



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tuesday, July 25, 2023 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENT**
- 3. MAYOR'S REPORT**
- 4. CONSENT AGENDA:** *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*
The following items are presented for Council approval:
 - A.** Regular Council Meeting Minutes of July 11, 2023
 - B.** Study Session Meeting Minutes of July 18, 2023
 - C.** **AB23-021** – a motion approving July 2023 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; Employment Security Department-PFML; Employment Security Department-UI; Dept. of Labor and Industry; and IRS 941 in the amount of \$177,650.40 and Vendor Check Numbers 25837 through 25847 with EFT and Direct Pay Payments in the amount of \$391,175.75. Total distributions submitted for review and authorization in the amount of \$568,826.15.
 - D.** **AB23-0680** - Resolution No. 23-0680 authorizing the Mayor to execute an Interlocal Agreement with the Washington School Information Processing Cooperative
- 5. COUNCIL BUSINESS**
 - A.** **AB23-0647** - Ordinance No.23-0647 adopting an Emergency Interim Zoning Control Ordinance to amend title 18 of the Edgewood Municipal Code in accordance with amendments to state law adopted in 2023 in second substitute senate bill 5290 for a period of one year
 - B.** **AB23-0681** - Resolution 23-0681 providing for the submission to the qualified electors of the city at an election to be held on November 7, 2023, in conjunction with the State General Election to be held on the same date of a proposition to levy regular property taxes in excess of the limitations of chapter 84.55 of the RCW
 - C.** **AB23-022** - Appointments for and against ballot measure committee volunteers (if applicable)
- 6. COUNCIL COMMENTS**
- 7. ADJOURN**

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.



CITY OF EDGEWOOD REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, July 11, 2023 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led attendees in the Pledge of Allegiance.

Present: Mayor Eidinger, Deputy Mayor Tomin, Councilmember Creley, Councilmember Lowry, Councilmember Keith, Councilmember Day, Councilmember West, Councilmember Buckley **Staff**

Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Community & Economic Development Director Lauren Balisky, IT Director Matthew Ray, Public Works Director Jeremy Metzler, Chief Mark Berry, City Attorney Ann Marie Soto

2 PRESENTATION

A. Interurban Trail Fundraising Update

Public Works Director Metzler introduced ForeverGreen Trails Executive Director Larry Leveen, who discussed the fundraising progress for the Edgewood Interurban Trail Fund Drive.

B. Levy Lid Lift

Finance Director Hardeep Goraya shared with the Council the different methods available to accomplish a Levy Lid Lift, and a detailed discussion then ensued.

3 AUDIENCE COMMENT

Jesie Holden from Mountain View Community Center spoke.

Carl Ohler spoke.

Dave Zayner spoke.

4 MAYOR'S REPORT

Mayor Eidinger read his report into the record and then invited each Director to speak on topics of their choosing.

5 CONSENT AGENDA:

A. Regular Council Meeting Minutes of June 27, 2023

B. Special Meeting Executive Session Minutes of June 6, 2023

C. Review of Boards and Commission Minutes

D. AB23-020 – a motion approving July 2023 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$215,808.78 and Vendor Check Numbers 25822 through 25837 with EFT and Direct Pay Payments in the amount of \$120,568.51. Total distributions submitted for review and authorization in the amount of \$336,377.29.

Motion: As read **Action:** Approved **Moved by:** Councilmember West **Seconded by:** Councilmember Lowry **Motion Passed 7-0**

6 COUNCIL BUSINESS

There was no council business to discuss.

7 COUNCIL COMMENTS

Councilmember West spoke.

Councilmember Buckley spoke.

Deputy Mayor Tomyon spoke.

8 ADJOURN

Mayor Eidinger adjourned the meeting at 8:01pm.



Jill S. Herrera
Communications Coordinator / Deputy City Clerk



Daryl Eidinger
Mayor



CITY OF EDGEWOOD

STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, July 18, 2023 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led the attendees in the Pledge of Allegiance.

Present: Mayor Eidinger, Deputy Mayor Tomyn, Councilmember Day, Councilmember West, Councilmember Keith, Councilmember Buckley, Councilmember Creley, Councilmember Lowry **Staff**

Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Public Works Director Jeremy Metzler, Community & Economic Development Director Lauren Balisky, Finance Director Hardeep Goraya, Police Chief Mark Berry; IT Director Matthew Ray

2 COUNCIL BUSINESS

A. Equity, Diversity and Inclusion (Trainings, Planning, etc.)

Deputy Mayor Tomyn briefed the Council on their sub-committee meeting with Assistant City Administrator Dave Gray and Mayor Eidinger. Together they decided on scheduling a workshop for January 30, 2024 focused on the topic of equity, diversity and inclusion.

B. Development Review

Code Compliance Manager John Fairbanks gave a review of this reoccurring agenda item, and answered the Council questions.

C. Council Term Limits

Mayor Eidinger and the Council discussed this topic in order to further clarify it.

D. WSIPC Interlocal Agreement

IT Director Matthew Ray discussed the background of this agenda item asking that it be placed on an upcoming consent agenda.

E. Fireworks

Mayor Eidinger asked to bring this item back in three weeks for further discussion.

F. Ordinance - SB 5290 Amendments to Title 18

Community and Economic Development Director Lauren Balisky explained the emergency interim Ordinance she'd be bringing back to the next Regular Council Meeting for adoption.

G. Levy Lid Lift

Finance Director Hardeep Goraya, Police Chief Mark Berry, and Assistant City Administrator Dave Gray presented to the Council and then a detailed discussion ensued.

3 OTHER COUNCIL ITEMS

Mayor Eidinger spoke.

Councilmember Day spoke.

4 ADJOURN

Mayor Eidinger adjourned the meeting at 8:26pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinger
Mayor

City Of Edgewood Council Agenda Summary Sheet

Subject: AB23-021 – a motion approving July 2023 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; Employment Security Department-PFML; Employment Security Department-UI; Dept. of Labor and Industry; and IRS 941 in the amount of \$177,650.40 and Vendor Check Numbers 25837 through 25847 with EFT and Direct Pay Payments in the amount of \$391,175.75. Total distributions submitted for review and authorization in the amount of \$568,826.15.	Agenda Item #: 4.C											
	For Agenda of: 7/25/2023											
	Prepared by: Brittany Murray, Stephanie Goff											
Attachments (list): 1. 072523 Voucher Directory 2. 072523 Claims Register												
<table><tr><td colspan="2">Approval of Materials:</td></tr><tr><td>Brittany Murray, Stephanie Goff</td><td></td></tr><tr><td>Rachel Pitzel, City Clerk/HR Director</td><td>7/20/2023</td></tr><tr><td>Dave Gray</td><td>7/20/2023</td></tr><tr><td>Daryl Eidinger</td><td>7/20/2023</td></tr></table>	Approval of Materials:		Brittany Murray, Stephanie Goff		Rachel Pitzel, City Clerk/HR Director	7/20/2023	Dave Gray	7/20/2023	Daryl Eidinger	7/20/2023	Expenditure Required: \$568,826.15	
	Approval of Materials:											
	Brittany Murray, Stephanie Goff											
Rachel Pitzel, City Clerk/HR Director	7/20/2023											
Dave Gray	7/20/2023											
Daryl Eidinger	7/20/2023											
	Amount Budgeted: \$568,826.15											
	Timeline: N/A											

Summary Statement:

Approving July 2023 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; Employment Security Department-PFML; Employment Security Department-UI; Dept. of Labor and Industry; and IRS 941 in the amount of \$177,650.40 and Vendor Check Numbers 25837 through 25847 with EFT and Direct Pay Payments in the amount of \$391,175.75. Total distributions submitted for review and authorization in the amount of \$568,826.15.

Item History:

N/A

Recommended Action:

MOTION to adopt AB23-021 – a motion approving July 2023 Budgeted E as presented under the Consent Agenda.

Fiscal Note/Consideration:



Voucher Directory

Fiscal: : 2023 - July
Council Date: : 2023 - July - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
AHBL					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 1	2023 - July - 2nd Council Meeting			
	139671				
		June Svcs-Edgewood Prologis EIS			
		004-058-000-558-60-41-01	Professional Services - Reimbursable		\$1,140.00
			Edgewood Prologis EIS		
	Total 139671				\$1,140.00
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 1				\$1,140.00
Total AHBL					\$1,140.00
All Color					
	EFT Payment 7/20/2023 11:55:40 AM - 1	2023 - July - 2nd Council Meeting			
	6396				
		June Purchase			
		001-018-000-518-20-39-11	Teambuilding-Supplies		\$275.44
			COE Staff T-Shirts		
	Total 6396				\$275.44
	Total EFT Payment 7/20/2023 11:55:40 AM - 1				\$275.44
Total All Color					\$275.44
Amazon Capital Services					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 2	2023 - July - 2nd Council Meeting			
	1DYF-MCLC-LHJ6				
		June Statement			
		001-018-000-518-20-31-01	Office & Operational Supplies		\$1,680.58
			Misc. Office, Kitchen & Restroom Supplies, Office Signs		
		001-018-000-518-20-31-08	Wellness Supplies		\$180.85
			Incentives for Summer Wellness Event		
		001-018-000-518-20-35-02	Office Furniture		\$47.09
			Barstool with Round Seat (M.Ray)		
		001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment		\$673.17
			Lights/Directional Warning Signs for John Deere Brush Cutter		
		001-018-000-518-85-31-03	Computer Hardware		\$1,055.71
			Computer Monitors (4)		
		001-076-000-576-80-31-01	Operational Supplies		\$243.01

Vendor	Number	Reference	Account Number	Description	Amount
				Park Restroom Supplies	
		Total 1DYF-MCLC-LHJ6			\$3,880.41
		Total Direct Pay Payment 7/20/2023 11:57:21 AM - 2			\$3,880.41
Total Amazon Capital Services					\$3,880.41
American Shredding					
		EFT Payment 7/20/2023 11:55:40 AM - 2		2023 - July - 2nd Council Meeting	
		15596071023			
			July Services		
			001-018-000-518-30-41-01	Professional Services	\$67.50
				Shredding Services for July	
		Total 15596071023			\$67.50
		Total EFT Payment 7/20/2023 11:55:40 AM - 2			\$67.50
Total American Shredding					\$67.50
Bunce Rental Inc.					
	25838			2023 - July - 2nd Council Meeting	
		379065-1			
			June Rental		
			001-076-000-576-80-45-03	Operating Rentals	\$785.89
				Wood Chipper Rental	
		Total 379065-1			\$785.89
	Total 25838				\$785.89
Total Bunce Rental Inc.					\$785.89
CDW Government					
		Direct Pay Payment 7/20/2023 11:57:21 AM - 3		2023 - July - 2nd Council Meeting	
		KP29561			
			PO 2023034		
			001-018-000-518-85-49-03	Computer Subscriptions	\$31,659.26
				City-Wide CrowdStrike Anti-Virus + Support Annual Subscription	
		Total KP29561			\$31,659.26
		Total Direct Pay Payment 7/20/2023 11:57:21 AM - 3			\$31,659.26
Total CDW Government					\$31,659.26

Vendor	Number	Reference	Account Number	Description	Amount
City of Sumner					
	25839			2023 - July - 2nd Council Meeting	
		975			
				July Services (Metro Animal Services)	
			001-019-000-554-30-41-01	Animal Control Services	\$6,760.00
				Animal Control Svs. for July	
		Total 975			\$6,760.00
	Total 25839				\$6,760.00
Total City of Sumner					\$6,760.00
Comcast					
	EFT Payment 7/20/2023 11:55:40 AM - 3			2023 - July - 2nd Council Meeting	
	8498 34 018 0012868 6/30-7/29/23				
				6/30-7/29/23 Services	
			001-018-000-518-30-42-01	Telecommunications Charges	\$117.83
				Home Internet- M.Ray (IT Director)	
		Total 8498 34 018 0012868 6/30-7/29/23			\$117.83
	Total EFT Payment 7/20/2023 11:55:40 AM - 3				\$117.83
Total Comcast					\$117.83
Comcast Business					
	EFT Payment 7/20/2023 11:55:40 AM - 4			2023 - July - 2nd Council Meeting	
	175718406				
				6/15-7/14/23 Services	
			001-018-000-518-30-42-01	Telecommunications Charges	\$786.10
				City Hall Internet	
		Total 175718406			\$786.10
		178060750			
				7/15-8/14/23 Services	
			001-018-000-518-30-42-01	Telecommunications Charges	\$786.10
				City Hall Internet	
		Total 178060750			\$786.10
	Total EFT Payment 7/20/2023 11:55:40 AM - 4				\$1,572.20
Total Comcast Business					\$1,572.20
Crystal Springs					
	EFT Payment 7/20/2023 11:55:40 AM - 5			2023 - July - 2nd Council Meeting	
	15787820 071223				
				July Water Delivery	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$230.17
				Water Delivery	
		Total 15787820 071223			\$230.17
	Total EFT Payment 7/20/2023 11:55:40 AM - 5				\$230.17
Total Crystal Springs					\$230.17

Vendor	Number	Reference	Account Number	Description	Amount
Dave Gray					
		Direct Pay Payment 7/20/2023 11:57:21 AM - 4	2023 - July - 2nd Council Meeting		
		071423-DG			
			Expense Reimbursement		
			001-013-000-513-10-43-01	Travel/Training Costs	\$375.00
				WCMA Conference	
			001-013-000-513-10-49-01	Memberships	\$315.00
				WCMA Membership Dues	
		Total 071423-DG			\$690.00
		Total Direct Pay Payment 7/20/2023 11:57:21 AM - 4			\$690.00
Total Dave Gray					\$690.00
Drain-Pro					
	25840		2023 - July - 2nd Council Meeting		
		115234			
			June Service		
			001-076-000-576-80-41-01	Professional Services	\$1,530.66
				Replace Portable Restroom Due to Vandalism-Trailhead Park	
		Total 115234			\$1,530.66
		115257			
			June Add'l Services Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$7.00
				Seat Cover Replacement	
		Total 115257			\$7.00
		115504			
			7/9-8/5/23 Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				Edgemont Park	
		Total 115504			\$144.50
		115505			
			7/9-8/5/23 Svcs Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$259.00
				Nelson Nature Park	
		Total 115505			\$259.00
		115506			
			7/9-8/5/23 Svcs Nelson Farm		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				Nelson Farm	
		Total 115506			\$144.50
		115507			
			7/9-8/5/23 Svcs Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$224.50
				Trailhead Park	
		Total 115507			\$224.50

Vendor	Number	Reference	Account Number	Description	Amount
		115508			
			7/9-8/5/23 Svcs PW Yard		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
			PW Yard		
		Total 115508			\$144.50
	Total 25840				\$2,454.66
Total Drain-Pro					\$2,454.66
ESI Security					
	EFT Payment 7/20/2023 11:55:40 AM - 6		2023 - July - 2nd Council Meeting		
	001895				
		June Purchase			
		001-076-000-576-80-31-01		Operational Supplies	\$321.50
				Core, Keys, Padlocks-Reader Board & Trash Cans	
		101-000-000-542-70-31-01		Roadside-Operational Supplies	\$642.98
				Core, Keys, Padlocks-Reader Board & Trash Cans	
		410-000-000-531-38-31-01		Operational Supplies	\$642.98
				Core, Keys, Padlocks-Reader Board & Trash Cans	
		Total 001895			\$1,607.46
	Total EFT Payment 7/20/2023 11:55:40 AM - 6				\$1,607.46
Total ESI Security					\$1,607.46
ESRI					
	25841		2023 - July - 2nd Council Meeting		
		94523471			
		ArcGIS License Renewal			
		001-018-000-518-85-49-03		Computer Subscriptions	\$1,291.49
				ArcGIS Annual Subscription-S.Read, J.Blaine, J.Fairbanks	
		Total 94523471			\$1,291.49
	Total 25841				\$1,291.49
Total ESRI					\$1,291.49
KnowBe4, Inc.					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 5		2023 - July - 2nd Council Meeting		
	INV266839				
		Nov 2023 -Nov 2024 Subscription			
		001-018-000-518-85-49-03		Computer Subscriptions	\$1,621.66
				Security Awareness Training Subscription	
		Total INV266839			\$1,621.66
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 5				\$1,621.66
Total KnowBe4, Inc.					\$1,621.66

Vendor	Number	Reference	Account Number	Description	Amount
Lakehaven Water & Sewer					
	25842			2023 - July - 2nd Council Meeting	
		3575901 5/3-7/6/23			
			5/4-7/6/23 Svcs 22 114th Ave E		
			001-018-000-518-30-47-04	Sewer Charges	\$31.90
			22 114th Ave E		
		Total 3575901 5/3-7/6/23			\$31.90
	Total 25842				\$31.90
Total Lakehaven Water & Sewer					\$31.90
Madrona Law Group, PLLC					
		Direct Pay Payment 7/20/2023 11:57:21 AM - 6		2023 - July - 2nd Council Meeting	
	12039				
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$432.00
				Comcast Franchise Negotiations	
	Total 12039				\$432.00
	12040				
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$25,311.50
				Edgewood Heights	
	Total 12040				\$25,311.50
	12041				
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$27.00
				Edgewood v. Meacham	
	Total 12041				\$27.00
	12042				
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$1,100.00
				Edgewood v. Owens	
	Total 12042				\$1,100.00
	12043				
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$26,769.39
				General City Attorney Services	
	Total 12043				\$26,769.39
	12044				
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$160.00
				Prologis Project	
	Total 12044				\$160.00
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 6				\$53,799.89
Total Madrona Law Group, PLLC					\$53,799.89

Vendor	Number	Reference	Account Number	Description	Amount
McLendon Hardware-Blue Tarp Credit Services					
		EFT Payment 7/20/2023 11:55:40 AM - 7	2023 - July - 2nd Council Meeting		
		G17715			
			May Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$143.31
				Misc Park Supplies	
		Total G17715			\$143.31
		G18477			
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$28.00
				Misc PW Supplies	
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$55.98
				Misc PW Supplies	
			410-000-000-531-38-31-01	Operational Supplies	\$55.98
				Misc PW Supplies	
		Total G18477			\$139.96
		G19192			
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$6.57
				Work Gloves	
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$13.12
				Work Gloves	
			410-000-000-531-38-31-01	Operational Supplies	\$13.12
				Work Gloves	
		Total G19192			\$32.81
		G22747			
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$15.31
				Key Storage	
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$30.62
				Key Storage	
			410-000-000-531-38-31-01	Operational Supplies	\$30.62
				Key Storage	
		Total G22747			\$76.55
		G24239			
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$276.55
				Misc Park Supplies	
		Total G24239			\$276.55
		G25454			
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$229.64
				Misc Park Supplies	
		Total G25454			\$229.64

Vendor	Number	Reference	Account Number	Description	Amount
		G28862			
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$12.56
			Bulk Fasteners		
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$25.12
			Bulk Fasteners		
			410-000-000-531-38-31-01	Operational Supplies	\$25.12
			Bulk Fasteners		
		Total G28862			\$62.80
		G29475			
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$12.21
			PVC Pressure Cap		
		Total G29475			\$12.21
		Total EFT Payment 7/20/2023 11:55:40 AM - 7			\$973.83
Total McLendon Hardware-Blue Tarp Credit Services					\$973.83
Murrey's Disposal Company					
		EFT Payment 7/20/2023 11:55:40 AM - 8	2023 - July - 2nd Council Meeting		
		11473057S111			
			June Services		
			001-018-000-518-20-47-03	Waste Disposal	\$409.82
			PW Yard		
		Total 11473057S111			\$409.82
		Total EFT Payment 7/20/2023 11:55:40 AM - 8			\$409.82
Total Murrey's Disposal Company					\$409.82
National Barricade Co., LLC					
		25843	2023 - July - 2nd Council Meeting		
		675046			
			June Rental		
			101-000-000-542-70-45-03	Roadside-Operating Rentals	\$947.72
			Reader Board for Jovita Closure		
		Total 675046			\$947.72
		675047			
			June Rental		
			101-000-000-542-70-45-03	Roadside-Operating Rentals	\$1,245.26
			Reader Board for Jovita Closure		
		Total 675047			\$1,245.26
		Total 25843			\$2,192.98
Total National Barricade Co., LLC					\$2,192.98

Vendor	Number	Reference	Account Number	Description	Amount
O'Reilly Auto Parts					
	EFT Payment 7/20/2023 11:55:40 AM - 9		2023 - July - 2nd Council Meeting		
	3725-496023				
			June Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$63.78
				Diesel Can- Toro Mower	
	Total 3725-496023				
	3725-496313				
			June Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$93.97
				Parts for JD Brush Cutter	
	Total 3725-496313				
	3725-498467				
			June Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$46.13
				Parts for JD Brush Cutter	
	Total 3725-498467				
	Total EFT Payment 7/20/2023 11:55:40 AM - 9				
Total O'Reilly Auto Parts					
Pacifica Law Group					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 7		2023 - July - 2nd Council Meeting		
	84671				
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$136.50
				Northwood Estates West- Financial Guarantee (Bond)	
	Total 84671				
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 7				
Total Pacifica Law Group					
Pape Machinery Inc.					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 8		2023 - July - 2nd Council Meeting		
	14630175				
			July Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$44.56
			001-076-000-576-80-31-01	Operational Supplies	\$35.39
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$70.80
			410-000-000-531-38-31-01	Operational Supplies	\$70.80
	Total 14630175				
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 8				
Total Pape Machinery Inc.					

Vendor	Number	Reference	Account Number	Description	Amount
Peak Industrial Inc					
	25844			2023 - July - 2nd Council Meeting	
		PSI-244839			
			June Purchase		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$69.92
				Oil for ToolCat	
		Total PSI-244839			\$69.92
	Total 25844				\$69.92
Total Peak Industrial Inc					\$69.92
Pierce County Budget & Finance Court					
	25845			2023 - July - 2nd Council Meeting	
		CI-336473			
			3rd Qtr 2023 Services		
			001-019-000-512-52-41-01	Court Services-Contracted	\$29,197.00
				3rd Qtr 2023 Services	
		Total CI-336473			\$29,197.00
	Total 25845				\$29,197.00
Total Pierce County Budget & Finance Court					\$29,197.00
Pierce County Budget & Finance PW					
	25846			2023 - July - 2nd Council Meeting	
		CI-336761			
			June M&O Services		
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	\$8,171.61
			101-000-000-542-64-41-02	Traffic Control Devices-Traffic Operations (Contract)	\$2,318.16
			101-000-000-542-70-41-04	Roadside-ROW Veg Maint (Intergov)	\$2,879.57
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$40,599.38
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	\$3,877.30
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	\$11,498.29
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	\$2,043.99
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	\$93,000.90
		Total CI-336761			\$164,389.20
	Total 25846				\$164,389.20
Total Pierce County Budget & Finance PW					\$164,389.20
Public Finance Inc.					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 9			2023 - July - 2nd Council Meeting	
	0002461				
			3rd Qtr 2023 LID Services		
			401-000-000-535-10-41-01	Professional Services	\$1,549.59
				3rd Qtr 2023 LID Services	
		Total 0002461			\$1,549.59
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 9				\$1,549.59
Total Public Finance Inc.					\$1,549.59

Vendor	Number	Reference	Account Number	Description	Amount
Puget Sound Energy					
	EFT Payment 7/20/2023 11:55:40 AM - 10	2023 - July - 2nd Council Meeting			
	300000011233 June 2023				
		June Statement			
		001-018-000-518-30-47-01	Electricity		\$6,632.45
		June Statement			
	Total 300000011233 June 2023	\$6,632.45			
	Total EFT Payment 7/20/2023 11:55:40 AM - 10	\$6,632.45			
Total Puget Sound Energy					\$6,632.45
Raedeke Associates, Inc.					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 10	2023 - July - 2nd Council Meeting			
	60750				
		Prj 2018-097 June Services			
		004-058-000-558-60-41-01	Professional Services - Reimbursable		\$2,249.72
		210-1 Tyee Ranch Subdivision-1st Review			
		004-058-000-558-60-41-01	Professional Services - Reimbursable		\$369.50
		109-4 Barth Estates-Mitigation Site Review-4th Review			
		004-058-000-558-60-41-01	Professional Services - Reimbursable		\$42.50
		208-1 Jones Short Plat- 1st Review			
	Total 60750	\$2,661.72			
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 10	\$2,661.72			
Total Raedeke Associates, Inc.					\$2,661.72
Shell					
	EFT Payment 7/20/2023 11:55:40 AM - 11	2023 - July - 2nd Council Meeting			
	90373673				
		June Statement			
		001-018-000-518-30-32-01	Fuel		\$3,238.63
		June Statement			
	Total 90373673	\$3,238.63			
	Total EFT Payment 7/20/2023 11:55:40 AM - 11	\$3,238.63			
Total Shell					\$3,238.63
Smarsh, Inc.					
	EFT Payment 7/20/2023 11:55:40 AM - 12	2023 - July - 2nd Council Meeting			
	INV-105065				
		6/1-6/30/23 Web Archiving			
		001-018-000-518-85-49-03	Computer Subscriptions		\$14.79
		6/1-6/30/23 Web Archiving			
	Total INV-105065	\$14.79			
	Total EFT Payment 7/20/2023 11:55:40 AM - 12	\$14.79			
Total Smarsh, Inc.					\$14.79

Vendor	Number	Reference	Account Number	Description	Amount
Traffic Logix Corporation	25847			2023 - July - 2nd Council Meeting	
		SIN21398			
			PO# 2023029		
			101-000-000-542-64-31-11	Traffic Control Devices-Signs	\$22,420.61
				7 Radar Speed Signs, Solar Panel, Battery & Bracket	
		Total SIN21398			\$22,420.61
	Total 25847				\$22,420.61
Total Traffic Logix Corporation					\$22,420.61
Transpo Group					
	Direct Pay Payment 7/20/2023 11:57:21 AM - 11			2023 - July - 2nd Council Meeting	
	30668				
			Prj. 1.18149.00 SR 161 & Emerald St Signal and Traffic Analysis		
			340-000-000-595-69-63-01	Pedestrian & Traffic Safety Improvements	\$31,336.21
				SR 161 & Emerald St Signal and Traffic Analysis	
		Total 30668			\$31,336.21
		30740			
			Prj. 1.21147.00 ADA Self-Evaluation and Transition Plan		
			001-076-000-576-80-41-01	Professional Services	\$4,401.25
				ADA Self-Evaluation and Transition Plan	
			101-000-000-542-30-41-01	Roadway-Professional Service	\$4,401.25
				ADA Self-Evaluation and Transition Plan	
		Total 30740			\$8,802.50
	Total Direct Pay Payment 7/20/2023 11:57:21 AM - 11				\$40,138.71
Total Transpo Group					\$40,138.71
US Bank ACH/EFT					
	EFT Payment 7/20/2023 11:55:17 AM - 1			2023 - July - 2nd Council Meeting	
	070723-USBank				
			June Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$32.00
				June Safekeeping Fees	
		Total 070723-USBank			\$32.00
		071723-USBank			
			June Customer Analysis Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$1,173.47
				Customer Analysis Fees	
		Total 071723-USBank			\$1,173.47
	Total EFT Payment 7/20/2023 11:55:17 AM - 1				\$1,205.47
Total US Bank ACH/EFT					\$1,205.47
US Bank Corporate Payment System					

Vendor	Number	Reference	Account Number	Description	Amount
EFT Payment 7/20/2023 11:55:40 AM - 13					
2023 - July - 2nd Council Meeting					
062623-USBank					
June Statement					
	001-013-000-513-10-43-01			Travel/Training Costs	\$837.62
				D.Eidinger-Oxford Suites Spokane-AWC Conference in Spokae	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$220.31
				B.Whitman-Video Only-TV Mount	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$55.64
				C.McVay-Office Depot-Sheet Protectors for Edgewood Heights	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$25.23
				D.Eidinger-Ebay-Lights for City Hall	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$109.95
				J.Fairbanks-Aftershoks.com-Shoz Headset	
	001-018-000-518-20-31-08			Wellness Supplies	\$12.81
				B.Murray-Safeway-Supplies for Pitch in For Parks (Wellness)	
	001-018-000-518-20-31-08			Wellness Supplies	\$89.94
				J.Bartelson-Costco-Snacks/Drinks for Pitch in for Parks-Wellness	
	001-018-000-518-20-31-13			Safety Equipment & Supplies	\$282.68
				J.Bartelson-Rescue Essentials-Headrest Mount for First-Aid Kits	
	001-018-000-518-20-31-13			Safety Equipment & Supplies	\$131.89
				D.Eidinger-Safeway-Covid Tests for PD	
	001-018-000-518-20-31-13			Safety Equipment & Supplies	\$230.85
				S.Goff-Costco-(14) First Aid Kits for City Vehicles	
	001-018-000-518-20-31-13			Safety Equipment & Supplies	\$439.56
				D.Eidinger-Rite Aid-Covid Tests for Staff	
	001-018-000-518-20-31-54			Work Clothing/Uniforms	\$58.19
				J.Fairbanks-Gruntstyle-Expense Error-Reim. to City (Receipt #12330)	
	001-018-000-518-20-39-11			Teambuilding-Supplies	\$5.50
				B.Murray-Dollar Tree-Supplies for All Staff Lunch (BE Team)	
	001-018-000-518-20-39-11			Teambuilding-Supplies	\$9.63
				B.Murray-Dollar Tree-Supplies for All Staff Lunch (BE Team)	
	001-018-000-518-20-39-11			Teambuilding-Supplies	\$16.29
				B.Murray-Fred Meyer-Supplies for All Staff Lunch (BE Team)	
	001-018-000-518-20-49-11			City Employee Team Building	\$450.00
				B.Murray-Scoop There It Is-Ice Cream Vendor All Staff Event (Training)	
	001-018-000-518-20-49-11			City Employee Team Building	\$490.68
				S.Goff-Olive Garden-2nd Qtr Meet & Eat Team Building	
	001-018-000-518-30-32-02			Supplies/Parts - Vehicles & Equipment	\$39.55
				B.Whitman-West Marine-Electrical Parts (Brush Mower)	
	001-018-000-518-30-48-07			Maintenance & Repairs-Vehicles	\$5.00
				D.Davis-Tahoma Market Carwash-Carwash (Vehicle #17)	
	001-018-000-518-85-49-03			Computer Subscriptions	\$69.00
				M.Ray-Netflare-Email Security Service	
	001-018-000-518-85-49-03			Computer Subscriptions	\$708.00
				M.Ray-Scribe-Annual Computer Subscription	

Vendor	Number	Reference	Account Number	Description	Amount
			001-019-000-514-20-43-01	Travel & Training Costs	\$70.00
				S.Goff-Paypal-PSFOA Meeting (Hardeep & Stephanie)	
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$40.00
				V.Lundgren-Notary License	
			001-076-000-576-80-31-01	Operational Supplies	\$82.90
				B.Whitman-Harbor Freight Tools-Tools & Air Hose for Shop	
			001-076-000-576-80-31-01	Operational Supplies	\$43.99
				B.Murray-Costco-Racks for PW Supplies	
			004-058-000-558-50-43-01	Travel/Training Costs	\$60.00
				C.McVay-WWC of ICC Via PayPal-Energy Code Classes 2 @ \$30 Each	
			004-058-000-558-60-31-01	Office & Operational Supplies	\$35.19
				E.Hietpas-Home Depot-Stakes for Public Notice Project Boards	
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$88.00
				B.Murray-Costco-Racks for PW Supplies	
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$165.79
				B.Whitman-Harbor Freight Tools-Tools & Air Hose for Shop	
			410-000-000-531-38-31-01	Operational Supplies	\$88.00
				B.Murray-Costco-Racks for PW Supplies	
			410-000-000-531-38-31-01	Operational Supplies	\$165.79
				B.Whitman-Harbor Freight Tools-Tools & Air Hose for Shop	
			410-000-000-531-38-43-02	Professional Licenses & Certification	\$116.00
				J.Metzler-DOL-PE License Renewal	
			Total 062623-USBank		\$5,243.98
			Total EFT Payment 7/20/2023 11:55:40 AM - 13		\$5,243.98
Total US Bank Corporate Payment System					\$5,243.98
Utilities Underground Location Center					
			Direct Pay Payment 7/20/2023 11:57:21 AM - 12	2023 - July - 2nd Council Meeting	
			3060147		
			June Services		
			410-000-000-531-38-49-09	Misc. Fees & Charges	\$144.48
				Utility Locating Svs. for June	
			Total 3060147		\$144.48
			Total Direct Pay Payment 7/20/2023 11:57:21 AM - 12		\$144.48
Total Utilities Underground Location Center					\$144.48
Wa. State Dept. of Revenue					
			EFT Payment 7/20/2023 11:55:40 AM - 14	2023 - July - 2nd Council Meeting	
			060323-DOR		
			Q2 2023 Excise Taxes		
			001-018-000-518-20-35-02	Office Furniture	\$52.31
				Q2-2023 Use Tax- Seating Mind (Desk Chair-H.Goraya)	
			401-000-000-535-10-41-51	State Taxes	\$2,092.57

Vendor	Number	Reference	Account Number	Description	Amount
				Q2-2023 Public Utility Tax- Sewer	
		Total 060323-DOR			\$2,144.88
		Total EFT Payment 7/20/2023 11:55:40 AM - 14			\$2,144.88
Total Wa. State Dept. of Revenue					\$2,144.88
Grand Total		Vendor Count	37		\$391,175.75

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10611 Last Number Issued Previous Authorization			
DCP EFT 7/14/2023	Deferred Compensation Program	7/14/2023	\$19,779.57
Direct Deposit Run -	Payroll Vendor	7/14/2023	\$100,982.17
DRS EFT 7/14/2023	Dept of Retirement Systems	7/14/2023	\$21,909.37
DSHS-DCS EFT	WA State Support Registry	7/14/2023	\$719.00
IRS 941 EFT 7/14/2023	IRS 941	7/14/2023	\$19,653.02
Q2-2023 ESD PFML	Employment Security Department-PFML	7/14/2023	\$4,913.78
Q2-2023 ESD UI Tax	Employment Security Department	7/14/2023	\$1,598.34
Q2-2023 L&I EFT	Dept of Labor & Industry	7/14/2023	\$8,095.15
Total			\$177,650.40

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
25837 Last Number Issued Previous Authorization			
25838	Bunce Rental Inc.	7/25/2023	\$785.89
25839	City of Sumner	7/25/2023	\$6,760.00
25840	Drain-Pro	7/25/2023	\$2,454.66
25841	ESRI	7/25/2023	\$1,291.49
25842	Lakehaven Water & Sewer	7/25/2023	\$31.90
25843	National Barricade Co., LLC	7/25/2023	\$2,192.98
25844	Peak Industrial Inc	7/25/2023	\$69.92
25845	Pierce County Budget & Finance Court	7/25/2023	\$29,197.00
25846	Pierce County Budget & Finance PW	7/25/2023	\$164,389.20
25847	Traffic Logix Corporation	7/25/2023	\$22,420.61
Direct Pay Payment	AHBL	7/25/2023	\$1,140.00
Direct Pay Payment	Raedeke Associates, Inc.	7/25/2023	\$2,661.72
Direct Pay Payment	Transpo Group	7/25/2023	\$40,138.71
Direct Pay Payment	Utilities Underground Location Center	7/25/2023	\$144.48
Direct Pay Payment	Amazon Capital Services	7/25/2023	\$3,880.41
Direct Pay Payment	CDW Government	7/25/2023	\$31,659.26
Direct Pay Payment	Dave Gray	7/25/2023	\$690.00
Direct Pay Payment	KnowBe4, Inc.	7/25/2023	\$1,621.66
Direct Pay Payment	Madrona Law Group, PLLC	7/25/2023	\$53,799.89
Direct Pay Payment	Pacifica Law Group	7/25/2023	\$136.50
Direct Pay Payment	Pape Machinery Inc.	7/25/2023	\$221.55
Direct Pay Payment	Public Finance Inc.	7/25/2023	\$1,549.59
EFT Payment	All Color	7/25/2023	\$275.44
EFT Payment	Puget Sound Energy	7/25/2023	\$6,632.45
EFT Payment	Shell	7/25/2023	\$3,238.63
EFT Payment	Smarsh, Inc.	7/25/2023	\$14.79
EFT Payment	US Bank Corporate Payment System	7/25/2023	\$5,243.98
EFT Payment	Wa. State Dept. of Revenue	7/25/2023	\$2,144.88
EFT Payment	American Shredding	7/25/2023	\$67.50
EFT Payment	Comcast	7/25/2023	\$117.83
EFT Payment	Comcast Business	7/25/2023	\$1,572.20
EFT Payment	Crystal Springs	7/25/2023	\$230.17
EFT Payment	ESI Security	7/25/2023	\$1,607.46
EFT Payment	McLendon Hardware-Blue Tarp Credit Services	7/25/2023	\$973.83
EFT Payment	Murrey's Disposal Company	7/25/2023	\$409.82
EFT Payment	O'Reilly Auto Parts	7/25/2023	\$203.88
EFT Payment	US Bank ACH/EFT	7/25/2023	\$1,205.47

Total Claims Voucher Distribution	\$391,175.75
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Total Distribution Submitted for Review & Authorization	\$568,826.15
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Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments	\$568,826.15
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Claims Voucher 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, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

_____ Accounting Manager, Stephanie Goff

_____ Mayor, Daryl Eidinger

_____ Council Member



City Of Edgewood Council Agenda Summary Sheet

Subject: AB23-0680 - Resolution No. 23-0680 authorizing the Mayor to execute an Interlocal Agreement with the Washington School Information Processing Cooperative	Agenda Item #: 4.D
	For Agenda of: 7/25/2023
	Prepared by: Matthew Ray
Attachments (list): 1. Resolution 23-0680 WSIPC ILA 2. City of Edgewood ILA 072023	
Approval of Materials: Matthew Ray Rachel Pitzel, City Clerk/HR Director 7/20/2023 Dave Gray 7/20/2023 Daryl Eidinger 7/20/2023	Expenditure Required: NA Amount Budgeted: NA Timeline:

Summary Statement:

Under RCW 39.34.030 local government agencies may use another agency's active contracts to purchase products, services or public works. This process is known as "piggybacking". This process allows agencies to save time and to obtain better prices and terms than we might be able to find on our own. We currently use this process to buy off state contracts as well as several multi-jurisdictional contracts.

Washington School Information Processing Cooperative (WSIPC) was founded in 1967 when ten school districts united to share software, hardware and centralized technology support costs. As they grew, they expanded from just school districts but now also serve cities and counties, with more than twenty cities in Washington state being members.

Edgewood would like to leverage some of the services that have already been bid by WSIPC. To do this we must sign an Interlocal Agreement (ILA).

Item History:

Recommended Action:

MOTION to adopt **AB23-0680** - Resolution No. 23-0680 authorizing the Mayor to execute an Interlocal Agreement with the Washington School Information Processing Cooperative as presented under the Consent Agenda

Fiscal Note/Consideration:

RESOLUTION NO. 23-0680

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
EDGEWOOD, PIERCE COUNTY, WASHINGTON,
AUTHORIZING THE MAYOR TO EXECUTE AN
INTERLOCAL AGREEMENT WITH THE WASHINGTON
SCHOOL INFORMATION PROCESSING COOPERATIVE
PROVIDING FOR THE CITY OF EDGEWOOD'S
PARTICIPATION IN THE SAME.**

WHEREAS, the Interlocal Cooperative Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for the interlocal cooperation between governmental agencies; and

WHEREAS, the City of Edgewood is required to make certain purchases by formal advertisement and bid process, which is a time consuming and expensive process; and it is in the public interest to cooperate in the combination of bidding requirements to obtain the most favorable bid; and

WHEREAS, the City of Edgewood would like to utilize the Washington School Information Processing Cooperative (WSIPC) contracts; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. Agreement Authorized. The City Council authorizes the Mayor to execute the Interlocal Agreement with WSIPC, attached hereto as Exhibit A and incorporated herein.

Section 2. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 25TH DAY OF July, 2023

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

Exhibit A



**Interlocal Agreement Between
Washington School Information Processing Cooperative
And City of Edgewood**

The interlocal agreement is hereby entered into by and between City of Edgewood and the Washington School Information Processing Cooperative, Everett WA (hereinafter WSIPC).

WHEREAS, The Interlocal Cooperative Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for the interlocal cooperation between governmental agencies; and

WHEREAS, both parties are required to make certain purchases by formal advertisement and bid process, which is a time consuming and expensive process; and it is in the public interest to cooperate in the combination of bidding requirements to obtain the most favorable bid for each party where it is in their mutual interest; and

WHEREAS, the parties wish to utilize each other's contracts when it is in their mutual interest;

NOW THEREFORE, the parties agree as follows:

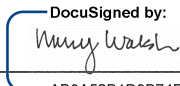
1. Purpose: The purpose of this agreement is to authorize the acquisition of goods and services under contracts where a price is extended by bidders to other governmental agencies.
2. Scope. This agreement shall allow the following activities: purchase or acquisition of supplies, materials, equipment, and services by City of Edgewood under contracts made by WSIPC where provision has been provided in such contracts for other agencies to avail themselves of goods and services offered under the contract when agreed to in advance, in writing.
3. Duration of Agreement-Termination. This agreement shall remain in force until canceled by either party by written notice to the other party.
4. Right to Contract Independent Action Preserved. WSIPC does not accept responsibility or liability for the performance of any vendor used by the purchasing agency as a result of this Agreement. Each party also reserves the right to contract independently for the acquisition of goods and services and shall be independently responsible for the ownership, holding and disposal of property acquired for such party under this agreement.
5. Compliance with Legal Requirements. Each party accepts responsibility for compliance with federal, state, and local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services.

6. Financing. The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use the property is actually acquired. Each party accepts no responsibility for the payment of the acquisition process of any goods or services intended for use by the other party.
7. Filing. Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.
8. Interlocal Cooperation Disclosure. Each party may insert in its solicitation for goods and services any provision disclosing that other authorized governmental agencies may also wish to procure the goods or services being offered to the party and allowing the bidder the opportunity of extending its bid to those other agencies at the same bid price, terms, and conditions.
9. Non-Delegation/Non-Assignment. Neither party may delegate the performance of any contractual obligation, hereunder to a third party, unless mutually agreed on in writing. Neither party may assign this agreement without the written consent of the other party.
10. Hold Harmless. Each party shall be liable and responsible for the consequences of any negligence or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility for the other party for the consequences of any act or admission of the other party of any person, firms, or corporation not a party to this agreement.
11. Severability. Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or reinforcement of such provisions.

Executed on the dates set forth below by the undersigned authorized representatives of the parties to be effective as of the Effective Date.

By:

WSIPC
2121 W. Casino Road
Everett, Washington 98204

By: 
AB8A52B1D9B74E4...

Name: Nancy Walsh

Title: Chief Financial Officer

Date: 7/20/2023

By:

City of Edgewood
2224 104th Avenue East
Edgewood WA 98372-1513

By: _____

Name: Daryl Eidinger

Title: Mayor

Date: _____



City Of Edgewood Council Agenda Summary Sheet

Subject: AB23-0647 - Ordinance No.23-0647 adopting an Emergency Interim Zoning Control Ordinance to amend title 18 of the Edgewood Municipal Code in accordance with amendments to state law adopted in 2023 in second substitute senate bill 5290 for a period of one year	Agenda Item #:
	For Agenda of: 7/25/2023
	Prepared by: Lauren Balisky, Ann Marie Soto
Attachments (list): 1. Ordinance - SB 5290 Amendments to Title 18 2. Ordinance - Exhibit A (Clean Version) 3. SB 5290	
Approval of Materials: Lauren Balisky, Ann Marie Soto Rachel Pitzel, City Clerk/HR Director 7/20/2023 Dave Gray 7/20/2023 Daryl Eidinger 7/20/2023	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 07/18/2023-SS 07/25/2023 RCM (Potential Action) 08/08/2023 RCM (Public Hearing)

Summary Statement: In the 2023 Regular Session, the 68th Legislature unanimously passed Second Substitute Senate Bill 5290 (SB 5290, attached), which made various amendments to Revised Code of Washington (RCW) Chapter 36.70B, Local Project Review. This state law is intended to ensure predictability and consistency in the local permit review process.

Certain amendments in this law are effective on July 23, 2023. In order to ensure the best customer service possible, staff is proposing an emergency interim ordinance (see attached Ordinance) to address the following sections of SB 5290:

- Section 1: Clarifying when a site plan may be required for internal improvements (see amendments to EMC 18.95.020 Applicability);
- Section 5: Updating the definition of project permit (see amendments to EMC 18.20.190 P definitions);
- Section 6: Clarifying the procedure for determining whether an application is "complete" for review (see amendments to EMC 18.40.150 Determination of completeness);

The draft amendments are attached as both a "redline" version (appended to the ordinance) and a "clean" version (attached as a separate document) to help readers of this agenda item easily understand the proposed changes.

As an emergency interim ordinance, the "emergency" portion allows the updated language to go into effect immediately upon adoption. The City must hold a public hearing within 60 days of the decision, and that

hearing is tentatively scheduled for August 8, 2023, pending Council's decision on this item. The "interim" portion sets a one (1) year deadline for completing any work on permanent regulations. This time period can be extended if necessary. Staff has proposed a work plan for this item to complete this work within six (6) months. The public hearing and the work plan are both described in the proposed emergency interim ordinance.

SB 5290 includes additional requirements, including significant updates to permit processing timelines, mandatory reporting, and various incentives and penalties for failing to process permits in a timely manner. These updates are due by January 1, 2025 (effectively with the current deadline for the 2024 Comprehensive Plan Periodic Update); however, staff anticipates completing most (if not all) of these updates with the work plan specified in the proposed ordinance.

Item History:

Recommended Action:

MOTION to adopt **AB23-0647** - Ordinance No.23-0647 adopting an Emergency Interim Zoning Control Ordinance to amend title 18 of the Edgewood Municipal Code in accordance with amendments to state law adopted in 2023 in second substitute senate bill 5290 for a period of one year.

Alternatives (Not Recommended):

1. MOTION to adopt **AB23-0647** - Ordinance No.23-0647 adopting an Emergency Interim Zoning Control Ordinance to amend title 18 of the Edgewood Municipal Code in accordance with amendments to state law adopted in 2023 in second substitute senate bill 5290 for a period of one year **with amendments**.
2. No action. The City would still be subject to the requirements under SB 5290. The City would need to provide additional guidance to customers and staff regarding the discrepancy in the Edgewood Municipal Code.

Fiscal Note/Consideration:

N/A

ORDINANCE NO. 23-0647

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, ADOPTING AN EMERGENCY INTERIM ZONING CONTROL ORDINANCE TO AMEND TITLE 18 OF THE EDGEWOOD MUNICIPAL CODE IN ACCORDANCE WITH AMENDMENTS TO STATE LAW ADOPTED IN 2023 IN SECOND SUBSTITUTE SENATE BILL 5290 FOR A PERIOD OF ONE YEAR; ESTABLISHING A DATE FOR A PUBLIC HEARING; DECLARING AN EMERGENCY; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THE INTERIM REGULATIONS WILL TAKE EFFECT IMMEDIATELY UPON PASSAGE.

WHEREAS, the adoption of land use and zoning regulations is a valid exercise of the City's police power and is specifically authorized by Revised Code of Washington (RCW) 35A.63.100; and

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim development regulations; and

WHEREAS, local project review processes are governed by Chapter 36.70B RCW; and

WHEREAS, Second Substitute Senate Bill 5290 (SB 5290) concerning consolidating local permit review processes was passed into law during the 2023-2024 legislative session, which amends Chapter 36.70B RCW to set new requirements for the processing of project permit application; and

WHEREAS, SB 5290 becomes effective on July 23, 2023, with the exception of Section 7, which is not effective until January 1, 2025; and

WHEREAS, the City must amend portions of the development code in Title 18 of the Edgewood Municipal Code (EMC) by July 23, 2023, to comply with SB 5290; and

WHEREAS, the City will be undertaking the periodic update of its Comprehensive Plan in 2024, and as part of this update will also be reviewing its land use permitting and procedures outlined in Title 18 EMC; and

WHEREAS, the City Council has determined that to comply with SB 5290 and thoroughly analyze permanent regulations, interim development regulations adopted under the provisions of RCW 36.70A.390 are necessary to allow adequate time for the City to adopt permanent development regulations in compliance with SB 5290; and

WHEREAS, the City is authorized under RCW 35A.63.220 and 36.70A.390 to pass an interim zoning and official control ordinance for up to one (1) year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, City Staff have developed a work plan for related studies for compliance with SB 5290 and such work plan is specified below; and

WHEREAS, RCW 36.70A.390 authorizes the City Council to adopt an interim zoning control ordinance for one (1) or more six (6) month periods without first holding a public hearing on the proposed interim zoning control ordinance so long as a public hearing is held within at least 60 days after its adoption; and

WHEREAS, the City Council has scheduled a public hearing regarding the adopted interim zoning ordinance on August 8, 2023; and

WHEREAS, the deadline in SB 5290 for cities to adopt compliant development regulations cause an emergency which necessitates that this ordinance become effective immediately in order to preserve the public health, safety, and welfare and also requires action prior to the preparation of a State Environmental Protection Act (SEPA) threshold determination pursuant to WAC 197-11-880; and

WHEREAS, the City Council considered this Ordinance during its regular City Council meeting of July 25, 2023;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. Findings Adopted. The “Whereas Clauses” set forth in the recitals of this Ordinance are hereby adopted as the findings and conclusions of the City Council for passing this Ordinance.

Section 2. EMC 18.20.190, Amended. EMC Section 18.20.190, P definitions, is hereby amended as shown in Exhibit A attached and incorporated by this reference.

Section 3. EMC 18.40.150, Amended. EMC Section 18.40.150, Determination of completeness (RCW 36.70B.070), is hereby amended as shown in Exhibit A attached and incorporated by this reference.

Section 4. EMC 18.95.020, Amended. EMC Section 18.95.020, Applicability, is hereby amended as shown in Exhibit A attached and incorporated by this reference.

Section 5. Duration of Interim Zoning Controls. The interim zoning and official controls approved by this Ordinance shall be effective immediately upon passage of this ordinance and continue in effect for a period of one (1) year, commencing on July 25, 2023, and ending on July

24, 2024, unless extended or modified by City Council or unless a final ordinance is adopted amending the Edgewood Municipal Code before July 24, 2024.

Section 6. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing to accept public testimony on this interim ordinance within sixty (60) days of its adoption. The Council shall hold this hearing at Edgewood City Hall on August 8, 2023, at 7:00 pm or as soon thereafter. After the public hearing, the City Council may adopt additional legislative findings in support of this Ordinance and/or otherwise modify the provisions of this Ordinance.

Section 7. Adoption of Work Plan. Within the next six (6) months following the passage of this Ordinance, the Edgewood Planning Commission is hereby directed to review the permanent regulations and to make a recommendation on whether said regulations, or some modification thereof, should be permanently adopted. The Edgewood Planning Commission is directed to complete its review, to conduct such public hearings as may be necessary or desirable, and to forward its recommendation to City Council.

Pursuant to RCW 36.70A.106, the Director of the Community & Economic Development Department is hereby directed to transmit this ordinance to the Washington State Department of Commerce for review, as may be required or desired.

Section 8. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers for the purposes of codification, and any other references thereto.

Section 9. Severability. If any section, sentence, clause, or phrase of this Ordinance or any municipal code section amended hereby should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance or the amended municipal code section.

Section 10. Effective Date. The City Council hereby finds and declares that the deadlines in SB 5290 for cities to adopt compliant development regulations cause an emergency which necessitates that this ordinance become effective immediately in order to preserve the public health, safety, and welfare. This ordinance shall become effective immediately upon passage by at least a majority plus one member of the City Council. The City Clerk is directed to publish a summary of this ordinance at the earliest possible publication date.

ADOPTED THIS 25TH DAY OF JULY, 2023.

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:



Ann Marie Soto, City Attorney

Published: July 27, 2023
Effective Date: July 25, 2023

Exhibit A

18.20.190 P definitions.

“Project permit” means any land use or environmental permit or license required from the city of Edgewood for a project action, including but not limited to ~~building permits~~, site development permits, fill and grade permits, subdivisions, binding site plans, planned unit developments, conditional uses, site plan(s), shoreline substantial development permits, development plan review, site specific rezones ~~authorized by the comprehensive plan which do not require a comprehensive plan amendment~~; but excluding adoption or amendment of ~~the a~~ comprehensive plan, ~~subarea plan or and~~ development regulations, ~~zoning of newly annexed land, area-wide rezones, and zoning map amendments~~ except as otherwise specifically included in this subsection.

18.40.150 Determination of completeness (RCW [36.70B.070](#)).

A. For the purposes of this title, a complete application is one that contains all required information, supporting documentation, and signatures ~~as outlined on the project permit application~~, and which is accompanied by payment of any and all fees as required by the community development department.

1. Time Limitations.

- a. Calculation of Time Periods for Issuance of Notice of Final Decision. In determining the number of calendar days that have elapsed after the city has notified the applicant that the application is complete for purposes of calculating the time for issuance of the notice of decision, the following periods shall be excluded:
 - i. Any period during which the applicant has been requested by the city to correct plans, perform required studies, provide additional required information, or otherwise requires the applicant to act. The period shall be calculated from the date the city notifies the applicant of the need for additional information until the earlier of the date the local government determines whether the additional information satisfies the request for information or 14 calendar days after the date the information has been provided to the city;
 - ii. If the city determines that the information submitted by the applicant under EMC [18.40.150](#), Determination of completeness, is insufficient or incorrect;
 - iii. Any period during which an environmental impact statement is being prepared following a determination of significance pursuant to Chapter [43.21C](#) RCW, if the city by ordinance has established time periods for completion of environmental impact statements, or if the city and the applicant in writing agree to a time period for completion of an environmental impact statement;

- iv. Any period for administrative appeals of project permit applications, if an open record appeal hearing or a closed record appeal, or both, are allowed. The time period for consideration and decision on appeals shall not exceed:
 - (A) Ninety calendar days for an open record appeal hearing; or
 - (B) Sixty calendar days for a closed record appeal, unless the parties agree to extend these time periods; and
- 2. Any extension of time mutually agreed upon by the applicant and the local government.
- 3. The time limits established in this section do not apply if a project permit application:
 - a. Requires an amendment to the comprehensive plan or a development regulation;
 - b. Requires approval of the siting of an essential public facility as provided in RCW [36.70A.200](#); or
 - c. Is substantially revised by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete pursuant to this section.
- 4. If the city is unable to issue its final decision within the time limits provided in this chapter, it shall provide written notice of this fact to the project applicant. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of a final decision. The city is not liable for damages due to the city's failure to make a final decision within the time limits established in this chapter.

B. Determination of complete application.

- 1. Within 28 calendar days after receiving a project permit application ~~for review for completeness~~, the city shall ~~mail or personally~~ provide a written determination of completeness to the applicant which ~~to the extent known by the city identifies other agencies with jurisdiction over the project permit application and~~ states either that:
 - a. ~~†~~The application is complete; or ~~that~~
 - b. ~~†~~The application is incomplete and that the procedural submission requirements of the city have not been met. The determination will outline what is necessary to make the application procedurally complete. To the extent known by the city, the determination will identify other agencies of local, state, or federal governments that may have jurisdiction over some aspect of the application.
- 2. If the city does not provide a written determination to the applicant that the application is incomplete within 28 calendar days, the application shall be deemed procedurally complete on the 29th day after receiving a project permit application. When the city does not provide a written determination to the applicant that the application is

procedurally incomplete, the city may still seek additional information or studies as provided for in subsection (B)(3). The time period guidelines for review of project permit applications begin following the determination of a complete application.

3. Additional information or studies may be required or project modifications may be undertaken subsequent to the procedural review of the application by the city. The city's determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or at some later time, if new ~~or additional~~ information is required or where there are substantial changes in the proposal. However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.

C. ~~Prior to a determination of a complete application, i~~f the applicant receives a written determination from the city that an application is not complete, the applicant shall have up to 90 calendar days to submit the necessary information to the city. Within 14 calendar days after an applicant has submitted the requested additional information, the city shall make the determination as described in subsection (B) of this section, and notify the applicant in the same manner. If the applicant either refuses, in writing, to submit additional information, or does not submit the required information within the 90 calendar day period, the application shall lapse because of a lack of information necessary to complete the review.

D. An application shall be considered complete when it contains the following:

1. The correct number of completed application forms signed by the applicant which contain a detailed description of the proposed land use, proposed impervious surface, and description of all existing and proposed improvements and easements;
2. The correct number of documents, plans, or maps identified in the applicable application, as appropriate for the proposed project;
3. A completed State Environmental Policy Act checklist, if required;
4. For preliminary plats only, a complete land survey of the perimeter of the site;
5. All studies and materials demonstrating compliance with the Edgewood Municipal Code;
6. Water availability letter (this requirement is for preliminary plats and short plats only);
7. Conceptual stormwater plans (this requirement is for preliminary plats and short plats only);
8. Payment of all applicable fees pursuant to the adopted fee schedule. In the event of insufficient funds on a draft, the application shall be deemed null and void;

9. Proposed applications shall be consistent with the comprehensive plan and applicable development regulations. (Ord. 03-203 § 1).

18.95.020 Applicability

A. Site plan design review shall be required prior to the issuance of construction permits in any of the following circumstances:

1. The new construction of a nonresidential building or other structure;
2. The expansion, remodel, or alteration of any building or other structure by more than five percent of its existing floor area, or overall size in cases where floor area standards are not applicable;
3. The expansion of any building or structure that creates a new dwelling unit;
4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

B. The following activities shall not require site plan design review:

1. Permits authorizing residential construction for detached single-family residential use and accessory dwelling units.
2. Any activity that does not require a building permit or is not considered a change in use, as determined by the director.
3. Any activity on the exterior of a building that does not exceed a 25 percent change in any existing facade or roof form.
4. Interior ~~work that does not alter the exterior of the structure or affect parking standards as determined by the director.~~ alterations, provided that the interior alterations do not result in the following:

(a) Additional sleeping quarters or bedrooms;

(b) Nonconformity with federal emergency management agency substantial improvement thresholds; or

(c) Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.

Nothing in this subsection exempts interior alterations from otherwise applicable building, plumbing, mechanical, or electrical codes. For purposes of this subsection, "interior

alterations” include construction activities that do not modify the existing site layout or its current use and involve no exterior work adding to the building footprint.

5. Normal building maintenance and repair. (Ord. 20-582 § 5; Ord. 16-469 § 2 (Exh. A); Ord. 11-360 § 3 (Exh. B)).

Exhibit A (Clean Version / All Proposed Changes Accepted)

18.20.190 P definitions.

“Project permit” means any land use or environmental permit or license required from the city of Edgewood for a project action, including but not limited to site development permits, fill and grade permits, subdivisions, binding site plans, planned unit developments, conditional uses, site plan(s), shoreline substantial development permits, development plan review, site specific rezones which do not require a comprehensive plan amendment; but excluding adoption or amendment of a comprehensive plan, subarea plan or development regulations except as otherwise specifically included in this subsection.

18.40.150 Determination of completeness (RCW [36.70B.070](#)).

A. For the purposes of this title, a complete application is one that contains all required information, supporting documentation, and signatures as outlined on the project permit application, and which is accompanied by payment of any and all fees as required by the community development department.

1. Time Limitations.

- a. Calculation of Time Periods for Issuance of Notice of Final Decision. In determining the number of calendar days that have elapsed after the city has notified the applicant that the application is complete for purposes of calculating the time for issuance of the notice of decision, the following periods shall be excluded:
 - i. Any period during which the applicant has been requested by the city to correct plans, perform required studies, provide additional required information, or otherwise requires the applicant to act. The period shall be calculated from the date the city notifies the applicant of the need for additional information until the earlier of the date the local government determines whether the additional information satisfies the request for information or 14 calendar days after the date the information has been provided to the city;
 - ii. If the city determines that the information submitted by the applicant under EMC [18.40.150](#), Determination of completeness, is insufficient or incorrect;
 - iii. Any period during which an environmental impact statement is being prepared following a determination of significance pursuant to Chapter [43.21C](#) RCW, if the city by ordinance has established time periods for completion of environmental impact statements, or if the city and the applicant in writing agree to a time period for completion of an environmental impact statement;

- iv. Any period for administrative appeals of project permit applications, if an open record appeal hearing or a closed record appeal, or both, are allowed. The time period for consideration and decision on appeals shall not exceed:
 - (A) Ninety calendar days for an open record appeal hearing; or
 - (B) Sixty calendar days for a closed record appeal, unless the parties agree to extend these time periods; and
- 2. Any extension of time mutually agreed upon by the applicant and the local government.
- 3. The time limits established in this section do not apply if a project permit application:
 - a. Requires an amendment to the comprehensive plan or a development regulation;
 - b. Requires approval of the siting of an essential public facility as provided in RCW [36.70A.200](#); or
 - c. Is substantially revised by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete pursuant to this section.
- 4. If the city is unable to issue its final decision within the time limits provided in this chapter, it shall provide written notice of this fact to the project applicant. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of a final decision. The city is not liable for damages due to the city's failure to make a final decision within the time limits established in this chapter.

B. Determination of complete application.

- 1. Within 28 calendar days after receiving a project permit application, the city shall provide a written determination of completeness to the applicant which states either that:
 - a. The application is complete; or
 - b. The application is incomplete and that the procedural submission requirements of the city have not been met. The determination will outline what is necessary to make the application procedurally complete. To the extent known by the city, the determination will identify other agencies of local, state, or federal governments that may have jurisdiction over some aspect of the application.
- 2. If the city does not provide a written determination to the applicant that the application is incomplete within 28 calendar days, the application shall be deemed procedurally complete on the 29th day after receiving a project permit application. When the city does not provide a written determination to the applicant that the application is procedurally incomplete, the city may still seek additional information or studies as

provided for in subsection (B)(3). The time period guidelines for review of project permit applications begin following the determination of a complete application.

3. Additional information or studies may be required or project modifications may be undertaken subsequent to the procedural review of the application by the city. The city's determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or at some later time, if new information is required or where there are substantial changes in the proposal. However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.

C. If the applicant receives a written determination from the city that an application is not complete, the applicant shall have up to 90 calendar days to submit the necessary information to the city. Within 14 calendar days after an applicant has submitted the requested additional information, the city shall make the determination as described in subsection (B) of this section, and notify the applicant in the same manner. If the applicant either refuses, in writing, to submit additional information, or does not submit the required information within the 90 calendar day period, the application shall lapse because of a lack of information necessary to complete the review.

D. An application shall be considered complete when it contains the following:

1. The correct number of completed application forms signed by the applicant which contain a detailed description of the proposed land use, proposed impervious surface, and description of all existing and proposed improvements and easements;
2. The correct number of documents, plans, or maps identified in the applicable application, as appropriate for the proposed project;
3. A completed State Environmental Policy Act checklist, if required;
4. For preliminary plats only, a complete land survey of the perimeter of the site;
5. All studies and materials demonstrating compliance with the Edgewood Municipal Code;
6. Water availability letter (this requirement is for preliminary plats and short plats only);
7. Conceptual stormwater plans (this requirement is for preliminary plats and short plats only);
8. Payment of all applicable fees pursuant to the adopted fee schedule. In the event of insufficient funds on a draft, the application shall be deemed null and void;
9. Proposed applications shall be consistent with the comprehensive plan and applicable development regulations. (Ord. 03-203 § 1).

18.95.020 Applicability

A. Site plan design review shall be required prior to the issuance of construction permits in any of the following circumstances:

1. The new construction of a nonresidential building or other structure;
2. The expansion, remodel, or alteration of any building or other structure by more than five percent of its existing floor area, or overall size in cases where floor area standards are not applicable;
3. The expansion of any building or structure that creates a new dwelling unit;
4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

B. The following activities shall not require site plan design review:

1. Permits authorizing residential construction for detached single-family residential use and accessory dwelling units.
2. Any activity that does not require a building permit or is not considered a change in use, as determined by the director.
3. Any activity on the exterior of a building that does not exceed a 25 percent change in any existing facade or roof form.
4. Interior alterations, provided that the interior alterations do not result in the following:
 - (a) Additional sleeping quarters or bedrooms;
 - (b) Nonconformity with federal emergency management agency substantial improvement thresholds; or
 - (c) Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.

Nothing in this subsection exempts interior alterations from otherwise applicable building, plumbing, mechanical, or electrical codes. For purposes of this subsection, “interior alterations” include construction activities that do not modify the existing site layout or its current use and involve no exterior work adding to the building footprint.

5. Normal building maintenance and repair. (Ord. 20-582 § 5; Ord. 16-469 § 2 (Exh. A); Ord. 11-360 § 3 (Exh. B)).

CERTIFICATION OF ENROLLMENT
SECOND SUBSTITUTE SENATE BILL 5290

Chapter 338, Laws of 2023

68th Legislature
2023 Regular Session

PROJECT PERMITS—LOCAL PROJECT REVIEW—VARIOUS PROVISIONS

EFFECTIVE DATE: July 23, 2023—Except for section 7, which takes
effect January 1, 2025.

Passed by the Senate April 17, 2023
Yeas 47 Nays 0

DENNY HECK

President of the Senate

Passed by the House April 10, 2023
Yeas 98 Nays 0

LAURIE JINKINS

**Speaker of the House of
Representatives**

Approved May 8, 2023 1:17 PM

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Sarah Bannister, Secretary of
the Senate of the State of
Washington, do hereby certify that
the attached is **SECOND SUBSTITUTE
SENATE BILL 5290** as passed by the
Senate and the House of
Representatives on the dates hereon
set forth.

SARAH BANNISTER

Secretary

FILED

May 10, 2023

**Secretary of State
State of Washington**

SECOND SUBSTITUTE SENATE BILL 5290

AS AMENDED BY THE HOUSE

Passed Legislature - 2023 Regular Session

State of Washington

68th Legislature

2023 Regular Session

By Senate Ways & Means (originally sponsored by Senators Mullet, Kuderer, Fortunato, Lias, Nobles, Saldaña, and C. Wilson; by request of Office of the Governor)

READ FIRST TIME 02/24/23.

1 AN ACT Relating to consolidating local permit review processes;
2 amending RCW 36.70B.140, 36.70B.020, 36.70B.070, 36.70B.080, and
3 36.70B.160; reenacting and amending RCW 36.70B.110; adding new
4 sections to chapter 36.70B RCW; creating new sections; and providing
5 an effective date.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

7 **Sec. 1.** RCW 36.70B.140 and 1995 c 347 s 418 are each amended to
8 read as follows:

9 (1) A local government by ordinance or resolution may exclude the
10 following project permits from the provisions of RCW 36.70B.060
11 through 36.70B.090 and 36.70B.110 through 36.70B.130: Landmark
12 designations, street vacations, or other approvals relating to the
13 use of public areas or facilities, or other project permits, whether
14 administrative or quasi-judicial, that the local government by
15 ordinance or resolution has determined present special circumstances
16 that warrant a review process or time periods for approval which are
17 different from that provided in RCW 36.70B.060 through 36.70B.090 and
18 36.70B.110 through 36.70B.130.

19 (2) A local government by ordinance or resolution also may
20 exclude the following project permits from the provisions of RCW
21 36.70B.060 and 36.70B.110 through 36.70B.130: Lot line or boundary

1 adjustments and building and other construction permits, or similar
2 administrative approvals, categorically exempt from environmental
3 review under chapter 43.21C RCW, or for which environmental review
4 has been completed in connection with other project permits.

5 (3) A local government must exclude project permits for interior
6 alterations from site plan review, provided that the interior
7 alterations do not result in the following:

8 (a) Additional sleeping quarters or bedrooms;

9 (b) Nonconformity with federal emergency management agency
10 substantial improvement thresholds; or

11 (c) Increase the total square footage or valuation of the
12 structure thereby requiring upgraded fire access or fire suppression
13 systems.

14 (4) Nothing in this section exempts interior alterations from
15 otherwise applicable building, plumbing, mechanical, or electrical
16 codes.

17 (5) For purposes of this section, "interior alterations" include
18 construction activities that do not modify the existing site layout
19 or its current use and involve no exterior work adding to the
20 building footprint.

21 NEW SECTION. Sec. 2. A new section is added to chapter 36.70B
22 RCW to read as follows:

23 (1) Subject to the availability of funds appropriated for this
24 specific purpose, the department of commerce must establish a
25 consolidated permit review grant program. The department may award
26 grants to any local government that provides, by ordinance,
27 resolution, or other action, a commitment to the following building
28 permit review consolidation requirements:

29 (a) Issuing final decisions on residential permit applications
30 within 45 business days or 90 calendar days.

31 (i) To achieve permit review within the stated time periods, a
32 local government must provide consolidated review for building permit
33 applications. This may include an initial technical peer review of
34 the application for conformity with the requirements of RCW
35 36.70B.070 by all departments, divisions, and sections of the local
36 government with jurisdiction over the project.

37 (ii) A local government may contract with a third-party business
38 to conduct the consolidated permit review or as additional inspection

1 staff. Any funds expended for such a contract may be eligible for
2 reimbursement under this act.

3 (iii) Local governments are authorized to use grant funds to
4 contract outside assistance to audit their development regulations to
5 identify and correct barriers to housing development.

6 (b) Establishing an application fee structure that would allow
7 the jurisdiction to continue providing consolidated permit review
8 within 45 business days or 90 calendar days.

9 (i) A local government may consult with local building
10 associations to develop a reasonable fee system.

11 (ii) A local government must determine, no later than July 1,
12 2024, the specific fee structure needed to provide permit review
13 within the time periods specified in this subsection (1)(b).

14 (2) A jurisdiction that is awarded a grant under this section
15 must provide a quarterly report to the department of commerce. The
16 report must include the average and maximum time for permit review
17 during the jurisdiction's participation in the grant program.

18 (3) If a jurisdiction is unable to successfully meet the terms
19 and conditions of the grant, the jurisdiction must enter a 90-day
20 probationary period. If the jurisdiction is not able to meet the
21 requirements of this section by the end of the probationary period,
22 the jurisdiction is no longer eligible to receive grants under this
23 section.

24 (4) For the purposes of this section, "residential permit" means
25 a permit issued by a city or county that satisfies the conditions of
26 RCW 19.27.015(5) and is within the scope of the international
27 residential code, as adopted in accordance with chapter 19.27 RCW.

28 NEW SECTION. **Sec. 3.** A new section is added to chapter 36.70B
29 RCW to read as follows:

30 (1) Subject to the availability of funds appropriated for this
31 specific purpose, the department of commerce must establish a grant
32 program for local governments to update their permit review process
33 from paper filing systems to software systems capable of processing
34 digital permit applications, virtual inspections, electronic review,
35 and with capacity for video storage.

36 (2) The department of commerce may only provide a grant under
37 this section to a city if the city allows for the development of at
38 least two units per lot on all lots zoned predominantly for
39 residential use within its jurisdiction.

1 NEW SECTION. **Sec. 4.** A new section is added to chapter 36.70B
2 RCW to read as follows:

3 (1) Subject to the availability of amounts appropriated for this
4 specific purpose, the department of commerce must convene a digital
5 permitting process work group to examine potential license and
6 permitting software for local governments to encourage streamlined
7 and efficient permit review.

8 (2) The department of commerce, in consultation with the
9 association of Washington cities and Washington state association of
10 counties, shall appoint members to the work group representing groups
11 including but not limited to:

12 (a) Cities and counties;

13 (b) Building industries; and

14 (c) Building officials.

15 (3) The department of commerce must convene the first meeting of
16 the work group by August 1, 2023. The department must submit a final
17 report to the governor and the appropriate committees of the
18 legislature by August 1, 2024. The final report must:

19 (a) Evaluate the existing need for digital permitting systems,
20 including impacts on existing digital permitting systems that are
21 already in place;

22 (b) Review barriers preventing local jurisdictions from accessing
23 or adopting digital permitting systems;

24 (c) Evaluate the benefits and costs associated with a statewide
25 permitting software system; and

26 (d) Provide budgetary, administrative policy, and legislative
27 recommendations to increase the adoption of or establish a statewide
28 system of digital permit review.

29 **Sec. 5.** RCW 36.70B.020 and 1995 c 347 s 402 are each amended to
30 read as follows:

31 Unless the context clearly requires otherwise, the definitions in
32 this section apply throughout this chapter.

33 (1) "Closed record appeal" means an administrative appeal on the
34 record to a local government body or officer, including the
35 legislative body, following an open record hearing on a project
36 permit application when the appeal is on the record with no or
37 limited new evidence or information allowed to be submitted and only
38 appeal argument allowed.

39 (2) "Local government" means a county, city, or town.

1 (3) "Open record hearing" means a hearing, conducted by a single
2 hearing body or officer authorized by the local government to conduct
3 such hearings, that creates the local government's record through
4 testimony and submission of evidence and information, under
5 procedures prescribed by the local government by ordinance or
6 resolution. An open record hearing may be held prior to a local
7 government's decision on a project permit to be known as an "open
8 record predecision hearing." An open record hearing may be held on an
9 appeal, to be known as an "open record appeal hearing," if no open
10 record predecision hearing has been held on the project permit.

11 (4) "Project permit" or "project permit application" means any
12 land use or environmental permit or license required from a local
13 government for a project action, including but not limited to
14 ~~((building permits,))~~ subdivisions, binding site plans, planned unit
15 developments, conditional uses, shoreline substantial development
16 permits, site plan review, permits or approvals required by critical
17 area ordinances, site-specific rezones ~~((authorized by a
18 comprehensive plan or subarea plan))~~ which do not require a
19 comprehensive plan amendment, but excluding the adoption or amendment
20 of a comprehensive plan, subarea plan, or development regulations
21 except as otherwise specifically included in this subsection.

22 (5) "Public meeting" means an informal meeting, hearing,
23 workshop, or other public gathering of people to obtain comments from
24 the public or other agencies on a proposed project permit prior to
25 the local government's decision. A public meeting may include, but is
26 not limited to, a design review or architectural control board
27 meeting, a special review district or community council meeting, or a
28 scoping meeting on a draft environmental impact statement. A public
29 meeting does not include an open record hearing. The proceedings at a
30 public meeting may be recorded and a report or recommendation may be
31 included in the local government's project permit application file.

32 **Sec. 6.** RCW 36.70B.070 and 1995 c 347 s 408 are each amended to
33 read as follows:

34 (1) (a) Within ~~((twenty-eight))~~ 28 days after receiving a project
35 permit application, a local government planning pursuant to RCW
36 36.70A.040 shall ~~((mail or))~~ provide ~~((in person))~~ a written
37 determination to the applicant ~~((, stating))~~.

38 (b) The written determination must state either:

39 ~~((a))~~ (i) That the application is complete; or

1 ~~((b))~~ (ii) That the application is incomplete and that the
2 procedural submission requirements of the local government have not
3 been met. The determination shall outline what is necessary to make
4 the application procedurally complete.

5 (c) The number of days shall be calculated by counting every
6 calendar day.

7 (d) To the extent known by the local government, the local
8 government shall identify other agencies of local, state, or federal
9 governments that may have jurisdiction over some aspect of the
10 application.

11 (2) A project permit application is complete for purposes of this
12 section when it meets the procedural submission requirements of the
13 local government ~~((and is sufficient for continued processing even~~
14 ~~though additional information may be required or project~~
15 ~~modifications may be undertaken subsequently))~~, as outlined on the
16 project permit application. Additional information or studies may be
17 required or project modifications may be undertaken subsequent to the
18 procedural review of the application by the local government. The
19 determination of completeness shall not preclude the local government
20 from requesting additional information or studies either at the time
21 of the notice of completeness or subsequently if new information is
22 required or substantial changes in the proposed action occur.
23 However, if the procedural submission requirements, as outlined on
24 the project permit application have been provided, the need for
25 additional information or studies may not preclude a completeness
26 determination.

27 (3) The determination of completeness may include or be combined
28 with the following ~~((as optional information))~~:

29 (a) A preliminary determination of those development regulations
30 that will be used for project mitigation;

31 (b) A preliminary determination of consistency, as provided under
32 RCW 36.70B.040; ~~((or))~~

33 (c) Other information the local government chooses to include; or

34 (d) The notice of application pursuant to the requirements in RCW
35 36.70B.110.

36 (4)(a) An application shall be deemed procedurally complete on
37 the 29th day after receiving a project permit application under this
38 section if the local government does not provide a written
39 determination to the applicant that the application is procedurally
40 incomplete as provided in subsection (1)(b) (ii) of this section. When

1 the local government does not provide a written determination, they
2 may still seek additional information or studies as provided for in
3 subsection (2) of this section.

4 (b) Within ~~((fourteen))~~ 14 days after an applicant has submitted
5 to a local government additional information identified by the local
6 government as being necessary for a complete application, the local
7 government shall notify the applicant whether the application is
8 complete or what additional information is necessary.

9 (c) The notice of application shall be provided within 14 days
10 after the determination of completeness pursuant to RCW 36.70B.110.

11 **Sec. 7.** RCW 36.70B.080 and 2004 c 191 s 2 are each amended to
12 read as follows:

13 (1)(a) Development regulations adopted pursuant to RCW 36.70A.040
14 must establish and implement time periods for local government
15 actions for each type of project permit application and provide
16 timely and predictable procedures to determine whether a completed
17 project permit application meets the requirements of those
18 development regulations. The time periods for local government
19 actions for each type of complete project permit application or
20 project type should not exceed ~~((one hundred twenty days, unless the~~
21 ~~local government makes written findings that a specified amount of~~
22 ~~additional time is needed to process specific complete project permit~~
23 ~~applications or project types))~~ those specified in this section.

24 ~~((The))~~ (b) For project permits submitted after January 1, 2025,
25 the development regulations must, for each type of permit
26 application, specify the contents of a completed project permit
27 application necessary for the complete compliance with the time
28 periods and procedures.

29 ~~((+2))~~ (c) A jurisdiction may exclude certain permit types and
30 timelines for processing project permit applications as provided for
31 in RCW 36.70B.140.

32 (d) The time periods for local government action to issue a final
33 decision for each type of complete project permit application or
34 project type subject to this chapter should not exceed the following
35 time periods unless modified by the local government pursuant to this
36 section or RCW 36.70B.140:

37 (i) For project permits which do not require public notice under
38 RCW 36.70B.110, a local government must issue a final decision within
39 65 days of the determination of completeness under RCW 36.70B.070;

1 (ii) For project permits which require public notice under RCW
2 36.70B.110, a local government must issue a final decision within 100
3 days of the determination of completeness under RCW 36.70B.070; and

4 (iii) For project permits which require public notice under RCW
5 36.70B.110 and a public hearing, a local government must issue a
6 final decision within 170 days of the determination of completeness
7 under RCW 36.70B.070.

8 (e) A jurisdiction may modify the provisions in (d) of this
9 subsection to add permit types not identified, change the permit
10 names or types in each category, address how consolidated review time
11 periods may be different than permits submitted individually, and
12 provide for how projects of a certain size or type may be
13 differentiated, including by differentiating between residential and
14 nonresidential permits. Unless otherwise provided for the
15 consolidated review of more than one permit, the time period for a
16 final decision shall be the longest of the permit time periods
17 identified in (d) of this subsection or as amended by a local
18 government.

19 (f) If a local government does not adopt an ordinance or
20 resolution modifying the provisions in (d) of this subsection, the
21 time periods in (d) of this subsection apply.

22 (g) The number of days an application is in review with the
23 county or city shall be calculated from the day completeness is
24 determined under RCW 36.70B.070 to the date a final decision is
25 issued on the project permit application. The number of days shall be
26 calculated by counting every calendar day and excluding the following
27 time periods:

28 (i) Any period between the day that the county or city has
29 notified the applicant, in writing, that additional information is
30 required to further process the application and the day when
31 responsive information is resubmitted by the applicant;

32 (ii) Any period after an applicant informs the local government,
33 in writing, that they would like to temporarily suspend review of the
34 project permit application until the time that the applicant notifies
35 the local government, in writing, that they would like to resume the
36 application. A local government may set conditions for the temporary
37 suspension of a permit application; and

38 (iii) Any period after an administrative appeal is filed until
39 the administrative appeal is resolved and any additional time period
40 provided by the administrative appeal has expired.

1 (h) The time periods for a local government to process a permit
2 shall start over if an applicant proposes a change in use that adds
3 or removes commercial or residential elements from the original
4 application that would make the application fail to meet the
5 determination of procedural completeness for the new use, as required
6 by the local government under RCW 36.70B.070.

7 (i) If, at any time, an applicant informs the local government,
8 in writing, that the applicant would like to temporarily suspend the
9 review of the project for more than 60 days, or if an applicant is
10 not responsive for more than 60 consecutive days after the county or
11 city has notified the applicant, in writing, that additional
12 information is required to further process the application, an
13 additional 30 days may be added to the time periods for local
14 government action to issue a final decision for each type of project
15 permit that is subject to this chapter. Any written notice from the
16 local government to the applicant that additional information is
17 required to further process the application must include a notice
18 that nonresponsiveness for 60 consecutive days may result in 30 days
19 being added to the time for review. For the purposes of this
20 subsection, "nonresponsiveness" means that an applicant is not making
21 demonstrable progress on providing additional requested information
22 to the local government, or that there is no ongoing communication
23 from the applicant to the local government on the applicant's ability
24 or willingness to provide the additional information.

25 (j) Annual amendments to the comprehensive plan are not subject
26 to the requirements of this section.

27 (k) A county's or city's adoption of a resolution or ordinance to
28 implement this subsection shall not be subject to appeal under
29 chapter 36.70A RCW unless the resolution or ordinance modifies the
30 time periods provided in (d) of this subsection by providing for a
31 review period of more than 170 days for any project permit.

32 (l)(i) When permit time periods provided for in (d) of this
33 subsection, as may be amended by a local government, and as may be
34 extended as provided for in (i) of this subsection, are not met, a
35 portion of the permit fee must be refunded to the applicant as
36 provided in this subsection. A local government may provide for the
37 collection of only 80 percent of a permit fee initially, and for the
38 collection of the remaining balance if the permitting time periods
39 are met. The portion of the fee refunded for missing time periods
40 shall be:

1 (A) 10 percent if the final decision of the project permit
2 application was made after the applicable deadline but the period
3 from the passage of the deadline to the time of issuance of the final
4 decision did not exceed 20 percent of the original time period; or

5 (B) 20 percent if the period from the passage of the deadline to
6 the time of the issuance of the final decision exceeded 20 percent of
7 the original time period.

8 (ii) Except as provided in RCW 36.70B.160, the provisions in
9 subsection (1)(i) of this section are not applicable to cities and
10 counties which have implemented at least three of the options in RCW
11 36.70B.160(1) (a) through (j) at the time an application is deemed
12 procedurally complete.

13 (2)(a) Counties subject to the requirements of RCW 36.70A.215 and
14 the cities within those counties that have populations of at least
15 ((twenty thousand)) 20,000 must, for each type of permit application,
16 identify the total number of project permit applications for which
17 decisions are issued according to the provisions of this chapter. For
18 each type of project permit application identified, these counties
19 and cities must establish and implement a deadline for issuing a
20 notice of final decision as required by subsection (1) of this
21 section and minimum requirements for applications to be deemed
22 complete under RCW 36.70B.070 as required by subsection (1) of this
23 section.

24 (b) Counties and cities subject to the requirements of this
25 subsection also must prepare an annual performance report((s)) that
26 ((include, at a minimum, the following information for each type of
27 project permit application identified in accordance with the
28 requirements of (a) of this subsection:

29 (i) Total number of complete applications received during the
30 year;

31 (ii) Number of complete applications received during the year for
32 which a notice of final decision was issued before the deadline
33 established under this subsection;

34 (iii) Number of applications received during the year for which a
35 notice of final decision was issued after the deadline established
36 under this subsection;

37 (iv) Number of applications received during the year for which an
38 extension of time was mutually agreed upon by the applicant and the
39 county or city;

1 ~~(v) Variance of actual performance, excluding applications for~~
2 ~~which mutually agreed time extensions have occurred, to the deadline~~
3 ~~established under this subsection during the year; and~~

4 ~~(vi) The mean processing time and the number standard deviation~~
5 ~~from the mean.~~

6 ~~(c) Counties and cities subject to the requirements of this~~
7 ~~subsection must:~~

8 ~~(i) Provide notice of and access to the annual performance~~
9 ~~reports through the county's or city's website; and~~

10 ~~(ii) Post electronic facsimiles of the annual performance reports~~
11 ~~through the county's or city's website. Postings on a county's or~~
12 ~~city's website indicating that the reports are available by~~
13 ~~contacting the appropriate county or city department or official do~~
14 ~~not comply with the requirements of this subsection.~~

15 ~~If a county or city subject to the requirements of this~~
16 ~~subsection does not maintain a website, notice of the reports must be~~
17 ~~given by reasonable methods, including but not limited to those~~
18 ~~methods specified in RCW 36.70B.110(4).~~

19 ~~(3))~~ includes information outlining time periods for certain
20 permit types associated with housing. The report must provide:

21 (i) Permit time periods for certain permit processes in the
22 county or city in relation to those established under this section,
23 including whether the county or city has established shorter time
24 periods than those provided in this section;

25 (ii) The total number of decisions issued during the year for the
26 following permit types: Preliminary subdivisions, final subdivisions,
27 binding site plans, permit processes associated with the approval of
28 multifamily housing, and construction plan review for each of these
29 permit types when submitted separately;

30 (iii) The total number of decisions for each permit type which
31 included consolidated project permit review, such as concurrent
32 review of a rezone or construction plans;

33 (iv) The average number of days from a submittal to a decision
34 being issued for the project permit types listed in subsection
35 (2)(a)(ii) of this section. This shall be calculated from the day
36 completeness is determined under RCW 36.70B.070 to the date a
37 decision is issued on the application. The number of days shall be
38 calculated by counting every calendar day;

39 (v) The total number of days each project permit application of a
40 type listed in subsection (2)(a)(ii) of this section was in review

1 with the county or city. This shall be calculated from the day
2 completeness is determined under RCW 36.70B.070 to the date a final
3 decision is issued on the application. The number of days shall be
4 calculated by counting every calendar day. The days the application
5 is in review with the county or city does not include the time
6 periods in subsection (1)(g)(i)-(iii) of this section;

7 (vi) The total number of days that were excluded from the time
8 period calculation under subsection (1)(g)(i)-(iii) of this section
9 for each project permit application of a type listed in subsection
10 (2)(a)(ii) of this section.

11 (c) Counties and cities subject to the requirements of this
12 subsection must:

13 (i) Post the annual performance report through the county's or
14 city's website; and

15 (ii) Submit the annual performance report to the department of
16 commerce by March 1st each year.

17 (d) No later than July 1st each year, the department of commerce
18 shall publish a report which includes the annual performance report
19 data for each county and city subject to the requirements of this
20 subsection and a list of those counties and cities whose time periods
21 are shorter than those provided for in this section.

22 The annual report must also include key metrics and findings from
23 the information collected.

24 (e) The initial annual report required under this subsection must
25 be submitted to the department of commerce by March 1, 2025, and must
26 include information from permitting in 2024.

27 (3) Nothing in this section prohibits a county or city from
28 extending a deadline for issuing a decision for a specific project
29 permit application for any reasonable period of time mutually agreed
30 upon by the applicant and the local government.

31 ~~((4) The department of community, trade, and economic~~
32 ~~development shall work with the counties and cities to review the~~
33 ~~potential implementation costs of the requirements of subsection (2)~~
34 ~~of this section. The department, in cooperation with the local~~
35 ~~governments, shall prepare a report summarizing the projected costs,~~
36 ~~together with recommendations for state funding assistance for~~
37 ~~implementation costs, and provide the report to the governor and~~
38 ~~appropriate committees of the senate and house of representatives by~~
39 ~~January 1, 2005.))~~

1 **Sec. 8.** RCW 36.70B.160 and 1995 c 347 s 420 are each amended to
2 read as follows:

3 (1) Each local government is encouraged to adopt further project
4 review and code provisions to provide prompt, coordinated review and
5 ensure accountability to applicants and the public(~~(, including~~
6 ~~expedited review for project permit applications for projects that~~
7 ~~are consistent with adopted development regulations and within the~~
8 ~~capacity of systemwide infrastructure improvements)) by:~~

9 (a) Expediting review for project permit applications for
10 projects that are consistent with adopted development regulations;

11 (b) Imposing reasonable fees, consistent with RCW 82.02.020, on
12 applicants for permits or other governmental approvals to cover the
13 cost to the city, town, county, or other municipal corporation of
14 processing applications, inspecting and reviewing plans, or preparing
15 detailed statements required by chapter 43.21C RCW. The fees imposed
16 may not include a fee for the cost of processing administrative
17 appeals. Nothing in this subsection limits the ability of a county or
18 city to impose a fee for the processing of administrative appeals as
19 otherwise authorized by law;

20 (c) Entering into an interlocal agreement with another
21 jurisdiction to share permitting staff and resources;

22 (d) Maintaining and budgeting for on-call permitting assistance
23 for when permit volumes or staffing levels change rapidly;

24 (e) Having new positions budgeted that are contingent on
25 increased permit revenue;

26 (f) Adopting development regulations which only require public
27 hearings for permit applications that are required to have a public
28 hearing by statute;

29 (g) Adopting development regulations which make preapplication
30 meetings optional rather than a requirement of permit application
31 submittal;

32 (h) Adopting development regulations which make housing types an
33 outright permitted use in all zones where the housing type is
34 permitted;

35 (i) Adopting a program to allow for outside professionals with
36 appropriate professional licenses to certify components of
37 applications consistent with their license; or

38 (j) Meeting with the applicant to attempt to resolve outstanding
39 issues during the review process. The meeting must be scheduled
40 within 14 days of a second request for corrections during permit

1 review. If the meeting cannot resolve the issues and a local
2 government proceeds with a third request for additional information
3 or corrections, the local government must approve or deny the
4 application upon receiving the additional information or corrections.

5 (2) (a) After January 1, 2026, a county or city must adopt
6 additional measures under subsection (1) of this section at the time
7 of its next comprehensive plan update under RCW 36.70A.130 if it
8 meets the following conditions:

9 (i) The county or city has adopted at least three project review
10 and code provisions under subsection (1) of this section more than
11 five years prior; and

12 (ii) The county or city is not meeting the permitting deadlines
13 established in RCW 36.70B.080 at least half of the time over the
14 period since its most recent comprehensive plan update under RCW
15 36.70A.130.

16 (b) A city or county that is required to adopt new measures under
17 (a) of this subsection but fails to do so becomes subject to the
18 provisions of RCW 36.70B.080(1)(1), notwithstanding RCW
19 36.70B.080(1)(1)(ii).

20 ~~((+2))~~ (3) Nothing in this chapter is intended or shall be
21 construed to prevent a local government from requiring a
22 preapplication conference or a public meeting by rule, ordinance, or
23 resolution.

24 ~~((+3))~~ (4) Each local government shall adopt procedures to
25 monitor and enforce permit decisions and conditions.

26 ~~((+4))~~ (5) Nothing in this chapter modifies any independent
27 statutory authority for a government agency to appeal a project
28 permit issued by a local government.

29 NEW SECTION. Sec. 9. A new section is added to chapter 36.70B
30 RCW to read as follows:

31 (1) The department of commerce shall develop and provide
32 technical assistance and guidance to counties and cities in setting
33 fee structures under RCW 36.70B.160(1) to ensure that the fees are
34 reasonable and sufficient to recover true costs. The guidance must
35 include information on how to utilize growth factors or other
36 measures to reflect cost increases over time.

37 (2) When providing technical assistance under subsection (1) of
38 this section, the department of commerce must prioritize local

governments that have implemented at least three of the options in RCW 36.70B.160(1).

Sec. 10. RCW 36.70B.110 and 1997 c 429 s 48 and 1997 c 396 s 1 are each reenacted and amended to read as follows:

(1) Not later than April 1, 1996, a local government planning under RCW 36.70A.040 shall provide a notice of application to the public and the departments and agencies with jurisdiction as provided in this section. If a local government has made a threshold determination under chapter 43.21C RCW concurrently with the notice of application, the notice of application may be combined with the threshold determination and the scoping notice for a determination of significance. Nothing in this section prevents a determination of significance and scoping notice from being issued prior to the notice of application. Nothing in this section or this chapter prevents a lead agency, when it is a project proponent or is funding a project, from conducting its review under chapter 43.21C RCW or from allowing appeals of procedural determinations prior to submitting a project permit ((application)).

(2) The notice of application shall be provided within ((fourteen)) 14 days after the determination of completeness as provided in RCW 36.70B.070 and, except as limited by the provisions of subsection (4)(b) of this section, ((shall)) must include the following in whatever sequence or format the local government deems appropriate:

(a) The date of application, the date of the notice of completion for the application, and the date of the notice of application;

(b) A description of the proposed project action and a list of the project permits included in the application and, if applicable, a list of any studies requested under RCW 36.70B.070 ((or 36.70B.090));

(c) The identification of other permits not included in the application to the extent known by the local government;

(d) The identification of existing environmental documents that evaluate the proposed project, and, if not otherwise stated on the document providing the notice of application, such as a city land use bulletin, the location where the application and any studies can be reviewed;

(e) A statement of the public comment period, which shall be not less than fourteen nor more than thirty days following the date of notice of application, and statements of the right of any person to

comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights. A local government may accept public comments at any time prior to the closing of the record of an open record predecision hearing, if any, or, if no open record predecision hearing is provided, prior to the decision on the project permit;

(f) The date, time, place, and type of hearing, if applicable and scheduled at the date of notice of the application;

(g) A statement of the preliminary determination, if one has been made at the time of notice, of those development regulations that will be used for project mitigation and of consistency as provided in RCW 36.70B.030(2) and 36.70B.040; and

(h) Any other information determined appropriate by the local government.

(3) If an open record predecision hearing is required for the requested project permits, the notice of application shall be provided at least fifteen days prior to the open record hearing.

(4) A local government shall use reasonable methods to give the notice of application to the public and agencies with jurisdiction and may use its existing notice procedures. A local government may use different types of notice for different categories of project permits or types of project actions. If a local government by resolution or ordinance does not specify its method of public notice, the local government shall use the methods provided for in (a) and (b) of this subsection. Examples of reasonable methods to inform the public are:

(a) Posting the property for site-specific proposals;

(b) Publishing notice, including at least the project location, description, type of permit(s) required, comment period dates, and location where the notice of application required by subsection (2) of this section and the complete application may be reviewed, in the newspaper of general circulation in the general area where the proposal is located or in a local land use newsletter published by the local government;

(c) Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;

(d) Notifying the news media;

(e) Placing notices in appropriate regional or neighborhood newspapers or trade journals;

1 (f) Publishing notice in agency newsletters or sending notice to
2 agency mailing lists, either general lists or lists for specific
3 proposals or subject areas; and

4 (g) Mailing to neighboring property owners.

5 (5) A notice of application shall not be required for project
6 permits that are categorically exempt under chapter 43.21C RCW,
7 unless an open record predecision hearing is required or an open
8 record appeal hearing is allowed on the project permit decision.

9 (6) A local government shall integrate the permit procedures in
10 this section with ~~((its))~~ environmental review under chapter 43.21C
11 RCW as follows:

12 (a) Except for a threshold determination and except as otherwise
13 expressly allowed in this section, the local government may not issue
14 a decision or a recommendation on a project permit until the
15 expiration of the public comment period on the notice of application.

16 (b) If an open record predecision hearing is required, the local
17 government shall issue its threshold determination at least fifteen
18 days prior to the open record predecision hearing.

19 (c) Comments shall be as specific as possible.

20 (d) A local government is not required to provide for
21 administrative appeals of its threshold determination. If provided,
22 an administrative appeal ~~((shall))~~ must be filed within fourteen days
23 after notice that the determination has been made and is appealable.
24 Except as otherwise expressly provided in this section, the appeal
25 hearing on a threshold determination ~~((of nonsignificance shall))~~
26 must be consolidated with any open record hearing on the project
27 permit.

28 (7) At the request of the applicant, a local government may
29 combine any hearing on a project permit with any hearing that may be
30 held by another local, state, regional, federal, or other agency, if:

31 (a) The hearing is held within the geographic boundary of the
32 local government; and

33 (b) ~~((The joint hearing can be held within the time periods
34 specified in RCW 36.70B.090 or the))~~ The applicant agrees to the
35 schedule in the event that additional time is needed in order to
36 combine the hearings. All agencies of the state of Washington,
37 including municipal corporations and counties participating in a
38 combined hearing, are hereby authorized to issue joint hearing
39 notices and develop a joint format, select a mutually acceptable
40 hearing body or officer, and take such other actions as may be

1 necessary to hold joint hearings consistent with each of their
2 respective statutory obligations.

3 (8) All state and local agencies shall cooperate to the fullest
4 extent possible with the local government in holding a joint hearing
5 if requested to do so, as long as:

6 (a) The agency is not expressly prohibited by statute from doing
7 so;

8 (b) Sufficient notice of the hearing is given to meet each of the
9 agencies' adopted notice requirements as set forth in statute,
10 ordinance, or rule; and

11 (c) The agency has received the necessary information about the
12 proposed project from the applicant to hold its hearing at the same
13 time as the local government hearing.

14 (9) A local government is not required to provide for
15 administrative appeals. If provided, an administrative appeal of the
16 project decision and of any environmental determination issued at the
17 same time as the project decision, shall be filed within fourteen
18 days after the notice of the decision or after other notice that the
19 decision has been made and is appealable. The local government shall
20 extend the appeal period for an additional seven days, if state or
21 local rules adopted pursuant to chapter 43.21C RCW allow public
22 comment on a determination of nonsignificance issued as part of the
23 appealable project permit decision.

24 (10) The applicant for a project permit is deemed to be a
25 participant in any comment period, open record hearing, or closed
26 record appeal.

27 (11) Each local government planning under RCW 36.70A.040 shall
28 adopt procedures for administrative interpretation of its development
29 regulations.

30 NEW SECTION. **Sec. 11.** The department of commerce shall develop
31 a template for counties and cities subject to the requirements in RCW
32 36.70B.080, which will be utilized for reporting data.

33 NEW SECTION. **Sec. 12.** The department of commerce shall develop
34 a plan to provide local governments with appropriately trained staff
35 to provide temporary support or hard to find expertise for timely
36 processing of residential housing permit applications. The plan shall
37 include consideration of how local governments can be provided with
38 staff that have experience with providing substitute staff support or

1 that possess expertise in permitting policies and regulations in the
2 local government's geographic area or with jurisdictions of the local
3 government's size or population. The plan and a proposal for
4 implementation shall be presented to the legislature by December 1,
5 2023.

6 NEW SECTION. **Sec. 13.** Section 7 of this act takes effect
7 January 1, 2025.

Passed by the Senate April 17, 2023.

Passed by the House April 10, 2023.

Approved by the Governor May 8, 2023.

Filed in Office of Secretary of State May 10, 2023.

--- END ---



City Of Edgewood Council Agenda Summary Sheet

Subject: AB23-0681 - Resolution 23-0681 providing for the submission to the qualified electors of the city at an election to be held on November 7, 2023, in conjunction with the State General Election to be held on the same date of a proposition to levy regular property taxes in excess of the limitations of chapter 84.55 of the RCW	Agenda Item #: 5.B
	For Agenda of: 7/25/2023
	Prepared by: Hardeep Goraya, Dave Gray
Attachments (list): 1. COE November Ballot Levy Lid Lift Resolution Multi Year - Final	
Approval of Materials: Hardeep Goraya, Dave Gray Rachel Pitzel, City Clerk/HR Director 7/20/2023 Dave Gray 7/20/2023 Daryl Eidingen 7/20/2023	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 06/20/2023 SS 07/11/2023 RCM- 07/18/2023 SS 07/25/2023 RCM potential action

Summary Statement:

The city receives a substantial portion of it's sustained revenue to provide ongoing services from it's three main tax based sources, property tax, sales tax and utility tax. Law enforcement, street repair and maintenance, parks and trail maintenance, and general government services are funded by these sources. Real Estate Excise Taxes and Law Enforcement Infraction revenue can be used to supplement the cost of these activities, but are "one-time" fees and when they dry up, the only source of revenue available are from taxes.

Item History:

Recommended Action:

Review Property Tax increase uses, model impacts on tax payers to determine if a consensus exists to go forward to the July 25th regular council meeting with a draft ballot measure for potential council action.

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 23-0681

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT AN ELECTION TO BE HELD ON NOVEMBER 7, 2023, IN CONJUNCTION WITH THE STATE GENERAL ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION TO LEVY REGULAR PROPERTY TAXES IN EXCESS OF THE LIMITATIONS OF CHAPTER 84.55 RCW; SETTING FORTH THE TEXT OF THE BALLOT PROPOSITION; DIRECTING CITY OFFICIALS TO TAKE NECESSARY ACTIONS; AND PROVIDING FOR OTHER RELATED MATTERS

WHEREAS, pursuant to RCW 84.55.050, the City of Edgewood may levy regular property taxes in any calendar year in excess of limitations specified in chapter 84.55 RCW when such levy has been authorized by a proposition approved by a majority of the voters of the City voting on the proposition at a general or special election within the City; and

WHEREAS, the City Council has determined the current level of funding is not adequate to meet community demands for law enforcement services and additional funding is necessary to secure a solution that would provide stable funding; and

WHEREAS, in order to improve the current level of law enforcement and roads maintenance services being provided to the residents of the City of Edgewood, it is deemed necessary that the City increase its regular property tax levy rate to \$1.300000000000 per \$1,000 of assessed value for collection in 2024 and thereafter to use the resulting levy amount for the purpose of computing the limitations for subsequent levies as allowed by Chapter 84.55 RCW;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Call for Election. The Edgewood City Council requests that Pierce County Auditor hold an election concurrent with the November 7, 2023, general election, in the manner provided by law, for the purpose of submitting to the qualified electors of the City of Edgewood, with such additions, deletions or modifications as may be required, the ballot proposition set forth in Section 2.

Section 2. Official Ballot Proposition. The Edgewood City Clerk is hereby directed to certify, no later than August 1, 2023, to Pierce County Auditor, the following proposition:

CITY OF EDGEWOOD -- Proposition 1
Law Enforcement and Roads
Maintenance Levy

The Edgewood City Council adopted Resolution No. 23-0681, authorizing a proposition to fund law enforcement and roads maintenance. The proposition increases the regular property tax levy to \$1.30000000000 per \$1,000 of assessed valuation in 2024. The levy limits for 2025-2029 will use a limit factor of 106% or less. The 2029 levy amount will be used to compute subsequent levies. Taxpayers who qualify for an exemption under RCW 84.36.381 are exempt from the increase.

Should this proposition be:

Approved ☐

Rejected ☐

Section 3. Ballot Measure Submission Cover Sheet. The Edgewood City Clerk is directed to file a ballot measure submission cover sheet at the same time the proposition is certified in accordance with this Resolution.

Section 4. Explanatory Statement. The City Attorney is hereby directed to prepare and/or approve an explanatory statement in accordance with RCW 29A.32.241 and shall submit the explanatory statement to Pierce County Elections no later than 4:30 p.m. on August 1, 2023.

Section 5. Request for Inclusion in Voters' Pamphlet and Pro/Con Committee Appointments. The Edgewood City Council requests that Pierce County Elections include the proposition referenced herein as well as information related to the proposition in the voters' pamphlet distributed for the November 7, 2023, election. The City Council hereby authorizes the use of City funds to pay for publication of the voters' pamphlet and the costs of the election regarding this proposition.

No later than August 1, 2023, the City Council will seek to appoint a committee to prepare arguments advocating voters' approval of the measure ("Pro Committee") and a committee to prepare arguments advocating voters' rejection of the measure ("Con Committee"). The committee advocating approval of the advisory proposition shall be composed of persons known to favor the ballot proposition, and the committee advocating disapproval shall be composed of persons known to oppose the ballot proposition. If the City Council does not appoint committees by the deadline, the Pierce County Auditor's Office will seek out, and whenever possible, appoint up to three members to each committee.

Section 6. Certified Copies of Resolution to be Filed. The Edgewood City Clerk is directed to file certified copies of this Resolution with the Pierce County Council and the Pierce County Elections.

Section 7. Supplemental Grant of Authority. The City Council directs the proper officials of the City to take any other and further actions deemed necessary to implement the policies and determinations of the Council consistent with the language of this Resolution. Any

actions taken consistent with the authority granted by, but before the effective date of this Resolution, is ratified, approved, and confirmed.

Section 8. Severability. If any portion of this resolution shall be declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be severable from the remaining provisions and shall in no way affect the validity of the other provisions, or of the levy or collection of the taxes authorized herein.

Section 9. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 25TH DAY OF JULY 2023

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk