



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tuesday, August 8, 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. PUBLIC HEARING

- A. AB23-023** - Public Hearing for Emergency Interim Zoning Control Ordinance No. 23-0647 to Amend Title 18 of the Edgewood Municipal Code in Accordance with SB5290

3. AUDIENCE COMMENT

4. MAYOR'S REPORT

5. 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 25, 2023

- B.** Review of Board/Commission Minutes

- C. AB23-024** – a motion approving August 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 \$211,132.93 and Vendor Check Numbers 25848 through 25864 with EFT and Direct Pay Payments in the amount of \$374,272.66 . Total distributions submitted for review and authorization in the amount of \$585,405.59.

- D. AB23-0682** - Resolution 23-0682 MVCC Heating and Cooling Center Site Agreement

6. COUNCIL BUSINESS

7. COUNCIL COMMENTS

8. EXECUTIVE SESSION

- A.** RCW 42.30.110(1)(i) agency litigation

9. 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 Council Agenda Summary Sheet

Subject: AB23-023 - Public Hearing for Emergency Interim Zoning Control Ordinance No. 23-0647 to Amend Title 18 of the Edgewood Municipal Code in Accordance with SB5290	Agenda Item #:
	For Agenda of: 8/8/2023
	Prepared by: Lauren Balisky, Ann Marie Soto
Attachments (list): 1. Ordinance 23-0647 (Adopted) 2. Ordinance 23-0647 - Exhibit A Only (Clean Version) 3. SB 5290	
Approval of Materials: Lauren Balisky, Ann Marie Soto Rachel Pitzel, City Clerk/HR Director 8/3/2023 Dave Gray 8/3/2023	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 07/18/2023-SS 07/25/2023 RCM (Adoption) 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 proposed 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 ordinance includes a "redline" version in Exhibit A; a "clean" version is also to help readers of this agenda item easily understand the proposed changes.

As an emergency interim ordinance, the "emergency" portion allowed the updated language to go into effect immediately upon adoption on July 25, 2023. The City is required to hold a public hearing within 60 days of the decision, and that hearing is scheduled for this regular business meeting (August 8, 2023). The "interim" portion set a one (1) year deadline for completing any work on permanent regulations. This time period can be

extended if necessary. Staff proposes 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 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:

City Council to hold a public hearing for the purpose of considering whether to RETAIN Ordinance No. 23-0647, adopted by Council on July 25, 2023, adopting amendment to Title 18 of the Edgewood Municipal Code in accordance with amendments to Washington state law adopted in 2023 in Second Substitute Senate Bill 5290 and adopting a work plan to complete amendments within one (1) year.

After the public hearing is complete and closed, no further action is required if Council wishes to retain the Ordinance.

Alternatives (Not Recommended):

1. MOTION to repeal Ordinance No. 23-0647.

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.

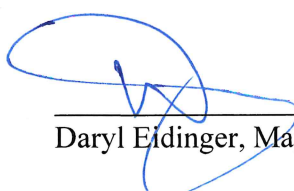
Pursuant to RCW 36.70A.106, the Director of the Community & Economic Development Department is hereby directed to transmit this ordinance to the Washington State Department of Commerce for review, as may be required or desired.

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,~~ 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 ~~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, Llias, 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

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

(3) A local government must exclude project permits for interior alterations from site plan review, 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.

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

(5) For purposes of this section, "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.

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

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

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

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

(ii) A local government may contract with a third-party business 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 REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, July 25, 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, Councilmember Creley, Councilmember Lowry, Councilmember Keith, Councilmember Day, Councilmember West, Councilmember Buckley **Excused:** Deputy Mayor Tomy **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

Motion: Remove AB23-0681 from the agenda **Action:** Remove **Moved by:** Councilmember West **Seconded by:** No second **Motion Failed**

2 AUDIENCE COMMENT

There was no audience comment.

3 MAYOR'S REPORT

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

4 CONSENT AGENDA:

- 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
Motion: As read **Action:** Approved **Moved by:** Councilmember West **Seconded by:** Councilmember Creley **Motion Passed 6-0**

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
Motion: As read **Action:** Approved **Moved by:** Councilmember Day **Seconded by:** Councilmember West **Motion Passed 6-0**
- 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
Motion: As read **Action:** Approved **Moved by:** Councilmember Day **Seconded by:**

Councilmember Keith **Motion Passed 4-3** (Creley, West, Lowry. Mayor Eiding cast a tie-breaking aye vote to pass the motion).

C. AB23-022 - Appointments for and against ballot measure committee volunteers (if applicable)

There were no volunteers for this committee.

6 COUNCIL COMMENTS

Councilmember West spoke.

Councilmember Lowry spoke.

Councilmember Keith spoke.

7 ADJOURN

Mayor Eiding adjourned the meeting at 7:28pm.



Jill S. Herrera
Communications Coordinator / Deputy City Clerk



Daryl Eiding
Mayor



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Review of Board/Commission Minutes	Agenda Item #:
	For Agenda of: 8/8/2023
	Prepared by:
Attachments (list): 1. Planning Commission Meeting Minutes_May 2. Economic Development Advisory Board Meeting Minutes_May	
Approval of Materials: Rachel Pitzel, City Clerk/HR Director 7/31/2023	Expenditure Required:
	Amount Budgeted:
	Timeline:

Summary Statement:

Item History:

Recommended Action:

Fiscal Note/Consideration:



CITY OF EDGEWOOD PLANNING COMMISSION MEETING MINUTES

Monday, May 8, 2023 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. E

Hybrid meeting held via Zoom and at City Hall

1. CALL TO ORDER: Commissioner Guillory called meeting to order at 6:01 PM.
 - A. Commissioners Present: Guillory; Greene; Wagner; Ramirez
 - B. Commissioners Absent: Overfield; Pincas; Slate
 - C. Staff Members Present: Evan Hietpas, Senior Planner
Lauren Balisky, CED Director
2. CONSENT AGENDA: Commissioner Guillory requested a motion to approve the consent agenda. Commissioner Wagner motioned to approve as presented, Greene seconded. Commission voted 4-0 to approve.
3. CITIZEN COMMENTS: None
4. PUBLIC HEARINGS: None
5. ACTION ITEMS: None
6. DISCUSSION ITEMS:
 - A. Comprehensive Plan Periodic Update
 - i. City staff and the Planning Commission discussed the planning framework for the upcoming comprehensive plan periodic update process, under the Washington State Growth Management Act (GMA).
 - B. 2023 Work Plan
 - i. Staff spoke briefly on upcoming agenda items.
7. STAFF COMMENTS:
 - A. Planning Commission Appointments
 - i. City staff announced the deadline for Planning Commission appointment applications for current Commissioners and any interested members of the public.
8. COMMISSIONER COMMENTS: None
9. ADJOURN: Commissioner Guillory adjourned meeting at 7:45 PM.



ECONOMIC DEVELOPMENT ADVISORY BOARD MINUTES

Monday, May 1, 2023 at 6 p.m.

Hybrid Meeting Held Virtually via Zoom and Edgewood City Hall

1. Call to Order

Michael Pearce called the meeting to order at 6:01pm

Present: Olson, Wiesenfeld, Weiss, Vice Chair Pearce, Jason Neil (excused late 6:08)

Absent: Butterfield, Swanson

Vacant: None

Staff Members Present:

Senior Planner Morgan Dorner

Community & Economic Development Director Lauren Balisky

2. Consent Agenda:

- a. Agenda Approval or Modifications
- b. Approval of Minutes for March 2023
- c. Approval of Minutes for April 2023
- d. Review of Planning Commission Minutes for March 2023
- e. Review of Monthly Development Review Reports

Motion: As Read **Action:** Approve, **Moved by:** Vice Chair Pierce **Seconded by:** Wiesenfeld

Motion Passed 4-0

3. Citizen Comment Period:

There were no citizen comments.

Old Business

Edgewood Community Picnic Update and Flyers

Discussion regarding this item and correcting the date on flyers for the Edgewood Community Picnic to July 15. Flyers will be available for pickup at City Hall. Staff will send instructions to board members via email. Mayor has offered to get a table for EDAB at the Edgewood Community Picnic. A doodle poll for timeslots for board members will be distributed via email by staff.

Motion: N/A

4. New Business:

- a. None

5. Staff Comments:

Senior Planner Dorner introduced new Board Member: David “Dave” Olson, Position 1. Notification to members that Board Member terms are ending June 30, 2023 for Positions 2 and 3. Senior Planner Dorner notified the board that a “Disclosure of Contacts” item will be added to the beginning of future meeting agendas. This is only for disclosure of contacts for items on the agenda for that meeting.

6. Open Discussion:

Andrew Wiesenfeld spoke regarding chain-link fencing for businesses along Meridian. EDAB discussed curb appeal options to bring to Council (landscaping and fencing).

7. Board Member Comments/Updates:

Andrew Wiesenfeld spoke.

8. Adjourn:

Motion: Adjourn **Action:** Approve, **Moved by:** Michael Pearce **Seconded by:** Jason Neil
Motion Passed 4-0

Michael Pearce adjourned the meeting at 6:58 pm



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: AB23-024 – a motion approving August 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 \$211,132.93 and Vendor Check Numbers 25848 through 25864 with EFT and Direct Pay Payments in the amount of \$374,272.66 . Total distributions submitted for review and authorization in the amount of \$585,405.59.	Agenda Item #: 6.C
	For Agenda of: 8/8/2023
	Prepared by: Brittany Murray, Stephanie Goff
Attachments (list): 1. 080823 Claims Register 2. 080823 Voucher Directory	
Approval of Materials: Brittany Murray, Stephanie Goff Rachel Pitzel, City Clerk/HR Director Dave Gray	Expenditure Required: \$585,405.59 Amount Budgeted: \$585,405.59 Timeline: N/A
8/3/2023 8/3/2023	

Summary Statement:

Approving August 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 \$211,132.93 and Vendor Check Numbers 25848 through 25864 with EFT and Direct Pay Payments in the amount of \$374,272.66 . Total distributions submitted for review and authorization in the amount of \$585,405.59

Item History:

N/A

Recommended Action:

MOTION to adopt AB23-024 – a motion approving August 2023 Budgeted as presented under the Consent Agenda.

Fiscal Note/Consideration:

City of Edgewood 2023

August 8th 2023 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10611 Last Number Issued Previous Authorization			
AWC EFT 7/31/2023	AWC Employee Benefit Trust	7/31/2023	\$50,242.18
DCP EFT 7/31/2023	Deferred Compensation Program	7/31/2023	\$19,568.37
DCS EFT 7/31/2023	WA State Support Registry	7/31/2023	\$502.00
Direct Deposit Run -	Payroll Vendor	7/31/2023	\$99,637.01
DRS EFT 7/31/2023	Dept of Retirement Systems	7/31/2023	\$21,611.33
IRS EFT 7/31/2023	IRS 941	7/31/2023	\$19,572.04
Total			\$211,132.93

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
25847 Last Number Issued Previous Authorization			
25848	A & R Services dba Angela Rojo	8/8/2023	\$1,135.00
25849	City of Edgewood	8/8/2023	\$7,840.00
25850	Drain-Pro	8/8/2023	\$1,581.00
25851	Gray & Osborne, Inc	8/8/2023	\$11,287.19
25852	Kelley Connect	8/8/2023	\$164.67
25853	Korum Automotive Group, Inc.	8/8/2023	\$879.03
25854	LiteSys Incorporated	8/8/2023	\$672.36
25855	OAI PS	8/8/2023	\$10,320.37
25856	Pierce County Budget & Finance PW	8/8/2023	\$2,664.04
25857	Pierce County Budget & Finance Sheriff	8/8/2023	\$253,304.17
25858	Randles Sand & Gravel Inc.	8/8/2023	\$1,112.16
25859	Manegold, Eric	8/8/2023	\$736.04
25860	Robblee's Total Security, Inc.	8/8/2023	\$159.50
25861	Secoma Fence, Inc.	8/8/2023	\$2,102.91
25862	Tacoma Screw Products Inc	8/8/2023	\$124.50
25863	Transportation Solutions	8/8/2023	\$25,516.25
25864	Transportation Systems Inc.	8/8/2023	\$4,608.17
Direct Pay Payment	Bluebeam, Inc.	8/8/2023	\$2,450.83
Direct Pay Payment	Whistle Workwear / Workworld	8/8/2023	\$79.18
Direct Pay Payment	CDW Government	8/8/2023	\$8,538.75
Direct Pay Payment	Jennings Equipment, Inc.	8/8/2023	\$505.34
Direct Pay Payment	McClatchy Company LLC	8/8/2023	\$732.06
Direct Pay Payment	McKinstry Co, LLC	8/8/2023	\$1,686.46
Direct Pay Payment	Pape Machinery Inc.	8/8/2023	\$336.14
Direct Pay Payment	Pitney Bowes	8/8/2023	\$500.00
Direct Pay Payment	SS Landscaping Services	8/8/2023	\$13,805.69
Direct Pay Payment	Transpo Group	8/8/2023	\$15,506.25
EFT Payment 8/3/2023	Century Link	8/8/2023	\$160.68
EFT Payment 8/3/2023	Comcast	8/8/2023	\$211.75
EFT Payment 8/3/2023	Dog Waste Depot	8/8/2023	\$432.94
EFT Payment 8/3/2023	Grainger	8/8/2023	\$616.50
EFT Payment 8/3/2023	Mt. View-Edgewood Water Co.	8/8/2023	\$1,890.95
EFT Payment 8/3/2023	Murrey's Disposal Company	8/8/2023	\$380.69
EFT Payment 8/3/2023	Office Depot	8/8/2023	\$235.59
EFT Payment 8/3/2023	Pitney Bowes	8/8/2023	\$108.99
EFT Payment 8/3/2023	Verizon Wireless	8/8/2023	\$1,673.11
EFT Payment 8/3/2023	Safeguard Business Systems	8/8/2023	\$213.40

Total Claims Voucher Distribution	\$374,272.66
--	---------------------

Total Distribution Submitted for Review & Authorization	\$585,405.59
--	---------------------

Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments	\$585,405.59
---	---------------------

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



Voucher Directory

Fiscal: : 2023 - August
Council Date: : 2023 - August - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
A & R Services dba Angela Rojo	25848			2023 - August - 1st Council Meeting	
		575-A&R			
			August Services		
			001-018-000-518-30-41-01	Professional Services	\$1,135.00
				Monthly Janitorial Svs. for August	
		Total 575-A&R			\$1,135.00
	Total 25848				\$1,135.00
Total A & R Services dba Angela Rojo					\$1,135.00
Bluebeam, Inc.					
	Direct Pay Payment 8/3/2023 11:36:14 AM - 1			2023 - August - 1st Council Meeting	
	1671430				
			PO# SR 00182195 Annual Renewal		
			001-018-000-518-85-49-03	Computer Subscriptions	\$2,450.83
				Annual Maintenance / License Renewals- Bluebeam Revu (14)	
		Total 1671430			\$2,450.83
	Total Direct Pay Payment 8/3/2023 11:36:14 AM - 1				\$2,450.83
Total Bluebeam, Inc.					\$2,450.83
CDW Government					
	Direct Pay Payment 8/3/2023 11:36:14 AM - 2			2023 - August - 1st Council Meeting	
	SE2305422				
			June Services		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$8,538.75
				2023.04-MS Services	
		Total SE2305422			\$8,538.75
	Total Direct Pay Payment 8/3/2023 11:36:14 AM - 2				\$8,538.75
Total CDW Government					\$8,538.75
Century Link					
	EFT Payment 8/3/2023 11:33:25 AM - 1			2023 - August - 1st Council Meeting	
	253-927-2018 680 7/25-8/25/23				
			7/25-8/25/23 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$160.68

Vendor	Number	Reference	Account Number	Description	Amount
				Elevator and Fire Alarm Line	
				Total 253-927-2018 680 7/25-8/25/23	\$160.68
				Total EFT Payment 8/3/2023 11:33:25 AM - 1	\$160.68
Total Century Link					\$160.68
City of Edgewood					
	25849			2023 - August - 1st Council Meeting	
		080123-COE			
			Permit Fees (23-1347)		
			001-000-000-341-81-00-03	Publication Services	\$600.00
			004-000-000-345-83-00-01	Plan Review/Inspection Fees & Svcs	\$70.00
			004-000-000-345-89-00-01	Plan/Dev Review Fees & Svcs/Other Mitigation Svcs	\$2,650.00
			004-000-000-345-89-00-01	Plan/Dev Review Fees & Svcs/Other Mitigation Svcs	\$4,520.00
		Total 080123-COE			\$7,840.00
	Total 25849				\$7,840.00
Total City of Edgewood					\$7,840.00
Comcast					
	EFT Payment 8/3/2023 11:33:25 AM - 2			2023 - August - 1st Council Meeting	
		8498 34 018 0012868 7/30-8/29/23			
			7/30-8/29/23 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$117.83
				Home Internet- M.Ray (IT Director)	
		Total 8498 34 018 0012868 7/30-8/29/23			\$117.83
		8498 35 021 0602869 7/29-8/28/23			
			7/29-8/28/23 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$93.92
				City Hall Public Internet	
		Total 8498 35 021 0602869 7/29-8/28/23			\$93.92
	Total EFT Payment 8/3/2023 11:33:25 AM - 2				\$211.75
Total Comcast					\$211.75

Vendor	Number	Reference	Account Number	Description	Amount
Dog Waste Depot					
		EFT Payment 8/3/2023 11:33:25 AM - 3		2023 - August - 1st Council Meeting	
		561810			
			July Purchase		
			001-076-000-576-80-31-01	Operational Supplies	\$432.94
				Dog Waste Bags-Parks	
		Total 561810			\$432.94
		Total EFT Payment 8/3/2023 11:33:25 AM - 3			\$432.94
Total Dog Waste Depot					\$432.94
Drain-Pro					
	25850			2023 - August - 1st Council Meeting	
		114081			
			May Add'l Services Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$35.00
				Hand Sanitizer and Seat Cover Refills	
		Total 114081			\$35.00
		114402			
			6/11-7/8/23 Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				Edgemont Park	
		Total 114402			\$144.50
		114403			
			6/11-7/8/23 Svcs Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$259.00
				Nelson Nature Park	
		Total 114403			\$259.00
		114404			
			6/11-7/8/23 Svcs Nelson Farm Park		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				Nelson Farm Park	
		Total 114404			\$144.50
		114405			
			6/11-7/8/23 Svcs Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$224.50
				Trailhead Park	
		Total 114405			\$224.50
		114406			
			6/11-7/8/23 Svcs PW Yard		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				PW Yard	
		Total 114406			\$144.50
		116174			
			7/14-7/14/23 Svcs Edgewood Community Picnic		
			001-076-000-576-80-45-03	Operating Rentals	\$629.00

Vendor	Number	Reference	Account Number	Description	Amount
				Edgewood Community Picnic	
		Total 116174			\$629.00
	Total 25850				\$1,581.00
Total Drain-Pro					\$1,581.00
Grainger					
	EFT Payment 8/3/2023 11:33:25 AM - 4		2023 - August - 1st Council Meeting		
	9777882060				
		July Purchase			
		001-076-000-576-80-31-01		Operational Supplies	\$8.80
				Blade Set for Oscillating Tool	
		101-000-000-542-70-31-01		Roadside-Operational Supplies	\$17.62
				Blade Set for Oscillating Tool	
		410-000-000-531-38-31-01		Operational Supplies	\$17.62
				Blade Set for Oscillating Tool	
		Total 9777882060			\$44.04
	9778260134				
		July Purchase			
		001-076-000-576-80-31-01		Operational Supplies	\$317.62
				Wasp & Hornet Killer	
		001-076-000-576-80-35-01		Small Tools/Minor Equipment	\$28.42
				Oscillating Tool	
		101-000-000-542-30-35-01		Roadway-Small Tools & Minor Equipment	\$56.81
				Oscillating Tool	
		410-000-000-594-31-64-04		Equipment	\$56.81
				Oscillating Tool	
		Total 9778260134			\$459.66
	9778404849				
		July Purchase			
		001-076-000-576-80-31-01		Operational Supplies	\$112.80
				Wasp & Hornet Killer, Shop Towels	
		Total 9778404849			\$112.80
	Total EFT Payment 8/3/2023 11:33:25 AM - 4				\$616.50
Total Grainger					\$616.50
Gray & Osborne, Inc					
25851			2023 - August - 1st Council Meeting		
	1-G&O Prj. 21565.06				
		June-July Svcs-48th St E Preservation			
		340-000-000-595-10-63-01		Capital Improvements-Engineering	\$731.68
				48th St E Preservation	
	Total 1-G&O Prj. 21565.06				\$731.68

Vendor	Number	Reference	Account Number	Description	Amount
		12-G&O Prj. 22585.00			
			June-July Svcs-City of Puyallup General Sewer Plan Update		
			401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update	\$313.38
				City of Puyallup General Sewer Plan Update	
		Total 12-G&O Prj. 22585.00			\$313.38
		2-G&O Prj. 21565.05			
			June-July Svcs-Meridian Culvert Replacement		
			410-000-000-594-31-64-64	Infrastructure Spot Improvement	\$5,158.84
				Meridian Culvert Replacement	
		Total 2-G&O Prj. 21565.05			\$5,158.84
		22-G&O Prj. 21621.00			
			June-July Svcs-Chrisella Road East Safety Improvements		
			340-000-000-595-10-63-01	Capital Improvements-Engineering	\$5,083.29
				Chrisella Road East Safety Improvements	
		Total 22-G&O Prj. 21621.00			\$5,083.29
	Total 25851				\$11,287.19
Total Gray & Osborne, Inc					\$11,287.19
Jennings Equipment, Inc.					
		Direct Pay Payment 8/3/2023 11:36:14 AM - 3	2023 - August - 1st Council Meeting		
		45798P			
			July Purchases		
			001-076-000-576-80-35-01	Small Tools/Minor Equipment	\$101.06
				Hedge Trimmer and Pole Saw	
			101-000-000-542-30-35-01	Roadway-Small Tools & Minor Equipment	\$202.14
				Hedge Trimmer and Pole Saw	
			410-000-000-594-31-64-04	Equipment	\$202.14
				Hedge Trimmer and Pole Saw	
		Total 45798P			\$505.34
		Total Direct Pay Payment 8/3/2023 11:36:14 AM - 3			\$505.34
Total Jennings Equipment, Inc.					\$505.34
Kelley Connect					
	25852		2023 - August - 1st Council Meeting		
		55T1134186			
			3/30-6/29/23 Copy Charges		
			001-018-000-518-20-42-03	Copy Machine Charges	\$164.67
				Copy Overage Charges	
		Total 55T1134186			\$164.67
	Total 25852				\$164.67
Total Kelley Connect					\$164.67

Vendor	Number	Reference	Account Number	Description	Amount
Korum Automotive Group, Inc.	25853			2023 - August - 1st Council Meeting	
		6784952			
			July Services and Repairs		
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$879.03
				Service Pkg, Rear Brakes & Rotors, Test Rear Camera (Vehicle #11)	
		Total 6784952			\$879.03
	Total 25853				\$879.03
Total Korum Automotive Group, Inc.					\$879.03
LiteSys Incorporated	25854			2023 - August - 1st Council Meeting	
		18579			
			July Purchase- PO 2023039		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$672.36
				PO 2023039- Control Board for Reader Board Trailer	
		Total 18579			\$672.36
	Total 25854				\$672.36
Total LiteSys Incorporated					\$672.36
McClatchy Company LLC				2023 - August - 1st Council Meeting	
	Direct Pay Payment 8/3/2023 11:36:14 AM - 4				
	205847				
			July Statement		
			001-019-000-511-30-41-02	Legal Publications	\$475.16
				July Statement	
			004-058-000-558-60-41-08	Legal Notices/Publications	\$256.90
				July Statement	
		Total 205847			\$732.06
	Total Direct Pay Payment 8/3/2023 11:36:14 AM - 4				\$732.06
Total McClatchy Company LLC					\$732.06
McKinstry Co, LLC				2023 - August - 1st Council Meeting	
	Direct Pay Payment 8/3/2023 11:36:14 AM - 5				
	10218392				
			August Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,686.46
				August Maintenance	
		Total 10218392			\$1,686.46
	Total Direct Pay Payment 8/3/2023 11:36:14 AM - 5				\$1,686.46
Total McKinstry Co, LLC					\$1,686.46

Vendor	Number	Reference	Account Number	Description	Amount
Mt. View-Edgewood Water Co.					
	EFT Payment 8/3/2023 11:33:25 AM - 5		2023 - August - 1st Council Meeting		
	100385-3401 5/11-7/10/23				
		5/11-7/10/23 10301 36th St E			
		001-018-000-518-30-47-02	Water		\$589.40
		Edgewood Community Park			
	Total 100385-3401 5/11-7/10/23				
	15563-3401 5/11-7/10/23				
		5/11-7/10/23 1425 110th Ave E			
		001-018-000-518-30-47-02	Water		\$54.06
		1425 110th Ave E (Final Bill)			
	Total 15563-3401 5/11-7/10/23				
	2746-3401 5/11-7/10/23				
		5/11-7/10/23 2224 104th Ave E			
		001-018-000-518-30-47-02	Water		\$313.50
		City Hall			
	Total 2746-3401 5/11-7/10/23				
	2823-3401 5/11-7/10/23				
		5/11-7/10/23 10311 22nd Ave E			
		001-018-000-518-30-47-02	Water		\$54.43
		PW Garage			
	Total 2823-3401 5/11-7/10/23				
	2961-3401 5/11-7/10/23				
		5/11-7/10/23 1800 Meridian Ave E			
		001-018-000-518-30-47-02	Water		\$331.85
		1800 Meridian Ave E			
	Total 2961-3401 5/11-7/10/23				
	3796-3401 5/11-7/10/23				
		5/11-7/10/23 1200 Meridian Ave E			
		001-018-000-518-30-47-02	Water		\$547.71
		1200 Meridian Ave E			
	Total 3796-3401 5/11-7/10/23				
	Total EFT Payment 8/3/2023 11:33:25 AM - 5				
Total Mt. View-Edgewood Water Co.					\$1,890.95
Murrey's Disposal Company					
	EFT Payment 8/3/2023 11:33:25 AM - 6		2023 - August - 1st Council Meeting		
	11538149S111				
		July Services			
		001-018-000-518-20-47-03	Waste Disposal		\$380.69
		PW Yard			
	Total 11538149S111				
	Total EFT Payment 8/3/2023 11:33:25 AM - 6				
Total Murrey's Disposal Company					\$380.69

Vendor	Number	Reference	Account Number	Description	Amount
OAI PS					
	25855			2023 - August - 1st Council Meeting	
		1680			
				City of Edgewood Building Evaluation	
			001-076-000-576-80-41-01	Professional Services	\$10,320.37
				Building Evaluations (Resolution No. 23-0666)	
		Total 1680			\$10,320.37
	Total 25855				\$10,320.37
Total OAI PS					\$10,320.37
Office Depot					
	EFT Payment 8/3/2023 11:33:25 AM - 7			2023 - August - 1st Council Meeting	
	319898525001				
				July Purchases	
			001-076-000-576-80-31-01	Operational Supplies	\$235.59
				Restroom Supplies-Parks	
		Total 319898525001			\$235.59
	Total EFT Payment 8/3/2023 11:33:25 AM - 7				\$235.59
Total Office Depot					\$235.59
Pape Machinery Inc.					
	Direct Pay Payment 8/3/2023 11:36:14 AM - 6			2023 - August - 1st Council Meeting	
	14636295				
				July Purchases	
			001-076-000-576-80-35-01	Small Tools/Minor Equipment	\$67.22
				Replacement Hedge Trimmer	
			101-000-000-542-30-35-01	Roadway-Small Tools & Minor Equipment	\$134.46
				Replacement Hedge Trimmer	
			410-000-000-594-31-64-04	Equipment	\$134.46
				Replacement Hedge Trimmer	
		Total 14636295			\$336.14
	Total Direct Pay Payment 8/3/2023 11:36:14 AM - 6				\$336.14
Total Pape Machinery Inc.					\$336.14
Pierce County Budget & Finance PW					
	25856			2023 - August - 1st Council Meeting	
		CI-336970			
				June Services	
			101-000-000-542-64-41-02	Traffic Control Devices-Traffic Operations (Contract)	\$2,664.04
				June Services	
		Total CI-336970			\$2,664.04
	Total 25856				\$2,664.04
Total Pierce County Budget & Finance PW					\$2,664.04

Vendor	Number	Reference	Account Number	Description	Amount
Pierce County Budget & Finance Sheriff	25857			2023 - August - 1st Council Meeting	
		CI-337158			
			July Services		
			001-021-000-521-20-41-01	Police Services	\$253,304.17
			July Services		
		Total CI-337158			\$253,304.17
	Total 25857				\$253,304.17
Total Pierce County Budget & Finance Sheriff					\$253,304.17
Pitney Bowes					
	Direct Pay Payment 8/3/2023 11:36:14 AM - 7			2023 - August - 1st Council Meeting	
	072723-PB				
			Postage Meter Refill		
			001-018-000-518-20-42-02	Postage	\$500.00
			Postage Meter Refill		
		Total 072723-PB			\$500.00
	Total Direct Pay Payment 8/3/2023 11:36:14 AM - 7				\$500.00
Total Pitney Bowes					\$500.00
Pitney Bowes					
	EFT Payment 8/3/2023 11:33:25 AM - 8			2023 - August - 1st Council Meeting	
	8000-9090-1135-5653 July 2023				
			Postage Meter Refill		
			001-018-000-518-20-42-02	Postage	\$108.99
			Postage Meter Refill (used line of credit)		
		Total 8000-9090-1135-5653 July 2023			\$108.99
	Total EFT Payment 8/3/2023 11:33:25 AM - 8				\$108.99
Total Pitney Bowes					\$108.99
Randles Sand & Gravel Inc.					
	25858			2023 - August - 1st Council Meeting	
		429655			
			July Purchase		
			001-076-000-576-80-31-01	Operational Supplies	\$222.44
			Gravel		
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$444.86
			Gravel		
			410-000-000-531-38-31-01	Operational Supplies	\$444.86
			Gravel		
		Total 429655			\$1,112.16
	Total 25858				\$1,112.16
Total Randles Sand & Gravel Inc.					\$1,112.16

Vendor	Number	Reference	Account Number	Description	Amount
Refunds/Reimbursements Vendor					
	25859			2023 - August - 1st Council Meeting	
		072023-EM		Eric Manegold	
				Reimbursement for Damaged Auto Glass	
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$736.04
				Reimbursement- Auto Glass Replacement Due to Rock from COE Weed Trimmer	
		Total 072023-EM			\$736.04
	Total 25859				\$736.04
Total Refunds/Reimbursements Vendor					\$736.04
Robblee's Total Security, Inc.					
	25860			2023 - August - 1st Council Meeting	
		49176			
			SO 49176		
			001-021-000-521-50-48-03	Facilities-Maintenance/Repairs	\$159.50
				Rewire Exit Release Button-PD	
		Total 49176			\$159.50
	Total 25860				\$159.50
Total Robblee's Total Security, Inc.					\$159.50
Safeguard Business Systems					
		EFT Payment 8/3/2023 11:35:49 AM - 1		2023 - August - 1st Council Meeting	
		9002059521			
			Bank Deposit Slips		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$213.40
				Deposit Slips	
		Total 9002059521			\$213.40
		Total EFT Payment 8/3/2023 11:35:49 AM - 1			\$213.40
Total Safeguard Business Systems					\$213.40
Secoma Fence, Inc.					
	25861			2023 - August - 1st Council Meeting	
		27177			
			July Services- Retaining Fence Repair		
			101-000-000-542-64-41-19	Traffic Control Devices-Guardrails	\$2,102.91
				PO 2023040- Retaining Fence Repair (24th St E, Near 97th Ave Ct E)	
		Total 27177			\$2,102.91
	Total 25861				\$2,102.91
Total Secoma Fence, Inc.					\$2,102.91
SS Landscaping Services					
		Direct Pay Payment 8/3/2023 11:36:14 AM - 8		2023 - August - 1st Council Meeting	
		56049			
			June Services- Additional Work		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	\$11,212.48

Vendor	Number	Reference	Account Number	Description	Amount
				PO 2023030- City Hall Landscaping/Clean Up	
		Total 56049			\$11,212.48
		56279			
			July Services		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	\$2,593.21
				Landscape Maintenance Services for July	
		Total 56279			\$2,593.21
	Total Direct Pay	Payment 8/3/2023 11:36:14 AM - 8			\$13,805.69
Total SS Landscaping Services					\$13,805.69
Tacoma Screw Products Inc					
25862				2023 - August - 1st Council Meeting	
		130047498-00			
			July Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$124.50
				Paint Markers and Disposable Gloves for Parks	
		Total 130047498-00			\$124.50
	Total 25862				\$124.50
Total Tacoma Screw Products Inc					\$124.50
Transpo Group					
	Direct Pay	Payment 8/3/2023 11:36:14 AM - 9		2023 - August - 1st Council Meeting	
		30761			
			Prj. 1.21147.00 Westridge Neighborhood Traffic Study		
			101-000-000-542-30-41-01	Roadway-Professional Service	\$437.50
				Westridge Neighborhood Traffic Study	
		Total 30761			\$437.50
		30762			
			Prj. 1.21147.00 Meridian Avenue Corridor Study		
			101-000-000-542-30-41-01	Roadway-Professional Service	\$1,580.00
				Meridian Avenue Corridor Study	
		Total 30762			\$1,580.00
		30763			
			Prj. 1.21147.00 2513 Meridian Apartments Concurrency		
			004-058-000-558-60-41-03	Professional Services - Non reimbursable	\$585.00
				2513 Meridian Apartments Concurrency	
		Total 30763			\$585.00
		30764			
			Prj. 1.21147.00 ARCO Concurrency		
			004-058-000-558-60-41-03	Professional Services - Non reimbursable	\$437.50
				ARCO Concurrency	
		Total 30764			\$437.50

Vendor	Number	Reference	Account Number	Description	Amount
		30765			
			Prj. 1.21147.00 Wet Rabbit Traffic Study Review		
			004-058-000-558-60-41-03	Professional Services - Non reimbursable	\$437.50
				Wet Rabbit Traffic Study Review	
		Total 30765			\$437.50
		30766			
			Prj. 1.21147.00 Tyee Ranch Concurrency		
			004-058-000-558-60-41-03	Professional Services - Non reimbursable	\$585.00
				Tyee Ranch Concurrency	
		Total 30766			\$585.00
		30772			
			Prj. 1.21147.00 Prologis EIS		
			004-058-000-558-60-41-01	Professional Services - Reimbursable	\$11,443.75
				Prologis EIS	
		Total 30772			\$11,443.75
		Total Direct Pay	Payment 8/3/2023 11:36:14 AM - 9		\$15,506.25
Total Transpo Group					\$15,506.25
Transportation Solutions					
	25863			2023 - August - 1st Council Meeting	
		19344			
			Prj 221033 SR 161 Prelim Design Study		
			101-000-000-542-30-41-01	Roadway-Professional Service	\$25,516.25
				Prj 221033 SR 161 Prelim Design Study	
		Total 19344			\$25,516.25
		Total 25863			\$25,516.25
Total Transportation Solutions					\$25,516.25
Transportation Systems Inc.					
	25864			2023 - August - 1st Council Meeting	
		6162			
			FA #45-46 Prj. 20-049		
			001-076-000-576-80-41-01	Professional Services	\$542.02
				Install Wall Mount Heater- Edgewood Community Park	
			101-000-000-542-64-41-01	Traffic Control Devices-Professional Services	\$2,526.70
				Troubleshoot Flashing Beacon on 32nd St E	
		Total 6162			\$3,068.72
		6216			
			FA #47-48 Prj. 20-049		
			101-000-000-542-64-41-01	Traffic Control Devices-Professional Services	\$312.40
				Troubleshoot Portable Readerboard	
			101-000-000-542-64-41-01	Traffic Control Devices-Professional Services	\$1,227.05

Vendor	Number	Reference	Account Number	Description	Amount
				Repair/Replace Flashing Beacon on 114th Ave E	
		Total 6216			\$1,539.45
	Total 25864				\$4,608.17
Total Transportation Systems Inc.					\$4,608.17
Verizon Wireless					
	EFT Payment 8/3/2023 11:33:25 AM - 9		2023 - August - 1st Council Meeting		
	9940407849				
		July Statement			
		001-018-000-518-30-42-01		Telecommunications Charges	\$1,563.03
				Monthly Statement	
		001-018-000-518-85-31-03		Computer Hardware	\$110.08
				City Cell Phones Replacement- T.Roland, B.Whitman	
		Total 9940407849			\$1,673.11
	Total EFT Payment 8/3/2023 11:33:25 AM - 9				\$1,673.11
Total Verizon Wireless					\$1,673.11
Whistle Workwear / Workworld					
	Direct Pay Payment 8/3/2023 11:36:14 AM - 10		2023 - August - 1st Council Meeting		
	INV2040003553				
		July Purchases			
		001-018-000-518-20-31-53		PPE-Personal Protective Equipment	\$79.18
				HI VIS Safety Shirts-J.Privett	
		Total INV2040003553			\$79.18
	Total Direct Pay Payment 8/3/2023 11:36:14 AM - 10				\$79.18
Total Whistle Workwear / Workworld					\$79.18
Grand Total		Vendor Count	37		\$374,272.66



City Of Edgewood Council Agenda Summary Sheet

Subject: AB23-0682 - Resolution 23-0682 MVCC Heating and Cooling Center Site Agreement	Agenda Item #:
	For Agenda of: 8/8/2023
	Prepared by: Dave Gray, Ann Marie Soto
Attachments (list): 1. Resolution 23-0682 MVCC Cooling Heating Agreement - AMS edits 2. 2023 Heating and Cooling Center Site Agreement	
Approval of Materials: Dave Gray, Ann Marie Soto Rachel Pitzel, City Clerk/HR 7/31/2023 Director Dave Gray 7/31/2023 Daryl Eidinger 8/1/2023	Expenditure Required: \$50,000 per year.
	Amount Budgeted: Budget Amendment Required
	Timeline: Negotiations have been ongoing for over a year. Final agreement reviewed by Mt. View Community Center (MVCC) at the Executive Board Meeting July, 2023. Regular Council Meeting Discussion-Mayor's Report, July 25th, 2023 Regular Council Meeting for potential council action August 8th, 2023.

Summary Statement:

The city has worked closely with Mt. View Community Center to provide critical food, housing and utility insecurity services during the 2020, 2021, 2022 Covid 19 Pandemic crisis. The city council and mayor have been extremely supportive of the excellence displayed by MVCC's Executive management and the successful outreach to the community through very difficult and challenging times. MVCC continues it's mission of community outreach as a volunteer and donation dependent organization providing food, housing, utilities and citizen engagement services year round. The city is not prepared to house members of the community seeking heating or cooling center site services, as it's only potential facility would be the city hall. The city hall is designed to conduct city business in an office environment, and in an natural disaster situation, to temporarily house employees to provide continuity of governance and emergency services for short periods. City Hall has very limited ability to provide housing or commissary services to members of the public. The city has entered an annually funded agreement with MVCC to provide heating and cooling center site services to the public as a force multiplier to their existing operation. it would cost the city substantially more to provide like kind services in a city owned and operated facility. The city believes the provision of funding to ensure this community safety net remains in place is in the public safety interest of city residents finding themselves in need. The agreement can be canceled on short notice if either the city or MVCC determine this does not continue to be in either the city's or MVCC's best operating interest.

Item History:

Recommended Action:

MOTION to adopt **AB23-0682** - Resolution 23-0682 MVCC Heating and Cooling Center Site Agreementas presented under the Consent Agenda

Fiscal Note/Consideration:

If approved the expenditure will be added to the next 2023 budget amendment, and added to future budget appropriations for as long as the agreement is in effect.

RESOLUTION NO. 23-0682

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH MT. VIEW COMMUNITY CENTER TO PROVIDE EMERGENCY COOLING AND HEATING CENTER SITE SERVICES TO THE COMMUNITY OF EDGEWOOD.

WHEREAS, during the recent Covid-19 pandemic, the City of Edgewood provided grant funding to Mt. View Community Center (MVCC) enabling them to provide food, shelter and utilities relief to members of the Edgewood community; and

WHEREAS, the pandemic highlighted the lack of the City's ability to provide these types of emergency services due to inadequate facilities and lack of available personnel; and

WHEREAS, the City has struggled with its inability to provide cooling and heating center site services at city hall, its only mechanically cooled facility, since the building was constructed in 2009, without said capacity; and

WHEREAS, MVCC has sufficient facilities and has provided emergency cooling and heating services in a limited capacity when donation revenue and personnel availability permitted; and

WHEREAS, the City Council has determined that it is in the best interest of the public health, safety and welfare to enter into an annual service agreement with MVCC to ensure emergency operation of a cooling and heating center site;

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

Section 1. Agreement Authorized. The Mayor is authorized to execute the Mt. View Community Center Cooling and Heating Center Site Agreement attached hereto and incorporated herein as exhibit A.

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

ADOPTED THIS 8TH DAY OF AUGUST 2023

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

CITY OF EDGEWOOD HEATING AND COOLING CENTER SITE SERVICES AGREEMENT

This Emergency Shelter & Community Services Agreement (“Agreement”) is entered into by and between the following Parties:

CITY OF EDGEWOOD, WASHINGTON (“City”)

Address: 2224 104th Avenue East; Edgewood, WA 98372-1513

Contact: City Clerk Phone: (253)952-3299 Email: finance@cityofedgewood.org

and

MOUNTAIN VIEW COMMUNITY CENTER (“Provider”)

Address: 3607 122nd Avenue East Suite A; Edgewood, WA 98372

Contact: Executive Director Jessie Holden Phone: (253) 826-4329

Email: jesieh@mtviewc.org

Tax Id No.: 26-4177066

for services to be rendered by Provider in connection with the provision of physical shelter and site accommodations to residents of the City of Edgewood in the event of an emergency, as further described below.

TERMS AND CONDITIONS

1. Emergency Shelter Services by Provider

1.1 Provider is the lessee of property located at 3607 122nd Ave E, Edgewood, Washington (the “Property”). Provider desires to make the Property available to the City and City residents for use as a heating and cooling center in the event of severe weather events affecting the City of Edgewood..

1.2 For and in consideration of the compensation provided below, Provider shall provide Heating and Cooling Center Site Accommodations all as described in the Scope of Services attached to this Agreement as **Exhibit "A."** The Heating and Cooling Center Services provided by Provider shall not exceed the Scope of Services set forth in Exhibit A, nor shall the Provider be entitled to a greater amount of compensation than that provided in this Agreement, without the prior written authorization of the City.

1.3 The City may from time to time require changes or modifications in the Scope of Services. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to this Agreement.

1.4 This Agreement is effective upon execution by the Parties and shall remain in effect through December 31, 2026, unless terminated by written notice in accordance with Section 6, below.

1.5 Provider represents and warrants that it, its staff to be assigned to provide services under this Agreement, and its subcontractors and their staff have the requisite training, skill, and experience necessary to provide the services required by this Agreement and are appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Provider and its subcontractors under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by providers of public accommodations and heating and cooling center services.

2. Schedule of Services

2.1 Provider shall assure that it, and its subcontractors, will have adequate staffing at all times in order to deliver the Scope of Services in a timely and efficient manner. If factors beyond Provider's control that could not have been reasonably foreseen as of the date of this Agreement cause delay or unavailability in provision of Heating and Cooling Center Site Services, or a deficiency in Provider's performance, then the parties will negotiate in good faith to determine whether an extension or other modification of this Agreement is appropriate. The Provider shall provide the City with written notice of any anticipated unavailability or restrictions on use of Provider's property for Heating and Cooling Center Site Services, or potential delays in completing necessary site upgrades, within three (3) business days after the Provider becomes aware of the potential unavailability, restriction, or delay, in completion of the upgrades or the City's ability to use Provider's Property as a heating and cooling center site facility.

3. Compensation

FIXED SUM. Compensation for the services provided in the Scope of Work shall be a fixed sum of fifty-thousand Dollars (\$50,000), by check payable to Provider.

4. Payment

4.1 Provider shall provide, upon request, in a format acceptable to the City, proof of payment reflecting all of Provider's equipment purchases, construction costs, site upgrades, labor costs, and other expenses incurred, or services rendered by Provider using funds paid by the City pursuant to this Agreement.

4.2 Provider shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after the expiration of this Agreement unless a longer period is required. Provider shall make copies available to the City on request.

4.3 If Property upgrades or other work to be performed pursuant to the Scope of Services does not meet the requirements of the Agreement, Provider will correct or modify the

work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

5. Discrimination and Compliance with Laws

5.1 Provider agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

5.2 Provider and its subcontractors shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

5.3 Any violation of this Section 5 shall be a material breach of this Agreement and grounds for immediate cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in Provider's ineligibility to conduct further work for the City.

6. Suspension and Termination of Agreement

6.1 The City may terminate this Agreement for public convenience, the Provider's default, the Provider's insolvency or bankruptcy, or the Provider's assignment for the benefit of creditors, at any time prior to completion of the work described in Section 1. Termination shall be effective immediately upon posting or transmission of written notice by the City, or on such date as stated in the City's notice, whichever is later.

6.2 The City reserves the right to terminate or suspend this Agreement at any time, without cause, by giving Provider notice in writing ten (10) days prior to the termination or suspension date. In the event of termination, all finished or unfinished reports, or other material prepared by Provider pursuant to this Agreement, shall be submitted to the City. In the event the City terminates this Agreement prior to completion without cause, Provider may complete such analyses and records as may be necessary to place its files in order. Provider shall be entitled to compensation for any satisfactory work completed prior to the date of suspension or termination.

6.3 Any notice from the City to Provider regarding the suspension of this Agreement shall specify the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to Provider's reasonable expenses and shall be subject to verification. Provider shall resume performance of services under this Agreement without delay when the suspension period ends.

7. Standard of Care

Provider represents and warrants that it has the requisite training, skill, and experience necessary to provide the services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services Provider provides under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances. Provider understands and agrees that the services rendered pursuant to this Agreement are for the sole exclusive benefit of the City and that no third party shall have authority to authorize, approve, direct, or control any of the services rendered to the City pursuant to this Agreement, and further, that no third-party beneficiaries with rights to enforce this Agreement are created or intended.

8. Ownership of Work Product

8.1 Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled, or produced as a result of this Agreement, whether or not completed, shall be vested in the City and shall be submitted to the City upon completion or termination of this Agreement. Any reuse of these materials by the City for projects or purposes other than those that fall within the scope of this Agreement, without written concurrence by Provider, will be at the sole risk of the City.

8.2 The documents prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify Provider against all claims made against Provider for damage or injury, including defense costs, arising out of the City's reuse of such documents beyond the use for which they were originally intended without the written authorization of Provider.

9. Indemnification/Hold Harmless

9.1 Provider shall indemnify and hold the City, its officers, employees, agents, and volunteers harmless from all claims, injuries, damages, losses, or suits (including all legal costs and attorney fees) arising out of or in connection with the acts, errors, or omissions of Provider or its subcontractors in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. If a court of competent jurisdiction determines that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Provider and the City (including its officers, officials, employees, agents, and volunteers), the Provider's liability hereunder shall be only to the extent of the Provider's own negligence.

9.2 The City's inspection or acceptance of any of the Provider's work when completed shall not be grounds to avoid any of these covenants of indemnification.

9.3 IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PROVIDER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY

FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. THE PROVIDER'S WAIVER OF IMMUNITY UNDER THE PROVISIONS OF THIS SECTION DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY THE PROVIDER'S EMPLOYEES DIRECTLY AGAINST THE PROVIDER.

9.4 The provisions of this Section 9 shall survive the expiration or termination of this Agreement.

10. Insurance

10.1 Provider shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Provider, its agents, representatives, or employees.

10.2 Provider shall procure and maintain insurance of the types described below:

- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- b. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an insured under the Provider's Commercial General Liability insurance policy with respect to the work performed for the City.
- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

10.3 Minimum Amounts of Insurance. Provider shall maintain the following insurance limits:

- a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- b. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

10.4 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

- a. The Provider's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by

the City shall be excess of the Provider's insurance and shall not contribute with it.

- b. The Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- c. The City will not waive its right to subrogation against the Provider. The Provider's insurance shall be endorsed acknowledging that the City will not waive its right to subrogation. The Provider's insurance shall be endorsed to waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.
- d. If any coverage is written on a "claims made" basis, then a minimum of three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

10.5. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

10.6. Verification of Coverage. Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Provider before commencement of the work.

11. Assigning or Subcontracting

11.1 Provider shall not assign, transfer, subcontract, or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld at the sole discretion of the City.

12. Independent Contractor

12.1 Provider and its subcontractors are, and shall be at all times during the term of this Agreement, independent contractors. As the Provider is customarily engaged in an independently established trade which encompasses some or all of the types of services provided to the City hereunder, no agent, employee, representative, or subcontractor of the Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. In the performance of the work, the Provider is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or subcontractors of the Provider. The Provider will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subcontractors during the performance of this Agreement. The

12.2 The Provider shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at Provider's own risk, and Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held by Provider for use in connection with the work.

13.1 All notices required by this Agreement shall be considered properly delivered when personally delivered or on the third day following mailing, postage prepaid, certified mail, return receipt requested to:

Provider: ATTN: Executive Director
Mt. View Community Center
3607 122nd Ave E Suite A
Edgewood, WA 98372

This Agreement, together with any attachments or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended, modified, or added to by written instrument properly signed by both parties. The parties acknowledge the general contract rule that a clause in a contract, such as this one, prohibiting oral modifications is itself generally subject to oral modification. However, in order to ensure certainty as to the terms and conditions of this Agreement, the parties waive this general contract rule.

17. Conflict of Interest; Non-Collusion

17.1 No officer, employee, or agent of the City, nor any member of the immediate family of any such officer, employee or agent, shall have any personal financial interest, direct or indirect, in this Contract, either in fact or in appearance. The Provider shall comply with all federal, state, and City conflict of interest laws, statutes and regulations. The Provider represents that the Provider presently has no interest and shall not acquire any interest, direct or indirect, in the project to which this Contract pertains which would conflict in any manner or degree with the performance of the Provider's services and obligations hereunder. The Provider further covenants that, in performance of this Contract, no person having any such interest shall be employed by the Provider. The contractor's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from the project applicant or any affiliate or agent of the project applicant.

17.2 The Contractor warrants and represents that the Contractor has not, nor has any other member, employee, representative, agent or officer of the Contractor, entered into or offered to enter into any combination, collusion or agreement with any person or entity to receive or pay, and that he has not received or paid, any sum of money or other consideration for the execution of this Contract other than the consideration offered pursuant to the terms and conditions hereof.

ACKNOWLEDGED AND AGREED TO BY:

CITY OF EDGEWOOD By: Daryl Eidinger, Mayor Date: _____ Attest: By: _____ Rachel Pitzel, City Clerk Approved as to form: By: _____ Ann Marie Soto, City Attorney	MT. VIEW COMMUNITY CENTER By: _____ Printed Name: _____ Its: _____ Date: _____
--	---

EXHIBIT A

SCOPE OF SERVICES

Emergency Shelter Services

- Readiness: Mt. View Community Center will provide heating and cooling center site services to the public for the greater Edgewood community. As the need for said services is unknown and occurs in an emergency, the cost of readiness is born 365 days a year. Mt. View Community Center should be available as a known resource for heating and cooling center site services, and will extend the days of operation to cover events falling outside its normal operating schedule.
- Emergency Site Accommodations:
 - Days/hours of heating and cooling center site operations shall be Monday – Sunday for the appropriate number of hours required by the emergency. (Cooling center based upon outside temperatures rising in the morning and falling in the early evening, etc.).
 - Provider will not require city residency proof for those using emergency shelter services. Voluntary residency use information will be provided to the City if available.
 - Staffing during emergencies will be provided by Mt. View Community Center.
 - Mt. View Community Center staff/volunteers will provide all services necessary to operate the shelter. City employees may volunteer or be assigned to assist by the City but should not be relied upon to meet minimum staffing level requirements for heating and cooling center site operation.
 - Mt. View Community Center will handle all purchasing decisions and activities to maintain readiness and operate the heating and cooling center site.
 - Mt. View Community Center is responsible for maintenance and repair of equipment used in providing heating and cooling center site services. Heating, cooling, and power generation equipment shall be maintained at the ready.
 - Communications alerting the public to the facility being open for heating and cooling center site services will be made by Mt. View Community Center staff. The City will communicate said information through normal city communications media by direct communication between Mt. View Community Center staff and the City of Edgewood Communications Coordinator.

