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January 26, 2022

## **Community Development Department 4<sup>th</sup> Quarter Report - 2021**

*Travis Goddard, Director, Public Records Officer, Deputy Clerk/Treasurer*  
*Janice Fisher, Permit Technician/Code Enforcement Officer*  
*Mari Parsons, Clerk*  
*Amanda Hougan, Clerk*  
*Joey Russell, Clerk*  
*David Lukaczer, Associate Planner*

### **General Department News:**

- Planning Commission Activity
  - Shoreline Management Master Plan Periodic Review completed.
- Retooling Our Code amendment efforts:
  - Housing Action Plan code changes workshopped and scheduled for hearing. (Adoption Postponed)
- Cowlitz County engagement for master planning the bottoms.
  - SEPA review (and appeal?)
- Cowlitz "Countywide Flood Hazard Management Plan" kicked off in December 2021. Staff is working with many agencies and stakeholders to discuss emergency planning efforts related to flooding.
- Associate Planner David Lukaczer was hired in December and started January 1, 2022. The only vacancy is the half-time code enforcement officer now that all clerk positions are filled.

### **Building Program**

- USNR tenant improvements (permits submitted)
- Atlas Plumbing (in construction)
- Oak Tree (building permits have been issued. Work is progressing)

### **Planning Division**

2021 Permit Activity by the numbers:

- 13 site plans (9 in 2021, 10 in 2020 and 10 in 2019)
- 2 critical area permits (2 in 2021, 4 in 2020 and 5 in 2019)
- 12 SEPA environmental checklists (9 in 2021, 16 in 2020 and 6 in 2019)
- 4 boundary line adjustments (3 in 2021, 6 in 2020 and 1 in 2019)
- 0 binding site plans (1 in 2019 was the last one)
- 0 short plats (1 in 2021, 2 in 2020 and 3 in 2019)
- 17 pre-application conference applications (14 in 2021, 18 in 2020 and 16 in 2019)

Approved Applications:

- Belmont RV Conditional Use Permit – Appealed to the City Council. Council asked for additional information.
- SBA cell tower antenna
- Davidson/W Scott SEPA
- Columbia River Carbonates Pole Building
- Woodland Water System Plan SEPA
- Port of Woodland Boundary Line Adjustment (x2)
- Pacific Corp shoreline exemption
- Woodland Horseshoe Lake shoreline exemptions
- Yount/Mitchell Boundary Line Adjustment
- Liberty Evans Fill & Grade (Building Permit)
- Walmart Grocery Pick-up
- Oak Village Apartment
- USNR Expansion
- Kirkland Maker Space

Pre-Application Conferences:

- Emergency Restoration Services office
- Columbia Precast laydown yard expansion
- Astro Gas fuel station relocation
- Food product distribution center (warehouse)
- USNR canopy and parking lot change
- Night & Day Furniture
- Commercial Building (Dike Access behind Verizon)
- Logan's Landing mixed-use residential/commercial
- Food product distribution center (warehouse)
- USNR canopy and parking lot change
- Rose Way Industrial Park (3 buildings)
- Bozarth & 5<sup>th</sup> Apartments (8 units)

On our radar and new development activity:

- Accessory Dwelling Unit discussion (Planning Commission)
- Retooling Our Code Batch 3 (more code changes)
- Taylor Trucking (Guild and Schurman Way)
- Kolberg Comp Plan Amendment (COM to RES) or Extended Stay Hotel with apartments
- Oak Tree restaurant restoration (building permits)
- Logan's Landing
- 

Grant Work:

- Housing Action Plan (\$50,000 with no local match) \$20,000 completed in 2021, additional contract in work for the additional \$30,000 of work to be completed in 2022. The Planning Commission recommended approval for code changes and an ordinance will be prepared for adoption by the Council.

## Code Enforcement

- Ongoing caseload
- Documenting new complaints
- Code clarifications for enforcement process
- The code enforcement officer position will need to be filled in the first quarter of 2022
- 20 After 4 code enforcement ongoing. A Notice & Order was issued in October of 2021 and the appeal hearing scheduled for January 4, 2022. The Examiner has not issued a decision yet. Expect that in the first quarter of 2022.

## Department Permits Reports

### Total Permit Breakdown

Total Building Permit Breakdown													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Totals
new construction			4	3	1	1	1		1				11
commercial coach placement							1						1
remodel / addition / tenant imp	2		1	2	1	3		1	5	4	2	2	23
plumbing/mechanical	9	2	15	7	7	6	6	9	9	10	10	2	92
plumbing w/backflow dev	1						2		1	1			5
fill / grade		1	1	1	1		1	1		1	1	2	10
accessory structure (includes ADU)	1						2	2					5
re-roof / re-siding/ windows	1		1	5		12	4	2	3	5			33
sign	1	2		1	2		2	1	3		1		13
fence / deck		2	2		1	1	2	1		2			11
miscellaneous			1	1					2	5	1		10
demolition							1	1		1	5	1	9
<b>totals</b>	<b>15</b>	<b>7</b>	<b>25</b>	<b>20</b>	<b>13</b>	<b>23</b>	<b>22</b>	<b>18</b>	<b>24</b>	<b>29</b>	<b>20</b>	<b>7</b>	<b>223</b>

Total permit activity is steady compared to 2021 at this time. (223 compared to 233 for the year)

### Residential Building Permit Breakdown

Residential Building Permit Breakdown													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Totals
single family units			2		1	1							4
duplex/multi-family units													0
manufactured homes													0
remodel / addition	1				1	2		1	2	1	1		9
plumbing/mechanical	4	1	10	6	6	5	5	8	5	4	7	2	63
plumbing w/backflow dev									1				1
accessory structure (includes ADU)	1						2	2					5
re-roof / re-siding / windows	1		1	5		1	4	2	3	3			20
sign (home occupation)							1						
fence / deck		2	2		1	1	1	1		2			10
miscellaneous				1						1			2
demolition											4	1	5
<b>totals</b>	<b>7</b>	<b>3</b>	<b>15</b>	<b>12</b>	<b>9</b>	<b>10</b>	<b>13</b>	<b>14</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>3</b>	<b>120</b>

Permits for residential projects construction fell to 68% of 2021 levels and 60% of 2020 levels.

## Residential Construction Permits Issued

Residential construction valuation for 2021 is \$2.05 million (about half of 2020's total and about 35% of 2019's total residential valuation) and fee revenue is \$126,006 which is (about 68% of the fees paid during 2021 and about 27% of the residential fee revenue from 2019). The drop in residential construction is directly due to the lack of new home construction. This trend is expected to reverse later in 2022 with the approval of several residential subdivisions in 2020 and the proposal of an apartment project on Green Mountain Road.

Single-family residential (detached):	4 units
Single-family residential (duplex):	0 units
Multi-family residential:	0 units
Manufactured residential:	0 units
Demolition permits:	0 unit
<b>Total units in 2021 to date:</b>	<b>4 units</b>

Total units in 2020: 7 units (-10 due to fire, demolition, & removal)

Total units in 2019: 24 units

Total units in 2018: 27 units

Total units in 2017: 54 units

Total units in 2016: 53 units

## Residential Permits in 2021:

RESIDENTIAL			
month	permits issued	valuation	fees
January	7	54,421.00	\$868.47
February	3	8,900.00	\$1,745.80
March	15	401,438.00	\$47,525.85
April	12	111,090.00	\$2,741.07
May	9	353,510.00	\$25,686.53
June	10	357,173.00	\$25,052.16
July	13	263,062.00	\$6,237.30
August	14	241,592.00	\$4,695.01
September	11	90,800.00	\$1,993.89
October	11	58,931.00	\$1,656.29
November	12	95,341.00	\$7,144.32
December	7	22,398.00	\$660.00
<b>totals</b>	<b>124</b>	<b>\$2,058,656.00</b>	<b>\$126,006.69</b>

Non-Residential Construction Permits Issued

<b>COMMERCIAL / INDUSTRIAL</b>			
<b>month</b>	<b>permits issued</b>	<b>valuation</b>	<b>fees</b>
January	8	\$82,786.00	\$1,059.34
February	4	\$378,040.00	\$13,529.00
March	10	\$699,015.00	\$12,693.77
April	8	\$1,096,200.00	\$20,164.86
May	4	\$20,312.00	\$1,932.25
June	13	\$977,993.00	\$12,689.95
July	9	\$5,179,905.00	\$60,936.99
August	4	\$54,103.00	\$16,269.75
September	13	\$6,602,610.00	\$37,624.73
October	18	\$1,798,060.00	\$20,009.50
November	8	\$73,800.00	\$26,320.56
December	4	\$1,691,500.00	\$19,174.89
<b>totals</b>	<b>103</b>	<b>\$18,654,324.00</b>	<b>\$242,405.59</b>

Non-residential construction is up from approximately \$7 million in 2020.

Permit Activity Totals

<b>TOTALS</b>						
<b>month</b>	<b>permits issued</b>	<b>total project valuation</b>	<b>fees</b>			<b>total permit amount (no</b>
			<b>building</b>	<b>public works</b>	<b>impact</b>	
January	15	\$ 137,207.00	\$1,927.81	-	-	\$1,927.81
February	7	\$ 386,940.00	\$15,034.80	240.00	-	\$15,274.80
March	25	\$ 1,100,453.00	\$13,516.10	22,622.00	24,081.52	\$60,219.62
April	20	\$ 1,207,290.00	\$13,880.23	-	9,025.70	\$22,905.93
May	13	\$ 373,822.00	\$7,698.78	10,536.00	9,384.00	\$27,618.78
June	23	\$ 1,335,166.00	\$17,942.11	10,416.00	9,384.00	\$37,742.11
July	22	\$ 5,442,967.00	\$28,279.15	680.00	38,215.14	\$67,174.29
August	18	\$ 295,695.00	\$20,964.76	-	-	\$20,964.76
September	24	\$ 6,693,410.00	\$38,893.26	-	725.36	\$39,618.62
October	29	\$ 1,856,991.00	\$21,549.79	116.00	-	\$21,665.79
November	20	\$ 169,141.00	\$28,523.88	4,941.00	-	\$33,464.88
December	11	1,713,898.00	\$9,156.69	-	10,678.20	\$19,834.89
<b>totals</b>	<b>227</b>	<b>\$ 20,712,980.00</b>	<b>\$ 217,367.36</b>	<b>\$ 49,551.00</b>	<b>\$ 101,493.92</b>	<b>\$ 368,412.28</b>

As noted above, the total valuation of construction in 2021 is about 250% of the 2020 construction value. This largely due to several industrial projects (Atlas Plumbing, USNR, Port of Woodland, Columbia River Carbonates).

## Approved Project Traffic

The city as a whole is aware that traffic seems “bad”. Staff noticed that complaints about traffic often focused on the City’s mad rush for “growth”.

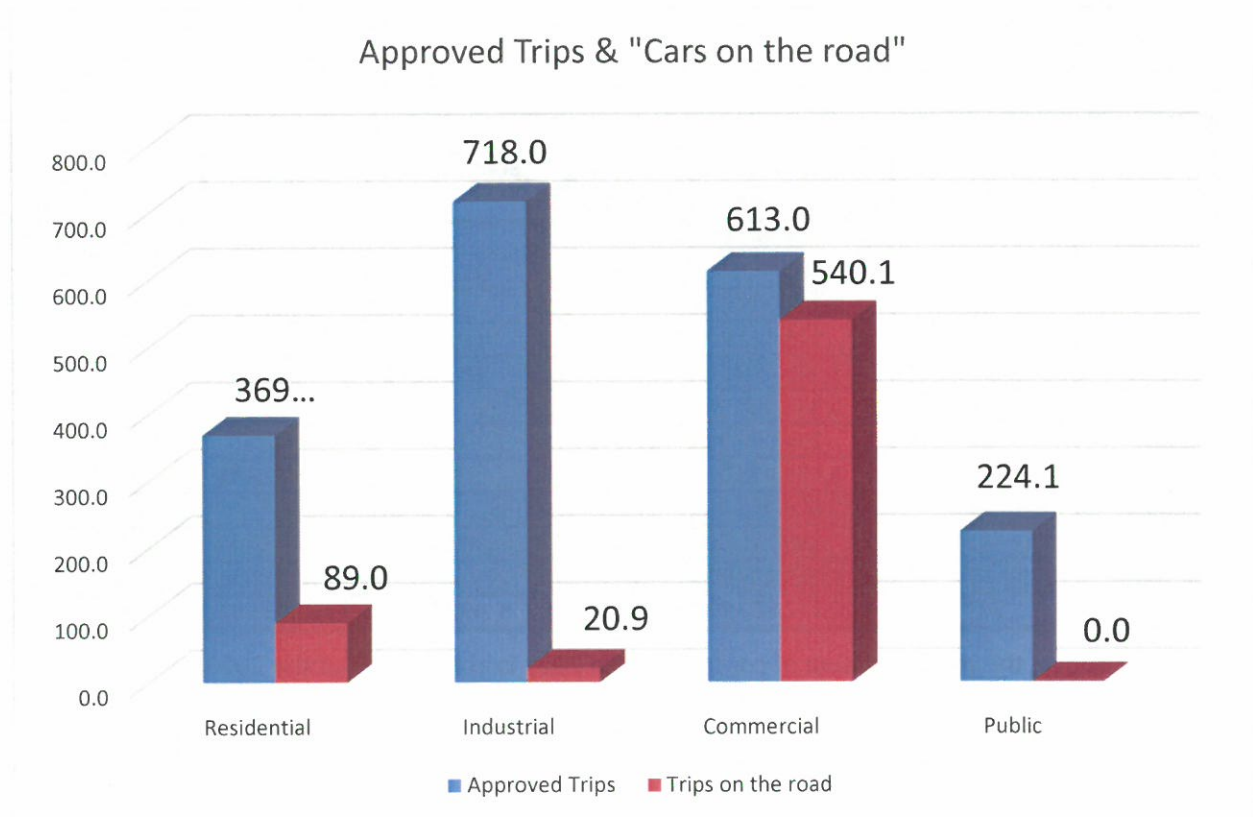
In an effort to manage expectations and to quantify the impacts of growth to traffic, in 2018 Community Development started keeping unofficial track of development project approvals and the new vehicle trips that are likely to result from city growth.

### Total approved trips –

- By the end of 2019 development was projected to add 1,460 PM Peak Hour (PMPH) trips.
- Through 2020 approved development added 357 PMPH additional trips (or 19.7%) for a total of 1,817 trips since 2018.
- In 2021 approvals for new projects should add another 188 PMPH trips for a total of 2,005 new trips to be expected on city roads. Those trips are a 10% increase from 2020 totals and an increase of 37.3% over the trips expected since 2019.

Trips on the road – There is a delay between when a project gets approved and when you actually see the cars on the road driving to and from that development. Some appear very quickly, while other may take years to actually appear on the road. Single family residential trips appear quickly because when a lot is created, a house can be built within months. Commercial and industrial projects may get approval, but construction might not be complete for several years.

This table shows how many trips have been approved based on the type of project approved:



By the end of 2021, 34.2% of projected traffic from approved projects were on the city’s streets.

PLEASE NOTE: This is only for City development. Staff has not accounted for any of the development that is occurring in Cowlitz County or Clark County. Actual traffic impacts may be significantly higher, but the city cannot influence the approval or the impacts of these trips.

Trip distribution by use

Residential trips	369	(18.4%)
Industrial trips	718.2	(35.9%)
Commercial trips	613.3	(30.7%)
Public trips	224.1	(11%)

What this tells us is that very little of the traffic growth caused by new development is from residential growth in the city.

Trips on the road by use

Residential trips	89 of the 369 trips are on the road	(24.1%)
Industrial trips	20 of the 720 trips are on the road	(2.9%)
Commercial trips	540 of the 613.3 trips are on the road	(88.1%)
Public trips	0 of the 224.1 trips are on the road	(0%)

OVERALL – 650 of the 2,005 total trips are on the road (34.18%)

What this tells us is that residential projects are quick to occur, and that several commercial projects have opened their doors. What it also shows us is that very few of the approved industrial projects have started generating their anticipated traffic (so far).

The commercial trips have jumped significantly and 88.1% of the commercial development trips are on the road already.

(The raw trip data by project is attached below for reference)

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## **Public Records Requests (PRRs)**

As part of the recent reorganization, the Community Development Department (CDD) director, acting as the Deputy Clerk/Treasurer, was asked to take on a share of additional duties including becoming the Public Records Official. Therefore, the CDD quarterly report will now include updates on the PRR activity for the city.

**Public Records** – It is important to remember that the citizens have the right to remain informed about the decisions their government is making on their behalf, and that Washington’s open public records and meetings laws are specific about the citizens having the rights to view the information generated for and maintained by their government.

Woodland has an automated on-line portal for submitting public records requests but also accepts requests by email and in writing.

State reporting – Every year the state legislature requires the city to report the PRR activity it has experienced. The data for that report is both factual information taken from the City’s iCompass software platform, and for some information, staff’s best guess (like estimated time per case, and the estimated expenditure of City funds to respond to PRRs). In those cases, the CDD director estimated given their limited experience at the time. That report, including those estimates for 2020 can be made available upon request.

2020 vs. 2021:

With 101 PRRs in 2020, 2021 showed a 22.5% increase in requests. The chart below shows the distribution of who submitted requests.

	<b>2020</b>	<b>2021</b>	
Governments	3	14	% 2020 PRR activity
Insurers	3	1	466.7% increase
Media	1	4	-66% (decrease)
Law Firms	2	19	400.0% increase
Organizations/Businesses	13	22	950.0% increase
Individuals	79	65	169.2% increase
<b>Total to date</b>	<b>101</b>	<b>125</b>	-18% (decrease)
			122.5%

These numbers show some quirks. First, it appears that there was a large increase in requests by law firms. Staff believes this is a counting problem for the 2020 numbers. It is possible that there were more than 2 requests from law firms in 2020 and they were mistakenly put in the individual citizen category.

PRRs by the number:

2021

	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	
Governments	4	2	5	3	14
Insurers				1	1
Media	1	1	1	1	4
Law Firms	7	4	5	3	19
Organizations/Businesses	5	5	8	4	22
Individuals	12	19	19	15	65
<b>Total to date</b>	<b>29</b>	<b>31</b>	<b>38</b>	<b>27</b>	125
Ex-employees	3	9	13	5	30

Looking deeper, it appears that the largest contributing factor to the surge in numbers is due to ex-employees who submitted 30 PRRs in 2021 while there were zero such requests in 2020. In fact, if you take out the ex-employee requests, the individual citizen requests would have dropped from 79 in 2020, to 35 in 2021. This means that without ex-employee requests, it is possible that the total number of requests would have dropped from 2020 levels by 6% instead of increasing by 22.5%. Luckily the trend by the fourth quarter appears to show that ex-employees submitted 62% fewer requests in the last three months of 2021. That is a positive sign if the trend continues because overall the total request for the fourth quarter also fell by 29%.

Hour per request:

The average request may take between one and two hours to fill. For example, a request for a building permit may require Janice to walk to the storage room at 100 Davidson and retrieve a file. That could take 20-minutes of walking (10-minutes each direction) plus 10 minutes of searching. Letter sized sheets can be scanned in 2 minutes, but full-sized plan sheets may require an additional 30 minutes to



scan. Documents must then be organized, reviewed by staff, then transmitted to the requestor. So even simple requests can take significant amounts of time.

Complex requests that present a broad range of documents over a broad amount of time, represent a significant challenge.

- Older documents may or may not be in electronic format and the search of archived emails can take significant amounts of time.
- Search windows can be narrow (emails sent since January 1<sup>st</sup> of this year) versus open ended requests (any email ever sent) which will require multiple searches through multiple sources.
- This is further complicated by the scope of the request. For example, an email search for “221 Davidson Avenue” might result in finding 40 emails, while a search for “Davidson Avenue” might return a search result of 3,000 emails.

What this means is that some PRRs can be resolved quickly and efficiently, while others can take many hours or even days of effort to adequately resolve. And there is no guarantee that the effort is productive or infallible. ~~In two recent cases, a requestor was looking for a specific document and staff was not able to find a document by that name. The requestor argued that the document did exist but that the staff was just not looking hard enough. In that case, staff must make a judgement call as to whether an adequate and reasonable search has been made.~~ **(Staff notes that this pattern has evolved into prolonged email chains debating whether adequate searches have been made. In nearly a dozen cases staff has had to make repeated searches or supplemental searches to satisfy the requester. In some cases, the requestor has challenged the closing of cases where no documents existed, including having to produce reports showing that no documents existed. Essentially forcing staff to prove that no documents exist and proving that a search was done.)**

Staff’s estimate for 2020 was the average PRR took approximately 3 hours each. Based on current trends, most common requests will take less than 2 hours, but the recent rash of PRR from ex-employees will take between 10 and 24 hours each to resolve. Therefore, I estimate that the hour-per-case calculation will double to 6 hours for 2021. This means that the 2020 estimate of \$25,000 for this work, could have risen to \$75,000 in 2021. If the trend noted above continues, it is possible that the cost for ex-employee requests would drop in proportion to the drop in requests.

#### Cost recovery and hidden costs:

Unfortunately, there are very few instances where the costs for PRRs can be recovered. In cases where copies must be made and documents must be scanned, some costs can be recovered according to the adopted fee schedule. There are also cases where extraordinary costs (like for software or special equipment) can be recovered, but no recent requests have resulted in fund recovery.

- There was one case where copies were made, but the requestor, declined to pick up those copies after asking for them (because electronic copies were already available).
- In that case, staff learned a lesson that copies should not be made unless the required deposit has been paid.
- In two subsequent requests, that same requestor modified their request to avoid being responsible for paying a deposit or having to pay anything for documents.

There are also significant hidden costs for difficult or large broad requests. For example, broad requests for documents and correspondence have to be reviewed by the City’s attorney to ensure that confidential or exempt information is not released. (Information like passwords, medical information, or legal advice between an attorney or client etc.) This effort can cost thousands of dollars in attorney’s

fees. These costs are borne by the taxpayer, not the person requesting the information. Given the current workload trend, I estimate that the 2021 cost for processing PRRs could quadruple to reach approximately \$100,000. If the trend noted above continues, it is possible that the cost for ex-employee requests would drop in proportion to the drop in requests.

CDD will continue to monitor this issue and provide both monthly and quarterly updates. However, given that the right to request public records is a right provided for by law, staff recommends that the City Council begin to consider possible workload solutions going forward.

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## **Staffing Issues**

In the third quarter of 2021, the department's Associate Planner resigned after taking a new job in Troutdale Oregon. This means that staff planning resources were cut in half during the fourth quarter. In addition, the director tracked his time spent on PRRs and estimated that he spent approximately 180 hours on ex-employee PRRs since being assigned the duties in early 2021. (Approximately 6-8 hours in an average week.) That represents approximately 10% of his available workload being spent on ex-employee PRRs.

All of the 95 other (non-ex-employee) requests have taken an estimated 10 hours (or 15 minutes per week) to process. In other words, those "other cases" are 76% of the workload but only take 5.2% of the director's time spent managing the City's public records program.

**Given the loss of the associate planner, and the fact that approximately 10% of the director's time is being spent on ex-employee PRRs, the Community Development Department essentially functioned at 40% capacity through the last third of the year.**

The planning position was advertised and closed on November 5<sup>th</sup>, 2021. Interviews were completed and the new Associate Planner, David Lukaczer, started the position at the beginning of January 2022.

In addition, Community Development filled two Clerk II positions at the front counter for City Hall. Those positions were filled by Amanda Hougan and Joey Russell.

The part time Code Enforcement position is proposed to be filled in the first quarter of 2022.

### **2022 Budget Implications**

The director notes that the department's #1 priority for the 2022 budget is the replacement of the half-time code enforcement position while the #2 priority was an additional Clerk II position for the Clerk-Treasurer's Office to be entirely dedicated to Public Records Requests. This considered the fact that the Police Department expects body cameras to cause additional request workload. There is no funding associated with public records requests. However, having a dedicated employee to do the work would allow for other employees, like the Community Development Director, to be able to return to revenue producing work. The Council instead opted to fund a new lieutenant position in the Police Department. Staff supported this position citing having filled the Clerk II positions and the drop in requests. With the efficiency of the new clerks, it is not expected that an additional clerk is warranted at this time. This will be revisited if there is another surge in public record requests.

# Woodland Traffic Counts...

## The number of new PM Peak Hour trips from projects that have been approved since 2018:

<u>1460</u>	Through the end of 2019	
<u>1817</u>	End of 2020	That's up 19.7% since 2019 (357 trips)
<u>2005</u>	End of 2021	That's up 10% since 2020 (188 trips)
<u>2005</u>	To date in 2022	No new trips have been approved in 2022

## The number of new PM Peak Hour trips that are on the roads because projects are complete:

<u>242</u>	End of 2019
<u>357</u>	End of 2020
<u>650</u>	End of 2021

Project	PM PH	Approved	Built
Port Guild Road Phase 1	122.0	2018	
Port Guild Road Phase 2	169.0	2018	
Atlas Plumbing	0.8	2018	2018
Atlas Plumbing 2	19.4	2021	
Chilton Logging	0.0	2018	2019
Riley Industrial N Pekin	20.0	2018	
Builders 1st Source Truss	33.9	2019	2019
Burriss Creek Mini-Storage	7.9	2019	2020
Carpinito Brothers	333.0	2019	
CRC Expansion	12.2	2017	2019
Caples Oil Processor			
Brown Strauss	32.7	2022	
CRC Pole Building	0.5	2021	
USNR	0.7	2021	
Kirkland Maker Space	42.0	2021	
Columbia Precast	0.0	2021	2022
B Young RV	139.0	2018	2020
Trailer Depot	5.7	2018	2018
Dutch Bros	22.0	2018	2019
Bond 3rd Street	2.0	2018	2019
Belmont Loop Storage	8.0	2018	2021
Arco AM/PM Car Wash	131.0	2018	2021
IGS Building	6.0	2018	2020
Nigro Office Bldg	5.8	2018	
Ace Hardware	21.2	2018	2019

**Trips**

These are the actual new trips that are on our roads as the result of new development.

0.8
0.0
0.0
7.9
12.2
139.0
5.7
22.0
2.0
8.0
131.0
6.0
21.2

Red Canoe	80.7	2019	2019
B&B Commercial	14.6	2019	2019
Horizon Towers	0.0	2020	2020
Red Leaf Coffee	43.8	2020	2020
Popeye's Chicken	47.8	2020	2021
Del Taco	40.0	2020	
Wellness Center	18.3	2020	2021
Pacific Homes office			
Belmont Loop RV	19.4	2021	
Singh COM bldg	7.7	2021	
Walmart Pick-Up	0.3	2021	
Gilmore SP	1.0	2018	2018
Willmschen SP	3.0	2018	2019
Granger SP	1.0	2019	2019
Sequoia Park	36.0	2017	2018
Sage Investment SP	3.0	2019	
Meriwether subdivision	58.0	2014+	2017-18
Heron Meadows	31.0	2020	
Washington St. SP	5.0	2020	2021
CC St. SP	1.0	2020	2021
Woodland Creek	150.0	2020	
Oak Village	80.0	2021	
Scott Hill Park	224.1	2016	
KWRL	0.0	2019	2020
	2000.5		

80.7
14.6
0.0
43.8
47.8
18.3
1.0
3.0
1.0
20.0
58.0
5.0
1.0
0.0
0.0
650.0

% of approved trips by use...

% of new trips by use...

Residential	369.0	18.4%
Industrial	718.2	35.9%
Commercial	613.3	30.7%
Public	224.1	11%

89.0	24.1%
20.9	2.9%
540.1	88.1%
0.0	0.0%

650.0

34.18% of trips approved and on the streets

Item Number	Received	Requesting Party	Date Promised	Date Delivered	Request Details	Department Receiving Action Required
PRR - 0915	30 Dec 2021	Danielle Beth Toma		04 Jan 2022	Police report for case regarding person in possession of my stolen vehicle after he carjacked me.	Police 01/04/22 Requested report sent via email. KMH
PRR - 0914		Scott Landrigan		04 Jan 2022	Police Report for juvenile who hit the Business Services Portable at Woodland School District on 12/8/21 at about 11:30pm. This is for insurance purposes.	01/04/22 Requested report sent via email. KMH
PRR - 0913	08 Dec 2021	Maelen Pawlak - Farmers Insurance		09 Dec 2021	Requesting 911 calls & CAD log from auto accident that took place on 11/30/2021 @ 0645 - Woodland PD Case #	12/09/21 - responded via email and referred requestor to Cowfritz 911
PRR - 0912	03 Dec 2021	Nicole Denver		09 Dec 2021	I am requesting all photographs and documents, including Woodland Police Department report and any witness statements, related to an automobile accident that occurred on or about 11/21/2021 in Kalama. This was a three car accident.	12/09/21 Responsive record sent via email KMH
PRR - 0911	03 Dec 2021	Mari Ripp	10 Dec 2021	06 Dec 2021	Can you please tell me what the recommendation was from the lodging tax advisory committee for 2022 hotel motel funding amounts and to which organizations? Do you have their minutes and agenda packet for their most recent meeting?	Ex-Employee - Completed 12/6/21
PRR - 0910		HOA president	03 Dec 2021	30 Nov 2021	I am preparing grant applications for Lilac Gardens and need this info, hopefully this week or by Monday. Thank you.	Clerk-Treasurer
PRR - 0909		Attorney- Brandon Campbell	03 Dec 2021	30 Nov 2021	Police reports regarding Assault 4 and NCOV	Building/Planning Police
PRR - 0908		Beth Wood	03 Dec 2021	24 Nov 2021	An electronic copy of the new proposed police lieutenant job description referred to at the 11/22/21 council workshop and HR Committee. Also any related info on salary/benefits.	Clerk-Treasurer Citizen request. Request completed.
PRR - 0907		Sebastina Cordero	03 Dec 2021	30 Nov 2021	I need this police report for Court.	Police 11/30/21 Responsive record sent via email KMH Citizen request. Forwarded to WPD for action. Acknowledgement send. Response due 12/3/21.

PRR - 0906 12 Nov 2021 Debbie Peterson 22 Nov 2021 15 Nov 2021 Hi there, Clerk-Treasurer HS Student - Completed 11/15/2021

Could I possibly get just a basic flow of where the money came from in 2021, and what it was spent on?  
Also, proposed for 2022 would be super awesome! I'm doing a project for school.  
THANK YOU kindly!

PRR - 0905 Investigator Quirk/Adult Protective Services 12 Nov 2021 I am looking for an LE report or CAD call narrative report involving victim. Allegations of financial exploitation. The time period would be 8/4/2021-8/13/2021. Police 11/12/21 Responsive record sent via email KMH

PRR - 0904 10 Nov 2021 Woodland Oak Tree LLC 18 Nov 2021 15 Nov 2021 Called in - Would like copies of the utility bills from 2016 - 2017. Would like to see what the average bills are going to be. Clerk-Treasurer Woodland Oak Tree - Completed 11/15/2021

PRR - 0903 03 Nov 2021 Carl Purdy 05 Nov 2021 03 Nov 2021 I am requesting any information in regards to USTs, hazardous waste, site assessments or environmental issues associated with the following address:  
2235 Lewis River Road, Woodland, WA 98674  
2239 Lewis River Road, Woodland, WA 98674  
2422 Lewis River Road, Woodland, WA 98674  
Any department necessary but especially Fire and Environmental Services. Building/Planning Consultant. Request complete.

PRR - 0902 03 Nov 2021 Tara Saleh 05 Nov 2021 03 Nov 2021 The Center for Human Rights at the University of Washington respectfully submits the following request under Washington State's Public Records Act: 1) The names of agencies and organizations with which the Agency shares Automated License Plate Recognition (ALPR) data...Sincerely, UWCHR. Police University. No records so it is complete.  
The request was truncated here because the city does not have the system discussed. (Full request available upon request.)

PRR - 0901 02 Nov 2021 Mari Ripp 05 Nov 2021 02 Nov 2021 In the 11/1/21 Tracy Coleman mentioned a pdf document that will be provided to council re: 2022 budget for Public Works and was provided to PW Committee. I'd like a copy by email. Thank you. Public Works Ex-Employee Completed

PRR - 0900	Woodland Oak Tree Restaurant LLC			Any sign dimensions and sign specs for the Oak Tree pole sign along I-5	Building/Planning	request completed 15 Nov (no records available) jlf
PRR - 0899	Brennen Kauffman	12 Nov 2021	10 Nov 2021	Copy of the 2022 proposed preliminary budget documents that were prepared for the October 25 budget workshop	Clerk-Treasurer	News paper - No documents for that workshop because it was canceled. See notes.
PRR - 0898	Gunnar Birkeland	22 Oct 2021	22 Oct 2021	I doing a salary study for a group I represent and need the job description for the Building Inspector position. Thank you!	Clerk-Treasurer	Union Rep - Completed 10/22/2021
PRR - 0897	Mari Ripp	28 Oct 2021	26 Oct 2021	All chats, texts, emails between Will Finn and Joe McMin from January 1, 2020 to current, especially those mentioned at the October 18th 2021 council meeting.	Clerk-Treasurer	Ex-Employee- Complete
PRR - 0896	Gordon Zodrow		20 Oct 2021	Copy of building fence permit. FEN-21-009 including site plan sketch.	Building/Planning	request completed 20 Oct
PRR - 0895	Ryan Shapiro / Property of the People	19 Oct 2021	21 Oct 2021	Disclosure of any and all emails including attachments received sent or otherwise maintained by the woodland police department mentioning in the email body, subject line, from , BCC, or CC field. From 1/1/2017 to present day.	Clerk-Treasurer	Non-profit organization -Completed
PRR - 0894	Michael Lukas / Valken Inc	14 Oct 2021	29 Oct 2021	All records related to a fire which occurred on May 13, 2021. This would include fire department and any police reports. Email records are preferred however if a physical copy is the only option this would be acceptable	Police	Business inquiry. Property in Cowlitz County. WPD to look for reports then respond by 10/29/21. ATG
PRR - 0893	Megan Gilmore			All records pertaining to Bethany Leta Manor, or Aaron Dale Manor.		Law firm
PRR - 0892	Ben Melnick, Attorney			Police report and any notes or documents related to arrest of Kevin Jones on 9/16/2021. Case No. 1A0543137	Police	law firm - Sent to PD 10/7/2021
PRR - 0891	Joel Wissner	07 Oct 2021	14 Oct 2021		Clerk-Treasurer	Photo request- completed
		05 Oct 2021	05 Oct 2021	Hello, I would like to request any photos and newspaper articles concerning former fire chief Dan Wissner, please. Thank you!		

PRR - 0890 Mari Ripp Clerk-Treasurer

I would like an electronic copy of the 2022 preliminary budget and supporting documents, including salary schedules when it's available. When will it be presented and delivered to city council (dates)? Also a copy of the 2022 budget preparation /presentation calendar. You mentioned a couple weeks ago it was available. Lastly an electronic copy of the September 30, 2021 revenue, expenditure and cash/investment monthly reports generated in Vision software.

05 Oct 2021 08 Oct 2021

Mari Ripp Administration

Ex-Employee Response due by Oct 15 2021

Copy of City of Woodland public notice seeking for & against committees for 1) ballot resolution for city manager form of government 2) ballot measure for Transportation Benefit District. Where was it posted?  
If such persons were not immediately known, what means of notifying the public did COW use that committee members were being sought?  
Copy of form submitted to Cowlitz County Auditor appointing the for/against committee(s) and date submitted.  
Copy of "for" and "against" statements submitted and date submitted.

06 Oct 2021 15 Oct 2021

PRR - 0888	30 Sep 2021	Lisa Erickson	05 Oct 2021	04 Oct 2021	Engineer certification on the foundation for	Building/Planning	request complete 4 October - jif
PRR - 0887	17 Sep 2021	Mari Ripp	22 Sep 2021	17 Sep 2021	After searching for the COW job ads for an	Administration	Ex-Employee request - Completed
PRR - 0886		LES Carpenter		22 Sep 2021	W21-596	Police	Government agency - Enabled report
PRR - 0885	21 Sep 2021	Murriel Stanton	24 Sep 2021	28 Sep 2021	We are in the process of buying the Oak	Building/Planning	business firm - Request complete - jif
PRR - 0884		Adam P. Murray			Please see attached letter	Administration	Law firm
PRR - 0883		Adam Murray			Please see attached letter	Administration	Gov't agency - 092321 Reports sent via
PRR - 0882	15 Sep 2021	Nicole Hagen		23 Sep 2021	Police reports for the following incidents	Police	Gov't agency - 092321 Reports sent via
PRR - 0881		Lance Page		13 Sep 2021	incident/case no. W21-665	Police	Emailed report 9-13-21 DEC
PRR - 0880		(DCVF) Department of			Old Woodland and Woodland Fire	Clerk-Treasurer	Box of pictures made available for
PRR - 0879		Erin Thoeny		09 Sep 2021	I'd like a copy of Jennifer Wray Keene	Administration	Ex-Employee request - Request
PRR - 0878		Mari Ripp			PRRs 837/838/841/860	Clerk-Treasurer	Ex-Employee request - Clarification
PRR - 0877	08 Sep 2021	Mari Ripp	08 Oct 2021		PRRs 837/838/841/860	Clerk-Treasurer	business firm - waiting for Kathryn to
PRR - 0876	08 Sep 2021	Mari Ripp	22 Oct 2021	24 Sep 2021	REGARDING: 1981 Schurman Way	Building/Planning	Consultant request. 9/9/21 update due.
PRR - 0875	02 Sep 2021	Renée Proteete with	14 Sep 2021	03 Oct 2021	The number, name of consultants, type of	Clerk-Treasurer	Gov't agency - Emailed report 8-31-21
PRR - 0874		Janice Corbin		31 Aug 2021	Trooper Blake Willison is requesting a report		Request complete.
PRR - 0873		Michelle Pardue		31 Aug 2021	I would like to request job descriptions for	Clerk-Treasurer	
PRR - 0872	30 Aug 2021	Gunnar Birkeland	06 Sep 2021		I am requesting a police report for a charge		
PRR - 0871		Larry Edward Caleb					



PRR - 0870	24 Aug 2021	Mari Ripp	17 Sep 2021	1. All completed/ signed City of Woodland	Clerk-Treasurer	Ex-employee request - Update due Sept
PRR - 0869		Bremen Kauffman	26 Aug 2021	26 Aug 2021 An overview of all outstanding utility bills	Clerk-Treasurer	Press request - Data delivered by email
PRR - 0868		Mari Ripp	25 Aug 2021	18 Aug 2021 At one of the last council meeting the	Clerk-Treasurer	Ex-Employee request - Received and
PRR - 0867	17 Aug 2021	Mari Ripp	27 Aug 2021	17 Aug 2021 I'd like a e-copy of the 2 letters presented in	Clerk-Treasurer	Ex-Employee request - Completed
PRR - 0866	16 Aug 2021	Kerman Kerroade	20 Aug 2021	16 Aug 2021 I sent a detailed request today to Kathryn	Public Works	Consultant request - Completed by KM.
PRR - 0865	16 Aug 2021	Mari Ripp	20 Aug 2021	16 Aug 2021 At 8/2/21 Councilmember Rounds reported	Clerk-Treasurer	Ex-employee request - Staff is
PRR - 0864	16 Aug 2021	Gunnar Birkeland	20 Aug 2021	16 Aug 2021 Hi,	Clerk-Treasurer	Citizen request - Request completed.
PRR - 0863		Ledger Law Firm		12 Aug 2021 Good afternoon, we are looking to obtain		Law firm - Emailed and advised outside
PRR - 0862		Mari Ripp	08 Oct 2021	07 Oct 2021 All documents, including employee notices,	Clerk-Treasurer	Ex-Employee request - Completed
PRR - 0861		RPS Group	25 Aug 2021	17 Aug 2021 Building permits, inspection records, notices	Building/Planning	Real Estate Office - request completed -
PRR - 0860	02 Aug 2021	Mari Ripp	06 Aug 2021	02 Aug 2021 The Smarsh and PageFreezer reports for	Clerk-Treasurer	Ex-Employee request - Request
PRR - 0859		Heidi Reynolds		The entire Woodland Police Department file		law firm.
PRR - 0858	15 Jul 2021	LeAnne Bremer	30 Jul 2021	28 Jul 2021 Any and all public records, including but not	Building/Planning	law firm - Response sent. Closed.
PRR - 0857	13 Jul 2021	Devon Lawson	26 Jul 2021	15 Jul 2021 We need to get copies of the	Building/Planning	business firm - response sent 15 Jul;
PRR - 0856	12 Jul 2021	Aaron T Hill	26 Jul 2021	20 Jul 2021 Historical Building Permits for the property	Building/Planning	Government complete - jif
PRR - 0855	12 Jul 2021	Steven Pete / Cowlitz		Incident W21-472, pertaining to one of our	Police	Response complete - jif
PRR - 0854	08 Jul 2021	Mari Ripp	09 Jul 2021	08 Jul 2021 I would like an pdf copy of the complaint /	Clerk-Treasurer	Ex-employee PRR closed with delivery of
PRR - 0853	07 Jul 2021	Mari Ripp	07 Jul 2021	07 Jul 2021 I'd like a copy of your report given to	Building/Planning	Ex-Employee request - Request
PRR - 0852	07 Jun 2021	Mari Ripp	12 Jul 2021	09 Jul 2021 I am requesting the City of Woodland public	Clerk-Treasurer	Ex-employee PRR completed
PRR - 0851	01 Jul 2021	Jonathan Shay	16 Jul 2021	09 Jul 2021 We are interested in the building plan set,	Building/Planning	Company. Documents delivered 7/9/21.
PRR - 0850	23 Jun 2021	U.S. Army	09 Jul 2021	requesting police records check for	Police	Government agency - 063021 Requested
PRR - 0849	21 Jun 2017	haylee alwine	25 Jun 2021	06 Jun 2021 when I bought the house last year I wasn't	Building/Planning	request completed 21 Jun
PRR - 0848	16 Jun 2021	devon reed		16 Jun 2021 I am requesting the police call logs for the	Police	061621 Emailed and advised police call
PRR - 0847	08 Jun 2021	Brenton J. Wochnick	11 Jun 2021	09 Jun 2021 All police call log reports evidencing any	Clerk-Treasurer	Attorney - Phone message and email
PRR - 0846	26 May 2021	Mari Ripp	30 Jul 2021	27 Jul 2021 All records, court orders, correspondence,	Clerk-Treasurer	Ex-Employee request - Request
PRR - 0845	26 May 2021	Mari Ripp	11 Jun 2021	09 Jun 2021 All city of Woodland Microsoft Teams chats	Clerk-Treasurer	Ex-Employee request - Request
PRR - 0844	21 May 2021	Judy Greer	17 Jun 2021	17 Jun 2021 Approved Civil Engineering Plans,	Public Works	Business - Some docs sent. Response
PRR - 0843	21 May 2021	Cline & Associates	28 May 2021	28 May 2021 See attached letter.	Clerk-Treasurer	law firm - Response sent. 5/28/21 ATG
PRR - 0842	18 May 2021	Mari Ripp	21 May 2021	20 May 2021 Printed copies of the Belmont RV appeal	Building/Planning	Ex-employee - Awaiting payment of copy
PRR - 0841	19 May 2021	Mari Ripp	16 Jul 2021	16 Jul 2021 I am resubmitting my request by this email	Public Works	Ex-Employee request - Request
PRR - 0840		Jeffrey Bowman		09 Jun 2021 All building permits issued for 675 Mitchell	Building/Planning	request completed 9 Jun
PRR - 0839		Kim Pierson		17 May 2021 20210517 - Downloaded and sent via	Clerk-Treasurer	Completed 5/17/21
PRR - 0838	17 May 2021	Mari Ripp	17 Jul 2021	16 Jul 2021 Any and all documents, emails and	Public Works	Ex-employee - Close after 8/17/21 from
PRR - 0837	17 May 2021	Mari Ripp	21 May 2021	18 May 2021 Copy of bid tally sheet and all bids received	Clerk-Treasurer	Ex-employee. Response complete.
PRR - 0836		Yessenia Martinez		14 May 2021 Police Report regarding an assault on victim	Police	Attorney - 051421 responsive records
PRR - 0835		The Ledger Law Firm -		18 Mar 2021 Incident # W20-413:		law firm - duplicate request
PRR - 0834	28 Apr 2021	Kylie Libra	18 May 2021	18 May 2021 I am looking for the report, citation, and	Police	051821 Responded via email with
PRR - 0833	26 Apr 2021	Attila Haeberle	29 Apr 2021	30 Apr 2021 Please provide permit records for 128	Building/Planning	records located and scanned - below
PRR - 0832	26 Apr 2021	Adam Shero	29 Apr 2021	07 Jun 2021 I would like any property info on 229	Building/Planning	asbestos documents located (attached)-
PRR - 0831	26 Apr 2021	Deborah Priest		26 Apr 2021 My name is Deborah Priest. I performed a	Building/Planning	Business - requestor referred to Cowlitz
PRR - 0830		Mari Ripp		14 May 2021 City of Woodland Public Records Officer:		
PRR - 0829		Mari Ripp		1. Job descriptions for the following		
PRR - 0828		Shelly Short		22 Apr 2021 Looking for police contact and request		Agency - Emailed two reports 4/22/21
PRR - 0827	20 Apr 2021	Carl Purdy	18 Apr 2021	22 Apr 2021 I am writing a due diligence request for any	Building/Planning	Cowlitz County - no responsive records
PRR - 0826		Troy Brynison	15 Apr 2021	18 Apr 2021 "Hello, Under the Washington Public	Police	Press - 041521 No records found, email
PRR - 0825		Jeanette Merchant	15 Apr 2021	15 Apr 2021 Case #: Unknown	Police	041521 No records found, email sent to
PRR - 0824		lisa cepeada	16 Apr 2021	13 Apr 2021 Pedro Martinez DOB 8/29/1989 was killed	Police	Emailed and advised outside of our
PRR - 0823		Paul Weidner		14 Apr 2021 Looking for a building permit for the	Building/Planning	request completed 14 April
PRR - 0822	13 Apr 2021	Katie Hancock	16 Apr 2021	12 Apr 2021 Police report of train vs. pedestrian	Police	Emailed report 4/12/21 DEC

PRR - 0821	07 Apr 2021	Aaron T Hill	30 Apr 2021	01 Jun 2021	Historical building permit records for the	Building/Planning	response sent 7 April, closed 1 Jun
PRR - 0820	07 Apr 2021	Mari Ripp		29 Apr 2021	1. Copy of the City of Woodland (COW)	Administration	Ex-Employee request- Request
PRR - 0819	22 Mar 2021	Mari Ripp			All records relating to employee cashout for	Administration	Ex-employee
PRR - 0818		Mari Ripp			All records including emails related the City	Administration	Ex-employee
PRR - 0817		Mari Ripp			1. All correspondence including emails,	Administration	Ex-employee
PRR - 0816	16 Mar 2021	Wendy Gaspard		01 Jul 2021	RE: Bradley Wilber	Police	Agency - Name search conducted and
PRR - 0815		Wendy		01 Jul 2021	Re: Bradley Wilber	Police	Agency - Name search conducted and
PRR - 0814		LaNaë Barron		18 Mar 2021	Our office represents Kristy Price for	Police	law firm - duplicate request
PRR - 0813		Cameron Williams		01 Jul 2021	I am requesting the 911 call made by a child	Police	Government agency - no records found -
PRR - 0812	24 Feb 2021	James McDaniel		28 Apr 2021	LifePort is combining our current business	Building/Planning	Government agency - request closed 28 Apr - jif
PRR - 0811		The Ledger Law Firm		18 Mar 2021	Our office represents Kristy Price for	Police	law firm - duplicate request
PRR - 0810		Vicki Elliott		21 Apr 2021	Woodland Police Department case W20-	Police	Government agency - 042121 report
PRR - 0809		Jeff Holmes		04 Mar 2021	I'm requesting all police reports or	Police	law
PRR - 0808		Joseph W Bass		23 Mar 2021	I am looking for my arrest report from 2012.	Police	032321 report sent via email
PRR - 0807	10 Feb 2021	Calvin Walsh	25 Feb 2021	07 Jun 2021	Geotech reports for all properties	Building/Planning	request closed 7 Jun jif
PRR - 0806		Leeann sherwood		19 Feb 2021	Discovery for case : 20-1-00053-08   STATE	Police	duplicate request
PRR - 0805		Leeann sherwood		19 Feb 2021	Police records for case: 20-1-00053-08	Police	duplicate request
PRR - 0804		Leeann Sherwood		19 Feb 2021	police report for case 20-1-00053-08 State	Police	021921 report to large to email sent via
PRR - 0803		Yessenia Martinez		10 Feb 2021	I am requesting a copy of the police report	Police	law
PRR - 0802		The Ledger Law Firm		18 Mar 2021	Hello,	Police	law
PRR - 0801		Brian Grambow	22 Mar 2021	12 Feb 2021	Any police records for Tim Doyle from	Police	Law firm - no records found within
PRR - 0800		James Gray		02 Feb 2020	All permits and other public documents.	Building/Planning	requestor referred to Cowlitz County
PRR - 0799	27 Jan 2021	Hayley Day	05 Feb 2021	02 Feb 2021	Information on Paul Rivas, a former resident	Administration	request - 1/27/2021 assigned to JF: MIER
PRR - 0798	27 Jan 2021	Dean Kirkland	12 Feb 2021	28 Jan 2021	Any submitted and/or approved plans for	Administration	Business - 1/27/2021 assigned to JF: MIER
PRR - 0797	27 Jan 2021	Ruth Tressel	12 Feb 2021	12 Feb 2021	Police report W20-718, Incident Date	Administration	1/27/2021 assigned to KH/DC:MER
PRR - 0796	22 Jan 2021	The Ledger Law Firm	12 Feb 2021		Hello,	Administration	law firm - 1/22 assigned to KH/DC:MER
PRR - 0795	15 Jan 2021	Christiane Ferber		15 Jan 2021	12/15/2020 intake/4492410	Administration	No records found. Referred to Cowlitz
PRR - 0794	11 Jan 2021	Megan Waletich	12 Feb 2021	12 Feb 2021	Accident Report 12/18/2020 at 4AM.	Administration	1/27 assigned to KH/DC:MER 021221
PRR - 0793	05 Jan 2021	Claims Management	05 Jan 2021	05 Jan 2021	Ziply Fiber Claim# 1636474. Claim	Administration	Business - 1/5/2021 sent to Police and
PRR - 0792	04 Jan 2021	Melissa Alvarez		05 Jan 2021	I would like blueprints of our home. If	Building/Planning	no records found - 5 Jan 21 jif
PRR - 0791	04 Jan 2021	CMR Claims for Ziply	05 Jan 2021	05 Jan 2021	Ziply Fiber claim# 1612895. Claim	Administration	Business - 1/4/2021 sent to police and