

**TOWN OF WOODWAY
COUNCIL MEETING AGENDA**

**MONDAY, MARCH 7, 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	Police Department Update – Police Chief Alan Correa
6:20 P.M.	II	Fire Department Update – Fire Chief Matt Cowan
6:40 P.M.	III	Ratify Previously Approved Payments – <i>February 22, 2022 Claims</i> Approval of Payments – <i>March 7, 2022 Claims, February 2022 Payroll</i>
6:45 P.M.	IV	Approval of Minutes – <i>February 7, 2022</i>
6:50 P.M.		Public Comments*
6:55 P.M.	V	Council Reports
7:00 P.M.	VI	Mayor’s Report
7:05 P.M.	VII	Town Administrator’s Report
7:10 P.M.	VIII	4 th Quarter 2021 Finance Report
7:15 P.M.	IX	Ordinance 2022-636: 3.32 – Fee Schedule
7:20 P.M.	X	Resolution 2022-437: Fee Schedule
7:25 P.M.	XI	Future Council Meetings
7:35 P.M.		Public Comments*
7:40 P.M.		General Council Discussion – Choice of Subjects
7:45 P.M.		Adjournment

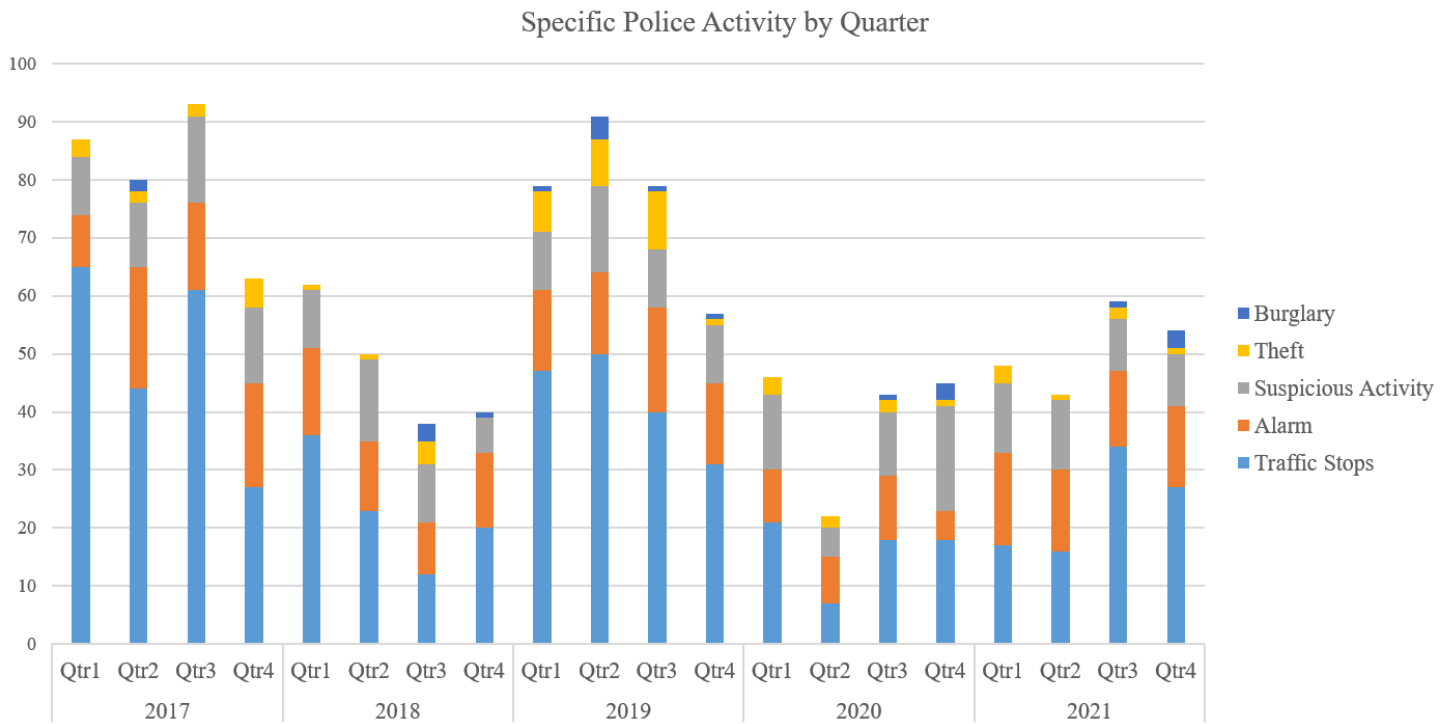
* *Public comments: Those who wish to make a public comment for this meeting can do so via video or audio connection. Please keep yourself muted until the appropriate time. Phone callers can unmute themselves by dialing *6.*

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.

2017 THROUGH 2021

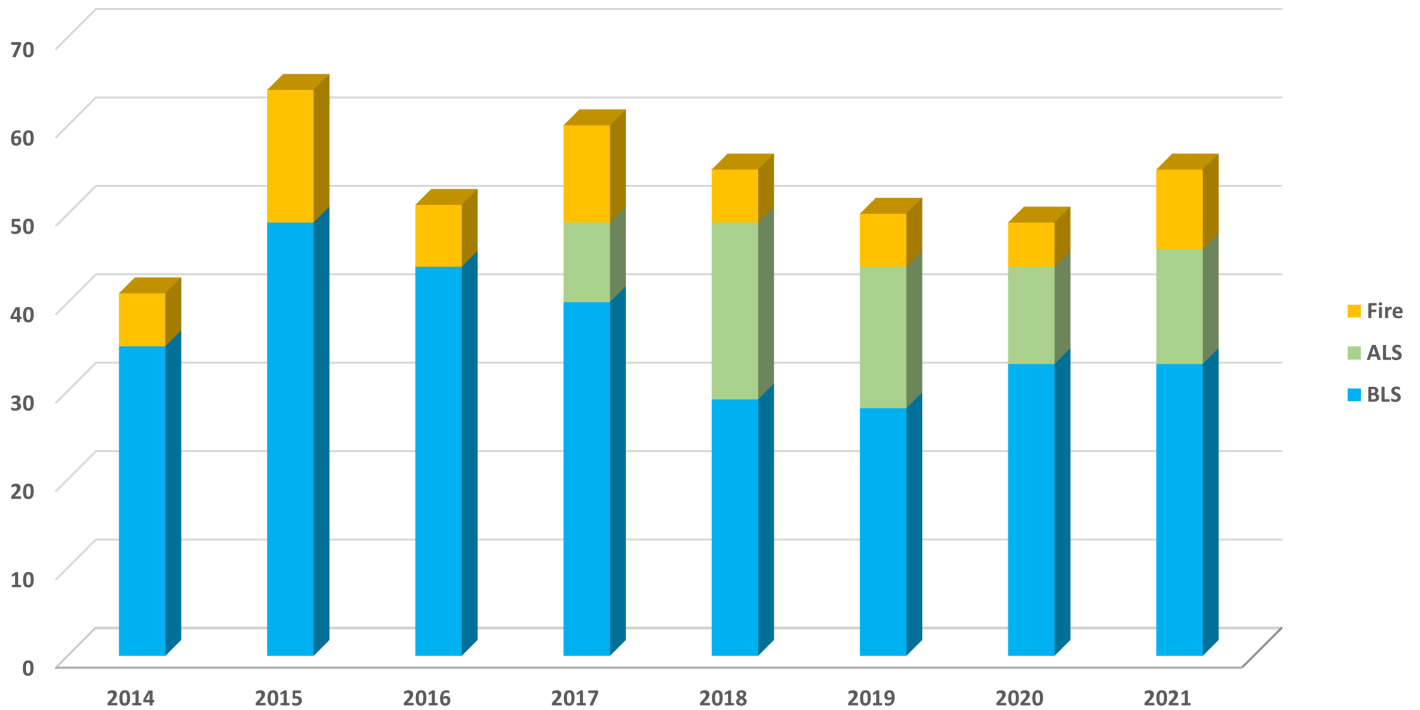
POLICE ACTIVITY BY QUARTER



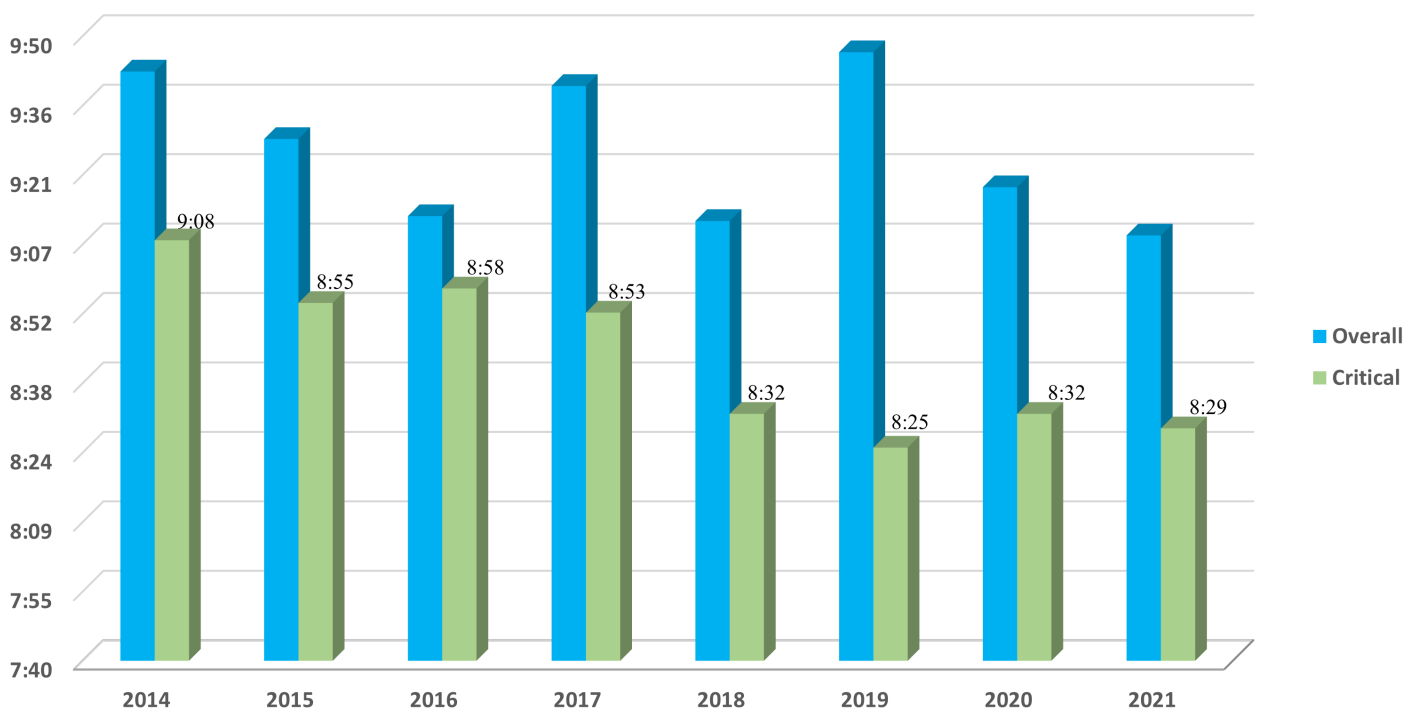
2014 THROUGH 2021 FIRE/EMS ACTIVITY BY YEAR

Annual Fire Department Incidents by Call Type

("Other" call types are not included)



Annual Fire Department Response Times





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.”

Clerk Treasurer

The following transactions are approved for 2022 payment:

Claims checks #13717 through 13728.....\$6,564.34

This 22nd day of February 2022.

Mayor

Councilmember

Councilmember

Councilmember



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.”

Clerk Treasurer

The following transactions are approved for 2022 payment:

Claims checks #13729 through 13740 and EFT #327\$19,326.31

This 7th day of March 2022.

Mayor

Councilmember

Councilmember

Councilmember

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

1. Postage – Utility billing: \$232.00
2. Office & Kitchen supplies - Costco: \$207.66
3. Vehicle fuel: \$625.62 (PD - \$156.42, PW - \$469.20)



TOWN OF WOODWAY
PAYROLL 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.”

Clerk-Treasurer

The following February 2022 Payroll transactions, for 6.75 FTE, are approved for 2022 payment:

EFT transactions #255 through 273 & 318.....\$65,573.32

This 28th day of February 2022

Mayor

Councilmember

Councilmember

Councilmember

* There were 1.75 comp time hours accrued in February 2022

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

**MONDAY, FEBRUARY 7, 2022
6:00 P.M.**

Meeting held virtually due to current COVID conditions

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

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:00 p.m. Councilmembers DeDonker and Brock had excused absences.

I - BRIDGE REPORT - EXECUTIVE SUMMARY

Town Engineer John Forba, PACE Engineers, presented the executive summary of the PACE Engineers bridge report and shared the next steps:

- Need to post a weight limit.
- The load rating will be uploaded to the database to get the sufficiency rating from Snohomish County.
- The Council could authorize a design report to include possible design and construction costs.

Discussion included potential timing for repair/replacement; how the Town would decide between repair or replacement; and whether the Town would qualify for grant money. Mr. Forba suggested that the bridge weight limit be added to the website in addition to signage near the bridge.

II - APPROVAL OF PAYMENTS – 2021 CLAIMS

Councilmember Mitchell moved to approve the 2021 claims checks #13692 through 13693, totaling \$34,575.72. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

II - APPROVAL OF PAYMENTS – FEBRUARY 7, 2022 CLAIMS

Councilmember Thakur moved to approve the February 7, 2022 claims checks #13694 through 13716, totaling \$16,017.67. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

II - APPROVAL OF PAYMENTS – JANUARY 2022 PAYROLL

Councilmember Bogen moved to approve the January 2022 payroll EFT transactions #111 through 129, totaling \$65,490.16. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

III - APPROVAL OF MINUTES – JANUARY 18, 2022 MINUTES

Councilmember Mitchell moved to approve the January 18, 2022 council meeting minutes. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Resident Bill Krepick recapped two emails he recently sent to the Mayor and Council and asked for answers to the questions he asked.

IV - COUNCIL REPORTS

Councilmember Mitchell

- The Policy Advisory Board did not meet in November; they would be meeting in March.
- Asked Mayor Quinn to clarify the election process through the Snohomish County Cities organization.

Councilmember Bogen

- Thanked Public Works for the clean-up work at the triangle at the corner of Wachusett Road and N. Deer Drive.

V - MAYOR'S REPORT

- Town Administrator Faison updated the Council on several items:
 - Shared information about recent vandalism at the John Bush Play Area.
 - Staff at RCO was supportive of our request for an exception to allow the John Bush Play Area to remain in its current location.
 - Met with Senator Salomon and Representative Davis about several items including the proposed bill to eliminate single-family zoning in Washington State.
 - Gave an update on the Town Hall water leak emergency including:
 - A brief history of the incident
 - A more detailed history of issues with the building
 - The recommendation from the engineer to install a drain in the yard
 - Public Works Director Bryant shared lessons learned from the incident.
 - Commented on a recent email from Tom McCormick related to Point Wells and reminded the Council of the 2023 deadline to decide on annexation.
 - The Fire Chief and Police Chief will be invited to an upcoming meeting.

- Commented on several items covered by Town Administrator Faison including the Town Hall water leak emergency and possible future annexation.
- Commented on the repeated resident request for more two-way communication between the Town and residents.
- Encouraged residents to serve on the Planning Commission and Council.
- The Snohomish County Mayor's meeting met recently.
- The City of Brier recently hired a new police chief and two officers.
- Discussion of police staffing and Mr. Faison's meeting with the state legislators followed.

VI - TOWN ADMINISTRATOR'S REPORT

Shared under the Mayor's report.

VII - ROW CONVERSATION UPDATE

Town Administrator Faison gave a brief presentation related to the Town's rights-of-way and reminded the Council that the topic would be discussed in-depth at a future study session. Discussion followed.

VIII - STUDY SESSION PLANNING

Mayor Quinn and Town Administrator Faison shared that a study session would be held in April or May and invited the Council to send dates they are unavailable and send potential topics to Clerk-Treasurer Napolitano.

IX - REPRESENTATIVES TO TOWN AND REGIONAL ORGANIZATIONS

The Council discussed the draft list of representatives and updated several items. Councilmember Mitchell will continue as Mayor Pro Tem and Councilmember Bogen will continue as the alternate Mayor Pro Tem.

ACTION:

Councilmember Bogen moved to approve the list of representatives to Town and Regional Organizations as amended. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

X - AMENDMENT TO OVWSD AGREEMENT FOR TWIN MAPLES STORMWATER WORK

Town Administrator Faison explained that the only change was to move the completion date to December 31, 2022.

ACTION:

Councilmember Mitchell moved to authorize the Mayor to sign the Amendment to the OVWSD Agreement for Twin Maples Stormwater Work. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

XI - MEETING CANCELLATION - FEBRUARY 22, 2022

Mayor Quinn proposed cancelling the February 22, 2022 meeting due to scheduling conflicts and proposed that the Clerk's Office would follow the standard bill payment procedure to be

used in lieu of that meeting. The procedure involves the Clerk-Treasurer preparing the claims checks for payment, circulating the list of claims to the Mayor and Council, and allowing a few days for questions/comments about those claims before mailing the checks.

ACTION:

Councilmember Mitchell moved to cancel the February 22, 2022 meeting and use the standard bill payment procedure as outlined. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

None.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Councilmember Bogen asked for an update on the status of the planned 2022 street overlays. Mr. Faison commented that the subject would be on the agenda for the March 7, 2022 meeting.

ADJOURNMENT

Councilmember Bogen moved to adjourn the meeting. *Councilmember Mitchell* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:37 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitino, Clerk-Treasurer,

Elizabeth Mitchell, Mayor Pro Tem

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

Mayor Quinn

Council Members: Mitchell, DeDonker, Bogan, Brock, Thakur

My name is Jim Willett and I live in Twin Maples at 11022 239th Place SW, Woodway. I am here to share with you a problem that in my opinion is growing into a hazard. That problem is speeding cars, vans and construction traffic driving through our neighborhood and putting at risk the children, cyclists and pedestrians who daily enjoy the neighborhood. It's not only the residents of Twin Maples at risk, the neighborhood is widely perceived to be so pedestrian friendly that people from adjacent neighborhoods often come here to walk and bike with their children. This is understandable, wide straight streets and compared to some other neighborhoods, light traffic, the very factors that enable more speeding. More than 100 children walked through Twin Maples on Halloween.

I live at the corner of 239th SW and 110th South and this corner has become particularly dangerous. It's also a blind corner which compounds the problem. Visibility is restricted due to mature trees growing on private property and vegetation growing up from a roadside water retention basin installed by the Town. Small children, of which there are many in our neighborhood, walking, cycling or pedaling low kid-cars are almost obscured to the alert driver and are invisible to the distracted driver. Just this afternoon, February 22, as I was editing this I witnessed a driver speeding down 239th and around the corner. With us tonight is an elderly couple who were walking their dog and nearly hit by that vehicle which pulled into the driveway of a neighbor. I walked down to that house just as the young driver was exiting the car and asked him about it. ***He had no recollection of seeing the couple or their dog! He had no knowledge of any of the 4 signs put out in plain sight!*** And with this revealing admission the young person hit upon the heart of the problem; they either don't see or don't want to see the pedestrians. To be sure, when confronted

some drivers are apologetic but more often they are resentful and deny responsibility. The problem goes far beyond simply trimming foliage, I see the same repeat offenders over and over. Some of the worst offenders in our neighborhood have responded to the criticism by going the other way, arriving and leaving via the opposite direction. I have personally witnessed many delivery vans speeding down the street while the driver peers at a phone or looks for an address. Every single resident who lives near this corner can describe close calls and near misses and not from the distant past but recently and often. I think the hazard is most acute at this corner but speeding vehicles and inattentive drivers are a problem everywhere in this neighborhood. At both ends of Twin Maples when the vehicle rounds the turn heading west toward Timberlane the driver seems to sprint for the finish line. I don't even need to look up, I can hear the acceleration.

I am the one who placed the rocks and bricks alongside the road at the corners of Timberlane and 239th SW and likewise on Timberlane and 236th SW. Even a casual look at these two corners tell you everything you need to know about traffic turning into Twin Maples. Construction trucks and delivery vans traveling too fast to safely negotiate the turn simply cut the corner driving onto the gravel and even the grass. The roadsides are so eroded that a ditch has begun to form. Those two corners are the most obvious but not the only ones. Several residents of Twin Maples have put out rocks, bricks and planters to discourage speeding vehicles from cutting the corners. The rocks and bricks are effective at the turns but do little to slow the traffic.

Several months ago after witnessing yet another near miss I installed my own "***SLOW, Children Playing***" sign on the telephone pole in front of my house and so far it's still there. I installed a security camera to record what I believe is inevitable, a child will eventually be hit by a

speeding vehicle in our neighborhood. I hung two additional signs on telephone poles which read “***Speeders Beware, hit a child and you`re on camera!***” Ironically they sometimes seem to work. The possibility of hitting a pedestrian doesn` t faze some drivers but the risk of being recorded gets their attention. My neighbors have posted similar signs on private property. A long time ago the Town put up a metal pole and hung a motion activated speed limit sign on it. The sign stayed up a couple of months and then it was removed. The pole has been vacant for over a year. Signs are not popular with everyone and I count myself as one of the critics but it seemed necessary at the time.

But the benefit won` t last. Research proves that the deterrent effect of such signage wears off and all that is left is a cluttered roadside. I think that most of the residents of Twin Maples and all of my close neighbors will agree that something more permanent needs to be done. For several years there has been constant construction traffic in our neighborhood as people remodel and it seems likely to continue. Delivery vans drive through day and night and everywhere people are in a hurry. I urge the Town to leave my signs up on the telephone poles until something better replaces them. I urge the Town to consider speed bumps, speed humps, traffic circles, roundabouts or motion activated speed enforcement cameras which are all proven effective in slowing drivers down and increasing driver awareness.

Cameras that record speeding and stopsign infractions and automatically issue tickets would certainly work. I often wonder why those cameras are not already in place elsewhere in Woodway. Such a device(s) on Woodway Park Road is not only needed but would probably pay for itself. Some drivers on Woodway Park Road clearly resent pedestrians. I avoid walking there after being crowded too often by vehicles which had no opposing traffic but refused to move over. I

am acquainted with one lady who had garbage thrown on her recently, her husband who witnessed it is with us tonight.

Speed bumps/humps make it more difficult to remove snow but would a few weeks of inconvenience outweigh the year-round benefit of slower traffic? I'm skeptical of the lasting deterrent value of a marked police car on speeding vehicles as it slowly cruises through the neighborhood. Speeding is mostly a crime of opportunity and to slow down in the presence of a police officer is almost instinctive but the effect is fleeting. Certainly a police presence deters crime but enforcing a speed limit is expensive and difficult to enforce. I think it would be wasting a valuable resource. Community self-policing has been suggested but enforcement could be dangerous.

After close observation and a lot of thought I came to the conclusion that speed bumps, substantial speed bumps, are the answer in Twin Maples and here is why. Roundabouts are expensive to build, expensive to maintain and we would need a lot of them to solve the problem. In my opinion signs are just another form of pollution and mostly ineffective over time. We have speed limit signs out now and as I stated earlier they're far from effective. If someone is in a hurry they rationalize their behavior, we're all guilty of it now and then. If the Town commits to more signage and they don't work we're out the money and back to square one. Well marked speed bumps, however, cannot be ignored. Substantial speed bumps, the type installed around Costco and Home Depot, compel everyone to slow down every time. Speed bumps are the equal opportunity enforcement tool. Everyone who values their tires and wheels, without exception, slows for a tall speed bump.

Traffic infractions are increasing everywhere but traffic enforcement is decreasing. To confirm this all you need to do is get in your car and go

for a drive. Drivers drive faster and noticeably more aggressive now. I think it is time to seriously consider some form of automated enforcement device.

Thank you, Jim Willett







Mayor: Mike Quinn

Council Members:

Rajeev Thakur,
John Brock,
Brian Bogan,
Andrew DeDonker
Elizabeth Mitchell

Town Hall
23920 113th Pl. W.
Woodway, WA. 98020

February 28, 2022

Another Speeding Incident In Twin Maples

Speeding Driver around Corner of 239th and 110th...Sat., February 26th, 2022.

Around 11 a.m. a small black suv/wagon sped around this corner and parked at our next door neighbors' house. I went over to confront this errant young driver. As he was exiting his car, I told him I'd observed his speeding and that he needed to slow down. He began to argue with me that he purposely observed his speedometer at 15 m.p.h..

As I disagreed with his contention, another neighbor (who was working in her garden) came up to comment that she'd observed him speeding and motioned with a "downward hand push" to indicate that he needed to slow down. The young man continued to argue and denied speeding.

Further, on several occasions we have tried to talk with the homeowners where these young drivers congregate. While we appreciate their desire to keep the younger generation close at home and safe, we ask for the same in our neighborhood.

We are having continued problems with several people, Woodway residents included, not respecting our speed limits. We have installed several signs, which are bright and visible reading "SLOW DOWN...This is our Neighborhood Not a Racetrack" on our properties. Those signs indicate that there is a problem with speeding on this corner. I have observed that some drivers, as well as walkers, have noticed these signs and have observed the speed.

There are many residents with young families and pets who stroll or bike in the neighborhood. I believe and worry that someone is going to get hit by a negligent driver. On two occasions, several residents in Twin Maples came close to getting hit on this corner by speeders.

I have read Council Member Andrew DeDonker's statement on the Town of Woodway website. His goals for the Town of Woodway state "keeping Woodway quiet, clean and safe, reducing traffic speed, maintain traffic volume". I believe this is what we all want for our neighborhood.

I am attaching 4 photos showing various angles of the corner where the speeding is occurring, as well as where many drivers are cutting the corner.

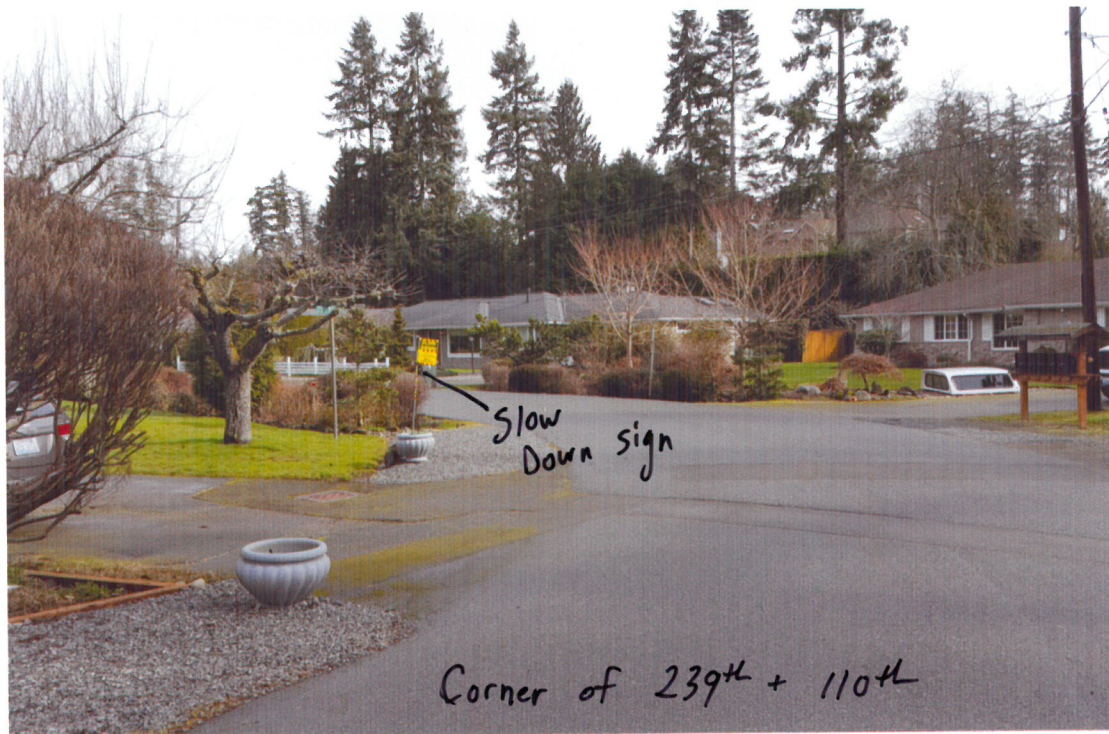
I am asking you, Mayor Quinn and Woodway Town Council members, to please take action with speeders and find a solution before someone is hit.

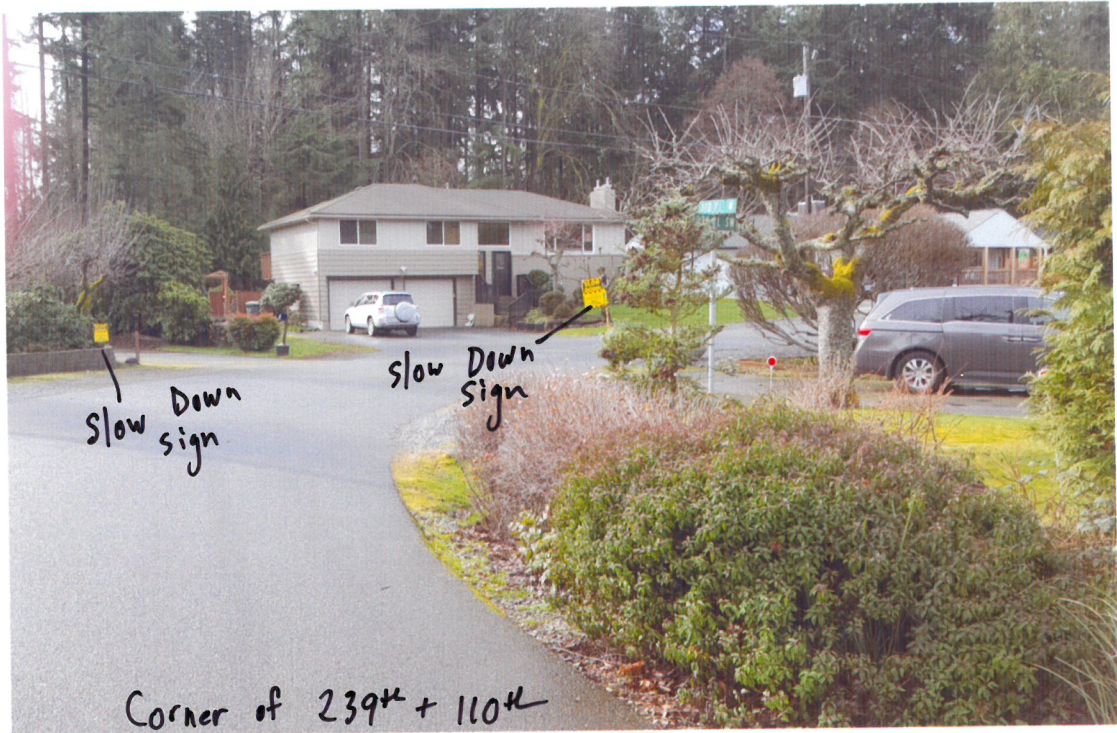
Thank you for your attention and consideration.

Sincerely,

A handwritten signature in black ink, reading "Mary L. Morrill". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mary L. Morrill
11025 239th Pl. SW
Woodway, WA. 98020-5222





2021 BUDGET POSITION TOTALS

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 8

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	1,861,256.00	2,595,314.68	139.4%	2,242,100.00	2,146,216.52	96%
002 Replacement Reserve Fund	20,000.00	20,000.00	100.0%	600.00	522.21	87%
107 Affordable Housing Sales Tax Fund	1,700.00	2,243.98	132.0%	1,700.00	0.00	0%
301 Capital Projects Fund (REET)	120,000.00	424,035.44	353.4%	470,000.00	454,545.88	97%
420 Stormwater Utility Fund	80,000.00	84,447.13	105.6%	136,134.00	124,089.67	91%
645 Agency Fund	0.00	4,720.49	0.0%	0.00	4,720.49	0%
	<u>2,082,956.00</u>	<u>3,130,761.72</u>	<u>150.3%</u>	<u>2,850,534.00</u>	<u>2,730,094.77</u>	<u>95.8%</u>

2021 BUDGET POSITION

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 1

001 General Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

010 Property Taxes	1,142,110.00	1,163,486.36	(21,376.36)	101.9%
030 Sales/Excise Taxes	191,130.00	292,331.68	(101,201.68)	152.9%
040 Utility Taxes/Fees	290,845.00	303,828.87	(12,983.87)	104.5%
070 Licenses/Other Permits/Fees	8,250.00	11,729.14	(3,479.14)	142.2%
080 Intergovernmental Revenue	28,707.00	226,514.17	(197,807.17)	789.1%
090 Interest	7,200.00	3,198.53	4,001.47	44.4%
100 Fines	4,400.00	3,723.30	676.70	84.6%
110 Other Revenue	2,100.00	4,508.38	(2,408.38)	214.7%
100 General	1,674,742.00	2,009,320.43	(334,578.43)	120.0%

200 Building & Planning

050 Development Permits/Fees	76,888.00	92,298.26	(15,410.26)	120.0%
060 Development Permits/Fees - Reimbursements	32,500.00	34,953.75	(2,453.75)	107.6%
200 Building & Planning	109,388.00	127,252.01	(17,864.01)	116.3%

300 Public Works & Parks

050 Development Permits/Fees	6,300.00	6,237.38	62.62	99.0%
070 Licenses/Other Permits/Fees	250.00	50.00	200.00	20.0%
080 Intergovernmental Revenue	30,708.00	27,427.86	3,280.14	89.3%
130 Interfund Loans & Transfers	39,868.00	419,561.00	(379,693.00)	1052.4%
300 Public Works & Parks	77,126.00	453,276.24	(376,150.24)	587.7%

400 Public Safety

080 Intergovernmental Revenue	0.00	5,430.00	(5,430.00)	0.0%
110 Other Revenue	0.00	36.00	(36.00)	0.0%
400 Public Safety	0.00	5,466.00	(5,466.00)	0.0%

Fund Revenues:	1,861,256.00	2,595,314.68	(734,058.68)	139.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

510 Salaries & Benefits	214,916.00	211,980.43	2,935.57	98.6%
520 Operating Expenses	56,934.00	42,101.80	14,832.20	73.9%
530 Utilities	25,478.00	23,112.66	2,365.34	90.7%
540 Insurance	18,648.00	18,730.11	(82.11)	100.4%
550 Governmental Services	34,020.00	32,332.14	1,687.86	95.0%
560 Supplies	5,550.00	5,178.24	371.76	93.3%
580 New Equipment	6,000.00	5,012.21	987.79	83.5%
590 Equipment Maintenance	1,800.00	936.26	863.74	52.0%
650 Contract/Prof. Services - Legal	40,000.00	31,495.55	8,504.45	78.7%
680 Fairs & Events	5,610.00	4,587.37	1,022.63	81.8%
720 Debt Service	56,641.00	56,641.26	(0.26)	100.0%
100 General	465,597.00	432,108.03	33,488.97	92.8%

2021 BUDGET POSITION

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 2

001 General Fund 01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
200 Building & Planning				
510 Salaries & Benefits	141,515.00	130,805.85	10,709.15	92.4%
520 Operating Expenses	1,435.00	1,407.02	27.98	98.1%
630 Contract Services - Fire & BLS	3,500.00	0.00	3,500.00	0.0%
660 Contract/Prof. Services - Other	66,000.00	64,686.65	1,313.35	98.0%
670 Contract/Prof. Services - Other - Reimbursible	40,000.00	38,659.75	1,340.25	96.6%
200 Building & Planning	252,450.00	235,559.27	16,890.73	93.3%
300 Public Works & Parks				
510 Salaries & Benefits	305,088.00	334,694.58	(29,606.58)	109.7%
520 Operating Expenses	3,550.00	1,072.40	2,477.60	30.2%
540 Insurance	13,569.00	13,630.01	(61.01)	100.4%
560 Supplies	1,530.00	1,959.08	(429.08)	128.0%
570 Fuel & Oil	4,000.00	6,354.52	(2,354.52)	158.9%
580 New Equipment	2,500.00	3,180.93	(680.93)	127.2%
590 Equipment Maintenance	7,000.00	3,698.43	3,301.57	52.8%
610 Vehicle Maintenance	2,500.00	2,425.82	74.18	97.0%
620 Facility Management	173,965.00	128,882.06	45,082.94	74.1%
660 Contract/Prof. Services - Other	89,050.00	74,995.00	14,055.00	84.2%
300 Public Works & Parks	602,752.00	570,892.83	31,859.17	94.7%
400 Public Safety				
510 Salaries & Benefits	93,570.00	87,601.90	5,968.10	93.6%
520 Operating Expenses	2,500.00	77.42	2,422.58	3.1%
530 Utilities	515.00	480.25	34.75	93.3%
540 Insurance	7,810.00	7,864.88	(54.88)	100.7%
560 Supplies	1,350.00	393.15	956.85	29.1%
570 Fuel & Oil	1,575.00	1,181.62	393.38	75.0%
580 New Equipment	1,030.00	0.00	1,030.00	0.0%
590 Equipment Maintenance	258.00	0.00	258.00	0.0%
610 Vehicle Maintenance	1,250.00	1,980.02	(730.02)	158.4%
620 Facility Management	420.00	209.76	210.24	49.9%
630 Contract Services - Fire & BLS	575,704.00	575,699.04	4.96	100.0%
640 Contract Services - Police/Dispatch	233,356.00	230,424.35	2,931.65	98.7%
660 Contract/Prof. Services - Other	1,963.00	1,744.00	219.00	88.8%
400 Public Safety	921,301.00	907,656.39	13,644.61	98.5%
Fund Expenditures:	2,242,100.00	2,146,216.52	95,883.48	95.7%
Fund Excess/(Deficit):	(380,844.00)	449,098.16		

2021 BUDGET POSITION

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 3

002 Replacement Reserve Fund			01/01/2021 To: 12/31/2021	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
010 Property Taxes	20,000.00	20,000.00	0.00	100.0%
100 General	20,000.00	20,000.00	0.00	100.0%
Fund Revenues:	20,000.00	20,000.00	0.00	100.0%
Expenditures				
300 Public Works & Parks				
580 New Equipment	600.00	522.21	77.79	87.0%
300 Public Works & Parks	600.00	522.21	77.79	87.0%
Fund Expenditures:	600.00	522.21	77.79	87.0%
Fund Excess/(Deficit):	19,400.00	19,477.79		

2021 BUDGET POSITION

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 4

107 Affordable Housing Sales Tax Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

030 Sales/Excise Taxes	1,700.00	2,243.98	(543.98)	132.0%
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100 General	1,700.00	2,243.98	(543.98)	132.0%
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Fund Revenues:	1,700.00	2,243.98	(543.98)	132.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

520 Operating Expenses	1,700.00	0.00	1,700.00	0.0%
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100 General	1,700.00	0.00	1,700.00	0.0%
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Fund Expenditures:	1,700.00	0.00	1,700.00	0.0%
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Fund Excess/(Deficit):	0.00	2,243.98
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2021 BUDGET POSITION

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 5

301 Capital Projects Fund (REET)		01/01/2021 To: 12/31/2021		
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
020 REET	120,000.00	424,035.44	(304,035.44)	353.4%
100 General	120,000.00	424,035.44	(304,035.44)	353.4%
Fund Revenues:	120,000.00	424,035.44	(304,035.44)	353.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
720 Debt Service	60,000.00	60,000.00	0.00	100.0%
100 General	60,000.00	60,000.00	0.00	100.0%
300 Public Works & Parks				
700 Capital Projects	185,000.00	14,545.88	170,454.12	7.9%
740 Interfund Loans & Transfers	225,000.00	380,000.00	(155,000.00)	168.9%
300 Public Works & Parks	410,000.00	394,545.88	15,454.12	96.2%
Fund Expenditures:	470,000.00	454,545.88	15,454.12	96.7%
Fund Excess/(Deficit):	(350,000.00)	(30,510.44)		

2021 BUDGET POSITION

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 6

420 Stormwater Utility Fund			01/01/2021 To: 12/31/2021	
Revenues	Amt Budgeted	Revenues	Remaining	
300 Public Works & Parks				
040 Utility Taxes/Fees	80,000.00	83,587.13	(3,587.13)	104.5%
100 Fines	0.00	860.00	(860.00)	0.0%
300 Public Works & Parks	80,000.00	84,447.13	(4,447.13)	105.6%
Fund Revenues:	80,000.00	84,447.13	(4,447.13)	105.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
300 Public Works & Parks				
520 Operating Expenses	4,700.00	3,961.14	738.86	84.3%
550 Governmental Services	5,100.00	4,959.40	140.60	97.2%
560 Supplies	966.00	767.16	198.84	79.4%
620 Facility Management	8,500.00	11,045.20	(2,545.20)	129.9%
660 Contract/Prof. Services - Other	22,000.00	0.00	22,000.00	0.0%
700 Capital Projects	55,000.00	63,795.77	(8,795.77)	116.0%
740 Interfund Loans & Transfers	39,868.00	39,561.00	307.00	99.2%
300 Public Works & Parks	136,134.00	124,089.67	12,044.33	91.2%
Fund Expenditures:	136,134.00	124,089.67	12,044.33	91.2%
Fund Excess/(Deficit):	(56,134.00)	(39,642.54)		

2021 BUDGET POSITION

Town Of Woodway

Time: 16:02:17 Date: 02/17/2022

Page: 7

645 Agency Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

030 Sales/Excise Taxes	0.00	2.83	(2.83)	0.0%
100 Fines	0.00	4,583.66	(4,583.66)	0.0%
100 General	0.00	4,586.49	(4,586.49)	0.0%

200 Building & Planning

050 Development Permits/Fees	0.00	130.00	(130.00)	0.0%
200 Building & Planning	0.00	130.00	(130.00)	0.0%

400 Public Safety

110 Other Revenue	0.00	4.00	(4.00)	0.0%
400 Public Safety	0.00	4.00	(4.00)	0.0%

Fund Revenues:	0.00	4,720.49	(4,720.49)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

550 Governmental Services	0.00	4,657.99	(4,657.99)	0.0%
100 General	0.00	4,657.99	(4,657.99)	0.0%

200 Building & Planning

550 Governmental Services	0.00	58.50	(58.50)	0.0%
200 Building & Planning	0.00	58.50	(58.50)	0.0%

400 Public Safety

550 Governmental Services	0.00	4.00	(4.00)	0.0%
400 Public Safety	0.00	4.00	(4.00)	0.0%

Fund Expenditures:	0.00	4,720.49	(4,720.49)	0.0%
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Fund Excess/(Deficit):	0.00	0.00
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TOWN OF WOODWAY

ORDINANCE 2022-636

AN ORDINANCE OF THE TOWN OF WOODWAY AMENDING WOODWAY MUNICIPAL CODE (“WMC”) CHAPTER 3.32 – FEE SCHEDULE; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the Town Council of the Town of Woodway desires to clarify who is responsible for payment of land use and development fees; and

WHEREAS, the Town Council of the Town of Woodway desires to clarify under what circumstances the responsible parties would be required to pay for consultant services;

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

Section 1. WMC Chapter 3.32 is hereby amended as stated 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 7th day of March 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Michael S. Quinn, Mayor

ATTEST:

Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

Greg Rubstello, Town Attorney

Date Passed by the Town Council:

Date Published:

Effective Date:

Draft

TOWN OF WOODWAY

ORDINANCE 2022-636 | EXHIBIT A

CHAPTER 3.32 FEE SCHEDULE

SECTIONS:

3.32.010 Fee schedule.

3.32.020 Payment and responsibility for fees.

3.32.010 FEE SCHEDULE.

- A. The Town shall maintain a fee schedule listing the fees for all permits, licenses, applications, services, regulatory inspections, and approvals that are issued, performed, reviewed, and acted upon by the Town, its officials, and employees. The fee schedule and all amendments/revisions thereto shall be approved by the Town Council.
- B. Fee Schedule to Be Submitted to Town Council. The fee schedule and all proposed revisions, additions, and deletions shall be submitted to the Town Council for approval by resolution of the Council.
- C. Fee Schedule to Be Maintained by Town Clerk. The Town Clerk shall be responsible for maintaining the most currently approved fee schedule for public inspection and copying.
- D. Fee Waiver. The Mayor or Mayor's designee may waive any fee specified within the fee schedule during a declared federal, state, or local emergency applicable to the Town or upon a written determination by the Mayor or Mayor's designee that the cause for application of the fee was substantially the result of the declared emergency.

3.32.020 PAYMENT AND RESPONSIBILITY FOR FEES.

- A. All required fees for permits issued by the Town are due and payable to the Town ~~Clerk~~ prior to issuance of the permit unless otherwise authorized by the Mayor or Mayor's designee.
- B. The Town will not accept, process, review or examine any construction permit application, any land use or development application, conduct building permit final inspection approval, ~~or~~ issue certificates of occupancy, or release project bonds unless the corresponding fees set forth in the fee schedule have been paid in full to the Town. Following initial acceptance of the application, permit, or approval and fee for processing, failure to pay required fees within thirty days of the date of the Town invoice for such fees shall be grounds for cancellation of the application, permit or approval by the Town. The Town may issue a stop work order without advance notice when payment of required fees has not been received within thirty days of the date of the Town invoices for such fees.
- C. Each application, review, permit or approval shall be charged as a separate fee.
- D. Applicants for land use or development applications, permits or approvals, and the owners of the property for which a pre-application meeting, ~~an~~ application, permit or approval is requested, (together "responsible parties") are jointly and severally responsible for the payment of required fees, regardless of whether the application is approved, or the permit or approval is issued or has been canceled.
- E. Payment of fees shall be in U.S. currency, in the form of cash, cashier's check, corporate or personal check, or electronic payment. Further, the Town Clerk shall have full authority to

refuse any form of payment where the Town Clerk believes sufficient cause exists to question the Town's ability to collect full payment.

- F. The total fee assessed for any application, permit or approval shall be paid in full.
- G. Any unpaid fees, due and owing to the Town, but unpaid, shall be subject to such collection procedures as authorized by law. The applicant shall be responsible for both the unpaid fees plus interest accruing at the rate of twelve percent per annum (unless otherwise another rate is specifically stated in this code) and for the reasonable attorneys' fees and costs incurred for collection of the unpaid fees. The Mayor or Mayor's designee may waive one late fee or interest charge per calendar year if the waiver is requested in writing by the account holder, provided the account holder has not had a fee waived during the previous twelve months. The Mayor or Mayor's designee may waive late fees and interest charges for unpaid fee balances of one dollar or less.
- H. In the event an applicant has not fully paid required fees, and the Town has suspended processing of the application, canceled the application, posted a stop-work order due to nonpayment of fees, or taken collection action, then any subsequent application, permit or approval filed by the same applicant may be accepted on a "cash only" basis at the discretion of the Mayor, who shall have full authority to make such determination.
- I. 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. In such circumstances and wherever the payment of "costs" is indicated in the fee schedule, the following provisions shall apply:
 - 1. The costs of legal, engineering, or other consultants are generally determined by the Town's contracts with the service providers and such information will be available to the public upon request.
 - 2. ~~An applicant~~During the pre-application, application, construction, and post-construction phases of a development project, the responsible party shall be billed for and shall be required to pay the costs associated with:
 - a. Pre-application meetings, including preparatory research and analysis, with Town consultants;
 - a.b. Reviewing an application, including all time spent through the completion of the Town's review process by the Town's final decision maker;
 - b.c. Administrative appeals of an appealable decision by a Town official or employee; and
 - e.d. A project or proposal that is revised following issuance of a decision on a land use or development application.
 - 3. The costs incurred by the Town may be required to be paid in full prior to the Town issuing any staff report, recommendation, or decision on an application.

TOWN OF WOODWAY

RESOLUTION 2022-437

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 March 8, 2022.

PASSED this 7th day of March 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Michael S. Quinn, Mayor

ATTEST:

Heidi K. S. Napolitano, Clerk-Treasurer

TOWN OF WOODWAY FEE SCHEDULE – EFFECTIVE ~~MARCH 8~~JANUARY 19, 2022

<u>A.</u>	<u>PREAPPLICATION MEETINGS</u>	<u>FEE</u>	
	<u>Preapplication meetings for Development, Land Use, and Right-of-Way permits, including preparatory research and analysis time.</u>	<u>Actual consultant costs</u>	

<u>AB.</u>	<u>DEVELOPMENT PERMIT FEES</u>	<u>FEE</u>	
1-A.	Building Permit Fee, Based on Total Valuation (includes swimming pools, game courts, reroof , 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	
<u>1-C.</u>	<u>Reroof Permit – fee includes plan review, permit, & 2 inspections</u>	<u>Based on valuation (as calculated above) with a maximum fee of \$250 plus \$25 operational fee</u>	
1-CD.	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 <u>listed in –see items 1-B & 1-C)</u>	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
10.	Inspections	\$375 for 21+ fixtures
		<u>One Two inspections and one reinspection per inspection typecategory are included in Building, Plumbing, and Mechanical Permit fees. A second reinspection and any subsequent reinspections are \$120/hour. See WMC 12.05.500 for details.</u>
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. <u>Where the Building Official determines that the valuation of the remaining work is less than \$100,000, the renewal fee will be \$120.</u>
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	\$109; 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	\$651
		31+ heads	\$651 plus \$3/head in excess of 30
24.	Voluntary 13-D Systems in residences when not otherwise required	\$217	
25.	Underground Fuel Tank Removal/Decommission	\$100	
26.	All Other Fire Department Fees	\$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	

BC.	RIGHT-OF-WAY PERMITS	FEE	
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.)	

CD.	LAND USE FEES	FEE
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.

DE.	LICENSES/OTHER FEES	FEE
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 sales, or gross income of the business in the Town is equal to or less than \$2,000	No fee
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

EF.	TOWN HALL RENTAL	FEE
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 12.50.030.

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.