

ORDINANCE #600

AN ORDINANCE OF THE TOWN COUNCIL OF YACOLT, WASHINGTON, ADDING A NEW CHAPTER 2.02 TO THE YACOLT MUNICIPAL CODE SPECIFYING THE BUSINESS HOURS WHEN TOWN OFFICES SHALL BE KEPT OPEN FOR THE TRANSACTION OF BUSINESS WITH THE PUBLIC; PROVIDING FOR RETROACTIVE EFFECT; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION

Whereas, RCW 35.21.175 requires the legislative body of a town to prescribe by ordinance the days and hours during which town offices shall be kept open for the transaction of business with the public;

Whereas, the Town Council of the Town of Yacolt desires to comply with RCW 35.21.175 and believes that it is in the best interests of the Town to have clearly established hours of operation;

Whereas, the Town Council finds it appropriate and necessary to adopt a new chapter in the Yacolt Municipal Code (YMC) to establish normal business hours as set forth below; and,

Whereas, the Town Council is in regular session this 12th day of August, 2024, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

NOW THEREFORE, be it Ordained by the Town Council of the Town of Yacolt, Washington:

Section 1 – Adoption of YMC 2.02 to Establish Normal Business Hours for Town Hall: A new chapter of the Yacolt Municipal Code is hereby created and enacted, consisting of three sections which shall read as follows:

**Chapter 2.02
HOURS OF OPERATION**

Sections:

2.02.010 Hours of operation for transacting business.

2.02.020 Mayor’s authority to close town offices.

2.02.030 Legal holidays observed by the town.

2.02.010 Hours of operation for transacting business.

Town offices at which the public is served shall be open for the transaction of business with the public on Monday through Friday from 9:00 a.m. to 5:00 p.m. with the exception of legal holidays that are observed by the town and closure days that are approved by the town council.

2.02.020 Mayor’s authority to close town offices.

In cases of emergency or operational needs, the Mayor or the Mayor’s designee may temporarily close town offices to the public by posting closure notices on public access doors that include the estimated date and time that the offices will reopen.

2.02.030 Legal holidays observed by the town.

The legal holidays observed by the town are:

The first (1st) day of January, commonly known as New Year’s Day;

The third (3rd) Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.;

The third (3rd) Monday of February, commonly known as President's Day;

The last Monday of May, commonly known as Memorial Day;

The fourth (4th) day of July, being the anniversary of the Declaration of Independence;

The first (1st) Monday in September, commonly known as Labor Day;

The eleventh (11th) day of November, commonly known as Veteran's Day;

The fourth (4th) Thursday in November, commonly known as Thanksgiving Day;

The day immediately following Thanksgiving Day; and

The twenty-fifth (25th) day of December, commonly known as Christmas Day.

Any legal holiday falling on a Saturday will be observed on the preceding Friday. Any holiday falling on a Sunday will be observed on the following Monday.

Section 2 – Retroactive Effect and Ratification of Actions: Notwithstanding any other term of this Ordinance, this Ordinance shall be given retroactive effect, and prior acts of the Town that are consistent with Section 1 above are hereby ratified and confirmed.

Section 3 – Instructions to the Clerk: The Town Clerk shall:

- a). Upon the Effective Date of this Ordinance, send a copy hereof to Code Publishing Company of Seattle, Washington, so that the provisions of Section 1 of this Ordinance may be promptly reflected in the Yacolt Municipal Code.
- b). Cause notice of the adoption of this Ordinance to be published forthwith in the Town's official newspaper pursuant to Section 4 below; and,
- c). Promptly post a copy of this Ordinance on the Town's website for public inspection.

Section 4 – Effective Date and Publication of Summary: This Ordinance shall take effect immediately upon adoption and publication according to law. Notice of this Ordinance may be provided by publication of the following summary in the Town's official newspaper:

Town of Yacolt - Summary of Ordinance #600

The Town Council of the Town of Yacolt adopted Ordinance #600 at its regularly scheduled Town Council meeting held on August 12, 2024. The content of the Ordinance is summarized in its title as follows:

AN ORDINANCE OF THE TOWN COUNCIL OF YACOLT, WASHINGTON, ADDING A NEW CHAPTER 2.02 TO THE YACOLT MUNICIPAL CODE SPECIFYING THE BUSINESS HOURS WHEN TOWN OFFICES SHALL BE KEPT OPEN FOR THE TRANSACTION OF BUSINESS WITH THE PUBLIC; PROVIDING FOR RETROACTIVE EFFECT; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION

The effective date of the Ordinance is August 21, 2024.

A copy of the full text of the Ordinance will be mailed upon request to the undersigned at the Town of Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this 21st day of August, 2024.
Stephanie Fields, Town Clerk


PASSED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 12th day of August, 2024.

TOWN OF YACOLT



Ian Shealy, Mayor

Attest:



Council Member (print): Jeffrey S Carothers
Town Clerk *Pro Tempore*

Approved as to Form:



David W. Ridenour, Town Attorney

Ayes: Carothers, Peto, Viray
Nays: 0
Absent: Carroll, Homola
Abstain: 0

TOWN CLERK'S CERTIFICATION

I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #600 of the Town of Yacolt, Washington, entitled "AN ORDINANCE OF THE TOWN COUNCIL OF YACOLT, WASHINGTON, ADDING A NEW CHAPTER 2.02 TO THE YACOLT MUNICIPAL CODE SPECIFYING THE BUSINESS HOURS WHEN TOWN OFFICES SHALL BE KEPT OPEN FOR THE TRANSACTION OF BUSINESS WITH THE PUBLIC; PROVIDING FOR RETROACTIVE EFFECT; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION" as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:


Stephanie Fields, Town Clerk

Approved: August 12, 2024
Published: August 21, 2024
Effective Date: August 21, 2024
Ordinance Number: 600