



**Town of Twisp
Council Meeting
Tuesday, April 23rd, 2024 – 5:30PM**

Location: Twisp Civic Building

If you would like to attend to the meeting online via computer, tablet, or smartphone, please visit our website and follow the link to join or navigate to the following

URL: <https://meet.goto.com/437747061>

If you would like to listen to the meeting over the phone, please use the following number: **[+1 \(872\) 240-3412](tel:+18722403412)**

Access Code: **[437-747-061](tel:+18722403412)**

Anyone who wishes to make a verbal public comment may register in person before the meeting, or with the Clerk's Office via phone 509-997-4081 or email clerktreasurer@townoftwisp.com. Public Commenters must provide their name, address, and the topic of their comment. At the designated time, commenters will be called on by the Mayor. Comments will be limited to three (3) minutes in length.

Public comments may also be submitted in writing in advance of the meeting (via email to clerktreasurer@townoftwisp.com or dropbox at Town Hall) and must contain the Commenter's name, address, and comment. Written comments will NOT be read aloud at the meeting, but will be included in the meeting minutes.



**Town of Twisp
Council Meeting Agenda Tuesday,
April 23rd, 2024 – 5:30PM**

Call to Order and Roll Call

Pledge of Allegiance – Council Member (Mayor’s Request)

- **Oath of Office** – Council Position #3 – Wyatt Lundquist

4

Request for Additions &/or Changes to the Agenda

Public Comment Period

Routine Items:

- Mayor’s Report
- Staff Reports
- Committee/Commission/Board Reports

New/Old Business:

- **Public Hearing:** Ordinance #816 - Short Term Vacation Rental (SVTR) Moratorium Extension 5-8
- **Discussion/Action:** Ordinance #816 – Short Term Vacation Rental (SVTR) Moratorium Extension
- **Discussion/Action:** Board of Adjustment Oaths of Office – Barry Stromberger, Miles Milliken 9-10
- **Discussion/Action:** Creative District Board Appointment – Town Resident – Tim McGuire 11-13
- **Discussion:** Ordinance #TBD – TMC Chapter 18.70 Short Term Vacation Rentals (SVTR) 14-22
- **Discussion/Action:** Parking Code Revisions 23-44
- **Discussion/Action:** Resolution #24-720 -Twisp Development Standards 45-97
- **Discussion/Action:** RCO Grant Application – Mill Hill Acquisition 98-100
- **Discussion/Action:** Council Committee/Commission/Board Assignments 101-102

Consent Agenda:

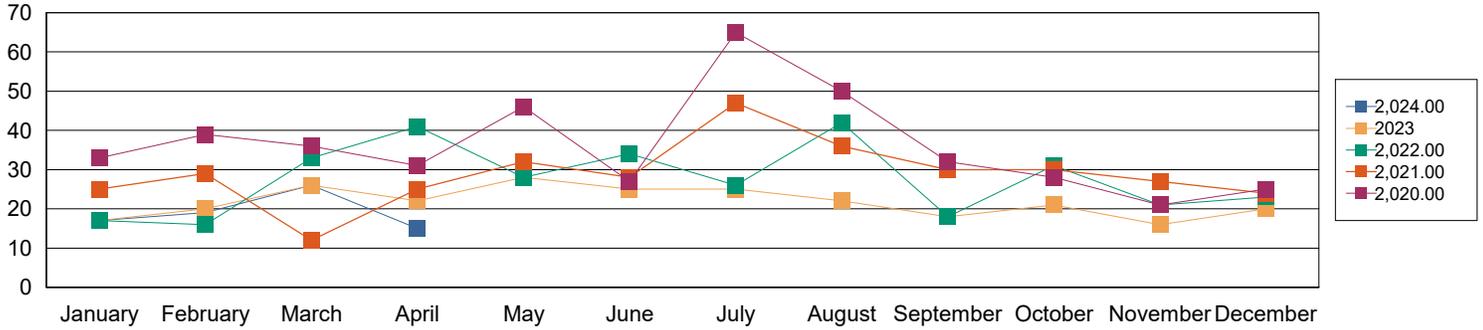
1. Accounts Payable/Payroll
2. Minutes – 03/01/24, 03/02/24, 3/26/24, 4/9/24

Adjournment



Okanogan County Sheriff's Office

Twisp City - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **35**
- Thefts in last 30 days: **5**
- Burglary / Trespass in last 30 days: **4**
- Assaults / Disputes in last 30 days: **3**
- Traffic incidents in last 30 days: **1**
- Total City Incidents YTD: **83** Traffic Stops 30day/YTD12 /

Law Incidents - Last 30 Days					
OC					
CSO					
33					
03/17/2024	11:10:14	DOMESTIC DISPUT	RIVERSIDE AVE	TWISP	S24-01553
03/18/2024	14:50:03	TRESPASSING	E METHOW VALLEY HWY	TWISP	S24-01574
03/18/2024	15:57:42	SUSPICIOUS	E METHOW VALLEY HWY	TWISP	S24-01577
03/19/2024	12:29:47	CITIZEN ASSIST	AINSWORTH AVE	TWISP	S24-01601
03/20/2024	15:26:03	WELFARE CHECK	MAGERS ST	TWISP	S24-01618
03/20/2024	20:52:03	AGENCY ASSIST	MAGERS ST	TWISP	S24-01626
03/21/2024	16:27:22	THEFT OTHER	CASCADE DR	TWISP	S24-01637
03/21/2024	19:54:14	ILLEGAL BURNING	MAGERS ST	TWISP	S24-01641
03/22/2024	22:30:45	DOMESTIC DISPUT	N METHOW VALLEY HWY	TWISP	S24-01674
03/24/2024	17:38:40	HARASSMENT	E METHOW VALLEY HWY	TWISP	S24-01706
03/25/2024	16:11:47	TRESPASSING	MAGERS ST	TWISP	S24-01731
03/26/2024	13:00:02	CITIZEN ASSIST	AINSWORTH AVE	TWISP	S24-01753
03/27/2024	23:45:30	AGENCY ASSIST	N GLOVER ST	TWISP	S24-01794
03/28/2024	08:21:46	THEFT OTHER	E METHOW VALLEY HWY	TWISP	S24-01797
03/28/2024	16:36:36	AGENCY ASSIST	E 2ND AVE	TWISP	S24-01809
03/28/2024	18:27:02	AGENCY ASSIST	MAGERS ST	TWISP	S24-01812
03/29/2024	08:45:49	THEFT OTHER	E METHOW VALLEY HWY	TWISP	S24-01824
03/31/2024	13:10:20	TRESPASSING	MAGERS ST	TWISP	S24-01874
04/01/2024	09:26:47	SUSPICIOUS	N METHOW VALLEY HWY	TWISP	S24-01889
04/01/2024	09:59:47	MAL MISCHIEF	E METHOW VALLEY HWY	TWISP	S24-01890
04/01/2024	16:19:44	LOITERING	S METHOW VALLEY HWY	TWISP	S24-01898

04/02/2024 09:36:13	PARKING PROBLEM	W 2ND AVE	TWISP	S24-01915
04/02/2024 09:39:24	THEFT OTHER	N LINCOLN ST	TWISP	S24-01916
04/03/2024 00:23:56	DOMESTIC DISPUT	CANYON ST	TWISP	S24-01937
04/03/2024 09:09:30	FRAUD	INDUSTRIAL PARK AVE	TWISP	S24-01945
04/04/2024 06:07:43	LOITERING	E METHOW VALLEY HWY	TWISP	S24-01972
04/04/2024 12:48:06	EXTRA PATROL	E METHOW VALLEY HWY	TWISP	S24-01986
04/05/2024 07:57:28	ANIMAL VICIOUS	E 2ND AVE	TWISP	S24-01984
04/06/2024 10:42:04	ANIMAL NOISE	W TWISP AVE	TWISP	S24-02011
04/11/2024 09:56:20	THEFT OTHER	S METHOW VALLEY HWY	TWISP	S24-02120
04/11/2024 11:03:21	ABANDONED VEHIC	CANYON ST	TWISP	S24-02122
04/14/2024 21:39:31	AGENCY ASSIST	RIVERSIDE AVE	TWISP	S24-02222
04/16/2024 08:18:13	CITIZEN ASSIST	TWISP AIRPORT RD	TWISP	S24-02246

EMS Calls

AERO METHOW EMS			13
03/18/2024	16:13	MHP TRANSPORT	E24-01330
03/20/2024	17:39	UNCONSCIOUSNESS	E24-01370
03/22/2024	21:41	ALARM MEDICAL	E24-01408
03/22/2024	22:30	SUICIDAL PERSON	E24-01409
03/23/2024	20:20	ACCIDENT UNKINJ	E24-01419
03/25/2024	11:29	CHEST PAIN	E24-01451
03/27/2024	23:45	ASSAULT	E24-01500
04/05/2024	09:25	CHEST PAIN	E24-01616
04/05/2024	12:05	TRANSFER PATIEN	E24-01620
04/07/2024	09:58	MEDICAL	E24-01650
04/13/2024	03:54	MEDICAL	E24-01757
04/13/2024	07:54	SICKNESS	E24-01762
04/15/2024	09:15	MEDICAL	E24-01795

Fire Calls

DEPT OF NATURAL RESOURCES			3
03/22/2024	21:41	ALARM MEDICAL	F24-00507
03/23/2024	20:20	ACCIDENT UNKINJ	F24-00514
03/23/2024	21:30	FIRE OTHER	F24-00521
TWISP FIRE DEPARTMENT FD06			3
03/22/2024	21:41	ALARM MEDICAL	F24-00505
03/23/2024	20:20	ACCIDENT UNKINJ	F24-00512
03/23/2024	21:30	FIRE OTHER	F24-00520
WINTHROP FIRE			2
03/22/2024	21:41	ALARM MEDICAL	F24-00506
03/23/2024	20:20	ACCIDENT UNKINJ	F24-00513

Town of Twisp
PO Box 278
Twisp, WA 98856

State of Washington

} ss.
County of Okanogan

Certificate of Appointment

The undersigned officers, of the Town of Twisp do hereby appoint, Wyatt Lundquist, to the office of Town Councilperson. The term for this position will expire on the 25th day of November, 2025.

<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
(Signature)	(Printed Name)	(Title)	(Signature)	(Printed Name)	(Title)
	Katrina Auburn	Council Member		Will Menzies	Council Member
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
(Signature)	(Printed Name)	(Title)	(Signature)	(Printed Name)	(Title)
	Tim Matsui	Council Member		Aaron Studen	Council Member
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
(Signature)	(Printed Name)	(Title)	(Signature)	(Printed Name)	(Title)
	Hans Smith	Mayor			

State of Washington

} ss.
County of Okanogan

Oath of Office

I, Wyatt Lundquist, do solemnly swear (or affirm) that I will support the Constitution and Law of the United States and the Constitution and Law of the State of Washington, and will to the best of my judgment, skill and ability, truly, faithfully, diligently and impartially perform the duties of the office of Town of Twisp Councilperson according to the law, to the best of my ability.

Wyatt Lundquist

 (Signature)

 (Printed Name)

Subscribed and sworn to, before me this 24th day of April, 2024

Hans Smith, Mayor, Town of Twisp

 (Signature)

 (Printed Name, Title of Swearing Officer)

ORDINANCE #816

AN ORDINANCE OF THE TOWN OF TWISP, WASHINGTON, RENEWING THE MORATORIUM ON THE FILING, ACCEPTANCE, PROCESSING AND/OR APPROVAL OF APPLICATIONS FOR OVERNIGHT ACCOMMODATIONS AND OVERNIGHT RENTALS; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, on April 26, 2022, the Town Council of the Town of Twisp (“Town”) enacted Ordinance No. 785 imposing an immediate moratorium on the filing, acceptance, processing and/or approval of applications for overnight accommodations and overnight rentals (“Moratorium”) to allow time to address options and draft new code additions/changes regarding overnight accommodations and overnight rentals within the Town limits; and

WHEREAS, on November 22, 2022, the Town Council of the Town enacted Ordinance No. 791 renewing the moratorium imposed by Ordinance No. 785 for an additional six months; and

WHEREAS, on May 9, 2023, the Town Council of the Town enacted Ordinance No. 800 renewing the moratorium imposed by Ordinance No. 785 for an additional six months; and

WHEREAS, on November 8, 2023, the Town Council of the Town enacted Ordinance No. 804 renewing the moratorium imposed by Ordinance No.785 for an additional six months; and

WHEREAS, the Town Council has determined that it is necessary and desirable to again renew the moratorium imposed by Ordinance No. 785; and

WHEREAS, Twisp Municipal Code ("TMC") 18.50.080 provides conditions that must be met prior to approval of any administrative permit for overnight accommodations and overnight rentals (“Administrative Permit”); and

WHEREAS, the Town Council has determined that it is necessary or advisable to continue to discuss new code additions/changes to enact prior to the approval of an Administrative Permit for overnight accommodations and overnight rentals; and

WHEREAS, the Town Council believes a renewal of the Moratorium is in the Town's best interest; and

WHEREAS, RCW 36.70A.390 authorizes the Town Council to adopt a renewal of the Moratorium for a period of up to 6-months upon holding a public hearing and adopting findings of fact prior to such renewal; and

WHEREAS, RCW 35.63.200 provides a similar process for renewing such moratoriums;
and

WHEREAS, moratoriums renewed under RCW 36.70A.390 and/or RCW 35.63.200 are methods by which the Town may preserve the status quo so that new code regulations will not be rendered moot by intervening applications; and

WHEREAS, pursuant to WAC 197-11-880, the adoption of this Ordinance is exempt from the requirements of the threshold determination under the State Environmental Policy Act ("SEPA"); and

WHEREAS, the Town Council concludes that the Town has the authority to renew the Moratorium, and that the Town must renew the Moratorium concerning the filing, acceptance, and processing of new applications for overnight accommodations and overnight rentals.

NOW, THEREFORE, be it ordained by the Town Council of the Town of Twisp, Washington, as follows:

SECTION 1. ADOPTION OF FINDINGS OF FACT. The Town Council does hereby adopt the following findings of fact to justify its renewal of the Moratorium:

- A. The Town Council has previously determined that it is necessary of advisable to impose a moratorium on the filing, acceptance, processing and/or approval of applications for overnight accommodations and overnight rentals to allow time to address options and draft new code additions/changes regarding overnight accommodations and overnight rentals within the Town limits, and the Town Council has determined that it is necessary of advisable to renew the Moratorium.
- B. The Town Council has the authority to renew the Moratorium for a period of up to six (6) months pursuant to RCW 35.63.200 and RCW 36.70A.390.
- C. TMC 18.50.080 provides conditions that must be met prior to approval of any Administrative Permit for overnight accommodations and overnight rentals.
- D. The Town needs continued additional time to study new code additions/changes for the approval of an Administrative Permit for overnight accommodations and overnight rentals to account for any impact new overnight accommodations and overnight rentals would have on the public's health, safety and welfare; for example, the Town must determine whether overnight accommodations and overnight rentals should be restricted to a certain zone or zones, if they should be prohibited in certain areas or zones,

and address other issues such as signage, parking, traffic circulation, requirements for access, effect on existing uses of property where they are located, etc.

- E. The adoption of new code additions/changes will involve amendments to the municipal code, and such possible amendments may require discussions and public hearings to analyze the impacts of overnight accommodations and overnight rentals.
- F. The Moratorium is a method by which the Town may preserve the status quo so that new code regulations will not be rendered moot by the vesting of new applications.
- G. Pursuant to WAC 197-11-880, the renewal of the Moratorium is exempt from the requirements of the threshold determination under SEPA.
- H. The Town Council has determined that the renewal of the Moratorium is in the Town's best interest. The Town needs time to continue to review its codes in a comprehensive manner to determine if amendments are necessary to more adequately address the approval of any Administrative Permit for overnight accommodations and overnight rentals.

SECTION 2. RENEWAL OF MORATORIUM. A renewal of the Moratorium is imposed on the filing, acceptance, processing and/or approval of new applications for overnight accommodations and overnight rentals, as said terms are used in TMC 18.50.080, within the Town. Except as provided herein, during the term of this renewed Moratorium, the Town will not accept or process new applications for overnight accommodations and overnight rentals; however, this renewed Moratorium will not apply to any pending applications that were submitted to the Town prior to the enactment of this ordinance and as allowed in Ordinance No. 785, Ordinance No. 791, Ordinance No. 800 and Ordinance No. 804.

SECTION 3. DURATION OF RENEWED MORATORIUM. The Moratorium renewed by this Ordinance will be in effect for a period not to exceed 6-months, beginning on the effective date of this Ordinance.

SECTION 4. EXCEPTION TO RENEWED MORATORIUM. Applications for overnight accommodations and overnight rentals will continue to be accepted and processed pursuant to TMC 18.50.080 for renewals of existing valid permits issued for overnight accommodations and overnight rentals, provided that such renewals are made by the same applicant who is the legal owner of the subject property that received the initial permit, and no changes have occurred to the site that deviate from the initial/last application submitted.

SECTION 5. PUBLIC HEARING ON RENEWAL MORATORIUM. Pursuant to RCW 36.70A.390, the Town Council has held a public hearing on this renewal of the Moratorium on this date.

SECTION 6. CORRECTIONS. The Town Clerk and the codifiers of this Ordinance are authorized to make necessary clerical corrections to this Ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subdivision numbers and any references thereto.

SECTION 7. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional in a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 8. EMERGENCY DECLARATION AND EFFECTIVE DATE. This renewal of the Moratorium is being imposed to prevent any new applications being submitted for overnight accommodations and overnight rentals, and vesting of such, and to preserve the Town's ability to process applications under updated codes. Without the Moratorium, new applications for overnight accommodations and overnight rentals would become vested under current code, which may frustrate Town policy. This Ordinance, passed by majority plus one of the whole membership of the Town Council, is necessary for the protection of the public health, public safety, public property or public peace, shall become effective immediately upon its passage.

Passed by the Town Council of the Town of Twisp, Washington, at a regular meeting thereof held on April 24th, 2024.

APPROVED:

Hans Smith, Mayor

ATTEST:

APPROVED AS TO FORM:

Randy Kilmer, Town Clerk-Treasurer

W. Scott DeTro, Town Attorney

***TOWN OF TWISP
OATH OF OFFICE***

*State of Washington
County of Okanogan*

I, Miles Milliken, do solemnly swear that I will support the laws and Constitution of the United States of America, of the State of Washington and the Town of Twisp, and that I will faithfully and impartially perform and discharge my duties as a member Board of Adjustments for the Town of Twisp according to law, and the best of my ability.

Miles Milliken

Subscribed and sworn before me on this 24th day of April, 2024.

Mayor Hans Smith

***TOWN OF TWISP
OATH OF OFFICE***

*State of Washington
County of Okanogan*

I, Barry Stromberger, do solemnly swear that I will support the laws and Constitution of the United States of America, of the State of Washington and the Town of Twisp, and that I will faithfully and impartially perform and discharge my duties as a member Board of Adjustments for the Town of Twisp according to law, and the best of my ability.

Barry Stromberger

Subscribed and sworn before me on this 24th day of April, 2024.

Mayor Hans Smith

TOWN OF TWISP
Creative District POSITIONS – 2024

Name	Description	Term	Term End Date
Sarah Joe Lightener	Arts Administrator	2	12/31/25
Katrina Auburn	Town Council	N/A	N/A
Will Menzies	Town Council	N/A	N/A
Tim McGuire	Town Resident	2	12/31/25
	Town Resident	2	12/31/25
Kit Kollmeyer	CD Business Member	2	12/31/25
Sarah Brown	Twisp Arts Alliance Member	2	12/31/25

2.135.030 Creation and establishment of a creative district advisory board.

There is hereby created and established a creative district advisory board for the town of Twisp, Washington, hereinafter “creative district advisory board” which shall consist of at least seven members, with one member being the arts administrator from within the creative district, which such arts administrator shall be determined pursuant to a memorandum of understanding between the town of Twisp and the Methow Arts Alliance organization, two town council members, two Twisp residents, one business member from within the creative district and one member from the town of Twisp Arts Alliance organization. All board members of the creative district advisory board shall be appointed by the mayor, with approval by the town council. The creative district advisory board may select potential future members for consideration and shall submit the names of such potential members for approval by the town council and mayor. (Ord. 807 § 1, 2023)

2.135.040 Term of office of creative district advisory board.

The term of office for creative district advisory board members shall be two years, and such members shall serve without compensation. Members should have some degree of knowledge in the arts and culture of the town of Twisp. If a vacancy occurs on the creative district advisory board during the term of any member, their successor shall be appointed for the unexpired portion of the vacant position’s term. (Ord. 807 § 1, 2023)

RECEIVED

JAN 23 2024

DATE RECEIVED



Application for:
TWISP CLERKS OFFICE

Town of Twisp Boards and Commissions
(Additional information or a resume may be submitted with this application)

The Town of Twisp utilizes volunteers, boards, commissions and committees to provide input and better services to the community. The purpose of these services is to enable the Town to take advantage of the extraordinary strengths, knowledge, talents and skills that citizens here possess and truly allow more hands to help shape our Town. Another goal is to provide opportunities to be involved and learn about our local government in a venue that might be less intimidating than running for office. Twisp is truly viewed as the Heart of the Methow Valley and our center of commerce and culture. We are looking for people with various types of life experience that will help develop the vision of the community and make decisions about the rules that govern us. This application is designed to give applicants an opportunity to share their background, experience, interests, and skills, enabling the Town Council and Mayor to make the best possible placements.

Personal Information

Last Name **McGuire** First Name **Tim** Middle Initial **M**

Address **450 w 2nd Ave** City/State **Twisp / WA** Zip **98856**

Home Phone **(206) 390-3301** Message Phone **()** Work Phone **()** Email **tmmcguire@gmail.com**

Are you over the age of 18? Yes No If not, give date of birth **()** Do you need any special accommodations for meetings or board activities? Yes No (If yes, describe: **()**)

Availability & Skills

Availability Long-term(>1 yr) Short-term Special Project Are you currently employed in any business that might be doing business with the Town? Please name business: Yes No

Check the dates you can be available for meetings or work on the project (check all that apply)
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

What particular skill areas do you have experience in or are you interested in? Give details below:
 Appeal Board of Adjustment Planning Commission Community Police Advisory Board
 Civil Service Commission Volunteer Fireman Parks and Recreation Board
 Community Development Volunteer Tree Board Other creative

What general skills/experience/education would you bring to the Town and share in your work?
I'm a long time commercial photographer and more recently a fine art painter and filmmaker. I've served 15 years on an HOA board as President and served as a board member / VP on an international trade organization of stock photographers

Criminal convictions

(We need to know this for bonding and insurance purposes) Have you ever been convicted of a felony or released from prison within the last ten (10) years, or a misdemeanor other than minor traffic offenses within the past three (3) years (A conviction will not necessarily bar you from appointment)?
 Yes No If yes, please explain:

Medical Considerations

Do you have any medical, physical, or emotional conditions that should be taken into consideration in arranging volunteer, commission, board, or committee assignments? Yes No
If yes, please explain:

In case of emergency, please contact Address/City/State/Zip Phone

References (do not list relatives)

Name	Address/City/State/Zip	Phone
Tim Matsui	Twisp, WA 98856	206-409-3069
Perry Barrett	Bainbridge Island, WA	206-739-8272
Bill Bryant	Winthrop, WA	206-747-3701

Continued on reverse side

Notice to Volunteers

Persons appointed as volunteers or commission, board, and committee members are not considered to be Town of Twisp employees.

The data furnished on this form is furnished voluntarily and will be used to contact, interview, and place volunteer board or committee members.

Signature is Required

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application is grounds for dismissal as a volunteer board or committee member. Further, I give permission for an authorized representative of the Town of Twisp to conduct a state patrol criminal background check in accordance with RCW 43.43.830-839 and to inquire of individuals about my ability to perform all aspects of the volunteer board or committee position for which I am being considered; and I release the Town of Twisp and those individuals/institutions that provide information from any liability that may arise from the provision of this information.

As a volunteer board or committee member for the Town of Twisp, I am fully aware that the work associated with being a volunteer board or committee member can involve risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in these Town programs, I hereby assume all risk of injury, damage, and harm to myself arising from such activities or use of Town facilities. I also hereby individually and on behalf of my heirs, executors, and assignees, release and hold harmless the Town of Twisp, their officials, employees, and agents, and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death, or other consequences occurring to me arising out of my volunteer board or committee member activities.

I give permission to have my photo taken and used for publicity purposes by the Town. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in any of these programs/activities.

Signature 	Date 01-17-2024
If under 18, parent or guardian's signature 	Date

Return completed and signed applications to:
Town of Twisp
PO Box 278
Twisp, WA 98856

Questions can be directed to 997-4081, and additional information about the Town can be found on www.townoftwisp.com

ORDINANCE #TBD

AN ORDINANCE OF THE TOWN OF TWISP, WASHINGTON, AMENDING AND REPEALING SECTIONS OF CHAPTER 18.10, ADDING A NEW CHAPTER 18.70 REGARDING SHORT-TERM VACATION RENTALS AND REPEALING SECTION 18.50.080(4)(a) OF THE TWISP MUNICIPAL CODE.

WHEREAS, the Town Council of the Town of Twisp, Washington, (“Town”), has recognized the necessity to revise the Twisp Municipal Code to provide for Short-Term Vacation Rentals (“STVR”); and

WHEREAS, the Town Council of the Town has previously enacted a moratorium on the filing, acceptance, processing and/or approval of applications for STVRs (previously described as “Overnight Accommodations and Overnight Rentals”) to allow time to address options and draft new code additions/changes regarding STVRs in a comprehensive manner.

NOW, THEREFORE, be it ordained by the Town Council of the Town of Twisp, Washington as follows:

Section 1 – Amendment and Repealer-Chapter 18.10.

A. Section 18.10.150 of the Twisp Municipal Code is hereby amended to add the following definitions:

“Owner” shall mean a person or persons, firm, corporation, partnership, limited liability company or partnership, or any other business entity which holds fee ownership in whole or in part of a parcel of property located in the Town of Twisp and makes application to the Town for a Short-Term Vacation Rental Permit.

“Owner Occupied” as used in Chapter 18.70 of the Twisp Municipal Code and the District Use Chart under Title 18 of the Twisp Municipal Code means an Owner’s primary residence and their usual place of return for housing as evidenced by at least two (2) of the following documents: voter registration, driver’s license, car registration, or other means of identification as approved by the Town, and shall not include a firm, corporation, partnership, limited liability company or partnership, or any other business entity. An Owner can only have one (1) primary residence and must be occupied by the Owner at least nine (9) months a year.

B. Section 18.10.190 of the Twisp Municipal Code is hereby amended to add the following definition:

“Short-Term Vacation Rental” or “STVR” means a living unit available for rent within a single-family home, accessory dwelling unit, condominium, apartment or in a multi-family or mixed-use/commercial building, which is rented on a nightly, weekly, or other basis for less than 30 consecutive days, but not occurring within approved hotels, motels, inns or bed and breakfast, which have additional life or safety standards, and otherwise is an allowed use. STVRs are usually booked through a service, an internet site or direct contact with the Owner, and may or may not have onsite management.

C. The following definitions in Section 18.10.150 of the Twisp Municipal Code are hereby repealed in their entirety:

“Overnight Accommodation” means a single-family residential dwelling unit or a portion thereof, other than approved hotels, motels, inns or bed and breakfast, rented on a nightly, weekly, or other basis less than month-to-month rental. Such uses may be within a single-family home, accessory dwelling unit, condominium, multi-family or mix/commercial use building and generally have an owner/occupant, onsite management or contact.

“Overnight Rental” means a single-family residential dwelling unit on an individual lot, other than approved hotels, motels, inns or bed and breakfast, rented on a nightly, weekly, or other basis less than month-to-month rental. Such uses may be within a single-family home, accessory dwelling unit, condominium, and multi-family or mix/commercial use building. Such uses are usually booked through a service or direct contact with the owner, and do not have onsite management.

Section 2. Amendment and Repealer- District Use Chart.

Appendix A, District Use Chart, of Chapter 18 of the Twisp Municipal Code is hereby amended as follows:

A. The Legend shall be amended to add the following:

AS = Allowed; STVR Permit Required

B. Under “Residential Uses” the following uses and corresponding requirements shall be repealed:

“Overnight Accommodations” and “Overnight Rentals”.

C. There shall be added under “Residential Uses” the following:

	R1	R2	R3	C1	C2	C3	CR	I	AIR	PU
Short-Term Vacation Rentals (STVR) Owner Occupied	AS	P	P	P						
Short-Term Vacation Rentals (STVR) Non-Owner Occupied	P	P	P	AS	AS	AS	AS	P	P	P

Section 3. Amendment – Section 14.05.030 – Table 1.

Twisp Municipal Code, Section 14.05.030-Table 1, Permit Procedures Types I – IV shall be amended as follows:

I. Under Permit Type 1, Permit Type: Administrative Permits (TMC 18.50.080) shall be amended as follows:

Administrative Permits (TMC 18.50.080) and STVR Permits (TMC 18.70).

Section 4 – Repealer – Section 18.50.080(4)(a).

The following section of 18.50.080(4)(a) is repealed in its entirety:

(a) The following conditions must be met prior to approval of an administrative permit for overnight accommodations and overnight rentals. Compliance with said conditions is required on an annual basis. Noncompliance may result in revocation of permit.

(i) Town business license.

- (ii) Transient accommodation permit.
- (iii) Okanogan County health district permits as appropriate for food service, if any.
- (iv) Parking will be required in underlying zone.

Section 4. Amendment – Chapter 18.70.

Chapter 18 of the Twisp Municipal Code is hereby amended to add a new Chapter 18.70, Short-Term Vacation Rentals, as follows:

18.70.010 Purpose. The purpose of this chapter is to ensure that nightly rentals observe the legal requirements of other transient tourist accommodations so that they compete fairly for commerce, that long-term housing stock needs are adequately considered, and to preserve the residential character of the areas in which they are located.

18.70.020 Permits and Licenses – Application – Fees.

Short-Term Vacation Rental Permits (“STVR Permit(s)”) must be renewed annually prior to the anniversary date of original issuance of the STVR Permit. A STVR Permit is personal to the Owner and is not transferable as part of the sale of property. A STVR Permit Application from the new property Owner must be approved as provided in this chapter for the property to continue as a Short-Term Vacation Rental.

Application for a STVR Permit shall be made to the Town of Twisp Planning Department on a form to be furnished by the Town requiring such information related to the ownership and conduct of such STVR. The fee for a STVR Permit shall be established by resolution of Town of Twisp Town Council.

Other required permits/licenses for the issuance of a STVR Permit include a Town of Twisp Business License, an Okanogan County Public Health Overnight Transient Accommodations Permit, Washington State Unified Business Identifier (“UBI”) and Town of Twisp Change of Use Permit. Such issued permits shall be presented to the Town prior to the approval and issuance of a STVR Permit.

No more than 15 STVR Permits will be issued within the Town of Twisp on an annual basis (January 1st through December 31st). STVR Permits will be issued to the first 15 applications submitted to the Town by an owner, deemed complete by the Town with all fees paid in full and approved. Such annual limitation shall

include all existing vested administrative permits for overnight rentals and overnight accommodations. STVR Permits will be limited to a maximum of 2 permits per Owner.

Applications may be submitted beginning on January 1st of each year and received by January 31st. If existing STVR Permit holders do not apply by January 31st, they will be treated as a new application. If existing STVR Permit holders make application within the timeframe stated, they shall have precedence over any new applications made for a STVR Permit. Provided, that STVR Permit applications for the calendar year after adoption of this Ordinance shall begin on the first day of month after the effective date of this Ordinance until 15 applications are received as provided herein. Such STVR Permits issued for the first calendar year shall expire on December 31st of the first year and a new application period shall begin on January 1st as provided herein.

18.70.030 STVR Permit to be Displayed.

STVR Permits issued shall at all times be prominently displayed at the location of the STVR of the Owner in Twisp, Washington.

18.70.040 Record Keeping.

It shall be the duty of every Owner or STVR operator to possess and maintain the following permits and records:

1. Unified Business Identifier (UBI). A valid Washington UBI number for taxation purposes, along with supporting information validating registration of the specific STVR. At no time shall the STVR operate without a valid UBI.
2. Public Health Permit. An Overnight Transient Accommodation Permit (“OTA”), from the Okanogan County Public Health District to operate the STVR. At no time shall the STVR operate without a valid OTA Permit from the Okanogan County Public Health District.
3. Building Permits/Change of Use Permit. An inspection report from the Town Twisp Building Official verifying that the STVR met all applicable use and building code requirements.

4. Town of Twisp Business License. A valid Town of Twisp Business License issued by the Town for the STVR.

18.70.050 STVR Permits-Conditions of Approval, Cancellation/Revocation, Appeals and Enforcement.

Applications for a STVR Permit shall be processed and issued in the manner provided in Section 18.50.080 of the Twisp Municipal Code, and may be cancelled or revoked pursuant to Section 18.50.080. In addition, notice, appeals and enforcement, as applicable, shall be governed by Sections 18.50.110, 18.50.120 and 18.50.130 of the Twisp Municipal Code.

18.70.060 Conditions for Approval and Issuance of STVR Permit for STVR in Residential Zoning Districts.

The following conditions must be met for approval and issuance of a STVR Permit for STVR in Residential Zoning Districts:

1. Any property containing a STVR must be Owner occupied.
2. Detached accessory dwelling units may not be used for a STVR.
3. Owners shall identify the location of all online advertising (Airbnb, etc.) on the STVR Permit Application.
4. STVR Permits approving specific STVRs are personal to the Owner and are not transferable with the property.
5. A current Town of Twisp Business License is required and must be presented to the Town prior to issuance of a STVR Permit.
6. A current Okanogan County Public Health Overnight Transient Accommodations Permit is required and must be presented to the Town prior to issuance of a STVR Permit.
7. A Washington State UBI is required for the Owner and must be presented to the Town prior to issuance of a STVR Permit.
8. A Change of Use Permit from the Town of Twisp is required and must be presented to the Town prior to issuance of a STVR Permit.

9. Adequate parking space must be provided for guests on the STVR property. No STVR parking is allowed on public streets or right of way.
10. The name and contact information for the Owner or site manager must be posted on the property of the STVR and in an accessible area for STVR guests and public safety responders.
11. The Owner or site manager shall create and provide to the Administrator a list of general living provisions that will be provided to all STVR guests that will ensure guest activities on the property do not become a nuisance to the surrounding residential neighborhood.
12. The Owner or site manager must always be available to respond to complaints and emergencies and arrive at the STVR within 1 hour of being notified at all times during the rental period.
13. The Owner or site manager shall require all STVR guests to provide the Owner or site manager with a written copy of all names and contact information for each guest and vehicle license numbers.
14. One sign may be displayed for each STVR, which shall be no larger than 2-square feet with indirect downward facing lighting, so it does not interfere with neighboring residents.
15. Noise originating inside or outside of an STVR shall not exceed 65 decibels at the property line of the STVR.
16. Annual renewal of each STVR Permit is required.
17. Violations of any of the above conditions may result in the loss of the STVR Permit.

18.70.070 Conditions for Approval and Issuance of STVR Permit for STVR in Commercial Zoning Districts.

The following conditions must be met for approval and issuance of a STVR Permit for STVR in Commercial Zoning Districts.

1. Owners shall identify the location of all online advertising (Airbnb, etc.) on the STVR Permit Application.

2. STVR Permits approving specific STVRs are personal to the Owner and are not transferable with the property.
3. A current Town of Twisp Business License is required and must be presented to the Town prior to issuance of a STVR Permit.
4. A current Okanogan County Public Health Overnight Transient Accommodations Permit is required and must be presented to the Town prior to issuance of a STVR Permit.
5. A Washington State UBI is required for the Owner and must be presented to the Town prior to issuance of a STVR Permit.
6. A Change of Use Permit from the Town of Twisp is required and must be presented to the Town prior to issuance of a STVR Permit.
7. Adequate parking space must be provided for guests on the STVR property. No STVR parking is allowed on public streets or right of way.
8. The name and contact information for the Owner or site manager must be posted on the property of the STVR and in an accessible area for STVR guests and public safety responders.
9. The Owner or site manager shall create and provide to the Administrator a list of general living provisions that will be provided to all STVR guests that will ensure guest activities on the property do not become a nuisance to the surrounding area.
10. The Owner or site manager must always be available to respond to complaints and emergencies and arrive at the STVR within 1 hour of being notified at all times during the rental period.
11. The Owner or site manager shall require all STVR guests to provide the Owner or site manager with a written copy of all names and contact information for each guest and vehicle license numbers.
12. One sign may be displayed for each STVR, which shall be no larger than 2-square feet with indirect downward facing lighting, so it does not interfere with neighboring businesses.

13. Noise originating inside or outside of an STVR shall not exceed 65 decibels at the property line of the STVR.

14. Annual renewal of each STVR Permit is required.

15. Violations of any of the above conditions may result in the loss of the STVR Permit.

Section 5. 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 6. Effective Date.

This Ordinance shall take effect from and after its passage by the Town Council, approval by the Mayor and publication as required by law.

Passed by the Town Council of the Town of Twisp, Washington, at its regular open meeting this _____ day of _____, 2024.

APPROVED:

Hans Smith, Mayor

ATTEST:

Randy Kilmer, Town Clerk-Treasurer

APPROVED AS TO FORM:

W. Scott DeTro, Town Attorney

LETTER OF TRANSMITTAL

DATE: April 11, 2024
TO: Twisp Town Council and Honorable Mayor
FROM: Art Tasker, Planning Commission Chairperson
RE: Adoption of text amendments to Chapter 18.30.040 and Chapter 18.20.120

Honorable Mayor & Council;

At the direction of the Town Planner, the Commission was tasked with the review of the parking code and provide updated language in the text and parking requirement chart regarding commercial, residential and industrial land uses. The Commission began review and discussion of proposed amendments in 2024 by reviewing sections of the existing code and requesting examples or drafts from staff intending to address the issues.

The Commission completed this process focused on a detailed review and discussion of the proposed amendments held on March 27, 2024. At the conclusion of the discussion, the Commission moved to hold a public hearing on April 10, 2024 on the proposed amendments to Title 18.30 of the Twisp Municipal Code.

At the conclusion of the hearing, which was not attended by any public, the Commission took the following action:

“Commissioner Levi made the motion to recommend to the Twisp Town Council for approval. The motion was seconded by Commissioner Bastian and passed unanimously.”

Thank you for your time and consideration.

Sincerely,

Art Tasker

Staff Report

DATE: April 16, 2024
TO: Town of Twisp Town Council
FROM: Thom Vetter, Town Planner
Re: TMC Parking Code 18.30 Amendments

* * * * *

BACKGROUND

At the direction of the Town Planner, the Commission was tasked with the review of the parking code and provide updated language in the text and parking requirement chart regarding commercial, residential and industrial land uses. The Commission began review and discussion of proposed amendments in 2024 by reviewing sections of the existing code and requesting examples or drafts from staff intending to address the issues.

The Commission completed this process focused on a detailed review and discussion of the proposed amendments held on March 27,2024. At the conclusion of the discussion, the Commission moved to hold a public hearing on April 10,2024 on the proposed amendments to Title 18.30 of the Twisp Municipal Code.

The original proposal was generated by staff following issues with the code hindering town development. The proposal includes:

- The addition of new definitions and addition of new revised categories to the Parking Standards Table. The majority of new changes are related to clarifying and providing more flexibility to parking solutions.
- Adding references to the Development Standards
- Adding a methodology for mitigation of onsite parking using Public Right of Way.

LAND USE DESIGNATIONS AND ZONING

The proposed amendments affect all land use designations and zoning districts.

COMMENTS

The majority of comments received during the comment period and Planning Commission meetings were concerning clarifications to mitigation and parking requirements.

The Public Works Director was involved in developing the concept.

AMENDED PROPOSAL

As a result of the comments and testimony, the Town Planner reviewed the original proposal and provided a revised proposal for the Planning Commission to consider with suggested changes intended to address the concerns expressed.

The revised proposal is included as Attachment A (a strikeout copy of the amendment text – black text is existing language; red text is the original proposal green text represents suggested revisions). The revised proposal includes:

- The addition of new definitions and addition and removal of new uses to the Parking Standards Chart. The majority of new definitions are related to clarifying and providing more specificity.
- Providing for mitigation for required onsite parking.
- Allowing for mitigation to be incorporated into public right of way at the discretion of the administrator.

PROCESS

A Public Hearing regarding the proposed text amendments is being held before the Planning Commission on April 10,2024. The Commission closed the hearing and meet to discuss modifications to the draft amendments resulting from both written and public testimony on April 17, 2024.

The Town Council will consider the Planning Commission's recommendation at their regular scheduled meeting. The Town Council may accept, modify, remand back to the Commission for further work, reject some or all of the proposed amendments as proposed by the Planning Commission. Regardless, the Town Council will have to pass an ordinance amending the Parking Code before the proposed text amendments can be included in the Municipal Code.

ACTIONS ON OTHER RELEVANT PERMITS

There are no relevant permit applications on file with the City that depend on the code revisions.

FINDING OF FACT

1. Chapter 35A.63 of the Revised Code of Washington establishes the Town of Twisp as the authority with jurisdiction on local land use decisions.
2. On March 13,2024, the Planning Commission initiated text amendments to the parking code.
3. Comments were received from the Twisp Public Works Director.
4. The Planning Commission held an advertised public workshop on April 10,2024.
5. The proposed amendments are consistent with the intent, goals and policies of the Town of Twisp Comprehensive Plan.
6. Public Notice requirements regarding the April 10,2024 public hearing on said amendments have been completed.

CONCLUSIONS

1. The Planning Commission has authority to make a recommendation to the Town Council on amendments to Title 18 – Parking of the Twisp Municipal Code.
2. The site of the subject amendments is in the Twisp town limits located on property within all zones. As described, the proposal is consistent with the City's Comprehensive Plan.

RECOMMENDATION

The Planning Commission is satisfied that the proposed amendments, as revised, should be recommended to the Town Council for adoption, Staff recommends the following motion:

The recommendations of the Planning Commission shall be forwarded to the Town Council to approve amendments to Chapters 18.30.20 and 18.30.40, General Regulations, 18.20.20 Off – Street Parking Requirements and Table 1, Parking Standards Chart as modified and pass an ordinance enacting the same.

FINDINGS OF FACT

1. The Town Planner directed the Planning Commission to draft amendments to the zoning ordinance to update the parking code. The Planning Commission convened discussion to study the issues and prepare recommendations.
2. The proposed amendments to the Twisp parking code are consistent with the intent, goals and policies of the Growth Management Act.
3. Public Notice requirements regarding the April 17, 2024 public hearing on the updated code amendments have been completed.
4. Any Conclusion of Law that is more correctly a Finding of Fact is incorporated herein as such by this reference

CONCLUSIONS

1. The Planning Commission has authority to recommend to the Town Council to make amendments to the Twisp Municipal Code.
2. The site of the subject amendments is in the Twisp Town limits located on property with a mixture of residential, commercial, public and industrial uses.
3. Any Finding of Fact that is more correctly a Conclusion of Law is incorporated herein as such by this reference.

Chapter 18.30
COMMERCIAL ZONING DISTRICTS

Sections:

[18.30.010 Intent.](#)

[18.30.020 General regulations.](#)

[18.30.030 Downtown commercial \(C-1\) district.](#)

[18.30.040 Office/tourist commercial \(C-2\) district.](#)

[18.30.050 General commercial \(C-3\) district.](#)

[18.30.060 Commercial riverfront \(C-R\) district.](#)

[18.30.070 Industrial \(I\) district.](#)

18.30.010 Intent.

(1) It is the express intent of the town council to foster the public health, safety, general welfare and interests of the town by promoting an accessible, pedestrian-friendly environment in all commercial districts, including those where the primary circulation between establishments is vehicular and parking areas are supplied for customer use.

(2) It is the express intent of the town council to foster the public health, safety, general welfare and interests of the town by supporting commercial development that respects qualities of privacy, physical and psychological comfort, and aesthetics conducive to neighborhood and community life while at the same time fostering creativity and innovation and accommodating the needs of new and emerging industries.

(3) Proposals for residential and commercial development must include a process for ensuring that potential property owners are provided adequate notice regarding adjacent existing industrial and heavy commercial uses that may be in conflict with residential and light commercial uses. (Ord. 620 § 6(1), 2010)

18.30.020 General regulations. (1) Uses Allowed. Uses allowed in each of the commercial zoning districts are shown in the district use chart in Appendix A of this title.

(2) Dimensional Requirements. Lot sizes, allowable densities, lot coverage, height and setbacks in each of the commercial zoning districts shall be as set forth in Table 6.

(3) All uses shall comply with all applicable basic provisions in Chapter [18.15](#) TMC, including requirements related to development and performance standards.

(4) All uses shall comply with all applicable general regulations in Chapter [18.20](#) TMC, including requirements for off-street parking, clear vision, fences, landscaping, buffers, signs, and site clearing. (Ord. 620 § 6(2), 2010)

(5) All development shall be accordance with the Town of Twisp Development Standards including stormwater, parking dimensions, sidewalks, landscaping, etc.

18.30.030 Downtown commercial (C-1) district.

(1) Intent. The C-1 district is a pedestrian-oriented commercial district designed to foster a vibrant downtown business area supporting a mix of residential and commercial uses. The C-1 designation is intended for the central business district. In creating regulations for the C-1 district, consideration has been given to the need to promote pedestrian circulation, while recognizing the need to provide for adequate fire protection and emergency vehicle access. Parking requirements for the district acknowledge that the downtown is an area of shared parking and walking between stores, with limited space for off-street parking areas adjacent to most commercial uses. The C-1 district should provide adequate parking for residents, employees, and visitors with minimal curb cuts. Off-street parking areas should generally be located at the back of the lot, with access via alleys. Design and uses that will foster community life and social use of outdoor areas are to be encouraged. Compact scale is a defining characteristic of the C-1 district. The size, distribution, site design, and landscaping of uses that display goods in outdoor lots should be such that the impact on the surrounding neighborhood is negligible and the area remains attractive to pedestrians.

(2) Special Regulations.

(a) Single, duplex, and multifamily residential uses are permitted by administrative permit; provided, that 50 percent of the ground floor be dedicated to commercial use, and the commercial use dominates the street frontage facade of the building. Residential frontage shall be limited to access only. This standard shall be applied on corner lots as well.

(b) Outdoor display of merchandise is limited to the area immediately along the building frontage a maximum of 12 feet from the building frontage. Outdoor displays of merchandise on public sidewalks or rights-of-way shall not protrude into or over said sidewalks or rights-of-way in such a manner as to create a hazard or nuisance to vehicle or pedestrian traffic.

(c) Outdoor seating and other outdoor use areas shall not protrude into or over public sidewalks or rights-of-way in such a manner as to create a likelihood of endangering the use of such public place by vehicle or pedestrian traffic.

(d) No single structure shall exceed a 25,000 square foot footprint. No single structure shall exceed 25,000 square feet of retail space.

(3) Lincoln Street Corridor. The Lincoln Street corridor is a special mixed use zone that allows more flexible residential development than typically provided for in the C-1 zone. The area extends from midway between Massey Wills Lane and Twisp Avenue south to Fifth Avenue along the west side of Lincoln Street. While the intent of the Lincoln Street corridor is to gradually transition to commercial use and is thus zoned C-1, the historic and current residential character along Lincoln Street lends itself to be a transition from the commercial center of Glover Street to the residential neighborhood east of Lincoln Street. Development of single-family residences and duplexes shall be allowed along the west side of Lincoln Street; provided, that the structures adhere to C-1 setbacks, bulk height, and densities and are subject to an administrative permit. (Ord. 620 § 6(3), 2010)

18.30.040 Office/tourist commercial (C-2) district.

(1) Intent. C-2 districts are intended to provide areas outside of the downtown business area for uses that do not generate large volumes of traffic or traffic circulation and turning patterns that would disrupt the smooth flow of traffic on adjacent arterial streets or the Highway 20 corridor, including low- to medium-intensity, generally nonretail commercial and service uses and residential uses (including single-family and multifamily dwellings; provided, that commercial uses are located on the ground level and occupy a minimum of 50 percent of the ground level and the majority of street frontage, as well as tourist accommodations). While the primary circulation between commercial establishments in C-2 districts is expected to be vehicular, with parking areas supplied for customers' and employees' use, commercial users should also provide for the safety and convenience of bicyclists, pedestrians, and differently abled people. C-2 districts provide areas for small office buildings and uses and for tourist accommodations and related uses. It is the intent of the town council to establish C-2 districts as areas conducive to repose during nighttime hours, and as areas that will be attractive to and convenient for overnight visitors.

(2) Special Regulations.

(a) All uses in the C-2 district shall be conducted wholly within an entirely enclosed building, except:

(i) Permitted residential uses.

(ii) Outdoor seating for food and beverage service associated with tourist accommodations.

(iii) Public utility installations.

(iv) Parking, loading, storage, mechanical, and trash areas on private property. Outdoor storage of materials and supplies shall be completely screened from adjacent properties and public rights-of-way .

(v) Signs.

(b) Outdoor display of merchandise is prohibited in C-2 districts.

(c) Traffic. The administrator may authorize uses for C-2 zoning districts that have traffic characteristics similar to the traffic characteristics of uses permitted in C-2 zoning districts, as shown in the district use chart in Appendix A of this title, when those uses are compatible with the intent of the district. In making a determination that the traffic characteristics of a use are similar to those of allowed uses, the administrator must find that the proposed use will cause no more than a 10 percent increase in trip generation and parking as compared to a permitted use, and that the type of traffic and circulation needs of the proposed use are comparable to those of a permitted use. It shall be the responsibility of the operator and/or the proprietor of the proposed use to provide such reasonable evidence and technical data as the administrator may require to demonstrate that the traffic characteristics of the proposed use or activity meet the standards of this subsection.

(d) No single structure shall exceed a 25,000 square foot footprint. No single structure shall exceed 25,000 square feet of retail space.

(e) An existing single-family dwelling located within a C-2 district may be rebuilt, repaired, expanded, and otherwise changed for human occupancy. Accessory structures appurtenant to an existing single-family dwelling, such as garages, carports, storage sheds, and fences, may likewise be rebuilt, repaired, expanded, and otherwise changed. In addition to the above provisions, any improvements shall comply with the development regulations specified for the C-2 zoning district for single-family dwellings and accessory structures. (Ord. 620 § 6(4), 2010)

18.30.050 General commercial (C-3) district.

(1) Intent. The C-3 zoning district is intended to allow for a wide variety of commercial uses outside of the downtown business area. While the primary circulation between commercial establishments in C-3 districts is expected to be vehicular, with parking areas supplied for customers' and employees' use, all users should also provide for the safety and convenience of bicyclists, pedestrians, and differently abled people. C-3 districts are suitable for higher-intensity uses such as automobile sales, retail sales outlets, and large or mid-size office buildings. The town will encourage uses and site development that are aesthetically pleasing and harmonious with the surrounding neighborhood.

(2) Special Regulations.

(a) Residential Uses.

(i) New residential uses are not allowed in C-3 districts.

(ii) An existing single-family dwelling located within a C-3 district may be rebuilt, repaired, expanded, and otherwise changed for human occupancy. Accessory structures appurtenant to an existing single-family dwelling, such as garages, carports, storage sheds, and fences, may likewise be rebuilt, repaired, expanded, and otherwise changed. In addition to the above provisions, any improvements shall comply with the development regulations specified for the C-3 zoning district for single-family dwellings and accessory structures.

(b) Outdoor storage of materials and supplies, except authorized displays of merchandise, shall be completely screened from adjacent properties and public rights-of-way. The storage of goods typically displayed in outdoor parking lots, including automobiles, motorcycles, farm equipment, and boats, is authorized and shall be allowed.

(c) Outdoor displays of merchandise shall not protrude into or over public sidewalks or rights-of-way.

(d) No single structure shall exceed a 25,000 square foot footprint. No single structure shall exceed 25,000 square feet of retail space. (Ord. 620 § 6(5), 2010)

18.30.060 Commercial riverfront (C-R) district.

(1) Intent. C-R districts are intended to provide areas for high-density, pedestrian-friendly mixed-use development that takes advantage of the special qualities of the town's riverfront and promotes pedestrian access and use of the riverfront and its business amenities. The town will encourage developments meeting high aesthetic standards and offering a mix of uses including pedestrian-oriented retail, multifamily housing (including condominiums, multifamily dwellings,

and townhouses) and tourist accommodations (including bed and breakfast inns, hotels, motels, overnight rentals, resorts, and time-share condominiums), entertainment and cultural activities, restaurants, and conference facilities with parking spaces provided for customers' and employees' use.

(2) Special Regulations.

(a) Residential Uses.

(i) New single-family residential, detached dwellings are not allowed in C-R districts.

(ii) An existing single-family dwelling located within a C-R district may be rebuilt, repaired, expanded, and otherwise changed for human occupancy. Accessory structures appurtenant to an existing single-family dwelling, such as garages, carports, storage sheds, and fences, may likewise be rebuilt, repaired, expanded, and otherwise changed. In addition to the above provisions, any improvements shall comply with the development regulations specified for the C-R zoning district for single-family dwellings and accessory structures.

(b) Outdoor storage of materials and supplies shall be completely screened from adjacent properties and public rights-of-way. The use Type II buffers listed in TMC [18.20.160](#) may be used as guidelines for screening.

(c) Outdoor display of merchandise is limited to the area immediately adjacent to the building frontage, a maximum of 12 feet from the building frontage. Outdoor displays of merchandise on public sidewalks or rights-of-way shall not protrude into or over said sidewalks or rights-of-way in such a manner as to create a likelihood of endangering the use of such public place by vehicle or pedestrian traffic.

(d) Outdoor seating and other outdoor use areas shall not protrude into or over public sidewalks or rights-of-way in such a manner as to create a likelihood of endangering the use of such public place by vehicle or pedestrian traffic.

(e) All proposals that include residential use shall be by planned development.

(f) All proposals along the Methow River shall include a right-of-way or easement for public access along the entirety of the shoreline.

(g) No single structure shall exceed a 25,000 square foot footprint. No single structure shall exceed 25,000 square feet of retail space. (Ord. 620 § 6(6), 2010)

18.30.070 Industrial (I) district.

(1) Intent. I districts are intended to provide areas for high-intensity uses, new industries, and uses requiring large amounts of space, including outdoor yards, storage areas, and parking areas. Retail operations are limited to activities that are incidental to a permitted use and a small number of bulk retail uses that involve outdoor storage and display. I districts shall be located where utilities, street capacity, and other services are adequate to support the intended uses. While the primary circulation in I districts is expected to be vehicular, with parking areas supplied for customer and employee use, all users should also provide for the safety and convenience of bicyclists, pedestrians, and differently abled people. The town will encourage uses and site development that

are aesthetically pleasing and harmonious with the surrounding neighborhood. I districts are suitable for industrial and manufacturing uses and uses such as research and development, high-tech facilities, storage, wholesale trade, distribution, and auto, truck, and equipment repair services.

(2) Special Regulations.

(a) Residential Uses.

(i) New residential uses other than accessory dwellings are not allowed in I districts.

(ii) An existing single-family dwelling located within an I district may be rebuilt, repaired, expanded, and otherwise changed for human occupancy. Accessory structures appurtenant to an existing single-family dwelling, such as garages, carports, storage sheds, and fences, may likewise be rebuilt, repaired, expanded, and otherwise changed. In addition to the above provisions, any improvements shall comply with the development regulations specified for the I zoning district for single-family dwellings and accessory structures.

(b) All service, processing, or storage on property abutting or facing a residential district shall be wholly within an enclosed building, shall not be conducted within a required yard setback or buffer area, and shall be screened from view from the residential district by an approved Type V buffer, as described in TMC [18.20.160\(9\)\(e\)](#).

(c) Access from a public street to properties in an industrial district shall be so located as to minimize traffic congestion and avoid directing industrial traffic onto residential streets.

(d) Building entrances or other openings adjacent to a residential district shall be prohibited if they cause glare or excessive noise or otherwise adversely affect the use or value of the adjacent property.

(e) The storage, treatment, processing and manufacture of hazardous materials and/or waste shall only be allowed if such activities are appurtenant to an existing or proposed permitted use. The development of a use specifically for such purposes shall be prohibited.

(f) In order to prevent vehicle congestion, all service bays, loading docks, and shipping areas shall be configured so as not to encroach on public rights-of-way, public easements, and required off-street parking areas.

(g) Outdoor displays of merchandise shall not protrude into or over public sidewalks or rights-of-way.

(h) No single structure shall exceed a 25,000 square foot footprint. No single structure shall exceed 25,000 square feet of retail space. (Ord. 620 § 6(7), 2010)

Table 6

– Commercial Districts

Lot Size, Coverage, Density, Setback, and Height

2,8

	C-1	C-2	C-3	I	C-R
Minimum lot size, commercial	2,500 sq. ft.	5,000 sq. ft.	5,000 sq. ft.	5,000 sq. ft.	5,000 sq. ft. ³
Minimum lot size, residential ¹	Lincoln St. Overlay 5,000 sq. ft.	–	–	–	By PD only
Maximum density, with PD permit ⁴	16 dua	16 dua	–	–	Multifamily: 16 dua
Maximum lot coverage ⁵	100%	80%	80%	80%	80%
Front yard setback	0	0 ⁶	0 ⁵	0	0
Side yard setback ⁷	0	0 ⁵	0 ⁵	0 ⁵	0 ⁵
Rear yard setback ⁷	0 ⁵	0 ⁵	0 ⁵	0 ⁶	0 ⁵
Maximum height	30 feet	30 feet	38 feet	60 feet	45 feet ⁹
Minimum lot size, accessory dwelling unit	7,500 sq. ft.	7,500 sq. ft.	7,500 sq. ft.	–	–

LEGEND: dua = dwelling units per acre; sq. ft. = square feet

¹ Where residential uses are permitted, lot coverage, setback, and height requirements shall be the same as those listed in Table 5 for R-3 districts unless otherwise stated.

² Smaller lot sizes may be permitted with a planned development permit.

³ Densities in commercial zoning districts only apply to allowed residential uses.

⁴ Determined by setback and off-street parking requirements in all zoning districts except C-R.

⁵ Except where property abuts a residential zone; then setback shall be 10 feet.

⁶ Except where property abuts a residential zone; then setback shall be 20 feet.

⁷ In all cases where an interior lot line requires a landscaping buffer between differing uses, the width of the setback shall be determined by whichever requirement is widest (e.g., if a 20-foot

buffer is required for an industrial use adjoining a residential use, that 20 feet shall be considered the setback).

⁸ All uses in commercial zoning districts shall comply with the clear vision requirements in TMC [18.20.130](#). In some cases compliance may require establishment of setbacks greater than those shown in the table above.

⁹ Three stories not to exceed 45 feet.

(Ord. 620 § 6(Table 6), 2010)

C-1
C-2
C-3
I
C-R

Home < >

The Twisp Municipal Code is current through Ordinance 814, passed December 12, 2023.

Disclaimer: The Town Clerk's Office has the official version of the Twisp Municipal Code. Users should contact the Town Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Town Website: <https://www.townoftwisp.com/>

Town Telephone: (509) 997-4081

[Code Publishing Company](#)

18.20.120 Off-street parking requirements.

The following parking requirements shall apply to all new construction or substantial improvement of existing uses constructed or improved after the date of adoption of the ordinance codified in this title. For the purposes of this section, “substantial improvement” shall include any expansion and/or reconstruction of a building that results in any increase in gross floor area or retail/customer service area in excess of 400 square feet. Existing structures in C-1 that undergo remodeling or reconstruction that results in less than 400 additional square feet for allowed commercial uses shall not be subject to these requirements.

(1) Location. Off-street parking facilities shall be located as follows:

(a) For single-family dwellings and duplexes, required off-street parking facilities shall be located on the same lot(s) as the residence that they serve, and shall not be located within any required setback area.

(b) For multifamily residences and commercial uses, required off-street parking facilities shall be located no more than 600 feet, measured along public or quasi-public roads or paths connecting the use with the parking area, from the building they are required to serve, except that off-street parking facilities for hotels, motels, and other tourist accommodations shall be located no more than 300 feet from the building they are required to serve. Off-street parking facilities shall not be located in any required setback area.

(c) No parking lot or driveway serving a commercial or industrial use in a commercial or industrial district shall be located in a neighboring residential zoning district unless such use is allowed in the residential district.

(2) Joint Use. Joint use of parking facilities by more than one business or use may be authorized by the administrator for the following uses and under the following conditions:

(a) Up to 40 percent of the required off-street parking facilities for a theater, bowling alley, dance hall, bar or other evening use as determined by the administrator may be supplied by off-street parking facilities provided for banks, retail stores, offices, personal services establishments, or other uses determined by the administrator to be daytime uses.

(b) Up to 40 percent of the required off-street parking facilities for a bank, retail store, office, personal services establishment, or other daytime use as determined by the administrator may be supplied by off-street parking facilities provided for a theater, bowling alley, dance hall, bar, or other evening use as determined by the administrator.

(c) Joint-use off-street parking facilities shall be located not more than 600 feet from the use or building they are intended to serve, measured along a public or quasi-public road or paths connecting the use and the parking area.

(d) The hours of operation for uses that are engaged in joint use of off-street parking facilities shall not substantially coincide.

(e) Parties participating in joint use of off-street parking facilities shall file with the administrator a properly drawn legal instrument that grants to the joint users the right to use of said facilities as necessary to meet the off-street parking requirements, and which shall be subject to review by the town attorney for sufficiency hereunder.

(3) Minimum Off-Street Parking Standards.

(a) Required minimum numbers of off-street parking spaces are as set forth in Table 1 – Parking Standards.

(b) Required minimum dimensions of parking spaces and parking lots are as set forth in Table 2 – Schedule of Minimum Parking Dimensions.

(c) No required off-street parking space shall be used for storage, including snow storage. All required off-street spaces must be available at all times for their intended purpose.

(d) C-1 Zone. In the C-1 zoning district, off-street parking requirements, as listed in Table 1 and described in subsection (1) of this section, shall apply only to new construction.

(i) Expansion or reconstruction of existing structures with permitted uses shall not result in the loss of any off-street parking.

(ii) Expansion or reconstruction of existing structures in excess of 400 square feet will be subject to the requirements set forth by Tables 1 and 2.

(iii) Any construction or remodel in C-1 that results in additional dwelling units (accessory, single-family residential or multifamily) must provide off-street parking spaces as specified in Table 1.

(iv) In lieu of providing the determined number of parking spaces or replacing existing on-site parking spaces, the applicant may pay a mitigation fee or develop the determined number of parking spaces and landscaping requirements on Town properties as designated by the Administrator. Any residential or short-term or long-term lodging shall provide the determined parking requirements on-site.

(vi) These minimums should act as guidelines to determine the required parking spaces.

(vii) Building improvement square footage requirements are public space only.

The required number of parking spaces for each land use/activity category shall be as follows:

Table 1.

<u>Category</u>	<u>Minimum Required Spaces</u>
<u>Residential</u>	<u>2 spaces/unit</u>
<u>Short-term rental</u>	<u>1 space/bedroom rented plus 1 additional space, no on street parking allowed.</u>
<u>Transient services</u>	<u>1 space/room rented as a single unit</u>
<u>Community services,</u> <u>Retail commercial,</u> <u>Service commercial,</u> <u>Professional office</u>	<u>1 space/400 square feet</u>
<u>Industrial facilities</u>	<u>1 space/500 square feet of retail area and 1 space/1,000 square feet of gross floor area, unless demonstrated parking needs are shown to be less</u>
<u>Entertainment Facility</u>	<u>1 space per 5 seats</u>

(4) See Town of Twisp Development Standards for parking stall, sidewalk, road width dimensions.

(5) Mixed Uses. In the case of mixed uses or mixed occupancy, the total requirement for off-street parking spaces shall be the sum of the requirements for the various uses computed separately (except in the case of qualified joint users as set forth in subsection (2) of this section).

(6) Uses Not Listed. In the case of a use not specifically mentioned in Table 1, the requirements for off-street parking spaces shall be determined by the administrator by comparison to similar uses that are shown in Table 1, the specific needs of the proposed use or business, and the zoning district in which the use is to be located.

(7) Minimum Parking Dimensions. Access aisles and parking stalls shall conform to the requirements of Table 2.

(8) Ingress and Egress. All off-street parking areas (except for single-family and duplex developments) shall be constructed with no more than two points of ingress or egress onto adjoining streets or highways. Points of ingress and egress shall be no greater than 36 feet in width.

(9) Construction and Maintenance. Every new or enlarged portion of an existing off-street parking area for more than four cars, except parking for a single-family residence or duplex, shall be surfaced in a manner that is acceptable to the administrator to eliminate dust. All parking areas shall comply with the Eastern Washington Stormwater Guidelines, including be graded and drained so all surface water is disposed of on site, and so that no stormwater drains across sidewalks or public streets or creates a threat of pollution to the ground or surface waters.

(10) Approval of Site Plan. The administrator shall approve prior to construction a site plan for every new or enlarged off-street parking lot, area or facility, except parking for a single-family residence. The plan shall be drawn to a minimum scale of one inch equals 50 feet, and shall clearly show the proposed development and state its size and use, and show location, size, shape and design of parking spaces, lighting, landscaping, buffers, irrigation, and other features of the proposed parking lot. The site plan shall be filed with the building permits and plans. A single plan may be used to meet the requirements for parking plan and landscape and buffer plan (see TMC [18.20.160\(5\)](#)) approval.

(11) Landscaping. All parking areas for more than four vehicles shall be landscaped with Type I landscaping, as specified in TMC [18.20.160](#), along the boundaries thereof including planting of trees to provide visual and noise screening from adjacent lots, roadways or uses.

(12) Parking areas that abut property boundaries shall be separated from such property by a buffer, as specified in TMC [18.20.160](#).

(13) General Provisions.

(a) The off-street parking facilities required herein shall be established prior to any change in use of land or structures and/or prior to the occupancy of any new or enlarged structure.

(b) Required off-street parking spaces shall not be used for the storage of vehicles or materials, or for the commercial sale, repair or servicing of any vehicle.

(c) An area once designated for required off-street parking shall not be used for any other purpose unless and until equal facilities are provided elsewhere meeting the requirements of this title, or the primary use of the property has changed to a use requiring less off-street parking.

(d) Parking spaces in tandem, having a single means of ingress and egress, shall not be counted as two parking spaces for the purpose of this title, except that each such tandem space for a single-family dwelling unit shall count as a required parking space. (Ord. 620 § 4(12), 2010)

Table 1—Parking Standards-

USE	NO. OF SPACES	STANDARDS
Accessory dwelling unit	1	Per accessory housing unit, in addition to spaces required for the principal dwelling
Boarding or rooming houses	1	Per two boarders
Bowling alleys	2	Per lane
Business or professional offices	1	Per 400 square feet of gross floor area
Churches, funeral homes, mortuaries	1	Per 75 square feet of assembly area
Duplexes and multifamily dwellings	2	Per dwelling unit
Eating and drinking establishments;	1	Per 100 square feet of gross

Table 1—Parking Standards

USE	NO. OF SPACES	STANDARDS
including microbreweries		floor area; including exterior seating areas
Furniture, appliance, hardware, and clothing stores	1	Per 600-square feet of gross floor area
Hospitals, convalescent homes, nursing and rest homes	1	Per five beds; plus one per employee based on the maximum working shift
Libraries and museums	1	Per 500-square feet of gross floor area
Manufacturing uses	1	Per employee based on the maximum working shift
Medical clinics	2	Per 1,000 square feet of gross floor area
Neighborhood commercial uses	1	Per employee based on the maximum working shift; not to exceed four

Table 1—Parking Standards

USE	NO. OF SPACES	STANDARDS
Places of assembly not otherwise specified	1	Per 100-square feet of gross floor area
Retail sales outlets, up to 5,000-square feet	1	Per 300-square feet of gross floor area
Retail sales outlets, over 5,000 square feet	1	Per 300-square feet of gross floor area up to 5,000-square feet, plus one per 150-square feet of gross floor area in excess of 5,000 square feet
Schools	1	Per 400-square feet of floor space, plus one per employee
Single-family dwellings	2	Per single-family dwelling unit
Stadiums, sports arenas, auditoriums, theaters	1	Per four seats or eight feet of bench length. If no fixed seats, one space per 100-square feet of floor area
Tourist accommodations	1	Per guest unit, plus one per

Table 1 – Parking Standards

USE	NO. OF SPACES	STANDARDS
		employee based on the maximum working shift
Wholesale outlets, warehouses, and storage buildings or yards	1	Per employee
All businesses in C-1 zoning districts	1	Per employee based on the maximum working shift

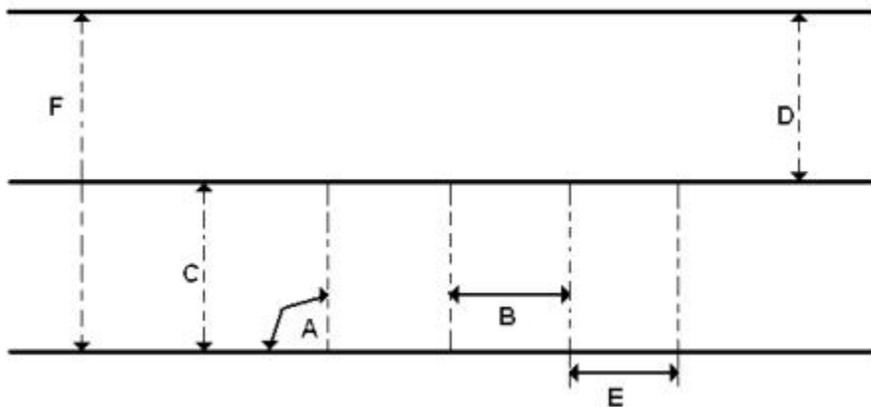
(Ord. 620 § 4 (Table 1), 2010)

Table 2 – Schedule of Minimum Parking Dimensions

Parking Angle	Stall Width	Curb Length per Car	Stall Depth	Minimum Driveway Width	Lot Width/Sq. Ft.	Lot Width/Sq. Ft.	Lot Width/Sq. Ft.	Lot Width/Sq. Ft.
					1 Row and 1 Driveway per Car	2 Rows and 1 Driveway per Car	3 Rows and 2 Driveways per Car	4 Rows and 2 Driveways per Car
Along curb – 0°	8'	23'	8'	12'	20'460	28'322	48'368	56'322
30°	9'	18'	17'4" 17'7"	11'	28'4"/510	45'8"/411 45'6"/411	66'2"/397	83'6"/376

Table 2 – Schedule of Minimum Parking Dimensions

Parking Angle	Stall Width	Curb Length per Car	Stall Depth	Minimum Driveway Width	Lot Width/Sq. Ft. 1-Row and 1-Driveway per Car	Lot Width/Sq. Ft. 2-Rows and 1-Driveway per Car	Lot Width/Sq. Ft. 3-Rows and 2-Driveways per Car	Lot Width/Sq. Ft. 4-Rows and 2-Driveways per Car
45°	9'	12'9" 12'7"	19'10" 19'8"	13'	32'10"/420	52'8"/336 52'5"/336	79'/376	98'10"/315
60°	9'	10'5" 10'4"	21'0"	18'	39'/407	60'/313	95'/330	116'/305
90°	9'	9'	19'	24'	43'/387	62'/279	105'/315	124'/279



Parking Space and Aisle Dimensions for Surface Parking

A	B	C	D	E	F
Parking Angle	Stall Width	Row Width	Aisle Width	Curb Length	Bay Width
Parallel	9 ft. 0 in.	9 ft. 0 in. .	12 ft. 0 in.	23 ft. 0 in.	20 ft. 0 in.
30	9 ft. 0 in.	17 ft. 0 in. .	11 ft. 0 in. .	18 ft. 0 in. .	27 ft. 6 in.
45	9 ft. 0 in. .	19 ft. 0 in. .	13 ft. 0 in. .	12 ft. 6 in.	32 ft. 0 in.
60	9 ft. 0 in. .	20 ft. 6 in.	18 ft. 0 in. .	10 ft. 6 in.	38 ft. 6 in. .
90	9 ft. 0 in.	18 ft. 0 in.	25 ft. 0 in.	9 ft. 0 in.	43 ft. 0 in. .

Refer to Town of Twisp Development Standards for more details

RESOLUTION #24-720

A RESOLUTION OF THE TOWN OF TWISP, WASHINGTON, ADOPTING DEVELOPMENT STANDARDS TO GUIDE DEVELOPERS, UTILITY COMPANIES, TOWN CONTRACTORS, AND PUBLIC WORKS CREWS WHEN PERFORMING WORK THAT INVOLVES PUBLIC RIGHTS OF WAY AND OR PUBLIC EASEMENTS AND DEVELOPMENT WITHIN THE TOWN.

WHEREAS, the Town Council of the Town of Twisp has deemed it necessary to adopt standards that shall apply to all work within existing or proposed public rights of way and/or public easements, and development within the Town. Such development standards are intended as required guidelines for designers, contractors, and developers in preparing their plans and for the Town in reviewing the plans; and

WHEREAS, the Town has prepared the documents entitled "Town of Twisp- Public Works Development Standards" and "Standard Details" to establish minimum standards that apply to all work within existing or proposed public rights of way and/or public easements, and the development within the Town, hereinafter "Development Standards"; and

WHEREAS, the Town Council desires to adopt the Development Standards as provided herein.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Twisp, Washington, as follows:

Section 1. Adoption. The Development Standards are hereby adopted as the Development Standards of the Town of Twisp, Washington. The Development Standards shall apply to all work within existing or proposed public rights of way and/or public easements, and development within the Town, and shall supersede any previously adopted Development Standards.

Section 2. Availability. The Development Standards shall be made available to any person for work within an existing or proposed public right of way and/or public easement, and development within the Town, at a cost as designated in the Town's Fee Schedule.

Section 3. Effective Date. The effective date of the Development Standards shall be the date of passage of this Resolution.

PASSED by the Town Council this 24th day of April 2024.

APPROVED:

Hans Smith, Mayor

ATTEST:

Randy Kilmer, Clerk/Treasurer

Town of Twisp

Public Works

DEVELOPMENT STANDARDS

~~MAY 2019~~

Revised ~~November 2022~~ April 2024

TOWN OF TWISP

TOWN OFFICIALS

MAYOR

SOO ING-MOODY

COUNCIL

AARON STUDEN

ALAN CASWELL

MARK EASTON

HANS SMITH

KATRINA AUBURN

PUBLIC WORKS DIRECTOR

ANDREW DENHAM

Adopted: May 14, 2019
Resolution #19-642

Revised: 11/8/22
Resolution #22-697

FOREWORD

The Mayor and Council of the Town of Twisp welcome you to work in a community dedicated to maintaining a quality environment.

Twisp's staff will work with you to create first class additions to our Town. It is our intent to provide a practical and uniform approach to the design, construction and maintenance of the Town's public infrastructure.

These standards are meant to establish minimum standards and have been designed to provide consistency and quality control yet provide for flexibility and common sense.

As a fluid document, these Development Standards will require frequent updates to keep up with the pace of technology in the construction industry. The Town encourages our stakeholders to submit suggested revisions of the Development Standards to the Public Works Director for review and consideration

This document, together with the Twisp Municipal Code (TMC), will provide you with our minimum standards. Where specific design standards, construction standards or other items are not specifically addressed in the Town of Twisp Development Standards or Twisp Municipal Code, the most current publications of WSDOT's M41-10, M41-01, M22-01, M46-01, M22-31 Manuals as well as the Washington State Department of Ecology Stormwater Management Manual for Eastern Washington will be complied with by the developer or contractor at the discretion of the Public Works Director.

Andrew Denham
Public Works Director
Town of Twisp
PO Box 278
Twisp, WA 98856
Phone (509) 997-1311
publicworks@townoftwisp.com

PUBLIC WORKS DEVELOPMENT STANDARDS

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APPENDIX

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SECTION 1

1. INTRODUCTION

This document is to guide the developer, utility company, Town contractors, and Public Works crews when performing work that involves public rights-of-way or public.

These standards shall apply to all work within existing or proposed public rights-of-way and/or public easements, and development within the Town. These standards are intended as required guidelines for designers, contractors and developers in preparing their plans and for the Town in reviewing plans. The proponent is cautioned that higher standards and/or additional studies and/or environmental mitigation measures may, and will, in all likelihood, be imposed by the Town when developing on, in, near, adjacent, or tributary to sensitive areas to include, but not be limited to, steep embankments, creeks, ponds, lakes, certain wildlife habitat, unstable soils, high water tables, wet areas, etc.

Except where these standards provide otherwise, design detail, construction workmanship and materials shall be in accordance with the most current edition of the following publications;

- Washington State Department of Transportation Standard Specifications for Road, Bridge & Municipal Construction M41-10, latest edition;
- Washington State Department of Transportation Standard Plans for Road, Bridge & Municipal Construction M22-31, latest edition;
- Washington State Department of Transportation Design Manual M22-01, latest edition;
- Washington State Department of Transportation Materials Manual M46-01, latest edition;
- American Water Works Association Standards, latest edition;
- Washington State Department of Ecology Criteria for Sewage Works Design, latest edition;
- Washington State Department of Health Water System Design Manual, latest edition;
- Manual on Uniform Traffic Control Devices, latest edition;
- Washington Department of Ecology Storm Water Manual for Eastern Washington, latest edition;
- American Association of State Highway and Transportation Officials Standard Specifications for Transportation Materials and Methods of Sampling and Testing, and AASHTO Provisional Standards, latest edition
- Wildland Urban Interface Code, latest edition

- [International Fire Code, latest edition](#)

The Public Works Director will make the final determination regarding any and all design standards or construction practices contained in these Development Standards.

Plans for improvements within the public right-of-way or public easements, or within any development as required in these Development Standards shall bear an approval signature from the Public Works Director.

The Owner shall submit calculations and other appropriate materials supporting the design of utilities, pavements, concrete, structures and storm drainage facilities.

Where these Development Standards conflict with any existing Town Ordinances, or discrepancies exist within the body of these Development Standards, the higher “standards” shall be utilized, and as determined by the Public Works Director.

Definitions: As used herein:

- A. "Owner" means the party requesting certain improvements to become a part of the Town's utility and/or roadway system upon completion and acceptance, and/or the owner of the real property upon which the improvements are to occur. The term shall also include the Owner's developer, contractor, engineer and/or agents.
- B. "Plans" mean drawings, including reproductions thereof, of the work to be prepared by a professional engineer licensed in the State of Washington for or on behalf of an Owner, for the performance of the work and for the quantity and quality of materials, as contained or referenced herein.
- C. "Specifications" means the directions, provisions, and requirements designated by a professional engineer licensed in the State of Washington for or on behalf of an Owner, for the performance of the work and for the quantity and quality of materials, as contained or referenced herein.
- D. "Performance Bond" means a bond furnished by the Owner and written by a corporate body qualified to write surety in the State of Washington, guaranteeing that the work will be completed in accordance with the plans and specifications, and in a form as approved by the Town.
- E. "Utility" means a public or private utility company occupying the public right-of-way or public easement with physical improvements below or above ground.
- F. "Maintenance Bond" means a bond furnished by the Owner and written by a corporate body qualified to write surety in the State of Washington, guaranteeing that the Owner will repair any defects found in the work within the time period as further identified herein, in a form as approved by the Town.

Owner/Utility to be Informed: It is the Owner's responsibility to be fully informed regarding the nature, quality, and the extent of the Owner's obligation and work to be done, and, if in doubt, to secure specific written clarification from the Town.

Authority of the Public Works Director: The Public Works Director using these Development Standards shall have the authority to determine the amount, quality, acceptability and fitness of the work, material and equipment and to decide all questions relative to the fulfillment of these Development Standards, and to reject all work or material which does not conform to the terms of these Development Standards. The Public Works Director's decision in all matters is the decision of the Town. The Owner's appeal of such decisions shall be to the Twisp Town Council in the manner provided in TMC 18.50.020.

The Town of Twisp and the Public Works Director, or any employee or authorized representative, does not purport to be a safety expert, and has neither the authority nor the responsibility to enforce construction safety laws, rules, regulations or procedures, or to order the stoppage of work for claimed violations thereof. The furnishing by the Town of project representation and/or inspection shall not be construed by the Owner that the Town is responsible for the identification or enforcement of such laws, rules or regulations.

Payment for Town Services: The Owner and/or Utility shall be responsible for promptly reimbursing the Town for all costs and expenses incurred by the Town in the pursuit of project submittal, review, approval, and construction. These costs include, but are not limited to, the utilization of staff and consultants as may be necessitated to adequately review and inspect construction of the project(s). All legal, administrative, and engineering fees for project review, meetings, approvals, site visits, construction inspection, etc., shall be subject to prompt reimbursement. The Owner is cautioned that project approval (Town acceptance) and occupancy permits will be denied until all reimbursement and bills are paid in full. The Owner or Utility's appeal to payment demands is to the Town Council in the manner provided in TMC 18.50.020.

As a condition precedent to the Town accepting the completed improvements, the Owner shall construct the proposed improvements, or additions thereto, in conformance with these Development Standards and its reference documents. Any Owner appeal for rejected work shall be to the Town Council in the manner provided in TMC 18.50.020.

SECTION 2

2. PERMITS

2.01 Permit Process

The construction of any infrastructure items or additions thereto, shall not commence until the following conditions have been fulfilled:

1. The Owner shall have the preliminary plat approved in accordance with the Twisp Municipal Code (“TMC”) Chapter 17.
2. The Owner shall submit detailed construction plans of the proposed improvements/utility.
3. The Owner shall submit the plat drawings conforming to the conditions of preliminary plat approval showing all rights-of-way and easements to be dedicated to the Town.
4. Written approval from all regulatory agencies including SEPA mitigation approval shall be submitted.
5. All contractors and subcontractors performing work for the Owner shall have a current Washington State Contractors License and a Town of Twisp Business License on file with the Town.
6. All insurance and bonding is in place as required by the Town.
7. Any financial involvement from the Town or reimbursement to the Town shall be determined and agreed upon.
8. All documents referenced in this Section 2.01 shall require the review and approval by the Town and its Engineer, and the cost of such review shall be at the Owner’s expense.

Should an Owner split any proposed development into more than one phase, the Owner shall submit street and infrastructure plans for all phases of the proposed development to the Town in order to receive approval from the Town to begin work on the first phase of the development.

The Owner’s proposed improvements, or additions thereto, shall not be connected to the Town system until authorized by the Town, and such connection shall be performed only under the supervision and approval of the Town.

In requesting a permit to work in a public right-of-way, the Owner/Utility agrees to indemnify and hold harmless the Town, its officers, elected officials, employees and agents from and against all claims, injuries, damages, losses or suits of any kind by any person or entity , including

reasonable attorney's fees and costs, arising out of or in connection with performance of the Owner's express or implied obligations under these Development Standards, except for injuries and damages caused by the sole negligence of the Town.

In addition to the requirements listed above, no Owner shall commence work on the construction, alteration or repair of any improvement located either in the public right-of-way or a public easement without the necessary permit(s) first having been obtained from the Town.

Any party requesting such permit shall file a written request therefore with the Town at least 20 working days before construction is proposed to start. Such request shall include:

1. The name and address and phone number of the applicant (name and address of Owner if different than applicant); and Owner's contractor;
2. The name and address of the owner of the property abutting the street where the work is proposed if different than the Owner;
3. The street location of the proposed work, giving the street address or legal description of the property involved;
4. A detailed plan showing the dimensions of the abutting properties and the dimensions and location of all existing and/or proposed facilities and other pertinent features to understand the proposed work;
5. The plan shall also show the location of buildings, loading platforms, roof overhangs (if significant) or off-street parking facilities in the vicinity of the new construction;
6. Any other information requested by the Town which is necessary by the Town.
7. Schedule of any closing or rerouting of the public around the construction.

No permit shall be issued until the proposed work has been approved by the Public Works Director.

No plan shall be approved nor a permit issued where it appears that the proposed work, or any part thereof, conflicts with the provisions of these Development Standards or any other ordinance of the Town of Twisp, nor shall issuance of a permit be construed as a waiver of any Development Standards or ordinance requirements concerning the plan. Any permit issued in error shall be null and void.

2.02 Variances

A. General

Design and construction variances to these Development Standards may be granted by the Public Works Director, in the exercise of reasonable judgement, upon evidence that such design variance is in the public's best interest, including satisfying requirements for safety,

function, fire protection, appearance, maintenance, or ordinance compliance in conformance with the intent of these Development Standards.

To gain approval for a variance from these Development Standards, the Owner shall submit a "Request for Design Variance" (Attachment 1) to the Public Works Department. The Request for Design Variance shall state the standard(s) to be varied, including the proposed variance(s) and the reason(s) for the request. Additional supporting information, plans or design data prepared by a professional engineer, licensed in the State of Washington should be included as needed or requested.

If the requested variance is determined by the Public Works Director to significantly change the design, scope or intent of the development or work, the Public Works Director may defer the decision to the Town of Twisp Planning Commission. The Owner will comply with TMC 17.45 when requesting a design variance from the Planning Commission.

2.03 Project Coordination

Prior to the start of construction, the Owner will conduct a pre-construction conference. This conference shall include, but is not limited to the following:

1. Presentation and review of project schedule specifically identifying potential water outages, traffic impacts, connections to existing Town utilities, and any other Town related tasks.
2. Identify a construction contact: the person responsible for managing the day-to-day operations of the project including traffic control, inspection coordination, erosion control, project safety, and the overall coordination.
3. Identification of potential and proposed material variances.
4. Indemnification/hold harmless requirements pursuant to Section 3.02 of these Development Standards.
5. Insurance requirements pursuant to Section 3.03 of these Development Standards.

2.04 Changes During Construction

Changes during construction that potentially affect the scope of the project and/or the accepted individual lot plans must be submitted to the Owner's engineer for review and approval.

When changes to the design are necessary, Owner shall be responsible for coordinating the proposed design changes with the Owner's engineer. The Owner's engineer shall forward the proposed plan change, together with related calculations, to the Public Works Director for review and acceptance prior to construction.

SECTION 3

3. INSURANCE, LIABILITY, BOND, INTERFERENCE AND WORK SAFETY

3.01 Bonding

Owners/Utilities performing work within the public right-of-way or publicly owned easement(s) shall be prepared to satisfy the following two bonding requirements.

1. Furnishing a Performance Bond, approved as to surety by the Town Clerk and as to form by the Town Attorney, which bond shall be conditioned upon faithful completion of the work to be performed in the manner provided in TMC 17.35.195, as amended. The amount of such bond shall be 150% of the estimated cost of completing all required improvements as determined by the Public Works Director.
2. Furnishing a Maintenance Bond, or alternative security, for 100% of the actual cost of construction as required under these Development Standards in the manner provided in TMC 17.35.195, as amended, and as determined by the Public Works Director.

3.02 INSURANCE & INDEMNITY REQUIREMENTS

1. Independent Status of Owner

The Owner, in the performance of its requirements under these Development Standards, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of the Town.

2. Indemnification / Hold Harmless

The Owner shall defend, indemnify and hold the Town, its officers, elected officials, employees and agents harmless from and against any and all claims, injuries, damages, losses or suits, including attorney fees and costs, of any kind and by any person or entity, arising out of or in connection with Owner's express or implied obligations under these Development Standards, except for injuries and damages caused by the sole negligence of the Town..

3.03 Insurance

Any contractor that the Owner shall hire to complete any work as required under these Development Standards shall procure and maintain for the duration work, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Owner, their contractor, agents, representatives, employees or subcontractors.

No Limitation

The maintenance of insurance as required by these Development Standards shall not be construed to limit the liability of the Owner or their contractor to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity.

Minimum Amounts of Insurance

The Owner's contractor shall maintain at least the following insurance limits:

1. Automobile Liability insurance with a minimum Combined Single Limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate and \$1,000,000 products- completed operations aggregate limit.
3. Workers Compensation and Employers' Liability \$1,000,000 Employers' Liability each accident, \$1,000,000 Employers' Liability Disease-each employee, \$1,000,000 Employers' Liability Disease-policy limit.
4. Builders Risk insurance shall be written in the amount of the completed value of the work with no coinsurance provisions.
5. Pollution Liability Insurance shall be not less than \$1,000,000 per occurrence, \$2,000,000 per project aggregate.

The Owner is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts.

3.04 Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Commercial General Liability, Pollution Liability, and Builders Risk insurance:

1. The insurance coverage shall be primary insurance as respect the Town. Any insurance, self-insurance, or insurance pool coverage maintained by the Town shall be excess of the insurance and shall not contribute with it.
2. The insurance shall be endorsed to state that coverage shall not be cancelled except after thirty (30) days prior written notice has been given to the Town.
3. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the Town.

Owner's Insurance for Other Losses

The Owner or their contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the contractor, or the contractor's agents, suppliers or contractors as well as to any temporary structures, scaffolding and protective fences.

Waiver of Subrogation

The Owner, contractor, their subcontractors, sub-subcontractors, agents and employees, waive all rights of subrogation against the Town, for damages caused by any peril to the extend covered by the General Liability and Builders Risk insurance or other property insurance obtained pursuant to this Section or other property insurance applicable to the work.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

Verification of Coverage

Owner or their contractor shall furnish the Town with certificates and the amendatory endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Owner's contractor before commencement of the work.

Subcontractors

Contractor shall ensure that each subcontractor, sub-subcontractors, agents and employees of every tier obtain at a minimum the same insurance coverage and limits as stated herein (with the exception of Builders Risk insurance). Upon request the Town, the Owner or their contractor shall provide evidence of such insurance.

3.05 Non-interference

The Owner shall be responsible for coordination and minimum interference with:

- Traffic routing;
- Emergency vehicle access;
- Transit authority and emergency agency notification;
- Adjoining property;
- Utility facilities natural surface drainage;
- Pedestrian safety.

These items are to be discussed in the pre-construction meeting. Special provisions may be included in any applicable Town Permit(s). A written plan to reduce any or all of the aforementioned interference's may be required of the Owner by the Town.

In the event the Owner's operation damages or disrupts existing improvements, the repairs shall be made at the Owner's expense. In the event they are so damaged or the service disrupted and the Owner fails or is unable to immediately restore the service in a safe and secure manner, then the owners of the improvements may cause the repairs to be made by others and all costs for the same shall be at the Owner's own expense.

Where the construction crosses or is adjacent to existing utilities, the Owner shall exercise extreme care to protect such utilities from damage. If any damage is done to an existing utility, the Owner shall notify the Utility involved.

The Owner/Utility is cautioned that all utilities may not be on record. It shall be the responsibility of the Owner to repair or replace all such systems found during construction which are damaged by the Owner's construction.

Where the Owner is permitted to use or impact private property adjacent to the work, the property so impacted shall be returned to its original or superior condition. The Owner shall make all arrangements in advance with such property owners, to ensure that no conflicts will ensue after the property is restored as described above. The Owner will be required to furnish the Town with a written easement or legal agreement from said private property owners prior to accessing any private property.

3.06 Work Safety

All work performed pursuant to a permit issued shall be done in accordance with job site safety and trench shoring requirements, in accordance with the Washington State Labor and Industries, shall be the full responsibility of the Owner.

SECTION 4

4. INSPECTION, TESTING, WARRANTY, AND ACCEPTANCE

4.01 General

The Owner/Utility herewith agrees to allow inspections and agrees to cooperate providing reasonable advance notice on his construction schedule during the various construction phases. The Owner/Utility further agrees to reimburse the Town for all engineering fees and inspection expenses incurred by the Town.

The Town shall exercise full right of inspection of all excavating, construction, and other invasions of Town right-of-way or public easements. The Public Works Director, or otherwise directed Town representative, shall be notified 3 working days prior to commencing any work in the Town's right-of-way or public easements.

No work shall take place on weekends or holidays without approval from the Public Works Director. The Town may have an inspector on site for any weekend or holiday work.

The Public Works Director and/or an authorized representative is authorized to issue immediate stop work orders in the event of noncompliance with this chapter or any of the terms and provisions of the permit issued hereunder.

Two-way traffic shall be maintained at all times on existing roadways, unless traffic control plans have been approved in advance.

The Owner shall schedule and control their work so as to comply with all applicable State and Federal and local regulations, ordinances and codes to prevent any hazards to the public or to private property.

The Owner shall keep roadways and pedestrian facilities free of dirt and debris and open at all times.

The Owner shall maintain pedestrian and vehicular access to occupied buildings at all times, except where written approval has been obtained by the Town.

4.02 Project Acceptance of Completed Construction

The Owner shall complete all items required for a complete project before requesting the Town to perform a final inspection. For a complete project, all appurtenances shall be installed; all utilities shall be adjusted; all Portland Cement Concrete and HMA shall be placed; all backfilling shall be completed; and the entire project shall be debris free and washed, swept, or vacuumed as necessary to provide a project that is readily inspectable.

Once the project is prepared for final inspection the Owner shall notify the Town, in writing, of a request for final inspection. Accompanying the request for final inspection shall be a colored copy of the as-built drawings as per these Development Standards. The Public Works Director will make a visual inspection of the job site. Final written approval of construction shall be given

after satisfactory completion of construction, as inspected by the Public Works Director, and the submission of as-built drawings, and applicable material testing documentation. Final acceptance shall not constitute acceptance of any unauthorized or defective work or material.

The Town reserves the right to require the Owner to retain a third-party testing and inspecting agency, of the Town's choice, to verify compliance with all standards listed here-in. Any costs associated with such third-party testing or inspection shall be the responsibility of the Owner.

4.03 As-Built (Record) Drawings

As-built drawings shall be submitted with a stamp and signature by the engineer and data which verifies the "as-built" condition of the project. These plans shall be provided in an electronic record in TIFF and PDF formats along with two sets of 24"x36" print copies. All data as shown on the drawings shall be "fixed line" or ink. As-builts shall include all verified distances, heights, lengths, depths and all other measurements required by the Public Works Director clearly identified on the as-built drawings. As-built drawings must conform to all requirements of TMC Chapter 17 and are required for all work performed to any utility, roadway system, park, public or private, prior to final acceptance by the Town.

4.04 GIS Datum

The Owner shall submit GIS data of all structures, manholes, valves, meters and appurtenances of all utilities new and existing, installed or moved as a result of the project. The GIS data shall be collected and prepared by a licensed professional and submitted to the Town in a format designated by the Public Works Director.

4.05 Warranty

A minimum two-year warranty of the Owner's improvements is required and shall begin when they have been fully inspected and approved, and the following requirements have been met:

1. The final plat has been filed with Okanogan County (if the improvements are pursuant to a plat application).
2. Submit to the Town as-built drawings with all changes from the original design clearly marked to reflect the as-built conditions. The Owner's engineer shall certify the accuracy of the record drawings.
3. Payment of all permit fees, bills, invoices, mitigation payments, equivalent assessment charges, plan check and inspection fees, any other applicable development approval fees required for the project.
4. Payment of all related and/or necessary recording fees.
5. Prepare and furnish the required easements, covenants, contracts, etc. in accordance with Town's requirements, , and furnish the same to the Town for approval by the Town Attorney.
6. Furnish the Town with an affidavit warranting there are no liens against the improvements

constructed on premises by the Owner; this affidavit shall be in the form prescribed by the Town.

7. Furnish the Town with a dedication conveying the water/sanitary/storm or roadway system to the Town at the end of the warranty period.
8. Provide a two-year guarantee (Warranty Bond) that the conveyed systems or improvements or additions thereto shall be free of defects in labor and materials.

In the event any warranty repairs are required, the Town agrees, whenever feasible, to provide the Owner with reasonable notice before directly undertaking such repairs. The Town reserves the right, however, to effect emergency repairs as deemed necessary by the Town. The Town shall be reimbursed by the Owner for all costs thereof.

Upon performing all requirements and conditions of these Development Standards, and any other required Town approvals, the Town shall accept the water/sanitary/storm and/or roadway improvements and dedications, and agree therewith to own, operate, and maintain said system.

SECTION 5

5. STREETS, SIDEWALKS, AND ALLEYS

5.01 General

These Development Standards are hereby supplemented with the Washington State Department of Transportation/APWA Standard Specifications for Road, Bridge, and Municipal Construction, current edition (“Standard Specifications”). Both standard components apply to all construction within the Town. In the event of conflicting details or specifications, precedence shall be in the following order:

1. Town of Twisp Development Standards
2. Standard Specifications
3. Standards otherwise prescribed under the Twisp Municipal Code
4. Town-approved project plans

All project plans shall have a horizontal scale 20 feet to the inch and a vertical scale of not more than 5 feet to the inch.

5.02 Roadway Design

The following roadway design standards correlate to applicable street classifications:

**Table 5.1
Roadway Design Standards**

Type 1	Type 2	Type 3	Type 4	Type 5
Right of Way 80'-90'	Right of Way 60'-80'	Right of Way 50'-60'	Right of Way 40'-50'	Right of Way 36'-50'
Maximum Grade 6%	Maximum Grade 6%	Maximum Grade 6%	Maximum Grade 6%	Maximum Grade 6%
2) 12' paved lanes	2) 11' paved lanes	2) 11' paved lanes	2) 11' paved lanes	1) 12' min. paved lane (One Way Travel)
2) 8' paved parking lanes	2) 8' parking lanes	2) 8' parking lanes	1) 8' parking lane	1-2) 8' parking lanes
2) 5'-6' sidewalks** curb	1) 5' sidewalk** curb	1-2) shared use path	1) shared use path	1) shared use path
2) 5' bike paths	1-2) 5' bike paths	1) 2' shoulder gravel	1) 2' shoulder gravel	1-2) 2'-3' shoulder gravel
63'-73' improved width	49.5'-69.5' improved width	43'-48' improved width	35' improved width	20' unobstructed fire lane width, not including parking lanes
35' minimum radius face to curb	30' minimum radius face to curb	25' minimum radius face to curb	25' minimum radius face to curb	25' minimum radius face to curb
4" HMA class ½" PG64-28, 2 lifts	2.5" HMA class ½" PG64-28			
3" CSTC, 9" CSBC*	3" CSTC, 6" CSBC*	3" CSTC, 6" CSBC*	3" CSTC, 4" CSBC*	3" CSTC, 4" CSBC*

*All thicknesses are compacted

**C1 zone will be 2) 10' sidewalks

Minor Arterial

Type 1

Major Collector	Type 1
Minor Collector	Type 1 or 2
Local Major Collector	Type 1 or 2
Local Minor Collector	Type 2 or 3
Local Access	Type 3
Cul-de-sac or dead ends greater than 500'	Type 3
Cul-de-sac or dead ends less than 500'	Type 4
One Way Travel, no dead ends	Type 5

1. All horizontal curve designs must provide at least the minimum stopping sight distance for the design speed at all portions of the road.
2. All roadway designs utilizing super elevation are subject to review of the Public Works Director. Chapter 640 of the WSDOT Design Manual will be consulted.
3. Streets and road intersections shall be laid out so as to intersect as nearly as possible to 90 degrees.
4. All street signs including street names shall be in place prior final acceptance of the project.
5. All street designs will be required to meet minimum sight distance criteria established in Twisp Municipal Code, Washington state statutes, and guidelines of the American Association of State Highway Transportation Officials. The sight distance must be located completely within the right of way in order to ensure proper maintenance. The Public Works Director may require additional right of way for conformance of site distance requirements as a condition of development approval.
6. All dead-end streets shall terminate in a cul-de-sac or hammerhead in conformance the requirements and approval of the Public Works Director.
7. Where streets of the development connect to existing roadways, there shall be culvert drains installed in accordance with Standard Specifications.
8. Multiple Family Residential Developments shall comply with the most current edition of the International Fire Code Section D106, excluding the exception under D106.1.
- 7.9. One or Two Family Residential Developments shall comply with the most recent edition of the International Fire Code Section D107, excluding the exception under D107.1.

5.03 Street Lights

Guidance documents: IESNA (Illuminating Engineering Society of North America)
ANSI (American National Standard Institute)
WSDOT Design Manual
Twisp Municipal Code

1. Neighborhood Street and Arterial requirements for street lights:
 - a. One light at intersections.

- b. One light at mid-block if block is longer than 350’.
 - c. One light at school bus stops or transit stops.
 - d. At other locations as deemed necessary by the Public Works Director.
2. Luminaire type: LED adjustable wattage from 35w to 70w. Shields installed.
 3. Approved Style: Cobra, Acorn, Shepherds Hook, or other depending on the location and as deemed necessary by the Public Works Director.
 4. Poles: 15’-30’ feet in height, powder coated aluminum or colored galvanized steel depending on the location and as deemed necessary by the Public Works Director.
 5. Some locations may require solar LED Luminaires as deemed necessary by the Public Works Director.
 6. All street lighting must comply with applicable “Dark Sky” requirements in the Twisp Municipal Code.

5.04 Vertical Datum

The Town has established the USBR elevation datum to be the official vertical datum to be used on all projects within the Town of Twisp municipal limits.

All commercial/industrial projects in the municipal limits are required to have the following statement on the preliminary and final record drawings:

“VERTICAL DATUM.”

“The elevations shown on these plans are based on the elevation of the bench mark monument located at the intersection of _____ Avenue and _____ Street and checked for accuracy by closing to the elevation monument located at _____ Avenue and _____ Street, according to the Town of Twisp official elevation bench mark list dated _____, the records of Twisp, Washington.”

If the National Geodesic Vertical Datum of 1929 (NGVD-29) was used, it is converted to the USBR elevation by adding .89 feet to the NGVD-29 elevation. If North American Vertical Datum 1988 (NAVD-99) was used, it is converted to the USBR elevation by subtracting 2.8 feet from the NAVD.

5.05 Existing Monuments

The following official benchmarks are hereby established throughout the Town.

DESCRIPTION	LOCATION	ELEVATION

5.06 New Monuments

The materials and method of construction shall conform to the requirements specified herein and as indicated in Section 8-13 of the Standard Specifications. The following procedure shall be followed for the placement of new monuments as well as the replacement of disturbed existing monuments:

1. The Owner's surveyor will reference all monuments that will be removed or destroyed during the course of construction prior to their removal or destruction. The Owner's surveyor will complete and file all documentation required for the temporary removal of said monuments.
2. After the Owner constructs the road, the Owner's surveyor will set two, 2-foot long "straddles" at the monument locations designated on the plans.
3. The Owner shall install the new monument cases, complete with Schedule 40 galvanized steel pipes and 2-inch diameter brass caps. The monument case, cover, pipe, and brass cap will be furnished and set in concrete, and patched with HMA, by the Owner.
4. The Owner's surveyor will stamp the brass caps with "cross hairs," or some other such industry-accepted mark, to indicate the point that was removed is now replaced. The Owner's surveyor will also affix his/her Washington State PLS registration number to the brass caps. The Owner's surveyor will then file all required documentation indicating that the monument has been reestablished.

5.07 Hot Mix Asphalt Placement

The materials and method of construction shall conform to the requirements specified herein and as indicated in the Standard Specifications. Asphalt binder shall be PG 64-28.

A copy of the HMA mix design shall be forwarded to the Town for review and approval a minimum of five business days prior to the start of all paving operations.

A tack coat consisting of CSS-1 emulsified asphalt conforming to Standard Specifications Section 9-02.1(6) shall be applied to the top surface as well as all exposed edges of transverse and longitudinal joints.

All cold joints shall be sealed with poured rubber joint sealer per the Standard Specifications. After sealing, a sand blanket shall be applied on top to help alleviate tracking.

The Owner's material suppliers shall be required to furnish certification from a certified material testing laboratory approved by the Town that the material is in conformance with these Development Standards. The Owner shall be required to test for compaction of HMA to ensure the work is done in conformance with the Standard Specifications. The testing shall be done by a Town approved material testing laboratory, and the Owner shall be responsible for the costs of such testing.

Hot mix asphalt compaction shall meet the requirements of Standard Specifications Section 5.04.3(10). The Owner shall be responsible for the control of the compactive effort.

The level of compaction attained will be determined as the average of not less than four nuclear density gauge readings taken at 90° to each other within any given three-square-foot area. The four readings shall be averaged to result in one “test” which shall be reported to the Town in accordance with the Standard Specifications. Frequency of testing shall be one test per 80 tons of HMA placed. The readings shall be taken in accordance with ASTM Standards for test methods on the day the mix is placed, and after completion of the finish rolling, at randomly selected locations within each lot for each paving course.

5.08 Curb, Gutters, and Spillways

The materials and method of construction shall conform to the requirements specified herein and as indicated in the Standard Specifications Section 8-04.

Any curb and gutter not acceptable, in the opinion of the Town, because of damage or defacement, shall be removed and replaced by the Owner at the Owner’s expense. Sacking or grinding shall not be considered an acceptable means for repairing unacceptable sections.

The alignment of curb and gutter shall conform to the WSDOT Specifications Section 6 02.3(6). Curb and gutter shall not deviate more than 1/4 inch when measured by a 10-foot straightedge held longitudinally on the front face, back face, and top surface.

Concrete shall be tested in accordance with Standard Specifications. All concrete shall meet the specified requirements for 28-day compressive strength. The Owner shall furnish all concrete required for testing. In cases where cylinders are stored at the project site, the Owner shall provide storage and protection for the cylinders.

All concrete testing shall be done by a certified testing laboratory approved by the Town. The frequency of testing shall be one set of cylinders per every 50 cubic yards of concrete placed.

Test reports shall be reported electronically or in writing to the Town within 24 hours of each test. All tests shall identify approximate test location by station and type of concrete placed (sidewalk, curb and gutter, approach, etc.).

5.09 Cement Concrete Sidewalks

Curb ramps shall be provided at all pedestrian crossings and shall meet ADA requirements.

The materials and method of construction shall conform to the requirements specified herein and as indicated in the Standard Specifications Section 8-14. Contraction joints shall be placed at 5’ intervals and placed so they correspond with the placement of expansion joints. Expansion joints shall be placed at 50’ intervals and filled with 3/8” pre-molded joint filler.

In accordance with the Standard Specifications Section 8 04.3, commercial concrete may be used in lieu of Class 3000 concrete subject to the requirements of the Standard Specifications

Section 6-02.3(2) B. Where applicable, Class 4000 concrete shall be used for the full width of all driveway entrances and Class 4000 concrete may be used for sidewalks.

The detectable warning surface shall be constructed with cast-in-place tiles as manufactured by Armor Tile or approved equal. Glue-on style textured mats or paint will not be acceptable.

Any sidewalk not acceptable, in the opinion of the Town, because of damage, defacement or deviation greater than an 1/4" over the width of the sidewalk shall be removed and replaced by the Owner at the Owner's expense. Sacking or grinding shall not be considered an acceptable means for repairing unacceptable sections.

After troweling and before installing the contraction joints or perimeter edging, the walking surfaces of the sidewalk and curb ramps shall be brushed in a transverse direction with a soft bristled broom to produce a fine broom finish. Course broom finishes shall not be acceptable.

Concrete shall be tested in accordance with the Standard Specifications. All concrete shall meet the specified requirements for 28-day compressive strength. The Owner shall furnish all concrete required for testing. In cases where cylinders are stored at the project site, the Owner shall provide storage and protection for the cylinders.

All concrete testing shall be done by a certified testing laboratory approved by the Town. The frequency of testing shall be one set of cylinders per every 50 cubic yards of concrete placed.

Test reports shall be reported electronically or in writing to the Town within 24 hours of each test. All tests shall identify approximate test location by station and type of concrete placed (sidewalk, curb and gutter, approach, etc.).

5.10 Adjustment of new and existing utility structures to grade

On all asphalt paving projects, the manholes, monuments and valve boxes shall not be adjusted until the pavement is completed and accepted by the Public Works Director.

Prior to commencing adjustment, a plywood and plastic cover shall be placed over the manhole base and channel to prevent debris from entering the collection system. The Owner must remove any and all items including debris from the manhole upon completion.

The asphalt concrete pavement shall be cut and removed 14" from the outside diameter of the lid frame. The frame shall be brought up to desired grade which shall allow the top of the cover to be 1/4" below final grade of the asphalt concrete pavement. No dips or rises to the final grade will be allowed within 5' of the center of the manhole cover.

Adjustment to the desired grade shall be made with the use of concrete lift rings. An approved class of mortar shall be placed between manhole sections and adjustment rings, completely filling all voids to create a watertight seal. No rough or uneven surfaces will be permitted. Manhole rings shall be placed so as to provide vertical alignment of the manhole ladder.

Check manhole specifications for minimum and maximum manhole adjustment and step requirements.

Asphalt concrete patching shall not be carried out during wet ground conditions or when the ambient air temperature is below 50 degrees F. Asphalt concrete mix shall be at required temperature when placed. Before making the asphalt concrete repair, the edges of the existing asphalt concrete pavement and the outer edge of the casting shall be tack coated with hot asphalt cement. The remaining four inches shall then be filled with commercial hot mix asphalt and compacted. The completed patch shall match the existing paved surface for texture, density and uniformity of grade.

After pavement is in place, all joints shall be sealed with hot asphalt cement (AR 4000W). A sand blanket shall be applied to the surface of the hot asphalt cement to help alleviate tracking.

Manholes in easement areas shall be adjusted to insure drainage away from the manhole frame and cover. Consideration should be given to the surrounding area such as snow plowing, potential drainage, structures, curbs, paths etc. when adjusting the finished height. The Public Works Director will determine the appropriate finished height.

5.11 Inspection

The Owner shall request inspection from the Town a minimum of 3 working days in writing prior to the Owner's scheduled need. Inspection shall be required for the following items of work:

1. Subgrade preparation
2. HMA
3. Concrete

SECTION 6

6. WATER SYSTEM STANDARDS

6.01 General

The standards established by these Development Standards are intended to represent the minimum standards for the design and construction of water system facilities. Greater or lesser requirements may be mandated by the Town due to localized conditions. Other applicable standards that are referenced within these Development Standards will also be used as design and construction standards. Extensions, connections or modifications to the existing system shall be in compliance with the State Department of Health requirements.

6.02 Design Standards

- A. These design standards apply to any system connected to the Town's system, whether inside of the municipal limits or not.
- B. Detailed plans shall be submitted for the Town's review which provides the locations, size, and type of the proposed water system and points of connection. These plans shall be separate from sewer plans.
- C. Project plans shall have a horizontal scale 20 feet to the inch and a vertical scale of not more than 5 feet to the inch. Plans shall show:
 - 1. Locations of streets, rights-of-way, existing utilities and water system facilities;
 - 2. Ground surface, pipe type and size, and water valves and hydrants stationing;
 - 3. All known existing structures, both above and below ground, which might interfere with the proposed construction, particularly sewer lines, gas mains, storm drains, overhead and underground power and all underground structures, telephone lines and television cables;
 - 4. All utility easements and applicable County recording number.
- D. Computations and other data used for design of the water system shall be submitted to the Town for approval.
- E. Material and installation specifications shall contain appropriate requirements that have been established by the industry in its technical publications, such as ASTM, AWWA, WPCF, and APWA standards. Requirements shall be set forth in the plans for the pipe and methods of bedding and backfilling so as not to damage the pipe or its joints.
- F. The location of the water mains, valves, hydrants, and principal fittings including modifications shall be staked by the Owner. No deviation shall be made from the required line or grade. The Owner shall verify and protect all underground and surface utilities

encountered during the progress of this work.

- I. Prior to final inspection, all pipelines shall be tested and disinfected in conformance with AWWA or Standard Specifications.
- J. Before acceptance of the water system by the Town, all pipes, assemblies, and other appurtenances shall be cleaned of all debris and foreign material. After all other work is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections for a new roadway consistent with the original section.
- K. The Owner shall be required, upon completion of the work and prior to acceptance by the Town, to furnish the Town with a written guarantee (Maintenance Bond) covering all material and workmanship for a period of two years after the date of final acceptance and shall make all necessary repairs during that period at their own expense, if such repairs are necessitated as the result of furnishing poor materials and/or workmanship. The Owner shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required and shall deliver copies to the Town upon completion of the work.

6.03 General Requirements

- A. Prior to construction, the Owner shall notify the Town for a pre-construction meeting.
- B. Work shall be performed only by contractors experienced in laying public water mains.
- C. The Owner shall follow the schedule presented at the pre-construction meeting.
- D. The Owner shall obtain approval of materials to be used from the Public Works Director prior to ordering of materials.
- E. Water mains shall be laid only in dedicated streets or in easements which have been granted to the Town. A street is normally not considered dedicated until the plat which created it has been officially filed with the County Auditor.
- F. All water main distribution pipeline construction shall have a minimum 60-inch cover from finished grade and 60-inch cover over transmission mains. Water mains shall be extended to the far property line(s) of the property being served. Off-site extensions are required to hydraulically loop existing and new systems.
- G. The Town requires minimum pipe sizes of 8-inch in residential zones, 10-inch in commercial zones, and 12-inch in industrial zones unless a larger size is determined to be required by the Town.
- H. Every cross shall have no less than four valves, every tee shall have no less than three valves. An in-line valve shall be installed on runs of pipe every 400 feet.

- I. Unless otherwise approved or required by the Public Works Director, the water main shall be ductile iron pipe or C900/C905 PVC as shown below. The minimum size for all water lines shall be 8 inches, except for pipes connecting hydrants less than 60' long.

<u>Pipe Diameter</u>	<u>Class</u>	
	<u>D.I.</u>	<u>PVC</u>
6" through 14"	Class 52	Class 150
16" and larger	Class 50	Class 150

EXCEPTION: 6-inch hydrant spools and pipelines located beneath rock or retaining walls shall be DI. 53.

- J. Pipes connecting hydrants to mains shall be 6 inch in diameter or larger and not longer than 60'. 60 plus feet requires 8 inch or larger.
- K. Permanent dead-end lines are not permitted. Water mains on cul-de-sacs shall extend to the plat line beyond the cul-de-sac to neighboring property for a convenient future connection, and have a 2-inch blow off assembly installed at the termination point. All lines shall be capable of being looped upon full development.
- L. All materials shall be new, undamaged and free from any debris.
- M. All fittings shall be cement-lined ductile iron.
- N. Provide bends in field to suit construction and in accordance with pipe manufacturer's recommendations so as not to exceed allowable deflection at pipe joints.
- O. Provide thrust blocking at all fittings and bends as designed by Owner's engineer and approved by the Public Works Director.
- P. Provide anchor blocking at all up-thrust vertical bends as designed by Owner's engineer and approved by the Public Works Director.
- Q. All valve marker posts shall be painted yellow and marked with the distance to valve being referenced.
- R. Residential water service pipe shall be one-inch CTS poly with no joints.
- S. Commercial service lines between the water main and the water meter shall be sized appropriately.
- T. All water services shall end within road rights-of-way or easements, except when otherwise approved by the Public Works Director.
- U. All water services shall be installed by the Town, unless approved by the Public Works Director. All costs associated with this work shall be paid for by the Owner.

- V. One sampling station is required for a development in size of 5 to 20 lots. One additional station is required for each additional 50 lots or portions thereof.
- W. All new service connections shall comply with TMC Chapter 13.07 regarding cross connection control.
- X. Cut in connections shall not be made on Fridays, holidays or weekends. All tapping sleeves and tapping valves shall be pressure tested prior to making connection to existing mains. Taps are to be made by Town personnel (fee is required).
- Y. Owner shall request the Public Works Director approval prior to any water shut-off or turn-on, affecting the water system, a minimum of 3 working days in advance. The Public Works Department shall operate all valves in existing service mains.

6.04 Materials & Inspections

A. Inspections

The Owner shall request for inspection a minimum of 3 working days in writing prior to the Contractor's scheduled need. Inspection shall be required for the following items of work:

1. Pipe and bedding installation;
2. Backfill and compaction;
3. Pressure testing.

B. Water Mains & Fittings

1. Water mains to be installed unless otherwise approved (or required) in writing by the Town Engineer shall be either ductile iron or C900 or C905 PVC pipe.
1. Ductile Iron shall be:
 - a. The ductile iron pipe shall conform to Standard Specifications or ANSI/AWWA C151/A21.51-91 Standards, and current amendments thereto, except the ductile iron pipe shall be thickness Class 52 for 4" through 14" diameter pipe (except for 6-inch hydrant spools which shall be Class 53) and Class 50 for 16" and larger. Grade of iron shall be a minimum of 60-42-10. The pipe shall be cement lined to a minimum thickness of 1/16", and the exterior shall be coated with an asphaltic coating. Each length shall be plainly marked with the manufacturer's identification, year case, thickness, class of pipe and weight.
2. PVC pipe shall conform to AWWA C900 or C905, Class 150, capable of connecting to ductile iron fittings. All fittings shall be ductile iron.
3. Type of joint shall be mechanical joint or push-on type, employing a single gasket, such as "Tyton", except where otherwise calling for flanged ends. Bolts furnished for mechanical joint pipe and fittings shall be high strength ductile iron, with a minimum tensile strength of 50,000 psi.

4. Restrained joint pipe, where shown on the plans shall be push-on joint pipe with "Fast Tight" gaskets as furnished by U.S. Pipe or equal for 12" diameter and smaller pipe and "TR FLEX" as furnished by U.S. Pipe or equal for 16" and 24" diameter pipes. The restrained joint pipe shall meet all other requirements of the non-restrained pipe.
5. All pipe shall be jointed by the manufacturer's standard coupling, be all of one manufacturer, be carefully installed in complete compliance with the manufacturer's recommendations.
6. Joints shall be "made up" in accordance with the manufacturer's recommendations, standard joint materials, including rubber ring gaskets, shall be furnished with the pipe. Material shall be suitable for the specified pipe size and pressures.
7. All fittings shall be short-bodied, ductile iron complying with applicable Standard Specifications or ANSI/AWWA C110 or C153 Standards for 350 psi pressure rating for mechanical joint fittings and 250 psi pressure rating for flanged fittings. All fittings shall be cement lined and either mechanical joint or flanged, as indicated on the plans.
8. Fittings in areas shown on the plans for restrained joints shall be mechanical joint fittings with a mechanical joint restraint device. The mechanical joint restraint device shall have a working pressure of at least 250 psi with a minimum safety factor of 2:1 and shall be Romac "Grip Ring" (retainer glands) or Town approved equal.
9. All couplings shall be ductile iron mechanical joint sleeves.
10. The pipe and fittings shall be inspected for defects before installation. All lumps, blisters and excess coal tar coating shall be removed from the bell and spigot end of each pipe, and the outside of the spigot and the inside of the bell shall be wire-brushed and wiped clean and dry, and free from oil and grease before the pipe is laid. Any damage to the interior lining caused by cutting or other means must be repaired prior to installation.
11. Every precaution shall be taken to prevent foreign material from entering the pipe while it is being placed in the line. After placing a length of pipe in the trench, the spigot end shall be centered in the bell and pipe forced home and brought to correct line and grade. The pipe shall be secured in place with select backfill tamped under it. Precaution shall be taken to prevent dirt from entering the joint space. At times when pipe laying is not in progress, the open ends of pipe shall be closed by a watertight plug. If water is in the trench when work resumes, the seal shall remain in place until the trench is pumped completely dry. No pipe shall be laid in water or when trench conditions are unsuitable.
13. The cutting of pipe for inserting fittings or closure pieces shall be done in a neat and workmanlike manner, without damage to the pipe or cement lining, and so as

to leave a smooth end at right angles to the axis of the pipe. Pipe shall be laid with bell ends facing in the direction of the laying, unless directed otherwise by the Town. Wherever it is necessary to deflect pipe from a straight line, the amount of deflection allowed shall not exceed pipe manufacturer's recommendations.

14. For connection of mechanical joints, the socket, plain end of each pipe and gasket shall be cleaned of dirt before jointing, and shall be jointed according to manufacturer's directions. Bolts shall be tightened alternately at top, bottom and sides, so pressure on gasket is even.
15. For connection of "Tyton" joints, the jointing shall be done according to manufacturer's recommendations, with special care used in cleaning gasket seat to prevent any dirt or sand from getting between the gasket and pipe. Lubricant to be used on the gasket shall be non-toxic and free from contamination. When a pipe length is cut, the outer edge of the cut shall be beveled with a file to prevent injury to the gasket during jointing.
16. Valves, fittings, plugs and caps shall be set and jointed to pipe in the manner as required. All dead ends on new mains shall be closed with dead end M.J. plugs.
17. Fittings shall be "blocked" with poured-in-place concrete, with a firm minimum bearing against an undisturbed earth wall. Timber blocking and precast concrete blocks shall not be permitted. Thrust blocks shall be poured as soon as possible after setting the fittings in place to allow the concrete to "set" before applying the pressure test. The concrete thrust blocks shall be in place before beginning the pressure test. Anchor blocks shall be allowed to set sufficiently to develop the necessary bond strength between the reinforcing rods and the concrete anchor before beginning the pressure test.
18. All of the new piping, valves and blocking shall have been installed, disinfected and tested up to the point of cutting into existing lines before the crossover is made. The crossover to the existing system shall be in full readiness, including the cut and sized specials. The Town shall be given 3 working days' notice in advance of the planned "cut-ins". All sleeves shall be ductile iron.

C. Valves

All valves 12" and smaller shall be resilient seat gate valves.

1. Resilient-Seated Gate Valves

All gate valves 12" and smaller shall conform to Standard Specifications or ANSI/AWWA C509-87 Standards for resilient-seated, high strength, bronze stemmed gate valves. The valves shall be iron-bodied, iron disk completely encapsulated with polyurethane rubber and bronze, non-rising stem with "O" ring seals. The polyurethane sealing rubber shall be fusion bonded to the wedge to meet ASTM tests for rubber to metal bond ASTM D429. The valves shall open counter-clockwise and be furnished with 2-inch square operating nuts except valves in

vaults shall be furnished with hand wheels. All surfaces, interior and exterior shall be fusion bonded epoxy coated, acceptable for potable water.

The valves shall be set with stems vertical. The axis of the valve box shall be common with the axis projected off the valve stem. The tops of the adjustable valve boxes shall be set to the existing or established grade, whichever is applicable. Valve stem risers shall be installed 12" to 24" of the finished grade of the valve box cap.

Valves shall be Clow, Mueller, M&H, or approved equal by the Public Works Director.

2. Tapping Sleeves & Tapping Valves

The tapping sleeves shall be stainless steel tapping sleeves rated for a working pressure of 250 psi minimum and furnished complete with joint accessories. Tapping sleeves shall be constructed in two sections for ease of installation and shall be assembled around the main without interrupting service.

Mechanical joint style sleeves shall be ductile iron and is required for size-on-size connection to cast iron pipe. Mechanical joint sleeves shall be cast by Clow, Dresser, Mueller, Tyler, U.S. Pipe, or approved equal by the Public Works Director.

Tapping valves shall be flanged outlet for use with ductile iron pipe and shall have oversized seat rings to permit entry of the tapping machine cutters. In all other respects, the tapping valves shall conform to the resilient seat gate valves herein specified with regards to operation and materials.

The installation of the tapping sleeves and valves shall be performed by a qualified contractor.

All taps will be made by the Public Works Department. Fees are required.

3. All Valves

All valves with operating nuts located more than 24" below finished grade shall be equipped with extension stems to bring the operating nut to within 12" of the finished grade.

At the top of the extension stem, there shall be a 2-inch standard operating nut, complete with a centering flange that closely fits the 5-inch pipe encasement of the extension stem. The valve box shall be set in a telescoping fashion around the 5-inch pipe cut to the correct length to allow future adjustment up or down.

Each valve shall be provided with an adjustable two-piece cast iron valve box of five inches minimum inside diameter. Valve boxes shall have a top section with a

16-inch minimum length. The valve boxes and covers shall be 6800 with locking lid or approved equal by the Public Works Director.

4. Valve Markers

For each valve outside of asphalt, provide a valve concrete pad 24" x 24" x 6" with reinforcing mesh centered over valve box and set to grade.

D. **Fire Hydrants**

All fire hydrants shall be approved by the National Board of Fire Underwriters and conform to AWWA Specification C502, breakaway type, in which the valve will remain closed if the barrel is broken. The hydrant barrel shall have a diameter of not less than 8-1/2 inches, and the valve diameter shall be not less than 5-1/4 inches. Each hydrant shall be equipped with two 2 1/2-inch hose ports (National Standard Thread), and one 4-1/2-inch pumper connection (National Standard Thread), with permanent 5-inch Storz hydrant adaptor and Storz blind cap which shall be installed on the hydrant prior to installation. Each hydrant shall be equipped with a suitable positive acting drain valve and a 1-1/4-inch counter-clockwise opening pentagonal operating nut. The fire hydrants shall be 6' bury or more to conform to the Standard Detail, M&H model 129.

The holding spools between the gate valve and fire hydrant shall be made from 6-inch Class 53 ductile iron pipe, 0.34-inch wall thickness, or C900 PVC. The hydrant and gate valve shall be anchored in place using holding spools and mechanical joint restraint device. Thrust block at all fittings shall be in accordance with Town standards and conditions. Holding spools with length in excess of 17 feet shall be supplied with an M. J. sleeve and mechanical joint restraint device.

Between the time that the fire hydrant is installed and the completed facility is placed in operation, the fire hydrant shall at all times be wrapped in burlap, or covered in some other suitable manner to clearly indicate that the fire hydrant is not in service.

E. **Blow-offs & Air Relief Assemblies:**

2-inch blow off assemblies shall be installed at the terminus of all dead-end water mains. Blow offs utilized by the Owner for flushing the water main shall be sufficient size to obtain 2.5 feet per second in the main. The system shall be designed to drain the entire assembly to prevent freezing. Temporary blow-offs shall be removed and replaced with a suitably sized watertight brass plug.

2-inch air and vacuum release valves shall be installed at principal high points in the system. The installation of these items shall include connection piping, gate valve, valve box, and all accessories. Valve markers shall be optional with Town.

F. **Water Sampling Station**

One water sampling station shall be furnished and installed for each development in size of 5 to 20 lots. One additional sampling station shall be furnished and installed for each additional 50 lots or portion thereof. The water sampling station(s) shall be furnished and

installed at a location as determined by the Public Works Director and as further shown on any plans.

G. Bedding for Water Mains and Service Lines

A. Ductile Iron and PVC Pipe (All Sizes),

Pipe bedding material to be installed and compacted under, around and above all pipe as specified in this section shall be clean, well-graded sand or sand/gravel mixture with a maximum particle size of 5/8 inch, entirely free of clay, silt, organic or deleterious matter and frozen material. Minimum material weight shall be 110 pounds per cubic foot at 95% relative compaction. Bedding shall conform to the following gradation requirements:

<u>Sieve Size</u>	<u>Percent Passing*</u>
3/4" Square	100
3/8" Square	95-100
U.S. No. 8	0-10
U.S. No. 200	0-3
Sand Equivalent	35 MIN.

All percentages are by weight. Native material may not be used for bedding

B. Copper, PEX and PVC Less Than 4" Diameter Water Service Pipe

All requirements of 6.04 (G)(A) herein apply, except that bedding material shall be clean sand, free of gravel, with no more than 5% passing the No. 200 Sieve (by weight).

6.05 Water Pipe Testing & Disinfecting

All pipelines shall be hydrostatically tested and disinfected per current applicable AWWA and Standard Specifications prior to acceptance of work. A water hydrant meter shall be required and procured from the Town for all water utilized for flushing pipelines. All pumps, gauges, plugs, saddles, corporation stops, miscellaneous hose and piping, and measuring equipment necessary for performing the test shall be furnished, installed and operated by the Owner. Feed for the pump shall be disinfected treated water from a barrel or other container within the actual amount of "makeup" water, so that it can be measured periodically during the test period. Owner shall not transport make up water in trucks.

The pipeline shall be backfilled sufficiently to prevent movement of the pipe under pressure. All thrust blocks shall be in place and time allowed for the concrete to cure before testing. Where permanent blocking is not required, the Owner shall furnish and install temporary blocking.

As soon as pipe is secured against movement under pressure, it may be filled with water after approval from the Public Works Director to do so. Satisfactory performance of air valves shall be checked while the line is filling.

6.06 Testing and flushing procedural order

1. Upon approval from the Public Works Director, fill the pipe line in accordance with these standards.
2. The initial chlorine concentration test is performed by the Public Works Department.
3. Pressure Test in accordance with these standards after acceptable chlorine concentration test.
4. Depressurize after acceptable pressure test, leaving the pipe line full of treated water.
5. 24 hours later, the residual chlorine concentration test is performed by the Public Works Department.
6. Final flushing after acceptable chlorine concentration test until no chlorine is present.
7. Final chlorine concentration is tested by the Public Works Department.
8. Bacterial test sample is taken by the contractor to an accredited laboratory for testing in accordance with these standards.

Other pressure testing and disinfection procedures that conform to AWWA Standards may be approved by the Public Works Director upon of request by the owner.

TEST WORK SHEET FOR WATER LINES
HYDROSTATIC AND LEAKAGE TEST

Project Name _____

Date _____ **Job No.** _____

Location of Test/Stationing _____

Contracting Agency _____

Hydrostatic Test

Test Pressure _____

Time Test Started _____

Time Test Completed _____

Total Time _____ **minutes**

Test Passed Yes

 No

6.07 Backflow Prevention and Sprinkler Systems

All water systems (i.e. sprinkler systems, swimming pools, laboratories, fire sprinklers, irrigation systems, car washes, funeral homes, or at direction of the Town Building Inspector and Public Works Department) connected to the public water system shall have backflow prevention as required by WAC 248-54-285 and TMC Chapter 13.07.

6.08 Staking

All surveying and staking shall be performed by an engineering or surveying firm employed by the Owner and capable of performing such work. The engineer or surveyor directing and/or performing such work shall be currently licensed by the State of Washington to perform said tasks.

- A. Provide staking sufficient to satisfy Public Works Director. In new plat development, roadway centerline or edge offset staking must be readily identifiable.
- B. Stake locations of all proposed fire hydrant, blow-off, air-vac, valves, meters, etc.

6.09 Trench Excavation

Clearing and grubbing where required shall be performed within the easement or public right-of-way as permitted by the Town and/or governing agencies. Debris resulting from the clearing and grubbing shall be disposed of by the Owner in accordance with the terms of all applicable permits.

Trenches shall be excavated to the line and depth designated by the Town to provide a minimum of 60" inches of cover over the pipe. Except for unusual circumstances where approved by the Town, the trench sides shall be excavated vertically and the trench width shall be excavated only to such widths and depths as are necessary for adequate working space as allowed by the governing agency and in compliance with all safety requirements of the prevailing agencies. The trench shall be kept free from water until joining is complete. Surface water shall be diverted so as not to enter the trench. The Owner shall maintain sufficient pumping equipment on the job to ensure that these provisions are carried out.

Trenching and shoring operations shall not proceed more than 100 feet in advance of pipe laying without approval of the Town, and shall be in conformance with Washington Industrial Safety and Health Administration (WISHA) and Office of Safety and Health Administration (OSHA) Safety Standard.

6.10 Backfilling

Native material for backfill: material must be free of wood waste, debris, clods or rocks greater than three inches in any dimension. Backfilling and surface restoration shall closely follow installation of pipe so that not more than 100 feet is left exposed during construction hours without approval of the Town. Selected material shall be placed and compacted around and under the pipe by hand tools. Special precautions should be provided to protect the pipe to a point 12 inches above the crown of the pipe. Due to local conditions, as may be specifically approved by the Town, suitable excavated backfill material, as determined by the Town, may be utilized as backfill, or if such material is not available from trenching operations, the Town may order the placing of gravel base conforming with Standard Specifications Section 9 03.10 for backfilling the trench. All excess material shall be promptly loaded and hauled to waste.

6.11 Street Patching and Restoration

See Section 5 for requirements regarding street patching.

6.12 Erosion Control

Erosion Control shall comply with Standard Specifications M41-10.

6.13 Finishing and Cleanup

After all other work on a project is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections of a new roadway consistent with the original section, and to the satisfaction of the Public Works Director.

Upon completion of the cleaning and dressing, the project shall appear uniform in all respects.

Drainage facilities such as inlets, catch basins, culverts, and open ditches shall be cleaned of all debris, which is the result of the Owner's operations. All pavements and oil mat surfaces, whether new or old, shall be thoroughly cleaned. Existing improvements such as Portland cement concrete curbs, curb and gutters, walls, sidewalks, and other facilities, which have been sprayed by the asphalt cement, shall be cleaned to the satisfaction of the Public Works Director.

Castings for monuments, water valves, vaults and other similar installations, which have been covered with the asphalt material, shall be cleaned to the satisfaction of the Public Works Director.

SECTION 7

7. SANITARY SEWER STANDARDS

7.01 General

The standards established by these Development Standards are intended to represent the minimum standards for the design and construction of sanitary sewer facilities. Greater or lesser requirements may be mandated by the Town due to localized conditions. Washington State Department of Ecology's Criteria for Sewage Works Design, latest edition, and Standard Specifications M41-10 latest edition, shall also be employed by the Town in its review and approval of system connections, extensions, and/or modifications.

7.02 Design Standards

The design of sanitary sewer systems shall be dependent on local site conditions. The design elements of sanitary sewer systems shall conform to minimum standards set forth herein. Department of Ecology approval of sewer extensions may be required. It shall be the responsibility of the Owner's engineer to obtain Ecology approval, if needed.

- A. If future extensions of the system are deemed probable by the Town, the proposed systems shall be extended to "far" property line(s) at the maximum depth available as may be necessary to provide access to future development. At a minimum, access and/or easements to all systems from adjacent areas will be required.
- B. Detailed plans shall be submitted for the Town's review which provides the location, size, type and direction of flow of the proposed sewers and the connection with existing sewers. All elevation information shall be to the Town datum.
- C. Project plans shall have a horizontal scale 20 feet to the inch and a vertical scale of not more than 5 feet to the inch. Plans and profiles shall show:
 - Locations of streets, rights-of-way, existing utilities and sewers.
 - All associated right-of-way, easement and/or property lines.
 - Site topography at a minimum of 5-foot intervals, to include a minimum of 20-foot within adjacent areas.
 - Vicinity and site location map.
 - Ground surface elevation.
 - Pipe type, class, and size.
 - Manhole stationing.

- Invert and surface elevation at each manhole, and grade of sewer between adjacent manholes. All manholes shall be numbered on the plans and correspondingly numbered on the profile.
 - Where there is any question of the sewer being sufficiently deep to serve any residence, the Owner shall indicate building and basement floor elevations in the profile.
 - All known existing structures, both above and below ground, which might interfere with the proposed construction, particularly water mains, gas mains, storm drains, overhead and underground power lines, telephones lines, irrigation systems and television cables.
 - All utility easements, including County recording numbers.
 - Details in scale drawings which clearly show special sewer joints and cross-sections, and sewer appurtenances such as manholes and related items and all other items as required by the Town to clearly identify construction items, materials, and/or methods.
- D. Construction of new sewer systems or extensions of existing systems will be allowed only if the existing receiving system is capable of supporting the added hydraulic load.
- E. Collection and interceptor sewers shall be designed and constructed for the ultimate development of the tributary areas and as established in the Town's General Sewer Plan.
- F. Sewer systems shall be designed and constructed to achieve total containment of sanitary wastes and maximum exclusion of infiltration and inflow. Sewers installed below water table may require special design and inspections.
- G. Computations and other data used for design of the sewer system may be required to be submitted to the Town for approval.
- H. All pipe shall be laid in straight lines and at uniform rate of grade between manholes. Variance from established line and grade shall not be greater than 1/2-inch, provided that such variation does not result in a level or reverse sloping invert. Any corrections required in line and grade shall be reviewed with the Public Works Director and shall be made at the expense of the Owner.
- I. Deflection tests shall be performed on all PVC sewer mains and the deflection test limit shall be 5.0 percent of the base inside diameter of the pipe.
- J. After all other work is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections for a new roadway consistent with the original section to the satisfaction of the Public Works Director
- K. The Owner shall be required, upon completion of the work and prior to acceptance by the Town, to furnish the Town with a written guarantee (Maintenance Bond) covering all material and workmanship for a period of two years after the date of final acceptance and the Owner shall make all necessary repairs during that period at their own expense, if such

repairs are necessitated as the result of furnishing poor materials and/or workmanship. The Owner shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required, and shall deliver copies to the Town upon completion of the work.

7.03 General Requirements

- A. Prior to construction, the sewer plans shall be reviewed and approved by the Public Works Director, DOE and the Town's engineer when applicable.
- B. Prior to construction, the Owner shall notify the Town for a pre-construction meeting.
- C. Work shall be performed only by a Washington State licensed and bonded contractor, with a Town business license, if required, and with demonstrated experience in laying public sewer mains of the type being proposed for construction.
- D. Minimum horizontal and vertical separation shall be maintained between water and sewer utilities as required by the DOE manual entitled "Criteria for Sewage Works Design", latest edition.
- E. The maximum distance between manholes shall be 300 feet unless specifically approved otherwise by the Public Works Director.
- F. PVC pipe shall be a minimum Class S.D.R. 35 and be manufactured in accordance with ASTM D3034.
- G. The allowable cover (finished grade) for main line collection piping is 5' to 15'.
- H. The minimum slope for 4-inch side sewer laterals shall be 2.0% 6-inch side sewer laterals shall be 1.0% The minimum slope for 8-inch gravity mains shall be 0.5%. The minimum slope for 10-inch gravity mains shall be 0.4%. The minimum slope for 12-inch gravity mains shall be 0.3%.
- I. Each side sewer lateral shall have an approved water-tight cap at the termination of the stub, and it shall be adequately "blocked" to satisfactorily resist the air pressure testing (5 lbs. for 5 minutes).
- J. Each side sewer lateral shall have a treated 4" x 4" wood "marker" at the termination of the stub. The "marker" shall extend from the bottom of the trench to 12 inches above finished grade. Above the ground surface, it shall be painted "white" with "S/S" and the depth, in feet, stenciled in black letters 2-inches high.
- K. Front lot corners shall be staked prior to construction for side sewer tee location.
- L. All side sewers shall be extended a minimum of five feet past the street right-of-way line (or property line).
- M. Side sewer connections if allowed directly into manholes shall be constructed according to the drop manhole detail within these specifications.

- N. Manholes, where sewer extension may occur, shall be provided with knock-outs and channeled accordingly.
- O. Manholes shall be provided with a 0.10-foot drop across the channel.
- P. Locking covers shall be provided for all manholes and shall have the word “sewer” cast integrally onto its surface.
- Q. Concrete collars shall be placed around all frames for manholes located in gravel drive areas.
- R. Pipe connections to manholes shall be as follows: Core the manhole and connect sewer pipe with a water-tight flexible rubber boot grouted into manhole wall, Kor-N-Seal boot or equal.
- S. Pipe trenches shall not be backfilled until pipe and bedding installation has been inspected and approved by the Public Works Director.
- T. Final air testing shall not be accepted until after the asphalt treated base or finished paving is accomplished, all other underground utilities have been installed, and the lines have been flushed, cleaned, deflection tested and television inspected.
- U. Manhole rim and invert elevations shall be field verified after construction by the Owner’s engineer(s) and the “as built” drawings individually stamped by a professional engineer licensed in the State of Washington which shall attest to the fact that the information is correct. As-built drawings shall be to Town datum, and must be submitted and approved by the Town prior to project acceptance.

Trenching and shoring operations shall not proceed more than 100 feet in advance of pipe laying without approval of the Town, and shall be in conformance with Washington Industrial Safety and Health Administration (WISHA) and Office of Safety and Health Administration (OSHA) safety standard.

7.04 Materials and Testing

A. Inspection

The Owner shall request for inspection a minimum of 3 working days in writing prior to the Owner’s scheduled need. Inspection shall be required for the following items of work:

- 1. Pipe and bedding installation;
- 2. Backfill and compaction.

Upon completion of the project all sewer install shall be inspected with television inspection equipment. The Owner shall provide the Town with a copy of the inspection and shall have the Town present during the television inspection.

B. Sewer Mains, Laterals and Force Mains

Gravity sewer mains and laterals shall be designed and constructed in conformance with Standard Specifications M41-10 current edition.

Pressure sewers and force mains shall be designed and approved by DOE. They shall conform with DOE Criteria for Sewage Works Design, latest edition.

All pipe shall be jointed by the manufacturer's standard coupling, be all of one manufacturer, be carefully installed in complete compliance with the manufacturer's recommendations.

The sewer pipe, unless otherwise approved by the Public Works Director, shall be laid upgrade from point of connection on the existing sewer or from a designated starting point. The sewer pipe shall be installed with the bell end forward or upgrade. When pipe laying is not in progress, the forward end of the pipe shall be kept tightly closed with an approved temporary plug.

All extensions, additions and revisions to the sewer system, unless otherwise indicated, shall be made with sewer pipe jointed by means of a flexible gasket which shall be fabricated and installed in accordance with the manufacturer's specifications and approved by the Public Works Director.

Pipe handling after the gasket has been affixed shall be carefully controlled to avoid disturbing the gasket and knocking it out of position, or loading it with dirt or other foreign material. Any gaskets so disturbed shall be removed, cleaned, re-lubricated if required, and replaced before the rejoining is attempted.

Care shall be taken to properly align the pipe before joints are entirely forced home. During insertion of the tongue or spigot, the pipe shall be partially supported by hand, sling or crane to minimize unequal lateral pressure on the gasket until the gasket is properly positioned

For the joining of dissimilar pipes, suitable adapter couplings shall be used which have been approved by the Public Works Director.

All gravity sewer pipe shall be bedded with pea gravel or other material approved by the Public Works Director. The PVC pipe shall be bedded from a depth of four inches below the pipe to eight inches above the pipe.

C. Manholes

Manhole material, size, type, construction, testing, adjustments and appurtenances must conform to Standard Specifications M41-10 current edition.

The Owner shall be responsible for any existing defects in the existing manhole unless these defects are witnessed by the Public Works Director prior to any work being performed to make the connection. The Owner shall be required to remove any and all debris in the existing manhole and downstream reaches as a result of his/her work.

1. Manhole Sections

Manhole sections shall be placed and aligned so as to provide vertical sides and vertical alignment of the ladder steps. The completed manhole shall be rigid, true to dimension, and be water tight. Rough, uneven surfaces will not be permitted. The mortar used between the joints in the pre-cast sections and for laying manhole

adjusting bricks shall be composed of one-part cement to two parts of plaster sand. All joints shall be thoroughly wetted and completely filled with mortar, smoothed both inside and outside to insure water tightness. The outside and inside of pre-cast concrete manhole sections shall be plastered and troweled smooth with 1/2-inch (minimum) of mortar in order to attain a watertight surface.

2. Drop Manholes

Drop manholes shall, in all respects, be constructed as a standard manhole with the exception of the drop connection as further detailed herein.

D. Oil/Water Separation, Grease Interceptor

1. Industrial or commercial businesses that regularly wash vehicles or engage in engine cleaning and other cleaning operations that use acids, caustics, or other metal brighteners as part of their integral maintenance operations, must use closed loop water recycling systems that have zero discharge to the Town's sanitary sewer system. These systems will be reviewed by the Town and DOE for proper design, construction and maintenance.
2. Industrial or commercial businesses that generate mineral/petroleum oils exceeding 100 milligrams per liter to be discharged to the Town's sanitary sewer system, pre-treatment is required. An oil/water separation device shall be installed by the Owner, selection and sizing of an oil/water separator shall be subject to the approval of the Public Works Director.
3. Commercial food preparation operations that generate fats, oils and grease waste must have a properly sized grease interceptor installed by the Owner in conformance with the Uniform Plumbing Code, Appendix H standards and Twisp Municipal Code. Selection and sizing of an interceptor shall be subject to the approval of the Public Works Director.

E. Side Sewer Lateral

Side sewer lateral material, size, type, construction and testing must conform to Standard Specifications M41-10 current edition.

A side sewer lateral is considered to be that portion of a sewer line that will be constructed between a main sewer line and the final connection point to the building. All applicable specifications given herein for sewer construction shall be held to apply to side sewer laterals. Side sewers shall be for a single connection only and be a minimum four-inch diameter pipe. Side sewers shall be connected to the tee, provided in the sewer main where such is available, utilizing approved fittings or adapters. The side sewer shall rise at a maximum of 45° and a minimum slope of two percent, from the sewer main to provide each lot with the deepest sewer possible.

The Owner shall provide for each side sewer service a 4-inch x 4-inch treated wooden post which extends from the invert of the end of the 6-inch pipe to above the existing ground. The exposed area of this post shall be painted white and shall have selected thereon in two-inch letters (black paint) "S/S" and shall also indicate the depth of the sewer service stub from finished grade.

Where no tee or wye is provided or available, connection of 4-inch and 6-inch side sewer shall be made by machine-made tap and saddle, only by the Twisp Public Works Department. The Public Works Director shall review the exact location and material list. Saddles shall be placed between 45° and 80° off vertical. The maximum bend permissible at any one fitting shall not exceed 45°. The Owner will provide a safe excavated access to the sewer connection for the Twisp Public Works Department to perform the tap.

The maximum bend of any combination of two adjacent fittings shall not exceed 45° (one-eighth bend) unless straight pipe of not less than three feet in length is installed between such adjacent fittings.

Provide grease trap or grease interceptor in accordance with DOE Criteria for Sewage Works Design latest edition, or as approved by the Town.

7.05 Crossings

All state highway, railroad, and stream crossings shall be encased with a steel casing or ductile iron or PVC sleeve, as approved by the Town and prevailing regulatory agencies. The welded steel casing or sleeve shall be of sufficient diameter, size and strength to enclose the sewer pipe and to withstand maximum highway or railroad loading. Sizing and wall thickness of casing is subject to approval by the Public Works Director. Link seal, foam or grout fill between the casing and the sewer pipe shall be required to hold the sleeve and pipe apart and seal the ends.

7.06 Street Patching and Restoration

See Section 5 for requirements regarding street patching.

7.07 Adjustment of New and Existing Utility Structures to Grade

See Section 5 for requirements regarding street patching.

7.08 Finishing and Cleanup

Before acceptance of sewer system construction, all pipes, manholes, catch basins, and other appurtenances shall be cleaned of all debris and foreign material. After all other work on this project is completed and before final acceptance, the entire roadway, including the roadbed, planting, sidewalk areas, shoulders, driveways, alley and side street approaches, slopes, ditches, utility trenches, and construction areas shall be neatly finished to the lines, grades and cross sections of a new roadway consistent with the original section, to the satisfaction of the Public Works Director.

Drainage facilities such as inlets, catch basins, culverts, and open ditches shall be cleaned of all debris which is the result of the Owner's operations.

All pavements and oil mat surfaces, whether new or old, shall be thoroughly cleaned. Existing improvements such as Portland cement concrete curbs, curb and gutters, walls, sidewalks, and other facilities which have been sprayed by the asphalt cement shall be cleaned to the satisfaction of the Public Works Director.

Castings for manholes, valves, lamp holes, vaults and other similar installations which have been covered with the asphalt material shall be cleaned to the satisfaction of the Town.

7.09 Cleaning and Testing

Prior to the completion of work, the constructed sanitary sewer system shall be cleaned and tested in accordance with Standard Specifications Section 7-17.

7.10 General Guarantee and Warranty

The Owner shall be required, upon completion of the work, and prior to acceptance by the Town, to furnish the Town a written guarantee (Maintenance Bond) covering all material and workmanship for a period of two years after the date of final acceptance and shall make all necessary repairs during that period at their own expense, if such repairs are necessitated as the result of furnishing poor materials and/or workmanship. The Owner shall obtain warranties from the contractors, subcontractors and suppliers of material or equipment where such warranties are required, and shall deliver copies to the Town upon completion of the work.

Easement documents, if applicable, shall be filed and recorded with the Okanogan County Auditor's office and the documents reviewed by the Town's Attorney prior to project acceptance.

SECTION 8

8. STORM WATER STANDARDS

8.01 General

Storm drainage revisions, additions, modification, or changes shall be made in compliance with these Development Standards, Twisp Municipal Code, and “Best Management Practices” as identified in the Washington State Department of Ecology Stormwater Management Manual for Eastern Washington, current edition. Adequate provisions shall be made for storm drainage, storm sewers, and associated appurtenances sufficient to transmit maximum seasonal flows and one hundred-year floodwaters characterized in the area. All storm drains and facilities shall be designed by a professional engineer licensed in the State of Washington.

Storm sewer systems shall be designed and constructed in accordance with all applicable portions of Section 7 (Sanitary Sewer Standards) of these Development Standards.

Unless otherwise approved by the Town, pipes shall not be located underneath sidewalks, driveways, walls, or landscaped areas except for where drain pipes cross perpendicular to these areas.

Where frontage improvements are required by the Town, the Owner shall include in the detention calculations, the right-of-way improvements and provide detention and treatment for those improvements.

Where allowed, underground vaults or tanks shall not be located underneath public roads or recreation facilities.

Underground vaults or tanks shall not protrude above the ground surface more than 4-feet in any location. All portions protruding above the ground surface shall have an architectural facing approved by the Town and landscaping provided for screening.

Where allowed, underground vaults shall be equipped with a hatch as described in the Department of Ecology Eastern Washington Storm Water Management Manual for Eastern Washington, latest edition, rather than a standard manhole cover.

Where allowed, underground vaults and tanks shall be accommodated with easements or setbacks large enough to provide for the complete replacement (without encroaching on any other structures or roads) of the structure should

replacement be required in the future.

Open vaults or bioswales with vertical side(s) shall be prohibited.

Bioswales shall only be constructed where approved by the Town. Specifically, bioswales shall not be constructed between single family residences or commercial buildings.

Bioswales shall not be designed with a longitudinal slope less than 1.5 percent.

All ponds shall be constructed with interior and exterior side slopes no steeper than 3 horizontal to 1 vertical. Ponds shall not be constructed with vertical side(s) unless approved by the Town.

All pond access roads shall be connected to the public street in at least one location (or connected via a public access tract). No portion of the access road shall exceed a 10 percent grade. Bollards shall be installed approximately 25 feet from the edge of traveled way (or curb) in order to provide a safe parking area for maintenance personnel when accessing the pond.

For privately owned and operated storm drainage systems, the Owner shall execute and record a Declaration of Covenant that identifies the storm drainage system by legal description, allows access to the Town to inspect and maintain, if necessary, and identifies the private owner as the party responsible for operation and maintenance. Such Declaration of Covenant shall be recorded with the Okanogan County Auditor prior to final approval of the project.

All stormwater drainage systems serving more than one single parcel not located within the public right-of-way or dedicated drainage tract shall be located within a drainage easement granted to a specific party. All easements shall be of sufficient width to allow complete replacement of the identified storm system component without encroaching into the foundation support of nearby buildings, walls, roads, steep slopes, driveways, sidewalks, or other structures.

All easements shall be provided in a form acceptable to the Town and recorded at the Okanogan County Auditor's Office prior to allowing the construction of a building on the property, or prior to recording of a plat. For land subdivisions, the easements may be shown on the plat map so long as the plat map identifies the specific party to which the easement is granted, the restrictions for the grantee and grantor, and clearly identifies the dimensions of the easement(s).

No public storm drainage easement shall be less than 15 feet in width. Where the easement is provided to gain access to a structure (catch basin, manhole, inlets) the easement width shall not be less than 15 feet.

8.02 Design Standards

Project plans shall have a horizontal scale 20 feet to the inch and a vertical scale of not more than 5 feet to the inch.

The design of storm drainage and detention systems shall depend on their type and local site conditions. The design elements of storm drainage systems shall conform to the Twisp Municipal Code and the Development Standards as set forth herein. The following design considerations shall apply:

The use of commercial parking lots for detention of stormwater will be reviewed by the Town and approved or denied based on the design, location and general parameters of the project. The detention area shall be situated away from areas of pedestrian movement. The maximum depth of water in parking lot storage shall be limited to six inches. Curbs cannot be used for storage.

Maximum catch basin spacing shall be 200 feet on road grades up to three percent, 300 feet when the road grade is three percent or greater, and 500 feet maximum on main storm drains between access structures, whether catch basins or manholes. No surface water (unless otherwise approved in writing by the Town) shall cross any roadway.

Where storm systems are located outside an existing public right-of-way, permanent easements will be required for public or private maintenance of the system. Such easement shall be a minimum of 15 feet in width or twice the bury depth of the utility whichever is greater.

8.03 Conveyance

Storm drain pipe within a public right-of-way or easement shall be sized to carry the maximum anticipated runoff (25-year design storm) from the possible contributing tributary area.

The minimum pipe size shall be 12 inches in diameter. Runoff shall be computed and, if the flow requires it, a larger pipe shall be used. Nothing shall preclude the Town from requiring the installation of a larger sized main if the Town determines a larger size is needed to serve adjacent areas or for future service.

All pipe for storm mains shall be "preapproved" by the Public Works Director based on localized conditions and comply with the following types:

Polyvinyl Chloride: PVC pipe shall conform to ASTM D3034, SDR 35 or ASTM F789 with joints and rubber gaskets conforming to ASTM D3212 and ASTM F477.

Polyethylene: PE smooth wall pipe per Advanced Drainage Systems

(ADS) N-12 (bell and spigot), or Town approved equal, constructed per Standard Specifications 7-04.

High Density Polyethylene Pipe (HDPE): HDPE pipe shall be SDR 25 butt-fused welded pipe high density, black, PE 3408. Pipe shall be made from premium high-density polyethylene resin, qualified as Type III, Category 5, Class C, Grade P34 in ASTM D1248-81.

Rim (ground) and invert elevations for individual storm drainage stubs shall be shown on the final record drawings. In the field, individual storm drainage stubs shall be marked by use of a white 2-inch x 4-inch post stamped "STORM." Post shall be placed at the stub invert and shall protrude from ground at a minimum of three feet.

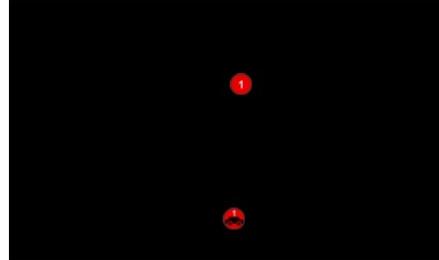
24-1503, Acq,Dev, Twisp Town of
Mill Hill, RCO Grant Request: \$541,450

BASICS

FUNDING

Costs

Source	Funding	%
RCO	\$541,450	70%
Sponsor Match	\$232,050	30%
Total	\$773,500	100%



Sponsor Match Breakdown

Match Type	Funding Org	Funding Program	Amount
Donated Land/Property Interest	Methow Conservancy		\$232,050

Minimum match required
30.00%

DESCRIPTION

The Town of Twisp is seeking to use WWRP funding to acquire a 144-acre parcel of land known as Mill Hill, immediately adjacent to the east side of town. Mill Hill is a critical landmark in Twisp and a geographical focal point in the Methow Valley, rising directly above a major bend in the Methow River and the confluence of the Twisp and Methow Rivers. It is the only large tract of open space with direct pedestrian access from town and provides spectacular views of the Methow Valley and the North Cascade crest. For decades, the owners of Mill Hill allowed public access for low-impact hiking and bike riding, but in 2023 they decided to sell the property. With public access at risk, in September 2023 the Methow Conservancy Land Trust, in consultation with the Twisp Town Council, purchased the property with the intent of transferring ownership to the Town of Twisp as soon as funding could be obtained to facilitate such a transfer. Using WWRP funding, Twisp intends to purchase the property from the Conservancy. Following acquisition, the Town will work with the Conservancy to develop a management plan for the property, repair cattle exclusion fencing, repair and improve trails, and better define permanent non-motorized access to the site. Management priorities will focus on enhancing non-motorized recreation opportunities (hiking, jogging, biking, and skiing) for town residents and visitors, protecting Twisp's rural character view shed, and conserving wildlife habitat.

[Project Application](#)

LOCATION

County, City, Water bodies

County: Okanogan

Project Factsheet

METRICS/COSTS

OVERALL PROJECT METRICS

PROJECT ACQUISITION

Acquisition Primary Purpose Select the primary purpose(s) for the property being acquired.	Habitat Conservation Open Space Public Access
---	---

SITES IMPROVED

Project acres developed Enter the number of acres that this project will develop (to nearest 0.01 acre).	0
Project acres renovated Enter the number of acres this project will renovate (to nearest 0.01 acre).	0

ACQUISITION

Worksite #: Property Name	Acres to be Acquired	Acreage Types	Cost Estimate
#1: Mill Hill	144	Uplands (144.00)	\$773,500
Total Acquisition Cost			\$773,500

ACQUISITION COST ESTIMATE DETAILS

Property: Mill Hill (Worksite #1: Mill Hill)

Work Type	Estimated Cost
Appraisal	\$8,000
Appraisal Review	\$5,000
Closing, Recording, Taxes, Title	\$15,000
Cultural resources (Acq)	\$5,000
Environmental Audits	\$5,000
Fencing (Acq)	\$15,000
Land	\$690,000
Signs (Acq)	\$2,500
Survey (Acq)	\$8,000
Subtotal:	\$753,500
Administration:	\$20,000
Total Estimate For Property:	\$773,500

Project Factsheet

Summary

Total Estimated Costs Without Admin:	\$753,500
Total Estimated Admin:	\$20,000
Total Estimated Acquisition Costs:	\$773,500

DEVELOPMENT METRICS

PROJECT PROPOSAL

PROPOSAL QUESTIONS

#1: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

No

Council Member and Council Member Menzies, Alternate

Liaison: Twisp Airport Advisory Board – Meets Bimonthly or as needed

Council Member Auburn and Council Member Menzies

Liaison: Tree Board – Meets Bimonthly or as needed

Council Member Menzies

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 13:33:49 Date: 04/18/2024

04/23/2024 To: 04/23/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
737	04/23/2024	Claims	1	38529	Ardurra	41,324.95	
738	04/23/2024	Claims	1	38530	Cascade Pipe & Feed Supply, Inc	299.95	
739	04/23/2024	Claims	1	38531	Code Publishing Company, Inc.	106.53	
740	04/23/2024	Claims	1	38532	David Ebenger	625.00	
741	04/23/2024	Claims	1	38533	Randahl S Kilmer	63.00	
742	04/23/2024	Claims	1	38534	M.V. Community Center	2,990.00	
743	04/23/2024	Claims	1	38535	Methow Valley News Publishing LLC	965.14	
744	04/23/2024	Claims	1	38536	Ok Co Electric Cooperative Inc	68.10	
745	04/23/2024	Claims	1	38537	PUD No 1 of Okanogan County	5,506.99	
746	04/23/2024	Claims	1	38538	Quill	27.16	
747	04/23/2024	Claims	1	38539	ST of WA Auditor's Office	8,346.00	
748	04/23/2024	Claims	1	38540	Verizon Wireless	667.01	
						8,901.33	
						847.22	
						12,328.70	
						3,047.50	
						4,465.55	
						5,450.78	
						25,948.75	
						<u>60,989.83</u>	
						Claims:	60,989.83

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the Town of Twisp and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer _____ **Date:** _____

Council Signatures:

Katrina Auburn _____

Aaron Studen _____

Wyatt Lundquist _____

Will Menzies _____

Tim Matsui _____

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 11:07:06 Date: 04/19/2024

04/10/2024 To: 04/23/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
681	04/15/2024	Payroll	1	EFT		850.00	
682	04/15/2024	Payroll	1	EFT		1,300.00	
683	04/15/2024	Payroll	1	EFT		1,300.00	
684	04/15/2024	Payroll	1	EFT		1,400.00	
685	04/15/2024	Payroll	1	EFT		1,700.00	
686	04/15/2024	Payroll	1	EFT		1,560.00	
687	04/15/2024	Payroll	1	EFT		1,500.00	
688	04/15/2024	Payroll	1	EFT		1,350.00	
689	04/15/2024	Payroll	1	0	Internal Revenue Service	1,447.91	
705	04/15/2024	Payroll	1	EFT	Dept. of Labor & Industries	3,657.80	1ST Quarter L&I: 01/01/2024 - 03/31/2024
716	04/16/2024	Payroll	1	EFT	Employment Security Department - PFML	517.02	Pay Cycle(s) 01/01/2024 To 03/30/2024 - LTC
717	04/16/2024	Payroll	1	EFT	Employment Security Department - PFML	540.73	Pay Cycle(s) 01/01/2024 To 03/30/2024 - PFML
						14,714.73	
						306.24	
						902.79	
						1,199.70	
						<u>17,123.46</u>	
						17,123.46	Payroll: 17,123.46

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the Town of Twisp and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer _____ **Date:** _____

Council Signatures:

Katrina Auburn _____

Aaron Studen _____

Wyatt Lundquist _____

Will Menzies _____

Tim Matsui _____

Town of Twisp

Council Retreat Minutes – 03/01/24

Mayor Smith called the meeting to order at 12:16 pm.

Council Members present: Mayor Smith
Katrina Auburn
Aaron Studen
Will Menzies
Tim Matsui

Council Member absent:

Pledge of Allegiance

Council Member Studen led the pledge of allegiance.

Request for Additions or Deletions to the Agenda:

N/A

Opening Remarks - Mayor

Mayor Smith welcomed all to the Council Retreat. He noted that he's been to many different styles of retreats over the last ten years and ultimately hopes to give the Council an opportunity to understand the work that the staff and commissions/boards have accomplished over the years, what they're currently working on. This also provides an opportunity for staff and commissions/boards to express concerns and strategic plan for future programming.

Commission and Advisory Chair Reports

Tree Board – Dwight Filer

Chair Filer shared an overview of the board's work and presented the following Work Plan/Goals for 2024

- Replace 4 large trees on Glover St
- Plant tree in front of Civic Building
- Re-assess Classroom in Bloom tree nursery work
- GIS integration- tree planting sites
- Plan with Council & Public Works: priorities

Twisp Airport Advisory Board – Dick Pattison

Chair Pattison gave an overview of the history of the airport and how it came to be managed by the Town of Twisp. He noted projects in recent history including the South Taxiway Reconstruct, and last

year's crack sealing project. These projects are accomplished through partnerships between the Airport Improvement Club and the Town of Twisp. Future projects identified on the Capital Facilities Plan are a priority to TAAB and the user group of the airport, but they understand that the Airport is supported by the Town's general fund and that creating more revenues for the airport to offset the operation expense is the Town's priority for future airport programming and updates. The consensus is that encouraging more hangars/leases at the airport is the most effective way to increase revenues.

Parks & Recreation Commission – Nick Hershenow

Chair Hershenow gave a overview of the board and its accomplishments over the past few years. The adoption of the Twisp P&R Comprehensive plan was a great accomplishment, and now the Commission looks for ways to support projects identified on the plan, including researching and assisting the town in applying for funding packages. Some of the projects first identified for work/development are bike/ped/trails connectivity throughout town, Mill Hill Purchase/Development, skatepark, and pool replacement.

Planning Commission, Rachel Levi

Vice Chair Levi - gave an overview of the board and its work during her time as a member. The bulk of 2023 was spent developing the Housing Action Plan(HAP) and reviewing/ruling on land use applications. The Planning Commission intends to do additional work on the HAP similar to what the Town of Winthrop has done, identifying actionable strategies to implement locally. The Planning commission will also be working on the Housing Element as a part of the larger Comprehensive Plan Update and general Code revisions. Planning Commission will bring a "priority" list to council with their workplan for review and approval in the coming weeks.

Staff Reports

Police Department – Theresa Ruggiero, Police Clerk

The purpose of this strategic plan is to let you know what the Twisp Police Department has done in its service for the community of Twisp in 2023. The goals moving forward will of course be determined by the new Police department head coming in, the City Council, with assistance from OCSO as well.

As stated in prior council retreat reports this plan is a "living document" that will never be entirely complete, because it will adapt and change as unforeseen and new events create challenges and opportunities that arise for this organization as determined by those mentioned in the above paragraph.

What has been accomplished in the Twisp Police Department 2023

As an employee of the TWPD, it is with pleasure that I am able to say that I have been proactive in maintaining the department in the absence of on-site law enforcement personnel.

This department has an administrative assistant with almost two years of high level professional experience supporting law enforcement operations. The dedication that has been given to the TW PD has been above the assumed and required levels for the administrative assistant position. This is done with integrity, ethics and pride for opposition held representing the town of Twisp.

Since the departure of the LE personnel at the TWP, the administrative assistant position has had to exercise adaptability and self-motivation. The department has had to continue with maintaining required monthly (ex: system validations), annual (ex: compliance tests and certifications for the agency and employee(s) to maintain an active status for the agency) current technology privacy audits, records audits and property and evidence audits as well.

Brought the 2022 department security audit to full compliance:

Meaning I completed the last 3 steps when I arrived in my position to finish the audit in 2024. This being done with little to no training in my first two months of employment.

Interagency Communication and Training

The TWP has not only trained with the aid of the OCSO, but with the Brewster PD as well. When there was a problem that has arisen that could not be resolved by this department, the networking that was made possible by in person training has proven invaluable. This was also able to be paid forward when the WMO new administrative clerk needed assistance with training, this department was able to assist.

Goal: Continue going forward with interdepartmental training assistance and networking

At the beginning of 2024 I was able to suggest increases for services performed on the public by the TWP for 2024, in anticipation of a police force being implemented.

These increases were put into effect:

- Public Records Request
- Fingerprint per Card
- Ex Parte Paper Service

This last year the TWP records and paperwork was taken to roughly 90% digitized. There are still police Officers that prefer to use paper which is why there are still forms available in office. In doing this process it was discovered that the process was/had not been done so getting current evidence files caught up to digitized and into SPILLMAN took some time.

Goal: Keep this process of digitization current

Brought the evidence processing rooms on both sides up to the state standards

Have kept the (4) TWP vehicles state compliant so that they are ready for a police force:

Meaning: Radars and LIDAR are calibrated, computers are maintained (with Randy's help) and the body cam equipment is kept ready.

Goal: Get the old uniforms cleaned so that they are also ready for a police force

I have researched and acquired all training required for my current administrative position as well as taking on further accreditations to ensure that in the absence of a Chief and/or Officers, the department would still be able to perform required duties and maintain state and county compliance for an active agency.

I am at an administrative level and/or certified on all of the following sites so that I can assist a Chief and or Officers (depending on departmental needs) with navigation in getting their required departmental certifications as well.

ACCESS Certified Level 2:

The ACCESS Section manages and operates the statewide law enforcement telecommunications system — A Central Computerized Enforcement Service System (ACCESS). ACCESS provides telecommunications linkage to law enforcement and other criminal justice agencies. It provides a means for agencies to query multiple state and national databases to include information systems provided by the Department of Corrections, Department of Licensing, Parks, the Washington Crime Information Center (WACIC), and the Washington State Identification Section (WASIS).

The system also allows both national and international queries through the International Justice and Public Safety Information Sharing Network (NLETS) switch to include Interstate Identification Index (III) and the National Crime Information Center (NCIC) provided by the Federal Bureau of Investigation (FBI). NLETS also provides responses from the Canadian Police Information Centre (CPIC), and Interpol as well as other state hot file and licensing information.

ACCESS usage is limited to criminal justice purposes as outlined by the FBI standards. Criminal justice agencies must maintain a current user acknowledgment with ACCESS and comply with state and national standards for training, technical security, and auditing.

NICS:

Use of the NICS is authorized to law enforcement agencies when processing a firearm transfer for a person purchasing a firearm, when a person is applying for or renewing their CPL, is applying to the Sheriff's Offices for an Alien Firearm License or when an agency is releasing a firearm from evidence.

NIBRS:

National Incident-Based Reporting System (NIBRS) data. This is done weekly and quarterly, then yearly: even if you sub contract with an agency.

WATCH:

You may run a background check and receive the results immediately by using WATCH (Washington Access to Criminal History)

SPILLMAN:

Law Enforcement Records Management System

SECTOR:

SECTOR automates the collision and traffic citation reporting process for law enforcement officers. The collision reports and electronic traffic citations are uploaded to a central server and routed to the appropriate agencies for processing and disposition: Not all police use this so you also have to know how to use good old fashioned hand written citations and INPUT them as an administrator.

INSIGHT:

Insight Policing will teach law enforcement officers the theory and science of conflict decision making and conflict resolution-based communication tactics.

ACADIS:

I can bypass a Chief and set the enforcement Officers up for approved courses through this portal. This is a Public Safety Training and Compliance Portal.

LEIRA:

Law Enforcement Information and Records Association

CJIS:

Criminal Justice Information System

LEEP:

Provides web-based investigative tools and analytical resources

LEXIPOL:

Lexipol provides fully developed, state specific public safety policy services and policy management software for law enforcement

As an administrative assistant, I was also asked to acquire:

LESO FEPMIS:

The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and management for property requisitioned through the Department of Defense (DoD) Defense Logistics Agency

FEMA ID:

Federal Emergency Management Agency

SAM:

This for the vest grant (balance forward yet), and the \$10,000 grant that I researched and procured for the TWP, balance forward of \$4,209.00 still to be utilized for training of officers.

Perform the onboarding of all TWP personnel with the state as well as removal of the same in lieu of enforcement personnel

Researched the disposal of all drugs and purged old evidence in lieu of enforcement personnel

Perform the CPL renewals and Firearm transfers within and for the city

Perform Public Fingerprinting

Goal: Find Funding for a digital Fingerprinting machine

The TWP does the maintenance, retention, destruction and disclosure of public records in their possession, therefore I maintain current certifications to ensure that I am up to date on RCWs for release to the public

Goal: Maintain current on certifications and laws regarding above

With regards to building security the **TWP does the distribution and maintenance of the building keys and FOBS. This** is something that the administrative assistant enjoys doing

Goal: Would be to turn this over to a Chief

Maintain the TWPD website.

Goal: A more comprehensive site....one that is user friendly for the public. The administrative assistant will work on this project for the TWPD, 2024

The Administrative assistant created a Property & Evidence Manual for the TWPD

Goal: Submit this to LEXIPOL and have it adopted

Brought P & E to full compliance to date:

With assistance from former chief and Officer Ty Sheehan I was able to also audit the physical evidence and purge in accordance to state RCWs

In doing this the TWPD now only has 2 active cases with evidence in our building, making a physical audit more streamlined than the 200+ prior evidentiary pieces

Moved all firearms that were received in cases to Okanogan Arms for trade of merchandise

A balance of \$1308.35 remaining @ Okanogan Arms for departmental use

As the administrative assistant I was asked to become a Public Notary for the TWPD, though until there is a Police force, I have this on hold, ***though I do provide backup services for the Town of Twisp when their Notary is unavailable***

Court:

Created an Emergency, Security and Incident Plan Manual for the Twisp Municipal Courthouse as required by the AOC

JABS:

Judicial Access Browser System.

Goal: Attend the Mandatory CEC, CIJ Court Administrator Academy

Will Attend May 2024

Goal: See what the Town of Twisp would need to do to have traffic citation money come to the town vs the district court at Okanogan County

Planning Department – Thom Vetter, Planner

Planner Vetter was unable to attend due to illness.

Clerk/Admin Department – Randy Kilmer, Clerk/Treasurer

Due to time, the decision was made to skip this presentation as the information had been shared at a recent council meeting.

Public Works Department – Andrew Denham, Public Works Director

Director Denham gave the following presentation.

Public Works Mission Statement: *Provide quality Public Works operation and maintenance in a compliant, proactive, and proficient manner.*

Abstract

Utility rates have always been the main factor in the Department's decision process to solve challenges. Employing a cost to benefit strategy while considering options has been vital in achieving the goal of maintaining affordable rates while reconstructing the Town's infrastructure. Data from a 2022 utility survey shows Twisp is within 1% of the average utility rate compared to 16 other regional Towns and Cities. Many of the agencies included in the survey still have failing sewers, water distribution systems, transportation systems, and even failing sewage treatment systems and are looking for strategies to resolve these challenges as we have. Over the next several years, it is likely that utility rates in Twisp will rise at a slower pace than other agencies because of the improvements Twisp has accomplished.

Twisp truly is in a prime position for significant growth and to meet the future housing needs of the Methow Valley. As you are aware, several major developments are planned to add to the already increased housing in Twisp. I look forward to engaging the council in more depth at the council retreat and throughout the year regarding meeting the needs for planned developments and expected population growth.

Introduction

It is my pleasure to bring to you the Public Works report in my 10th year as the Public Works Director for the town of Twisp.

My intent in providing this report is to give the council an overview of the department's position prior to the council retreat. Today, I will touch briefly on just a few items that we have been or are working on, with the expectancy of covering these, and any additional items that the council may bring forth, in more detail at the retreat.

I recently had the opportunity to meet with most council members in separate meetings to give a brief overview and tour of the facilities. I look forward to this same tour with the Mayor and remaining council member.

The past few years

Well 4 completion

This critical asset has been in the planning for many years and was recently funded by part of a G-O bond, water reserves and ARPA funds for \$250,000. This included engineering, geology, and construction. The well was approved by the Department of Health and brought online in July of 2023 and is now the highest producing of the three wells the Town owns and

operates.

Sewer collection system improvements and biosolids equipment

The completion of this project last year marks 8 years of planning, development, design, and construction. The overall project funding package of more than \$6M came with 75% grant through USDA and CDBG. One of the Town's greatest obligations is to provide reliable sewer collection and treatment services, which had a history of overflows due to widespread deficiencies caused by root intrusion. Two sewage lift stations in urgent need of replacement were also replaced with this project.

The biosolids portion of the project has significantly improved operations at the WWTP and in doing so, cut the cost of biosolids disposal by \$19,700 annually from \$24,800 to \$5,100 including labor and fuel used for self-hauling with PW staff.

5th Ave, Lincoln, Alder and 4th Ave overlay

This 2023 paving project reconstructed slightly over half a mile of streets, including two arterials. TIB funded 90% of the nearly half million-dollar project, the remaining funds came from the Town's TBD. This is another great example of how our local TBD dollars help leverage State money to bring us closer to completing a system wide transportation improvement plan.

Glover/3rd Ave improvements

"Town Square" improvement project, which was completed in fall of 2022 with a cost of \$280,00, was funded in part by civic building funds and a Complete Streets grant. It connects the civic building plaza to Glover Street and Third Ave. Future projects will extend this pedestrian corridor on Third Ave to connect to SR20, and down Glover Street and Twisp Ave to SR20. These pedestrian enhancements were developed as part of the 2016 CERB plan that provides a general guideline for potential economic revitalization planning.

BST treatment on May St, Lookout Mountain Rd and vicinity

The executive director of TIB, Steve Gorcester, Mayor Ing-Moody, and myself met in 2016 to discuss strategies for reconstructing the Town's streets. Steve stated at that time that TIB would likely not fund a "May Hill" street restoration effort. We were able to save a couple years of the Town's TBD funds, and self-fund and design a reconstruction project for the entire neighborhood along with Lookout Mountain Rd in 2022 for just under \$140,000.

Civic Building completion

What an incredible asset for Twisp for years to come! So much effort went into all aspects of the project from funding to final completion, and during extreme challenges with Covid as well. We moved into the building in November of 2022.

Town wide crack seal

We had submitted a preservation grant to TIB for this same crack seal work but had been denied due to our request of re-painting Glover Street. Fortunately, Winthrop had been successful with their grant request and TIB reached out to me to offer an out of call grant to Twisp for \$35,000. Twisp and Winthrop crews teamed up to perform the work, which the grant covered as well. All the streets in town were sealed, but we anticipate performing a second application in 2024 or 2025 to re-seal the few that may open back up.

Airport runway crack seal

The airport improvement club provided \$25,000 in funding to crack seal the runway in 2023. Many of the cracks were well beyond the allowable spec width for this type of crack sealing, but it was agreed that the pavement condition had deteriorated to the point that something was better than nothing.

I had applied for preservation funding with WSDOT Aviation in 2016 and again in 2022, both requests being denied due to lack of program funding. I will seek Funding for a runway project design next year and for construction in 2026.

2024

There are 71 projects on the department's project tracker list this year for both interdepartmental tasks as well as outside contractor projects, so I have only listed some of the highlights. Many of these projects will continue beyond this year as well.

Water System Plan

The last WSP was completed in 2015 by Grey and Osborne. The Town has constructed 8 major water system improvement projects, replacing distribution mains, adding standby generators, drilling a well, and several other projects totaling more than \$6M dollars invested from grant, loan, and reserves. Nearly 14,000 LF of water main (over 2.5 miles) and more than 150 service lines have been replaced since 2017. It is critical for the Town to understand the system's flow capacity by segment, current water right assessment, future water right needs, remaining deficiencies, and priorities to be able to effectively plan for future development.

Painters emergency egress design

The council approved the funding contract with the Public Works Board (PWB) at the last council meeting for \$728,016 for this project, of which half of the funds come in the form of grant. In addition to the PWB funding, the Okanogan County Economic Alliance Board (OCEAB) also committed \$250,000 of grant dollars, for a total project funding of \$978,016. In

tonight's council meeting I am recommending approval of a T&M task order with Ardurra of \$12,500 for preliminary planning, which will be reimbursed with the PWB funds. This is an important planning effort for developing an effective and right sized scope of design. The current schedule is to complete the R/W phase, PS&E (plans, specifications, and estimates) and environmental in 2024, with construction taking place in 2025.

Glover St and Twisp Ave water system improvements

The Town received \$2,257,607 in funding from the PWB to replace the water distribution system on Glover St and Twisp Ave, with 50% of the funding in the form of low interest loan. The best strategy for reducing the overall cost of the project, and thereby reducing the loan debt, is to design two schedules for the project. One schedule for the water distribution component, and one for the street restoration and pedestrian enhancements. My plan is to complete PS&E and environmental by the end of 2024 for construction in 2025.

Glover St and Twisp Ave overlay and pedestrian improvements

The second component of the Glover St and Twisp Ave improvements stated above are the street restoration and pedestrian enhancements. I will be selecting a design team through an RFQ (request for qualifications) solicitation process to ensure that the Town will partner with the most qualified consultant for this very important project. We only get one opportunity to tear up and rebuild our downtown.

The Mayor and I have engaged with the local business community in the initial stages of planning for this project and will continue to seek public involvement throughout the design process.

There are grant opportunities available that could partner well with this type of project. The challenge is to develop a successful strategy with the right funding agencies to reduce the loan debt. I've recently met with our funding specialist from Ardurra and with TIB to discuss such a strategy but intend to continue this conversation with other potential funding providers.

SR20 north sidewalk/bike path

This project has been held up by right of way issues with WSDOT since 2018, but finally has the green light for final design and R/W phase. I intend to have this project out to bid by April 1 of this year, with construction completed by the end of this construction season. It is funded by a State pedestrian/bike grant along with TIB and 100% of the \$1.9M is grant. The project will relocate SR20, pushing the travel lanes to the East and constructing curb-gutter-sidewalk on the West side with bike lanes on both lanes. It includes decorative lighting and softscape enhancements that will have a traffic calming and an attractive entrance to town from the North end, as well as provide safe pedestrian access to downtown. The project will extend from the Twisp River bridge sidewalk to the North town limits.

BST treatment on Alder, Twisp-Carlton Rd, Evergreen Loop

Our TIB grant application last year for a town wide BST project wasn't successful, so I plan to use town TBD funds on a smaller BST project. Okanogan County will be treating Twisp-Carlton Rd this year, so it will be a cost reduction to have their crew treat the Town's portion of that road.

Methow Housing Trust will be completing a housing development this year in Evergreen Loop, which is a Town gravel street and was disturbed during last year's collection system replacement project. I plan to include Evergreen in this smaller BST project.

Alder lane on the south side of 5th Ave is an arterial bus route and a pre-level/BST treatment is much needed.

WWTP construction

This is a BIG one. It will be the largest single project the Town has ever undertaken and will take a considerable amount of my time for the next two years until construction is completed and the plant is commissioned. I have been working on the planning and design of this for several years, making sure that the Town will have the treatment capacity for the growth we are seeing and expecting to increase. As I reported in a council meeting last month, the Department of Ecology (Ecy) is providing all the necessary \$13.5M in funding, of which more than \$10M is grant. Incidentally, this is more than double the grant amount that Ecy has ever awarded to any agency for a single project like this. The project has been awarded to Strider Construction from Whatcom County and with the pre-con completed, I will be issuing a notice to proceed later this month. I will say that we do expect some equipment supply issues with a project this size, but not what we saw with the civic building construction which was greatly affected by Covid. The new wwtp, when completed, will be capable of advanced treatment and provide a stable process and exceptionally high-quality effluent year-round.

Glover street light battery replacement

It has been over five years since 27 downtown streetlights were replaced with decorative solar lights. Staff replaced the batteries in each of the lights on the 8th of February at a cost of \$13,140 including the bucket truck rental and labor. The same installation sites for the same period would have cost \$23,328 if they were still being powered by PUD, an annual savings of \$2,038. The initial costs of the solar lights and installation were paid for through a Complete Streets grant in 2018.

Repair band shell and picnic shelter at Twisp Park

ARPA funds are anticipated to repair these two important structures at Twisp Park, costing up to \$75,000. Due to the picnic shelter being a custom log structure with several logs with significant damage, it is difficult to acquire a solid estimate to repair. I believe the budget to be adequate even considering the unknowns.

Complete connector trail on Methow St

Staff was able to rough in a trail route late last fall, a project identified by the parks and rec committee as a priority. This spring they will complete the project and open the connecting trail.

Staff development

Infrastructure is tremendously important, but without quality trained staff, the wheels come off the bus very quickly. I believe that staff, not infrastructure, is our greatest asset and I'm grateful to report that Public Works is staffed with a team of quality individuals that truly want to provide "quality customer service".

Each one of them performs at a best-in-class level, driven to serve as professionals. Last year my report included a goal for staff to achieve certifications in wastewater and water, which requires 3 years of experience for exam eligibility. We have invested time and resources in exam preparation for all staff and have two operators scheduled to take exams later this month and next. Certifications will continue to be one of the department's highest priorities, but a never-ending heavy workload tends to cut into study time, making that quite a challenge.

Assistant Director

A new position was created and approved last year for the Public Works Department, an Assistant Director. The new position will be responsible for several new tasks including; Full implementation and administrator of the new GIS system, administrator of the cross-connection control program, partial code enforcement duties, and oversee an asset management system. The position is a working supervisor and will work closely with the other operators, including weekend shift work, after-hour callouts and snow removal.

Priorities for the next few years

This is not a complete list, just a few of the highlights. Several of the above-mentioned projects will continue on and require project management in these subsequent years. Managing all these projects along with overseeing the construction of the WWTP will be very challenging, so I am hopeful that the Assistant Director position can be filled and trained quickly to help facilitate some of the project management.

Glover St / SR20 Round-a-bout construction

I will be working on a new strategy for funding the design and construction of this project with the PW Committee. There have not been many funding opportunities in the past, but funding agency programs are rapidly changing which may open the door to move forward with this project.

Solar energy installation at various town facilities

Several funding opportunities are currently available for solar projects on public facilities. If time allows, we should perform a CBA and energy grade audit to determine the cost effectiveness of such a project. The Civic Building was constructed to accommodate solar facilities.

Downtown parking and eV development

This is becoming more of an issue as the business district evolves and population increases in town due to scheduled developments. A multifaceted approach will be necessary to meet the needs for downtown parking including; Optimization of existing right-of-ways, improvements to existing Town owned parking lots, development of a parking mitigation program, eV parking development review and analysis of existing TMC on parking requirements and code enforcement.

I anticipate some comprehensive discussion regarding this issue during the council retreat as well as at a future PW Committee.

Development and growth

As you are aware, the planning commission has been busy with multiple planned developments, which are close to preliminary approval. A significant amount of my time and effort goes into the review and comment phase of preliminary approval, along with the Town's consultant engineer. I have known about these coming reviews but am concerned that the timing of this process will coincide with a very heavy project management load of the wwtp and other projects.

Reconstruct and BST remaining local routes

The strategy of double coat BST over compacted gravel pre-level has proved to be an inexpensive and effective reconstruction design for Twisp that we have utilized for the past 4 years. We are on schedule to complete a goal set 8 years ago to reconstruct or overlay all paved streets in town in 10 years. Ninety four percent of Town streets have been paved in the past 10 years, bringing Twisp from the worst rated streets in Okanogan County to the top rated this year. Extending this aggressive approach to preservation each year in the future is imperative to be successful in maintaining the Town's transportation system. This year I intend to overhaul the Town's TIP to reflect a priority shift from construction to preservation, while maintaining the current construction priorities. An important note is how critical the support of the Town's TBD funds are in leveraging TIB funds to finance these efforts. I have included in the back of the report a PCR (pavement condition rating) map of Town roads that compares the rating from 2015 to 2023, which had gone from a rating of 63 to 85 and is now over 90 after the completion of 5th Ave overlay.

Pool replacement

A strategy is needed for a pool replacement which will include multiple interest groups and

public involvement. I have more questions than answers at this point but wanted to mention this need as an important topic.

Equipment needs

I often search for surplus equipment on government websites to meet the equipment needs for the department. We have been very fortunate to purchase heavy equipment and service vehicles at a fraction of the cost of new from other government agencies. There are some types of equipment that should be replaced with new, which is consistent with my strategy of a mixed fleet. I'm pleased to report that the PW fleet is in good condition with a mixture of new and used equipment, with only a few needs at this time. I have been searching for another utility service body vehicle, a replacement dump bed for a Ford F550 or replacement plow truck, and a small 4wd SUV to replace the hand-me-down police Tahoe SUV.

Adjournment

There being no further business to come before the Council, Mayor Smith adjourned the meeting at 5:13 pm.

APPROVED:

Mayor Smith

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Council Retreat Minutes – 03/02/24

Mayor Smith called the meeting to order at 9:15 pm.

Council Members present: Mayor Smith
Katrina Auburn
Aaron Studen
Will Menzies
Tim Matsui

Council Member absent:

Pledge of Allegiance

Council Member Matsui led the pledge of allegiance.

Request for Additions or Deletions to the Agenda:

N/A

Opening Remarks - Mayor

Mayor Smith thanked the Council for their attendance and a productive first day. Day Two of the retreat will hit on specific town priorities and items brought up by staff and boards on the previous day. The task will be to determine where Town priorities and desires fit into current project schedules and financial/labor restraints.

Town Services

Planning/Building Inspection/Code Enforcement/Legal Services/Hearings Examiner

The Council would like to explore additional planning resources to aid Planner Vetter in areas he may not yet be familiar with such as land use decisions and comprehensive plan updates. Mayor Smith has a number of resources he'll be looking into to assist the planning department. There may also be opportunities to redistribute some of the planning duties to administrative staff.

Discussions were had on the merits of form-based code vs. prescriptive code. The Council is interested in seeing more research, explanation, and examples of successful implementation of form-based code.

The Town intends to start discussions with Lary Surface for building inspection services, possibly starting this fall. These services may also include some code enforcement.

Town Legal counsel have advised that a hearing examiner system for land use decisions would simplify the process and reduce potential liability to the Town. Moving to a hearing examiner would require changes to the municipal code. The Council is interested in more information on this topic.

Programs/Department

Facilities –

Public works staff are working on a maintenance schedule for the Civic Building and other town facilities. The Town plans to coordinate with Okanogan County Emergency Management to facilitate use of the Emergency Operations Center (EOC) as needed. This includes agreements for use of the facility and potential drills and training. Plans to equip the civic building with solar power equipment are in progress, and a grant for funding is in progress. The Creative District Board will be working to expend grant funds to complete the art panels on the building.

Mayor Smith noted that the Town is responsible for providing janitorial services for the library and may need a contractor for weekly cleaning services in library and public restrooms.

Water/Sewer -

Each fall water and sewer rates are reviewed, and often increased around 3% to keep up with costs of inflation. Rates have also been increased relative to debt service requirements as capital projects have been completed.

Airport -

Mayor Smith gave a historical overview of the airport. The Town, with the support of the Twisp Airport Advisory Board, continues to investigate alternate revenue strategies for the airport.

Pool –

Issues with pool staffing and maintenance/aging are well documented. The Town is planning to operate the pool this year but beyond that is uncertain. The Town will explore the potential of replacing the pool vs. finding other uses for that land. There may be a potential model for a town owned pool facility that is staffed and operated by a non-profit group.

Fire –

Twisp is scheduled to be annexed into Okanogan Fire District #6 per the success of the ballot initiative. There has been a community desire for a Fire Marshall/Inspector, and the Town will encourage OKFD6 to offer that service.

Police Department –

Efforts continue to staff the Police Department. Mayor Smith intends to bring a proposed salary scale increase to the council for approval in hopes of attracting qualified candidates for the Chief position. This would likely also include a reduction of one commissioned officer position to offset the budgetary increases in the Chief wage. The goal is to get the department restaffed in the short-term and work back to a 3-officer department in the future.

Finance –

The Council would like to explore additional tax revenue strategies both voted/nonvoted and are interested in the results of AWC's lobbying to push the levy lid restrictions.

Discussions were had on the Town's new investment fund. The Finance committee will be exploring strategies for investment including the Local Government Investment Pool. A policy for investment will need to be added or revised in the Town's financial policies.

Staffing

The Council reviewed the number of staff currently employed in each department, and discussed possibilities for consolidation and/or efficiencies between departments in Admin/Planning/Building and Public Works. There will be many new staff in 2024 and this topic will be revisited after existing positions are effectively refilled. The Council also discussed the need to keep staff wages competitive to attract and maintain good talent.

Boards/Commissions

The Mayor documented the number of advisory boards and commissions that exist per Town Code, and how some of these boards are less critical for current functions than others. Most boards are currently subject to OPMA based on how the Town Code is written, but this could be altered to reduce the amount of staff resources needing to be invested in some strictly advisory boards. The Mayor will examine this issue further in 2024 and make recommendations to the Council.

Town Council Meetings

There was discussion regarding whether there should be any changes to how Town Council Meetings are run. The Mayor stressed that the Council is welcome to make suggestions to change how the meetings are run at any time, as these meetings are for the Council. For the now the meetings will continue as normal with 3 minute public comment periods, 5:30 pm start times, and Discussion/Action items at the bottom of the agenda.

Current Issues

Housing –

The Mayor and Council discussed organizing additional workshops with the Planning Commission to discuss ways to update the Housing Action Plan to be more effective. Additional coordination with Winthrop's Plan will be investigated.

Public Safety –

The Council discussed that the current staffing situation in the Police Department offered a unique opportunity to begin developing policy and programming around potential co-response resources. More work will be done on this topic after hiring a Police Chief to help organize a department around this issue.

The Council also discussed wanting to be responsive to requests for public safety proclamations in a proactive way, but that such proclamations needed effective programs/staffing to be most effective. More work will be done on this topic after hiring a Police Chief to help organize around the issues of stalking, domestic violence, sexual violence, and other such public safety issues.

Adjournment

There being no further business to come before the Council, Mayor Smith adjourned the meeting at 5:34 pm.

APPROVED:

Mayor Smith

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Council Minutes – 03/26/24

Mayor Smith called the meeting to order at 5:32 pm.

Council Members present: Mayor Smith
Katrina Auburn
Will Menzies
Tim Matsui
Aaron Studen

Council Member absent:

Pledge of Allegiance

Council Member Menzies led the pledge of allegiance.

Request for Additions or Deletions to the Agenda:

Public Comment Period:

Written Comments:

March 26, 2024

Dear Twisp Town Council members and Mayor Smith,

I looked and read with excitement SCJ Alliance’s preliminary plans for the SR-20 North End Pedestrian/Bike Path project (as contained in this evening’s Town Council packet).

I wanted to share one suggestion for gathering public input on this project, based on my past experience working with Safe Routes to School. That suggestion is to include a community “walking audit” in order to gather some “on the ground” information from a diverse group of pedestrians (and potentially cyclists as well).

In a walking audit, community members are invited to gather at a specific date and time in order to walk the area of the proposed project together, noting features along the route that need to be addressed in order to make the pedestrian (and bike) facilities both safe and comfortable for all users.

The leader of the walking audit takes notes on the group’s feedback, or uses a simple checklist to keep track of barriers and opportunities encountered along the way.

The goal of the walking audit is not to find specific solutions, but rather to note specific conditions that “everyday” pedestrians (and cyclists) notice, and that might be missed in a public outreach process held in a meeting room, using visual representations of the route and proposed facilities.

Thank you, as always, for your thoughtful decision-making and attention to process.

Best,

Ellen Aagaard
1 Isabella (in Twisp)
206-375-9083

Mayors Report:

Mayor Smith reported that the Attorney is preparing the STVR code revisions. Due to this being a Chapter 18 modification Town will have to follow the code and send the final ordinance to the Planning Commission for another public hearing. They will then send their final recommendations to the Council. This process will go past the current moratorium end date so there will be an extension passed to accommodate the code changes. Mayor Smith also reported that there are still Board of Adjustment openings. This board consists of five in-town voting residents. They will be responsible for the initial hearings of variance requests. Mayor Smith attended the Watershed Council meeting last week where things were shaken up as the current Chair stepped down. Commissioner Hover, the current Vice Chair, will not be moving into that position. There was a nomination for position six, but Mayor Smith needs Council approval to vote for said nomination. Mayor Smith had a great meeting with Director Sarah Brown from TwispWorks discussing moving forward and contemplating how to handle updating the overlay. He also had a meeting with Friends of the Pool where they discussed looking at replacing the pool and having it put somewhere else. Lots of work has been done on the Mill Hill application for purchasing the property. That application should be in by the end of April. Mayor Smith sent information to Okanogan County Conservation District regarding the Community Wildfire Prevention Plan. There is an OCCD meeting on Thursday the 28th at the Red Barn. An Assistant Director has been hired for Public Works. Mayor Smith also stated that there is a new Police Chief advertisement out where the requirements have been lowered and the salary raised. Mayor Smith had a meeting Director Denham where they talked about the waterline and streetscaping project and it was decided that TERC reconvene to assist by giving input. Mayor Smith also indicated that it would be necessary to adjust the Public Works Director compensation in the Town Salary Schedule to allow Director Denham to accept a new 3 year employment contract with Twisp as he had been offered a very competitive position at another municipality recently.

Staff Reports:

Sherriff Budrow-

Reported the things have been quiet in Twisp. Fire season will come up quick so they have been working with all of the Towns so that emergency plans are in place. Thursday night is the CWPP meeting at the Red Barn where there will be lots of information from local areas. They are requesting input from everyone on what should be saved or protected in the fire season.

Director Denham-

Reported that he attended the TIB board meeting in Sequim last week. It was very interesting to see how the grants are distributed. The chipping drive is set for April 8th. This will be advertised in the paper and on the Town's website. The rules will be stricter this time and any debris being brought into town from out of Town will be rejected. Construction on the WWTP will begin on Monday. There was a preliminary planning meeting regarding the Painter's Addition emergency egress project. They are currently working on a survey and the initial planning of the project. Director Denham wanted to let the public know there will be surveyors in Town for the Water System Project on Glover. The application for the TIB complete streets will be put in soon. SCJ and Ardurra are teaming up to get the application completed and sent out. He stated that he is excited about hiring Bill Gollen as the Assistant Director.

Committee/Commission/Board Reports:

Council Member Studen-

Attended the Okanogan Transport Authority meeting where they talked about the desire to acquire property for a homebase for the organization. They are still searching but given the needs it will be difficult to find. The company that does most of the maintenance on the buses changed hands recently. A new dealership was about to get a contract set up and signed.

Council Member Matsui-

Reported that the work on the Civic Building solar project has continued. The grant for this project is a very competitive one but well worth the effort. The life expectancy on the solar panels is twenty-five years and the life expectancy on the batteries is fifteen years. Council Member Matsui expressed his gratitude to all the agencies who have been involved in the process. He also attended the Planning Commission meeting where the main topic was the Raw Otter Rezone request. They discussed SEPA, the flood-plane, and riverfront public access. Parking minimums were briefly touched on as well. Council Member Matsui attended the Public Safety meeting where they discussed the kind of policing Town would want and the relationship with other co-responders. There is a greater desire for collaboration in crisis responses.

Council Member Menzies-

Attended the TwispWorks AutoTech unveiling. He stated that it was an amazing event. He also stated that the Creative District had a marathon meeting interviewing applicants. The board has sent over their recommendations for appointment to the Mayor and they are on the agenda for Council approval tonight. These recommendations include someone from the Methow Arts Alliance and a business member within the boundaries of the Creative District. There are still two positions for Town residents that have not been filled. Council Member Menzies stated that there is one candidate that is a very strong candidate but is not eligible due to living outside of Town. Council Member Menzies attended a pool meeting last week that was led by Mayor Smith. It was discussed that the Town may not be in favor of keeping the pool in its current location. It can be run through this Summer but this could be the last year if a new pool manager is not found. Town has asked Friends of the Pool to consider creating an operational framework for running and managing a new pool. Friends of the Pool has asked Town to put together a cohesive statement to unveil publicly that allows them to perform their duties and in support of them. They have also spoken with Ben Nelson from Winthrop to see whether there is an option to work together in operating a pool.

Council Member Auburn-

Attended the Chamber meeting where they decided to cancel the Spring Art Walk for this year.

Public Information Presentation: SR20 Sidewalk/Bike Path Project, Dan Ireland SCJ Alliance

Dan Ireland gave a presentation on the SR20 Sidewalk/Bike Path Project

Presentation: Winthrop Housing Action Plan – Simon Windell

Simon Windell gave a presentation on Winthrop’s Housing Action Plan

Discussion/Action: Letter of Support – Methow Trails Data Grant – Erika Kercher Halm

Erika Halm gave a brief overview of the grant opportunity Methow Trails is applying for and requested a letter of support from the Council.

Council Member Auburn made a motion to approve the Mayor’s signature on the Letter of Support – Methow Trails Data Grant. Council Member Matsui seconded the motion and it passed unanimously.

Discussion/Action: Creative District Board Appointments

Council Member Menzies made a motion to appoint Sarah Brown and Kit Kollmeyer to the Creative District Board. Council Member Matsui seconded the motion and it passed unanimously.

Discussion/Action: Methow Watershed Council Appointment Confirmation – David Asha

Council Member Matsui made a motion to confirm David Asia to the Methow Watershed Council. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: Twisp/DOE – Air Monitoring Equipment Rental Space Agreement

Council Member Matsui made a motion to accept Air Monitoring Equipment Rental Space Agreement. Council Member Studen seconded the motion and it passed unanimously.

Discussion/Action: Ardurra Task Order – WSDOT Bike/Ped Application

Council Member Matsui made a motion to approve the WSDOT Bike/Ped Application. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: TIB Grant Award – 2024 Complete Streets Banner Replacement

Council Member Matsui made a motion to approve TIB Grant Award – 2024 Complete Streets Banner Replacement. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: Resolution #24-719 – Salary Scale

Council Member Matsui made a motion to approve Resolution #24-719 – Salary Scale. Council Member Studen seconded the motion and it passed unanimously.

Discussion/Action: Twisp Economic Revitalization Committee Appointments

Council Member Matsui made a motion to approve the appointments to the Twisp Economic Revitalization Committee. Council Member Studen seconded the motion and it passed unanimously.

Discussion/Action: WA Arts Grant Contract – Twisp Creative Wayfinding Project

Council Member Auburn made a motion to accept WA Arts Grant Contract – Twisp Creative Wayfinding Project. Council Member Matsui seconded the motion and it passed unanimously.

Discussion/Action: WA Arts Grant Contract – WSDOT Signage for Twisp CD

Council Member Auburn made a motion to accept WA Arts Grant Contract – WSDOT Signage for Twisp CD. Council Member Matsui seconded the motion and it passed unanimously.

Discussion/Action: Community Decarbonization Grant - Letter of Support/Application Approval

Council Member Studen made a motion to approve Community Decarbonization Grant – Letter of Support/Application Approval. Council Member Auburn seconded the motion and it passed unanimously.

Consent Agenda

- Accounts Payable/Payroll
- Minutes: 03/12/34

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Town Council. The following voucher/checks are approved for payment by a majority vote on this 26th day of March 2024.

Accounts Payable	Checks #38466-34890	\$46,910.47	03/26/24
Payroll	EFT Trans #505-512	\$10,960.00	03/26/24

Council Member Auburn moved to approve the consent agenda as presented. The motion was seconded by Council Member Matsui and passed unanimously.

Adjournment

There being no further business to come before the Council, Mayor Smith adjourned the meeting at 8:31 pm.

APPROVED:

Mayor Smith

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Council Minutes – 04/09/24

Mayor Smith called the meeting to order at 5:31 pm.

Council Members present: Mayor Smith
Katrina Auburn
Will Menzies
Tim Matsui
Aaron Studen

Council Member absent:

Pledge of Allegiance

Council Member Studen led the pledge of allegiance.

Request for Additions or Deletions to the Agenda:

Mayor Smith requested to add the Arbor Day Proclamation and to add Barry Stromberger to the applicants for the Board of Adjustments.

Public Comment Period:

Mayors Report:

Mayor Smith reported that he attended the Conservation District Community Wildfire plan meeting that was in Winthrop. He stated he had provided information from the Town for things that we would like to see added to the plan for Twisp and Winthrop. The drafts will be out by June or July. Mayor Smith also reported that he has received the ordinance for extending the moratorium for STVRs and a resolution that will be sent to the Planning Commission. It should be on the agenda for our next meeting.

Staff Reports:

Director Denham-

Reported that the chipping drive started this morning and should be done by tomorrow. This is the third year, and it has gotten more successful each year. He also met with several residents along the SR20 project route last week and this week. Overall, the sentiment is positive and exciting. The importance behind getting the temporary construction permits is getting WSDOT's approval for the right of way. The project could get a bid out and be constructed this year, but there is the potential of it not falling into place this year. The WWTP construction is off to a very good start. Director Denham stated that Town is building a very good rapport with the contractor who is from Skagit County. He stated he is very encouraged that the project is off to such a great start. There is still a survey crew in the downtown

area, and they will continue to be there into next week. The more accurate their survey the better the Town can plan the Glover Street Project. TERC will be meeting with the engineer responsible for putting in the sidewalks next week. Director Denham stated that he is very proud of his staff who had to cut into a water main on Lookout Mtn Place. This was a very complex meter service along with a blow off.

Committee/Commission/Board Reports:

Council Member Auburn-

Attended the Planning Commission meeting where they were mainly getting their ducks in a row and working hard on all the present issues before them. There are two public hearings set for tomorrow's meeting. They are for the Parking Code revisions and the Raw Otter Rezone request.

Council Member Menzies-

Attended the Tree Board meeting where they mainly discussed Arbor Day. The event is scheduled for the 20th of April starting at noon. There seems to be a lot of enthusiasm. Dwight Filer was appointed as Chair and Nick Crimp was appointed as Vice Chair. They also touched on Classroom in Bloom where there are currently over sixty students who have planted a tree starting in the First Grade and will continue to grow it throughout their school career. Council Member Menzies reported that there was also one Creative District interview. The board is deliberating to make one or two recommendations at the next Council meeting.

Council Member Matsui-

Reported that the grant for the Solar panels and batteries has been filed with the Department of Commerce. It is a \$1.1 million grant. The solar panel and battery combination can run the Civic Building from April to October. In January it would be able to run the building for one and a half days. He attended the Planning Commission meeting where they discussed the rezone request more in detail. Some of the questions that were brought up is what will the rezone do for Twisp, what does this mean for riverfront access, and what does it do for housing. The property has been sitting as it is for twenty years. There were statements that people want houses on lots but there is a difference between what people want and what people can do. It was also brought up that the economy needs to be defined.

Council Member Studen-

Attended the Okanogan County Emergency Services Organization meeting where a lot of it was housekeeping. They discussed when the meetings should be held and decided on the second Wednesday of every quarter. The majority of the meeting was the conservation district discussing the CWPP. They are working hard to get it done by June. The public outreach portion is completed but it is not too late to give your input. All of this has been in preparation for asking for federal funds. They talked about an interlocal agreement, but it has not been updated in quite a while. The Council should be seeing that in the near future.

Discussion/Action: Twisp Town Council Position #3 Interviews/Appointment – Heather Wilson, Clint Estes, Rosemary Seifried, Wyatt Lundquist

The Council interviewed each candidate and made the following decision.

Council Member Auburn made a motion to appoint Wyatt Lundquist to Twisp Town Council Position #3. Council Member Studen seconded the motion and it passed with Council Member Menzies voting for and Council Member Matsui voting against.

Discussion/Action: Board of Adjustments Interview/Appointment – Miles Miliken, Barry Stromberger

The council interviewed both applicants and made the following decision.

Council Member Matsui made a motion to appoint Miles Miliken to the Board of Adjustment. Council Member Studen seconded the motion and it passed unanimously.

Council Member Auburn made a motion to appoint Barry Stromberger to the Board of Adjustment. Council Member Menzies seconded the motion and it passed unanimously.

Discussion/Action: Arbor Day Proclamation

Council Member Matsui made a motion to adopt the Arbor Day Proclamation. Council Member Menzies seconded the motion and it passed unanimously.

Consent Agenda

- Accounts Payable/Payroll

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Town Council. The following voucher/checks are approved for payment by a majority vote on this 9th day of April 2024.

Accounts Payable	Checks #38492-38526	\$146,659.19	04/09/24
Payroll	EFT Trans #591-603, 606, 611, 617-618, 626	\$53,890.14	04/09/24
Payroll	Check #38491	\$37.00	04/09/24

Council Member Studen moved to approve the consent agenda as presented. The motion was seconded by Council Member Matsui and passed unanimously.

Adjournment

There being no further business to come before the Council, Mayor Smith adjourned the meeting at 8:00 pm.

APPROVED:

Mayor Smith

ATTEST:

Clerk/Treasurer Randy Kilmer