

**CITY OF CLARKSTON  
CITY COUNCIL AGENDA  
829 5<sup>th</sup> Street  
MONDAY, August 8, 2016**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:  
July 25, 2016 Regular Meeting**
  
- 5. COMMUNICATIONS:**
  - A. From the Public (Please limit comments to 3 minutes)**
  - B. From the Mayor**
  - C. From Staff or Employees**
  
- 6. COMMITTEE REPORTS:**
  - A. Finance – Audit Report on Current Bills**
  - B. Public Safety – no meeting**
  - C. Public Works – August 2**
  - D. Administrative/Intergovernmental – August 8**
  - E. Community Development – August 2**
  - F. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
  
- 7. UNFINISHED BUSINESS:**
  - A. Ordinance No. 1568, Repealing Ordinance No. 115, Fowl Running at Large – 2nd Reading**
  - B. Ordinance No. 1569, Amending SMS 10.54, Animal Regulations – 2nd Reading**
  - C. Ordinance No. 1570, Establishing Regulations for Keeping of Chickens – 2nd Reading**
  - D. Ordinance No. 1571, Amending CMC 10.56, Nuisances – 2nd Reading**
  
- 8. NEW BUSINESS:**
  - A. Resolution No. 2016-07, Asset Inventory Policy**
  - B. Ordinance 1572, Amend 17.100, Shoreline Management Plan - 1<sup>st</sup> Reading**
  
- 9. COUNCIL COMMENTS**
  
- 10. ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

**CLARKSTON CITY COUNCIL MINUTES**  
**July 25, 2016**

ROLL CALL: Terry Beadles, Skate Pierce, Belinda Campbell, Kelly Blackmon, Monika Beauchamp, John Murray; Brian Kolstad, unexcused absence.

**STAFF:**

Chief Cooper, Chief Hastings, PWD Martin, City Attorney Richardson, Clerk Storey

**AGENDA CHANGES:**

**APPROVAL OF:** Minutes of the July 11, 2016, Regular Meeting were approved as presented.

**COMMUNICATIONS:**

**A. From the Public:**

Janet Marugg, 2618 Sunset Court.  
Tom Martin, 421 11<sup>th</sup> Street.  
Melyssa Andrews, 721 11<sup>th</sup> Street.  
Anthony Amoss, 3313 4<sup>th</sup> St E, Lewiston.

**B. From Mayor:**

Mayor Lawrence reported that she and Councilmember Campbell assisted with the food distribution at the Lutheran church.

Mayor Lawrence thanked Chief Hastings and Chief Cooper for their work on the peaceful rally for Black Lives Matter on Friday. She commented on the cooperation between all the public safety agencies in the valley.

Mayor Lawrence reported that the City has received nine applications for fire chief. She is proceeding with a preliminary review of the applications.

Mayor Lawrence reported that our audit is nearing completion and the final report should be available in a few weeks.

**C. From Staff:**

City Attorney Richardson said that the PUD is doing some water line work in the vicinity of Albertsons, Costco and Motel Six. PWD Martin had requested that this work be completed during the night to minimize business and traffic disruption. Richardson said our code has a glitch that doesn't exempt utility work from the noise ordinance although there is an exemption for street maintenance. MOTION BY BLACKMON/PIERCE to grant a variance to allow the PUD to complete this work during night hours. Richardson suggested that council review the code and make changes for future work. Motion carried.

Richardson said there is a cost associated with updates to the municipal code. He suggested that when dealing with changes to a section of the code, it would be cost effective to look at making all potential changes to the section at one time.

Chief Cooper reported that the vehicle exhaust system is almost complete.

Councilmember Blackmon asked the status of an extension to an MOU with the firefighters union to continue the use of reserves. Chief Cooper said the MOU was extended.

**COMMITTEE REPORTS**

**Finance:** Councilmember Beadles reported the bills were reviewed and approved for payment. Total expenditures for July 25, 2016 of \$201,184.93. MOTION BY BEADLES/BEAUCHAMP to approve the bills. Motion carried.

**Public Safety:** Councilmember Beadles reported on the July 19 meeting. Committee recommends council approval of the agreement with Clarkston School District for the SRO.

Chief Cooper announced we were not successful on a grant application to replace SCBA's. Still

working on a resolution to the ambulance with an oil leak. The new vehicle exhaust system will be installed on July 22 and 23.

Chief Cooper discussed an upcoming Black Lives Matter demonstration.

Fire reserve work hours were discussed. Two reserves are leaving the department for full time employment.

The committee explored option for staffing at the fire department.

Councilmember Pierce reported that six options were presented at the meeting and Councilmember Beadles added two more options after the meeting. They are:

Maintaining the current system of 12 career firefighters with nothing changing.

Raising the sales tax by an additional 2/10% which would put us at the maximum allowable for optional sales tax.

Contract with the Fire District, but keep EMS.

Contract with the Fire District for fire protection, and get Asotin County to contract with us for EMS.

Contract with the Fire District for fire and with Lewiston for EMS.

Maintain our own fire and EMS with 10 career firefighters.

Develop a valley wide fire service.

Develop a valley wide EMS service.

Pierce said those are the options being discussed. There are some pros and cons to each. They have reached out to some of the various organizations and had discussion. He said Councilmember Kolstad had a couple of those conversations, but is not present to expound on them. He said if anyone has another idea to contact one of the members of the committee. He said the committee will get some rough numbers to present to council.

Mayor Lawrence said the committee will need direction from the council on how they want committee to proceed. Pierce said that some of the options will be fairly easy to estimate. Attorney Richardson said the council may want the committee to look more deeply into some of the options and report back before looking for direction. He said certain decisions by the council could invoke clauses in the union contract that would require the City to take fairly quick action and he wonders if the council would want additional information before taking that step. Pierce said the options that require contracting with other entities for all or a portion of the service would require more study. Richardson reminded council that the committee is just acting as a fact finder at this time.

Councilmember Blackmon asked if the sales increase would put the city at its limit for sales tax. Pierce said it would, so that would leave the City nowhere to go for additional revenue in the future.

**Public Works:** Councilmember Pierce reported on the July 19 meeting. Committee discussed recycling. PWD Martin got some suggestions from City of Moscow and some history on how they moved to single stream recycling.

Sewer user surveys have been sent to commercial users as required by Department of Ecology.

The City is working with the Port on possibly relocating the dumpsters at the boat dock to improve service and aesthetics.

The committee and Planning Commission are working on a draft ordinance for food vendors.

Discussed changing wording on the building permit application to ensure that only homeowners or contractors are granted permits to address issues with home flipping.

Committee discussed the possibility of moving the Farmer's Market to Vernon Park.

**Admin Committee:** Councilmember Murray reported on the July 25 meeting. Clerk Storey gave an update on proposals for a records management system.

**Community Development:** Councilmember Campbell reported on the July 19 meeting. Committee reviewed a final draft of the chicken ordinance. A couple of small changes were made. Four separate ordinances will be required to allow for chickens. They will be on the agenda.

Committee discussed incentives for people to clean up their property. Will ask PWD Martin about vacated properties and abandoned buildings during public works committee.

**Outside Organizations:** Mayor Lawrence reported on the Health District meeting. She said there is a possible satellite location for the WIC program. There was discussion of placing the agenda and minutes on the website.

Councilmember Campbell announced there is a Lodging Tax Advisory Committee meeting tentatively scheduled for August 11.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**A. Ordinance No. 1568, Repealing Ordinance No. 115, Fowl Running at Large – 1<sup>st</sup> Reading**

Ordinance No. 1568 was read by title.

**B. Ordinance No. 1569, Amending CMC 10.54, Animal Regulations – 1<sup>st</sup> Reading**

Ordinance No. 1569 was read by title.

**C. Ordinance No. 1570, Establishing Regulations for Keeping of Chickens – 1<sup>st</sup> Reading**

Ordinance No. 1570 was read by title.

**D. Ordinance No. 1571, Amending CMC 10.56, Nuisances – 1<sup>st</sup> Reading**

Ordinance No. 1571 was read by title.

**E. Agreement with Clarkston School District, School Resource Officer**

Chief Hastings explained that this is essentially the same agreement the City has had with the School District for several years. The costs have been adjusted for the coming year, an increase of about \$3,000. MOTION BY BEADLES/MURRAY to approve the agreement with Clarkston School District for the SRO. Motion carried.

**F. Conflict Public Defender Agreement, Jane Richards**

Mayor Lawrence said there has been an addendum added to the agreement to require the attorney to report monthly case numbers. MOTION BY BEAUCHAMP/BEADLES to approve the agreement with Jane Richards for conflict public defender. Motion carried.

**G. Resolution No. 2016-06, 2017 EMS Levy**

MOTION BY BLACKMON/BEAUCHAMP to approve Resolution No. 2016-06. Motion carried.

**COUNCIL COMMENTS:**

Councilmember Beadles commented on moving the farmer's market to Vernon Park and expanding it to include arts and crafts.

Councilmember Pierce commented that Clarkston has the best police force and also thanked the fire department for standing by during the recent event.

Councilmember Murray asked if the City has a legislative agenda. Mayor Lawrence said the City does contact our legislators on various legislation that is being considered, but we do not have an adopted legislative agenda. She said there is also a regular phone call with the legislators during the session that the Chamber sponsors and she attends. Murray said he will work with Admin committee on a legislative agenda.

Councilmember Campbell commented that the demonstration was good and there was a lot of cooperation. She also commented that the food distribution was the most rewarding thing she has ever volunteered for.

Councilmember Blackmon said Officer Morbeck is a perfect fit for school resource officer.

Chief Hastings said National Night Out is on August 2<sup>nd</sup> at Beachview Park.

**ADJOURNMENT:**

Meeting adjourned at 8:00 p.m.

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Vickie Storey, City Clerk

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Monika Lawrence, Mayor

|  |                                       |              |
|--|---------------------------------------|--------------|
| Total Fund Expenditures, 7/25/16             | Ck #62070, 62094-62134, Excise-6/2016 | \$65,811.19  |
| Total Fund Expenditures,<br>Payroll, 7/15/16 | Ck #62071-93                          | \$135,373.74 |

**DRAFT**

**COMMUNITY DEVELOPMENT MEETING**  
**08-0-2016**  
**Notes**

In attendance: Councilor Monika Beauchamp, Councilor Skate Pierce, Councilor Belinda Campbell, Tricia York

A presentation was given by Valley Vision Director Doug Mattoon and board member Michelle Bly.

Valley Vision is an economic development agency that concentrates their efforts on business recruitment, retention and expansion and business climate improvement. Valley Vision recruitment efforts lean towards businesses that can help other businesses grow and expand with an emphasis on manufacturing. What they bring to the valley are businesses that are a "good fit" for our community. The only time their efforts are on either one side of the river or the other is when the lead they receive comes from a state entity.

60% of Valley Vision's funding is garnered from the private business community and the other 40% from public funding. They would like to ask the City of Clarkston to consider a request from Valley Vision for funding when budgeting for next year.

ORDINANCE NO. 1568

AN ORDINANCE REPEALING ORDINANCE NO. 115 OF THE CITY OF CLARKSTON AS CODIFIED AT CHAPTER 6.12 OF THE CLARKSTON MUNICIPAL CODE, WHICH PROHIBITS FOWL RUNNING AT LARGE.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1.0,

**Repealer**

The following is hereby repealed:

Ordinance No. 115, enacted on April 8, 1913 as codified at Chapter 6.12 of the Clarkston Municipal Code, which prohibits fowl running at large is hereby repealed.

SECTION 2.0

**Savings Clause.**

Ordinance No. 115, which is being repealed by this ordinance, shall remain in full force and effect until the effective date of this ordinance.

SECTION 3.0

**Severability**

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

SECTION 4.0

**Effective Date.**

The effective date of this ordinance shall be five days after signing and publication..

Passed by the Clarkston City Council at a regular meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Approved:

\_\_\_\_\_  
Monika Lawrence, Mayor

Approved as to Form:

\_\_\_\_\_  
Todd Richardson, City Attorney

Attest:

\_\_\_\_\_  
Vickie Storey, City Clerk

Date of Publication: \_\_\_\_\_

ORDINANCE NO. 1569

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 10.54 OF THE CLARKSTON MUNICIPAL CODE, WHICH ESTABLISHES REGULATIONS FOR KEEPING AND CONTROL OF ANIMALS

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1.0

Clarkston Municipal Code Chapter 10.54 is hereby amended as follows:

10.54.010 Keeping animals

~~It is unlawful to keep or maintain any livestock, horses, mules, cattle, sheep, goats fowl, rabbits, pigs, chickens, ducks, or geese, within the corporate limits of the city.~~

It is unlawful to keep or maintain any livestock, horses, mules, cattle, sheep, goats, rabbits, pigs, ducks or geese within the corporate limits of the city.

10.54.020 Animal enclosures.

~~The erection, construction or maintenance of any barn, building, chicken house, hutch and/or the erection or construction and maintenance of any enclosure designed or intended for the keep of any animal or fowl prohibited in CMC 10.54.010 is expressly prohibited.~~

The erection, construction or maintenance of any barn, building, hutch and/or the erection or construction and maintenance of any enclosure designed or intended for the keeping of any animal or fowl prohibited in CMC 10.54.010

10.54.030 Animals at large prohibited.

It is unlawful to allow, permit or fail to prevent any animal as set forth in CMC 10.54.010 to run at or be at large within the corporate limits of the city.

10.54.040 Exceptions:

~~The area bounded on the south by Poplar Street, on the east by 13<sup>th</sup> Street and the north and west by the city limits shall be excepted from the general application of this chapter under the terms of this section; that upon the cessation of the current use, or the transfer by sale, gift or other devise of the real property containing activities contrary to this chapter, such property shall be subject to the terms of this chapter and no other activities contrary hereto shall be permitted.~~

SECTION 2.0

**Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or

federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

SECTION 3.0

**Severability.** If any one or more section, subsection, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is held to be unconstitutional or invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances, and the same shall remain in full force and effect.

SECTION 4.0

**Effective Date.** This ordinance shall take effect thirty days after its passage, approval and publication.

PASSED by the City Council of the City of Clarkston, Washington this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Monika Lawrence, Mayor

Attest:

\_\_\_\_\_  
Vickie Storey, City Clerk

Approved as to Form:

\_\_\_\_\_  
Todd Richardson, City Attorney

Date of Publication: \_\_\_\_\_

## ORDINANCE NO. 1570

AN ORDINANCE OF THE CITY OF CLARKSTON, WASHINGTON, ADDING CLARKSTON MUNICIPAL CODE CHAPTER 6.26, WHICH ESTABLISHES REGULATIONS FOR THE KEEPING OF CHICKENS WITHIN THE CITY LIMITS.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

## Section 1.0

Sections:

|          |                      |
|----------|----------------------|
| 6.26.010 | Purpose              |
| 6.26.020 | Location             |
| 6.26.030 | General Requirements |
| 6.26.040 | Chicken Permit       |
| 6.26.050 | Remedies             |
| 6.26.060 | Violation - Penalty  |

6.26.010 Purpose:

The intent of this section is to authorize and establish standards for keeping domesticated chickens on a non-commercial basis and in a manner which will not endanger the health, peace, and safety of the citizens of the city and which will assure that chicken coops/runs are appropriately placed, maintained and managed. This section is enacted for the welfare of the public as a whole and not for any specific individual, group or class.

6.26.020: Location:

No more than four (4) hens may be kept per single-family residential lot containing a maximum of one (1) residence and are restricted to the sideyard or backyard area of the lot.

6.26.030: General Requirements:

- (1) Only the female gender (hen) of the species *G. gallus domesticus* will be allowed within the city limits. No males (roosters) are allowed.
- (2) The maximum number of chickens allowed for any household is four (4).
- (3) The primary flight feathers on the wings must be clipped to prevent flight.
- (4) A coop is required to house the chickens. The coop must allow for three (3) square feet per chicken with a minimum of 18" of overhead space per level of the coop.
- (5) An area outside of the coop must be provided as a run. The area requires a minimum of nine (9) square feet per chicken. The coop and run must be fully contained within the property.
- (6) The chicken enclosure must be six (6) feet in height or be fully enclosed so as to prevent the chickens from escaping.
- (7) Chickens may not be allowed to run at-large and shall be contained upon the owner's property at all times.

- (8) Any coop or run or chicken tractor must be three (3) feet from any property line and ten (10) feet from any existing neighboring residence, including any attached garage, patio, gazebo, swimming pool or hot tub.
- (9) Coops and runs and chicken tractors must be constructed and located so as not to allow stormwater or other drainage onto neighboring property, including public rights-of-way and drainage ways.
- (10) The chicken coop, pen and surrounding area shall be kept clean, dry and odor-free. All uneaten feed shall be removed in a timely manner. Chicken manure shall be managed so as not to create a nuisance or be in violation of Chapter 10.56 CMC as currently enacted or hereinafter amended.

6.26.040 Chicken Permit:

- (1) A one-time permit to keep up to four (4) chickens per single-family residential lot shall be obtained by the owner
- (2) Fee: The permit fee shall be \$25.00.
- (3) The permit shall be issued by the Office of the City Clerk.
- (4) Contents of Permit. The Permit shall contain the following information:
  - a) Date of issuance
  - b) Permit number
  - c) The name, address and telephone number of the owner of the chickens.
- (5) The permit is not transferable from one chicken owner to another.

6.26.050 Remedies:

Property used in violation of the provisions in this ordinance shall constitute a nuisance, and the city may, in addition to or as an alternative to other remedies that are legally available for enforcing this title, institute injunction, abatement or other appropriate proceedings to prevent, enjoin temporarily or permanently, abate or remove the unlawful situation.

6.26.060 Penalty:

A violation of this title shall be considered a misdemeanor. Each day that the violation continues, the violation shall be considered a separate offense. Upon conviction of a violation in any provision of this title, the defendant shall be punished by a fine of not to exceed \$1,000.00 or imprisonment not to exceed 90 days, or by both such fine and imprisonment.

Section 3.0

Severability:

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 4.0

Corrections by City Clerk or Code Reviser:

Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 5.0

Effective Date:

This ordinance shall take effect thirty days after its passage, approval and publication, as provided by law.

PASSED by the City Council of the City of Clarkston this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Monika Lawrence, Mayor

ATTEST:

\_\_\_\_\_  
Vickie Storey, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Todd Richardson, City Attorney

Passed by the City Council:

Published:

Effective Date:

ORDINANCE NO. 1571

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 10.56 OF THE CLARKSTON MUNICIPAL CODE, WHICH ESTABLISHES REGULATIONS FOR NUISANCES

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1.0

Clarkston Municipal Code Chapter 10.56 is hereby amended to add the following subsection:

10.56.010(14) List of activities and conditions which constitute a nuisance.

The keeping of an animal or animals within the city limits of the City of Clarkston in or under conditions which create offensive odors in the vicinity in which they are kept.

SECTION 2.0

**Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

SECTION 3.0

**Severability.** If any one or more section, subsection, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is held to be unconstitutional or invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances, and the same shall remain in full force and effect.

SECTION 4.0

**Effective Date.** This ordinance shall take effect thirty days after its passage, approval and publication.

PASSED by the City Council of the City of Clarkston, Washington this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Monika Lawrence, Mayor

Attest:

\_\_\_\_\_  
Vickie Storey, City Clerk

Approved as to Form:

\_\_\_\_\_  
Todd Richardson, City Attorney

Date of Publication: \_\_\_\_\_

**RESOLUTION NO. 2016-07**

**A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON, ADOPTING A  
POLICY FOR THE RECORDING AND INVENTORY OF THE CITY'S ASSETS**

**WHEREAS**, accountability for the fixed assets of the City of Clarkston is required to make certain that public property is adequately protected and its use is properly managed; and

**WHEREAS, recording** the acquisition and disposal of fixed assets and performing an annual inventory to reconcile those records will ensure that accountability;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Clarkston, Washington, as follows:

1. A policy is hereby established that a property management system will be established that will include specific items of property (fixed assets) that:
  - a) are tangible in nature;
  - b) have a life longer than three years; and
  - c) have a significant value. Significant value shall be defined as \$5,000 or more.
  - d) small and attractive assets will be included if their value is less than \$2,500 but more than \$300. Attractive assets include such items as: cell phones, cameras, laptop computers, power tools.
2. The Finance Department will have custody of the property records and prepare the annual inventory reconciliation documents.
3. Assets will be recorded with permanent numbered tags which will be affixed to each item. An asset information sheet will be maintained for each item.
4. A record of the current inventory will be produced each year. Each department will be responsible for locating all items on the list and reconciling the inventory.
5. Results of the annual inventory will be reported to the Finance Committee.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Monika Lawrence, Mayor

ATTEST:

\_\_\_\_\_  
Vickie Storey, City Clerk

## PROCEDURES FOR FIXED ASSET CONTROL

Effective Date: August 9, 2016

Purpose: To establish procedures for property management to account for the City's fixed assets.

### **A. Classification and Recording**

Classification is used to determine the dollar limits for inclusion in the property management system and to assist in determining the numbering sequence and type of tagging to be used.

#### **CLASSIFICATIONS:**

- \* Land Includes all land parcels acquired for building sites, parks, recreation, etc.
- \* Buildings Includes all buildings (or structures which serve as buildings, such as permanently established trailers.) Permanently attached fixtures installed during construction are considered a part of the building. The subsequent addition of equipment will be recorded as Machinery & Equipment. Major improvements, such as additions to buildings, should be added when completed.
- \* Improvements Other than Buildings Includes such things as park facilities (playground equipment, benches, etc.) and parking lots.
- \* Machinery and Mobile Equipment Include all motor vehicles, trailers, graders, tractors, mowers, etc., where the unit cost exceeds \$5,000.
- \* Office Equipment Includes all office equipment where the unit cost exceeds \$5,000.
- \* Office Furniture Include all office furniture where the unit cost exceeds \$5,000.
- \* Other Machinery and Equipment Includes all other machinery and equipment where the unit cost exceeds \$5,000.
- \* Small Tools/Minor Includes items of an attractive nature where the unit cost is

Equipment more than \$300 but less than \$5,000, but which are “attractive assets”, such as power tools, cell phones, portable radios, computer equipment.

Fixed assets are defined as items costing \$5,000 or more and having a life of more than three years. We will also inventory items of lesser value which are considered “small and attractive assets”.

Items costing \$5,000 or more should be coded to a capital outlay expense line when purchased, object code of 60 - 64. Items costing under \$5,000 should be coded to an object code in 30’s range, such as 35 - small tools/minor equipment.

## RECORDING

1. Record fixed asset costs and other relevant data from the invoices or supporting documents to the Asset Information Sheet , attached as Exhibit A.
  - a. Asset Tag No. - Select the next fixed asset control number from the schedule of control numbers.
  - b. Asset Classification Code - From listing at bottom of sheet. Corresponds with object code used in expense line.
  - c. Asset Description - detailed description, including model number and distinctive features. If asset is land or buildings, include the legal description of the property.
  - d. Manufacturer’s Serial No.
  - e. Vendor - include both name and address
  - f. Date Acquired - invoice date, closing date in case of land purchase, date of purchase agreement or lease purchase agreement.
  - g. Purchase Price or Value - from the invoice, best estimate or professional appraisal. Include total cost before trade-in or discounts. Include cost of transportation, taxes and installation, etc.
  - h. Location Data - Actual location of item and title of individual responsible for item.
  - i. Fund Source - The designation of the funding source; if purchased with Federal grant funds, list the granting agency and grant number.
  - j. Insurance Coverage Information - Designate whether to add to policy. If vehicle over \$25,000, should it be at replacement or cash value.
  - k. Disposition Data - To be used when disposing of the asset. Complete information so it can be deleted from the inventory records. Any assets being disposed of must be verified by a second party.
  
2. Prepare a log to track the numerical sequence of tags. See attached Exhibit B.

Note: Only items of equipment are to be physically tagged with control numbers. For internal control purposes, assets such as vehicles, buildings, other improvements and land are assigned sequential numbers in the records. However, they are not physically tagged with this number.

### **C. Physical Tagging**

The purpose of tagging the fixed asset is to aid in obtaining a record of the property belonging to the City in order to improve control and financial reporting.

1. Obtain sufficient copies of the Asset Information Sheet forms to have one for each item to be tagged. Attached as Exhibit A.
2. Complete an Asset Information Sheet for each item. Fill in the as much information as available; asset name, class code, value if known, vendor and description, location. An Asset Information Sheet should be completed for new purchases as they are acquired.
3. Obtain a numbered tag for each item that can be tagged and affix it in a visible location. Once items are tagged record the tag number on the asset sheet and return the sheets to the Finance Department.
7. Determine the condition of the asset and write it on the Tag Record form. Use this code: N=new; G=good; F=Fair; P=poor.
8. Maintain a list of fixed assets that do not have an Asset Information Sheet. Turn in at the end of the inventory.
9. Return all Fixed Asset Information Sheets to the finance department. Make note of those items that could not be located and any other assets of the department that do not have a Fixed Asset Information Sheet.
10. Make a thorough search for any assets which could not be located. Notify the appropriate responsible person of the missing items and remove them from the inventory if they cannot be located.
12. Add any items not previously recorded to the inventory.

### **D. Annual Fixed Asset Inventory**

The existence and condition of all fixed assets owned by the city should be verified annually.

1. At the designated time each department will be furnished a list of all assets assigned to that department.
2. The location and condition of each item should be verified. Note any items that could not be located. Spot verification may be done by administration.
3. The condition and use of buildings and land improvements owned by the City will be checked and the records updated.
4. Search for any item not accounted for during the inventory. Any that are not located, should be followed up on and recorded as lost and removed from the inventory.
5. Add any items not currently on the inventory list and complete an Asset Information Sheet.

#### **E. Disposal of Fixed Assets**

When a fixed asset is no longer used by the City, either because it is in poor condition or because needs have changed, consideration should be given to disposing of the asset. The status of the asset should be observed during the annual inventory and unused items and items in poor condition should be noted. Items in these categories should be called to the attention of the administration. Disposition must be in compliance with state law and procedures adopted by the City.

Before real or personal property is disposed of, a notice that the property is considered surplus should be circulated to other departments to enable them to consider using the property.

The disposition section of the Asset Information Sheet should be completed upon disposal of the asset. The Asset sheet is then placed in an inactive file. Disposition of any asset should be verified by a second party.

#### **F. Addition of Fixed Assets**

For additions, the finance department should receive the following:

- a. a copy of the invoice when a purchase is made.
- b. a copy of all lease agreements and purchase contracts.
- c. a summary of completed construction projects and work sheets that itemize the costs of assets constructed in-house.

An Asset Information Sheet should be completed and a tag number should be assigned and attached to the item.

**CITY OF CLARKSTON  
ASSET INFORMATION SHEET**

**DEPT:** \_\_\_\_\_

| ASSET NAME:              | TAG #<br>Class Code | Invoice No.<br>& Date | Purchase Price<br>or Value |
|--------------------------|---------------------|-----------------------|----------------------------|
|                          |                     |                       |                            |
|                          |                     |                       |                            |
| VENDOR (Include Address) |                     | General Description   |                            |
|                          |                     |                       |                            |
|                          |                     | Serial No. _____      |                            |

| Estimated Life:           | Funding Source:             | Condition: |
|---------------------------|-----------------------------|------------|
| _____ Years               | Federal Grant<br>City Funds |            |
|                           |                             | Location   |
|                           |                             |            |
| Maintenance/Repairs/Other |                             |            |
|                           |                             |            |

| ASSET DISPOSAL INFORMATION:    |       | Verified By: |           |
|--------------------------------|-------|--------------|-----------|
| Sold or Traded to or Destroyed | Date: | Receipt #    | Proceeds: |
|                                |       |              |           |
| Authorizing Document:          |       |              |           |
|                                |       |              |           |

- Classification Code:
- 61 - Land
  - 62 - Buildings
  - 63 - Other Improvements to Real Property
  - 64 10 - Vehicles
  - 64 20 - Office Equipment
  - 64 30 - Office Furniture
  - 64 90 - Other Machinery & Equipment
  - 35 - Small Tools/Minor Equipment

- Condition:
- N = new
  - G = good
  - F = fair
  - P = poor

**ORDINANCE NO. 1572**

**AN ORDINANCE OF THE CITY OF CLARKSTON AMENDING CMC CHAPTER 17.100, WHICH ESTABLISHES A SHORELINE MASTER PROGRAM**

WHEREAS, the Washington State Department of Ecology has requested that the City of Clarkston update its regulations of the Shoreline Master Program in and for the City of Clarkston as provided by RCW 90.58, and;

WHEREAS, the City Council did consider the following Findings of Fact;

WHEREAS, after entering these Findings, having fully considered all public testimony and the entire public record, as well as the requirements of the Shoreline Management Act (SMA);

WHEREAS, the proposed revisions and content of the Shoreline Master Program are necessary to protect the health, safety and general welfare of the community and its residents;

WHEREAS, the City of Clarkston did allow for and encourage public participation in the review and update process of the Shoreline Master Program;

WHEREAS, the proposed Shoreline Master Program has been found consistent with existing development regulations and State and federal laws;

WHEREAS, the proposed Shoreline Master Program does not produce a significant adverse environmental impact;

WHEREAS, the City of Clarkston Planning Commission has duly advertised for and conducted a public hearing on the proposed Shoreline Master Program on June 6, 2016;

WHEREAS, the City of Clarkston Planning Commission has reviewed the proposed Shoreline Master Program and recommended adoption of said document;

**NOW, THEREFORE, the Clarkston City Council does ordain as follows:**

**SECTION 1.0**

~~17.100.010 Adopt 1994 Asotin County Shorelines Master Program~~ Adopt Southeast Washington Coalition Shoreline Master Program

~~17.100.020 Severability~~

~~17.100.030 Effective Date~~

~~17.100.010 Adopt 1994 Asotin County Shorelines Master Program by Reference.~~

~~The document known as the Asotin County Shoreline Master Program as adopted in 1994 and as revised or amended in the future is hereby adopted in its entirety by reference.~~

17.100.010 Adopt Southeast Washington Coalition Shoreline Master Program.

The document known as the Southeast Washington Coalition Shoreline Master Program 2016 is hereby adopted in its entirety by reference. A copy of the Shoreline Master Program will be kept on file in the office of the Public Works Director of the City of Clarkston.

~~17.100.020 Severability.~~

~~If any one or more section, subsection, or sentence of this chapter are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this chapter and the same shall remain in full force and effect.~~

~~17.100.030 Effective Date.~~

~~The ordinance codified in this chapter shall take effect on and be in force thirty days from and after its passage, approval and publication as required by law.~~

Section 2.0

Corrections by the City Clerk or Code Reviser. Upon approval by the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules or regulations; or numbering and section/subsection numbering.

Section 3.0

Severability.

If any one or more section, subsection, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is held to be unconstitutional or invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances, and the same shall remain in full force and effect.

Section 4.0

Effective Date.

This ordinance shall be in full force and effect five days after its passge, approval and publication. .

ADOPTED this \_\_\_\_\_ day of August, 2016.

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Monika, Lawrence, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Vickie Storey, City Clerk

\_\_\_\_\_  
Todd Richardson, City Attorney

Date of Publication: \_\_\_\_\_

**CITY OF CLARKSTON  
PLANNING COMMISSION MINUTES  
June 6, 2016**

**CALL TO ORDER:** 7:00 P.M., Clarkston City Hall, Chair McCroskey  
**ROLL:** McCroskey, Merrill, Gilbertson, Owen

**PUBLIC HEARING:**

**Public Hearing on Shorelines Master Plan**

Chair McCroskey opened the Public Hearing at 7:02 p.m...

Don Brigham, consultant on the update project, gave a brief overview of the Master Plan update and introduced Karst Riggers, Asotin County planner, Ben Floyd of Anchor QEA and Jaime Short, shoreline planner for Department of Ecology.

Ben Floyd gave a background on why shoreline master plans were developed. State guidelines were updated in 2003 and Asotin County was required to update their plan by 2016. Clarkston joined a coalition which consists of Asotin County, Garfield County, Columbia County, Town of Starbuck and Clarkston. This allows for more consistent standards along the Snake River and provides some efficiency. But the plan has been tailored to fit each entity's needs. The plan should balance environmental protection, public access and water oriented uses. Clarkston's plan needs to provide for single family residential since there is a small sliver of residential area within our boundaries. As the plan is implemented the entities have to maintain the conditions as they were in 2014 when the study was done or mitigate the impacts of development.

Floyd discussed the process that has been followed in developing the program. Once the program is approved at the local level, it will go to the state for review and approval.

Floyd said the shoreline jurisdiction is the area mainly within 200 feet of the shoreline. The plan includes goals, polices, regulations, designations for land and uses. Frequently flooded areas and critical areas are addressed. He said there was an advisory committee that he worked with and other state agencies were included. Protection of riparian areas is addressed. Private docks and boat launches were addressed. Vegetation management provisions are included.

The majority of Clarkston's shoreline is considered high intensity. Part is industrial or commercial in the Port area and the rest is recreational. He said there is a very small area of residential that falls within the shoreline zone, but the property owners will probably not even be aware and will not be impacted.

Vegetation management regulations are included. It addresses how vegetation can be removed, including trees.

Public access areas are identified.

Floyd said the next step is for the planning commission to recommend approval to the city council. Then it will go to the state for comments and approval. Once that is done, the program will be in effect.

Commissioner Owen asked about the change from Conservancy to Recreational in the area south of the Interstate Bridge. He said conservancy is more for open space. Since this area is already somewhat developed with the trail and the park area, it made sense to change it to recreational.

There were no comments from the public.

Chair McCroskey closed the public hearing at 7:32 p.m.

**MOTION BY MERRILL/ OWEN** to close the hearing and make a recommendation to the city council to approve the updated Shoreline Master Plan. Gilbertson said he attended one of the work sessions and was impressed with the amount of thought and effort that has gone into this document. Motion carried.

**APPROVAL OF MINUTES:**

Minutes of the May 2, 2016 meeting were approved on a motion by GILBERTSON/MERRILL

**REGULAR BUSINESS:**

**UNFINISHED BUSINESS:**

PWD Martin said he is working on a draft ordinance for food trucks. Next meeting was scheduled for July 18.

**COMMUNICATIONS:**

- A. From Public,
- B. Written, From Planning Commission –

## **Comparison Fact Sheet**

### **Between Existing Asotin County Shoreline Master Program And Proposed New Shoreline Master Program**

While the purpose and intent of the proposed Shoreline Master Program for Asotin County matches the current program, you should be aware that there are significant differences between the two programs. This handout is designed to highlight those differences. The current program was adopted in 1994 and numerous changes have transpired since then. The majority of these changes are required by the state legislature.

**Goals** – Although the wording is revised, the overall goals of the proposed Shoreline Master Program (SMP) is consistent with the current SMP.

**Jurisdictions** – The shorelines covered by the proposed SMP remain the same for the shorelines of the Snake River, Grande Ronde River and Asotin Creek. However, the City of Asotin which is included in the current SMP is developing a separate SMP, so it has been removed from the proposed SMP. The City of Clarkston is included in both the current and proposed SMP.

**Environmental Designations** – Under the existing SMP, there are five environmental designations: Urban, Suburban, Rural, Conservancy and Natural. The proposed SMP sets forth six environmental designations which are High Intensity, Shoreline Residential, Rural, Recreation, Conservancy and Natural. These designations more accurately reflect the existing and anticipated land uses for the shorelines over the next 20 years.

A majority of the shorelines in Asotin County along the Snake River below the City of Asotin are controlled by the U.S. Army Corps of Engineers. Thus, in the proposed SMP, many of the Corps-owned shorelines are designated as Conservancy and recreation which reflects its public ownership. The significant changes are as follows:

- The shorelines from the Interstate Bridge west to the Hells Canyon marina is changed from Urban to a combination of Recreation and High Intensity.
- Private lands between Clarkston and Asotin are changed from Suburban to Shoreline Residential with recreation between SR 129 and the Snake River.
- Up the Snake River (below the Grande Ronde) there are three stretches of shoreline which are changed from Rural and Conservancy to Recreation, reflecting their current and proposed use
- Shorelines along the lower Grande Ronde are a changed from Rural to a combination of rural and Conservancy.
- All islands in the Grande Ronde are changed from Rural to Natural
- Joseph Creek remains the same.
- The majority of the Grande Ronde is changed from Rural to Conservancy in stretches where the shoreline is in public ownership
- The North and South Forks of Asotin Creek are changed from Rural and Conservancy to both being all Conservancy.

**Shoreline Uses** – Shoreline uses are either allowed outright, permitted conditionally or prohibited. The significant differences between shoreline uses under the existing program compared to the proposed SMP are presented in the attached matrix.

In summary: Boating, Docks, Peirs and Mooring Facilities have been expanded for more clarification with Private Docks prohibited and Private Launches allowed. Public facilities are allowed (and encouraged).

Additional classifications have been expanded for clarification such as: In-water Modifications, Dredging, Fill, Research and Monitoring, and Flood Control.

**Buffers** – A significant addition to the proposed SMP that is not in the current SMP is the requirement for buffers. Although similar, shoreline buffers and setbacks are not quite the same thing. Shoreline buffers are intended to protect ecological functions. A shoreline buffer is an area that is to be maintained in an undisturbed state yet allows for some development and vegetation management. Keeping native vegetation, trees, and shrubs in our shoreline buffer areas has many benefits. Buffers:

- Help protect water quality by filtering out pollutants in stormwater runoff.
- Provide organic material to the food chain.
- Offer shade and habitat for critical fish, bird and wildlife species.
- Help stabilize slopes and riverbanks.

Shoreline setbacks, on the other hand, are the minimum distance between a structure and the shoreline area. Setbacks are intended to keep homes out of harm's way or prevent the future need for environmentally-harmful activities such as shoreline armoring. Setting back a home on a bluff or riverbank, for example might prevent the future need for armoring the toe of the slope when the bluff naturally and inevitably erodes. Setting a home back from the shoreline in a low area can reduce the need for armoring from high water events. Setbacks also keep homes from being built too close to the water's edge, making them safer and less expensive to maintain. An added benefit is that setbacks prevent adjacent owners from building in front of your home and blocking or diminishing your waterfront view. Other setbacks are used to separate residential structures from roads, side yard property lines, and to provide access for emergency activities, as well as maintenance and repair.

**No-net-loss** – The relatively new environmental protection standard for updated shoreline master programs is “no-net-loss of shoreline ecological functions.” This was not a required component of SMPs when Asotin County's current plan was developed. While restoration of degraded areas is encouraged, this does not mean all shoreline areas are required to be made “pristine” or returned to pre-settlement conditions. Local governments are required to inventory current shoreline conditions – including identifying existing ecological processes and functions that influence physical and biological conditions. When a shoreline program is adopted, existing ecological conditions on the ground must be protected while development of shoreline areas is continued in accordance with adopted regulations. This is accomplished by avoiding or minimizing the introduction of impacts to ecological functions that result from new shoreline development.

## **A Summary of the Shoreline Management Act**

The Shoreline Management Act (SMA) was enacted in 1971 to provide for the management and protection of shorelines of the state by regulating development in the shoreline area. The goal of the SMA is "to prevent the inherent harm in an uncoordinated and piecemeal development of the state's shorelines" (RCW 90.58.020). The SMA requires cities and counties to adopt an Shoreline Master Plan (SMP) to regulate shoreline development and accommodate "all reasonable and appropriate uses" consistent with "protection against adverse effects to the public health, the land and its vegetation and wildlife, and the waters of the state and their aquatic life...and public rights of navigation." Asotin County's current SMP was adopted in 1994, and the City of Clarkston has adopted Asotin County's 1994 SMP.

The Washington State SMA defines the shoreline of the state as "all 'shorelines' and 'shorelines of statewide significance' within the state" (RCW 90.58.030). The shoreline includes floodways, land within 200 feet of the ordinary high water mark (OHWM) of the waterways, floodplains up to 200 feet from the floodway edge, and associated wetlands.

There are three basic policy areas to the Act: shoreline use, environmental protection and public access. The Act emphasizes accommodation of appropriate uses that require a shoreline location, protection of shoreline environmental resources and protection of the public's right to access and use the shorelines (RCW 90.58.020).

- **Shoreline use:** The SMA establishes the concept of *preferred uses* of shoreline areas. The Act requires that "uses shall be preferred which are consistent with control of pollution and prevention of damage to the natural environment, or are unique to or dependent upon use of the states' shorelines..." . "Preferred" uses include single family residences, ports, shoreline recreational uses, water dependent industrial and commercial developments and other developments that provide public access opportunities. To the maximum extent possible, the shorelines should be reserved for "water-oriented" uses, including "water-dependent", "water-related" and "water-enjoyment" uses.

The Act affords special consideration to **Shorelines of Statewide Significance** that have greater than regional importance. Preferred uses for Shorelines of Statewide Significance, in order of priority, are to "recognize and protect the state wide interest over local interest; preserve the natural character of the shoreline; result in long term over short term benefit; protect the resources and ecology of the shoreline; increase public access to publicly owned

shoreline areas; and increase recreational opportunities for the public in the shoreline area."

- **Environmental protection:** The SMA is intended to protect shoreline natural resources, including "...the land and its vegetation and wildlife, and the water of the state and their aquatic life..." against adverse effects. All allowed uses are required to mitigate adverse environmental impacts to the maximum extent feasible and preserve the natural character and aesthetics of the shoreline.
- **Public access:** Master programs must include a public access element making provisions for public access to publicly owned areas, and a recreational element for the preservation and enlargement of recreational opportunities.

The overarching policy is that "the public's opportunity to enjoy the physical and aesthetic qualities of natural shorelines of the state shall be preserved to the greatest extent feasible consistent with the overall best interest of the state and the people generally. "Alterations of the natural conditions of the shorelines of the state, in those limited instances when authorized, shall be given priority for...development that will provide an opportunity for substantial numbers of people to enjoy the shorelines of the state."