

Minutes for March 18, 2013

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073975 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 18, 2013 at 9:00 a.m.** Chairman Michael Largent, Arthur D. Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Call to Order/Board Business/Workshop.

Present: Gary Petrovich, Sally Ousley and Holly Bowen.

073976 1. Items discussed included wolf management legislation, shared revenue legislation, sequestration, State Parks Centennial and the Open Public Meeting Act. No action taken.

9:25 a.m. - Recess/Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

073977 2. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 10:00 a.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

10:00 a.m. - Return to Open Session/Flag Salute.

D073977A 3. Pledge of Allegiance.

Present: Bob Reynolds, Sally Ousley, Holly Bowen, Amy Robbins and Jeff Guyett.

D073977B 4. Motion by Commissioner Swannack **seconded** by Commissioner Kinzer and **carried** to accept the consent agenda.

073978 5. Claims/Payroll warrants numbered **302105-302119** for **\$268,982.45** and **302335-302519** for **\$366,806.54** approved.

073979 6. March 4, 2013 minutes approved.

073980-073990 7. Personnel change orders approved.

10:05 a.m. - Chris Nelson and Kelli Campbell.

073991 8. Bob Reynolds indicated since no responses to an RFP were received for the Superior Court Office remodel, he obtained quotes through the small works roster from three vendors. Therefore, he recommended the Board approve the lowest quote from Specialty Coatings for \$10,273.67 to be paid by the court Improvement Fund for this project and enter into a contract pending legal review.

Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** approve the low bid proposal by Specialty Coatings for the Superior Court

Office remodel and direct Facilities Management to proceed entering into a contract pending legal review of documents to be created.

073992 9. Commissioner Swannack moved Commissioner Kinzer seconded the motion and it carried to adopt the updated policy POL-820 HR Classifying Positions and its related procedures and tasks.

RESOLUTION NO. 073992
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Classifying Positions;

WHEREAS, this policy has been amended for clarification purposes and,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-0820-HR CLASSIFYING POSITIONS.

Dated this 18th day of March 2013 and effective as of January 1, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner

CLASSIFYING POSITIONS

Policy: POL-820-HR • Effective Date: 1/1/2013
Res. #: 073992
Cancels: Res. 061778 • Reference: None

Unless otherwise covered by a bargaining unit agreement or Civil Service Commission rules, this policy applies to all positions covered by the County's primary compensation system.

Definitions:

BOCC - Board of County Commissioners

Classification - a set of positions connected by similar purpose, function, responsibility, authority and qualifications

Re-classification - The change of a position from one classification to another

Position Description - The official description of essential job functions and related duties belonging to a position. Descriptions include things such as the title, purpose, nature of work, essential functions, supervisory requirements, knowledge, skills, abilities, working conditions and qualifications.

1. A Classification Plan Shall be Developed and Maintained by Human Resources

Human Resources shall develop and maintain a countywide classification plan for the purpose of:

- Maintaining an inventory of classifications
- Maintaining internal compensation alignment
- Surveying comparable entities

Classifications shall be determined by examination of each position's purpose and essential functions; responsibility set; level of authority; relationship to other classes; and required qualifications.

Classification descriptions are designed to be general descriptions of responsibility and are not designed to describe specific duties or requirements of any individual position.

2. Departments Submit New and Revised Position Descriptions to Human Resources for Placement

Departments are responsible for creating and updating position descriptions. Descriptions are submitted to Human Resources for classification, along with the designated review forms explaining the request.

Classification requests may be made for new positions or those believed to be improperly classified (re-classification). Positions re-classified may result in movement to a higher or lower classification. Re-classifications may be requested based on factors listed in provision one (1) that have substantially changed the position on a permanent basis to the extent the current classification no longer describes the work. Re-classifications are based on the position requirements and not an incumbent's qualifications.

Re-classifications may not be used as: merit raises, reward for longevity, duties not previously assigned but within the same classification, or increased volume of work at the current classification.

Human Resources shall assign classifications as necessary and make recommendations to the elected official/department head and the Board of County Commissioners for approval. Once a position has been classified it may be presented to the Board of County Commissioners (BOCC). Only after BOCC processing may a job file be opened for advertising and recruitment. Decisions of the BOCC on classification appeals are final.

All classification changes are subject to the availability of budgeted funds.

3. Departments may Contest Classification Placement

Supervisors and employees may contest Human Resource's recommendation for classification of a position to the Whitman County Classification Committee. The Classification Committee will examine the circumstances of the classification and make a recommendation for placement. Supervisors or

employees unsatisfied with the Committee's recommendation may appeal the review directly to the BOCC. The BOCC's classification decision is final.

4. The Whitman County Classification Committee Monitors and Responds to the Classification System

The Classification Committee monitors the classification system and makes recommendations to the BOCC **as issues arise. It also serves as a source of representation, information and appeal for county employees.**

The Committee is run by a quorum vote of 50% + 1 of the membership and is comprised of volunteer employees from all areas of Whitman County employment. Members are selected from the following categories and may be changed by a vote of the committee and BOCC approval:

Elected Official	1 member
Management/Non-Represented	4 members
Management/Professional/Non-Represented	1 member
Non-Management/Non-Represented	1 member
Non-Management/Professional/Non-Represented	1 member
Human Resources	1 member

Bargaining units who participate in the County's classification system may each have one member on the committee.

The Human Resources Director shall be appointed to the committee on an on-going basis. All other members are appointed by the BOCC to staggered 2-year terms. Members may volunteer to sit for an additional 2-year term before stepping down from membership for a minimum of one year.

During the "step down" time, past members may volunteer to serve as one of the two official advisors (non-voting) positions. In the case where more than two past members volunteer for advisor positions, the Committee members make the appointments with preference given to the past Committee office holders.

REVIEWING & PLACING JOB DESCRIPTIONS IN JOB FAMILIES
 Procedure: PRO-820-1-HR • Effective Date: 1/1/2013
 Res. #: 073992
 Cancels: 056869 • Reference: None

Definitions:

JD - Abbreviation for job description.

Action by:

Action:

Supervisor or Employee

1. **Determines** there is a need to revise/create a JD.
2. **Instructs** the employee to revise or **writes** the JD.

Employee

3. **Submits** the JD to Supervisor.

Supervisor or Employee

4. **Evaluates** the JD.

4a. If a placement review is not required, **submits** JD to HR for update only.

4b. If a placement review is needed, **completes** a review request form and **submits** it with the JD to HR.

HR

5. **Reviews** the JD.

5a. If current placement is appropriate, **writes** and **sends** an explanation of the placement decision and how to appeal to the supervisor and employee.

5b. If current placement isn't appropriate, **determines** the job family.

6. **Recommends** position job family placement to the BOCC.

BOCC

7. **Decides** whether or not to approve the recommended position placement and **notifies** HR of the decision.

HR

8a. If approved, **updates** grade, step, and salary information and **submits** board order to BOCC.

8b. If not approved, **notifies** supervisor of the BOCC's final decision.

APPEALING HR JOB DESCRIPTION JOB FAMILY PLACEMENT

Procedure: PRO-820-2-HR • Effective Date: 1/1/2013

Res. #: 073992

Cancels: 056869 • Reference: None

Definitions:

CRC - Classification Review Committee

JD - Job Description

Action by:

Supervisor or Employee

Action:

1. **Receives** the explanation of placement from HR.

2. **Decides** to appeal the HR decision to the CRC.

3. **Writes** and **sends** a memo to HR requesting the determination be appealed.

HR

4. **Forwards** a packet to the Chair of the Classification Committee containing:

- JD
- Request for review
- HR determination explanation
- Appeal request

Classification
Committee
CRC

5. **Selects** 3 members for the CRC.

6. **Reviews** appeal information.

6a. If current placement is appropriate, **writes** and **sends** an explanation of the placement decision and how to appeal to the supervisor, employee, and HR.

6b. If current placement isn't appropriate, **determines** the job family placement and **sends** a written determination to HR.

HR

7. **Presents** CRC job family placement to the BOCC.

BOCC

8. **Decides** whether or not to approve the CRC recommended position placement and **notifies** HR of the decision.

HR

9. If approved, **updates** grade, step, and salary information and **submits** board order to BOCC

9a. If not approved, **notifies** supervisor of the BOCC's final decision.

APPEALING CRC JOB FAMILY PLACEMENT

Procedure: PRO-820-3-HR - Effective Date: 1/1/2013

Res. #: 073992

Cancels: 056869 - Reference: None

Definitions:

CRC - Classification Review Committee

Action by:

Action:

Supervisor or
Employee

1. **Receives** the explanation of placement from CRC.
2. **Decides** to appeal the CRC decision to the BOCC.
3. **Writes** and **sends** a memo to HR requesting the determination be appealed.

HR

4. **Schedules** an appeal hearing with the BOCC and **notifies** CRC, employee, and supervisor of date and time.

BOCC

5. **Conducts** the appeal hearing and **listens** to

evidence from HR, the CRC, and supervisor.

6. **Decides** position job family placement and **notifies** HR of the decision.
7. If placement is changed, **updates** grade, step, and salary information and **submits** board order to BOCC.

TASK: PLACING JOB DESCRIPTIONS IN JOB FAMILIES

Task: TSK-820-1-HR - Effective Date: 01/01/2013

Res. #: 073992

Cancels: 056869 - Reference: None

Once a job description is submitted for review or placement, **HR:**

1. **Reviews** the job description for key position responsibilities and duties.
2. **Reviews** job family summary listing for an appropriate match.
 - 2a. If there is no appropriate match, **creates** new job family.
3. **Assigns** the job description to the best matching job family.
4. **Forwards** a letter of determination to the department head or elected official indicating the BOCC approval process steps depending on if the job description is for a current position or a proposed position.

073993 10. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt the updated policy POL-825 HR Classifying Positions and its related procedures.

RESOLUTION NO. 073993

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Compensating Employees - Non-Represented;**

WHEREAS, this policy has been amended for clarification purposes and,

WHEREAS, this policy reflects updated administrative practices and salary schedules and,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-0825-HR **COMPENSATING EMPLOYEES - NON-REPRESENTED.**

Dated this 18th day of March 2013 and effective as of January 1, 2013.

BOARD OF COUNTY COMMISSIONERS

OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner

COMPENSATING EMPLOYEES - NON-REPRESENTED

Policy: POL-825-HR • Effective Date: 1/1/2013

Res. #: 073993

Cancels: Res. 056869; 073710 • Reference: None

This policy applies to all non-represented positions designated to the primary compensation system.

Definitions:

BOCC - Board of County Commissioners

Classification - a set of positions connected by similar purpose, function, responsibility, authority and qualifications

Current Salary - the total compensation an employee has been receiving for a period of not less than six months

1. A Compensation Plan Shall be Maintained for all Classifications

A compensation plan shall be maintained on all classifications for the following purposes:

- Equal pay for equal work as provided by law
- Create an appropriate salary structure for recruitment and retention
- Provide a means of rewarding employees for good performance
- Establish internal equality between classifications
- Review and establish external equitable relationships

The compensation plan shall consist of job classifications and the approved salary range for each classification. It shall include a description of premium pay, opportunity for movement through a salary range, and the effects of personnel movement such as promotion, demotion, transfer, and reassignment.

2. Salary Ranges are Determined Using External Market Sources and Internal Alignment

Salary ranges are determined using a comparison of similar classifications found in external market entities. External entities shall be made primarily of five to seven Eastern Washington counties comparable in population, assessed value and General Fund revenue, but may be adjusted to include other entities (public or private) when a sufficient position comparison cannot be made. A sufficient comparison includes similar classification in at least three market entities.

Classifications will not necessarily be tied directly to external market data. Significant emphasis is placed on internal alignment in order to maintain equity between classifications.

Human Resources shall conduct classification surveys and reviews for each classification every three to five years. Classifications may be surveyed all at once, divided by employee group or on an individual basis when necessary.

Surveys are used for various purposes including salary range placement, classification and re-classification, negotiations, and as a consideration in wage adjustments.

3. A Salary Step Range is Assigned to Each Classification

Salary step ranges are set in increments of around 9% and are numbered one (1) through thirteen (13). The steps are in increments of approximately 2% and are lettered A through N.

Pending a satisfactory performance review, employees are eligible to move one step every January 1st. Employees not receiving a satisfactory performance review are eligible move to the next step the 1st of the month following a satisfactory performance review. They are then eligible again the following January 1st pending another satisfactory performance review.

New hire probationary periods are unrelated to step progression, except that an employee must pass his/her probationary period, documented by a performance review, before being eligible for a step increase. New hires are eligible to move one step the 1st January following a successful probationary period.

Employees reaching step N for a period of three years are eligible to receive a onetime 2% longevity increase.

4. Employees Must Pass a Performance Review Before Step Movement

Employees must receive a satisfactory performance rating of at least "Meets Expectations" before receiving a step increase. Performance reviews related to step increases must be completed prior to the scheduled step date.

Employees not receiving a satisfactory review will be evaluated no later than every six months. Employees may move forward one step after a satisfactory evaluation is achieved, as determined by the elected official/department head.

5. New Hires Shall be Hired Within the Matrix

New employees may be hired between steps A and E based on experience, qualifications, and internal equity.

With approval of the Board of County Commissioners, classifications may be designated "Critical" or "Essential." After meeting specific criteria Critical classifications may be placed one salary range higher than the current placement in accordance with task TSK-825-5-HR. Classifications deemed Essential may be moved to a higher starting wage within the current salary range in accordance with task TSK-825-6-HR. Current positions within the adjusted classification are also moved to meet the new placement. HR calculates each Critical & Essential position's new step eligibility as the following January 1st unless the employee's current step is

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equal to or greater than the new hire's placement. Critical & Essential job family adjustments apply only to the specific job family in question.

Critical criteria:

- The classification must affect all Whitman County governmental operations or be a required position under State or Federal law.
- The classification must have had at least two (2) recruitment attempts involving at least two (2) weeks in a minimum of two (2) area newspapers, concurrently, fail to produce any successful candidates.
- All other county resource options must be fully explored with Human Resources (i.e.-cross training, reorganization, etc.).
- The county must have a long-term need for the classification.

Essential criteria:

- The classification must affect countywide services.
- The position must have remained unfilled for at least six months.
- At least five (5) recruitment attempts involving at least two (2) weeks in two (2) area newspapers concurrently must fail to produce any successful candidates.
- All other county resource options must be fully explored with Human Resources (i.e.-cross training, reorganization, etc.)
- The county must have a long-term need for the classification.

6. Employees May be Transferred, Promoted, Demoted or Reassigned

Transfers occur when an employee is moved between positions in the same classification or between classifications contained in the same salary range. In the case of a transfer, the employee shall remain at the same range and step. Service time since the employee's last step continues to be counted toward a movement to the next step.

A promotion occurs when an employee is moved to a position in a classification with a higher maximum salary rate and involves a change in job responsibilities. Human Resources calculates a minimum increase by using the employee's current salary plus two (2) steps in the current salary range. Using this minimum increase calculation, HR places the promoted employee either at Step A or in the closest positive step of the promotion grade range. If the new placement is below Step E, the department head/elected official may move the employee to Step E at his/her discretion. The service requirement of the new step then begins in accordance with provisions three (3) and four (4) of this policy.

Demotions are a disciplinary move from a position of higher classification and maximum salary rate to one of lower salary range. Reassignments are also movement to a lower classification but are done so voluntarily and unrelated to disciplinary action. Employees are moved to the lower salary range but remain at their current step. The service time since the employee's last step will continue to be counted toward a movement to the next step in the salary range. If the demotion/reassignment is reversed by the department head/elected official within six months, and the employee returns to the same position previously held, he/she will remain at the same step.

7. Positions May be Re-classified

Positions re-classified in accordance with policy POL-820-HR have changed substantially enough to warrant a different salary range. Employees shall be moved to the higher or lower range, as determined by the re-classification, but remain at their current step.

8. Lead Workers Receive a Six Percent Increase for Duration of Designation

Department heads/elected officials may assign the designation of "lead worker" to employees leading teams or specific projects that are not a normal part of their classification. During the designation period employees receive a six percent (6%) increase in pay for the hours spent working on the project. When employees cease to function as lead workers, their pay will return to base pay.

8. Employees Working Out-of-Class Receive Additional Pay

It is the responsibility of the elected official/department head to assign work to employees which is within the scope and level of classification of the employee's position. Whitman County recognizes that rare circumstances may occur in which an employee must perform work of a higher classification on a temporary basis.

Employees assigned, in writing, to perform work from a higher classification for longer than thirty calendar days shall be compensated on an hour-by-hour basis at the higher classification's hourly wage based on the employees current step placement. The compensation shall be based on the employee's current step and be retroactive to the beginning of the pay period in which the employee began performing such duties. Out-of-class pay is a temporary arrangement. When an employee ceases to perform out-of-class, his/her pay returns to its normal rate.

Out-of-class pay does not apply to situations where employees are expected to fill in on an interim basis for co-workers due to employee breaks, training, troubleshooting, increased work load, short illnesses/injuries, etc.

Out-of-class pay requiring a budget amendment must be reviewed by Human Resources and approved by the Board of County Commissioners.

10. Temporary Employees are Paid Hourly

Temporary employees are employed at the discretion of the department head/elected official. Wages shall be no lower than Washington State minimum wage and paid on an hourly basis as determined by the department. Temporary employees are not part of the compensation system and are not subject to other provisions of this policy, except they may be promoted to regular positions in accordance with county policy and the appropriate collective bargaining agreement.

11. The Whitman County Classification Committee Monitors and Responds to the Compensation System

The Classification Committee monitors the compensation system and makes recommendations to the BOCC as issues arise. It also serves as a source of representation, information and appeal for county employees.

The Committee is run by a quorum vote of 50% + 1 of the membership and is comprised of volunteer employees from all areas of Whitman County employment. Members are selected from the following categories and may be changed by a vote of the committee and BOCC approval:

Elected Official	1 member
Management/Non-Represented	4 members
Management/Professional/Non-Represented	1 member
Non-Management/Non-Represented	1 member
Non-Management/Professional/Non-Represented	1 member
Human Resources	1 member

Bargaining units who participate in the County's classification system may each have one member on the committee.

The Human Resources Director shall be appointed to the committee on an on-going basis. All other members are appointed by the BOCC to staggered 2-year terms. Members may volunteer to sit for an additional 2-year term before stepping down from membership for a minimum of one year.

During the "step down" time, past members may volunteer to serve as one of the two official advisors (non-voting) positions. In the case where more than two past members volunteer for advisor positions, the Committee members make the appointments with preference given to the past Committee office holders.

EVALUATING EMPLOYEE PERFORMANCE - STEP INCREASE

Procedure: PRO-825-1-HR • Effective Date: 1/1/2013

Res. #: 073993

Cancels: 056869 • Reference: None

Action by:

Action:

HR

1. **Notifies** the department of the upcoming eligibility of an employee to be reviewed for a step increase.

Elected
Official/Dept. Hd.

2. **Reviews** the employee's current job description for accuracy.

3. **Schedules** date, time, location for the performance review

4. **Performs** the performance evaluations and **gives** an overall performance rating.

4a. If the overall performance rating is "meets expectations" or above, **grants** the employee their next salary step.

4b. If the overall performance rating is "needs improvement" or "unsatisfactory", **denies** the employee their next salary step and continues to **evaluate** the employees performance (at no longer than 6 month intervals) until the overall performance rating is "meets expectations" and the next step increase may be granted.

5. **Completes** and **Submits** a board order and performance evaluation to Human Resources for the step increase.

HR

6. **Completes** board order form and **Presents** to BOCC for approval.

7. **Files** performance evaluation in personnel file.

BOCC

8. **Approves** board order and returns to HR for processing.

Procedure: PRO-825-2-HR • Effective Date: 1/1/2013

Res. #: 073993

Cancels: 056869 • Reference: None

Action by:

Action:

Department Head or
Elected Official

1. **Meets** with the BOCC and **discusses** need to adjust job family placement to either retain or recruit employees.

BOCC

2. **Determines** the need for a job family evaluation.

2a. If a job family evaluation is not needed, **informs** Department Head or Elected Official their request has been denied.

2b. If a job family evaluation is needed, **forwards** a written request to Human Resources for evaluation.

HR

3. **Evaluates** the job family.

3a. If the job family does not qualify for "critical" or "essential" status, **forwards** an explanation of the decision to the BOCC and department.

3b. If the job family qualifies for a "critical" or "essential" status, **notifies** the Classification Committee Chair.

Classification
Committee Chair

4. **Schedules** a meeting of the Classification Committee for further evaluation.

Classification
Committee

5. **Evaluates** the job family.

6. **Presents** job family status recommendation to the BOCC.

BOCC

7. Decides whether or not to approve the Classification Committee's recommendation.

7a. If job family status change is denied, **notifies** Department Head or Elected Official.

7b. If "critical" or "essential" job family status is approved, **notifies** Human Resources and Department Head or Elected Official.

- HR
- 8a. If "critical" status is approved, **adjusts** job family, current, and new employee placements.
- 8b. If "essential" status is approved, **adjusts** job family, current, and new employee placements.

TASK: EVALUATING CRITICAL JOB FAMILY STATUS: HR
Task: TSK-825-1-HR • Effective Date: 1/1/2013
Res. #: 073993
Cancel: #058466-A • Reference: None

Definitions:

Recruitment Attempt - Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a critical evaluation request from the BOCC, **Human Resources:**

1. Determines if the job family affects all Whitman County governmental operations or is a required position under State or Federal law.

1a. If the job family does not affect all Whitman County governmental operations, **goes** to TSK-0825-2-HR.

2. Determines if critical status guidelines have been satisfied.

Critical Status Guidelines

- Have at least 2 recruitment attempts, as defined above, been made with no successful candidates? (This does not apply if the position is currently filled.)
- Have County resource options been fully explored with Human Resources? (i.e. - Crosstraining, reorganization, etc.)
- Is this a long-term County need?

3a. If the critical status guidelines have not been satisfied, **determines** the job family status is not critical at this time and **forwards** written recommendation to the BOCC.

3b. If the critical status guidelines have been satisfied, **notifies** the Classification Committee Chair for further evaluation.

TASK: EVALUATING ESSENTIAL JOB FAMILY STATUS: HR
Task: TSK-825-2-HR • Effective Date: 1/1/2013
Res. #: 073993
Cancel: 056869 • Reference: None

Definitions:

Recruitment Attempt - Advertising at least two weeks in a minimum of two area newspapers concurrently.

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After receiving an essential job family evaluation request from the BOCC or is referred here by TSK-0825-1-HR, Human Resources:

1. **Determines** if the job family affects countywide services.
 - 1a. If the job family does not affect countywide services, **determines** the job family status is not essential at this time and **forwards** written notification to the BOCC.
2. **Determines** if essential status guidelines have been satisfied.

Essential Status Guidelines

- Has the position remained unfilled at least 6 months?
- Have at least 5 recruitment attempts, as defined above, been made with no successful candidates?
- Have County resource options been fully explored with Human Resources? (i.e. - Cross-training, reorganization, etc.)
- Is this a long-term County need?

3a. If the essential status guidelines have not been satisfied, **determines** the job family is not essential at this time and **forwards** written recommendation to the BOCC.

3b. If the essential status guidelines have been satisfied, **notifies** the Classification Committee Chair for further evaluation.

**TASK: EVALUATING CRITICAL JOB STATUS:
CLASSIFICATION COMMITTEE**

Task: TSK-825-3-HR • Effective Date: 1/1/2013

Res. #: 073993

Cancel: 058466-A • Reference: None

Definitions:

Recruitment Attempt - Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a critical evaluation review from Human Resources, the **Classification Committee**:

1. **Determines** if the job family affects all Whitman County governmental operations or is a required position under State or Federal law.
 - 1a. If the job family does not affect all Whitman County governmental operations, **goes** to TSK-0825-4-HR.
2. **Determines** if critical status guidelines have been satisfied.

Critical Status Guidelines

- Have at least 2 recruitment attempts, as defined above, been made with no successful candidates? (This guideline does not apply if the position is currently filled.)
- Have County resource options been fully explored with Human Resources? (i.e. - Crosstraining, reorganization, etc.)
- Is this a long-term County need?

3a. If the critical status guidelines have not been satisfied, **determines** the job family status is not critical at this time and **forwards** written notification to the BOCC.

3b. If the critical status guidelines have been satisfied, **notifies** the BOCC of the critical status determination.

**TASK: EVALUATING ESSENTIAL JOB FAMILY STATUS:
CLASSIFICATION COMMITTEE**

Task: TSK-825-4-HR • Effective Date: 1/1/2013

Res. #: 073993

Cancel: 056869 • Reference: None

Definitions:

Recruitment Attempt - Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a status evaluation review from Human Resources or is referred here by TSK-0825-3-HR, the **Classification Committee**:

1. **Determines** if the job family affects countywide services.

1a. If the job family does not affect countywide services, **determines** the job family status is not essential at this time and **forwards** written notification to the BOCC.

2. **Determines** if essential status guidelines have been satisfied.

Essential Status Guidelines

- Has the position remained unfilled at least 6 months?
- Have at least 5 recruitment attempts, as defined above, been made with no successful candidates?
- Have County resource options been fully explored with Human Resources? (i.e. - Cross-training, reorganization, etc.)
- Is this a long-term County need?

3a. If the essential status guidelines have not been satisfied, **determines** the job family is not essential at this time and **forwards** written notification to the BOCC.

3b. If the essential status guidelines have been satisfied, **notifies** the BOCC of the essential status determination.

**TASK: ADJUSTING SALARY STEPS:
CRITICAL EMPLOYEES AND NEW HIRES**
Task: TSK-825-5-HR • Effective Date: 1/1/2013
Res. #: 073993
Cancels: 056869 • Reference: None

After receiving notification of an approved critical status evaluation from the BOCC, Human Resources:

1. **Prepares** and **submits** a board order adjusting all current critical position employees' one salary grade higher and to their current step or step H whichever is highest. The adjustment is made effective the 1st of the month following the critical status determination or when a new employee is hired, whichever comes first. Next step eligibility is January 1st of the following year..
2. **Monitors** new hire placement between steps H and K of the new grade.
 - 2a. If a new hire is paid above step H, **prepares** and **submits** a board order adjusting current employees' salaries concurrent with the new hire's step and hire date. Next step eligibility is January of the following year. If an employee's current step is at or above the new hire's step, no adjustment in step or next step eligibility is made.

**TASK: ADJUSTING SALARY STEPS:
ESSENTIAL EMPLOYEES AND NEW HIRES**
Task: TSK-825-6-HR • Effective Date: 1/1/2013
Res. #: 073993
Cancels: 056869 • Reference: None

After receiving notification of an approved essential status evaluation from the BOCC, Human Resources:

1. **Prepares** and **submits** a board order adjusting all current essential position employees' salaries to step K of the current salary range. The adjustment is made effective the 1st of the month following the essential status determination or when a new employee is hired, whichever comes first. Next step eligibility is January 1st of the following year.

If an employee's current step is at or above step K, no adjustment to either their step or next step eligibility is made.
2. **Monitors** new hire placement between steps K and N of the current grade.
 - 2a. If a new hire is paid above step K, **prepares** and **submits** a board order adjusting current essential position employees' salaries concurrent with the new hire's step and hire date. Next step eligibility is January 1st of the following year.

If an employee's current step is at or above the new hire's step, no adjustment to either their step or next step eligibility is made.

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073994 11. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the corrected 2013 CIGNA renewal agreement.

073995 12. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** that the additional software license agreement for New World Systems be signed as presented (no cost).

073996-073997 13. The quit claim deed signed by the Board on February 19th transferring any county ownership in a parcel of land within the Town of Oakesdale was before the Board for revision. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to resign a quit claim deed and related documents transferring any possible interest in certain property located in the Town of Oakesdale.

073998 14. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to appoint Gary Ryan to the Snake River Salmon Recovery Board.

073999 15A. Notice of proposed plans to enlarge the City of Pullman's urban growth area was received.

074000 15B. Notice of an elected official vacancy on the Classification Committee was received.

074001 15C. An executed copy of the 2013-2014 Department of Ecology Burn Delegation Order #13AQ-E506 was received (12/31/14).

074002 15D. An executed copy of the acknowledgement of assignment from Western States Insurance to PayneWest Insurance was received.

074003 16. Commissioners' pending list reviewed.

10:20 a.m. - Recess.

10:30 a.m. - 2012-2013 CDBG-PS Grants Hearing.

Present: Amy Robbins, Jeff Guyett, Gary Petrovich, Sally Ousley and Holly Bowen.

074004 17. Chairman Largent convened the hearing for the 2012 and 2013 CDBG-PS grants and requested a staff report.

074005 Handout #1 - Summary of 2012 fund usage and intended usage for 2013
Handout #2 - Community Development Block Grant Program Information
Handout #3 - Federal Regulation Excerpt: Citizen Participation

Ms. Robbins said the Community Action Center (CAC) received \$95,170 for the period of July 1, 2012 through June 30, 2013. During the calendar year 2012, approximately 4,200 individuals in Whitman County were served. CAC utilized the CDBG-PS as supplemental funding for programs that do not allow enough staff salaries, benefits, administrative and/or space cost funds to fulfill clientele obligations. Uses of funds as follows:

- **Community Food Bank** - CAC operates the Community Food Bank mainly on a donation only basis. CDBG funds are used for allowable direct staff

costs, administrative and space support costs to support the operations of the Food Bank. For the 14 months ending February 28, 2013 - 3,139 households were served and 186,570 pounds of food were distributed.

- **Permanent Housing Assistance:** CAC uses the CDBG funds for allowable direct staff, administrative and space support to develop affordable housing, home ownership and rental property resources for low to moderate households in Whitman County. CAC has developed a self-help housing project in Colfax and Palouse with 8 affordable homes for first time homebuyers. CAC is currently developing another 4 affordable homes in Uniontown. We have assisted approximately 15 households with the first time homebuyer application process on the aforementioned projects. These funds also assisted to develop 52 affordable rental units in Northern Pullman.
- **Emergency/Crisis Assistance:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. CAC fielded approximately 7,500 phone calls for information and referral through the course of a year and served 1,750 households with Energy Assistance services in 2012.
- **Community Coordination/Collaboration:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide involvement with our 18 Community Partners to enhance our service delivery. The funds also allow CAC to disseminate information to residents throughout the approximate 2,178 square miles of rural Whitman County.
- **Case Management/Continuum of Care:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide continued and consistent case management to approximately 1,250 households utilizing energy and rental assistance programs offered by CAC throughout all of Whitman County. The funds also allow staff to maintain collaborative relationships with other service providers to ensure CAC has the most up to date resources when referring people to other community services.
- **Protected Payee:** CAC used CDBG funds for allowable direct staff, administrative and space support to provide financial management and budget counseling to individuals receiving Social Security that require a protective payee to manage funds and ensure that their bills and financial obligations are being met appropriately. CAC assisted 3 households with this service in 2012. 100% of these clients meet the very low income criteria.

The CDBG-PS grant for July 1, 2013- June 30, 2014 is in the amount of \$95,209. We anticipate serving 4,500 individuals during that timeframe. CAC will continue to utilize the CDBG-PS funds as allowable for staff salaries, benefits and taxes, as well as administrative and space costs. Intended uses of the CDBG funds are outlined below:

- **The Community Food Bank:** CAC will use CDBG funds for allowable

direct staff costs, administrative and space support to operate the food bank. CAC anticipates serving approximately 3,500 households and distributing 190,000 pounds of food.

- **Permanent Housing Assistance:** CAC will use the CDBG funds for allowable direct staff costs, administrative and space support to continue to develop affordable housing, home ownership and rental property resources for low to moderate income households in Whitman County. They are currently developing 4 homes for first time homebuyers in Uniontown and anticipate assisting 4-10 households with the first time home buyer application process. They also anticipate assisting 350 households with the Section 8 HUD housing assistance. CAC will continue to determine and work to develop affordable rental housing units in Whitman County.
- **Emergency/Crisis Assistance:** CAC will use CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. They fielded approximately 7,500 phone calls for information and referral through the course of a year and anticipate serving 1,750 households with Energy Assistance services in 2013.
- **Weatherization and Home Rehabilitation:** CAC will use CDBG funds for allowable direct staff, administrative and space support to provide weatherization and home rehabilitation services too low to moderate income households in Whitman County. They anticipate serving approximately 50 households in a six month timeframe.
- **Community Coordination/Collaboration:** CAC will use the funds for allowable direct staff, administrative and space support to provide continued involvement with 18 community partners to continue to update and enhance our delivery of services. The funds will also allow CAC to continue to disseminate necessary information to Whitman County residents.
- **Case Management/Continuum of Care:** CAC will use the CDBG funds for allowable direct staff, administrative and space support to provide continued and intensive case management to approximately 550 low to moderate income households utilizing energy and rental assistance programs offered by CAC throughout Whitman County. The funds will also assist staff in maintaining collaborative and up-to-date relationships with other local service providers.
- **Protected Payee:** CAC will use the CDBG funds for allowable direct staff, administrative and space support to provide continued financial management and budget counseling to individuals receiving disability or social security payments. We anticipate continuing to serve the 3 households currently on the program.

The hearing was then opened to public comment. There being none, the hearing was adjourned.

074007 18. Commissioner Swannack moved Commissioner Kinzer seconded the motion and it carried to approve the 2013 CDBG-PS grant certification of compliance resolution.

RESOLUTION NO. 074007
CERTIFICATIONS OF COMPLIANCE (FOR CDBG PUBLIC SERVICES GRANT ONLY)

WHEREAS, Whitman County is applying to the state Department of Commerce for funding assistance;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, Michael Largent, Chairman of the Board is authorized to submit this application to the state of Washington on behalf of *Whitman County*;

NOW, THEREFORE, be it resolved that the *Chairman* authorizes submission of this application to the state Department of Commerce to request \$98,209 and any amended amounts to fund public service activities in coordination with *Whitman County Community Action Center*, and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974 as amended, and other applicable state and federal laws;

Has provided opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); has complied with all public hearing requirements and provided citizens, especially low- and moderate-income persons, with reasonable advance notice of, and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); has adopted and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of

enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended;

Certifies to meeting the National Environmental Policy Act (NEPA) through a determination the CDBG-funded public services will not have a physical impact or result in any physical changes and are exempt under 24 CFR 58.34(a), and are not applicable to the other requirements under 24 CFR 58.6; and are categorically exempt under the State Environmental Policy Act (SEPA) per WAC 197-11-305 (2); and

Whitman County designates Michael Largent as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this application and Whitman County participation in the Washington State CDBG Program.

Dated this 18th day of March, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner

074008-074011 19-21. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it carried to authorize the Chairman to sign the 2013 CDBG-PS Title VI certification, Environmental Review and Compliance document checklist.

0740012 22. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize submission of the 2013 CDBG-PS grant application.

10:40 a.m. - Recess.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Alan Thomson, Jerry Basler, Sally Ousley, Holly Bowen, Lucia Knudson and Michael Molden-Hauer.

ACTION ITEMS

Engineering Division:

074013 23. Hearing convened by the Chairman for a proposed amendment to the Six-Year Transportation Improvement Program. Mr. Storey commented that the purpose of this amendment is to add Countywide overlays #2 to the plan including that include the Thorn Creek, Zaring Cut Off, Almota, Wawawai and Hilton Hill Roads.

The hearing was opened to public comment. There being none, the hearing was adjourned.

24. Commissioner Swannack moved Commissioner Kinzer seconded the motion and it carried that the resolution to adopt the amended Six-Year Transportation Improvement Program be signed as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Amended Six Year Transportation Improvement Program (2013-2018)) RESOLUTION No. 074005

WHEREAS, the Public Hearing was held on the 18th day of March, 2013; and

WHEREAS, Notice of the Public Hearing was published according to law and all present wishing to speak for or against said amendment have been heard; and

IT IS HEREBY RESOLVED that the attached Amended Six Year Transportation Improvement Program be adopted as presented.

DATED this 18th day of March, 2013.

BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC Clerk of the Board

Dean Kinzer, Commissioner

Item #28 - Countywide Overlays 2 - HMA Overlays and Sealcoating.

074014 25. Hearing convened by the Chairman for proposed amendment to Title 19.15 and 19.16 of the Zoning Ordinance, the Pullman Moscow North/South Corridor Districts. Staff report provided by Alan Thomson as follows:

Reducing the minimum parcel size from three acres to two acres; exempting the list of permitted uses from Site Plan Review Committee review and make scrivener's corrections to citations and reference in the N-PMC and the S-PMC.

The hearing was opened to public comment. There being none, the hearing was adjourned.

074015 26. Commissioner Kinzer moved Commissioner Swannack seconded the motion and it carried to approve the amendment of the Whitman County Zoning Ordinance (Chapters 19.15 and 19.16) to reduce the minimum parcel size from three acres to two acres; exempt the list of permitted uses from Site Plan Review Committee review; and make Scrivener's corrections to citations and references.

ORDINANCE NO. 074007

AN ORDINANCE AMENDING CHAPTER 19.15 - NORTH PULLMAN-MOSCOW CORRIDOR DISTRICT (N-PMC) AND CHAPTER 19.16 - SOUTH PULLMAN-MOSCOW CORRIDOR DISTRICT (S-PMC), to approve reducing the minimum parcel size from three acres to two acres; exempt the list of permitted uses from Site Plan Review Committee review; and make Scrivener's corrections to citations and references. This change is consistent with the Whitman County Comprehensive Plan and Zoning Ordinance.

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Planning Department's Recommendations and Findings of Fact, after the Board's public hearing and adoption of Findings of Fact.

PASSED AND APPROVED by the Board of Whitman County Commissioners of 18th day of March, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

CHAIRMAN

ATTEST:

COMMISSIONER

Maribeth Becker, CMC
Clerk of the Board

COMMISSIONER

CHAPTER 19.15 N-PULLMAN-MOSCOW CORRIDOR DISTRICT (N-PMC)

(Amended October 31, 2005. Ordinance # 064692; amended July 7, 2008, Ordinance 068376)

Section 19.15.010 Purpose.

The purpose of this ordinance is to establish the North-Pullman-Moscow Corridor District (N-PMC) in compliance with the Whitman County Comprehensive Plan Amendment of 2005 which divided the existing Pullman-Moscow Corridor (PMC) into separate north and south zones. A 1988-amendment to the Comprehensive Plan identified and distinguished the Pullman-Moscow Corridor Enterprise Area for special zoning consideration.

The intent in establishing the N-PMC is to recognize the primary purposes of the location as a transportation /commercial economic corridor and implement the measures necessary to promote safe access to and movement throughout the N-PMC. It will create opportunities for attractive, orderly development which will be of long-term benefit to the community as a whole, while protecting and enhancing the environmental and aesthetic characteristics of the N-PMC which make it representative of this region

The Washington State Department of Transportation (WSDOT) is planning to reconstruct SR 270 into a five-lane highway anticipated to begin construction in May or June of 2006 and be completed by late 2007 or early 2008.

Section 19.15.015 Elimination Of Pre-Existing Zoning District Designations.

This Chapter supersedes all previous zoning within the boundary of the N-PMC and does hereby eliminate within the N-PMC all pre-existing zoning district designations.

Section 19.15.020 Description.

A. Purpose. The purpose of this section is to define the location of the N-PMC to encompass an area accessible from SR 270.

B. Boundary.

The N-PMC comprises the following sections:

The south half of Section 36, Township 15 North, Range 45 East W.M.; east half of Section 3, Township 14 North, Range 45 East W. M.; all of Section 2, Township 14 North, Range 45 East W. M.; all of Section 1, Township 14 North, Range 45 East W. M.; the south half of Section 31, Township 15 North, Range 46 East W. M.; the south half of Section 32, Township 15 North, Range 46 East W. M.; the north half of Section 5, Township 14 North, Range 46 East W. M.; the north half of Section 6, Township 14 North, Range 46 East W. M., situated in the County of Whitman, State of Washington, except:

Those properties lying within the boundary of the City of Pullman and lying south of SR 270 as shown on SR 270/Pullman to Idaho State Line Right-of-Way Plans, Additional Lanes Project, approved and adopted September and October, 2004.

C. Map.

Section 19.15.025 Site Plan Review Process.

A. Purpose. The purpose of the Site Plan Review Process is to bring multi-disciplinary knowledge and judgment to bear on development proposals in the N-PMC, through the establishment of a Site Plan Review Committee (hereafter referred to as SPRC).

B. Applicability. All applicants for a permitted use or conditional use shall submit a development proposal, as set forth herein, to the Planning Office for SPRC review. The Planning Director may waive certain requirements of the site plan submittals for expansion or modification of existing non-conforming uses or structures as defined in Section 19.15.050(5)(Z). Antenna support structures and their accessory structures shall be exempt from the requirements of this Chapter, but are subject to all of the requirements in Chapter 19.58 of this ordinance. (Revised 5/14/01, Ordinance # 058050)

C. Composition of the Site Plan Review Committee.

1. The Site Plan Review Committee, (SPRC), shall consist of representatives from the following County Departments or Divisions: Planning, Building, Engineering, Parks and Recreation, and Environmental Health. In addition, the SPRC shall be assisted by a representative from the Sheriff's Office and the applicable fire district. Although not members of the SPRC, all utilities which provide service to the area shall be asked to review the plans.

2. No development proposal shall be unduly delayed for want of a SPRC meeting or quorum and nothing within the SPRC function shall be deemed to prohibit an applicant, with the approval of a member, actual or ad hoc, from meeting individually.

D. Authority and Responsibilities.

1. The SPRC shall review all development proposals for compliance with this chapter and all other applicable ordinances, statutes and regulations and report its findings, conclusions and recommendations to the Board of Adjustment prior to that authority making its decision to approve or deny the proposal or modify the SPRC recommendations. Each SPRC member shall evaluate each proposal from his/her area of responsibility. SPRC members may make a positive, negative, or conditioned decision on a proposal. For a recommendation to go forward to the Board of Adjustment, any SPRC member, actual or ad hoc, who has not provided a negative or conditioned decision within a reasonable time shall be deemed to have given a positive response. If a negative or conditioned decision is made, a written reason or reasons must be cited along with any recommendations as to mitigating or correcting the disqualifying problem. The proposal cannot move to the Board of Adjustment if the proposal is unable to site an approved on or off-site sewage disposal system or connects to a city sanitary sewer system.
2. If any permits are required, those permits must have the possibility for approval. State agencies may be represented by a SPRC member, such as County Environmental Health as being a liaison for the Department of Ecology for items such as a sewage lagoon. The following wording is suggested: "We (agency) have reviewed this proposal and have determined that a permit for _____ can be or cannot be issued for this project." The SPRC is authorized to invite any state agency to send a representative to participate in the SPRC process. However, the failure of a state agency to send a representative or to provide for a pre-permitting approval shall not be grounds for denial of the proposal, but obtaining a necessary permit may be a condition precedent to final authority to proceed with the proposed development.

E. Responsibilities of Planning Department. The Director of Planning or his/her designee shall take the following responsibilities on behalf of the SPRC. The Director shall:

1. Receive information necessary for the SPRC to assess the merit or impact of a project or proposal.
2. Arrange for the applicant to present projects and proposals for **consideration by the SPRC.**
3. Schedule meetings of the SPRC, including pre-application conferences.
4. Act as a liaison between the SPRC and the Board of Adjustment.
5. Prepare written findings on a project proposal.
6. Prepare a written report to the Board of Adjustment stating the SPRC's recommendations on a project proposal, and reasons for disapproval

where the application fails to comply with Federal, State, or County statutes, ordinances or regulations.

7. Review minor change request(s) for approval or denial pursuant to Section 19.15.025(9).

F. Responsibilities of Planning Department for Existing Businesses.

1. The County Planner or designated staff may administratively review and approve modifications to existing businesses as long as the proposed changes do not impair or exceed the following:
 - a. Storm water run-off control capacity
 - b. Adequate parking
 - c. Adequate area for loading/unloading and vehicular circulation
 - d. Snow storage capacity
 - e. Landscaping
 - f. Traffic impacts within the development and externally upon the adjoining public roads
 - g. 25% open area
 - h. Excessive noise or other potential impacts upon surrounding land uses
 - i. Other compatibility issues with surrounding land uses
2. To achieve this Administrative Use Permit, the applicant shall submit a revised Conditional Use application along with a Conditional Use fee. The County shall publish a legal notice of the proposed modification(s) sufficient to explain to the public the proposed change(s). This legal notice shall allow for a 14-day comment period. Persons who submit comment must state a reason(s) why the modification should not be approved.

If no comments are received, the County can make final approval of the proposed modifications. If comment(s) is received, the County will evaluate the comment(s) and make a decision as to whether the comment(s) causes need for a full Board of Adjustment Conditional Use public hearing or not.

If the County decides that the comment does not warrant a change from the announced administrative decision, then a letter shall be sent to the person who commented so stating this decision. This letter shall also announce that any appeal of this decision would go to a court of competent jurisdiction, and that such an appeal to said court would need to be filed within 24 days of the date of said letter.

3. Proposed modifications that may be decided administratively in this matter include:
 - a. expansion of structures
 - b. replacement of structures
 - c. increase in height
 - d. placement or modification of signs

- G. Procedures. The SPRC shall take action on a proposal within 45 calendar days of receipt of the applicant's complete and accepted submittal. If more time is necessary, the applicant shall be notified of the reasons for the delay.

- H. Conformance with Approved Site Plan. Conformance with the conditions of any approved site plan shall be determined at the time of final inspection of the last structure to be inspected and prior to issuance of a final Certificate of Occupancy (C.O.). A final C.O. shall be issued by the Whitman County Building Inspector only when all conditions of the approved site plan have been satisfied.
- I. Minor Changes in Site Plans. Written requests for minor changes shall be submitted to the Planning Office. No minor changes shall be allowed without prior Planning Office approval. Minor changes are those which do not require a plan amendment as set forth in 19.15.025(J).
- J. Amendment of Site Plan. Any change to an approved site plan affecting the basic character or arrangement of buildings, density of the development, open areas, environmentally sensitive areas or critical areas shall be submitted to the SPRC. Review and consideration of the proposed amendment shall then follow the procedures as set forth in 19.15.025.
- K. Length Of Time Of Board of Adjustment Approval.
1. Board of Adjustment approval shall be valid for two years from the date of issuance and shall remain valid if construction has begun within the allotted time. Extensions to this approval can be applied for in two-year increments to be administered by the Planning Department. A minor change in site plan, under 19.15.025(I), shall not extend this time. If the applicant fails to begin construction within the specified time period any and all approval is automatically withdrawn and void, and any vesting rights terminated. Any construction begun after that time shall be without approval and shall be a violation of the Whitman County Code.
 2. To begin construction within the above period, the applicant must have proceeded past grading and excavation and have installed a portion of an approved permanent building, such as pad or foundation.
 3. Additionally, if any break in construction exceeding 180 days occurs or if there is any other indication that the project has otherwise been abandoned, approval may be withdrawn and voided by the Board of Adjustment upon written notice mailed to the applicant at the address last provided. Failure of the applicant to respond in writing within 60 days from the date of mailing of the Notice of Intent shall result in any and all prior approval being withdrawn and voided. Any construction begun after that time shall be without approval and shall be a violation of the Whitman County Code. It shall be the burden of the applicant to establish to the satisfaction of a majority of the Board of Adjustment that the project has not been abandoned and to establish when the project will be completed. The Board of Adjustment may delay or condition its decision to withdraw and void its prior approval upon the applicant's subsequent performance.
- L. Variances. A variance may be granted if it is determined that practical difficulties, unnecessary hardships, and/or results inconsistent with the general purposes of this chapter may result from the strict application of the provisions of this chapter. Financial considerations shall not be a

basis for a variance. An application for a variance shall follow procedures set forth in the Whitman County Zoning Ordinance Sections 19.06.020 (Variance) and 19.06.030 (Flood Management Variance), for determination by the Board of Adjustment.

Section 19.15.027 Non-Structural Fill Placement Permit.

- A. Purpose. The purpose of the Non-Structural Fill Placement Permit is to allow the transport of waste soil fill material from permitted or grandfathered construction, grading or earthwork operations to an off-site location for disposal. It is the intent to dispose of excess material in an area currently used for agricultural purposes, then rendering the property in a condition for continued and ongoing agricultural use after filling. It is not the intent to allow for the construction of building pads or locations without going through a conditional use process.
- B. Applicability. The Non-Structural Fill Placement Permit is a permit granted through an administrative process. The County Building Official (in conjunction with the County Planner), or designated staff, may administratively review and approve of a filling operation designed to allow for disposal of excess soil materials from a construction, grading or earthwork operation. Fill placement will be strictly limited to areas in agricultural production that will be filled in a manner to allow for future continued agricultural use. It is not applicable to long term "dumping" of earth materials in a loose state, such as at a commercial fill site or landfill facility. The permit shall only apply to fill materials that originate from a site within the N-PMC or S-PMC, and are placed on a fill site situated within either the N-PMC or S-PMC.
- C. Responsibilities of Project Proponent. The project proponent shall complete an application and pay the appropriate fees for the Non-Structural Fill Placement Permit with the County Building Department. The permit application shall be accompanied by a plan indicating the source location of the fill material, the destination for the fill material, details pertinent to the haul route, type of equipment to be used, proposed hours of operation, duration of project or other pertinent information required by the Building Official. The project proponent shall also provide written evidence of permission to cross any private property, other than his/her own, in order to transport the fill to the fill site. The project proponent shall also provide written permission from the owner of the fill site, if other than him/herself, to place the material on the site.

Failure of the project proponent to complete the filling and reclamation of the fill site back to agricultural use shall result in either a building or zoning code infraction, or both. Daily fees or fines will be assessed in accordance with existing ordinance for failure to comply with the permit. The only exception permitted will be if the proponent can present well documented information that the violation results from conditions that are clearly beyond the control of the proponent.

- D. Responsibilities of Building and Planning Departments. The Building Official (in conjunction with the County Planner) will be responsible to:
1. Collect and surmise information pertinent to the application

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2. Assess any impacts to private property owners in the vicinity of the proposal
 3. Set acceptable hours and days of operation in accordance with other similar earth moving operations in the N-PMC
 4. Set conditions of operation to protect the rights of adjacent landowners, such as dust abatement requirements
- E. Permit Duration. The Non-Structural Fill Placement Permit shall be granted for a maximum duration of six (6) months, or through the end of the summer construction season, typically the end of October. The permit may be extended for a period of 30 days at a time, at the sole discretion of the Building Official, upon written request of the applicant. Reasons for extension may include excessive rain/poor weather or unanticipated delay of the project from which the excess fill is coming.
- F. General Permit Conditions. The following shall apply to all fills placed under the Non-Structural Fill Placement Permit:
1. Topsoil shall be stripped from the fill area, and replaced after fill, to allow for continued agricultural use.
 2. Fills shall be placed to at least 90% compaction, as determined by ASTM D-1557, Modified Proctor. The Building Official will likely require testing to verify the level of compaction is achieved.
 3. Fills shall be placed no thicker than 15 feet without providing a geotechnical engineer's report outlining conditions under which the 15 feet may be safely exceeded.
 4. Final fill slopes shall not exceed 4:1 (horizontal to vertical) without providing a geotechnical engineer's report outlining conditions under which steeper slopes can be safely constructed.
 5. Final contours shall be completed in a way that eliminates ponding of water and preserves the natural drainage of the land.
 6. Fill cannot be placed on slopes steeper than 4:1 without constructing a basal key and benching the fill to improve slope stability.
 7. Fill that is placed and compacted in this manner will not be deemed suitable for installation of gravity septic drainfields in the future.
 8. Any future development of the area filled will require a full geotechnical engineering evaluation prior to permitting for construction.
 9. Fill placed within four (4) feet of the completed final ground surface need only be lightly compacted to allow for ongoing agricultural use.
 10. Erosion and sediment control devices (approved by Whitman County) will be required for exposed soil surfaces during winter months, typically November through April.

Section 19.15.030 Site Plan Submittals.

- A. Purpose. The site plan submittal initiates the process by which a development proposal is reviewed for compliance with Whitman County land use regulations.
- B. Pre-Application Conference. Prior to applying for site plan review, the applicant may, and is encouraged to, submit preliminary plans to the Planning Office, so the comments and advice of the Planning Office may be incorporated in the final plans submitted for an application.
- C. Initiating Site Plan Review. The applicant shall submit two copies of a site plan, an environmental checklist, and a review fee to the Planning Department to initiate formal review of a proposed project. The Planning Director shall determine if an application is complete and initiate review by the SPRC.
- D. Site Plan Submittals. The following information shall be included on a site plan. Certain requirements of this section may be waived by the Planning Director for existing non-conforming uses and structures as defined in Section 19.15.060.
 1. Administration - Site plans must include:
 - a. Name, address and phone number of the applicant and property owner(s).
 - b. Names and addresses of adjacent property owners within 300 feet. The applicant shall obtain these from the County Assessor's Office.
 - c. Name of proposed action or development.
 - d. Description of the proposed land use.
 - e. Legal description of subject property.
 - f. Vicinity map showing location of subject property.
 - g. North arrow and graphic scale.
 - h. Any easements and/or dedications on the site.
 - i. Soil and surface geological conditions.
 - j. A statement prepared by a registered architect or engineer licensed in the state of Washington stating how the provisions of this chapter with regard to erosion control, stormwater management, protection of designated environmentally sensitive areas and on-site sewage disposal will be accommodated.
 - k. The applicant may be required to provide a transportation impact study. This study shall be required at the sole discretion of the County Engineer. The County Engineer may also elect to require concurrence from WSDOT engineering staff. This study shall determine the impacts of proposed developments on State and County roads, and shall be submitted to the Whitman County Engineer who may then require mitigation for County roads or State highways or intersections.
 2. Site preparation - Site plans must show:
 - a. Area of subject property.
 - b. Property boundary and all existing and proposed parcels and easements.
 - c. Dimensions of existing and proposed parcels and easements.
 - d. Boundaries of adjacent properties, as applicable.

- e. Right-of-way of all existing and proposed public roads.
 - f. Existing topography and preliminary grading.
 - g. Proposed final grades and/or elevations.
 - h. Preliminary and final grading plans, prepared by a licensed engineer or architect.
 - i. Major drainage ways and proposed protection measures for drainages.
 - j. Site features such as water bodies, drainage ditches and wetlands.
 - k. Dimensions of setbacks from designated environmentally sensitive areas, critical areas, including the floodplain and buffer areas.
 - l. Location and area of any dedicated open area.
3. Circulation - Site plans must show, if applicable:
- a. Proposed bicycle access route.
 - b. Interior circulation, showing routes for large delivery trucks, passenger cars, bicycles, and expected pedestrian corridors.
 - c. Pedestrian facilities including crosswalks, curb cuts, vehicle barriers, warning signs and design features intended to connect parking areas with the accessible entrances.
4. Infrastructure - Site plans must indicate:
- a. The location and capacity of existing and proposed wells or other water sources.
 - b. The location and design of existing and proposed septic systems and drainfields, sewage lagoons or other sewage disposal systems.
 - c. The location, design and capacity of existing and proposed water retention systems.
 - d. The location of existing and proposed utilities or utility easements on the site.
5. Structures - Site plans must describe:
- a. The location and area (percentage) of proposed parcel coverage.
 - b. Existing structures on site and any proposed demolition.
 - c. Location and footprint (see Section 19.03.312).
 - d. Height of all proposed structures.
 - e. Proposed outdoor storage areas, screening, fences, any other accessory features and vehicle loading, parking and driveway areas.
 - f. Primary building materials, colors and any other relevant design information.
 - g. Dimensions between buildings or structures.
 - h. Setbacks from property lines, rights-of-way, easements and water bodies.
 - i. Buildings and other structures within 100 feet of the site shall be indicated.
6. Landscaping - Site plans must show:
- a. Existing trees and significant shrubs to be retained and/or removed.
 - b. Proposed landscaped areas, including dimensions of planting areas and height of berms, if applicable.
 - c. Proposed plant materials, both type and mature size (planting plan).
 - d. Proposed irrigation method.

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- e. Erosion control measures to be used after construction.
 - f. Proposed run-off control measures such as grass swales, retention ponds, etc., with dimensions and proposed plant materials or other treatment.
 - g. Any proposed site fixtures and associated equipment or furnishings.
7. Signs and lighting - Site plans must show:
- a. Location and dimensions of all proposed signs visible from public rights-of-way.
 - b. Design of proposed signs, including illumination, color, typefaces and illustrations or logos.
 - c. Design, location and times of display for any temporary displays.
 - d. Design and location of exterior lighting.

Section 19.15.040 Permitted Uses.

The following are the permitted uses within the N-PMC:

- A. Agriculture, including but not limited to, cropping, grazing of livestock, horticulture and floriculture. Feedlots, farrowing operations and dairying shall not be allowed.
- B. Temporary stands for the sale of agricultural non-livestock products produced on the premises.
- C. Accessory uses and structures common or incidental to agricultural and presently existing residential use, including but not limited to garages, barns, tack rooms, equipment sheds, home storage elevators, fences and corrals; provided that such accessory uses and structures conform to the yard requirements of this chapter.
- D. Accessory dwelling units conforming to the requirements of Section 19.10.065 in the Agricultural District code. (Amended September 10, 2012, Ordinance #073358)
- E. In presently existing residences, home-based businesses utilizing only those accessory buildings and structures permitted under this chapter, and which from the premises' property line cannot be seen or heard or felt or smelled and will not have customer visits. (For more information on home-based businesses permitting, see Chapter 19.56.) (Revised April 21, 2008; Resolution No. 068024)
- F. Temporary mining, rock crushing, asphalt and concrete processing plants in the right-of-way of State Route 270, or contiguous property for stockpile purposes only, as it now or hereafter exists for its road construction. Temporary is defined for this purpose as two years with a two year extension granted at the sole discretion of the County Engineer. (Revised 6/1/09, Animal Density Struck, Ordinance #069589)
- G. Level 1 and Level 2 Electric Vehicle Charging Stations. (Amended October 17, 2011, Ordinance 072330)

Section 19.15.050 Conditional Uses.

- A. A development proposal or a change-in-use proposal for a listed conditional use shall be subject to compliance with the requirements of this chapter and

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the provisions of Whitman County Code 19.06, as applicable to conditional uses.

- B. All uses must demonstrate compliance or it will be denied.
- C. All conditional uses shall require SEPA review.
- D. Conditional uses in the N-PMC are based upon their probable impact upon transportation, and whether or not the use requires linkage to urban services for water and sewer facilities.
- E. Authorized Conditional Uses and Mandatory Conditions:
(Amended July 7, 2008, Ordinance 068376)
 - 1. Campgrounds.
 - 2. Carpet dealer and floor coverings.
 - 3. Child care.
 - 4. Communications towers and facilities. (Antenna support structures reference Applicability [19.15.025(2)] and Chapter 19.58). (Revised 5/14/01, Ordinance # 058050)
 - 5. Assisted Care facilities, nursing homes and similar uses.
 - 6. Hospitals (if urban-level water, sewer and fire services are utilized).
 - 7. Hotels/Motels/Inns (if urban-level water, sewer and fire services are utilized).
 - 8. Light manufacturing and assembly operations.
 - 9. Manufactured homes sales and services.
 - 10. Moving and storage.
 - 11. Office buildings.
 - 12. Plumbing, heating and electrical supplies.
 - 13. Churches.
 - 14. Professional services as listed:
 - a. Accounting
 - b. Advertising
 - c. Architects, engineers, surveyors and planners
 - d. Attorneys
 - e. Banks, savings & loans
 - f. Consultants
 - g. Counseling
 - h. Employment services and human resources
 - i. Government offices
 - j. Home health services
 - k. Insurance

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- l. Interior design
 - m. Internet services
 - n. Investment brokering and securities
 - o. Mail order services
 - p. Market research
 - q. Medical, doctors, dentists and emergency healthcare
 - r. Pharmacies
 - s. Real estate agencies
 - t. Title companies
 - u. Travel agencies
 - v. Veterinarians and veterinary clinics
 - w. Level 3 electric vehicle charging stations
(Amended October 17, 2011, Ordinance 072330)
15. Recreational non-motorized trails, paths, bikeways and parks.
16. Recreational vehicle dealers for:
- a. Bicycles
 - b. Boats/water craft
 - c. Campers
 - d. Motorcycles
 - e. Recreational vehicles (RVs)
 - f. Snowmobiles and winter sports equipment
17. Recreational vehicle parks.
18. Research and development.
19. Retail uses as listed:
- a. Automotive general merchandise, parts and service
 - b. Automobile renting (secondary sales as an accessory use)
 - c. Books, recorded music, sheet music and videos/compact disks
(excluding those selling merchandise restricted from sales to minors)
 - d. Building material supplies
 - e. Cabinet shop
 - f. Clothing and accessories
 - g. Computers and electronics - sales/installation and repair
 - h. Contractors equipment and supplies (dealers & service)
 - i. Crafts, such as craft supplies and finished craft goods, ceramic supplies and finished ceramic goods, art works and art supplies
 - j. Department stores selling any products listed in this chapter
 - k. Discount stores selling any products listed in this chapter
 - l. Fabric stores and sewing supplies
 - m. Farm equipment sales and/or service
 - n. Florists
 - o. Food and grocery stores
 - p. Franchised automobile and truck dealerships sales and service
 - q. Furniture sales
 - r. Garden centers, nurseries, landscaping, lawn & garden equipment and supplies
 - s. Gift stores
 - t. Hardware
 - u. Hobby stores

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- v. Houseware stores
 - w. Import stores selling home décor, furniture, housewares, holiday decorations
 - x. Jewelry stores
 - y. Lumber yards
 - z. Motion-picture theatres (indoor)
 - aa. Not-for-profit (non-profit) re-use organizations
 - bb. Office furniture and supplies
 - cc. Pet stores including sale of pet food, pets, associated supplies, and offering temporary pet accommodations and grooming
 - dd. Rental service store
 - ee. Restaurants with inside seating and excluding those defined as bars or taverns
 - ff. Shoe store
 - gg. Specialty stores specializing in a single category of products listed in this chapter
 - hh. Sporting goods
 - ii. Stationery
 - jj. Tire sales and service
 - kk. Toy and game store
 - ll. Multi-use retail business of any or all of the above
20. Warehousing and distribution.
21. Wholesale trade.
22. Utilities (secondary to another primary use).
23. Utility maintenance center.
24. Utility substation.
25. Utility transmission lines.
26. Temporary mining, rock crushing, concrete and asphalt batch plants may be allowed in the North-PMC District providing that a conditional use for a specific business development on a specific site has been granted by the Board of Adjustment, or for SR 270 construction; and said conditional use shall include conditions for any temporary mining, rock crushing, concrete and asphalt batch plant. Other than these described temporary mining uses, and existing active, grandfathered mining operations, no mining shall be allowed in this zone. Mining in the North-PMC District is limited to business site preparation and SR 270 construction because long-term mining and crushing, asphalt and concrete batch plants, are seen as not compatible with the intended business use on the north side of the highway. Mining sites cannot be mined below existing road grade without written consent from the County Engineer.
27. Existing uses. Existing land uses, except as limited by this Chapter, as of the date of adoption of this amendment, may continue. These uses and structures may be expanded if they meet the requirements of 19.15.025(6). If the proposed expansion does not meet the requirements of 19.15.025(6), a Conditional Use Permit is needed.

Mining operations currently permitted, including asphalt processing and concrete ready mix operations, existing prior to the adoption of these amendments may continue and expansion of the mining area is permissible if the rock resource is contiguous to that presently being mined. A change of business use to an existing conditional use permit or grandfathered use can be done through an administrative use permit if there are no increased impacts to adjacent landowners, to be determined at the sole discretion of the County Planner, and the proposed use complies with the requirements of all other permitting agencies. If there is doubt about the degree of impacts to adjacent landowners, the County Planner shall recommend that a conditional use permit be sought from the Board of Adjustment. (Revised 2/7/11, Ordinance #071612).

28. Home-based businesses that exceed the threshold of a permitted use may be allowed as an administrative use or a conditional use. (For more information on home-based businesses permitting, see Chapter 19.56.) (Amended April 21, 2008; Ordinance No. 068024)

Section 19.15.060 Nonconforming Uses.

- A. Uses, land uses and structures which become nonconforming uses and structures by adoption of this chapter are subject to the provisions of Chapter 19.54, Nonconforming Uses and Special Exceptions, as now or hereafter amended.
- B. Special Provisions for Nonconforming Uses Within the N-PMC.
 1. Any state or federal government environmental improvement mandate for an established use is exempt from the minimum requirements of this chapter.
 2. Presently existing farm structures and rural residences within the N-PMC are exempt from the requirements of this chapter unless a change in use is proposed. No new residential sites shall be allowed or created in the N-PMC.
 3. Freestanding billboards are prohibited. No new non-conforming signs or billboards will be allowed.

Section 19.15.070 Site Requirements.

- A. Purpose. The purpose of this section is to establish minimum standards which must be met for parcels in the N-PMC to be considered for development.
- B. Minimum parcel size. The minimum parcel size for development in the N-PMC is three (3) acres. For clustered developments, parcels must be of sufficient size to meet all other provisions of this and other applicable codes. Additional subdivision of land shall be through a preliminary and final plat process or allowed for the sole purpose of highway expansion.
- C. Front setbacks.
 1. Front setbacks from the north side of SR 270 as it is at the time of adoption of this ordinance, a two-lane highway, shall be 250 feet from the north-side right-of-way at the time of adoption of this ordinance amendment. After the highway has been expanded, the SR 270 setback shall be 35 feet from the north right-of-way line.

2. Front setbacks for structures and outdoor storage areas along other public and private roads shall be 35 feet; setbacks for temporary displays, signs, and parking areas shall be ten (10) feet, (see 19.15.080(8)(B)(4)). Where a public or private road is located within the State right-of-way, the most restrictive front setback requirement will apply.
 3. Utility lines underground and overhead shall be exempt from this setback requirement, but shall be subject to any right-of-way requirements of the State or County.
- D. Side and rear setbacks. Side and rear setbacks for structures and outdoor storage areas shall be 20 feet; side and rear setbacks for temporary displays, signs, utility facilities and parking areas shall be ten (10) feet.
- E. Maximum parcel coverage. Maximum parcel coverage in the N-PMC shall be 75% (percent). All areas with impervious surfaces and the space occupied by structures shall be considered "covered" areas for the purpose of parcel coverage calculations. For this chapter impervious surface shall mean an oiled, asphalt or concrete covered surface such as a sidewalk, road, circulation area, outdoor storage area, parking lot and/or loading area. All other areas shall be considered "not covered" for the purpose of parcel coverage calculations. Designated open areas shall remain open areas, subject only to the uses approved by the SPRC on the approved site plan.

Section 19.15.080 Development Requirements.

- A. Purpose. The purpose of this section is to provide standards for site development. The overall goal of providing attractive, orderly development will promote safe traffic conditions and protect and enhance desirable environmental and aesthetic qualities in the N-PMC.
- B. Site Preparation.
1. Required grading practices are:
 - a. All graded areas shall be protected from wind and water erosion through acceptable slope stabilization methods both during and after construction, according to plans approved by a professional engineer or licensed landscape architect.
 - b. Grading shall not create an erosion hazard or be a source of sedimentation to any adjacent land or water course.
 - c. Topsoil shall, to the extent possible, be retained on-site and reused after grading.
 - d. The amount of land exposed at any one time during development shall be kept to a minimum and exposure shall be scheduled during seasons of minimum precipitation whenever possible. Permanent perennial vegetation shall be installed on the site as soon as practical after development.
 2. Drainage and storm water control requirements apply to projects both during and after construction:
 - a. Site drainage shall not endanger designated environmentally sensitive areas.

- b. Site drainage shall comply with all other provisions of this chapter, as well as environmental regulations controlling surface and ground water quality.
 - c. Existing natural drainages shall be identified on the grading plan and shall be retained wherever feasible.
 - d. Drainage shall be designed by a professional engineer to control run-off from a 50-year storm event. Discharges from storm water and drainage conveyance facilities shall be routed through swales, vegetated buffer strips, storm water basins and other facilities designed to decrease runoff velocity and volume, allow for natural infiltration, allow suspended solids to settle, and reduce pollutants through the use of active separators or passive filtering before being discharged.
3. Fill - Fill operations are governed by the following requirements:
- a. Filling may occur within designated environmentally sensitive areas at the discretion of the SPRC, subject to Whitman County Flood Management Overlay District requirements and all relevant State regulations. Inert and/or demolition waste fills must comply with WAC 173-350 Minimum Functional Standards for Solid Waste Handling, (as now or hereafter amended), which includes permitting by the local Health jurisdiction.
 - b. Fill must consist of clean materials that will not result in the leaching of harmful chemical or solid contaminants into surface or ground water.
 - c. Fill shall be protected against erosion with vegetation or other means stipulated by the SPRC, recommended by the local Soil Conservation District or Washington State Department of Natural Resources.

C. Infrastructure.

1. Water use:

- a. An applicant will provide data on anticipated water use for a development proposal.
- b. A suitable water source of appropriate quality and capacity as defined by the Whitman County Environmental Health Division shall be demonstrated prior to issuance of a building permit.
- c. Uses which exceed more than 5,000 gallons of water per day or more than 1,825,000 gallons per year shall provide a water conservation plan in their development proposal. The plan shall consist of, but not be limited to:
 - i. Water conservation measures which will demonstrably decrease typical water consumption patterns for the proposed use.
 - ii. Plans to utilize treated effluent or water rights from Paradise Creek as a secondary water source.

2. Sewage disposal

- a. An applicant shall provide for on-site sewage disposal through an on-site septic system, sewage lagoon system or alternative system approved by the Washington State Department of Ecology, the Washington State Department of Health and/or the Whitman County Environmental Health Division.

- b. A sewage system design of appropriate quality and capacity must be approved by the permitting authority prior to issuance of a building permit.

3. Utilities

- a. Utilities within a site shall be placed underground. It is the intent that whenever feasible, there shall be a consolidation of utilities into one trench in a common easement.
- b. Utilities shall be located underground where possible, with the following exceptions:
 - i. Existing overhead electrical utilities may be maintained, replaced or upgraded.
 - ii. One overhead heavy feeder tie will be allowed between Sunshine Road and Airport Road in order to connect the Pullman and Moscow feeder. Three route options shall be prepared and submitted to the SPRC and the Board of Adjustment for their decision.
 - iii. Other new electrical utility connections of less than 115 kV, such as feeder lines at 13 kV, if technically and economically feasible to be placed underground, shall be underground.
 - iv. As road improvements are made within the N-PMC, it is recommended that utility companies (electrical, telephone, television cable, natural gas) work with the road agency to lay conduit in anticipation of future needs.
 - v. At the time of adoption of this ordinance, there are 115 kV electrical lines running east and west, both north and south and outside of the north corridor boundaries. There may be slight encroachment of the northern line in sections 36, 31 and 32. In the event that future electrical demand proposes further encroachment into the N-PMC, or a proposal to cross the N-PMC with these lines for which underground transmission is not practical, this proposal must be submitted to the SPRC for technical review and then brought to the Planning Commission and the Board of County Commissioners as a special amendment to this chapter. Said proposal must have three options for comparison judgments. This option also applies to any applicants who wish an exception from the requirement for underground transmission for an overhead feeder line.
 - vi. Temporary overhead service is allowed for construction purposes. A Certificate of Occupancy will not be issued until the temporary overhead service is removed.
 - vii. In the situation where on-going mining exists, overhead distribution of electrical facilities is allowed.

D. Traffic Access and Flow.

- 1. State Route 270 access:
 - a. Development projects requiring access to SR 270 shall be required to comply with the WSDOT rules and regulations for utilizing access points and to consolidate access points within a site, negotiate for the use of an alternative access point along SR 270, utilize a frontage road or propose an alternative means.

- b. Approach permits to SR 270 shall be required from the WSDOT prior to project approval.
 - c. Level of Service: An index of the operational performance of traffic on a given traffic lane, carriageway, road or intersection, based on service measures such as delay, degree of saturation, density and speed during a given flow period. Six levels are defined as "A" through "F" with "A" being the best operating conditions and "F" being the worst.
 - i. Developments which reduce the Level of Service (LOS) on nearby streets, roads or highways, may be required to make provisions for remediation. LOS standards will be assessed in accordance with WSDOT standards and the current edition of the TRB "Highway Capacity Manual." The developer may be required to bear all expenses to make provisions, such as additional lanes, turn lanes or traffic control devices to offset the impacts of the development on the LOS. Improvements will be required to be completed before occupancy of structures is granted. Bonding for improvements or receipt of the required improvement fees may be accepted in lieu of completing the required improvements.
 - ii. The County Engineer will establish acceptable LOS for traffic at Whitman County intersections. LOS will be used to determine the impacts on the road system by land development proposals. The minimum acceptable LOS is "C" for paved rural county roads.
 - iii. WSDOT will establish acceptable LOS for traffic at State Route intersections. LOS will be used to determine the impacts on the road system by land development proposals.
2. Frontage roads:
- a. Privately constructed frontage roads intended to be dedicated shall meet Whitman County road design standards as set forth by Whitman County Codes or as required by the County Engineer.
 - b. Service roads, private roads, connector roads and service drives should be at right angles to the frontage road.
 - c. Maximum grade for public access roads is twelve percent.
 - d. All frontage roads that access land development from either a county road or SR 270 are to be constructed as private roads. Roads shall not revert to any public agency without the express written consent of the agency, through its ordinary legal process. The decision to establish any road as an agency road shall rest solely with the agency. Whitman County may require that a road be upgraded to current County standards, as set by the County Engineer, prior to adoption as a county road. Private roads to or within the development are the sole responsibility of the owner.
3. On-site Traffic. Roadways within a project shall comply with the current edition of the International Building Code (IBC) as adopted by the Board of County Commissioners and the requirements of the County Engineer.

4. Parking and pedestrian access:
 - a. Parking:
 - i. The approach, number and design of parking spaces shall meet the standards of the Whitman County Zoning Ordinance and requirements of the Americans with Disabilities Act (ADA).
 - ii. Parking areas should be broken up into units of no more than 60 spaces, separated by interior landscaping, buildings, walkways and/or berms.
 - iii. Smaller, distinct islands of parking may be scattered around the site to access dispersed destination points.
 - iv. Parking islands shall channel traffic through the site in a logical manner. Designs which permit vehicles to crisscross the intended direction of travel shall be avoided.
 - v. Parking and loading areas must provide for snow removal access and drainage with a grade of at least two percent (2%).
 - b. Loading Zones: Service entrances, such as loading docks and garbage pick-up areas, shall be screened from view, in accordance with Section 19.15.080(F).
 - c. Pedestrian facilities:
 - i. All pedestrian routes shall address avenues of approach for people who are physically challenged. Emphasis shall be on barrier-free access throughout, with grade limitations between the handicap parking and any public building entrance.
 - ii. Pedestrian walkways shall be separated from vehicle traffic by curbing, landscaping, and/or other physical barriers.
 - aa. Rolled curbs or other means shall be used to define the pedestrian zone without obstructing emergency access.
 - bb. Crosswalks and other areas where pedestrians are channeled into a vehicle right-of-way shall be well lighted and clearly marked with painted lines, elevated crosswalks or varying materials such as a concrete crosswalk that contrasts with the surrounding asphalt.
 - cc. Pedestrian walkways should be integrated with parking island design to provide landscaped avenues to and from parking areas. Preferred designs keep pedestrians from walking in traffic.

E. Structures. Site design and design of structure:

1. Siting of structures and outdoor storage areas shall minimize disturbance to existing natural topography.
2. Preference will be given to development proposals in which structures and related facilities are clustered within a site and/or between sites.
3. The design of structures on the site shall meet all applicable provisions of the Whitman County Zoning Ordinance and the current

edition of the International Building Code (IBC) as adopted by the Board of County Commissioners, as now or hereafter amended.

4. Structures shall be no higher than 35 feet, excepting Antenna Support Structures as approved by the Board of Adjustment via the conditional use process, as defined in section 19.03.140 of the Whitman County Zoning Ordinance. Accessory structures may exceed these height restrictions at the discretion of the SPRC. (Revised 5/14/01, Ordinance # 058050)
5. Buildings shall be separated by twelve (12) feet or more, measured from the most far-reaching projection from the subject structure at the point closest to the neighboring structure.

F. Landscaping. Landscaping requirements in the N-PMC are for the purpose of providing a filtered view of developed sites; providing a buffer to protect environmentally sensitive areas; providing a natural means to prevent erosion, slow storm water run-off and prevent sedimentation of surface waters; providing a natural means to shield properties from sun and wind and air-borne pollutants; and for aesthetic enhancement. A landscape plan and management schedule is required as part of the zoning approval process. The plan should explain the objective of the design such as to screen, to block, to frame or so forth.

1. Landscape requirements - Screening can mean a filtered or blocked view:
 - a. Perimeter screening is to provide an all-season visual separation between adjacent land uses and to screen views of industrial and commercial land uses from SR 270. Perimeter landscaping shall be provided at the front (as viewed from SR 270) and the sides of sites. Screening shall be provided at the rear of sites when they are adjacent to non-agricultural uses.
 - b. Additional screening may be required between dissimilar land uses, at the discretion of the SPRC.
 - c. Additional buffer areas may be required to shield designated environmentally sensitive areas from incompatible land uses, at the discretion of the SPRC.
 - d. Internal landscaping shall shield views of outdoor storage, service, parking and loading areas from the road and from adjacent uses.
 - e. Screening may be provided by existing vegetation, landscaped areas, a combination of berms and landscaping, or a combination of fencing and landscaping. The use of trees and vertical growing shrubs for screening is encouraged.
 - f. When planted to meet perimeter screening objectives, trees and vertical growing shrubs shall be a minimum of four feet in height at the time of planting and of a species hardy to the area.
2. Landscape requirements - Materials and design:
 - a. The use of landscape materials which are planted to achieve a variety of heights, shapes and/or textures at maturity is encouraged; for example, a combination of evergreen and deciduous trees, shrubs and ground cover.
 - b. Existing trees shall be retained when possible.

- c. Fencing materials shall be attractive and durable and should compliment or blend with the natural colors of the surrounding environment.
- d. Screening achieved solely with landscape materials shall consist of a landscaped strip at least 10 feet wide and an overall average of 20 feet. Screening achieved with a combination of berms and landscape materials shall be a minimum of 35 feet wide.
- e. Landscaping for surfaced parking lots shall, at minimum, equal ten percent (10%) of parking areas on interior planting and include one tree for every 10/20 (single/double row) parking spaces.
 - i. Choice of tree types should address drought tolerance. Evergreens should be mixed with deciduous trees to provide year-round visual relief. Interior trees should provide shade for the parking lot in summer.
 - ii. Interior lot screening should include shrubbery chosen to be maintained at a height of three feet (3'). The intent is to screen the reflective lower portion of parked cars, yet provide an unobstructed view for pedestrians and other moving vehicles.
 - iii. It should avoid obstructing views of crosswalks, intersections and streetlights.
 - iv. The minimum size of shrubs at planting shall be one foot in height.
 - v. Trees shall be set back a minimum of three feet (3') from curbs and shall be a minimum of four feet tall at planting.

3. Landscape requirements - Maintenance

- a. Provisions shall be made for the on-going maintenance, including irrigation of landscaped areas as necessary.
- b. Trees and shrubs which die within twelve months of planting must be replaced no later than the next growing season.

G. Cluster Development. Landscaping, screening and parcel frontage requirements may be relaxed at the discretion of the SPRC, if two or more of the following conditions are met by a development which is planned contiguous to an existing development:

- 1. Shared parking.
- 2. Shared private access roads and/or service drives.
- 3. Clustering of structures so as to provide significant, dedicated open areas.

H. Signs and lighting. The purpose of signs and lighting standards in the N-PMC is to promote safe driving conditions in addition to business identification, personal safety and vehicle safety in an aesthetic way. Sign standards must be met for all project proposals for new construction. In addition, existing signs in the N-PMC shall meet these standards within five years of the adoption of this chapter. Marking and lighting of safety hazards and directional signs shall be exempt from this chapter when installed by or at the request of a public entity having jurisdiction.

- 1. Sign requirements - Type, design and content:

- a. All permanent signs must be of a durable nature; the on-going use of temporary and/or portable signs is prohibited.
 - b. The display of one temporary sign for a maximum of 60 days shall be allowed. Temporary signs include signs such as For Sale, For Rent, Auction, Grand Opening signs and contractor's signs during construction.
 - c. Sign content shall be restricted to the business name, primary business purpose and business address of the operation.
 - d. Business identification signs, if illuminated, shall be so constructed as to not create glare on adjacent parcels and shall not pose a hazard to motorists.
 - e. No blinking, flashing or similar intermittent lighting or revolving signs are allowed. Electronic changeable copy signs are allowed.
 - f. Freestanding billboards are prohibited. Those billboards and other non-conforming signs which were legally constructed or installed prior to the enactment of the 1979 Zoning Ordinance will be grandfathered as a non-conforming use; these signs may not be enlarged or relocated, and if their use is discontinued for six months or more, these signs must be removed. Other signs which were constructed or installed after the enactment of the 1979 ordinance, must be removed no later than one year after the adoption of this ordinance amendment. No new non-conforming signs or billboards will be allowed.
 - g. Signs which are abandoned, unsafe, damaged, or obsolete must be removed by the owner or will be removed at the owner's expense by Whitman County Department of Public Works.
2. Sign requirements - Quantities, dimensions and location:
- a. Wall signs, wall-mounted signs, roof signs and free standing signs shall not exceed 120 square feet in size, per side.
 - b. No business shall have more than one free-standing business identification sign and one sign attached to the primary business structure, except certain franchise or other business sign requirements may be allowed at the sole discretion of the County Planner. An exception exists for identification, directional or safety signs within a site which are not visible from a public road.
 - c. Business identification signs attached to a structure shall not exceed the height of the highest roof ridge line on the structure or in the case of free-standing signs, the bottom of the sign shall be no higher than 15 feet above adjacent road grade elevation and the top of the sign shall be no higher than 30 feet above the same adjacent road grade elevation.
 - d. Signs must meet setback requirements of ten feet.
 - e. For shopping centers or industrial parks the Planning Director may approve a sign plan that deviates from the requirements of this section [Section 19.15.080(8)].
 - f. In the event of there being more than one entrance to a development such as a shopping center, there will be allowed a free standing sign at each entrance. If because of circumstances such as topography or visibility to the public, more than one sign is sought at an entrance, the Planning Director may approve such a request.

3. Lighting requirements - Location and design:
 - a. Lighted signs are subject to the requirements listed above.
 - b. Exterior site lighting may be required for surveillance purposes, at the discretion of the SPRC.
 - c. Exterior site lighting shall be arranged so it is deflected away from adjacent properties.
 - d. Exterior lighting shall not create glare which would interfere with safe transportation in the N-PMC.
 - e. Exterior lighting shall be of a "full-cut-off" design in order to minimize light pollution.

19.15.090 Severability.

If any provision of this chapter or its application to any person or circumstance is held invalid for any reason, the remainder of the chapter or the application of the chapter to other persons or circumstances shall not be affected.

CHAPTER 19.16 N-PULLMAN-MOSCOW CORRIDOR DISTRICT (N-PMC)

(Adopted by Ordinance on October 31, 2005. Ordinance # 064692)

Section 19.16.010 Purpose.

The purpose of this ordinance is to establish the South-Pullman-Moscow Corridor District (S-PMC) in compliance with the Whitman County Comprehensive Plan Amendment of 2005 which divided the existing Pullman-Moscow Corridor (PMC) into separate north and south zones. A 1988-amendment to the Comprehensive Plan identified and distinguished the Pullman-Moscow Corridor Enterprise Area for special zoning consideration.

The intent in establishing the S-PMC is to recognize the primary purposes of the location as a transportation /commercial economic corridor and implement the measures necessary to promote safe access to and movement throughout the S-PMC. It will create opportunities for attractive, orderly development which will be of long-term benefit to the community as a whole, while protecting and enhancing the environmental and aesthetic characteristics of the S-PMC which make it representative of this region. An additional purpose is to allow for recreational opportunities in the S-PMC, increasing its benefit to the community and providing alternative ways to enjoy this "gateway" to the Palouse.

The Washington State Department of Transportation (WSDOT) is planning to reconstruct SR 270 into a five-lane highway anticipated to begin construction in May or June of 2006 and be completed by late 2007 or early 2008.

Section 19.16.015 Elimination Of Pre-Existing Zoning District Designations.

This Chapter supersedes all previous zoning within the boundary of the S-PMC and does hereby eliminate within the S-PMC all pre-existing zoning district designations.

Section 19.16.020 Description.

- A. Purpose. The purpose of this section is to define the location of the S-PMC to encompass an area accessible from SR 270.

B. Boundary. The S-PMC comprises the following sections:

The south half and the northeast quarter of Section 3, Township 14 North, Range 45 East W.M.; the south half of Section 4, Township 14 North, Range 45 East W. M.; the south half of Section 36, Township 15 North, Range 45 East W. M.; all of Section 2, Township 14 North, Range 45 East W. M.; all of Section 1, Township 14 North, Range 45 East W. M.; the south half of Section 31, Township 15 North, Range 46 East W. M.; the south half of Section 32, Township 15 North, Range 46 East W. M.; the north half of Section 5, Township 14 North, Range 46 East W. M.; the north half of Section 6, Township 14 North, Range 46 East W. M., situated in the County of Whitman, State of Washington, except:

Those properties lying within the boundary of the City of Pullman and lying north of SR 270 as shown on SR 270/Pullman to Idaho State Line Right-of-Way Plans, Additional Lanes Project, approved and adopted September and October, 2004.

A parcel of land situate within the SE $\frac{1}{4}$ of Section 2, T 14 N, R 45 E, W. M., Whitman County, State of Washington and is further described as follows: beginning at the S $\frac{1}{4}$ corner of said Section 2 (and being the N $\frac{1}{4}$ corner of Section 11); thence N 00°11'19" E 1089.89 feet, along the N-S subdivision line of said Section 2, to a point 231.00 feet (14 rods) southerly of the NW corner of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of said Section 2; thence N 89°08'08" E 1328.49 feet, along a line parallel to and 231.00 feet southerly of the northerly boundary of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$, to the N-S subdivision line of the SE $\frac{1}{4}$ of said Section 2; thence N 00°12' 55" E 231.03 feet, along said N-S subdivision, to the NE corner of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of said Section 2; thence N 89°08'08" E 385.91 feet, along the northerly boundary of the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 2, to the westerly boundary of a parcel of land shown on a map filed under 608490, Whitman County Auditor's Microfilm No.; thence S 24°04'28" E 287.28 feet, along said westerly boundary; thence S 45°42'13" E 825.63 feet, along said westerly boundary, to the northerly right-of-way (R.O.W.) boundary of Sunshine Road/CO. RD. No. 9080, and a point on a curve; thence the following two (2) courses along said northerly R.O.W. boundary: 01) 693.31 feet along a curve concave to the SE (central angle = 10°05'01", radius = 3939.48 feet) with its long chord bearing S 57°12'58" W 692.42 feet, to a point of tangency, 02) S 52°10'28" W 174.66 feet, returning to the southerly boundary of the SE $\frac{1}{4}$ of said Section 2; thence S 89°07'56" W 1706.88 feet, along the southerly boundary of the SE $\frac{1}{4}$ of said Section 2, to the point of beginning. Area of said described parcel of land is 54.4 acres;

C. Map

Section 19.16.025 Site Plan Review Process.

A. Purpose. The purpose of the Site Plan Review Process is to bring multi-disciplinary knowledge and judgment to bear on development proposals in the S-PMC, through the establishment of a Site Plan Review Committee (hereafter referred to as SPRC).

- B. Applicability. All applicants for a permitted use or conditional use shall submit a development proposal, as set forth herein, to the Planning Office for SPRC review. The Planning Director may waive certain requirements of the site plan submittals for expansion or modification of existing non-conforming uses or structures as defined in Section 19.16.060(5)(Z). Antenna support structures and their accessory structures shall be exempt from the requirements of this Chapter, but are subject to all of the requirements in Chapter 19.58 of this ordinance. (Revised 5/14/01, Ordinance # 058050)
- C. Composition of the Site Plan Review Committee.
1. The Site Plan Review Committee, (SPRC), shall consist of representatives from the following County Departments or Divisions: Planning, Building, Engineering, Parks and Recreation, and Environmental Health. In addition, the SPRC shall be assisted by a representative from the Sheriff's Office and the applicable fire district. Although not members of the SPRC, all utilities which provide service to the area shall be asked to review the plans.
 2. No development proposal shall be unduly delayed for want of a SPRC meeting or quorum and nothing within the SPRC function shall be deemed to prohibit an applicant, with the approval of a member, actual or ad hoc, from meeting individually.
- D. Authority and Responsibilities.
1. The SPRC shall review all development proposals for compliance with this chapter and all other applicable ordinances, statutes and regulations and report its findings, conclusions and recommendations to the Board of Adjustment prior to that authority making its decision to approve or deny the proposal or modify the SPRC recommendations. Each SPRC member shall evaluate each proposal from his/her area of responsibility. SPRC members may make a positive, negative, or conditioned decision on a proposal. For a recommendation to go forward to the Board of Adjustment, any SPRC member, actual or ad hoc, who has not provided a negative or conditioned decision within a reasonable time shall be deemed to have given a positive response. If a negative or conditioned decision is made, a written reason or reasons must be cited along with any recommendations as to mitigating or correcting the disqualifying problem. The proposal cannot move to the Board of Adjustment if the proposal is unable to site an approved on or off-site sewage disposal system or connects to a city sanitary sewer system.
 2. If any permits are required, those permits must have the possibility for approval. State agencies may be represented by a SPRC member, such as County Environmental Health as being a liaison for the Department of Ecology for items such as a sewage lagoon. The following wording is suggested: "We (agency) have reviewed this proposal and have determined that a permit for _____ can be or cannot be issued for this project." The SPRC is authorized to invite any state agency to send a representative to participate in the SPRC process. However, the failure of a state agency to send a representative or to provide for a pre-permitting approval shall not be grounds for denial of the

proposal, but obtaining a necessary permit may be a condition precedent to final authority to proceed with the proposed development.

E. Responsibilities of Planning Department.

The Director of Planning or his/her designee shall take the following responsibilities on behalf of the SPRC. The Director shall:

1. Receive information necessary for the SPRC to assess the merit or impact of a project or proposal.
2. Arrange for the applicant to present projects and proposals for consideration by the SPRC.
3. Schedule meetings of the SPRC, including pre-application conferences.
4. Act as a liaison between the SPRC and the Board of Adjustment.
5. Prepare written findings on a project proposal.
6. Prepare a written report to the Board of Adjustment stating the SPRC's recommendations on a project proposal, and reasons for disapproval where the application fails to comply with Federal, State, or County statutes, ordinances or regulations.
7. Review minor change request(s) for approval or denial pursuant to 19.16.025(I).

F. Responsibilities of Planning Department for Existing Businesses.

The County Planner or designated staff may administratively review and approve modifications to existing businesses as long as the proposed changes do not impair or exceed the following:

1. Storm water run-off control capacity
2. Adequate parking
3. Adequate area for loading/unloading and vehicular circulation
4. Snow storage capacity
5. Landscaping
6. Traffic impacts within the development and externally upon the adjoining public roads
7. 25% open area
8. Excessive noise or other potential impacts upon surrounding land uses
9. Other compatibility issues with surrounding land uses

To achieve this Administrative Use Permit, the applicant shall submit a revised Conditional Use application along with a Conditional Use fee. The County shall publish a legal notice of the proposed modification(s) sufficient to explain to the public the proposed change(s). This legal notice shall allow for a 14-day comment period. Persons who submit comment must state a reason(s) why the modification should not be approved.

If no comments are received, the County can make final approval of the proposed modifications. If comment(s) is received, the County will evaluate the comment(s) and make a decision as to whether the comment(s) causes need for a full Board of Adjustment Conditional Use public hearing or not.

If the County decides that the comment does not warrant a change from the announced administrative decision, then a letter shall be sent to the person who commented so stating this decision. This letter shall also announce that any appeal of this decision would go to a court of competent jurisdiction, and that such an appeal to said court would need to be filed within 24 days of the date of said letter. Proposed modifications that may be decided administratively in this matter include:

1. Expansion of structures
2. Replacement of structures
3. Increase in height
4. Placement or modification of signs

- G. Procedures. The SPRC shall take action on a proposal within 45 calendar days of receipt of the applicant's complete and accepted submittal. If more time is necessary, the applicant shall be notified of the reasons for the delay.
- H. Conformance with Approved Site Plan. Conformance with the conditions of any approved site plan shall be determined at the time of final inspection of the last structure to be inspected and prior to issuance of a final Certificate of Occupancy (C.O.). A final C.O. shall be issued by the Whitman County Building Inspector only when all conditions of the approved site plan have been satisfied.
- I. Minor Changes in Site Plans. Written requests for minor changes shall be submitted to the Planning Office. No minor changes shall be allowed without prior Planning Office approval. Minor changes are those which do not require a plan amendment as set forth in 19.16.025(J).
- J. Amendment of Site Plan. Any change to an approved site plan affecting the basic character or arrangement of buildings, density of the development, open areas, environmentally sensitive areas or critical areas shall be submitted to the SPRC. Review and consideration of the proposed amendment shall then follow the procedures as set forth in 19.16.025.
- K. Length Of Time Of Board of Adjustment Approval.
1. Board of Adjustment approval shall be valid for two years from the date of issuance and shall remain valid if construction has begun within the allotted time. Extensions to this approval can be applied for in two-year increments to be administered by the Planning Department. A minor change in site plan, under 19.16.025(9), shall not extend this time. If the applicant fails to begin construction within the specified time period any and all approval is automatically withdrawn and void, and any vesting rights terminated. Any construction begun after that time shall be without approval and shall be a violation of the Whitman County Code.
 2. To begin construction within the above period, the applicant must have proceeded past grading and excavation and have installed a portion of an approved permanent building, such as pad or foundation.
 3. Additionally, if any break in construction exceeding 180 days occurs or if there is any other indication that the project has otherwise been abandoned, approval may be withdrawn and voided by the Board of

Adjustment upon written notice mailed to the applicant at the address last provided. Failure of the applicant to respond in writing within 60 days from the date of mailing of the Notice of Intent shall result in any and all prior approval being withdrawn and voided. Any construction begun after that time shall be without approval and shall be a violation of the Whitman County Code. It shall be the burden of the applicant to establish to the satisfaction of a majority of the Board of Adjustment that the project has not been abandoned and to establish when the project will be completed. The Board of Adjustment may delay or condition its decision to withdraw and void its prior approval upon the applicant's subsequent performance.

- L. Variances. A variance may be granted if it is determined that practical difficulties, unnecessary hardships, and/or results inconsistent with the general purposes of this chapter may result from the strict application of the provisions of this chapter. Financial considerations shall not be a basis for a variance. An application for a variance shall follow procedures set forth in the Whitman County Zoning Ordinance Sections 19.06.020 (Variance) and 19.06.030 (Flood Management Variance), for determination by the Board of Adjustment.

Section 19.16.027 Non-Structural Fill Placement Permit

- A. Purpose. The purpose of the Non-Structural Fill Placement Permit is to allow the transport of waste soil fill material from permitted or grandfathered construction, grading or earthwork operations to an off-site location for disposal. It is the intent to dispose of excess material in an area currently used for agricultural purposes, then rendering the property in a condition for continued and ongoing agricultural use after filling. It is not the intent to allow for the construction of building pads or locations without going through a conditional use process.
- B. Applicability. The Non-Structural Fill Placement Permit is a permit granted through an administrative process. The County Building Official (in conjunction with the County Planner), or designated staff, may administratively review and approve of a filling operation designed to allow for disposal of excess soil materials from a construction, grading or earthwork operation. Fill placement will be strictly limited to areas in agricultural production that will be filled in a manner to allow for future continued agricultural use. It is not applicable to long term "dumping" of earth materials in a loose state, such as at a commercial fill site or landfill facility. The permit shall only apply to fill materials that originate from a site within the N-PMC or S-PMC, and are placed on a fill site situated within either the N-PMC or S-PMC.
- C. Responsibilities of Project Proponent. The project proponent shall complete an application and pay the appropriate fees for the Non-Structural Fill Placement Permit with the County Building Department. The permit application shall be accompanied by a plan indicating the source location of the fill material, the destination for the fill material, details pertinent to the haul route, type of equipment to be used, proposed hours of operation, duration of project or other pertinent information required by the Building Official. The project proponent shall also provide written evidence of permission to cross any private property, other than his/her own, in order to transport the fill to the fill site. The project proponent

shall also provide written permission from the owner of the fill site, if other than him/herself, to place the material on the site.

Failure of the project proponent to complete the filling and reclamation of the fill site back to agricultural use shall result in either a building or zoning code infraction, or both. Daily fees or fines will be assessed in accordance with existing ordinance for failure to comply with the permit. The only exception permitted will be if the proponent can present well documented information that the violation results from conditions that are clearly beyond the control of the proponent.

- D. Responsibilities of Building and Planning Departments. The Building Official (in conjunction with the County Planner) will be responsible to:
1. Collect and surmise information pertinent to the application
 2. Assess any impacts to private property owners in the vicinity of the proposal
 3. Set acceptable hours and days of operation in accordance with other similar earth moving operations in the N-PMC
 4. Set conditions of operation to protect the rights of adjacent landowners, such as dust abatement requirements
- E. Permit Duration. The Non-Structural Fill Placement Permit shall be granted for a maximum duration of six (6) months, or through the end of the summer construction season, typically the end of October. The permit may be extended for a period of 30 days at a time, at the sole discretion of the Building Official, upon written request of the applicant. Reasons for extension may include excessive rain/poor weather or unanticipated delay of the project from which the excess fill is coming.
- F. General Permit Conditions. The following shall apply to all fills placed under the Non-Structural Fill Placement Permit:
1. Topsoil shall be stripped from the fill area, and replaced after fill, to allow for continued agricultural use.
 2. Fills shall be placed to at least 90% compaction, as determined by ASTM D-1557, Modified Proctor. The Building Official will likely require testing to verify the level of compaction is achieved.
 3. Fills shall be placed no thicker than 15 feet without providing a geotechnical engineer's report outlining conditions under which the 15 feet may be safely exceeded.
 4. Final fill slopes shall not exceed 4:1 (horizontal to vertical) without providing a geotechnical engineer's report outlining conditions under which steeper slopes can be safely constructed.
 5. Final contours shall be completed in a way that eliminates ponding of water and preserves the natural drainage of the land.
 6. Fill cannot be placed on slopes steeper than 4:1 without constructing a basal key and benching the fill to improve slope stability.
 7. Fill that is placed and compacted in this manner will not be deemed suitable for installation of gravity septic drainfields in the future.
 8. Any future development of the area filled will require a full geotechnical engineering evaluation prior to permitting for construction.
 9. Fill placed within four (4) feet of the completed final ground surface need only be lightly compacted to allow for ongoing agricultural use.

10. Erosion and sediment control devices (approved by Whitman County) will be required for exposed soil surfaces during winter months, typically November through April.

Section 19.16.030 Site Plan Submittals.

- A. Purpose. The site plan submittal initiates the process by which a development proposal is reviewed for compliance with Whitman County land use regulations.
- B. Pre-Application Conference. Prior to applying for site plan review, the applicant may, and is encouraged to, submit preliminary plans to the Planning Office, so the comments and advice of the Planning Office may be incorporated in the final plans submitted for an application.
- C. Initiating Site Plan Review. The applicant shall submit two copies of a site plan, an environmental checklist, and a review fee to the Planning Department to initiate formal review of a proposed project. The Planning Director shall determine if an application is complete and initiate review by the SPRC.
- D. Site Plan Submittals. The following information shall be included on a site plan. Certain requirements of this section may be waived by the Planning Director for existing non-conforming uses and structures as defined in Section 19.16.070.
 1. Administration - Site plans must include:
 - a. Name, address and phone number of the applicant and property owner(s).
 - b. Names and addresses of adjacent property owners within 300 feet. The applicant shall obtain these from the County Assessor's Office.
 - c. Name of proposed action or development.
 - d. Description of the proposed land use.
 - e. Legal description of subject property.
 - f. Vicinity map showing location of subject property.
 - g. North arrow and graphic scale.
 - h. Any easements and/or dedications on the site.
 - i. Soil and surface geological conditions.
 - j. A statement prepared by a registered architect or engineer licensed in the state of Washington stating how the provisions of this chapter with regard to erosion control, storm water management, protection of designated environmentally sensitive areas and on-site sewage disposal will be accommodated.
 - k. The applicant may be required to provide a transportation impact study. This study shall be required at the sole discretion of the County Engineer. The County Engineer may also elect to require concurrence from WSDOT engineering staff. This study shall determine the impacts of proposed developments on State and County roads, and shall be submitted to the Whitman County Engineer who may then require mitigation for County roads or State highways or intersections.
 2. Site preparation - Site plans must show:
 - a. Area of subject property.

- b. Property boundary and all existing and proposed parcels and easements.
 - c. Dimensions of existing and proposed parcels and easements.
 - d. Boundaries of adjacent properties, as applicable.
 - e. Right-of-way of all existing and proposed public roads.
 - f. Existing topography and preliminary grading.
 - g. Proposed final grades and/or elevations.
 - h. Preliminary and final grading plans, prepared by a licensed engineer or architect.
 - i. Major drainage ways and proposed protection measures for drainages.
 - j. Site features such as water bodies, drainage ditches and wetlands.
 - k. Dimensions of setbacks from designated environmentally sensitive areas, critical areas, including the floodplain and buffer areas.
 - l. Location and area of any dedicated open area.
3. Circulation - Site plans must show, if applicable:
- a. Proposed bicycle access route.
 - b. Interior circulation, showing routes for large delivery trucks, passenger cars, bicycles, and expected pedestrian corridors.
 - c. Pedestrian facilities including crosswalks, curb cuts, vehicle barriers, warning signs and design features intended to connect parking areas with the accessible entrances.
4. Infrastructure - Site plans must indicate:
- a. The location and capacity of existing and proposed wells or other water sources.
 - b. The location and design of existing and proposed septic systems and drainfields, sewage lagoons or other sewage disposal systems.
 - c. The location, design and capacity of existing and proposed water retention systems.
 - d. The location of existing and proposed utilities or utility easements on the site.
5. Structures - Site plans must describe:
- a. The location and area (percentage) of proposed parcel coverage.
 - b. Existing structures on site and any proposed demolition.
 - c. Location and footprint (see Section 19.03.312).
 - d. Height of all proposed structures.
 - e. Proposed outdoor storage areas, screening, fences, any other accessory features and vehicle loading, parking and driveway areas.
 - f. Primary building materials, colors and any other relevant design information.
 - g. Dimensions between buildings or structures.
 - h. Setbacks from property lines, rights-of-way, easements and water bodies.
 - i. Buildings and other structures within 100 feet of the site shall be indicated.
6. Landscaping - Site plans must show:
- a. Existing trees and significant shrubs to be retained and/or removed.

- b. Proposed landscaped areas, including dimensions of planting areas and height of berms, if applicable.
 - c. Proposed plant materials, both type and mature size (planting plan).
 - d. Proposed irrigation method.
 - e. Erosion control measures to be used after construction.
 - f. Proposed run-off control measures such as grass swales, retention ponds, etc., with dimensions and proposed plant materials or other treatment.
 - g. Any proposed site fixtures and associated equipment or furnishings.
7. Signs and lighting - Site plans must show:
- a. Location and dimensions of all proposed signs visible from public rights-of-way.
 - b. Design of proposed signs, including illumination, color, typefaces and illustrations or logos.
 - c. Design, location and times of display for any temporary displays.
 - d. Design and location of exterior lighting.

Section 19.16.040 Paradise Creek Floodplain.

The 100-year floodplain within the S-PMC and the wetlands contiguous to the floodplain on the south side of SR 270 are hereby designated an environmentally sensitive area. This chapter's requirement for SEPA review and compliance with the critical areas ordinances, for all developments in the S-PMC, is adequate to protect this sensitive area.

Section 19.16.050 Permitted Uses.

The following are the permitted uses within the S-PMC:

- A. Agriculture, including but not limited to, cropping, grazing of livestock, horticulture and floriculture. Feedlots, farrowing operations and dairying shall not be allowed.
- B. Temporary stands for the sale of agricultural non-livestock products produced on the premises.
- C. Accessory uses and structures common or incidental to agricultural and presently existing residential use, including but not limited to garages, barns, tack rooms, equipment sheds, home storage elevators, fences and corrals; provided that such accessory uses and structures conform to the yard requirements of this chapter.
- D. Accessory dwelling units conforming to the requirements of Section 19.10.065 in the Agricultural District code. (Amended September 10, 2012, Ordinance #073358)
- E. In presently existing residences, home occupations employing not more than one individual who is not a resident of the premises, and utilizing only those accessory buildings and structures permitted under this chapter. (Revised 6/1/09, Animal Density Struck, Ordinance #069589)
- F. Level 1 and Level 2 Electric Vehicle Charging Stations. (Revised October 17, 2011, Ordinance #072330)

Section 19.16.060 Conditional Uses.

- A. A development proposal or a change-in-use proposal for a listed conditional use shall be subject to compliance with the requirements of this chapter and the provisions of Whitman County Code 19.06, as applicable to conditional uses.
- B. All uses must demonstrate compliance or it will be denied.
- C. All conditional uses shall require SEPA review.
- D. Conditional uses in the S-PMC are based upon their probable impact upon transportation, and whether or not the use requires linkage to urban services for water and sewer facilities.
- E. Authorized Conditional Uses and Mandatory Conditions:
 - 1. Campgrounds.
 - 2. Carpet dealer and floor coverings.
 - 3. Child care.
 - 4. Communications towers and facilities. (Antenna support structures reference Applicability [19.16.025(2)] and Chapter 19.58). (Revised 5/14/01, Ordinance # 058050)
 - 5. Assisted Care facilities, nursing homes and similar uses.
 - 6. Hospitals (if urban-level water, sewer and fire services are utilized).
 - 7. Hotels/Motels/Inns (if urban-level water, sewer and fire services are utilized).
 - 8. Light manufacturing and assembly operations.
 - 9. Manufactured homes sales and services.
 - 10. Moving and storage.
 - 11. Office buildings.
 - 12. Plumbing, heating and electrical supplies.
 - 13. Churches.
 - 14. Professional services as listed:
 - a. Accounting
 - b. Advertising
 - c. Architects, engineers, surveyors and planners
 - d. Attorneys
 - e. Banks, savings & loans
 - f. Consultants
 - g. Counseling
 - h. Employment services and human resources

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- i. Government offices
 - j. Home health services
 - k. Insurance
 - l. Interior design
 - m. Internet services
 - n. Investment brokering and securities
 - o. Mail order services
 - p. Market research
 - q. Medical, doctors, dentists and emergency healthcare
 - r. Pharmacies
 - s. Real estate agencies
 - t. Title companies
 - u. Travel agencies
 - v. Veterinarians and veterinary clinics
 - w. Level 3 electric vehicle charging stations.
(Revised October 17, 2011, Ordinance #072330)
15. Recreational non-motorized trails, paths, bikeways and parks.
16. Recreational vehicle dealers for:
- a. Bicycles
 - b. Boats/watercraft
 - c. Campers
 - d. Motorcycles
 - e. Recreational vehicles (RVs)
 - f. Snowmobiles and winter sports equipment
17. Recreational vehicle parks.
18. Research and development.
19. Retail uses as listed:
- a. Automobile renting (secondary sales as an accessory use)
 - b. Building material supplies
 - c. Cabinet shop
 - d. Contractors equipment and supplies (dealers & service)
 - e. Electronic sales/installation and repair
 - f. Farm equipment sales and/or service
 - g. Franchised automobile and truck dealerships sales and service
 - h. Furniture sales
 - i. Garden centers, nurseries, landscaping, lawn & garden equipment and supplies
 - j. Grocery store
 - k. Hardware
 - l. Lumber yards
 - m. Office furniture and supply
 - n. Rental service store
 - o. Sporting goods
 - p. Tire sales and service
 - q. Not-for-profit (non-profit) re-use organizations
 - r. Restaurants
 - s. Multi-use retail business of any or all of the above
20. Warehousing and distribution.

21. Wholesale trade.
22. Utilities (secondary to another primary use).
23. Utility maintenance center.
24. Utility substation.
25. Utility transmission lines.
26. Mining, rock crushing, asphalt and concrete processing plants. Currently active mining sites within the S-PMC may continue in such use. Any new mining or rock crushing sites or asphalt and concrete processing plants shall comply with the requirements of the Whitman County Code and shall be hidden from State Route 270 by existing natural or created topography as approved by the County Engineer. Mining in that area is allowed because it is a natural resource which, if it is to be used, cannot be moved and then mined. Mining sites cannot be mined below existing road grade without written consent from the County Engineer.
27. Existing uses. Existing land uses, except as limited by this Chapter, as of the date of adoption of this amendment, may continue. These uses and structures may be expanded if they meet the requirements of 19.16.025(6). If the proposed expansion does not meet the requirements of 19.16.025(6), a Conditional Use Permit is needed. Existing mining and rock crushing sites in the S-PMC may expand to include asphalt processing and concrete ready mix operations. A change of business use to an existing conditional use permit or grandfathered use can be done through an administrative use permit if there are no increased impacts to adjacent landowners, to be determined at the sole discretion of the County Planner, and the proposed use complies with the requirements of all other permitting agencies. If there is doubt about the degree of impacts to adjacent landowners, the County Planner shall recommend that a conditional use permit be sought from the Board of Adjustment. (Revised 2/7/11, Ordinance #071612).

Section 19.16.070 Non-Conforming Uses.

- A. Uses, land uses and structures which become nonconforming uses and structures by adoption of this chapter are subject to the provisions of Chapter 19.54, Nonconforming Uses and Special Exceptions, as now or hereafter amended.

B. Special Provisions for Nonconforming Uses Within the S-PMC.

1. Any state or federal government environmental improvement mandate for an established use is exempt from the minimum requirements of this chapter.
2. Presently existing farm structures and rural residences within the S-PMC are exempt from the requirements of this chapter unless a change in use is proposed. No new residential sites shall be allowed or created in the S-PMC.
3. Freestanding billboards are prohibited. Those billboards and other non-conforming signs which were legally constructed or installed prior to the enactment of the 1979 Zoning Ordinance will be grandfathered as a non-conforming use; these signs may not be enlarged or moved, and if their use is discontinued for six months or more these signs must be removed. Other signs which are in violation of the zoning ordinance, that is, those which were constructed or installed after the enactment of the 1979 ordinance and are not in compliance with Chapter 19.53, Outdoor Signs, must be removed no later than one year after the adoption of this ordinance. No new non-conforming signs or billboards will be allowed.

Section 19.16.080 Site Requirements.

- A. Purpose. The purpose of this section is to establish minimum standards which must be met for parcels in the S-PMC to be considered for development.
- B. Minimum parcel size. The minimum parcel size for development in the S-PMC is three (3) acres. For clustered developments, parcels must be of sufficient size to meet all other provisions of this and other applicable codes. Additional subdivision of land shall be through a preliminary and final plat process or allowed for the sole purpose of highway expansion.
- C. Front setbacks.
 1. Front setbacks from the south side of SR 270 as it is at the time of adoption of this ordinance, a two-lane highway, shall be 35 feet from the south side right-of-way at the time of adoption of this ordinance amendment. After the highway has been expanded, the SR 270 setback shall be 35 feet south from the new right-of-way.
 2. Front setbacks for structures and outdoor storage areas along other public and private roads shall be 35 feet; setbacks for temporary displays, signs, and parking areas shall be ten (10) feet, (see 19.16.090(8)(B)(4)). Where a public or private road is located within State right-of-way or railroad right-of-way, or the recreational path, the most restrictive front setback requirement will apply. The railroad right-of-way converted to the path via the "rails to trails" procedure means that it could be possible for the path to revert to a railroad line again. Therefore, it is necessary to maintain the same setbacks to the property as if the railroad line were in operation.
 3. Utility lines underground and overhead shall be exempt from this setback requirement, but shall be subject to any right-of-way requirements of the State or County.

- D. Side and rear setbacks. Side and rear setbacks for structures and outdoor storage areas shall be 20 feet; side and rear setbacks for temporary displays, signs, utility facilities and parking areas shall be ten (10) feet.
- E. Maximum parcel coverage. Maximum parcel coverage in the S-PMC shall be 75% (percent). All areas with impervious surfaces and the space occupied by structures shall be considered "covered" areas for the purpose of parcel coverage calculations. For this chapter impervious surface shall mean an oiled, asphalt or concrete covered surface such as a sidewalk, road, circulation area, outdoor storage area, parking lot and/or loading area. All other areas shall be considered "not covered" for the purpose of parcel coverage calculations. Designated open areas shall remain open areas, subject only to the uses approved by the SPRC on the approved site plan.

Section 19.16.090 Development Requirements.

- A. Purpose. The purpose of this section is to provide standards for site development. The overall goal of providing attractive, orderly development will promote safe traffic conditions and protect and enhance desirable environmental and aesthetic qualities in the S-PMC.
- B. Site Preparation.
 - 1. Required grading practices are:
 - a. All graded areas shall be protected from wind and water erosion through acceptable slope stabilization methods both during and after construction, according to plans approved by a professional engineer or licensed landscape architect.
 - b. Grading shall not create an erosion hazard or be a source of sedimentation to any adjacent land or water course.
 - c. Topsoil shall, to the extent possible, be retained on-site and reused after grading.
 - d. The amount of land exposed at any one time during development shall be kept to a minimum and exposure shall be scheduled during seasons of minimum precipitation whenever possible. Permanent perennial vegetation shall be installed on the site as soon as practical after development.
 - 2. Drainage and storm water control requirements apply to projects both during and after construction:
 - a. Site drainage shall not endanger designated environmentally sensitive areas.
 - b. Site drainage shall comply with all other provisions of this chapter, as well as environmental regulations controlling surface and ground water quality.
 - c. Existing natural drainages shall be identified on the grading plan and shall be retained wherever feasible.
 - d. Drainage shall be designed by a professional engineer to control run-off from a 50-year storm event. Discharges from storm water and drainage conveyance facilities shall be routed through swales, vegetated buffer strips, storm water basins and other facilities designed to decrease runoff velocity and volume, allow for natural infiltration, allow suspended solids to settle, and

reduce pollutants through the use of active separators or passive filtering before being discharged.

3. Fill - Fill operations are governed by the following requirements:
 - a. Filling may occur within designated environmentally sensitive areas at the discretion of the SPRC, subject to Whitman County Flood Management Overlay District requirements and all relevant State regulations. Inert and/or demolition waste fills must comply with WAC 173-350 Minimum Functional Standards for Solid Waste Handling, (as now or hereafter amended), which includes permitting by the local Health jurisdiction.
 - b. Fill must consist of clean materials that will not result in the leaching of harmful chemical or solid contaminants into surface or ground water.
 - c. Fill shall be protected against erosion with vegetation or other means stipulated by the SPRC, recommended by the local Soil Conservation District or Washington State Department of Natural Resources.

C. Infrastructure.

1. Water use:
 - a. An applicant will provide data on anticipated water use for a development proposal.
 - b. A suitable water source of appropriate quality and capacity as defined by the Whitman County Environmental Health Division shall be demonstrated prior to issuance of a building permit.
 - c. Uses which exceed more than 5,000 gallons of water per day or more than 1,825,000 gallons per year shall provide a water conservation plan in their development proposal. The plan shall consist of, but not be limited to:
 - i. Water conservation measures which will demonstrably decrease typical water consumption patterns for the proposed use.
 - ii. Plans to utilize treated effluent or water rights from Paradise Creek as a secondary water source.
2. Sewage disposal -
 - a. An applicant shall provide for on-site sewage disposal through an on-site septic system, sewage lagoon system or alternative system approved by the Washington State Department of Ecology, the Washington State Department of Health and/or the Whitman County Environmental Health Division.
 - b. A sewage system design of appropriate quality and capacity must be approved by the permitting authority prior to issuance of a building permit.
3. Utilities -
 - a. Utilities within a site shall be placed underground. It is the intent that whenever feasible, there shall be a consolidation of utilities into one trench in a common easement.
 - b. Utilities shall be located underground where possible, with the following exceptions:
 - i. Existing overhead electrical utilities may be maintained, replaced or upgraded.

- ii. One overhead heavy feeder tie will be allowed between Sunshine Road and Airport Road in order to connect the Pullman and Moscow feeder. Three route options shall be prepared and submitted to the SPRC and the Board of Adjustment for their decision.
- iii. Other new electrical utility connections of less than 115 kV, such as feeder lines at 13 kV, if technically and economically feasible to be placed underground, shall be underground.
- iv. As road improvements are made within the S-PMC, it is recommended that utility companies (electrical, telephone, television cable, natural gas) work with the road agency to lay conduit in anticipation of future needs.
- v. At the time of adoption of this ordinance, there are 115 kV electrical lines running east and west, both north and south and outside of the south corridor boundaries. There may be slight encroachment of the northern line in sections 36, 31 and 32. In the event that future electrical demand proposes further encroachment into the S-PMC, or a proposal to cross the S-PMC with these lines for which underground transmission is not practical, this proposal must be submitted to the SPRC for technical review and then brought to the Planning Commission and the Board of County Commissioners as a special amendment to this chapter. Said proposal must have three options for comparison judgments. This option also applies to any applicants who wish an exception from the requirement for underground transmission for an overhead feeder line.
- vi. Temporary overhead service is allowed for construction purposes. A Certificate of Occupancy will not be issued until the temporary overhead service is removed.
- vii. In the situation where on-going mining exists, overhead distribution of electrical facilities is allowed.

D. Traffic Access and Flow.

- 1. State Route 270 access:
 - a. Development projects requiring access to SR 270 shall be required to comply with the WSDOT rules and regulations for utilizing access points and to consolidate access points within a site, negotiate for the use of an alternative access point along SR 270, utilize a frontage road or propose an alternative means.
 - b. Approach permits to SR 270 shall be required from the WSDOT prior to project approval.
 - c. Level of Service: An index of the operational performance of traffic on a given traffic lane, carriageway, road or intersection, based on service measures such as delay, degree of saturation, density and speed during a given flow period. Six levels are defined as "A" through "F" with "A" being the best operating conditions and "F" being the worst.
 - i. Developments which reduce the Level of Service (LOS) on nearby streets, roads or highways, may be required to make provisions for remediation. LOS standards will be assessed in accordance with WSDOT standards and the current edition of the TRB "Highway Capacity Manual." The developer may be

required to bear all expenses to make provisions, such as additional lanes, turn lanes or traffic control devices to offset the impacts of the development on the LOS. Improvements will be required to be completed before occupancy of structures is granted. Bonding for improvements or receipt of the required improvement fees may be accepted in lieu of completing the required improvements.

- ii. The County Engineer will establish acceptable LOS for traffic at Whitman County intersections. LOS will be used to determine the impacts on the road system by land development proposals. The minimum acceptable LOS is "C" for paved rural county roads.
- iii. WSDOT will establish acceptable LOS for traffic at State Route intersections. LOS will be used to determine the impacts on the road system by land development proposals.

2. Frontage roads:

- a. Privately constructed frontage roads intended to be dedicated shall meet Whitman County road design standards as set forth by Whitman County Codes or as required by the County Engineer.
- b. Service roads, private roads, connector roads and service drives should be at right angles to the frontage road.
- c. Maximum grade for public access roads is twelve percent.
- d. All frontage roads that access land development from either a county road or SR 270 are to be constructed as private roads. Roads shall not revert to any public agency without the express written consent of the agency, through its ordinary legal process. The decision to establish any road as an agency road shall rest solely with the agency. Whitman County may require that a road be upgraded to current County standards, as set by the County Engineer, prior to adoption as a county road. Private roads to or within the development are the sole responsibility of the owner.

3. On-site Traffic: Roadways within a project shall comply with the current edition of the International Building Code (IBC) as adopted by the Board of County Commissioners, Building and Fire Codes and the requirements of the County Engineer.

4. Parking and pedestrian access:

- a. Parking:
 - i. The approach, number and design of parking spaces shall meet the standards of the Whitman County Zoning Ordinance and requirements of the Americans with Disabilities Act (ADA).
 - ii. Parking areas should be broken up into units of no more than 60 spaces, separated by interior landscaping, buildings, walkways and/or berms.
 - iii. Smaller, distinct islands of parking may be scattered around the site to access dispersed destination points.
 - iv. Parking islands shall channel traffic through the site in a logical manner. Designs which permit vehicles to

crisscross the intended direction of travel shall be avoided.

- v. Parking and loading areas must provide for snow removal access and drainage with a grade of at least two percent (2%).
- b. Loading Zones: Service entrances, such as loading docks and garbage pick-up areas, shall be screened from view, in accordance with Section 19.16.090(F).
- c. Pedestrian facilities:
 - i. All pedestrian routes shall address avenues of approach for people who are physically challenged. Emphasis shall be on barrier-free access throughout, with grade limitations between the handicap parking and any public building entrance.
 - ii. Pedestrian walkways shall be separated from vehicle traffic by curbing, landscaping, and/or other physical barriers.
 - aa. Rolled curbs or other means shall be used to define the pedestrian zone without obstructing emergency access.
 - bb. Crosswalks and other areas where pedestrians are channeled into a vehicle right-of-way shall be well lighted and clearly marked with painted lines, elevated crosswalks or varying materials such as a concrete crosswalk that contrasts with the surrounding asphalt.
 - cc. Pedestrian walkways should be integrated with parking island design to provide landscaped avenues to and from parking areas. Preferred designs keep pedestrians from walking in traffic.

E. Structures. Site design and design of structure:

- 1. Siting of structures and outdoor storage areas shall minimize disturbance to existing natural topography.
- 2. Preference will be given to development proposals in which structures and related facilities are clustered within a site and/or between sites.
- 3. The design of structures on the site shall meet all applicable provisions of the Whitman County Zoning Ordinance and the current edition of the International Building Code (IBC) as adopted by the Board of County Commissioners, as now or hereafter amended.
- 4. Structures shall be no higher than 35 feet, excepting Antenna Support Structures as approved by the Board of Adjustment via the conditional use process, as defined in section 19.03.140 of the Whitman County Zoning Ordinance. Accessory structures may exceed these height restrictions at the discretion of the SPRC. (Revised 5/14/01, Ordinance # 058050)
- 5. Buildings shall be separated by twelve (12) feet or more, measured from the most far-reaching projection from the subject structure at the point closest to the neighboring structure.

F. Landscaping. Landscaping requirements in the S-PMC are for the purpose of providing a filtered view of developed sites; providing a buffer to protect environmentally sensitive areas; providing a natural means to prevent erosion, slow storm water run-off and prevent sedimentation of surface waters; providing a

natural means to shield properties from sun and wind and air-borne pollutants; and for aesthetic enhancement. A landscape plan and management schedule is required as part of the zoning approval process. The plan should explain the objective of the design such as to screen, to block, to frame or so forth.

1. Landscape requirements - Screening can mean a filtered or blocked view:
 - a. Perimeter screening is to provide an all-season visual separation between adjacent land uses and to screen views of industrial and commercial land uses from SR 270. Perimeter landscaping shall be provided at the front (as viewed from SR 270) and the sides of sites. Screening shall be provided at the rear of sites when they are adjacent to non-agricultural uses.
 - b. Additional screening may be required between dissimilar land uses, at the discretion of the SPRC.
 - c. Additional buffer areas may be required to shield designated environmentally sensitive areas from incompatible land uses, at the discretion of the SPRC.
 - d. Internal landscaping shall shield views of outdoor storage, service, parking and loading areas from the road and from adjacent uses.
 - e. Screening may be provided by existing vegetation, landscaped areas, a combination of berms and landscaping, or a combination of fencing and landscaping. The use of trees and vertical growing shrubs for screening is encouraged.
 - f. When planted to meet perimeter screening objectives, trees and vertical growing shrubs shall be a minimum of four feet in height at the time of planting and of a species hardy to the area.

2. Landscape requirements - Materials and design:
 - a. The use of landscape materials which are planted to achieve a variety of heights, shapes and/or textures at maturity is encouraged; for example, a combination of evergreen and deciduous trees, shrubs and ground cover.
 - b. Existing trees shall be retained when possible.
 - c. Fencing materials shall be attractive and durable and should compliment or blend with the natural colors of the surrounding environment.
 - d. Screening achieved solely with landscape materials shall consist of a landscaped strip at least 10 feet wide and an overall average of 20 feet; screening achieved with a combination of berms and landscape materials shall be a minimum of 35 feet wide.
 - e. Landscaping for surfaced parking lots shall, at minimum, equal ten percent (10%) of parking areas on interior planting and include one tree for every 10/20 (single/double row) parking spaces. In addition:
 - i. Choice of tree types should address drought tolerance. Evergreens should be mixed with deciduous trees to provide year-round visual relief. Interior trees should provide shade for the parking lot in summer.
 - ii. Interior lot screening should include shrubbery chosen to be maintained at a height of three feet (3'). The intent is to screen the reflective lower portion of parked cars, yet provide an unobstructed view for pedestrians and other moving vehicles.

- iii. Avoid obstructing views of crosswalks, intersections and streetlights.
- iv. Minimum size of shrubs at planting shall be one foot in height.
- v. Trees shall be set back a minimum of three feet (3') from curbs and shall be a minimum of four feet tall at planting.

3. Landscape requirements - Maintenance

- a. Provisions shall be made for the on-going maintenance, including irrigation of landscaped areas as necessary.
- b. Trees and shrubs which die within twelve months of planting must be replaced no later than the next growing season.

G. Cluster Development. Landscaping, screening and parcel frontage requirements may be relaxed at the discretion of the SPRC, if two or more of the following conditions are met by a development which is planned contiguous to an existing development:

- 1. Shared parking.
- 2. Shared private access roads and/or service drives.
- 3. Clustering of structures so as to provide significant, dedicated open areas.

H. Signs and lighting. The purpose of signs and lighting standards in the S-PMC is to promote safe driving conditions in addition to business identification, personal safety and vehicle safety in an aesthetic way. Sign standards must be met for all project proposals for new construction. In addition, existing signs in the S-PMC shall meet these standards within five years of the adoption of this chapter. Marking and lighting of safety hazards and directional signs shall be exempt from this chapter when installed by or at the request of a public entity having jurisdiction.

1. Sign requirements - Type, design and content:

- a. All permanent signs must be of a durable nature; the on-going use of temporary and/or portable signs is prohibited.
- b. The display of one temporary sign for a maximum of 60 days shall be allowed. Temporary signs include signs such as For Sale, For Rent, Auction, Grand Opening signs and contractor's signs during construction.
- c. Sign content shall be restricted to the business name, primary business purpose and business address of the operation.
- d. Business identification signs, if illuminated, shall be so constructed as to not create glare on adjacent parcels and shall not pose a hazard to motorists.
- e. No blinking, flashing or similar intermittent lighting or revolving signs are allowed. Electronic changeable copy signs are allowed.
- f. Freestanding billboards are prohibited. Those billboards and other non-conforming signs which were legally constructed or installed prior to the enactment of the 1979 Zoning Ordinance will be grandfathered as a non-conforming use; these signs may not be enlarged or relocated, and if their use is discontinued for six months or more, these signs must be removed. Other signs which were constructed or installed after the enactment of the

1979 ordinance, must be removed no later than one year after the adoption of this ordinance amendment. No new non-conforming signs or billboards will be allowed.

- g. Signs which are abandoned, unsafe, damaged, or obsolete must be removed by the owner or will be removed at the owner's expense by Whitman County Department of Public Works.
2. Sign requirements - Quantities, dimensions and location:
 - a. Wall signs, wall-mounted signs, roof signs and free standing signs shall not exceed 120 square feet in size, per side.
 - b. No business shall have more than one free-standing business identification sign and one sign attached to the primary business structure, except certain franchise or other business sign requirements may be allowed at the sole discretion of the County Planner. An exception exists for identification, directional or safety signs within a site which are not visible from a public road.
 - c. Business identification signs attached to a structure shall not exceed the height of the highest roof ridge line on the structure or in the case of free-standing signs, the bottom of the sign shall be no higher than 15 feet above adjacent road grade elevation and the top of the sign shall be no higher than 30 feet above the same adjacent road grade elevation.
 - d. Signs must meet setback requirements of ten feet.
 - e. For shopping centers or industrial parks the Planning Director may approve a sign plan that deviates from the requirements of this section [Section 19.16.090(8)].
 - f. In the event of there being more than one entrance to a development such as a shopping center, there will be allowed a free standing sign at each entrance. If because of circumstances such as topography or visibility to the public, more than one sign is sought at an entrance, the Planning Director may approve such a request. (Revised August 1, 2011, Ordinance # 072095)
 3. Lighting requirements - Location and design:
 - a. Lighted signs are subject to the requirements listed above.
 - b. Exterior site lighting may be required for surveillance purposes, at the discretion of the SPRC.
 - c. Exterior site lighting shall be arranged so it is deflected away from adjacent properties.
 - d. Exterior lighting shall not create glare which would interfere with safe transportation in the S-PMC.
 - e. Exterior lighting shall be of a "full-cut-off" design in order to minimize light pollution.

19.16.100 Severability

If any provision of this chapter or its application to any person or circumstance is held invalid for any reason, the remainder of the chapter or the application of the chapter to other persons or circumstances shall not be affected.

074016 **27.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it carried to award the bid for pup trailers to Kenworth Northwest, Inc. for a total bid amount of \$93,400.00.

074017 28. Commissioner Swannack moved Commissioner Kinzer seconded the motion and it carried that the digital submittal certification for the County Road Administration Board for Traffic Law Enforcement, Fish Passage Barrier Removal and Annual Certification be signed as presented.

074018 29. Commissioner Kinzer moved Commissioner Swannack seconded the motion and it carried that the resolution to initiate County Road project of countywide overlays be signed as presented.

**RESOLUTION NO. 074018
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the matter of initiating county road projects designated as follows for the Countywide Overlays 2: C.R.P. No. 3380-5 Project No. XFR1300, C.R.P. No. 3380-6 Project No. XFR1301, C.R.P. No. 7080-3 Project No. XFR1302, C.R.P. No. 8000-9 Project No. XFR1303, C.R.P. No. 9000-14 Project No. XFR1304 and C.R.P. No. 8300-10 Project No. XFR1305.

IT IS HEREBY RESOLVED that the Countywide Overlays roads be improved as follows:

Thorn Creek Road, County Road No. 3380, from milepost 2.97 to milepost 6.37, HMA Overlay.

Thorn Creek Road, County Road No. 3380, from milepost 0.00 to milepost 2.97 and from milepost 6.37 to milepost 8.25, HMA Overlay.

Zaring Cut Off Road, County Road No. 7080, from milepost 0.00 to milepost 3.25, HMA Overlay.

Almota Road, County Road No. 8000, from milepost 0.56 to milepost 5.82, Sealcoat.

Wawawai Road, County Road No. 9000, from milepost 8.10 to milepost 27.70, Sealcoat.

Hamilton Hill Road, County Road No. 8300, from milepost 0.00 to milepost 4.24, HMA Overlay.

This project is hereby declared to be a public necessity and the County Engineer is hereby ordered and authorized to report and proceed thereon as by law provided (RCW 36.75.050, 36.80.030, 36.80.070).

IT IS FURTHER RESOLVED that an appropriation from the official adopted county road fund budget and based on the County Engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE	AMOUNT OF APPROPRIATION
Engineering (PE&CE)	\$ 167,000.00
Contract	<u>\$4,042,000.00</u>
TOTAL	<u>\$4,209,000.00</u>

This project was included in the official adopted annual road program as Item No. 28.

BOCC MINUTES-03/18/13

IT IS FURTHER RESOLVED that the construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

ESTIMATED date of commencing work: March 18, 2013
ESTIMATED date of completing work: October 31, 2014

ADOPTED this 18th day of March, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner

Planning Division:

D074018A 29A. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** that this Board accept the invitation of the Planning Commission meeting on April 3, 2013.

074019 30. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** that the Palouse Wind Habitat Mitigation escrow document be signed as presented.

Maintenance Division:

D074019A 31. Weed spraying began 03/15/13.

11:30 a.m. - Board Business Continued/Monthly Financial Review.

Present: Bob Lothspeich, Bob Reynolds, David Ledbetter, Eunice Coker, Fran Martin, Gary Petrovich, Mark Storey, Sonya Goldsby, Tim Myers, Sally Ousley and Holly Bowen.

Excused: Kelli Campbell.

074020 32. The monthly financial report provided by Mr. Petrovich and Mr. Ledbetter.

2013 Revenue Forecasted	- \$12,800,000	- 100.00%
2013 Revenue thru 02/28/13	- \$ 1,234,817	- 9.29%
2012 Revenue thru 12/31/12	- \$12,947,080	- 100.00%
2013 Cash in Treasury	- \$1,715,968	- 36.00%
2013 Expenditures thru 02/28/13	- \$ 2,001,703	- 15.00%
2012 Expenditures thru 12/31/13	- \$12,668,949	- 100.00%

BOCC MINUTES-03/18/13

D074020A 32A. David Ledbetter pointed out the State Examiners are wrapping up accountability audit.

D074020B 32B. Eunice Coker said she received her first request for a budget amendment; the 2011 single audit is available on the state website.

D074020C 32C. Bob Lothspeich noted the Treasurer's office posted \$1.3 million in property taxes last week.

11:45 a.m. - Recess.

1:30 p.m. - Reconvene/Board Business Continued/Workshop.

Present: Bob Reynolds (1:30 p.m.), Janet Schmidt and Richard Koenig (2:00 p.m.).

074021-074023 33-35. Items discussed included the required Courthouse ADA remodeling, WSU Extension related issues and COLA's for employees outside of the Classification System. No action taken.

3:00 p.m. - Joe Poire, Bob Lothspeich and Gary Petrovich.

074024 36. Joe Poire made a formal request for the Port of Whitman's loan to be deferred for one year, but interest of \$16,875 would be paid by May 14, 2013. Mr. Poire also offered a take the commissioners on a tour to show them how the infrastructure is working. Bob Lothspeich and Gary Petrovich both said they were in agreement with the proposed loan extension/resolution.

074025 37. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to extend the Port of Whitman Public Facilities (.09) loan for one year at the current interest rate and with the understanding the Port pays interest of \$16,875 by May 14, 2013.

**RESOLUTION NO. 074025
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 7TH day of May, 2012; and,

WHEREAS, the Port of Whitman County requested and was granted an interfund loan from the Public Facilities Improvement Fund (.09) to help with cash flow during the construction of the fiber optics transmission cable through Whitman County; and,

WHEREAS, this request complies with R.C.W.'s regarding loan agreements and debt limitations; and,

WHEREAS, this interfund loan was in the amount of \$750,000.00 for a period of one year at an interest rate of 2.25% per annum; and,

WHEREAS, the interfund loan was executed on May 14, 2012 to be repaid, principal plus interest, on May 14, 2013; and,

BOCC MINUTES-03/18/13

WHEREAS, because of unanticipated additional costs in the construction of the fiber optics transmission cable through Whitman County, the Port of Whitman County is requesting a loan extension for one year to be repaid on May 15, 2014, principal plus interest at the same interest rate of 2.25% per annum, after first paying accrued interest on the current loan due date of May 14, 2013.

NOW, THEREFORE, BE IT HEREBY RESOLVED that an interfund loan extension of \$750,000.00 is hereby granted to the Port of Whitman County from the Public facilities Improvement Fund (.09) at an interest rate of 2.25%, to be repaid as stated.

PASSED, APPROVED AND ADOPTED this 18th day of March, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner

3:30 p.m. - BOCC signed approved documents.

4:00 p.m. - Recess.

D074025A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, March 19, 2013 at 9:00 a.m.** Chairman Michael Largent and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Swannack was unavailable.

9:00 a.m. - Meeting Reconvened/Board of Health.

Present: Fran Martin, Michael Baker, Scott Paradis, Cinnamon Brown, Debbie Walker-LaBine, Mindy White and Jackie Tetrick.

074026 1. Chairman Largent convened the March Board of Health meeting.

074027 2. The commissioners reviewed a handout entitled, "*The Sweet 16*", 16 tips on being a good Board of Health member.

074028 3. Michael Baker gave a power point presentation on "*What is Public Health*".

D074028A 4. The Director said she was unsure about Public Health funding after June 30, 2013 or how the sequestration will affect Public Health.

D074028B 5. The next Board of Health meeting is April 16th.

9:55 a.m. - Board of Health Adjourned.

9:55 a.m. - Reconvene Board of County Commissioners/Board Business Continued.

074029 39. Emergency Management Director Fran Martin presented a staff report and information and recommended adoption of Whitman County's portion of the updated Emergency Management Hazard Mitigation Plan (Chapter 2-Unincorporated Whitman County Annex). Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a resolution adopting the Whitman County Hazard Mitigation Plan, Chapter 2 for the unincorporated areas of Whitman County.

RESOLUTION NO. 074030

**A RESOLUTION OF THE WHITMAN COUNTY BOARD OF COUNTY COMMISSIONERS
AUTHORIZING THE ADOPTION OF THE WHITMAN COUNTY HAZARD MITIGATION PLAN**

WHEREAS, all of Whitman County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; a coalition of Whitman County stakeholders with like planning objectives has been formed to pool resources and create consistent mitigation strategies to be implemented within each partners identified capabilities, within the Whitman County Planning Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners:

- 1.) Adopts in its entirety, Volume I and parts 1, the Unincorporated Whitman County Annex jurisdictional annex of part 2, part 3 and the appendices of Volume II of the Whitman County Hazard Mitigation Plan (WCHMP).
- 2.) Will use the adopted and approved portions of the WCHMP to guide pre and post disaster mitigation of the hazards identified.
- 3.) Will coordinate the strategies identified in the WCHMP with other planning programs and mechanisms under its jurisdictional authority.
- 4.) Will continue its support of the Steering Committee and continue to participate in the Planning Partnership as described by the WCHMP.
- 5.) Will help to promote and support the mitigation successes of all WCHMP Planning Partners.

PASSED AND ADOPTED on March 19, 2013.

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner

Chapter 2. - Unincorporated Whitman County Annex

2.1 Hazard Mitigation Plan Point of Contact

Primary Point of Contact

Fran Martin, Director
Whitman County Public Health/Emergency Management
310 N. Main
Colfax, WA 99111
Telephone: (509)397-6280
e-mail Address: franm@co.whitman.wa.us

Alternate Point of Contact

Robin Cocking, Project Analyst
Whitman County Emergency Management
310 N. Main
Colfax, WA 99111
Telephone: (509) 397-6280
e-mail Address: RobinC@co.whitman.wa.us

2.2 Jurisdiction Profile

The following is a summary of key information about Whitman County and its history:

- **Date of Incorporation**—Whitman County was organized by the territorial legislature on November 29, 1871 by partitioning what was then Stevens County.
- **Current Population**—5,974 as of April 1, 2012
- **Population Growth**—Based on data from the Washington State Office of Financial Management, unincorporated Whitman County has experienced a relatively flat rate of growth. The overall population decreased by 5 percent between 2000 and 2010, an average annual decrease of 0.53 percent for this time frame.
- **Location and Description**—With a total land area of 2,159 square miles, Whitman County ranks 10th in size among Washington counties. The county is in southeast Washington along the Washington-Idaho border. On the Washington side, it is bordered to the north by Spokane County, to the west by Adams County (and a small part of Franklin County at its southwest corner), and to the south by Columbia, Garfield, and Asotin counties. Whitman County is part of the Palouse, a wide and rolling prairie-like region of the middle Columbia basin.
- **Brief History**—The county is named after Marcus Whitman, a missionary killed by Cayuse in 1847, along with his wife Narcissa Prentiss Whitman and 12 others. The county has a primarily agricultural history, with an emphasis on wheat (today it ranks first in wheat production among Washington counties and second among counties in the nation); it was also known for its fruit orchards along the Snake River before the 1970’s when lakes inundated them upon completion of the Little Goose and Lower Granite dams.
- The first recorded Euro-American exploration along Union Flat Creek, the birthplace of settlement for Whitman County, was in June 1859. Lieutenant John Mullan (1830-1909) of the United States Army was searching for a favorable military wagon road route between Fort Walla Walla and Fort Benton, Montana. Mullan commissioned several advance parties to scout the route, and Gustavus Sohon headed the first party, scouting Union Flat Creek along its length through central and southeastern Whitman County.
- Agriculture remains a mainstay of Whitman County’s economy but is no longer the driving force of the county’s economy, at least in terms of employment. Production of grain crops today does not require a great deal of labor, and in 2005 agricultural employment in Whitman County was outranked by five other industries, including manufacturing, retail trade, and employment at Washington State University, which remains the county’s largest employer.
- **Climate**—Whitman County’s climate is semi-arid. The weather is dry and clear for much of the year, with hot, dry summers and cold, wet winters. Based on records kept from 1940 to 2005 by the Western Regional Climate Center, the county’s average annual rainfall is 21 inches (530 mm) and the average annual snowfall is 28 inches (710 mm). The warmest month is August, with an average maximum temperature of 82°F; January is the coldest month, with an average minimum temperature 22.7°F. The average density of air in the Pullman area is 1.15 grams/liter; this value constantly changes because of the dry summers and wet winters and the nearness of the Cascade mountain range.

- **Governing Body Format**—The Whitman County Council is the legislative authority for Whitman County. The three members of the Council are elected to four-year terms and will assume responsibility for adoption and implementation of this plan. Each member represents a specific geographic district. The Council’s duties include identifying and articulating the needs of the citizens of Whitman County and providing a framework for County administration to carry out its work efficiently, ensuring that County government responds effectively to the community’s needs. The County Council adopts and enacts ordinances, resolutions and motions; levies taxes; appropriates revenue; and adopts budgets for the County. The Commissioners are responsible for the appointment of citizen advisory committees and boards, and appoint non-elected department heads. Other responsibilities include providing oversight to the following County services:
 - Roads and public works programs
 - Public health services
 - Planning and zoning of unincorporated areas
 - Emergency services or civil defense programs
 - County park and recreation systems
 - Other services and programs that are not clearly the responsibility of another elected county official.
- **Development Trends**—Based on its projected growth, the anticipated development trends for the unincorporated county are considered low to moderate, consisting primarily of residential development. Although Whitman County is not mandated to fully plan according to requirements of the State Growth Management Act, the County and its cities have adopted critical areas and resource-lands regulations pursuant to the Growth Management Act. Whitman County has mechanisms available to manage future development via regulations identified in a zoning ordinance and policies identified in a comprehensive plan.

2.3 Jurisdiction-Specific Natural Hazard Event History

Table 2-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows:

- Number of FEMA Identified Repetitive Flood Loss Properties: None
- Number of Repetitive Flood Loss Properties that have been mitigated: N/A

2.4 Hazard Risk Ranking

Table 2-2 presents the ranking of the hazards of concern.

2.5 Capability Assessment

The assessment of the jurisdiction’s legal and regulatory capabilities is presented in Table 2-3. The assessment of the jurisdiction’s administrative and technical capabilities is presented in Table 2-4. The assessment of the jurisdiction’s fiscal capabilities is presented in Table 2-5. Classifications under various community mitigation programs are presented in Table 2-6.

2.6 Hazard Mitigation Action Plan and Evaluation of Recommended Initiatives

Table 2-7 lists the initiatives that make up the jurisdiction’s hazard mitigation plan. Table 2-8 identifies the priority for each initiative. Table 2-9 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

2.7 Status of Previous Plan Initiatives

Table 2-10 summarizes the current status of initiatives that were adopted by the County for the previous hazard plan. Those that are directly carried over as actions in this hazard plan are also indicated as such in Table 2-7.

2.8 Future Needs to Better Understand Risk/Vulnerability

The following additional data is needed to have a better understanding of risk within the planning area:

- LIDAR data is needed to better define area topography.
- Assessor’s data needs to be enhanced to include information such as area, occupancy and date of construction for all properties within the planning area. This data should be in a digital format and support GIS applications.
- Earthquake scenario maps (shake maps) are needed for the region.
- Flood study data needs to be updated

2.9 Hazard Area Extent and Location

Hazard area extent and location maps for Whitman County area are included in Volume 1 of this plan update. These maps are based on the best available data at the time of the preparation of this plan, and are considered to be adequate for planning purposes.

Type of Event	Date	Preliminary Damage Assessment
Severe storm	11/16/2010	120,000 ^a
Severe Winter Storm and Record and Near Record Snow (FEMA Disaster #1825)	3/2/2009	\$1,000,000 ^a
Wind	12/14/2006	\$207,692 ^a
Flood	2004	Estimate \$30,000
Flood (FEMA Disaster #1159)	12/26/1996	Information not available
Flood (FEMA Disaster #1825)	1/26/96	\$1.6 Million
Severe Weather (FEMA Disaster #1100)	3/4/1993	Information not available
Firestorm 91/Wind (FEMA Disaster #981)	October 1991	Information not available
Heavy Rains/Sheet Flooding (FEMA Disaster #822)	March, 1989	\$500,000 ^a
Volcanic Ash (FEMA Disaster #623)	5/21/1980	Information not available
Flood (FEMA Disaster #414)	1/25/74	Information not available
Severe Storms/Flooding (FEMA Disaster #322)	2/1/1972	Information not available
Heavy Rains and Flooding (FEMA Disaster #185)	12/29/1964	Information not available

a. Information obtained from Spatial Hazard Events and Losses Database for the United States

Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1	Severe Weather	3 x (6+6+2) = 42
2	Flood	3 x (3+6+1) = 30
3	Earthquake	2 x (9+4+1) = 28
4	Wildfire	3 x (3+2+1) = 18
5	Landslide	2 x (3+2+1) = 12
6	Dam Failure	1 x (3+2+3) = 8
7	Drought	3 x (0+0+3) = 9
8	Volcano	1 x (3+2+1) = 6

	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
Codes, Ordinances & Requirements					
Building Code	Y	N	Y	Y	International Building Code (IBC), Adopted July, 2004, Title 17
Zoning	Y	N	N	N	Title 19, adopted 8/16/2010
Subdivisions	Y	N	N	N	Title 18, adopted 10/2003
Stormwater Management	N	N	N	N	
Post Disaster Recovery	N	N	N	N	
Real Estate Disclosure	Y	N	N	Y	Revised Code of Washington 64.06
Growth Management	Y	N	N	Y	Resource Lands Only
Site Plan Review	Y	N	N	Y	Part of IBC
Special Purpose (flood management, critical areas)	Y	N	N	N	Flood Damage Prevention Ordinance, Title 19, (19.50), Adopted March 2012 Critical Areas Ordinance, Title 9, Adopted 2006
Planning Documents					
General or Comprehensive Plan	Y	N	N	N	Initial adoption July 31, 1978, Amended October 4, 2010
Floodplain or Basin Plan	Y	N	N	N	Whitman County Hazard Mitigation Plan serves as the floodplain management plan for the County.
Stormwater Plan	N	N	N	N	
Capital Improvement Plan	N	N	N	N	
Habitat Conservation Plan	N	N	N	N	
Economic Development Plan	N	N	N	N	
Emergency Response Plan	Y	N	N	N	January 2010
Shoreline Management Plan	Y	N	N	Y	Adopted 1974
Post Disaster Recovery Plan	N	N	N	N	

TABLE 2-4. ADMINISTRATIVE AND TECHNICAL CAPABILITY		
Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Y	One Staff Planner, two Assistant Planners
Engineers or professionals trained in building or infrastructure construction practices	Y	Mark Storey, Whitman County Engineer
Planners or engineers with an understanding of natural hazards	Y	Mark Storey, Whitman County Engineer Mark Bordsen, Director of Planning
Staff with training in benefit/cost analysis	Y	Mark Storey, Whitman County Engineer Mark Bordsen, Director of Planning
Floodplain manager	Y	
Surveyors	N	Engineering Department has two non-licensed surveyors on staff. County contracts for services when a licensed surveyor is needed.
Personnel skilled or trained in GIS applications	Y	Mark Storey, Whitman County Engineer
Scientist familiar with natural hazards in local area	Y	Fran Martin, Whitman County Emergency Management
Emergency manager	Y	Fran Martin, Whitman County Emergency Management
Grant writers	N	Can contract for this service

TABLE 2-5. FISCAL CAPABILITY	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	No
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	No
Incur Debt through General Obligation Bonds	Yes, but not likely
Incur Debt through Special Tax Bonds	Yes
Incur Debt through Private Activity Bonds	Yes
Withhold Public Expenditures in Hazard-Prone Areas	No
State Sponsored Grant Programs	Yes, but not likely
Development Impact Fees for Homebuyers or Developers	Yes

TABLE 2-6. COMMUNITY CLASSIFICATIONS			
	Participating?	Classification	Date Classified
Community Rating System	No	—	—
Building Code Effectiveness Grading Schedule	Yes	3/3	1998
Public Protection			
Whitman County Fire District #1	Yes	9	10/1/2005
Whitman County Fire District #2	Yes	8/9*	11/1/2004
Whitman County Fire District #3	Yes	8/9*	6/1/2005
Whitman County Fire District #4	Yes	9	10/1/2005
Whitman County Fire District #5	Yes	9	10/1/2005
Whitman County Fire District #6	Yes	9	10/1/2005
Whitman County Fire District #7	Yes	8/9*	10/1/2005
Whitman County Fire District #8	Yes	9	10/1/2005
Whitman County Fire District #9	Yes	8/9*	10/1/2005
Whitman County Fire District #10	Yes	9	10/1/2005
Whitman County Fire District #11	Yes	8/9*	10/1/2005
Whitman County Fire District #12	Yes	9	10/1/2005
Whitman County Fire District #13	Yes	9	10/1/2005
Whitman County Fire District #14	Yes	9	10/1/2005
Storm Ready	Yes	Participating	
Firewise	No	—	—

* Higher classification applies to when subject property is located beyond 1,000 feet of a creditable fire hydrant and is within 5 road miles of a recognized fire station.

TABLE 2-7. HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative #WC-1 —Retrofit critical infrastructure such as roads, bridges and large culverts that are vulnerable to the impacts of flood and earthquake hazards.							
Existing	Earthquake, Flood	3, 5	Department of Public Works	High	Gas Tax, Federal Bridge Replacement Program, Bond Issues, Grant Funding: PDM/HMGP, FCAAP	Short-term, ongoing	Yes (WC-1)
Initiative #WC-2 —Mitigate vulnerable roadways with historical erosion problems using slope-armoring, drainage improvements or roadway relocation, depending on which alternative is the most cost-beneficial.							
Existing	Flood, Dam Failure, Severe Weather	3, 5	Department of Public Works	High	County Roads Funding, Grant Funding: PDM, HMGP, FMA, FCAAP	Short-term, ongoing	Yes (WC-2)
Initiative #WC-3 —Restore the roadside drainage capacity of vulnerable facilities by removing the erosion sediment via standard drainage facility maintenance protocol.							
New and existing	Flood, Dam Failure, Severe Weather	3, 5	Department of Public Works	Medium	Gas tax, road levy, bond issue, Grant Funding: PDM, HMGP, FMA, FCAAP	Short-term, ongoing	Yes (WC-3)
Initiative #WC-4 —Consider the adoption of regulatory provisions that require “buffers” or “setbacks” to attenuate the impacts of flooding and erosion on development within the county.							
New and Existing	Flood, Dam Failure, Severe Weather	1, 3, 9	Department of Public Works, Planning Division	Low	County General Fund	Short-term, ongoing	Yes (WC-5)
Initiative #WC-5 —Utilize the risk assessment data of this plan to consider appropriate higher regulatory standards that will mitigate the impacts of natural hazards through the County’s annual review of its codes and ordinances.							
New and Existing	All Hazards	1, 3, 9	Department of Public Works, Planning Division, Department of Emergency Management	Low	County General fund	Short-term, ongoing	Yes (WC-6)
Initiative #WC-6 —Create remote emergency response capability by developing a mobile command unit that can be utilized as an emergency operations center in isolated portions of the County during hazard events.							
New and existing	All Hazards	2, 4, 7	Department of Emergency Management	High	DHS Grant Funding	Long-term, depends on funding	Yes (WC-8)

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<p>Initiative #WC-7—Enhance the Whitman County emergency response plan to include:</p> <ul style="list-style-type: none"> • Identification of critical transportation routes vulnerable to impacts of natural hazards and identification of alternative routes to be used during evacuation • Critical facility notification procedures • A post-disaster action plan • Coordination with County planning partners to establish a regional emergency response protocol. 							
New and Existing	All Hazards	2, 4, 7	Department of Emergency Management	Medium	General Fund, Grant Funding: DHS/FEMA	Long-term, depends on funding	Yes (WC-9)
<p>Initiative #WC-8—Utilize risk assessment data from this plan to identify (map) all structures susceptible to all hazards of concern within the entire County (including planning partners cities) to target public education and outreach on property protection and flood preparedness.</p>							
New and Existing	All Hazards	2, 4, 7	Department of Emergency Management, Department of Public Works	Medium	General Fund, Grant Funding: PDM, HMGP, FMA, FCAAP	Short-term, ongoing	Yes (WC-10)
<p>Initiative #WC-9—Maintain compliance and good standing under the National Flood Insurance Program.</p>							
New and Existing	Flood	1, 2, 3, 7	Department of Public Works	Low	General Fund	Ongoing	No
<p>Initiative #WC-10—Consider voluntary participation in programs such as the Community Rating System and Firewise programs that will provide benefits/incentives to the citizens of Whitman County for hazard mitigation.</p>							
New and existing	Flood, Wildfire	2, 6, 7, 8	Public Works	Low	General Fund	Long-term	Yes (WC-11)
<p>Initiative #WC-11—Maintain and enhance the risk assessment of this plan with best available data and science and utilize this data to support wise land use within the planning area. Establish linkages between land use plans and the hazard mitigation plan where appropriate.</p>							
New and Existing	All Hazards	1, 2, 3, 7	Whitman County Commissioners	Low	General Fund	Long-term	No
<p>Initiative #WC-12—Obtain light detection and ranging (LIDAR) data for the planning area to support development and use of GIS applications for the County.</p>							
New and Existing	All Hazards	2, 7	Public works, Information Technology	High	General Fund, FEMA RiskMAP, Ecology, Private Sector	Long-term, depends on funding	No
<p>Initiative #WC-13—Enhance County assessor data to support future risk assessments for the planning area. Enhancements could include but are not limited to the following:</p> <ul style="list-style-type: none"> • Obtain GIS-format data on all structures within the County. • Capture information such as date of construction, construction class, area, occupancy class, foundation type and building permit history. • Collect building photographs. • Create map interfaces intersecting hazard information with building information. 							
New and Existing	All Hazards	2, 7	County Assessor	High	General Fund	Long-term, depends on funding	No
<p>Initiative #WC-14—Where appropriate, support retrofitting, purchase or relocation of structures located in hazard-prone areas to protect them from future damage and ensure continuity of operations. Seek opportunities to leverage partnerships within the planning area in these pursuits.</p>							
Existing	All Hazards	2, 3, 5, 6	Department of Public Works, Emergency Management	High	Grant Funding, Local funds	Long-term, depends on funding	No
<p>Initiative #WC-15—Support the countywide initiatives identified in Volume 1 of this plan.</p>							
New and Existing	All	All	Whitman County	Low	Local funds	Short-term, ongoing	Yes (WC-12)
<p>Initiative #WC-16—Continue to support the implementation, monitoring, maintenance, and updating of this plan, as defined in Volume 1.</p>							
New & Existing	All Hazards	All	Whitman County	Low	General Funds, FEM/ Mitigation Grant Funding for 5-year update	Short-term, ongoing	No
<p>Initiative #WC-17—Coordinate with local fire agencies to develop more detailed and accurate fire risk maps that address the current and proposed future wildland urban interface from the jurisdictional level. Engage resources from the Washington Department of Natural Resources to assist with this process.</p>							
New and Existing	Wildfire	2, 7	Emergency Management	Medium	General Fund, Fire Grants	Long –term, depends on funding	No

TABLE 2-8. MITIGATION STRATEGY PRIORITY SCHEDULE

Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority ^a
WC-1	2	High	High	Yes	Yes	Yes	High
WC-2	2	High	High	Yes	Yes	Yes	High
WC-3	2	Medium	Medium	Yes	No	Yes	High
WC-4	3	Medium	Low	Yes	No	Yes	High
WC-5	3	High	Low	Yes	No	Yes	High
WC-6	3	High	High	Yes	Yes	No	Medium
WC-7	3	High	Medium	Yes	Yes	No	Medium
WC-8	4	Medium	Low	Yes	No	Yes	High
WC-9	4	Medium	Low	Yes	No	Yes	High
WC-10	4	Medium	Low	Yes	No	No	Medium
WC-11	4	Medium	Low	Yes	Yes	No	Medium
WC-12	2	High	High	Yes	Yes	No	Medium
WC-13	2	Medium	Low	Yes	No	Yes	High
WC-14	4	High	High	Yes	Yes	No	Medium
WC-15	8	High	Low	Yes	No	Yes	High
WC-16	8	Medium	Low	Yes	Yes	Yes	High
WC-17	2	High	Medium	Yes	Yes	No	Medium

a. See Section 1.3.3 for explanation of priorities

TABLE 2-9. ANALYSIS OF MITIGATION INITIATIVES

Hazard Type	Initiative Addressing Hazard, by Mitigation Type					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Dam Failure	3, 4, 5, 11, 12, 13, 15, 16	1, 14	8, 12, 13, 15	4	6, 7	2
Drought	5, 11, 12, 13, 15, 16	14	8, 12, 13, 15		6, 7	
Earthquake	5, 11, 12, 13, 15, 16	1, 14	8, 12, 13, 15	4	6, 7	2
Flood	3, 4, 5, 9, 10, 11, 12, 13, 15, 16	1, 9, 10, 14	8, 9, 10, 12, 13, 15	4, 9, 10	6, 7, 9, 10	2
Landslide	5, 11, 12, 13, 15, 16	14	8, 12, 13, 15		6, 7	
Severe Weather	3, 4, 5, 11, 12, 13, 15, 16	14	8, 12, 13, 15	4	6, 7	2
Volcano	5, 11, 12, 13, 15, 16	14	8, 12, 13, 15		6, 7	
Wildfire	5, 10, 11, 12, 13, 15, 16, 17	10, 14, 17	8, 10, 12, 13, 15, 17	10, 17	6, 7, 10, 17	

- Notes:
1. Prevention: Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
 2. Property Protection: Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
 3. Public Education and Awareness: Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
 4. Natural Resource Protection: Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
 5. Emergency Services: Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
 6. Structural Projects: Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

TABLE 2-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
WC-1		✓		Is now initiative # WC-1
WC-2		✓		Is now initiative # WC-2
WC-3		✓		Is now initiative # WC-3
WC-4			✓	Took preliminary action. Unable to complete due to lack of funding.
WC-5		✓		Is now initiative # WC-4
WC-6		✓		Is now initiative # WC-5
WC-7			✓	Not feasible due to lack of funding
WC-8		✓		Is now initiative # WC-6
WC-9		✓		Is now initiative # WC-7
WC-10		✓		Is now initiative # WC-8
WC-11		✓		Is now initiative # WC-10
WC-12		✓		Is now initiative # WC-15
WC-13		✓		This is now covered by initiative WC-13

10:05 a.m. - Recess.

BOCC MINUTES-03/18/13

D074030A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, 25, 2013 at 9:00 a.m.** Chairman Michael Largent, Art Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued/Workshop.

Present: Gary Petrovich (9:00 a.m.) and Denis Tracy (9:30 a.m.)

074031 40. Items discussed included the upcoming executive session, Board of Equalization appeal, Public Health sequestration, .09 audit recommendations, WSAC professional development training, quarterly meeting with Latah County, computer equipment needs for the new Fair/Facilities Management offices, ADA project, WorkSource, Stormwater legislation, Shoreline Management, Workers Memorial Day proclamation, support letters for Michael Baker, Snake River Salmon Recovery Board and the Board of Adjustment vacancy. No action taken.

074032 41. Claims/Payroll warrants numbered **302544-302629** for **\$634,251.99**.

074033 42. Personnel change order.

10:20 a.m. - Recess.

10:50 a.m. - Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

074034 43. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 12:00 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

11:15 a.m. - Return to Open Session/Adjournment.

D074034A Commissioner Kinzer **moved** to adjourn the **March 18, 19 and 25, 2013** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 1, 2013**. The foregoing action made this **25th** day of **March 2013**.

ss/ ART SWANNACK, COMMISSIONER
ss/ DEAN KINZER, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners