



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tuesday, July 14, 2026 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA
Zoom: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

2. PRESENTATION

A. Angelina Koenig - Executive Director, Mt. View Community Center

3. AUDIENCE COMMENT

4. MAYOR'S REPORT

5. CONSENT AGENDA: *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*

The following items are presented for Council approval:

A. Regular City Council Meeting Minutes of June 23, 2026

B. City Council Budget Retreat Minutes of June 30, 2026

C. Study Session Meeting Minutes of July 7, 2026

D. **AB26-113** - a motion approving July 2026 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$193,422.04 and Vendor Check Numbers 26809 through 26819, with EFT and Direct Pay Payments in the amount of \$645,182.70. Total distributions submitted for review and authorization in the amount of \$838,604.74.

6. COUNCIL BUSINESS

A. **AB26-114** - Mayoral Appointments/Council Confirmation to the Planning Commission and Economic Development Advisory Board

B. **AB26-0713** - Ordinance 26-0713 Related to Updating the City's Business Licensing and Home Business Standards

7. COUNCIL COMMENTS

8. ADJOURN

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



CITY OF EDGEWOOD

REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, June 23, 2026 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA

1 CALL TO ORDER

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

Present: Mayor Olson (virtually via Zoom), Deputy Mayor Creley (virtually via Zoom), Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith, Councilmember Rasmus (virtually via Zoom), Councilmember Edwards, Councilmember Southard

2 AUDIENCE COMMENT

Daryl Eidinger, and Kerin Sotak spoke.

3 MAYOR'S REPORT

Mayor Olson shared his report with those in attendance.

4 CONSENT AGENDA:

- A. Regular City Council Meeting Minutes of June 9, 2026
- B. Study Session Meeting Minutes of June 16, 2026
- C. Special Meeting Minutes of June 16, 2026
- D. **AB26-110** - a motion approving June 2026 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$140,592.95 and Vendor Check Numbers 26798 through 26808, with EFT and Direct Pay Payments in the amount of \$471,505.02. Total distributions submitted for review and authorization in the amount of \$612,097.97.
- E. **AB26-0799** - Resolution 26-0799 Authorizing the Mayor to Execute a Third Amendment to a Cooperation Agreement with Pierce County for Urban County Community Development Program Funds
Motion: As read **Action:** Approved **Moved by:** Deputy Mayor Creley **Seconded by:** Councilmember Pazaruski **Motion Passed**

5 COUNCIL BUSINESS

- A. **AB26-112** - Mayoral Appointments/Council Confirmation to the Planning Commission and Economic Development Advisory Board
Motion: As read **Action:** Approved **Moved by:** Councilmember Rasmus **Seconded by:** Councilmember Edwards **Motion Passed**

6 COUNCIL COMMENTS

Mayor Olson, Deputy Mayor Creley, Councilmembers Keith and Edwards spoke.

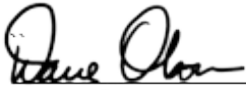
7 EXECUTIVE SESSION

A. Pursuant to RCW 42.30.110 (a)(ii)(i) - Potential Litigation

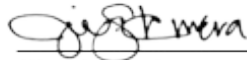
Mayor Olson recessed the meeting and Councilmembers went into an Executive Session for 23 minutes.

8 ADJOURN

The Executive Session ended, and Mayor Olson adjourned the meeting at 7:43pm.



Dave Olson
Mayor



Jill Schwerzler-Herrera
City Clerk/HR Director



CITY OF EDGEWOOD

SPECIAL MEETING BUDGET RETREAT MINUTES

Tuesday, June 30, 2026 – 5:00 PM ♦ City Hall – 10440 Dom Calata Way E. ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Olson called the meeting to order at 5:00pm and led attendees in the Pledge of Allegiance.

Present: Mayor Olson, Deputy Mayor Creley (virtually via Zoom), Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith Councilmember Rasmus, Councilmember Edwards, Councilmember Southard

2 COUNCIL BUSINESS

A. City Revenue Sources

Council reviewed the City's primary General Fund revenue sources, including property tax, sales tax, utility tax, development revenues, state-shared revenues, licenses and fees, and miscellaneous revenues. A presentation was provided on property tax allocation and historical revenue trends.

B. Budget Calendar

Staff introduced the upcoming budget calendar.

C. City Expenditures

The budget retreat agenda was outlined, noting a review of City expenditures and the General Fund balance projection. Expenditure discussions occurred as part of the overall budget presentation.

D. Development Revenues

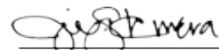
Staff reviewed development revenues, including building, mechanical, plumbing permit fees, and planning fees. Additional discussion covered development-related revenues and projected capital projects.

3 ADJOURN

Mayor Olson adjourned the meeting at 7:23pm.



Dave Olson
Mayor



Jill Schwerzler-Herrera
City Clerk/HR Director



CITY OF EDGEWOOD

STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, July 7, 2026 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA

1 CALL TO ORDER

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

Present: Mayor Olson, Deputy Mayor Creley (virtually via Zoom), Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith (virtually via Zoom) Councilmember Rasmus, Councilmember Edwards, Councilmember Southard (virtually via Zoom)

2 INTERVIEWS

The City Council interviewed applicants for Planning Commission and Economic Development Advisory Board (EDAB) vacancies. Councilmembers asked applicants questions regarding their backgrounds, qualifications, community involvement, and interest in serving.

- A. Planning Commission — Positions 1 and 3 with terms ending June 30, 2028
- B. Economic Development Advisory Board — Position 5 with a term ending June 30, 2028

3 COUNCIL BUSINESS

- A. Equity, Diversity, and Inclusion Council Sub-Committee Update
The Equity, Diversity and Inclusion (EDI) Council Subcommittee reported that it had reduced the draft community survey to 19 questions and incorporated Human Resources recommendations into the survey language. The Subcommittee anticipates meeting again to finalize the survey with the goal of launching it in time for Summerfest.
- B. Home Business and License Code Updates
Community Development Director Jeremy Metzler presented proposed amendments to the City's home business and business license regulations. The proposed changes would consolidate existing home business provisions, streamline administration, and incorporate future state business license threshold indexing into the municipal code. Council discussed the proposed amendments, including permitting requirements, neighborhood impacts, customer traffic, notification procedures, and balancing support for home-based businesses with neighborhood compatibility. The ordinance is scheduled for consideration at a future Regular Council Meeting.

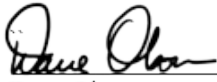
4 COUNCIL COMMENTS

Motion: that future advisory body interviews be conducted in a Committee of the Whole format in accordance with Section 6.3 of the Council Rules of Procedure **Action:** Approve
Moved by: Councilmember Keith **Seconded by:** Deputy Mayor Creley **Motion Failed**

Mayor Olson, Councilmembers Southard, Keith, Rasmus, and Edwards spoke.

5 ADJOURN

Mayor Olson adjourned the meeting at 8:16pm.



Dave Olson
Mayor



Jill Schwerzler-Herrera
City Clerk/HR Director



City Of Edgewood Council Agenda Summary Sheet

Subject: AB26-113 - a motion approving July 2026 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$193,422.04 and Vendor Check Numbers 26809 through 26819, with EFT and Direct Pay Payments in the amount of \$645,182.70. Total distributions submitted for review and authorization in the amount of \$838,604.74.	Agenda Item #: 5.D
	For Agenda of: 7/14/2026
	Prepared by: Stephanie Goff, Vicki Bradeen
Attachments (list): 1. 071426 Voucher Directory 2. 071426 Claims Register	
Approval of Materials: Stephanie Goff, Vicki Bradeen Dave Olson, Mayor 07/08/2026	Expenditure Required: \$838,604.74
	Amount Budgeted: \$838,604.74
	Timeline:

Summary Statement:

AB26-110 approving July 2026 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$193,422.04 and Vendor Check Numbers 26809 through 26819, with EFT and Direct Pay Payments in the amount of \$645,182.70. Total distributions submitted for review and authorization in the amount of \$838,604.74.

Item History:

Recommended Action:

MOTION to adopt AB26-113 - a motion approving July 2026 Budgeted E as presented under the Consent Agenda.

Fiscal Note/Consideration:



Voucher Directory

Fiscal: : 2026 - July
Council Date: : 2026 - July - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Amazon Capital Services					
		Direct Pay Payment 7/8/2026 2:49:41 PM - 1	2026 - July - 1st Council Meeting		
		1FT3-4JPP-3YKC			
			June Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$659.70
				Custom COE Canopy & Table Cloth/Office Supplies	
			001-021-000-521-20-31-01	Office & Operational Supplies	\$24.56
				Window Cleaner/Sponges/Pumice Stone/Lime-Rust Remover-PD	
			001-022-000-548-30-31-53	PPE-Personal Protective Equipment	\$113.40
				Cut-Resistant & Nitrile Gloves/Surveyors Vest	
			001-076-000-576-80-31-01	Operational Supplies	\$3,148.20
				Playground Repair Kits	
			001-076-000-576-80-31-02	Recreation Activities & Events	\$1,828.00
				Supplies-America's 250th Event-ECP	
			410-000-000-531-38-31-53	PPE-Personal Protective Equipment	\$48.60
				Cut-Resistant & Nitrile Gloves/Surveyors Vest	
		Total 1FT3-4JPP-3YKC			\$5,822.46
		Total Direct Pay Payment 7/8/2026 2:49:41 PM - 1			\$5,822.46
Total Amazon Capital Services					\$5,822.46
American Traffic Solutions					
		Direct Pay Payment 7/8/2026 2:49:41 PM - 2	2026 - July - 1st Council Meeting		
		INV0125879			
			June Traffic Camera Services		
			001-021-000-521-70-41-11	Traffic Policing-Traffic Camera Contract	\$21,000.00
				7 Traffic Cameras	
		Total INV0125879			\$21,000.00
		Total Direct Pay Payment 7/8/2026 2:49:41 PM - 2			\$21,000.00
Total American Traffic Solutions					\$21,000.00
Cascade Display LLC					
	26809		2026 - July - 1st Council Meeting		
		INV-2026-001			
			Balance-July 3rd Celebration		
			001-076-000-576-80-31-02	Recreation Activities & Events	\$6,000.00

Vendor	Number	Reference	Account Number	Description	Amount
				America's 250th Event-July 3rd-Fireworks Show	
		Total INV-2026-001			\$6,000.00
	Total 26809				\$6,000.00
Total Cascade Display LLC					\$6,000.00
City of Sumner					
	26810			2026 - July - 1st Council Meeting	
		070126-COS			
			2nd Qtr 2026 Animal Licenses		
			650-000-000-589-30-00-05	Animal Licenses	\$246.00
				2nd Qtr 2026 Animal Licenses	
		Total 070126-COS			\$246.00
		1498			
			July Services		
			001-019-000-554-30-41-01	Animal Control Services	\$9,825.17
				Animal Control Svs. for July	
		Total 1498			\$9,825.17
	Total 26810				\$10,071.17
Total City of Sumner					\$10,071.17
CivicPlus, LLC					
	Direct Pay Payment 7/8/2026 2:49:41 PM - 3			2026 - July - 1st Council Meeting	
	37211				
			PO 2026025		
			001-018-000-518-85-49-03	Computer Subscriptions	\$2,857.49
				Social Media Archiving-7/1/26-2/29/28	
		Total 37211			\$2,857.49
	Total Direct Pay Payment 7/8/2026 2:49:41 PM - 3				\$2,857.49
Total CivicPlus, LLC					\$2,857.49
Comcast					
	EFT Payment 7/8/2026 2:49:28 PM - 1			2026 - July - 1st Council Meeting	
	8498 35 021 0602869 6/29-7/28/26				
			6/29-7/28/26 Services		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$455.68
				City Hall Public Internet	
		Total 8498 35 021 0602869 6/29-7/28/26			\$455.68
	Total EFT Payment 7/8/2026 2:49:28 PM - 1				\$455.68
Total Comcast					\$455.68

Vendor	Number	Reference	Account Number	Description	Amount
Department of Revenue					
		EFT Payment 7/8/2026 2:49:28 PM - 2		2026 - July - 1st Council Meeting	
		063026-DOR			
			Q2 2026 Excise Tax Return		
			001-076-000-576-80-31-01	Operational Supplies	\$66.89
				Sales Tax-Dog Waste Depot-Dog Waste Bags	
			401-000-000-535-10-41-51	State Taxes	\$3,820.73
				Q2 2026 Public Utility & B&O Taxes	
		Total 063026-DOR			\$3,887.62
		Total EFT Payment 7/8/2026 2:49:28 PM - 2			\$3,887.62
Total Department of Revenue					\$3,887.62
 Drain-Pro					
	26811			2026 - July - 1st Council Meeting	
		158030			
			February Services City Hall		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$417.50
				Portable Restroom Rental-Emergency Svcs-Water Shut-Off-City Hall	
		Total 158030			\$417.50
		158151			
			June Addt'l Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$7.00
				Seat Covers-Edgemont Park	
		Total 158151			\$7.00
		158152			
			June Addt'l Svcs Trainhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$7.00
				Seat Covers-Trailhead Park	
		Total 158152			\$7.00
		158153			
			Additional July Services		
			001-076-000-576-80-31-02	Recreation Activities & Events	\$835.00
				America's 250th Event in the Park-ECP	
			001-076-000-576-80-45-03	Operating Rentals	\$835.00
				Summerfest-ECP	
		Total 158153			\$1,670.00
		158393			
			7/5-8/1/26 Svcs-Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				Edgemont Park	
		Total 158393			\$144.50
		158394			
			7/5-8/1/26 Svcs Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$259.00
				Nelson Nature Park	
		Total 158394			\$259.00

Vendor	Number	Reference	Account Number	Description	Amount
		158395			
			7/5-8/1/26 Svcs Nelson Farm Park		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
			Nelson Farm Park		
		Total 158395			\$144.50
		158396			
			7/5-8/1/26 Svcs Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$199.50
			Trailhead Park		
		Total 158396			\$199.50
		158397			
			7/5-8/1/26 Svcs PW Yard		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
			PW Yard		
		Total 158397			\$144.50
	Total 26811				\$2,993.50
Total Drain-Pro					\$2,993.50
ESI Security					
	EFT Payment 7/8/2026 2:49:28 PM - 3		2026 - July - 1st Council Meeting		
	002573				
			June Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$1,255.14
			Padlocks (12);IC Cores (18); Keys (6)-Parks		
		Total 002573			\$1,255.14
	Total EFT Payment 7/8/2026 2:49:28 PM - 3				\$1,255.14
Total ESI Security					\$1,255.14
Gray & Osborne, Inc					
	26812		2026 - July - 1st Council Meeting		
		9-G&O Prj. 25527.00			
			May-June Svcs-48th Street E Preservation CM		
			340-000-000-595-80-63-01	Transportation Cap Projects	\$38,861.16
				T-14 48th St E Preservation Project	
			48th St E Preservation Project		
		Total 9-G&O Prj. 25527.00			\$38,861.16
	Total 26812				\$38,861.16
Total Gray & Osborne, Inc					\$38,861.16
Herrera Environmental Consultants, Inc.					
	Direct Pay Payment 7/8/2026 2:49:41 PM - 4		2026 - July - 1st Council Meeting		
	62526				
			May Svcs-Prj 24-08554-002		
			411-000-000-594-31-63-08	Capital Improvement Projects	\$5,915.10
			SW17-Aquatic Resource Mitigation Program (Herrera #2025-01)		
		Total 62526			\$5,915.10

Vendor	Number	Reference	Account Number	Description	Amount
		62648			
			May Svcs-Prj 24-08554-003		
			001-058-000-558-60-41-23	Professional Serv-GMA	\$867.66
				Tree Canopy Goal & Policy Support (Herrera #2026-01)	
			410-000-000-531-38-41-01	Professional Service	\$867.67
				Tree Canopy Goal & Policy Support (Herrera #2026-01)	
		Total 62648			\$1,735.33
		Total Direct Pay Payment 7/8/2026 2:49:41 PM - 4			\$7,650.43
		Total Herrera Environmental Consultants, Inc.			\$7,650.43
Kelley Create					
	26813		2026 - July - 1st Council Meeting		
		IN2362803			
			3/30-6/29/26 Copy Charges		
			001-018-000-518-20-42-03	Copy Machine Charges	\$83.16
				Copy Overage Charges	
		Total IN2362803			\$83.16
	Total 26813				\$83.16
	Total Kelley Create				\$83.16
Kings III Emergency Communications					
		EFT Payment 7/8/2026 2:49:28 PM - 4	2026 - July - 1st Council Meeting		
		3476193			
			Service Elevator Phone(s)		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$54.95
				Service Elevator Phone(s) 7/1-7/31/26	
		Total 3476193			\$54.95
		Total EFT Payment 7/8/2026 2:49:28 PM - 4			\$54.95
		Total Kings III Emergency Communications			\$54.95
Lakehaven Water & Sewer District					
		EFT Payment 7/8/2026 2:49:28 PM - 5	2026 - July - 1st Council Meeting		
		3574701 4/14-6/16/26			
			4/14-6/16/26 Svcs 10440 Dom Calata Way E		
			001-018-000-518-30-47-04	Sewer Charges	\$156.74
				City Hall	
		Total 3574701 4/14-6/16/26			\$156.74
		3833501 4/14-6/16/26			
			4/14-6/16/26 Svcs 10601 36th St E		
			001-018-000-518-30-47-04	Sewer Charges	\$247.70
				Edgewood Community Park	
		Total 3833501 4/14-6/16/26			\$247.70
		Total EFT Payment 7/8/2026 2:49:28 PM - 5			\$404.44
		Total Lakehaven Water & Sewer District			\$404.44

Vendor	Number	Reference	Account Number	Description	Amount
LONG Building Technologies, Inc.					
	26814			2026 - July - 1st Council Meeting	
		SRVCE0029497			
				LenelS2's Software Upgrade & Support Plan	
			001-018-000-518-85-49-03	Computer Subscriptions	\$439.30
				LenelS2's Software Upgrade & Support Plan	
		Total SRVCE0029497			\$439.30
	Total 26814				\$439.30
Total LONG Building Technologies, Inc.					\$439.30
McClatchy Company LLC					
		Direct Pay Payment 7/8/2026 2:49:41 PM - 5		2026 - July - 1st Council Meeting	
	49434				
				June Statement	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$744.32
				June Statement	
		Total 49434			\$744.32
	Total Direct Pay Payment 7/8/2026 2:49:41 PM - 5				\$744.32
Total McClatchy Company LLC					\$744.32
McKinstry Co, LLC					
		Direct Pay Payment 7/8/2026 2:49:41 PM - 6		2026 - July - 1st Council Meeting	
	10332699				
				July Maintenance	
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,755.57
				July Maintenance	
		Total 10332699			\$1,755.57
	Total Direct Pay Payment 7/8/2026 2:49:41 PM - 6				\$1,755.57
Total McKinstry Co, LLC					\$1,755.57
McLendon - Parkrose Hardware					
		EFT Payment 7/8/2026 2:49:28 PM - 6		2026 - July - 1st Council Meeting	
	338091				
				June Statement	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$58.92
				Mosquito Traps-City Hall	
	Total 338091				\$58.92
	338116				
				June Statement	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$9.97
				Bulk Fasteners-City Hall	
	Total 338116				\$9.97
	338158				
				June Statement	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$39.95

Vendor	Number	Reference	Account Number	Description	Amount
				Heat Shrink Butt & Connector/AWG Wire	
		Total 338158			\$39.95
		338262			
			June Statement		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$37.55
				Replacement Boards-Utility Trailer	
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$16.10
				Replacement Boards-Utility Trailer	
		Total 338262			\$53.65
		338290			
			June Statement		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$92.47
				Black Spray Paint/Spray Handle/Circular Saw Blade-Utility & Dump Trailers	
			001-022-000-548-30-35-01	Small Tools/Minor Equipment	\$186.31
				Flute Step Bt Set-3 PC	
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$39.63
				Black Spray Paint/Spray Handle/Circular Saw Blade-Utility & Dump Trailers	
		Total 338290			\$318.41
		338394			
			June Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$19.02
				Mouse/Rat Traps-City Hall	
			001-022-000-548-30-35-01	Small Tools/Minor Equipment	\$82.13
				Drill Bit Kits-(Qty 2)	
		Total 338394			\$101.15
		338571			
			June Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$87.64
				Batteries-City Hall Door Access	
			001-076-000-576-80-31-02	Recreation Activities & Events	\$188.12
				Stakes-America's 250th Event-ECP	
		Total 338571			\$275.76
		338667			
			June Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$131.50
				Floor Fans-Broken Waterline Cleanup-City Hall	
		Total 338667			\$131.50
		338732			
			June Statement		
			001-076-000-576-80-31-01	Operational Supplies	\$95.74
				PVC Pipe/PVC Cement-Windmill Foundation	
		Total 338732			\$95.74
		Total EFT Payment 7/8/2026 2:49:28 PM - 6			\$1,085.05
		Total McLendon - Parkrose Hardware			\$1,085.05

Vendor	Number	Reference	Account Number	Description	Amount
Measure Meant, SPC					
	26815			2026 - July - 1st Council Meeting	
		26026			
			June Services		
			001-058-000-558-60-41-23	Professional Serv-GMA	\$20,000.00
				Climate Sub-Element Project	
		Total 26026			\$20,000.00
	Total 26815				\$20,000.00
Total Measure Meant, SPC					\$20,000.00
Miles Resources					
	26816			2026 - July - 1st Council Meeting	
		PE #2 - T-14			
			48th St E Preservation Project		
			340-000-000-595-80-63-01	Transportation Cap Projects	\$420,590.64
				T-14 48th St E Preservation Project	
				48th St E Preservation Project-T-14	
		Total PE #2 - T-14			\$420,590.64
	Total 26816				\$420,590.64
Total Miles Resources					\$420,590.64
Murrey's Disposal Company					
	EFT Payment 7/8/2026 2:49:28 PM - 7			2026 - July - 1st Council Meeting	
	13743539S111				
			June Services		
			001-022-000-544-20-47-03	Waste Disposal	\$441.35
				PW Yard	
		Total 13743539S111			\$441.35
	Total EFT Payment 7/8/2026 2:49:28 PM - 7				\$441.35
Total Murrey's Disposal Company					\$441.35
O'Reilly Auto Parts					
	EFT Payment 7/8/2026 2:49:28 PM - 8			2026 - July - 1st Council Meeting	
	062826-OAP				
			June Statement		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$123.86
				Cabin Filter-Vehicle #20; Parts-Bobcat	
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$53.08
				Cabin Filter-Vehicle #20; Parts-Bobcat	
		Total 062826-OAP			\$176.94
	Total EFT Payment 7/8/2026 2:49:28 PM - 8				\$176.94
Total O'Reilly Auto Parts					\$176.94

Vendor	Number	Reference	Account Number	Description	Amount
Pape Machinery Inc.					
	Direct Pay Payment 7/8/2026 2:49:41 PM - 7		2026 - July - 1st Council Meeting		
	16940255				
		June Purchases			
		001-022-000-548-30-32-02		Supplies/Parts-Vehicles & Equipment	\$53.89
		Parts-Mowers			
		410-000-000-531-38-32-02		Supplies/Parts-Vehicles & Equipment	\$23.10
		Parts-Mowers			
		Total 16940255			\$76.99
	Total Direct Pay Payment 7/8/2026 2:49:41 PM - 7				\$76.99
Total Pape Machinery Inc.					\$76.99
Pierce County Budget & Finance PW					
	26817		2026 - July - 1st Council Meeting		
		CI-388333			
		May Services			
		101-000-000-542-64-41-02		Traffic Control Devices-Traffic Operations (Contract)	\$1,225.82
		May Services-Signs			
		Total CI-388333			\$1,225.82
		CI-388395			
		May Services			
		101-000-000-542-38-41-02		Roadway-Road Maint (Intergov contract)	\$10,836.72
		101-000-000-542-64-41-02		Traffic Control Devices-Traffic Operations (Contract)	\$676.45
		101-000-000-542-70-41-04		Roadside-ROW Veg Maint (Intergov)	\$12,597.01
		410-000-000-531-38-41-13		Storm Drainage-Structure Maint	\$43,265.42
		Total CI-388395			\$67,375.60
	Total 26817				\$68,601.42
Total Pierce County Budget & Finance PW					\$68,601.42
Primo Brands					
	EFT Payment 7/8/2026 2:49:28 PM - 9		2026 - July - 1st Council Meeting		
	06F8750032356				
		May/June Water Delivery			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$175.40
		May/June Water Delivery			
		Total 06F8750032356			\$175.40
	Total EFT Payment 7/8/2026 2:49:28 PM - 9				\$175.40
Total Primo Brands					\$175.40
Public Finance Inc.					
	Direct Pay Payment 7/8/2026 2:49:41 PM - 8		2026 - July - 1st Council Meeting		
	0002618				
		3rd Qtr 2026 LID Services			
		202-000-000-535-10-41-01		Professional Services	\$1,694.90

Vendor	Number	Reference	Account Number	Description	Amount
				3rd Qtr 2026 LID Services	
		Total 0002618			\$1,694.90
		Total Direct Pay Payment 7/8/2026 2:49:41 PM - 8			\$1,694.90
Total Public Finance Inc.					\$1,694.90
Puget Sound Energy					
		EFT Payment 7/8/2026 2:49:28 PM - 10		2026 - July - 1st Council Meeting	
		300000011233 June 2026			
		June Statement			
		001-018-000-518-30-47-01		Electricity	\$9,451.35
				6/2-7/1/26 Services	
		Total 300000011233 June 2026			\$9,451.35
		Total EFT Payment 7/8/2026 2:49:28 PM - 10			\$9,451.35
Total Puget Sound Energy					\$9,451.35
Shell					
		EFT Payment 7/8/2026 2:49:28 PM - 11		2026 - July - 1st Council Meeting	
		113743622			
		June Statement			
		001-022-000-548-30-32-01		Fuel	\$1,952.31
				Fuel	
		410-000-000-531-38-32-01		Fuel	\$882.10
				Fuel	
		Total 113743622			\$2,834.41
		Total EFT Payment 7/8/2026 2:49:28 PM - 11			\$2,834.41
Total Shell					\$2,834.41
Smarsh, Inc.					
		Direct Pay Payment 7/8/2026 2:49:41 PM - 9		2026 - July - 1st Council Meeting	
		INV-360727			
		6/1-6/30/26 Web Archiving			
		001-018-000-518-85-49-03		Computer Subscriptions	\$52.62
				6/1-6/30/26 Web Archiving	
		Total INV-360727			\$52.62
		Total Direct Pay Payment 7/8/2026 2:49:41 PM - 9			\$52.62
Total Smarsh, Inc.					\$52.62

Vendor	Number	Reference	Account Number	Description	Amount
Tacoma Screw Products Inc	26818			2026 - July - 1st Council Meeting	
		130094182-00			
			June Purchases		
			001-022-000-548-30-31-53	PPE-Personal Protective Equipment	\$160.36
				Disposable Nitrile Gloves-XL-(Qty 10 Bxs)	
			410-000-000-531-38-31-53	PPE-Personal Protective Equipment	\$68.72
				Disposable Nitrile Gloves-XL-(Qty 10 Bxs)	
		Total 130094182-00			\$229.08
	Total 26818				\$229.08
Total Tacoma Screw Products Inc					\$229.08
Traffic Management, Inc.					
	Direct Pay Payment 7/8/2026 2:49:41 PM - 10			2026 - July - 1st Council Meeting	
	1366753				
			June Rental		
			101-000-000-542-70-45-03	Roadside-Operating Rentals	\$1,887.84
				Readerboard-Jovita Blvd Closure	
		Total 1366753			\$1,887.84
	Total Direct Pay Payment 7/8/2026 2:49:41 PM - 10				\$1,887.84
Total Traffic Management, Inc.					\$1,887.84
Transpo Group					
	Direct Pay Payment 7/8/2026 2:49:41 PM - 11			2026 - July - 1st Council Meeting	
	37958				
			Prj. 1.24363.00 Prologis EIS		
			001-058-000-558-60-41-01	Professional Services-Reimbursable	\$10,990.00
				Prologis EIS	
		Total 37958			\$10,990.00
	Total Direct Pay Payment 7/8/2026 2:49:41 PM - 11				\$10,990.00
Total Transpo Group					\$10,990.00
Utilities Underground Location Center					
	Direct Pay Payment 7/8/2026 2:49:41 PM - 12			2026 - July - 1st Council Meeting	
	6060156				
			June Services		
			410-000-000-531-38-49-09	Misc. Fees & Charges	\$273.24
				Utility Locating Svs. for June	
		Total 6060156			\$273.24
	Total Direct Pay Payment 7/8/2026 2:49:41 PM - 12				\$273.24
Total Utilities Underground Location Center					\$273.24

Vendor	Number	Reference	Account Number	Description	Amount
Verizon Connect Fleet					
	EFT Payment 7/8/2026 2:49:28 PM - 12		2026 - July - 1st Council Meeting		
	306000086868				
		June Statement			
		001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications		\$176.11
			6/1-6/30/26 Vehicle Tracking Svcs		
		Total 306000086868			\$176.11
	Total EFT Payment 7/8/2026 2:49:28 PM - 12				\$176.11
Total Verizon Connect Fleet					\$176.11
Verizon Wireless					
	EFT Payment 7/8/2026 2:49:28 PM - 13		2026 - July - 1st Council Meeting		
	6146908125				
		June Statement			
		001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications		\$1,052.78
			June Monthly Statement		
		Total 6146908125			\$1,052.78
	Total EFT Payment 7/8/2026 2:49:28 PM - 13				\$1,052.78
Total Verizon Wireless					\$1,052.78
WA State Treasurer					
	26819		2026 - July - 1st Council Meeting		
		070126-WST			
		Q2 2026 Building Fees			
		650-000-000-589-30-00-04	State Bldg Code Fee		\$921.50
			Q2 2026 Building Fees		
		Total 070126-WST			\$921.50
	Total 26819				\$921.50
Total WA State Treasurer					\$921.50
Xtreme Graphix, Inc.					
	EFT Payment 7/8/2026 2:49:28 PM - 14		2026 - July - 1st Council Meeting		
	26-1618				
		July Purchases			
		001-076-000-576-80-31-02	Recreation Activities & Events		\$105.12
			Banners-America's 250th Event in the Park-(Qty 2)		
		Total 26-1618			\$105.12
	26-1650				
		July Purchases			
		001-058-000-558-60-31-11	Signs		\$29.57

Vendor	Number	Reference	Account Number	Description	Amount
				Land Use Sign-Permit #26-1236	
		Total 26-1650			\$29.57
		Total EFT Payment 7/8/2026 2:49:28 PM - 14			\$134.69
Total Xtreme Graphix, Inc.					\$134.69
Grand Total		Vendor Count	37		\$645,182.70

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10611 Last Number Issued Previous Authorization			
AWC EFT 6/30/26	AWC Employee Benefit Trust	6/30/2026	\$53,780.64
DCP EFT 6/30/26	Deferred Compensation Program	6/30/2026	\$18,429.33
Direct Deposit Run -	Payroll Vendor	6/30/2026	\$90,602.15
DRS EFT 6/30/26	Dept of Retirement Systems	6/30/2026	\$13,669.52
IRS 941 EFT 6/30/26	IRS 941	6/30/2026	\$16,940.40
Total			\$193,422.04

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
26808 Last Number Issued Previous Authorization			
26809	Cascade Display LLC	7/14/2026	\$6,000.00
26810	City of Sumner	7/14/2026	\$10,071.17
26811	Drain-Pro	7/14/2026	\$2,993.50
26812	Gray & Osborne, Inc	7/14/2026	\$38,861.16
26813	Kelley Create	7/14/2026	\$83.16
26814	LONG Building Technologies, Inc.	7/14/2026	\$439.30
26815	Measure Meant, SPC	7/14/2026	\$20,000.00
26816	Miles Resources	7/14/2026	\$420,590.64
26817	Pierce County Budget & Finance PW	7/14/2026	\$68,601.42
26818	Tacoma Screw Products Inc	7/14/2026	\$229.08
26819	WA State Treasurer	7/14/2026	\$921.50
Direct Pay Payment	Amazon Capital Services	7/14/2026	\$5,822.46
Direct Pay Payment	Traffic Management, Inc.	7/14/2026	\$1,887.84
Direct Pay Payment	Transpo Group	7/14/2026	\$10,990.00
Direct Pay Payment	Utilities Underground Location Center	7/14/2026	\$273.24
Direct Pay Payment	American Traffic Solutions	7/14/2026	\$21,000.00
Direct Pay Payment	CivicPlus, LLC	7/14/2026	\$2,857.49
Direct Pay Payment	Herrera Environmental Consultants, Inc.	7/14/2026	\$7,650.43
Direct Pay Payment	McClatchy Company LLC	7/14/2026	\$744.32
Direct Pay Payment	McKinstry Co, LLC	7/14/2026	\$1,755.57
Direct Pay Payment	Pape Machinery Inc.	7/14/2026	\$76.99
Direct Pay Payment	Public Finance Inc.	7/14/2026	\$1,694.90
Direct Pay Payment	Smarsh, Inc.	7/14/2026	\$52.62
EFT Payment 7/8/2026	Comcast	7/14/2026	\$455.68
EFT Payment 7/8/2026	Puget Sound Energy	7/14/2026	\$9,451.35
EFT Payment 7/8/2026	Shell	7/14/2026	\$2,834.41
EFT Payment 7/8/2026	Verizon Connect Fleet	7/14/2026	\$176.11
EFT Payment 7/8/2026	Verizon Wireless	7/14/2026	\$1,052.78
EFT Payment 7/8/2026	Xtreme Graphix, Inc.	7/14/2026	\$134.69
EFT Payment 7/8/2026	Department of Revenue	7/14/2026	\$3,887.62
EFT Payment 7/8/2026	ESI Security	7/14/2026	\$1,255.14
EFT Payment 7/8/2026	Kings III Emergency Communications	7/14/2026	\$54.95
EFT Payment 7/8/2026	Lakehaven Water & Sewer District	7/14/2026	\$404.44
EFT Payment 7/8/2026	McLendon - Parkrose Hardware	7/14/2026	\$1,085.05
EFT Payment 7/8/2026	Murrey's Disposal Company	7/14/2026	\$441.35
EFT Payment 7/8/2026	O'Reilly Auto Parts	7/14/2026	\$176.94
EFT Payment 7/8/2026	Primo Brands	7/14/2026	\$175.40

Total Claims Voucher Distribution	\$645,182.70
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Total Distribution Submitted for Review & Authorization	\$838,604.74
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Authorization Adjustments:	-
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Total Distribution Net of Prior Authorized Adjustments	\$838,604.74
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Claims Voucher Approval : I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

Accounting Manager, Stephanie Goff

Mayor, Dave Olson

Council Member



City Of Edgewood Council Agenda Summary Sheet

Subject: AB26-114 - Mayoral Appointments/Council Confirmation to the Planning Commission and Economic Development Advisory Board	Agenda Item #:
	For Agenda of: 7/14/2026
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera Rachel Pitzel, Assistant City Administrator 07/08/2026 Dave Olson, Mayor 07/08/2026	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 06/16/2026 SS 06/23/2026 RCM

Summary Statement:

In accordance with Sections [2.30.020](#), [2.31.020](#) and [2.32.020](#) of the Edgewood Municipal Code (EMC), appointments and re-appointments to the Planning Commission (PC), Parks and Recreation Advisory Board (PRAB) and Economic Development Advisory Board (EDAB) shall follow the City Council Rules of Procedures, which require applications and interviews for each applicant. The Mayor shall appoint the applicants, and the Council shall confirm or deny the appointments proposed by the Mayor.

Item History:

Recommended Action:

MOTION confirming the following Mayoral Appointments of:
 Sibelle Nguyen to Position No. 1, and Tom Greene to Position No. 3, of the Planning Commission and Shawn Olesen to Position No. 5 of the Economic Development Advisory Board, with terms ending June 30, 2028

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: AB26-0713 - Ordinance 26-0713 Related to Updating the City's Business Licensing and Home Business Standards	Agenda Item #: 6.B
	For Agenda of: 7/14/2026
	Prepared by: Jeremy Metzler
Attachments (list): - DRAFT Code Amendments - 20260714 RCM - Ordinance 26-0713 Home Business and License Code Updates - Exhibits A and B (Clean)	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 07/08/2026 Dave Olson, Mayor 07/08/2026	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 07/07/2026-SS 07/14/2026 RCM

Summary Statement: EMC 18.100.070 (Home Business) and EMC 18.100.080 (Limited Home Business) establish regulations for home-based businesses within the City of Edgewood. These rules were primarily enacted in 2003 and last significantly updated in 2015. The City has only made minor edits since 2015 to address conflicts with other sections of the municipal code. Staff and the Economic Development Advisory Board (EDAB) have recently flagged these regulations as being repetitive and convoluted, which can be a significant deterrent to home-based businesses.

The Department of Revenue (DOR) and Association of Washington Cities (AWC) have also flagged Edgewood's business licensing regulations for an update to comply with recent changes in state law. In short, EMC 5.05 must include indexing language before the state's minimum threshold exceeds \$5,000. Staff does not expect this to occur for several years, but rather than wait and possibly forget, we believe it is appropriate to update that section of code now while it is fresh in our minds.

The Planning Commission started reviewing this item in March 2026, held a public hearing on May 11, 2026, and unanimously approved their recommendation to the City Council at their meeting on June 8, 2026. Following discussion with the City Council at last week's study session, staff offers the following responses:

- Exemption #4 has been updated to allow for the sale of flowers grown on the premises without a home business license.
- The number of *non-resident* employees allowed for a standard home business has been increased from one to three.
- The number of *non-resident* employees allowed for a limited home business has been increased from zero to one.
- For a limited home business, onsite sales are now allowed by pre-arranged appointments, similar to

the allowance for service providers.

- Home business licenses follow standard land use permitting processes:
 - Limited home businesses are Process Type I and do not require public notice, and
 - Regular home businesses are Process Type II and require public notice of application and an open comment period.
- Staff is actively working with the EDAB to implement the following policies contained in the 2024 Comprehensive Plan:
 - Policy ED.3a, focusing on providing support for existing small businesses, home-based businesses, and entrepreneurs, and
 - Policy ED.3b, considering an amnesty program for existing unlicensed or unregistered home-based businesses.

Attached are a redlined copy of the proposed code amendments with recent changes highlighted for clarity, and an adopting ordinance with code amendment exhibits for Council's consideration this evening.

Item History:

N/A

Recommended Action:

MOTION to adopt **AB26-0713** - Ordinance 26-0713 Related to Updating the City's Business Licensing and Home Business Standards

Fiscal Note/Consideration:

N/A

Chapter 5.05

GENERAL BUSINESS LICENSE CODE

5.05.010 Title.

This chapter shall be known, cited, and referenced as the "General Business License Code."

5.05.020 Definitions.

A. Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter. Any word or phrase not contained herein shall be first referenced to Chapter 18.20 EMC for meaning.

1. For any word or term not defined herein, the latest edition of Webster's Dictionary shall be used.

2. The director or their designee has the final authority to determine the interpretation or usage of terms used in this chapter.

B. Additional definitions not contained in Chapter 18.20 EMC that apply to this title are:

1. "Business" means all activities, occupations, pursuits or professions engaged in the city of Edgewood (as the term "engage in" is defined below).

2. "City clerk" means the city clerk for the city or their designee.

3. Engage In or Engaging In. The city expressly intends that this definition includes any activity sufficient to establish nexus for the purpose of applying the business license fee under the law and constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus-generating contact or subsequent contacts. This definition is satisfied through any of the activities described in subsections (3)(a) through (e) of this section.

a. Commencing, conducting or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

b. This subsection sets forth examples of activities that constitute engaging in business in the city and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (B)(3)(a). If an activity is not listed whether it constitutes "engaging in business" in the city shall be determined by considering all the facts and circumstances and applicable law.

c. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:

i. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property or real property permanently or temporarily located in the city.

ii. Owning, renting, leasing, using or maintaining an office, place of business, or other establishment in the city.

iii. Soliciting sales.

iv. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

- 1 v. Providing technical assistance or service, including quality control, product inspections, warranty
2 work, or similar services on or in connection with tangible personal property sold by the person or on
3 its behalf.
- 4 vi. Installing, constructing or supervising installation or construction of real or tangible personal
5 property.
- 6 vii. Soliciting, negotiating, or approving franchises, licenses or other similar agreements.
- 7 viii. Collecting current or delinquent accounts.
- 8 ix. Picking up and transporting tangible personal property, solid waste, construction debris or
9 excavated materials.
- 10 x. Providing disinfecting and pest control services, employment and labor pool services, home nursing
11 care, janitorial services, appraising, landscape architectural services, security system services,
12 surveying and real estate services, including the listing of homes and managing real property.
- 13 xi. Rendering professional services such as those provided by accountants, architects, attorneys,
14 auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports
15 organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory
16 operators, teachers, or veterinarians.
- 17 xii. Meeting with customers or potential customers, even when no sales or orders are solicited at the
18 meetings.
- 19 xiii. Training or recruiting agents, representatives, independent contractors, brokers or others
20 domiciled or operating on a job in the city, acting on its behalf, or for customers or potential
21 customers.
- 22 xiv. Investigating, resolving, or otherwise assisting in resolving customer complaints.
- 23 xv. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless
24 of where sale and delivery of the goods took place.
- 25 xvi. Delivering goods in vehicles owned, rented, leased, used or maintained by the person or another
26 acting on its behalf.
- 27 d. If a person, or its employee, agent, representative, independent contractor, broker, or another person
28 acting on the person's behalf, engages in no other activities in or with the city but the following, it need not
29 register and obtain a business license:
- 30 i. Meeting with suppliers of goods and services as a customer.
- 31 ii. Meeting with government representatives in their official capacity, other than those performing
32 contracting or purchasing functions.
- 33 iii. Attending meetings, such as board meetings, retreats, seminars and conferences, or other meetings
34 wherein the person does not provide training in connection with tangible personal property sold by the
35 person or on its behalf. This provision does not apply to any board of directors member or attendee
36 engaging in business, such as a member of a board of directors who attends a board meeting.
- 37 iv. Renting tangible or intangible property as a customer when the property is not used in the city.
- 38 v. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating
39 at a trade show shall review the city's trade show or multiple vendor event ordinances.

- vi. Conducting advertising through the mail.
- vii. Soliciting sales by phone from a location outside the city.
- e. A seller located outside the city merely delivering goods into the city by means of a common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (B)(4) of this section.
4. "Licensee" means any business or business enterprise that applies for or is granted a business license. The term "licensee" shall also mean the person who submits a business license for approval, the owner or operator of a business or business enterprise, and any corporation, partnership, nonprofit or organization which owns or operates the business or business enterprise.
5. "Business Licensing Service" and "BLS" mean the office within the Washington State Department of Revenue providing business licensing services to the city of Edgewood.
- 5.05.030 Administration and enforcement.**
- A. The city clerk shall have general charge of, and supervision over, the administration and enforcement of this chapter.
- B. The city clerk may call upon other city departments to aid in the enforcement of this chapter.
- C. The licensee shall, upon reasonable request, provide or allow the city clerk to inspect relevant documentation for verification of the information provided by the licensee on the business license application.
- 5.05.040 General business license required – Exemption.**
- A. Unless exempt per subsection B below, it is unlawful for any persons~~one~~ to engage in business in the city without having first obtained a general business license for the current calendar year or unexpired portion thereof and paid the fees prescribed in this chapter.
- B. To the extent set forth in this section, ~~the following~~ persons and businesses whose annual value of products, gross proceeds of sales, or gross income of the business conducted within the city is equal to or less than the threshold listed in the city of Edgewood fee schedule adopted pursuant to EMC 3.35.020 shall be exempt from the registration, license, and license fee requirements. This exemption does not apply to regulatory license requirements, activities that require a specialized permit, or other occupancy requirements of the city. Said exemption threshold shall be at least \$5,000 or the amount determined as outlined below if higher:
1. Beginning January 1, 2026, this threshold amount will be adjusted every four-years (forty-eight months) on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. The first such adjustment calculation will occur on January 1, 2030, with subsequent calculations occurring every four years thereafter. To calculate this adjustment, an initial value of \$4,000 will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis. ~~Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$5,000 and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter.~~
2. ~~The exemption does not apply to regulatory license requirements, activities that require a specialized permit, or occupancy requirements required by the city.~~

5.05.050 Separate business license required.

A. A separate license shall be obtained for each physical location of a business enterprise within the city and each license shall authorize the licensee to carry on, pursue or conduct business only at the physical location of the enterprise as stated on the license.

B. A separate license shall not be required for a facility determined by the city clerk to be an accessory facility to a business for which a license is issued.

C. When the licensee wishes to change the location of their business within the city, the licensee shall notify the BLS sufficiently in advance of the intended move to allow BLS to notify the city clerk, and any other regulatory agencies with an interest in the business, and providing enough time for the clerk and other agencies to review the intended new location. Business shall not commence at the new location until approved. If the move is approved, a new license will be issued for the new place of business, as long as no grounds exist for denial or revocation of the license, as set forth in EMC 5.05.130. A change of location may require submitting a zoning change of use for the new location.

5.05.060 License not transferable.

A. No license issued under the provisions of this chapter shall be transferred or assigned.

B. In the event that the ownership of a business changes, the acquiring person shall obtain their own license for the business as provided for in this chapter before commencing business activities under the acquired business.

5.05.070 License posting.

All licenses issued pursuant to this chapter shall be posted in a conspicuous place at the business location for which it was issued.

5.05.080 Disclaimer of city liability.

A. Issuance of a license pursuant to this chapter does not constitute the creation of any duty by the city to indemnify the licensee for any wrongful acts against the public or any individual, or to guarantee the quality of goods, services, or expertise of a licensee.

B. The issuance of a license does not shift responsibility from the licensee to the city for proper training, conduct, or equipment of the licensee or his/her agents, employees or representatives.

5.05.090 Application procedure – License fee.

A. Application for the general business license provided for in this chapter is made by filing a business license application with BLS. The application shall include all information required for each license requested, all fees due for all licenses and any fee set forth in the city of Edgewood fee schedule, as well as the application handling fee required by RCW 19.02.075 and any other fees required by this code

B. The BLS shall provide all necessary information to the city clerk for review. The city clerk shall determine whether to approve issuance of the license through the BLS which will then produce the license document. If the determination is made to deny the application, the city shall provide the decision to the applicant in writing. An applicant who is denied may pursue an appeal as provided for in EMC 5.05.130 through 5.05.180.

5.05.100 License does not indicate legality of business.

A. The issuance of a license pursuant to this chapter shall not be evidence of the legality of a business or indicate that the business is conducted in conformity with any laws or regulations of the city, the state of Washington or the United States.

B. The issuance of a business license shall not prevent the city, the state of Washington or the United States from taking any action relating to the conduct of the business or the licensee, including, but not limited to, action to revoke the license or deny an application for a future license, an action to cause the cessation of the business, or any enforcement action described in this chapter.

5.05.110 License renewal – Late penalties.

A. The business license issued through the provisions of this chapter shall expire on the date established by the BLS and must be renewed on or before that date to lawfully continue to engage in business within the city.

B. Application for renewal of the license is made through the BLS and shall include all information required for renewal of all licenses involved, the total fee for all licenses, as well as the renewal application handling fee required by RCW 19.02.075.

C. The license expiration date and respective city license fee amount may be prorated as necessary in order to synchronize the license expiration with the expiration date of the business license account maintained by the BLS.

D. Failure to complete the business license renewal by the expiration date shall incur the late renewal penalty required by RCW 19.02.085 in addition to all other fees due.

E. Failure to complete the license renewal within 120 days after expiration shall result in the cancellation of the license and shall require submitting a new application for a business license in order to lawfully engage in business within the city. The city may require payment of all past due amounts prior to approving the new business license.

F. The city may impose additional penalties in addition to those referenced in this section, as provided for in EMC 5.05.190.

5.05.120 Overpayment or refund of license fee.

Whenever a business makes an overpayment, and within two years after the date of such overpayment makes an application for a refund or credit for the overpayment, the claim shall be considered by the city clerk and, if approved, shall be repaid by the city.

5.05.130 Grounds for denial or revocation of license.

A. In addition to other actions or penalties provided by law, the city may deny or revoke any license applied for or issued pursuant to this chapter for any of the following reasons:

1. The license application contains an omission or misrepresentation of material fact.
2. The license was procured by fraud.
3. The license is used or is intended to be used for a business materially different from that applied for.
4. The licensee or business fails to pay the licensing fee applicable to such license.
5. The licensee or business violates any of the requirements of this chapter.
6. The business engages in, or the licensee seeks a license to engage in, an unlawful business or activity.
7. The business operates in a manner that constitutes a nuisance pursuant to common law or the ordinances and codes of the city of Edgewood or the statutes of the state of Washington.
8. The licensee is not 18 years of age or older at the time the license is applied for.
9. The licensee or the business has had a similar license denied or revoked and has not corrected the basis for the denial or revocation.

B. The issuance of a license that could have been denied pursuant to subsection (A) of this section shall not prohibit the city from taking action to revoke the license at a later date, and it shall at all times remain the exclusive responsibility of the licensee to ensure that the business complies with the requirements of this chapter.

5.05.140 Denial or revocation of license – Notice and opportunity to be heard.

In accordance with EMC 5.05.150 through 5.05.180, a licensee shall have an opportunity to be heard subsequent to the denial of a business license, or prior to the revocation of an existing license.

5.05.150 Notice of license denial or revocation and scheduling of hearing.

A. Denial of License. Any action to deny a license applied for or issued shall be commenced by the city clerk's notice of the denial. A notice issued under this subsection shall substantially comply with the following:

1. The notice shall be delivered, by first class mail or by personal service, to the business license applicant or the holder of the business license as set forth in the most recent business license application.
2. The notice shall describe the basis for the denial.
3. The notice shall describe the corrective action, if any, that may be taken to eliminate the basis for denial.
4. The notice shall specify the deadline for the applicant to submit an appeal to the hearing examiner in order to request an appeal hearing to contest the denial. If an appeal is filed, the appeal hearing shall be scheduled not less than 14 but not more than 60 days after the date the notice is delivered in accordance with this subsection (A).
5. The notice shall provide that if the licensee fails to appear on the date specified in the notice, the appeal of the denial is waived.

B. Revocation of License. Any action to revoke an issued license shall be commenced by a notice of the revocation. A notice issued under this subsection shall substantially comply with the following:

1. The notice shall be delivered, by first class mail or personal service, to the holder of the business license as set forth in the most recent business license application or business license issued.
2. The notice shall describe the basis for the revocation.
3. The notice shall describe the corrective action, if any, that may be taken to eliminate the basis for the revocation.
4. The notice shall specify the deadline for the applicant to submit an appeal to the hearing examiner, in order to request an appeal hearing to contest the revocation. If an appeal is filed, the appeal hearing shall be scheduled not less than 14 but not more than 60 days after the date the notice is delivered in accordance with subsection (A) of this section.
5. The notice shall provide that if the holder of the business license fails to appear on the date specified in the notice, default judgment shall be entered and the license shall be revoked on the failure to appear.

C. Operation during Appeal. When a license application has been denied or revoked and during the pendency of any appeal on the denial or revocation, the applicant/licensee shall not engage in the business for which the license was denied or revoked unless or until the license issues pursuant to the hearing examiner's order or court judgment.

5.05.160 Hearing to deny or revoke business license.

A. Parties to Hearing. The parties to a hearing provided pursuant to this chapter shall be the city and the licensee (and/or legal counsel for the two parties).

B. Date for Hearing. Hearings shall be scheduled to occur no less than 14 but not more than 60 days after the date the notice of denial or revocation is delivered in accordance with EMC 5.05.150; provided, that additional hearings may be held after 60 days as determined by the hearing examiner. The hearing examiner shall have discretion to grant continuances and reschedule hearings in the interest of the parties and justice.

C. Prehearing Conferences. The hearing examiner may, in the examiner's discretion or at the request of either party, hold a prehearing conference to schedule additional hearings, order discovery, and to make other appropriate pretrial determinations. A prehearing conference may be held by telephone.

D. Hearing Process. The parties to the hearing, or legal counsel for the parties, may call witnesses and present evidence and rebuttal evidence subject to the following:

1. The city shall have the burden of proving, by a preponderance of the evidence, that there are sufficient grounds for the denial or revocation of the license pursuant to EMC 5.05.130. Violations subject to civil infraction or criminal penalties shall be enforced in Pierce County District Court (PCDC). (See EMC 5.05.190.)

2. The parties shall be responsible for securing the appearance of any witnesses they may call. Neither the city nor the hearing examiner shall have the burden of securing any witnesses on behalf of the licensee.

3. Formal rules of evidence shall not apply. The hearing examiner may allow hearsay evidence and may permit the admission of evidence without proof of the chain of custody of evidence. Notes, reports, summaries, notices, photographs, or other materials prepared by the parties may be admitted into evidence if requested, without satisfaction of formal rules of evidence. Notwithstanding the admission of evidence, the hearing examiner shall determine the proper weight to be assigned to any evidence admitted.

E. Default Judgment. If the licensee fails to appear on the hearing date specified in the notice or at any other hearing set by the hearing examiner, the right to a hearing shall be forfeit and default judgment shall be entered and the license shall be denied or revoked.

5.05.170 Authority of hearing examiner – Order – Appeal.

A. Authority. The hearing examiner shall have the authority to determine whether or not there are sufficient grounds for the denial or revocation of the business license, pursuant to EMC 5.05.130.

B. Order. The hearing examiner shall issue a written order that sets forth a procedural summary of the hearing, his or her findings of fact and conclusions of law, and his or her determination. In the event of a default judgment, the written order shall set forth whether notice was properly issued, the facts regarding the failure of the licensee to appear, and a determination of default in the event notice was proper. The written order shall be delivered to the parties by first class mail, deposited in the mail no more than 21 days following the conclusion of the hearing. The order of the hearing examiner shall become effective on the third day following placement of the order in the mail.

C. Appeal. An appeal of the order of the hearing examiner must be filed with the superior court within 21 days of the effective date of the order.

5.05.180 Corrective action prior to hearing.

In the event the licensee takes corrective action and the grounds for the denial or revocation are abated, and such corrective action and abatement occurs prior to the date set for hearing, the hearing shall be canceled, and the license shall be issued or reissued.

5.05.190 Violations and enforcement – Penalties.

A. Any violation of any provision of this chapter may be enforced as provided in this section.

B. Each separate date, or portion thereof, during which any violation occurs shall constitute a separate violation.

C. Enforcement.

1. Civil Infraction. Any person who violates this chapter is subject to issuance of a Class 1 civil infraction as set forth in RCW 7.80.120(1)(a), filed in PCDC and processed in the same manner as other infractions. If a person cited for failure to obtain a business license appears before the PCDC and provides written evidence that he or she obtained a business license prior to adjudication of the infraction, the monetary penalty shall be reduced to \$100.00 and the court may assess court administrative costs of \$25.00. The court administrative costs shall be in lieu of the statutory assessments referenced in RCW 7.80.120.

2. Criminal Violation. A person who knowingly violates a provision of this chapter, or commits a repeat violation of this chapter, is guilty of a misdemeanor, punishable by up to the maximum penalty established in RCW 9A.20.021(3). For purposes of this section, "repeat violation" means either a prior committed finding by the PCDC of an infraction issued under this chapter, or a committed finding by the hearing examiner of a violation of this chapter by the same business, licensee or person within a five-year period.

1 3. Injunction. In addition to or as an alternative to any other enforcement or penalty provided for in this chapter,
2 and because a violation constitutes an actual injury to the community, the city may seek injunctive relief or
3 other equitable relief to prevent any activity in violation of this chapter.

4 4. Collections. Any license fees or penalties due and unpaid under this chapter, and all costs and expenses,
5 constitute a debt to the city and may be collected by referral to a collection agency in accordance with Chapter
6 3.55 EMC and RCW 19.16.500 or court proceedings the same as any other debit in like amount which is in
7 addition to all other existing remedies. In any such action, the prevailing party shall be entitled to recover its
8 reasonably incurred costs, expenses, and fees, including attorneys' fees.

Chapter 18.100

DEVELOPMENT STANDARDS – USE SPECIFIC

...

18.100.070 Home businesses

A. Purpose. The purpose of this section is to provide standards which allow residents to operate businesses or conduct commercial activity from their principal residence or from a permitted accessory structure while achieving the goals of retaining the residential character of the dwelling and the neighborhood.

BA. Applicability – Home business permit required. Unless the proposed business or commercial activity is exempt per subsection C or complies with the limited activity restrictions under subsection E.2, Home businesses are limited to an accessory use in conjunction with a residential detached dwelling use type. Obtaining a home business permit is required in addition to the general business license required by Chapter 5.05 EMC. The home business permit is subject to the regulations of this section, reviewed under the Type 1 permit process as provided in EMC 18.50.050, and administered through the community development department city clerk's office.

CB. Exemptions. The following uses are exempt from the regulations of this section:

1. Any non-residential use in a permitted accessory structure that is otherwise permissible in the zoning district under EMC 18.70.050, and all required permits, approvals, and development standards for that use have been satisfied. This exemption does not apply to non-residential uses within any residential dwelling unit. Child-daycare services, home-based (624410, part), except a home business permit is still required to ensure compliance with EMC 18.100.040.

2. Accommodation (NAICS Sector 721) – bed-and-breakfast inns (NAICS 721191).

3. Garage sales, yard sales, bake sales, temporary home bazaars for hand-crafted items or parties for the display of clothing, gifts and household products, and other similar uses shall not be subject to regulation pursuant to this section; provided, that:

a. Any such use shall not be in existence for more than four times in any one calendar year, and is not in violation of any other section of the title or other city ordinances; and

b. Any such garage sales and yard sales involve only the sale of household goods, none of which were purchased for the purpose of resale.

4. For the profit sale of flowers, produce or other food products is limited to the temporary seasonal sale of flowers, produce or other food products grown on the premises.

5. Hobbies which do not result in payment to those engaged in such activity.

DC. Prohibited Activities. No business or commercial activity shall be allowed on property that a person owns, occupies, or is in lawful control of, within residential dwellings or structures accessory thereto, contrary to the provisions of this section. The following on-site activities are prohibited as home businesses:

1. Repair, bodywork, painting, washing, detailing, or storage of ~~No home business or business use on residential property that a person owns, occupies or is in lawful control of, contrary to the provisions of this section.~~

~~2. The following on-site activities are prohibited as home businesses:~~

~~a. Motor vehicles, commercial trucks and/or other heavy equipment repair.~~

~~b. Motor vehicle, commercial truck and heavy equipment bodywork.~~

~~c. Motor vehicle, commercial truck and heavy equipment painting.~~

~~d. Motor vehicle, commercial truck and heavy equipment wash and/or detailing services.~~

~~e. Storage of motor vehicles, commercial trucks or heavy equipment.~~

~~f.2.~~ Storage of used parts of vehicles and/or used machinery in inoperable condition.

~~g.3.~~ Storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials unless being used to construct a specific structure on the premises, pursuant to a current city building permit.

E.D. Performance Standards. The following performance standards prescribe the parameters under which one or more home business activities may be conducted on private property when incidental to a residential use. Activities that exceed these performance standards are subject to the use standards under Chapter 18.70 EMC, Permitted Land Uses, ~~to determine the appropriate civic, commercial, or industrial use category that applies to the activity.~~

1. The following standards apply to all home business activities within the city of Edgewood:

~~to determine the appropriate civic, commercial, or industrial use category that applies to the activity.~~

~~a. All home business activities are subject to the general business license requirements under A city business registration shall be obtained and maintained for each home business as described in~~ Chapter 5.05 EMC.

~~e. The home business shall be clearly incidental and secondary to the use of the property as residential purposes and shall not change the residential character of the dwelling or neighborhood.~~

b. The activities must be operated by a resident of the property on which the activity is located, with no more than one-three non-resident employees on site at any given time. If there is-a-are any non-resident employees, the site must have one parking space in addition to any parking required for the dwelling on the same parcel of land.

c. The activities shall be accessory to residential detached dwelling and middle housing use types, limited to 40 percent of the gross floor area of the residence, including garages and unfinished basements, and accessory buildings, with proof of owner authorization if the applicant is not the property owner.

d. The activities shall not change the residential character of the dwelling and/or neighborhood, being conducted completely within the dwelling or other permitted accessory structure(s), including the storage of all materials, parts, tools and other equipment used in the activity, except for the growing or storing of plants that may be used by the activity.

e. The activities must not utilize more than two vehicles and utility trailers with a gross vehicle weight rating (GVWR) of more than 10,000 pounds per truck/trailer combination. If there are vehicles and utility trailers, parking must be provided for on the subject property.

~~f.d.~~ There shall be no more than three deliveries per week to the residence by suppliers for the business activities.

~~g.e.~~ Traffic generated by ~~a home-the~~ business activities shall not exceed 16 round trips per day per property ~~associated with the home business,~~ including deliveries and client-related trips.

~~h.f.~~ Utility demand for sewer, water, electricity, garbage or natural gas shall not exceed normal residential levels, as determined by the utility purveyor.

ig. The activity shall not interfere with other existing and/or permitted uses on nearby land, including but not limited to ~~Equipment or operation processes shall not be utilized~~ which would produce or cause the emission of gases, dust, odors, vibration, electrical interference, smoke, noise, or light in a manner likely to cause offense or irritation to neighboring residents.

jh. The home business(es) shall not use electrical or mechanical equipment that results in:

i. A change to the fire rating of the structure(s) used for the home business(es);

ii. Visual or audible interference in radio or television receivers, or electronic equipment located off premises; or

iii. Fluctuations in line voltage at or beyond the property line.

ki. The activity must comply with all applicable building, land use, and fire code requirements for permits, occupancy, and inspection, including any use of hazardous materials or equipment. There shall be no storage, distribution and/or production of toxic or flammable materials, nor spray painting or spray finishing operations that involve toxic or flammable materials, which in the judgment of the fire code official pose a dangerous risk to the residence, its occupants, and/or surrounding properties. An applicant shall make available the material safety data sheets, listing all potentially toxic and/or flammable materials associated with the home business, to the fire code official if requested for review.

l. Manufacturing activities shall be limited to small-scale assembly of already manufactured parts, but this shall not preclude production of small, individually hand-crafted items, furniture or other wood items as long as the activity meets the other standards of this section.

m. Customers, clients, and/or patrons of the activity shall be prohibited from the premises prior to 8:00 a.m. and after 8:00 p.m. on Mondays through Fridays, and prior to 9:00 a.m. and after 5:00 p.m. on weekends and holidays observed by the city.

n. All signs for the activity must meet the requirements of Chapter 18.97 EMC, Sign Code.

2. Home-based child daycare services (NAICS 624410, part) that are compliant with the standards under EMC 18.100.040 are exempt from the performance standards listed under subsection 1, above.

3. Proposed business activities that comply with subsection 1, above, and the following additional standards shall be considered limited home businesses and are exempt from the home business permit required under this section:

a. The structure shall not be modified to establish or operate the proposed business activity that would cause it to resemble anything other than a residential dwelling or accessory structure. This means there shall not be any separate entrance(s) for the activity from the outside of the structure, mechanical equipment that would not be used normally for domestic or household purposes, and/or be any evidence that a business is being conducted from the premises.

b. There shall be no exterior signage that identifies the property as a business location.

c. Other than residents of the dwelling, there shall be no **more than one** non-resident employees, **volunteers**, or other persons engaged in the business activities on the site.

d. Any sales, either retail or wholesale, shall be **pre-arranged by appointment (no walk-ins)** or limited to remote means (mail order, telephone, electronic, etc.) with off-site delivery.

e. Any service(s) offered to patrons shall be pre-arranged by appointment (no walk-ins), with no more than one patron on-site at any time, or provided off-site.

f. Activities are further limited to no more than 25 percent of the floor area of the dwelling. Areas within attached garages, unfinished basements and storage buildings shall not be considered floor area for purposes of calculating this allowable limited home business activity area, but these features may be used for storage of goods associated with the limited home business.

~~E. One or more home business may be conducted in a residential detached dwelling use type as an accessory use, except as prohibited in subsection C of this section, Prohibited Activities; provided, that the home business shall:~~

~~1. Be operated by a resident of the property on which the business is located.~~

~~2. Employ no more than one full or part time person, other than residents of the dwelling.~~

~~3. Be operated within the dwelling or other accessory buildings normally associated with uses permitted in the zone in which the property is located.~~

~~4. Not interfere with existing uses on nearby land or with other uses permitted in the zone in which the property is located.~~

~~5. Comply with all conditions imposed pursuant to this section.~~

~~6. Have one parking space per employee provided on the same parcel of land, in addition to that parking required for the dwelling.~~

~~7. Not utilize more than two vehicles and utility trailers, with a gross vehicle and trailer weight of more than 10,000 pounds, in the operation of the home business. Parking for said vehicles and/or trailers shall be provided on the subject property.~~

~~8. Store all materials, parts, tools and other equipment used in the operation of the home business entirely within the dwelling or accessory building.~~

~~9. Comply with building, land use and fire code requirements for permits, occupancy, and inspection, including use of hazardous materials or equipment.~~

~~10. Limit manufacturing to the small scale assembly of already manufactured parts but shall not preclude production of small, individually hand-crafted items, furniture or other wood items as long as the activity meets the other standards of this section.~~

~~11. Prohibit customers or clients on the premises prior to 8:00 a.m. and after 8:00 p.m. on Mondays through Fridays, and prior to 9:00 a.m. and after 5:00 p.m. on weekends and state or federal holidays.~~

~~12. Limit the home business activity to 40 percent of the gross floor area of the residence, including garages and unfinished basements, and accessory buildings; or 2,000 square feet, whichever is less.~~

~~13. Meet the signage requirements of Chapter 18.97 EMC, Sign Code.~~

~~14. Each business must meet the requirement of Chapter 5.05 EMC, Business Licenses and Regulations.~~

F. Home business permit – decision criteria. The decision to approve, approve with conditions, or deny an application for a home business permit shall be made by the community development director or designee upon findings of whether or not the ~~pur~~proposed home business activity is or will be:

1. In compliance with the standards contained in this section;

~~2. Subordinate to the residential use of the property; and~~

23. Undertaken in a manner that is not detrimental or disruptive in terms of appearance or operation to neighboring properties or the community; ~~and~~ and

34. Compatible with adjacent residential uses and surrounding neighborhoods. The community development director or designee may impose conditions upon the approval of a home business permit to ensure said compatibility ~~with adjacent residential uses and surrounding neighborhoods. These conditions may include~~ ing, but ~~are~~ not limited to, the following:

- a. Further limiting the hours, days, place and manner of operation.
- b. Requiring site and building design features that minimize environmental impacts such as noise, vibration, air pollution, glare, odor and dust.
- c. Requiring additional building setbacks, and increased lot area, depth or width.
- d. Further limiting the building area used by the home business and restricting the location of the use on the site in relationship to adjoining uses.
- e. Designating the size, number, location and design of vehicle access points.
- f. Requiring street right-of-way to be free at all times of vehicles associated with the home business.
- g. Requiring landscaping, buffering and/or screening of the home business from adjoining uses and establishing standards for the continued maintenance of these improvements.
- h. Requiring storm drainage improvements, and surfacing of parking and loading areas.
- i. Limiting the extent and type of interior or exterior building remodeling necessary to accommodate the home business.
- j. Limiting or setting standards for the location and intensity of outdoor lighting.
- k. Requiring and designating the size, height, location of fences and materials used for their construction.

G. Home business ~~P~~permit – Revocation and Expiration.

1. The community development director or designee may revoke a home business permit if the conditions of approval have not been complied with and the home business is otherwise being conducted in a manner contrary to this title.
2. When a home business permit has been revoked due to violation of these standards, a minimum period of one year shall elapse before another application for a home business permit by the applicant(s) or member of the family residing on the subject property will be considered.
3. A home business permit shall become invalid if the applicant moves his or her residence.

H. Nonconforming home business use. An ongoing home business may be granted nonconforming status; provided, that it was previously permitted and has been in continuous operation since initial approval. The burden of providing a home business's nonconforming status rests with the property owner or tenant, pursuant to EMC 18.90.110. A home business which cannot prove nonconforming status shall be considered in violation of this section and shall cease until the appropriate approvals have been granted.

~~18.100.080. Limited home businesses.~~

~~A. The purpose of this section is to provide standards which allow residents to operate businesses or conduct commercial activity from their principal residence or from a permitted accessory structure while achieving the goals of retaining the residential character of the dwelling and the neighborhood.~~

~~B. Limited home businesses are permitted as an accessory use in conjunction with residential detached dwelling and middle housing use types.~~

~~C. The same uses exempted under EMC 18.100.070(B) are exempt from the regulations of this section.~~

~~D. Prohibited Activities:~~

~~1. No limited home business or such use on property that a person owns, occupies or is in lawful control of, contrary to the provisions of this section.~~

~~2. The following on-site activities are prohibited as home businesses:~~

~~a. Motor vehicle, commercial truck and heavy equipment repair.~~

~~b. Motor vehicle, commercial truck and heavy equipment bodywork.~~

~~c. Motor vehicle, commercial truck and heavy equipment painting.~~

~~d. Motor vehicle, commercial truck and heavy equipment wash and/or detailing services.~~

~~e. Storage of motor vehicles, commercial trucks or heavy equipment.~~

~~f. Storage of used parts of vehicles and/or used machinery in inoperable condition.~~

~~g. Storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials unless being used to construct a specific structure on the premises, pursuant to a current city building permit.~~

~~E. The following performance standards prescribe the parameters under which limited home business activities may be conducted when incidental to a residential use. Activities that exceed these performance standards are subject to Chapter 18.70 EMC, Permitted Land Uses, to determine the appropriate civic, commercial, or industrial use category that applies to the activity.~~

~~The following standards apply to all limited home business activities within the city of Edgewood:~~

~~1. A limited home business permit shall be obtained directly through the city clerk's office for each limited home business and any property on which a limited home business is undertaken.~~

~~2. A city general business license must be obtained and maintained for each limited home business as described in Chapter 5.05 EMC.~~

~~3. The limited home business shall be clearly incidental and secondary to the use of the property as residential purposes and shall not change the residential character of the dwelling or neighborhood.~~

~~4. All the activities of the limited home business(es) shall be conducted indoors, except for those related to growing or storing of plants used by the limited home occupation(s).~~

~~5. No modification shall be made to the dwelling to establish or operate the limited home business that would cause it to resemble anything other than a dwelling.~~

~~6. There shall be no more than three deliveries per week to the residence by suppliers.~~

~~7. Traffic generated by a limited home business shall not exceed 16 round trips per day associated with the home business, including deliveries and client-related trips.~~

~~8. Sales, either retail or wholesale, shall be limited to mail order and telephone sales with off-site delivery.~~

~~9. Services to patrons shall be arranged by appointment or provided off-site.~~

~~10. Utility demand for sewer, water, electricity, garbage or natural gas shall not exceed normal residential levels.~~

~~11. Equipment or operation processes shall not be utilized which would produce or cause the emission of gases, dust, odors, vibration, electrical interference, smoke, noise, or light in a manner likely to cause offense or irritation to neighboring residents.~~

~~12. The home business(es) shall not use electrical or mechanical equipment that results in:~~

~~a. A change to the fire rating of the structure(s) used for the home business(es);~~

~~b. Visual or audible interference in radio or television receivers, or electronic equipment located off-premises; or~~

~~c. Fluctuations in line voltage at or beyond the property line.~~

~~13. There shall be no storage, distribution and/or production of toxic or flammable materials, nor spray painting or spray finishing operations that involve toxic or flammable materials, which in the judgment of the fire code official pose a dangerous risk to the residence, its occupants, and/or surrounding properties. An applicant shall make available the material safety data sheets, listing all potentially toxic and/or flammable materials associated with the home occupation, to the fire code official if requested for review.~~

~~F. One or more limited home business may be conducted in a residential dwelling as accessory uses, excepted as prohibited in EMC 18.100.070(C), Prohibited Activities; provided, that the limited home business shall:~~

~~1. Not have any employee, volunteer or other person engaged in the commercial activity on the site, other than residents of the dwelling.~~

~~2. Be operated in its entirety within the principal dwelling.~~

~~3. Not have a separate entrance from outside the building.~~

~~4. Not use any mechanical equipment except that which is used normally for purely domestic or household purposes.~~

~~5. Not utilize more than 25 percent of the total floor area of the living space of the dwelling. Areas within attached garages, unfinished basements and storage buildings shall not be considered living space for purposes of calculating allowable home business area but may be used for storage of goods associated with the limited home business.~~

~~6. Not show any evidence that a business is being conducted from the premises.~~

~~7. Not have any exterior signage that identifies the property as a business location.~~

~~8. Not allow clients or customers to visit the premises for any reason.~~

~~9. Not have any exterior storage of materials.~~

~~10. Each business must meet the requirement of Chapter 5.05 EMC, Business Licenses and Regulations.~~

~~G. Permit Revocation and Expiration.~~

~~1. The community development director or designee may revoke a home business permit if the conditions of approval have not been complied with and the home business is otherwise being conducted in a manner contrary to this title.~~

~~2. When a home business permit has been revoked due to violation of these standards, a minimum period of one year shall elapse before another application for a home business permit by the applicant(s) or member of the family residing on the subject property will be considered.~~

~~3. A home business permit shall become invalid if the applicant moves his or her residence.~~

~~H. An ongoing home business may be granted nonconforming status; provided, that it was previously permitted and has been in continuous operation since initial approval. The burden of providing a home business's nonconforming status rests with the property owner or tenant, pursuant to EMC 18.90.110. A home business which cannot prove nonconforming status shall be considered in violation of this section and shall cease until the appropriate approvals have been granted.~~

...

ORDINANCE NO. 26-0713

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, RELATED TO UPDATING THE CITY'S BUSINESS LICENSING AND HOME BUSINESS STANDARDS; ADOPTING AMENDMENTS TO EDGEWOOD MUNICIPAL CODE (EMC) TITLES 5 AND 18 TO UPDATE PROCESSES AND PROCEDURES RELATED TO GENERAL AND HOME-BASED BUSINESS LICENSING; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Edgewood Municipal Code (EMC) Title 5 contain regulations for business licensing within the City of Edgewood; and

WHEREAS, the Washington State Department of Revenue (DOR) and Association of Washington Cities (AWC) recently flagged these regulations for an update to comply with recent changes in state law regarding the minimum annual sales threshold for licensure; and

WHEREAS, Edgewood Municipal Code (EMC) Title 18 contains regulations for home-based businesses, primarily enacted in 2003 and last significantly updated in 2015; and

WHEREAS, the Economic Development Advisory Board (EDAB) recently flagged these regulations as being repetitive and convoluted, which can be a significant deterrent to home-based businesses; and

WHEREAS, to implement recent changes to state law, implement home-based business goals set under the city's 2024 Comprehensive Plan, and improve the efficiency of administering the regulations, staff developed amendments to EMC Titles 5 and 18, incorporating the Planning Commission's policy recommendations; and

WHEREAS, the Planning Commission met to review the suggested amendments to EMC Titles 5 and 18 on March 9, 2026, April 13, 2026, and May 11, 2026; and

WHEREAS, the procedures for amendments to development regulations as provided in EMC 18.60 were followed as documented in the Planning Commission staff report dated June 8, 2026; and

WHEREAS, the suggested amendments were submitted to the Department of Commerce for 60-day review on April 23, 2026; and

WHEREAS, in accordance with the State Environmental Policy Act (SEPA), the City issued a Determination of Nonsignificance (DNS) on April 26, 2026 under File No. 26-003-CODE with a public comment period ending on May 11, 2026 and appeal period ending on May 26, 2026, where no appeals were received; and

WHEREAS, in accordance with EMC 18.60.070, the City issued a Notice of a Public Hearing for the proposed code amendments on April 26, 2026, setting the Planning Commission public hearing for May 11, 2026 at 6:00 PM; and

WHEREAS, on June 8, 2025, the Planning Commission voted unanimously to recommend adoption of the proposed amendments to EMC Titles 5 and 18 to the City Council; and

WHEREAS, the City Council reviewed the proposed code amendments at their study session held on July 7, 2026; and

WHEREAS, the City Council considered the amendments at their regular meeting held on July 14, 2026;

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

Section 1. EMC Chapter 5.05 Amended. Amendments to EMC Chapter 5.05, relating to the General Business License Code, are attached hereto as Exhibit A, incorporated by reference.

Section 2. EMC Chapter 18.100 Amended. Amendments to EMC Chapter 18.100 relating to Home Businesses and Limited Home Businesses, are attached hereto as Exhibit B, incorporated by reference.

Section 3. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication as provided by law.

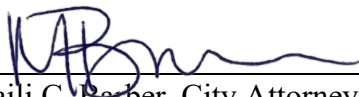
PASSED BY THE CITY COUNCIL ON THE 14TH DAY OF JULY, 2026

Dave Olson, Mayor

ATTEST/AUTHENTICATED:

Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:



Maili C. Barber, City Attorney

Date of Publication: 07/17/2026

Effective Date: 07/22/2026

Chapter 5.05

GENERAL BUSINESS LICENSE CODE

5.05.010 to 5.05.030 – NO CHANGES

5.05.040 General business license required – Exemption.

A. Unless exempt per subsection B below, it is unlawful for any persons to engage in business in the city without having first obtained a general business license for the current calendar year or unexpired portion thereof and paid the fees prescribed in this chapter.

B. To the extent set forth in this section, persons and businesses whose annual value of products, gross proceeds of sales, or gross income of the business conducted within the city is equal to or less than the threshold listed in the city of Edgewood fee schedule adopted pursuant to EMC 3.35.020 shall be exempt from the registration, license, and license fee requirements. This exemption does not apply to regulatory license requirements, activities that require a specialized permit, or other occupancy requirements of the city. Said exemption threshold shall be at least \$5,000 or the amount determined as outlined below if higher:

1. Beginning January 1, 2026, this threshold amount will be adjusted every four-years (forty-eight months) on January 1, by an amount equal to the increase in the Consumer Price Index (“CPI”) for “West Urban, All Urban Consumers” (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. The first such adjustment calculation will occur on January 1, 2030, with subsequent calculations occurring every four years thereafter. To calculate this adjustment, an initial value of \$4,000 will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

5.05.050 to 5.05.190 – NO CHANGES

Chapter 18.100

DEVELOPMENT STANDARDS – USE SPECIFIC

18.100.010 to 18.100.050 – NO CHANGES

18.100.070 Home businesses

A. Purpose. The purpose of this section is to provide standards which allow residents to operate businesses or conduct commercial activity from their principal residence or from a permitted accessory structure while achieving the goals of retaining the residential character of the dwelling and the neighborhood.

B. Applicability – Home business permit required. Unless the proposed business or commercial activity is exempt per subsection C or complies with the limited activity restrictions under subsection E.2, a home business permit is required. The home business permit is subject to the regulations of this section, reviewed under the Type 1 permit process as provided in EMC 18.50.050, and administered through the community development department.

C. Exemptions. The following uses are exempt from the regulations of this section:

1. Any non-residential use in a permitted accessory structure that is otherwise permissible in the zoning district under EMC 18.70.050, and all required permits, approvals, and development standards for that use have been satisfied. This exemption does not apply to non-residential uses within any residential dwelling unit.
2. Accommodation (NAICS Sector 721) – bed-and-breakfast inns (NAICS 721191).
3. Garage sales, yard sales, bake sales, temporary home bazaars for hand-crafted items or parties for the display of clothing, gifts and household products, and other similar uses shall not be subject to regulation pursuant to this section; provided, that:
 - a. Any such use shall not be in existence for more than four times in any one calendar year, and is not in violation of any other section of the title or other city ordinances; and
 - b. Any such garage sales and yard sales involve only the sale of household goods, none of which were purchased for the purpose of resale.
4. For the profit sale of flowers, produce or other food products is limited to the temporary seasonal sale of flowers, produce or other food products grown on the premises.
5. Hobbies which do not result in payment to those engaged in such activity.

D. Prohibited Activities. No business or commercial activity shall be allowed on property that a person owns, occupies, or is in lawful control of, within residential dwellings or structures accessory thereto, contrary to the provisions of this section. The following on-site activities are prohibited as home businesses:

1. Repair, bodywork, painting, washing, detailing, or storage of motor vehicles, commercial trucks and/or other heavy equipment.
2. Storage of used parts of vehicles and/or used machinery in inoperable condition.
3. Storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials unless being used to construct a specific structure on the premises, pursuant to a current city building permit.

E. Performance Standards. The following performance standards prescribe the parameters under which one or more home business activities may be conducted on private property when incidental to a residential use. Activities that exceed these performance standards are subject to the use standards under Chapter 18.70 EMC, Permitted Land Uses.

1. The following standards apply to all home business activities within the city of Edgewood:
 - a. All home business activities are subject to the general business license requirements under Chapter 5.05 EMC.
 - b. The activities must be operated by a resident of the property on which the activity is located, with no more than three non-resident employees on site at any given time. If there are any non-resident employees, the site must have one parking space in addition to any parking required for the dwelling on the same parcel of land.
 - c. The activities shall be accessory to residential detached dwelling and middle housing use types, limited to 40 percent of the gross floor area of the residence, including garages and unfinished basements, and accessory buildings, with proof of owner authorization if the applicant is not the property owner.
 - d. The activities shall not change the residential character of the dwelling and/or neighborhood, being conducted completely within the dwelling or other permitted accessory structure(s), including the storage of all materials, parts, tools and other equipment used in the activity, except for the growing or storing of plants that may be used by the activity.
 - e. The activities must not utilize more than two vehicles and utility trailers with a gross vehicle weight rating (GVWR) of more than 10,000 pounds per truck/trailer combination. If there are vehicles and utility trailers, parking must be provided for on the subject property.
 - f. There shall be no more than three deliveries per week to the residence by suppliers for the business activities.
 - g. Traffic generated by the business activities shall not exceed 16 round trips per day per property, including deliveries and client-related trips.
 - h. Utility demand for sewer, water, electricity, garbage or natural gas shall not exceed normal residential levels, as determined by the utility purveyor.
 - i. The activity shall not interfere with other existing and/or permitted uses on nearby land, including but not limited to equipment or operation processes which would produce or cause the emission of gases, dust, odors, vibration, electrical interference, smoke, noise, or light in a manner likely to cause offense or irritation to neighboring residents.
 - j. The home business(es) shall not use electrical or mechanical equipment that results in:
 - i. A change to the fire rating of the structure(s) used for the home business(es);
 - ii. Visual or audible interference in radio or television receivers, or electronic equipment located off premises; or
 - iii. Fluctuations in line voltage at or beyond the property line.
 - k. The activity must comply with all applicable building, land use, and fire code requirements for permits, occupancy, and inspection, including any use of hazardous materials or equipment. There shall be no storage, distribution and/or production of toxic or flammable materials, nor spray painting or spray finishing operations that involve toxic or flammable materials, which in the judgment of the fire code official pose a dangerous risk to the residence, its occupants, and/or surrounding properties. An applicant shall make available the material safety data sheets, listing all potentially toxic and/or flammable materials associated with the home business, to the fire code official if requested for review.
 - l. Manufacturing activities shall be limited to small-scale assembly of already manufactured parts, but this shall not preclude production of small, individually hand-crafted items, furniture or other wood items as long as the activity meets the other standards of this section.

Exhibit B – EMC Chapter 18.100 Amendments
Ordinance 26-0713 Home Businesses & Licensing Regulations
July 14, 2026

m. Customers, clients, and/or patrons of the activity shall be prohibited from the premises prior to 8:00 a.m. and after 8:00 p.m. on Mondays through Fridays, and prior to 9:00 a.m. and after 5:00 p.m. on weekends and holidays observed by the city.

n. All signs for the activity must meet the requirements of Chapter 18.97 EMC, Sign Code.

2. Home-based child daycare services (NAICS 624410, part) that are compliant with the standards under EMC 18.100.040 are exempt from the performance standards listed under subsection 1, above.

3. Proposed business activities that comply with subsection 1, above, and the following additional standards shall be considered limited home businesses and are exempt from the home business permit required under this section:

a. The structure shall not be modified to establish or operate the proposed business activity that would cause it to resemble anything other than a residential dwelling or accessory structure. This means there shall not be any separate entrance(s) for the activity from the outside of the structure, mechanical equipment that would not be used normally for domestic or household purposes, and/or be any evidence that a business is being conducted from the premises.

b. There shall be no exterior signage that identifies the property as a business location.

c. Other than residents of the dwelling, there shall be no more than one non-resident employee, volunteer, or other persons engaged in the business activities on the site.

d. Any sales, either retail or wholesale, shall be pre-arranged by appointment (no walk-ins) or limited to remote means (mail order, telephone, electronic, etc.) with off-site delivery.

e. Any service(s) offered to patrons shall be pre-arranged by appointment (no walk-ins), with no more than one patron on-site at any time, or provided off-site.

f. Activities are further limited to no more than 25 percent of the floor area of the dwelling. Areas within attached garages, unfinished basements and storage buildings shall not be considered floor area for purposes of calculating this allowable limited home business activity area, but these features may be used for storage of goods associated with the limited home business.

F. Home business permit – decision criteria. The decision to approve, approve with conditions, or deny an application for a home business permit shall be made by the community development director or designee upon findings of whether or not the proposed home business activity is or will be:

1. In compliance with the standards contained in this section;

2. Undertaken in a manner that is not detrimental or disruptive in terms of appearance or operation to neighboring properties or the community; and

3. Compatible with adjacent residential uses and surrounding neighborhoods. The community development director or designee may impose conditions upon the approval of a home business permit to ensure said compatibility including, but not limited to, the following:

a. Further limiting the hours, days, place and manner of operation.

b. Requiring site and building design features that minimize environmental impacts such as noise, vibration, air pollution, glare, odor and dust.

c. Requiring additional building setbacks, and increased lot area, depth or width.

d. Further limiting the building area used by the home business and restricting the location of the use on the site in relationship to adjoining uses.

Exhibit B – EMC Chapter 18.100 Amendments
Ordinance 26-0713 Home Businesses & Licensing Regulations
July 14, 2026

- e. Designating the size, number, location and design of vehicle access points.
- f. Requiring street right-of-way to be free at all times of vehicles associated with the home business.
- g. Requiring landscaping, buffering and/or screening of the home business from adjoining uses and establishing standards for the continued maintenance of these improvements.
- h. Requiring storm drainage improvements, and surfacing of parking and loading areas.
- i. Limiting the extent and type of interior or exterior building remodeling necessary to accommodate the home business.
- j. Limiting or setting standards for the location and intensity of outdoor lighting.
- k. Requiring and designating the size, height, location of fences and materials used for their construction.

G. Home business permit – Revocation and Expiration.

1. The community development director or designee may revoke a home business permit if the conditions of approval have not been complied with and the home business is otherwise being conducted in a manner contrary to this title.
2. When a home business permit has been revoked due to violation of these standards, a minimum period of one year shall elapse before another application for a home business permit by the applicant(s) or member of the family residing on the subject property will be considered.
3. A home business permit shall become invalid if the applicant moves his or her residence.

H. Nonconforming home business use. An ongoing home business may be granted nonconforming status; provided, that it was previously permitted and has been in continuous operation since initial approval. The burden of providing a home business's nonconforming status rests with the property owner or tenant, pursuant to EMC 18.90.110. A home business which cannot prove nonconforming status shall be considered in violation of this section and shall cease until the appropriate approvals have been granted.

18.100.080 - DELETED

18.100.090 to 18.100.140 – NO CHANGES