

**TOWN OF WOODWAY**  
**COUNCIL MEETING AGENDA**  
**TUESDAY, JANUARY 18, 2022**  
**6:00 P.M.**

**Meeting held virtually due to current COVID protocols**

6:00 P.M.		Call to Order, Flag Salute, & Roll Call
6:00 P.M.	I	Presentation: Report on Federally Mandated Bridge Inspection (Every Five Years)
6:15 P.M.	II	Approval of Payments – <i>2021 Claims, January 18, 2022 Claims</i>
6:20 P.M.	III	Approval of Minutes – <i>January 3, 2021</i>
6:25 P.M.		Public Comments*
6:30 P.M.	IV	Council Reports
6:35 P.M.	V	Mayor’s Report
6:40 P.M.	VI	Town Administrator’s Report
6:45 P.M.	VII	Resolution 2022-434: Authorized Signers on Large Checks
6:50 P.M.	VIII	Resolution 2022-435: Surplus Property
6:55 P.M.	IX	Resolution 2022-436: Fee Schedule
7:00 P.M.	X	Ordinance 2022-635: Holiday Schedule
7:05 P.M.	XI	Representatives to Regional Organizations
7:15 P.M.		Public Comments*
7:20 P.M.		General Council Discussion – Choice of Subjects
7:25 P.M.		Adjournment

\* *Public comments: Those who wish to make a public comment for this meeting can do so via video or audio connection. Please keep yourself muted until the appropriate time. Phone callers can unmute themselves by dialing \*6.*

*Council agendas are subject to change before or during the council meetings upon motion. All times are approximate.*

*Anyone with a disability requiring special accommodations should contact the Town Clerk's Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.*

## **EXECUTIVE SUMMARY**

### **LOAD RATING REGULATORY REQUIREMENT:**

In 2014 the FHWA mandated an updated load rating methodology incorporating contemporary vehicle loading scenarios and new Load and Resistance Factor Rating (LRFR) analysis methods as outlined in the AASHTO Manual for Bridge Evaluation (MBE) and the WSDOT Bridge Design Manual (BDM). These loading scenarios and the new analysis methodology have been incorporated into the recently completed load rating of the Woodway Park Bridge. This load rating supersedes the prior 1997 load rating.

The primary objectives of the load rating exercise are to characterize the structural adequacy of a bridge superstructure, to quantify the load carrying capacity of the bridge, and to contribute to a current, and comprehensive National Bridge Inventory (NBI) to support planning at the federal, state, and local levels. The quantitative objectives of the load rating exercise are distinctly different from the qualitative observations of the bi-annual bridge inspections.

### **LOAD RATING FINDINGS:**

#### **Load Rated Superstructure Elements:**

1. Reinforced Concrete Slab (Rated in “Fair” condition based on latest inspection report.)
2. Reinforced Concrete Cross Beams at Piers (Rated in “Fair” condition based on latest inspection report.)
3. In-Span Expansion Joint Steel Pins (Rated in “Good” condition based on latest inspection report.)

#### **Findings:**

1. Six (6) vehicle loading scenarios overstressed the pier Cross-Beam and Deck.
2. Two (2) vehicle loading scenarios overstressed only the pier Cross-Beam.
3. Zero (0) vehicle loading scenarios overstressed the In-Span Expansion Joint Steel Pins.
4. Zero (0) of the three (3) AASHTO vehicle loading scenarios overstress any of the three (3) superstructure elements. These AASHTO vehicle loading scenarios envelope many of the most common trucks on the road.

The fundamental reasons for the overstress determinations are:

1. Contemporary vehicle loading scenarios are heavier than required in the previous load rating cycle and at the time of the original bridge design.
2. The current load rating cycle assumed a reinforcing steel yield strength of 33,000 psi based on the 1928 WSDOT Standard Specifications published at the time of the bridge design and construction. This value is 18% less than the 40,000 psi reinforcing steel strength assumed in the 1997 load rating cycle.
3. A condition factor of 0.9 or “fair” was assigned to the reinforcing steel strength in the bridge superstructure based on the latest inspection report that indicated a patchwork of exposed

and partially corroded reinforcing steel existed at numerous locations on the bridge superstructure. This factor reduces by 10% the strength of the steel in the analysis methodology.

## **RECOMMENDATION**

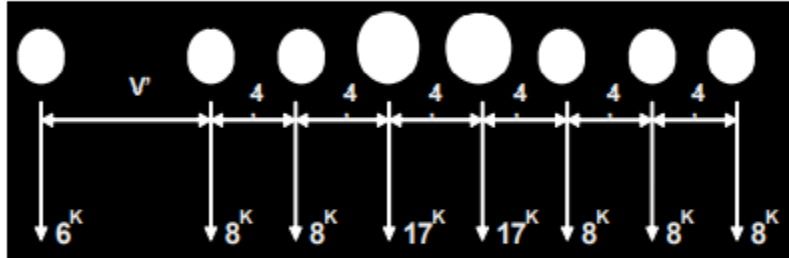
In light of the above findings, the recommendation from the current load rating is that the Woodway Park Bridge be load-limit posted to prohibit use by Single Unit trucks with 6 or more axles (SU6+) weighing in excess of 32 Tons. (Refer to attached figures and photos for examples of Single Unit (SU) trucks and their respective axle loads.)

## **NEXT STEPS**

1. Town of Woodway officials to review the Load Rating Report followed by Q & A with PACE/Jacobs team.
2. Results from Load Rating get forwarded to Snohomish County for input to the WSDOT/ FHWA National Bridge Inventory (NBI) to determine "Sufficiency Rating." Sufficiency Rating ranks the Woodway Park Bridge with other Washington bridges for eligibility for funding for improvements or replacement.
3. At Town officials' request, the PACE/Jacobs team to perform a Conceptual Design Study to identify options and associated costs for addressing bridge deficiencies.
4. Based on the findings of the Conceptual Design Study, Town of Woodway officials, with input from the PACE/Jacobs team, to decide on a course of action to address bridge deficiencies, including a strategy to procure necessary funding.
5. PACE/Jacobs team to implement the course of action per direction from Town of Woodway officials.

# AASHTO LEGAL LOADS FOR RATING AND POSTING

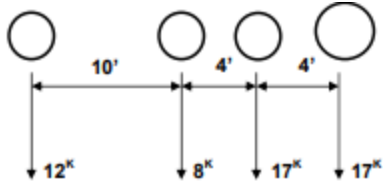
## NOTIONAL RATING LOAD NRL



• **GVW = 80 KIPS**

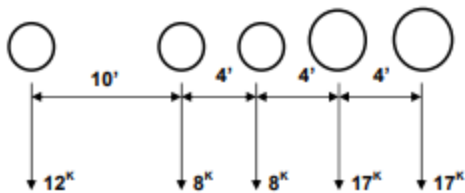
• **V — 6'0" TO 14'-0". SPACING**

Where the operating rating factor for the NRL load is below 1, then the single unit vehicles (SUV) shall be evaluated for posting, see SUV configurations below.



**SU4 TRUCK**

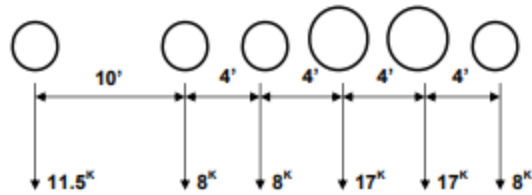
**GVW = 54 KIPS**



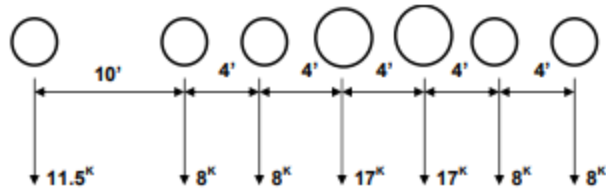
**SU5 TRUCK**

**GVW = 62 KIPS**





**SU6 TRUCK**  
**GVW = 69.5 KIPS**



**SU7 TRUCK**  
**GVW = 77.5 KIPS**





TOWN OF WOODWAY  
CLAIMS APPROVAL

“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 Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

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Clerk Treasurer

The following transactions are approved for 2021 payment:

Claims checks #13668 through 13678 and EFTs #1740, 1741, and 1751.....\$46,081.52

This 31<sup>st</sup> day of December 2021.

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Mayor

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Councilmember

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Councilmember

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Councilmember

\*The three largest charges on the credit card bill are:

1. Snow plow assessment and repair parts: \$927.18
2. 2 computer monitors – for Town Administrator & Public Works Director’s offices: \$397.42
3. Vehicle fuel: \$457.46 (PD - \$98.68, PW - \$358.78)



TOWN OF WOODWAY  
CLAIMS APPROVAL

“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 Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

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Clerk Treasurer

The following transactions are approved for 2022 payment:

Claims checks #13667, 13679 through 13688, and EFT #44 .....\$11,037.17

This 18<sup>th</sup> day of January 2022.

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Mayor

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Councilmember

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Councilmember

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Councilmember

\*The three largest charges on the credit card bill are on the December 31, 2021 payment.

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

**MONDAY, JANUARY 3, 2022  
6:00 P.M.**

**Meeting held virtually due to current COVID conditions**

<b>Members Present</b>	<input checked="" type="checkbox"/> Mayor Mike Quinn	<input checked="" type="checkbox"/> Councilmember Andrew DeDonker
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember John Brock
	<input checked="" type="checkbox"/> Councilmember Brian Bogen	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
<b>Staff &amp; Guests Present</b>	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitino
	<input type="checkbox"/> Building Official Tom Phillips	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input checked="" type="checkbox"/> Public Works Director Terry Bryant

**CALL TO ORDER, FLAG SALUTE, ROLL CALL**

Mayor Pro Tem Mitchell called the meeting to order at 6:01 p.m.

**III - OATHS OF OFFICE – MAYOR MIKE QUINN, COUNCILMEMBER BRIAN BOGEN, & COUNCILMEMBER RAJEEV THAKUR**

Clerk-Treasurer Napolitino administered the oath of office to Mayor Mike Quinn, Councilmember Brian Bogen, and Councilmember Rajeev Thakur.

**IV - RATIFY PREVIOUSLY APPROVED PAYMENTS – DECEMBER 20, 2021 CLAIMS**

*Councilmember Bogen* moved to ratify the previously approved December 20, 2021 claims checks #13635 through 13652 totaling \$29,187.23. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**II - APPROVAL OF PAYMENTS – 2021 CLAIMS**

*Councilmember DeDonker* moved to approve the 2021 claims checks #13653 through 13660 and EFT #1723 totaling \$4,830.76. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**II - APPROVAL OF PAYMENTS – JANUARY 3, 2022 CLAIMS**

*Councilmember Mitchell* moved to approve the January 3, 2022 claims checks #13661 through 13666 totaling \$118,298.10. *Councilmember Brock* seconded the motion. The motion passed unanimously.



## **II - APPROVAL OF PAYMENTS – DECEMBER 2021 PAYROLL**

*Councilmember Brock* moved to approve the December 2021 payroll EFT transactions #1653 through 1685 and 1702 through 1722 totaling \$76,641.07. *Councilmember DeDonker* seconded the motion. The motion passed unanimously.

## **III - APPROVAL OF MINUTES – DECEMBER 6, 2021**

*Councilmember DeDonker* moved to approve the December 6, 2021 council meeting minutes. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

## **AMEND THE AGENDA**

*Councilmember Mitchell* moved to add two agenda items: add consideration of an extension of the AESI contract for the update of the critical areas code after item VI and add confirmation of a Planning Commission appointment after item VII. *Councilmember Brock* seconded the motion. The motion passed unanimously.

## **PUBLIC COMMENTS**

None.

## **IV - COUNCIL REPORTS**

*Councilmember Bogen* commented that the island at the corner of N. Deer Drive and Wachusett Road had been damaged during the recent snow and asked that it be repaired.

*Councilmember Brock* thanked the Cobb family for the bridge decorations.

*Councilmember DeDonker* asked for an update on the snow response.

*Councilmember Thakur* shared that he was glad to be at his first meeting as a Councilmember.

## **V - MAYOR'S REPORT**

- The south Snohomish County mayors' meeting has been changed to only one meeting each month.
- Reported on trash/recycle service – they missed multiple pickups due to weather and road conditions and will do an extra pickup later that week.

## **VI - TOWN ADMINISTRATOR'S REPORT**

- Public Works Director Bryant reported on several items:
  - The damaged road sign previously referenced on Wachusett Road is located in the City of Edmonds. They will replace/repair the sign.
  - Republic Services clarified that they were unable to safely get to Woodway to pick up trash/recycle.
  - Snow response from Public Works Department:
    - The roads are plowed with a one-inch clearance instead of being scraped so the plow does not hit items in the roadway, such as utility covers and catch basins.

- Woodway uses ice melt after the snow fall instead of de-icer before a snowfall.
- Staff follows the Standard Operating Procedure (SOP) to determine the order of street clearing during and after a snow event.
- Staff used more than 3000 lbs of ice melt during the recent storm, mostly at intersections.
- Shared several photos of storm response and clean-up afterward.
- The insurance adjustor had submitted their report on the Town Hall emergency to the Town's insurance carrier, WCIA, for review. WCIA has not yet made a determination.
- Mr. Faison would be deposed as a witness the following week in a lawsuit between Olympic View Water and Sewer District and King County. Woodway was not a party to the lawsuit.
- A police officer will be resigning to move closer to family. Chief Correa will be recruiting another officer to fill the open position. Discussion followed.

**ADDED AGENDA ITEM: CONTRACT WITH AESI FOR GEOLOGIC HAZARD AREA CODE UPDATE – AMEND TIMELINE**

Town Administrator Faison presented the amendment to the contract, explaining that the cost will not change. The due date would be moved from December 31, 2021 to March 31, 2022.

**ACTION:**

*Councilmember Mitchell* moved to authorize the Mayor to sign the geologic hazard area code update contract amendment with AESI extending the date from December 31, 2021 to March 31, 2022. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**VII - CONFIRM REAPPOINTMENT OF PLANNING COMMISSIONERS – JAN OSTLUND, TERESA PAPE, LAURA MURPHY**

Mayor Quinn shared that all three Planning Commissioners' terms ended on December 31, 2021, and all three were interested in continuing to serve on the Planning Commission.

**ACTION:**

*Councilmember Thakur* moved to confirm the reappointment of Planning Commissioners Jan Ostlund, Teresa Pape, and Laura Murphy. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

**ADDED AGENDA ITEM: CONFIRM APPOINTMENT OF PLANNING COMMISSIONER – JOHN RETTENMIER**

Councilmember Thakur's recent election to the Council left a vacancy on the Planning Commission. Mayor Quinn reached out to resident John Rettenmier who had previously expressed interest in serving on the Council. Mr. Rettenmier submitted a brief biography, which Mayor Quinn presented to the Council and asked that they confirm his appointment to the Planning Commission.

**ACTION:**

*Councilmember Bogen* moved to confirm the appointment of John Rettenmier to the Planning Commission. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**VIII - CERTIFICATION OF REPRESENTATIVE TO SNOHOMISH HEALTH DISTRICT**

Mayor Quinn outlined the process for appointing a representative to the Snohomish Health District (SHD) board. Per the SHD charter, the Town of Woodway shares a representative with the City of Lynnwood. The representative is selected by a majority vote of the cities. No Woodway Councilmembers expressed interest in serving on the board.

**ACTION:**

*Councilmember DeDonker* moved to certify that Lynnwood should represent Woodway on the SHD board. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

**IX - RESOLUTION 2022-433: DIRECTING THE PLANNING COMMISSION TO CONDUCT A PUBLIC HEARING ON AN AMENDMENT TO THE TOWN'S CODE ADDRESSING SHORT TERM RENTALS**

Town Administrator Faison presented the resolution directing the Planning Commission to conduct a public hearing on an amendment to the Town's code addressing short term rentals. The resolution was prepared to reflect the motion at the previous meeting. Discussion of how to best take public input followed.

**ACTION:**

*Councilmember Brock* moved to approve Resolution 2022-433: Directing the Planning Commission to Conduct a Public Hearing on an Amendment to the Town's Code Addressing Short Term Rentals. *Councilmember Mitchell* seconded the motion. The motion passed 3-2, with Councilmembers Mitchell, Thakur, and Brock voting for and Councilmembers Bogen and DeDonker voting against.

**PUBLIC COMMENTS**

Planning Commissioner Pape thanked the Council for the honor and privilege of serving on the Planning Commission and representing the community.

**GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

*Councilmember Mitchell* shared that Lake Forest Park approved ADUs being allowed on lots one-acre and larger.

**ADJOURNMENT**

*Councilmember Bogen* moved to adjourn the meeting. *Councilmember Thakur* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer,

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Michael S. Quinn, Mayor

(These minutes accurately reflect what was said at the Council Meeting. Publication does not vouch for the veracity of these statements.)

Draft

# **TOWN OF WOODWAY**

## **RESOLUTION 2022-434**

### **A RESOLUTION REQUIRING SIGNATURES OF THE MAYOR OR MAYOR PRO TEM FOR PAYMENTS OR WITHDRAWALS IN EXCESS OF \$5,000**

WHEREAS, the Town of Woodway (“Town”) has adopted a list of authorized signers for all orders for payment or withdrawal from the Town’s accounts (“payments and withdrawals”); and

WHEREAS, the Town Council desires to enhance accountability by requiring signatures of the Mayor or Mayor Pro Tem for large payments and withdrawals excluding those related to payroll processing.

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The signature of the Mayor or Mayor Pro Tem shall be required for all Town of Woodway payments or withdrawals in excess of \$5,000 excluding those related to payroll processing.

PASSED this 18<sup>th</sup> day of January 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Michael S. Quinn, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

# **TOWN OF WOODWAY**

## **RESOLUTION 2022-435**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODWAY,  
WASHINGTON, PROVIDING FOR THE SURPLUSING AND SALE OF CERTAIN  
PROPERTY AS HEREIN DESCRIBED.

WHEREAS, the Town of Woodway has identified certain property that is no longer useful to the  
Town; and

WHEREAS, the surplus property is valued as listed in Exhibit A;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The items identified in Exhibit A are hereby declared surplus and shall be sold or  
disposed of.

Section 2. The Clerk-Treasurer, under the supervision of the Mayor, may dispose of these  
items in a reasonable fashion. If the item has a cash value, staff should make an  
effort to sell them for the market value.

PASSED this 18<sup>th</sup> day of January 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Michael S. Quinn, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

# **TOWN OF WOODWAY**

## **RESOLUTION 2022-435 | EXHIBIT A**

Items with de minimis value to be disposed of

1. Computers:
  - a. Lenovo All-in-One Desktops – s/n:
    - i. QS01124614
    - ii. QS01124084
    - iii. QS01124080
    - iv. QS01140050
    - v. QS01124056
    - vi. QS01124055
  - b. Dell Laptop – s/n: 00326-10000-00000-AA333
2. Royal 1212X Shredder – s/n: 140159969
3. Epson WF-3640 printer – s/n: SEYY060278
4. Woodchuck Chipper HyRoller – s/n: 44084620

Items with their approximate cash value: these should be sold, if possible

1. Kubota Tractor LA450A – s/n: L2950D-80328 – Approximately \$2,500 value
2. Kubota RTV 1100 – s/n: A5kc2gdbkfg19204 – Approximately \$400 value

# **TOWN OF WOODWAY**

## **RESOLUTION 2022-436**

### **A RESOLUTION OF THE TOWN OF WOODWAY AMENDING THE FEE SCHEDULE**

WHEREAS, the Town Council wishes to amend the Town's fee schedule, pursuant to Woodway Municipal Code Section 3.32.010 (B);

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The Fee Schedule for the Town of Woodway shall be amended as set forth in the attached Fee Schedule, dated January 19, 2022.

PASSED this 18<sup>th</sup> day of January 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Michael S. Quinn, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer



## TOWN OF WOODWAY FEE SCHEDULE – EFFECTIVE JANUARY 19, 2022

A.	DEVELOPMENT PERMIT FEES	FEE	
1-A.	Building Permit Fee, Based on Total Valuation (includes swimming pools, game courts, <u>reroof</u> , and demolition permits).	Total Value	Fee
		\$1 to \$2,000	\$85
		\$2,001 to \$25,000	\$85 for the first \$2,000 plus \$17.50 for each additional \$1,000 or fraction thereof
		\$25,001 to \$50,000	\$487.50 for the first \$25,000 plus \$12.60 for each additional \$1,000 or fraction thereof
		\$50,001 to \$100,000	\$802.50 for the first \$50,000 plus \$8.75 for each additional \$1,000 or fraction thereof
		\$100,001 to \$500,000	\$1,240 for the first \$100,000 plus \$7 for each additional \$1,000 or fraction thereof
		\$500,001 and up	\$4,040 for the first \$500,000 plus \$6 for each additional \$1,000 or fraction thereof
1-B.	Fence & Retaining Wall Permit – fee includes plan review, permit, & 2 inspections	Based on valuation (as calculated above) with a maximum fee of \$150 plus \$25 operational fee	
1-C.	Demolition Permit	Based on valuation (as calculated above) with a minimum fee of \$250	
2.	Building Permit Plan Review Fee	65% of Building Permit fee	
3.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section A other than state, facility, or sewer connection charges and excluding any consultant costs.	
4.	Additional Building, Plumbing, or Mechanical Plan Review Required by Changes, Additions or Revisions to Plan	\$120/hour, minimum 1/2 hour	
5.	State Building Code Council Fee	\$6.50 on all building permits, including swimming pools, game courts, demolitions, retaining walls, and fences	
6.	Building Permit Operational Fee, Based on Total Valuation (applicable to new building permits and permit extensions; excludes fence and wall permits – see item 1-B)	Total Value	Fee
		<\$10,000	\$25
		\$10,000--\$250,000	\$125
		>\$250,000	\$250
7.	Mechanical Permit--New SFR – fee includes plan review	\$175 up to 2,000 sq. ft.	
		\$275 for 2,001--3,000 sq. ft.	
		\$375 for 3,001--4,000 sq. ft.	
		\$475 for 4,001--6,000 sq. ft.	
		\$575 for 6,001 sq. ft. and up	
8.	Plumbing Permit--New SFR – fee includes plan review	\$175 up to 2,000 sq. ft.	
		\$275 for 2,001--3,000 sq. ft.	
		\$375 for 3,001--4,000 sq. ft.	
		\$475 for 4,001--6,000 sq. ft.	
		\$575 for 6,001 sq. ft. and up	

9.	Mechanical & Plumbing Permits-- Remodels (based on number of fixtures) – fee includes plan review	\$75 for 1 fixture	
		\$125 for 2 to 4 fixtures	
		\$175 for 5 to 7 fixtures	
		\$225 for 8 to 10 fixtures	
		\$275 for 11 to 15 fixtures	
		\$325 for 16-20 fixtures	
		\$375 for 21+ fixtures	
10.	Inspections	Two inspections per category included in Building, Plumbing, and Mechanical Permit fees	
11.	Re-Inspection Fees	\$120/hour	
12.	Other Building, Plumbing, or Mechanical Inspection Fees Not Listed	\$120/hour	
13.	Moving of Building	\$75 plus deposit if necessary	
14.	Installation of a Moved Residential Structure onto a New Site, Including the Foundation, Water Hookup and the Building Drain Connection	\$250	
15.	6-Month Extension of Building Permit	1/2 of original building permit fee, plus operational fee; Additional plan review fees may be due, if deemed necessary by the Building Official	
16.	6-Month Extension of Plumbing and Mechanical Permits	1/2 of original permit fee	
17.	6-Month Extension of Clearing & Grading Permit	1/2 of original permit fee; Additional plan review fees may be due, if deemed necessary by the Town Engineer	
18.	Stop Work Order Fee	An amount equal to the permit fee, minimum \$250 (Note: this fee is not a permit fee and does not reduce the cost of any permit(s) that may be required.)	
19.	Stormwater Capital Facility Charge – for new Single-Family Residences only	Monthly stormwater service charge for the applicable zone district times the number of months having passed from July 1, 2007 to the time of building permit issuance, provided that the charge shall be calculated on a maximum number of 180 months.	
		Zone District	Monthly Charge
		UR	\$12.81
		R14.5	12.49
		R43	16.40
		R87	18.94
20.	Metro Side Sewer Fee - Shown on Exhibit A	\$1,070, adjusted annually	
21.	Tributary Lot Fee - Shown on Exhibit B	\$914, adjusted annually	
22.	Fire Department Building Permit Plan Review	<del>\$102</del> <u>109</u> ; applicable to new houses and projects adding more than 500 sq. ft. of living space	
23.	Residential Fire Sprinkler 13-D System – fee includes plan review, permit, & 2 inspections	1-30 heads	<del>\$618</del> <u>651</u>
		31+ heads	<del>\$618</del> <u>651</u> plus \$3/head in excess of 30
24.	Voluntary 13-D Systems in residences when not otherwise required	<del>\$206</del> <u>217</u>	
25.	Underground Fuel Tank Removal/Decommission	\$100	

26.	All Other Fire Department Fees	\$ <del>206</del> 217/hour, 1 hour minimum	
27.	Code Interpretation	\$100 plus costs	
28.	Appeal of Building Official's Decision	Appeals of stop work orders or code enforcement orders	No Fee
		All other appeals	\$150
29.	Clearing & Grading Permit Fees (Includes Clearing & Grading Management Permit)	Total Value	Fee
		\$1 to \$5,000	\$85
		\$5,001 to \$25,000	\$85 for the first \$5,000 plus \$17.50 for each additional \$1,000 or fraction thereof
		\$25,001 to \$100,000	\$435.00 for the first \$25,000 plus \$8.75 for each additional \$1,000 or fraction thereof
		\$100,001 and up	\$1,091.25 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof
30.	Clearing & Grading Permit Plan Review Fee (Includes Clearing & Grading Management Permit)	65% of Clearing & Grading Permit fee	
31.	Tree Management Permit Fees	Total Value	Fee
		\$1 to \$5,000	No fee
		\$5,001 to \$25,000	\$85 for the first \$5,000 plus \$17.50 for each additional \$1,000 or fraction thereof
		\$25,001 to \$100,000	\$435.00 for the first \$25,000 plus \$8.75 for each additional \$1,000 or fraction thereof
		\$100,001 and up	\$1,091.25 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof
32.	Tree Management Permit Plan Review Fee	65% of Tree Management Permit fee	
33.	Additional Grading Plan Review or Review of Specialized Reports Required by Changes, Additions or Revisions to Approved Plans	Actual engineering review costs	
34.	Storm Drainage and Erosion Control Facilities and Inspections and Plan Review	Actual engineering costs	

<b>B.</b>	<b>RIGHT-OF-WAY PERMITS</b>	<b>FEE</b>	
1.	Right-of-Way--Homeowner	\$150 + costs (includes one ROW inspection)	
2.	Right-of-Way--Minor Utility	\$250 + costs (includes one ROW inspection)	
3.	Right-of-Way--Major Utility	\$350 + costs (includes one ROW inspection)	
4.	Additional ROW Inspections	\$75 for each inspection	
5.	Road Cut Permit	\$115 plus pavement mitigation fee	
a.	Pavement Mitigation Fee	Approximate Remaining Years	Fee per sq. ft.
		0-4 Years	No fee
		5-7 Years	\$4.50

		8-10 Years	\$6.50
		11-15 Years	\$9.50
		16+ Years	\$12.50
6.	30-day Extension of Right-of-Way Permits	½ of original permit fee	
7.	Revocable Permit for Unfranchised Facilities in the Town's Rights-of-Way	\$75/year	
8.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section B, excluding any consultant costs.	
9.	Stop Work Order Fee	An amount equal to the permit fee, minimum \$250 (Note: this fee is not a permit fee and does not reduce the cost of any permit(s) that may be required.)	

<b>C.</b>	<b>LAND USE FEES</b>	<b>FEE</b>
1.	Short Subdivision	
a.	Preliminary Plat	\$1,750 base plus \$100/lot + costs
b.	Final Plat	\$1,250 base plus \$50/lot + costs
2.	Formal Subdivision	
a.	Preliminary Plat	\$3,000 base plus \$100/lot + costs
b.	Final Plat	\$2,000 base plus \$50/lot + costs
3.	Variance	\$1,500 plus costs
4.	Administrative Variance	\$750 plus costs
5.	Conditional Use Permit	\$1,500 plus costs
6.	Boundary Line Adjustment	\$750 plus costs
7.	Comprehensive Plan Amendment	
a.	Site Specific	\$1,000 plus costs
b.	Text Amendment	\$1,000 plus costs
8.	Zoning Ordinance Amendment	\$1,000 plus costs
9.	Wireless Facility Fee	\$4,000 plus costs
10.	Appeals	\$500 plus costs
11.	SEPA	\$500 plus costs
12.	Code Interpretation	\$100 plus costs
13.	Site Plan Review	\$250
14.	Technology Fee	To reimburse the Town for costs specifically related to electronic development review and permit tracking, a 5% technology surcharge will be added to all fees listed in Section C, excluding any consultant costs.

<b>D.</b>	<b>LICENSES/OTHER FEES</b>	<b>FEE</b>
1.	Business License – Annual value of products, gross proceeds of sales, or gross income in the Town is greater than \$2,000/year	\$50 Delinquency fees: 15--30 days: Greater of 10% of license fee or \$5.00 31--90 days: Greater of 50% of license fee or \$10.00 >90 days: Greater of 100% of license fee or \$25.00
2.	Business License – In Town – Annual value of products, gross proceeds of	No fee

	sales, or gross income of the business in the Town is equal to or less than \$2,000	
3.	Solicitation Permit	No fee
4.	Peddler Permit	No fee
5.	Lifetime Animal License	\$50
6.	Animal License - Replacement Tag	\$10
7.	Sign Permit	Individual: \$50 2--5 agents: \$100 6--10 agents: \$200 10 or more agents: \$300
8.	Sign Retrieval Fee	\$50/sign
9.	Returned Check Fee – Electronic Payment – Unable to Locate Account	\$6
10.	Returned Check Fee – All Other	\$30
11.	Reproducing Public Records	\$0.15 per page for letter, legal, or 11x17 size copies of public records Actual cost for larger copies or scans \$0.10 per page for letter, legal, or 11x17 size public records scanned into an electronic format \$0.05 per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery \$0.10 per gigabyte for the transmission of public records in an electronic format or for the use of Town equipment to send the records electronically The actual cost of any digital storage media or device provided by the Town The actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge Any applicable customized service charges, as described in RCW 42.56.120(4) The charges above may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request The Town may charge a flat fee of up to two dollars for any request as an alternative to fees authorized above when the Town reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars
12.	Fax	\$0.20/page
13.	False Alarms	\$250/second and consecutive responses within 6 months
14.	General Appeals	\$300 plus costs
15.	Large Function Permit	No fee
16.	Outdoor Burning	Prohibited
17.	Temporary Tent Encampments	No fee

<b>E.</b>	<b>TOWN HALL RENTAL</b>	<b>FEE</b>
1.	Resident Rate – Per Four Hour-Block	\$100
2.	Non-Resident Rate – Per Four-Hour Block	\$200
3.	Alcohol Fee	\$100
4.	Refundable Damage/Security Deposit	\$200
5.	Administrative Fee	\$25

- A. Right-of-Way. The criteria for determining the category of a right-of-way permit are listed in 12.04.020 (C).
- B. Reproducing public records.
1. The Town finds that calculating the actual costs of providing paper or electronic copies of public records would be unduly burdensome because of the complexity of factors involved in calculating such a charge. The Town will therefore charge fees for providing copies of public records in accordance with RCW 42.56.120, as set forth in Section 3.32.010.
  2. Actual reproduction cost shall be charged for copies or scans which the Town is unable to reproduce in-house. The charge is the amount necessary to reimburse the Town for its actual costs incident to such copying and will be based on the costs charged by the off-site vendor or copying service. The Town may, at its discretion, choose to send large or complex copy jobs to outside vendors even when the Town can complete the job in house when doing so would conserve resources. In this case, the charge will be based on the total charge imposed by the off-site copying service.
- C. When a stated fee amount in the fee schedule does not cover the actual costs of the Town for legal, engineering, environmental, or other consultant services received by the Town in processing an application, review or other service or approval covered by the fee schedule, such costs shall be due and payable to the Town from the applicant or other recipient of the services, as provided in WMC 3.32.020.
- D. Town Hall Rental. Rental of Town Hall shall be at the discretion of the Mayor, or the Mayor's designee, in accordance with applicable federal and state laws and this Fee Schedule. The Mayor may waive any and all fees for a not-for-profit business or organization that provides a service to the Town or its residents or for a government agency or public official acting in their governmental capacity.
- E. Refunds.
1. The building official may authorize refunding of not more than eighty percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
  2. The building official may authorize refunding of not more than eighty percent of the permit fee paid when no work has been done under a permit issued in accordance with this chapter.
  3. The building official shall not authorize a refund of any fee paid except on written application filed by the original permittee not later than one hundred eighty days after the date of payment of the fee.

# **TOWN OF WOODWAY**

## **ORDINANCE 2022-635**

AN ORDINANCE OF THE TOWN OF WOODWAY AMENDING CHAPTER 1.04, REVISING THE TOWN'S HOLIDAY SCHEDULE; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, Chapter 1.04 of the Town of Woodway Municipal Code (WMC) identifies legal holidays recognized by the Town; and

WHEREAS, RCW 1.16.050 authorizes local government legislative authorities to establish, by ordinance or resolution, paid holidays for their employees; and

WHEREAS, the State of Washington adopted Senate House Bill 1016 making Juneteenth (June 19) a paid state holiday beginning in 2022; and

WHEREAS, President Biden signed into law a bill making Juneteenth (June 19) the 12th federally recognized holiday; and

WHEREAS, the date of June 19 commemorates the day in 1865 when knowledge of the Emancipation Proclamation and the abolishment of slavery reached the last remaining enslaved people in Galveston, TX; and

WHEREAS, the Town Council of the Town of Woodway would like to add Juneteenth (June 19) to the list of legal holidays recognized by the Town of Woodway; and

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby ordain as follows:

Section 1. WMC Section 1.04.010: Definitions is hereby amended as set forth in Exhibit A.

Section 2. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion.

Section 3. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 18<sup>th</sup> day of January 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Michael S. Quinn, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

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Greg Rubstello, Town Attorney

Date Passed by the Town Council:

Date Published:

Effective Date:



# TOWN OF WOODWAY

## ORDINANCE 2022-635 | EXHIBIT A

### 1.04.010 DEFINITIONS.

The following words and phrases, whenever used in this code or in ordinances or regulations of the Town, shall be construed as defined in this section unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

- A. "City" and "Town" each mean the Town of Woodway, Washington, or the area within the territorial limits of the Town of Woodway, Washington, and such territory outside the Town over which the Town has jurisdiction or control by virtue of any constitutional or statutory provision.
- B. "Code enforcement officer" means any Town employee or official designated by ordinance or by the Mayor to enforce the provisions of the code or a section or sections of the code, and may include, but is not limited to, the Town Administrator, the Town's Building Official, Public Works Director or law enforcement officers.
- C. "Council" means the Town Council of the Town of Woodway. "All its members" or "all Councilmembers" means the total number of Councilmembers holding office.
- D. "County" means Snohomish County.
- E. "Director" shall have a meaning as defined in individual chapters of this code. The authority provided in those chapters shall also be granted to the Mayor and Town Administrator.
- F. "Hearing Examiner" means the Hearing Examiner of the Town of Woodway as created by Chapter 2.56 of this code.
- G. "Law" denotes applicable Federal law, the Constitution and statutes of the State of Washington, the ordinances of the Town of Woodway, and, when appropriate, any and all rules and regulations which may be promulgated thereunder.
- H. "Legal holiday(s)" as recognized by the Town of Woodway are:
  - 1. The first day of January, commonly called New Year's Day;
  - 2. The third Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.;
  - 3. The third Monday of February, to be known as Presidents' Day and celebrated as the anniversary of the births of Abraham Lincoln and George Washington;
  - 4. The last Monday of May, commonly known as Memorial Day;
  - 4.5. The nineteenth day of June, to be known as Juneteenth
  - 5.6. The fourth day of July, the anniversary of the Declaration of Independence;
  - 6.7. The first Monday in September, to be known as Labor Day;
  - 7.8. The eleventh day of November, to be known as Veterans' Day;
  - 8.9. The fourth Thursday in November, to be known as Thanksgiving Day;
  - 9.10. The Friday immediately following the fourth Thursday in November, to be known as Native American Heritage Day;
  - 10.11. The twenty-fourth day of December, commonly called Christmas Eve; and
  - 11.12. The twenty-fifth day of December, commonly called Christmas Day.

If a legal holiday falls on a Saturday, the Town will observe the holiday the Friday before. If a legal holiday falls on a Sunday, the Town will observe the holiday the Monday after.

- I. "May" is permissive.
- J. "Month" means a calendar month.
- K. "Must" and "shall" are each mandatory.
- L. "Oath" includes an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."
- M. "Owner," applied to a building or land, includes any part owner, joint owner, tenant in common, joint tenant, tenant by the entirety, of the whole or a part of such building or land.
- N. "Person" includes a natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.
- O. "Personal property" includes money, goods, chattels, things in action and evidences of debt.
- P. "Preceding" and "following" mean next before and next after, respectively.
- Q. "Property" includes real and personal property.
- R. "Real property" includes lands, tenements and hereditaments.
- S. "Sidewalk" or "walkway" means that portion of a street between the curblin and the adjacent property line intended for the use of or commonly used by pedestrians.
- T. "State" means the State of Washington.
- U. "Street" includes all streets, highways, avenues, lanes, alleys, courts, places, squares, curbs, or other public ways in this Town that have been or may hereafter be dedicated and open to the public use, or such other public property so designated in any law of this State.
- V. "Tenant" and "occupant," applied to a building or land, include any person who occupies the whole or a part of such building or land, whether alone or with others.
- W. "Written" includes printed, typewritten, emailed, or otherwise reproduced in permanent visible form.
- X. "Year" means a calendar year.

Town of Woodway  
Representatives to Regional Organizations

		2021			2022		
	Meeting date	Rep 1	Rep 2	Alt. Rep	Rep (1)	Rep (2)	Alternate Rep
Mayor Pro Tem	n/a	Mitchell	Bogen				
Richmond Beach Community Association		Whitson					
Salmon Recovery Council	Every other month, 3rd Thursday	Bogen	Whitson				
Sno Co Department of Emergency Management	Quarterly	DeDonker					
Snohomish County 911 Small City Caucus Rep.	Once per year	DeDonker					
Alliance for Housing Affordability	Quarterly - before one of the SCT meetings on a fourth Wednesday (January, April, July, October)	DeDonker					
Snohomish County Housing Affordability Task Force (HART)	only two meetings in 2020 - april & september	Bogen	DeDonker				
Snohomish County Cities and Towns	Third Thursday of each month	Whitson	Quinn	All Council Members			All Council Members
Conservation Futures Board - appointed through SCC organization		Quinn			Quinn		
Snohomish County Policy Advisory Board - appointed through SCC organization		Mitchell			Mitchell		
Snohomish County Technical Advisory Committee		none for 2021					
Snohomish County Tomorrow	Fourth Wednesday of each month, 6 to 8 pm	Quinn	Bogen	DeDonker			
Snohomish Health District	n/a	City of Lynnwood Councilmember			City of Lynnwood Councilmember		
Solid Waste Advisory Committee	2nd Wednesday of each month	None					
South County Mayors	First Wednesday of each month	Quinn			Quinn		
State Audits of Town	n/a	Quinn		All Council Members			All Council Members
Washington Cities Insurance Authority (WCIA)	n/a	Napolitano	Mitchell		Napolitano		