

**TOWN OF WOODWAY
COUNCIL MEETING AGENDA**

**MONDAY, APRIL 17, 2023
6:00 P.M.**

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

- | | | |
|-----------|------|---|
| 6:00 P.M. | | Call to Order, Flag Salute, & Roll Call |
| 6:00 P.M. | | Public Comments* |
| 6:05 P.M. | I | Approval of Payments – <i>April 17, 2023 Claims</i> |
| 6:10 P.M. | II | Approval of Minutes – <i>April 3, 2023</i> |
| 6:15 P.M. | III | Council Reports |
| 6:20 P.M. | IV | Mayor’s Report |
| 6:25 P.M. | V | Town Administrator’s Report |
| 6:30 P.M. | VI | Point Wells Public Discussion |
| 6:40 P.M. | VII | Ordinance 2023-648: WMC 3.32 – Fee Schedule |
| 6:45 P.M. | VIII | Resolution 2023-449: Surplus Property |
| 6:50 P.M. | IX | Resolution 2023-450: ARPA Expenditures |
| 6:55 P.M. | X | Resolution 2023-451: Fee Schedule |
| 7:00 P.M. | | Public Comments* |
| 7:05 P.M. | | General Council Discussion – Choice of Subjects |
| 7:10 P.M. | | Adjournment |

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 or anyone wishing to make a public comment for this meeting via video or audio connection 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.*



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 2023 payment:

Claims checks #14166 through 14175 and EFT #503\$13,251.87

This 17th day of April 2023.

Mayor

Councilmember

Councilmember

Councilmember

*Note: one large item is being paid
• \$5,437.20 for tree removal

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

MONDAY, APRIL 3, 2023
6:00 P.M.

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

- | | | |
|-----------------------------------|---|--|
| Members Present | <input checked="" type="checkbox"/> Mayor Mike Quinn | <input checked="" type="checkbox"/> Councilmember John Brock |
| | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Rajeev Thakur* |
| | <input checked="" type="checkbox"/> Councilmember Brian Bogen | <input type="checkbox"/> Vacant Council Position |
| Staff & Guests Present | <input checked="" type="checkbox"/> Town Administrator Eric Faison | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano |
| | <input checked="" type="checkbox"/> Public Works Director Terry Bryant* | <input type="checkbox"/> Town Engineer Ken Nilsen |
| | <input type="checkbox"/> Police Chief Jason Valentine | <input type="checkbox"/> Fire Chief Matt Cowan |
| | <input type="checkbox"/> Town Planner Bill Trimm | <input type="checkbox"/> Town Attorney Greg Rubstello |

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:00 p.m.

AMEND THE AGENDA

ACTION:

Councilmember Brock moved to amend the agenda to move agenda items I and II to follow item VI. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Mayor Quinn gave a brief introduction to the different public comment periods and the role of public comment during a Council meeting.

Resident Bill Krepick referred to his written public comment and asked for answers to the questions he posed in his email.

Resident Shyawn Karim shared concerns over the Town's response to work he has done on his property.

Resident Adam Cobb made several additional comments about the work on Mr. Karim's property.

III - COUNCIL REPORTS

Councilmember Brock reported on several meetings where the housing bills and Point Wells were discussed.

Councilmember Thakur asked about recent mailbox vandalism on Woodway Park Road.

IV - MAYOR'S REPORT

- The Whisper would be published soon.
- Asked Town Administrator Faison for a legislative update.

V - TOWN ADMINISTRATOR'S REPORT

- Provided an update on several housing and policing bills under consideration by the State legislature.
- Reported on a recent meeting with the City of Shoreline and shared that the Council would not be reviewing the proposed amendment to the ILA (item #VII) because further changes had been requested.
- Reported on a recent meeting with Snohomish County regarding their cost structure for development review.

VI - POINT WELLS PUBLIC DISCUSSION

Mayor Quinn gave a brief introduction. The following people commented:

- Ron Cantu
- Carla Nichols
- John Zevenbergen
- Adam Cobb

The following topics were discussed:

- Support for annexation.
- The Town's long history of planning for the Point Wells area.
- Access to beaches/waterfront.
- Possible tax revenue.
- Timelines associated with various agreements and possible annexation.
- BSRE involvement.

I - APPROVAL OF PAYMENTS – APRIL 3, 2023 CLAIMS

Councilmember Mitchell moved to approve the April 3, 2023 claims checks #14151 through 14165 and EFTs #421 & 467 totaling \$165,243.18. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

I - APPROVAL OF PAYMENTS – MARCH 2023 PAYROLL

Councilmember Brock moved to approve the March 2023 payroll EFT transactions #443 through 462 totaling \$71,743.19. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – MARCH 20, 2023 MINUTES

Councilmember Mitchell moved to approve the March 20, 2023 council meeting minutes. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

VII - SECOND AMENDMENT TO SETTLEMENT AND INTERLOCAL AGREEMENT WITH CITY OF SHORELINE

Will be reviewed at a future meeting.

VIII - COUNCIL APPOINTMENT PROCESS

Clerk-Treasurer Napolitano reviewed the councilmember selection process document. The council updated the application deadline to April 24 and the interview date to May 1, 2023. Staff will send out a postcard to all residents, post flyers on the Town’s readerboards, include a reminder in the upcoming Whisper, and post the vacancy on the Town’s website.

PUBLIC COMMENTS

Resident Bill Krepick expressed concern that the issues he brought forth were not being addressed by the Council.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Various councilmembers responded to Mr. Krepick.

ADJOURNMENT

Councilmember Bogen moved to adjourn the meeting. *Councilmember Brock* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:24 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

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.)

TOWN OF WOODWAY

ORDINANCE 2023-648

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 currently charges fees for various land use applications; and

WHEREAS, generally, the fees listed in the fee schedule would cover the amount of staff time spent processing and reviewing those land use applications; and

WHEREAS, in the event that a land use application would require extensive staff time in excess of the amount listed in the fee schedule, the Town would like to ensure that applicants are paying for the services they receive; 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 staff costs;

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 17th day of April 2023 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 2023-648 | EXHIBIT A

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 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 an application, permit or approval is requested, 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. Wherever the payment of "costs" is indicated in the fee schedule, the following provisions shall apply:

- ~~a. 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:~~
- ~~2. 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.~~
- 3.1. An applicant shall be billed for and shall be required to pay the costs associated with:
 - a. Reviewing an application, including all time spent through the completion of the Town's review process by the Town's final decision maker;
 - b. Administrative appeals of an appealable decision by a Town official or employee; and
 - c. A project or proposal that is revised following issuance of a decision on a land use or development application.
2. 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.
3. Consultant Costs.
 - a. When a consultant performs 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 to assist the Town in processing an application, review, inspection, or other service or approval covered by the fee schedule, such costs shall be due and payable to the Town from the applicant or property owner, 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:
 - b. 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.
4. Staff Costs.
 - a. For development agreements and for comprehensive plan amendment and rezone requests of an area greater than five acres, the applicant or property owner will also be charged for all staff time spent performing the tasks listed in subsection I(1) above that is not covered by the stated fee amount.
 - d.b. The cost of staff time will be listed in the fee schedule. Staff include any employees of the Town listed in WMC sections 2.16.010 & 2.16.016.

TOWN OF WOODWAY

RESOLUTION 2023-449

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 17th day of April 2023 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

RESOLUTION 2023-449 | EXHIBIT A

Items with de minimis value to be disposed of

1. Phone Equipment – Avaya switch – s/n13WZ065002U7
2. Panasonic Toughbook – s/n 4LKYA02439
3. Network Equipment – Linksys 24-port switch - s/n REM20H300321 GGR1806 MM

TOWN OF WOODWAY

RESOLUTION 2023-450

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODWAY TO ELECT THE STANDARD ALLOWANCE FOR REVENUE LOSS AND TO STATE SEVERAL INTENDED USES OF THE TOWN'S ALLOCATION OF LOCAL FISCAL RECOVERY FUNDS THROUGH THE AMERICAN RESCUE PLAN ACT; AND FOR OTHER PURPOSES.

WHEREAS, the Town of Woodway ("Town") has received a total of \$388,672 (\$194,336 in 2021 and \$194,336 in 2022) from the Federal American Rescue Plan Act of 2021 ("ARPA"); and

WHEREAS, pursuant to ARPA Section 603(c)(1)(C) of the Act, the Town is authorized to use its allocated ARPA funds ("ARPA Funds") for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and

WHEREAS, the United States Department of Treasury has adopted the final rule as guidance regarding the use of ARPA Funds; and

WHEREAS, the United States Department of Treasury final rule authorizes cities to elect a "standard allowance" of up to \$10 million as lost revenue that may be used to fund government services; and

WHEREAS, the Town Council has previously adopted Resolution 2021-432, identifying a 2020 revenue loss of \$153,393.30; and

WHEREAS, the Town Council has previously adopted Resolution 2022-438, identifying expenses which the Council deems eligible, necessary, and appropriate; and

WHEREAS, this resolution is intended as a statement of intent of the Town Council to update the budgeting and expenditure of the Town's remaining ARPA Funds in accordance with Federal Law, as set forth below.

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

Section 1. Subject to the provisions of Section 4 below, the proper officials of the Town of Woodway are authorized to apply for, obtain, or otherwise assure use of ARPA funds as set forth in this resolution.

Section 2. The Town of Woodway affirmatively elects, pursuant to the United States Department of Treasury's Coronavirus State and Local Recovery Funds Final Rule,

the standard allowance for revenue loss in the amount of \$388,673, including the \$153,393.30 identified in Resolution 2021-432 as a revenue loss in 2020.

Section 3. In Resolution 2021-432, the Town Council allocated \$56,792.21 of ARPA Funds towards 2021 ARPA-authorized expenses. Actual 2021 APRA expenses were \$55,105. The Town Council expresses its intent and authorization to expend all the Town’s remaining unexpended allocation of ARPA funds for expenses, which the Council deems eligible, necessary, and appropriate, as identified below. The authorized expenditures are listed by calendar year and by reporting year (April through March).

- A. The provision of vital police/public safety staffing and services. The Town of Woodway has a police services contract with the City of Edmonds and also employs several of its own officers and a records clerk. The ARPA revenue replacement funds will be used for both contract services and the Town's public safety employees' salaries and benefits.
- B. The provision of IT equipment to facilitate public meetings during the COVID-19 Pandemic and to enhance cybersecurity preparedness and defense, remote work support, cloud technology, core business application support, and records management.

AUTHORIZED EXPENDITURES BY CALENDAR YEAR

EXPENSE CATEGORY	2021	2022	2023 (THROUGH MARCH 31)	TOTAL
COVID-Related Response/Mitigation	\$3,817	\$0	\$0	\$3,817
IT Equipment	\$0	\$10,670	\$0	\$10,670
Police Services	\$51,288	\$200,132	\$122,765	\$374,185
TOTAL	\$55,105	\$210,802	\$122,765	\$388,672

AUTHORIZED EXPENDITURES BY REPORTING YEAR

EXPENSE CATEGORY	3/2021-3/2022	4/2022-3/2023	TOTAL
COVID-Related Response/Mitigation	\$3,817	\$0	\$3,817
IT Equipment	\$5,335	\$5,335	\$10,670
Police Services	\$74,085	\$300,100	\$374,185
TOTAL	\$83,237	\$305,435	\$388,672

Section 4. Compliance with the American Rescue Plan Act. The Town will ensure compliance with prevailing Federal guidance at the time the funds are committed for expenditure.

Section 5. Nothing in this Resolution shall be construed as taking the place of any action otherwise required by the Town Council to approve requisite contracts, exercise its budgetary authority, or establish appropriate programs and regulations in conjunction with preliminary expenditures outlined above.

Section 6. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED this 17th day of April 2023 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

RESOLUTION 2023-451

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 April 18, 2023.

PASSED this 17th day of April 2023 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 ~~JANUARY~~ APRIL 18, 2023

A.	DEVELOPMENT PERMIT FEES	FEE	
1-A.	Building Permit Fee, Based on Total Valuation (includes swimming pools, game courts, and all permits listed in Section 1).	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/ <u>Gate</u> 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.	Reroof Permit	Based on valuation (as calculated above) with a maximum fee of \$250 plus \$25 operational fee	
1-D.	Demolition Permit	Based on valuation (as calculated above) with a minimum fee of \$250	
1-E.	Moving of Building	Need to obtain Demolition and Right-of-Way Permits, as applicable	
1-F.	Installation of a Moved Residential Structure onto a New Site	Based on valuation (as calculated above) with a minimum fee of \$250	
2.	Building Permit Plan Review Fee	65% of Building Permit fee. <u>Plan review fee is separate from and in addition to permit fees.</u>	
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 permits listed in items 1-B & 1-C)	Total Value	Fee
		<\$10,000	\$25
		\$10,000--\$250,000	\$125
		>\$250,000	\$250
7.	Mechanical & Plumbing Permits--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	

A.	DEVELOPMENT PERMIT FEES	FEE	
8.	Mechanical & Plumbing Permits-- Remodels – 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 to 20 fixtures	
9.	Inspections	One inspection and one reinspection per inspection type 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.	
		\$120/hour	
		1/2 of original building permit fee, plus operational fee. Additional plan review fees may be due, if deemed necessary by the Building Official. The Building Official may reduce the permit fee to \$120 if they determine that the value of the remaining work is less than the greater of \$100,000 or 10% of the original permit valuation.	
		1/2 of original permit fee	
		1/2 of original permit fee; Additional plan review fees may be due, if deemed necessary by the Town Engineer	
		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.)	
15.	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	12.48
		R43	16.40
		R87	18.93
16.	Metro Side Sewer Fee - Shown on Exhibit A	\$1,070, adjusted annually	
17.	Tributary Lot Fee - Shown on Exhibit B	\$914, adjusted annually	
18.	Fire Department Building Permit Plan Review	\$120; applicable to new houses and projects adding more than 500 sq. ft. of living space	
19.	Required Residential Fire Sprinkler System – fee includes plan review, permit, & 2 inspections	1-30 heads	\$717
		31+ heads	\$717 plus \$3/head in excess of 30
20.	Voluntary Residential Fire Systems – fee includes plan review, permit, & 2 inspections	\$239	

A.	DEVELOPMENT PERMIT FEES	FEE	
21.	Underground Fuel Tank Removal/Decommission	\$100	
22.	All Other Fire Department Fees	\$239/hour, 1 hour minimum	
23.	Code Interpretation	\$100 plus costs	
24.	Appeal of Building Official's Decision	Appeals of stop work orders or code enforcement orders	No Fee
		All other appeals	\$150
25.	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
26.	Clearing & Grading Permit Plan Review Fee (Includes Clearing & Grading Management Permit)	65% of Clearing & Grading Permit fee	
27.	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
28.	Tree Management Permit Plan Review Fee	65% of Tree Management Permit fee	
29.	Additional Grading Plan Review or Review of Specialized Reports Required by Changes, Additions or Revisions to Approved Plans	Actual engineering review costs	
30.	Storm Drainage and Erosion Control Facilities and Inspections and Plan Review	Actual engineering costs	

B.	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

B.	RIGHT-OF-WAY PERMITS	FEE
5.	Road Cut Fee	Class A Project (a cut of 1,000 square feet or more and/or a project that includes work on multiple streets): \$500 plus pavement mitigation fee. Class B Project (a cut of less than 1,000 square feet and all work is on the same street): \$115 plus pavement mitigation fee.
a.	Pavement Mitigation Fee	Project on street that has been overlaid within the past five years. \$12.50/s.f. Project on street that has not been overlaid within the last five years, and the Director has determined that the street has ten or more years useful life left. Class A: \$3.50/s.f. Class B: \$4.75/s.f. Project on street that has not been overlaid within the last five years, and the Director has determined that the street has less than ten years useful life left. No fee The Director may waive fee where the permit requires the entire width of the road to be repaved.
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.)

C.	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.	Development Agreement	\$1,000 plus costs
34.	Variance	\$1,500 plus costs
45.	Administrative Variance	\$750 plus costs
56.	Conditional Use Permit	\$1,500 plus costs
67.	Boundary Line Adjustment	\$750 plus costs
78.	Comprehensive Plan Map or Text Amendment	\$1,000 plus costs
89.	Zoning Ordinance Map or Text Amendment	\$1,000 plus costs

C.	LAND USE FEES	FEE
9 10.	Wireless Facility Fee	\$4,000 plus costs
10 11.	Appeals	\$500 plus costs
11 12.	SEPA	\$500 plus costs
12 13.	Code Interpretation	\$100 plus costs
13 14.	Site Plan Review	\$250 plus costs
15.	<u>Staff Costs</u>	<u>\$100/hour</u>
14 16.	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 <u>or staff</u> costs.

D.	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
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

D.	LICENSES/OTHER FEES	FEE
		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.	Copy/Fax	\$1.00/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

E.	TOWN HALL RENTAL	FEE
1.	Resident Rate – Per Four Hour-Block	\$150
2.	Non-Resident Rate – Per Four-Hour Block	\$300
3.	Alcohol Fee	\$200
4.	Refundable Damage/Cleaning Deposit	\$200
5.	Administrative Fee	\$50
6.	Lost Key Fee	Actual cost of re-keying all necessary locks

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 ~~includes “plus costs”, the costs are 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 property owner, 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.

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