

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 7, 2022

Commissioners have resumed in person public meetings and continue to host the meetings via WebEx.

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>

PLEASE NOTE: All times are tentative and at the discretion of the Chairman with the exception of advertised bid openings and public hearings.

8:10 A.M. COUNTY COMMISSIONERS

Chairman Kimball

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) Interview applicants for previously publicized openings on the Community Health Advisory Board (CHAB) (8:15-9:45)

9:45 RECESS

10:00 COUNTY COMMISSIONERS

- e) Public comment period (time limitations may be imposed)
- f) Introduction of new county employees (this is scheduled for the first meeting of each month)
- g) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review vouchers/warrants/electronic payments
- h) **Consent Agenda Items:**
 - 1) Resolution – Minutes of County Commissioners’ proceedings for January 24 and 25, 2022 and cancelled sessions of January 31 and February 1, 2022
 - 2) Resolution – Calling for bids for designation of the county legal newspaper for county printing and advertising
 - 3) Resolution – Updating appointments to the Walla Walla County Solid Waste Advisory Committee
 - 4) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF CALLING FOR
BIDS FOR DESIGNATION OF THE
COUNTY LEGAL NEWSPAPER FOR
COUNTY PRINTING AND
ADVERTISING

RESOLUTION NO. **22**

WHEREAS, pursuant to RCW 36.72.075, it is time to call for bids for designating the official county newspaper for county printing and advertising for a one year term beginning July 1, 2022 and ending June 30, 2023; now therefore

BE IT RESOLVED that the Board of Commissioners of Walla Walla County issue a call for bids for county printing and advertising, to be opened on Monday, March 28, 2022 at the hour of 10:00 a.m. in the Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington.

BE IT FURTHER RESOLVED that the Clerk of the Board of County Commissioners, as the County Auditor's designee, shall cause the call for bids to be published.

Passed this 7th day of **February, 2022** 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

Todd L. Kimball, Chairman, District 2

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF UPDATING
APPOINTMENTS TO THE WALLA
WALLA COUNTY SOLID WASTE
ADVISORY COMMITTEE**

RESOLUTION NO. 22

WHEREAS, pursuant to RCW 70.95.165, counties shall establish a solid waste advisory committee to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies or ordinances prior to their adoption; and

WHEREAS, pursuant to Walla Walla County Resolution 08 177, Walla Walla County and the City of Walla Walla entered into an Interlocal Agreement for the Continued Coordination of Regional Pollution Prevention and Waste Prevention Programs between the City of Walla Walla and Walla Walla County to provide for the continued implementation of the 1994 Walla Walla County Solid Waste Management Plan and Moderate Risk Waste Management Plan, and various related local and regional pollution prevention and waste prevention programs; and

WHEREAS, pursuant to past Walla Walla County resolutions, appointments to the Solid Waste Advisory Committee (SWAC) have been continually updated; and

WHEREAS, the City of Walla Walla, as part of duties undertaken by the City, has presented information relative to various reappointments to be made to the Walla Walla County Solid Waste Advisory Committee and has requested the Board of County Commissioners make the appointments; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the following persons shall be reappointed to the Walla Walla County Solid Waste Advisory Committee:

- 1) Susan Smiley-Nakonieczny, City of Walla Walla representative, shall be appointed, said term effective February 1, 2022 through February 1, 2025; and
- 2) Richard L. McFarland, Walla Walla County at-large citizen representative, shall be reappointed, said term effective March 31, 2022 through March 31, 2025.

Passed this 7th day of **February, 2022** 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

Todd L. Kimball, Chairman, District 2

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

KAMMY D. HILL, MMC
CITY CLERK

CITY HALL
15 N. 3rd Avenue

Walla Walla, WA 99362-1859
(509) 527-4424
FAX (509) 524-7915

E-Mail – khill@wallawallawa.gov

January 27, 2022

Diane Harris
Clerk of the Board
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

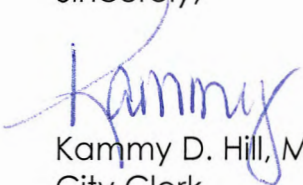
Dear Diane,

The Walla Walla City Council, at their regular meeting held January 26, 2022, nominated Councilmember Susan Nakonieczny as the City Council's representative on the Solid Waste Advisory Committee. Councilmember Nakonieczny's address and phone number for contact purposes is:

Susan Smiley-Nakonieczny
409 N. 13th Avenue
Walla Walla WA 99362
928-486-9864
snakonieczny@wallawallawa.gov

If you should have any questions, please let me know.

Sincerely,



Kammy D. Hill, MMC
City Clerk

Mission: We provide municipal services and programs essential to a desirable community in which to live, work and play.

Values: Customer Focus/Service; Excellence; Stewardship; Communication; Leadership; Integrity

COUNTY COMMISSIONERS (Continued)

i) Action Items:

- 1) County vouchers/warrants/electronic payments as follows: 4052766 through 4052771 totaling \$81,540.00 (payroll draws dated January 14, 2022); 4052831 through 4052856 totaling \$1,060,292.33 (January payroll); 4236533 through 4236562 totaling \$1,147,306.87 (benefits and deductions)
- 2) Authorize Chairman to execute Boundary Line Adjustment application re Tom Watson/Lillie Rice Center for parcel #360722210028 and 36072212003

j) Miscellaneous business to come before the Board

k) Review reports and correspondence; hear committee and meeting reports

l) Review of constituent concerns/possible updates re: past concerns



Development Services Department
permits@wallawalla.gov
(509) 524-4710

BOUNDARY LINE ADJUSTMENT APPLICATION

Application fee of \$100 is due upon submittal

Project Title: Tom Watson/Lillie Rice Center Boundary Line adjstment
Site Address: 2616 East Isaacs Avenue, Walla Walla WA Parcel #: 360722210028 & 360722120003
Applicant Name: Tom Watson
Phone: (509) 520-8998 E-mail address: lucybear@charter.net
Mailing Address: 1860 Plaza Way, Walla Walla, WA 99362
Property Owner: County of Walla Walla
Phone: (509) 524-2505 E-mail address: _____
Mailing Address: 315 W Main Street Walla Walla, WA 99362

Legal description (may be attached):

I, _____, the land owner for boundary line adjustment, do hereby confirm that the above is correct. (Attach a separate sheet if more than one owner)

Applicant signature _____ Date: _____

I, Greg Flowers, the surveyor/engineer, have prepared this proposal and do hereby confirm that the boundary line adjustment meets all Walla Walla Municipal Code requirements and the requirements of the RCW (Revised Code of Washington).

Surveyor / Engineer signature _____ Date: _____

Required Documents - Reference the WWMC Chapter 19.25 plus the following required information:

- Title Report with liability for errors not to exceed the assessed value of the lots on the date of application. The title report shall be issued no more than 30 days prior to the application date (available from a Title Company). The City may request an updated title report prior to preliminary approval at its discretion.
- Boundary Line Adjustment Survey Map – electronic pdf format
- Declaration statement and signature of all property owners involved in the boundary line adjustment

10:15 PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Department update and miscellaneous

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



To: Board of County Commissioners

From: Tony Garcia Morales, P.E. – Public Works Director/County Engineer

Date: 1 February 2022

Re: Director's Report for the Week of 31 January

Board Action: 7 February 2022

Update Only

ENGINEERING:

- Arch Bridge (Apollo, Inc): Contractor working on abutments. Girders scheduled to be delivered February 24th.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way acquisition (only 1 acquisition remaining) and finalizing construction plans.
- Peppers Bridge Road: Working on right of way acquisition.
- Completed annual stockpile surveys for quantity verification.

MAINTENANCE/FLEET MANAGEMENT:

- South Crew – Blading, ditching, and graveling roads.
- North Crew – Blading, ditching and slide cleanup.
- Signs and Veg Crew – Sign repair and routine maintenance.
- Garage – Routine service and repairs.

ADMINISTRATION:

- Conducted weekly Engineering and Road Ops meetings.
- Conducted North District Foreman interviews.
- Finalizing our Public Works Tech III selection process.
- Attended our monthly Benton-Franklin Council of Governments (BFCOG) Technical Advisory Committee (TAC) meeting.
- Had my monthly meeting with Liaison Commissioner Mayberry.

a) **Action Agenda Items:**

- 1) Proposal 2022 02-07 CDD Approval to hire Planning Technician above Step B
- 2) Resolution – Establishing the time frame and criteria for acceptance of applications for amendments to the Walla Walla County Comprehensive Plan and the Walla Walla County Code pertaining to development regulations for consideration in the 2022 Annual Amendment cycle

b) Department update and miscellaneous



Walla Walla County Community Development Department

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

To: Board of County Commissioners
From: Lauren Prentice, Director
Prepared: February 1, 2022
Date: February 7, 2022
Subject: Proposal 2022 02-07 CDD – Approval to hire Planning Technician above Step B

Proposal 2022 02-07 CDD

Hire Planning Technician at Grade 5F with a start date of late March 2022. Board approval is required for hiring above the B-level in the County's grading system.

Background/Summary

In December 2021 we advertised for the Planning Technician position after finding out that our previous Tech was leaving. This is a newer position, which was created in January 2021. This is our entry-level planning position, which was designed to be a sort of cross between an Assistant Planner and a Permit Technician.

Primary functions for this job include: coordinating Technical Review Committee, Planning Commission, and Hearing Examiner meetings; intake of planning applications; assisting Permit Coordinator with building permit intake and issuance; advising applicants about planning application requirements and the status of applications; fulfilling public records requests; answering phones for the department and providing a broad range of information; and permit coordinator back-up.

Additionally, the Planning Technician will be tasked with handling a variety of increasingly complex planning work as they progress over years in the job. An experienced Planning Technician will perform Type 1 and Type 2 planning application reviews, as planners do now. An experienced Planning Technician, with years of experience will also be able to answer most daily customer planning questions on their own, assist with code enforcement cases, and assist with special planning projects/tasks like report writing, public outreach, code amendments, etc.

We interviewed four candidates for this position, and I have selected a top candidate. The applicant has approximately 8 years of experience working as a planner in local government, and he is interested in this position because he is interested in beginning a planning career in Washington State. No other applicant for this position had any planning training or experience, nor are we typically able to find qualified planning candidates interested in working for the County. The applicant is currently a Planner II for the City of Columbus, OH. He has been in this position since 2015. He was a Planner for the City of Hattiesburg, Kentucky, from 2013-2015. In addition to his experience as a planner, he has GIS training and work experience.

In these positions he did the following work:

1. Worked with two teams facilitating the review of rezone applications and variances through a City Council and Board of Adjustment. Managed application processing, report preparation, and conducted presentations to City Council, Boards, and Commissions.
2. Acted as a liaison for applicants, City departments, and the general public on zoning matters.
3. Advised citizens and design professionals on the development review process.
4. Interpreted and applied city codes and policies.
5. Facilitated digital reorganization of zoning application files for efficiency and improved and modernized application forms.

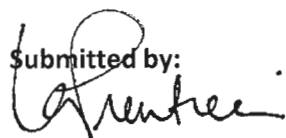
6. Provided zoning training workshops to neighborhood liaisons.
7. Core team member for comprehensive rewrite of City of Hattiesburg Land Development Code.
8. Reviewed sign permit applications, and assisted with floodplain management and stormwater management.
9. Coordinated weekly plan review process for city departments.
10. Created and maintained GIS-based information, data processing, map-making and reporting. Performed aerial imagery interpretation using GIS technology.
11. Built GIS models for processing large datasets.

The experience and skills of the selected candidate far exceed the minimum hiring qualifications for this position. I am confident that his skills and experience will enable him to hit the ground running in this position and be a good fit. This position requires a Bachelor's degree in planning or a related field and one year of experience as a permit or planning technician, or equivalent. He has a BA in Environmental/Applied Geography from Millersville University (PA) and a MS in Geo-Environmental Studies for Shippensburg University (PA). He also has 8 years planning work experience. His GIS work experience would also be valuable; our planning staff all use GIS technology on a daily basis.

After discussing this with Shelly Peters, HR Director/Risk Manager, I'm requesting Board approval to offering this position to the qualified applicant at Grade F (\$5,280 monthly). An employee who began as a Planning Technician at Grade A would have made it to Grade F after seven years with the County. This applicant has more than seven years of experience elsewhere doing the same work as this position requires (plus more complex planning work like presenting variance and rezone applications to elected officials).

Cost and Source of Funding

In 2022 we budgeted \$49,465 for this position. The proposed start date would be late March; salary cost to hire the applicant at Grade 5C (\$5,280 monthly) for a little more than nine months is covered by the 2022 budget (approximately \$49,000 depending on exact start date).

Submitted by:


Lauren Prentice, Director
 Community Development Department

Disposition:

- Approved
- Approved with modifications
- Needs follow up information
- Denied

Reviewed:

Todd L. Kimball, Chairman

Modifications:

**Walla Walla County
Position Description**

JOB TITLE: Planning Technician

DEPARTMENT: Community Development

REPORTS TO: Senior Planner and/or Community Development Director

PAY GRADE: 5, Full-time (40 hours/week); Benefits Apply, Courthouse Union

JOB SUMMARY: Under the direction of the Community Development Director, performs a wide variety of complex customer service tasks involving the intake, processing, and issuance of development permits. Provides administrative support for planning division, Planning Commission, Technical Review Committee, and Hearing Examiner. Assists with special planning projects. Coordinates permit reviews with other local, County, City, State, and Federal agencies, handles customer inquiries and complaints, and provides permit information to customers. Organizes and maintains related records and reports and tracks the status of permit applications submitted. Duties may include explaining procedures and requirements, addressing problems and concerns, maintaining related receipts and computerized tracking records; working on complex special projects as assigned; and providing technical direction to other staff.

This position is highly visible involving constant contact with the general public and other agencies. The Planning Technician must be deadline-driven, detail-oriented, and perform a variety of complex technical duties with minimal supervision. The incumbent must deal with sensitive and confidential issues or matters that may be the subject of conflict and/or disagreement, thus requiring considerable judgement and tact. Our champion employees are driven by a desire to contribute on a team, possess a willingness to be challenged by complex new projects and responsibilities, are committed to public service, and take pride in helping others. Assigned duties require the exercise of good judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

SUPERVISORY RESPONSIBILITIES: None.

ESSENTIAL FUNCTIONS:

- Organizes and assists management and planning staff with coordinating Planning Division functions, activities, and communications within department and with customers.
- Assists with the reception of the Department of Community Development by providing information about the permitting process and requirements to the public at the counter, on the telephone, and by email relating to land use and other regulations.
- Processes and reviews land use applications at intake and issuance; determines appropriate application type; accepts applications and revisions; performs completeness checks and necessary documentation and data entry.
- Receives, processes, and assists with responses to complaints from members of the public regarding building, planning, environmental, and nuisance code issues.
- Serves as the Department's Public Records Officer: accepting, researching, and responding to public records requests for the Department.
- Researches, analyzes, and prepares information for dissemination to the public.

- Prepares and enters technical data into computerized permit tracking system and coordinates operation and maintenance of integrated permit management system.
- Works as liaison between permit applicants and plan reviewers to ensure information is transferred accurately and timely; explains procedures and requirements to applicants, coordinates review process with other staff and departments.
- Utilizes ArcGIS to prepare site maps and other documents and prepare public notification lists.
- Provides back-up support for Administrative Assistant and Permit Coordinator.
- Supports the overall operation of the Department through reliable, predictable, and timely processing of work.

EXAMPLE OF DUTIES:

- Provides assistance to project proponents in the permitting process: assists customers with submitting applications; reviews applications for completeness; reviews application for compliance with applicable codes and policies; processes fee payments and refunds; and prepares and issues permits and administrative decisions/reports.
- Tracks and responds to questions related to status of land use and other development permit applications.
- Participates in and assists with ongoing evaluation of the permit process and other department operations to aid in improving customer service, productivity, and efficiency.
- Provides administrative support: answers multi-line telephones; manages files; receives/sorts incoming mail and other messages; and composes and edits memorandums, correspondence, and reports.
- Drafts and distributes public notices and manages customer inquiries and public comments.
- Schedules and arranges planning meetings; assists management in coordinating the schedules of department personnel; arranges for facilities, public notices and variety of other details.
- Interprets policies, directives, and codes; provides information, receives and processes requests and complaints and routes individuals to proper department or individuals as appropriate; provides procedural and county code information to customers.
- Works as liaison between permit applicants and plan reviewers to ensure information is transferred accurately and timely; explains procedures and requirements to applicants, coordinates review process with other staff and departments.
- Prepares agendas, meeting packets, and minutes/notes for Technical Review Committee, Hearing Examiner and Planning Commission meetings/hearings, as well as internal department meetings. Assists planners with coordinating these meetings and managing public testimony.
- Creates and edits educational materials for customers including informational handouts.
- Assists with organization, maintenance, and design of the Department's website. Adds and edits content regularly and makes sure that information is up to date. Must regularly coach customers on navigating the website over the phone.
- Performs reviews of Type 1 and Type 2 development permit reviews under the supervision of the Director and planners.
- Assists Planners and Code Compliance Officer with the investigation of land use, critical areas, and related violations.

- Assists planning staff and Director with preparation of planning staff reports and other written documents.
- Performs other duties as assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC, mobile devices including tablets and/or cell phones, scanning and photocopy machines, postage machine, multi-line phone systems will be utilized.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: The Department's operating hours are Monday – Friday, 8:00 a.m. through 5:00 p.m. and the office is typically open to customers Monday – Friday, 10:00 a.m. through 3:00 p.m. Must work majority of work week within operating hours. Work is normally performed in an office setting but may require occasional night meetings and field work. Required to sit and/or stand for extended periods of time. Requires sufficient hearing and speech ability to communicate verbally. Requires manual dexterity and visual acuity to operate a computer, telephone, and peripherals. Ability to lift up to twenty (20) pounds, bend, and reach.

KNOWLEDGE AND ABILITIES:

- Must possess excellent customer service skills and be able to provide clear and accurate information to a wide variety of people to accurately exchange or convey information and to receive work.
- Must have effective interpersonal communication skills and the ability to provide positive and timely customer service, and resolve conflicts, using tact, patience, empathy, and courtesy.
- Must have mastery of modern office practices, procedures, and equipment such as personal computers, printers, scanners, and related software such as permit management/tracking, telephone, email, electronic calendars and scheduling, word processing and spreadsheet programs.
- Must possess exceptional oral and written communication skills using correct English usage, grammar, spelling, punctuation, and vocabulary.
- Must have professional telephone and email etiquette and techniques and the ability to research and prepare a variety of written documents.
- Ability to interact positively and effectively with diverse individuals to accomplish common goals.
- Ability to establish and maintain a positive and professional relationship with customers, co-workers, and supervisors in a variety of situations.
- Ability to follow verbal and written instructions from supervisor and other staff members and maintain work hours and work assignments to support the team as a whole.
- Ability to work independently with minimal supervision, under stressful conditions, with frequent interruptions, and organize and plan multiple tasks and responsibilities concurrently and meet deadlines as required.

EDUCATION AND EXPERIENCE: Bachelor's degree, or equivalent, planning or related field. One (1) year experience working as a permit technician or like capacity in a local government setting required. Proficiency in Microsoft Office Suite to include Outlook, Word and Excel, and pdf programs including Adobe Professional and BlueBeam. Experience with GIS, website management, and permit tracking software preferred. Prefer bilingual (English Spanish).

OR: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skills, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Possession of or ability to obtain certification from the International Code Council (ICC) as a Permit Technician within 18 months of employment.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ESTABLISHING
THE TIME FRAME AND CRITERIA
FOR ACCEPTANCE OF
APPLICATIONS FOR AMENDMENTS
TO THE WALLA WALLA COUNTY
COMPREHENSIVE PLAN AND THE
WALLA WALLA COUNTY CODE
PERTAINING TO DEVELOPMENT
REGULATIONS FOR
CONSIDERATION IN THE 2022
ANNUAL AMENDMENT CYCLE



RESOLUTION NO. **22**

WHEREAS, pursuant to the Growth Management Act, RCW 36.70A.130(1), the Walla Walla County Comprehensive Plan and Development Regulations shall be subject to continuing review and evaluation by the County; and

WHEREAS, pursuant to RCW 36.70A.130(2), and Walla Walla County Code (WWCC) Chapter 14.10, amendments to the Walla Walla County Comprehensive Plan are considered by the Board of County Commissioners no more frequently than once a year except as provided by RCW 36.70A.130(2); and

WHEREAS, the Growth Management Act RCW 36.70A.470 requires that the County include a procedure for any interested person to suggest amendments to the Development Regulations, and that the amendments must be docketed and considered at least once per year; and

WHEREAS, Walla Walla County Code Title 14 allows for applications to amend the County's Development Regulations be accepted one time a year at a date established by the Board of County Commissioners; and

WHEREAS, Development Regulations are the controls placed on development or land use activities, including, but not limited to, Title 16 Subdivisions, Title 17 Zoning, Title 18 Environment, the Walla Walla County Shoreline Master Program, and any other official controls required to implement the Comprehensive Plan; and

WHEREAS, amendments to Development Regulations are the means by which the County ensures that development regulations are consistent with the Comprehensive Plan and circumstances within the County; and

WHEREAS, Community Development Department Director Lauren Prentice presented a recommended schedule and list of Comprehensive Plan application types for 2022 to the Board of County Commissioners on February 7, 2022; and

WHEREAS, there may be additional amendments that may be considered by the County outside the regular docketing process; and

WHEREAS, the Board wishes to establish the time period and criteria for accepting applications for amendments to the Comprehensive Plan and Development Regulations for the year 2022; and

WHEREAS, upon recommendation from Community Development Department Director Lauren Prentice, the Board of County Commissioners approved the establishment of the following general schedule for the 2022 Annual Amendment Cycle:

March 31, 2022 – Application Deadline,
April - June 2022 Preliminary Docket review,
June - December 2022 Final Docket review; and

WHEREAS, upon recommendation from Community Development Department Director Lauren Prentice, the Board of County Commissioners approved acceptance of the following types of Comprehensive Plan amendments for consideration on the 2022 Preliminary Docket: all types listed in WWCC 14.10.015(C); and

WHEREAS, this amendment process is designed to solicit from the public and outside agencies suggested amendments to the Walla Walla County Comprehensive Plan and Development Regulations for consideration; and

WHEREAS, proposals for amendments may also originate internally, from County staff, County Departments, and/or the Board of County Commissioners; and

WHEREAS, applications may also be submitted by any interested person including applicants, citizens, Hearing Examiners, and staff of other agencies; and

WHEREAS, only a property owner or an authorized agent of the property owner may submit a site-specific amendment application unless such amendment is necessary for consistency between the Comprehensive Plan and Development Regulations; and

WHEREAS, Urban Growth Area (UGA) amendment applications may not be accepted 2022 because UGA amendments may only be considered once every five years per WWCC 14.10.015(E); now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that, the criteria for the 2022 Annual Amendment Cycle are established as outlined above, and that the time period for acceptance of Comprehensive Plan and Development Regulations amendment applications for consideration in 2022 shall begin with official publication notice, and shall be open until 5:00 p.m., Thursday, March 31, 2022. Applications shall be made to the Walla Walla County Community Development Department.

*Passed this 7th day of **February, 2022** 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

Todd L. Kimball, Chairman, District 2

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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



Walla Walla County Community Development Department

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

To: Board of County Commissioners
From: Lauren Prentice, Director
Date Prepared: February 1, 2022
Agenda Date: February 7, 2022
RE: 2022 Annual Amendment Cycle – Recommended Schedule and Review Types

Intent

Provide a recommendation to the Board of County Commissioners regarding the types of reviews and general schedule for the 2022 Comprehensive Plan and Development Regulations Annual Amendment Cycle, as required by Walla Walla County Code (WWCC) 14.10.015(B) and WWCC 14.15.015(B).

Attachments

- A. *WWCC Section 14.10.015 – General Procedures – Review schedule and types of annual reviews (Comprehensive Plan); and WWCC Section 14.15.015 – General Procedures – Review schedule (development regulations).*

Applications submitted for the 2022 Preliminary Docket are not guaranteed to be placed on the Final Docket. The Board must find that there is a perceived need, appropriateness, and urgency to place each amendment application on the Final Docket (WWCC 14.10.060). The Planning Commission will conduct their Preliminary Docket review and then forward a recommended Final Docket to the Board.

Background/Summary

The Growth Management Act (GMA), at RCW 36.70A.130(1), directs that: “Each comprehensive land use plan and development regulations shall be subject to continuing review and evaluation by the county or city that adopted them.” RCW 36.70A.470 requires that the County include a procedure for any interested person (including staff of other agencies) to suggest amendments to the comprehensive plan or development regulations, and that the amendments must be docketed and considered on at least an annual basis.

Comprehensive Plan

WWCC Chapter 14.10 sets forth the procedures and review criteria for updating, amending, or revising the Walla Walla County Comprehensive Plan. An update was completed in 2019. As stated in WWCC 14.10.010, “Amendments to the comprehensive plan are the means by which the county may modify its twenty-year plan in response to changing county needs or circumstances. All amendments will be reviewed in accordance with the Growth Management Act (GMA) and other applicable state laws, the adopted Walla Walla County Comprehensive Plan, and the county-wide planning policies.” Pursuant to RCW 36.70A.130(2), amendments must be considered not more than once per year (except as provided in Section 14.10.030).

Development Regulations

Pursuant to WWCC 14.15.015 the Board of County Commissioners consider Development Regulations amendments once per year. “Development regulations are the controls placed on development or land use activities, including, but not limited to, Title 16 Subdivisions, Title 17 Zoning, Title 18 Environment, the Walla Walla County Shoreline Master Program, and any other official controls required to implement the comprehensive plan. WWCC 14.15.010.”

Recommendation

The 2022 Annual Amendment Cycle must open with a resolution signed by the Board of County Commissioners. Staff recommends that the Board consider the recommendations contained herein and adopt a resolution setting the types of reviews and general schedule for the 2022 cycle, as follows.

Recommended General Schedule

The following general schedule is recommended based on previous cycles. A more detailed schedule can be developed after the application deadline closes and after the Board has determined whether the County will include any amendment proposals on the 2022 docket.

Application Deadline:	March 31, 2022
Preliminary Docket Review:	April – June 2022
Final Docket Review	July – August 2022

Types of Review

Staff recommends that the Board allow for the types of amendment applications listed in WWCC 14.10.015(C). This would mean that the County would accept all types of Development Regulations and limited Comprehensive Plan amendment applications (as described in WWCC 14.10.015(C) and below). Urban Growth Area (UGA) amendments, which cannot be considered more than once every five years (WWCC 14.10.015(E), would not be allowed.

Since it is an even-numbered year, the Board may limit the types of applications to only those types listed in WWCC 14.10.015(C), which include the following types of amendments.

1. Technical amendments to correct errors in policies or text; and
2. Technical amendments to correct mapping errors that do not require interpretation of the criteria for the various land use designations; and
3. Text or policy changes to resolve inconsistencies or unnecessary duplication among policies; and
4. Changes to comprehensive plan appendices; and
5. Site-specific land use map amendments that do not require substantive changes to existing policy language and that do not alter the urban growth area boundary except to correct a mapping error as provided in Section 14.10.015(C) (2); and
6. Changes required by amendments to countywide planning policies; and
7. Other amendments placed on the final docket by the board of county commissioners.

The Department has already had preapplication discussions with a few members of the public who are interested in submitting applications for consideration in 2022. The proposals that we’ve heard so far would fall into these categories.

Attachment A

14.10.015 - General procedures—Review schedule and types of annual reviews.

- A. The Walla Walla County Comprehensive Plan shall be amended pursuant to this chapter, whereby, in compliance with RCW 36.70A.130(2), amendments are considered by the board of county commissioners no more frequently than once a year except as provided in Section 14.10.030.
- B. Review Schedule. Prior to December 1st of each year the director of community development shall submit to the board of county commissioners a recommendation specifying the type of review(s) to be conducted in the following year and a general schedule of the review process. After consideration of the director's recommendation the board of county commissioners shall adopt a resolution prior to December 31st specifying the type of review(s) to be conducted in the following year and a general schedule of the review process.
- C. Annual Review. Every year, the Board may limit its review to consideration of only the following proposed Comprehensive Plan amendments:
 - 1. Technical amendments to correct errors in policies or text; and
 - 2. Technical amendments to correct mapping errors that do not require interpretation of the criteria for the various land use designations; and
 - 3. Text or policy changes to resolve inconsistencies or unnecessary duplication among policies; and
 - 4. Changes to comprehensive plan appendices; and
 - 5. Site-specific land use map amendments that do not require substantive changes to existing policy language and that do not alter the urban growth area boundary except to correct a mapping error as provided in Section 14.10.015(C) (2); and
 - 6. Changes required by amendments to countywide planning policies; and
 - 7. Other amendments placed on the final docket by the board of county commissioners.
- D. Biennial Review. Every odd-number year, the Board may limit its review to consideration of only the following proposed Comprehensive Plan amendments:
 - 1. Annual review amendments as provided in Section 14.10.015(C); and
 - 2. Updates to a subarea plan; and
 - 3. County proposed substantive changes to existing text or policy language including the introduction of new text or policy language; and
 - 4. Non-county proposed substantive changes to existing text or policy language necessary due to the demonstrated consequences of adopted text or policy language not anticipated or contemplated when the text or policy language was last adopted; and
 - 5. Land use map changes related to a proposed text or policy as provided in Sections 14.10.015D.3 and 14.10.015D.4; and
 - 6. Land use map changes necessary due to changed conditions on the subject property or its surrounding area not anticipated or contemplated when the land use map designation for the property was last adopted. "Changed conditions" do not include actions taken by the current or former property owners to facilitate a more intense development of the property.

- E. Optional Urban Growth Area Review. Once every five years the comprehensive plan policies and map of one or more urban growth areas may be amended.
- F. Mandatory Update. Once every seven years the comprehensive plan shall be updated in accordance with the requirements of the Growth Management Act.
- G. Mandatory Urban Growth Areas Review. At least once every ten years the urban growth areas in the Comprehensive Plan shall be reviewed in accordance with the requirements of the Growth Management Act.

14.15.015 - General procedures—Review schedule.

- A. The board of county commissioners shall consider amendments to the Walla Walla County development regulations once a year pursuant to the provisions of this chapter.
- B. Review Schedule. Prior to December 1st of each year the director shall submit a recommendation to the board of county commissioners specifying a general schedule of the review process for the following year. After consideration of the director's recommendation the board of county commissioners shall adopt a resolution prior to December 31st specifying a general schedule of the review process for the following year.

Walla Walla County Community Development Department

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

To: Board of County Commissioners
 From: Lauren Prentice, Director
 Agenda Date: February 7, 2022
 RE: Department Update

Building/Fire

The following building and fire permits were approved during the last two weeks:

Permit #	Date Applied	Date Approved	Days	Address	Description	Applicant
B21-0259	6/1/2021	1/24/2022	237.0	1181 S HUSSEY ST	2038 sf Add'n to Res, 901 sf Cov P, 1177 sf Gar, remodel	PONTI, BRYAN & ROBIN
B21-0533	10/19/2021	1/18/2022	91.0	1631 HAVSTAD DR	858 sf Addition, Remodel Kitchen, New Windows & Siding	SHIVELL CONSTRUCTION
B21-0608	11/29/2021	1/27/2022	59.0	290 BALDWIN RD	Add 1344 sf Attached RV Cover	HUDSON, GRANT O
B21-0625	12/13/2021	1/14/2022	32.0	180 GALLANT RD	136 sf Add'n to Res, 440 sf Cov Porch Add'n, Replace Roof	H&H CONTRACTING LLC
B21-0638	12/27/2021	1/25/2022	29.0	187 W FAIRCHILD AVE	Replace Hanger Door w/New Rolling Door System	KETELSEN CONSTRUCTION CO
B21-0639	12/27/2021	1/20/2022	24.0	280 BASIN DR	Place 2022 Marlette MFG Home	HATTON HOMES LLC
B22-0009	1/13/2022	1/13/2022	0.0	269 NARCISSA PL	Replace Heat Pump System (heat pump, furnace, coil)	3 RIVERS HEATING & LLC
B22-0010	1/18/2022	1/18/2022	0.0	3146 RESERVOIR RD	Re-Roof Residence 55 sq w/Tear-off	PINA'S ROOFING
B22-0011	1/19/2022	1/20/2022	1.0	2784 MCDONALD RD	Install 2 Gas Unit Heaters	GRASSI REFRIGERATION
B22-0013	1/21/2022	1/21/2022	0.0	1415 TAUMARSON RD	Replace furnace in residence	BLAZE 2 BLIZZARD HTNG/CLNG LLC
B22-0015	1/24/2022	1/24/2022	0.0	466 PROSPECT AVE	Rearrange plumbing fixtures, Rep change in count.	VIXIE CONSTRUCTION, LLC
B22-0016	1/24/2022	1/24/2022	0.0	1649 WHEATCREST RD	Re-roof Residence 40 sq w/tear-off	PINA'S ROOFING
B22-0018	1/25/2022	1/25/2022	0.0	2329 WALLULA AVE	Install Electric Furnace & Heat Pump	TOTAL COMFORT SOLUTIONS LLC
B22-0019	1/25/2022	1/25/2022	0.0	753 NEWTOWN RD	Install ductless mini split	COLLEGE PLACE HTG & A/C INC
B22-0020	1/25/2022	1/25/2022	0.0	1310 W SUNSET DR	Install Gas Piping to Range	M CAMPBELL & CO, LLC
B22-0021	1/26/2022	1/27/2022	1.0	363 ORCHARD ST	Demo 4 Horse Barns - SW area of Grounds	WALLA WALLA COUNTY FAIRGROUNDS
B22-0022	1/26/2022	1/26/2022	0.0	796 VALLEY CHAPEL RD	Install LP stove w/exhaust & extend gas line.	FIRE & WATER
B22-0023	1/26/2022	1/26/2022	0.0	2932 LOWDEN GARDENA RD	Re-roof Residence 20 sq w/tear-off	ELSOM ROOFING, INC
B22-0024	1/31/2022	1/31/2022	0.0	2229 SCHOOL AVE	Replace 6 windows	NORTH BAY PERMIT SERVICES

Technical Review Committee (TRC) meetings

1. January 26, 2022 – PRE22-001 – Preapplication meeting for Comprehensive Plan and rezone application, and long plat, on Hanson Loop Road (5 lots).
2. February 2, 2022 – PRE22-022 – Preapplication Meeting for Boundary Line Adjustment at 4845 Highway 730.

Code Cases Closed

The following cases were closed during the last two weeks:

Case No	Description	Address	Date Opened	Date Closed	Case Type
C18-0074	CRM - JLD / INOP VEH / DANGEROUS BUILDING	253 Pearmain	8/14/2018	2/2/2022	NUISANCE, DEBRISs

Other

1. TRAKiT Upgrade:
 - a. TS provided a copy of the database and Central Square is building our server.
 - b. On January 27 we had an initial GIS Coordination meeting.
 - c. On January 28 we had an internal meeting with Environmental Health to discuss better coordination/integration of our systems via TRAKiT.
 - d. On February 4 we had first weekly project meeting; these meetings will be attended by Chad Goodhue, Lauren Prentice, and Jennifer Ballard.
 - e. On February 4 we had initial meeting on Financial System Integration.
 - f. Next week we will have first training session. These will be recorded so we can use the later.
2. On Mondays I attended the WSACRPD Legislative Updates. Will attend every morning through legislative session. There are some bills on the table that could result in funding opportunities for the Department for permitting and GMA planning.
3. Planners attended quarterly Easter Washington Planning Forum on January 26.
4. Senior Planner attended EDIM meeting on January 25.

a) Action Agenda Items:

1) Resolution – Appointing an individual to the Veterans' Relief Advisory Board

b) COVID-19 update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPOINTING
INDIVIDUAL TO THE VETERANS'
RELIEF ADVISORY BOARD



RESOLUTION NO. **22**

WHEREAS, Walla Walla County currently receives state funds for Veterans' Relief Services;
and

WHEREAS, these funds are allocated, supervised and monitored by Walla Walla County through their designee, the Department of Community Health; and

WHEREAS, a Veterans' Relief Advisory Board (VRAB) has been established by the Walla Walla County Commissioners; and

WHEREAS, the VRAB Ad Hoc Membership Committee reviewed the applications that were received and formally recommended Gerald L. Cummins (January 2022) as a member to serve on the Veterans' Relief Advisory Board, with terms of appointment of three (3) years; and

WHEREAS, these recommendations were unanimously supported by the VRAB at their regular meeting; now therefore

BE IT RESOLVED, by this Board of Walla Walla County Commissioners, that the above-named individual be appointed to the Veterans' Relief Advisory Board, with said term of appointment of three (3) years.

Passed this 7th day of **February, 2022** 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

Todd L. Kimball, Chairman, District 2

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

COUNTY OF WALLA WALLA
STATE OF WASHINGTON
OFFICE OF COMMISSIONER COURT

APPLICATION FOR APPOINTMENT
TO A WALLA WALLA COUNTY VOLUNTEER
BOARD/COMMITTEE/COMMISSION/AUTHORITY

BOARD YOU ARE INTERESTED IN SERVING ON VETERANS RELIEF ADVISORY BOARD

NAME Gerald L. Cummins (nickname: Jerry)
ADDRESS 2133 S 2nd Avenue, Walla Walla, WA 99362-4509
TELEPHONE(S) 509-525-8848 (home) N/A (work) 509-386-5214 (cellular) * Preferred
E-MAIL ADDRESS wbaloona@gmail.com NUMBER OF YEARS IN COUNTY 53
OCCUPATION Retired Educator

SPECIFIC TO THIS COMMITTEE AND REQUIRED BY STATUTE, THE VETERANS ADVISORY BOARD IS COMPRISED OF VETERANS FROM EITHER LOCAL BRANCHES OF NATIONALLY RECOGNIZED VETERAN'S SERVICE ORGANIZATIONS OR THE VETERANS' COMMUNITY AT LARGE, OR BOTH, TO SERVE ON THE BOARD. ONLY VETERANS ARE ELIGIBLE TO SERVE AS BOARD MEMBERS.

Are you a VETERAN? Yes No (Retired from USN, USNR service, 23 years service)
I am a member of AMVETS (please provide service organization name(s)).

PARTICULAR BACKGROUND, SPECIAL SKILLS, KNOWLEDGE, OR APTITUDE WHICH YOU FEEL WOULD BE AN ASSET TO THE BOARD(S) FOR WHICH YOU ARE APPLYING?

1. BA and MA in Business Education, with emphasis in Accounting and Management.
2. While working for Walla Walla Public Schools, I managed several programs and grants which included Federal funds.

WHAT OTHER BOARD EXPERIENCE, VOLUNTEER ACTIVITIES, OR SPECIAL INTERESTS DO YOU HAVE? Served on Walla Walla Federal Credit Union's Board of Directors for 12 years.
Served on Walla Walla City Council for 28 years (1992-2019)
Currently still serving on Walla Walla Benton Franklin Good Roads Association.

WHY ARE YOU INTERESTED IN SERVING ON THE VETERANS RELIEF ADVISORY BOARD?

To represent the interests of AMVETS. I am currently serving as the Finance Officer of AMVETS, Walla Walla.

WHAT LIMITATIONS, IF ANY, WOULD BE PLACED ON THE TIME YOU WOULD BE AVAILABLE FOR MEETINGS AND OTHER ACTIVITIES? Basically, I know of no issues at this time. I am retired.

WHAT PROBLEMS, ISSUES, OR CONCERNS DO YOU SEE FACING THIS PARTICULAR BOARD OR COMMISSION, AND HOW WOULD YOU PROPOSE THEY BE ADDRESSED?
I know of no issues facing this Board at this time, other than Covid.

VOLUNTARY INFORMATION (TO HELP PROVIDE BROAD COMMUNITY REPRESENTATION)

RACE/ETHNICITY Caucasian SEX Male DATE OF BIRTH 08/25/1943

ADDITIONAL INFORMATION YOU WOULD LIKE CONSIDERED (optional):

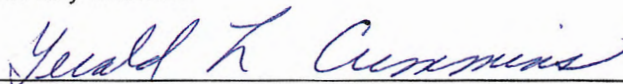
U.S. Navy, Retired Chief Petty Officer (E-7)

1960-1983

Please feel free to use extra pages if necessary for any answer.

12-14-2021

(Date)



(Signature)

I hereby certify that the information contained in this application is true and accurate.

Please return completed application to:

**Walla Walla County Commissioners' Office
County Public Health and Legislative Building, 314 West Main (physical)
P. O. Box 1506 (mailing address)
Walla Walla, WA 99362**

OR

e-mail completed application to:

wwcocommissioners@co.walla-walla.wa.us

Thank you for your interest in Walla Walla County!

WALLA WALLA COUNTY PUBLIC HEALTH AND LEGISLATIVE BUILDING, 314 WEST MAIN
P.O. BOX 1506 • WALLA WALLA, WASHINGTON 99362-0316 • wwcocommissioners@co.walla-walla.wa.us
PHONE: (509) 524-2505 • FAX: (509) 524-2512

District No.1
JAMES K. JOHNSON

District No.2
TODD L. KIMBALL

District No.3
GREG TOMPKINS

11:00 COUNTY SHERIFF

Mark Crider

- a) Workshop regarding possible County levy for criminal justice purposes, RCW 84.52.135
- b) Office update and miscellaneous

11:30 COUNTY COMMISSIONERS

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

12:00 RECESS

1:15 COUNTY COMMISSIONERS

- a) Interview applicants for previously publicized openings on the Community Health Advisory Board (CHAB)

- 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 – Epidemiologist for Department of Community Health
 - 2) Resolution – Agreement between the Board of County Commissioners Walla Walla, Washington and Teamsters Local Union No. 839 representing Walla Walla County Corrections 2022-2025
 - 3) Resolution – Agreement between the Board of County Commissioners Walla Walla, Washington and Teamsters Local Union No. 839 representing Walla Walla County Sheriff's Office Administrative Support Employees 2022-2025
- 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))

1:45 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))

2:30 COUNTY AUDITOR

- a) Workshop re office reorganization

3:00 COUNTY COMMISSIONERS

- a) Possible executive session re: evaluate the qualifications of an applicant (pursuant to RCW 42.30.110 (g))
- b) Possible discussion/decision re appointment to the Community Health Advisory Board (CHAB)
- c) Miscellaneous or unfinished business to come before the Board

- 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.