



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, February 3, 2026 – 7:00 PM ♦ 10440 Dom Calata Way E ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Equity, Diversity, and Inclusion Council Sub-Committee Update

B. SmartGov Subscription Renewal

C. Fee Schedule Update

D. Fireworks Ban Discussion

E. Council Rules of Procedures

3. OTHER COUNCIL ITEMS

4. ADJOURN

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Equity, Diversity, and Inclusion Council Sub-Committee Update	Agenda Item #: 2.A
	For Agenda of: 2/3/2026
	Prepared by:
Attachments (list):	
Approval of Materials: Rachel Pitzel, Assistant City Administrator 01/26/2026	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

Item History:

The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: SmartGov Subscription Renewal	Agenda Item #: 2.B
	For Agenda of: 2/3/2026
	Prepared by: Jeremy Metzler
Attachments (list): 1. WA_Edgewood WA_Q-516729_2026JAN26	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 01/28/2026	Expenditure Required: \$20,506.66 (2026)
	Amount Budgeted: \$20,500
	Timeline: 02/03/2026 SS 02/10/2026 RCM

Summary Statement:

The City's permit processing software program, SmartGov, is up for renewal. The vendor, Granicus, is offering a renewal term of up to five years with annual price increases capped at no more than 5%. Pursuant to the city's purchasing policy and because this is a multi-year agreement, staff is seeking the City Council's concurrence to proceed with the renewal by authorizing a purchase order at next week's regular meeting.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding SmartGov Subscription Renewal

Fiscal Note/Consideration:

The cost to change to another vendor and train staff on the new system would far exceed the cost of the proposed renewal.

Granicus Proposal for Edgewood, WA

ORDER DETAILS

Prepared By: Andi Vargas
Phone:
Email: andi.vargas@granicus.com
Order #: Q-516729
Prepared On: 26 Jan 2026
Expires On: 21 Mar 2026

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date: 01 Mar 2026
Initial Order Term End Date: 01 Mar 2031
Period of Performance: 02 Mar 2026 - 01 Mar 2027

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
SmartGov Citizen Portal	Annual	1 Each	\$4,196.94
SmartGov Connector BlueBeam	Annual	1 Each	\$1,599.19
SmartGov - Enterprise	Annual	1 Each	\$12,829.36
SUBTOTAL:			\$18,625.49

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	02 Mar 2027 - 01 Mar 2028	02 Mar 2028 - 01 Mar 2029	02 Mar 2029 - 01 Mar 2030	02 Mar 2030 - 01 Mar 2031
SmartGov Citizen Portal	\$4,406.79	\$4,627.13	\$4,858.48	\$5,101.41
SmartGov Connector BlueBeam	\$1,679.15	\$1,763.11	\$1,851.26	\$1,943.83
SmartGov - Enterprise	\$13,470.83	\$14,144.37	\$14,851.59	\$15,594.17
SUBTOTAL:	\$19,556.77	\$20,534.61	\$21,561.33	\$22,639.41

PRODUCT UPDATES

FOR INFORMATION ON RECENT AND UPCOMING PRODUCT ENHANCEMENTS ACROSS THE GRANICUS PORTFOLIO, PLEASE REFER TO THE SEMIANNUAL UPDATE INFORMATION ON THIS WEBPAGE:
: [HTTPS://GRANICUS.COM/SEMIANNUAL-UPDATES/](https://granicus.com/semiannual-updates/)

PRODUCT DESCRIPTIONS

Solution	Description
SmartGov - Enterprise	Annual subscription to SmartGov software for: Permitting, Licensing, and Code Enforcement. Subscription includes the Public Portal.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-516729 dated 26 Jan 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Edgewood, WA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-516729 dated 26 Jan 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Edgewood, WA	
Signature:	
Name:	
Title:	
Date:	



City Of Edgewood Council Agenda Summary Sheet

Subject: Fee Schedule Update	Agenda Item #: 2.C
	For Agenda of: 2/3/2026
	Prepared by: Jeremy Metzler
Attachments (list): 1. DRAFT Fee Schedule (Redline 2026-02-03) 2. Hourly Rate Calculation 3. DRAFT Fee Schedule (Clean 2026-02-03)	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 01/29/2026	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 02/03/2026 SS, 02/10/2026 RCM (tentative) <u>If a Public Hearing is desired:</u> 02/24/2026 PH, 03/03/2026 SS, 03/10/2026 RCM

Summary Statement: The City of Edgewood Fee Schedule, adopted pursuant to Edgewood Municipal Code (EMC) [Chapter 3.35](#), was last comprehensively reviewed and updated in late 2023, and there have only been updates to Temporary Use Permit and Impact Fees since. In general, cities may collect reasonable fees to cover the direct and indirect costs associated with an activity, including administrative overhead. Fees cannot exceed the actual reasonable cost, except where specifically authorized by state law.

Staff has prepared the attached redline fee schedule update following three steps:

1. Update the hourly rate to reflect actual costs and working hours per Full-Time Equivalent (FTE),
2. Update the fixed fees (primarily planning and engineering) to reflect updated expectations of review time at the new hourly rate and comparing with other agencies, and
3. Update the value-based fees (building and fire) by adjusting by the percentage increase in the hourly rate and comparing with other agencies.

For additional context, here is some additional detail for the steps described above:

- Hourly Rate Calculation
 - For Development Fee purposes, staff focused on the Building & Permitting, Planning, and Code Enforcement cost centers
 - All budgeted expenses were considered, including all allocated costs and labor FTE's
 - Working hours per FTE per year were calculated by accounting for sick and vacation accruals, paid holidays, and administrative time spent by development review staff in meetings and supporting overall development activity

- Calculated rate = \$161.13 per hour
- Proposed rate = \$160.00 per hour
- Other agency rates:
 - Puyallup: \$180/hr (03/01/2025)
 - Federal Way: \$180/hr (2025)
 - Pierce County: \$175/hr (2025)
 - Fife: \$150/hr (2025)
 - Milton: \$150/hr (04/21/2025)
- Fixed Fee Updates
 - Considered staff time needed to perform various review types, including up to two reviews per current code requirements
 - Removed third-party charges from all fees, including City Attorney, Hearing Examiner, and other specialists as needed
 - Adding planning and engineering review fees for other permit types
 - Staff proposes a reduction in some fees:
 - Comprehensive Plan Amendment - \$4,500 (\$4,215 less, but might add third party costs)
 - Rezone without Comp Plan Amendment - \$3,600 (\$1,650 less)
 - Neighborhood Meeting - \$240 (\$210 less)
 - Home Business Review - \$200 (\$300 less)
 - Compared to five other nearby agencies and proposing fees that are generally in alignment
- Value-Based Fee Updates
 - The proposed hourly rate is an increase of about 20% - adjusting the proposed fees by same amount
 - Compared to similar-sized agencies and maintained an average, "middle of the road" approach

Also attached for Council's review is the hourly rate calculation and a clean copy of the proposed draft fee schedule. Per [EMC 3.35.020](#), "*Approvals of schedule revisions shall be by resolution.*" Staff is prepared to provide an adopting resolution for Council's review as soon as next week, and is seeking the Council's direction on how they would like to proceed with this matter.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Fee Schedule Update.

The attached materials are ready for Council's consideration as soon as next week's regular meeting. However, if the City Council desires a public hearing on this matter, staff can schedule it as soon as the February 24, 2026 regular meeting and continue discussion at the March 3, 2026 study session.

Fiscal Note/Consideration:

To truly cover the costs of development review activity with development revenues, permit and application fees must be evaluated and reset periodically. The draft fee schedule presented herein accomplishes this by establishing a new hourly rate and verifying the fees being charged cover the anticipated staff hours needed for each application type. The approved 2026 budget did not assume any changes to these fees.



Fee Schedule

Effective ~~January~~ March 1, 2026 | ~~Ordinance~~ Resolution No. ~~256-~~
~~0690~~ XXX

City of Edgewood ■ 10440 Dom Calata Way East ■ Edgewood, Washington 98372-0101 ■ 253-952-3299

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GENERAL POLICIES

Hourly Rate Schedule

Hourly rates include wages, benefits, overhead, and equipment. ~~R~~These rates apply to fees as noted herein~~administrative review which involve deposits, any City~~ staff time in addition to normal processing (see page 4), or any review or service for which a fee is not established herein.

Category	Rate / Hour
City Staff	\$133 160.00
City Attorney	Actual Cost ¹

Deposits for Actual Costs

Where noted in the fee schedule, ~~d as a "Deposit"~~s, the applicant must pay for all ~~for~~ actual costs ~~are meant to reimburse the City for the costs~~ incurred by the City for applicable third-party planning, engineering, legal, publication, or other professional services. The amounts listed herein are typical minimums informed by recent activity, and applicants should not anticipate a refund of these amounts. Deposits will be administered consistent with Edgewood Municipal Code (EMC) 3.35.030.

Refunds

Fees and charges are non-refundable, except as specifically authorized in the EMC. Here are some quick EMC references as of the date of this Fee Schedule:

- Fees and Charges for City Services - EMC 3.35.080
- School Impact Fees – EMC 4.10.130
- Park Impact Fees – EMC 4.20.090
- Traffic Impact Fees – EMC 4.30.110
- Business Licenses – EMC 5.05.120
- Storm Drainage and Surface Water Management Utility – EMC 13.10.110 and .120

Miscellaneous Fees

Procedure / Process	Fee
Appeal of Administrative Decision	\$425 1,200.00
Hearing Examiner Reconsideration	\$0 500.00
Lease of City Property (<u>Chapter 12.18 EMC</u>)	
Initial Review	\$5,000.00 Deposit
<u>City Staff / City Attorney Actual Costs</u>	<u>See Hourly Rate Schedule</u>
Lease Rate	See <u>EMC 12.18.070</u>
Other Approval, Inspection, License, Permit, or Review Not Listed	Hourly Rate (1 hour minimum)
Returned Check / Insufficient Funds	\$50.00

¹ As of January 1, 2026, this hourly rate is \$500.

DEVELOPMENT FEES AND CHARGES – ENVIRONMENTAL, LAND USE, ENGINEERING, BUILDING, AND FIRE PREVENTION

Depending on the scope and complexity of a project, multiple permits may be required. ~~Please~~ *Please* contact the City with questions or to obtain~~for~~ a fee estimate. The permit and review fees included below do not include any fees for licenses, permits and/or approvals required by other (external) local, state, or federal agencies or utilities.

Fees Due at Permit and/or Land Use Application:

- All known review fees and charges shall be paid before an application is deemed complete.
- Charges below include up to two (2) reviews; additional review will be charged hourly rates.

Fees Due at Permit Issuance:

- All applicable permit, hourly review, flat rate inspection, impact, state and/or other fees shall be paid before a permit can be issued.
- Inspection fees include up to two (2) inspections per required inspection, unless noted.
- Issuance of a permit ~~or approval~~ may be withheld until all outstanding fees and charges have been paid.

Fees Due ~~After Permit Issuance and~~ Prior to Final Approval of Permit and/or Land Use Application:

- Work that is not complete or ready at the time of inspection shall be charged a re-inspection fee, which. ~~Re-inspection fees~~ must be paid prior to requesting a new inspection.
- Any and all remaining fees (including third-party charges) shall be paid prior to final approval.

Table DEV-1: General Development Fees and Charges

Fee Type	Fee
Change of Land Use and/or Construction Type or Occupancy	\$470 <u>500</u> .00 ²
Financial Guarantees (Bonds, Cash Deposits, Sureties, or Other Mechanism <u>Assignment of Funds</u>)	See Applicable EMC ³
<u>Administrative Setup Fee</u>	<u>\$160.00</u>
<u>Closeout Inspection Fee</u>	<u>\$180.00</u>
Outside Consultant / Third-Party Review, <u>when applicable (EMC 3.35.030)</u>	Actual Cost
<u>Plus Administrative Setup Fee (per consultant)</u>	<u>\$200.00</u>
<u>Plus Invoicing and Payment Collection Fee (if applicable)</u>	<u>\$40.00 per invoice</u>
Other Inspection Fees	
Re-Inspection (Min. 1-Hour Charge)	Hourly Rate
Overtime / Outside Normal Business Hours (Min. 2-Hour Charge)	1.5 x Hourly Rate

² Traffic review may also apply. See Table E-7.

³ ~~Subject to an administrative fee of one (1) hour plus one (1) hour per inspection for applications approved under Process II (EMC 18.40.090) or Process III (EMC 18.40.100).~~

Fee Type	Fee
Inspection of Unauthorized Work	2.0 x Hourly Rate
Pre-Application Conference Meeting (EMC 18.40.130)	\$985.00
Tier 1 + (Summary Comment Letter)	\$500.00
Tier 2) (One Hour Meeting with Staff)	\$650.00
Unauthorized / Unpermitted Work (EMC 3.35.090) ⁴ Plus Critical Areas Investigation Fee, when applicable (EMC 14.10.120(E)) Plus Outside Consultant / Third-Party Review (if needed)	2.0 x Permit Fees (\$500.00 minimum) Hourly Rate Actual Cost, etc. (see above)
Permit or Approval Extension Request (EMC 18.40.090(L))	\$200.00

⁴ Any work completed without required permits may be charged double for all [Environmental and Land Use application fees](#) and construction permit fees (engineering, building, fire, mechanical, and/or plumbing), pursuant to EMC 3.35.090. ~~P~~Other plan review and inspection fees, if applicable, will be charged at the normal rate.

Environmental and Land Use

Table ELU-1: Environmental Reviews

Review Type	Fee
Critical Areas Review (Title 14 EMC)	
Critical Areas Review Checklist (CARC) ⁵ incl. TPCHD septic application review	\$60 75.00
One-Principal Dwelling Wetland Certification	\$400.00
Fish and Wildlife Habitat (Stream) Review or Wetland Review	\$400.00 500.00
Plus Outside Consultant / Third-Party Review Fee	See Table DEV-1 ⁶
Flood Hazard Development Permit	\$400 500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Aquifer Recharge Hazardous Use Review	Hourly\$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Volcanic, Landslide, Seismic, and Erosion Hazard Area Impact Review All-Other	\$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Reasonable Use Permit (EMC 14.30.050)	\$5,23 750.00
Variance (Flood Hazard or Other – EMC 14.10.100)	\$5,23 750.00
Critical Area Signage	\$2.00 per sign
Mitigation Compliance Monitoring	
Staff Review of Periodic Monitoring Report Review (paid each year)	\$250.00 per Report
Plus Outside Consultant / Third-Party Review and Inspection (if needed)	See Table DEV-1
State Environmental Policy Act (SEPA) Review (Chapter 20.05 EMC)	
DNS/MDNS, All Uses	
Environmental Review and Determination	\$1,251 400.00
Prior Decision Adoption, Modification or Addendum	\$1,000.00
Environmental Impact Statement (EIS)	
New or Supplemental	\$5,000.00 Deposit
Plus Outside Consultant / Third-Party Review Consultants	See Table DEV-1
Plus City Attorney Review Costs Fee	Actual Cost
Addendum	\$1,000.00 Deposit
Documented Exemption (if requested by external agency) ⁷	\$12 50.00
SEPA Determination Newspaper Notice (per notice) ⁸	\$400.00 Deposit

⁵ A ~~Critical Areas Review Checklist (CARC)~~ identifies potential critical areas located on a subject site, ~~and~~ what studies will be required ~~for complete to apply for~~ permit ~~application(s) to the city, and~~ ~~A CARC~~ may ~~also~~ support ~~application submittals to review by~~ other agencies (e.g. ~~on-site~~ septic ~~systems review~~).

⁶ To ~~streamline application intake,~~ the ~~estimated cost~~ ~~Deposit~~ for this Third-Party Review ~~Fee~~ is as follows: Subdivision 1st Review = \$3,000.00; Other 1st Review = \$2,500.00; Subsequent Reviews = \$1,500.00 each

⁷ ~~For e~~ Certain projects with state, federal, or other outside funding, ~~SEPA may require~~ documentation ~~is required by the funding agency even when demonstrating~~ the proposal is exempt from SEPA review.

⁸ [Actual publication costs for this item ranged from \\$415 to \\$450 in 2025.](#)

Review Type	Fee
Significant Tree Preservation Review Removal Permit (EMC 18.90.180)	
Residential Use	\$150.00
Hazardous Tree Removal	\$75.00
Significant Tree / Critical Area Tree Retention Plan Review	\$175.00
Subdivision/Nonresidential/ Multifamily Use	
Hazardous Tree Removal	\$160.00
Significant Tree / Critical Area Tree Retention Plan Review	
Sites up to 1.0 acre in area	\$360.00
Sites from 1.01 to 5.0 acres in area	\$650.00
Sites greater than 5.0 acres in area	\$800.00
Tree Replacement Fee In-Lieu (EMC 18.90.180(D)(4)(b))	\$600.00 per tree

Table ELU-2: Land Use Reviews

Review Type	Fee
Administrative Use Permit (EMC 18.50.030)	\$3,02,700.00
Binding Site Plan (Chapter 16.05 EMC)	
Commercial, Industrial, or 1-4 Dwelling Units (Administrative Decision)	
Preliminary Approval	\$4,154,600.00
Final Approval	\$1,0651,250.00
Amendment, Modification, or Vacation	\$4,153,700.00
5+ Dwelling Units (Hearing Examiner Decision)	
Preliminary Approval	\$76,000.00
Plus Hearing Examiner	\$3,000.00 Deposit
Final Approval	\$3,51,900.00
Amendment, Modification, or Vacation (EMC 16.05.080 and Chapter 16.07 EMC)	\$74,000.00
Boundary Line Adjustment or Lot Combination (Chapter 16.02 EMC)	\$1,600,065.00
Lot Combination / Lot Line Elimination (results in only one legal parcel remaining)	\$1,000.00
Comprehensive Plan Map and/or Text Amendment (Chapter 18.60 EMC)	\$8,7154,500.00
Plus City Attorney and/or Outside Consultant / Third-Party Review (Table DEV-1)	\$2,000.00 Deposit
Conditional Use Permit (EMC 18.50.040)	\$5,255,000.00
Plus Hearing Examiner	\$3,000.00 Deposit
Design Standards Review (EMC 18.50.050)	\$3,000.00
Principal Dwelling / Middle Housing / ADU / Garage	\$320.00
Design Deviation Request (each)	\$120.00
Non-Residential / Multifamily	
up to 12,000 sq. ft. gross floor area (GFA)	\$2,400.00
12,001 to 20,000 sq. ft. GFA	\$3,000.00
Greater than 20,000 sq. ft. GFA	\$3,600.00

Review Type	Fee
Development Agreement (Chapter 18.55 EMC) Plus City Attorney Review Costs Fee	\$11,505,250.00 Actual Cost
Essential Public Facility Permit (EMC 18.50.060) Plus Hearing Examiner	See Conditional Use Permit \$5,250.00 Actual Cost
Nonconforming Use Permit (EMC 18.50.045) Plus Hearing Examiner	See Conditional Use Permit \$5,250.00 Actual Cost
Residential Cluster Development (EMC 18.50.035) Plus Hearing Examiner	See Conditional Use Permit \$5,250.00 Actual Cost
Rezone Site-Specific, with Comprehensive Plan Amendment (Chapter 18.60 EMC) Site-Specific, w/o Comprehensive Plan Amendment (EMC 18.40.110) Plus Hearing Examiner	See Comprehensive Plan Map and/or Text Amendment \$8,715.00 \$5,253,600.00 \$3,000.00 Deposit
Sign Reviews Individual Signs (each) Building Permit Land Use Review Master Sign Plan (EMC 18.97.270) Sign Variance (EMC 18.97.280) Plus Hearing Examiner	See Table B-1 \$200.00 \$5200.00 \$5,253,840.00 \$3,000.00 Deposit
Subdivision (Title 16 EMC) Neighborhood Meeting Short Subdivision (2-6 Lots – Chapter 16.03 EMC) Preliminary Review Minor Modification to Preliminary Approval Final Approval Alteration of Recorded Short Subdivision (Chapter 16.07 EMC) Vacation of Recorded Short Subdivision (Chapter 16.07 EMC) Full Subdivision (7+ Lots – Chapter 16.04 EMC) Preliminary Review Plus Fee Per Lot Plus Hearing Examiner Minor Modification to Preliminary Approval Final Approval Plus Fee Per Lot Alteration of Recorded Full Subdivision (Chapter 16.07 EMC)	\$430,240.00 \$4,154,400.00 \$1,065,120.00 \$2,075,160.00 \$2,075,192.00 \$1,065,120.00 \$7,06,400.00 \$135,150.00 \$5,000.00 Deposit \$1,751,920.00 \$3,52,700.00 \$135,60.00 \$3,52,700.00

Review Type	Fee
Vacation of Recorded Full Subdivision (Chapter 16.07 EMC)	\$1,751 680.00
Temporary Use Permit (EMC 18.50.070)	
Neighborhood or Community Garage Sales and Moving Sales	\$0.00
Non-Profit Entities or Government Agencies	\$100.00
All Other Uses, Including Other Sales of Personal Belongings	\$500.00
Wireless Communication Facilities (EMC 18.100.110)	
Antenna Array, New – Administrative Use Permit (AUP)	See fee, above \$3,000.00
Eligible Facility Modification Request	\$50 650.00
Communication Tower, New	
Administrative Use Permit (AUP) – See (EMC 18.100.110(E) – Table 1)	See fee, above \$3,000.00
Conditional Use Permit (CUP) – See (EMC 18.100.110(E) – Table 2)	See fee, above \$5,250.00
Plus Hearing Examiner	Actual Cost
Small Wireless Facilities, Outside of Public Right-of-Way ⁹	\$50 650.00
Variance (EMC 18.50.080)	
Administrative Variance (Process II Decision)	\$3,02 800.00
Regular Variance (Process III Decision)	\$5,25 4,200.00
Plus Hearing Examiner	\$3,000.00 Deposit

Table ELU-3: Miscellaneous Environmental and Land Use Reviews and Fees

Procedure / Process	Fee
Code Interpretation (EMC 18.50.020)	\$1,500.00
Plus City Attorney Review Costs Fee (if needed)	Actual Cost
Code Amendment (Development Regulations – Chapter 18.60 EMC)	No Charge \$1,500.00
Plus City Attorney Review Costs (if needed)	Actual Cost
Environmental or Land Use Permit Extensions	
Process II Permit Extension (EMC 18.40.090(L))	\$135.00
Process III Permit Extension (EMC 18.40.100(M))	\$135.00
Nonconforming Use Letter (EMC 18.90.110(M))	\$1,52 000.00
Plus City Attorney Review Costs Fee (if needed)	Actual Cost
Zoning Confirmation / Verification Letter	\$23 00.00
Other Land Use Reviews	
Nonresidential / Multifamily Building Design Compliance (per building)	\$400.00
Other Building Permit Reviews (each)	\$160.00
Other Construction Permit Compliance (with no associated land use application)	\$80.00
Final Landscape Plan Review (after land use approval, with site development)	
Sites up to 1.0 acre in area	\$320.00

⁹ For small wireless facilities within the public right-of-way, ~~see~~ [use](#) Table E-3. A Master Use Permit or Franchise Agreement and a Right-of-Way Permit are required ([EMC 18.100.110\(D\)](#)).

Procedure / Process	Fee
Sites from 1.01 to 5.0 acres in area	\$560.00
Sites greater than 5.0 acres in area	\$800.00

Engineering

Table E-1: Clearing Permit Fees (No Associated Grading)

For land clearing activities without any associated grading or permanent hard surface improvements.

Clearing Area	Permit Fee
Less Than 0.75 Acres	\$400.00
0.75 Acres or More	\$800.00

Table E-2: Clearing and Grading Permit Fees

For proposed land clearing and grading activities without any associated permanent hard surface improvements. One (1) year of erosion control compliance inspections are included in the Permit Fee.

Quantity (Cubic Yards / CY)	Permit Fee	Plan Review Fee
Up to 50.00 CY, w/o Critical Areas	Exempt	Exempt
Up to 50.00 CY, w/ Critical Areas	\$13 50.00	\$15 200.00
50.01 – 100.00 CY	\$15 400.00	\$1 250.00
100.01 – 1,000.00 CY	\$15 400.00 for the first 100.00 CY Plus \$37.5 15.00 for each additional 100.00 CY or fraction thereof, up to and including 1,000.00 CY	80% of Permit Fee
1,000.01 – 10,000.00 CY	\$487.5 535.00 for the first 1,000.00 CY Plus \$13.5 15.00 for each additional 1,000.00 CY or fraction thereof, up to and including 10,000.00 CY	80% of Permit Fee
10,000.01 – 100,000.00 CY	\$609 670.00 for the first 10,000.00 CY Plus \$60 9.00 for each additional 10,000.00 CY or fraction thereof, up to and including 100,000.00 CY	80% of Permit Fee
100,000.01 CY and up	\$1,210 39 .00 for the first 100,000.00 CY Plus \$50.00 for each additional 10,000.00 CY or fraction thereof	80% of Permit Fee

Table E-3: Right-of-Way, Roadway and Access Review Fees ([Title 12 EMC](#))

Permit Type	Permit Fee
Access Permits	
Driveway Permit ¹⁰	\$400.00
Vehicle Access / Security Gate Permit	Use Table B-2

¹⁰ Includes one (1) inspection. Additional inspections will be charged hourly [rates](#) – see Table DEV-1.

Permit Type	Permit Fee
Master Use Permit (Cable and Telecommunication Providers) ¹¹	See EMC 12.08.070
Overweight Commercial Vehicle Permit (Over 24,000 GVW – EMC 10.05.060) Plus Annual Renewal and Inspection Fee ⁹	\$400.00 / initial \$ 250 65.00 / year
Right-of-Way Permit (Temporary or Permanent Disturbance of Right-of-Way) Alternative Annual Permit (Franchisees) Single Activity ⁹ Plus Public Road Cut Deposit	See EMC 12.06.095 \$400.00 See EMC 12.06.110
Roadway Development Review Fees, Public or Private (Chapter 12.05 EMC) ¹² Private Access, Shared Access Driveway, or Private Roadway Residential (1-2 Units), Subdivision (2 Lots) ⁹ Commercial, Industrial, Public, Residential (3+ Units), Subdivision (3-6 Lots) Plus Road Inspection Fee (Minimum 2 Hours) Subdivision (7 or More Lots) Plus Fee per Lineal Foot (LF) of Roadway Centerline Plus Road Inspection Fee (Minimum 2 Hours per 500 LF) Public Roadways (onsite or fronting / abutting the project) Plus Fee per Lineal Foot (LF) of Roadway Centerline Plus Road Inspection Fee (Minimum 2 Hours per 500 LF)	\$400.00 \$800.00 Hourly Rate (\$320.00 min.) \$800.00 \$3.020 / LF Hourly Rate \$800.00 \$3.020 / LF Hourly Rate
Road Deviation / Technical Equivalency Request (EMC 12.05.010 / PCC 17B.10.090)	\$ 50 650.00
Street Use Permit (Temporary, Limited Use – Chapter 12.16 EMC) Commercial Development Uses Plus Inspection (Minimum 1 Hour) Plus Annual Issuance Fee Single-Family Residential Uses Plus Inspection (Minimum 1 Hour) Plus Annual Issuance Fee Non-Franchise Utility Occupation Plus Annual Issuance Fee Temporary Street Uses, Events, or Closures Plus Weekly Fee Temporary Signage Plus Inspection (Minimum 1 Hour) Plus Annual Issuance Fee	\$3 500 0.00 Hourly Rate (\$160.00 min.) \$ 15 160.00 / year \$ 30 250.00 Hourly Rate (\$160.00 min.) \$ 10 80.00 / year \$ 200 175.00 \$ 15 80.00 / year \$2 500 0.00 \$340.00 / week \$ 200 175.00 Hourly Rate (\$160.00 min.) \$ 15 120.00 / year

¹¹ Only required of providers who want or have facilities within Edgewood right-of-way for the sole purpose of providing service(s) to persons and areas outside of the city. For other activity, a Right-of-Way Permit is required.

¹² Requires additional Fire Review Fee equal to 20% of the Roadway Development Review Fee (excluding Inspection Fees).

Table E-4: Site Development Review Fees

For proposals that create or replace any permanent hard surface with any combination of clearing, grading, right-of-way, roadway, access, and/or surface water improvements.

Permit Type	Fee
Residential Paving and Hard Surface Permit¹³	\$160.00
Site Development Permit	
Base Plan Review Fee	\$15 240.00
Plus Clearing and/or Grading Review, if Applicable	Use Table E-1 or E-2
Plus Roadway Review, if Applicable	Use Table E-3
Plus Surface Water / Stormwater Review, if Applicable	Use Table E-6

Table E-5: Sewer System Extension and Connection Charges

Sewer system extension agreements ([Chapter 11.35 EMC](#)) and sewer system connections ([Chapter 11.40 EMC](#)) are processed by the applicable sanitary sewer provider on behalf of the City of Edgewood. Please contact the appropriate sanitary sewer provider to apply for permits and pay fees.

Sewer Area / Agency	Fee Schedule
Core Phase 1: Lakehaven Water and Sewer	https://www.lakehaven.org/204/Development-Engineering
Non-Core West Phase 1: City of Fife	https://www.fifewa.gov/229/Utility-Billing
Pierce County	https://www.piercecountywa.gov/3958/Connection-Charges

Table E-6: Surface Water Review Fees ([Chapter 13.05 EMC](#))

Review Type	Fee
Residential Paving and Hard Surface Permit¹⁴	\$150.00
Surface Water Permit (if Standalone) or Review	
Under the Threshold for Stormwater Minimum Requirements	Exempt
Stormwater Minimum Requirements 2 and 4 Only	\$24000.00
Plus Annual Inspection Fee (Includes 1 Hour)	\$16035.00
Stormwater Minimum Requirements 1 – 5 Only	\$48000.00
Plus Annual Inspection Fee (Includes 2 Hours)	\$265320.00
Stormwater Minimum Requirements 1 – 10	\$80960.00
Plus Annual Inspection Fee (Includes 4 Hours)	\$53640.00
Surface Water Deviation/Technical Equivalency Request (EMC 13.05.060)	\$50650.00
Surface Water Variance Request (EMC 13.05.080)	\$5,073,000.00

¹³ Refer to the Residential Paving and Hard Surface Permit Checklist for applicability.

~~¹⁴ Refer to the Residential Paving and Hard Surface Permit Checklist for applicability.~~

Table E-7: Traffic / Concurrency Review Fees ([Chapter 18.105 EMC](#))

Concurrency review is required for any development or redevelopment (except an individual single-family residence) where the proposal or use will generate:

- One (1) or more new vehicle trips through a deficient road or intersection; and/or
- Ten (10) or more new PM Peak Hour vehicle trips.

Review Type	Fee
Capacity Reservation Certificate or Change of Use (EMC 18.105.040)	\$3,000.00
Plus per Net New PM Peak Hour Trip over 25	\$100.00
Traffic Impact Analysis Preparation or Review Outside Consultant / Third-Party Review	Actual Cost See Table DEV-1

Table E-~~7~~8: Miscellaneous Engineering Reviews and Fees

Procedure / Process	Fee
Engineering Application and Permit Revisions or Reapplication	
Amendment of Approved (Not Issued) Permit	Hourly Rate
Revision of an Issued Permit (Post-Revision) – Major changes (EMC 13.05.040(E))	
Administrative Fee	\$120.00
Review (Min. 1-Hour Charge)	Hourly Rate (\$160.00
Reapplication for Expired Permit (No Change in Adopted Regulations)	min.)
	Permit Fees (50%)
Franchise Agreement	Actual Cost \$1,300.00
Plus City Attorney Review Costs	Actual Cost
Street or Alley Vacation (Chapter 12.14 EMC)	
Initial Application	\$4,795 2,000.00
Plus Fee per Sq. Ft. of Area to be Vacated	\$0.15
Plus Appraisal	Actual Cost
Plus City Attorney Review Costs	Actual Cost
If Approved, Plus Fair Market Value and Recording Fees	See EMC 12.14.070

Building and Fire Prevention

Permit fees are based on project valuation. Project valuation is calculated by:

- 1) Taking the cost of labor and materials at fair market value¹⁵; or
- 2) Using the current International Code Council (ICC) Building Valuation Table to estimate the value per square foot of the gross area¹⁶ of new structures and additions (www.iccsafe.org).

Table B-1: Building and Fire Prevention Base Permit Fee, by Valuation

For permit types based on project valuation, additional plan review and other fees will apply. The plan review fee is due at the time of application, any remaining fees are due at the time of permit issuance.

Total Valuation ¹⁷	Base Permit Fee
\$0.00 – \$500.00	\$ 45 54.00
\$500.01 – \$2,000.00	\$ 45 54.00 for the first \$500.00 Plus \$ 5 6.00 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00.
\$2,000.01 – \$25,000.00	\$ 120 144.00 for the first \$2,000.00 Plus \$ 20 24.00 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00.
\$25,000.01 – \$50,000.00	\$ 580 696.00 for the first \$25,000.00 Plus \$ 15 18.00 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00.
\$50,000.01 – \$100,000.00	\$ 955 1,146.00 for the first \$50,000.00 Plus \$ 10 12.00 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00.
\$100,000.01 – \$500,000.00	\$ 1,455 1,746.00 for the first \$100,000.00 Plus \$ 89.60 00 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00.
\$500,000.01 – \$1,000,000.00	\$ 4,655 5,586.00 for the first \$500,000.00 Plus \$ 78.40 00 for each additional \$1,000.00 or fraction thereof, up to and including \$1,000,000.00.
\$1,000,000.01 and up	\$ 8,155 9,786.00 for the first \$1,000,000.00 Plus \$ 5 6.00 for each additional \$1,000.00 or fraction thereof.

¹⁵ "Fair market value" means the total value of all construction work, including labor and materials and the contractor's overhead and profit for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, or any other permanent work or permanent equipment.

¹⁶ "Gross area" [in this context](#) means the total areas of all floors – measured from the exterior face, outside dimensions, or exterior column line of a building – including basements, cellars, and balconies. ~~See EMC Title 15 for the complete IBC or IRC definition.~~

¹⁷ One- and two-family dwelling mechanical and/or plumbing work must be included in the primary building permit (New, Additions and Remodels).

Table B-2: Other Building Permit Fees

Flat permit fees listed in this section are due at the time of permit application.

Permit Type	Base Permit Fee
Accessory Dwelling Unit (EMC 18.90.190)	Use Table B-1
Manufactured Home Placement Fee	\$1,000 65 .00
Demolition Permit	
One- and Two-Family Dwellings	\$240 00 .00
All Other	\$400 335 .00
Re-Roof Permit	
One- and Two-Family Dwellings	\$200 175 .00
All Other	Use Table B-1
Solar Panel	\$4500.00
Vehicle Access / Security Gate Permit ¹⁸	
One- and Two-Family Dwellings	\$420 00 .00
All Other	Use Table B-1
All Other Permits	Use Table B-1

Table B-3: Energy Code Review Fees

This fee applies to new construction and to the alteration, repair, addition, and change of occupancy of any existing building or structure. Fees are due at issuance of the associated building permit.

Total Building Permit Valuation	Review Fee
One- and Two-Family Dwellings:	
Any Valuation	\$150 35 .00
All Other:	
\$0.00 – \$20,000.00	\$150 35 .00
\$20,000.01 – \$300,000.00	\$150 35 .00 for the first \$20,000.00 Plus \$1.50 for each additional \$1,000.00 or fraction thereof, up to and including \$300,000.00.
\$300,000.01 – \$800,000.00	\$570 55 .00 for the first \$300,000.00 Plus \$0.75 for each additional \$1,000.00 or fraction thereof, up to and including \$800,000.00.
\$800,000.01 and up	\$945 30 .00 for the first \$800,000.00 Plus \$0.50 for each additional \$1,000.00 or fraction thereof, up to a maximum energy code review fee of \$1,150 095 .00.

¹⁸ Vehicle access / security gates are regulated under the International Fire Code (see local amendments in [EMC 15.70.040](#)). Please note that new gated communities are prohibited except in limited circumstances per [EMC 16.06.110](#).

Table B-4: Mechanical and Plumbing Permit Fees

The fees below are per plumbing or mechanical permit. The City does not issue combination permits for multi-family, commercial, or other non-residential projects.

Structure Type	Permit Fee
One- and Two-Family Dwellings:	
New Construction ¹⁵	12% of Associated Building Permit Fee
Repair or Replacement:	\$135.00, plus \$15.00 / fixture
All Other:	
New Construction, Repair, or Replacement	Use Table B-1

Table B-5: Fire Prevention Permit Fees

Permit Type	Permit Fee
Aboveground or Underground Storage Tank ¹⁹	
Installation, Residential	\$250 65 .00
Installation, Commercial or Other	\$480 00 .00
Removal	\$265.00
Fire Alarm	Use Table B-1
Fire Sprinkler	Use Table B-1
Fire Suppression	Use Table B-1
Operational Permit	Contact City
Public Display of Fireworks (EMC 8.10.030 70)	Hourly <u>Rate</u> ²⁰
Smoke Control System	
Staff Review	\$560 30 .00
Plus <u>Outside Consultant / Third-Party Review</u>	<u>See Table DEV-1</u>
Temporary Membrane Structure and Tent ²¹	\$300 35 .00
Underground Fire Hydrant, Main, or Valve Connection	Use Table B-1
Vehicle Access / <u>Security</u> Gate Permit	Use Table B-2
All Other Permits	Use Table B-1

¹⁹ Depending on site location, additional ~~E~~critical areas and/or State Environmental Policy Act (SEPA) reviews may be required. Please contact planning staff to confirm.

²⁰ Not to exceed \$5,000.00, consistent with RCW 70.77.555.

²¹ A Temporary Use Permit ~~is~~may also be required – see Table ELU-2.

Table B-6: Fire Code Review Fees

Fees are collected under the associated building permit and are required for new construction, additions, or remodels that create new gross floor area²².

Total Building Permit Valuation	Review Fee
\$0.00 – \$50,000.00	\$160 35.00
\$50,000.01 – \$300,000.00	\$300 265.00
\$300,000.01 – \$700,000.00	\$450 60.00
\$700,000.01 – \$1,000,000.00	\$700 665.00
\$1,000,000.01 – \$1,500,000.00	\$1,250 330.00
\$1,500,000.01 – \$5,000,000.00	\$2,000 1,995.00
\$5,000,000.01 – \$10,000,000.00	\$2,750 660.00
\$10,000,000.01 – \$20,000,000.00	\$4,000 3,990.00
\$20,000,000.01 and up	\$4,000 3,990.00 Plus \$5.00 for each additional \$100,000.00 or fraction thereof.

Table B-7: Miscellaneous Building and Fire Prevention Fees

Procedure / Process	Fee
Electrical Permits https://lni.wa.gov/licensing-permits/	Contact Washington Labor & Industries
Plan Review Fee (Building, Fire, Plumbing and Mechanical Permits) Initial Review (Up to 2 Reviews) Additional Review (Min. 1-Hour Charge)	65% of Permit Fees Hourly Rate (\$160.00 min.)
Revision of an Issued Permit (Post-Revision) ²³ One- or Two-Family Dwelling Admin Fee All Other Admin Fee Review (Min. 1-Hour Charge)	\$120 35.00 \$240 65.00 Hourly Rate (\$160.00 min.)
State Building Code Council Fees ²⁴ Single-Family, Duplexes, and Townhomes Multi-Family, Commercial, and Other Per Residential Dwelling Unit > 1	\$6.50 \$25.00 \$2.00

²² “Gross floor area” in this context means the floor area measured from the inside perimeter of the exterior walls. See EMC 15.70.290 for the complete definition. ~~Gross floor area” means the gross floor area as defined in EMC 15.05.110.~~

²³ ~~F~~The fee listed here is for the revision of a building, fire, mechanical, or plumbing permits only. Please see Tables ELU-1, ELU-2, ELU-3 and E-8 for other applications and permits that might be revised.

²⁴ Fee is charged per single-family, multi-family, commercial, or other construction permit as established by Revised Code of Washington (RCW) Chapter 19.27, including accessory structures. Typically, any work to construct, enlarge, repair, move, demolish, or change the occupancy of a structure is subject to the fee. The fee amount is established by Washington State and is subject to change at any time.

Procedure / Process	Fee
Occupancy Certificates (outside of other permits)	
Temporary Certificate of Occupancy (TCO) – 180 Days	10% of Permit Fee
90-Day Extension of TCO	\$250.00
Replacement / Verification of Previously Permitted Work	\$250.00

IMPACT FEES

Impact fees are a one-time fee charged for new development to help pay for new or expanded public facilities, such as public streets, parks, and schools. Pursuant to [Ordinance 25-0684](#), Accessory Dwelling Units will not be charged any more than 50% of the principal unit's applicable impact fee(s).

Low-income housing may request exemption from all impact fees (school, park, and traffic) using the procedures in [Chapter 4.40 EMC](#). Requests may be submitted either prior to or at the time of building permit application.

Table I-1: School Impact Fees ([Chapter 4.10 EMC](#))

School impact fees are paid directly to the applicable school district. A receipt must be provided to the City prior to building permit issuance, unless impact fees are deferred pursuant to [Chapter 4.05 EMC](#).

School District		Per Single-Family Unit		Per Multi-Family Unit	
		Up to 2 bedrooms	3 or more bedrooms	1 bedroom	2 or more bedrooms
Fife	www.fifeschools.com	\$3,063.00	\$4,595.00	\$1,623.00	\$2,435.00
Puyallup	www.puyallupsd.org	\$3,063.00	\$4,595.00	\$1,623.00	\$2,435.00
Sumner-Bonney Lake	www.sumnersd.org	\$3,063.00	\$4,595.00	\$1,623.00	\$2,435.00

Table I-2: Park Impact Fees ([Chapter 4.20 EMC](#))

All residential units will be charged \$1.433 per square foot of livable space, with a minimum fee of \$1,295.29 (904 sf) and a maximum fee of \$3,325.15 (2,319 sf).

Table I-3: Traffic Impact Fees ([Chapter 4.30 EMC](#))

Fees are collected pursuant to the current [Transportation Impact Fee Program Report](#), and a detailed list organized by land use can be found here: [Transportation Impact Fee Schedule](#). The applicant can elect to use the city's fee schedule to calculate the applicable fee, which incorporates adjustments for pass-by/diverted trips and trip lengths, or they may provide a TIF calculation prepared by a licensed Transportation Engineer pursuant to [EMC 4.30.090](#).

Per Net New 1.00 PM Peak Hour Trip, or Fraction Thereof	Fee
2026 Rate (Effective January 1, 2026) Plus Administrative Fee (EMC 4.30.140)	\$12,426.00 5% of Fee

Table I-4: Impact Fee Deferral

An applicant may defer payment of an impact fee for new, single-family units. The request must be submitted prior to building permit issuance. See [Chapter 4.05 EMC](#) for additional information.

Procedure / Process	Fee
Deferral of Park, School, or City Traffic Mitigation Fee, per Fee Type, per Lot	\$400 15 .00

BUSINESS LICENSE FEES

The City of Edgewood requires any business located within the city limits to be licensed prior to operating. Businesses that are physically located outside of the city but conduct business activities within the city, such as contractors and mobile food vendors, are required to obtain a business license if their annual income within city limits exceeds \$5,000.00.

Table BL-1: Business Licenses ([Chapter 5.05 EMC](#))

An application for a general business license, including the general business license fee, is submitted through the Washington State Department of Revenue²⁵. Additional permit fees, Washington State fees, and City Traffic Impact fees may apply. Business inspections are completed by East Pierce Fire & Rescue.

License Type	Fee
Resident General Business License, per Location	\$40.00
Non-Resident General Business License	\$40.00

Table BL-2: Additional Licenses and Permits

The licenses and permits listed below are required in addition to the City of Edgewood General Business License and any other Washington State license, fee, or tax.

License Type	Fee
Adult Business (Chapter 5.10 EMC)	
Location License	No Charge \$250.00
Manager's License	No Charge \$100.00
Entertainer's License	No Charge \$100.00
Home Businesses – Land Use Compliance Review	
Limited Home Business Permit (EMC 18.100.080)	No Charge
Regular Home Business Permit (EMC 18.100.070)	\$5 200.00

Table BL-3: Miscellaneous Business License Fees

Procedure / Process	Fee
Adult Family Home (DSHS Inspections) ²⁶	
Inspection, Pre-License, or Change to Exiting or Bedrooms	\$400.00

²⁵ Washington State Department of Revenue website: <https://dor.wa.gov/open-business/apply-business-license>

²⁶ Covers up to three (3) hours of staff time for completion of the inspection and inspection checklist. Additional permits may be required. The DSHS Adult Family Home Building Inspection Checklist is available online at: <https://www.dshs.wa.gov/altsa/residential-care-services/afh-building-inspections>

UTILITY CHARGES

The City of Edgewood does not own and/or operate several of the utilities serving the area, such as ~~local~~ electricity, natural gas, solid waste, or water, ~~or wastewater utilities~~. Please contact the appropriate utility for any development charges or rates:

Table U-1: Utility Providers Serving ~~in~~ the City of Edgewood

Utility Type	Provider(s)
Electric	Puget Sound Energy (https://www.pse.com/)
Garbage <u>(Solid Waste)</u>	Murrey's / DM Disposal (https://www.murreysdisposal.com/)
Gas	Puget Sound Energy (https://www.pse.com/)
<u>On-Site</u> Septic	Tacoma-Pierce County Health Department (TPCHD) (https://www.tpchd.org/)
<u>Sanitary</u> Sewer	Multiple – for service boundaries, see the Edgewood Interactive GIS Map ²⁷
Water	Multiple – for service boundaries, see the Edgewood Interactive GIS Map ^{27,25}

Table U-2: Surface Water Utility Annual Service Charge ([EMC 13.10.070](#))

Charges are ~~billed~~ collected by the Pierce County Assessor-Treasurer with your property tax bill on behalf of the City, ~~plus~~ including any applicable utility tax.

Classification	Rate
Residential	\$257.58
Duplex	\$332.26
Multi-Family, per Sq. Ft. Impervious Area	\$0.097565
Mobile Home Site	\$141.67
Vacant / Undeveloped	\$64.80
State, County, and Federal Public Highways, per Sq. Ft. Impervious Area	\$0.029268
All Other, per Sq. Ft. Impervious Area	\$0.097565

Table U-3: Utility Tax Rates ([Chapter 5.08 EMC](#))

Utility	Tax Rate
Cable Television (EMC 5.08.030(G))	6.00%
Gas (EMC 5.08.030(B))	6.00%
Light or Power (EMC 5.08.030(C))	6.00%
<u>Sanitary</u> Sewer / <u>Surface Water</u> / <u>Water</u> (EMC 5.08.030(E))	6.00%
Surface Water (EMC 5.08.030(E))	6.00%
Solid Waste (EMC 5.08.030(F))	6.00%
Telephone, Cellular or Regular (EMC 5.08.030(A) and (D))	6.00%

²⁷ The Edgewood Interactive GIS Map is available online at: <https://www.cityofedgewood.org/224/Maps-Directions>

Utility	Tax Rate
Water (EMC 5.08.030(E))	6.00%

Table U-4: Sanitary Sewer Utility Fees and Charges (EMC Title 11)

The City of Edgewood owns a sanitary sewer utility that serves the Meridian Corridor and some adjacent areas, and it is currently operated and maintained by Lakehaven Water & Sewer District (LWSD) under Interlocal Agreement. LWSD also administers all sanitary sewer development review, permitting, and collects monthly rates for this utility on behalf of the city. Please refer to the Edgewood Interactive GIS Map for the current service area boundaries.

The table below lists all the fees and charges referenced by EMC Title 11. Please contact LWSD to confirm and/or request an estimate for said fees and charges.

<u>Fee Type</u>	<u>Fee</u>
<u>System Extension Agreements (EMC 11.35.090(H))</u>	<u>LWSD Development Engineering website</u>
<u>Application Fee</u>	<u>\$900.00 + \$2,600 Deposit</u>
<u>Plan Check Costs</u>	<u>Contact LWSD</u>
<u>Inspection Costs</u>	<u>Contact LWSD</u>
<u>Mapping Fee</u>	<u>Contact LWSD</u>
<u>Maintenance Bond Release Inspection Fee</u>	<u>\$760.00</u>
<u>Sewer Capacity Reservation Charge (EMC 11.30.080(F)(2))</u>	<u>Connection Charge (50%)</u>
<u>Latecomer Agreements (EMC Chapter 11.36)</u>	<u>Actual Costs</u>
<u>Reimbursement Fee (per transaction)</u>	<u>\$130.00</u>
<u>Connection Charges (EMC 11.40.110)</u>	<u>LWSD Development Engineering website</u>
<u>Processing Fee (aka Connection Permit)</u>	<u>\$570.00</u>
<u>Existing Facilities Charge</u>	<u>Not Applicable</u>
<u>Conveyance Development Charge (EMC 11.60.060)</u>	<u>\$7,387.00 per ERU (outside LID #1 only)</u>
<u>Future Facilities Charge (aka Capital Facilities Charge)</u>	<u>\$6,676.00 per ERU (LWSD)</u>
<u>Collection System Charge</u>	<u>Not Applicable</u>
<u>Inspection Charges</u>	<u>Contact LWSD</u>
<u>Existing Side Sewer Charges</u>	<u>Not Applicable</u>
<u>Latecomer Agreements</u>	<u>See Above</u>
<u>Credit for ERU Reservation</u>	<u>Contact LWSD if applicable</u>
<u>Transfer Fee</u>	<u>Contact LWSD if applicable</u>
<u>Treatment Charges (commercial/industrial buildings only)</u>	<u>Contact LWSD</u>
<u>Rates (EMC 11.60)</u>	<u>LWSD Sewer Rate website</u>
<u>LWSD Sewer Rates (bi-monthly, includes Utility Tax)</u>	
<u>Fixed Charge</u>	<u>\$31.91</u>
<u>Volume Charges – Single Family</u>	<u>\$6.68</u>
<u>Volume Charges – Other</u>	<u>See LWSD Sewer Rate website</u>
<u>City of Edgewood Sewer Rates (per month)</u>	
<u>Base Rate</u>	<u>\$5.00</u>

Fee Type	Fee
Usage Rate (per 100 cubic feet)	\$0.95

ANIMAL AND KENNEL LICENSE FEES (METRO ANIMAL SERVICES)

Animal control and licensing services are provided by Metro Animal Services. The fees below are not a complete list of fees or services, [provided pursuant to EMC 6.01.020\(B\) which references Sumner Municipal Code \(SMC\) 6.04.030, and](#) ~~Fees~~ are subject to change without notice.

License fees are due annually to Metro Animal Services. Fees may be paid by:

1. Completing the annual license process online at <https://metroanimalservices.org>; or
2. Submitting a completed *Pet License Application Form for Edgewood*²⁸ and payment:
 - By Mail / Check: Metro Animal Services, 1104 Maple Street, Ste 240, Sumner, WA 98390
 - In Person: Edgewood City Hall, [10440 Dom Calata Way E, Edgewood, WA 98372](#)

License Type	Fee
Annual Cat License	
Juvenile (8 Weeks to 6 Months)	\$0.00
Adult (7 Months or Older)	
Unaltered	\$60.00
Spayed / Neutered ²⁹	\$12.00
Adult (7 Months or Older), Reduced Rate for Senior Citizens (65 or Older)	
Unaltered	\$30.00
Spayed / Neutered ²⁷	\$6.00
Annual Dog License	
Juvenile (8 Weeks to 6 Months)	\$0.00
Adult (7 Months or Older)	
Unaltered	\$60.00
Spayed / Neutered ²⁷	\$20.00
Adult (7 Months or Older), Reduced Rate for Senior Citizens (65 or Older)	
Unaltered	\$30.00
Spayed / Neutered ²⁷	\$10.00
Late Fees	
Renewal is 30 – 59 Days Late, per License	\$10.00
Renewal is 60 or More Days Late, per License	\$20.00
Kennel License ³⁰	\$75.00
Replacement of Lost or Damaged Tag	\$5.00

²⁸ Form is available online at: <https://metroanimalservices.org/i-have-a-pet/license-my-pet/>

²⁹ In order to receive the reduced rate for altered dogs and cats, owners must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.

³⁰ Kennel may require an Administrative Use Permit (AUP) or Conditional Use Permit (CUP), depending on the location. Additional fees apply.

PUBLIC RECORDS REQUEST FEES ([CHAPTER 2.50 EMC](#))

Records requests can be submitted for most City documents. For the form and instructions, please visit the City's website at: <https://www.cityofedgewood.org/154/Public-Records-Request>.

The City may use an outside vendor for copying services and bill the requestor for the amount charged by the vendor.

Before beginning to copy or scan records, the City may require a deposit of up to 10% of the estimated costs of copying or scanning the records selected by a requestor. The City may also require the payment of the remainder of the copying or scanning costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

Any requestor may ask for an estimate of fees prior to the City processing the request. The requestor may then revise the request in order to reduce the request and applicable charges.

Public Records Request Process	Fee
Alternative Fee ³¹	\$2.00
Certified Copies	
First Page	\$5.00
Per Additional Page	\$1.00
Customized Service Charge	RCW 42.56.120
Photocopies, up to 11 x 17 inches	
Black and White	\$0.15 / Side
Color	\$0.50 / Side
Photocopies, Oversized Documents	Unavailable
Scanning	
Scanning, up to 11 x 17 Inches	\$0.10 / Side
Scanning, over 11 x 17 Inches	\$0.25 / Side
Staff Time, over 30 Minutes (EMC 3.35.040)	Hourly Rate
Transmittal	
Per Four (4) Attachments, Uploads, or Other Electronic Delivery	\$0.05
Per Gigabyte of Electronic Transmission	\$0.10
Digital Transmittal Device (CD, Flash Drive, etc.)	Actual Cost
Physical Transmittal Device (Envelope, Box, Tube, etc.)	Actual Cost
Postage and Delivery	Actual Cost
Transcription of City Council, Board, Commission, or Hearing Examiner Meetings	Actual Cost
Viewing Records	No Charge

³¹ The City may, in its discretion, choose to impose a flat fee as an alternative to the fees in this section when the agency reasonably estimates and documents that the costs will be equal to or more than the listed flat fee.

FEE SCHEDULE UPDATE HISTORY

Resolution No.	Change	Effective Date
26-0XXX	Hourly Rate and Fee Updates	March 1, 2026
Ord. No. 25-0690	Transportation Impact Fee Updates	January 1, 2026
25-0778	School and Park Impact Fee Updates, other misc. cleanup	June 30, 2025
N/A	Annual Update to TIF Trip Rate (Table I-3), per EMC 4.30.130	January 1, 2025
24-0715	Update to TUP review fee.	April 15, 2024
23-0692	Complete update with reformatting.	January 1, 2024
16-0337	Complete update; first fee schedule adopted by resolution.	August 16, 2016

Position Title	2026 Budget Values		2026 FTE Allocations			Total FTE's in Development - General Fund
	Total Salary (2026)	Total Benefits (2026)	Building & Permitting	Planning	Code Enforcement	
Permit Technician	\$ 78,881	\$ 23,994	0.5	0.15	0.15	0.8
Associate Planner	\$ 97,690	\$ 26,784	0.35	0.65	0	1
Development Review Coordinator	\$ 118,196	\$ 52,921	0.75	0.1		0.85
Combination Inspector	\$ 114,945	\$ 42,809	0.8		0.2	1
Combination Inspector / Plans Examiner	\$ 120,566	\$ 43,642	0.95		0.05	1
Planning Manager	\$ 130,325	\$ 54,690	0.1	0.65	0.25	1
Senior Engineer	\$ 138,127	\$ 57,276	0.1		0.1	0.2
Chief Building and Fire Code Official	\$ 155,410	\$ 59,843	0.75		0.25	1
Community Development Director	\$ 171,403	\$ 49,743	0.2	0.6	0.2	1
Public Works Director	\$ 170,546	\$ 56,039		0.1		0.1
Totals	\$ 1,296,089	\$ 467,741	4.5	2.25	1.2	7.95
	<i>Salaries</i>	<i>Benefits</i>	<i>Other Exp.</i>	Total Expense	<i>Working Hours</i>	Expense per Hour
Building & Permitting Totals	\$ 546,456	\$ 202,797	\$ 345,800	\$ 1,095,053	6939	\$ 157.81
Planning Totals	\$ 291,758	\$ 97,299	\$ 187,222	\$ 576,279	3469.5	\$ 166.10
Code Enforcement Totals	\$ 160,377	\$ 58,652	\$ 84,910	\$ 303,939	1850.4	\$ 164.26
	Check Calc	\$ 1,357,339	OK	\$ 1,975,271	12258.9	\$ 161.13
	Combined Hourly Rate Calculation:					
	Total Community Development Expense =				\$ 1,975,271	
	Total Community Development Working Hours =				12258.9	
	Proposed Hourly Billable Rate =				\$ 161.13	



Fee Schedule

Effective March 1, 2026 | Resolution No. 26-0XXX

City of Edgewood ■ 10440 Dom Calata Way East ■ Edgewood, Washington 98372-0101 ■ 253-952-3299

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GENERAL POLICIES

Hourly Rate Schedule

Hourly rates include wages, benefits, overhead, and equipment. These rates apply to fees as noted herein, any staff time in addition to normal processing (see page 4), or any review or service for which a fee is not established herein.

Category	Rate / Hour
City Staff	\$160.00
City Attorney	Actual Cost ¹

Deposits for Actual Costs

Where noted in the fee schedule as a “Deposit”, the applicant must pay for all actual costs incurred by the City for applicable third-party planning, engineering, legal, publication, or other professional services. The amounts listed herein are typical minimums informed by recent activity, and applicants should not anticipate a refund of these amounts. Deposits will be administered consistent with [Edgewood Municipal Code \(EMC\) 3.35.030](#).

Refunds

Fees and charges are non-refundable, except as specifically authorized in the EMC. Here are some quick EMC references as of the date of this Fee Schedule:

- Fees and Charges for City Services - [EMC 3.35.080](#)
- School Impact Fees – [EMC 4.10.130](#)
- Park Impact Fees – [EMC 4.20.090](#)
- Traffic Impact Fees – [EMC 4.30.110](#)
- Business Licenses – [EMC 5.05.120](#)
- Storm Drainage and Surface Water Management Utility – EMC [13.10.110](#) and [.120](#)

Miscellaneous Fees

Procedure / Process	Fee
Appeal of Administrative Decision	\$1,200.00
Hearing Examiner Reconsideration	\$500.00
Lease of City Property (Chapter 12.18 EMC)	
Initial Review	\$5,000.00 Deposit
City Staff / City Attorney Actual Costs	See Hourly Rate Schedule
Lease Rate	See EMC 12.18.070
Other Approval, Inspection, License, Permit, or Review Not Listed	Hourly Rate (1 hour minimum)
Returned Check / Insufficient Funds	\$50.00

¹ As of January 1, 2026, this hourly rate is \$500.

DEVELOPMENT FEES AND CHARGES – ENVIRONMENTAL, LAND USE, ENGINEERING, BUILDING, AND FIRE PREVENTION

Depending on the scope and complexity of a project, multiple permits may be required - *Please contact the City with questions or to obtain a fee estimate.* The permit and review fees included below do not include any fees for licenses, permits and/or approvals required by other (external) local, state, or federal agencies or utilities.

Fees Due at Permit and/or Land Use Application:

- All known review fees and charges shall be paid before an application is deemed complete.
- Charges below include up to two (2) reviews; additional review will be charged hourly rates.

Fees Due at Permit Issuance:

- All applicable permit, hourly review, flat rate inspection, impact, state and/or other fees shall be paid before a permit can be issued.
- Inspection fees include up to two (2) inspections per required inspection, unless noted.
- Issuance of a permit may be withheld until all outstanding fees and charges have been paid.

Fees Due Prior to Final Approval of Permit and/or Land Use Application:

- Work that is not complete or ready at the time of inspection shall be charged a re-inspection fee, which must be paid prior to requesting a new inspection.
- Any and all remaining fees (including third-party charges) shall be paid prior to final approval.

Table DEV-1: General Development Fees and Charges

Fee Type	Fee
Change of Land Use and/or Construction Type or Occupancy	\$500.00 ²
Financial Guarantees (Bonds, Cash Deposits, Assignment of Funds)	See Applicable EMC
Administrative Setup Fee	\$160.00
Closeout Inspection Fee	\$180.00
Outside Consultant / Third-Party Review, when applicable (EMC 3.35.030)	Actual Cost
Plus Administrative Setup Fee (per consultant)	\$200.00
Plus Invoicing and Payment Collection Fee (if applicable)	\$40.00 per invoice
Other Inspection Fees	
Re-Inspection (Min. 1-Hour Charge)	Hourly Rate
Overtime / Outside Normal Business Hours (Min. 2-Hour Charge)	1.5 x Hourly Rate
Inspection of Unauthorized Work	2.0 x Hourly Rate

² Traffic review may also apply. See Table E-7.

Fee Type	Fee
Pre-Application Conference (EMC 18.40.130)	
Tier 1(Summary Comment Letter)	\$500.00
Tier 2 (One Hour Meeting with Staff)	\$650.00
Unauthorized / Unpermitted Work (EMC 3.35.090) ⁴	2.0 x Fees (\$500.00 minimum)
Plus Critical Areas Investigation Fee, when applicable (EMC 14.10.120(E))	Hourly Rate
Plus Outside Consultant / Third-Party Review (if needed)	Actual Cost, etc. (see above)
Permit or Approval Extension Request (EMC 18.40.090(L))	\$200.00

⁴ Any work completed without required permits may be charged double for all Environmental and Land Use application fees and construction permit fees (engineering, building, fire, mechanical, and/or plumbing), pursuant to [EMC 3.35.090](#). Other plan review and inspection fees, if applicable, will be charged at the normal rate.

Environmental and Land Use

Table ELU-1: Environmental Reviews

Review Type	Fee
Critical Areas Review (Title 14 EMC)	
Critical Areas Review Checklist (CARC) ⁵ incl. TPCHD septic application review	\$75.00
One-Principal Dwelling Wetland Certification	\$400.00
Fish and Wildlife Habitat (Stream) Review or Wetland Review	\$500.00
Plus Outside Consultant / Third-Party Review	See Table DEV-1 ⁶
Flood Hazard Development Permit	\$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Aquifer Recharge Hazardous Use Review	\$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Volcanic, Landslide, Seismic, and Erosion Hazard Area Impact Review	\$500.00
Plus Outside Consultant / Third-Party Review (if needed)	See Table DEV-1
Reasonable Use Permit (EMC 14.30.050)	\$3,750.00
Variance (Flood Hazard or Other – EMC 14.10.100)	\$3,750.00
Critical Area Signage	\$2.00 per sign
Mitigation Compliance Monitoring	
Staff Review of Periodic Monitoring Report	\$250.00 per Report
Plus Outside Consultant / Third-Party Review and Inspection (if needed)	See Table DEV-1
State Environmental Policy Act (SEPA) Review (Chapter 20.05 EMC)	
DNS/MDNS, All Uses	
Environmental Review and Determination	\$1,400.00
Prior Decision Adoption, Modification or Addendum	\$1,000.00
Environmental Impact Statement (EIS)	\$5,000.00 Deposit
New or Supplemental	See Table DEV-1
Plus Outside Consultant / Third-Party Review	Actual Cost
Plus City Attorney Review Costs	\$1,000.00 Deposit
Addendum	\$250.00
Documented Exemption (if requested by external agency) ⁷	\$400.00 Deposit
SEPA Determination Newspaper Notice (per notice) ⁸	

⁵ A CARC identifies potential critical areas located on a subject site, what studies will be required for complete permit application(s) to the city, and may support application submittals to other agencies (e.g. on-site septic systems).

⁶ To streamline application intake, the Deposit for this Third-Party Review is as follows: Subdivision 1st Review = \$3,000.00; Other 1st Review = \$2,500.00; Subsequent Reviews = \$1,500.00 each

⁷ Certain projects with state, federal, or other outside funding may require documentation demonstrating the proposal is exempt from SEPA review.

⁸ Actual publication costs for this item ranged from \$415 to \$450 in 2025.

Review Type	Fee
Tree Preservation Review (EMC 18.90.180)	
Residential Use	
Hazardous Tree Removal	\$75.00
Significant Tree / Critical Area Tree Retention Plan Review	\$175.00
Subdivision/Nonresidential/Multifamily Use	
Hazardous Tree Removal	\$160.00
Significant Tree / Critical Area Tree Retention Plan Review	
Sites up to 1.0 acre in area	\$360.00
Sites from 1.01 to 5.0 acres in area	\$650.00
Sites greater than 5.0 acres in area	\$800.00
Tree Replacement Fee In-Lieu (EMC 18.90.180(D)(4)(b))	\$600.00 per tree

Table ELU-2: Land Use Reviews

Review Type	Fee
Administrative Use Permit (EMC 18.50.030)	\$2,700.00
Binding Site Plan (Chapter 16.05 EMC)	
Commercial, Industrial, or 1-4 Dwelling Units (Administrative Decision)	
Preliminary Approval	\$4,600.00
Final Approval	\$1,250.00
Amendment, Modification, or Vacation	\$3,700.00
5+ Dwelling Units (Hearing Examiner Decision)	
Preliminary Approval	\$6,000.00
Plus Hearing Examiner	\$3,000.00 Deposit
Final Approval	\$1,900.00
Amendment, Modification, or Vacation (EMC 16.05.080 and Chapter 16.07)	\$4,000.00
Boundary Line Adjustment (Chapter 16.02 EMC)	\$1,600.00
Lot Combination / Lot Line Elimination (<i>results in only one legal parcel remaining</i>)	\$1,000.00
Comprehensive Plan Map and/or Text Amendment (Chapter 18.60 EMC)	\$4,500.00
Plus City Attorney and/or Outside Consultant / Third-Party Review (Table DEV-1)	\$2,000.00 Deposit
Conditional Use Permit (EMC 18.50.040)	\$5,000.00
Plus Hearing Examiner	\$3,000.00 Deposit
Design Standards Review (EMC 18.50.050)	
Principal Dwelling / Middle Housing / ADU / Garage	\$320.00
Design Deviation Request (each)	\$120.00
Non-Residential / Multifamily	
up to 12,000 sq. ft. gross floor area (GFA)	\$2,400.00
12,001 to 20,000 sq. ft. GFA	\$3,000.00
Greater than 20,000 sq. ft. GFA	\$3,600.00

Review Type	Fee
Development Agreement (Chapter 18.55 EMC) Plus City Attorney Review Costs	\$5,250.00 Actual Cost
Essential Public Facility Permit (EMC 18.50.060)	See Conditional Use Permit
Nonconforming Use Permit (EMC 18.50.045)	See Conditional Use Permit
Residential Cluster Development (EMC 18.50.035)	See Conditional Use Permit
Rezone Site-Specific, with Comprehensive Plan Amendment (Chapter 18.60 EMC)	See Comprehensive Plan Map and/or Text Amendment \$3,600.00
Site-Specific, w/o Comprehensive Plan Amendment (EMC 18.40.110) Plus Hearing Examiner	\$3,000.00 Deposit
Sign Reviews Individual Signs (each) Building Permit Land Use Review Master Sign Plan (EMC 18.97.270) Sign Variance (EMC 18.97.280) Plus Hearing Examiner	See Table B-1 \$200.00 \$200.00 \$3,840.00 \$3,000.00 Deposit
Subdivision (Title 16 EMC) Neighborhood Meeting Short Subdivision (2-6 Lots – Chapter 16.03 EMC) Preliminary Review Minor Modification to Preliminary Approval Final Approval Alteration of Recorded Short Subdivision (Chapter 16.07 EMC) Vacation of Recorded Short Subdivision (Chapter 16.07 EMC) Full Subdivision (7+ Lots – Chapter 16.04 EMC) Preliminary Review Plus Fee Per Lot Plus Hearing Examiner Minor Modification to Preliminary Approval Final Approval Plus Fee Per Lot Alteration of Recorded Full Subdivision (Chapter 16.07 EMC) Vacation of Recorded Full Subdivision (Chapter 16.07 EMC)	\$240.00 \$4,400.00 \$1,120.00 \$1,600.00 \$1,920.00 \$1,120.00 \$6,400.00 \$150.00 \$5,000.00 Deposit \$1,920.00 \$2,700.00 \$60.00 \$2,700.00 \$1,680.00
Temporary Use Permit (EMC 18.50.070) Neighborhood or Community Garage Sales and Moving Sales	\$0.00

Review Type	Fee
Non-Profit Entities or Government Agencies	\$100.00
All Other Uses, Including Other Sales of Personal Belongings	\$500.00
Wireless Communication Facilities (EMC 18.100.110)	
Antenna Array, New – Administrative Use Permit	See fee, above\$650.00
Eligible Facility Modification Request	
Communication Tower, New	See fee, aboveSee fee, above\$650.00
Administrative Use Permit (EMC 18.100.110(E) – Table 1)	
Conditional Use Permit (EMC 18.100.110(E)– Table 2)	
Small Wireless Facilities, Outside of Public Right-of-Way ⁹	
Variance (EMC 18.50.080)	
Administrative Variance (Process II Decision)	\$2,800.00
Regular Variance (Process III Decision)	\$4,200.00
Plus Hearing Examiner	\$3,000.00 Deposit

Table ELU-3: Miscellaneous Environmental and Land Use Reviews and Fees

Procedure / Process	Fee
Code Interpretation (EMC 18.50.020)	\$1,500.00
Plus City Attorney Review Costs (if needed)	Actual Cost
Code Amendment (Development Regulations – Chapter 18.60 EMC)	\$1,500.00
Plus City Attorney Review Costs (if needed)	Actual Cost
Nonconforming Use Letter (EMC 18.90.110(M))	\$2,000.00
Plus City Attorney Review Costs (if needed)	Actual Cost
Zoning Confirmation / Verification Letter	\$300.00
Other Land Use Reviews	
Nonresidential / Multifamily Building Design Compliance (per building)	\$400.00
Other Building Permit Reviews (each)	\$160.00
Other Construction Permit Compliance (<i>with no associated land use application</i>)	\$80.00
Final Landscape Plan Review (<i>after land use approval, with site development</i>)	
Sites up to 1.0 acre in area	\$320.00
Sites from 1.01 to 5.0 acres in area	\$560.00
Sites greater than 5.0 acres in area	\$800.00

⁹ For small wireless facilities within the public right-of-way, see Table E-3; A Master Use Permit or Franchise Agreement and a Right-of-Way Permit are required ([EMC 18.100.110\(D\)](#)).

Engineering

Table E-1: Clearing Permit Fees (No Associated Grading)

For land clearing activities without any associated grading or permanent hard surface improvements.

Clearing Area	Permit Fee
Less Than 0.75 Acres	\$400.00
0.75 Acres or More	\$800.00

Table E-2: Clearing and Grading Permit Fees

For proposed land clearing and grading activities without any associated permanent hard surface improvements. One (1) year of erosion control compliance inspections are included in the Permit Fee.

Quantity (Cubic Yards / CY)	Permit Fee	Plan Review Fee
Up to 50.00 CY, w/o Critical Areas	Exempt	Exempt
Up to 50.00 CY, w/ Critical Areas	\$350.00	\$200.00
50.01 – 100.00 CY	\$400.00	\$250.00
100.01 – 1,000.00 CY	\$400.00 for the first 100.00 CY Plus \$15.00 for each additional 100.00 CY or fraction thereof, up to and including 1,000.00 CY	80% of Permit Fee
1,000.01 – 10,000.00 CY	\$535.00 for the first 1,000.00 CY Plus \$15.00 for each additional 1,000.00 CY or fraction thereof, up to and including 10,000.00 CY	80% of Permit Fee
10,000.01 – 100,000.00 CY	\$670.00 for the first 10,000.00 CY Plus \$60.00 for each additional 10,000.00 CY or fraction thereof, up to and including 100,000.00 CY	80% of Permit Fee
100,000.01 CY and up	\$1,210.00 for the first 100,000.00 CY Plus \$50.00 for each additional 10,000.00 CY or fraction thereof	80% of Permit Fee

Table E-3: Right-of-Way, Roadway and Access Review Fees ([Title 12 EMC](#))

Permit Type	Permit Fee
Access Permits	
Driveway Permit ¹⁰	\$400.00
Vehicle Access / Security Gate Permit	Use Table B-2

¹⁰ Includes one (1) inspection. Additional inspections will be charged hourly rates – see Table DEV-1.

Permit Type	Permit Fee
Master Use Permit (Cable and Telecommunication Providers) ¹¹	See EMC 12.08.070
Overweight Commercial Vehicle Permit (Over 24,000 GVW – EMC 10.05.060) Plus Annual Renewal and Inspection Fee ⁹	\$400.00 / initial \$250.00 / year
Right-of-Way Permit (Temporary or Permanent Disturbance of Right-of-Way) Alternative Annual Permit (Franchisees) Single Activity ⁹ Plus Public Road Cut Deposit	See EMC 12.06.095 \$400.00 See EMC 12.06.110
Roadway Development Review Fees, Public or Private (Chapter 12.05 EMC) ¹² Private Access, Shared Access Driveway, or Private Roadway Residential (1-2 Units), Subdivision (2 Lots) ⁹ Commercial, Industrial, Public, Residential (3+ Units), Subdivision (3-6 Lots) Plus Road Inspection Fee (Minimum 2 Hours) Subdivision (7 or More Lots) Plus Fee per Lineal Foot (LF) of Roadway Centerline Plus Road Inspection Fee (Minimum 2 Hours per 500 LF) Public Roadways (onsite or fronting / abutting the project) Plus Fee per Lineal Foot (LF) of Roadway Centerline Plus Road Inspection Fee (Minimum 2 Hours per 500 LF)	\$400.00 \$800.00 Hourly Rate (\$320.00 min.) \$800.00 \$3.20 / LF Hourly Rate \$800.00 \$3.20 / LF Hourly Rate
Road Deviation / Technical Equivalency Request (EMC 12.05.010 / PCC 17B.10.090)	\$650.00
Street Use Permit (Temporary, Limited Use – Chapter 12.16 EMC) Commercial Development Uses Plus Inspection (Minimum 1 Hour) Plus Annual Issuance Fee Single-Family Residential Uses Plus Inspection (Minimum 1 Hour) Plus Annual Issuance Fee Non-Franchise Utility Occupation Plus Annual Issuance Fee Temporary Street Uses, Events, or Closures Plus Weekly Fee Temporary Signage Plus Inspection (Minimum 1 Hour) Plus Annual Issuance Fee	\$350.00 Hourly Rate (\$160.00 min.) \$160.00 / year \$250.00 Hourly Rate (\$160.00 min.) \$80.00 / year \$175.00 \$80.00 / year \$250.00 \$40.00 / week \$175.00 Hourly Rate (\$160.00 min.) \$120.00 / year

¹¹ Only required of providers who want or have facilities within Edgewood right-of-way for the sole purpose of providing service(s) to persons and areas outside of the city. For other activity, a Right-of-Way Permit is required.

¹² Requires additional Fire Review Fee equal to 20% of the Roadway Development Review Fee (excluding Inspection Fees).

Table E-4: Site Development Review Fees

For proposals that create or replace any permanent hard surface with any combination of clearing, grading, right-of-way, roadway, access, and/or surface water improvements.

Permit Type	Fee
Residential Paving and Hard Surface Permit ¹³	\$160.00
Site Development Permit	
Base Plan Review Fee	\$240.00
Plus Clearing and/or Grading Review, if Applicable	Use Table E-1 or E-2
Plus Roadway Review, if Applicable	Use Table E-3
Plus Surface Water Review	Use Table E-6

Table E-5: Sewer System Extension and Connection Charges

Sewer system extension agreements ([Chapter 11.35 EMC](#)) and sewer system connections ([Chapter 11.40 EMC](#)) are processed by the applicable sanitary sewer provider on behalf of the City of Edgewood. Please contact the appropriate sanitary sewer provider to apply for permits and pay fees.

Sewer Area / Agency	Fee Schedule
Lakehaven Water and Sewer	https://www.lakehaven.org/204/Development-Engineering
City of Fife	https://www.fifewa.gov/229/Utility-Billing
Pierce County	https://www.piercecountywa.gov/3958/Connection-Charges

Table E-6: Surface Water Review Fees ([Chapter 13.05 EMC](#))

Review Type	Fee
Surface Water Review	
Under the Threshold for Stormwater Minimum Requirements	Exempt
Stormwater Minimum Requirements 2 and 4 Only	\$240.00
Plus Annual Inspection Fee (Includes 1 Hour)	\$160.00
Stormwater Minimum Requirements 1 – 5 Only	\$480.00
Plus Annual Inspection Fee (Includes 2 Hours)	\$320.00
Stormwater Minimum Requirements 1 – 10	\$960.00
Plus Annual Inspection Fee (Includes 4 Hours)	\$640.00
Surface Water Deviation/Technical Equivalency Request (EMC 13.05.060)	\$650.00
Surface Water Variance Request (EMC 13.05.080)	\$3,000.00

¹³ Refer to the Residential Paving and Hard Surface Permit Checklist for applicability.

Table E-7: Traffic / Concurrency Review Fees ([Chapter 18.105 EMC](#))

Concurrency review is required for any development or redevelopment (except an individual single-family residence) where the proposal or use will generate:

- One (1) or more new vehicle trips through a deficient road or intersection; and/or
- Ten (10) or more new PM Peak Hour vehicle trips.

Review Type	Fee
Capacity Reservation Certificate or Change of Use (EMC 18.105.040)	\$3,000.00
Plus per Net New PM Peak Hour Trip over 25	\$100.00
Traffic Impact Analysis Review Outside Consultant / Third-Party Review	See Table DEV-1

Table E-8: Miscellaneous Engineering Reviews and Fees

Procedure / Process	Fee
Engineering Application and Permit Revisions or Reapplication	Hourly Rate
Amendment of Approved (Not Issued) Permit	
Revision of an Issued Permit (Post-Revision) – <i>Major changes (EMC 13.05.040(E))</i>	
Administrative Fee	\$120.00
Review (Min. 1-Hour Charge)	Hourly Rate (\$160.00 min.)
Reapplication for Expired Permit (No Change in Adopted Regulations)	Permit Fees (50%)
Franchise Agreement	\$1,300.00
Plus City Attorney Review Costs	Actual Cost
Street or Alley Vacation (Chapter 12.14 EMC)	
Initial Application	\$2,000.00
Plus Appraisal	Actual Cost
Plus City Attorney Review Costs	Actual Cost
If Approved, Plus Fair Market Value and Recording Fees	See EMC 12.14.070

Building and Fire Prevention

Permit fees are based on project valuation. Project valuation is calculated by:

- 1) Taking the cost of labor and materials at fair market value¹⁵; or
- 2) Using the current International Code Council (ICC) Building Valuation Table to estimate the value per square foot of the gross area¹⁶ of new structures and additions (www.iccsafe.org).

Table B-1: Building and Fire Prevention Base Permit Fee, by Valuation

For permit types based on project valuation, additional plan review and other fees will apply. The plan review fee is due at the time of application, any remaining fees are due at the time of permit issuance.

Total Valuation ¹⁷	Base Permit Fee
\$0.00 – \$500.00	\$54.00
\$500.01 – \$2,000.00	\$54.00 for the first \$500.00 Plus \$6.00 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00.
\$2,000.01 – \$25,000.00	\$144.00 for the first \$2,000.00 Plus \$24.00 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00.
\$25,000.01 – \$50,000.00	\$696.00 for the first \$25,000.00 Plus \$18.00 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00.
\$50,000.01 – \$100,000.00	\$1,146.00 for the first \$50,000.00 Plus \$12.00 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00.
\$100,000.01 – \$500,000.00	\$1,746.00 for the first \$100,000.00 Plus \$9.60 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00.
\$500,000.01 – \$1,000,000.00	\$5,586.00 for the first \$500,000.00 Plus \$8.40 for each additional \$1,000.00 or fraction thereof, up to and including \$1,000,000.00.
\$1,000,000.01 and up	\$9,786.00 for the first \$1,000,000.00 Plus \$6.00 for each additional \$1,000.00 or fraction thereof.

¹⁵ "Fair market value" means the total value of all construction work, including labor and materials and the contractor's overhead and profit for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, or any other permanent work or permanent equipment.

¹⁶ "Gross area" in this context means the total areas of all floors – measured from the exterior face, outside dimensions, or exterior column line of a building – including basements, cellars, and balconies.

¹⁷ One- and two-family dwelling mechanical and/or plumbing work must be included in the primary building permit (New, Additions and Remodels).

Table B-2: Other Building Permit Fees

Flat permit fees listed in this section are due at the time of permit application.

Permit Type	Base Permit Fee
Accessory Dwelling Unit (EMC 18.90.190)	Use Table B-1
Manufactured Home Placement Fee	\$1,000.00
Demolition Permit	
One- and Two-Family Dwellings	\$240.00
All Other	\$400.00
Re-Roof Permit	
One- and Two-Family Dwellings	\$175.00
All Other	Use Table B-1
Solar Panel	\$500.00
Vehicle Access / Security Gate Permit ¹⁸	
One- and Two-Family Dwellings	\$420.00
All Other	Use Table B-1
All Other Permits	Use Table B-1

Table B-3: Energy Code Review Fees

This fee applies to new construction and to the alteration, repair, addition, and change of occupancy of any existing building or structure. Fees are due at issuance of the associated building permit.

Total Building Permit Valuation	Review Fee
One- and Two-Family Dwellings:	
Any Valuation	\$150.00
All Other:	
\$0.00 – \$20,000.00	\$150.00
\$20,000.01 – \$300,000.00	\$150.00 for the first \$20,000.00 Plus \$1.50 for each additional \$1,000.00 or fraction thereof, up to and including \$300,000.00.
\$300,000.01 – \$800,000.00	\$570.00 for the first \$300,000.00 Plus \$0.75 for each additional \$1,000.00 or fraction thereof, up to and including \$800,000.00.
\$800,000.01 and up	\$945.00 for the first \$800,000.00 Plus \$0.50 for each additional \$1,000.00 or fraction thereof, up to a maximum energy code review fee of \$1,150.00.

¹⁸ Vehicle access / security gates are regulated under the International Fire Code (see local amendments in [EMC 15.70.040](#)). Please note that new gated communities are prohibited except in limited circumstances per [EMC 16.06.110](#).

Table B-4: Mechanical and Plumbing Permit Fees

The fees below are per plumbing or mechanical permit. The City does not issue combination permits for multi-family, commercial, or other non-residential projects.

Structure Type	Permit Fee
One- and Two-Family Dwellings:	
New Construction ¹⁵	12% of Associated Building Permit Fee
Repair or Replacement:	\$135.00, plus \$15.00 / fixture
All Other:	
New Construction, Repair, or Replacement	Use Table B-1

Table B-5: Fire Prevention Permit Fees

Permit Type	Permit Fee
Aboveground or Underground Storage Tank ¹⁹	
Installation, Residential	\$250.00
Installation, Commercial or Other	\$480.00
Removal	\$265.00
Fire Alarm	Use Table B-1
Fire Sprinkler	Use Table B-1
Fire Suppression	Use Table B-1
Operational Permit	Contact City
Public Display of Fireworks (EMC 8.10.030)	Hourly Rate ²⁰
Smoke Control System	
Staff Review	\$560.00
Plus Outside Consultant / Third-Party Review	See Table DEV-1
Temporary Membrane Structure and Tent ²¹	\$300.00
Underground Fire Hydrant, Main, or Valve Connection	Use Table B-1
Vehicle Access / Security Gate Permit	Use Table B-2
All Other Permits	Use Table B-1

¹⁹ Depending on site location, additional critical areas and/or State Environmental Policy Act (SEPA) reviews may be required. Please contact planning staff to confirm.

²⁰ Not to exceed \$5,000.00, consistent with [RCW 70.77.555](#).

²¹ A Temporary Use Permit may also be required – see Table ELU-2.

Table B-6: Fire Code Review Fees

Fees are collected under the associated building permit and are required for new construction, additions, or remodels that create new gross floor area²².

Total Building Permit Valuation	Review Fee
\$0.00 – \$50,000.00	\$160.00
\$50,000.01 – \$300,000.00	\$300.00
\$300,000.01 – \$700,000.00	\$450.00
\$700,000.01 – \$1,000,000.00	\$700.00
\$1,000,000.01 – \$1,500,000.00	\$1,250.00
\$1,500,000.01 – \$5,000,000.00	\$2,000.00
\$5,000,000.01 – \$10,000,000.00	\$2,750.00
\$10,000,000.01 – \$20,000,000.00	\$4,000.00
\$20,000,000.01 and up	\$4,000.00 Plus \$5.00 for each additional \$100,000.00 or fraction thereof.

Table B-7: Miscellaneous Building and Fire Prevention Fees

Procedure / Process	Fee
Electrical Permits https://lni.wa.gov/licensing-permits/	Contact Washington Labor & Industries
Plan Review Fee (Building, Fire, Plumbing and Mechanical Permits) Initial Review (Up to 2 Reviews) Additional Review (Min. 1-Hour Charge)	65% of Permit Fees Hourly Rate (\$160.00 min.)
Revision of an Issued Permit (Post-Revision) ²³ One- or Two-Family Dwelling Admin Fee All Other Admin Fee Review (Min. 1-Hour Charge)	\$120.00 \$240.00 Hourly Rate (\$160.00 min.)
State Building Code Council Fees ²⁴ Single-Family, Duplexes, and Townhomes Multi-Family, Commercial, and Other Per Residential Dwelling Unit > 1	\$6.50 \$25.00 \$2.00

²² "Gross floor area" in this context means the floor area measured from the inside perimeter of the exterior walls. See [EMC 15.70.290](#) for the complete definition.

²³ The fee listed here is for the revision of building, fire, mechanical, or plumbing permits only. Please see Tables ELU-1, ELU-2, ELU-3 and E-8 for other applications and permits that might be revised.

²⁴ Fee is charged per single-family, multi-family, commercial, or other construction permit as established by [Revised Code of Washington \(RCW\) Chapter 19.27](#), including accessory structures. Typically, any work to construct, enlarge, repair, move, demolish, or change the occupancy of a structure is subject to the fee. The fee amount is established by Washington State and is subject to change at any time.

Procedure / Process	Fee
Occupancy Certificates (outside of other permits)	
Temporary Certificate of Occupancy (TCO) – 180 Days	10% of Permit Fee
90-Day Extension of TCO	\$250.00
Replacement / Verification of Previously Permitted Work	\$250.00

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IMPACT FEES

Impact fees are a one-time fee charged for new development to help pay for new or expanded public facilities, such as public streets, parks, and schools. Pursuant to [Ordinance 25-0684](#), Accessory Dwelling Units will not be charged any more than 50% of the principal unit's applicable impact fee(s).

Low-income housing may request exemption from all impact fees (school, park, and traffic) using the procedures in [Chapter 4.40 EMC](#). Requests may be submitted either prior to or at the time of building permit application.

Table I-1: School Impact Fees ([Chapter 4.10 EMC](#))

School impact fees are paid directly to the applicable school district. A receipt must be provided to the City prior to building permit issuance, unless impact fees are deferred pursuant to [Chapter 4.05 EMC](#).

School District		Per Single-Family Unit		Per Multi-Family Unit	
		Up to 2 bedrooms	3 or more bedrooms	1 bedroom	2 or more bedrooms
Fife	www.fifeschools.com	\$3,063.00	\$4,595.00	\$1,623.00	\$2,435.00
Puyallup	www.puyallupsd.org	\$3,063.00	\$4,595.00	\$1,623.00	\$2,435.00
Sumner-Bonney Lake	www.sumnersd.org	\$3,063.00	\$4,595.00	\$1,623.00	\$2,435.00

Table I-2: Park Impact Fees ([Chapter 4.20 EMC](#))

All residential units will be charged \$1.433 per square foot of livable space, with a minimum fee of \$1,295.29 (904 sf) and a maximum fee of \$3,325.15 (2,319 sf).

Table I-3: Traffic Impact Fees ([Chapter 4.30 EMC](#))

Fees are collected pursuant to the current [Transportation Impact Fee Program Report](#), and a detailed list organized by land use can be found here: [Transportation Impact Fee Schedule](#). The applicant can elect to use the city's fee schedule to calculate the applicable fee, which incorporates adjustments for pass-by/diverted trips and trip lengths, or they may provide a TIF calculation prepared by a licensed Transportation Engineer pursuant to [EMC 4.30.090](#).

Per Net New 1.00 PM Peak Hour Trip, or Fraction Thereof	Fee
2026 Rate (Effective January 1, 2026)	\$12,426.00
Plus Administrative Fee (EMC 4.30.140)	5% of Fee

Table I-4: Impact Fee Deferral

An applicant may defer payment of an impact fee for new, single-family units. The request must be submitted prior to building permit issuance. See [Chapter 4.05 EMC](#) for additional information.

Procedure / Process	Fee
Deferral of Park, School, or City Traffic Mitigation Fee, per Fee Type, per Lot	\$400.00

BUSINESS LICENSE FEES

The City of Edgewood requires any business located within the city limits to be licensed prior to operating. Businesses that are physically located outside of the city but conduct business activities within the city, such as contractors and mobile food vendors, are required to obtain a business license if their annual income within city limits exceeds \$5,000.00.

Table BL-1: Business Licenses ([Chapter 5.05 EMC](#))

An application for a general business license, including the general business license fee, is submitted through the Washington State Department of Revenue²⁵. Additional permit fees, Washington State fees, and City Traffic Impact fees may apply. Business inspections are completed by East Pierce Fire & Rescue.

License Type	Fee
Resident General Business License, per Location	\$40.00
Non-Resident General Business License	\$40.00

Table BL-2: Additional Licenses and Permits

The licenses and permits listed below are required in addition to the City of Edgewood General Business License and any other Washington State license, fee, or tax.

License Type	Fee
Adult Business (Chapter 5.10 EMC)	
Location License	\$250.00
Manager's License	\$100.00
Entertainer's License	\$100.00
Home Businesses – Land Use Compliance Review	
Limited Home Business Permit (EMC 18.100.080)	No Charge
Regular Home Business Permit (EMC 18.100.070)	\$200.00

Table BL-3: Miscellaneous Business License Fees

Procedure / Process	Fee
Adult Family Home (DSHS Inspections) ²⁶	
Inspection, Pre-License, or Change to Exiting or Bedrooms	\$400.00

²⁵ Washington State Department of Revenue website: <https://dor.wa.gov/open-business/apply-business-license>

²⁶ Covers up to three (3) hours of staff time for completion of the inspection and inspection checklist. Additional permits may be required. The DSHS Adult Family Home Building Inspection Checklist is available online at: <https://www.dshs.wa.gov/altsa/residential-care-services/afh-building-inspections>

UTILITY CHARGES

The City of Edgewood does not own and/or operate several of the utilities serving the area, such as electricity, natural gas, solid waste, or water. Please contact the appropriate utility for any development charges or rates:

Table U-1: Utility Providers Serving the City of Edgewood

Utility Type	Provider(s)
Electric	Puget Sound Energy (https://www.pse.com/)
Garbage (Solid Waste)	Murrey's / DM Disposal (https://www.murreysdisposal.com/)
Gas	Puget Sound Energy (https://www.pse.com/)
On-Site Septic	Tacoma-Pierce County Health Department (TPCHD) (https://www.tpchd.org/)
Sanitary Sewer	Multiple – for service boundaries, see the Edgewood Interactive GIS Map ²⁷
Water	Multiple – for service boundaries, see the Edgewood Interactive GIS Map ²⁷

Table U-2: Surface Water Utility Annual Service Charge ([EMC 13.10.070](#))

Charges are collected by the Pierce County Assessor-Treasurer with your property tax bill on behalf of the City, including any applicable utility tax.

Classification	Rate
Residential	\$257.58
Duplex	\$332.26
Multi-Family, per Sq. Ft. Impervious Area	\$0.097565
Mobile Home Site	\$141.67
Vacant / Undeveloped	\$64.80
State, County, and Federal Public Highways, per Sq. Ft. Impervious Area	\$0.029268
All Other, per Sq. Ft. Impervious Area	\$0.097565

Table U-3: Utility Tax Rates ([Chapter 5.08 EMC](#))

Utility	Tax Rate
Cable Television (EMC 5.08.030(G))	6.00%
Gas (EMC 5.08.030(B))	6.00%
Light or Power (EMC 5.08.030(C))	6.00%
Sanitary Sewer / Surface Water / Water (EMC 5.08.030(E))	6.00%
Solid Waste (EMC 5.08.030(F))	6.00%
Telephone, Cellular or Regular (EMC 5.08.030(A) and (D))	6.00%

²⁷ The Edgewood Interactive GIS Map is available online at: <https://www.cityofedgewood.org/224/Maps-Directions>

Table U-4: Sanitary Sewer Utility Fees and Charges ([EMC Title 11](#))

The City of Edgewood owns a sanitary sewer utility that serves the Meridian Corridor and some adjacent areas, and it is currently operated and maintained by Lakehaven Water & Sewer District (LWSD) under Interlocal Agreement. LWSD also administers all sanitary sewer development review, permitting, and collects monthly rates for this utility on behalf of the city. Please refer to the [Edgewood Interactive GIS Map](#) for the current service area boundaries.

The table below lists all the fees and charges referenced by [EMC Title 11](#). Please contact LWSD to confirm and/or request an estimate for said fees and charges.

Fee Type	Fee
System Extension Agreements (EMC 11.35.090(H))	LWSD Development Engineering website
Application Fee	\$900.00 + \$2,600 Deposit
Plan Check Costs	Contact LWSD
Inspection Costs	Contact LWSD
Mapping Fee	Contact LWSD
Maintenance Bond Release Inspection Fee	\$760.00
Sewer Capacity Reservation Charge (EMC 11.30.080(F)(2))	Connection Charge (50%)
Latecomer Agreements (EMC Chapter 11.36)	Actual Costs
Reimbursement Fee (per transaction)	\$130.00
Connection Charges (EMC 11.40.110)	LWSD Development Engineering website
Processing Fee (<i>aka Connection Permit</i>)	\$570.00
Existing Facilities Charge	Not Applicable
Conveyance Development Charge (EMC 11.60.060)	\$7,387.00 per ERU (outside LID #1 only)
Future Facilities Charge (<i>aka Capital Facilities Charge</i>)	\$6,676.00 per ERU (LWSD)
Collection System Charge	Not Applicable
Inspection Charges	Contact LWSD
Existing Side Sewer Charges	Not Applicable
Latecomer Agreements	See Above
Credit for ERU Reservation	Contact LWSD if applicable
Transfer Fee	Contact LWSD if applicable
Treatment Charges (<i>commercial/industrial buildings only</i>)	Contact LWSD
Rates (EMC 11.60)	LWSD Sewer Rate website
LWSD Sewer Rates (bi-monthly, includes Utility Tax)	
Fixed Charge	\$31.91
Volume Charges – Single Family	\$6.68
Volume Charges – Other	See LWSD Sewer Rate website
City of Edgewood Sewer Rates (per month)	
Base Rate	\$5.00
Usage Rate (per 100 cubic feet)	\$0.95

ANIMAL AND KENNEL LICENSE FEES (METRO ANIMAL SERVICES)

Animal control and licensing services are provided by Metro Animal Services. The fees below are not a complete list of fees or services, provided pursuant to [EMC 6.01.020\(B\)](#) which references [Sumner Municipal Code \(SMC\) 6.04.030](#), and are subject to change without notice.

License fees are due annually to Metro Animal Services. Fees may be paid by:

1. Completing the annual license process online at <https://metroanimalservices.org>; or
2. Submitting a completed *Pet License Application Form for Edgewood*²⁸ and payment:
 - By Mail / Check: Metro Animal Services, 1104 Maple Street, Ste 240, Sumner, WA 98390
 - In Person: Edgewood City Hall, 10440 Dom Calata Way E, Edgewood, WA 98372

License Type	Fee
Annual Cat License	
Juvenile (8 Weeks to 6 Months)	\$0.00
Adult (7 Months or Older)	
Unaltered	\$60.00
Spayed / Neutered ²⁹	\$12.00
Adult (7 Months or Older), Reduced Rate for Senior Citizens (65 or Older)	
Unaltered	\$30.00
Spayed / Neutered ²⁷	\$6.00
Annual Dog License	
Juvenile (8 Weeks to 6 Months)	\$0.00
Adult (7 Months or Older)	
Unaltered	\$60.00
Spayed / Neutered ²⁷	\$20.00
Adult (7 Months or Older), Reduced Rate for Senior Citizens (65 or Older)	
Unaltered	\$30.00
Spayed / Neutered ²⁷	\$10.00
Late Fees	
Renewal is 30 – 59 Days Late, per License	\$10.00
Renewal is 60 or More Days Late, per License	\$20.00
Kennel License ³⁰	\$75.00
Replacement of Lost or Damaged Tag	\$5.00

²⁸ Form is available online at: <https://metroanimalservices.org/i-have-a-pet/license-my-pet/>

²⁹ In order to receive the reduced rate for altered dogs and cats, owners must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.

³⁰ Kennel may require an Administrative Use Permit (AUP) or Conditional Use Permit (CUP), depending on the location. Additional fees apply.

PUBLIC RECORDS REQUEST FEES ([CHAPTER 2.50 EMC](#))

Records requests can be submitted for most City documents. For the form and instructions, please visit the City's website at: <https://www.cityofedgewood.org/154/Public-Records-Request>.

The City may use an outside vendor for copying services and bill the requestor for the amount charged by the vendor.

Before beginning to copy or scan records, the City may require a deposit of up to 10% of the estimated costs of copying or scanning the records selected by a requestor. The City may also require the payment of the remainder of the copying or scanning costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

Any requestor may ask for an estimate of fees prior to the City processing the request. The requestor may then revise the request in order to reduce the request and applicable charges.

Public Records Request Process	Fee
Alternative Fee ³¹	\$2.00
Certified Copies	
First Page	\$5.00
Per Additional Page	\$1.00
Customized Service Charge	RCW 42.56.120
Photocopies, up to 11 x 17 inches	
Black and White	\$0.15 / Side
Color	\$0.50 / Side
Photocopies, Oversized Documents	Unavailable
Scanning	
Scanning, up to 11 x 17 Inches	\$0.10 / Side
Scanning, over 11 x 17 Inches	\$0.25 / Side
Staff Time, over 30 Minutes (EMC 3.35.040)	Hourly Rate
Transmittal	
Per Four (4) Attachments, Uploads, or Other Electronic Delivery	\$0.05
Per Gigabyte of Electronic Transmission	\$0.10
Digital Transmittal Device (CD, Flash Drive, etc.)	Actual Cost
Physical Transmittal Device (Envelope, Box, Tube, etc.)	Actual Cost
Postage and Delivery	Actual Cost
Transcription of City Council, Board, Commission, or Hearing Examiner Meetings	Actual Cost
Viewing Records	No Charge

³¹ The City may, in its discretion, choose to impose a flat fee as an alternative to the fees in this section when the agency reasonably estimates and documents that the costs will be equal to or more than the listed flat fee.

FEE SCHEDULE UPDATE HISTORY

Resolution No.	Change	Effective Date
26-0XXX	Hourly Rate and Fee Updates	March 1, 2026
Ord. No. 25-0690	Transportation Impact Fee Updates	January 1, 2026
25-0778	School and Park Impact Fee Updates, other misc. cleanup	June 30, 2025
N/A	Annual Update to TIF Trip Rate (Table I-3), per EMC 4.30.130	January 1, 2025
24-0715	Update to TUP review fee.	April 15, 2024
23-0692	Complete update with reformatting.	January 1, 2024
16-0337	Complete update; first fee schedule adopted by resolution.	August 16, 2016

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City Of Edgewood Council Agenda Summary Sheet

Subject: Council Rules of Procedures	Agenda Item #: 2.E
	For Agenda of: 2/3/2026
	Prepared by: Rachel Pitzel
Attachments (list): 1. CC Rules of Procedure Amendments_Amended 08232022_Final_2	
Approval of Materials: Rachel Pitzel Rachel Pitzel, Assistant City Administrator 01/28/2026	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline:

Summary Statement:

This agenda item provides an initial opportunity for Council to discuss the City's Council Rules of Procedure at a high level. The Mayor has requested additional time to review and work through the procedures and believes a more in-depth discussion would be best suited for the Council retreat scheduled for March 31, 2026.

As part of this study session, Council may choose to share general concerns or observations regarding the current Rules of Procedure and, if desired, identify priority areas for the Mayor and staff to focus on in advance of the retreat and a future study session.

Item History:

Recommended Action:

Hold a discussion and provide staff direction to Council Rules of Procedures

Fiscal Note/Consideration:



CITY OF EDGEWOOD
COUNCIL RULES OF PROCEDURE
 Amended – August 23, 2022

Table of Contents

Section 1.	Authority; Enforcement; Construction
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Section 16.	Media Representation at Council Meetings
Section 17.	Council Committee Liaisons, Service on Regional Boards, and Representation on Behalf of the City
Section 18.	Confidentiality
Section 19.	Administration and Housekeeping
Section 20.	Suspension and Amendment of Rules; Implied Waiver
Section 21.	Minutes

SECTION 1. AUTHORITY; ENFORCEMENT; CONSTRUCTION

- 1.1 The Edgewood City Council hereby establishes the following rules for the conduct of Council meetings, proceedings, and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules are adopted. These rules shall be construed in accordance with applicable state law. If any provision of these rules irreconcilably conflicts with any applicable state law provision, the state law provision shall control to the extent of such conflict.
- 1.2 These rules are for the sole use and convenience of the City Council and Mayor and may only be enforced thereby. Nothing in these rules shall be construed as creating any enforceable right, entitlement and/or cause of action in or for any third party.

SECTION 2. ORGANIZATION

- 2.1 **SWEARING IN OF NEW COUNCILMEMBERS** – New Councilmember(s) shall be sworn in, according to the requirements of State law as they currently exist or may hereafter be amended. State law currently allows new Councilmembers to be sworn in (a) Up to ten days prior to the scheduled date of assuming office, including just prior to commencing the first meeting in which the newly elected Councilmember(s) will assume office; or (b) At the last Regular Meeting of the City Council held before the beginning of the year in which Councilmember-elect is to assume office. Under current State law, the oath may be administered and certified by “any officer or notary public who administers oaths, without charge therefore.” This includes but is not limited to, the City Clerk and any judicial officer.
- 2.2 **VACANCIES OF OFFICE** - A vacancy of office will occur upon the death or resignation of the incumbent, the incumbent ceasing to be a legally registered voter of the city, the incumbent’s conviction of a felony or other offense involving a violation of his or her official oath, and other events as set forth in RCW 35A.12.060 and RCW 42.12.010. If a vacancy should occur, the remaining members of the City Council shall appoint a qualified person to fill the vacant position pursuant to the provisions of 42.12.070 within ninety (90) days of the occurrence of the vacancy. Councilmember appointees under this section shall be sworn in prior to assuming their seat on the Council.

The following procedures are intended to provide guidance to the Council when a Councilmember position becomes vacant before the expiration of the official's elected term of office. Provided, the Council in its discretion may specify another lawful process for filling any vacancy.

2.3 APPOINTMENT PROCESS

- (1) The Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

- (2) The City Clerk's office shall prepare and submit a display advertisement to the City's official newspaper and provide courtesy copies to all other local media outlets. The advertisement will announce the vacancy consistent with the requirements necessary to hold public office; specify that the applicant must be a registered voter of the City and have a one (1) year residency in the City. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information including, but not limited to, time to be served in the vacant position, election and salary information, Councilmember authority and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Council deems appropriate.
- (3) The City Clerk's Office shall prepare an application form, which requests appropriate information for Council consideration of the applicants. Applications will be available at the City offices and such other locations that the Council deems appropriate.
- (4) Applications received by the deadline date and time will be copied and circulated by the City Clerk's office to the Mayor and Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
- (5) The City Clerk's office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Council meeting, or a special session Council meeting.
- (6) The City Clerk's office shall notify applicants of the location, date and time of Council interviews.
- (7) Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

2.4 INTERVIEW MEETING - Each interview of an applicant/candidate shall be no more than thirty (30) minutes in length as follows:

- (1) The applicant shall present his or her credentials to the Council. (10 minutes).
- (2) The Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question. (14 minutes).
- (3) An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes).
- (4) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
- (5) The Council may reduce the thirty (30) minute interview time if the number of applicants exceeds six (6) candidates or, alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

- 2.5 VOTING - Upon completion of the interviews, Councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.
- (1) The mayor shall ask for nominations from the Councilmembers.
 - (2) After a nomination and second has been received, the City Clerk shall proceed with a roll-call vote.
 - (3) Balloting will continue until a nominee receives a majority vote.
 - (4) At any time during the balloting process, the Council may postpone balloting until a date certain or regular Council meeting if a majority vote has not been received.
 - (5) Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss the applicant/candidate qualifications.
 - (6) The mayor shall declare the nominee receiving the majority vote as the new Councilmember and the Clerk shall swear him/her into office at the earliest opportunity, no later than the next regularly scheduled Council meeting.
 - (7) If the Council does not give a majority vote within ninety (90) days of the declared vacancy, the RCW delegates appointment powers to Pierce County.

SECTION 3. MAYOR AND DEPUTY MAYOR

- 3.1 Presiding Officer Duties. The mayor shall preside at all meetings of the Council, and in the absence of the Mayor, the Deputy Mayor will act in that capacity. If both the Mayor and Deputy Mayor are absent, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

The responsibilities of the Mayor, Deputy Mayor or Presiding Officer shall be as follows:

- (1) He or she shall preserve order and decorum in the Council chambers.
- (2) He or she shall observe and enforce all procedural rules adopted by the Council.
- (3) He or she shall decide all questions on order in accordance with these rules, subject to appeal by any Councilmember.
- (4) He or she recognize Councilmembers in the order in which they request the floor (Councilmembers shall wait to be recognized before speaking);
- (5) He or she shall state the applicable public hearing procedures before each public hearing.
- (6) He or she shall announce executive sessions held during regular or special Council meetings.
- (7) He or she shall indicate the names of the Councilmembers making the motion and second.
- (8) He or she shall summarize consensus at the conclusion of discussions when the Council concurs or agrees to an item that does not require a formal motion.
- (9) He or she (or his/her designee) shall read the title of the ordinance prior to voting.
- (10) He or she shall appoint Councilmembers to serve on ad hoc committees as deemed necessary.

- (11) He or she will determine ongoing dedicated schedules for regular study sessions, special Council meetings, executive sessions.
- (12) He or she will approve the Council agenda; and
- (13) Mayor may send issues directly to a Council study session for review in lieu of or prior to being referred to a regular Council meeting.

3.2 Mayoral Tie-Breaking Authority and Veto Power. Pursuant to Chapter 35A.12 RCW, the Mayor shall have the following authority with respect to voting and the veto of ordinances:

- (1) The mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.
- (2) The mayor shall have the power to veto ordinances passed by the Council and submitted to him or her as provided in Chapter 35A.12 RCW. Every ordinance which passes the Council in order to become valid must be presented to the mayor; if the Mayor approves it, he or she shall sign it, but if not, the Mayor shall return it with his or her written objections to the Council and the Council shall cause his or her objections to be entered at large into the meeting minutes and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole Council, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor's veto. If the Mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his or her approval.

3.3 Mayor's Statutory Authority and Ceremonial Duties of Mayor.

- (1) The mayor's duties and authority are as set forth in RCW 35A.12.100 and .090, as well as other statutes relating to Mayors in cities organized under the Optional Municipal Code (Title 35A RCW).
- (2) The mayor shall make an annual State of the City report during a regularly scheduled Council meeting.
- (3) The mayor shall represent the City at functions and meetings with other jurisdictions/organizations

SECTION 4. PRO TEMPORE AND DEPUTY MAYOR APPOINTMENTS

- 4.1 Biennially at the first meeting of the Council, or periodically thereafter, the Council may designate a Councilmember as Mayor Pro Tempore or Deputy Mayor for such period as may be specified by the Council. The Deputy Mayor shall serve in the absence or temporary disability of the mayor.
- 4.2 Alternatively, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or disability of the Mayor.
- 4.3 Appointment of a Councilmember to preside over a meeting shall not in any way abridge his or her right to vote on matters coming before the Council at such meeting.

- 4.4 In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

SECTION 5. COUNCIL AUTHORITY AND COUNCIL RELATIONS WITH CITY STAFF

- 5.1 The authority of the City Council is set forth in RCW 35A.11.020 and other provisions in Title 35A RCW.
- 5.2 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 5.3 City staff will acknowledge the Council as policy makers
- 5.4 Councilmembers will acknowledge City staff as administering the Council's policies.
- 5.5 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the mayor, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 5.6 Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 5.7 The Council shall not attempt to change or interfere with the operating rules and practices of any City department in derogation of the mayor's statutory authority.
- 5.8 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk as soon as practicable after it arrives.
- 5.9 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.

SECTION 6. CITY ADVISORY BODIES

- 6.1 Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.
- 6.2 The Council may dissolve any advisory body that, in the Council's opinion, has completed its working function or for any other reason.
- 6.3 Citizen board, commission, committee, and task force members shall be selected in accordance with the following procedures, or at the mayor's discretion.
- A) The City Clerk shall prepare an application packet including a cover page containing the deadline for submittal, supplemental questions regarding applicants' interest in serving on a board/committee/commission, and an acknowledgement of responsibilities.

- B) A citywide recruitment process shall be initiated, seeking applicant(s). Vacancies are advertised, so that any interested person may submit an application. Generally, applicants are required to be residents of the city, however, there are certain board/committee/commission vacancies that do not require applicants to be citizens (i.e., Economic Advisory Board). Councilmembers are encouraged to solicit applications from qualified residents, or where applicable, business owners. Applications shall be available from the office of the City Clerk and on the City's website.

Existing board, commission, committee, and task force members wishing reappointment shall complete an application for consideration of reappointment.

- C) The mayor shall review each application and select candidates to interview. Should there be four or fewer applicants for any one position, all candidates shall be interviewed.
- D) The City Council, as a Committee of the Whole, shall interview candidates in a panel format, with all candidates participating in the interview session concurrently. Councilmembers are encouraged to develop a short list of questions they would like to ask of the candidates. The Mayor shall call on each Councilmember present to ask questions from their prepared list of the candidate(s) of their choice. The same questions may or may not be asked of every candidate. Depending on the number of candidates to be interviewed and in the interest of completing the interview session(s) in a timely manner, the Mayor may limit the number of questions asked by each Councilmember. If the number of questions is to be limited, the Mayor shall announce the number of questions each Councilmember may ask prior to the commencement of the interviews. Upon completing the interviews, each Councilmember may provide his/her opinions of the candidates interviewed for the Mayor to consider in the appointment process.
- E) The Mayor shall appoint or re-appoint, and the Council shall confirm or deny the appointments proposed by the mayor.
- F) Should the Council deny any or all of the Mayoral appointments, the mayor may submit new appointments at a future meeting.
- G) Application materials for candidates interviewed, yet not appointed, will remain in a candidate pool for six months. In the event vacancies arise during that six-month period; the mayor may appoint a candidate(s) from the pool to fill such vacancies. These appointments are subject to confirmation by the full Council. Once this six-month period has passed, a citywide recruitment process shall be initiated, as detailed above, to fill any vacancies that may occur.

SECTION 7. COUNCIL MEETING STAFFING

- 7.1 If a City Administrator has been appointed, he/she shall attend all meetings of the Council unless excused. When the City Administrator has an excused

absence, the mayor may designate another staff member to attend the meeting.

- 7.2 The City Attorney shall attend all regular council meetings of the Council unless excused. The mayor may ask for the City Attorney to attend study sessions and/or any other meetings, as necessary. Upon request and/or in the City Attorney's absence, they shall give an opinion, either written or oral, on legal questions or at the mayor's request provide a substitute legal resource. The City Attorney shall act as the Council's parliamentarian.
- 7.3 The City Clerk or designee shall attend regular, special and study meetings of the Council; keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 8. COUNCIL MEETINGS

- 8.1 Except as otherwise provided in these rules, City Council regular meetings will be held the second and fourth Tuesday of each month in the City Council Chambers of Edgewood City Hall, located at 2224 104th Avenue East. Regular Council meetings will begin at the hour of 7:00 PM and will adjourn no later than 10:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur.
- 8.2 Except as otherwise provided in these rules, City Council study sessions will be held every Tuesday of each month upon which a regular meeting pursuant to Section 2.1 is not scheduled. Study Sessions will be held in the City Council Chambers of Edgewood City Hall, located at 2224 104th Avenue East. Study Sessions will begin at the hour of 7:00 PM and will adjourn no later than 9:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur. Council study sessions will be for the purpose of reviewing forthcoming programs, issues, and policies, receiving progress reports on current programs or projects, or receiving other similar information. Council study sessions shall be considered regular meetings for purposes of Chapter 42.30 RCW, but the Council will typically not take binding or final action on behalf of the City during a study session. Except for informal direction to staff, Council decisions and/or final actions on any matter will be scheduled for a regular or Special Council meeting.
- 8.3 If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held on the next business day unless cancelled and/or rescheduled for a different date as a special meeting.
- 8.4 Information will be available to the public at each meeting stating a summary of the relevant content of Section 5 (audience comment).
- 8.5 The Mayor will state the applicable public hearing procedures before each public hearing.
- 8.6 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the mayor.

- 8.7 Citizen comment and public hearing sign-up sheets will be available at each regular Council meeting for the use of those citizens wishing to address the Council.

8.8 TYPES OF MEETINGS

- (1) Regular - the Council meeting held on the second and fourth Tuesday of each month.
- (2) Special Meetings (see, RCW 42.30.080) - any Council meeting other than the regular Council or Study Session meeting with at least 24 hours advance notice. A Special Council meeting may be scheduled by the mayor or at the request of any four (4) Councilmembers.
- (3) Study Session - work sessions of the Council where no final, binding action is taken.
- (4) Emergency Meetings (see, RCW 42.30.080(4)) - a Special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the mayor. The minutes will indicate the reason for the emergency.
- (5) Executive Session - a portion of a Council meeting that is closed except to the Council, the Mayor, staff members, consultants and/or other persons authorized by the mayor. The public is excluded from attendance. Executive Sessions may be held during Regular or Special Council meetings and will be announced by the mayor. Executive Session subjects are limited to considering matters authorized by applicable state law, including without limitation RCW 42.30.110 and RCW 42.30.140. Executive Sessions may be set as special meetings. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the Executive Session require more time, a public announcement shall be made that the Executive Session is being extended.

8.9 ORDER OF REGULAR COUNCIL MEETING AGENDA

- (1) Call Meeting To Order. The mayor calls the meeting to order.
- (2) Pledge of Allegiance. The mayor designates a Councilmember or an invited guest to lead the flag salute.
- (3) Roll Call. The City Clerk will call roll, announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance, and indicate whether or not the absence of any Councilmember has been excused.
- (4) Public Hearing. Any public hearing(s) on the agenda shall be conducted in accordance with the provisions of Section 12 and any other applicable procedures established by state law or local regulations.

(5) Audience Comment. In accordance with Section 5, members of the audience may address the City Council on any item that is not on the agenda for that meeting during the Audience Comment portion of the meeting.

(6) Proclamations and Presentations. Proclamations (official pronouncements and statements of recognition) from the mayor and/or City Council and presentations from invited guests shall occur during this portion of the meeting.

(7) Mayor's Report. The mayor or his/her designee(s) shall update the City Council concerning current issues and items of Council interest.

(8) Consent Agenda. The consent agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. Any Councilmember may remove any item from the consent agenda for separate discussion and action.

(9) Council Business (Old/New). Old business includes items that were continued or left unfinished from a previous agenda and second readings, if any, of ordinances. New business involves the formal introduction of items to the Council. Councilmembers shall act on the underlying proposal, direct staff to further review the proposal, refer the proposal to Council study session, or schedule the proposal for a second reading. Council discussion, debate and audience comments is allowed for both old and new business.

(10) Council Comments. Individual Councilmembers shall update the Council concerning current issues and items of Council interest.

(11) Adjournment. The meeting shall be formally closed upon adjournment.

8.10 VIRTUAL AND/OR TELEPHONIC MEETINGS

(1) In the case of emergencies where in-person attendance at meetings is prohibited or restricted, the City Council may convene its meetings remotely using virtual and/or telephonic means. In such circumstances, the city will adhere to any applicable federal, state, or county requirements and guidelines concerning meetings. The City may also adopt local rules or regulations, so long as they do not conflict with said federal, state, or county requirements and guidelines.

(2) During non-emergency situations, the city may include a remote meeting component in addition to an in-person component at meetings, sometimes referred to as a "hybrid-meeting." Hybrid-meetings shall comply with all requirements of the OPMA.

(3) Councilmembers are encouraged to attend meetings in person when practicable and able. However, when conducting in-person or hybrid meetings, there may be times a Councilmember may not be able to be physically present at a Council meeting or will want to attend remotely. In such circumstances, Councilmembers may attend by telephone or other virtual means, such as through web conferencing. Adequate notice must be given if special access

considerations are needed. The procedure and guidelines for permitting a Councilmember to attend a Council meeting via telephone or other virtual means are as follows:

A. The Councilmember(s) attending virtually or telephonically:

1. must be able to hear the discussion on the agenda items taking place; and
2. must be able to be heard by all attendees.

B. The meeting minutes should reflect whether a councilmember(s) is appearing by telephone or virtually, unless the minutes reflect that the entire meeting was held virtually.

SECTION 9. AGENDA PREPARATION

- 9.1 As required by applicable state law, the City Clerk will prepare and circulate an agenda for each Council meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the mayor.
- 9.2 An item, other than a reconsideration item, may be placed on a Council meeting agenda by any of the following methods:
 - (1) A majority vote of the Council.
 - (2) Council consensus.
 - (3) By any two (2) Councilmembers; and/or
 - (4) By the Mayor.
- 9.3 An item may be placed on a regular Council meeting agenda after the agenda is closed and the notice issued if the Councilmember or Mayor explains the necessity and receives a sufficient vote of the Council on a motion to suspend the Council Rules of Procedures to add the item at a meeting.
- 9.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 9.5 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items so the public is not kept unduly waiting, and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.
- 9.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled for convenience rather than for statutory or other legal reasons.

- 9.7 Agenda items that are continued from one meeting to another will have preference on the subsequent agenda to the extent possible.
- 9.8 Agenda packets will be finalized by the end of the business day on the Friday preceding the regular Council meeting. Agenda submissions will be accepted until 12:00 p.m. on the Thursday preceding the Friday packet distribution day.
- 9.9 All agenda items packet reports will be in the format provided by the City Clerk's office.
- 9.10 The Council may use the agenda bill "Recommendation" language for making a motion.

SECTION 10. COUNCIL DISCUSSION

- 10.1 Councilmembers shall observe standard principles of decorum, courtesy and professionalism while addressing each other, staff members, and members of the public.
- 10.2 The Mayor has the authority to rule on questions of order. If the Mayor rules a Councilmember's comments to be out of order, the Councilmember may explain why he or she believes the comments are not out of order. The mayor will either rescind or confirm the ruling. If confirmed, the Councilmember shall not continue comment in the manner ruled out of order.

If that Councilmember or any other Councilmember disagrees with the mayor's ruling, they can appeal the point of order. The question is then put to the Council to confirm or deny the mayor's ruling and whether the Councilmember shall continue comment.

SECTION 11. COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

- 11.1 During the Audience Comment portion of the meeting, members of the public may comment up to three (3) minutes on any subject relating to the City of Edgewood and/or the Edgewood community for items that are on or not on the agenda for that meeting, except: (i) comments related to a pending quasi-judicial matter, and (ii) comments prohibited by state law.
- 11.2 Comments made on behalf of a group or organization will be limited to five (5) minutes in duration. Representation on behalf of a group or organization will be considered recognized for the purpose of Audience Comment if the group or organization notifies the City Clerk at least 24 hours in advance of the meeting.
- 11.3 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium and provide their name for the record.

- 11.4 All remarks will be addressed to the Council as a whole, and shall avoid personal, impertinent or slanderous content. Any person disrupting the meeting, including a person who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. The mayor shall consult with the City Attorney before requesting any person to leave the meeting. Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior.
- 11.5 In addition to and/or in lieu of addressing the Council, any persons may provide written comments and other written materials to the City Clerk for distribution to the Council. A contact name, address, and phone number must be printed legibly on any such materials.
- 11.6 The Council has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Council shall consult with the City Attorney before causing any person to be removed from the meeting. The Council may command assistance of any peace officer of the city to enforce all lawful orders of the Council or the Mayor to restore order at any meeting. The maintenance of order shall be enforced consistent with all applicable statutory and constitutional requirements, including, but not limited to, RCW 42.30.050.
- 11.7 Citizens with complaints, concerns or questions will be encouraged to refer the matter to the mayor or ask that the matter be placed on a future Council meeting or Council study session agenda with the appropriate background information.

SECTION 12. MOTIONS

- 12.1 A motion that does not receive a second dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 12.2 A motion that receives a tie vote is deemed to have failed, unless the mayor votes to break the tie.
- 12.3 When making motions, Councilmembers shall be clear and concise and shall not include arguments for the motion within the motion.
- 12.4 After a motion and second (if applicable), the mayor will indicate the names of the Councilmembers making the motion and second.
- 12.5 After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote.
- 12.6 When the Council concurs or agrees to an item that does not require a formal motion, the mayor will summarize the agreement at the conclusion of the discussion.

- 12.7 A motion may be withdrawn by the maker of the motion at any time without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- 12.8 A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, requires a majority vote and it cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table.
- If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not debatable and which requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.
- 12.9 A motion to postpone to a time certain, must be seconded, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- 12.10 A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.
- 12.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 12.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 12.13 Council discussion of the motion only occurs after the motion has been moved and seconded.
- 12.14 The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.
- 12.15 The City Clerk will take a roll call vote if requested by the Mayor or a Councilmember. At the conclusion of any vote, the City Clerk will announce the results of the vote.

- 12.16 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- 12.17 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict, these rules shall prevail.

SECTION 13. ORDINANCES

- 13.1 All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the Council or requested by the Mayor or City Attorney.
- 13.2 The Mayor shall read the title of the ordinance prior to voting. Each ordinance shall carry an agenda bill number which shall be the ordinance number.
- 13.3 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor and the City Attorney.
- 13.4 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment in the manner prescribed by law.
- 13.5 Unless expressly prohibited by law, ordinances may be adopted by the Council upon first reading. The Council may in its discretion require a second reading of any ordinance prior to adoption.

SECTION 14. COUNCILMEMBER ATTENDANCE AT REGULAR MEETINGS

- 14.1 Councilmembers will inform the Mayor, a Councilmember, or City Clerk if they are unable to attend any regular Council meeting or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence. If notification is not given, that Councilmember will be noted as absent in the Council minutes. Pursuant to RCW 35A.12.060, a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused.

SECTION 15. PUBLIC HEARINGS

- 15.1 Quasi-judicial hearings require a decision be made by the Council using a certain process which may include a record of evidence considered and specific findings be made.
- 15.2 Legislative or informational hearings do not require a decision be made even though information is presented.

- 15.3 Councilmembers shall comply with all applicable laws related to the Code of Ethics for Public Officers (chapter 42.23 RCW), conflict of interest requirements, and the Appearance of Fairness doctrine.

Public Hearing Types: There are two types of public hearings. The legislative/informational public hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. Quasi-judicial public hearings are hearings on quasi-judicial actions which determine the legal rights, duties, or privileges of specific parties.

A. Subject to any other applicable procedures established by state law or City ordinance, the following procedure shall be followed during public hearings on:

Legislative/Informational

- The mayor will open the public hearing.
- Staff will make their presentation.
- Citizens comments will be limited to three (3) minutes for individuals and five (5) minutes for a person representing an official position of a recognized organization.
- Additional staff comments will be made.
- The mayor will close public hearing.
- Council discussion will ensue.
- Council action will be taken.

Quasi-Judicial Hearings

- The mayor will open the public hearing.
- Open for declarations of conflict of interest, appearance of fairness and other preliminary matters.
- Staff will make their presentation (15 min).
- Proponent presentation will be made. (15 min)
- Opponent presentation will be made. (15 min)
- Proponent rebuttal will be heard. (10 min)
- Staff comments will be made.
- Public hearing will be closed.
- Council discussion will ensue.
- Council action will be taken.

B. The following rules shall be observed:

Legislative/Information Gathering Public Hearings

- For an initial presentation of background information from a city department, board, commission, committee, or an organization, no more than twenty (20) minutes will be allowed unless otherwise authorized by the Mayor.
- If a speaker purports to speak for an organization, club or others so as to lead Council to believe that a number of persons support a position, then such person shall state how that position was

developed by the group.

- Comments should be limited to three (3) minutes for each individual or five (5) minutes if representing the official position of a recognized organization.
- The mayor may allow additional time for receipt of written testimony when needed.
- The City Clerk shall be the official timekeeper.

Quasi-Judicial Public Hearings

- If a quasi-judicial hearing is on the agenda, the Council will be informed by the City Attorney as to what state law permits as to public comments.
- Quasi-judicial hearings will be conducted in conformance to procedures outlined in applicable state law, and City ordinances, resolutions and policies.
- Testimony will be limited as set forth herein, except that the Presiding Officer shall ask the rest of the Councilmembers if they have any comments or questions before the citizen is excused.
- If comments are provided in writing, they shall be filed with the City Clerk by 1:00 PM of the calendar day preceding the hearing.

Notwithstanding any other provision of these rules, the City Council may in its discretion adopt case-specific procedures to govern any public hearing before the Council. Such procedures may supplement, modify or supersede the provisions of this section. Any such procedures shall be made available to interested parties at least 14 days in advance of the Council hearing.

SECTION 16. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 16.1 All public meetings of the Council and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 17. COUNCIL COMMITTEE LIAISONS, SERVICE ON REGIONAL BOARDS, AND REPRESENTATION ON BEHALF OF THE CITY

- 17.1 Council Committee Liaisons. The Council may designate, by motion, councilmembers to serve as liaisons to each of the city advisory bodies, boards, and commissions ("Council Committee Liaisons"). A Council Committee Liaison is not a "member" of the city advisory body, board, and commission; rather, they are a positive resource to support the City advisory bodies, boards, and commissions in the completion of its annual Work Plan approved by Council. As such, a Council Committee Liaison shall be recognized by the Chair as being in attendance. Liaisons shall not take part in the City advisory bodies, boards, and commissions deliberations or discussions unless the Committee requests the Liaison's participation in a particular discussion. Liaisons shall not take part in any votes or decision making of the City advisory bodies, boards, and commissions. Council

Committee Liaisons are expected to speak on behalf of the Council as a whole, and therefore should avoid taking positions and making comments based on their personal opinions if they differ from the Council majority. Any personal opinions should be clearly identified as such and not be portrayed as the position of the Council majority. Council Committee Liaisons should provide updates to the entire Council, generally at the next regular meeting after the committee or board meeting.

- 17.2 Service on Regional Bodies. The Council may designate, by motion, individual(s) to serve in liaison roles for regional bodies based on the desire, qualifications, and skills of those interested. Councilmembers and the Mayor should indicate their interest in being a representative prior to the time the representative is considered for eligibility. Any "votes" attributed to the city must be based on Council consensus and not the individual position of the representative serving in that role. Regional Body Liaisons should provide updates to the entire Council, generally at the next regular meeting after the regional body's meeting.
- 17.3 For the purpose of commenting on an issue, Council Committee Liaisons and Councilmembers appearing on behalf of the City before another governmental agency, a community organization, through the media, or in their capacity as a regional body representative shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, regional body, another governmental agency, or community organization.
- 17.4 Committee and Board minutes shall reflect the attendance/absence of Council Committee Liaisons and/or Councilmember's attendance. Councilmembers who are not the appointed liaison or alternate liaison must refrain from joining the meeting if there are more than three councilmembers present, unless appropriate notice was given by the city in advance, in compliance with the OPMA.

SECTION 18. CONFIDENTIALITY

- 18.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in applicable state law.
- 18.2 If the Council, in executive session, has discussed any type of issue related to a third party, all contact with that party should be effectuated by the designated City staff representative handling the issue. Councilmembers should obtain the permission of the mayor prior to discussing the information with anyone other than other Councilmembers, the City Attorney or City staff designated by the mayor. Any Councilmember having any contact or discussion shall make full disclosure to the mayor and/or the City Council in a timely manner.

SECTION 19. ADMINISTRATION AND HOUSEKEEPING

- 19.1 When Councilmembers register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.
- 19.2 Open Government Trainings Act. Effective July 1, 2014, the Open Government Trainings Act was enacted requiring all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.
- (a) Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.
 - (b) Officials required to complete training under this section may complete their training before assuming office but must:
 - Complete training no later than ninety (90) calendar days after the date the official:
 - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
 - Otherwise assumes his or her duties as a public official.
 - Complete refresher training at intervals of no more than four years for as long as he or she holds office.
 - (c) Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
 - (d) Training may be completed remotely with technology including but not limited to internet-based training.
 - (e) Additional information and online courses are available on the Washington State Attorney General's website at <http://www.atg.wa.gov/open-government-training>.
- 19.3 Social Media Usage. As an elected official or employee of the City of Edgewood, your social media posts and the ensuing comment threads may qualify as public records that must be retained, disclosed, or moderated in order to comply with state and federal law and the City's rules and policies. This is true even for your personal social media accounts if you discuss City business. Inappropriate use of social media can expose you and the city to allegations of criminal and ethical wrongdoing. Please refer to our policies and procedures regarding the Public Records Act, the Open Public Meetings Act, and other policies related to the conduct and responsibilities of City of Edgewood employees and officials.

SECTION 20. SUSPENSION AND AMENDMENT OF RULES; IMPLIED WAIVER

- 20.1 Any provision of these rules not governed by state law or ordinance may be temporarily suspended by the entire membership of the Council.

- 20.2 These rules may be amended or new rules adopted by a majority vote of the quorum necessary to conduct business.
- 20.3 Unless identified and corrected in accordance with these rules, any action taken in violation of these rules shall be deemed an implied waiver thereof.

SECTION 21. MINUTES

- 21.1 Minutes Generally. Pursuant to RCW 42.32.030 and RCW 35A.12.110, the City Clerk shall keep minutes of all regular and special meetings of the City Council, which shall constitute the City's record of proceedings. Working copies or file copies of all minutes shall be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained and stored in a fire-proof vault. The minutes will be archived in accordance with applicable records retention requirements.
- 21.2 Content of Minutes. Minutes shall document the actions taken at Council meetings, and shall at a minimum include the following:
1. Date of meeting
 2. Location of meeting
 3. Type of meeting (regular, continued, special, etc.)
 4. Time of meeting
 5. Time meeting commenced
 6. Officials/members present*
 7. Officials/members absent or excused*
 8. Topics of business
 9. Actions taken on each business matter
 10. Record of motions
 11. Record of voting
 12. Time of adjournment
 13. Signature blocks for Presiding Officer and Clerk/designee
- *If a Councilmember leaves during a meeting, the time of departure and time of return, if applicable, shall be noted. If a Councilmember arrives after commencement of the meeting, the time of arrival shall be noted.
- 21.3 Approval of Previous Minutes. Proposed minutes shall be placed on the consent agenda for approval. The Council shall approve the minutes, after consideration of the minutes and making any necessary corrections to the minutes. Upon approval by the Council, the minutes shall constitute the official record of the City Council's meeting.
- 21.4 Signing the Minutes. The minutes shall be signed by the City Clerk and the Mayor.

- 21.5 Corrections to Minutes. All authorized corrections to the approved minutes shall be recorded as a business transaction made at the meeting at which the amendment was approved. Following the meeting, the minutes shall be corrected to include the amendment(s) prior to placement of the final, executed minutes in the minute book.

If, after approval of the minutes, a correction must be made, a notation is marked in the margin opposite the correction which states: "Amended, see minutes of _____. "or "Scriber's Error, corrected by (initials of person making correction)", and shall include the date the correction was noted. Errors corrected in the official minutes shall not be corrected by white out, cross-outs or erasures.

- 21.6 Preservation of Minutes. Minutes shall be preserved by the City for the period specified by applicable record retention requirements of state law. Special attention, care and security measures shall be taken to protect the orderly and safe keeping of minutes.