

**City of Deer Park
City Council Agenda
September 20, 2017
7:00 p.m.**

This preliminary agenda is subject to change in order to conduct business in a timely manner.

- 1. Call to Order**
Roll Call: Mayor Robert Whisman
Councilmember's: Dee Cragun, Mary Babb, Tim Verzal,
Don Stevens and Joe Polowski
Clerk/Treasurer: Deby Cragun
- 2. Invocation**
- 3. Pledge of Allegiance & Welcome**
- 4. Approval of Agenda**
- 5. Approval of September 06, 2017 regular council meeting minutes.**
- 6. New Business**
 - A. City Hall Efficiency Upgrade ~ McKistry
 - B. Bid Award North Dalton Well #3 ~ DW Excavating
 - C. Amendment #1 North Dalton Well Project ~ J.U.B. Engineers, Inc.
 - D. Change Order #2 Airport Water Line Extension Quantity Adjustments ~ Red Diamond, Inc.
- 7. Resolutions**
- 8. Ordinances (Second Reading and Public Input)**
 - A. Ordinance 2017-969 ~ Amending Chapter 12.20 of DPMC Revising and Updating Street Name and Numbering Regulations in the City.
- 9. Consent Agenda**
 - A. Approval of Voucher Claim Check Nos. 36075 through 36106 in the amount of \$421,395.02 for the First Half of September 2017.
- 10. Interested Citizens: Oral Communications, Requests, Comments from Audience**
- 11. Report of Departments**
- 12. Report of Officers**
- 13. Executive Session**
- 14. Adjournment**

**City of Deer Park
City Council Minutes
September 06, 2017**

Mayor Whisman called the meeting to order at 7:00 p.m.

1. Call to Order

Mayor Whisman called roll and the following were:

Present: Councilmember's: Dee Cragun, Mary Babb, Tim Verzal,
Don Stevens and Joe Polowski
Staff: Roger Krieger and Brian Ramsden
Airport Manager: Darold Schultz, Schultz's Aviation, L.L.C.
Clerk/Treasurer: Deby Cragun
Audience: 35

2. Invocation

Pastor Phil Hines from the Tri-County Christian Center gave the invocation

3. Pledge of Allegiance & Welcome

4. Approval of Agenda

IT WAS MOVED BY CRAGUN, SECONDED BY VERZAL; MOTION CARRIED (5-0) TO APPROVE THE AGENDA AS PRESENTED.

5. Approval of August 02, 2017 regular council meeting minutes

IT WAS MOVED BY CRAGUN, SECONDED BY VERZAL; MOTION CARRIED (5-0) TO APPROVE THE AUGUST 02, 2017 REGULAR COUNCIL MEETING MINUTES AS PRESENTED.

6. New Business

A. Eagle Scout Presentation ~ Weston Dean

Mayor Whisman presented Weston Dean with an Eagle Scout knife in recognition of obtaining his Eagle Scout Badge.

B. Van Pool Presentation ~ Spokane Transit

Greg Garrett, Vanpool Coordinator for Spokane Transit explained the Vanpool Program. He stated the Vanpool is a group of 5 or more people sharing the ride to and from work at an average cost of \$60.00 a month. It promotes commute trip reduction through ridesharing.

C. US 395 Deer Park Corridor Safety Improvements Project ~ WSDOT

ReBecca Fouts w/WSDOT updated the Mayor and Council on the US 395 Deer Park Corridor Safety Improvements Project.

D. Change Order #6 Additional Bid Items ~ Contractors Northwest, Inc.

Roger Krieger reviewed Change Order #6 for the Lagoon Liner Replacement Project.

Following discussion,

IT WAS MOVED BY CRAGUN, SECONDED BY BABB, TO:

APPROVE CHANGE ORDER #6 LAGOON LINER REPLACEMENT PROJECT W/
CONTRACTORS NORTHWEST, INC.

MOTION CARRIED 5-0.

7. Ordinances ~ First Reading

- A. Ordinance 2017-969 ~ Amending Chapter 12.20 of DPMC Revising and Updating Street Name and Numbering Regulations in the City.

Mayor Whisman read the heading to Ordinance 2017-969 indicating it is the first reading.

Roger Krieger reviewed Ordinance 2017-969.

Mayor Whisman moved Ordinance 2017-969 on to the second reading and public input.

8. Consent Agenda

Items listed below were distributed to Council Members in advance for study and were enacted with one motion.

IT WAS MOVED BY CRAGUN, SECONDED BY VERZAL; MOTION CARRIED (5-0) TO APPROVE THE CONSENT AGENDA.

- A. Approval of Voucher Claim Check Nos. 35993 through 36030 including EFT Debits in the amount of \$147,515.22 for the First Half of August 2017.
- B. Approval of Voucher Claim Check Nos. 36031 through 36074 including EFT Debits in the amount of \$241,577.58 for the Last Half of August 2017.
- C. Approval of Payroll Check Nos. 12667 through 12703 including 941 Taxes in the amount of \$111,229.53 for the month of August 2017.
- D. Short Plat Request 2017-1 ~ Fairgrounds Enterprises
- E. Short Plat Request 2017-2 ~ Paul and Holly Sexton
- F. Council Ratification of DNR Interagency Agreement for Moving DNR Modular Office Building to Accommodate City Airport Project

9. Interested Citizens: Oral Communications, Requests, Comments from Audience

Leilani Bly questioned the naming of streets i.e. in a three block span we have Main Street, Main and Main Ave. Roger Krieger responded to her question.

Jim Palmer, Sr reminded everyone about the Deer Park Chamber of Commerce Auction and Fundraiser at the Deer Park Eagles Lodge on October 7, 2017 from 5pm to 9pm.

Don Fletcher stated he is encouraged the City is moving forward with new street signs as he had brought the lack of street signage to the attention of the Council at their last meeting.

Ryan Moore stated the Mayor and Council might consider writing a letter of support to WSDOT regarding the US 395 Deer Park Corridor Safety Improvements Project.

IT WAS MOVED BY STEVENS, SECONDED BY POLOWSKI TO:

TO DIRECT THE CITY CLERK/TREASURER TO DRAFT A LETTER OF SUPPORT TO WSDOT REGARDING THE US 395 DEER PARK CORRIDOR SAFETY IMPROVEMENTS PROJECT.

MOTION CARRIED 5-0.

10. Report of Officers

Councilmember Polowski spoke to potential recreational vehicle owners parking on public right of ways and moving from park to park while living out of their RV's. Roger Krieger stated staff is working on this with hopes of having something for Council approval before Spring.

11. Executive Session

There was no executive session.

12. Adjournment

There being no further business before the Council, Mayor Whisman adjourned the meeting at 8:17 P.M.

Mayor Robert Whisman

Deby Cragun, City Clerk/Treasurer



J-U-B ENGINEERS, INC.

September 15, 2017

Robert Whisman, Mayor
City of Deer Park
316 E. Crawford Ave.
Deer Park, WA 99006

J-U-B COMPANIES



THE LANGDON GROUP



GATEWAY MAPPING INC.

RE: DEER PARK – N. DALTON FIELD WELL #3 WELL HOUSE PROJECT

Dear Mayor Whisman,

On August 30, 2017 at 10:00 a.m. local time, bids were publicly opened for the above project. There were six bidders submitting their bid for the project, which are summarized in the following table.

Company	Total Bid Amount
D.W. Excavating Inc.	\$442,761.39
General Industries Inc.	\$492,312.26
Granite Petroleum Inc.	\$501,413.20
McClintock & Turk Inc.	\$504,940.00
RRACO Inc.	\$564,251.09
Award Construction	\$593,198.75

The apparent low, responsive, qualified and responsible for the project is D.W. Excavating Inc. of Davenport, WA with a Total Base Bid of \$442,761.39.

After review of the bid and bid documentation, J-U-B ENGINEERS recommends that the bid for the Deer Park – N. Dalton Field Well #3 Well House project be awarded to D.W. Excavating Inc. of Davenport, WA in the amount of \$442,761.39 for the Total Base Bid.

Upon your notification, we will prepare the Contract Documents for the award of the contract.

Sincerely,

J-U-B ENGINEERS, Inc.



Layne L. Merritt, P.E.
Project Manager

**TASK ORDER 2016-06A
AMENDMENT NO. 1
NORTH DALTON WELL PROJECT**

A MASTER AGREEMENT for Engineering Services entered into and effective on the 18th day of January, 2012, shall be appended herein as Task Order No. 2016-06 Amendment, made as of _____ day of September, 2017, by and between the City of Deer Park, 316 E Crawford, Deer Park, Washington, hereinafter referred to as the OWNER, and J-U-B ENGINEERS, Inc., 422 W. Riverside Ave. Suite 304, Spokane, Washington, hereinafter referred to as the ENGINEER.

PROJECT OBJECTIVE

The City of Deer Park wishes to have a well project design and managed by the consulting engineering team. The four (4) phases of consultant for the project are detailed in the scope described below.

- **PHASE I** Well Drilling Specifications and Oversight Of Drilling and Casing Construction
- **PHASE II** Well Pump and Building Design and Construction Documents
- **PHASE III** Bid Assistance
- **PHASE IV** Construction Services for Well Pump, Building and Site Piping

AMENDMENT NO. 1:

Additional engineering services during drilling phase and well building design phase per J-U-B ENGINEERS, Inc. Memorandum to Roger Krieger, dated September 5, 2017 (see attached).

ARTICLE 2. COMPENSATION

Compensation by the OWNER to the ENGINEER will be at the ENGINEER's Direct Salaries multiplied by a factor of 3.25, plus a service charge of 10 percent of Direct Expenses.

The ENGINEER will not exceed a budget of \$70,940.39 (original budget of \$56,705.39 + amendment amount \$14,235)_per J-U-B ENGINEERS, Inc. Memorandum to Roger Krieger, dated September 5, 2017 (see attached) for the services as described above.

This Task Order No. 2016-06A will become part of the referenced AGREEMENT when executed by both parties. IN WITNESS WHEREOF, the parties execute below:

**TASK ORDER 2016-06A
AMENDMENT NO. 1
NORTH DALTON WELL PROJECT**

For the Owner, City of Deer Park, Washington

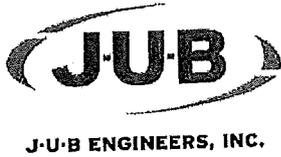
Dated this _____ day of _____, 2017,

By: _____ Mayor
Name Title

For the ENGINEER, J-U-B ENGINEERS, Inc.

Dated this _____ day of _____, 2017,

By: _____ Area Manager
Name Title



J U-B COMPANIES



MEMORANDUM

DATE: September 5, 2017
TO: Roger Krieger, Community Services Director, City of Deer Park
FROM: Layne Merritt, Project Manager, J-U-B Engineers, Inc. *LJM*
SUBJECT: Deer Park N. Dalton Field Well #3 Project
Summary of Additional Engineering Services

The purpose of this memorandum is to summarize the additional Engineering Services provided to date for the Deer Park N. Dalton Field Well #3 Project which were not originally identified in the contracted amount and for which we are requesting additional compensation if this could be authorized.

Original Contract for Engineering Services

The Master Agreement for Deer Park Task Order 2016-06 included four phases for design and construction management of the well project. These tasks and budgets are summarized in Table 1.

Table 1: Summary of Tasks for N. Dalton Field Well Project

Task - Description	Contract Budgeted Cost
Phase I – Well Drilling Specifications and Oversight of Drilling and Casing Construction	\$9,275.00
Phase II – Well Pump and Building Design and Construction Documents	\$27,044.85
Phase III – Bid Assistance	\$1,618.77
Phase IV – Construction Services for Well Pump, Building, and Site Preparation	\$18,766.77
Total	\$56,705.39

Explanation of Overages during Drilling Phase we feel are justified for additional compensation

During the drilling phase of work, correspondence and reports with the Ed Parry at the Department of Health (DOH) was required for the approval process of the well source (prior to well building design and construction). Feedback from DOH was incorporated into the bid documents and a report was prepared at the conclusion of the drilling phase services. Correspondence with DOH during the drilling phase totals to approximately \$1,325 of work completed by J-U-B.

During the drilling phase of work, bidding assistance was provided when issuing addendums and responding to questions about the project. This also included services provided during bid opening, bid award, and review of insurance coverage by the awarded bidder. Bidding assistance during the drilling phase totals to approximately \$1,150 of work completed by J-U-B.

During the drilling phase of work, construction administration was required to manage the schedule and process of the driller's work. The project was awarded January 11, 2017. Due to weather and road weight restrictions, the Notice to Proceed was issued for March 1, 2017. Submittals were reviewed, including the sieve analysis for the section of the well screen size. A pre-construction meeting was held to review the driller's schedule and to address questions from the driller. Two construction progress meetings were held on March 13, 2017 and April 3, 2017 for drilling progress updates and to determine the well screen size and depth of installation. With minimal field observation during drilling, daily correspondence of the drilling progress was documented, including available copies of the daily drill reports. Drilling using the cable tool method took approximately one month (March) and another month for the selection and installation of the well screen with surface seal (April). Pump testing was conducted during the first two weeks of May, with video inspection and discussion of debris cleanout during the second two weeks of May. The Substantial Completion was issued for May 19, 2017, with cleanout work to be completed as part of Change Order #2. Project closeout, change orders, and pay applications were processed throughout the drilling phase of work. Construction administration during the drilling phase totals approximately \$7,715 of work completed by J-U-B.

During the drilling phase of work, debris buildup was observed during the well television inspection. Change Order #2 was prepared to authorize the driller to clean out the debris buildup on the well casing and to verify the material observed. One day of field observation during the cleanout process was required to prompt the pace of cleaning and to verify the materials extracted from the well. The material was determined to be fines from the natural formation and not driller materials. Work involved in addressing the debris cleanout in Change Order #2 totals approximately \$1,675 of work completed by J-U-B.

A summary of the work involved with these overages is summarized in Table 2. This does not provide a detailed breakdown of the costs associated with the overages during the drilling phase, but provide a general description of the work involved beyond the original contract amount.

Table 2: Summary of Overages for Drilling Phase of Work

Drilling Phase Work Description	Approximate Overage
Correspondence and Approval with DOH	\$1,325
Bidding Assistance, Addendums	\$1,150
Construction Administration	\$7,715
Change Order 2 (Cleanout Debris)	\$1,675
TOTAL	\$11,865

Explanation of Overages during Well Building Design Phase we feel are justified for additional compensation

During the well building design phase of work, survey data was collected at the site, to identify possible low spots, the topography of the site, and to design for final elevations of the well building. Survey data was collected in a single visit by J-U-B survey crew. Work involved in collecting survey data totals to approximately \$885 of work completed by J-U-B.

During the design phase, correspondence and reports with the Ed Parry at the Department of Health (DOH) was required for the transition from the drilling phase to the well building phase. Feedback from DOH was incorporated into the design and bid documents, with ongoing correspondence through this phase of work. Correspondence with DOH during the design phase of the well building totals to approximately \$775 of work completed by J-U-B.

During the design phase, correspondence and submittals with the Spokane County Planning and Building Department was requested by the City of Deer Park for obtaining a building permit. This included two visits to the County offices and correspondence to progress the permit review and approval process. Correspondence with Spokane County for obtaining a building permit. DOH during the design phase of the well building totals to approximately \$710 of work completed by J-U-B.

A summary of the work involved with these design overages is summarized in 3. This does not provided a detailed breakdown of the costs associated with the overages during the well pump and building design phase, but provide a general description of the work involved beyond the original contract amount.

Table 3: Summary of Overages for Well Building Design Phase of Work

Design Phase Work Description	Approximate Overage
Survey Data	\$885
DOH Correspondence	\$775
Building Permit	\$710
TOTAL	\$2,370

Total additional compensation

The total additional compensation requested based on the additional effort during the drilling phase and well building design phase is \$14,235 (sum of totals in Table 2 and Table 3).

Work to Be Completed

The well building construction phase will be completed after low bidder contractor paperwork is received and approved and the City Council meets to review the bids and authorize award of the contract on September 20th. Construction oversight will be streamlined to stay within the limits of the budgeted work while still assuring the correct construction of the well pump and motor, piping and well building.

Change Order

Contract Number: JUB #70-16-041	Contract Title: 2016 Deer Park Municipal Airport Water Line Extension	Federal Aid Number: N/A
Change Order Number: 02	Change Order Description: Quantity Adjustments	Date: September 11, 2017
Prime Contractor/Design-Builder: Red Diamond Construction, Inc.		

- Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications
- Proposed by Contractor

Change Description given on the following pages

Verbal Approval Given By: N/A	Verbal Approval Date: N/A	Working Days +/-: +0 (zero) working days
Original Contract Amount: \$126,952.43	Current Contract Amount: \$128,139.15	Est. Net Change This C.O.: \$1,758.07
		Est. Contract Amount After C.O.: \$129,897.22

<input checked="" type="checkbox"/> Approval Recommended <input type="checkbox"/> Approved	Approved
<i>[Signature]</i> Project Engineer	Approving Authority per C.A. Agreement
9/14/2017 Date	Date
<input checked="" type="checkbox"/> Approval Recommended	Approved
By Prime Contractor	Signature _____ Date _____
<i>[Signature]</i>	Representing
09-14-2017 Date	

Contract Number: JUB #70-16-041	Contract Title: 2016 Deer Park Municipal Airport Water Line Extension	Change Order Number: 02
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Change Description:

This Contract is revised to account for quantity overruns for items originally bid with this project. Item number 4-04.5 CSTC, 7 Inch Depth ran over plan quantity by 151.88 tons at \$22.00 per ton. The final balance of all project quantities are shown in the attached pay request number 2.

Attached (PDFs): None

ORDINANCE 2017-969

AN ORDINANCE OF THE CITY OF DEER PARK, WASHINGTON, AMENDING CHAPTER 12.20 OF THE DEER PARK MUNICIPAL CODE REVISING AND UPDATING STREET NAME AND NUMBERING REGULATIONS IN THE CITY; CONTAINING A SEVERABILITY CLAUSE; AND SETTING AN EFFECTIVE DATE.

WHEREAS, Chapter 12.20 of the Deer Park Municipal Code (“DPMC”) sets forth the street name and numbering system for the City of Deer Park (“City”); and

WHEREAS, most of the street name and numbering system regulations in Chapter 12.20 DPMC have been in effect, without revision or amendment, since adoption of Ordinance No. 540 in 1987; and

WHEREAS, the City Staff have conducted an evaluation of Chapter 12.20 DPMC in coordination with Spokane County Emergency Management and the 911 System for coordination of street address assignment and records management for all of Spokane County, and determined that said Chapter should be amended in its entirety to clarify, revise, and update the rules and regulations related to street naming and addresses within the City; and

WHEREAS, the City Council now desires to amend Chapter 12.20 DPMC, as set forth herein, to protect the health, safety and welfare of citizens of the City; now, therefore,

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THE CITY COUNCIL OF THE CITY OF DEER PARK, WASHINGTON DO ORDAIN AS

FOLLOWS:

Section 1. Chapter 12.20 of the DPMC is hereby amended to read as follows:

Chapter 12.20 – STREET NAME AND NUMBERING SYSTEM

Sections:

- ~~12.20.010~~ ~~Numbering system established~~ Purpose
- ~~12.20.020~~ ~~Compliance with numbering system~~ Applicability
- ~~12.20.030~~ ~~Numerical specifications and placement.~~ Administration
- ~~12.20.040~~ ~~Assignment of numbers.~~ Definitions
- ~~12.20.050~~ ~~Changes in addresses or street names.~~ Roads to Which Naming Requirements Apply
- ~~12.20.060~~ ~~Violation – Penalty.~~ Road Naming Standards
- ~~12.20.070~~ Road Name Signs Required
- ~~12.20.080~~ Standards for Signage for Streets and Roads
- ~~12.20.090~~ Addressing Grid Systems
- ~~12.20.100~~ Addressing Standards
- ~~12.20.110~~ Change in Road or Address Status
- ~~12.20.120~~ Multiple Units
- ~~12.20.130~~ Final Plat Addresses
- ~~12.20.140~~ Display of Address
- ~~12.20.150~~ List of Established Road Names, Assigned Addressing, and Mapping
- ~~12.20.160~~ Deviations From Literal Compliance

~~12.20.010 – Numbering system established. There is established a uniform system of numbering properties and principal buildings and an official system of street names in the city, and an “Address and Street Name Master List”, adopted by reference by the City Council, and files in the office of the city engineer. The list and all explanatory matter thereon is adopted and made part of this chapter by reference. (Ord. 540, 1987) Purpose.~~

- A. The purpose of this chapter is to establish a uniform method for naming roads and assigning addresses for real property and structures within the incorporated areas of Deer Park, Washington.
- B. The goals of this chapter are as follows:
 - (1) Facilitate expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services;

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ORDINANCE NO. 2017-514

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- (2) Regulate the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof; and
- (3) Provide property owners, the general public, emergency responders, and government agencies and departments with an accurate and systematic means of identifying and locating property and/or structures.

12.20.020 – Compliance with numbering system. All property or parcels of land within the corporate limits of the City shall hereafter be identified by reference to the uniform numbering system adopted in this chapter, provided, all existing numbers of property and buildings not now in conformity with provisions of this chapter shall be changed to conform to the system adopted in this chapter within three months of the date of passage of this chapter. (Ord., 1987)
Applicability.

- A. This chapter applies to all public and private roads, addresses for real property, and structures situated within the City Limits of Deer Park and in unincorporated Spokane County when the roadway is within the City Limits of Deer Park and is fronting a parcel within the unincorporated County. The administrator may name or rename roads and assign or reassign addresses as necessary to further the purpose of this chapter.
- B. The provisions herein shall apply to the assignment of addresses to all new or existing buildings or properties.
- C. All non-conforming addresses may be changed to conform to this standard.

12.20.030 – Numerical specifications and placement:

- a. Numerals indicating the official number of each building shall be conspicuously placed immediately above, on or at the side of the entrance so that the number can be plainly seen from the street line.
- b. The numerals used shall not be less than three inches in height and shall be of durable material and clearly visible from the street.
- c. House numbers shall be set on a background of a contrasting color.
- d. When a house is some distance from a road or when view of the house is blocked by trees or shrubs, house numbers should be on a sign attached to a tree, fence, gate or lawn stake.
- e. In areas with rural mailboxes, the house numbers shall be on the mailbox as well as the house (Ord. 540, 1987)

Administration.

The Building and Planning Department, under the direction of the Community Services Director, or designee, shall administer the provisions of this chapter, unless otherwise provided for herein, and shall be responsible for assigning and approval of all public road naming.

~~12.20.040 – Whenever any house, building or structure shall be erected or located in the city after the enactment of this chapter, in order to preserve continuity and uniformity of numbers of the house and buildings, the city building inspector shall designate a number for said house or building in accordance with the address and street number master list. No building permit shall be issued for any house, building or structure until the owner has procured the official number of the premises. Final approval of any structure erected, repaired, altered or modified after the effective date of the ordinance codified in this chapter shall be withheld by the city building official until permanent and proper numbers have been affixed to said structure (Ord. 540, 1987).~~

Definitions.

The following definitions apply in this chapter in addition to other definitions in the City of Deer Park Municipal Code and in the City of Deer Park Road Standards.

“Address” means a property location identification with the following format: address number, directional prefix, road name, road type, building designator, and secondary address (e.g., “123 W Main St., Apt. 456”). The following elements are required: address number, road name, and road type. The following elements may be optional: directional prefix, building designator, and secondary address.

“Addressing Authority” means the City or County, responsible for assigning and maintaining addresses within its jurisdiction. The City or County may delegate this authority within its organization.

“Address Number” means the numeric designation for an addressable structure or unit.

“Addressable” means a property required to be assigned an address under this chapter.

“Addressable Property, Addressable Structures, Addressable Sites, Addressable Parcels, or Addressable Units” means, generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the Addressing Authority.

“Addressing Database” means the computerized format for tracking assigned road names and addresses within all of Spokane County. This system is maintained by Spokane County.

“Addressing Grid System” is the address number and directional system in a particular area such as a grid system or block system.

“Administrator” or “Addressing Administrator” means the City Community Services Director, or designee.

“Building Designator” means a single character alphabetic descriptor for a single building within a multiple unit complex (e.g., “123 W Main St., Bldg. A”).

“Department” means the Building & Planning Department and/or the Public Works Department.

“Directional Prefix” means a single or double character alphabetic descriptor within a road name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific road naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).

“E911 Director” means the manager of the local 911 service.

“Inconsistent Address or Road Name” means an address or road name that is not in compliance with this chapter.

“Multiple Units” means the presence of two or more Addressable Structures, Addressable Sites or Addressable Units on a single Spokane County tax parcel or group of undivided interest parcels or condominium development located in the City.

“Multiple Unit Complex” means an apartment, condominium, or business complex where there exist multiple buildings on a single site, and two or more buildings include multiple units.

“Multiple Unit Structure” means a single structure which contains two or more units.

“Non-conforming Road Name Sign” means a road name sign that is not in compliance with this chapter.

“Regional Public Safety Spatial Database” means the spatial format for tracking all assigned road names and addresses within Spokane County. This system is maintained by the Regional Public Safety Geographic Information Systems Committee for use in countywide Public Safety-related applications.

“Road(s)” Means public or private ways on which vehicles travel.

“Road Name” means the word or words either existing, or in the case of new or renamed roads, which are approved by the Addressing Authority, Administrator, or other authority, used in conjunction with a directional prefix, and/or a road type to identify a public or private road.

“Road Type” means an abbreviated word used in conjunction with a road name to describe the character of the road and will be in accordance with USPS Publication No. 28 Appendix C1. The following are allowable road types:

Alley (Aly): A narrow service roadway that serves rear lots and where platted width is less than twenty feet.

Avenue (Ave): A through local, collector or arterial roadway generally running east-west.

Boulevard (Blvd): Roadway with exceptional width, length and scenic value, typically with a landscaped median dividing the roadway; or an arterial or major collector roadway that lies diagonally to the east-west, north-south grid system.

Circle (Cir): A local or collector roadway having ingress and egress from the same roadway. See also "Loop."

Court (Ct): A dead end or cul-de-sac that will not become an extension or a continuation of either an existing or future roadway; no longer than six hundred feet in length.

Drive (Dr): A lengthy collector or arterial that does not have a definite directional course.

Highway (Hwy): Used to designate state or federal roadways only.

Lane (Ln): Roadway used as a private local access within a development.

Loop (Loop): A local or collector roadway having ingress and egress from the same roadway. See also "Circle."

Parkway (Pkwy): A thoroughfare designated as a collector or arterial, with a median reflecting the park-like character implied in the name.

Place (Pl): Permanently dead-end roadway, terminating in a cul-de-sac, or short through roadway, not longer than six hundred fifty feet in length.

Road (Rd): This type is typically reserved for roadways located outside the boundary of a city or town. This type may be found within city/town limits due to past annexations or when a new roadway is in alignment with or within one hundred twenty five feet of an existing county road.

Street (St): A through local, collector or arterial roadway generally running north-south.

Way (Way): A curvilinear roadway.

"Secondary Address" means an additional address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A Secondary Address at a minimum shall consist of a unit designator and a numeric identifier (e.g., 10126 W Rutter Pkwy, Apt. 2. See also: "Multiple Units", "Multiple Unit Complex", Multiple Unit Structure.

“Temporary Address” means an address assigned for the purpose of installing phone/electrical service or other utilities on a parcel of land prior to an application for a building permit. Temporary Addresses are subject to change at the time of building permit application.

“Unit” means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (e.g., apartment, suites, etc.).

“Unit Designator” means an abbreviated word used in conjunction with a Secondary Address to describe the character of the Unit and will be in accordance with current USPS Published Standards. The following are allowable Unit designators:

“Apt” for Apartment,

“Bsmnt” for Basement,

“Bldg” for Building,

“Dept” for Department,

“Dorm” for Dormitory,

“Fl” for Floor,

“Frnt” for Front,

“Hngr” for Hanger,

“Lbby” for Lobby,

“Lot” for Lot,

“Lowr” for Lower Level,

“Ofc” for Office,

“Pier” for Pier,

“Rear” for Rear,

“Rm” for Room,

“Slip” for Slip,

“Spc” for Space,

“Stop” for Stop,

“Ste” for Suite,

“Trlr” for Trailer,

“Unit” for Unit,

“Uppr” for Upper,

“Utility Site” means a parcel containing any type of utility service, located on a legal parcel of land with no association to a building and, requiring periodic maintenance or readings by utility company personnel.

12.20.050 – Changes in address or street names. The city council by resolution, may change, rename or name an existing or newly established street within the limits of the city at any time after the adoption of the ordinance codified in this chapter, upon recommendation of the city engineer, or other reasonable basis (Ord. 540, 1987).

Roads to Which Naming Requirements Apply.

- A. New or unnamed existing Roads providing access to 4 or more Addressable Parcels, Structures, or Units shall be named.
- B. Existing Roads for which renaming has been authorized by the Addressing Administrator to promote the purpose of this chapter shall be renamed.
- C. Preapproved Road names shall be identified on plat documents at the time of Final Plat submittal.
- D. Only traveled right of ways that qualify as Roads may be named. Private driveways serving less than four Addressable Parcels, Structures, or Units, and alleys shall not be named for the purpose of these addressing standards.
- E. Driveways, access to parking areas and other traveled surfaces that are not considered Roads may not be named, but may have directions identified with the following method:
 - (1) Arrow signs indicating building or address ranges within an apartment complex or campus may be placed at the entrances and along the non-roadway traveled surface to locate buildings.

12.20.060 – Violation – Penalty. Any wilful violation of the provisions of this chapter is deemed to be a misdemeanor and punishable according to the general penalty provisions contained in Chapter 1.16 DPMC, (Ord. 540, 1987)

Road Naming Standards.

All new, unnamed, or renamed Roads within the city shall be named pursuant to this chapter and the following criteria:

- A. Road names shall be easy to read and pronounce.
- B. Road names shall not contain vulgarity or vulgar innuendo, nor be potentially insulting to any person, group, or class of persons, or institution.
- C. Road names shall not sound similar to other road names within the City, whether existing or currently proposed. (e.g., Links, Lynx)
- D. Duplicate road names will not be allowed.
- E. Road names shall conform to the most current Manual on Uniform Traffic Control Devices (“MUTCD”), and City and or County Road Standards for maximum letter usage, and characters including spaces.
- F. Road names shall be based on the Modern English alphabet and shall not contain special characters (periods, dashes, underscores, apostrophes, quotes, diacritic, etc.) or contain frivolous, complicated, or unconventional spellings. Road names may contain a single space to separate two words (e.g. “Mount Spokane Dr.”).
- G. Road names shall not include abbreviations (e.g., “St Charles” vs “Saint Charles”), with the exception of numbered streets, which may be written in their abbreviated format (e.g., “1st” for “First”, etc.).
- H. Articles (e.g., “The”, “A”, or “An”) shall not be used to begin road names.
- I. Road names duplicating commercial or private facilities shall not to be used (e.g., “Bowling Alley”, “Tennis Court”)
- J. Numbered or alphabetical road names shall continue in sequence (e.g., 1st adjacent to 2nd, and not adjacent to 3rd).
- K. A proposed road which is a continuation of, or in alignment with an existing road, shall continue the road prefix direction, road name, and road type of the existing road whenever possible. If the proposed road will terminate at a cul-de-sac, the road type for the block containing the cul-de-sac may be Court (Ct).

- L. Road name integrity should be maintained for the entire length of the road whenever possible. Generally continuous roads shall not be subdivided into segments with different names.
- M. Road names shall not include a directional prefix (e.g., "W West Washington Rd.").
- N. Driveways serving 4 or more Addressable Parcels, Structures, or Units shall be designated and named as a private road (e.g., "E Elk Ln.").
- O. Road names shall not include words used as road types (e.g., "Circle St." or "Avenue Way.").
- P. Road names shall not include the word highway (e.g., "Highway 2" or "Old Sunset Highway").
- Q. Alleys shall not be named or assigned addresses.
- R. Roads which meander or change abruptly from one predominant direction to another shall be assigned a directional prefix in one direction throughout the road length according to which general direction of such road is the predominant direction of travel.
- S. All proposed new or renamed road names which deviate from this chapter shall be subject to a review by the Addressing Authority and the E911 director, or designee, for ease of use within E911 computer-aided dispatch systems, and verified against the Regional Public Safety Spatial Database.

12.20.070 - Road Name Signs Required.

All public and private roads shall have approved road name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Road name signs shall be made and installed pursuant to this chapter.

Final plat road name signs. Prior to the filing of a final plat, the developer shall install proper road name signs to be located per the city standards and in accordance with the specifications and requirements of this chapter and shall arrange for inspection by the Public Works Department.

12.20.080 - Standards for Signage for Streets and Roads.

- A. General. All public and private roads, streets, and buildings shall be designated by names or numbers on signs clearly visible and legible from the roadway. All road signs, both public and private, shall be constructed, located and maintained in accordance with standards adopted by the City.

- B. Street and road signs shall be located at intersections and be legible from all directions of vehicle travel for a distance of not less than one hundred feet (30.5 meters), unless otherwise required by the Administrator.

12.20.090 – Addressing Grid Systems.

The City of Deer Park Addressing Grid is defined as follows:

- A. Crawford Avenue or Crawford Avenue extended divides the City into north and south addresses and Main Street or Main Street extended divides the City into east and west addresses.
- B. North of Crawford addresses have even numbers on the east side of the road and odd numbers on the west side; South of Crawford even numbers are on the west side of the road and odd numbers are on the east. West of Main Street addresses have even numbers on the north side and odd numbers on the south side of the road; East of Main Street even numbers are assigned to the south side of the road and odd numbers are on the north side.
- C. The appropriate directional designation, or abbreviation of the directional designation word (e.g., “North” or “N”), is a part of the address and follows the number. For example, the first lot south of Crawford Avenue on the west side of Main Street would have a street address of “10 S. Main Street”.

12.20.100 - Addressing Standards

- A. Each property owner who has addressable property and has not been assigned an address has a responsibility to apply to the Addressing Authority for a physical address.
- B. Application for each address assignment prior to the issuance of a building permit (temporary addresses) shall include, at a minimum: a site map showing any proposed or existing structures, driveways, and road approach locations.
- C. The numbering of addressable properties or structures along each road shall begin at the appropriate grid point of origin and continue in sequence. No address shall be out of sequence in relation to the adjacent addresses.
- D. Each block along a road may have up to one hundred address numbers. The hundred series shall change upon crossing a road intersection or in best possible alignment with the established address grid, if applicable, with the exception of intersecting driveways and/or alleys. The hundred series along a public road shall not change upon crossing a private road, unless deemed necessary by the Addressing Authority.
- E. Two uniquely named roads should not intersect more than once (e.g., Main St should not intersect Pine Ln at 200 W Main St., and also intersect Pine Ln at 400 W Main St.).

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Exception: Loops and Circles will be reviewed on an individual basis and require approval by the Administrator.

- F. Addresses along a road shall have even numbers on one side of the road and odd numbers on the other side as defined in the appropriate addressing grid.
- G. Individual address numbers shall be assigned to fit within the block range of the road segment to which the address is assigned (e.g. a new address that is assigned to the 200 block of Main St, must be assigned a number between 200 and 299). Individual addresses should be assigned to be consistent with adjacent blocks of the same North-South or East-West orientation.
- H. Addresses accessed via a shared driveway shall be assigned based on the point of origin of the driveway from the connecting road and shall be sequential.
- I. Addressable Properties or Structures shall be assigned an address based upon the road from which vehicular access to the property or structure is obtained, with the following exceptions:
 - (1) Commercial and Public Facility structures may be assigned an address based upon the road the main entrance faces and not necessarily the access road.
 - (2) Residential structures on corner lots may be assigned an address based upon the road the main entrance faces and not necessarily the access road; to be determined by the Administrator.
- J. Fractional addresses shall not be used (e.g., "100 ½ W Main St.").
- K. Address numbers shall not contain any non-numeric characters (e.g., "118a" or "118b").

12.20.110 - Change in Road or Address Status.

If a public or private road right-of-way is altered, the Addressing Administrator, or other agency of authority shall review the alteration and may assign a corrected road name and/or address/addresses consistent with the provisions of this chapter. If the access to an individual address is altered, the Addressing Administrator shall assign a corrected address consistent with the provisions of this chapter (e.g., the owners of 200 W Cherry Ln. change the location of their driveway from Cherry Ln. to Spruce Ln. necessitating an address on Spruce Ln.).

12.20.120 - Multiple Units.

- A. Duplex/Triplex units shall be assigned one address for the structure and shall be assigned a Secondary Address for each Unit by the Addressing Authority "Unit" (e.g.; 15 W. First Avenue, Unit 1).

- B. Accessory dwelling units (ADU)/dependent relative units (DRU) whether attached or detached, shall be assigned a Secondary Address from the primary dwelling Unit by the Addressing Authority (e.g.; 123 W. Main St., Unit 1).
- C. Manufactured home parks which contain dwelling units fronting on a public or private road shall be assigned one address for each dwelling unit. Manufactured home parks which contain dwelling units fronting on an unnamed private access road shall be assigned one address for the entire property, and a Secondary Address for individual spaces by the Manufactured Home Park owner subject to approval by the Addressing Authority (e.g.; "11520 W Richland Rd., Spc 1").
- D. Multiple unit complexes shall be assigned one address for the property based upon the road from which vehicular access to the structures is obtained whenever possible. If necessary, the Addressing Authority may assign an address based upon the road the main entrance faces (e.g., "1642 N. Sherman Rd., Spc. 10).
- E. Structures within multiple unit complexes shall be assigned a building designator for each structure as opposed to a unique address (e.g., "123 W Main St., Bldg. A") unless an exception is granted by the Addressing Authority.
- F. When Secondary Addresses are assigned to multiple unit structures with individual building designations, the Address Authority shall include the building designation (e.g., 123 W Main St., Apt. A200 or 123 W Main St., Bldg. A, Apt. 200).
- G. When Secondary Addresses are assigned to buildings with multiple floors, all above-ground units shall be assigned a three-digit number (or higher) where the beginning number shall represent the floor upon which the unit is located (e.g., first floor units would be assigned three digit numbers beginning with 1, "Apt. 101", fourth floor units would be assigned four digit numbers beginning with 4, "Apt. 401").
- H. Units within below grade stories shall: include the alpha characters "Lowr" to indicate lower level and then be assigned a three digit number where the beginning number shall represent the floor upon which the unit is located (e.g. all units in the first level below grade would be assigned three digit numbers beginning with 1, "Apt. Lowr 101", units on the second level below grade would be assigned three digit numbers beginning with 2, "Apt. Lowr 201").
- I. Should a remodel of a multiple-unit structure alter the number or configuration of units, the addresses of units within said structure shall be updated to remain in compliance with this section.
- J. Should a remodel of a single-unit structure create a multiple-unit structure, the addresses of units within said structure shall be updated to remain in compliance with this section.

- K. When Secondary Addresses are assigned to individual multifamily dwellings (including apartments and condominiums) the units shall use the unit designator for apartment: "Apt" or unit: "Unit".
- L. When Secondary Addresses are assigned to individual dwellings/spaces in manufactured home parks, the units shall use the unit designator for space: "Spc".
- M. When Secondary Addresses are assigned to individual commercial suites or tenant spaces within a commercial structure(s), the units shall use the unit designator for suite: "Ste".
- N. All other multiple unit structures not previously described shall contain a unit designator which most closely identifies the unit's use and which is in accordance with current USPS Published Standards.

12.20.130 - Final Plat Addresses.

Prior to the filing of a residential final plat, all lot access plans must be submitted and approved as required by the Subdivision Code, Title 17 of the Deer Park Municipal Code, and the full physical addresses for all lots within or served by the development must be indicated on the final plat. Physical addresses will be assigned after approval of the preliminary plat map by the city.

12.20.140 - Display of Address.

- A. On structures now existing or hereafter erected the owner of the property or structure shall conspicuously place the correct address, as required by this chapter.
- B. Addresses shall be displayed on all new and existing buildings. Letters, numbers or symbols shall meet the following standards:
 - (1) The posted address shall be metal or other durable material.
 - (2) The numbering/lettering shall be at least four inches in height, and one-half inch in stroke width minimum.
 - (3) The posted address shall contrast with its background.
 - (4) The address shall be placed on the structure plainly legible and visible from the street or road from which vehicular access is provided to the property or structure.
 - (5) The address shall be placed so it is visible from all directions of travel.

- C. For structures in excess of 100 feet from the road fronting the property, the address shall be displayed on a sign, monument, or post not less than three feet, nor more than six feet above the ground and located at the entrance to the property from the nearest road. The structure shall display additional posting at the structure location.
- D. If two or more addressable structures share a common primary access and any one of the addressable structures is located more than 100 feet from the road designated in the assigned address, the addresses for each structure shall be posted at the intersection of the shared access and the named road on a sign or post not less than three feet nor more than six feet above the ground, and each structure shall display additional posting at the structure location.
- E. Address numbers, signage, location, and sizing shall be maintained in a manner consistent with the provisions, purpose and intent of this addressing standard by the property owner.

12.20.150 - List of Established Road Names, Assigned Addressing, and Mapping.

- A. The Public Works Department shall create and maintain a list of established road names within the City of Deer Park, which may be referenced to further the goals of this chapter. Additional road names proposed with completion of subdivision activity under Title 17 of this Code shall be approved by the Addressing Authority prior to submittal of the preliminary plat for approval to the city.
- B. The City of Spokane - Spokane County Regional Public Safety GIS Oversight Committee shall maintain the Regional Public Safety Spatial Database comprised of all public and private roads and addresses within all of Spokane County. The aforementioned spatial database shall be known as the "Official Road Name List", and is available for viewing either online on the Spokane County website or in person within the Spokane County Public Works Building during regular business hours.

12.20.160 - Deviations from Literal Compliance.

The Administrator may grant minor deviations from literal compliance with the requirements of this chapter. Such deviations are intended to provide relief from literal compliance with specific provisions of this chapter in instances where there is an obvious practical problem with doing so, while still adequately addressing the property for location by city utility crews and emergency service providers and to promote the other purposes of this chapter.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or the constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Effective Date. This Ordinance shall take effect and be in full force five (5) days after this Ordinance or summary thereof consisting of the title is published.

APPROVED BY THE CITY COUNCIL OF THE
CITY OF DEER PARK, WASHINGTON AT AN
OPEN PUBLIC MEETING THE _____ DAY OF
_____, 2017:

MAYOR ROBERT WHISMAN

ATTEST/AUTHENTICATED:

DEBY CRAGUN, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY: _____
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK	:	<u>07-31-17</u>
FIRST READING DATE	:	<u>09-06-17</u>
SECOND READING DATE	:	<u>09-20-17</u>
THIRD READING DATE	:	_____
PASSED BY THE CITY COUNCIL	:	_____
PUBLISHED	:	_____
EFFECTIVE DATE	:	_____
ORDINANCE NO.	:	2017- <u>969</u>

SUMMARY OF ORDINANCE NO. 2017-969

of the City of Deer Park, Washington

On the ____ day of _____, 2017, the City Council of the City of Deer Park, passed Ordinance No. 2017-969. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF DEER PARK, WASHINGTON, AMENDING CHAPTER 12.20 OF THE DEER PARK MUNICIPAL CODE REVISING AND UPDATING STREET NAME AND NUMBERING REGULATIONS IN THE CITY; CONTAINING A SEVERABILITY CLAUSE; AND SETTING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

DATED this ____ day of _____, 2017.

DEBY CRAGUN, CITY CLERK

CITY OF DEER PARK
CLAIMS CERTIFICATION AND APPROVAL

Auditing Officer's 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 herein and that the Claim is a just, due and unpaid obligation against the *City of Deer Park*, and that I am authorized to authenticate and certify said Claims Checks numbered **36075 through 36106 in the amount of \$421,395.02.**

City Clerk/Treasurer

Council Approval

We, the undersigned Council Members of the *City of Deer Park* approve the payment of Claims Checks **36075 through 36106 in the amount of \$421,395.02 this 20th day of September 2017.**

Vouchers 1st Half Sept 2017

Number	Vendor Name	Account Description	Amount
36075	American Linen	Fresheners	\$69.07
		Mat Changes	\$201.17
		Check Total:	\$270.24
36076	Anatek Labs	Water/Wastewater Testing	\$330.00
36077	Avista Utilities	Avista Lower Lvl City Hall	\$19.08
		Aug 2017 Utilities	\$25,880.25
		Check Total:	\$25,899.33
36078	Capital One Commercial	Shop Breakroom Supplies	\$60.23
36079	Centurylink	Aug 2017 Phone/Fax Charges	\$1,831.78
36080	City of Deer Park	August 2017 Water Bills	\$6,017.00
36081	City of Deer Park	12% Utility Tax to Gen/Street Funds	\$23,521.55
36082	City of Deer Park	Fuel Surcharge 15,761.60 Gal	\$1,576.16
36083	City Service Valcon, LLC	City Equip Fuel	\$1,670.39
		Aug 2017 Terminal Maint Fee	\$16.00
		Resale Fuel	\$62,008.09
		Airport Equip Fuel	\$323.26
		Check Total:	\$64,017.74
36084	Deer Park Ace Hardware	Aug 2017 Hardware Charges	\$36.97
		Supplies	\$317.83
		Check Total:	\$354.80
36085	Deer Park Chamber of Commerce	Deer Park Chamber Assistance Aug 2017	\$700.00
		Visitor Information & Tourism Promotion	\$250.00
		Check Total:	\$950.00
36086	Department of Commerce	Cedar Rd Water Res Loan Interest	\$8,594.11
		Cedar Rd Water Res Loan Principal	\$171,882.11
		Check Total:	\$180,476.22
36087	Department of Ecology/Cashiering Section	Lagoon Liner 1400003 Interest	\$5,409.17
		Lagoon Liner 1400003 Principle	\$16,219.31
		Check Total:	\$21,628.48
36088	Economic Development NW	Economic Develp Contract Aug 2017	\$1,700.00
36089	Inland Power And Light	Utilities Aug 2017	\$3,816.09
36090	Lewis, Mark	Boot Purchase Reimbursement	\$165.14
36091	MailFinance	Communications	\$330.58
		Folder/inserter	\$536.14
		Check Total:	\$866.72
36092	National Barricade	Street Sign Purchase	\$5,966.05

36093	Office Depot	City Hall Office Supplies	\$176.12
36094	Office of Minority & Womens Business Enterprises	Political Subdivision Fee	\$75.00
		Supplies	\$25.00
		Check Total:	\$100.00
36095	Pat's Plumbing & Irrigation Supply	Water Supplies	\$9.63
36096	Red Diamond	Waterline Extension	\$29,914.53
36097	Schultz's Aviation, LLC	Fuel Surcharge 15,761.60 Gal	\$1,576.16
36098	Special Mobility Services Inc	Sms Senior Bus Services	\$13,000.00
36099	Spokane County District Court	Judicial Services	\$1,437.77
36100	Spokane County Treasurer's Office	Spok CO Law Enforc Contract Aug 2017	\$32,464.05
36101	Spokesman-Review	Advertising Bids, Job Posting	\$1,238.80
36102	Sunbelt Rentals, Inc	Supplies Diamond Blade Purchase	\$292.67
36103	US BANK ST. PAUL	Loan Admin Fee	\$300.00
		Professional Services	\$170.00
		Check Total:	\$470.00
36104	Verizon Wireless	Cell Phone Charges 2017	\$299.28
36105	Washington Trust Bank	Central Services Supplies	\$52.95
		Repair & Maintenance	\$4.99
		Supplies	\$323.31
		Travel/training	\$15.00
		Check Total:	\$396.25
36106	Waste Management	Green Dumpster Rental, Airport Weekly Dump	\$572.23
	Grand Total		\$421,395.02
	Total Accounts Payable for Checks #36075 Through #36106		