

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JULY 27, 2020

Pursuant to the Governor's proclamation dated March 23, 2020 the Commissioner Meeting will be held via phone and internet. Following is the website to attend and listen to the meeting and the phone number to call to take part in the meeting. Any questions please email us wwcocommissioners@co.walla-walla.wa.us

Call in 1-408-418-9388 access code: 146 784 0290

Meeting link: <https://wwco.webex.com/wwco/j.php?MTID=m6ef6c0710e4eb57be4e10ce0cc827a38>

The agenda will include only necessary action items until further notice.

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)

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

e) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms
- 2) Review warrant list
- 3) Review travel warrant list

f) Public Hearing (continued from May 18, 2020 and June 1, 2020):

- 1) To receive public comment on amending Sheriff's Office Civil fees set by RCW 36.18.040 pursuant to RCW 36.18.040(3)

You may testify and attend by attending via WebEx via the call in or meeting link information on the first page of this agenda. Limited participation and testimony at a remote location is available for those who are unable to testify by Webex or Telephone by contacting the Clerk of the Board at 509-524-2505 in advance of the hearing.

g) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' proceedings for July 20 and 21, 2020

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
THE MINUTES OF THE WALLA
WALLA COUNTY COMMISSIONERS'
PROCEEDINGS FOR JULY 20 AND
21, 2020

RESOLUTION NO. **20**

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the minutes of the Walla Walla County Commissioners' proceedings of July 20 and 21, 2020.

Passed this 27th day of July, 2020 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane 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*

COUNTY COMMISSIONERS (continued):

g) Consent Agenda Items (continued):

- 2) Resolution _____ - Approving Supplemental Agreement with Washington State Military Department for Emergency Management Performance Grant COVID-19 (E20-241)
- 3) Execute Agreement No. 2021-007 A (1) Investment Grade Audit – Phase 6, County Wide Facilities, IAA No. K6000, McKinstry Essention, LLC
- 4) Payroll action and other forms requiring Board approval

g) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: 4221266 through 4221527 totaling \$1,103,784.31
- 2) Proposal 2020 07-27 CARES Approval of recommendations from the CARES Funding Team Dated 7-22-2020

- h) Miscellaneous business to come before the Board
- i) Review reports and correspondence; hear committee and meeting reports
- j) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVAL OF
AN AGREEMENT WITH
WASHINGTON STATE MILITARY
DEPARTMENT FOR HOMELAND
SECURITY FUNDING (E20-241)

RESOLUTION NO. **20**

WHEREAS, the U.S. Department of Homeland Security and the Washington State Military Department Emergency Management Division have offered to provide supplemental Emergency Management Performance Grant funding to Walla Walla County Emergency Management Department in the amount of \$14,144; and

WHEREAS, the funding is pass-through dollars FFY20 for the county's emergency management program; and

WHEREAS, the reimbursement agreement is authorized to be used for salaries and goods and services; and

WHEREAS, Liz Jessee, Walla Walla County Emergency Management Director, is authorized to sign agreements with said entities, and Liz Jessee and Patrick Purcell are authorized to request reimbursements from these entities, on behalf of Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that said agreement and reimbursement authority be approved.

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

Emergency Management Department

27 N. 2nd Avenue
Walla Walla, Washington 99362
Phone: (509) 524-2900 • Fax: (509) 524-2910
www.wwemd.info

LIZ JESSEE

Director

PATRICK PURCELL

Coordinator

Memo

To: Board of Walla Walla County Commissioners
From: Liz Jessee
Date: July 20, 2020
Re: Emergency Management Performance Grant Funding - Supplemental

I am requesting your authorization to sign a contract with Washington State Military Department Emergency Management Division to receive supplemental Federal Fiscal Year 2020 Emergency Management Performance Grant (EMPG) funds totaling \$14,144.

EMPG contract funds come from the U.S. Department of Homeland Security through the State Emergency Management Division for the County to support and enhance the local emergency management programs. The EMPG supplemental grant funds are intended to assist state, local, territorial, and tribal governments with their public health and emergency management activities supporting the prevention of, preparation for, response to, and recovery from the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency

Sincerely,

/s/

LIZ JESSEE

Director, Emergency Management

Washington State Military Department
EMERGENCY MANAGEMENT PERFORMANCE GRANT COVID-19 SUPPLEMENTAL AGREEMENT FACE SHEET

1. Subrecipient Name and Address: Walla Walla, County of Emergency Management 27 N 2nd Avenue Walla Walla, WA 99362-1801		2. Grant Agreement Amount: \$14,144		3. Grant Agreement Number: E20-241	
4. Subrecipient Contact, phone/email: Liz Jessee, 509-524-2900 ljesssee@co.walla-walla.wa.us		5. Grant Agreement Start Date: January 27, 2020		6. Grant Agreement End Date: December 31, 2021	
7. Department Contact, phone/email: Michael Alston, 253-512-7083 michael.alston@mil.wa.gov		8. Data Universal Numbering System (DUNS): 144413135		9. UBI # (state revenue): 619-398-386	
10. Funding Authority: Washington State Military Department (the "DEPARTMENT") and the U.S. Department of Homeland Security (DHS)					
11. Federal Funding Identification #: EMS-2020-EP-00009-S01		12. Federal Award Date: 04/19/2020		13. Assistance Listings # (formerly CFDA) & Title: 97.042 (20EMPG-S)	
14. Total Federal Amount: \$2,126,974		15. Program Index # & OBJ/SUB-OBJ: 703PS NZ			16. EIN 91-6001381
17. Service Districts: (BY LEGISLATIVE DISTRICT): 16 (BY CONGRESSIONAL DISTRICT): 5		18. Service Area by County(ies): Walla Walla		19. Women/Minority-Owned, State Certified: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____	
20. Agreement Classification <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Research/Development <input type="checkbox"/> A/E <input type="checkbox"/> Other _____			21. Contract Type (check all that apply): <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency		
22. Subrecipient Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO			23. Subrecipient Type (check all that apply) <input checked="" type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Non-Profit <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> OTHER		
24. PURPOSE & DESCRIPTION: <p>The purpose of the Fiscal Year (FY) 2020 Emergency Management Performance Grant COVID-19 Supplemental (20EMPG-S) program is to provide U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) Federal award funds to states to assist state, local, territorial, and tribal governments with their public health and emergency management activities supporting the prevention of, preparation for, response to, and recovery from the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency.</p> <p>The Department is the Recipient and Pass-through Entity of the 20EMPG-S DHS Award Letter for Grant No.EMS-2020-EP-00009-S01, which is incorporated in and attached hereto as Attachment F and has made a subaward of Federal award funds to the Subrecipient pursuant to this Agreement. The Subrecipient is accountable to the Department for use of Federal award funds provided under this Agreement and the associated matching funds.</p>					
IN WITNESS WHEREOF, the Department and Subrecipient acknowledge and accept the terms of this Agreement, including all referenced Exhibits and Attachments which are hereby incorporated in and made a part hereof, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Attachment A); General Terms and Conditions (Attachment B); Work Plan (Attachment C); Timeline (Attachment D); Budget (Attachment E); 20EMPG-S Award Letter EMS-2020-EP-00009-S01 (Attachment F); and all other documents expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.					
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:					
1. Applicable Federal and State Statutes and Regulations		4. Special Terms and Conditions			
2. DHS/FEMA Award and program documents		5. General Terms and Conditions, and,			
3. Work Plan, Timeline, and Budget		6. Other provisions of the Agreement incorporated by reference			
WHEREAS, the parties hereto have executed this Agreement on the day and year last specified below.					
FOR THE DEPARTMENT:			FOR THE SUBRECIPIENT:		
Signature Regan Anne Hesse, Chief Financial Officer Washington State Military Department		Date		Signature Liz Jessee, Director Walla Walla Emergency Management	
BOILERPLATE APPROVED AS TO FORM: Dawn C. Cortez 05/09/2020 Assistant Attorney General		APPROVED AS TO FORM (if applicable):		Applicant's Legal Review	
				Date	

WORK PLAN

FY 2020 Emergency Management Performance Grant COVID-19 Supplemental

Emergency Management Organization: Walla Walla Emergency Management (WWEM)

The purpose of EMPG-S funds is to assist state, local, and tribal emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency. Funding will be used to support planning and operational readiness for COVID-19 preparedness and response, development of tools and strategies for prevention, preparedness, and response, and ongoing communication and coordination among federal, State, local, tribal, and territorial partners throughout the response. EMPG-S grant funds are intended to support the National Preparedness Goal and fund activities and projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats and hazards that pose the greatest risk to the security of the Nation.

Program Area #1 Title	
COVID-19 PLANNING	
WORK PLANNED	RESULT OF THE WORK
1 Review Walla Walla County Continuity of Operations Pandemic Annex. Incorporate after-action review items as necessary.	An updated annex will improve the response to pandemic by incorporating updated processes and best practices identified during the COVID-19 outbreak.
2 Review Walla Walla County Comprehensive Emergency Management Plan (CEMP); Basic Plan, ESF-5, ESF-6, ESF-7, ESF-8, ESF-14, ESF-15 (and any others activated during the COVID-19 outbreak) to incorporate after-action review items as necessary.	An updated CEMP will improve the response to pandemic by incorporating updated processes and best practices identified during the COVID-19 outbreak.
3 Add additional volunteers to Emergency Worker Program volunteer database who are qualified to assist with logistics and other emergency management functions.	Walla Walla County operates on a small budget with a staff of two FTEs. A more robust volunteer database will improve the county's ability to staff EOC through a prolonged healthcare emergency.
4 Incorporate virtual EOC operations into EOC SOP.	Simplified deployment guidance of virtual EOC in the event of a healthcare emergency requiring social distancing.

Walla Walla County
GRANT QUESTIONNAIRE

Date: 7/20/20

Office/Department: Emergency Management

Contact Person: Liz Jessee

- 1) Name of Grant/Program Emergency Management Performance Grant (EMPG) – Supplemental
- 2) New Grant ☐ **Supplemental to** Renewing Grant ☒ Term (# of years) 1 yr + 11 mo.
- 3) Is the grant unchanged, and does not require Current Expense funding?
(If Y, please skip to number 24) Y ☒ X ☐ N ☐
- 4) How will this grant benefit the county's citizens?

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

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

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

_____.
- 8) Does this grant require up front funds? Y ☐ N ☐
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 ☐
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 _____ 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_____
- 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? _____
- 15) Will the grant allow for the County cost allocation plan to be funded? Y_____ N_____
- 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?

- 17) Would the program require use of a county vehicle or personal vehicle? Y_____ N _____
- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?
Y_____ N_____
- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N_____ If so, what activities?

- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N_____ 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.?)

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_____ 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.

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

See attached E20-116 WWEM EMPG19 Supplemental Consent Memo.

Official signature of requesting office/department:

/s/ Liz Jessee
Elected Official/Department Head

July 20, 2020
Date

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____
Chair, Board of County Commissioners Date _____

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

SIGNATURE AUTHORIZATION FORM

WASHINGTON STATE MILITARY DEPARTMENT
Camp Murray, Washington 98430-5122

Please read instructions on reverse side before completing this form.

NAME OF ORGANIZATION Walla Walla County Emergency Management	DATE SUBMITTED 7/20/20
PROJECT DESCRIPTION Washington State Military Department and the U.S. Department of Homeland Security (DSH)	CONTRACT NUMBER E20-241

1. AUTHORIZING AUTHORITY

SIGNATURE	PRINT OR TYPE NAME	TITLE/TERM OF OFFICE
	Gregory A. Tompkins	Chair, Walla Walla County Board of Commissioners
	James K. Johnson	Walla Walla County Board of Commissioners
	Todd L. Kimball	Walla Walla County Board of Commissioners

2. AUTHORIZED TO SIGN CONTRACTS/CONTRACT AMENDMENTS

SIGNATURE	PRINT OR TYPE NAME	TITLE
	Liz Jessee	Director

3. AUTHORIZED TO SIGN REQUESTS FOR REIMBURSEMENT

SIGNATURE	PRINT OR TYPE NAME	TITLE
	Liz Jessee	Director
	Patrick Purcell	Coordinator



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501
PO Box 41476, Olympia, WA 98504-1476

July 20, 2020

TO: Diane Harris, Walla Walla County

FROM: Kim Obi, Contracts Specialist, (360) 407-8273

RE Agreement No. 2021-007 A (1)
Investment Grade Audit – Phase 6, County Wide Facilities

IAA No. K6000

McKinstry Essention, LLC

SUBJECT: Funding Approval

The Dept. of Enterprise Services (DES), Energy Program, requires funding approval for the above referenced contract documents. The amount required is as follows:

ESCO Audit	\$487,944.00
Total Funding	\$487,944.00

In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the DES Energy Program that the above identified funds are appropriated, allotted or that funding will be obtained from other sources available to the using client/agency. The using/client agency bears the liability for any issues related to the funding for this project

By _____
Name / Title Date

Please sign and return this form to E&AS. If you have any questions, please call me.

2021007Aagrfundko

ENERGY SERVICES AUTHORIZATION NO. 2021-007 A (1)
Detailed Investment Grade Energy Audit & Energy Services Proposal Agreement
Walla Walla County
Phase 6, County Wide Facilities
July 20, 2020
MASTER ENERGY SERVICES AGREEMENT NO. 2019-179 H (8)

The Owner and the Energy Services Company (ESCO) named below do hereby enter into this Authorization under terms described in the following sections:

Authorization to Proceed
Compensation for Energy Services

Project Conditions

I. AUTHORIZATION TO PROCEED:

Energy Services Company:

Owner:

McKinstry Essention, LLC
PO Box 24567
Seattle, WA 98124
Telephone No. (206) 762-3311
Fax No. (206) 658-1769
E-Mail wades@mckinstry.com

Walla Walla County
acting through the
Department of Enterprise Services
Energy Program
PO Box 41476
Olympia, WA 98504

By _____
Name _____
Title _____
Date _____

By _____
Name Roger A. Wigfield, PE
Title Energy Program Manager
Date _____

State of Washington Contractor's License No. MCKINEL874CL
State of Washington Revenue Registration No. 603 259 907
Federal Tax Identification No. 46-1563231
MWBE Certification No. _____

II. COMPENSATION FOR ENERGY SERVICES:

Basic Services	COMPENSATION
Energy Audit and Energy Services Proposal	\$ 487,944.00
Grand Total (plus WSST as applicable)	\$ 487,944.00

III. PROJECT CONDITIONS:

The Project Conditions contained in the Master Energy Services Agreement will be used unless specifically changed herein. The cost effectiveness criteria for this project are per the McKinstry Essention, LLC proposal dated July 15, 2020.

IV. SCOPE OF WORK:

Per the ESCO proposal dated July 15, 2020 conduct a Detailed Investment Grade Energy Audit of Walla Walla County, Phase 6 County Wide Facilities, to identify cost effective energy conservation measures and present a written Energy Services Proposal, including all energy audit documentation. The ESCO shall prepare the final Energy Services Proposal, detailing the actual energy services and ESCO equipment to be provided, energy savings and cost guarantees, measurement and verification plans, and commissioning plans for the proposed measures. Measures will include items that save energy, water and other resources. The Cost Effectiveness Criteria for this project shall be as established in the Master Energy Services Agreement or as modified in Section III above.

V. SCHEDULE FOR COMPLETION

Final completion of the Energy Audit and Energy Services Proposal within 180 calendar days after Authorization to Proceed.

2021007Aagrko

Investment Grade Audit Proposal

July 15th, 2020

Walla Walla County
Commissioner: Greg Tompkins
P.O. Box 1506
Walla Walla, WA 99362

Regarding: Phase 6 Investment Grade Audit Proposal

The County of Walla Walla is interested in improving energy efficiency of their facilities and infrastructure through a performance-based energy savings contract with McKinstry. The County of Walla Walla will be working through the Department of Enterprise Services (DES) to help manage ESPC project(s) for the County and is directing McKinstry to focus efforts on developing solutions to help the County of Walla Walla to become more energy efficient and resilient with its facilities and infrastructure. This proposal provides the guidelines under which McKinstry will complete the following tasks for each Facility Improvement Measure (FIM) approved by DES and the County of Walla Walla:

1. Conduct the necessary investigations to provide an Investment Grade Audit (IGA) from data collected at multiple facilities and county infrastructure sites.
2. Collaborate with the County of Walla Walla to ensure the developmental efforts align with the County's master planning efforts for long term infrastructure resiliency and growth of services to the county's constituents.
3. Develop a comprehensive Energy Services Proposal (ESP) for selected initiatives.
4. Provide an ongoing Measure and Verification (M&V) proposal for a term selected by the client or their financiers.
5. Coordinate with utilities on the estimated utility rebate incentives available as well as coordinate any state and federal funding available during the development of a project or projects. McKinstry to research and tailor the development efforts and the phasing of scope(s) of work to coincide with funding, grant requirements and availability.

FOCUS AND OUTCOME OF THIS AND FUTURE FIMS LISTED ON THIS IGA PROPOSAL

McKinstry proposes under this Investment Grade Audit proposal to identify facility improvement measures (FIMs) that have been approved by DES and discussed with the County of Walla Walla's commissioners and facility managers

This proposal will provide an itemized list of FIMs with associated IGA fees. Each FIM will be priced separately so the County of Walla Walla's commissioners and facility managers can consider the order of FIMS for McKinstry to develop as well as allow the county to choose how they prefer to develop ESPC projects in phases that meet their financial needs.



Investment Grade Audit Proposal

- This IGA document and current developmental pricing for each FIM approved by the County of Walla Walla will be good for 60 days after receipt of this proposal by County of Walla Walla.
- Upon executing an IGA agreement, McKinstry will begin development of the approved FIM's which will be considered as Phase 6, including applicable grant requirements and funding sources.
- Each FIM that is not approved for development at the time of signing this IGA proposal, will not be developed until and unless the County of Walla Walla approves additional FIMs for consideration. Those FIMs approved for later development will be developed as additional phases per the preference of the County of Walla Walla. McKinstry reserves the right to update and modify the developmental costs of those FIMs.

Actions to be performed:

McKinstry will complete the following actions leading to implementation of performance-based initiatives:

- **Investment Grade Audit (IGA):** The IGA will identify and analyze performance-based contracting measures along with their associated savings, costs, and potential utility incentives, grants and funding sources for comparison against implementation criteria established between Walla Walla County and McKinstry.
 - The preliminary list of opportunities to be investigated can be found in **Attachment A – "Phase 6 FIM List"**.
 - The end result of the Detailed Energy Audit shall be an Energy Services Proposal for implementation of selected initiatives with associated energy cost savings and payback information.
 - The deliverables associated with the energy service proposal can be found in **Attachment B – "Investment Grade Audit Deliverables"**.
 - The breakdown for the Investment Grade Audit can be found in the **FIM Table** in this proposal
 - The County buildings included in this developmental effort are listed in **Attachment C – "County Building List" & "Map"**.

Phase 6 – Developmental Approach

During Phase 6 development activities, McKinstry will work with the County's commissioners and facility managers to review current operating obligations for the various departments within the county and research the following FIM's with the county staff for technical feasibility and financial viability as a part of the county's long-term planning needs, and McKinstry will only develop those FIM's deemed to be technically feasible and financially viable. For an FIM's deemed by the County and or McKinstry to not be feasible and economically viable, the County will only be responsible to pay McKinstry for our time and expense in the verification effort. The following Facility Improvement Measures have been identified



Investment Grade Audit Proposal

by the County and McKinstry as candidates for development during Phase 6.

Once a FIM is deemed to be feasible and viable by both the County and McKinstry, McKinstry will provide a ROM estimated cost and ROI including savings/increased revenues resulting from the implementation of that FIM. If the ROM cost to implement that FIM is acceptable to the County, McKinstry will then fully develop that FIM with the intent to provide a guaranteed maximum price and include that FIM in the final Energy Services Proposal.

Should the County at any point choose to remove a FIM from consideration, the County will only be responsible to McKinstry for our time and expenses to that point relative to that specific FIM. The County can include the cost of verification, ROM analysis and full development of any and all FIM's in the final ESP project, which is intended to be financed via energy savings, grant and stimulus funds where applicable, and any increased revenues resulting from the implementation of the FIMs contained in the final ESP project.

The following Facility Improvement Measures have been identified by the County and McKinstry as candidates for development during Phase 6.

Facility Improvement Measures to be considered and approved by DES and Walla Walla County:

- **FIM # 1** – County Courthouse: Develop strategy for Water and Energy Savings measures such as lighting, HVAC, Building Envelop. Also help coordinate with the county and DES for additional efforts to help harden the County Courthouse to create a more secure and resilient facility.
- **FIM # 2** – County Facilities: Look at additional energy opportunities with all county facilities. Evaluate; plumbing, Water savings measures, HVAC, security systems and building envelop for opportunities to create energy for the county.
- **FIM # 3** – County wide building automation controls system and broadband upgrades (per the States requirement for SSB-5511) to allow for better internet speeds for monitoring and control of county facilities.
- **FIM # 4** – Lighting: look at all of the county facilities lighting infrastructure and help develop an energy savings upgrade.
- **FIM # 5** – Facility Condition Assessment to help the county better understand its critical infrastructure as well as develop a Preventive Maintenance program to ensure equipment is being maintained properly to achieve optimum energy savings.



Investment Grade Audit Proposal

Requested Information

For effective execution of this proposal, we request that The County of Walla Walla provide access to the following:

- ✓ Historical utility bills for the last 36 months.
- ✓ As-built mechanical, electrical, architectural, and structural plans, including all utility infrastructure
- ✓ Operational records related to the cost of maintaining specific equipment, as well as copies of existing service agreements.
- ✓ Access to county staff that have relevant information pertaining to the day-to-day operation of energy-using systems.
- ✓ Hazardous Material Survey and most recent Building Conditions Assessment.
- ✓ Asbestos Survey (Good Faith Survey)
- ✓ Any and all application for grants, stimulus and current or contemplated funding sources.
- ✓ Long term infrastructure planning needs, drawings, economic projections, and bilateral agreements.

Timeline and Milestones

- McKinstry will initiate the development of the FIMs approved by DES and selected by the County of Walla Walla immediately upon the execution of this agreement and McKinstry will aid Walla Walla County to apply for all available grants/incentives.
- Meetings will be conducted as needed during the IGA study phase. During these review meetings, McKinstry will recommend measures based on analysis to date and The County of Walla Walla and DES will have the opportunity to provide direction regarding final development of recommended measures.
- During this time, McKinstry will provide a detailed measurement and verification plan for the energy savings.
- McKinstry will target completion of the Investment Grade Audit Phase 6 within 120 - 180 days (depending on agreed upon scope of work for the IGA) upon receipt of this signed Investment Grade Audit Proposal by the County of Walla Walla. Upon the county's review and acceptance of the IGA, McKinstry will provide an Energy Services Proposal (ESP).
- In order for the ESP's scope of work pricing from each FIM to be held firm, the County of Walla Walla will have 90 days to request contract documents through DES. This period is designed to allow the County of Walla Walla to authorize DES to notify McKinstry to finalize any and all grant applications/awards, and any lenders to assemble financing documentation and underwriting requirements to fund the project.

Criteria for Implementation: It is the County of Walla Walla's intent that McKinstry will implement all



Investment Grade Audit Proposal

approved FIMs and projects that meet the following criteria:

- McKinstry will focus on an aggregate simple payback for developed FIMs over a term to be equal to or less than the useful life of the equipment / system. Savings will include utility costs to that FIM, less grants and utility rebates. While this is our focus, it is understood the County of Walla Walla can also ask DES to direct McKinstry to continue developing scope that is determined to have a simple payback beyond the useful life of the equipment/systems if desired, on a case by case basis. Any increased revenues, such as rents, leases, utility fees, proceeds, if approved by the County and DES, resulting from the implementation of a FIM shall be added to the savings and be included in the simple payback calculation as an annual positive cashflow. Audited operational savings may also be included, if approved by the County and DES.
- The County of Walla Walla's loan term may not exceed the economic life of the Facility Improvement Measure's capital equipment as defined by the long-term depreciation schedules from the US Treasury.
- The County of Walla Walla, its departmental subdivisions and client agencies may contribute capital either from planned capital project budgets, cash reserves, financing, grants or other sources to assist with implementation of these Facility Improvement Measures, including increasing revenues resulting from the implementation of a FIM.
- McKinstry will work with the local utilities as well as county, state and federal agencies to assist with securing incentives/grants for applicable initiatives as well as help provide introductions to financial lenders. (Note: McKinstry is not a financial advisor and does not provide any financial advice.)

Phase 6 IGA development costs (FIM Table):

Facility Improvement Measure	IGA Fee
FIM # 1 - County Courthouse Energy Efficiency, Security & Resiliency	\$76,010
FIM # 2 - County Wide Facility Energy Efficiency Upgrades	\$234,457
FIM # 3 - County Wide Facilities BAS Upgrades	\$83,120
FIM # 4 - County Wide facility Lighting Upgrades	\$51,102
FIM # 5- County Wide FCA and Preventive Maintenance Program	\$43,255
Phase 6 cost totals	\$487,944



Investment Grade Audit Proposal

Fee Billing

Below are three (3) potential outcomes from the IGA:

- All fees for FIMs assessed under this Investment Grade Audit Proposal will be rolled into the project costs during implementation for the various phases of the project(s).
- In the event that McKinstry is unable to identify a project that meets the “Criteria for Implementation”, the County of Walla Walla has no financial obligation to McKinstry, other than our time and expense to verify the feasibility and viability of a FIM(s).
- If the recommendations from the Investment Grade Audit meet or exceed the “Criteria for Implementation” (list above), and the County of Walla Walla chooses not to enter into an agreement with McKinstry to implement the projects, the County of Walla Walla shall reimburse McKinstry for the specified amount(s) not to exceed Phase 6 cost total of **\$487,944**. All associated information, including deliverables, will become the property of the County of Walla Walla upon final receipt of payment.



Attachment B

The final Energy Services Proposal (ESP) will include the following elements:

1. A description of the facility and a description of those buildings and systems which shall receive McKinstry Equipment and McKinstry Services;
2. The cost effective Facility Improvement Measures (FIMs) to be installed or caused to be installed by McKinstry and a description of the FIMs analyzed but disqualified under the cost effectiveness criteria;
3. A description of the services that McKinstry will perform or cause to be performed on or in the facility, including but not limited to engineering, construction management, training for facility personnel, warranty services and O&M documentation;
4. The Guaranteed Maximum Price for implementation, itemized in detail, which may be amended to represent actual costs;
5. Recommendations for replacement of existing equipment, along with recommendations for improvements to existing equipment and operating conditions;
6. The standards of comfort and service appropriate for the facility;
7. The baseline energy consumption for the facility, including the data, methodology and variables used to compute the baseline, and the baseline calendar period which shall not be less than twelve (12) months;
8. The Guaranteed energy savings and energy cost savings that are expected to result from the installation of McKinstry Equipment and from McKinstry Service, and an explanation of the method used to make the estimate;
9. The method by which Energy Savings and Energy Cost Savings will be calculated during the term of the Energy Services Agreement;
10. A description of how the Energy Cost Savings will be guaranteed by McKinstry;
11. A description of how McKinstry proposes to be compensated;
12. The term of the Energy Services Agreement;
13. The schedule for project completion;



Phase 6 County Bldg. List List - Attachment C

Project	Walla Walla County
Scenario	Preliminary FIM List
Date	July 15, 2020

County Buildings		Location
1	County Courthouse	315 W Main Street
2	County Annex	314 W Main Street
3	Juvenile Justice Center	455 West Rose St.
4	County Old Jail Bldg	315 West Main Street
5	County District Court	317 W Rose Street
6	Count Clerks Office	315 W Main Street
7	E-911 Bldg.	27 N 2nd Ave
8	Public Services Bldg.	990 Navion Lane
9	Public Health Bldg.	401 W Poplar St
10	County Jail	300 Adler Street
County Fairgrounds Buildings		Location
11	Grand Stand & Arena	Fairgrounds Campus
12	Fair Office	Fairgrounds Campus
13	Pepsi Stage Restrooms	Fairgrounds Campus
14	Pavilion	Fairgrounds Campus
15	Flowers Bldg.	Fairgrounds Campus
16	Poultry Bldg.	Fairgrounds Campus
17	Science Bldg.	Fairgrounds Campus
18	Community Center	Fairgrounds Campus
19	Exposition Bldg.	Fairgrounds Campus
20	County Shop	Fairgrounds Campus
21	County Garage	Fairgrounds Campus
22	Livestock Barn 1	Fairgrounds Campus
23	Livestock Barn 2	Fairgrounds Campus
24	Barn 1	Fairgrounds Campus
25	Barn 2	Fairgrounds Campus
26	Barn 3	Fairgrounds Campus
27	Open Arena	Fairgrounds Campus

* Also See Attachment C Map

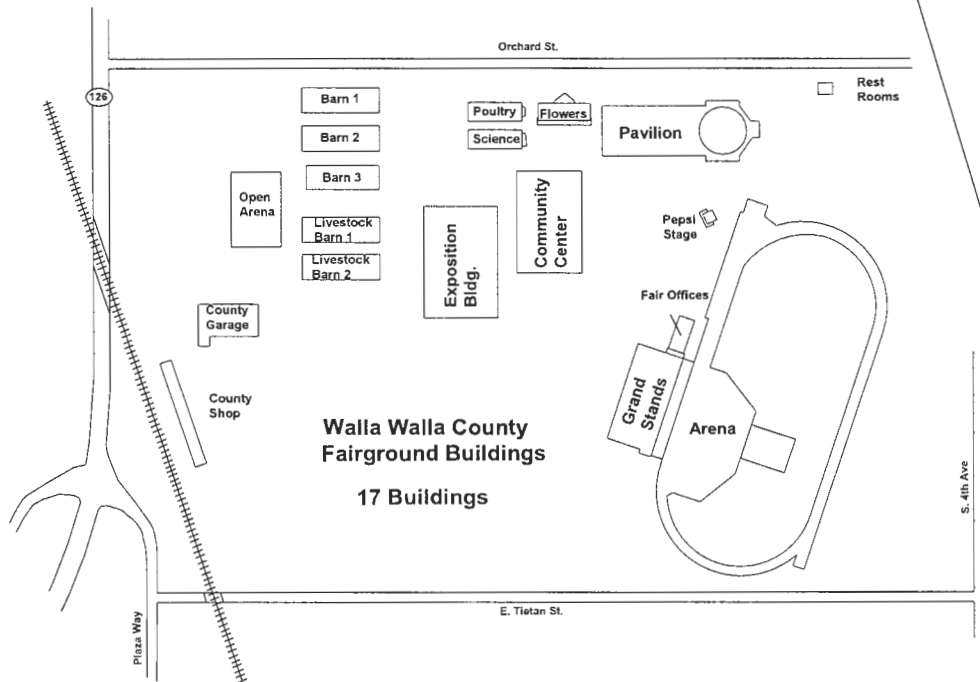
Phase 6 FIM List - Attachment A

Project	Walla Walla County
Scenario	Preliminary FIM List
Date	July 15, 2020

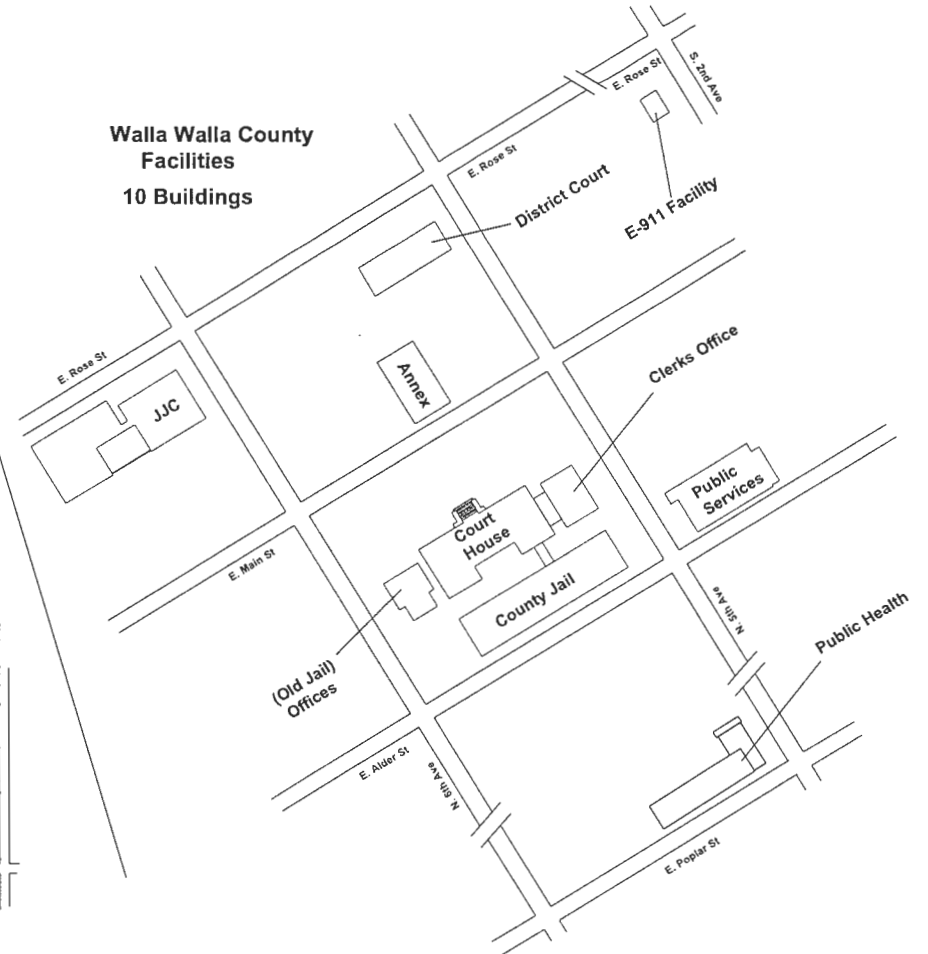
Building	FIM Name	FIM Description	Investment Grade Audit Fee	Strategic Benefit
County Courthouse	FIM # 1- County Courthouse Energy Efficiency, Security & Resiliency	Develop upgrades for water and energy savings measures such as plumbing fixtures, irrigation, lighting and HVAC including any required for the space planning and modernization needs of the building. We will also identify building modifications and additional solutions to help with restoration and facility security upgrades to help create a more secure and resilient facility.	\$76,010	Improve energy efficiency and resiliency of the courthouse.
County wide facilities	FIM # 2 - County Wide Facility Energy Efficiency Upgrades	Develop upgrades for all county facilities including energy, water, plumbing, HVAC, building envelopes and security systems across 27 buildings. Optimization of facility systems to include space planning changes as necessary to lighting and hvac.	\$234,457	Improve energy efficiency and operational costs to the county.
County wide facilities	FIM # 3 County Wide Facilities BAS Upgrades	Develop a new integrated BMS architecture across all county facilities including a new building controls system and broadband upgrades to allow for better controls and monitoring for the county facilities, to include asset planning and maintenance alarming to the facilities department.	\$83,120	Help reduce the county energy and operational spend as well as help the county with the SSB-5511 Broadband initiatives.
County wide facilities	FIM # 4 - County Wide facility Lighting Upgrades	Lighting. Provide lighting solutions including LED technology, occupancy sensors and lighting controls for more efficient building and site exterior lighting for safety and to improve areas where lighting is insufficient.	\$51,102	Reduce energy and operational spend.
County wide facilities	FIM # 5 - County Wide FCA and Preventive Maintenance Program	Facility Condition Assessment to help the county to better understand its facility and critical equipment conditions and to help the county to create a more comprehensive preventive maintenance program.	\$43,255	Develop a more comprehensive preventive maintenance program to provide predictive replacements and to reduce energy and operational spend due to emergency repairs and costs.

Attachment C map
July 2020

Walla Walla County



Walla Walla County Facilities 10 Buildings



10:15

**COUNTY COMMISSIONERS acting as the MILL CREEK
FLOOD CONTROL ZONE DISTRICT SUPERVISORS**

a) Action Agenda Items:

- 1) Execute Certification of Lands and
Authorization letter Acknowledgement
for the USACE PL-8499 Mill Creek Flood
Control Project Flood Damage Repair
Work

a) Consent Agenda Items:

- 1) Resolution _____ - Signing a Revised Local Agency Agreement for an application for Federal Highway Administration Emergency Relief Program Funds for Last Chance Road 2020 flooding project
- 2) Authorize the Chairman to approve bid award for the Small Works Seven Mile Bridge Demo Project

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING A
REVISED LOCAL AGENCY
AGREEMENT FOR AN APPLICATION
FOR FEDERAL HIGHWAY
ADMINISTRATION EMERGENCY
RELIEF PROGRAM FUNDS FOR 2020
FLOOD PROJECT (LAST CHANCE
ROAD)



RESOLUTION NO. **20**

WHEREAS, Federal Highway Administration (FHWA) Emergency Relief Programs Funds for 2020 are available; and

WHEREAS, Last Chance Road has been qualified to receive FHWA Emergency Relief Funding; and

WHEREAS, a revised Local Agency Agreement has been prepared as part of an application for said funds to improve Last Chance Road; and

WHEREAS, Walla Walla County agrees to comply with the regulations, policies and procedures set forth in the Local Agency Agreement as a condition of payment of federal funds obligated; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that they do hereby enter into said revised Local Agency Agreement and the Chair of the board shall sign same in the name of the Board.

*Passed this 27th day of **July, 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

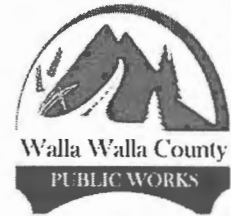
Gregory A. Tompkins, Chairman, District 3

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



To: Board of County Commissioners

From: Tony Garcia, P.E. Public Works Director

Date: 22 July 2020

Re: Director's Report for the Week of 20 July 2020

Board Action: 27 July 2020

Bid Openings:

In the Matter of a Small Works Bid Opening – 7 Mile Bridge Demo

Resolutions:

In the Matter of Signing a Revised Local Agency Agreement for an Application for FHWA Emergency Relief Programs Funds for the Last Chance Road 2020 Flooding Projects

Miscellaneous:

In the Matter of Signing the Certification of Lands and Authorization & Letter of Acknowledgement for the USACE PL-8499 Mill Creek Federal Flood Control Project Flood Damage Repair Work

In the Matter of Authorizing the Chairman of the Board, Gregory A. Tompkins Authorize the Bid Award for the Small Works Seven Mile Bridge Demo Project

ENGINEERING:

- Mill Creek Road MP 1.1 to MP 3.96 (Five Mile to Seven Mile): Consultant is preparing offers for property acquisition.
- Middle Waitsburg Road: Consultant is working on right of way acquisition documents.
- Wallula/Gose: working on project design.
- Seven Mile Bridge: Working on design of preparation needed for WSDOT temp bridge installation.
- Arch Bridge: Working on survey.
- Dell Sharpe Bridge: Working on Request for Proposals (RFPs) for consultant work.
- Flood Damage Repair: Working on invoicing for reimbursement.

MAINTENANCE/FLEET MANAGEMENT:

- **2020 Chip Seal:**
 - Approximately 42 miles of chip seal completed. Roughly 6.5 miles left. We plan to do City/County partnership on Monday/Tuesday and maybe Wednesday next week.
 - Doing Zoom interviews for Equipment Maintenance Supervisor.

ADMINISTRATION:

- Finalizing our 2021 department-wide budget.
- Attended the monthly Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) meeting
- Attended a meeting to discuss the latest US Hwy 12 Phase 7 design changes with WSDOT.
- Continue to work with FEMA Public Assistance (PA) and FHWA Emergency Relief (ER) programs to continue to obtain reimbursement for the costs incurred as a result of the February flood.
- Continue to work with the Corps of Engineers to repair the Mill Creek Levees and Concrete Channel to pre-flood condition through their Public Law (PL) 84-99 program. The Mill Creek GI Study is progressing as planned.
- We continue to follow our Phase 2 COVID-19 Standard Operating Procedures (SOP) to help us maintain a safe work environment as we navigate these uncertain times.

a) Public Hearing:

- 1) To consider extending interim zoning enacted by Ordinance 471, and renewed by Ordinance 480 and 483, regarding the maximum density of mobile/manufactured home parks in the Burbank Residential Zoning District


You may testify and attend by attending via WebEx via the call in or meeting link information on the first page of this agenda. Limited participation and testimony at a remote location is available for those who are unable to testify by Webex or Telephone by contacting the Clerk of the Board at 509-524-2505 in advance of the hearing.

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

c) Action Agenda Items:

- 1) Ordinance No. 484 – 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: July 27, 2020
Date Prepared: July 22, 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 affect 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 by February 5, 2020 by Ordinance 483. The regulations will expire on August 3, 2020 if an ordinance is not passed by the Commissioners to renew/extend the interim regulations.

The purpose of the July 27th 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. Revised Scoping Document
- B. Flowchart/Summary of Process
- C. Change Order for LDC Services dated March 10, 2020
- D. Notice of Public Hearing and Certificate of Notification

Staff Conclusion

Renewal of the interim ordinance would 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, which is the longest renewal period allowed pursuant to RCW 36.70A.390.

Recommended Motion

I move to extend the interim zoning enacted by Ordinance 471, and extended by Ordinance 480 and 483, for six months and approve Ordinance 484.

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 and 483, 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. As noted in previous staff reports and ordinances, the availability of a public sewer system has increased the potential for more intense development.

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 and the ongoing COVID-19 pandemic has prevented this work from being done.

Updates and COVID-19 Complications

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 by now, but additional time is still needed. The fact that there was a change in planning consultants, unexpected work on the 2018 Periodic Update, two emergency events in 2020, in addition to ongoing staff vacancies, prevented staff from being able to make more progress on this project and additional time is needed.

The interim regulations were adopted in August 2018 when the County was in the process of completing the State-mandated Comprehensive Plan and Development Regulation Periodic Update and conducting Urban Growth Area review. The 2018 Periodic Update was completed by ordinance adoption in August 2019, not including the subsequent appeal by the City of College Place to the Washington State Growth Management Hearings Board.

In November 2019 the Commissioners entered into an agreement with LDC, Inc. for professional planning services in the amount of \$25,000. Immediately after this contract was signed CDD staff began working with LDC. LDC has provided us with assistance with current planning (application processing); background work for several long-range/policy projects in addition to the Burbank Residential Review; and flood-related planning assistance.

On February 6-7, 2020, just days after the Burbank interim regulations were renewed by the Board of County Commissioners, the County experienced a major flooding event that has occupied a

significant amount of the Community Development Department's resources. On February 17-19, 2020, the County's new planning consultant, LDC, visited Walla Walla County to assist CDD staff with work related to the flooding incident as well as research and preparation for the Burbank project. On February 26 LDC provided a draft scoping document for this project. At that time, we determined that we were reaching the maximum amount of the original contract. On March 10, 2020 LDC provided CDD staff with a proposed Change Order (Attachment C). This proposed Change Order was based on conversations between staff and LDC regarding how to proceed with the Burbank project and divide up the work. LDC estimated that they could assist the County with this project for \$20,000 based on the assumptions provided by staff. This would not include any attendance by LDC at Planning Commission and Board of County Commissioners' public meetings, which may be necessary.

On February 29, 2020, Governor Jay Inslee declared a statewide emergency related to the COVID-19 pandemic. The COVID-19 pandemic and Statewide emergency, Governor's stay at home orders, and phased reopening has presented challenges with regard to enacting zoning regulations, including inability to schedule open houses, Planning Commission meetings and public hearings, and other public gatherings to ensure public participation as required by the Washington State Growth Management Act (GMA).

In June the LDC contract was amended to increase the maximum amount to \$50,000. We have prepared a revised scoping document which outlines the project details and process (Attachment A). This includes a summary of the legislative process; a public informational meeting and two public hearings that must be held.

Given the uncertainty of whether the County will be able to hold public meetings and hearings during the COVID-19 pandemic and phased reopening, if the interim zoning is continued, the full six-month term will be needed.

July 6, 2020

Lauren Prentice, Director
Walla Walla County
Community Development Department
310 W. Poplar Street
Walla Walla, WA 99362

RE: Burbank UGA Residential Density Comprehensive Plan and Code Amendments Project

Dear Lauren,

This letter provides a general revised review, scope and expectations for the Burbank comprehensive plan/code amendment project. The draft scoping document that was originally prepared at the end of February and presented to County staff has been revised due to the COVID-19 closures and ongoing restrictions.

Project Review & Understanding

- Based on prior communication/reports with PC/BOCC, the following policy issues need to be addressed:
 - Should additional development standards for manufactured home parks be adopted?
 - What additional residential zoning classifications, if any, are needed in the Burbank Urban Growth Area? Currently there is only one residential zoning district (BR-Burbank Residential) in the Burbank UGA, which allows a variety of type of residential development.
 - What should the maximum allowed residential density be in the Burbank Urban Growth Area?
 - What lot sizes should be allowed in the Burbank Urban Growth Area?
- Other than the interim zoning adopted by the Board of County Commissioners (Ordinance 471), and extended (Ordinance 480/483), there is no maximum density or minimum lot sizes in the development regulations for the Burbank Residential zoning district, except for a limit on the density of multi-family residential.
- Walla Walla County Comprehensive Plan - Chapter 5.2.5.2 Burbank Growth Area - states that the Burbank area anticipates the development of full urban services over time and land has been designated and zoned for urban level of development. A long-term goal of the community has been its eventual incorporation.

- There is currently language in the Burbank Subarea Plan, as well as policy direction, that suggests allowance for a wide range of urban residential densities.
- The Port has stated they are able to provide water and sewer services within the Burbank UGA for a higher density development than what was previously anticipated (when no utilities were available). However, it should be noted that currently the system only serves Port-owned properties, the Columbia School District, and a small local water district.
- While the Burbank Subarea Plan supports urban development, members of the public have expressed that it may not be in the best interest to allow for higher densities above 4 units per acre. Concerns relate to higher density, public safety, traffic, infrastructure, schools, among others.
- It is clear from the comments received at the June 29, 2019 Burbank Community Meeting, as well as the comment letters received between 2018-19 that the majority of residents who have submitted comments wish to keep the density capped at no more than 3-4 units per acre. Some have even stated that they wish to have no more than 1-2 units per acre, which is consistent with the Burbank Heights area. This area is not located within the UGA, it is a rural zoning district.

Walla Walla County Comprehensive Plan Goals & Policies

Excerpts from the Vision Statement and Introduction of the Walla Walla County Comprehensive Plan:

Housing: We encourage a variety of housing opportunities to choose from in the urban and rural areas. We maintain and provide for housing that meets a range of incomes.

Burbank Area planning began in 1960s; 1968 Burbank Development Plan; Western Walla Walla Comprehensive Plan; revised Comp Plan in 1981, Burbank/Burbank Heights Plan; 1990s GMA, adoption of Burbank UGA

The following Burbank Subarea Plan Goals and Policies relate to proposed development and future Burbank development pattern:

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 the expansion into the outer periphery of the community.

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.

The following Housing Goals and Policies are listed in the Walla Walla County Comprehensive Plan:

Goal HS 3 Encourage diversity in type, density, and location of housing within the county, while protecting health, safety, and the quality of life.

Policy HS 3.1 Implement development standards that allow for a range of housing types, such as single-family, duplexes, townhouses, zero lot-line, accessory dwelling units, and condominiums.

Policy HS 3.3 Continue to permit manufactured homes throughout the County.

Policy HS 3.4 In planning for a wide range of housing opportunities, be cognizant of neighborhood character.

The following housing-related policies are listed in the Countywide Planning Policies (CPP):

8.1 Encourage and promote a wide range of housing development types and densities throughout the county to meet the needs of a diverse population and to provide affordable housing options of all income levels.

8.2 Encourage affordable housing through innovative land use techniques such as clustering, planned unit development, infill housing incentives, density bonuses, etc.

8.4 The county should provide appropriately zoned lands and location criteria to assure the inclusion of multi-family housing and manufactured home parks within UGAs.

- 8.10 All housing projects within an urban growth area, but outside of city limits, shall be reviewed to ensure compatibility with the urban density projections of the comprehensive plan.

Potential Actions/Amendments for Consideration

1. **No Action (to adopt new regulations)** – Interim ordinance expires, prior zoning regulations with no maximum density or minimum lot size would be in effect for single-family residential uses and manufactured home parks. No new manufactured home park development standards would be adopted; manufactured home parks would have to go through conditional use permit review and comply with setbacks and other development standards. Multi-family dwellings and townhomes would remain limited at 4 units/acre in BR zone.
2. **Adopt Low-Density Regulations** – Regulations that would adopt a density of no higher than 2-3 units/acre within the BR zone. This is lower than what the Burbank UGA is developed at, most similar with scale of existing adjacent single-family development in the BR zone (Columbia/Adair between Reinken and Ray), and similar to suburban zoning that is surrounding the City of Walla Walla (R-96).
3. **Adopt Medium-Density Regulations** – Regulations as currently capped per interim ordinance (Ord. 483) would be permanently adopted (limit manufactured home parks, residential subdivisions, and all residential land uses to a maximum of 4 units/acre). This is similar with the scale of existing adjacent single-family development in the BR zone (Hanson Loop/Columbia Rd between Reinken and Ray), and similar to suburban zoning that is surrounding the City of Walla Walla (R-60 or R-72).
4. **Adopt High-Density Regulations** – This option would consider densities over 4 units/acre, depending on expected allowance for water/sewer by Port. This is most similar to the oldest section of Burbank (downtown), and similar to zoning surrounding the City of Walla Walla (Multiple Family Residential).
5. **Adopt Mixed-Density Regulations** – This option could consider densities over 4 units/acre, depending on expected allowance for water/sewer by Port. Rather than implementing a single residential zoning district within the Burbank Residential UGA, low, medium, and/or high-density zoning could be adopted within different areas of the UGA.

For any scenario listed above, the County may consider:

- a. Adoption of a stand-alone Manufactured Home Park Chapter of the Walla Walla County Code (WWCC). This could include development standards for both manufactured home parks and manufactured home subdivisions. Standards may

include, but are not limited to, setbacks, open spaces, buffer strips, landscaping, signage, parking, lighting. Also, could require a HOA to be established to help maintain long-term appearance.

- b. Consider other innovative design techniques (PUDs, development agreements) to allow for development at varying densities, while still protecting character. The County's current PUD standards to not allow for increased density, but this could be incorporated into the development standards.

Steps in the Amendment Process

Listed below are the additional steps in the amendment process.

1. **Planning Commission Workshop(s)** – to discuss/development proposed amendments and options for consideration (based on above list). A workshop meeting would be an open public meeting, meaning that members of the public could attend the meeting, but verbal public testimony would not be accepted. A Planning Commission workshop meeting could occur virtually, via Cisco Webex.
2. (Optional) **Board of County Commissioner Workshop(s)** – A Board of County Commissioners workshop meeting may be held prior to development of the final amendment proposal(s) or prior to the BOCC public hearing (#9).
3. **Identify Final Amendment Proposal(s)** – In order to complete the review process, get public input, etc. a final amendment proposal or proposals must be prepared.
4. **Transmittal to State** – County staff must transmit a copy of all proposed amendments to the Washington State Department of Commerce at least sixty (60) days prior to the expected date of final action by the Board of County Commissioners (WWCC 14.10.070D, 14.15.070D).
5. **SEPA Environmental Review** – the County Community Development Department Director must complete review under the Washington State Environmental Policy Act (SEPA) and WWCC Chapter 18.04. This requires preparation of an Environmental Checklist and issuance of a Threshold Determination (typically a Determination of Non-Significance). The SEPA review process includes a 14-day public and agency comment period and requires distribution to interested parties. After the comment period has ended and the SEPA determination is final, there is a 14-day appeal period.
6. **Broad Public Dissemination** – The proposed amendments must be broadly disseminated to the public and outside agencies. Typically this occurs via a variety of methods: publication of notices in newspapers; emails to interested parties who have asked to be notified; general news media notification; mailed notice to property owners

whose property is directly affected (optional for area-wide amendments); posting on the internet; and displays in public facilities.

7. **Informational Public Meeting** – WWCC 14.10.050B(2) and 14.15.050B(2) requires that at least one informational public meeting should be held to allow members of the public to get information regarding proposed Comprehensive Plan and Development Regulations Amendments. The proposed amendments (actions) should be available for the public at this meeting. This meeting should be held in the Burbank area; typically, it is held on the same day as the Planning Commission Public Hearing.
8. **Planning Commission Public Hearing** – The Planning Commission must have a public hearing on the proposed amendments (WWCC 14.10.070B and 14.15.070B). Following the public hearing, the Planning Commission shall make a recommendation to the Board of County Commissioners on whether each proposed amendment should be approved, approved with modifications, or denied based on the criteria in WWCC 14.10.070B(3-5) and WWCC 14.15.070B(3). This hearing should be held in Burbank, possibly at the same time as the Informational Public Meeting (#6).
9. **Presentation of the Planning Commission's Recommendations** – After the Planning Commission makes recommendations, CDD staff will prepare a Planning Commission resolution for signature by the Chair. This along with minutes from the Planning Commission meeting and other background information is presented by County staff to the Board of County Commissioners. The Commissioners may choose to have a workshop meeting or just proceed with scheduling a public hearing.
10. **Board of County Commissioner's Public Hearing** – The Board of County Commissioners must have a public hearing on the proposed amendments. This hearing could be held in Burbank if the Commissioners choose to.
11. **Board of County Commissioner's Decision** – After conducting a public hearing and considering the Planning Commission's recommendations, the Board will take action to approve, approve with modifications, each of the proposed amendments. This action may occur at the same meeting as the public hearing, or it may happen at a later meeting if additional time to deliberate is needed.
12. **Board of County Commissioner's Adoption** – Adoption of amendments to the Comprehensive Plan and Development Regulations occurs via Ordinance, which is drafted by Community Development Department staff and the Prosecuting Attorney's office. This would occur at a BOCC meeting.

COVID-19 Considerations

Items 1 through 6 can be completed virtually, at the current stage of the COVID-19 pandemic. This allows the County to prepare final proposal amendment(s) for consideration and do research, analysis, initial review, and distribution for public and agency comment (in writing).

Steps 7 through 10 are the public outreach and hearing process, which is the final review process. This process typically takes approximately 60 days given the procedural/notification requirements required for two public hearings. These steps should probably be delayed until additional re-opening occurs.

Due to the ongoing pandemic, the County may want to consider additional approaches to allow for public participation to occur in a way that is compliant. This could include a more robust/interactive online presence.

Please let us know if you have any questions regarding the above details. We look forward to working with you on these upcoming projects.

Sincerely,

LDC, INC.



Todd Hall
Planning Manager

CC: Clay White, Director of Planning, LDC, Inc.
Ian Faulds, Planner, LDC, Inc.



Burbank Urban Growth Area Residential Density Review Project Update

Contact: Lauren A. Prentice, Director, Walla Walla County Community Development
at (509)-524-2610 or commdev@co.walla-walla.wa.us to learn more and participate

Project Background

In August 2018 the Board of County Commissioners adopted interim regulations for the Burbank Residential (BR) zoning district limiting the density of residential uses. Prior to the interim zoning adopted by the Board of County Commissioners (Ordinance 471), and extended (Ordinance 480/483), there was no maximum density in the development regulations for the Burbank Residential (BR) zoning district, except for a limit on the density of multi-family dwellings. A permanent zoning ordinance addressing minimum density or minimum lot size requires an update to the Walla Walla County Comprehensive Plan and the County's development regulations (zoning code).

Policy Issues Under Consideration

Walla Walla County (County) is considering changes to the County's land use and zoning maps in the Burbank Subarea Plan related to residential development within the Burbank Urban Growth Area (UGA). The following questions are being considered:

- 1) Should additional standards for manufactured homes be adopted?
- 2) What additional zoning classifications, if any, shall be included in the Burbank UGA?
- 3) What should the maximum density be in the BR Zone?
- 4) What lot sizes shall be permitted in the BR zone?

Potential Actions/Amendments (beyond the interim regulations)

1. **No Action (to adopt new regulations)** – When the interim ordinance expires, prior standards (no maximum density or minimum lot size) would once again be in effect for single-family residential uses and manufactured home parks. Proposed manufactured home parks would require conditional use permit review and compliance with setbacks and other development standards. Multi-family dwelling density would remain limited at 4 units/acre in BR zone.
2. **Adopt Low-Density Regulations** – Adopt regulations reducing density for all residential uses to no higher than 2 or 3 units/acre within the BR zone. A density lower than 3 units/acre conflicts with the existing policies of the Walla Walla County Comprehensive Plan. A density of 2 or 3 units per acre is lower than what the Burbank UGA is currently developed at, most similar with scale of existing adjacent single-family development in the BR zone (Columbia/Adair roads between Reinken and Ray), and similar to suburban zoning that is surrounding the City of Walla Walla (R-96).
3. **Adopt Medium-Density Regulations** – Manufactured home parks, residential subdivisions, and all residential land uses are currently limited a maximum of 4 units/acre under the interim ordinance; the County could adopt permanent regulations to accommodate this level of development. This is similar with the density of existing adjacent single-family development in the BR zone (Hanson Loop/Columbia Rd between Reinken and Ray), and similar to suburban zoning that is surrounding the City of Walla Walla (R-60 or R-72).
4. **Adopt High-Density Regulations** – This option would consider densities over 4 units/acre, depending on expected allowance for water/sewer by Port. This is most similar to the oldest section of Burbank (downtown), and similar to zoning surrounding the City of Walla Walla (Multiple Family Residential).
5. **Adopt Mixed-Density Regulations** – This option could consider densities over 4 units/acre, depending on expected allowance for water/sewer controlled by the Port of Walla Walla. Rather than implementing a single residential zoning district, like the BR district, within the Burbank Residential UGA, low, medium, and/or high-density zoning could be adopted within different areas of the UGA.

For any scenario listed above, the County may also consider:

- a. Adoption of a revised **stand-alone Manufactured Home Park Chapter** of the Walla Walla County Code (WWCC). Standards may include, but are not limited to, setbacks, open spaces, buffer strips, landscaping, signage, parking, lighting, and HOAs to be established to help maintain long-term appearance.
- b. Consider other **innovative design techniques** (PUDs, development agreements) to allow for development at varying densities, while still protecting character.

Updates and COVID-19 Considerations

The information in this document is a summary of a revised project scope prepared by Community Development Department (CDD) staff and the County's planning consultant, LDC, Inc. The following page outlines the steps in amendment process. In order to comply with Walla Walla County Code and Washington State regulations and ensure that the general public can provide input on proposed policy changes, the final steps of this process should be delayed until after additional COVID-19 re-opening occurs. **The interim regulations will expire on August 3, 2020 unless extended by the Commissioners by ordinance.**

The Amendment Process: Beyond Burbank's Interim Residential Density Ordinance

START

PRIOR TO ORDINANCE 471 (AUGUST 2018)

- **Maximum** limit of density for multi-family dwellings (e.g. apartments) within the Burbank Residential (BR) zone: 4 dwelling units per acre.
- **No maximum** limit on density of other residential uses (e.g. single-family development, manufactured home parks). No minimum lot size (area).
- **Minimum density** for all residential development in Burbank UGA of 3 dwelling units per acre.

ORDINANCE 471 – ENACTION OF INTERIM REGULATIONS (TEMPORARY, AUGUST 2018 TO PRESENT)

- Made the density for other residential uses in the BR zone the same as multi-family development: **4 dwelling unit per acre maximum.**
- **Purpose:** Stop-gap measure to preserve the status quo to allow the County time to develop potential development regulations related to density, zoning, lot size and mobile and manufactured home parks through a deliberative and public planning process.
- **Expires August 3, 2020 unless extended by the Commissioners.**

COVID-19 Impacts: Moving beyond Step 6 should be delayed until additional re-opening occurs.

Steps 7-10 are the public outreach and hearing process, which is the final review process. This process typically takes at least 60 days to complete given State and County procedural requirements.

Public Participation: In 2018 and 2019 members of the public provided general feedback to the County on how Burbank neighborhoods should develop in the future. This input is being used by the County to develop proposed amendments to existing plans and regulations.

Other Considerations:

- State Regulations
- Walla Walla County Code
- Environmental Impacts
- Walla Walla County Comprehensive Plan
- Other State and Local Agency Regulations

1. Planning Commission Workshop(s)

An open public meeting occurring in-person or online for Planning Commission members to discuss proposed amendments and options for consideration.

2. Board of County Commissioners (BOCC) Workshop(s) – OPTIONAL

May be held at any point in the process.

3. Identify and Prepare Final Amendment Proposal(s)

May include options for consideration.

4. Submit to WA State Department of Commerce

Proposed amendments are sent to the State at least 60 days before the expected date of final action by the BOCC.

5. Washington State Environmental Policy Act (SEPA) Review

Responsible Official: Walla Walla County Community Development Department (CDD) Director

6. Public Notice

The proposed amendments must be broadly disseminated to the public & outside agencies for review and comment pursuant to County Code and State regulations. This is done by newspaper publication, email, postal mail, and publication on County website.

7. Informational Public Meeting

At least one informational public meeting will be held to allow members of the public to get information regarding the specific proposed amendments prior to the public hearings (requirement of [WWCC 14.10.050.B.2](#)).

8. Planning Commission Public Hearing

9. Planning Commission Makes Recommendations to BOCC

Following the public hearing, the Planning Commission will make a recommendation to the Commissioners on whether each proposed amendment should be approved, approved with modifications, or denied based on the criteria in [WWCC 14.10.070.B.3-5](#) and [WWCC 14.15.070.B.3](#).

10. BOCC Public Hearing

11. Board of County Commissioner's Decision

After conducting a public hearing the Board will take action to approve, approve with modifications, or deny each of the proposed amendments. This action may occur at the same meeting as the public hearing.

12. BOCC Adoption via Ordinance

Adoption of permanent amendments to the Walla Walla County Comprehensive Plan and development regulations replace the interim regulations.

orange = opportunities for public participation

END

development of specific new proposal(s)

public and agency review and distribution

Public hearings and adoption

March 10, 2020

Lauren Prentice, Director
Walla Walla County
Community Development Department
310 W. Poplar Street
Walla Walla, WA 99362
Email: lprentice@co.walla-walla.wa.us

**RE: CHANGE ORDER FOR WALLA WALLA COUNTY ON-CALL PLANNING SERVICES
AND BURBANK UGA AND COMPREHENSIVE PLAN AND CODE AMENDMENTS
LDC PROJECT P19-118**

Dear Ms. Prentice:

Land Development Consultants, Inc. (LDC) is committed to quality, responsive and cost-effective services in any endeavor we undertake. This commitment enables us to obtain optimum bottom line results for our clients. To this end, LDC is pleased to submit the following change order for continued on-call permitting and planning services for Walla Walla County, as well as a new task/scope of work for the Burbank UGA Comprehensive Plan and Code Amendments Project.

FEE SUMMARY

TASK 01- ON-CALL PLANNING SERVICES (INCREASE) (TIME AND EXPENSE)

This task will include the continuation of general on-call permitting and planning services as previous approved by Resolution 19269, dated 11/18/2019, and scope of work outlined in Exhibit A of the Resolution.

Current Budget: \$25,000

Proposed Increase: \$5,000

NEW TASK 01 TOTAL: \$30,000

TASK 02 - BURBANK UGA COMP PLAN AND CODE AMENDMENTS

As requested, a scope of work is provided below for the Burbank UGA Comprehensive Plan and Code Amendments project.

- Develop project webpage/storymap.
- Prepare maps & meeting materials/handouts for public meeting.
- Prepare PowerPoint presentation for public meeting.
- Attend public meeting in Burbank.
- Meeting debrief with County/staff after meeting (remotely).
- Provide meeting minutes/summary.
- Provide land use/zoning recommendations to County staff based on feedback provided at public meeting.
- Provide updated maps, if necessary.
- Prepare comp plan amendments package for Dept. of Commerce.
- Prepare SEPA checklist.

ASSUMPTIONS

- County will provide any additional project-related information, data, or maps for Burbank area. that have not already been provided LDC. Those can be uploaded to existing LDC FTP site.
- County will send/issue public notices and secure public meeting space.
- County will contact existing stakeholders, residents and public who have previously participated.
- LDC staff, including Planning Manager and Planner, will attend one (1) public meeting to be held in Burbank, date to be determined.
- County to provide all A/V equipment for meeting, including but not limited to laptop, projector, screen, microphones, speakers, etc.
- LDC will provide at least 2 easels. County to provide extras, if needed.
- This budget assumes LDC to provide assistance to County in developing comp plan amendment and regulation recommendations. The County will complete the final report to present to PC and BOCC.
- This budget assumes LDC will not attend any Planning Commission (PC) or Board of County Commissioner (BOCC) meetings.

TASK 02 TOTAL: \$20,000 (FIXED FEE/NOT TO EXCEED)

TASK 01 AND TASK 02 TOTALS: \$25,000

SUMMARY

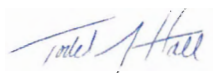
If the scope of the project changes due to circumstances beyond our control as otherwise specified herein, we reserve the right to renegotiate the fees outlined in this agreement. Please note that we typically adjust our fee schedule January 1st of each year. Reimbursable expenses such as mileage, print costs, etc., will be billed in accordance with our standard fee schedule.

Consultant will mail monthly invoices in Consultant's standard format reflecting all current charges to Client. Invoices are due when received by client and must be paid within 45 days of invoice date. Any unpaid invoices are deemed to be correct and binding on Client unless Client provides Consultant written notification of specific objections within 10 days of the date of invoice. Preparation of additional documentation for invoiced charges when request by the Client shall be deemed Additional Services approved upon request.


In the event that the Client fails to pay within 45 days after the invoice is rendered, the Consultant shall, at its sole discretion, have the right to terminate this agreement without liability on the part of the Consultant. In such case, the Client will pay for all fees, charges and services performed by the Consultant up to the date of termination.

Regards,

LDC, Inc.



Todd Hall
Planning Manager



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, July 27, 2020, 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 Ordinances 480 and 483 and expires on August 3, 2020.
The purpose of this public hearing is to consider whether to renew the interim zoning regulations prior to their expiration on February 5.

The County enacted Ordinance 483 on February 3, 2020, renewing the interim ordinance. On February 6-7, 2020, the County experienced a major flooding event that occupied the Community Development Department's resources. On February 29, Governor Jay Inslee declared a statewide emergency related to the COVID-19 pandemic. The COVID-19 pandemic and Statewide emergency, Governor's stay at home orders, and phased reopening has presented challenges with regard to enacting zoning regulations, including inability to schedule open houses, Planning Commission meetings and public hearings, and other public gatherings to ensure public participation as required by the Growth Management Act.

Written comments regarding the renewal of the interim zoning regulations may be submitted prior to and at the hearing on July 27. This is the final opportunity to comment on the extension or amendment (renewal) of this ordinance; written comments on this proposed procedural action are not expected to be accepted after the public hearing is closed on July 27. 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.

Those participating at said hearing may testify for or against the proposed ordinance which would extend the existing interim regulations. Remote Public Participation and testimony will be allowed via Cisco Webex and telephone (see call-in information below). Limited participation and testimony at a remote location is available for those who are unable to testify by Cisco Webex or Telephone by contacting the Clerk of the Board at 509-524-2505 in advance of the hearing.

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 **Monday, July 27, 2020 at 10:30 AM**

Any citizen may participate in the hearing by attending through the following options:

Call in 1-408-418-9388 access code: 146 784 0290

Meeting link: <https://wwco.webex.com/wwco/j.php?MTID=m6ef6c0710e4eb57be4e10ce0cc827a38>

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.



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 7/27/2020


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

☒ Mailed to the parties included in the attached mailing list on 7/15/2020

Lauren Prentice
Printed Name


Signature

7/21/2020
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 7/17/2020

☒ Published in paper(s) of general circulation on 7/23/2020 (The Times) and 7/17/2020 (Tri-City Herald)

☒ Published on the CDD website on the following date: 7/15/2020

Lauren Prentice
Printed Name


Signature

7/21/2020
Date

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
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
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
Darrel Ellingson		170 Basin Dr	Burbank	WA	99323
Dave Maiden		96 Merry Lane	Burbank	WA	99323
DAVE RIDDLE		2573 HANSON LOOP	BURBANK	WA	99323
David Ensunsa Jr.		65 Snake River Drive	Burbank	WA	99323
David Ensunsa		597 Harrison Rd	Burbank	WA	99323
Debbie M Ford		25463 Ice Harbor Drive	Burbank	WA	99323
Dee and Randy Stonestreet, et al.		1500 Hanson Loop Road	Burbank	WA	99323
Diane Bagley		453 Basin Dr	Burbank	WA	99323
Diane F Bagley		435 Basin Drive	Burbank	WA	99323
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
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
George Kremposki		253 Apple Ln	Burbank	WA	99323
Gerry Reed	Rhonda Kuebler	PO Box 305	Burbank	WA	99323
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
Jane and Ralph Bell		1242 W. Sunset Drive	Burbank	WA	99323
Jason Moody		PO Box 362	Burbank	WA	99323
Jean Langdell	Betty Langdell	101 Cherry Street	Burbank	WA	99323
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
John Hoover		600 Basin Drive	Burbank	WA	99323
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
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

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
Melinda Koopman		451 Harrison Rd	Burbank	WA	99323
Michael Scrimsher		104 Tuttle Lane	Burbank	WA	99323
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
Norm and Diane Wells		45 Walnut Street	Burbank	WA	99323
Fred Martin		64 HAROLD AVE	BURBANK	WA	99323
Pat Reay	Port of Walla Walla	310 A Street	Walla Walla	WA	99362
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
Rick Woodard		1061 W Sunset Dr	Burbank	WA	99323
Rob Green	Amy Grow	65 Merry Lane	Burbank	WA	99323
Robin Headley		117 W. Sunset Drive	Burbank	WA	99323
Roger Bairstow	Broetje Orchards	1111 Fishhook Park Road	Prescott	WA	99348
Ron Bruder		PO Box 220	Burbank	WA	99323
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
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
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

DRAFT

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

ORDINANCE NO. 484

**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

DRAFT

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 July 27, 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 and The Watershed Company 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. 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.
15. 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.
16. From April 2019 through May 2020 the Community Development Department had significant senior-level staff vacancies. The Senior Planner position was filled in March 2020 and the Building Official/Fire Marshal position was filled in June 2020. The Department still has one vacant position (Code Compliance Officer); both building and planning division staff are assisting with code enforcement work to cover this vacancy.
17. 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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18. On February 3, 2020, after holding a public hearing, the Board of County Commissioners extended Ordinance 471's interim regulations for another six months via Ordinance 483; this ordinance expires at 12:01 a.m. on Monday, August 3, 2020.
19. On February 6-7, 2020, the County experienced a major flooding event that occupied significant County resources.
20. On February 17-19, 2020 LDC staff visited the county to assist CDD staff with flood-related matters and background work for the Burbank residential project.
21. On February 26, 2020, LDC completed a final draft of a scoping document for the Burbank Residential Density Review project which included a tentative plan for informational public meeting to be scheduled in April followed by public hearings by the Planning Commission and Board of County Commissioners.
22. On February 29, 2020, Governor Jay Inslee declared a statewide emergency related to the COVID-19 pandemic. The COVID-19 pandemic and Statewide emergency, Governor's stay at home orders, and phased reopening has presented challenges with regard to enacting zoning regulations, including inability to schedule open houses, Planning Commission meetings and public hearings, and other public gatherings to ensure public participation as required by the Washington State Growth Management Act (GMA).
23. On March 10, 2020, LDC provided CDD staff with a proposed Change Order which included work on the Burbank Residential Density Review based on the February 26 scoping document.
24. On March 20, 2020, the Community Development Department implemented modified operations under the direction of the Board of County Commissioners acting as the Walla Walla County Board of Health as a result of the COVID-19 pandemic. The CDD office closed to the general public at this time and has not yet re-opened. In limited situations, in-person appointments are scheduled, but only if deemed necessary and strict adherence to social distancing requirements can be met.
25. Community Development Department staff and LDC have prepared a revised scoping document which updates the schedule and project summary for this project due to the unexpected delays encountered in 2020. The July 6, 2020 draft document outlines the remaining steps in the amendment process. Of these twelve steps, the final six must be delayed until additional re-opening occurs.
26. On July 13, 2020, the Board of County Commissioners adopted Resolution 20-142, setting a public hearing for July 27, 2020 for the purpose of considering renewal of the interim development regulations.

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27. On July 15, 2020, a Notice of Public Hearing was mailed to parties who had previously commented on the interim development regulations and provide their mailing address.
28. On July 17, 2020, a Notice of Public Hearing was published in the official gazette, the Walla Walla Union Bulletin, and the Tri-City Herald.
29. On July 23, 2020, a Notice of Public Hearing was published in The Times (Waitsburg).
30. On July 27, 2020, the Board of County Commissioners held a public hearing to determine whether to extend Ordinance 471's interim regulations for another six months. The hearing was held remotely, with participation allowed via video conferencing and telephone. Persons who were unable to participate by video conference or phone were asked to call the Clerk of the Board to arrange to participate at a remote location.

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.

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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 interim zoning which would be renewed 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 complete the work on this project.

Section II. Renewal of Ordinance 471. Ordinance 471 is renewed and will remain in effect for six months, until January 27, 2021, at 12:01 a.m.

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Section III. Purpose. The purpose of this renewed 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 but much of this work may not occur due to the restrictions of the ongoing COVID-19 pandemic. Given the uncertainty of whether the County will be able to hold public meetings and hearings during the COVID-19 pandemic and phased reopening, the full six-month term renewal is needed.

Section IV. Duration of Interim zoning. This interim zoning Ordinance shall be in effect for six months, beginning on July 27, 2020, and ending on January 27, 2021 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.

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 27th day of July 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

a) Action Agenda Items:

- 1) Proposal 2020 07-27 – CORR
Approval to submit letter of interest
for a grant application to Washington
State Healthcare Authority to obtain
funding to establish a Residential
Substance Abuse Treatment (RSAT)
at County Jail

b) Department update and miscellaneous



MEMO

Date: July 22, 2020

Proposal ID. 2020 07-27 - CORR

To: Board of County Commissioners

From: Norrie Gregoire, Director of Corrections

Intent – Seeking formal BOCC approval to submit letter of interest for grant application to Washington State Healthcare Authority to obtain funding to establish Residential Substance Abuse Treatment (RSAT) at County Jail. Deadline for letter of interest response is July 31, 2020 at 17:00.

Topic – Establish a Residential Substance Abuse Treatment (RSAT) beds at Walla Walla County Jail.

Summary – The Washington State Healthcare Authority (HCA) Division of Behavioral Health and Recovery (DBHR) has been awarded a grant to implement residential, jail-based, and/or aftercare treatment for incarcerated individuals. RSAT funding is provided through the Department of Justice (DOJ), Office of Justice Programs (OJP) and Bureau of Justice Assistance (BJA).

RSAT requires evidence-based SUD treatment, community reintegration, co-occurring services (mental health and SUD), and continuing care. RSAT must engage individuals for a minimum of 90 days.

Cost – RSAT requires cash match/in kind of \$25,000. County Corrections would provide in kind services by obtaining UA samples form RSAT participants; monitoring and supervising RSAT participants in the facility; and by providing administrative oversight to the RSAT grant project.

Funding – RSAT provides a maximum of \$200,000 and services must be in place by October 1, 2020; funding runs through September 30, 2021, with optional extensions.

Alternatives Considered – Currently, residential treatment is not provided anywhere in Walla Walla County. Any detained person referred to inpatient SUD residential treatment is typically referred to facilities in Spokane, Yakima, Vancouver, or the Seattle area. Corrections does have existing Recovery Pods at the facility, which has established a solid foundation of SUD assessment and peer-based recovery support services. Providing residential SUD treatment within a corrections facility, especially in a rural community, is a rare thing.

Acquisition Method – County would contract with HCA as grant recipient and subcontract with Serenity Point Counseling through Personal Services Contract.

Security – N/A

Access -

Risk – If given permission by Board to submit letter of interest, any proposed contract between the County and HCA would be vetted for liability, terms, and risk by Chief Civil Deputy and County Human Resources/Risk Management prior to formally agreeing to terms.

Benefits – As aforementioned, no residential SUD treatment is currently available in our community. Frequently, detained persons at our County Jail spend weeks waiting for inpatient beds out of the area to open. If approved and provisioned at the jail, Residential Substance Abuse Treatment would provide desperately needed services to detained county residents.

Conclusion/Recommendation – Recommend formally approving the Walla Walla County Corrections Department (Jail) request to submit letter of interest to HCA for RSAT grant.

Submitted By	Disposition
Norrie Gregoire, Corrections, 07-22-2020	<input type="checkbox"/> Approved
Name Department Date	<input type="checkbox"/> Approved with modifications
	<input type="checkbox"/> Needs follow up information
Signature	<input type="checkbox"/> Denied
	BOCC Chairman _____ Date _____

Additional Requirements to Proposal

____ Modification

____ Follow Up



Norrie Gregoire, Director
Matt Stroe, Jail Commander

**DEPARTMENT OF COURT SERVICES
JUVENILE JUSTICE CENTER
WALLA WALLA COUNTY**

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager

To: BOCC
From: Norrie Gregoire, Director of Corrections
Date Written: 07/24/2020
RE: Director's Report for July 27, 2020

Board Action Items:

» Proposal to submit Letter of Interest to Washington State Health Care Authority seeking funding for Residential Substance Abuse Treatment (RSAT) for County Jail.

Department Updates:

Service Providers, Programming & Essential Services

- Corrections
 - An excellent example of interagency collaboration and resource sharing occurred 7/23 with the Hedman sentencing; staff from Court Services, Corrections, WWPd, WWSO, and WSP worked seamlessly together to provide a safe and secure sentencing environment.
- Court Services
 - JJC has three staff continuing to serve as Contact Tracers at Community Health;
 - Adult sentenced in Superior Court was ordered to serve a 30-day sentence on Electronic Home Monitoring July 17th; sentenced person is being monitored by JJC; plan is to expand EHM in Superior Court as a sentencing option to broaden our continuum of court responses.

Personnel

- Corrections
 - Two applicants who successfully passed the PAT and written on 7/9/2020 have washed out of background; Corrections will continue to evaluate the applicant pool;
 - Sgt. who has been on military leave for last 13 months now advises he's ready to come back in August rather than September;

Equipment/Technology/Facilities

- Bullpen cameras scheduled for install 7/25; operational by tomorrow evening;
- Jail elevator waiting for final Schindler inspection; Robert is frustrated but we have few options other than to cajole and wait; last word is that final inspection scheduled for Wednesday, 7/29/2020;
- Would like to replace stolen wood splitter so that the Corrections Crew can resume firewood project so that split wood is available for fall purchase.

11:00

DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

a) Action Agenda Items:

- 1) Execute Downtown Walla Walla
Foundation Event Banner
Administrative Policy, Procedures
and Installation Application

b) COVID-19 update and miscellaneous



MEMO

Date: July 27, 2020

To: BOCC

From: Meghan M. DeBolt, MPH/MBA
Administrator

Intent – Gain BOCC Signature Downtown Walla Walla Foundation Application

Topic – Suicide Prevention – Reach Out

Summary

The purpose of the contract is to display "Reach Out" banners on the downtown flagpoles during suicide prevention month in September. There will be 40 in Walla Walla and 16 in the City of College Place. Costs of the banners and placement will be covered by the HCA suicide prevention grant. Banners then can be used in both September and May (mental health awareness month).

Cost

Covered by HCA contract K4209

Funding

\$ 6,500

Alternatives Considered

....

Acquisition Method

...

Security

....

Access

....

Risk

....

Benefits

....

Conclusion/Recommendation

Recommend the BOCC sign agreement/application with the Downtown Walla Walla Foundation for banner placement and purchase.

Submitted By

Meghan DeBolt, DCH 7/23/2020

Name	Department	Date
------	------------	------

Name	Department	Date
------	------------	------



Event Banner Administrative Policy, Procedures & Installation Application
Updated 06/19/2012, Revised 5/18/2016

Purpose: In a partnership to encourage and support cultural and community events the Downtown Walla Walla Foundation (DWWF) will administer the Event Banner Program in partnership with the City of Walla Walla (CWW). As the administrative authority, the DWWF is responsible for reviewing Event Banner applications, confirming Event Banner reservations, and scheduling and executing the installation and removal of Event Banners on selected City-owned decorative street light poles.

Program Use: Use of this program will be limited to announcements of activities and civic events held within the City of Walla Walla or Walla Walla County, with priority given to activities within the City of Walla Walla when conflicts occur. Both non-profit and for-profit organizations may use this program. All use is limited to events or activities that are of community nature, i.e.; cultural, historical, sporting events. Banners may not be used for political or commercial purposes (i.e., to advertise products or services) and lewd or obscene material as defined in RCW 7.48A.010 (2) is prohibited. All revenues generated from event banners will be used to maintain the downtown improvements, i.e.; decorative light poles, refuse containers, bike racks, tree lights, tree pruning, holiday decorations, street banner poles, benches, flower basket hardware, etc.

Policy:

1. Banner Locations:

- A. There are 95 banner pole locations in the downtown core available.
- B. Requested banner locations are determined based on availability at the time the completed application is approved and payment is received.

2. Banners:

- A. All banners are to be 24" X 48";
- B. Openings: 4" pockets across the top and bottom with double stitched turn down;
- C. Grommets must be installed on the upper and lower inside corners;
- D. Approved materials: Acrylic, Nylon, Cotton Canvas, Vinyl, other fabrics with equivalent strength or approved by the DWWF.

3. Banner Design:

The intent of the Banner Program is to provide an engaging and artistic outlet to promote your community or cultural event. The following points are guidelines to use as you design your banners. The DWWF evaluates each submission on a case-by-case basis based on these guidelines. It is strongly recommended that you obtain approval of your design before you order the banners to be printed; the DWWF will not assume responsibility for any costs associated with non-approved banners

- A. The total number of venue banners must be limited to no more than 70 banners
- B. Banners must add color and interest to the downtown corridor.
- C. Event/host organization logos may be approved as banner artwork.
- D. Any sponsoring organization logos are limited to 20% or less of each banner.
- E. Viewers must be able to read the banner within 2-3 seconds while driving by.
- F. Letter size should be no smaller than 3" in height.
- G. The fewer words, the better. Let your graphics and a handful of words convey your message.
- H. Banners must be printed on both sides of the material.

4. Time Limits:

- A. Event Banner Applications must be submitted no less than six (6) full weeks prior to the requested installation date.
- B. Banners must be delivered to the DWWF offices no later than five (5) business days prior to installation date.
- C. The DWWF will install the banners no later than three (3) business days after receipt of banners.
- D. Banners may be installed no more than three (3) weeks prior to the event.
- E. Additional weeks may be purchased at \$10 per banner per week with a maximum overall time limit of six (6) weeks.
- F. DWWF will remove banners immediately after the final event date.



5. Fees:

- A. Fees for the placement of banners, per six weekperiod:
 - a. Non-refundable \$100.00 deposit is required at the time of reservation.
 - b. \$25 per banner: non-profit organizations designated as a 501(c).
 - c. \$20 per banner: non-profit organizations members of the DWWF
 - d. \$35 per banner: for-profit organizations.
 - e. \$30per banner: for-profit organizations members of the DWWF
 - f. As mentioned in 4.E. - Additional weeks may be purchased at \$10 per banner per week with a maximum overall time limit of six (6) weeks.
- B. A fee of \$20/per hour will be charged for any changes or early removal of EventBanners different than the final event date as indicated on an approved application. Contact the DWWF for a **Change Order Form**.

6. Applications:

- A. Banner applications shall be received and considered on a first-come, first-served basis beginning January 1st of each year.
- B. DWWF has the right to limit any one organization to a maximum of three event banner pole reservations per year; January 1 – December 31.
- C. Incomplete application will not be considered until all materials are submitted.
- D. Downtown Walla Walla Foundation may withdraw approval of an application if, upon receipt of the banners, they are found not to comply with content, design and/or construction requirements as defined in this policy.

7. Waiver of Liability:

- A. All applicants must sign and submit a liability waiver form acknowledging that the CWW and the DWWF are not responsible for lost, stolen or damaged banners after they are hung.

8. Certificate of Insurance:

- A. All applicants must provide the **Downtown Walla Walla Foundation** a Certificate of Liability Insurance naming the **City of Walla Walla** as an additional insured in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Procedure (Please read policies section first):

- 1. A request to install banners on City-owned utility poles must be made on "Event Banner Program Application" forms available at the Downtown Walla Walla Foundation offices and website and must be submitted no less than six (6) full weeks prior to the requested installation date. Applicants are encouraged to submit applications as soon as possible as availability is limited and reservations are made on a first come, first served basis.
- 2. Upon receipt of an Event Banner Program application, DWWF staff shall verify that the proposed banner complies with all requirements of this policy.
- 3. Incomplete applications will not be reviewed. The DWWF will contact the applicant detailing missing components. Complete applications will be considered first while the DWWF waits for these components.
 - a. The Event Banner Program application must include a drawing, graphic, or photo of the proposed banner that includes all proposed wording and details the banner design and construction, as required by this policy.
- 4. If the Event Banner Program application is not approved, DWWF staff contact the applicant to explain why.
- 5. Once approval has been given, DWWF staff will send an invoice (either by mail or email) to the applicant for the required fees. The reservation of the approved banner spaces shall not be considered confirmed until full payment is received.
- 6. The physical banners must be delivered to the DWWF office no later than five days (5) business before scheduled installation date. The DWWF will install the banners no later than three (3) business days following receipt of the banners.
- 7. Any deviation from the specified procedure, any of the stipulations agreed upon by the authorized signature on the completed Event Banner application or unauthorized changes to the approved banner design specifications herein is cause for the DWWF to either refuse to install or to remove any banner at any time.



APPLICATION CHECKLIST A COMPLETE APPLICATION

CONTAINS THE FOLLOWING:

- ☐ A COMPLETED APPLICATION FORM WITH A SIGNATURE AT BOTTOM;
- ☐ A DETAILED DESIGN FOR BOTH SIDES OF EVENT BANNERS IN .JPEG FORMAT, INCLUDING A DRAWING, GRAPHIC, OR PHOTO OF THE PROPOSED BANNER AND ALL PROPOSED WORDING AND DETAILS THE BANNER DESIGN AND CONSTRUCTION, AS REQUIRED BY THIS POLICY;
- ☐ A SIGNED HOLD HARMLESS AGREEMENT;
- ☐ \$100.00 Non-refundable deposit
- ☐ A CERTIFICATE OF INSURANCE;
- ☐ A MAP DETAILING REQUESTED INSTALLATION AREAS.
- ☐ I have read the complete rules and I understand the policies and procedures detailed herein.



RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

(CONTACT NAME & ORGANIZATION NAME)

UNDERSTANDS THERE ARE SPECIAL DANGERS AND RISKS INHERENT IN THIS ACTIVITY, INCLUDING, BUT NOT LIMITED TO, THE RISK OF PHYSICAL INJURY, PROPERTY DAMAGE OR LOSS OR OTHER HARMFUL CONSEQUENCES WHICH MAY ARISE DIRECTLY OR INDIRECTLY FROM THIS ORGANIZATION/GROUP'S PARTICIPATION IN THIS ACTIVITY.

BEING FULLY INFORMED AS TO THESE RISKS AND IN CONSIDERATION OF THE CITY AND THE DOWNTOWN WALLA WALLA FOUNDATION ALLOWING THIS ORGANIZATION/GROUP TO PARTICIPATE IN THIS SPONSORED ACTIVITY AND/OR USE OF CITY FACILITIES I, ON BEHALF OF MYSELF AND ON BEHALF OF THE ABOVE-NAMED ORGANIZATION/GROUP, ASSUME ALL RISK OF INJURY, PROPERTY DAMAGE OR LOSS WHICH MAY ARISE FROM THE ORGANIZATION/GROUP'S PARTICIPATION IN THE ACTIVITIES OR USE OF CITY FACILITIES.

I FURTHER AGREE, INDIVIDUALLY AND ON BEHALF OF THE ABOVE-NAMED ORGANIZATION/GROUP, TO RELEASE AND HOLD HARMLESS THE CITY OF WALLA WALLA, ITS OFFICIALS, EMPLOYEES AND AGENTS AS WELL AS THE DOWNTOWN WALLA WALLA FOUNDATION ITS OFFICIALS, EMPLOYEES, BOARD OF DIRECTORS AND VOLUNTEERS AND AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I MAY HAVE TO BRING A CLAIM OR LAWSUIT FOR DAMAGES AGAINST THEM FOR ANY PERSONAL INJURY, PROPERTY DAMAGE OR LOSS OR ANY OTHER HARMFUL CONSEQUENCES OCCURRING TO ME OR THE ABOVE-NAMED ORGANIZATION/GROUP ARISING OUT OF THIS ORGANIZATION'S VOLUNTARY PARTICIPATION IN THE EVENT BANNER PROGRAM.

I FURTHER AGREE THAT PICTURES MAY BE TAKEN AND USED BY THE CITY AND THE DOWNTOWN WALLA WALLA FOUNDATION FOR PROMOTIONAL PURPOSES.

SIGNATURE

DATE



PRINT CLEARLY PLEASE

ORGANIZATION: _____

☐ NON-PROFIT (INCLUDE EIN#)

☐ FOR-PROFIT _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE NUMBER (OFFICE AND CELL): _____

EVENT: _____

EVENT DATE(S): _____

REQUESTED EVENT BANNER RESERVATION DATES: _____

NUMBER OF EVENT BANNERS REQUESTED: _____

PLEASE INDICATE ON INCLUDED MAP REQUESTED LOCATIONS. _____

WITH MY SIGNATURE AT THE BOTTOM OF THIS FORM I ACKNOWLEDGE THAT I AM AN AUTHORIZED AGENT FOR THE ABOVE NAMED ORGANIZATION; I UNDERSTAND ALL THE ABOVE STATED EVENT BANNER POLICIES AND APPLICATION PROCEDURES AND AGREE TO OPERATE WITHIN THE BOUNDS OF ALL STATED EVENT BANNER POLICIES AND APPLICATION PROCEDURES. FURTHER, THE ABOVE NAMED ORGANIZATION UNDERSTANDS THAT FAILURE TO COMPLY WITH ALL ABOVE STATED EVENT BANNER POLICIES AND APPLICATION PROCEDURES WILL RESULT IN IMMEDIATE TERMINATION OF THE ABOVE NAMED ORGANIZATION'S EVENT BANNER RESERVATIONS.

SIGNATURE: _____ DATE _____

- 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) Revised job description approval form – Youth Engagement Program Assistant for the Community Health Department
- d) 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))

11:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

11:45

COUNTY COMMISSIONERS

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

Written Department updates only provided by:

FACILITIES MAINTENANCE

Robert Henry

Walla Walla County Facilities Department

317 W Main St, Walla Walla, WA 99362

Update July 27th

Maintenance:

- Additional Preparations for elections office were completed, including additional plexiglass screens, lighting improvements, and walkway barriers.
- Regular maintenance items completed in jail including plumbing repairs, kitchen repairs on the Deep Fryer, Fridge and Dishwasher, and filter changes.
- Finalized design for new cubicles for the Clerk's office.

Custodial

- Custodial has continued cleaning with an emphasis on disinfecting public spaces and commonly touched surfaces.
- Additional long-term projects have started including the washing of the Courthouse windows dusting of high and hard to reach areas.

Grounds

- During the hot weather more irrigation problems have come to light, the grounds and maintenance team have been working together to repair these issues. Their timely repairs keep the grass and plants around the county building green, and help save on wasted water.

Facilities Department

- Walla Walla has completed their application for the Historic County Courthouse Rehabilitation Grant to seek funding for repairs on the County Courthouse.

- 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.