



## City of Winlock

323 N.E First Street  
PO Box 777  
Winlock, WA 98596  
(360) 785-3811

# Type II Staff Report and Decision Notice to Parties of Record

Project Name: **Olequa Creek Development**

The attached decision is final unless appealed to the city hearings examiner (Type II decision) as provided by WDC 1.030.130 within fourteen (14) calendar days after the date the notice of the decision is mailed.

The appeal closing date is **April 14, 2022**

An appeal of any aspect of this decision may be appealed to the Winlock City Hearing Examiner by a party of record only. A Party of Record includes the applicant and those individuals who submitted written testimony or a written request to be a "party of record," prior to the issuance of the decision.

The appeal shall be filed with the City Clerk and Community Development Director within fourteen (14) calendar days from the date the notice of final land use decision is mailed to parties of record.

Appeal Contents. An appeal shall include the appropriate fee and the following information:

1. A form provided for that purpose by the city;
2. The case number as designated by the city;
3. The name of the applicant;
4. The name, address, and signature of each appellant;
5. The specific aspect(s) of the decision and/or SEPA issue being appealed;
6. The reasons why each aspect is in error as a matter of fact or law; and
7. The evidence relied on to prove the error.

Process for an Appeal. For an appeal regarding a decision subject to a Type II process, the city clerk shall schedule a public hearing to be held by the hearing examiner not more than 35 days from the date a complete appeal was timely filed. Notice and a staff report shall be provided, a public hearing shall be conducted, and a decision shall be made and noticed regarding the appeal as for application subject to a Type III process in Section 1.030.100 WDC.

The public record in the case is available for review and can be reviewed Monday through Friday between 8 a.m. to noon and 1 p.m. to 5 p.m. at City Hall, excluding holidays.

For information about the case or to review the case file, please contact Robert Webster, City of Winlock Community Development Director, at [winplan@cityofwinlock.com](mailto:winplan@cityofwinlock.com).

Mailed on: **April 28, 2022**

# Type II Site Plan and Environmental Review Staff Report and Decision

Project Name: Olequa Creek Duplexes

Proposal: This project proposes to divide the property into Four lots, develop Four Duplex Buildings and install a proper drainage facility. Two of the Duplex Buildings will be accessed from SW Front Street.

Location: Between SW Mayer Ave and SW Front St. in Winlock, WA 98596.  
Parcel #006444000000

Owner: Grant Kangas

Applicant: Samantha San Souci/Fuller Designs

Applicant's Rep: Samantha San Souci/Fuller Designs

Staff: Robert Webster - City of Winlock Community Development Director  
Devin Jackson, City Engineer (*Consultant, Jackson Civil*)  
Marissa Y. Jay, City Attorney (*Buzzard O'Rourke*)

Decision: Approved subject to Conditions

City of Winlock Community Development Director's initials: \_\_\_\_\_

Date issued:

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## I. BACKGROUND

### A. General Site Information

Parcel Zone: Moderate Density Residential (MDR)  
Size of Site: 0.46 acres  
Existing Vegetation: Tree, shrubs and pasture.  
Existing Structures: None  
Adjacent Land Uses: The project is surround by developed residential lands.

Adjacent Zoning: To the north, west and south are developed residential parcels zoned MDR. To the east is developed residential parcels zoned LDR.

Topography: Flat land  
Wetlands: No Wetlands are known.  
Flood Plain: The proposal does not lie within a 100-year floodplain.  
Shoreline Jurisdiction: Not applicable.  
Access Roads: The site currently has access from SW Mayer Ave and SW Front Street.

### B. Land Use Processing

Application Submitted:	28 Day Counter Complete Determination
Issue a Decision:	56 Day for Review

Figure 1. Location



Parcel Number: 006444000000  
Situs Address: 0 SW FRONT ST  
Owner: ROSENLUND, RYAN  
Assessor's Use Description: 91 Residential Land -  
Undivided  
Property Type: LND  
Land Use: undeveloped/vacant  
Land Value: 29,700  
Improvement Value: 0  
Total Value: 29,700  
Total Acres: 0.46  
Mail Address: PO BOX 2002  
City: BATTLE GROUND  
State: WA  
Zip: 98604

## II. DOCUMENTS REVIEWED

The documents reviewed and considered in connection with this staff report include the following:

- A. Engineering submittal
- B. Stormwater technical information report
- C. General documents (i.e., variance application, comment response, and permit application documents etc.)

## III. AUTHORITY

Authority for this review is included in the Winlock Municipal Code (WMC), Winlock Development Code (WDC), and Design Guidelines (WDG). Including, Title 12 WMC “Streets, Sidewalk and Public Places”; Title 13 WMC “Public Services”; Title 15 WMC “Building and Construction”; Title 16 WMC “Environment”; 2019 City of Winlock Development Codes (WDC); and the City of Winlock Design Guidelines (WDG). The final decision on Type II Applications will be made by the City of Winlock Community Development Director.

## IV. APPLICABLE REGULATIONS/ANALYSIS

### A. WINLOCK MUNICIPAL CODE

#### Title 12 STREETS, SIDEWALKS AND PUBLIC PLACES

##### *12.05 Public Right-of Way Construction Permit*

###### *12.05.030 Permit required*

*All persons, corporations and/or utilities desiring to perform work upon, obstruct or make installations that cause disturbance, disruption or damage to city streets, alleys, rights-of-way, bridges, parking lots, parks, or other public places within the city (collectively the “public rights-of-way”) are required to obtain a permit from the city before proceeding therewith.*

**FINDING:** The applicant will be performing work in the public right of way.

**CONDITION OF APPROVAL:** Prior to construction, the applicant shall apply for and have received a right-of-way permit.

###### *12.05.090 Minimum standards - Special conditions*

*All work to be performed in accordance with this chapter shall conform to the minimum requirements of the Standard Specifications for Public Works as adopted by the city.*

**FINDING:** The most current version of the WSDOT Standard Specifications shall apply to construction of public facilities.

##### *12.25 Highway Access Management*

###### *12.25.010 RCW statutes adopted*

*Chapter 47.50 RCW is hereby adopted by reference to provide for the regulation and control of vehicular access and connection points of ingress to, and egress from, the state highway system within the incorporated area of the city of Winlock, Washington.*

**FINDING:** The proposal's driveway does not access to the state highway system; therefore, WMC 12.25 does not applied.

## *Title 13 PUBLIC SERVICES*

### *13.15 On-Site Sewage Disposal Systems*

#### *13.15.020 Permits*

- A. No person shall install or cause to be installed a new on-site sewage disposal system, or perform any alterations, extensions or relocations of connections to an existing system without a valid permit issued by the health department. Application for such a permit shall be made in writing on forms provided by the health department and shall be accompanied by the adopted fee.*
- B. The board of health shall establish the different types of permits required (e.g., new construction, repairs, remodels, etc.) and the guidelines for review and approval of each.*

**FINDING:** The proposal indicates public sewer will be extended through the short plat, off SW Mayer Ave, from the existing City of Winlock mains. Therefore, WMC 13.15 does not apply.

### *13.20 Standard Level of Service for Water, Sewer, and Streets*

#### *13.20.010 Engineering required*

*In the review of development proposals the city of Winlock shall require an engineering analysis of water, sewers, city street systems and a 25-year storm event drainage analysis of areas impacted by development proposals.*

**FINDING:** The proposal includes traffic impact analysis and stormwater TIR demonstrating compliance with the 2019 Stormwater Management Manual of Western Washington. The applicant shall provide flows and analysis demonstrating capacity for the development.

**CONDITION OF APPROVAL:** Prior to engineering approval, the applicant shall provide a final stormwater technical information report, sewer analysis, and water analysis for city review and approval.

#### *13.20.020 Concurrent improvements*

*The city shall require on-site improvement according to city standards as necessary to appropriately service the development and such improvement shall be accomplished concurrently with the development.*

**FINDING:** A variance of frontage improvement has been requested as a part of this application, the city accepted this request. The standard does not apply.

### *13.30 Cross-Connection and Backflow Prevention Manual*

#### *13.30.020 Cross connection control program and Backflow Prevention—Adoption of state regulations.*

- A. Cross Connection Control Program. The City's Water and Sewer Department shall develop the City's cross-connection control program following the rules and regulations of WAC 246-290-490. The Water and Sewer Department may refer to the current Manual of Cross-*

*Connection Control (USC Manual) or the current Cross-Connection Control Manual Accepted Procedure and Practice (PNWS—AWWA Manual), or such other current references approved by the Department of Health as they presently exist or hereafter amended.*

*B. Backflow prevention. All installers of backflow assemblies (includes plumbing contractors, landscape contractors, or private citizens) shall obtain a plumbing permit prior to installation of a backflow assembly. All inspections of the installation shall be conducted as required in WMC 13.03.020.*

*1. To ensure proper operation and accessibility of all backflow prevention assemblies, the following requirements shall apply to the installation of these assemblies:*

- a. Procedures for installing and testing backflow assemblies shall be in accordance with WAC 246-290-490 and the City of Winlock Cross-Connection and Backflow Prevention Manual 2017 as it presently exists or hereafter amended;*
- b. Assemblies must be installed at the point of delivery of the water supply, before any branch in the line, on private property located just inside of the property line, or a location acceptable to the city;*
- c. Assemblies must be protected from freezing and other severe weather conditions;*
- d. All backflow assemblies to be installed shall be of a type and model approved for use in Washington State by the Department of Health.*

#### *13.30.030 City of Winlock Cross-Connection and Backflow Prevention Manual 2017*

*Those certain standards and guidelines developed by the City Water and Sewer Department shall be entitled "City of Winlock Cross-Connection and Backflow Prevention Manual 2017" attached hereto as Exhibit "A" are adopted as official cross-connection and backflow prevention requirements and conditions for all existing and new domestic water service customers of the City. Compliance with the provisions of the manual shall be a condition of receiving the city of Winlock water supply.*

**FINDING:** The proposal does not include the cross-connection and backflow prevention standard information in the application. The standard does not apply.

**CONDITION OF APPROVAL:** Prior to engineering approval, the engineering plans shall identify appropriate cross-connection control and backflow prevention devices.

**CONDITION OF APPROVAL:** Prior to construction, the installer of the backflow preventer shall obtain a plumbing permit prior to installation.

#### *13.55 Solid Waste Collection and Disposal*

##### *13.55.010 Apartment, residential and commercial solid waste service*

*Any person owning or occupying an apartment, business or residence shall be required at the customer's expense to have solid waste service within Winlock city limits from the city's authorized collection/disposal contractor. The service requires that at all times to keep or cause to be kept portable containers for the disposal therein of solid waste and shall cause to be deposited therein such solid waste. Such containers shall be as authorized by the collection and disposal contractor; provided, at the discretion of the owner or occupant, a dumpster may be*

*used as a container for an apartment complex. All such containers, except authorized recycling containers, shall have lids or shall otherwise be kept closed to prevent spillage or scattering of the contents to the wind, animals or otherwise. Such containers shall be kept in a sanitary condition and the outside thereof free from any accumulated grease and decomposed matter and shall be stored at least 15 feet from any property boundary line, unless said containers are stored within a fenced or screened area or otherwise not visible from the street.*

**FINDING:** The proposed site plan does not include solid waste collection and disposal information; therefore, the standard does not apply.

## **Title 15 BUILDINGS AND CONSTRUCTION**

### **15.05 International Building Codes**

#### **15.05.010 Code adoption**

*The city of Winlock adopts the following codes:*

- A. Adopted – International Building Code/International Residential Code.*
- B. Adopted – Uniform Plumbing Code.*
- C. Adopted – International Fire Code.*
- D. Adopted – International Mechanical Code and International Fuel Gas Code.*
- E. Adopted – International Property Maintenance Code.*
- F. Adopted – International Existing Building Code.*

#### **15.05.030 Building code review and permit fees**

*The determination of value or valuation under any of the provisions of this code shall be made by the building official based on the valuation data established by the International Code Council (ICC) or other nationally recognized building organizations under the provisions of building standards valuation data. The value to be used in computing the building and building plan review fees shall be the total of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment. Single-family and duplex dwellings of wood frame construction having an area of more than 1,500 square feet per unit shall be valued at “good construction” rate. All others will be valued at “average construction” rate.*

### **15.10 Building Permits**

#### **15.10.010 Building permit required**

*No person, firm or corporation shall commence any building construction or alteration the fair estimated cost of which exceeds the sum of \$99.99 within the city of Winlock, unless he or it has applied to the city treasurer for a building permit, has paid the fee therefor fixed in accordance with this chapter, and has secured a permit for such construction.*

#### **15.10.020 Application**

*The applicant for any such permit shall specify the name of the owner of the land on which the building construction or alteration is to be done, the legal description of such land, the name of the contractor or builder, and the estimated cost of such construction or alteration.*

**FINDING:** The application proposes the construction of buildings. The applicant has provided a building permit application. Permits must be issued prior to construction.

**CONDITION OF APPROVAL:** Prior to construction, the applicant shall have received engineering approval and be in possession of all necessary building permits.

#### 15.15 Public Works Construction

##### 15.15.010 Adopted

*The 1977 Edition of "Standard Specifications for Municipal Public Works Construction," as prepared by the Washington State Chapter of the American Public Works Association, together with all future amendments, revisions and additions thereto, shall be, and the same hereby is, adopted and established as the Standard Specifications for Municipal Public Works Construction in the city of Winlock, Washington." The operative section is "all future amendments, revisions and additions*

**FINDING:** The site development plans general notes show the work on this project shall be performed in accordance with the WSDOT Standard Specifications for road, bridge, and municipal construction. The standard is met.

#### 15.25 Flood Damage Prevention

**FINDING:** The project location is not in the special flood hazards area; therefore, this section does not apply.

### Title 16 ENVIRONMENT

#### 16.05 Environmental Policy

##### 16.05.120 Environmental checklist

- A. *A completed environmental checklist, or a copy, in the form provided in WAC 197-11-960, shall be filed at the same time as an application for a permit, license, certificate, or other approval not specifically exempted in this chapter; except, a checklist is not needed if the city and applicant agree an EIS is required, SEPA compliance has been completed, or SEPA compliance has been initiated by another agency. The city shall use the environmental checklist to determine the lead agency and, if the city is the lead agency, for determining the responsible official and for making the threshold determination.*
- B. *For private proposals, the city will require the applicant to complete the environmental checklist, providing assistance as necessary. For city proposals, the department initiating the proposal shall complete the environmental checklist for that proposal.*
- C. *The city may require that it, and not the private applicant, will complete all or part of the environmental checklist for a private proposal, if either of the following occurs:*
  - 1. *The city has technical information on a question or questions that is unavailable to the private applicant; or*
  - 2. *The applicant has provided inaccurate information on previous proposals or on proposals currently under consideration.*

##### 16.05.210 SEPA and agency decisions.

*This section contains rules (and policies) for SEPA's substantive authority such as decisions to mitigate or reject proposals as a result of SEPA. This section also contains procedures for appealing SEPA determinations to agencies or the courts.*

**FINDING:** According to WAC 197-11-800(6)(d), the approval of short plats or short subdivisions are categorically exempt from threshold determination and EIS requirements. The proposal does not require SEPA review; therefore, this standard does not apply.

## B. WINLOCK DEVELOPMENT CODE

### SECTION 2 - ZONING

#### Chapter 2.040 - Medium Density Residential District (MDR-16)

##### 2.040.030 Permitted and conditional uses

- A. *Permitted Uses. The city permits the following primary uses on buildable lands: (outside of sensitive lands), subject to compliance with the requirements of the city's adopted Critical Areas Ordinance (CAO) and compliance with concurrency and level-of-service standards of the Winlock Capital Facilities Plan:*
1. *Existing lawful residential uses;*
  2. *One new single-family residence per lot of record,*
  3. *Multiple-family dwellings, including but not limited to attached single-family dwellings, such as townhouse, duplexes, triplexes; and detached multi-family dwellings such as apartments;*
  4. *Single family detached dwelling units consistent with the general standards and single family detached standards in this Chapter;*
  5. *Accessory buildings and uses normal and incidental to the building and uses permitted in this chapter; and*
  6. *Public parks and recreational facilities;*
  7. *Family daycare providers who regularly provide daycare for not more than 12 children in the provider's home RCW 36.70A.450;*
- B. *Conditional uses allowed in an MDR-16 district are described in WDC 2.030.030, Single-family permitted, conditional and prohibited uses. Minimum density standards shall be met.*

**FINDING:** This proposal proposes to divide the property into four lots, and develop four duplex buildings; therefore, the standard is applied.

##### 2.040.040 Density and dimensional requirements

- A. *All developments within the MDR-16 zoning district shall comply with the density and dimensional requirements of Table 2.040.030 WDC.*

*Table WDC 2.040.040, MDR-16 density & dimensional requirements*

Standard	Multi-Family	Single-Family	
		Attached	Detached
Net Density	8-16	8-16	8-16
Minimum Project Area	1.5 ac.	1.5 ac.	2.5 ac.
Minimum Lot Width	20 Feet	20 Feet	30 Feet
Minimum Lot Depth	60 Feet	60 Feet	60 Feet
Minimum Area	1,400 SF.	1,400 SF.	3,000 SF.

<i>Maximum Lot Coverage</i>	<i>85%</i>	<i>60%</i>	<i>60%</i>
<i>Maximum Height</i>	<i>45 Feet</i>	<i>35 Feet</i>	<i>35 Feet</i>
<i>Setbacks<sup>1</sup></i>			
<i>Min. Front Setback<sup>2</sup></i>	<i>10 Feet</i>	<i>10 Feet</i>	<i>10 Feet</i>
<i>Min. Garage Setback From Public Street</i>	<i>5 Feet</i>	<i>18 Feet</i>	<i>18 Feet</i>
<i>Min. Garage Setback From Alley</i>	<i>3 Feet</i>	<i>3 Feet</i>	<i>3 Feet</i>
<i>Min. Side Setback</i>	<i>0 Feet Attached or 10 Feet Abutting Single Family</i>	<i>0 Attached / 4 Feet Non-Attached</i>	<i>4 Feet</i>
<i>Min. Street Side Setback</i>	<i>0 Feet</i>	<i>10 Feet</i>	<i>10 Feet</i>
<i>Min. Rear Setback</i>	<i>20 Feet</i>	<i>10 Feet</i>	<i>10 Feet</i>

<sup>1</sup> *Setback and building envelopes shall be identified for each lot on the plat of the plat or binding site plan.*

<sup>2</sup> *Minimum front yard setback shall be twenty-five feet from arterial and collector streets.*

- B. Beveling. New lots used for medium density residential purposes created adjacent to low density residential (LDR) districts shall employ a “beveling” technique at the perimeter of the project. New perimeter MDR-16 lots abutting LDR districts, not including public rights-of-way or dedicated public open space, shall be no less than 80% of the lot area of the minimum lot size of the abutting LDR district. Setbacks from the property lines of abutting LDR land shall be no less than 80% of the setback requirement of the abutting LDR district. For example, if the abutting property is zoned LDR 8.5, a 7,000 sq. ft. minimum lot size, the MDR-16 lots abutting the LDR district may not be less than 5,600 sq. ft.*
- C. Product types. The city desires to foster an opportunity for the creation of a variety of MDR-16 housing products so as to promote housing affordability, architectural variety and unique neighborhood character. A MDR-16 project proposal which consists of 5 gross acres or more, including abutting lands under common ownership, may not include more than 75% of one housing type, i.e., multi-family, single-family attached or single-family detached.*

**FINDING:** The proposal plans to develop multi-family on the development site. The site plan shows 8.7 net density, minimum lot width is 99 feet and minimum lot depth is 196 feet. The applicant requested variance to allow the minimum project area for multi-family less than 1.5 acres, the city accepted this request. Minimum house area is 1680 SF, and the maximum building height is around 24 feet. The rear setback is 45 feet and side setback for abutting single family is 4 feet (10 feet min.). The proposal does not provide front and garage setback; therefore, the standard is not met.

**CONDITION OF APPROVAL:** Prior to engineering approval, the engineering plans shall identify appropriate setback and building envelopes for each lot.

#### *2.040.050 Requirements of single-family attached housing*

*A single-family attached proposal shall meet the requirements of this section. Where a conflict exists between general and specific standards the Director shall apply the more specific standard.*

- A. Building permits for attached developments may only be approved where fully consistent with the approved land division.*
- B. Notations on the plat and/or covenants running with the land, approved by the City Attorney, shall guarantee that required side setbacks shall be kept perpetually free of obstructions.*
- C. Single-family attached housing shall not be permitted in housing clusters of greater than six (6) units.*
- D. Only one (1) dwelling unit may occupy an individual lot. Each attached dwelling may occupy no more than one (1) lot.*
- E. No portion of a unit may occupy space above or below any other unit, except underground shared parking.*
- F. Landscaping. Single-family attached development projects may satisfy the minimum landscaping requirement by:*
  - 1. Providing two hundred (200) square feet of enclosed private outdoor living area per bedroom for each individual dwelling unit, to be located in the rear or side yard of each individual lot; or*
  - 2. Providing two hundred (200) square feet of common indoor or outdoor recreation area per bedroom for each individual dwelling unit.*

**FINDING:** The proposal plans to develop multi-family; therefore, WDC 2.040.050 does not apply.

#### *2.040.060 Requirements of multi-family attached housing*

*A multi-family attached proposal shall meet the requirements of this section. Where a conflict exists between general and specific standards the director shall apply the more specific standard.*

- A. Multi-family attached housing shall not be permitted in clusters of greater than ten dwelling (10) units.*
- B. Building permits for attached developments may only be approved where fully consistent with the approved land division.*
- C. Notations on the plat and/or covenants running with the land, approved by the City Attorney, shall guarantee that required side setbacks shall be kept perpetually free of obstructions.*

**FINDING:** The proposal plans to develop four duplex buildings; thus, this section applies.

**CONDITION OF APPROVAL:** Prior to building construction building plans meeting the standards of WDC 2.040.060 shall be submitted for review and approval by the City.

### **SECTION 3 - LAND DIVISION AND DEVELOPMENT**

#### *Chapter 3.205 Short Plat Provisions*

##### *3.205.010 Pre-Application Review*

- A. A preliminary short plat is subject to pre-application review as provided in Chapter 1.030.020 WDC.*

- B. An applicant for pre-application review of a preliminary short plat shall submit the requisite fee, a completed pre-application review form provided for that purpose by the city, and the information listed in Chapter 1.030.020(C) WDC.*

### *3.205.020 Review processes for short plats*

- A. Technically complete review of a short plat application is subject to Chapter 1.030.050 WDC.*
- B. A technically complete application for a preliminary short plat shall be subject to a Type II process. See Chapter 1.030.090 WDC.*
- C. A technically complete application for a final short plat map shall be subject to a Type I process. See Chapter 1.030.080 WDC.*
- D. Appeal and post-decision review of decisions regarding short plats are permitted as provided in Chapter 1.030.130 WDC and Chapter 1.030.150 WDC respectively.*

### *3.205.030 Preliminary short plat application contents*

*An applicant for a preliminary short plat shall submit the requisite fee, a completed application review form provided for that purpose by the city, and ten (10) copies of the following information:*

- A. Short plat name (if any);*
- B. Contact information including the name, mailing address, and telephone number of the owner/s, engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the short subdivision;*
- C. Environmental (SEPA) checklist or EIS, if applicable under Chapter 1.310 WDC;*
- D. A preliminary short plat at a scale of no more than one inch equals 200 feet, with north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way and structures on the site, and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not in the public record. The applicant shall provide one copy of the plan reduced to fit on an eight-and-one-half-inch by 11-inch page. The short plat shall show the dimensions and areas of all proposed lots, tracts and dedications. The short plat shall show the distance from proposed lot lines to the nearest existing structures on the site unless those structures will be removed;*
- E. Proposed dedications of title, easements or other interests to the city or other agency, if applicable;*
- F. Written authorization to file the application signed by the owner of the property that is the subject of the application, if the applicant is not the same as the owner as listed by the Lewis County assessor;*
- G. Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance;*
- H. A legal description of the property proposed to be divided;*
- I. If a short subdivision contains large lots which at some future time could be re-subdivided, the application shall include a master plan of all land under common ownership in order to provide for extension and opening of streets at intervals which will permit a subsequent division of each divisible parcel into lots of smaller size;*
- J. A copy of the pre-application conference summary, and a description of information submitted in response to the issues, comments and concerns in the summary;*

- K. *A written description of how the proposed preliminary short plat does or can comply with each applicable approval criterion for the preliminary short plat, and basic facts and other substantial evidence that supports the description;*
- L. *The names and addresses of owners of land within a radius of 300 feet of the site. Owner names and addresses shall be printed on mailing labels.*
  - 1. *An area map showing parcels within ¼ mile of the subject parcel shall be included;*
  - 2. *If the applicant owns property adjoining or across a right-of-way or easement from the property that is the subject of the application, then notice shall be mailed to owners of property within a 300-foot radius, as provided above, of the edge of the property owned by the applicant adjoining or across a right-of-way or easement from the property that is the subject of the application;*
- M. *Applications necessarily associated with the preliminary short plat, such as applications for exceptions, adjustments or variances to dimensional requirements of the base or overlay zones or for modifications to road standards are required to approve the short plat application as proposed;*
- N. *A wetlands delineation and assessment site shall be regulated by the applicable sections of the Critical Areas Ordinance (CAO) located in this Title, and an application for a critical area and associated preliminary plan if required;*
- O. *A report prepared by a geotechnical engineer or geologist licensed in the State of Washington if:*
  - 1. *The applicant proposes to place substantial fill on the site (500 cubic yards or more); or*
  - 2. *The site contains land identified by the U.S. Soil Conservation Service, Lewis County or the state of Washington as having slopes in excess of 25 percent or as being subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes;*
- P. *An archaeological predetermination if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources as determined.*
- Q. *Preliminary grading, erosion control and drainage plans, which may be a single plan, consistent with applicable provisions of this Title;*
- R. *Evidence that potable water will be provided to each lot from a public water system, and that each lot will be connected to public sewer.*

**FINDING:** The city issued a completeness determination on March 7<sup>th</sup>, 2022. The standard is met.

### *Chapter 3.230 Monumentation, Survey and Drafting Standards*

#### *3.230.030 Property line monumentation*

*All front corners, rear corners, and beginnings and endings of curves shall be set with monuments, except as provided in Section 3.230.050 WDC. In cases where street curbs are concentric and/or parallel with front right-of-way lines, front property line monumentation may be provided by brass screws or concrete nails at the intersections of curb lines and the projections of side property lines. If curb monumentation is used, it shall be noted on the plat, and that such monumentation is good for projection of line only and not for distance.*

### *3.230.060 Survey Standards*

*All surveys shall comply with standards set forth by state statutes, drafting standards of this title, and Chapter 332-130 WAC, except that linear closures after azimuth adjustment shall be at least a ratio of one to 10,000 for WAC 332-130-050(1)(c), (d), (e). Where conflicts are identified, the most restrictive standards shall prevail.*

### *3.230.070 Elevations or vertical information*

*Where required, any elevations or vertical information shall have an accuracy of third-order specifications as published by the U.S. Department of Commerce in a bulletin entitled, "Classification, Standards of Accuracy, and General Specifications of Geodetic Control Surveys," and benchmarks with the datum used shall be shown on the plat.*

### *3.230.080 Preferred scale proportions*

*The preferred scale proportions for preliminary and final plats are ratios as follows:*

- A. 1:600 (one-inch equals 50 feet);*
- B. 1:1,200 (one-inch equals 100 feet); and*
- C. 1:2,400 (one-inch equals 200 feet); but in no case shall the proportion exceed 1:2,400.*

### *3.230.100 Lettering*

*Lettering shall be at least one-tenth inch high, and the perimeter of the final plat shall be depicted with heavier lines (dashed) than the remaining portion of the plat.*

### *3.230.110 Location*

*All data necessary for the location in the field of all points within the plat shall be shown. Straight lines shall be designated with bearing and distance; curves shall be designated by arc length, central angle, and radius. All dimensions shall be in feet, and decimals thereof to the nearest one-hundredth of a foot, except that angles shall be in degrees to the nearest second.*

**FINDING:** The proposal includes a survey plan for lot existing condition. The survey plan met the minimum standards for surveys as designated in WAC 322-130-09.

## *Chapter 3.240 Mitigation of Adverse Impact*

**FINDING:** The application does not include mitigation proposals; therefore, the standard does not apply.

## *Chapter 3.245 Supplementary Development Standards*

### *3.245.020 Height of fences and hedges*

- A. Front and Street Side Yards. Fences and hedges shall be no higher than six feet (measured from ground level) within five feet of a front property line or street side property line.*
- B. Interior Side and Rear Yards. Fences and hedges shall be no higher than six feet (measured from ground level) along interior side and rear property lines.*

**FINDING:** The site plan does not include fences or hedges information, so the standard does not apply.

### 3.245.030 Solid waste

*If refuse containers are used by more than one unit for temporary storage of solid wastes, the container(s) shall be screened from view from off-site by a sight-obscuring fence and/or evergreen landscaping and the area kept clean of all litter.*

**FINDING:** The proposal does not include solid waste information; if a common collection area is to be used it will need to provide screening.

**CONDITION OF APPROVAL:** Prior to engineering approval, any storage of solid wastes area proposed in the future shall be reviewed by the City for compliance with applicable standards.

### 3.245.040 Lighting

A. *Street lighting shall be a required component of all residential, commercial and industrial developments within the city of Winlock. Lighting plans shall be a required component of complete preliminary subdivision, short plat and site plan applications. All lighting plans shall be approved by the city's Planning Director.*

1. *Lighting, including permitted illuminated signs, shall be designed and arranged so as not to do the following:*

- a. *Reflect or cast glare;*
- b. *Rotate, glitter, or flash; or*
- c. *Conflict with the readability of traffic signs and control signals.*

B. *Lighting on any site shall not cause more than one foot-candle measured at any property line.*

**FINDING:** A variance of frontage improvement has been requested as a part of this application; the city accepted this request. The standard does not apply.

### 3.245.050 Noise

*All development shall comply with the noise standards in Chapter 173-60 WAC.*

**FINDING:** This section applies to all the developments.

### 3.245.060 Landscaping

A. *The following standards apply to landscaping and screening on private property required pursuant to Table 3.245.060 WDC. Landscaping and screening within public rights-of-way shall be approved by the city's engineering and public works departments.*

*Table 3.245.060 Landscaping Zoning of the abutting the site*

	LDR		MDR-16		C1, C2, MX		LI, UP	
Zoning of the site	Separate d by a street	Not Separate d by a street	Separate d by a street	Not Separate d by a street	Separate d by a street	Not Separate d by a street	Separate d by a street	Not Separate d by a street

<i>LDR</i>	<i>None</i>	<i>None</i>	<i>L2</i> <i>5 feet</i>	<i>L3</i> <i>5 feet</i>	<i>L3</i> <i>10 feet</i>	<i>L4</i> <i>10 feet</i>	<i>L4</i> <i>10 feet</i>	<i>L5</i> <i>20 feet</i>
<i>MDR-16</i>	<i>L1</i> <i>5 feet</i>	<i>L1</i> <i>5 feet</i>	<i>L1</i> <i>5 feet</i>	<i>L1</i> <i>5 feet</i>	<i>L2</i> <i>5 feet</i>	<i>L3</i> <i>5 feet</i>	<i>L3</i> <i>10 feet</i>	<i>L4</i> <i>10 feet</i>
<i>C1, C2,</i> <i>MX</i>	<i>L1</i> <i>5 feet</i>	<i>L2</i> <i>5 feet</i>	<i>L1</i> <i>5 feet</i>	<i>L2</i> <i>5 feet</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>
<i>LI</i>	<i>L2</i> <i>5 feet</i>	<i>L3</i> <i>5 feet</i>	<i>L2</i> <i>5 feet</i>	<i>L3</i> <i>5 feet</i>	<i>L2</i> <i>5 feet</i>	<i>L3</i> <i>5 feet</i>	<i>L1</i> <i>5 feet</i>	<i>L1</i> <i>5 feet</i>

*B. Regardless of the zoning of the abutting property, if an industrial or commercial use is proposed abutting or across a street from an existing single-family or multifamily dwelling, the industrial or commercial use shall landscape and buffer the property line abutting that dwelling as though the abutting property was zoned LDR.*

*1. L1 – General Landscaping.*

- a. The L1 standard is for open areas. It is intended to be used where distance is the principal means of separating uses or development, and landscaping enhances the area between them. The L1 standard consists principally of ground cover plants; trees and high and low shrubs also are required.*
- b. There are two ways to provide trees and shrubs to comply with an L1 standard. Shrubs and trees may be grouped. Ground cover plants, grass lawn or approved flowers must fully cover the landscaped area not in shrubs and trees.*

*2. L2 – Low Screen.*

- a. The L2 standard uses a combination of distance and low-level screening to separate uses or development. The standard is applied where a low level of screening sufficiently reduces the impact of a use or development, or where visibility between areas is more important than a greater visual screen.*
- b. The L2 standard requires enough low shrubs to form a continuous screen three feet high and 95 percent opaque year-round. In addition, one tree is required per 30 lineal feet of landscaped area or as appropriate to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area. A three foot-high masonry wall or fence may be substituted for shrubs, but the trees and ground cover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area.*

*3. L3 – High Screen.*

- a. The L3 standard provides physical and visual separation between uses or development principally using screening. It is used where such separation is warranted by a proposed development, notwithstanding loss of direct views.*
- b. The L3 standard requires enough high shrubs to form a screen six feet high and 95 percent opaque year-round. In addition, one tree is required per 30 lineal feet of landscaped area or as appropriate to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area. A six-foot-high wall or fence with or*

*without a berm may be substituted for shrubs, but the trees and ground cover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area.*

*4. L4 – High Wall.*

- a. The L4 standard is used where extensive screening of visual and noise impacts is needed to protect abutting sensitive uses and/or there is little space for separation between uses.*
- b. The L4 standard requires a six-foot-high wall. When adjacent to another property, the wall shall abut the property line. When adjacent to a street or road right-of-way, the wall shall be on the interior side of the landscaped area. One tree is required per 30 lineal feet of wall or as appropriate to provide a tree canopy over the landscaped area. In addition, four high shrubs are required per 30 lineal feet of wall. Ground cover plants must fully cover the remainder of the landscaped area.*

*5. L5 – High Berm.*

- a. The L5 standard can be used instead of the L4 standard where extensive screening is warranted, and more space is available for separation between uses.*
- b. The L5 standard requires a berm four to six feet high. If the berm is less than six feet high, low shrubs that comply with the L2 standard must be planted on top of the berm so that the overall screen height is six feet. In addition, one tree is required per 30 lineal feet of berm or as appropriate to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area.*

- C. Existing vegetation may fulfill landscaping and screening requirements of this chapter if that existing landscaping provides at least an equivalent level of screening as the standard required for the development in question.*
- D. As a condition of approval of a conditional use, the city may require an applicant to provide landscaping and screening that differs from the standards in this section where necessary to comply with the other applicable approval standards for the use or development.*
- E. Landscaped areas required for stormwater management purposes may be used to satisfy the landscaping area requirements of this chapter, even though those areas may be inundated by surface water.*
- F. Required landscaping and screening shall be located on the perimeter of a lot or parcel. Required landscaping and screening shall not be located on a public right-of-way or private street easement, unless authorized by the city's public works department.*
- G. Outdoor activity areas shall be screened from property used or zoned for residential purposes or a public road right-of-way to at least an L3 standard if within 100 feet of the property or right-of-way and to at least an L1 standard if equal to or more than 100 feet from the property or right-of-way. Outdoor activity areas include storage of solid waste and recyclables from the site and, where permitted, storage of goods, materials or equipment.*
- H. Rooftop and ground-level exterior equipment shall be screened from adjoining property used or zoned for residential purposes or from an adjoining public road right-of-way to at least an L3 standard if visible at grade from the property or right-of-way.*
- I. Parking and loading areas shall be landscaped as follows:*

1. *A minimum five-foot-wide strip landscaped to at least an L2 standard or a minimum 10-foot-wide strip landscaped to at least an L1 standard shall be provided where vehicle parking or loading adjoins a public road right-of-way.*
  2. *Where a vehicle parking or loading area adjoins a property with zoning or land uses other than the proposed land use, the area shall be landscaped and screened as provided in Table 3.245.060 adjoining the other property.*
  3. *Parking areas that contain at least seven spaces shall contain landscape islands equally distributed at a ratio of one island for every seven parking spaces. A landscape island shall contain at least 25 square feet, shall be at least four feet wide, and shall prevent vehicles from damaging trees, such as by using a wheel stop or curb.*
  4. *At least one tree shall be planted in each landscape island. Trees in landscape islands shall reach a mature height of 30 feet or more, cast moderate to dense shade in the summer, live at least 60 years, require little maintenance (such as by being insect-, disease- and drought-resistant and not producing fruit), and be suited for use in the proposed location (such as by being tolerant of pollution and direct and reflected heat).*
- J. The applicant shall install landscaping and screening required by this chapter consistent with the approved site plan or an approved modification thereto before the city issues an occupancy permit or final inspection for the development in question; provided, the city clerk/treasurer may defer installation of plant materials for up to six months after the city issues an occupancy permit or final inspection for the development in question if doing so increases the likely survival of plants.*
- K. All required ground cover plants and shrubs must be of sufficient size and number to meet the required standards within three years of planting. Mulch (as a ground cover) must be confined to areas underneath plants and is not a substitute for living ground cover plants, lawn or approved flowers.*
- L. Shrubs shall be supplied in a minimum of two-gallon containers or equivalent burlap balls, with a minimum spread of 3 inches to meet the L2 buffer requirement, and minimum of three-gallon containers or equivalent burlap balls with a minimum spread of 30 inches to meet the L3 buffer requirements. Reduction in the minimum size may be permitted if certified by a registered landscape architect that the reduction shall not diminish the intended effect or the likelihood the plants will survive.*
- M. Ground cover plants shall be placed not more than 30 inches on center and 30 inches between rows. Rows of plants shall be staggered for a more effective covering. Ground-cover shall be supplied in a minimum four-inch size container or a two-and-one-quarter-inch container or equivalent if planted 3 inches on center. Reduction in the minimum size may be permitted if certified by a registered landscape architect that the reduction shall not diminish the intended effect or the likelihood the plants will survive. A lawn or flowerbed of flowers approved by the review authority may be substituted for ground cover plants.*
- N. Trees may be deciduous or evergreen unless otherwise provided. The required tree height shall be measured from the ground level at final planting to the top of the tree.*
1. *Required trees for parking and loading areas shall be a minimum caliper of two inches and a minimum height of 10 feet at the time of planting.*

2. *Required deciduous trees (other than street trees) shall be fully branched, have a minimum caliper of one and one-half inches and a minimum height of eight feet at the time of planting.*
  3. *Required evergreen trees (other than street trees) shall be fully branched and a minimum of six feet high at the time of planting.*
  4. *The review authority may reduce the minimum size of trees (other than street trees) if the applicant submits a written statement by a landscape architect registered in Washington or expert in the growing of the tree(s) in question certifying that the reduction in size at planting will not decrease the likelihood the trees will survive.*
- O. *Landscape materials should be selected and sited to produce a hardy and drought-resistant landscape area. Selection should include consideration of soil type and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, compatibility with existing native vegetation preserved on the site, water conservation where needed, and the impact of landscaping on visibility of the site for purposes of public safety and surveillance. Landscaping materials shall be selected in accordance with a list of plant materials adopted by reference as the Lewis County plant list.*
- P. *The applicant shall show and comply with the following:*
1. *Plant materials will be installed to current nursery industry standards.*
  2. *Plant materials shall be properly supported to ensure survival. Support devices such as guy wires or stakes shall not interfere with vehicular or pedestrian movement.*
  3. *Existing trees and plant materials to be retained shall be protected during construction, such as by use of chain link or other sturdy fence placed at the dripline of trees to be retained. Grading, topsoil storage, construction material storage, vehicles and equipment shall not be allowed within the dripline of trees to be retained.*
- Q. *Maintenance of landscaped areas is the ongoing responsibility of the property owner. Required landscaping must be continuously maintained in a healthy manner. Plants that die must be replaced with in-kind materials unless otherwise authorized by the review authority. Vegetation shall be controlled by pruning, trimming or otherwise so that it will not interfere with the maintenance or repair of any public utility, restrict pedestrian or vehicular access, or obstruct sight distance at intersections.*
- R. *Irrigation. The intent of this standard is to ensure that plants will survive the critical establishment period when they are most vulnerable due to lack of watering. All required landscaped areas must comply with one of the following:*
1. *A permanent built-in irrigation system with an automatic controller will serve the landscape area in question, and the system will be installed and operational before the city grants an occupancy permit or final inspection for the development in question; or*
  2. *A temporary irrigation system will serve the landscape area in question; provided, to receive approval of this system, the applicant must submit a statement from a landscape architect registered in Washington or expert in the growing of the vegetation in question certifying that the proposed temporary irrigation system will provide sufficient water to ensure that the plant materials to be planted will survive installation and, once established, will survive without watering other than natural rainfall; or*
  3. *A permanent or temporary irrigation system will not serve the landscape area in question; provided:*

- a. *The review authority finds the landscape area otherwise fulfills the requirements of this chapter, and*
- b. *The applicant submits the following:*
  - i. *A statement from a landscape architect registered in Washington or expert in the growing of the vegetation in question certifying that the materials to be planted will survive without watering other than natural rainfall, and*
  - ii. *A plan for monitoring the survival of required vegetation on the approved site plan for at least one year and for detection and replacement of required vegetation that does not survive with like-kind material or other material approved by the city clerk/treasurer, and*
  - iii. *A statement from the applicant agreeing to install an irrigation system if the city clerk/treasurer finds one is needed to ensure survival of required vegetation, based on the results of the monitoring plan.*

**FINDING:** The proposal does not include a landscaping plan. The zoning of the site is MDR and the surrounding zoning is MDR; therefore, the L1 General Landscaping is required. The standard is not met.

**CONDITION OF APPROVAL:** Prior to engineering approval, detailed landscaping plans compliant with WDC 3.245.060 shall be submitted for review and approval by the City.

#### *Chapter 3.275 Sign*

**FINDING:** Based on the site plan, no sign information described in the plan; therefore, this section does not apply.

#### *Chapter 3.280 Off-Street Parking and Loading*

##### *3.280.010 Off-street parking requirements*

*Off-street parking shall be provided in compliance with Table 3.280.010 WDC:*

*Table 3.280.010 Off-Street Parking Requirements*

<i>USE</i>	<i>MINIMUM NUMBER OF PARKING SPACES</i>
<i>Residential:</i>	
<i>One to three dwelling units</i>	<i>2 spaces per dwelling unit</i>
<i>Four or more dwelling units</i>	<i>3 spaces per dwelling unit</i>
<i>Retail Stores and Service or Repair Shops</i>	<i>1 space per 400 square feet of floor area<sup>1</sup></i>
<i>Bank or Office Buildings<sup>2</sup></i>	<i>1 space per 400 square feet of floor area<sup>1</sup></i>
<i>Hotel, Motel or Bed and Breakfast Houses</i>	<i>1 space per guestroom<sup>1</sup></i>
<i>Eating and / or Drinking Establishments</i>	<i>1 space per 200 square feet of floor area<sup>1</sup></i>
<i>Church</i>	<i>1 space for each 6 seats or 12 feet of bench in the principal place of worship<sup>4</sup></i>
<i>Schools:</i>	

<i>Elementary and Middle School</i>	<i>1 space for each 12 students<sup>1,5</sup></i>
<i>High School</i>	<i>1 space for each 4 students<sup>1,5</sup></i>
<i>Library</i>	<i>1 space per 400 square feet of reading room</i>
<i>Day Care</i>	<i>1 space per employee</i>
<i>Industrial or Manufacturing</i>	<i>1 space per 500 square feet of floor area<sup>1</sup></i>
<i>Commercial Storage or Warehousing</i>	<i>1 space per 1000 square feet of floor area</i>
<i>Government Buildings</i>	<i>1 space per 300 square feet of floor area and 1 space per full-time employee<sup>5</sup></i>

<sup>1</sup> Plus one space for each two employees.

<sup>2</sup> Includes medical and dental offices.

<sup>3</sup> As defined by the Washington State Gambling Commission.

<sup>4</sup> Including balconies and choir lofts.

<sup>5</sup> Based on maximum capacity, including temporary structures.

### *3.280.030 Parking design standards*

- A. Size of Parking Space. Each off-street parking space shall have an area of not less than 30 square feet, exclusive of drives and aisles, and a width of not less than nine feet. Each space shall be provided with adequate ingress and egress.*
- B. Location. Off-street parking facilities shall be located on-site to the extent feasible. Off-site parking shall be no further than 150 feet from the site, measured from the nearest point of the parking facility to the nearest point of the nearest building that the facility is required to serve. Off-site parking shall be primarily employee parking.*
- C. Materials, Design, and Lighting.*
  - 1. Off-street parking facilities shall be surfaced with a durable and dustless surface, shall be graded and drained to dispose of surface water to the satisfaction of the public works department and shall be maintained in good condition, free of weeds, dust, trash, and debris.*
  - 2. Except for a single-family or duplex dwelling, groups of more than two parking spaces per lot shall be:*
    - a. Provided with adequate aisles or turnaround areas so that all vehicles may enter the street in a forward manner; and*
    - b. Served by a driveway designed and constructed to facilitate the flow of traffic on and off the site, with due regard to pedestrian and vehicle safety, and shall be clearly and permanently marked and defined. In no case shall two-way and one-way driveways be less than 20 feet and 12 feet, respectively, and be so arranged so as not to use any part of adjoining public sidewalks, street, or alley rights-of-way, except for ingress and egress.*
  - 3. Lighting used to illuminate off-street parking facilities shall be arranged to reflect light away from any adjoining residential area(s).*
- D. Boats and Recreational Vehicles. On-street parking of boats, trailers, camper, and recreational vehicles is prohibited in any residential district and the GC district.*

**FINDING:** The proposal has 4 dwelling units, hence based on WDC 3.280 table 3.280.010 a total 12 parking spaces are required. The project site plan does not show the parking details. The standard is not met.

**CONDITION OF APPROVAL:** Prior to engineering approval, the minimum number of off-street parking spaces satisfying chapter 3.280.010 of the Winlock Development Code shall be shown on the plans and submitted for review and approval by the City.

## SECTION 4 - CRITICAL LANDS

### Chapter 4.010 Critical Areas

#### 4.010.100 Development standards

A. *Authorization required. Within Critical Areas, the city shall prohibit soil excavation, grading, removal of native vegetation species, draining, intentional burning, planting of invasive or nuisance vegetation, placement of structures and new construction on critical areas unless otherwise authorized in this chapter.*

1. *These development standards apply to uses on critical areas and within buffers unless otherwise exempted in this title.*
2. *In order to approve application for development on lands subject to this chapter, the Administrator shall find that the following standards have been met:*

- a. *All reasonable alternatives for locating the development activity in such a way so as to avoid critical areas have been considered and the development activity will be located in the least environmentally sensitive area as practicable and the purpose of this chapter, as described in WDC 4.010.010, is fulfilled. If avoidance is not practicable, as determined by the city, development shall minimize adverse impacts to critical areas and buffers consistent with the mitigation sequencing measures and mitigation and enhancement measures prescribed in the chapter.*
- b. *The city has approved the vegetation removal methods and the removal of native plants has been avoided.*
- c. *All adverse impacts to all affected critical areas and buffers are either avoided or fully mitigated.*
- d. *The plan minimizes cuts and fills.*
- e. *Soils are not exposed during the rainy season (November 1st through April 30th) and construction activity is limited to the dry season (May 1st through October 31st).*
- f. *The Administrator has reviewed and approved an erosion control plan, grading plan, and vegetation removal and replanting plan prior to construction activity.*
- g. *All activities have received applicable state and federal permits and comply with SEPA requirements if the lead agency makes a threshold determination of significance (DS), or a mitigated determination of nonsignificance (MDNS).*
- h. *Hydraulic permits are required for any activity occurring within the ordinary highwater mark of any state regulated Class I or Class II stream.*
- i. *Compliance with this chapter does not constitute compliance with state and federal environmental standards. The applicant shall be responsible for demonstrating such compliance.*

B. *Review Process.*

1. *The review process shall be the type specified in the WDC for each particular land use action unless otherwise specified in this chapter.*
2. *Applications to develop on critical areas or their buffers shall be subject to Type I review if all of the following criteria are met:*
  - a. *Disturbance of less than 10 cubic feet of soil;*
  - b. *An activity, the fair market cost of which is less than \$500.00; or*
  - c. *The activity involves less than 1,000 square feet of critical areas.*
- C. *SEPA Review. On a case-by-case basis, the Responsible Official may issue a Determination of Nonsignificance (DNS) if:*
  1. *The application for development review contains all requested information, including reports, maps and other documents relevant to the proposed activity; and*
  2. *The proposed activity complies with all applicable development review and performance standards; and*
  3. *Compliance with all applicable development standards and performance standards is made a binding condition of land use approval.*

**FINDING:** The proposal does not require SEPA review; therefore, this standard does not apply.

#### **4.010.120 Critical Lands**

##### **A. Critical Aquifer Recharge Areas**

1. *Applicability. Due to the exceptional susceptibility and/or vulnerability of ground waters underlying aquifer recharge areas to contamination and the importance of such ground waters as sources of public water supply, it is the intent of this chapter to safeguard ground water resources by mitigating or precluding future discharges of contaminants from new land use activities. The provisions of this chapter shall apply to regulated activities specified herein within those portions of the Winlock UGA classified as Category I Aquifer Recharge Areas.*
5. *Category I Aquifer Recharge Areas (CARA I).*
  - a. *Areas with a critical recharging effect on aquifers used for potable water are areas where an aquifer that is a source of drinking water is vulnerable to contamination that would affect the potability of the water.*
  - b. *Winlock wellheads are owned and operated by the City of Winlock.*
  - c. *Development, other than the maintenance of vegetation, shall be prohibited within 50 feet of any public wellhead within the UGA.*
  - d. *For purposes of this chapter, critical aquifer recharge areas include lands within the 10- year zone of contribution, as shown on the Winlock critical areas map.*
  - e. *The following uses are prohibited in Category I aquifer recharge areas:*
    - i. *Chemical manufacturing mixing and remixing;*
    - ii. *Chemical waste reprocessing;*
    - iii. *Solid waste disposal facilities;*
    - iv. *Wood preservers;*
    - v. *Landfills;*
    - vi. *Class V injection wells: (I) agricultural drainage wells; (II) untreated sewage waste disposal wells; (III) cesspools; (IV) industrial process water and disposal wells; and (V) radioactive waste disposal;*
    - vii. *Radioactive disposal sites; and*

*viii. Surface mining operations.*

7. *Demonstration of no adverse impact. The applicant shall demonstrate, through the land use approval process, that the proposed activity will not have any adverse impacts on ground water in critical aquifer recharge areas, based on the Safe Drinking Water Act and the Wellhead Protection Area Program, pursuant to Public Water Supplies, Chapter 246-290 WAC; Water Quality Standards for Ground Waters of the State of Washington, Chapter 173-200 WAC; and Dangerous Waste Regulations, Chapter 173-303 WAC. By this reference, Chapters 173-200, 173-303 and 246-290 WAC, as written and hereafter updated, will be part of this chapter.*
8. *Mitigation Conditions. The Administrator may impose any reasonable condition necessary to ensure that the specific use or activity will not significantly degrade ground water quality. Such conditions may include, but are not limited to the following:*
  - a. A written management plan for wastewater, hazardous products and hazardous waste, petroleum products and petroleum waste, and other materials judged by the Administrator to be detrimental to ground water quality, that when implemented using best management practices, will prevent ground water contamination;*
  - b. Upgrading available on-site spill response equipment;*
  - c. Employee spill response training;*
  - d. Emergency service coordination measures; and*
  - e. Ground water monitoring.*

**FINDING:** According to the Lewis County GIS map, the project is located in a category II critical aquifer recharge area (CARA); however, the engineering submittal does not include any facilities prohibited by WDC 4.010.120 however there is no discussion directly related to the CARA in the application.

**CONDITION OF APPROVAL:** Prior to engineering approval, the applicant shall submit a critical area memo that demonstrates compliance with WDC 4.010.120(5)(e) and WDC 4.010.120(6) to clarify that there will be no prohibited facilities, storage tanks, and aboveground tanks installed in the development site.

#### *Chapter 4.020 Environmental Policy (SEPA)*

##### *4.020.020 General Requirements*

*This article contains the basic requirements that apply to the SEPA process. The city adopts the following sections of Chapter 197-11 WAC by reference.*

##### *4.020.080 Environmental checklist*

- A. A completed environmental checklist (or a copy), in the form provided in WAC 197-11- 960, shall be filed at the same time as an application for a permit, license, certificate, or other approval not specifically exempted in this chapter; provided, a checklist is not needed if the city and applicant agree an EIS is required, or if SEPA compliance has been completed, or if SEPA compliance has been initiated by another agency. The city shall use the environmental checklist to determine the lead agency and, if the city is the lead agency, for determining the responsible official and for making the threshold determination.*

- B. *For private proposals, the city will require the applicant to complete the environmental checklist, providing assistance as is necessary. For city proposals, the department initiating the proposal shall complete the environmental checklist for that proposal.*
- C. *The city may require that it, and not the private applicant, will complete all or part of the environmental checklist for a private proposal, if either of the following occurs:*
  - a. *The city has technical information on a question or questions that is unavailable to the private applicant; or*
  - b. *The applicant has provided inaccurate information on previous proposals or on proposals currently under consideration.*

**FINDING:** The proposal is categorically exempt from SEPA review. This standard is met.

#### *Chapter 4.030 Stormwater and Erosion Control*

*The City of Winlock adopts chapter 3 of the current manual of the City of Winlock Design Guidelines entitled "Storm Drainage and Erosion Control Guidelines."*

**FINDING:** This standard applies to all development. See sections WDG 3A and 3B in this report for additional information.

### **C. WINLOCK DESIGN GUIDELINES**

#### **CHAPTER 2 TRANSPORTATION**

##### **2B Street**

##### **2B.01 General**

- A. *City streets are classified as arterials, collectors and local access streets in accordance with regional transportation needs and the functional use each serves. Function is the controlling element for classification and shall govern right-of-way, street width, and street geometries. The City will determine the classification of new & existing streets.*
- B. *The layout of streets shall provide for the continuation of existing principal streets in adjoining subdivisions or of their proper projection when adjoining property is not subdivided. Minor streets, which serve primarily to provide access to abutting property, shall be designed to discourage through traffic. A traffic impact analysis may indicate that other design configurations would preferable for a given project. Such alternatives may be required by the City if it is determined that strict compliance with the Design Guidelines are impractical or unreasonable in the circumstance.*

##### **2B.02 Design Criteria**

- A. *Street design must provide for the maximum loading conditions anticipated. The width and grade of the pavement must conform to specific standards set forth herein for safety and uniformity. See Table 2-1, Minimum Street Design Criteria.*
- B. *The layout of streets will provide for the continuation of existing principal streets in adjoining subdivisions or of their proper projection when adjoining property is not subdivided. Minor streets, which serve primarily to provide access to abutting property, will be designed to discourage through traffic. See Table 2-1, Minimum Street Design Criteria.*

*Table 2-1 City of Winlock Minimum Street Design Criteria*

<i>DESIGN STANDARD</i>	<i>BOULEVARD</i>	<i>MAJOR OR MINOR ARTERIAL</i>	<i>COMMERCIAL COLLECTOR</i>	<i>NEIGHBORHOOD COLLECTOR</i>	<i>LOCAL ACCESS</i>	<i>PRIVATE</i>
<i>DESIGN LIMITATIONS</i>	<i>Access and intersections should be limited. No on-street parking.</i>			<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>MINIMAL STRUCTURAL DESIGN</i>	<i>See Standard Detail Number 2-13</i>					
<i>STANDARD RIGHT-OF-WAY</i>	<i>100'<sub>1</sub></i>	<i>100'<sub>1,6</sub></i>	<i>60'<sub>1</sub></i>	<i>60'<sub>2</sub></i>	<i>50'<sub>2</sub></i>	<i>N/A</i>
<i>STANDARD PAVEMENT WIDTH</i>	<i>66' (may have a 14' median)</i>	<i>50' - 64'</i>	<i>40'</i>	<i>32' - 40'</i>	<i>28'-32'</i>	<i>20'</i>
<i>PARKING LANE</i>	<i>None Allowed</i>	<i>None Allowed</i>	<i>8' Both Sides<sup>3</sup></i>	<i>8'<sub>3</sub></i>	<i>8'</i>	<i>N/A</i>
<i>MINIMUM/MAXIMUM GRADE</i>	<i>0.5% - 10.0%</i>	<i>0.5% - 10.0%</i>	<i>0.5% - 12.0%</i>	<i>0.5% - 15.0%</i>	<i>0.5% - 15.0%</i>	<i>0.5% - 15.0%</i>
<i>CURB &amp; GUTTER</i>	<i>Both Sides</i>					<i>N/A</i>
<i>SIDEWALKS</i>	<i>Both Sides 6' (min)</i>			<i>Both Sides 5'</i>	<i>Both Sides 5'</i>	<i>Both Sides 5'</i>
<i>CUL-DE-SAC RADIUS (PAVEMENT WIDTH)</i>	<i>N/A</i>	<i>N/A</i>	<i>50'</i>	<i>50'</i>	<i>50'</i>	<i>Fire Department Standards</i>
<i>INTERSECTION CURB RADIUS</i>	<i>35'</i>	<i>35'</i>	<i>35'</i>	<i>25'</i>	<i>25'</i>	<i>25'</i>
<i>DESIGN SPEED (MPH)</i>	<i>40</i>	<i>40</i>	<i>35</i>	<i>30</i>	<i>25</i>	<i>N/A</i>
<i>MINIMUM CENTERLINE RADIUS</i>	<i>600'</i>	<i>600'</i>	<i>150'</i>	<i>150'</i>	<i>100'</i>	<i>N/A</i>

STANDARD DETAIL	2-14.a	2-14.b 2-14.c	2-14.d	2-14.e 2-14.f	2-14.g 2-14.h	2-14.i
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1. 10-foot utility easement abutting Right-of-Way on both sides.
2. 7-foot utility easement abutting Right-of-Way on both sides.
3. Parking one or both sides may be allowed.
4. Variation from minimum standards requires written approval from the City for proposed mitigation.
5. Curb w/ gutter and sidewalk for private roads encouraged.
6. Right-of-Way for SR-505 is 100'.

- C. *Alignment.* Alignment of major arterials, minor arterials and collectors shall conform as nearly as possible with that shown in the Comprehensive Plan.
- D. *Grade.* Street grade should conform closely to the natural contour of the land. In some cases the City may require a different grade. The minimum allowable grade shall be 0.5 percent. The maximum allowable grade shall be 8 – 15 percent depending on the street classification.
- E. *Width.* The pavement and right-of-way width shall depend on the street classification. Table 2-1, Minimum Street Design Criteria, shows the minimum widths allowed.

#### 2B.04 Signing and Striping

- A. *Street signs* are defined as any regulatory, warning, or guide signs. The Developer is responsible for the cost of all street signs. Street signs shall comply with the latest edition of the U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD).
- B. *Pavement markings and street signs, including poles and hardware, shall be paid for, furnished and installed by the Developer under the City's direction, to establish and maintain uniformity. Should the work be performed by the City, the Developer must first submit a written request to the City and, the Developer will then be billed upon completion of the work.*
- C. *Standards for Sign Post Material:*
  1. Post - 2"x length x 14 gauge perforated square tube
  2. Anchor - 2 ¼" x 36" x 12 gauge
  3. Sleeve - 2 ½" x 12" x 12 gauge
  4. Corner Bolt with 2 bends and nut
  5. Aluminum Drive Rivets – 3/8" for mounting signs
- D. *Criteria for Pavement Markings*
  1. Legends, arrows, symbols and crosswalks must be heat fused preformed thermoplastic Hot Tape or Premark.
- E. *Striping Material:*
  1. Arterial Streets – Dura-Stripe
  2. Collector Streets – paint

**FINDING:** The applicant has submitted a variance requesting relief from frontage improvements. The city granted the variance, this standard is met.

#### 2B.05 Right-of-Way

- A. *Right-of-way width is determined by the functional classification of a street. Refer to Table 2-1, Minimum Street Design Criteria.*

- B. *Right-of-way requirements may be increased if a traffic impact analysis indicates that additional lanes, pockets, transit lanes, bus loading zones, operational speed, bike lanes, utilities, or other such improvements are required.*
- C. *Right-of-way shall be conveyed to the City on a recorded plat or by a right-of-way dedication deed.*

**FINDING:** The site plan shows the right-of-way dimensions for SW Mayer Ave to be 50 feet, and SW Front St to be 20 feet. According to the City of Winlock Comprehensive Plan 2018-2025 Element 6 (page 31) identifies SW Mayer Ave and SW Front St as local access streets. The city has issued an interim zoning ordinance to decrease the local access road right-of-way from 60 ft. to 50 ft. A rail line runs adjacent along Front Street prohibiting the expansion of right-of-way in the vicinity of this project. A variance request for decreasing local access street right-of-way width has been provided and accepted by the City.

#### *2B.06 Private Streets*

**FINDING:** The proposal does not include private streets; therefore, the standard does not apply.

#### *2B.07 Street Frontage Improvements*

**FINDING:** The narrative indicates, there are no required frontage improvement on this site. The standard does not apply.

#### *2B.11 Intersections*

**FINDING:** The proposal does not include street design; therefore, the standard does not apply.

#### *2B.12 Driveways*

- A. *All driveways shall be constructed of Portland Cement Concrete (PCC) or hot-mix asphalt (HMA) from the right-of-way line to the edge of the street. Residential PCC driveways shall have a nominal concrete thickness of six (6) inches. All other PCC approaches shall be eight (8) inches thick.*
- B. *Joint-use driveways serving two adjacent parcels may be built on their common boundary with a formal written agreement between both property owners and with the approval of the City. The agreement shall be a recorded easement for both parcels of land specifying joint usage and maintenance responsibility.*
- C. *No commercial driveway shall be approved where backing onto the sidewalk or street would occur.*
- D. *No driveway shall be built within twenty (20) feet of the end of any curb return or within five (5) feet of any property line.*
- E. *The maximum driveway width for a single driveway onto an arterial or collector shall be:*

<i>Frontage Width</i>	<i>Residential</i>	<i>Commercial</i>	<i>Industrial</i>
<i>Up to 50-feet</i>	<i>24-feet</i>	<i>24-feet</i>	<i>30-feet</i>

<i>50- to 75-feet</i>	<i>24-feet</i>	<i>30-feet</i>	<i>40-feet</i>
<i>More than 75-feet</i>	<i>24-feet</i>	<i>30-feet</i>	<i>40-feet</i>

*F. The maximum driveway width for each of two driveways onto an arterial or collector shall be:*

<i>Frontage Width</i>	<i>Residential</i>	<i>Commercial</i>	<i>Industrial</i>
<i>Up to 50-feet</i>	<i>Not permitted</i>	<i>Not permitted</i>	<i>Not permitted</i>
<i>50- to 75-feet</i>	<i>Not permitted</i>	<i>15-feet</i>	<i>20-feet</i>
<i>More than 75-feet</i>	<i>20-feet</i>	<i>24-feet</i>	<i>40-feet</i>

*G. The maximum driveway width for a single driveway onto a local access street shall be:*

<i>Frontage Width</i>	<i>Residential</i>	<i>Commercial</i>	<i>Industrial</i>
<i>Up to 50-feet</i>	<i>24-feet</i>	<i>24-feet</i>	<i>Not permitted</i>
<i>50- to 75-feet</i>	<i>24-feet</i>	<i>26-feet</i>	<i>Not permitted</i>
<i>More than 75-feet</i>	<i>24-feet</i>	<i>26-feet</i>	<i>Not permitted</i>

*H. The maximum driveway width for each of two driveways onto a local access street shall be:*

<i>Frontage Width</i>	<i>Residential</i>	<i>Commercial</i>	<i>Industrial</i>
<i>Up to 50-feet</i>	<i>Not permitted</i>	<i>Not permitted</i>	<i>Not permitted</i>
<i>50- to 75-feet</i>	<i>20-feet</i>	<i>20-feet</i>	<i>Not permitted</i>
<i>More than 75-feet</i>	<i>20-feet</i>	<i>24-feet</i>	<i>Not permitted</i>

*I. The maximum driveway width for one-way driveways shall be:*

<i>Frontage Width</i>	<i>Residential</i>	<i>Commercial</i>	<i>Industrial</i>
<i>Up to 50-feet</i>	<i>14-feet</i>	<i>22-feet</i>	<i>30-feet</i>
<i>50- to 75-feet</i>	<i>14-feet</i>	<i>22-feet</i>	<i>30-feet</i>
<i>More than 75-feet</i>	<i>14-feet</i>	<i>22-feet</i>	<i>30-feet</i>

- J. A road approach or wider driveway may be approved by the City when a substantial percentage of oversized vehicle traffic exists, when divisional islands are desired, or when multiple exit or entrance lanes are needed.
- K. Arterial Street Access. Driveways on arterial streets shall conform to the following:
1. No driveway may access an arterial street within seventy-five (75) feet (measured along the arterial) of any other such access to the street: on either side of the travel way but may be allowed at locations directly opposite another point of access.
  2. No driveway access will be allowed to an arterial street within 150 feet of the nearest right-of-way line of an intersecting street.
  3. Within the limitations set forth above, access to arterial streets within the City shall be limited to one driveway for each tract of property separately owned. Properties contiguous to each other and owned by the same person are considered to be one tract.
  4. Driveways giving direct access onto arterials may be denied if alternate access is available. The City may permit deviations from this requirement if sufficient justification is provided.
  5. Road approaches and/or ingress and egress tapers may be required in industrial and commercially zoned areas as directed by the City. Tapers shall be designed, per the most recent editions of the Washington State Department of Transportation (WSDOT) Highway Design Manual and/or "A Policy on Geometric Design of Highways and Streets" published by the American Association of State Highways and Transportation Officials (AASHTO).

**FINDING:** The proposal includes type II driveway design, and also the site plan shows the width of the driveway is 40-feet for each duplex. However, the maximum driveway width for a single driveway onto a local access street shall be 24-feet. The standard is not met.

**CONDITION OF APPROVAL:** Prior to engineering approval, all driveways and lot widths shall be designed to meet City of WDG 2B.12. All materials and methods shall be reviewed by the City for compliance with applicable standards.

#### *2B.13 Sight Obstruction*

- A. Sight clearance requirements take into account the proportional relationship between speed and stopping distance. The sight distance area is a clear-view triangle formed on all intersections by extending two lines of specified length, from the center of the intersecting streets along the centerlines of both streets and connecting those endpoints to form the hypotenuse of the triangle. Refer to Standard Details. The area within the triangle shall be subject to said restrictions to maintain a clear view on the intersection approaches.
1. Stop or Yield Controlled Intersection. Providing adequate sight distance from a street or driveway is one of the most important considerations to ensure safe street and driveway operation. The Intersection Sight Distance criteria given in "A Policy on Geometric Design of Highways and Streets" published by AASHTO.
  2. Other factors such as vertical and horizontal curves and roadway grades also need to be taken into account. Such factors can require necessary modification to the intersection sight distance given in the above table.
  3. Sight distance is measured from a point on the minor road or driveway fifteen (15) feet from the edge (extended) of the major road pavement (or nearest traffic lane

*if parking is permitted) and from a height of 3.50 feet on the minor road to a height of object of 4.25 feet on the major road.*

- B. Uncontrolled Intersection. Refer to AASHTO for criteria on Uncontrolled Intersection Design.*
- C. Vertical Clearance. The area within the sight distance triangle shall be free from obstructions to a motor vehicle operator's view between a height of two and one-half (2.5) feet and ten (10) feet above the existing surface of the street.*
- D. Exclusions. Sight obstructions that may be excluded from these requirements include; fences in conformance with this chapter, utility poles, regulatory signs, trees trimmed from the base to a height of ten (10) feet above the street, places where the contour of the ground is such that there can be no cross visibility at the intersection, saplings or plant species of open growth habits and not in the form of a hedge that are so planted and trimmed as to leave a clear and unobstructed cross view during all seasons, buildings constructed in conformance with the provisions of appropriate zoning regulations and pre-existing buildings.*

**FINDING:** The proposal does not include traffic impact analysis report and the City agrees the proposal does not warrant an analysis. This standard does not apply.

#### *2B.14 Surfacing Requirements*

- A. Asphalt Pavements. The pavement sections shown in the Standard Drawings are minimum street sections. A geotechnical report may be required as directed by the City. One soil sample per each 500 LF of centerline, with a minimum of three (3) per project, representative of the roadway subgrade, shall be provided to determine a statistical representation of the existing soil conditions performed by a professional engineer or geologist licensed by the State of Washington.*
- B. Sidewalks*
  - 1. Surfacing: four (4) inches Commercial Grade Concrete (3,000 psi);*
  - 2. Base: three (3) inches Crushed Surfacing Top Course.*
  - 3. Asphalt sidewalks will not be permitted unless otherwise approved by the City.*
- C. Concrete Driveway*
  - 1. Surfacing: six (6) inches Commercial Grade Concrete (3,000 psi) for residential, eight (8) inches Commercial Grade Concrete (3,000 psi) for all others;*
  - 2. Base: three (3) inches Crushed Surfacing Top Course.*
- D. Asphalt Driveway*
  - 1. Surfacing: three (3) inches Class B Hot Mix Asphalt (HMA) for residential, six (6) inches Class B Hot Mix Asphalt (HMA) for all others;*
  - 2. Base: four (4) inches crushed surfacing top coarse.*

#### *2B.16 Pavement Restoration*

- A. Trench cuts in roadways greatly degrade the condition of the pavement, as well as reduce its design life. The most significant damage can be seen in newer pavements. Pavement restoration should result in the pavement being as good as, or better than, the pre-trench cut condition. This can be achieved by the prevention of trench cuts, thorough utility coordination, and high-quality pavement restoration.*
  - 1. Trench Cuts in New Pavements. Trench cuts are not permitted in pavements that have been constructed or rehabilitated within five (5) years. "Rehabilitation"*

*includes all surface treatments such as chip seal, slurry seal, and asphalt overlay. If there is no other option but to cut into new pavement, prior approval must be obtained from the City. Pavement must then be restored in accordance with the following criteria.*

- 2. Transverse Utility Crossings. Transverse utility crossings must be bored or completed by another trenchless method. Bore pits must be restored in accordance with the following criteria.*
- 3. Pavement Restoration Requirements. Trench cuts, bore holes, and miscellaneous pavement repairs shall be made in accordance with the Standard Details. Pavement shall be restored across the entire lane. In addition, the patch shall be made perpendicular to the closest affected road edge with a single, straight, continuous cut along the entire width of the required restoration. Minimum restoration width is five (5) feet.*
- 4. Lane Width Restoration Requirements. For longitudinal utility trench cuts in pavements over five years old, a minimum two-inch overlay or full-depth pavement reconstruction is required for the following widths:*
  - a. One-lane overlay or reconstruction – When trench cut or patch is within one travel lane.*
  - b. Two-lane overlay or reconstruction – When trench cut or patch is within two travel lanes.*
  - c. Additional overlay or reconstruction – When the remaining pavement area to the edge of existing pavement on either side is less than one travel lane. No longitudinal joints shall be allowed in the wheel path.*
- 5. All trench and pavement cuts shall be made uniformly by wheel or saw cutting. The cuts shall be a minimum of one-foot outside the trench width. If the edge of the trench line degrades, ravel or is non-uniform, additional saw cutting shall be required prior to final patch or paving.*
- 6. If the existing material is determined by the City to be suitable for backfill, the Contractor may use the native material except that the top eight (8) inches of trench shall be 2-1/2 inch minus ballast. If the existing material is determined by the City to be unsuitable for backfill, the Contractor shall use imported backfill material conforming to the Standard Specifications. All trench backfill materials shall be compacted to 95 percent density. Backfill placement and compaction shall be performed in six (6) inch lifts.*
- 7. When the trench width is eighteen (18) inches or less and is within the travelway, the trench shall be backfilled with control density fill (CDF), in accordance with the Standard Specifications. CDF may be required in wider trenches within the travelway if site conditions dictate.*
- 8. Replacement of the HMA or Portland Cement Concrete shall conform to the most current edition of the WSDOT/APWA Standard Specifications.*
- 9. Tack Coat. Tack shall be applied to the existing pavement along the edge of cut and shall be emulsified asphalt grade CSS-1 as specified in the Standard Specifications.*
- 10. Hot Mix Asphalt (HMA) Pavement Class B. HMA Pavement shall be placed on the prepared surface by an approved paving machine and shall be in accordance with Standard Specifications, except that longitudinal joints between successive layers of pavement shall be displaced laterally a minimum of twelve (12) inches, unless otherwise approved by the City. Fine and coarse aggregate shall be in accordance*

*with Standard Specifications. HMA over two (2) inches thick shall be placed in equal lifts not to exceed two (2) inches each.*

- a. The preferred means of connection to existing asphalt/HMA pavement at the centerline, lane edges, and overlay ends is through grinding. Grinds can be a few inches off centerline to avoid existing stripping. Feathering may be an option when grinding is not feasible, with the approval of the City. The affected surfaces within the trenching area may be feathered and shimmed to an extent that provides a smooth-riding connection and expeditious drainage flow for the newly paved surface.*
  - b. Surface smoothness shall be in accordance with Standard Specifications. The paving shall be corrected by removal and repaving of the trench only.*
  - c. HMA pavement for wearing course shall not be placed on any travel-way between October 15 and April 1 without written approval of the City.*
  - d. Asphalt for prime coat shall not be applied when the temperature is lower than 50 degrees Fahrenheit without written approval of the City.*
- 11. Final Patch. The final patch shall be completed as soon as possible but no later than 30 calendar days after the trench is first opened. Time extensions due to inclement weather or other adverse conditions shall be evaluated on a case-by-case basis. However, any delays must have prior approval of the City.*
- 12. Staking. All surveying and staking shall be performed by an engineering or surveying firm licensed by the State of Washington and capable of performing such work.*
- 13. Testing. Testing shall be required at the Developer's or Contractor's expense. The Developer or Contractor is responsible to order all required testing. The testing lab shall be approved by the City prior to the commencement of any testing. Testing shall be done on all materials and construction as specified in the Standard Specifications and with the frequency as specified herein.*

**FINDING:** The preliminary utility plan indicates that proposed water, sewer, and storm lines shall require cutting of the existing road. The submitted plans show the City of Winlock's standard pavement restoration detail therefore this standard is met.

#### *2C Sidewalks, Curbs and Gutters*

**FINDING:** The site plan does not include concrete sidewalks design. The standard does not apply.

#### *2D Illumination*

**FINDING:** The narrative indicates that there are no required lighting or frontage improvement on this site; therefore, the standard does not apply.

#### *2G Traffic Impact Analysis*

**FINDING:** The proposal does not require a TIA because it does not meet the thresholds in WDG 2G.02.B. The standard does not apply.

## CHAPTER 3 STORMWATER DRAINAGE AND EROSION CONTROL

### 3A Stormwater Management

#### 3A.01 General

- A. The criteria established by this chapter are intended to represent the minimum criteria for the design and construction of storm drainage facilities.

#### 3A.03 General design criteria

- A. The "City of Winlock Stormwater Management Plan" and the most recent version of the "Stormwater Management Manual for the Puget Sound Basin" documents are considered a part of this chapter, except as supplemented herein. The Stormwater Management Plan sets forth the minimum drainage and erosion control requirements as supplemented herein.
- B. The specific design details of storm drainage and/or retention/detention systems will depend on their type and local site conditions. Properties shall not be developed in such a way as to discharge stormwater onto adjacent lots.
- C. Stormwater conveyance and detention systems shall be designed in accordance with the following design criteria:

Hydrologic Model	
Conveyance Design <50 acres >50 <200 acres >200 acres	Rational Method SCS-based Hydrograph Method Continuous Simulation Method
Detention Design <50 acres >50 acres	SCS Unit Hydrograph Method with Level Pool Routing Continuous Simulation Method

Design Storm Frequency	
Conveyance	Capacity to handle: Pipes - 25-year storm event Ditches – 50-year storm event
Detention	Prevent peak flow increase: 2-year storm event 25-year storm event 100-year storm event
Water Quality	Capture and treat: 50% of 2-year storm event

<i>Design Storm Duration/Distribution</i>	
<i>Hydrograph Method</i>	<i>24-hour duration</i>
<i>SCS Unit Hydrograph Method</i>	<i>24-hour durations SCS Type 1A distribution</i>
<i>Rational Method</i>	<i>Time of concentration Constant rainfall intensity</i>

### *3A.04 Conveyance*

- A. Pipe. Storm drain pipe within a public right-of-way or easement shall be sized to carry the maximum anticipated runoff from the contributing area. The calculations of anticipated runoff and pipe sizing shall be developed by a professional engineer licensed in the State of Washington. The Developer shall provide the calculations and all associated information to the City of Winlock.*
- B. The minimum pipe size shall be twelve (12) inch diameter, The City may require the installation of a larger main if it is determined that a larger size is needed to serve adjacent areas or for future service. The installation of a larger main may allow the Developer to seek partial reimbursement through a Latecomers Agreement. (see Chapter 1 for details)*
- C. All pipe used for storm mains shall comply with one of the following types:*
  - 1. High-density polyethylene smooth interior pipe conforming to AASHTO M252 types or AASHTO M294 type S, with a gasketed bell and spigot joints.*
  - 2. Where required or as directed by the City to meet specific site constraints, ductile iron pipe conforming to the requirements of AWWA C 151, thickness class 50 or greater or reinforced concrete pipe conforming to the requirements of AASHTO M 170.*
  - 3. Aluminized steel helical or spiral rib pipe in diameters of thirty (30) inches or greater, with a Manning's value of 0.020 or less.*
- D. Channels: Open vegetated channels may be utilized for stormwater conveyance when deemed appropriate by the City. Open channels located in a public right-of-way shall be sized to carry the maximum anticipated runoff from the contributing area without exceeding the confines of the channel. In addition, when the end of the "new" conveyance system is within twenty (20) feet of another piped drainage system, the "new" system shall be extended through the open portion to complete the closed system. Extensions to complete closed drainage systems will only be required along the property where the "new" system originates, unless deemed necessary by the City.*
- E. When the flow of an open channel is interrupted by the construction of a driveway, the entire channel across the property shall be enclosed with a piped system, unless deemed impractical by the City. However, the culvert under the driveway must be installed to accommodate closure of the ditch in the future. The channel enclosure may necessitate the inclusion of manholes and/or catchbasins. (For Manholes please refer to Chapter 5 Standard Details).*

### *3A.05 Catchbasins*

- A. Maximum catchbasin spacing shall be 300-feet on all street classifications. No surface water shall cross any roadway to private property. Additional manholes and/or catchbasins may be required by the City to accommodate the maintenance needs of the storm system.*

**FINDING:** The proposal includes a preliminary stormwater technical information report (TIR). This stormwater report indicates the proposed project plans to maintain the natural drainage paths by treating all stormwater onsite and infiltrating 100-percent to the groundwater table. As impacts are not anticipated, a further upstream analysis was determined unnecessary. Downstream analysis was deemed unnecessary as minimal stormwater currently leaves the property. Based on the technical information report, WWHM2012 modeling was performed to size the infiltration trench and length of perforated pipe needed to treat onsite runoff. This plan proposes two trenches separated by a catchbasin with detentions of 28-feet long by 3-feet deep and 13-feet wide with three 36" diameter pipes connected by 13-feet of header and footer pipe each. Verification of the infiltration rate should be provided during construction per 2019 SWMMWW Volume V Chapter 5.2 section 8 (page 726). The standard is met.

**CONDITION OF APPROVAL:** Prior engineering approval, Applicant shall apply Ecology Underground Injection Control (UIC) Well Registration for Class V UIC Wells that Meet the non-endangerment standard.

**CONDITION OF APPROVAL:** During construction an infiltration test meeting the standards of the 2019 Stormwater Management Manual of Western Washington shall be performed to verify design infiltration rates.

### *3B Erosion Control*

#### *3B.01 General design criteria*

- A. Design of erosion control and erosion control plans are required under the following conditions:*
- 1. Proposed land disturbance activities that could cause sediment runoff beyond the project limits.*
  - 2. A Clearing, Filling or Grading Permit is required.*
  - 3. The proposed project could possibly impact a nearby stream, wetland, or body of water.*
  - 4. When deemed necessary by another permitting authority.*
- B. Site work shall not commence until all erosion control measures have been set in place in accordance with the approved erosion control plans.*
- C. The Contractor/applicant must ensure that all erosion control measures are properly maintained in accordance with standard industry procedures.*

#### *3B.02 Best management practices*

- A. Erosion control shall include the following as applicable to address specific project conditions:*
- 1. Sedimentation Ponds. Sedimentation ponds are utilized to collect runoff generated on a construction site, thereby allowing sediment to be captured before the runoff leaves the site.*
    - a. Sedimentation pond design shall include the following considerations:*

- i. *computation of the sediment storage volume*
    - ii. *computation of the settling volume*
    - iii. *computation of the pond surface area - (surface area, in sf = 1,250 x 1-yr, 24 hour storm rate, in cfs)*
  - b. *Minimum pond dimensions are as follows:*
    - i. *2-foot depth for settling*
    - ii. *3-foot depth for sediment storage*
    - iii. *3:1 side slope*
  - c. *The Contractor shall inspect sedimentation ponds immediately after each rain event to ensure the integrity of the facility. The Contractor shall also remove the majority of the sediment collected in the ponds whenever the storage volume is exceeded or the settling volume is infringed upon. In addition, prior to the final completion of the project, ponds shall be cleaned out in their entirety.*
  - d. *The length/width ratio of the pond shall be as large as possible. A 5:1 ratio is the preferred minimum, but exceptions may be granted when deemed appropriate by the City. The pond shall be divided into a series of at least two (2) separate chambers. Perforated pipe risers shall be used to convey water between the chambers and at the outlet.*
2. *Interceptor Channels. Interceptor channels are used to capture runoff generated on a construction site before it can leave the project limits. The channel is often used in combination with a sedimentation pond. The channel is typically grass lined and runs along the perimeter of the site. The grass must be established prior to the start of construction. Therefore, sod is often used to establish the vegetated surface of the channel. Upon completion of the project, the sod can be removed and re-used if the ditch is filled in and restored with a suitable and stable cover material.*
  3. *Sediment Barriers. Sediment barriers are filtering devices that are run along the perimeter of a site to capture sediment while allowing runoff water to continue along its natural path. Silt fencing and hay bales are common examples of sediment barriers. Regular removal of sediment is required to ensure that the barriers function properly. In addition, the structural integrity of the barriers must be maintained at all times. Barriers shall be installed, inspected and repaired, in accordance with the details and requirements included in these guidelines.*
  4. *Stabilized Construction Entrance. A stabilized construction entrance is a rocked access point to a construction site. The entrance reduces material carried from the site onto the public right-of-way. Construction entrances must be cleared of mud and debris regularly to ensure that materials are not being tracked from the construction site, onto the right-of-way and beyond. The Contractor is responsible for all required maintenance of entrances.*
  5. *Detention/Retention Facilities. No retention/detention facility shall be located in an area that is used to satisfy an open space requirement unless it enhances a recreational amenity. Use of designated open space areas for stormwater detention/retention and infiltration must satisfy all conditions of the City of Winlock for usability, landscape conformity and ease of access. The City will make the final determination whether or not the proposed stormwater facilities are compatible with and satisfy the intent of an open space.*

6. *The primary purpose of a consolidated open space is to provide usable area for recreation activities, buffer zones, and green belt areas, and must be designed for this intent. Any use of this area for stormwater detention/retention must clearly be subordinate to and not detract from open space uses. The usable open space shall be predominantly flat, and in no case, exceed 4:1 where drainage facilities are present. A minimum of 50 percent of the linear slope length shall not exceed 7:1.*
7. *The City will review the use of commercial parking lots for stormwater detention on a case-by-case basis. The detention area shall be situated away from areas of pedestrian movement. The maximum depth of water in parking lot storage shall be limited to twelve (12) inches.*

**FINDING:** This site plan provides erosion control design and detail in the plan sheets. The erosion control plan sheet indicates stabilized construction entrances, and silt fences.

**CONDITION OF APPROVAL:** Prior to construction, erosion control devices shall be installed and shall remain in place during construction and afterwards until the soil has stabilized.

## CHAPTER 4 WATER

### 4.01 General

- A. *The Water System Criteria and Specifications are minimum base level performance, design and construction standards used to maintain uniformity of design within the water utility.*
- B. *Any extension of the water system must be approved by the City and conform to these guidelines, Department of Health regulations and guidelines, the City of Winlock Water System Plan, and Lewis County Fire District No. 15 requirements to the extent not inconsistent with City criteria.*
- C. *Proposed plans must show how water shall be supplied and the applicant shall demonstrate whether adequate water pressure and volume shall be maintained in case of fire. An analysis of the system may be required, at the Applicant's cost, if it appears that the system might be inadequate.*
- D. *Anyone desiring to extend or connect to the City water system must contact the City for a Pre-construction Application form. After the completed application is returned to the City, along with any other information that may be required or requested, staff shall determine the conditions of service for connection to the water system.*
- E. *Extension of or connection to City water lines outside of the Winlock Urban Growth Area (UGA) may be limited under the provisions of the Lewis County Comprehensive Plan. The City shall not allow service outside of the UGA without written permission from the County.*

### 4.02 Design Criteria

- A. *The design of any water extension/connection shall conform to these guidelines and all other applicable standards. The layout of extensions shall provide for continuation and/or looping of the existing system. The City has the authority to apply or necessitate items not covered or mentioned in this chapter.*
- B. *All pipe, valves, meters, hydrants, fitting and special materials shall be new undamaged and designated for use in potable water systems. All labor, equipment and materials shall be in conformance with the Standard Specifications for Road, Bridge and Municipal Construction, WSDOT and APWA, and the specification of the American Water Works*

*Association, except as modified herein. Materials or additives must be in compliance with NSF Standards 60 and 61 as required in WAC 246-290-220.*

- C. Watermains shall be sized to provide adequate Peak Hour Demand (PHD) at a minimum residual pressure of 30 psi and Maximum Day Demand (MDD) plus fire flows at a minimum residual pressure of at least 20 psi. Specific fire flow requirements shall be determined by the City for each development application. However, the quantity of water required shall in no case be less than 500 gpm at 20psi residual pressure for 30 minutes in residential areas; 750 gpm at 20psi residual pressure for 60 minutes multi-family residential and commercial areas; or 1,000gpm at 20psi residual pressure for 60 minutes in industrial areas.*
- D. The minimum watermain size shall be six (6) inches in diameter where looped. Dead-end mains shall be a minimum of eight (8) inches in diameter. All mains that may be extended or looped must end with an approved mechanical joint gate valve and 3-foot pipe extension, cap and thrust blocking.*
- E. Larger sized mains may be required in specific areas identified in the Winlock Water System Plan. The City may also require the installation of larger mains if determined necessary to meet fire protection needs, domestic requirements and/or for future service needs.*

**FINDING:** This proposal indicates that public water will be extended through the subdivision, from SW Mayer Ave existing City of Winlock mains. One existing fire hydrant will have to be relocated. 6" water main distribution system will serve the development. The site plan indicates all water main work shall be constructed in accordance with the local utility's standards. All materials and methods of construction and installation for water, sanitary sewer, and storm facilities shall conform to the City design guidelines. This standard is met.

**CONDITION OF APPROVAL:** Prior to construction, water system materials and methods shall be reviewed by the City for compliance with applicable standards.

## CHAPTER 5 SANITARY SEWER

### 5A General Considerations

#### 5A.01 General

- A. Within the corporate City limits where public sewer is available, it must be used. Connection is not required provided that the property is more than 500-feet from the public sewer, except in the case of land development where the developed property abuts a right-of-way in which a public sewer is located or where a service connection is otherwise provided. In this case, connection of all structures generating sewage shall be required to connect to the public sewer regardless of distance.*
- B. Anyone desiring to extend or connect to the City sewer system must contact the City for a Pre-construction Application form. After the completed application is returned to the City, along with any other information that may be required or requested, staff will determine the conditions of service for connection to the sewer system.*
- C. All sewers shall be designed as a gravity sewer whenever physically and/or economically feasible or as outlined in the City of Winlock General Sewer Plan.*

- D. *Extension of or connection to sewer lines outside of the Winlock Urban Growth Area (UGA) may be limited under the provisions of the Lewis County Comprehensive Plan. The City will not allow service outside of the UGA without written permission from the County.*
- E. *Maintenance of the building sewers shall be the responsibility of the property owner while the remaining sewer lateral and main shall be the City's responsibility.*

## *5B Gravity Sewers*

### *5B.01 General Design Criteria*

- A. *The design of any sewer extension/connection will conform to these Design Criteria, Department of Ecology's "Criteria of Sewage Works Design," (Orange Book) and any applicable criteria as set forth herein.*
- B. *New gravity sewer systems shall be designed on the basis of an average daily per capita flow of sewage of not less than 100 gallons per day. See the following Orange Book Table G2-2 Design Basis for New Sewage Works. This figure is assumed to cover normal infiltration, but an additional allowance shall be made where conditions are unfavorable. Generally, laterals and sub-main sewers should be designed to carry, when running full, not less than 400-gallons daily per capita contributions of sewage. When deviations from the foregoing per capita rates are used, a description of the procedure used for sewer design shall be submitted to the City for review and approval.*
- C. *The minimum size for mains shall be eight (8) inch inside diameter. Sewer mains shall be sized for the ultimate development of the tributary area. Nothing will preclude the City from requiring the installation of a larger sized main if the City determines a larger size is needed to meet the requirements for future service.*
- D. *Sewer mains shall be constructed using materials conforming to the following:*
  - 1. *PVC pipe six (6) to fifteen (15) inches diameter must meet either ASTM D 3034, SDR 35 solid wall pipe, or ASTM F 794 for solid seamless profile pipe; or*
  - 2. *PVC pipe 18 to 27 inches diameter shall conform to ASTM F679 Type 1 only.*
  - 3. *All joints for the PVC pipe shall conform to ASTM D 3212 with rubber gaskets conforming to ASTM F 477.*
- E. *Gravity sewer shall have a minimum depth of five (5) feet, unless otherwise approved. Actual depth shall be determined by slope, flow, velocity and elevation of existing system.*

### *5B.02 Slope*

- A. *All sewers shall be designed and constructed to give mean velocities, when flowing full, of not less than 2.0 feet per second based on Manning's Formula using an "n" value of 0.013. Use of other practical "n" values may be permitted by the City, if deemed justifiable on the basis of research or field data submitted. Provide minimum slope as designated in Orange Book, however, slopes greater than these are desirable.*
- B. *Under special conditions, slopes slightly less than is required for the 2.0 feet per second velocity, may be permitted by the City. Such decreased slopes will only be considered where the depth of flow shall be thirty (30) percent of the diameter or greater for design average flow. Whenever such decreased slopes are proposed, the design engineer shall furnish the City with the plans and computations of the depths of flow at minimum, average, and daily or hourly rates of flow. Larger pipe will not be allowed to achieve lesser slopes.*
- C. *Gravity sewers shall be designed with a straight alignment and constant slope between manholes.*

#### *5B.07 Sewer Laterals*

- A. All sewer lateral connections to the main shall be made with a sanitary tee connection. A cleanout shall be provided at the edge of the right-of-way as shown in the Standard Details.*
- B. Building sewers shall be a minimum diameter of four (4) inches for single residential service and six (6) inches for all other services. Maintenance of the building sewer is the responsibility of the property owner.*
- C. Sewer laterals shall be a minimum diameter of six (6) inches. Maintenance of the sewer lateral is the responsibility of the City. Each property shall be served by an individual sewer lateral. In addition, each unit of a duplex shall be served by separate sewer laterals.*
- D. Prior to connection or installation of building sewers or sewer laterals, a Side Sewer Permit must be obtained from the City. Materials and design criteria for a building sewer are covered by the applicable plumbing code as adopted by the City.*
- E. In order to avoid the possibility of backup in the sewer lateral from head pressures in the sewer main, the City may require that a backwater valve be installed at the property owner's expense. Operation and maintenance of the backwater valve shall be the responsibility of the property owner under discretion of the City.*

**FINDING:** This project developer anticipated; the site will be able to connect existing City main from SW Mayer Ave. In addition, the site plan indicates the building sewers is 4 inches for single residential service with 4 inches cleanout, and sewer laterals is 6 inches. In addition, all materials and methods of construction and installation for water, sanitary sewer, and storm facilities shall conform to the City design guidelines. This standard is met.

**CONDITION OF APPROVAL:** Prior to construction, sewer system materials and methods shall be reviewed by the City for compliance with applicable standards.

#### V. COMMENTS

##### Variance Requests and City Answers

- 1. Allow the development project less than 1.5 acres in the MDR zone.
  - The city accepted this request.
- 2. Allow the right of way width for Local Access Streets to be less than standard width.
  - The city accepted this request.
- 3. Allow the development exempt from the frontage improvement.
  - The city accepted this request.

#### VI. CONDITIONS OF APPROVAL

##### A. Prior to Engineering Approval

- 1) Prior to engineering approval, the applicant shall provide a final stormwater technical information report, sewer analysis, and water analysis for city review and approval.
- 2) Prior to engineering approval, the engineering plans shall identify appropriate cross-connection control and backflow prevention devices.
- 3) Prior to engineering approval, the engineering plans shall identify appropriate setback and building envelopes for each lot.

- 4) Prior to engineering approval, any storage of solid wastes area proposed in the future shall be reviewed by the City for compliance with applicable standards.
  - 5) Prior to engineering approval, detailed landscaping plans compliant with WDC 3.245.060 shall be submitted for review and approval by the City.
  - 6) Prior to engineering approval, the minimum number of off-street parking spaces satisfying chapter 3.280.010 of the Winlock Development Code shall be shown on the plans and submitted for review and approval by the City.
  - 7) Prior to engineering approval, the applicant shall submit a critical area memo that demonstrates compliance with WDC 4.010.120(5)(e) and WDC 4.010.120(6) to clarify that there will be no prohibited facilities, storage tanks, and aboveground tanks installed in the development site.
  - 8) Prior to engineering approval, all driveways and lot widths shall be designed to meet City of WDG 2B.12. All materials and methods shall be reviewed by the City for compliance with applicable standards.
- B. Prior to Construction
- 1) Prior to construction, the applicant shall apply for and have received a right-of-way permit.
  - 2) Prior to construction, the installer of the backflow preventer shall obtain a plumbing permit prior to installation.
  - 3) Prior to construction, the applicant shall have received engineering approval and be in possession of all necessary building permits.
  - 4) Prior to construction, erosion control devices shall be installed and shall remain in place during construction and afterwards until the soil has stabilized.
  - 5) Prior to construction, water system materials and methods shall be reviewed by the City for compliance with applicable standards.
  - 6) Prior to construction, sewer system materials and methods shall be reviewed by the City for compliance with applicable standards.
- C. Prior to Building Construction
- 1) Prior to building construction, building plans meeting the standards of WDC 2.040.060 shall be submitted for review and approval by the City.
- D. General
- 1) During construction an infiltration test meeting the standards of the 2019 Stormwater Management Manual of Western Washington shall be performed to verify design infiltration rates.
  - 2) Applicant shall obtain an Ecology Construction Stormwater General Permit prior to beginning construction.

## DECISION

**Based upon the proposed plan, and the findings and conclusion stated above and within the attached reports and decisions, the City of Winlock Community Development Director hereby APPROVES WITH CONDITIONS.**

## EXHIBITS

HILLTOP MEADOWS - SITE PLAN	
EXHIBIT #	DESCRIPTION
1	Narrative
2	Short plat application
3	Fill and grading permit application
4	Right-of-way permit application
5	Building permit application
6	Preliminary Plat plan
7	Final Development site plan set
8	Final drainage report
9	Engineering calculations reports
10	Final building plans
11	Variance application letter
12	Variance Request Application
13	Sieve analysis
14	Infiltration rate letter