGNATURE SOCIAL EVENT <i>Co-Sponsors</i> 

WEDNESDAY, JUNE 17

6:00 – 7:00 AM	PRIMA'S A.M. HEALTHY KICKSTART <i>Sponsored by</i> 
8:00 – 8:45 AM	BREAKFAST
8:00 – 11:00 AM	REGISTRATION <i>Sponsored by</i> 
8:30 – 11:15 AM	EDUCATION SESSIONS
11:30 AM – 1:30 PM	KEYNOTE LUNCH AND LEARN <i>Sponsored by</i> 

Meet exhibitors who are ready to learn what you need to make your job easier, more streamlined, and cost-effective. Explore the current list of exhibitors (as of 01/10/20):

MONDAY

9:30 AM – 2:15 PM

TUESDAY

9:00 AM – 2:00 PM

EXHIBITORS:

EMERGENCY MANAGEMENT

BELFOR Property Restoration
Meeting the Challenge, Inc.
PowerDMS
Sedgwick
SERVPRO

HUMAN RESOURCES

Aon Risk Solutions
FirstNet Learning, Inc.
PCIS
PowerDMS
Recordables, Inc.
Select Actuarial Services

INSURANCE

Alliant Insurance Services, Inc.
Aon Risk Solutions
Apex Insurance Agency, LLC
Arthur J. Gallagher Risk Mgmt.
Services Inc.
AssetWorks, LLC
Ballator Insurance Group
CarFax
CBIZ Valuation Group, LLC

CHSI Technologies

CHUBB
Duff & Phelps
Genesis Management & Insurance
Services Corp
HCA Asset Management
JP Investigative Group, Inc.
Johns Eastern Co., Inc.
McGowan Program Administrators
Midwest Employers Casualty
Munich Re
Old Republic
OneBeacon Government Risks
Origami Risk
PCIS
Preferred
Sedgwick
Select Actuarial Services
States Self-Insurers RRG
The Hartford
Tokio Marine HCC - Public Risk Group
Travelers Insurance Company
Trident Public Risk Solutions/
Argo Group US

SAFETY

CHSI Technologies
FirstNet Learning, Inc.
HCA Asset Management
Lytx, Inc.
Meeting the Challenge, Inc.
Origami Risk
Recordables, Inc.
Safety National Casualty Corp.
Select Physical Therapy
SMS National

THIRD-PARTY ADMINISTRATION

CorVel Corporation
Gallagher Bassett
JP Investigative Group, Inc.
Johns Eastern Co., Inc.
Old Republic
SMS National
TRISTAR

TRAINING

FirstNet Learning, Inc.
Lexipol LLC
LocalGovU
Lytx, Inc.
Meeting the Challenge, Inc.
PowerDMS

WELLNESS/BENEFITS

Select Physical Therapy
TRISTAR

WORKERS' COMPENSATION

Aon Risk Solutions
Apex Insurance Agency, LLC
Arthur J. Gallagher Risk Mgmt.
Services Inc.
CHSI Technologies
CorVel Corporation
JP Investigative Group, Inc.
Johns Eastern Co., Inc.
Midwest Employers Casualty
Old Republic
Origami Risk
PCIS
Recordables, Inc.
SMS National
Sedgwick
Select Actuarial Services
Select Physical Therapy
TRISTAR

The PRIMA2020 app lets you plan your education sessions and connect with your fellow conference attendees, speakers, and vendors.

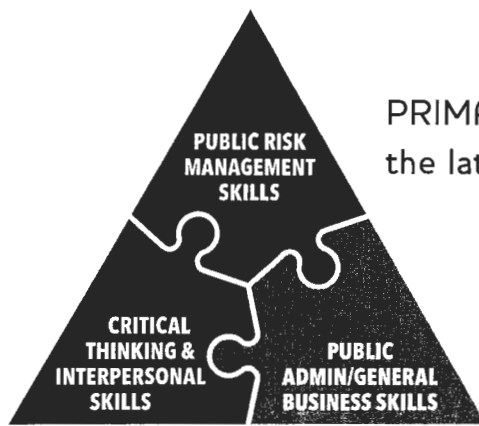
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PRIMA2020 offers more than 50 educational opportunities covering the latest trends and topics affecting public risk management today.




30-MINUTE
CRAM SESSIONS

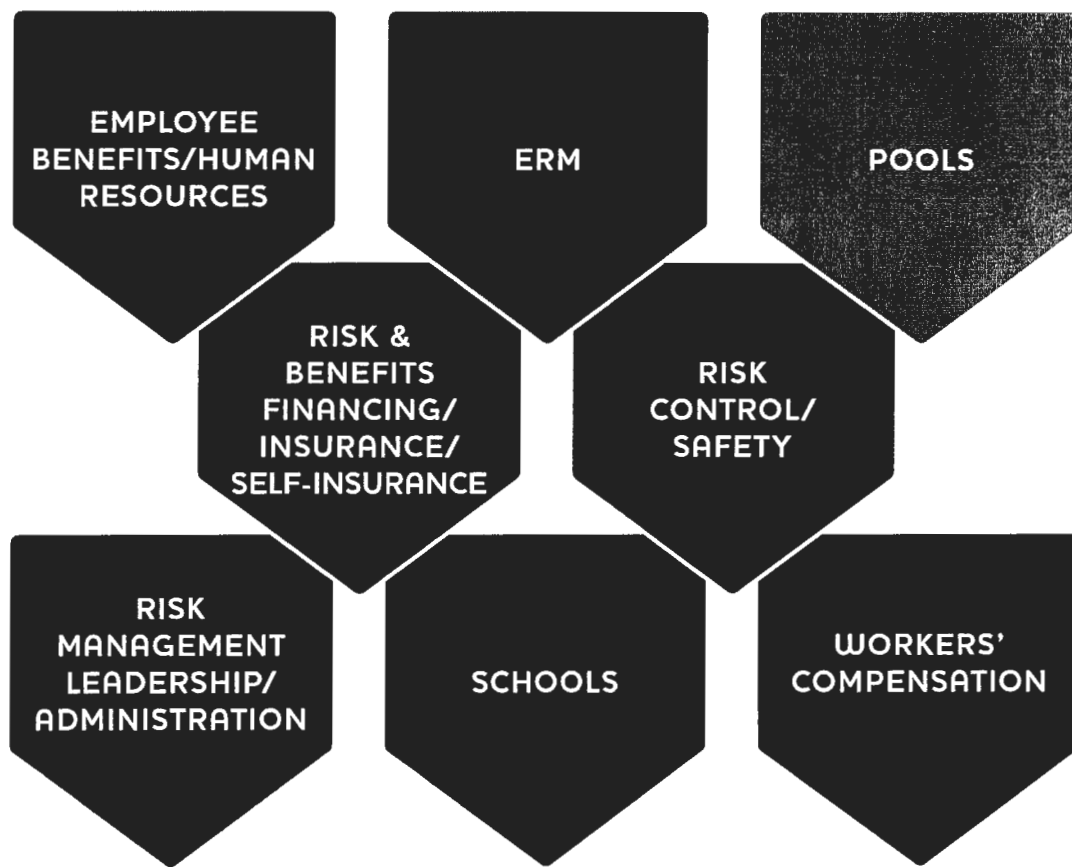
1.5 HOUR
CLASSROOM SESSIONS

2.5 HOUR
IN-DEPTH WORKSHOPS

SESSION KEY

CORE COMPETENCIES

PRMS	PUBLIC RISK MANAGEMENT SKILLS		<ul style="list-style-type: none"> • Risk Management Process • Insurance Knowledge and Aptitude 	<ul style="list-style-type: none"> • Claims Management • Risk Control • Regulatory Compliance 	<ul style="list-style-type: none"> • Crisis Management • Risk Financing
PA/GBS	PUBLIC ADMINISTRATION/GENERAL BUSINESS SKILLS		<ul style="list-style-type: none"> • Finance • Business Law 	<ul style="list-style-type: none"> • Organizational Management • Information Technology 	<ul style="list-style-type: none"> • Marketing • Communication Skills • Ethics
CTIS	CRITICAL THINKING AND INTERPERSONAL SKILLS		<ul style="list-style-type: none"> • Decision Making • Strategic Planning/Management 	<ul style="list-style-type: none"> • Future Trends • Interpersonal Skills 	<ul style="list-style-type: none"> • Politics



SORTED BY TRACK (TRACKS ORGANIZED BY ALPHA ORDER)

EMPLOYEE BENEFITS/HUMAN RESOURCES

- A Growing Concern: Policing the Mentally Ill
- ACA - Dead or Alive?
- Contract Review: Understanding Hidden Costs in Healthcare
- How Benefits Decisions Impact Risk Management
- Identifying/Controlling Risk in Employee Benefits Programs
- Impact of Mental Health on Absence Management
- Is Your Sexual Harassment Policy Archaic?
- One Straw Too Many: How to Address Employee Bullying Claims

ENTERPRISE RISK MANAGEMENT (ERM)

- COSO Vs. ISO 31000: A Comparison
- ERM Case Study: Dakota County
- ERM Roundtable
- The Case for ERM: Protect/Enhance Value

POOLS

- Best Practices in Pool Loss Control
- Keys to Success: Performance Indicators for Pools
- Pool Information Exchange
- The Evolution of Public Entity Pooling

RISK & BENEFITS FINANCING/INSURANCE/SELF-INSURANCE

- But I Have Tort Caps and Immunities, Right?
- Interaction of Actuarial Reports and Financial Statements
- Securing Insurance Coverage for Wrongful Conviction Lawsuits
- Should a Captive Be in Your Future?
- State of the Market - Liability Hot Topics
- The Secrets Behind Successful OCIPs

RISK CONTROL/SAFETY

- #YouToo: Lifecycle of a Sexual Misconduct Claim
- Driving a Risk Management Program for Your Public Fleet Operations
- Ideas for Reducing Exposure in §1983 Claims
- Liability for Police Encounters with Citizens with Physical and Mental Disabilities
- Preparing for the Unspeakable
- Protecting Your Organization in a Digital World
- Smarter, Cheaper, Compliant: Smarter Chemicals to Reduce Risk
- The Curse of Critical Incident Stress
- Why Video Footage Isn't Always the Answer
- You Knew the Job Was Dangerous When You Took It
- Your Employee Has Blown the Whistle: Now What?

RISK MANAGEMENT LEADERSHIP/ADMINISTRATION

- Best Practices to Avoid a Cyber Attack
- Care and Program Considerations for Underrepresented Populations
- Creating a Culture of Risk Management
- Emerging Trends: Public Risk Manager Panel Discussion
- How Risk Managers can Shape a Connected Future
- Pathways to Career Development
- Reducing Jail Risks Through Improved Risk Management Engagement
- So Now You're A Risk Manager - RM101
- The Power and Potential of Becoming A Change Agent
- Toxic Individuals - Toxic Workplaces
- Unforced Errors: Cognitive Psychology for Risk Managers
- Why Did THAT Happen? Understanding Root Causes

SCHOOLS

- Creating a Culture of Emergency Preparedness
- Reducing Risk Through Student Engagement

WORKERS' COMPENSATION

- Addressing Public Entities Biggest Workers' Compensation Challenges
- Avoiding the Wheel of Misfortune: Using Advanced Analytics to Achieve Better Claim Outcomes
- How to Grow a Change Management Metaphor
- If You Build It They Will Come: Reducing Your Risk by Building Resilience in Your Public Safety Personnel
- Non-pharmacological Alternatives to Opioid Medications
- The ADA, FMLA and Workers' Compensation Law: Ensuring Successful Passage Through the Employer's "Bermuda Triangle"
- The Doctor Will "FaceTime" You Now



11:30

COUNTY FAIRGROUNDS

Bill Ogg

a) Action Agenda Items:

- 1) Proposal 2020 02-03 FAIR
Approval to execute contracts
Associated with the 2020 Walla
Walla Fair and Frontier Days

11:45

COUNTY COMMISSIONERS

- a) Miscellaneous or unfinished business
to come before the Board

12:00

RECESS

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or potential litigation
(pursuant to RCW 42.30.110(i))
- c) **Action Agenda Items:**
 - 1) Approving Request for Defense
(Beyer)

a) Active Agenda Items:

- 1) Possible discussion/decision re: any pending claims against the County
- b) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))

- A D J O U R N -

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.