



**CITY OF WASHOUGAL
CITY COUNCIL REGULAR MEETING
Monday, March 23, 2026
7:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82895997316>

- I. INVOCATION - Ginny Seymour**
- II. CALL TO ORDER**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. AMENDMENTS TO THE AGENDA**
- VI. PUBLIC COMMENTS**
- VII. CONSENT AGENDA**

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately - after the motion has been made and passed to approve the remaining items.

- A. Workshop Minutes of March 9, 2026**
- B. Council Minutes of March 9, 2026**
- C. Payroll Claims of March 10, 2026**
- D. Accounts Payable of March 12, 2026**
- E. Agenda Bill #19-2026**
Community Services & Strategy: *Arts Commission Funding Request*

VIII. NEW BUSINESS

- A. Agenda Bill # 20-2026**
Finance: *Resolution—Amending Council Contract Authority*
Delegation—David Scott
- B. Agenda Bill #21-2026**
Public Works: *Public Hearing and Ordinance – South 2nd Street Right of Way (ROW) Vacation—Trevor Evers*
- C. Agenda Bill #22-2026**

Community Services & Strategy: *Ordinance—Permit-only Parking Zone—Joe Walsh*

- D. Agenda Bill #23-2026**
City Manager's Office: *Ordinance—Establishing City Office Hours — David Scott*

IX. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

B. MAYOR

C. CITY COUNCIL

X. ADJOURNMENT

UPCOMING MEETINGS: Monday, April 13, 2026 — Workshop at 5:00 PM & Council at 7:00 PM.

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

3/23/2026

SUBJECT:

Workshop Minutes of March 9, 2026

DEPT. OF ORIGIN:

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. Workshop Minutes 03/09/2026

SUMMARY STATEMENT

RECOMMENDED ACTION



**CITY OF WASHOUGAL
CITY COUNCIL
MINUTES**

**Monday, March 9, 2026
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/83554291791>

I. CALL TO ORDER

Mayor Pro Tem Fritz called the meeting to order at 5:00 PM.

II. ROLL CALL

Present: Mayor Pro Tem David Fritz, Councilmembers Tia Robertson (ZOOM), Ernie Suggs (ZOOM), Michelle Wagner, Marty Swofford, David Szyplinski

Student Representative: Jake Larzalere

Absent: Mayor David Stuebe

Staff:

David Scott, City Manager

Joe Walsh, Community Services & Strategy Director

Daniel Layer, Finance Director/City Clerk (ZOOM)

Mitch Kneipp, Community Development Director

Monie Holmes, Assistant Finance Director (ZOOM)

Rose Jewell, Community Engagement Manager

Amanda Goulding, Assistant City Clerk & Accounting Specialist

III. PUBLIC COMMENTS

Lynda Boesel, representing Camas-Washougal Pickleball, presented an alternative proposal to address cracks on the pickleball courts.

She noted that, rather than the previously discussed \$22,000 repair, the group is requesting that only the major cracks be repaired before winter at an estimated cost of \$8,000.

She stated that the courts are heavily used and asked Council to consider addressing the most significant cracks at this time.

IV. NEW BUSINESS

A. Community Services & Strategy: *Arts Commission Funding Request* — Rose Jewell

Rose Jewell presented the ***Arts Commission Funding Request*** for \$1,800.00 to fund live music performances at the Washougal Community Market.

Discussion ensued with Rose Jewell & Council.

B. Community Development: *Code Updates 2* — Jessica Herceg

Mitch Kneipp & Jessica Herceg with DOWL presented ***Code Updates 2***:

- Unit Lot Subdivisions (ULS)
- Manufactured Housing
- Co-living Housing
- Residential Parking
- Next Steps

Discussion ensued with Jessica Herceg, Mitch Kneipp, David Scott & Council.

C. Community Services & Strategy: *Permit-only Parking Zone*—Joe Walsh

Joe Walsh presented the ***Permit-only Parking Zone***:

- Definition of a Permit-only Parking Zone
- Reasons for a Permit-only Parking Zone
- Issues & Solutions
- Community Engagement

Discussion ensued with Joe Walsh, David Scott & Council.

V. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott requested Council confirmation of an alternate representative for the CTRAN meeting due to Councilmember Robertson's scheduling conflict. Councilmember Wagner confirmed that she will attend as an alternate.

B. MAYOR

Mayor Stuebe was absent.

C. CITY COUNCIL

Mayor Pro Tem Fritz deferred.

Councilmembers Robertson, Wagner, Suggs, Swofford & Szyplinski deferred.

VI. ADJOURNMENT

Mayor Pro Tem Fritz adjourned the meeting at 6:57 PM.

UPCOMING MEETINGS: Monday, March 23, 2026 — Workshop at 5:00 PM & Council at 7:00 PM.

Mayor

City Clerk

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

3/23/2026

SUBJECT:

Council Minutes of March 9, 2026

DEPT. OF ORIGIN:

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. Council Minutes 03/09/2026

SUMMARY STATEMENT

RECOMMENDED ACTION



**CITY OF WASHOUGAL
CITY COUNCIL
MINUTES
Monday, March 9, 2026
7:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82038626876>

I. INVOCATION - Julie Dayley

II. CALL TO ORDER DRAFT

Mayor Pro Tem Fritz called the meeting to order at 7:02 PM.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Present: Mayor Pro Tem Fritz, Councilmembers Tia Robertson (ZOOM), Ernie Suggs, Michelle Wagner, Marty Swofford, David Szyplinski

Student Representative: Jake Larzalere

Absent: Mayor David Stuebe

Councilmember Swofford: Unanimous consent to excuse Mayor Stuebe

***No Objections**

Staff:

David Scott, City Manager

Joe Walsh, Community Services & Strategy Director

Robert Zeinemann, City Attorney (ZOOM)

Daniel Layer, Finance Director/City Clerk

Amanda Goulding, Assistant City Clerk & Accounting Specialist

V. AMENDMENTS TO THE AGENDA

None

VI. PUBLIC COMMENTS

Mike Anderson, Vice Chair of the Clark County Commission on Aging, provided updates on the Commission's work. He noted the annual report is in development, meeting dates have changed to the third Monday of every month, and meetings are publicly broadcast and recorded. **DRAFT**

He reported the Commission's current focus on housing and transportation, with topics alternating monthly. He also announced three upcoming vacancies, encouraged applications—particularly from East County—by the end of March, and noted an estimated commitment of 5–10 hours per month.

VII. CONSENT AGENDA

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately - after the motion has been made and passed to approve the remaining items.

Councilmember Suggs: Unanimous consent to approve the consent agenda as read.
*No Objections

- A. Workshop Minutes of February 23, 2026**
- B. Council Minutes of February 23, 2026**
- C. Payroll Claims of February 25, 2026**
- D. Accounts Payable of February 26 & March 5, 2026**
- E. Agenda Bill #18-2026**
Authorize the Transfer of Funds for Emergency Utility Assistance

VIII. NEW BUSINESS

None **DRAFT**

IX. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott commented that the next Chamber luncheon will be held on March 25 and will feature the State of the Cities, and encouraged councilmembers to attend in support of Mayor Stuebe, as several city officials, including Mayor Pro Tem Fritz, himself and Joe Walsh, will be in Washington, D.C. at that time.

He also informed Council of a proposed update to the City Manager's contract delegation authority. The current threshold of \$50,000 has not been updated in

approximately seven years. Based on a survey of comparable cities and a recommendation from the Administrative Committee, Mr. Scott intends to bring forward a resolution at the next meeting to increase the limit to \$100,000.

B. MAYOR DRAFT

Mator Stuebe was absent.

C. CITY COUNCIL

Councilmember Szyplinski had nothing to report.

Councilmember Swofford reported attending the Columbia River Economic Development Council (CREDC) meeting on February 27, noting it was informative and provided an opportunity to connect with regional partners, including discussion of support for local economic development and farmers' market activities. The Councilmember also noted that the March meeting has been canceled.

Councilmember Wagner announced a "Second Saturday in the Park" volunteer event on March 14 at 9:30 AM, in partnership with Steigerwald National Wildlife Refuge, and encouraged interested participants to sign up online. The Councilmember also discussed upcoming Parks Board and Regional Parks meetings on March 19, noting her anticipated absence and requested the alternate to attend — if available. Additionally, she noted a joint meeting of the Parks Board and Arts Commission scheduled for March 25 at 4:00 PM, and clarified that the Parks Board meeting originally planned for March 19 would instead be combined with this joint meeting.

Student Representative Larzalere reported that spring sports have begun at the high school, including baseball, girls tennis, girls golf, boys soccer, track and field, and softball. He also announced upcoming Washougal High School Future Business Leaders of America (FBLA) fundraisers at Menchie's on March 24 from 4:00–9:00 PM. (flyer required) and at K&M on April 7 from 3:00–8:00 PM. Additionally, he shared he was invited to attend the Camas-Washougal Community Chest fundraiser on March 21 at the Black Pearl.

Councilmember Suggs noted the upcoming March 21st Community Chest auction dinner at the Black Pearl, describing it as a well-regarded event and shared plans to attend. He also conveyed the importance of the Ivy League.

Mayor Pro Tem Fritz reported participating in a CivicBrand call and interviewing with the WA State Building Code Committee (SBCC), noting he appreciated the experience. The Councilmember also attended a Community Services & Strategy meeting and visited the Two Rivers Heritage Museum, expressing support and appreciation for local history efforts.

The Councilmember further reported volunteering with the Ivy League at Mable Kerr Park to remove invasive species and collect trash, emphasizing the importance of community volunteer efforts and encouraging timely removal of signage to prevent litter in public spaces. **DRAFT**

Councilmember Robertson reported she was unaware of a recent East County Ambulance Advisory Board (ECAAB) meeting held on February 24 due to a lack of notification and indicated she would follow up to obtain the full meeting schedule to ensure attendance at future meetings.

X. EXECUTIVE SESSION

Agency Enforcement & Potential litigation RCW 42.30.110(1)(i) – no action to follow

Present: Mayor Pro Tem Fritz, Councilmembers Tia Robertson (ZOOM), Ernie Suggs, Michelle Wagner, Marty Swofford, David Szyplinski, David Scott, Joe Walsh, Robert Zeinemann (ZOOM), Daniel Layer, Amanda Goulding

- Mayor Pro Tem Fritz called an executive session at 7:30 PM after a 5-minute break, with the regular Council meeting to resume at 8:00 PM.
- Mayor Pro Tem Fritz resumed the Council meeting at 8:00 PM, and stated an additional 15 minutes is required, with the Council meeting resuming at 8:15 PM.
- Mayor Pro Tem Fritz resumed the Council meeting at 8:15 PM.

XI. ADJOURNMENT

Mayor Pro Tem Fritz adjourned the meeting at 8:15 PM.

UPCOMING MEETINGS: Monday, March 23, 2026 — Workshop at 5:00 PM & Council at 7:00 PM.

Mayor

City Clerk

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

3/23/2026

SUBJECT:

Payroll Claims of March 10, 2026

DEPT. OF ORIGIN:

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. PAYROLL CLAIMS VOUCHER 03.10.26

EXPENDITURE REQUIRED:	BUDGETED:	APPROPRIATION REQ'D:
\$440,390.04		

SUMMARY STATEMENT

RECOMMENDED ACTION

CITY OF WASHOUGAL

PAYROLL CLAIMS VOUCHER APPROVAL

I HEREBY CERTIFY THAT THE SERVICES CHARGED ON THE VOUCHERS ATTACHED HAVE BEEN
FURNISHED TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THE CLAIMS BELOW TO BE VALID AND CORRECT.

FINANCE _____

WE THE UNDERSIGNED COUNCIL MEMBERS OF WASHOUGAL, WASHINGTON DO HEREBY CERTIFY THAT THE
EMPLOYEE CHECKS 10721 and EMPLOYEE VOUCHERS 35832-35922
ARE APPROVED FOR PAYMENT IN THE AMOUNT OF \$440,390.04 ON THE 10TH DAY OF MARCH.

FINANCE COMMITTEE _____

FINANCE COMMITTEE _____

FINANCE COMMITTEE _____

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

3/23/2026

SUBJECT:

Accounts Payable of March 12, 2026

DEPT. OF ORIGIN:

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. AP 03/12/2026

EXPENDITURE REQUIRED:	BUDGETED:	APPROPRIATION REQ'D:
\$729,476.97		

SUMMARY STATEMENT

RECOMMENDED ACTION



Washougal, WA

Check Register

Packet: APPKT02247 - KHAP031226

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
4448	AKS ENGINEERING & FORESTRY LLC	03/13/2026	Regular	0.00	4,071.25	92808
3223	ARCHAEOLOGICAL SERVICES, LLC	03/13/2026	Regular	0.00	3,409.73	92809
4393	AVANT SPECIALTY CLAIMS	03/13/2026	Regular	0.00	60.00	92810
4047	BEGINRIGHT, INC	03/13/2026	Regular	0.00	319.66	92811
2661	BSK ASSOCIATES	03/13/2026	Regular	0.00	2,755.00	92812
241	CHUCKS AUTO BODY LLC	03/13/2026	Regular	0.00	142.68	92813
397	CITIBANK, N.A.	03/13/2026	Regular	0.00	1,461.17	92814
1578	CITY OF WASHOUGAL	03/13/2026	Regular	0.00	3,918.57	92815
125	CLARK COUNTY TREASURER	03/13/2026	Regular	0.00	252.03	92816
795	DEPT OF RETIREMENT SYSTEMS	03/13/2026	Regular	0.00	255.22	92817
4209	GENUINE PARTS COMPANY	03/13/2026	Regular	0.00	126.86	92818
751	GRAINGER	03/13/2026	Regular	0.00	616.78	92819
2200	JIM ANDERSON SIGNS, INC.	03/13/2026	Regular	0.00	223.00	92820
3737	JUBITZ CORPORATION	03/13/2026	Regular	0.00	1,363.26	92821
454	L.N. CURTIS & SONS	03/13/2026	Regular	0.00	106.28	92822
1795	LANGUAGE LINE SERVICES	03/13/2026	Regular	0.00	8.92	92823
1657	LLOYD HALVERSON	03/13/2026	Regular	0.00	1,260.00	92824
494	NCL OF WISCONSIN INC.	03/13/2026	Regular	0.00	1,352.47	92825
4295	NEW DAY MAINTENANCE LLC	03/13/2026	Regular	0.00	2,126.60	92826
499	NORTHSTAR CHEMICAL, INC	03/13/2026	Regular	0.00	3,691.17	92827
4071	OCD Automation INC	03/13/2026	Regular	0.00	1,140.00	92828
2960	PBS ENGINEERING & ENVIRONMEN	03/13/2026	Regular	0.00	19,014.72	92829
1423	PITNEY BOWES GLOBAL FINANCIAL	03/13/2026	Regular	0.00	206.61	92830
4194	PROCOM LLC	03/13/2026	Regular	0.00	72.00	92831
3311	RAMAKER & ASSOCIATES, INC	03/13/2026	Regular	0.00	1,200.00	92832
4473	RITA FALLIN	03/13/2026	Regular	0.00	358.07	92833
4073	ROBERTSON FICK ENGINEERING, PC	03/13/2026	Regular	0.00	1,917.50	92834
2548	SAGACITY MEDIA, INC	03/13/2026	Regular	0.00	950.00	92835
1551	SAN DIEGO POLICE EQUIPMENT CO.	03/13/2026	Regular	0.00	7,423.46	92836
3278	SARKINEN PLUMBING, INC	03/13/2026	Regular	0.00	4,363.10	92837
3849	SCENIC 365 LLC	03/13/2026	Regular	0.00	2,297.50	92838
3782	SOLUTIONS YES, LLC	03/13/2026	Regular	0.00	20.23	92839
4212	STELLAR J CORPORATION	03/13/2026	Regular	0.00	602,515.68	92840
197	THE COLUMBIAN	03/13/2026	Regular	0.00	28.59	92841
208	WALLIS ENGINEERING PLLC	03/13/2026	Regular	0.00	8,869.99	92842
786	WASHOUGAL HARDWARE	03/13/2026	Regular	0.00	732.40	92843
	Void	03/13/2026	Regular	0.00	0.00	92844
785	WASHOUGAL LUMBER CO.	03/13/2026	Regular	0.00	551.54	92845
4203	WASTE CONNECTIONS OF WASHINC	03/13/2026	Regular	0.00	201.52	92846
4434	WENAH GROUP INC.	03/13/2026	Regular	0.00	8,403.85	92847
1091	WHITNEY EQUIPMENT COMPANY, L	03/13/2026	Regular	0.00	8,101.94	92848
2022	WILSON OIL INC	03/13/2026	Regular	0.00	16.29	92849
4417	WINDSOR MEP ENGINEERS, LLC	03/13/2026	Regular	0.00	28,516.33	92850

Check Register

Packet: APPKT02247-KHAP031226

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
147	YATES MARSHALL, PLLC	03/13/2026	Regular	0.00	5,055.00	92851

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	43	0.00	729,476.97
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	56	44	0.00	729,476.97

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH - OPERATING	3/2026	729,476.97
			<u>729,476.97</u>

AGENDA BILL # 19-2026 BUSINESS OF THE CITY COUNCIL City of Washougal, Washington
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FOR AGENDA OF:

3/23/2026

SUBJECT:

Agenda Bill #19-2026

Community Services & Strategy: ***Arts Commission Funding Request***

DEPT. OF ORIGIN:

Community Services & Strategy

REVIEWED AT:

March 9, 2026 Workshop

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. 2.25.2026 MINUTES draft
2. Community Market Request for Musician Funding

EXPENDITURE REQUIRED:

\$1800.00
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SUMMARY STATEMENT

The Arts Commission, at its February 25th meeting, voted to forward a recommendation to city council requesting that \$1800 be utilized to fund musical performances at the the 2026 Washougal Community Market.

RECOMMENDED ACTION

To approve the Arts Commission's recommendation to encumber \$1,800 for musical performers at the 2026 Community Market.

**WASHOUGAL ARTS COMMISSION
AGENDA**

Washougal City Hall - Council Chambers
1701 C Street Washougal, WA 98671
February 25, 2026, at 4:00 pm
Join [Zoom Link](#) REVISED FOR 2026

- I. CALL MEETING TO ORDER 4:00
- II. ROLL CALL
 - Melanie Poe – Chair
 - Christopher Corbell - Vice Chair
 - Jim Cooper
 - Theresa Nguyen
 - Kelly Jones
 - John Kivlen
 - Susan Fronckowiak
 - Royce Jones, Student
 - Phyllis Carter
 - Michele Wright
- III. APPROVAL OF MEETING MINUTES
 - A. January 28, 2026-approved
- IV. FINANCIAL REPORT – Given in January – no change
 - Rose shared we are waiting for one more expenditure from songcraft festival. Christopher is submitting that.
- V. PRESENTATIONS-None
- VI. ANNOUNCEMENT: Joint meeting with the Parks and Cemetery Board March 25th-Parks and Cemetery board will be coming to the Arts Commission meeting.
- VII. PUBLIC COMMENT-None
- VIII. NEW BUSINESS
 - A. Funding Request: Washougal Community Market Musical Performers – Rose
 - Request for funding to pay musicians for 9 weeks of the community market (4 hours each week) \$50/hour. Total cost of \$1800. Christopher will be assisting Rose with the vetting the talent. Songcraft will cover the final market date and be a kick-off for the WACA festival and Songcraft. Rose will be checking with Finance Director about the process for paying the talent. Christopher said that common practice is to pay the talent at the time of gig. Move to recommend this to the council, all in favor.
- IX. ONGOING BUSINESS
 - A. Creative District Update – Melanie
 - Received an email from ArtsWA that we are “in line”. It may be a few years and there are two or three ahead of us. Proposed to get a group together to discuss the process and what we want to focus on while we are waiting to hear back from ArtsWA. A creative district arts tax of .01 % of sales tax good for 7 years. Council did

just make a few of these decisions recently and it may be a while before council wants to do this again.

Christopher discussed the possibility of options associated with this. Encouraged the board to use time to look into the options.

Another possible goal could be to add this to the new arts map that will be printed and online through a GIS system.

Recommended putting a small sub-committee to talk to City of Vancouver and see how they did it. Melanie shared that there is lots of information online about how Vancouver was successful.

B. Rose suggested that the local art is visited annually to assess any maintenance needs. Perhaps divide them up and everyone reports back about what is needed. Visit in May/June and report back by July meeting.

C. Rose shared about America 250 and how the city is participated. Washougal is infusing the America 250 theme into our existing events. We have received LTAC funding for a banner for River Road that will stay up all year. There will also be banners on the lights downtown that will go up. Our 4th of July non-motorized parade will be in partnership with the Port of Camas-Washougal. There will be professional sound and Hot Dogs for attendees. We have buttons, pins, postcards and flags that will be given out. Specified parameters must be met to use the national and state logo for America 250.

D. The board shared that the logo wasn't as prominent as they would like it to be. If possible, make the logo a little more eye-catching.

E. Michele thought some kind of competition to make clothes for the statues that is in theme with America 250. Rose said there is some kind of quilt project that is associated with this and we could potentially look into this. Is this something that could be incorporated into Second Saturday events?

Deferred to March Joint Meeting with the Parks and Cemetery Board

- A. Overview of Parks Projects
- B. Bollards at Hathaway – Kelly \$35/ and there were 10-12 bollards.
- C. America 250 Mural Project- Michele had this idea and it was a general suggestion.
- D. Move Wind Sculpture to new civic plaza – Melanie
- E. Creative railing project at Reflection Plaza – Melanie
- F. Enclose Bulletin Board southeast of Pendleton Tunnel – Rose
- G. Commission / any wish-list ideas for future park murals, art projects etc.

- X. NEXT MEETING AGENDA ITEM CALL
 - A. “Washougal” round about lighting
 - B. Bronze Cats for Molly
 - C. Buddy Bench at Community Garden

- XI. NEXT MEETING – March 25, 2026, at 4 pm

- XII. ADJOURN 5:00pm

Rose Jewell

From: noreply@civicplus.com
Sent: Monday, February 23, 2026 5:13 PM
To: Rose Jewell
Subject: Online Form Submittal: Arts Commission Funding Application

CAUTION: This email originated from outside the City of Washougal. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Arts Commission Funding Application

For requested document attachments to this form, please attach .docx or .pdf files.
For media attachments, please attach .zip files.

Type of Organization: Commercial Business

Project Manager
Resume, Bio, and/or
URL to this information:
(provide URL or attach
PDF if needed)

Rose Jewell, Community Engagement Manager

Attach Project Manager
Document Here:

Field not completed.

Organization Mission
and History, and/or URL
to this information:
(provide URL or attach
PDF if needed)

City of Washougal

Attach Mission and
History Document Here:

Field not completed.

Project Name:

Washougal Community Market - Musical Performers Funding Request

Type of Project:

Other (specify)

Other:

Community Market

Brief Description of
Project:

Community Market series designed to celebrate local talent, support small businesses, and bring energy to the heart of downtown. The Washougal Community Market supports one of the City's strategic goals: fostering a vibrant town center. This

is a unique opportunity for residents and business owners alike to gather to build community. Fridays from 2-6 for nine weeks starting June 5th.

Date/Time of Project Start:	6/5/2026 2:00 PM
Date/Time of Project Completion	7/31/2026 6:00 PM
Project Budget (including all expenses, and other revenue sources): (attach PDF)	Advertising and printing has been approved by council based on LTAC's recommendation.
Attach Project Budget Here:	COW Washougal Community Market 2026 Application.pdf
Requested Funding Amount (up to \$2,000):	The request is for \$1800.00. \$50 per hour, 4 hrs per week for 9 weeks.
Describe how the requested funding amount will be spent:	Funding will be used to pay musical performers during the nine weeks of the market at a rate of \$50.00 per hour.
Describe manager or organization past experience with projects of this kind:	Council approved the Arts Commission recommendation to fund performers during the 2025 market for \$1200.00.
Describe the project's general hiring process and policies:	The request is that the Arts Commission forward a recommendation to the council for funding in the amount of \$1800. Musicians will submit an online or email requests for consideration. Staff and music consultants will review prior to scheduling the performer.
Describe the project's artist selection or arts curation process and policies:	N/A
Describe the project's education aspects, if applicable:	N/A
Describe how this project benefits or serves under-	This event is open the public without exclusion.

represented or
traditionally
marginalized
communities, if
applicable:

Describe your outreach approach and identify the groups that you will be engaging:	The market will be advertised to the entire community through the city website, social media, signage and banners, and other promotional material.
--	--

The City of Washougal will require insurance coverage for your event or work on City property (see requirements and indemnification language below). Describe the project's plan for obtaining insurance:	N/A
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Describe the project's need for city permits, and plan for obtaining:	N/A
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Add any other notes you would like for consideration by the Washougal Arts Commission:	Thank you for your consideration.
--	-----------------------------------

Attach a document and any supporting media needed for a complete description of the project including:

1. *Project concept and purpose*
2. *Expected impact of the project on the arts in Washougal*
3. *Detailed project timeline from preparation to completion, with major milestones*
4. *The number of individuals the project will employ (including volunteers)*
5. *The number of individuals you expect the project to reach, if applicable (attendance, visits, views, etc.)*
6. *Any images, diagrams, or other media needed to convey the project*
7. *Links to any media samples or online resources needed to convey the project*

(Attach additional documents as needed - PDFs or ZIP file)

Attach Concept and Purpose Document Here:

Field not completed.

Attach Impact Document Here:

Field not completed.

Attach Timeline Document Here:

Field not completed.

Attach Employment Document Here:

Field not completed.

Attach Reach Document Here:

Field not completed.

Attach Media Here:

Field not completed.



**AGENDA BILL # 20-2026
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington**

FOR AGENDA OF:

3/23/2026

SUBJECT:

Agenda Bill # 20-2026

Finance: ***Resolution—Amending Council Contract Authority Delegation—
David Scott***

DEPT. OF ORIGIN:

City Manager

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. Resolution & Exhibit A Amending Resolution 1223

SUMMARY STATEMENT

Amending Resolution No. 1223 to increase the delegation threshold for contracting and agreement authority granted to the City Manager or designee from \$50,000 to \$100,000.

The existing threshold of \$50,000 has been in place since 2020. The amendment recognizes cost increases affecting City procurements and is intended to improve administrative efficiency, while the Council retains its authority to contract and procure under RCW 35A.11.010.

RECOMMENDED ACTION

To pass and post the resolution in the usual manner.

Resolution No. ____

A RESOLUTION amending Resolution 1223 establishing thresholds for the delegation of contracting and agreement authority to the City Manager or designee.

WHEREAS, the legislature has vested the authority to contract and procure with the Council, pursuant to RCW 35A.11.010; and

WHEREAS, Resolution No. 1223 regarding delegation of contract and agreement authority was passed on December 5, 2022, and delegates contract and agreement authority to the City Manager or designee; and

WHEREAS, Resolution No. 1223 provides a delegation authority cost limit of \$50,000, which limit has been in place since 2020; and

WHEREAS, the Council wishes to increase the delegation authority cost limit to \$100,000 to reflect the cost increases that have occurred since 2020 for all city procurements and to promote efficiency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHOUGAL, WASHINGTON as follows:

Section I

That the Council's delegation of contract and agreement authority to the City Manager or designee is hereby amended. This amendment supersedes Resolution 1223.

Section II

A copy of the amended Contract and Agreement Approval Thresholds is attached hereto, marked as Exhibit "A" and by this reference incorporated herein.

Section III

That the amended Contract and Agreement Approval Thresholds be effective upon adoption.

Section IV

If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by 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 resolution.

PASSED by the Council of the City of Washougal on the **23rd day of March 2026**.

City of Washougal, Washington

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

DRAFT

Exhibit A

Contract and Agreement Approval Thresholds As Amended March 23, 2026

The expenditure of public funds for the purchase of and contracting for goods, services, supplies and materials and all other contracts and agreements shall comply with all applicable state law requirements set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable federal laws and regulations.

The City Council authorizes the City Manager, or designee, to enter into and execute on behalf of the City all contracts and/or agreements specifically budgeted for, and the following contracts and/or agreements without individual approval of each contract and/or agreement by the City Council, so long as the contract and/or agreement is consistent with the approved budget for the City, and the City's liability under the contract and/or agreement does not exceed available fund balances. The amounts authorized below are excluding sales tax.

- A. Professional Service Contracts and Agreements - including, but not limited to contracts and agreements for architectural, engineering, legal and consulting services involving a cost or fee of less than \$100,000.
- B. Maintenance/Service Contracts and Agreements - for nonprofessional services involving a cost or fee of less than \$100,000.
- C. Lease Agreements- for materials, supplies, and equipment where the expenditures or fee does not exceed \$100,000 per year.
- D. Interlocal Agreements- where no expenditure is involved
- E. Projects and Services Individually Identified in Budget- contracts and/or agreements for all projects and/or services that are specifically identified and funded in the adopted budget regardless of cost. If the project and/or service was not specifically identified and funded in the adopted budget the cost will not exceed \$100,000.
- F. Settlement Agreements - involving a cost or fee of less than \$100,000, not including retention of legal counsel and expert consultants, involving risk management claims or suits.
- G. Other Routine Agreements - where no expenditure is involved, or the cost, expenditure or fee does not exceed \$100,000.
- H. Contracts and/or agreements which carry out or implement a provision of the Washougal Municipal Code or established city policy, e.g., maintenance or performance bonds for plat improvements.
- I. Memorandum of Understanding regarding existing Collective Bargaining Agreements – where

no expenditure is involved.

J. Sale of Surplus Property - with an estimated value of \$100,000 or less, which has been certified for disposition, such sale or disposition to be made by the administration in accordance with applicable law and any procedures established by the Finance Director or designee deemed to be in the best interests of the City.

K. Change orders to all city contracts and/or supplemental agreements: when the original contract or agreement does not exceed \$100,000, or in the case of specifically budgeted projects or services, does not exceed the budgeted amount, multiple change orders or supplemental agreements may be approved provided the total of the original contract and change orders and/or original agreement and supplemental agreements does not exceed \$100,000 plus 15%, or in the case of specifically budgeted projects or services, does not exceed the budgeted amount plus 15%. The breaking down of any purchase, contract and/or agreement into units or phases for the purpose of avoiding these maximum dollar thresholds is prohibited.

The City Manager, in the City Manager's discretion, may present any contract and/or agreement to the City Council for prior approval, even if the contract and/or agreement may be approved without prior City Council approval.

Explanation Chart

Type of Contract	Letter Reference	City Manager or Designee Maximum Authorization (excluding tax)
Professional Service Contracts and Agreements	A	\$100,000
Maintenance/Service Contracts and Agreements	B	\$100,000
Lease Agreements	C	\$100,000 per year
Interlocal Agreements	D	Where no expenditure is involved
Contracts and Agreements for Projects or Services Individually Identified in Budget	E	No limit if individually identified and funded in approved budget
Contracts and Agreements for Projects or Services Not Individually Identified in Budget	E	\$100,000 if not specifically identified and funded in approved budget but still within current budget
Settlement Agreements	F	\$100,000
Other Agreements	G	\$100,000
Contracts that carry out WMC or City Policy	H	no limit
Memorandum of Understanding	I	Where no expenditure is involved
Authorize Sale of Surplus Property	J	\$100,000
Change Orders and Supplemental Agreements	K	Not to exceed 15% over \$100,000 for non-budgeted items or 15% of total budgeted amount for budgeted items

**AGENDA BILL # 21-2026
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington**

FOR AGENDA OF:

3/23/2026

SUBJECT:

Agenda Bill #21-2026

Public Works: ***Public Hearing and Ordinance – South 2nd Street Right of Way (ROW) Vacation—Trevor Evers***

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. DRAFT Ordinance South 2nd Street Vacation of Realignment_
2. Street Vacation Exhibits
3. Property Owners

SUMMARY STATEMENT

The City of Washougal has received a petition for the right-of-way known as Right of Way Vacation Request from the Port of Camas-Washougal to vacate a portion of South 2nd Street in the City of Washougal. This right-of-way is a portion of the David C. Parker Donation Land Claim, situated in the South 1/2 of the Southeast 1/4 of Section 12, Township 1 North, Range 3 East of the Willamette Meridian, Clark County, Washington. The City has given notice to all property owners of the surrounding properties as required by law. A public hearing will be held on March 23rd, 2026, to take public input in the proposed vacation. This matter has been submitted to city staff for review with findings that the right-of-way vacation proposed herein would not be contrary to the interest of the City. The attached draft ordinance facilitates the vacation.

RECOMMENDED ACTION

Hold a public hearing to take public testimony and pass, post, and publish the ordinance in the usual manner.

Ordinance No. ____

AN ORDINANCE vacating a portion of the right-of-way due to the realignment of South 2nd Street in the City of Washougal.

WHEREAS, the City of Washougal has received a Petition for the right-of-way known as Right of Way Vacation Request from the Port of Camas-Washougal to vacate a portion of South 2nd Street in the City of Washougal. A Portion of the David C Parker Donation Land Claim, situated in the South 1/2 of the Southeast 1/4 of Section 12, Township 1 North, Range 3 East of the Willamette Meridian, Clark County, Washington,

AND WHEREAS, the City has given notice to all property owners of the surrounding properties as required by law;

AND WHEREAS, the City has given notice to all property owners of the surrounding properties as required by law;

AND WHEREAS, a public hearing was held on March 23rd, 2026, to take public input in the proposed vacation;

AND WHEREAS, this matter has been submitted to city staff for review with findings that the right-of-way vacation proposed herein would not be contrary to the interest of the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHOUGAL, WASHINGTON as follows:

Section I

That the City hereby vacates a city right-of-way of the portion of the realignment of South 2nd Street, City of Washougal in favor of the Port of Camas-Washougal. The vacated area is more particularly described on the attached Exhibit "A" and "B" and by this reference incorporated herein.

Section II

That the City hereby reserves a public utility easement over the land

Section III

That it is further ordained that the City because of previous circumstances involving an agreement made by successors in interest to the petitioner and the City of Washougal that the City will not require payment of one half (½) of the fair market value of the property. However, prior to this matter being recorded, the petitioner shall pay to the City the costs of this proceeding which would include the publication costs and recording costs for recording this Ordinance.

Section IV

This ordinance shall take effect five (5) days after its passage, legal publication and posting according to law.

PASSED by the Council for the City of Washougal at a regular meeting this 23rd day of March 2026.

City of Washougal, Washington

David Stuebe, Mayor

ATTEST:

Daniel Layer, Finance Director / City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

PETITION – VACATION OF CITY Washougal

INSTRUCTIONS TO APPLICANT: This Petition must be signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated.

TO: CITY COUNCIL
City of Washougal
State of Washington

The undersigned, taxpayers/landowners within the city of Washougal, Washington, present this Petition and request that the city (right-of-way, alley, road) known as: 2nd Street be vacated from the point commencing at City ROW and ending at A Street. The distance of the street requested to be vacated consists of approximately 24,781 square feet.

The Petition for Vacation of 2nd Street is for the vacation of **right-of-way/alley/road** (circle one) based on the following:

1. The street is no longer used or has not been used for some time by the public or the city.
2. The maintenance of _____ is a waste of city funds.
3. The _____ would be better used under private ownership.

The names and addresses of the abutting property owners whose realty abuts the _____ street _____ are:

NAME	ADDRESS
<u>Clary Union Gap LLC</u>	<u>40 S. Marina Way, Washougal, WA 98671</u>
<u>SINGH BALRAJ & KAUR PRABHJOT TRUSTEES</u>	<u>121 S. 2nd St., Washougal, WA 98671</u>
_____	_____
_____	_____
_____	_____

The affect of the abandonment on the property and to the owners thereof will be _____
Port of Camas-Washougal.

Respectfully Submitted,

SIGNATURE


Balraj Singh

ADDRESS

40 S. Marina Way, Washougal, WA 98671
121 S. 2nd St., Washougal, WA 98671

DATE

9/22/25
10-28-25



PO Box 398
Camas, WA 98607
360.834.2519
www.kcdevelopment.net

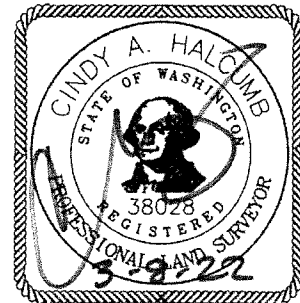
PROVIDING SURVEYING AND PLANNING SERVICES WITH A PERSONAL COMMITMENT TO EXCELLENCE.

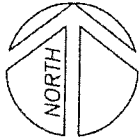
EXHIBIT "A"
STREET VACATION
LEGAL DESCRIPTION
March 7, 2022

A Portion of the David C Parker Donation Land Claim, situated in the South 1/2 of the Southeast 1/4 of Section 12, Township 1 North, Range 3 East of the Willamette Meridian, Clark County, Washington, being more particularly described as follows:

Beginning at a point on the East line of Block 2, Parkersville, a Plat of Record in Book A, Page 7, Clark County Plat Records, which bears N03°19'57"E, 3.26 feet from the Southeast Corner thereof; said Southeast Block Corner bears N85°17'20"W, 25.01 feet and N03°19'57"E, 25.01 feet from the 3-Inch Brass Disk in Concrete marking the centerline intersection of A Street and 2nd Street; thence along the East line of said Block 2, N03°19'57"E, 222.68 feet; thence leaving said line, S87°08'44"E, 54.06 feet; thence S75°19'11"E, 35.63 feet; thence N15°15'21"E, 16.72 feet; thence N04°42'10"E, 16.06 feet; thence S89°58'01"E, 36.93 feet; thence S25° 17' 33"E, 38.91 feet to the Easterly Right of Way line of 2nd Street at a point of non-tangent curvature; thence along the arc of a 230.00 foot radius curve concave to the Northwest, through a central angle of 33°02'46" (chord bears S25°58'47"W, 130.82 feet) a distance of 132.66 feet to a point of reverse curvature; thence along the arc of a 170.00 foot radius curve concave to the Southeast, through a central angle of 28°25'39" (chord bears S28°17'20"W, 83.48 feet) a distance of 84.35 feet to a point of non-tangency; thence N85°16'28"W, 2.74 feet; thence S03°19'57"W, 21.96 feet; thence N84°55'47"W, 60.03 feet to the Point of Beginning.

Containing 24,781 Square Feet.





1"=50'
BASIS OF BEARINGS
SURVEY 63-172

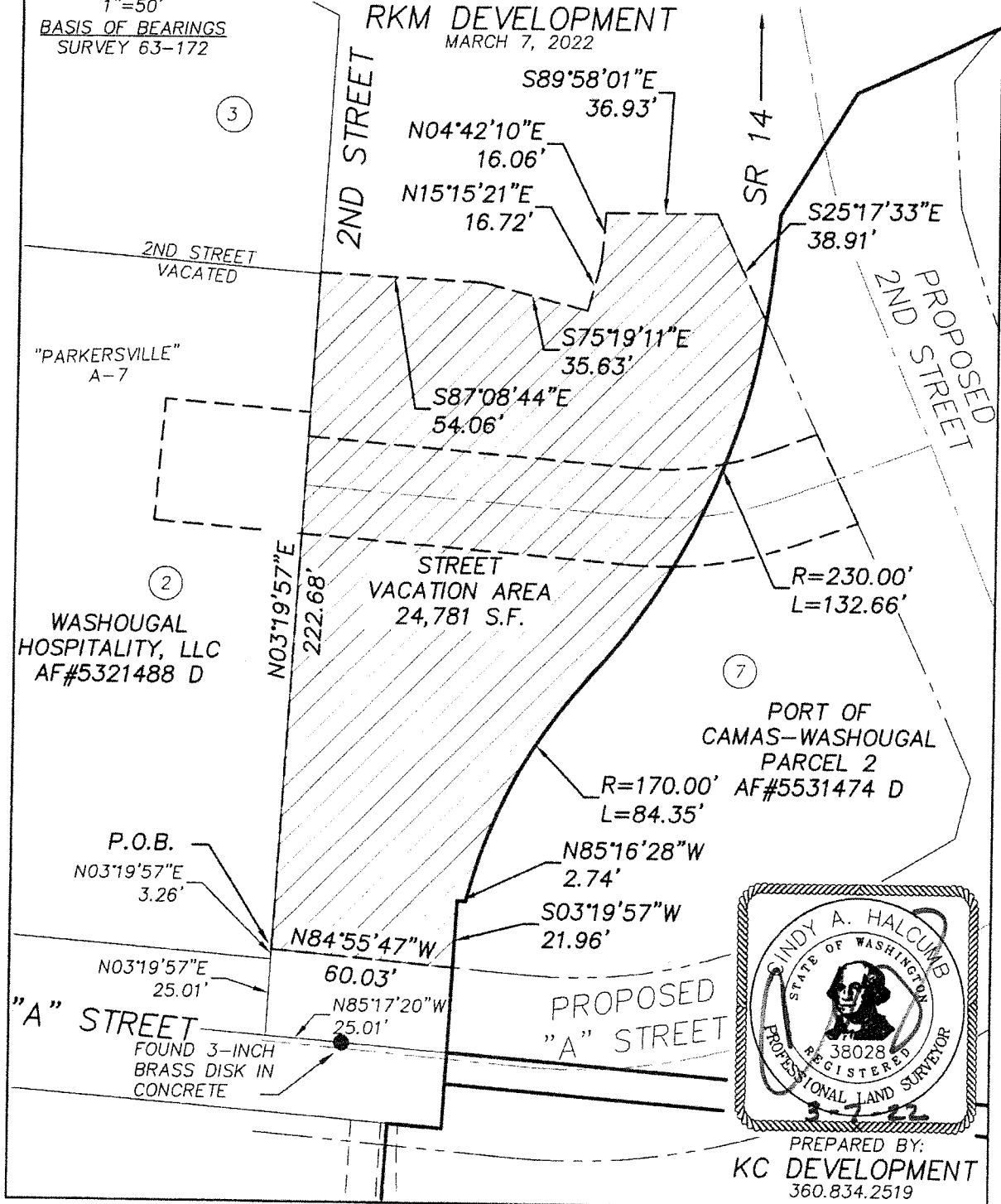
EXHIBIT "B"

A PORTION OF THE DAVID C PARKER DLC NO. 48;
SITUATED IN THE SOUTH 1/2 OF THE SE 1/4 OF SECTION 12,
TOWNSHIP 1 NORTH, RANGE 3 EAST, W.M.,
CLARK COUNTY, WASHINGTON

PREPARED FOR

RKM DEVELOPMENT

MARCH 7, 2022



South 2nd Street Vacation/Realignment

Vacation: - RDVA-26020007

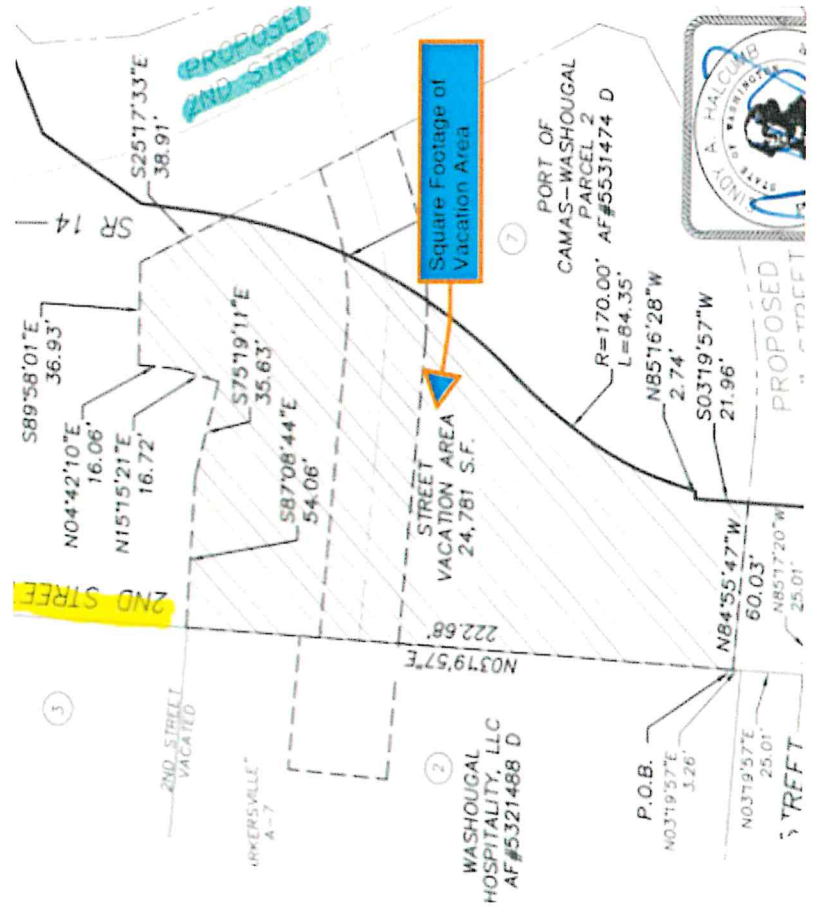
PROPOSAL: Land exchange / Realignment of South 2nd Street .

**FOR MORE INFO
PLEASE CONTACT:**

CITY OF WASHOUGAL
Teresa Guise
at (360) 835-8501 ext 243
Email: Teresa.guise@cityofwashougal.us

OWNER:
Port of Camas Washougal
Contact: (360) 335-3685

APPLICANT:
Port of Camas Washougal
Contact: (360) 335-3685





South 2nd Street Vacation/Realignment

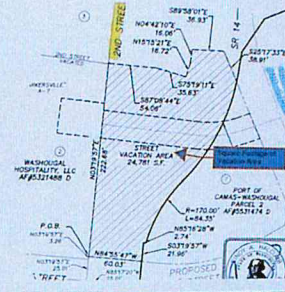
Vacation: - RDVA-26020007

PROPOSAL: Land exchange / Realignment of South 2nd Street.

FOR MORE INFO
PLEASE CONTACT: CITY OF WASHOUGAL
Teresa Guise
at (360) 835-8501 ext 243
Email: Teresa.guise@cityofwashougal.us

OWNER:
Port of Camas Washougal
Contact: (360) 335-3685

APPLICANT:
Port of Camas Washougal
Contact: (360) 335-3685



2ND STREET
RIGHT OF WAY VACATION APPLICATION
PROPERTY OWNERS WITHIN 300 FEET

BLACK PEARL ON THE COLUMBIA LLC
25011 NE CRESAP RD
BATTLE GROUND WA, 98604

CLARY UNION GAP LLC
1030 COMMERCE AVE
LONGVIEW WA, 98632

SINGH BALRAJ & KAUR PRABHJOT TRUSTEES
SINGH KAUR LIVING TRUST
2814 NW 11TH AVE
CAMAS WA, 98607

TANYA WILMINK C/O CENTRAL BETHANY
15160 NW LAIDLAW RD
STE 108
PORTLAND OR, 97229

WSDOT
11018 NE 51ST CIR
VANCOUVER WA 98682

PORT OF CAMAS WASHOUGAL
24 S "A" ST
WASHOUGAL WA, 98671

**AGENDA BILL # 22-2026
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington**

FOR AGENDA OF:

3/23/2026

SUBJECT:

Agenda Bill #22-2026

Community Services & Strategy: ***Ordinance—Permit-only Parking Zone—Joe Walsh***

DEPT. OF ORIGIN:

Community Services & Strategy

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. ORDINANCE Amending WMC Parking Code

SUMMARY STATEMENT

The City of Washougal seeks to promote safe and efficient use of on-street parking throughout the community.

The establishment of permit-only parking zones is a widely used parking management strategy that allows local governments to prioritize on-street parking for residents. Creating a new chapter in the Washougal Municipal Code will establish clear regulations for creating permit-only parking zones, issuing permits, and enforcing parking restrictions.

RECOMMENDED ACTION

To pass, post and publish the ordinance in the usual manner.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WASHOUGAL,
WASHINGTON, AMENDING WASHOUGAL
MUNICIPAL CODE CHAPTER 10.32: PARKING**

WHEREAS, the City of Washougal (“City”) seeks to promote safe and efficient use of on-street parking throughout the community; and

WHEREAS, the establishment of permit-only parking zones is a widely used parking management strategy that allows local governments to prioritize on-street parking for residents and authorized users in designated areas; and

WHEREAS, creating a new chapter in the Washougal Municipal Code will establish clear regulations for creating permit-only parking zones, issuing permits, and enforcing parking restrictions; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WASHOUGAL, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. WMC Chapter 10.32, Parking, Amended. That Washougal Municipal Code Section 7.04 is hereby amended as set forth in Exhibit A which is hereby incorporated by reference into this Ordinance.

Section 2. Severability. That if any clause, section, or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

Section 3. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Ordinance shall be effective five (5) days after publication according to law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WASHOUGAL,
WASHINGTON, AT A REGULAR MEETING THIS 23rd DAY OF MARCH 2026.**

CITY OF WASHOUGAL

David Stuebe, Mayor

ATTEST:

Daniel Layer, Finance Director / City Clerk

APPROVED AS TO FORM:

Robert D. Zeinemann, City Attorney

EXHIBIT A

Key: New language = underlined

Old language – ~~strikethrough~~

10.32.095 Permit-Only Parking Zones.

(1) “Permit-Only Parking Zone” means an area where on-street parking is reserved for the exclusive use of Resident permit holders residing on real property with direct vehicular or pedestrian access to residential streets in a prescribed parking zone and their visitors holding a permit. A Permit-Only Parking Zone becomes effective upon the City posting applicable parking restriction signage in the right-of-way of residential streets in Permit-Only Parking Zones. The creation, deletion or boundary changes of Permit-Only Parking Zones may be initiated either:

(a) By the decision of the City Manager after the City Manager determines the change is in the best interest of the community and will improve the health, safety or welfare of the community;

or

(b) By motion, resolution or ordinance of the City Council.

(2) In this Section, “Resident” means an adult person who lawfully resides on private real property with direct vehicular or pedestrian access to residential streets within a Permit-Only Parking Zone.

(3) Parking permits for on-street parking will only be issued to applicants who reside on private real property with direct vehicular or pedestrian access to a Permit-Only Parking Zone. The City Manager and/or his or her designee may establish policies for the issuance of parking permits.

(4) Resident Parking Permits issued to Resident applicants shall be for no more than one (1) year terms and may be renewed upon expiration conditioned upon meeting the permit requirements. There shall be a limit of two (2) Resident Parking Permits issued per dwelling unit, unless parking availability allows a greater number of permits per dwelling unit as determined by the City Manager in his or her sole discretion. There will be no fee charged for Resident Parking Permits.

(5) Visitor Parking Permits are authorized for Residents for bona fide transient use for visitors to residences with direct vehicular or pedestrian access to the Permit-Only Parking Zone. It shall be the responsibility of the Resident to control the use of each Visitor Parking Permit issued for their residence. Bona fide transient uses include: visiting guests, babysitters, repair persons and other similar visitors. The fee for Visitor Parking Permits shall be set at \$5.00 per vehicle per day. There is no limit to the number of Visitor Parking Permits that may be purchased.

(6) A parking permit shall not guarantee or reserve the holder thereof an on-street parking space within the designated Permit-Only Parking Zone parking area.

(7) Parking permits shall be displayed so as to be clearly visible from the outside of the vehicle at all times.

(8) Users of parking permits issued pursuant to this section are subject to all other parking restrictions set forth in this chapter.

10.32.110 Violation – Penalty.

- | | |
|--|-----------|
| (1) Any person violating any provision of this chapter is guilty of committing a traffic infraction, and upon being found to have committed a traffic infraction shall be assessed a monetary penalty as follows: Illegal Parking (RCW <u>46.61.570</u>) | \$38.00 |
| <ul style="list-style-type: none">(a) On roadway side of any vehicle stopped or parked at the edge or curb of a street (double parking)(b) On a sidewalk or street planting strip(c) Within an intersection(d) On any railroad tracks(e) On a crosswalk(f) Where official signs are posted no parking(g) In front of a public or private driveway or within five feet of the end of the curb radius leading thereto(h) Within 15 feet of a fire hydrant(i) Within 20 feet of a crosswalk(j) Within 30 feet of a stop sign(k) Within five feet of a public/private driveway(l) Within 50 feet of a railroad crossing(m) <u>In a Permit-Only Parking Zone without a valid and visible permit</u> | |
| (2) Improper parking (over 12 inches from curb) (RCW <u>46.61.575</u>) | \$38.00 |
| (3) Leaving car unattended with motor running (RCW <u>46.61.600</u>) | \$136.00 |
| (4) Leaving unattended vehicle on highway (RCW <u>46.61.590</u>) | \$136.00 |
| (5) Leaving vehicle on roadway without required lighting (RCW <u>46.37.150</u>) | \$136.00 |
| (6) Unsafe starting of parked vehicle (RCW <u>46.61.300</u>) | \$136.00* |
| (7) Vehicle for sale parked on right-of-way (WAC <u>308-330-436</u>) | \$38.00 |

**AGENDA BILL # 23-2026
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington**

FOR AGENDA OF:

3/23/2026

SUBJECT:

Agenda Bill #23-2026

City Manager's Office: ***Ordinance—Establishing City Office Hours — David Scott***

DEPT. OF ORIGIN:

City Manager

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. ORD - Establishing City Office Hours DRAFT

SUMMARY STATEMENT

[RCW 35A.21.070](#) requires code city offices to be open for business during days and hours established by ordinance. This ordinance adds to Washougal Municipal Code Chapter 2.78 to prescribe City office hours, providing that City offices will generally be open during regular weekday business hours, with specific hours established and adjusted by the City Manager as needed for operational needs, lunch closures, weather, emergencies, or other circumstances, and recognizing closures for holidays established by state law or adopted by the City Council.

RECOMMENDED ACTION

To pass, post and publish the ordinance in the usual manner.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WASHOUGAL,
WASHINGTON, ADDING CHAPTER 2.78 CITY
OFFICE HOURS**

WHEREAS, RCW 35A.21.170 requires that “all code city offices shall be kept open for business during such days and hours as the legislative body of such city shall by ordinance prescribe;” and

WHEREAS, Washougal city office hours should therefore be prescribed in the code; and

WHEREAS, currently the office hours for the various city offices that are open to the general public are generally typical business hours Monday through Friday, but vary in their specific opening and closure times; and

WHEREAS, it will be appropriate to adjust these office hours in the future for various reasons; including but not limited to lunch closures, business needs, weather and emergencies; and

WHEREAS, it is appropriate to grant the City Manager the authority to make said adjustments to city office hours.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WASHOUGAL, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. WMC Chapter 2.78, City Office Hours, Added. That Washougal Municipal Code Chapter 2.78 is hereby added as set forth in Exhibit A which is hereby incorporated by reference into this Ordinance.

Section 2. Severability. That if any clause, section, or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

Section 3. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Ordinance shall be effective five (5) days after publication according to law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WASHOUGAL,
WASHINGTON, AT A REGULAR MEETING THIS 23rd DAY OF MARCH 2026.**

CITY OF WASHOUGAL

David Stuebe, Mayor

ATTEST:

Daniel Layer, Finance Director / City Clerk

APPROVED AS TO FORM:

Robert D. Zeinemann, City Attorney

EXHIBIT A

Key: New language = underlined

Old language – ~~strikethrough~~

Chapter 2.78 CITY OFFICE HOURS

Sections:

2.78.010 Designated.

2.78.010 Designated.

The offices of the City shall generally be kept open for the transaction of business during regular business hours on weekdays with specific opening and closing hours as determined by the City Manager. The City Manager shall have the discretion to set the regular hours and to adjust said hours due to lunch closures, business needs, weather, emergencies, and other appropriate reasons as determined by the City Manager; and provided further, that said offices shall remain closed during such holidays as may be prescribed by state law and/or as adopted by the City Council.