

# IMPORTANT NOTICE

***The May 24 Chehalis City Council will be held in-person with some restrictions.***

On March 22, Washington State moved to Phase 3 of the Governor's Healthy Washington – Roadmap to Recovery Plan, which means cities may hold limited, in-person meetings in addition to virtual options. The capacity of these meetings is limited to 50% of the posted room capacity or 400 individuals – whichever is fewer (excludes staff). The posted room capacity for the Chehalis Council Chambers is 49, which means 24 members of the public may be in attendance.

Cities must continue to provide the public virtual access to meetings. Options for attending remotely remain the same:

## 1. Live-Stream

View and listen through live streaming by using the following link –

<https://www.ci.chehalis.wa.us/citycouncil/live-streaming-and-demand-viewing-city-council-meetings>

or

## 2. Telephone

Dial: 1-253-215-8782

Meeting ID: 822 5811 8879

Passcode: 674890

Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under the Citizens Business portion of the meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Kiley Franz at 360-345-1042 or at [kfranz@ci.chehalis.wa.us](mailto:kfranz@ci.chehalis.wa.us). Citizens Business comments will be limited to five (5) minutes.

If you have any questions about live streaming the meeting or submitting a comment, please contact City Clerk Kiley Franz at [kfranz@ci.chehalis.wa.us](mailto:kfranz@ci.chehalis.wa.us) or 360-345-1042.

**The City truly appreciates the community's cooperation  
and patience during this challenging time.**

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL  
350 N MARKET BLVD | CHEHALIS, WA 98532

Jerry Lord, District 1 Daryl J. Lund, District 2, Mayor Pro Tem Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Robert J. Spahr, Position at Large Michael Bannan, Position at Large
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## Regular Meeting of Monday, May 24, 2021 5:00 pm

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| <ol style="list-style-type: none"> <li>1. <u>Call to Order.</u> (Mayor Dawes)</li> <li>2. <u>Pledge of Allegiance.</u> (Mayor Dawes)</li> <li>3. <u>Approval of Agenda.</u> (Mayor Dawes)</li> </ol> |
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<b>CITIZENS BUSINESS (PUBLIC COMMENT)</b>
Individuals wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – <a href="https://www.ci.chehalis.wa.us/contact">https://www.ci.chehalis.wa.us/contact</a> . If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Kiley Franz at 360-345-1042 or at <a href="mailto:kfranz@ci.chehalis.wa.us">kfranz@ci.chehalis.wa.us</a> . Public comments will be limited to five (5) minutes.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>CONSENT CALENDAR</b>		
4. <u>Minutes of the Regular City Council Meeting of May 10, 2021.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$352,647.65 Dated May 14, 2021.</u> (City Manager, Finance Director)	APPROVE	3
6. <u>Set June 14, 2021 at 5:00 P.M. to Conduct a Public Hearing on the City’s 2022 – 2027 Six-Year Transportation Improvement Program.</u> (City Manager, Public Works Director)	APPROVE	5

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
7. <u>Budget Allocation of Funds for Westside Park and Lintott/Alexander Park.</u> (City Manager)	APPROVE	7
8. <u>Resolution No. 4-2021, First Reading – Establishing a Schedule of Fees and Charges.</u> (City Manager, City Clerk)	APPROVE	10

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
9. <u>Administration Reports.</u>	INFORMATION ONLY	- - -
a. City Manager Update. (City Manager)		
10. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

<b>EXECUTIVE SESSION</b>		
11. Pursuant to RCW:		
a. 42.30.110(1)(c) – Sale/Lease of Real Estate		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, JUNE 14, 2021.**

**Chehalis City Council**  
Meeting Minutes  
May 10, 2021

The Chehalis City Council met in regular session on Monday, April 26, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Mayor Pro-Tem Lund and Councilor Tony Ketchum participated via Zoom. Staff present included: Jill Anderson, City Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Randy Kaut, Rick Mack, Fire Marshal; Interim Police Chief; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager (Zoom). Due to orders from the Governor's office relating to COVID-19 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** Mayor Dawes informed the Council that an additional item for executive session would need to be added to the agenda, per RCW 42.30.110.(1)(c) – sale/lease of real estate. A motion to approve the agenda as amended was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

2. **Proclamation – Public Works Week.** Mayor Dawes read a proclamation designating May 16 – May 22 as Public Works Week in Chehalis.

3. **Citizens Business.** Edna Fund spoke to the Council regarding the passing of Corine Aiken, prominent librarian with the Chehalis library.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular City Council meeting of April 26, 2021; and
- b. April 30, 2021 Claim Vouchers No. 131621 – 131717 and Electronic Funds Transfer Check Nos. 9, 1263 – 1281 in the amount of \$309,238.57; and
- c. April 30, 2021, Payroll Vouchers No. 41633-41659, Direct Deposit Payroll Vouchers No. 13323-13426, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 339-342 in the amount of \$774,857.94; and
- d. Request for Expanded Approval for Application and Acceptance of Federal Aviation Administration Grant for Airport Improvements for the Airfield Pavement Rehabilitation Project; and
- e. Award Bids for rock, gravel, and asphalt.

Councilor Ketchum asked if the amount to be awarded for the FAA grant was known. Brandon Rakes informed the Council that it would be approximately \$977,000.

The motion was seconded by Councilor Lord and carried unanimously.

5. **Ordinance Number 1018-B, Second and Final Reading – Updating the CMC 17.10 International Building Codes.** City Manager Anderson explained that the first reading of this ordinance occurred at the April 26, 2021 meeting and the Council directed staff to remove the fire sprinkler system requirement. She acknowledged that there was currently a portion of the building code in regard to fire flow which required fire sprinkler systems for fire mitigation when fire flow was deemed inadequate. She expressed the intent of staff to revisit this issue and requested that the second reading of the ordinance be postponed.

Mayor Dawes asked which areas within the City had inadequate fire flow. Rick Mack informed the Council that the Prospect area did not have adequate fire flow.

Councilor Lord requested that a workshop be conducted for the council to fully understand the new requirements before passing the ordinance.

Councilor Ketchum asked why fire sprinklers would help if the fire flow was inadequate. Rick Mack explained that residential fire sprinklers are designed to provide occupants time for egress.

Stephanie Warner (citizen) asked if there were any hydrants in the City that had zero fire flow; she explained that a property on Prospect had been deemed to have zero fire flow. Rick Mack assured her that he will look into that hydrant.

Councilor Spahr clarified that the residential fire sprinkler mitigation language was a current practice of the City. Rick Mack confirmed that it was in the current building code and was not a new requirement.

A motion to suspend the City Council policy rule for second readings at subsequent meetings to pass an ordinance and set the date for second reading as June 14, 2021 as made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

An amendment to the motion was made by Councilor Lord to set second reading for the June 28, 2021 Council meeting. The motion was seconded by Councilor Bannan and carried unanimously.

6. **Ordinance Number 1019-B, Second and Final Reading – Amending the 2021 Budget.** City Manager Anderson explained that a full report had been provided at the April 26, 2021 meeting; a report could be provided for this meeting if the Council wished. Mayor Dawes asked if any changes had been made since the first reading, City Manager Anderson explained that a correction to a typographical error was the only change.

A motion to pass Ordinance 1019-B on second and final reading was made by Councilor Ketchum. The motion was seconded by Councilor Lord and carried unanimously.

7. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson asked the City Council if they would like to wait until COVID restrictions had been lifted to hold a strategic planning session. The Council agreed that an in-person meeting would provide the best results for a strategic planning session. She also announced that Kiley Franz has been appointed to the position of City Clerk.

8. **Councilor Reports/Committee Updates.**

a. **Councilor Lund.** Councilor Lund informed the Council that he had received many complaints about the transients in Chehalis.

b. **Councilor Lord.** Councilor Lord informed the Council that the first parking committee meeting would take place on Friday, May 14, 2021.

c. **Mayor Dawes.** Mayor Dawes explained that the previous Friday's Mayors meeting had been cancelled.

8. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:30 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:52 pm. and the executive session began at 5:54 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:29 pm and immediately adjourned.

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Dennis L. Dawes, Mayor

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Kiley Franz, City Clerk

Approved:

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Michelle White, Accounting Tech II

**MEETING OF:** May 24, 2021

**SUBJECT:** Vouchers and Transfers – Accounts Payable in the Amount of \$352,647.65

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated May 14, 2021.

**DISCUSSION**

The May 14, 2021 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 131718 – 131828 and Electronic Funds Transfer Check Nos. 1282 – 1315 and 10 in the amount of \$352,647.65 dated May 14, 2021 which included the transfer of:

- \$ 97,055.86 from the General Fund
- \$ 1,275.02 from the Dedicated Street Fund – 4% Sales Tax
- \$ 7,158.85 from the Transportation Benefit District Fund
- \$ 2,310.01 from the LEOFF 1 OPEB Reserve Fund
- \$ 57,719.96 from the Public Facilities Reserve Fund
- \$ 766.16 from the Garbage Fund
- \$ 111,074.88 from the Wastewater Fund
- \$ 37,071.73 from the Water Fund
- \$ 2,808.39 from the Storm & Surface Water Utility Fund
- \$ 23,613.28 from the Airport Fund
- \$ 7,333.63 from the Custodial Court Fund
- \$ 4,459.88 from the Custodial Other Agency Fund

**RECOMMENDATION**

It is recommended that the City Council approve the May 14, 2021 Claim Vouchers No. 131718 – 131828 and Electronic Funds Transfer Check Nos. 1282 – 1315 and 10 in the amount of \$352,647.65.

**SUGGESTED MOTION**

I move that the City Council approve the May 14, 2021 Claim Vouchers No. 131718 – 131828 and Electronic Funds Transfer Check Nos. 1282 – 1315 and 10 in the amount of \$352,647.65.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent Lougheed, Public Works Director

**MEETING OF:** May 24, 2021

**SUBJECT:** Set June 14, 2020 at 5:00 pm to Conduct a Public Hearing on the City's 2022-2027 Six-Year Transportation Improvement Program

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**ISSUE**

A public hearing for the June 14, 2021 City Council meeting is planned to provide the opportunity for comment and input on the city's proposed 2022-2027 Transportation Improvement Program (TIP). This hearing is required as part of the Six-Year Transportation Improvement Program (STIP) preparation process.

**DISCUSSION**

State law requires that a municipality conduct a public hearing to provide citizens the opportunity to comment on a proposed STIP prior to its adoption. It is proposed that the required public hearing be held on Monday, June 14th as part of the regularly scheduled City Council meeting. The public hearing will provide an opportunity for the public and the City Council to provide comment on the proposed plan. Those comments can then be incorporated as appropriate into the STIP, which will be scheduled for action at the June 28, 2021 City Council meeting.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

It is recommended that the City Council set June 14, 2021, at 5:00 pm as the date and time to conduct the public hearing concerning the City's 2022-2027 Six-Year Transportation Improvement Program.

**SUGGESTED MOTION**

I move that the City Council set June 14, 2021, at 5:00 pm as the date and time to conduct the public hearing concerning the city's 2022-2027 Six-Year Transportation Improvement Program.



**CITY OF CHEHALIS - 2022-2027 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM**

Project	General Description	Funding Source	Start Year	Prior Years	2022	2023	2024	2025	2026	2027	Future	Total Cost
Citywide Preservation Program	Chip-sealing, HMA preleveling, patching	Arterial Steet/4% Funds/TBD	2020		175,000	175,000	200,000	200,000	200,000	200,000		1,150,000
Chehalis Avenue	Repair 3rd St. to 9th St.	TBD, Utility funds	2020	100,000	1,500,000							1,600,000
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	Grants/Arterial Steet/4% Funds/TBD/Utility Funds	2021		300,000		2,750,000					3,050,000
Main St.- BNSF to I-5	Grind and inlay	Grants/TBD	2022		1,025,000							1,025,000
Chamber Way Bridge Replacement	Replace Bridge	Grants/Arterial Steet/4% Funds/TBD	2021			2,000,000		33,600,000				35,600,000
Market Blvd - Park St to 13th St	Reconstruction	Grants/Arterial Steet/4% Funds/TBD	2022			300,000	4,700,000					5,000,000
Market Blvd - 13th to city limits	Reconstruct, pedestrian improvements	Grants/Arterial Steet/4% Funds/TBD	2023					300,000	4,500,000			4,800,000
Louisiana Avenue	Widening/realignment just south of Chamber	Arterial Steet/4% Funds/TBD	2021		75,000							75,000
National Ave./ Coal Cr. Improvements	Coal Creek Bridge, intersection, pedestrian improvements, reconstruction	Grants/Arterial Steet/4% Funds/TBD	2021				200,000		2,500,000			2,700,000
Louisiana Ave.- Chamber Way to Home Depot	Grind & inlay, Chamber to Home Depot, traffic control improvements	Grants/Arterial Steet/4% Funds/TBD	2023			275,000						275,000
Riverside Dr/Newaukum Ave repairs	Spot repairs Hwy 6 to Shorey Rd/sidewalks	Grants/Arterial Steet/4% Funds/TBD	2025					500,000				500,000
Winchester Hill Dr.	Spot repair/ double chip seal or overlay	Arterial Steet/4% Funds/TBD	2022		70,000							70,000
20th St.- Market to Salsbury	Grind and inlay	Grants/Arterial Steet/4% Funds/TBD	2025					300,000				300,000
Cascade Ave. - Main St. to 13th St.	Spot Repairs & Grind and Inlay	Grants/Arterial Steet/4% Funds/TBD	2025				250,000	2,250,000				2,500,000
Louisiana Ave Repairs (Post West Street Replacement)	Spot repair & overlay Hwy 6 North	Grants/Arterial Steet/4% Funds/TBD	Future								450,000	450,000
Snively Ave improvements	Reconstruct 16th to 20th	Grants/Arterial Steet/4% Funds/TBD/Utility Funds	Future						2,500,000			2,500,000
National Ave.- Market to Chamber	Reconstruct, pedestrian improvements	Grants/Arterial Steet/4% Funds/TBD	Future							1,525,000		1,525,000
13th St.- Market to Interstate	Grind & overlay, ADA compliance	Grants/Arterial Steet/4% Funds/TBD	Future							600,000		600,000
Guardrail	Various locations throughout city	Grants/Arterial Steet/4% Funds/TBD	Future		125,000							125,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	Grants/Arterial Steet/4% Funds/TBD	Future								2,500,000	2,500,000
				100,000	3,270,000	2,750,000	8,100,000	37,150,000	9,700,000	2,325,000	2,950,000	66,345,000

**Current Year (2021) Projects**

Main Street Improvements- Grind and repave, with ADA ramps improvements. Market Blvd. to BNSF mainline tracks

Snively Avenue - Utility and Roadway Improvements - 16th St to Railroad

Chehalis Avenue- Repair 3rd St. to 9th St. Design work 2021, construction 2022

Pacific Avenue- Reconstruction.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Lilly Wall, Recreation Manager  
Andrew Hunziker, Parks and Facilities Manager

**MEETING OF:** May 24, 2021

**SUBJECT:** Budget Allocation of Funds for Westside Park and Lintott/Alexander Park

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**INTRODUCTION**

The City is truly fortunate to have community groups and non-profit organizations that work to improve the City and invest in improving City facilities. Two groups are currently in the process of raising funds for two of the City's smallest parks.

There is a new group of community members in the Historic Westside District of the City who have come together to form the Friends of Westside Park. Over the last three months, City staff and the Chehalis Rotary Club have been working together with the Friends of Westside Park to identify community safety concerns and possible upgrades to the Westside Park.

In addition to its most recent fundraisers for Recreation Park, the Chehalis Foundation is also continuing to support the ongoing maintenance of Lintott-Alexander Park. Many years ago, the Chehalis Foundation invested in major improvements at Lintott-Alexander and have continued to provide funds for ongoing maintenance at the Park to keep it safe and attractive. The fund which is used to pay for the ongoing maintenance needs to be replenished, so the Chehalis Foundation is planning a fundraiser specifically to raise money for the Lintott-Alexander Park.

**BUDGET COMMITTEE RECOMMENDATION**

On May 11, 2021, the City Council Budget Committee met to discuss several matters, including the work being done by Friends of Westside Park and the Chehalis Foundation effort to raise money for Lintott-Alexander Park.

The City completed 2020 with a higher than expected fund balance, largely due to the one-time savings associated with multiple staff positions that were unfilled in 2020. In addition, by the end of the year, the City's sales tax revenues exceeded projections which was surprising considering the COVID-19 pandemic. Therefore, there is now some one-time money that is available for one-time expenses.

The Committee discussed the possibility of making special budget allocations for Westside Park and Lintott Alexander Park to recognize, appreciate, and encourage residents and community groups that work to improve the City by investing time and money into Parks and other City facilities. The Committee concurred that it would recommend that the City Council make a

one-time allocation of \$20,000 for Westside Park and a one-time allocation of \$20,000 for Lintott-Alexander Park.

### **CITY DECISION ON FUNDING COMMITMENT**

#### ***Westside Park***

The Friends of Westside Park have been meeting regularly and identifying some of the improvements that they would like to see at the Park. The outcome of these discussion will be used to develop a conceptual master plan and likely a multi-year plan to improve the park. If the City Council dedicates funds for Westside Park in the City Budget, it would help advance the planning process. It would also be helpful to have if grant opportunities requiring a local match become available through the State, Rotary and/or other non-profit groups, such as Lewis County Trails.

Unfortunately, further exploration of a grant opportunity from the Washington State Department of Archaeology and Historic Preservation yielded the surprising information that Westside Park is not considered to be a part of a historic district. While the Historic Preservation grant is not available to the City, there will almost certainly be other opportunities in the future.

It is requested that the City Council consider action authorizing the allocation of \$20,000 for Westside Park to demonstrate its support of the improvement effort and allow the planning process to advance with a starting budget.

#### ***Lintott-Alexander Park***

As mentioned above, the Chehalis Foundation is planning a fundraiser to replenish a maintenance fund for Lintott-Alexander Park. While the City could not contribute directly to the Foundation, it can demonstrate its ongoing commitment to the partnership with the Foundation by authorizing an allocation of \$20,000 for the Park that can be used for ongoing maintenance and improvement projects. It is also recommended that it allow the Chehalis Foundation free use of the entire Park for the fundraising event on July 30<sup>th</sup> in recognition of the Foundation's donations to Lintott-Alexander Park and many other projects including Recreation Park Athletic Complex and Penny Playground.

### **FISCAL IMPACT**

If the City Council approves the allocations, the City's next budget amendment would include the transfer of \$40,000 from the General Fund to the Public Facilities Fund with \$20,000 being dedicated for Westside Park and \$20,000 for Lintott-Alexander Park. The funds would then be available to be expended for park specific projects in cooperation with the Friends of Westside Park and the Chehalis Foundation.

### **RECOMMENDATION**

It is recommended that the City Council:

- 1) Approve an allocation of \$20,000 for Lintott-Alexander Park in the City's 2021 Budget;  
and

- 2) Approve the use of Lintott-Alexander Park by the Chehalis Foundation for a one-time special event designed to raise money for the Foundation's dedicated maintenance fund for Lintott-Alexander Park; and
- 3) Approve an allocation of \$20,000 for Westside Park in the City's 2021 Budget.

**SUGGESTED MOTION**

I move that the City Council:

- 1) Approve an allocation of \$20,000 for Lintott-Alexander Park in the City's 2021 Budget; and
- 2) Approve the use of Lintott-Alexander Park by the Chehalis Foundation for a one-time special event designed to raise money for the Foundation's dedicated maintenance fund for Lintott-Alexander Park; and
- 3) Approve an allocation of \$20,000 for Westside Park in the City's 2021 Budget.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**MEETING OF:** March 22, 2021

**SUBJECT:** Resolution No. 4-2021, First Reading – Establishing a Schedule of Fees and Charges

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**INTRODUCTION**

The City's current Schedule of Fees and Charges went into effect on January 1, 2015. Since that time, there have been some adjustments; however, many of the fees have not been changed. A revised fee schedule is being proposed for consideration by the City Council at this time. The purpose of the proposed revisions is twofold: 1) To update those fees that need adjustment to reflect the increasing costs of doing business; and 2) Establishing the City's fee schedule by resolution to make it easier for users to find, understand, and update. While the proposed revisions are significant for some categories of City services, most notably Community Development, the proposed fee schedule attempts to identify all of the City's fees, including those that would remain the same.

**BACKGROUND**

On December 8, 2014, the City Council adopted Resolution No. 11-2014, which adopted a Schedule of Fees and Charges that became effective January 1, 2015. Since that time, new fees have been established by ordinance, resolution, or City Council action. These fees have been incorporated into the proposed schedule.

It is proposed that there be a consistent method of revising the fee schedule, which would best be done by resolution. This method is commonly used by cities as it is easier to adopt and revise a fee schedule by resolution than by ordinance. Fees would only be set by ordinance if there was a specific statute that required it.

The 2015 schedule was codified in the Chehalis Municipal Code as an appendix to the Uniform Development Regulations. This make it difficult to find and is not the place that most people would expect to find a fee schedule. It also makes it difficult to update the fee schedule consistently because it was an appendix to a document that required amendment every time a new fee was established or an existing fee was updated. Oftentimes, new fees would be established but the document would not be amended due the need to do it by Ordinance. It is proposed that one complete fee schedule be referenced in the municipal code as a separate document adopted by resolution. The formatting in the attached proposed fee schedule is in excel and would be refined as needed to make it easy to read in electronic or paper formats.

A general overview of the proposed revisions to the fee schedule is provided below. The City Council Budget Committee met with staff from the departments recommending fee revisions and are proposing the following for consideration by the City Council.

**Police Department:**

**Concealed Weapon License Fees:** These fees are set by state law. The current rates are included in the schedule with a notation that they are subject to change. Staff is also proposing to remove the charge for a “Clearance Letter” as it is no longer applicable.

**Parking fees:** The City Council Budget Committee and the City Council Parking Committee reviewed Parking fees in separate meetings. The following table summarizes the current fee schedule and the proposed adjustments.

***Parking Fees***

<b>Category</b>	<b>Current Fee</b>	<b>Budget Committee Recommendation</b>
Parking Violation – Overtime	N/A	N/A
1 <sup>st</sup> Violation	5	\$20.00
2 <sup>ND</sup> Violation	10	20.00
3 <sup>RD</sup> Violation and Subsequent	15 (Max Per Day)	20.00
Illegal parking		30.00
Parking Lot Permit – Individual	7.50/month	20.00/month
Parking Lot Permit- Commercial	15.00/month	20.00/month
Misc.: Blocking Driveway; Yellow Curb; etc.	15	\$30.00

**Parks & Facilities**

Increases are being proposed for RV sewage disposal, nightly camping, and the organic yard waste disposal site (aka dump) at Stan Hedwall Park. There have been no increases to these fees in several years and the increases are being proposed to reflect the RV Park restroom renovation project that will take place this year. The charge for showers is proposed to be eliminated as it will be absorbed within the increased fee for nightly camping.

**Airport**

Hangar rents are periodically updated to remain at fair market value. The maximum time anticipated for these adjustments is at five-year intervals. The last adjustment took place in early 2020 and was a minimum of a 10% increase. The hangars were renamed in 2016 by the former airport director, so a revision of the hangar names and associated fees is required. The hangar waiting list deposit is proposed to be eliminated to simplify tracking and eliminate costs associated with managing the deposit. The hangar lock replacement fee is proposed to be eliminated since the Airport maintains all of the locks. The extra hangar key fee of \$5 is proposed to be eliminated.

The \$5 daily ramp tie down fee is proposed to be eliminated. The parking provided is a courtesy to our visitors and facilitates the sale of fuel.

The Ground Lease Assignment fee is proposed to be eliminated. This task is part of the management of new and existing lease agreements.

The Toyota Sienna rental van fee is proposed to be reduced to make the van more marketable. The Toyota Camry fee is proposed to be eliminated because the vehicle was a leased vehicle that has been returned.

The wayfinding sign was added in 2018. The proposed fee is similar to what the WSDOT charges for their wayfinding signs.

### **Community Development (Planning and Building)**

Community Development has prepared a proposed fee schedule that includes some increases and some decreases to building and planning fees.

The proposed fees have been developed for City Council consideration with the following goals:

- **Recover** revenue to the degree feasible to minimize the general fund subsidy of development services, particularly for larger and more complex projects.
- **Reduce** fees for projects under \$100,000 to make it less costly for property owners doing home and business maintenance and improvements by adding or revising fees for projects like window and door replacements.
- **Consistency** with other jurisdictions to make it easier for developers that work in the area to understand and predict what the fees may be early in the planning phase.
- **Encourage** those interested in doing a development to plan ahead by establishing lower planning review fees for those that go through a pre-application process.
- **Adjust** fees for direct services that the City historically and currently contracts for to more accurately reflect the actual costs that the City must pay to advance a project through the process, such as the Hearings Examiner fees.
- **Establish** fees that are in alignment with current building practices and procedures.

The proposed fee increases also partially account for the general increase in cost of providing services. While the activities of the Planning and Building Department will need an ongoing subsidy from the General Fund in order to maintain general services, the fees do need to be adjusted so that the cost of providing services to new development, particularly for large commercial, residential and/or industrial developments.

**City Council Budget Committee Discussion of Planning and Building Fees:** The City Council Budget Committee carefully reviewed these fees and a good discussion regarding the position that the City Council has had toward the adoption of development fees, as well as the pros and cons of different approaches. Two of the three members were supportive of proposed fee adjustments as presented. One of the City Council Budget Committee members was not against adjusting the fees; however, he wanted more information and detail on each fee. The fees based on a percentage of a project costs were particularly concerning to the one Committee member.

The response of the other two Committee Members is that the proposed fee schedule is generally consistent with the expectations of the development community and very competitive in the region. They communicated that the time, energy, and money that would need to be diverted from the staff's current work to detail the more exact cost of providing each service would not yield a significantly better fee structure. In addition, it would create an immediate administrative burden that the City is not able to absorb without compromising the work currently being done, particularly in the Finance and Planning and Building Departments.

It was also discussed that most developers in Lewis County recognize that the fees are generally lower than those in other areas. Therefore, they are generally more concerned with certainty and predictability of fees for their bidding process and the ability to work through the process in a straightforward manner than the actual cost of the fees, because as we all know time is money.

**FISCAL IMPACT**

It is anticipated that the increased fees will have a positive impact on the city budget; however, those impacts are difficult to project at this time.

**RECOMMENDATION**

It is recommended that the City Council review the attached fee schedule and adopt Resolution No. 4-2021 on first of two required readings consistent with City Council policy.

**SUGGESTED MOTION**

I move that the City Council adopt Resolution No. 4-2021 on first of two required readings consistent with City Council policy.



**RESOLUTION NO. 4-2021**

**A RESOLUTION OF THE CITY OF CHEHALIS,  
WASHINGTON, AMENDING THE CITY OF  
CHEHALIS FEE SCHEDULE, AND PROVIDING  
FOR AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, in connection with the municipal functions and operations of the City of Chehalis, the City requires certain fees; and

**WHEREAS**, it is appropriate to review such fees and make adjustments to appropriately address costs; and

**WHEREAS**, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs and adopted cost recovery goals associated with various City functions and facilities; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The Fee Schedule of the City of Chehalis is amended as set forth in Exhibit A.

**Section 2.** Severability. If any sections, sentence, clause, or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution or its application to any other person, property or circumstance.

**Section 3.** The effective date of this Resolution shall be immediately upon its adoption.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Dennis L. Dawes, Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

**GENERAL**

**Returned Checks**

NSF Check (for any reason) and ACH		\$ 30.00
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**Certified Copies**

*May be waived if associated with city business*

First Page		\$ 5.00
Additional Pages For Same Document	Per Page	\$ 1.00

**Notary Services**

City Business		No Fee
<del>Non-city Business</del>	<del>Per Document</del>	<del>\$ 6.00</del>

Note: Notary services are only provided for City related business

**PARKS & FACILITIES**

**Stan Hedwall RV**

Sewage Disposal		<del>\$ 3.00</del>	
RV Sewage Disposal		\$ 5.00	
Nightly Camping	Per Night	<del>\$ 20.00</del>	<i>includes disposal fee</i>
Nightly Camping	Per Night	\$ 50.00	<i>Includes disposal fee</i>
Shower		<del>\$ 0.25</del>	

**Organic Yard Waste Disposal**

Dump Pass	Annual	<del>\$ 40.00</del>	<del>April - November</del>
Yard Waste Disposal Pass	Annual	\$ 50.00	April - November

**Building Rentals**

**V.R. Lee Community Building**

Time of Day	Mon-Thurs	Fri	Sat/Holiday	Sun
Daytime	\$ 65.00	\$ 65.00	NA	\$ 130.00
Evening	\$ 65.00	\$ 90.00	NA	\$ 130.00
All Day	\$ 130.00	\$ 150.00	\$ 150.00	\$ 130.00

**Fred Hess Kitchen**

Daytime	\$ 35.00	\$ 35.00	NA	NA
Evening	\$ 45.00	\$ 50.00	NA	NA
All Day	\$ 80.00	\$ 85.00	\$ 85.00	\$ 80.00

**Covered Shelters**

**Stan Hedwall Park**

Time of Day	Mon-Thurs	Fri	Sat/Holiday	Sun
All Day	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
All Day, including grass area	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

**Robert E. Lintott/Alexander Park**

All Day	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
All Day, including grass area	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

## ATHLETIC FACILITY USE FEES FOR OUTSIDE USERS

For private or a non-profit organization not affiliated with a City approved non-profit organization

### Recreation Park - Chehalis Sports Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$200 per day or \$50 per field per day
- Field Rental - \$25 per hour per field
- Lights - \$10 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink
- Tournament's require a \$200 non-refundable deposit to reserve facility to be applied toward tournament fees

### Stan Hedwall Park - Slowpitch Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$100 per day or \$25 per field per day
- Field Rental - \$20 per game per field
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

### Stan Hedwall Park - Little League Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$100 per day or \$25 per field per day
- Field Rental - \$20 per game per field
- Lights - \$10 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

### Babe Ruth Complex (Fields 1, 2)

- Facility Charge - \$50 per day or \$25 per field per day
- Field Rental - \$20 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

### Stan Hedwall Park Soccer Fields (Full Sized Fields, Mod Fields, Micro Fields)

- Facility Charge for tournaments - \$100 per day or \$25 per field per day
- Full Size Field (U13+) - \$25 per field per game
- Mod Size Field (U12) - \$20 for up to 2 fields per round of games
- Mod Size Field (U10) - \$20 for up to 2 fields per round of games
- Micro Size Field (U6/U8)- \$20 for up to 4 fields per round of games

### Stan Hedwall Park Large Batting Cage

- Facility Charge for scheduled use (August – January) must benefit Chehalis youth - \$100, per approved User approve user
- Facility Charge for a Camp or Clinic, must benefit Chehalis youth - \$50 per day
- Outside users will be scheduled ONLY if space allows

### Camp/Clinic/Other Use Fees – Baseball, Softball or Soccer Fields

- Field Use - \$25 per hour per field – Recreation Park, Sports Complex
- Field Use - \$25 per field per 0-2-hour time period – Hedwall Sport Fields

### Additional Amenities—must be requested in advance:

- Portable outfield fencing - \$150 per field (200') plus \$5 per additional panel
- Field drying agent – at cost per bag (currently \$13)
- Field Chalk – at cost per bag (currently \$10)
- Field Paint – at cost to be tracked by supplies purchased and staff time needed to paint
- Press box/sound system (Chehalis Sports Complex, Babe Ruth) – included in facility charge
- Upstairs room (Chehalis Sports Complex) – included in Facility Charge
- Sound system (Chehalis Sports Complex) – included in Facility Charge

- Permanent scoreboard (Chehalis Complex Fields 1 & 2, Babe Ruth Field 1, Little League Fields 1 & 2) – included in facility charge
- Vendors, or sale of concessions or goods – \$25 per day, but by permission only and is subject to restrictions or limitations due to existing concessionaire contracts
- Requests for other amenities or services will be considered and are subject to additional fees

**SHAW AQUATICS CENTER**

Admission - All Ages		\$ 5.00
Swimming Pool Private Rental for One (1) hour	Includes eight (8) staff and use of common room	\$ 200.00
Swimming Pool Private Rental for One (1) hour	Per participant up to 201	\$ 3.00
Swimming Pool Rental	Common room plus 25 admit during open swim	\$ 125.00
Swimming Lessons		\$ 40.00
Swimming Lessons	Extra after two (2)	\$ 35.00
Senior Citizen Discount	Age 55 and older	\$ (1.00)
Military Discount		\$ (1.00)
Season Pass		\$ 40.00

**POLICE**

**Animal Control**

Dog License - New	Unaltered	\$ 30.00
Dog License - Renew	Unaltered	\$ 15.00
Dog License - New	Altered	\$ 10.00
Dog License - Renew	Altered	\$ 5.00
Late License	Add to Any Required License Fee	\$ 10.00
Initial License	Other Animal	\$ 5.00
Replacement License		\$ 5.00
Registration	Potentially Dangerous Dog	\$ 150.00
Registration	Dangerous Dog	\$ 250.00
Registration	Other Animal - Dangerous/Potentially Dangerous	\$ 250.00
Registration	Micro-chipped Animal Not Otherwise Categorized	No Fee
Registration	Other Animal	\$ 5.00
Late Registration	Add to Any Required Registration Fee	\$ 25.00
Detainment (Impound)	Per Day or Part of Day at Muncipal Impound Kennel	\$ 35.00
Detainment (Impound)	Per Day or Part of Day at County Impound Kennel	\$ 50.00
Quarantine	Per Day or Part of Day	\$ 20.00
Disposal Fee	Relinquished Animal	\$ 50.00
Rabies Testing		Actual Cost

**Concealed Weapon License**

*Concealed weapon license fees are set by state law (RCW 9.41.070), and are subject to change.*

~~Concealed weapons permit~~ ~~\$ 55.25~~

CPL - New	\$36.00; plus additional charges imposed by FBI	\$ 49.25
CPL - Renew		\$ 32.00
CPL - Late Renewal		\$ 42.00
CPL - Replacement		\$ 10.00

**Fingerprinting**

Fingerprinting	Two Permit Cards	\$ 10.00
Fingerprinting	Additional Permit Card	\$ 5.00

**Parking Permits/Fees**

<del>Residential</del>	<del>Per Month</del>	<del>\$ 7.50</del>
<del>Business</del>	<del>Per Month</del>	<del>\$ 15.00</del>
Residential	Per Month	\$ 7.50
Business	Per Month	\$ 15.00
Overtime Parking		\$ 15.00
Illegal Parking		\$ 30.00
Misc: Blocking Driveway; Yellow Curb; etc.		\$ 30.00

**Bicycle License**

License		No Fee
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~~Clearance Letter~~

~~\$ 15.00~~



**PUBLIC WORKS**

<b>Installation of Hydrant Meter</b>		\$	100.00	Plus \$100.00 deposit	<b>13.04.380 Hydrants – Temporary use</b>
<b>Sale of class A biosolids</b>	Loaded at CRWRF by City on buyer's vehicle	\$	1.00	Per Cubic Yard	

**Community Development Fees**

*Most plans for which a development permit is required will be assessed a plan review fee in addition to any permit fees. The plan review fee is based on the construction cost or value of the development project, or projected staff review time and may be a percentage of the development permit fee from the applicable code. Generally, the following formulas are used for the identified type of plan review.*

<b>Manufactured Structure</b>	Per Assembled Structure	\$	200.00	
<b>Land Use/Zoning Plan Review</b>	<i>No plan review fee, unless variance or conditional use permit is required.</i>			
	Variance Permit			\$200.00 deposit plus up to \$500 in pass-through costs
	Conditional Use Permit			\$200.00 deposit plus up to \$500 in pass-through costs
<b>Public Works Variance</b>		\$	50.00	
<b>Fee to Restore Water Service</b>		\$	50.00	
<b>Civil Plan Review</b>	Associated with Development – 1st review	\$	50.00	
	Associated with Development – each additional review	\$	25.00	
<b>Joint Aquatic Resource Permit Application (JARPA)</b>	If Shorelines Management Act Permit	\$	200.00	deposit plus up to \$500 in pass-through costs
	Otherwise	\$	200.00	
<i>Plan review fees must be submitted with application before any city plan review or approval process will be initiated. Other county, state, and federal agencies with jurisdiction may charge additional review or permitting fees.</i>				
<b>Building Permit &amp; Plan Review</b>	<b>Value</b>	<b>'97 UBC Table 1-A</b>	<b>Fee</b>	
	1 million + 1 and up	\$5,608.75 / 1st million	\$	4.22 per thousand
	500k + 1 - 1 million	\$3,233.75 / 1st \$500k	\$	5.50 per thousand
	100k + 1 - 500k	\$993.75 / 1st \$100k	\$	6.48 per thousand
	50k + 1 - 100k	\$643.75 / 1st \$50k	\$	7.00 per thousand; plus \$215.00
	25k + 1 - 50k	\$391.25 / 1st \$25k	\$	10.10 per thousand; plus \$197.00
	2k + 1 - 25k	\$69.25 / 1st \$2k	\$	14.00 per thousand; plus \$33.00
	500 +1 - 2k	\$23.50 / 1st \$500		Same fee as '97 UBC
	1 - 500	\$23.50		Same fee as '97 UBC
<b>State Surcharge Fee</b>		\$	4.50	plus \$2.00 per residential unit
<b>Demolition Permit</b>		\$	28.00	
<b>Fire Permit</b>	Fire Safety Permit Fee			1.9% of the valuation of work
	Minor Fire Safety Modifications (< 10 heads or panel modifications)	\$	200.00	
	Annual Inspection	\$	25.00	
<b>Fireworks Stand</b>	Annual	\$	100.00	Plus \$100 deposit
<b>Underground Storage Tank</b>	Per tank installed or removed	\$	25.00	
<b>Sign Permits (For Project Cost)</b>	\$1 through \$2,000	\$	20.00	
	\$2,001 or more	\$	75.00	
<b>Earth Disturbing Permit (Stormwater)</b>	1997 UBC Table A-33-B Grading Permit Fees unless associated with a building permit, then no fee			
<b>Right-of-Way Permits</b>	Disturbance of right-of-way (construction activity)	\$	50.00	
	Short term and temporary use of right-of-way (not requiring public street closure)			No fee
	Short term and temporary use of right-of-way (requiring street closure)	\$	100.00	Per occurrence
	Long term and permanent use of right-of-way	\$	100.00	Annual

House Moving Permit Plan Review Fee		\$	50.00	
House Moving Permit		\$	200.00	Plus performance bond or damage deposit of \$5,000.00
Mechanical Permit		\$	35.00	
Plumbing Permit		\$	26.00	
Occupancy Permit		\$	30.00	
Occupancy Permit (No construction or R/W)		\$	50.00	
Joint Aquatic Resource Permit	If Shoreline Management Act permit, flood hazard zone-permit, local wetland development permit; or slope/slide/unstable soil permit	No fee		
	If other agency involved - Other agency requirements State of Washington surcharge - \$4.50 + \$2.00 per residential unit over one. (attached to any building permit issued)			
Appeals	Appeal from decision of Responsible Official (SEPA) to Hearing Examiner	\$	200.00	Deposit; plus pass-through fees up to \$500*
	Appeal from decision of Development Review Committee member to Hearing Examiner	\$	200.00	Deposit; plus pass-through fees up to \$500**
	Appeal from decision of Shorelines Administrator to Hearing Examiner	\$	200.00	Deposit; plus pass-through fees up to \$500*
	<i>* 80% of appeal fee may be refunded to a prevailing party (appellant) upon written request, at the discretion of the Hearings Examiner.</i>			
	<i>** 100% of the appeal fee shall be refunded to a prevailing party (appellant).</i>			
Planning & Zoning	Comprehensive Plan Amendment Application	No fee first form	\$20.00 thereafter	
	Comprehensive Plan Amendment/PUD/Rezone	\$	300.00	
	Development Regulation Text Amendment (Title 17)	\$	125.00	
	Subdivision (Preliminary Plat Application)	\$	200.00	Plus \$5.00 per lot
	Subdivision (Final Plat Application)	\$	200.00	Includes filing fees at county auditor
	Short-Plat Application	\$	200.00	Includes filing fees at county auditor
	Boundary Line Adjustment Application	\$	250.00	Includes filing fees at county auditor
	State Environmental Policy Act Checklist	\$	200.00	
	Environmental Impact Statement	\$	200.00	Review only - EIS by applicant
	Preliminary Site Plan Review (Development Review Committee)	No fee		
	Pre-Submission Conference (Development Review Committee)	No fee		
	Preconstruction Conference (Development Review Committee)	No fee		
	Binding Site Plan	\$	150.00	No fee for amendment
Business Licenses				
CMC 5.04	General License	Initial Application	\$	50.00
	General License	Annual Renewal	\$	20.00
	Temporary License	Per Day	\$	25.00
	Late Fee			10%
	Background Checks for Specialty Licenses	Actual Cost		
	Parades, Athletic Events, Other Special Events			
	City Services (employees for traffic and crowd control; pickup/delivery of traffic control devices/picnic tables; extraordinary street sweeping	Actual Cost (may be waived)		
	Cleanup Deposits	Not Listed		

	Current	Proposed	Difference	% Change	% of total valuation for proposed fees
<b>\$20,000</b>					
<u>residential</u>					
permit	\$354.25	\$347.50			
plan review	\$88.56	\$86.88			
total(without state fees)	\$442.81	\$434.38	-\$8.43	-1.90%	2.17%
<u>commercial</u>					
permit	\$354.25	\$347.50			
plan review	\$230.26	\$225.88			
total(without state fees)	\$584.51	\$573.38	-\$11.13	-1.90%	2.87%
<b>\$250,000</b>					
<u>residential</u>					
permit	\$1,965.75	\$2,110.00			
plan review	\$491.44	\$527.50			
total(without state fees)	\$2,457.19	\$2,637.50	\$180.31	7.34%	1.06%
<u>commercial</u>					
permit	\$1,965.75	\$2,110.00			
plan review	\$1,277.74	\$1,371.50			
total(without state fees)	\$3,243.49	\$3,481.50	\$238.01	7.34%	1.39%
<b>\$1 million</b>					
<u>residential</u>					
permit	\$5,983.75	\$6,797.50			
plan review	\$1,495.94	\$1,699.38			
total(without state fees)	\$7,479.69	\$8,496.88	\$1,017.19	13.60%	0.85%
<u>commercial</u>					
permit	\$5,983.75	\$6,797.50			
plan review	\$3,889.44	\$4,418.38			
total(without state fees)	\$9,873.19	\$11,215.88	\$1,342.69	13.60%	1.12%

PERMIT TYPE	VALUE	CHEHALIS	CHEHALIS Proposed	New definitions for building fees
<b>Building Fees</b>				
Building Permit	\$1,000,001 and up	\$5,608.75/1st mill + \$4.22 per thousand	\$6797.50/1st mill + \$4.75 per thousand	
	\$500,001 to \$1 mill	\$3,233.75/1st \$500k + \$5.50 per thousand	\$3797.50/1st \$500k + \$6.00 per thousand	Valuation-current market value of labor and materials
	\$100,001 to \$500k	\$993.75/1st \$100k + \$6.48 per thousand	\$1097.50/1st \$100k + \$6.75 per thousand	
	\$50,001 to \$100k	\$643.75/ 1st \$50k + \$7.00 per thousand + \$215.00	\$710.00/ 1st \$50k + \$7.75 per thousand	Residential-single family, duplex, triplex, fourplex
	\$25,001 to \$50k	\$391.25/1st \$25k + \$10.10 per thousand + \$197.00	\$422.50/1st \$25k + \$11.50 per thousand	
	\$2,001 to \$25k	\$69.25/1st \$2k + \$14.00 per thousand + \$33.00	\$77.50/1st \$2k + \$15.00 per thousand	Commercial-Multifamily, multituse, commercial, industrial
	\$501 to \$2k	\$23.50/1st \$500 + \$3.05 per hundred	\$23.50/1st \$500 + \$3.50 per hundred	
	\$1 to \$500	\$23.50	\$25.00	Minor amendments- No increase to density, no additional useable space
Plan Review		25% of building permit fee (residential) 65% of building permit fee (commercial & industrial)	25% of building permit fee (residential) 65% of building permit fee (commercial &	
Land Use/Zoning Plan Review		*no plan review fee, unless variance or conditional-use permit is required*		
Manufactured Structure		\$200.00 per assembled structure	\$200.00 per assembled structure	
Mobile Home Title Elimination			No fee if building permits are on file.	
Re-roof (residential)		Assessed as building permit	<2000 sq ft= \$75; >2000 sq ft=\$25 base fee and \$7 per square or 100 sq feet	
Re-roof (commercial)	Class A & B (hotmop & torchdown)	Assessed as building permit	\$75 base fee and \$7 per square or 100 square feet	
	Composition (roll/2 tab)	Assessed as building permit		
	placement	Assessed as building permit		
	Metal	Assessed as building permit		
	Shake	Assessed as building permit		
	Shingle	Assessed as building permit		
Window Replacement			Residential-more than 25% of window replacement, like for like: \$25 base fee and \$7 per window. <25%, like for like: no permit required. Any changes in window size or style: based upon valuation.  Commercial-any or all window replacement, like for like: \$25 base fee and \$7 per window. Any changes in window size or style: based upon valuation.	
Deck			Residential-<120 sq ft and no more than 30 inches above grade, no permit required. 121 sq ft to 500 sq ft <u>and</u> no more than 30 inches above grade: \$175. Over 501 sq ft <u>or</u> higher than 30 inches above grade, assessed as a building permit with plan review.  Commercial-based upon valuation.	
Residential siding replacement			<25% no fee. More than 25% of the building: \$250	

Demolition Permit		\$28.00	\$50 residential without utility disconnections \$100 residential with utility disconnections \$100 commercial, with or without utility disconnections
Temporary Occupancy			\$1,000.00
Fire Safety Permit		1.9% of the valuation of fire safety system	1.9% of the valuation of fire safety system <b>with a \$200 minimum</b>
Fire Safety Modifications		\$200.00	\$200.00
Automatic Fire Alarm			
Flow Test (one time)			
Fixed Fire Suppression			
Auto Sprinkler System			
Fireworks Stand		\$100.00	\$150.00
Underground Storage Tank ( <del>installed or removed</del> )		\$25/per tank	\$50 for installation if not part of a building permit
Sign Permit	\$1 – \$2,000	\$20.00	\$100 if no plan review required. If plan review required fee assessed as per building permit fees. No fee for home occupation signs but permit required. No permit required for sign refacing.
	\$2,001 and up	\$75.00	
House Moving Permit – Plan Review		\$50.00	
House Moving Permit		\$200.00 + performance bond or \$5,000.00 damage deposit	\$350.00 + performance bond or \$5,000.00 damage deposit
Mechanical Permit		\$35.00	Residential-\$35 base fee and \$7 per fixture regulated by the building code. For natural gas lines-the first 4 outlets count as one fixture and all additional outlets, \$1 each.  Commercial-\$175 plus \$7 per fixture regulated
Plumbing Permit		\$26.00	Residential-\$35 base fee and \$7 per fixture regulated by the building code. For natural gas lines-the first 4 outlets count as one fixture and additional outlets, \$1 each.  Commercial-\$175 plus \$7 per fixture regulated by the building code.

Occupancy Permit /Change of Occupancy		\$30.00	Stand alone occupancy permit-\$150 for the first 2 hours, \$75 per hour after 2 hours. For occupancy permit associated with a building permit-no fee.
Reinspection Fee		\$0.00	\$75 per reinspection visits of 3 or more
Inspections outside normal business hours		\$0.00	\$150 with a 2 hour minimum
Occupancy Permit – no construction or ROW		\$50.00	
<b>Planning Fees</b>			
Comprehensive Plan Amendment		\$300.00	If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Planned Unit Development (preliminary)		\$300.00	\$1000 plus the cost of Hearing Examiner
Planned Unit Development (final)			\$500.00
Planned Unit Development Amendment (Minor)			no fee
Planned Unit Development Amendment (Major)			\$500 plus the cost of the Hearing Examiner
Development Regulation Text Amendment (Title 17)		\$125.00	If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Subdivision (preliminary plat application)		\$200.00 + \$5.00 per lot	\$750.00 + \$5.00 per lot plus cost of Hearing Examiner
Subdivision (Final plat application)		\$200.00	\$500 unless part of a PUD or MPD then \$150
Short Plat		\$200.00	\$200 plus \$50 per lot
Long Plat Subdivision (application)			
Long Plat Subdivision (final approval)			
Boundary Line Adjustment		\$250.00	Residential BLA-no fee Commercial, Industrial, Mixed use, and multifamily-\$350
Environmental Impact Statement (review only - EIS by applicant)		\$200.00	\$500 plus consultant costs
Preliminary Site Plan Review		\$0.00	
Pre-submission conference		\$0.00	\$0.00
Binding Site Plan (preliminary)		\$150.00	\$1000 plus the cost of the Hearing Examiner
Binding Site Plan (final)			\$500.00

Binding Site Plan Amendment (Minor)			no fee
Binding Site Plan Amendment (Major)			\$1000 plus the cost of the Hearing Examiner
Address Assignment			no fee but will not be issued without a building permit
Appeal to Hearing Examiner ( <del>Planning</del> )			\$500 plus actual Hearing Examiner costs
Appeal to Hearing Examiner ( <del>Building</del> )			\$500 plus actual Hearing Examiner costs
Appeal to City Council			\$500.00
SEPA		\$200.00	\$500.00
SEPA exemption letter			\$300.00
Master Plan Development (conceptual)			\$3000 plus applicable consultant and Hearing Examiner costs
Master Plan Development (amendment or alterations)			Minor amendments or alterations-no fee Major amendments or alterations-\$500 plus the cost of the Hearing Examiner
Master Plan Development (final)			\$500.00
Variance Permit		\$200.00 deposit + up to \$500.00 in pass-through costs	\$500 plus the full cost of the Hearing Examiner fees
Conditional Use Permit		\$200.00 deposit + up to \$500.00 in pass-through costs	\$500 plus the full cost of the Hearing Examiner fees
<b>Floodplain Development Permit</b>		\$0.00	<b>\$75.00</b>
(JARPA)		costs	
Joint Aquatic Resource Permit		If Shoreline Management Act permit, flood hazard zone permit, local wetland development permit; or slop/slide/unstable permit - NO permit fee. If other agency is involved - other agency requirements State of Washington surcharge - \$4.50 + \$2.00 per residential unit over one (attached to any buidling permit issued)	
Shoreline Management Program Document			
Shorline Statement of Exemption			\$350.00
Substantial Development Permit			\$500 plus the cost of Hearing Examiner, if applicable
Substantial Development Permit (Public Hearing Required)			
Shoreline Conditional Use Permit			\$1000 plus the cost of the Hearing Examiner
Shoreline Variance			\$1000 plus the cost of the Hearing Examiner
Site Plan Review			\$300.- \$150 waived if applicant has had a pre submission conference within 180 calander days prior to submittal.



Site Plan Amendment			Minor amendments = no fee All other amendments = \$300
Temporary Use Permit/Special Event			\$150.00
Zone Change		\$300.00	If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Code Compliance/Zoning Verification Letter			\$25.00

Engineering Fees		
	Current	Proposed
Civil Permit Base Fee	\$50.00	\$50.00
ADA Ramp	\$0.00	\$150 (includes 10' of sidewalk)
Commercial Driveway Approach	\$0.00	\$250 (includes 25' of sidewalk)
Residential Driveway Approach	\$0.00	\$150 (includes 25' of sidewalk)
Sidewalk--New/Repair/Replace	\$0.00	\$25 for first 25', then \$25 per 50'
Plan Review and Inspection--Construction of City Water Main	\$0.00	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Construction of City Sewer Main	\$0.00	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Construction of City Stormwater Main	\$0.00	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Stormwater onsite pipe	\$0.00	\$2 per linear foot
Inspection--Water--Abandon, Service Repair or Additional Backflow Device 2" or smaller (no fee if the applicant has a demo permit)	\$0.00	\$125.00
Inspection--Sewer--Abandon, Service Repair (no fee if applicant has a demo permit)	\$0.00	\$125.00
Right of Way Obstruction/Traffic Plan	\$0.00	\$25.00
Street or Alley Vacation	\$0.00	\$200 plus associated planning permit costs
Overhead ROW work	\$0.00	\$50 per continual 1000 linear foot
Open Cut ROW ground work	\$0.00	\$75 per continual 100 linear feet
Trenchless ROW ground work	\$0.00	\$50 for first continual 25 linear feet, then \$0.50 per foot
Water Meter Installation		
3/4" to 5/8"	\$700.00	\$700.00
1"	\$1,000.00	\$1,000.00
1 1/2"	\$1,500.00	\$1,500.00
2"	\$2,000.00	\$2,000.00
Fire Service Connection Fees		
2"	\$1,610.00	\$1,610.00

3"	\$3,210.00	\$3,210.00
4"	\$5,020.00	\$5,020.00
6"	\$10,040.00	\$10,040.00
8"	\$16,060.00	\$16,060.00
10"	\$23,090.00	\$23,090.00
12"	\$45,170.00	\$45,170.00
Oustide plan review-	\$0.00	Actual cost
Inspections outside normal business hours-	\$0.00	\$75 with a 2 hour minimum
Reinspection fees-	\$0.00	\$75 from the 3rd reinspection on
<b>Earthmoving Permit</b>		
<b>Grading Plan Review Fees</b>		
up to 50 cu yards	No fee	No fee
51 to 100 cu yards	\$23.50	\$23.50
101 to 1,000 cu yards	\$37.00	\$37.00
1,001 to 10,000 cu yards	\$49.25	\$49.25
10,001 to 100,000 cu yards	\$49.25 for the 1st 10,000 cu yards plus \$24.50 for each additional 10,000 cu yards	\$49.25 for the 1st 10,000 cu yards plus \$24.50 for each additional 10,000 cu yards
100,001 to 200,000 cu yards	\$269.75 for the 1st 100,000 cu yards plus \$13.25 per each additional 10,000 cu yards	\$269.75 for the 1st 100,000 cu yards plus \$13.25 per each additional 10,000 cu yards
200,001 cu yards or more	\$402.25 for the first 200,000 cu yards plus \$7.25 for each additional 10,000 cu yards	\$402.25 for the first 200,000 cu yards plus \$7.25 for each additional 10,000 cu yards
<b>Grading Permit Fees</b>		
up to 50 cu yards	\$23.50	\$23.50
51 to 100 cu yards	\$37.00	\$37.00
101 to 1,000 cu yards	\$37.00 for the first 100 cu yards, plus \$17.50 for each additional 100 cu yards	\$37.00 for the first 100 cu yards, plus \$17.50 for each additional 100 cu yards
1,001 tp 10,000 cu yards	\$194.50 for the first 1,000 cu yards plus \$14.50 for each additional 1,000 cu yards	\$194.50 for the first 1,000 cu yards plus \$14.50 for each additional 1,000 cu yards
10,001 to 100,000 cu yards	\$325.00 for the first 10,000 plus \$66.00 for each additional 10,000 cu yards	\$325.00 for the first 10,000 plus \$66.00 for each additional 10,000 cu yards
100,001 cu yards or more	\$919.00 for the first 100,000 cu yards plus \$36.50 for each additional 10,000 cu yards	\$919.00 for the first 100,000 cu yards plus \$36.50 for each additional 10,000 cu yards

**AIRPORT**

**Fuel Overhead & Profit (Per Gallon)**

Profit (100LL Self-Service)	0.1	
Profit (Jet A)	Market Rate	
Overhead (Full Service Fuels)	0.28	Includes \$.10 per gallon for labor
Overhead (Self Service Fuels)	0.14	
Call out fees	\$ 75.00	
Catering	\$ 25.00	Base fee + actual costs + 10% for additional services

**Sample: 100 LL Fuel Pricing Formula**

		Profit Perc	Tax Rate
Airport Profit	0.37	10.0%	8.2%
Airport Overhead	0.12056319	3.30%	
100LL Cost	3.65343	0.001	0.003617
Fed Oil Spill Liability	0.00214		
Federal Excise Tax	0.194		
WA Aviation Excise Tax	0.11		
Credit Card Processing Fee (3.0%)	0.146700714		
WA State Sales Tax (8.2%)	0.376558506		
Total Amount of Fuel	4.97		

**Sample: Jet A Fuel Pricing Formula**

Airport Profit	0.9096705	45.0% Profit Percentage
Airport Overhead	0.06670917	3.30% CC Processing Fee
Jet A	2.02149	8.20% Tax Rate
Federal Oil Spill Liability	0.00214	
Federal Excise Tax	0.2430000	
WA Aviation Excise Tax	0.1100000	
Federal Lust Tax	0.0010000	
Credit Card Processing Fee (3.0%)	0.110682319	

Sales Tax 0.2841047  
 Total Amount of Fuel 3.748796732 Self Serve Fuel  
 Total Amount of Fuel Add \$.10 per gallon Full Service Fuel  
 Total Amount of Fuel Add \$.05 per gallon Full Service w/ FSII

**Hangar Rents**

B, C, D	\$ 102.25
E	\$ 56.63
F	\$ 70.79
G	\$ 295.24
H	\$ 102.25
I (12 Units)	\$ 220.00
N (has not been rented)	\$ 2,400.00
Hangar Waiting List Deposit	\$ 25.00
Replacement Hangar Lock	\$ 25.00
Extra Hangar Key	\$ 5.00

Hangar	Rent	Leasehold	Total
A	\$242.00	\$31.07	\$273.07
F	\$77.87	\$10.00	\$87.87
G	\$112.48	\$14.44	\$126.92
H	\$112.48	\$14.44	\$126.92
I	\$112.48	\$14.44	\$126.92
J	\$62.30	\$8.00	\$70.30
K	\$400.00	\$51.36	\$451.36
L	\$400.00	\$51.36	\$451.36
M	\$400.00	\$51.36	\$451.36
N	\$400.00	\$51.36	\$451.36
O	\$400.00	\$51.36	\$451.36
P	\$500.00	\$64.20	\$564.20
Q			
R	\$220.00	\$28.25	\$248.25

**Ramp Tie Down Fees**

Daily	\$ 5.00
Monthly	\$ 35.00

**Property Fees**

Ground Lease Assignment Fee	\$ 200.00
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**Rental Vehicles**

Sienna per day	\$ 103.30	
Sienna per day	\$ 60.00	
Sienna weekly rate	\$ 464.85	
Sienna weekly rate	\$ 420.00	

<del>Camry per day</del>	<del>\$ 72.31</del>	
<del>Camry weekly rate</del>	<del>\$ 353.39</del>	
Fuel	\$ 9.29	Per gallon or \$.422 per mile driven
Cleaning fee	\$ 50.00	Based on condition of vehicle when returned plus actual damage fees

**Wayfinding Sign Advertising**

Annual	\$ 150.00
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**CITY CLERK**

**Public Records**

Police Records	Victims/persons involved in an incident	No Fee
All Records	Uploading and/or transmission of scanned records	No Fee
All Records	Inspecting records	No Fee
Photocopies	100 pages or less	No Fee
Photocopies	101 or more pages (includes first 100 pages)	\$0.15/ page
Scanning Paper Documents	100 pages or less	No Fee
Scanning Paper Documents	101 or more pages (includes first 100 pages)	\$0.10/ page
Outside Copying Costs		Actual cost
Digital Storage Media	CDs, Thumb Drives, Containers, Envelopes, etc.	Actual cost
Postage/Delivery		Actual cost
Customized Access for IT Expertise		Actual cost
Deposit	Requests exceeding \$50	Not to exceed 10% of estimated costs