

CITY COUNCIL WORKSHOP

**June 5, 2018
6:00 P.M.**

AGENDA



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Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

- I. CALL TO ORDER:** Mayor Neil Johnson
- II. ROLL CALL:** Mayor Neil Johnson, Jr., Deputy Mayor Randy McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember James Rackley, Councilmember Michelle Surdez, Councilmember Dan Swatman, and Councilmember Tom Watson.

III. AGENDA ITEMS:

- A. Council Open Discussion**
- p. 3 **B. Review of Council Minutes:** May 15, 2018 Workshop and May 22, 2018 Council Meeting.
- C. Discussion:** Solid Waste Rates – DM Disposal [No Advance Materials]
- p. 13 **D. Discussion:** AB18-44 –Ordinance D18-44 – Updating City Planning And Engineering Fees
- p. 39 **E. Discussion:** AB18-61 – Resolution 2663 – Memorandum Of Understanding Between The City Of Bonney Lake And The AFSCME Local #120 Union.

IV. EXECUTIVE/CLOSED SESSION:

Pursuant to RCW 42.30.110 and/or RCW 42.30.140, the City Council may hold an executive or closed session. The topic(s) and duration will be announced prior to the session.

V. ADJOURNMENT

For citizens with disabilities requesting translators or adaptive equipment for communication purposes, the City requests notification as early as possible prior to the meeting regarding the type of service or equipment needed.

**The City Council may act on items listed on this agenda, or by consensus give direction for future action.
The Council may also add and take action on other items not listed on this agenda.**

CITY COUNCIL WORKSHOP

May 15, 2018
6:00 P.M.



www.ci.bonney-lake.wa.us

DRAFT MINUTES

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

- I. CALL TO ORDER** – Mayor Neil Johnson, Jr. called the workshop to order at 6:00 p.m.
- II. ROLL CALL:** Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember Michelle Surdez, Councilmember Dan Swatman, and Councilmember Tom Watson. Councilmember James Rackley was absent.

Councilmember Swatman moved to excuse Councilmember Rackley’s absence. Councilmember Watson seconded the motion.

Motion approved 6 – 0.

Staff members in attendance were City Administrator Don Morrison, Municipal Court Judge Ron Heslop, Municipal Court Administrator Kathy Seymour, Public Services Director John Vodopich, Administrative Services Director/City Clerk Harwood Edvalson, Police Chief Dana Powers, Facilities and Special Projects Manager Gary Leaf and City Attorney Kathleen Haggard.

III. AGENDA ITEMS:

- A. Presentation:** Passport Workloads and Court Update – Judge Heslop.

Judge Ron Heslop addressed the Council regarding department workloads and constraints. He spoke specifically regarding passports, jury trials and jurors, public records requests and the Court’s expanded services to other jurisdictions. He discussed the financial implications of the State’s recent adoption of legislation limiting the financial liability of those claiming indigent or homeless status. Judge Heslop also addressed the impact of heroin on the Court and the community. He said that parental education is a key to helping society cope with the impact of this drug.

Councilmembers asked questions and discussed some options for resolving the most pressing issues. They asked the City administration to look at available and potential resources to work with the Court to propose solutions to the issues raised in the Judge’s report.

- B. Presentation:** Solid Waste Rates – DM Disposal – Josh Metcalf, District Manager.

Mr. Metcalf gave a PowerPoint presentation to the Council and audience regarding the DM Disposal request for a rate increase. He described the current state of affairs in the recycling markets. He noted that DM Disposal's cost to recycle has reversed from a marginally positive position to a negative position over the past year. He explained that his company has absorbed the increases while waiting to see if the market for recyclables would reverse and stabilize. He said it has become apparent that this will not be the case and new solutions to recycling markets and processes must be developed. In the meantime, DM Disposal is asking for an 8.3% increase in the service rates to cover these unforeseen costs to their business.

The City Council discussed the issue with Mr. Metcalf. He noted that customer efforts to produce a cleaner recycling stream would help the situation. He said that even small percentages of contaminants render the recycle stream unacceptable to the biggest and most cost effective market, which is China. There was Council consensus that further consumer education is a starting place to address the current extreme impacts of the recycling market. Mr. Metcalf described to the City Council a new app which his company has developed to help customers know the pickup days for recycling, what items can be recycled and the condition of the material to be acceptable. The Council asked Mr. Metcalf about the disparity of rates between County residents and City residents. He said the County areas are covered under the Utilities and Transportation Commission and rate increases lag behind the City, but eventually catch up. The Council asked Mr. Metcalf for more financial information on the proposed increase and asked Mayor Johnson to schedule this topic again on the next workshop agenda—June 5, 2018.

C. Council Open Discussion:

Historical Society and Winona Jacobsen. Mayor Johnson reported that he met with Historical Society representatives and is still looking at alternatives to the Society closing its doors. He also noted that Commissioner Winona Jacobsen has resigned from the Planning Commission. He noted her long-term service of 13 years. Councilmembers expressed their appreciation for her service.

Senior Center and Community For Families Coalition. Councilmember Watson said he attended the Bonney Lake Senior Center's volunteer recognition event and was very impressed with the Center's efforts. He encouraged other Councilmembers to attend Senior Center events in the future to better understand the services provided to area seniors. He also reported on his participation in Communities for Families Coalition meeting in Sumner earlier in the month. He said there are a lot of activities currently centered on preparing families for back-to-school. He noted that David Wells will be a presenter at their next meeting. He also noted the Coalition had lost its grant funding for drug education for the coming year.

Cancellation of PCRC meeting. Councilmember Evans noted the Pierce County Regional Council will not hold its meeting on May 17th.

- D. **Review of Council Minutes:** May 1, 2018 Workshop and May 8, 2018 Council Meeting.

Utility Rates: Councilmember Watson said he wants to understand the costs and impacts of utility rate increases to respond to citizen questions and determine the appropriate increase to keep the City utilities on track. Director Vodopich outlined the proposed rate increases that FCS Group has previously proposed. He pointed out that those recommendations were made nearly a year ago and may need to be updated. Councilmember Swatman said he wanted to review the models FCS Group used in making their recommendations.

Department Updates: Councilmember Watson said it would be helpful if Department Directors provided Councilmembers, particularly new Councilmembers, with an overview every couple of years to describe what their department does and what their staff are working on.

Citizen's Academy: Councilmember Watson said he and Councilmember Evans just completed the Citizen's Academy. He thanked the Police Department for a great program and learning experience, and said it gave him a broader perspective on what the Police Department does.

Sewer Rates: Councilmember Surdez said sewer rates have a big impact on customer utility bills. She said the Council needs to make a decision, and spoke in favor of revising all the rates at the same time and moving forward.

- E. **Review of Council Minutes:** Councilmember Watson said he reviewed the minutes of the April 3, 2018 Workshop and April 10, 2018 Council Meeting. He said he submitted some minor corrections to the City Clerk. The draft minutes were forwarded to the May 22, 2018 Meeting for action.
- F. **Discussion:** AB18-58 – Proposed Change in the Alignment for the Fennel Creek Trail.

Mayor Johnson noted that today is Facilities and Special Projects Manager Gary Leaf's birthday. The Council wished him well.

Manager Leaf explained the purpose for the proposed alignment of the trail. He said it was largely due to citizen concern for the trail being located in their neighborhood. He explained that State Senator Phil Fortunato became involved and offered to include a grant in the State budget to assist with the cost to realign the trail. He said that all the pieces with the various State agencies have fallen into place to allow the work to be done. He said the change has resulted in approximately one year's delay, but removes the conflict with the residents.

IV. EXECUTIVE/CLOSED SESSION: None.

V. ADJOURNMENT:

At 7:31 p.m. Mayor Johnson adjourned the Council Workshop by common consent of the Council.

Harwood Edvalson, City Clerk

Neil Johnson, Jr., Mayor

Items presented to Council at the May 15, 2018 Workshop:

- Bonney Lake Municipal Court Presentation – Judge Ron Heslop, Bonney Lake Municipal Court.
- Refuse Expenditure Impact Calculations – Josh Metcalf, Murreys Disposal.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.

CITY COUNCIL MEETING

May 22, 2018
6:00 P.M.



www.ci.bonney-lake.wa.us

DRAFT MINUTES

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

- I. CALL TO ORDER** – Mayor Neil Johnson, Jr. called the Meeting to order at 6:00 p.m.
- A. Flag Salute: Mayor Johnson led the audience in the Pledge of Allegiance.
- B. Roll Call: Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember Michelle Surdez, Councilmember Dan Swatman, and Councilmember Tom Watson. Councilmember James Rackley was absent.

Councilmember Watson moved to excuse the absence of Councilmember Rackley. Councilmember Carter seconded the motion.

Motion approved 6 – 0.

Staff members in attendance were City Administrator Don Morrison, Public Services Director John Vodopich, Administrative Services Director/City Clerk Harwood Edvalson, Chief Financial Officer Cherie Gibson, Police Chief Dana Powers, City Attorney Kathleen Haggard, and Public Works Administrative Specialist II Heather Czaplinski.

- C. Agenda Modifications: None.
- D. Announcements, Appointments and Presentations:
1. **Presentation:** AB18-60 –Awarding the 2019 (NPDES) Stormwater Calendar Winners with Checks & Ribbons.

Administrative Specialist II Heather Czaplinski described the Stormwater Education program and invited Mayor Johnson to award the checks and ribbons. Awards were presented to the following students:

- a. Iris Rogel, Mountain View Middle School, Grade 7;
- b. Joleigh Cheney, Crestwood Elementary School, Grade 5;
- c. Emmeline Cheney, Crestwood Elementary School, Grade 1;
- d. Gianna Blaser, Mountain View Middle School, Grade 6;
- e. Kylie Lamoureux, Mountain View Middle School, Grade 6;
- f. Evin Elias, Mountain View Middle School, Grade 6;
- g. Sasha Rasmussen, Mountain View Middle School, Grade 7;
- h. Daisey Merryman, Mountain View Middle School, Grade 7;
- i. Madison Fenske, Mountain View Middle School, Grade 6;

- j. Alexis Storms, Mountain View Middle School, Grade 7;
- k. Elizabeth Campbell, Mountain View Middle School, Grade 6;
- l. Kya Guthrie, Mountain View Middle School, Grade 6.

- 2. **Proclamation:** Don Morrison Day – May 31, 2018
Mayor Johnson read a proclamation designating May 31, 2018 as Don Morrison Day. The proclamation noted Mr. Morrison’s many professional accomplishments and contributions to the City. May 31st is Mr. Morrison’s last day before retirement from the City. The Mayor and several Councilmembers praised Mr. Morrison for the work he performed during his more than 14 years with Bonney Lake.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

- A. Public Hearings: None.
- B. Citizen Comments: None.
- C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

- A. Finance Committee: Committee Chair Deputy Mayor McKibbin reported the Committee met at 5:00 p.m. and received a Personnel Update from HR Manager Jenna Richardson, reviewed their meeting notes from the last meeting and continued discussion regarding a budget planning retreat.
- B. Community Development Committee: Committee Chair Councilmember Swatman said the Committee met on May 15th and forwarded an item to tonight’s agenda for Council action. He said the Committee was pleased with the proposed Interlocal Cooperative Agreement for substitute building inspection services with the City of Sumner, and urged the Administration to seek additional opportunities to promote efficiencies. Councilmember Swatman said the Committee would soon forward a recommended ordinance dealing with sewer hookup requirements and fees.
- C. Public Safety Committee: Committee Chair Councilmember Justin Evans reported the Committee will meet next at 3:30 p.m. on June 12th.
- D. Other Reports: None.

IV. CONSENT AGENDA:

- A. **Approval of Corrected Minutes:** May 1, 2018 Workshop and May 8, 2018 Meeting Minutes.

- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:** Accounts Payable check/vouchers #79117-#79158 and wire transfers #2649515 and #2018050101 in the amount of \$209,273.08. Accounts Payable check/vouchers #79159-#79206 and wire transfers #20180503, #2018040101, #2018050201, #2018050202 and #2018050301 in the amount of \$248,868.00. Voids: None.
- C. **AB18-46 – Resolution 2653** – A Resolution Of The City Of Bonney Lake, Washington, Authorizing The Mayor To Sign An Interlocal Agreement Between The City Of Bonney Lake, Washington And The City Of Sumner, Washington For Building Inspection Services.
- D. ~~**AB18-56 – Resolution 2662**~~—A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Approving The Appointment Of John P. Vodopich As City Administrator, And Authorizing The Mayor To Sign An Employment Agreement. [Moved to Item A under Full Council Issues.]
- E. ~~**AB18-59 – Motion**~~—A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayor’s Appointment Of Bryan Jeter As Chief Of Police. [Moved to Item B under Full Council Issues.]
- F. ~~**AB18-47 – Motion**~~—A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Ratifying The Mayor’s Appointments Of Ryan Seeberger, Spencer Smith, And Tyler Howard To The Park Commission; Barbara Kiliz To The Arts Commission; And The Mayor’s Re Appointments Of Jim Bouchard To The Park Commission And Brynn Feroy To The Arts Commission. [Moved to Item C under Full Council Issues.]

Councilmember Watson asked that Consent Agenda Items D, E and F be moved to Full Council Issues. Mayor Johnson said they would be moved as Items A, B and C to that portion of the meeting agenda.

Councilmember Watson moved to approve the modified Consent Agenda. Councilmember Evans seconded the motion.

Motion approved 6 – 0.

V. FINANCE COMMITTEE ISSUES: None.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.

VII. PUBLIC SAFETY COMMITTEE ISSUES: None.

VIII. FULL COUNCIL ISSUES:

- A. **AB18-56 – Resolution 2662** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Approving The Appointment Of John

P. Vodopich As City Administrator, And Authorizing The Mayor To Sign An Employment Agreement.

Councilmember Watson moved to approve Resolution 2662. Councilmember Evans provided a second to the motion.

Councilmember Watson said the City is fortunate to have a qualified individual to step in the role as City Administrator. He said Mr. Vodopich will be able to keep in place the City's forward momentum.

Motion approved 6 – 0.

- B. **AB18-59 – Motion** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayor's Appointment Of Bryan Jeter As Chief Of Police.

Councilmember Watson moved to ratify the Mayor's appointment of Bryan Jeter as Chief of Police. Councilmember Carter gave a second to the motion.

Councilmember Watson said it is great to have Bryan Jeter back and with the good experience with Puyallup should be able to keep the Bonney Lake Police Department moving in right direction. Appreciation was expressed to the Mayor for recruiting Bryan back to Bonney Lake. Councilmember Carter said he worked briefly with Chief Jeter earlier in his career with Bonney Lake and believes he will do an outstanding job. Councilmember Swatman noted that he and Mayor Johnson were both Councilmembers when Chief Jeter was appointed the first time. He said it is good to have Bryan back to run the department. He noted that Bryan lives in the community, as well. He also thanked Mayor Johnson for recruiting Bryan back to working with the City.

Motion to ratify the appointment approved 6 – 0.

- C. **AB18-47 – Motion** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Ratifying The Mayor's Appointments Of Ryan Seeberger, Spencer Smith, And Tyler Howard To The Park Commission; Barbara Kiliz To The Arts Commission; And The Mayor's Re-Appointments Of Jim Bouchard To The Park Commission And Brynn Feroy To The Arts Commission.

Councilmember Watson moved to ratify the Mayor's appointments to the Park and Arts Commissions. Councilmember Evans seconded the motion.

Councilmember Watson expressed appreciation to citizens who volunteer on the City's commissions. He noted the great qualifications of the individuals being appointed and currently serving on the commissions. Councilmember Swatman said he is glad the Mayor was able to fill the vacancies on the Commissions, and noted there is much exciting work with which they can be engaged. Mayor

Johnson also noted how helpful it is to have qualified people willing to be engaged in improving the City.

Motion to ratify the appointments approved 6 – 0.

IX. EXECUTIVE SESSION: None.

X. ADJOURNMENT:

With the common consent of the City Council, Mayor Johnson adjourned the meeting at 6:22 p.m.

Harwood Edvalson, City Clerk

Neil Johnson, Jr., Mayor

Items submitted at the May 22, 2018 Council Meeting: None.

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City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Public Services Department Jason Sullivan – Planning & Building Supervisor	Meeting/Workshop Date: June 5, 2018	Agenda Bill Number: AB18-44
Agenda Item Type: Discussion	Ordinance/Resolution Number: D18-44	Sponsor:

Agenda Subject: Updating City Planning and Engineering Fees

Full Title/Motion: An Ordinance of the City of Bonney Lake, Washington, repealing Chapter 3.68 of the Bonney Lake Municipal Code entitled Planning Department Services And Fees, Section 15.07.072 and 15.04.080 of the Bonney Lake Municipal Code related to building permit fees and re-codifying Chapter 3.68 of the Bonney Lake Municipal Code as Building, Civil, and Planning Fees.

Administrative Recommendation: Approve

Background Summary: The City’s current fee schedule was adopted in 2007 to replace the previous practice of setting land use fees based on an hourly rate basis, which required an elaborate system of deposits, record keeping, billings, and reconciliations. To ensure that the same level of cost recovery established in 2007 is maintained, the staffed reviewed the current fee schedule and considered efficiency improvements, new regulations, and services provided by the City (e.g. mailing cost, public sign installation, etc.) to determine what fees should be adjusted. The goal was not to raise fees, but to ensure that the City is collecting the appropriate fees. The building fees were also moved into Chapter 3.68 as part of this ordinance, but no changes to the fee amounts were proposed. At the May 16th Planning Commission Meeting, the Commission recommended that the City Council adopt Ordinance D18-44.

Attachments: Ordinance No. D18-44, Fee Comparison Table, and Planning Commission Briefing Memo

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation:			

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	<i>Approvals:</i>		Yes No
Date:	Chair/Councilmember		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember		<input type="checkbox"/> <input type="checkbox"/>
Forward to:	Consent Agenda: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Commission/Board Review:	Planning Commission – May 16, 2018		
Hearing Examiner Review:			

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

APPROVALS		
Director: <i>John P. Vodopich, AICP</i>	Mayor:	Date Reviewed by City Attorney: (if applicable):

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ORDINANCE NO. D18-44

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, REPEALING CHAPTER 3.68 OF THE BONNEY LAKE MUNICIPAL CODE ENTITLED PLANNING DEPARTMENT SERVICES AND FEES, SECTION 15.07.072 AND 15.04.080 OF THE BONNEY LAKE MUNICIPAL CODE RELATED TO BUILDING PERMIT FEES AND RE-CODIFYING CHAPTER 3.68 OF THE BONNEY LAKE MUNICIPAL CODE AS BUILDING, CIVIL, AND PLANNING FEES.

WHEREAS, RCW 82.02.020 authorizes the City to collect fees to defray the cost incurred by the City to process applications, performing inspections, review plans, and prepare detailed environmental impact statements; and

WHEREAS, the Public Services Director acting as the SEPA Responsible Official determined that the proposed amendments were categorically exempt from review under SEPA pursuant WAC 197-11-800(19)(b); and

WHEREAS, the Planning Commission reviewed the proposed amendments on March 18, 2018 and May 16, 2018 as required by BLMC 14.10.090.C and recommended that the City Council approve the amendments to the fee schedule.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Repealer. The previously codified provisions of Chapter 3.68 BLMC and the corresponding portions of Ordinance No. 700, § 1, Ordinance No. 778, § 1, Ordinance No. 789, § 1, Ordinance No. 826, § 4, Ordinance No. 1035, § 3 – 4, Ordinance No. 1063 § 2, Ordinance No. 1131 § 3, Ordinance No. 1163 § 1, Ordinance No. 1242, § 2, Ordinance No. 1243 § 1, Ordinance No. 1263 § 1, Ordinance No. 1325 § 1, Ordinance No. 1358, § 2, Ordinance No. 1480, § 1 - 2, Ordinance No. 1432 § 1, Ordinance No. 1462, § 11, Ordinance No. 1493 § 1, Ordinance No. 1515 § 1, Ordinance No. 1533 § 2 are each repealed.

Section 2. Building, Civil, and Planning Fees. Chapter 3.68 of the Bonney Lake Municipal Code is readopted and shall be entitled “Building, Civil, and Planning Permit Fees” to read as follows:

3.68.010 Purpose.

The purpose of this chapter is to establish various fees that shall be paid by applicants to defray the costs incurred by the City in reviewing and inspecting various building, civil, and planning applications.

3.68.020 General Provisions

- A. The Director may authorize refunding of not more than eighty percent (80%) of the building permit fee paid when no work has been done under the issued permit.
- B. The Director may authorize refunding of not more than eighty percent (80%) of the building, civil, or planning application is withdrawn by the applicant prior to approval of the application. The amount of the refund will be based on the amount of effort expended by the City prior to the applicant's request to withdraw the application.

3.68.030 Building Fees.

- A. Building permit fees for construction shall be charged in conformance with the International Building Code, the International Residential Code, the International Mechanical Code and the Uniform Plumbing Code as adopted in BLMC 15.04.020. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, profit, fire extinguishing systems, and any other pertinent equipment. Fees shall be calculated from the current Building Valuation Data as published by the International Code Council, in effect at the time of permit application, with the exception of published footnotes and the valuation as set forth in BLMC 3.68.020.I.
- B. Computation of fees for mobile homes located on individual lots shall be the same as for conventional houses.
- C. Structures not classified as buildings such as retaining walls, dog kennels, decks, signs, docks and the like shall be charged fees based on the actual cost of labor and materials according to BLMC 3.68.030.H.
- D. When submittal documents are required a plan review fee shall be paid at the time of submitting the documents for plan review.
- E. The plan review fees specified 3.68.030.I are separate fees from the permit fees specified in BLMC 3.68.030.H.
- F. Permit fees are not required for work exempt from permits as provided in the 2015 IBC section 105.2 or the 2015 IRC section R105.2; except that the 2015 IRC Building Permit Exemption Number 1 related to a one-story detached accessory structure shall be reduced from 200 square feet to 120 square feet per BLMC section 15.04.083 (D).

G. The permit and plan review fees for the addition to any building shall be computed on the same basis as the building permit.

H. The fee for each building permit shall be as set forth in the table above

Total Valuation	Building Permit Fee
\$1.00 to \$500.00	\$28.20
\$501.00 to \$2,000	\$28.20 for the first \$500.00 plus \$3.66 for each additional \$100.00, or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$83.10 for the first \$2,000 plus \$16.80 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$469.50 for the first \$25,000 plus \$12.12 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$772.50 for the first \$50,000 plus \$8.40 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,192.50 for the first \$100,000 plus \$6.72 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,880.50 for the first \$500,000 plus \$5.70 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$6,730.50 for the first \$1,000,000 plus \$3.78 for each additional \$1,000, or fraction thereof

I. Other inspections, permits and associated fees:

Permit or Action	Fee
1. Mechanical Permit	Fifteen percent (15%) of the building permit fee as determined in BLMC 3.68.030.H.
2. Plumbing Permit	Fifteen percent (15%) of the building permit fee as determined in BLMC 3.68.030.H.
3. Permits requiring plan review and inspections that are required by the Washington State Energy Code.	\$60 plan review and inspection fee

4. Technology Fee	Three percent (3%) of the building permit fee as determined in BLMC 3.68.030.H shall be applied to each permit issued by the City.
5. Inspections outside of normal business hours (minimum charge – one hour)	\$100 per hour
6. Re-inspection fees (minimum charge – one hour)	\$100 per hour
7. Inspections for which no fee is specifically indicated (minimum charge – one hour)	\$100 per hour
8. For use of outside consultants for plan checking and inspections, or both	Actual costs (including administrative and overhead costs).
9. Plan Review	
a. Plan Review	Building plan review fees shall be 65 percent of the building permit fee as determined in in BLMC 3.68.030.H
b. Expedited Plan Review	An additional sixty-five percent (65%) of the building permit fee as set forth in BLMC 3.68.030.H shall be charged for expedited plan review
c. International Residential Code base plans for one- and two-family dwellings.	\$500
d. Revised plans submitted during the plan review process which have uncorrected plan review items shall require additional plan review fees on the third submittal.	\$100 per hour with a minimum of one hour
e. Additional plan review required by changes, additions or revisions to plans (minimum charge – one hour)	\$100 per hour
10. Standalone residential (not associated with a building permit) mechanical and plumbing permits	\$100

11. Standalone commercial (not associated with a building permit) mechanical and plumbing permits	Based on the fee as set forth in BLMC 3.68.030.H
12. Change of use/change of occupancy permit	\$250
13. Final inspection only permit (i.e. permit expired, failed final inspection, never received final, etc.)	\$100 or 25 percent of underlying permit fee, whichever is greater

3.38.040 Civil Fees.

Request	Fee
A. Traffic Impact Analysis (TIA)	
1. Level I – Scoping	\$750 for city processing and review.
2. Level II – Analysis	\$1,500 for city processing and review of up to five intersections impacted by a project. \$500 for each additional review. For all additional intersections required to be analyzed beyond five, the city engineer shall estimate the additional review fee which shall be paid as a deposit, billed at \$100.00 per hour. The applicant shall obtain the TIA from a qualified professional transportation planner or engineer.
B. Water Booster Pump and Sewer Lift Stations	
1. Engineering review	\$8,000
2. Permit	\$500
3. First Resubmittal	\$200
4. Second Resubmittal	\$400

5. Third and subsequent resubmittals	\$800
C. Civil Infrastructure Engineering Review (Water, Sewer, Street)	
1. Short Subdivision 2 – 3 lots	
a. Inside City of Bonney Lake	\$1,500
b. Outside City of Bonney Lake	\$500
2. Short Subdivision 4 – 9 lots	
a. Inside City of Bonney Lake	\$3,500
b. Outside City of Bonney Lake	\$2,250
3. Subdivision	
a. Inside City of Bonney Lake	\$4,000 plus \$40 per lot
b. Outside City of Bonney Lake - water and sewer only	\$2,000 plus \$40 per lot
4. Commercial and Multifamily	
a. Inside City of Bonney Lake	\$4,500
b. Outside City of Bonney Lake	\$3,000
5. Commercial and Multifamily with fire flows greater than 2,500 gallons per minute	
a. Inside City of Bonney Lake	\$12,000
b. Outside City of Bonney Lake	\$9,000
6. Civil infrastructure permit	\$500
7. Grease interceptors (includes review, permit and inspection)	
a. Inside City of Bonney Lake	\$250
b. Outside City of Bonney Lake	\$500
8. Retrofit underground automatic fire extinguishing systems (includes review, permit and inspection)	
a. Inside City of Bonney Lake	\$250
b. Outside City of Bonney Lake	\$500
9. Traffic Signal Light	
a. Engineering Review	\$8,000

b. Permit	\$500
10. Utility Extension Only - Inside and Outside City of Bonney Lake (Includes Review, Permit, and Inspection)	
a. Less than 200 feet	\$2,500
b. 200 feet or more	\$3,500
11. Connection to the Public System (Includes Review, Permit, and Inspection)	
a. Inside the City of Bonney Lake	\$250
b. Outside City of Bonney Lake	\$500
12. Resubmittals	
a. First resubmittal	\$100
b. Second resubmittal	\$200
c. Third and subsequent resubmittal	\$500
13. Inspection Fees	Inspection fees shall be three percent of infrastructure development costs, including lift stations and booster pumps. The public works director is authorized to establish reasonable unit costs for various water, sewer, stormwater, street, retaining wall, and miscellaneous improvement components upon which the inspection fee shall be based. Said inspection fee schedule shall be periodically reviewed and updated.
D. Stormwater Permit	
1. Residential proposing new and/or replaced impervious surface under 2,000 square feet.	\$200

2. Residential proposing new and/or replaced impervious surface between 2,000 – 4,999 square feet.	\$400
3. Residential proposing new and/or replaced impervious surface of 5,000 square feet or more.	\$750
4. Commercial proposing new and/or replaced impervious surface under 2,000 square feet of replaced impervious surface.	\$500
5. Commercial proposing new and/or replaced impervious surface between 2,000 – 4,999, square feet.	\$2,500
6. Commercial proposing new and/or replaced impervious surface of 5,000 square feet or more.	\$4,500
E. Grading, Cut and Fill	
1. 0 – 249 cubic yards outside of the jurisdiction of Shoreline Code – Chapter 16 Article III BLMC	\$0
2. 0 – 249 cubic yards within the jurisdiction of Shoreline Code – Chapter 16 Article III BLMC	\$500
3. 250 – 999 cubic yards	\$1,500
4. 1,000 to 49,999 cubic yards	\$2,500
5. 50,000 cubic yards or more	\$2,500 plus the cost of any special monitoring and inspection. The city engineer shall estimate the preliminary monitoring and inspection fee, calculated at \$100 per hour, which shall be paid in advance as a deposit against the final total fee.
F. Right-Of-Way Vacation	
	\$1,400

3.68.050 Planning Fees.

Request	Fee
A. Accessory Dwelling Units	\$100

B. Appeal Of Administrative Decision	\$1,000
C. Clearing, Vegetation, And Tree Removal	\$250
D. Code Enforcement	
1. Voluntary Correction Agreement (VCA)	\$500 plus any recording fees. The cost of the fee can be paid in installments over the life of the VCA; provide that the full fee must be paid before the VCA expires.
2. VCA Amendment	\$50 plus any recording fee
E. Comprehensive Plan Amendments	
1. Comprehensive Plan Text Amendment	\$3,000
2. Comprehensive Plan Map Amendment	
a. Less Than One Acre	\$675
b. One To Three Acres	\$2,000
c. More Than Three Acres	\$4,000
3. Development Code Amendment	\$2,500
F. Critical Area Reviews and Permits	
1. Critical Area Reports (Wetlands, Hydrogeologic, Geologic Hazard, Habitat Conservation, Etc.).	\$800 per report. Plus any additional consultant cost over 8 hours needed to issue a final decision or complete additional field work.
2. Critical Area Permit	\$750
3. Mitigation Monitoring Report	\$100
4. Critical Areas Variance	\$3,000
G. Design Review Processing	
1. Projects Exempt From SEPA	\$1,350
2. Projects Not Exempt From SEPA (Fee Does Not Include SEPA Review)	\$6,750
H. Development Agreements	
1. Initial Agreement	\$1,500

2. Amendments	\$750
I. Divisions Of Land	
1. Boundary Line Adjustments	\$1,950
2. Short Subdivisions	
a. Preliminary	\$2,000 plus \$70 per lot
b. Final	\$1,000 plus \$70 per lot
3. Subdivision	
a. Preliminary	\$4,000 Plus \$110 Per Lot
b. Final	\$2,000 Plus \$110 Per Lot
4. Plat or Short Plat Alteration Or Vacation	\$1,500
J. Miscellaneous Items	
1. Application or Permit Extension	\$500
2. Development Code Interpretation	\$500
3. Hearing Examiner's Costs Not Otherwise Specified	\$135 Plus Actual Hearing Examiner Costs
4. Minor Amendment To A Permit	\$400
5. Mailing Fee	\$1.50 per the number of notices mailed out by the City
6. Resubmittal Fees	
a. First Resubmittal	\$100
b. Second Resubmittal	\$200
c. Third Resubmittal and Subsequent Resubmittals	\$500
7. Public Notification Sign	\$75 per sign
K. Pre-Application Meetings	
1. First Meeting	\$300
2. Subsequent Meetings	\$500
L. SEPA Environmental Review	
1. Associated With The Construction Of Or Addition To A Single Detached Residential Structure	\$500

2. Associated With A Boatlift, Dock, Or Similar Accessory Structure For A Detached Residential Structure	\$200
3. Attached Residential Structures, Commercial, Public Facilities, Mixed Use Projects, And Divisions Of Land	\$1,500
4. Environmental Impact Statement	\$2,000 Plus Cost Of EIS. If The Mayor Authorizes City Staff Or A City Consultant To Prepare The EIS, The Director(S) Shall Estimate The Cost, Which Amount The Applicant Shall Pay As A Deposit Plus The \$1,000 Processing And Review Fee. After The EIS Is Complete, The City Shall Bill The Applicant (Or Remit As The Case May Be) For The City's Total EIS Preparation Cost, Including Overhead, Minus The Deposit.
5. Addendum Review	\$330
6. SEPA Appeal	\$4,000
M. Shoreline Permits And Exemptions	
1. Shoreline Substantial Development Permit	\$2,200
2. Shoreline Conditional Use Permit	\$3,000
3. Shoreline Variance	\$3,000
4. Shoreline Letter Of Exemption (SEPA Required)	\$200
5. Shoreline Letter Of Exemption (SEPA Exempt)	\$50
N. Signs	
1. Sign Permit	\$150
2. Comprehensive Sign Permit Review	\$500

O. Site Plan Review	\$500
P. Use Permits	
1. Conditional Use Permit	\$1,500
2. Temporary Use Permit	
a. Event	\$100
b. Business	\$200
c. Residence/Travel Trailer	\$250
Q. Wireless Communication Facilities	
1. Administrative Wireless Permit	\$2,000
2. Eligible Facilities Modification	\$500
R. Zoning Reclassification	\$2,000 Plus \$135.00 Per Acre
S. Zoning Variance	\$3,000

Section 3. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication, as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2018

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

Type of Permit	2007 Fee	Current Fee	Proposed Fee	Notes
ACCESSORY DWELLING UNITS	\$500	\$500	\$100	
AMENDMENTS				
Comprehensive Plan Amendment				
Less Than One Acre	\$500	\$500	\$675	
One to Three Acres	\$1,500	\$1,500	\$2,000	
More than Three Acres	\$3,000	\$3,000	\$4,000	
Minor Change to a Permit	\$300	\$300	\$400	
Comprehensive Plan Text Amendment			<u>\$3,000</u>	
<u>Development Code Amendment</u>	<u>N/A</u>	<u>N/A</u>	<u>\$2,500</u>	This is additional work to process zoning amendments at the request of the public.
ANNEXATION PETITION	\$400	\$400	\$500	Does the City want to charge a fee for future annexation?
APPEALS				
Appeal of Administrative Decision	\$750	\$1,000	\$1,000	
Appeal of Hearing Examiner's Decision	\$1,500	\$3,000		This type of appeal is now handled under LUPA. This fee would be removed from the Fee Chart as it is no longer need.
SEPA ENVIRONMENTAL REVIEW				
Environmental Checklist Review	\$700	\$750	Associated with a SFR - \$500	Staff would propose three different fees. The reason is that the SEPA associated with Single Family Homes is for very minor projects. Also the City SEPA review for docks and boat lifts can be streamed. These reviews don't have the same level of staff involvement as other projects.
			Associated with a boatlift, dock, or similar feature for a Single Family Home - \$200	
			Plats, Short Plats, Commercial, Multifamily - \$1,500	
Environmental Impact Statement	\$1,000 plus cost of EIS. If the mayor authorizes city staff or a city consultant to prepare the EIS, the director(s) shall estimate the cost, which amount the applicant shall pay as a deposit plus the \$1,000 processing and review fee. After the EIS is complete, the city shall bill the applicant (or remit as the case may be) for the city's total EIS preparation cost, including overhead, minus the deposit.	\$1,000 plus cost of EIS. If the mayor authorizes city staff or a city consultant to prepare the EIS, the director(s) shall estimate the cost, which amount the applicant shall pay as a deposit plus the \$1,000 processing and review fee. After the EIS is complete, the city shall bill the applicant (or remit as the case may be) for the city's total EIS preparation cost, including overhead, minus the deposit.	\$2,000 plus cost of EIS. If the mayor authorizes city staff or a city consultant to prepare the EIS, the director(s) shall estimate the cost, which amount the applicant shall pay as a deposit plus the \$1,350 processing and review fee. After the EIS is complete, the city shall bill the applicant (or remit as the case may be) for the city's total EIS preparation cost, including overhead, minus the deposit.	
SEPA Appeal			\$4,000	To cover the cost of the the review of the SEPA appeal and the hearing. Added at the direction of the City Administrator

Type of Permit	2007 Fee	Current Fee	Proposed Fee	Notes
Addendum Review	\$250	\$250	\$330	
ENVIRONMENTAL AND INFRASTRUCTURE REVIEW AND INSPECTION				
City Processing and Review of Critical Area Reports (Wetlands, Hydrogeologic, Geologic Hazard, Habitat Conservation, Etc.)	\$500 per report for city processing and review. The applicant shall obtain the report from a qualified professional per BLMC 16.20.090(A).	\$500 per report for city processing and review. The applicant shall obtain the report from a qualified professional per BLMC 16.20.090(A).	\$800 per report for city processing and review. The applicant shall obtain the report from a qualified professional per BLMC 16.20.090(A). <u>Plus any additional consultant cost over 8 hours needed to issue a final decision or complete additional field work.</u>	
City Review of Traffic Impact Analysis (TIA)				
Level I – Scoping		\$500 for city processing and review.	\$750 for city processing and review.	
Level II – Analysis		\$1,500 for city processing and review of up to five intersections impacted by a project. For all additional intersections required to be analyzed beyond five, the city engineer shall estimate the additional review fee which shall be paid as a deposit, billed at \$100 per hour. The applicant shall obtain the TIA from a qualified professional transportation planner or engineer.	\$1,500 for city processing and review of up to five intersections impacted by a project. <u>\$500 for each additional review.</u> For all additional intersections required to be analyzed beyond five, the city engineer shall estimate the additional review fee which shall be paid as a deposit, billed at \$100 per hour. The applicant shall obtain the TIA from a qualified professional transportation planner or engineer.	
Infrastructure Reviews and Permits				
Water Booster Pump and Sewer Lift Stations				
Engineering review		\$8,000	\$8,000	
Permit		\$500	\$500	
<u>First Resubmittal</u>			<u>\$200</u>	This resubmittals are reviewed by an outside consultant, which has a higher cost than if the resubmittals are reviewed by City staff.
<u>Second Resubmittal</u>			<u>\$400</u>	
<u>Third and subsequent resubmittal</u>			<u>\$800</u>	
Sewer Lift Station				
Engineering review		\$8,000		
Permit		\$500		
Civil Infrastructure Engineering Review (Water, Sewer, Stormwater, Street)				
Short plat 2 – 3 lots				
Inside City of Bonney Lake		\$1,500	\$1,500	
Outside City of Bonney Lake – water and sewer only		\$500	\$500	
Short plat 4 – 9 lots				
Inside City of Bonney Lake		\$3,500	\$3,500	
Outside City of Bonney Lake – water and sewer only.		\$2,250	\$2,250	
Long plat				

Type of Permit	2007 Fee	Current Fee	Proposed Fee	Notes
Inside City of Bonney Lake		\$4,000 plus \$40 per lot	\$4,000 plus \$40 per lot	
Outside City of Bonney Lake - water and sewer only		\$2,000 plus \$40 per lot	\$2,000 plus \$40 per lot	
Commercial and Multifamily with fire flows up to 2,500 gpm-				
Inside City of Bonney Lake		\$4,500	\$4,500	
Outside City of Bonney Lake – water only		\$3,000	\$3,000	
Commercial and Multifamily with fire flows greater than 2,500 gpm				
Inside City of Bonney Lake		\$12,000	\$12,000	
Outside City of Bonney Lake—water only		\$9,000	\$9,000	
Civil infrastructure permit		\$500	\$500	
Connection to public systems (includes review, permit and inspection)				
Inside City of Bonney Lake		\$250		
Outside City of Bonney Lake		\$500		
Utility Extension Only - Inside and Outside City of Bonney Lake (Includes Review, Permit, and Inspection)				
<u>Less than 200 ft.</u>			\$2,500	<u>Cost to review utility extension, the fee currently paid to the City is not the connection to a public system, but requires the payment of the fee for the commercial civil plan review and it is not addressed in the City's fee chart.</u>
<u>200 ft. or more</u>			\$3,500	
Grease interceptors (includes review, permit and inspection)				
Inside City of Bonney Lake		\$250	\$250	
Outside City of Bonney Lake		\$500	\$500	
Retrofit underground automatic fire extinguishing systems (includes review, permit and inspection)				
Inside City of Bonney Lake		\$250	\$250	
Outside City of Bonney Lake		\$500	\$500	
Traffic Signal Light				
Engineering Review		\$8,000	\$8,000	
Permit		\$500	\$500	
Stormwater Permit				

Type of Permit	2007 Fee	Current Fee	Proposed Fee	Notes
<u>Residential proposing new and/or replaced impervious surface under 2,000 sq. ft.</u>			\$200	This reviews are not current captured in the fee chart and were added to address the reviews required as a result of the new Stormwater Manual adopted to comply with the City's NPDES Permit.
<u>Residential proposing new and/or replaced impervious surface between 2,000-4,999 sq. ft.</u>			\$400	
<u>Residential proposing new and/or replaced impervious surface of 5,000 sq. ft. or more</u>			\$750	
<u>Commercial proposing new and/or replaced impervious surface Under 2,000 sq. ft. of replaced impervious surface</u>			\$500	
<u>Commercial proposing new and/or replaced impervious surface between 2,000-4,999, sq. ft.</u>			\$2,500	
<u>Commercial proposing new and/or replaced impervious surface of 5,000 square feet or more.</u>			\$4,500	
Resubmittals				
First resubmittal		\$100	\$100	
Second resubmittal		\$200	\$200	
Third and subsequent resubmittal		\$500	\$500	
Inspection Fees		Inspection fees shall be three percent of infrastructure development costs, including lift stations and booster pumps. The public works director is authorized to establish reasonable unit costs for various water, sewer, stormwater, street, retaining wall, and miscellaneous improvement components upon which the inspection fee shall be based. Said inspection fee schedule shall be periodically reviewed and updated.	Inspection fees shall be three percent of infrastructure development costs, including lift stations and booster pumps. The public works director is authorized to establish reasonable unit costs for various water, sewer, stormwater, street, retaining wall, and miscellaneous improvement components upon which the inspection fee shall be based. Said inspection fee schedule shall be periodically reviewed and updated.	
Critical Area Permit	\$500	\$750	\$750	
Mitigation Mointoring Report	N/A	N/A	\$100	Staff cost to review and accept the annual monitoring reports associated with mitigation plans.
Critical Areas Variance	N/A	\$1,500	\$3,000	The fee amount is meant to cover the staff cost and the Hearing Examiner Cost

Type of Permit	2007 Fee	Current Fee	Proposed Fee	Notes
HEARING EXAMINER'S COSTS NOT OTHERWISE SPECIFIED	\$100 plus actual hearing examiner costs	\$100 plus actual hearing examiner costs	\$135 plus actual hearing examiner costs	
PRE-APPLICATION MEETINGS				
First Meeting	\$150	\$200	\$300	
Subsequent Meetings	\$300	\$400	\$500	
DESIGN REVIEW PROCESSING				
Projects Exempt from SEPA	\$400	\$1,000	\$1,350	The fees for Site Plan and Design Review were switched in 2015 when the City made a Separate Site Plan Review Optional and consolidated those reviews with Design Review.
Projects Not Exempt from SEPA (Fee Does not include SEPA Review)		\$5,000	\$6,750	
RIGHT-OF-WAY VACATION	\$1,400	\$1,400	\$2,000	
SHORELINE PERMITS AND EXEMPTIONS				
Shoreline Substantial Development Permit	\$2,000	\$2,200	\$2,200	
Shoreline Conditional Use Permit	\$1,300	\$3,000	\$3,000	
Shoreline Variance	\$1,300	\$3,000	\$3,000	
Shoreline Letter of Exemption (SEPA Required)	\$200	\$250	\$250	These fees mainly affect small residential projects and did not want to make the fees to high given the minor nature.
Shoreline Letter of Exemption (SEPA Exempt)		\$50	\$50	
SITE PLAN REVIEW – COMMERCIAL AND MULTIFAMILY	Type 1 Permit \$1,000	\$400	\$550	The fees for Site Plan and Design Review were switched in 2015 when the City made a Separate Site Plan Review Optional and consolidated those reviews with Design Review.
	Type 2 Permit \$5,000			
SIGNS				
Sign Permit	\$150	\$150	\$200	
Temporary Sign	\$50	\$50		
Comprehensive Sign Permit	N/A	N/A	\$500	
SUBDIVISIONS OF LAND				
Boundary Line Adjustments	\$1,450	\$1,450	\$1,950	The work to review the survey documents is the same regardless if is the consolidation of lots or moving a boundary line.
Lot Combinations	\$250	\$250		
Short Subdivision Plat (2 to 9 Lots)				
Preliminary	\$1,200 plus \$50 per lot	\$1,200 plus \$50 per lot	\$2000 plus \$70 per lot	
Final	N/A	N/A	\$1,000 plus \$70 per lot	

Type of Permit	2007 Fee	Current Fee	Proposed Fee	Notes
Long Plat Subdivision (10 or More Lots)				
Preliminary Plat	\$2,000 plus \$80 per lot	\$2,000 plus \$80 per lot	\$4,000 plus \$110 per lot	
Final Plat	\$1,500 plus \$80 per lot	\$1,500 plus \$80 per lot	\$2,000 plus \$110 per lot	
Plat or Short Plat Alteration or Vacation	\$1,200	\$1,500	\$1,500	
APPLICATION/PERMIT TIME EXTENSIONS	\$500	\$500	\$500	
ZONING				
Conditional Use Permit	\$1,200	\$2,000	\$3,000	The fee amount is meant to cover the staff cost and the Hearing Examiner Cost
Temporary Use Permit				
Event	\$100	\$100	\$100	These fees were reestablished in 2014 and no modification is proposed.
Business		\$200	\$200	
Residence/Travel Trailer		\$250	\$250	
Variance			\$3,000	The fee amount is meant to cover the staff cost and the Hearing Examiner Cost
Single Family Residence	\$150 plus hearing examiner cost	\$250 plus hearing examiner cost		The fee amount is meant to cover the staff cost and the Hearing Examiner Cost
All Other Variances	\$300 plus hearing examiner cost	\$250 plus hearing examiner cost		
Zoning Reclassification/Map Amendment	\$1,500 plus \$100.00 per acre	\$1,500 plus \$100.00 per acre	\$2,000 plus \$135.00 per acre	
Zoning Development Code Interpretation	\$200	\$200	\$500	
WIRELESS COMMUNICATION FACILITIES				
Eligible Facilities Modification	\$500	\$500	\$500	The current fees were reestablished when the Telecommunications Code was updated
Administrative Wireless Permit		\$1,000	\$1,000	
DEVELOPMENT AGREEMENT				
<u>Initial Agreement</u>	N/A	N/A	<u>\$1,500</u>	
<u>Amendments</u>	N/A	N/A	<u>\$750</u>	
PUBLIC NOTICE				
<u>Mailing Fee</u>	N/A	N/A	<u>\$1.50 times the number of notices mailed out by the City.</u>	
<u>Sign Installation Fee</u>	N/A	N/A	<u>\$75 per sign</u>	
CODE ENFORCEMENT				
<u>Voluntary Correction Agreement (VCA)</u>	N/A	N/A	\$500 plus any recording cost. The cost of the fee can be paid in installments over the life of the VCA; provide that the full fee must be paid before the VCA expires.	
<u>VCA Amendment</u>	N/A	N/A	\$50 plus any recording cost	



Community Development Department Briefing Memorandum

Date: May 11, 2018
To: Planning Commission
From: Jason Sullivan – Planning and Building Supervisor
Re: **Planning Fees**

PURPOSE:

The purpose of the memorandum is to facilitate the Planning Commission’s discussion related to possible changes to the City’s Planning and Engineering permit fees adopted in BLMC 3.68.10. The Planning Commission is required to provide a recommendations on the modification of planning fees pursuant to BLMC 14.20.020.A.3.

MOTION:

I move to recommend that the City Council adopt Ordinance D18-44 updating the fees for building, civil, and planning applications.

ATTACHMENTS:

- Ordinance D18-44

BACKGROUND:

The Revised Code of Washington (RCW) 82.02.020 allows jurisdictions to establish reasonable fees for “processing applications, inspecting and reviewing plans, or preparing detailed [environmental] statements” associated with the development of land or the construction of buildings. However, the City cannot use permit fees to discourage certain land uses or developments that the City is required to allow under state law.

The amount applicants pay to process development permits can vary greatly from jurisdiction to jurisdiction. This variation is not due to some jurisdictions reviewing plans cheaper, but is due to the philosophy of how the jurisdiction splits the overall cost of reviewing and processing development permits between permit fees and other general fund revenues (e.g. property taxes, sales taxes, etc.). In other words how much of the cost of performing the review development should be supplemented by other revenue resources. Jurisdictions are located somewhere on a continuum of full cost recovery to highly subsidizing permit reviews. The other cause of variation is based on how a jurisdiction sets up its review process, some jurisdictions require a number of permit each with small fees while another jurisdictions may require one permit with a larger fee for the same level of development. The finally cause for variation is how local jurisdictions have utilized the flexibility that is allowed in the state law for different permit types that are governed under a specific RCW or Washington Administrative Code (WAC) (e.g. subdivisions/short plats, reviews under the State Environmental Policy Act (SEPA), etc.)

For example a five lot short plat in one jurisdiction is consider a plat in another jurisdictions. Plats typically have higher fees than short plats as the process involves a public hearing. Plats are also subject to review under SEPA; whereas, short plats are exempt from SEPA.

There is no right or wrong answer to these approaches as all are allowed under RCW 82.02.020. However, these difference do make it extremely difficult to one to one comparison on permit types. In order to provide a comparison, Staff has identified a couple of common applications and compared the totally cost that an applicant would have to pay in a number of jurisdictions. The first group of jurisdictions that were selected are those jurisdictions that are identified as comparable jurisdictions in Section 5 – Chapter 1 of *Bonney Lake 2035* (Covington, Mill Creek, Lake Stevens, and University Place). A second group that included Auburn, Bainbridge Island, Des Moines Edgewood, Puyallup, and Sumner were also selected to broaden the comparison by including surrounding jurisdictions and jurisdictions on the continuum of full cost recovery.

DISCUSSION:

The City of Bonney Lake adopted its current fee schedule, as authorized by RCW 82.02.020, in 2007 to replace the previous practice of setting land use fees based on an hourly rate basis, which required and elaborate system of deposits, record keeping, billings, and reconciliations. When the current fee schedule was set in 2007, the City evaluated the cost recovery needs and completed a survey of other Washington cities' application and fee schedules. In 2014, there was an adjustment made to the fee schedule; however, the ordinance is not clear on the basis of the adjustments. There were two other adjustment one in 2015 and another 2016, but this adjustment were only made to specific fees related to a change in process. In order to ensure that the system of cost recovery established in 2007 is maintained, the fee schedule should be increase to reflect the inflation in wages and higher medical cost that are incurred by the City. In addition to the wage growth, the hourly rates for the City's Hearing Examiner has increased. Some of the fees allow the City to recover those cost, but other fees are flat fees. For example a Critical Area Variance has a flat fee of \$1,500 and the Hearing Examiner recently

charge \$1,215 for a minor critical area variance. In these case the fee did not fully cover the staff cost to review the request, prepare the staff report, and facilitate the public hearing. In order to ensure that the same level of cost recovery established in 2007 is maintained, the fee schedule was evaluated to determine if an increase in individual permit fees is warranted at this time. Improvements in efficiency were also considered in determining if an increase was warranted. The goal of this effort was not simply to raise the permit fees, but too evaluate the cost of processing land use permits in order to ensure that the City is collecting the appropriate amount to process a land use permit. The proposed new fees along with a comparisons to the 2007 fee, the current fee, and any notes regarding the change are provided on Attachment 1. Below is a comparison of the fees for some residential projects:

City	4 Lot Short Plat ¹	7 Lot Short Plat ²	25 Lot Plat ³	Shoreline Exemption With SEPA	Shoreline Exemption Without SEPA	Shoreline Permit ⁴
Auburn ⁵	\$2,697	\$2,970	\$10,245	\$1,079	\$228	\$2,056
Bainbridge Island	\$6,063	\$7,632	\$46,751	\$2,671	\$572	\$7,626
Covington ⁶	\$17,906	\$17,906	\$40,264	\$1,436	\$288	\$4,969
Des Moines	\$7,755	\$7,755	\$13,375	\$965	\$700	\$4,235
Edgewood ⁷	\$4,585	\$11,560	\$13,360	N/A	N/A	N/A
Lake Stevens ⁸	\$5,135	\$5,135	\$14,895	\$1,000	\$200	\$1,000
Mill Creek ⁹	\$2,000	\$4,885	\$5,875	N/A	N/A	N/A
Puyallup	\$690	\$690	\$3,180	\$270	\$120	\$1,130
Sumner ¹⁰	\$600	\$3,900	\$4,700	\$0	\$0	\$3,000
University Place	\$6,877	\$6,877	\$25,523	\$0	\$0	\$6,559
AVERAGE	\$5,431	\$6,931	\$17,817	\$928	\$264	\$3,822
Bonney Lake ¹¹	\$3,560	\$3,980	\$11,500	\$750	\$50	\$2,700

NOTES

¹ The fee shown covers both the preliminary short plat fee and the final plat fee.

² For jurisdictions that allow 9 lot short plats, which is the maximum allowed by state law, the fee shown covers both the preliminary short plat fee and the final plat fee. For jurisdictions that don't allow for 7 lot short plats, the project is considered a plat, the fee shown covers both the preliminary plat fee, the final plat fee, and the SEPA review fee.

³ The fee shown covers both the preliminary plat fee, the final plat fee, and the SEPA review fee.

⁴ The proposed development is considered to be a fresh water dock with a value of \$10,000, which does not qualify for a shoreline exemption under state law. The fee shown covers both the shoreline permitting and the SEPA review fee. Jurisdictions that don't have areas regulated under the Shoreline Management Act are identified with the N/A and are excluded from the average calculations.

⁵ In addition to the fees above the City of Auburn charges the actual Hearing Examiner cost for subdivisions and shoreline permits. This is an addition cost to what is shown above.

⁶ The City of Covington has a sliding scale for shoreline permits that ranges from \$1,652 to \$16,501 based on the actual value of the proposed development. The number above is for a project with the value of \$10,001 to \$100,000.

⁷ The City of Edgewood limits short plats to 6 lots.

⁸ In addition to the fees above the City of Lake Stevens charges for an outside survey company to review all subdivisions. This is an addition cost to what is shown above.

⁹ The City of Mill Creek limits short plats to 5 lots.

¹⁰ The City of Mill Creek limits short plats to 5 lots.

¹¹ The fees shown are the proposed fees not the current fees. For all permits that require a Hearing Examiner decision (e.g. the plat), the current proposal is to include the cost of the Hearing Examiner into the fee versus seeking reimbursement of the Hearing Examiner cost in order to improve efficiency. The proposed public notice fees are not included in the fee amount above.

Under WAC 197-11-800(2)(d) cities subject to the growth management act can increase the categorical exemption for commercial buildings from 4,000 square feet to 30,000 square feet. None of the jurisdictions have adopted the upper end of the threshold as it is typically a time intensive process. The exemption levels for each jurisdiction are provided in the notes below the table. Below is a comparison of the fees for two different commercial projects:

City	10,000 SF Commercial Building	50,000 SF Commercial Building
Auburn ¹	\$2,306	\$3,157
Bainbridge Island ²	\$8,986	\$8,986
Covington ³	\$12,235	\$13,383
Des Moines ⁴	\$6,370	\$17,080
Edgewood ⁵	\$1,375	\$4,625
Lake Stevens ⁶	\$3,050	\$3,050
Mill Creek ⁷	\$1,250	\$1,250
Puyallup ⁸	\$1,290	\$2,700
Sumner ⁹	\$350	\$1,870
University Place ¹⁰	\$4,875	\$4,875
<i>AVERAGE</i>	<i>\$4,209</i>	<i>\$6,098</i>
Bonney Lake ¹¹	\$8,250	\$8,250

NOTES

¹ The City of Auburn has set the SEPA exemption at 12,000 square feet. The above fee includes a Design Review Application, Site Plan Application, and SEPA for the larger building.

² The City of Bainbridge has set the SEPA exemption at 4,000 square feet. The above fee includes a Site Assessment Review, Site Plan Application, and SEPA Application for both buildings.

³ The City of Covington has set the SEPA exemption at 12,000 square feet. The above fee includes a Site Plan Application, and SEPA for the larger building.

⁴ The City of Des Moines has set the SEPA exemption at 12,000 square feet. The above fee includes a Design Review Application, CPTED Review, and SEPA for the larger building. The City also charges \$125 per hour in addition to the above charges if the SEPA and/or Design Review Application takes more than 160 hours to review.

⁵ The City of Edgewood has set the SEPA exemption at 12,000 square feet. The above fee includes a Design Review Application, Site Plan Application, and SEPA for the larger building.

⁶ The City of Lake Stevens has set the SEPA exemption at 4,000 square feet. The above fee includes a Design Review Application, Site Plan Application, and SEPA Application for both buildings. The City also charges an additional \$300 on the site plan review for each resubmittal after the first two resubmittals.

⁷ The City of Mill Creek has set the SEPA exemption at 4,000 square feet. The above fee includes a Landscaping Plan Review, Site Plan Application, and SEPA Application for both building

⁸ The City of Puyallup has set the SEPA exemption at 4,000 square feet. The above fee includes a Landscaping Plan Inspection Fee, Site Plan Application, and SEPA Application for both building.

⁹ The City of Sumner has set the SEPA exemption at 12,000 square feet. The above fee includes a Design Review Application, Land Use Application, and SEPA for the larger building.

¹⁰ The City of University Place has set the SEPA exemption at 4,000 square feet. The above fee includes a Design Review Application, and SEPA Application for both buildings.

¹¹ The City of University Place has set the SEPA exemption at 4,000 square feet. The above fee includes a Design Review Application, and SEPA Application for both buildings. If the City were to raise the SEPA Exemption level to 12,000 or more then the smaller buildings land use fee would only be \$1,350, which is significantly below the average. The proposed public notice fees are not included in the fee amount above.

The proposed fee table includes some new fees which are discussed below and highlighted in yellow on the attached chart entitled “Bonney Lake – Current and Proposed Fees”:

- Request for Development Code Amendment:** The City currently charges a fee when individuals request to amend the text of the comprehensive plan. However, a fee is not required when an individual submits a request to amend the City’s development regulation as authorized by BLMC 14.40.035. Processing these request can require additional staff that was allocated to these efforts as demonstrated in the Planning Commission Work Plan. The proposed fee is design to offset a cost of processing these request. The following cities have fee associated with development agreements:

City	Fee
Auburn	\$1,098
Lake Stevens	\$3,000
Mill Creek	\$2,500
Puyallup	\$1,080
University Place	\$4,126

- Monitoring Reports Review:** Projects that impact critical areas and are required to provide mitigation are required to monitor the performance of that mitigation for a period of up to five years. City staff is required to review the monitoring reports to ensure that the mitigation is meeting the performance measures established in the mitigation plan. The City currently does not collect a fee for this work, which requires additional staff resources not covered in the other permit application fees.
- Comprehensive Sign Permit:** When the City update the sign code, the City removed the old sign variance and replaced it with a comprehensive sign permit. This comprehensive sign permit is authorized by 15.28.160, which allows for modifications to the sign regulations. However, the comprehensive sign permit does not allow the City to increase the total amount of allowed signage. The fee that is proposed to be added would be cover the cost of the review of a comprehensive sign permit.
- Final Short Plats:** A few is proposed to be added to cover the review of a final short plat, which can occur up to 5 years after the City has approved the preliminary short plat.

- **Development Agreements:** A fee is proposed for applicants requesting the approval of a development agreement. The proposed of the fee is cover the staff cost associated with negotiation and preparing a development agreement. The following cities have fee associated with development agreements:

City	Fee
Auburn	\$2,334
Edgewood	\$7,915
Lake Stevens	\$3,050
Puyallup	\$750

- **Public Notice Fees:** There would be a proposed fee added associated with taking the responsibility away from applicants for preparing mailing list. The mailing list used to be prepared by the applicant, which required most applicant’s to contact a title company to prepare the list. This process is very expensive. Additionally, the City had to review the mailing list to ensure that is correct, which is an additional cost to the City. However, the City can quickly and easy prepare the mailing list using GIS. Another issue was that the applicant would also have to put the labels and stamps on envelopes and the City stuffs the envelopes with the notices. As a result the applicant can end up submitting sets of envelopes that are not used because the City was able to combine the notices. The following cities have fee associated with public notice requirements:

City	Fee
Auburn	2x4 Sign – \$85 4x4 Sign – \$144
Bainbridge Island	Re-notice Fee - \$200
Edgewood	Sign Posting – \$120 per sign
Lake Stevens	Sign Rental Fee – \$50
Puyallup	A number of fees ranging from \$90 to \$235

- **Voluntary Correction Agreement:** The City’s current enforcement procedures directs City staff to attempt to secure voluntary correction of code enforcement issues prior to proceeding with further criminal or civil enforcement measures pursuant to BLMC 14.13.060. This voluntary compliance is documented in a Voluntary Correction Agreement which provides property owners with additional time, up to a year, to correct code violations. Staff time is required to monitoring compliance with the VCA to ensure that the violations are resolved. The staff would allow for property owners to make installs over the life of the VCA in order to offset the financial burden while still recognizing that there is a staff cost associated with this effort. The City of Bainbridge also charges a fee to resolve code enforcement issues, which is charged on an hourly basis.

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: ASD / Jenna Richardosn	Meeting/Workshop Date: 5 June 2018	Agenda Bill Number: AB18-61
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2663	Sponsor:

Agenda Subject: Memorandum of Understand with AFSCME Local#120 for a Change in the Employee Paid Short Term Disability Plan.

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Memorandum Of Understanding With Afscmc Local #120 To Change The Employee Paid Short Term Disability Provider.

Administrative Recommendation: Approve

Background Summary: AFSCME represented employees pay for a short term disability program through the United Employees Benefit Trust, which is articulated in Article 10.4.1 of the current collective bargaining agreement between the City and AFSCME. The employees voted last month to change their provider from UEBT to AFLAC. The plan is employee paid; however, the City withdraws the monthly contribution from each employee in order to pay the bill on their behalf.
Attachments: Memorandum of Understanding

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
0	0	0	0	<input type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
<p>Budget Explanation: Some administrative burden for HR and Payroll is anticipated in the initial set up and during open enrollment each year; however, the change is not expected to cost the City any money.</p>				

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	<i>Approvals:</i>		Yes No
Date:	Chair/Councilmember		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember		<input type="checkbox"/> <input type="checkbox"/>
Forward to:	Consent Agenda: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Commission/Board Review:			
Hearing Examiner Review:			

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 5 June 2018	Tabled to Date:

APPROVALS		
Director: <i>HTE</i>	Mayor:	Date Reviewed by City Attorney: (if applicable)

RESOLUTION NO. 2663

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BONNEY LAKE, PIERCE COUNTY, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN A MEMORANDUM OF
UNDERSTANDING WITH AFSCME LOCAL #120 TO CHANGE
THE EMPLOYEE PAID SHORT TERM DISABILITY PROVIDER.**

The City Council of the City of Bonney Lake, Washington, does hereby authorize the Mayor to sign the Memorandum of Understanding attached hereto and incorporated herein by this reference.

PASSED by the City Council this 12th day of June, 2018.

Neil Johnson Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

**Memorandum of Understanding
by and between
The City of Bonney Lake (City)
and
AFSCME, Local 120 (AFSCME)**

Recital

This Memorandum of Understanding is entered into by and between the City of Bonney Lake (hereinafter referred to as the City) and AFSCME, Local 120, (hereinafter referred to as the Union) and only applies to such parties. It is understood and agreed by the parties signatory to the Memorandum of Understanding (MOU) that the language referenced herein has been negotiated.

It is understood and agreed by the parties' signatory to this agreement that the Union wishes to change the employee paid Short Term Disability (hereinafter referred to as STD) policy referred to in Article 10.4.1 of the current collective bargaining agreement from the United Employees Benefit Trust to a comparable plan provided by AFLAC.

It is understood and agreed by the parties signatory to this MOU that the STD program is employee paid and will continue to be so in the future.

It is understood and agreed by the parties signatory to this MOU that the City will withhold the appropriate STD premiums once each month (on the last pay period) from all Union represented employee's wages in the amount set forth by AFLAC and pay the monthly bill on behalf of employees beginning on August 1, 2018.

It is understood and agreed by the parties signatory to this MOU that all Union represented employees will be required to participate in the STD plan and will have at least the minimum coverage premium withheld from their wages. Employees that wish to make changes, may do so during open enrollment (mid-November to mid-December) for changes that will occur January 1st of the following year.

Any dispute regarding the interpretation and/or application of this agreement shall be handled pursuant to the terms of the applicable Union's grievance procedure.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this _____ day of _____, 2018.

For the City of Bonney Lake

Mayor Neil Johnson, Jr.

For AFSCME, Local 120

Christopher Blake, Shop Steward