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APR 06 2022

Kim Morrison
Chelan County Clerk

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IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
IN AND FOR THE COUNTY OF CHELAN

IN RE:

CAUSE NO.21-2-00593-04

THE WASHINGTON STATE BOUNDARY
REVIEW BOARD IN AND FOR THE
COUNTY OF CHELAN

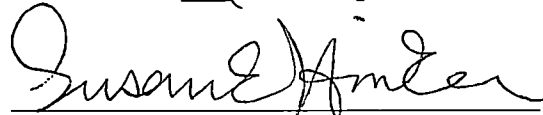
NOTICE OF ADOPTION OF
RULES OF PRACTICE AND PROCEDURE, AND
NOTICE OF INTENTION FORM

NOTICE IS HEREBY PROVIDED TO ANY AND ALL INTERESTED PERSONS AND THE
PUBLIC AT LARGE THAT THE WASHINGTON STATE BOUNDARY REVIEW BOARD
IN AND FOR THE COUNTY OF CHELAN ADOPTED RULES OF PRACTICE AND
PROCEDURE, AND NOTICE OF INTENTION FORM, AS FOLLOWS:

1. On the 23rd day of March, 2022, at its regularly scheduled and advertised public meeting beginning at 6:00 p.m. conducted and recorded via Zoom link at:
<https://us02web.zoom.us/j/6048409508>.
2. The authority under which each rule and form is proposed and adopted is Chapter 36.93 RCW including but not limited to RCW 36.93.070, RCW 36.93.200, and RCW 36.93.210.
3. The adopted rules are attached hereto and incorporated herein as Exhibit A.
4. The adopted Notice of Intention form is attached hereto and incorporated herein as Exhibit B.

- 1 5. Regular meeting dates. Regular meeting dates of the Washington State Boundary
2 Review Board for Chelan County shall be held on the fourth Wednesday of every month
3 with the exception of November commencing on or about the hour of 6:00 p.m. or other
4 time set by the board or chairman and shall be conducted via Zoom link:
5 <https://us02web.zoom.us/j/6048409508> or, if notification in advance per RCW 42.30 is
6 conducted, shall take place in person at 400 Douglas Street, Suite 200, Wenatchee, WA
7 98801, except if the regular meeting day is a legal holiday, such meeting shall be held on
8 the next business day. The Board shall meet at such other times and/or places as the
9 chairman, vice chairman, or any three (3) members may determine from time to time and
10 shall provide public notice as required in RCW 42.30. The chairman, or in his/her
11 absence, the vice chairman, may cancel any regular or special meeting if it appears that
12 there is no business which reasonably requires the attention of the board. All meetings of
13 the board shall be open to the public except as provided by law.
14
15 6. As of the date of this notice, the remaining meeting dates for 2022 are as follows: April
16 27, 2022, May 25, 2022, June 22, 2022, July 27, 2022, August 24, 2022, September 28,
17 2022, October 26, 2022, November 16, 2022, and December 28, 2022.
18
19 7. The webpage for the boundary review board can be found at:
20 <https://www.co.chelan.wa.us/boundary-review-board>.

21 DATED this 6th (date of April, 2022):

22 

23 SUSAN E. HINKLE, WSBA NO. 18276
24 DEPUTY PROSECUTING ATTORNEY
25

EXHIBIT A

ADOPTED RULES OF PRATICE AND PROCEDURE FOR
THE WASHINGTON STATE BOUNDARY REVIEW
BOARD IN AND FOR THE COUNTY OF CHELAN

CHELAN COUNTY SUPERIOR COURT CAUSE NO. 21-2-00593-04

WASHINGTON STATE BOUNDARY REVIEW BOARD IN AND FOR THE COUNTY OF CHELAN

ORGANIZATION AND RULES OF PRACTICE AND PROCEDURE

Pursuant to RCW 36.93.200, the Chelan County Boundary Review Board adopted Rules of Practice and Procedure on February 23, 2022, Resolution 2022-001. The Chelan County Boundary Review Board Rules of Practice and Procedure are as follows:

I. ORGANIZATION

A. Officers and Terms: The board shall consist of five members appointed consistent with RCW 36.93.061. The board shall, at the end of its regular meeting each January, elect from among its members a chairman and a vice chairman, each of whom shall serve for a period of one (1) year and thereafter until their respective successors have been elected, but the chairman or vice chairman may be replaced at anytime by a vote of three members. The vice chairman shall serve in the absence of the chairman. In the absence of a chairman or vice chairman a chairman pro tem shall be elected by the members present.

B. Compensation. Upon attendance at regular or special board meetings, board hearings, or other board work as determined by the chairman or a majority of the board, each member of the board shall be entitled to compensation from the Chelan County current expense fund in accordance with the current compensation rate established in RCW 36.93.070.

C. Notices and Correspondence. All notices and correspondence to the board shall be addressed to and received by the boundary review board, care of: Chelan County Auditor, Elections Division, 350 Orondo Avenue, Level 3, Suite 306, Wenatchee, WA 98801. (509) 667-6800. Notices and correspondence can only be in paper form delivered via U.S. mail, or personally delivered during regular business office hours. No electronic or email notices or correspondence will be accepted.

D. Chief Clerk. The boundary review board chief clerk shall be a nonmember appointed by the Boundary Review Board members, and shall be the secretary of the Board, in accordance with RCW 36.93.070, and shall be accountable to the board through the chairman.

E. Legal Counsel. All questions of law shall be referred by the board to either the Washington State Attorney General or to the Chelan County Prosecuting Attorney consistent with RCW 36.93.070.

II. BOARD MEMBERS

A. Responsibilities. Each member shall study and be familiar with the following:

1. Boundary Review Board Manual and keep it up to date with new materials as provided.
2. Boundary Review Board Act, RCW 36.93,
3. Adopted Rules of Practice and Procedure.
4. SEPA, RCW 43.21C and SEPA Guidelines (WAC 197-11).
5. Growth Management Act, RCW 36.70A.
6. Appearance of Fairness Doctrine, RCW 42.36
7. Open Public Meetings Act, RCW 42.30
8. Public Records Act, RCW 42.56
9. Workshops and trainings held by the State Association of Boundary Review Boards.

B. Appearance of Fairness:

1. Ex parte Communication. In accordance with RCW 42.36.060, members shall abstain from any and all communication with persons or governmental or private entities which are, or are expected to be, parties to and action before the board. This restriction is limited to matters before the board, or which may come before the board. If a member receives a letter or other written communication relating to a matter before the board from a source other than the boundary review board office, that member shall transmit the material to the chief clerk for inclusion in the record. Board members shall avoid conversations with any party to the action except when such conversation is on the record. It shall be the duty and responsibility of each member to disclose at the earliest opportunity any communication between said member and a party to a matter before the board.

2. Public Deliberations. Members shall avoid conversations with anyone including each other on the merits of pending actions except when such conversation is on the record as required by the Open Public Meetings Act.

3. Disclosure. It shall be the duty and responsibility of each member to be familiar with the Appearance of Fairness Doctrine as required under Qualification of Members above, and to disclose at the earliest opportunity any possible violation thereof to the chair and counsel. Upon such disclosure, the member may withdraw from the board proceedings, and if such action is taken, shall leave the room in which such proceedings ensue. If the member chooses not to withdraw, the chair shall have the member at the earliest opportunity upon the opening of a public hearing, disclose to the parties present the occurrence and nature of the possible violation.

4. Procedures to be followed by board/chairman with reference to Appearance of Fairness: ex parte communication and disclosure. Upon discovery of the existence of ex parte communications as contemplated under RCW 42.36.060, the chairman or board member shall at each and every subsequent hearing on the proposal:

(a) place on the record the substance of any written or oral ex-parte communication concerning the decision or action, and

(b) provide that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered or taken on the subject to which the communication related. This prohibition does not preclude a member of a decision-making body from seeking in a public hearing specific information or data from such parties relative to the decision if both the request and the results are a part of the record. Nor does such prohibition preclude correspondence between a citizen and his/her elected official if any such correspondence is made a part of the record when it pertains to the subject matter of a quasi-judicial proceeding.

III. NOTICE OF INTENTION

All notices of intention shall be submitted following the appropriate format, which shall be furnished by the chief clerk upon request. The following procedures are to be followed by a city, town, special purpose district, or lead agency, for the purpose of annexation. All correspondence to the boundary review board shall be addressed to the chief clerk, care of: Chelan County Auditor, Elections Division, 350 Orondo Avenue, Level 3, Suite 306, Wenatchee, WA 98801. Notices and correspondence can only be in paper form delivered via U.S. mail, or personally delivered during regular business office hours. No electronic or email notices or correspondence will be accepted.

A. Prior to filing the notice of intention:

1. Legal description: A legal description and maps of each notice of intention. The legal description may be altered according to the process described in RCW 36.93.130(3).

2. Environmental Review: Municipal annexations and incorporations are exempt from SEPA review. In accordance with WAC 197-11-970, the determination of nonsignificance, (DNS) must be completed and the due date for comments shall be fifteen 15 days from the day the form is mailed to all those parties deemed affected by the proposed annexation such as:

- i. Chelan County Community Development Department
- ii. Chelan County Public Works Department
- ii. Chelan County Board of Commissioners
- iv. Washington State Department of Ecology
- v. Chelan County Special Purpose Districts, e.g., fire, water, sewer, etc.

3. Environmental Checklist. The environmental impact statement (EIS) checklist shall be completed prior to filing. The answers to EIS questions may be typed on a separate sheet and attached to the EIS questions. The environmental review of the proposed action must be completed by the proponent prior to consideration of the proposed action to be included with the DNS and forwarded to the appropriate agencies. The replies from these agencies are made a part of the annexation packet along with the DNS.

B. Filing of Notice of Intention

1. Format. The notice of intention form shall be furnished by the chief clerk and is attached and incorporated herein by reference.

2. Filing Fee. A filing fee of fifty dollars (\$50.00) shall be paid by all initiators, and an additional two hundred dollars, (\$200.00) shall be paid if the jurisdiction of the review board is invoked pursuant to RCW 36.93.100, except for the boundary review board itself, payable to the county Boundary Review Board and placed in the county current expense fund in accordance with RCW 36.93.120.

3. Manner of filing. The notice of intention form and the required exhibits shall be submitted in person or by mail to the boundary review board chief clerk, care of the auditor's office, for determination of sufficiency. When deemed sufficient, the original notice of intention and all exhibits, as well as the filing fee, shall be submitted.

4. Contiguous parcels only. A notice of intention may describe more than one (1) parcel of land as long as the boundary of the area is defined by a single continuous line, with the exception of fire districts.

C. Office Procedures

1. Effective date of filing. Upon determination by the boundary review board chief clerk that according to RCW 36.93 and the board's rules of practice and procedure, the notice of intention is sufficient and the filing fee is paid, the chief clerk shall file the notice of intention and assign a file date and number. This constitutes an official filing.

2. Refusal. Failure to provide the items required by these rules and RCW 36.93 shall constitute sufficient cause for the chief clerk to refuse to accept a notice of intention for filing.

3. Routing. Upon assigning a file date and number to a notice of intention, the chief clerk shall route the notice of intention and required exhibits to the appropriate county departments and agencies and any interested party upon request to the board office, for review and comment per RCW 36.93 and other applicable statutes.

4. Notice to the board. The chief clerk shall forward a copy of the notice of intention and required exhibits to each board member and legal counsel, along with a copy of the next meeting agenda, no later than five (5) days prior to the next meeting of the board.

5. Declaration as void. A notice of intention received by the boundary review board office and not officially filed within one (1) year, due to noncompliance with law or the board's rules of practice and procedure is declared null and void.

6. Withdrawal. Any notice of intention filed with the boundary review board may be withdrawn by the initiator at any time prior to the board having taken jurisdiction over the matter or the chairman having signed a waiver form. In no case shall a filing fee be refunded in the event of withdrawal of a notice of intention.

D. Board Action

1. Review waiver. (RCW36.93.110). If a proposed annexation is less than ten (10) acres and less than two million dollars (\$2,000,000) in assessed valuation, the chairman may waive the forty-five (45) day waiting period.

2. Approval after forty-five (45) days. If forty-five (45) days has elapsed without the board's invoking its jurisdiction or having had it invoked, the proposed action shall be deemed approved as prescribed in RCW 36.93.100.

3. Written notification. The chief clerk shall notify the initiator in writing when the proposed annexation is deemed to be approved.

IV. MEETINGS AND HEARINGS

A. Meetings.

1. Regular meeting dates. Regular meeting dates of the Washington State Boundary Review Board for Chelan County shall be held on the fourth Wednesday of every other month, (January, March, May, July, September, November), commencing on or about the hour of 6:00 p.m. or other time set by the board or chairman at: 400 Douglas Street, Suite 200, Wenatchee, WA 98801, except if the regular meeting day is a legal holiday, such meeting shall be held on the next business day. The Board shall meet at other such times and/or places as the chairman, vice chairman, or any three (3) members may determine from time to time and shall provide public notice as required in RCW 42.30. The chairman, or in his/her absence, the vice chairman, may cancel any regular or special meeting if it appears that there is no business which reasonably requires the attention of the board. All meetings of the board shall be open to the public except as provided by law.

2. Agenda. The chief clerk shall prepare the agenda one (1) week preceding a board meeting. The agenda shall contain a summary of all matters then known to require board action.

3. Rules of order. Except as modified by these rules of practice and procedure, all meetings of the board shall be conducted in accordance with Robert's Rules of Order.

4. Resolutions and motions. All official action of the board shall be by resolution or motions and shall be reduced to writing and incorporated in the official minutes of the board. Upon request, such minutes shall be available to the interested party.

5. Participation by chairman. The chairman may make or second any motion, present and discuss any matter as a member of the board, and shall be entitled to vote on all matters.

6. Voting. In the absence of objections, the chairman may order a motion unanimously approved. Any member not voting on roll call via a raised hand (virtual meeting), or in an audible voice, shall be recorded as voting in favor of the motion. Unless requested by a member, the chairman need not take a roll call vote. Any member voting on a hearing decision shall have been present during all sessions of the hearing or modification hearing, or listened to all recordings or read the transcripts of the proceedings and state so on the record.

7. Quorum. A quorum (majority of the board) is necessary for transaction of any business by the board.

8. Attendance. Attendance at all meetings and all public hearings is a statutory requirement for board members. Members unable to attend any meeting or hearing shall notify the chief clerk prior to the meeting.

9. Postponements or adjournments. The chairman may postpone or continue any matter at anytime, or the board may adjourn to any particular time and place subject to notice as provided by law.

B. Invoking Jurisdiction.

1. Review fee. If the jurisdiction of the board is invoked pursuant to RCW 36.93.100, the person or entity requesting review, except the boundary review board itself, shall attach a fee of two hundred dollars (\$200.00) which shall be paid to Chelan County and deposited in the Chelan County Boundary Review Board fund, in accordance with RCW 36.93.120.

2. Hearing set. When there has been a request for review and the jurisdiction of the board has been invoked, the board shall by motion set the date, time, and place for a public hearing on the proposal.

3. Withdrawal of request. A request for review filed pursuant to RCW 36.93.100(2) by the county or governmental unit may not be withdrawn without the consent of the board. The request for review fee will not be refunded. A request for review may not be withdrawn after the time, date and place has been set for review.

4. Additional information for review. After jurisdiction has been invoked as provided in RCW 36.93.100, the board may direct the chief clerk to seek additional information from the initiators(s) of the action.

C. Public Hearings.

1. Transcripts. All public hearings before the board shall be recorded verbatim. Minutes of the public hearing, or portion thereof, shall be made available upon request of any person or governmental entity to the chief clerk and payment of a reasonable cost thereof. (0.15 cents per page plus postage.)

2. Oath. The chief clerk shall administer the oath according to RCW 5.28.020 or RCW 5.28.050, if so requested by the board.

D. Hearing Testimony.

1. Responsibilities of the chairman. The chairman shall preside at all hearings of the board and shall determine the order of the witnesses to appear before the board. The chairman may also, with the approval of the board, direct the chief clerk to issue subpoenas to any public officer to testify, and to compel the production of any records, books, documents, public records, or public papers.

2. Witness guidelines.

(a) Any initiator of a proposed action, agent, or employee of a governmental unit, or other interested person may appear before the board in person or be represented by any duly authorized person or persons.

(b) Any person desiring to address the board must be recognized first by the chairman, shall step to the rostrum and give his/her name and address to the chief clerk, and the names of the person(s) or governmental unit on whose behalf he/she appears.

(c) The chairman may, in the interest of facilitating the business of the board, limit the amount of time allowed to any person, group or governmental unit.

3. Exhibits.

(a) Any document or exhibit must be submitted to the chief clerk for labeling prior to giving testimony. A speaker must identify any document or exhibit by its assigned number and title.

(b) Any written position statement regarding a proposed action by a governmental unit reviewed before the hearing by the chief clerk shall automatically be made and exhibit at the hearing.

4. Examination of Witnesses. Cross-examination of an expert witness may be conducted under the following conditions and procedures:

a) The chairman may allow cross-examination of expert witnesses where the chairman deems it is helpful to understand or clarify the subject of expert testimony or exhibits.

(b) When allowed, cross-examination shall be permitted to a reasonable degree and should be limited to the subject matter of direct examination/testimony.

5. Rebuttal by proponents. Following the presentation or arguments by opponents to a proposed action, a brief rebuttal may be made by proponents in accordance with the following:

(a) The chairman may limit the time allowed for rebuttal, and

(b) Rebuttals shall not be a summary or closing statement, nor shall it contain additional information.

(c) No subsequent rebuttal shall be allowed.

E. Board Decision.

1. Basis for decision. The basis for the board's decision shall be as set forth in RCW 36.93.170 (factors to be considered by the board) and RCW 36.93.180, (objectives to be met by the board). The decisions of the board must be consistent with the Growth Management Act. (RCW 36.70A).

2. Hearing decision. The board shall file its written decision within forty (40) days after the conclusion of the final hearing on a proposal. The decision shall be filed with the board of county commissioners and the chief clerk of each governmental unit directly affected. The decision shall indicate whether the proposed change is approved, denied, or modified, and if modified, the terms of such modification, in accordance with RCW 36.93.160(4). There is an appeal period of thirty (30) days from the date of filing of the board's written decision with the county legislative authority during which time any appeals must be filed in Chelan County Superior Court.

V. FINAL FILING OF ANNEXATION RESOLUTION

A. Final Resolution. The final decision of the boundary review board shall be in the form of a resolution and shall contain:

1. a signed and stamped legal description, as required in section III, subsection A, 1.
2. the date of its publication.
3. the effective date of annexation, if any.
4. initiator's seal or be notarized.
5. a map of the annexation area.

B. Recording. The chief clerk of the boundary review board shall submit the final resolution to the auditor's office for recording. The appropriate filing fee and proper cover sheet as determined by the auditor's office shall accompany the final resolution.

C. Distribution. The original recorded resolution will be returned to the chief clerk of the boundary review board by the auditor's office in four (4) to six (6) weeks after recording. The chief clerk will distribute copies of the final recorded resolution to the appropriate county governmental departments and provide a copy to the initiator.

D. Validity. Approvals given to annexation requests will be valid for one (1) year from the date of said approval. After expiration of the one (1) year's time period, an uncompleted annexation must be resubmitted to the boundary review board for approval in light of changing conditions and changed circumstances.

VI. AMENDMENTS

Any rule of practice or procedure of the boundary review board may be added, amended, or repealed at any time by not less than a majority of the members present at any regular or special meeting. No such action shall be taken without ten (10) days prior written notice of such meeting, which notice shall be given in such form and in the manner as prescribed by RCW 36.93.200.

VII. EFFECT OF RULES

These rules shall supersede any prior conflicting rules heretofore adopted by the Chelan County Boundary Review Board and shall be supplementary to those requirements and provisions of Chapter 36.93 RCW and other applicable laws. If any provision of these rules or its application to any persons or circumstances is held invalid, the remainder of these rules, or the application of the provision to other persons or circumstances, shall not be affected.

EXHIBIT B

**ADOPTED NOTICE OF INTENTION FORM FOR THE
WASHINGTON STATE BOUNDARY REVIEW BOARD IN
AND FOR THE COUNTY OF CHELAN**

CHELAN COUNTY SUPERIOR COURT CAUSE NO. 21-2-00593-04

WASHINGTON STATE BOUNDARY REVIEW BOARD FOR CHELAN COUNTY

NOTICE OF INTENTION FILING INSTRUCTIONS

Please submit this Notice of Intention form and the Exhibits listed below to the Boundary Review Board Office: care of: Chelan County Auditor, Elections Division, 350 Orondo Avenue, Level 3, Suite 306, Wenatchee, WA 98801. (509) 667-6800, for determination of sufficiency by the Chief Clerk of the Board. Please submit the original with all exhibits, and the required \$50.00 filing fee.

The Notice of Intention is to be completed by an elected official or employee of the governmental jurisdiction that is seeking the proposed annexation or boundary change or the proponent in the case of incorporation or formation.

The following items must be submitted and labeled as follows, pursuant to the adopted Rules of Practice and Procedure (III):

- **EXHIBIT A** A copy of the legal description of the boundaries of the area involved in the proposed action verified by the Chelan County Assessor's Office.
- **EXHIBIT B** A Chelan County Assessor's map on which the boundary of the area involved in the proposal and the size in acres must be clearly indicated. Include a list of all parcel numbers for lots in proposed area.
- **EXHIBIT C** A vicinity map or series of maps no larger than 11 x 17
 1. The boundary of the area involved in the proposal and the size in acres.
 2. The current corporate boundaries of the proposing entity.
 3. Existing water & sewer service area boundaries of the proposing entity as it relates to the subject annexation area.
 4. Major physical features such as streets and highways, railways public facilities, etc.
 5. The boundaries of cities or special purpose districts having jurisdiction in or near the proposed area.
 6. The location of the nearest service point(s) for the required utility services to the area. Show existing and proposed water/sewer lines and diameter.
 7. The Chelan County zoning, Comprehensive Plan designation, Urban Growth Area Boundary, and proposed city plan and zoning designations.
 8. Floodways or floodplains and all critical areas.
- **EXHIBIT D** Documentation of the process: copy of the petition; proof of assessed valuation; copy of Determination of Sufficiency from Assessor's Office; affidavit of publication of public hearing notice; copy of the minutes of public hearing; a signed and certified copy of the resolution accepting the proposal as officially passed, with effective date.

- **EXHIBIT E** A copy of the Threshold Determination and completed SEPA checklist pertaining to the proposed BRB action with full explanations. Include the list of persons who were sent the checklist and all written comments from governmental agencies and the general public.

NOTE: *This is NOT to be completed by municipalities for annexation purposes.*

- **EXHIBIT F** A copy of any Interlocal agreements entered into under RCW 39.34 (Interlocal Cooperation Act) and under RCW 36.115 (Service Agreements) establishing which jurisdictions should provide various local government services and facilities and how those services and facilities will be financed.

MUNICIPAL INCORPORATIONS: Exhibits A, B, C, a copy of assessed valuation and a copy of the petition calling for the incorporation as required.

WASHINGTON STATE BOUNDARY REVIEW BOARD FOR CHELAN COUNTY

NOTICE OF INTENTION

for office use only:

BRB FILE # _____

1. Name of City, Town or special purpose district:

2. Action Sought:

- Annexation
- Formation of a Special Purpose District
- Incorporation
- Other Boundary Change
- Merger/Consolidation of Special Purpose District
- Dissolution of Special Purpose District
- Water or Sewer Extension _____ Size of Water Line _____ Sewer Line

3. Briefly describe proposal: _____

4. Method used to initiate the proposed action: Petition Election Resolution

5. State statute under which action is sought: _____

FACTORS THE BOARD MUST CONSIDER

POPULATION AND LAND USE:

1. Provide the following information:

	POPULATION OF PROPOSED AREA		POPULATION OF EXISTING ENTITY	
	EXISTING	10-YEAR PROJECTION	EXISTING	10-YEAR PROJECTION
People				
Residences				
Businesses				

2. What source is the basis for this projection information?

3. Existing land use of the proposed area

4. Existing land use of the area surrounding the proposal within 1000 feet: _____

5. Are all surrounding & interior roads included in the annexation? Yes No
If no, why not?

6. Is there new residential, commercial, or industrial development that is associated with this proposal?

If yes, describe any projects being considered or proposed:

7. If the proposal is approved, will there be land use changes within the next 18 months?

Land Use

Zoning

Comprehensive Plan

8. Has the proposed area been the subject of land use action by Chelan County in the last 6 years?

If so, please explain

9. a. Chelan County Comprehensive Plan designation for the proposed area:

b. For surrounding areas within 1000 feet:

c. Chelan County Zoning for the proposed area:

d. For surrounding areas within 1000 feet:

10. Does your jurisdiction have an adopted comprehensive plan? _____ Date Adopted:

11. Describe how this proposal is consistent with the adopted comprehensive plan:

a. Proposed city zoning upon annexation:

12. Has any portion of this area been previously reviewed by the Boundary Review Board? _____

Explain: _____

13. Describe the following as required by RCW 36.93.170 and the effects on land use, accessibility and potential development:

a. Topography:

b. Natural Boundaries:

c. Drainage Basins:

14. Is the proposed area within the Urban Growth Area for your municipality?

MUNICIPAL SERVICES

1. What services will be provided in the proposed area?

	EXISTING PROVIDER	PROPOSED PROVIDER	TIME FRAME for SERVICES	HOW FINANCED
Water				
Sewer				
Fire				
Stormwater				
Roads				
Parks				
Police				
School				
Library				

2. Does your jurisdiction have a current Capital Facilities Plan?

Does it consider the proposed area?

3. Describe the effect your jurisdiction's ordinances, governmental codes, regulations and resolutions will have on existing uses in the proposed area:

4. Describe the probable future needs for services and additional regulatory controls in the area?

5. Describe the probable effects of the proposal on the cost and adequacy of services and regulatory controls:

a. In the proposed area?

b. In the adjacent area?

6. Estimate the following to be incurred under the proposal:

a. Proponent Expenditures to be incurred:

\$ _____

b. Proponent Revenues to be gained:

\$ _____

c. County Revenue Lost:

\$ _____

d. County Expenditure Reduction:

\$ _____

e. Fire District Revenue Lost:

\$ _____

f. Fire District Expenditure Reduction:

\$ _____

g. Financial Impact to Special Districts (library, parks, hospital):

\$ _____

7. What is the future impact of your proposal on the school district?

ENVIRONMENTAL INFORMATION

1. Is there an existing environmental review pertinent or related to this proposal? Yes No
If No, answer questions 2 through 5.
2. Expected impact of any proposed development to adjacent roads and highways: _____

3. Expected impact of any proposed development on air quality:

4. Does the area under consideration contain "critical areas"? (floodplain, wetland, steep slope wildlife habitat area etc.):_ _____

OBJECTIVES OF THE BOUNDARY REVIEW BOARD

Describe fully which objectives of RCW 36.93.180 this proposal meets and which objectives this proposal does not meet. Please give your reasons for each of the objectives chosen:

1. Preservation of natural neighborhoods and communities:

2. Use of physical boundaries, including but not limited to bodies of water, highways, and land contours:

3. Creation and preservation of logical service areas: _____

4. Prevention of abnormally irregular boundaries:

5. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand (10,000) population in heavily populated urban areas:

6. Dissolution of inactive special purpose districts: _____

7. Adjustment of impractical boundaries:

8. Incorporation as cities or towns or annexation to cities and towns of unincorporated areas which are urban in character:

9. Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority:

EXHIBITS

See attached **Notice of Intention Filing Instructions** for explanation of Exhibits A, B, C, D, E, and F. Applicable Exhibits must accompany the Notice of Intention document.

I certify that the above is true and accurate, and that I am an official or employee of the governmental jurisdiction seeking boundary change action or the proponent for the incorporation or formation.

Dated this _____ day of _____, 20____.

Signature

Name of person completing this form

Title

Phone Number

Email Address

Mailing Address

Names, Addresses and Email Addresses of other persons who should receive correspondence from the BRB in regard to this Notice:

