



CITY OF  
**SUMNER**  
WASHINGTON

**COMMUNITY DEVELOPMENT MEETING  
AGENDA  
CITY HALL – 1104 MAPLE STREET  
JANUARY 27, 2021 5:00 PM**

Staff Liaison: Ryan Windish, Community Development Director  
Copy to: Mayor Pugh, City Administrator Jason Wilson, City Council

<https://sumnerwa-gov.zoom.us/j/85197720366>

Meeting ID: 851 9772 0366

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## **CALL TO ORDER**

## **COMMITTEE BUSINESS**

1. Ordinance No. 2761 - Parking Code Text Amendments
2. Budget Amendment - Parks Development
3. Electric Fence Amendments
4. Interlocal Agreement with East Pierce Fire & Rescue

## **REPORTS**

1. Permit and Development Activity

## **ADJOURNMENT**



**COMMUNITY DEVELOPMENT MEETING**

**DATE: January 27, 2021**

**AGENDA BILL: 21-669**

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**SUBJECT:** Ordinance No. 2761 - Parking Code Text Amendments

**CATEGORY:** Ordinance

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

1. 20210127\_CDC\_Parking\_Amends\_Memo&Attchs (3)
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**STAFF CONTACT:** Ryan Windish, Community Development Director

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**SUMMARY BACKGROUND:**

The Parking Code Amendments will change the 8-hour parking lots to 4-hours in the downtown to discourage commuter parking and make enforcement easier. In addition, there are amendments to on-street parking hours and prohibiting parking on one side of McMillan Ave between 16th Street and Everett Street.

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**COUNCIL COMMITTEE/STUDY SESSION:** January 27 Community Development Committee review.

**MEETING/STUDY SESSION DATE:** 2/16/2021

**COMMITTEE RECOMMENDATION:** No

**STAFF RECOMMENDATIONS/MOTION:**

Move to approve a do pass recommendation for the City Council.

DATE: January 27, 2021  
TO: Council Community Development Committee  
FROM: Ryan Windish, Community Development Director  
RE: **Parking Code Amendments**

### **Background**

City staff conducted two parking surveys and have been reviewing the current Parking Code to make necessary clean-ups, limit commuter parking on public lots downtown, and determine if additional changes should be made to accommodate business owners and employees in the downtown. Staff wants to make any changes that would impact commuters before demand picks back up as the world recovers from the Covid-19 pandemic. Finally, separate from the downtown, staff is proposing eliminating parking on the west side of a section of McMillan Avenue because it is too narrow for safe emergency vehicle access.

### **Analysis and Recommendations**

The following are summaries of proposed amendments and staffs analysis of these changes:

#### **1. 3-Hour On-Street Parking in Downtown**

There are two sections of street that have 2-hour parking limits in downtown, Cherry Avenue between Main and Maple Streets; and Ryan Avenue between North Street and Main Street. For consistency with almost all other areas downtown, staff is recommending changing these to 3-hour parking.

#### **2. Public Off-Street Parking Lots—Change 8-hour Lots**

There are two 8-hour lots in the downtown, one on the NE Corner of Ryan and North Street (across from Sorci's); and one between the Quality Cleaners and the Day and Night Grocery on the north side of Main Street. Both of these lots fill up with commuters prior to 8AM and remain there all day. Commuters parking in this location early displaces customer and business parking. Furthermore, the 8-hour time limit is nearly impossible to enforce because it is difficult to track vehicles for that length of time and with shift changes. Staff is recommending the parking time be limited to 4-hours from 8AM-5PM, weekdays. The 4-hour time frame would allow for most employees to park there during their shift with a need to move their car once time during the day. Staff has provided simpler descriptions for locating these public off-street parking lots rather than just legal descriptions.

### **3. Business and Employee Parking Permits**

The Parking Code allows for up to 30 parking permits to be issued to businesses for a two-year period for employee and owner parking privileges. The permits are distributed on a first come first serve basis with 2 permits given out initially. If any permits remain then businesses can request additional permits in a second round until they are gone. The permit allows the holder to park beyond the normal allowed times in the 6-hour public off-street parking lots near the Buttered Biscuit restaurant. Staff is recommending expanding the allowed parking to all other public parking lots to provide greater accessibility and flexibility. The City is also conducting a survey of the businesses to assess demand and see if additional permits should be made available.

### **4. McMillan Avenue—Prohibit Parking on West Side**

The City received a complaint from a resident on the west side of McMillan Avenue located between 16<sup>th</sup> Street and Everett Street regarding on-street parking and conflicts/visibility when leaving their driveway. Staff has reviewed the complaint and is recommending eliminating parking on the west side of the street because the street is narrow and should only have parking on one side to allow for adequate emergency vehicle access. Staff has reviewed the parking situation, driveway number and location, and off-street parking access and determined that parking should be allowed on the east side only. Staff will be notifying the neighbors of the recommended change with door hangers. See Attachment 2 for a detailed map of the area and study completed by Public Works.

### **5. Remove Loading Zones Downtown**

Staff is proposing removing the 15-minute Loading Zone downtown, one on Main Street and one on Kincaid Avenue because no one seems to use these for business with alley access readily available.

### **6. Miscellaneous Clean-ups**

There are numerous clean-ups for clarification and eliminating conflicts between various parts of the Parking Code that include truck parking areas, bus loading areas, etc. These are minor changes and have little impact to parking on the ground.

### **Staff Recommendation**

As discussed above, there are various amendments to the Parking Code being proposed and staff recommends approving all the amendments in the attached ordinance.

Attachment 1: Draft Ordinance Amending Parking Code

Attachment 2: McMillan Avenue Study and Map

**ORDINANCE NO. 2761  
CITY OF SUMNER, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING THE PARKING CODE, SUMNER MUNICIPAL CODE CHAPTER 10.36; CHANGING THE PUBLIC OFF-STREET PARKING LOT TIMES; AND MAKING VARIOUS MISCELLANEOUS MINOR CHANGES AND CORRECTIONS; AND AMENDING SECTIONS: SMC 10.36.020; 10.36.030; 10.36.040; 10.36.060; 10.36.070; 10.36.080; 10.36.085; AND REPEALING SECTION 10.36.110 “LOADING AREA—FIFTEEN MINUTES.”**

**WHEREAS**, staff completed two parking surveys, one for the community and one focused on businesses to determine what changes may be needed to the Parking Code; staff met with members of the Sumner Main Street Association to discuss changes; and

**WHEREAS**, train commuters often park within the 8-hour public off-street parking lots and are there all day taking up parking for customers and employees and the 8-hour timeframe is very difficult to enforce; and

**WHEREAS**, the ordinance contains minor amendments that fix inconsistencies and clarifies the code; and

**WHEREAS**, the City received a complaint from a resident on McMillan Avenue on the block between 16<sup>th</sup> Street and Everett Street that parked cars were interfering with the ingress and egress of vehicles from their property, furthermore, the street is too narrow for safe parking on both sides of the street to allow the 20 feet required for emergency access; and

**WHEREAS**, loading zones are not necessary given the availability of alleys and parking areas behind buildings fronting on Main Street; and

**WHEREAS**, the Community Development Committee reviewed the proposal on January 27, 2021, and voted X-X approving a recommendation to the City Council for approval of the proposed amendments; and

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

**Section 1.** That the Sumner Municipal Code section 10.36.020 “Truck and Trailer Parking,” paragraphs B and C are hereby amended to read as follows:

“B. No person shall park or allow to remain standing on or in the public right-of-way any commercial truck, trailer or truck-trailer combination, as follows:

1. No person shall park or allow to remain standing for more than eight hours at a time any truck, trailer or truck-trailer combination over 24,000 pounds gross weight capacity upon

any of the streets, avenues or alleys within the city limits unless otherwise specified in this chapter.

2. No commercial trailer may be detached from a motorized vehicle and left unattended in the public right-of-way unless otherwise specified in this chapter.

3. No unattended vehicle of any size carrying hazardous materials shall be allowed to park at any time upon any of the streets, avenues or alleys within the city limits.

4. Between the hours of 9:00 p.m. and 6:00 a.m., no person shall park a commercial vehicle upon the public right-of-way within 500 feet of residential dwellings and permit any motor, engine, compressor or other device to operate for more than 10 consecutive minutes or a total of 10 minutes within any two-hour period.

5. On 24th Street East from the West Valley Highway east to the White River foot bridge.

6. On both sides of 132nd Avenue East from 16th Street East south to the end of the street.

7. On the north side of 45th Street East from Tacoma Avenue east to the end of the road.

8. On the west side of 149th Avenue East and 150th Avenue Court East from 45th Street East north to the end of the road.

9. On both sides of 142nd Avenue East from 24th Street East south to Tacoma Avenue Bridge.

10. *Repealed by Ord. 2756.*

11. On the north side of 29th Street East from 142nd Avenue East easterly 554 feet.

12. On the south side of 29th Street East from 142nd Avenue East easterly 244 feet.

13. On both sides of Tacoma Avenue from 142nd Avenue East to Puyallup Street.

14. On the north side of 32nd Street East beginning at a point 150 feet east of ~~from~~ 142nd Avenue East easterly to the end of the road.

15. On both sides of 32nd Street East beginning at a point 200 feet east of the West Valley Highway and easterly of the cul-de-sac to the end of the street.

C. No person shall park or allow to remain standing on or in the public right-of-way any commercial truck, trailer or truck-trailer combination, for more than four hours in the following locations:

1. On both sides of 16th Street East from West Valley Highway east to State Route 167.

2. On both sides of 16th Street East from State Route 167 east to the end of the road.

3. On both sides of 20th Street East from 137th Avenue East to 138th Avenue East.

4. On the south side of 32nd Street East beginning at a point 150 feet east of 142nd Avenue East easterly to the end of the road.

5. On the south side of 45th Street East from Tacoma Avenue east to the end of the road.

6. On both sides of 48th Street East from West Valley Highway east to the end of the road.
7. On both sides of 52nd Street East from West Valley Highway east to the end of the road.
8. On both sides of Williams Avenue from Puyallup Street south to the end of the road.
9. On both sides of West Valley Highway from 16th Street East south to Sumner Heights Drive.
10. On both sides of East Valley Highway from city limits south to Elm Street.
11. On both sides of 136th Avenue East from 16th Street East south to 24th Street East.
12. On both sides of 136th Avenue Court East south of 24th Street East to the end of the road.
13. On both sides of 137th Avenue East from 16th Street East south to 20th Street East.
14. On both sides of 138th Avenue East from 20th Street East south to 24th Street East.
15. On both sides of 140th Avenue East from 16th Street East to 24th Street East.
16. On both sides of 140th Avenue Court East from Stewart Road south to the end of the road.
17. On both sides of 142nd Avenue East from Tacoma Avenue to a point 644 feet to the south.
18. On both sides of Puyallup Street from Fryar Avenue to East Valley Highway.
19. On the east side of 149th Avenue East and 150th Avenue Court East from 45th Street East north to the end of the road.”

**Section 2.** That the Sumner Municipal Code section 10.36.030 “Two-hour parking--9:00 a.m. to 6:00 p.m.,” is hereby amended to read as follows:

**“10.36.030 Two-hour parking – 9:00 a.m. to 6:00 p.m.**

No person shall park or allow to remain standing any automobile, truck or other vehicle for more than two hours at a time between the hours of 9:00 a.m. and 6:00 p.m. of each day, except Saturdays, Sundays and holidays, upon the following streets:

- A. West side of Sumner Avenue from Main Street in a southerly direction for 136 feet;
- B. Main Street from Sumner Avenue to Meeker Avenue, except as provided in SMC 10.36.060(P);
- C. Meade Avenue in a southerly direction from Main Street for 148 feet; and
- D. *Repealed by Ord. 2604;*
- E. ~~Cherry Avenue (west side) from Main Street to Maple Street;~~
- F. ~~North Ryan Avenue from Main Street to North Street on the west side; and~~

~~G. On the west side of Meeker Avenue from Main Street in a southerly direction for 108 feet.”~~

**Section 3.** That the Sumner Municipal Code section 10.36.040 “Three-hour parking--9:00 a.m. to 6:00 p.m.,” is hereby amended to read as follows:

**“10.36.040 Three-hour parking – 9:00 a.m. to 6:00 p.m.**

No person shall park or allow to remain standing any automobile, truck or other vehicle for more than three hours at a time between the hours of 9:00 a.m. and 6:00 p.m. of each day, except Saturdays, Sundays and holidays, upon the following streets:

A. Main Street from the Burlington Northern Santa Fe Railroad right-of-way ~~and to Sumner Avenue, except in designated loading zones, and except as provided in SMC 10.36.060(I);~~

B. Maple Street from the Burlington Northern Santa Fe Railroad right-of-way to Ryan Avenue, except on the south side of the street from Kincaid Avenue to Alder Avenue, and in designated restricted parking zones per SMC 10.36.070(H), and except as per SMC 10.36.111;

C. Kincaid Avenue from Main Street to Academy Street, except on the east side of the street between Maple Street and Academy Street, and in designated restricted parking zones per SMC 10.36.070(H) and loading zones;

D. Alder Avenue from Main Street to Academy Street;

E. Ryan Avenue from Main Street to Maple Street, except in designated restricted parking zones per SMC 10.36.070(H);

F. North side of Academy Street from a point 120 feet west of Cherry Avenue westward to its terminus at Narrow Street;

G. East side of Sumner Avenue between Park Street and Thompson Street;

H. South side of Park Street between Sumner Avenue and Boyd Avenue;

I. East side of Wood Avenue northerly of Main Street to the north side of North Street, except as provided in SMC 10.36.060(Y); ~~and~~

J. East side of Alder Avenue between Park Street and Thompson Street;

K. South side of North Street from the end of the street to a point 175 feet east of Ryan Avenue;

L. West side of Cherry Avenue between Main Street and Maple Street; and

M. West side of Ryan Avenue between North Street and Main Street.”

**Section 4.** That the Sumner Municipal Code section 10.36.060 “Prohibited Parking,” is hereby amended to read as follows:

**“10.36.060 Prohibited parking.**

No person shall park or allow to remain standing for any length of time any automobile, truck or other vehicle upon the following alleys and streets:

- A. All alleys;
- B. South side of Maple Street westerly from Wood Avenue for 90 feet;
- C. Fryar Avenue from Main Street to Puyallup Street;
- D. East side of Wood Avenue northerly of Maple Street for 44 feet;
- E. East side of Ryan Avenue between Main Street and North Street;
- F. West side of Kincaid Avenue northerly of Park Street for 53 feet;
- G. ~~West side of Wood Avenue northerly of Main Street to the north side of North Street~~ West side of McMillan Avenue between 16<sup>th</sup> Street and Everett Street;
- H. East side of Sumner Avenue between Main Street and Park Street;
- I. North side of Main Street easterly of Fryar Avenue for 270 feet;
- J. North side of Main Street from Valley Avenue to Lewis Street;
- K. South side of Main Street westerly from Valley Avenue for 256 feet;
- L. West side of Ryan Avenue between Maple Street and Park Street;
- M. West side of Wood Avenue from North Street to Maple Street;
- N. East side of Cherry Avenue between Main Street and Academy Street;
- O. West side of Steele Avenue;
- P. Either side of Main Street, Sumner Avenue to Wood Avenue;
- Q. West side of Lewis Avenue from Main Street to Academy Street;
- R. East side of 151st Street East from 63rd Court Street East southerly for 150 feet;
- S. East side of 152nd Street East from 63rd Court Street East to Meade-McCumber Street;
- T. South side of 63rd Street Court East from Valley Avenue East to 253 feet east of 152nd Street;
- U. Either side of Zehnder Street;
- V. South side of Main Street from Graham Avenue easterly for 162 feet;
- W. *Repealed by Ord. 2604;*
- X. *Repealed by Ord. 2604;*
- Y. East side of Wood Avenue northerly of Main Street for 65 feet;
- Z. Within any space marked as a fire lane;
- AA. Either side of 32nd Street East easterly of 142nd Avenue East for 150 feet;

BB. Either side of 32nd Street East easterly from West Valley Highway for 80 feet and circumventing the cul-de-sac; and

CC. On both sides of 20th Street East from 140th Avenue East to the end of the road.”

**Section 5.** That the Sumner Municipal Code section 10.36.070 “Restricted Parking Zones,” paragraph H, Zone 1, is hereby amended to read as follows:

“H. Restricted Parking Zone. No person shall stop, stand or park a vehicle in violation of the posted or marked restrictions or when a permit or other authorization issued by the city is required as a condition for parking the same, or without a card or decal issued pursuant to RCW 46.16.381 being displayed in a prominent place on the vehicle. The following restricted parking zones and times are established, with parking prohibited without a permit issued by the city:

**Zone 1**

Parking is allowed for a maximum of one hour without a permit in the following locations and between the specified times:

1. Bonney Avenue, between Main and Academy Streets, and between Washington and 16th Streets, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
2. East side of Lewis Avenue, between Main and Academy Streets, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
3. Meeker Avenue, between Main and Park Streets, except on the west side of the street to a point 224 ~~80~~ feet south of Main Street, between the hours of 7:00 a.m. and 3:30 p.m., weekdays, except where designated per SMC ~~10.36.030(G)~~ 10.36.095(B).
4. Maple Street, between Bonney and Meade Avenues, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
5. South side of Main Street, from Lewis Avenue extending east approximately 200 feet, where abutting a residential zoning district, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
6. Academy Street, between Lewis Avenue and Meeker Avenue, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
7. Mason Street, between Wood Avenue and the eastern terminus of Mason Street, except where Sumner High School property is adjacent to Mason Street, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
8. Langdon Street, between Wright and Bonney Avenues, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.

### Zone 1

9. Everett Street, from McMillan to Bonney Avenues, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
10. Lewis Avenue, from Voight Street to Academy Street, between the hours of 7:00 a.m. and 3:30 p.m., weekdays.
11. West Main Street between Traffic Avenue and Hunt Avenue between the hours of 7:00 a.m. and 7:00 p.m., weekdays and weekends.
12. Elizabeth Street between Hunt Avenue and Traffic Avenue between the hours of 7:00 a.m. and 7:00 p.m., weekdays and weekends.

...”

**Section 6.** That the Sumner Municipal Code section 10.36.080 “Restricted Parking Areas---Time Limits,” is hereby amended to read as follows:

**“~~10.36.080 Restricted parking areas~~ Public Off-Street Parking Lots – Time limits.**

No person shall park or allow to remain standing any automobile, truck or other vehicle for more than ~~eight~~ the consecutive hours ~~except~~ as noted below, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., except holidays, in the following public off-street parking lots:

A. Parking Lot 31 (NE Corner of Ryan Avenue and North Street), west half of Lot 9 and Lots 10, 11 and 12, Block A, Sumner Addition; time limit, four hours

B. Parking Lot 42 (1309 Main Street), Lot 38, Block A, Sumner Addition; time limit, four hours

C. Parking Lot 53 (South of Main Street), north 50 feet of Lot 3, Block 2, Sumner Addition: time limit, three hours;

D. Parking Lot 67 (South of Main Street), Lot 10, Block 2, Sumner Addition: time limit, three hours;

E. Parking Lot 78 (SE Corner of Ryan Avenue and Main Street), Lot 3, Ryan’s 1st Addition: time limit, three hours;

F. Parking Lot 89 (SE Corner of Ryan Avenue and Main Street), east 26.33 feet of Lot 1 and Lot 2, Ryan’s 1st Addition: time limit, three hours;

G. ~~Parking Lot 9, adjacent to the south side of the City Hall: city vehicles only~~ Parking Lot 10 (1008 North Street), south 60 feet of Lot 19, Block A, Sumner Addition, except as provided in subsection (B) of this section: time limit, six hours;

H. Parking Lot 11 (South of North Street in 1000 Block), Lots 17 and 18, Block A, Sumner Addition, except as provided in subsection (B) of this section: time limit, six hours.”

I. Parking Lot 12, adjacent to the south side of the City Hall: city vehicles only.

**Section 7.** That the Sumner Municipal Code section 10.36.085 “Restricted Parking Areas Permit Parking,” is hereby amended to read as follows:

**“10.36.085 Restricted parking areas Public Off-Street Parking Lots– Permit parking.**

~~A. No person shall park or allow to remain standing any automobile, truck or other vehicle for more than six consecutive hours except as noted Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. in the following off-street parking lots:~~

~~1. Parking Lot 1, south 60 feet of Lot 19, Block A, Sumner Addition, except as provided in subsection (B) of this section;~~

~~2. Parking Lot 2, Lots 17 and 18, Block A, Sumner Addition, except as provided in subsection (B) of this section.~~

AB. Persons displaying a parking permit placard/mirror hanger provided by the city of Sumner per paragraph B of this subsection, or its designated agent may park without time limit in the above-delineated parking areas public off-street parking lots as designated in SMC 10.36.080(A) through (I).

B. The following procedures are for the issuance and administration of the parking permit placard/mirror hanger conditions apply:

1. Beginning on a pre-announced day, the city or its agent will issue 30 permit placards with an expiration date set 24 months after issuance. First day distribution will be on a first-come-first-serve basis with a limit of two placards per person. If any placards remain after the first distribution day, a second distribution day will be held with a limit of two placards per person also in effect. Additional distribution days may be held until all 30 placards are distributed.
2. On each such expiration date, the city will issue 30 more permit placards with revised 24-month expiration date. Distribution will be as per subsection (B)(1) of this section.
3. Parties wishing to receive permit placards are required to be licensed businesses in the city of Sumner. A copy of a current city of Sumner business license must be provided upon application for a parking permit placard under this section.
4. A fee of \$100.00 will be charged for replacement of any lost, stolen, or otherwise misplaced placard.
5. Holders of placards may transfer, temporarily or for the 24-month life of the placard, control of the placard to any other party. Placards may be used by any passenger vehicle and are not necessarily restricted to use by one particular holder. However, the city will not be responsible for monitoring such shared use or resolving disputes about such.
6. To avoid a violation of the parking time limit in the above referenced lots, the placard must be displayed on the dashboard or hung from the mirror of a vehicle. The placards are for use in the above two city-owned parking lots only.

BC. The mayor or the mayor’s designee has the authority to establish parking restrictions, rates, fees, and permitting practices and procedures to pay to park in municipal parking lots. Parking lots which require payment to park will be clearly identified. Parking permits will be issued to

park in a lot but not necessarily a specific parking stall within said lot. No parking restrictions shall apply to law enforcement or other emergency and city vehicles when in service.”

**Section 8. Repealed.** That the Sumner Municipal Code section 10.36.110 “Loading Area—Fifteen Minutes,” is hereby repealed:

**“10.36.110 Loading area—Fifteen-minute limit.**

~~No person shall park or allow to remain standing any automobile, truck or other vehicle for more than 15 minutes for the purpose of loading or unloading passengers and/or materials between the hours of 8:00 a.m. and 5:00 p.m. of each day, except Saturdays, Sundays and holidays, upon the following streets:~~

~~A. 913 Kincaid Avenue;~~

~~B. Between 1101 and 1011 Main Street.”~~ *Repealed per Ord. XXXX*

**Section 9. Severability – Construction.** If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, the provisions of this ordinance shall control.

**Section 10. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and the Code Reviser are authorized to make the necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

**Section 11. Effective Date.** This ordinance shall be in full force and effect five (5) days from and after its passage, approval and publication, as provided by law.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this \_\_\_\_\_ day of February, 2021.

\_\_\_\_\_  
William L. Pugh

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Clerk Michelle Converse

\_\_\_\_\_  
City Attorney Andrea Marquez

**First Reading:**

[Click here to enter a date.](#)

**Date Adopted:**

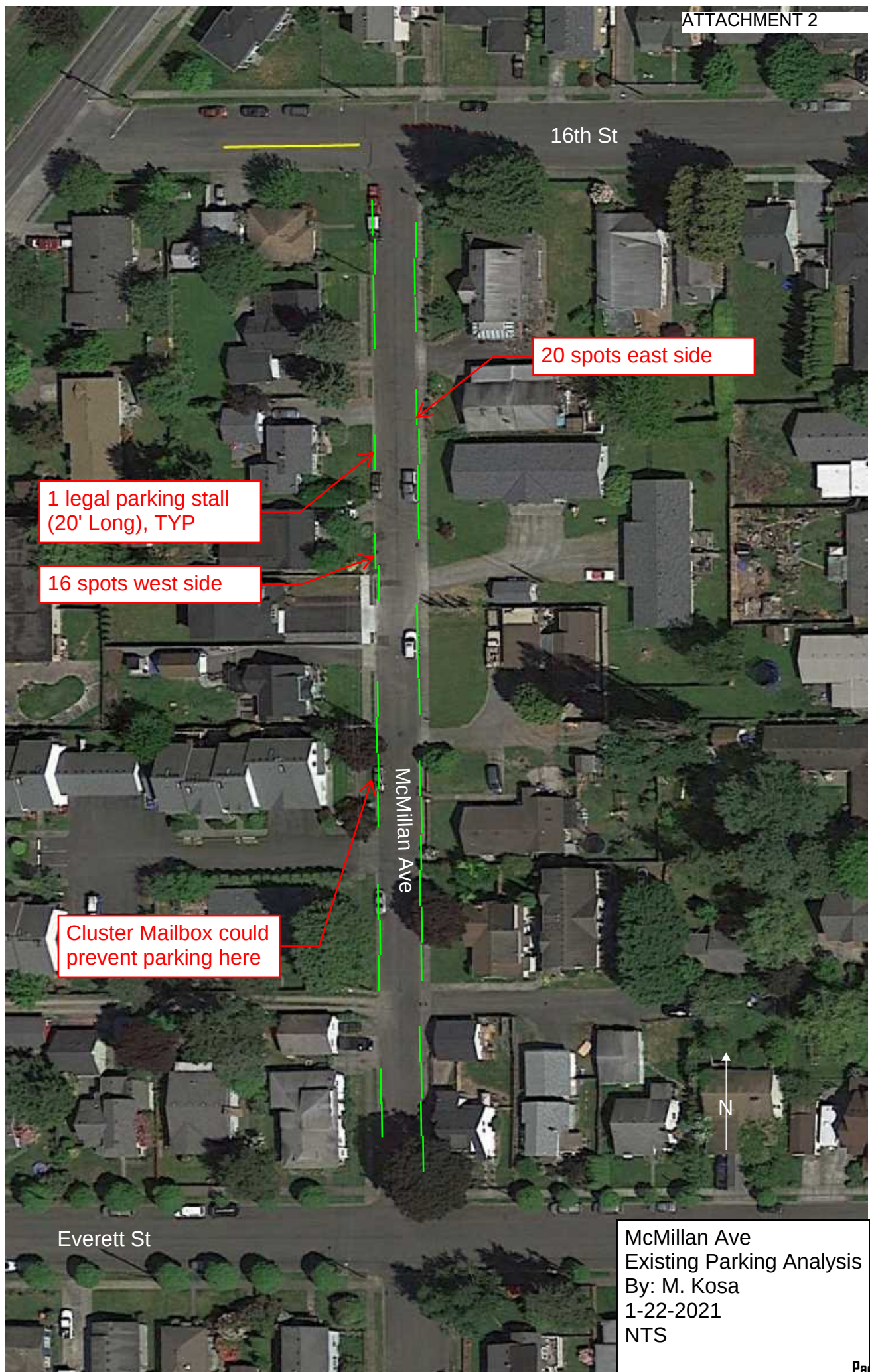
[Click here to enter a date.](#)

**Date of Publication:**

[Click here to enter a date.](#)

**Effective Date:**

[Click here to enter a date.](#)



McMillan Ave  
Existing Parking Analysis  
By: M. Kosa  
1-22-2021  
NTS

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**SUBJECT:** Budget Amendment - Parks Development

**CATEGORY:** Information Only

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**BUDGET IMPACT:**

Expenditure Required: \$135,000

Within Budget Allocation: none

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**ATTACHMENTS:**

**STAFF CONTACT:** Derek Barry, Community Services Manager

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**SUMMARY BACKGROUND:**

The property located at 4811 East Valley Highway was recently purchased for a future park with funding assistance from Pierce County Conservation Futures. The next steps include asbestos and lead testing and abatement, demolishing the small building, clearing the site, vegetation removal, environmental work and hiring a consultant to complete a master plan.

An Ordinance will be reviewed at the Finance & Personnel Committee on February 3rd, which amends the adopted 2021/2022 biennial budget in order to transfer \$135,000 from Fund 605 (Development Impact Fee Fund) to Fund 310 (Parks Capital Improvement Fund) and appropriate \$135,000 for use in Fund 310 for park development.

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**COUNCIL COMMITTEE/STUDY SESSION:** January 27 CD Committee and February 3rd Finance & Personnel Committee meetings

**MEETING/STUDY SESSION DATE:** 1/27/2021

**COMMITTEE RECOMMENDATION:** No

**STAFF RECOMMENDATIONS/MOTION:**

For Committee information only.



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**SUBJECT:** Electric Fence Amendments

**CATEGORY:** Motion

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

1. 20210127\_CDC\_Electric\_Fence\_Amends\_Memo\_&Attchs
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**STAFF CONTACT:** Doug Beagle, Development Services Director

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**SUMMARY BACKGROUND:**

The current fence code allows for electric fences in the industrial zones, but not within the commercial zones. The City has received requests to allow electric fences in commercial zones and at increased heights. This is a discussion item to seek direction from the committee.

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**COUNCIL COMMITTEE/STUDY SESSION:**

**MEETING/STUDY SESSION DATE:**

**COMMITTEE RECOMMENDATION:** No

**STAFF RECOMMENDATIONS/MOTION:**

Discussion item



DATE: January 27, 2021  
TO: Council Community Development Committee  
FROM: Ryan Windish, Community Development Director  
RE: **Electric Fence Amendments**

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### **Background**

There are numerous industrial and commercial locations that have outdoor storage of equipment, materials, and vehicles both for sale and for use with the business that risk being stolen or damaged due to the lack of proper security. The City has approved, within industrial zones, a type of electric fence that is installed inside of existing non-electric fences to improve security and reduce theft and vandalism. The current fence code allows for electric fences in the industrial zones, but not within the commercial zones. In addition, the current code allows for up to an 8 foot fence only if there is a need for increased security and public safety surrounding hazardous equipment and materials.

There are two attachments presented as an introduction to this issue. Attachment 1 is an email to Mr. Michael Pate at AMAROK security systems explaining the City fence code and how to amend or change the code. Attachment 2 are recent photos of the installed 8-foot electric fence behind SEFNCO in Sumner and along the Sumner Link Trail.

Staff is presenting this as a discussion item to hear initial thoughts and comments from the Community Development Committee and seeking additional direction.

Attachment 1: Email to Mr. Pate with AMAROK Security Systems

Attachment 2: Pictures of Installed Fence at SEFNCO in Sumner




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**From:** Doug Beagle  
**Sent:** Thursday, January 21, 2021 9:46 AM  
**To:** Michael Pate <mpate@AMAROK.COM>  
**Subject:** RE: AMAROK as a security system

Mr. Pate:

Through the course of our discussions, and your below emails, I understand your request for a "Director's Determination" to categorically exempt your company's electric fence from the applicable code standards relating to all fences erected in the City of Sumner. City staff, and its elected officials care deeply about the safety and security of its local businesses, but as I have previously explained to you, **City directors do not have the legal authority to unilaterally make such a decision.** All legislative actions are left to the Sumner City Council, and a code change and policy decision this significant is one only for the City Council. In that vein, I told to you that I would be bringing this matter to the City Council for discussion – both as to whether they support a height increase for fences in Sumner and/or whether to exempt electric fences from the permitting requirements. The process to bring this matter to Council is as follows: (1) discuss the matter at a Council committee meeting and then (2) Any zoning code change would require planning commission review (see below code references) and recommendation prior to Council. (3) Planning Commission provides a recommendation to Council and then council either discuss it further with the Council as a whole at a subsequent Council study session or bring the matter for vote to a subsequent regular Council meeting.

Sumner's Community Development committee will be discussing this proposed code revision at next week's meeting. The meeting is open to the public, and you are welcome to attend virtually and

listen. Public testimony/comment will not be taken, but if this code revision(s) is ultimately supported by Council, there will be an opportunity to speak to the subject at the regular council meeting prior to the ultimate Council decision.

**18.56.030 Land use permits required.**

L. The following decisions are Type VII decisions which require city council approval, generally after broad public participation and review by the planning commission:

**1. Amendments to the zoning regulations, SMC Title 18.**

2. Amendments to the comprehensive plan and subsequent policy document. (Ord. 2715 § 10, 2019; Ord. 2691 § 1 (part), 2019; Ord. 2472 § 4, 2014; Ord. 2314 § 3, 2010; Ord. 2196 § 6, 2007; Ord. 2090 § 1, 2004; Ord. 1762 § 2 (part), 1996)

**18.56.149 Zoning code text amendments.**

E. The planning commission shall hold at least one public hearing on the proposed amendment(s). Class

G notice shall be provided for public hearings.

F. The city council shall consider the recommendations of the planning commission. The city council may hold a public hearing prior to issuing a preliminary decision on the proposed amendment(s). (Ord. 2684 § 2, 2019; Ord. 2019 § 2, 2002)

Thanks

**Doug Beagle**

Development Services Director

City of Sumner

1104 Maple Street

Sumner, WA 98390

Off 253-299-5715



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**From:** Michael Pate <[mpate@AMAROK.COM](mailto:mpate@AMAROK.COM)>

**Sent:** Wednesday, January 20, 2021 7:04 AM

**To:** Doug Beagle <[doughb@sumnerwa.gov](mailto:doughb@sumnerwa.gov)>  
**Cc:** Donald McLellan <[dmclellan@AMAROK.COM](mailto:dmclellan@AMAROK.COM)>  
**Subject:** FW: AMAROK as a security system

\*\*\*EXTERNAL EMAIL\*\*\*

\*\*\*EXTERNAL EMAIL\*\*\*

Doug,

Has there been any movement with city staff regarding permitting of battery powered electric security systems. These folks have been hit again and again over the holidays and need relief.

Regards,

---

**From:** Michael Pate  
**Sent:** Tuesday, December 15, 2020 9:18 AM  
**To:** Doug Beagle <[doughb@sumnerwa.gov](mailto:doughb@sumnerwa.gov)>  
**Cc:** Swanson, Mark <[mswanson@Potelco.net](mailto:mswanson@Potelco.net)>; [stanley@stanleyre.com](mailto:stanley@stanleyre.com); [ataghon@potelco.net](mailto:ataghon@potelco.net); [tom.b.gardiner@cummins.com](mailto:tom.b.gardiner@cummins.com); Jason Wilson <[jasonw@sumnerwa.gov](mailto:jasonw@sumnerwa.gov)>; Nathan Leaphart <[nleaphart@AMAROK.COM](mailto:nleaphart@AMAROK.COM)>  
**Subject:** RE: AMAROK as a security system

Doug,

I appreciate you bringing this to the Community Development Group. What we were looking for is a Directors Determination for immediate relief. It is unfortunate that crime and criminal enterprises do not run on committee schedules and the businesses in Sumner will continue to suffer break-ins and losses as the committee deliberates their next steps. Next steps for the businesses in Sumner is a Directors Determination that yes, AMAROK installed devices are alarms and should be treated and permitted as such.

I have attached a determination from Portland Oregon that may help. The city has over 60 installations and decided to circumvent building and zoning to make it more expedient to protect the vulnerable businesses in their city. We were hoping you could do the same as the criminal class never sleeps and losses will continue to mount for these businesses during the Holiday Season.

Regards,

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**From:** Doug Beagle <[doughb@sumnerwa.gov](mailto:doughb@sumnerwa.gov)>  
**Sent:** Monday, December 14, 2020 9:04 PM  
**To:** Michael Pate <[mpate@AMAROK.COM](mailto:mpate@AMAROK.COM)>  
**Cc:** Swanson, Mark <[mswanson@Potelco.net](mailto:mswanson@Potelco.net)>; [stanley@stanleyre.com](mailto:stanley@stanleyre.com); [ataghon@potelco.net](mailto:ataghon@potelco.net); [tom.b.gardiner@cummins.com](mailto:tom.b.gardiner@cummins.com); Jason Wilson <[jasonw@sumnerwa.gov](mailto:jasonw@sumnerwa.gov)>; Nathan Leaphart <[nleaphart@AMAROK.COM](mailto:nleaphart@AMAROK.COM)>  
**Subject:** RE: AMAROK as a security system

Michael,

Thank you for talking with me last week. I wanted to inform you that I will be bringing this information that you provided to the next Community Development meeting on January 27<sup>th</sup> at 5pm. If you have any additional information that you would like me to present please provide that to me a week prior to the meeting so I can distribute to the Committee members.

Thanks

Doug

**Doug Beagle**  
Development Services Director  
City of Sumner  
1104 Maple Street  
Sumner, WA 98390  
Off 253-299-5715



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**From:** Michael Pate <[mpate@AMAROK.COM](mailto:mpate@AMAROK.COM)>

**Sent:** Wednesday, December 9, 2020 1:08 PM

**To:** Doug Beagle <[dougb@sumnerwa.gov](mailto:dougb@sumnerwa.gov)>

**Cc:** Swanson, Mark <[mswanson@Potelco.net](mailto:mswanson@Potelco.net)>; [stanley@stanleyre.com](mailto:stanley@stanleyre.com); [ataghon@potelco.net](mailto:ataghon@potelco.net); [tom.b.gardiner@cummins.com](mailto:tom.b.gardiner@cummins.com); Jason Wilson <[jasonw@sumnerwa.gov](mailto:jasonw@sumnerwa.gov)>; Nathan Leaphart <[nleaphart@AMAROK.COM](mailto:nleaphart@AMAROK.COM)>

**Subject:** AMAROK as a security system

\*\*\*EXTERNAL EMAIL\*\*\*

\*\*\*EXTERNAL EMAIL\*\*\*

Mr. Beagle,

I appreciate your time today to discuss the AMAROK security system and our permitting conundrum.

I am attaching the Poulsbo RV Determination letter and conditions for installation. As you can see the Planner specifically states in (2) that the city staff wants to minimize the use of the AMAROK system and then goes on to place restrictions and conditions that would make the installation of the system next to impossible or completely ineffective.

We at AMAROK, Poulsbo RV, Cummins, Potelco, and SEFNCO, will contend that the installation of

these systems should be considered alarms or security systems, declared so by the city staff, and permitted as such. To support our request I offer the following:

1-The system is placed INSIDE the existing permitted fence line. The AMAROK system does not serve the purpose of a fence by definition. It does not delineate the perimeter of the property, is non-scalable, without the pulsed charge it could not contain a two year old child.

2-The system is an ALARM. The pulsed charge, which last for 3/10,000<sup>th</sup> of a second, is monitored by an alarm panel. If the charge is of insufficient for five continuous pulses (6.5) seconds, the alarm is activated audibly on the site and silently to the call center. Protocol requires the alarm is verified either with cameras or manually/visually before the authorities are notified. No false alarms.

To be sure the system is safe and reliable. The system is tested and labeled to the International and National Standards, signed so there will be no "accidental" touching (this is doubly done with the installation of the perimeter fence), powered by a 12 volt battery (just like the one in your car), and the battery is kept charged with a few solar panels. The system is never connected to the grid. Also, it is very difficult to see from any distance unless one is walking next to the property line.

One item giving the assigned Planner heartburn is the height of the device. Ten feet is the industry standard. Since the Security System is install close to the perimeter fence (100 to 200mm) a few strands of wire are needed to prevent a criminal trespasser from standing on the perimeter fence and simply dropping into the yard, doing their business, and escaping as the alarm is activated.

As you heard in the Monday City Council meeting these businesses have been under constant attack and have lost many hundreds of thousands of dollars in equipment and property. This is all verified with police reports.

We implore you to declare the device an alarm or security system and allow the immediate installation to prevent an further losses to equipment and property and before anyone is seriously injured or there is an injury that results in an accidental death.

Regard,

Michael Pate  
Director of Government Relations  
AMAROK  
803-422-3600

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**SUBJECT:** Interlocal Agreement with East Pierce Fire & Rescue

**CATEGORY:** Information Only

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

1. Staff Memo
  2. Adopted Fee Schedule
- 

**STAFF CONTACT:** Doug Beagle, Development Services Director, Jason Wilson, City Administrator

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**SUMMARY BACKGROUND:**

In late 2019, East Pierce Fire and Rescue (EPFR) approached the City asking to amend our current Interlocal Agreement related to permit fees for fire review services. EPFR desired to adopt a new fee structure that would ensure alignment between all cities within the district and cover associated costs.

Tonight staff will review EPFR's request with the committee.

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**COUNCIL COMMITTEE/STUDY SESSION:** Community Development Committee

**MEETING/STUDY SESSION DATE:**

**COMMITTEE RECOMMENDATION:** No

**STAFF RECOMMENDATIONS/MOTION:**



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## Memorandum

DATE: January 25, 2021  
TO: Mayor and City Council  
FROM: Jason Wilson, City Administrator  
RE: East Pierce Fire 2021 ILA

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In April of 2008 the residents of Sumner voted to annex into the East Pierce Fire and Rescue district. The City and the District entered into an interlocal agreement (ILA) in October of 2008 to resolve certain issues regarding the on-going post-annexation relationship between the two organizations. Most of the ILA focused on areas of responsibility and asset management/ownership. The initial term of the agreement was fifteen (15) years and it shall automatically renew annually unless terminated. The City Administrator and Fire Chief have the authority to enter into “additional agreements to fulfill the spirit and purpose of collaborative inter-governmental efficiency and sharing of resources.”<sup>1</sup> Additionally either party may request to reopen the contract for renegotiation by giving the other party ninety (90) days written notice.

On December 9, 2019, the City was notified by EPFR Chief Backer that they desired to reopen the ILA and replace it in its entirety. The request was made to provide alignment of common agreement terms and conditions between all the cities that are located within the fire district. Additionally, the EPFR board of commissioners adopted a new fee schedule that they desired all cities to follow, with the goal of making the fire prevention division operate under a full cost recovery model (no subsidy from the district—paid for with user fees). The fire prevention division includes permit review, commercial inspections and fire investigations.

Under the current ILA Sumner collects the fire review fees on all building permits. The current review fee is 35% of the total building permit. From the 35%, Sumner retains 30% as an administrative fee.

### **Current ILA**

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|                                            |          |
|--------------------------------------------|----------|
| Plan Review Fee                            | \$100.00 |
| Fire Review Fees - 35% of Plan review Fees | \$35.00  |
| Payment to EPFR - 70% of Fire Review Fees  | -\$24.50 |
| City Revenue - 30% of Fire Review Fees     | \$10.50  |

Under the current ILA the City collects \$75.50 in revenue and pays EPFR \$24.50 for Fire Review Services.

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<sup>1</sup> ILA Section I(B).

EPFR is proposing adjusting the fire review fee to 40% of the total building permit. Further, Sumner would not be able to retain an administrative fee from the 40%. Any administrative fee would need to be passed on to the customer or absorbed by Sumner.

#### 2021 Proposed ILA

|                                            |          |
|--------------------------------------------|----------|
| Plan Review Fee                            | \$100.00 |
| Fire Review Fees - 40% of Plan review Fees | \$40.00  |
| Payment to EPFR - 100% of Fire Review Fees | -\$40.00 |
| City Revenue - 0% of Fire Review Fees      | \$0.00   |

Under the proposed ILA the City collects \$60 in revenue and pays EPFR \$40 for Fire Review Services.

This is a significant change for some of the cities served by EPFR.

|                    | Bonney Lake | Edgewood | Milton | Sumner | South Prairie |
|--------------------|-------------|----------|--------|--------|---------------|
| Permit Fees        | 0%          | 5%       | 40%    | 35%    | 0%            |
| Admin Fee Retained | N/A         | ?        | 20%    | 30%    | N/A           |

The financial impact of EPFR's request is \$62,000 a year of lost revenue:

|                                        | Current | 2019 RV    |  | Proposed | 2019 RV    | Net Change  |
|----------------------------------------|---------|------------|--|----------|------------|-------------|
| Fire Review Fee (% of building permit) | 35%     | \$ 139,000 |  | 40%      | \$ 159,000 | \$ (20,000) |
| City Administrative Holdback           | 30%     | \$ 42,000  |  | 0%       | \$ -       | \$ (42,000) |
| East Pierce Fire Revenue               |         | \$ 97,000  |  |          | \$ 159,000 | \$ 62,000   |

There are three options for addressing EPFR's request:

- Option 1—Increase our fees: The City could adjust our fees to offset the loss of revenue. This could be accomplished by raising the building permit fee or adding an administrative charge to cover the loss of revenue.
- Option 2—Accept their proposed language:
- Option 3—Take over fire permit review (**Recommended**):

Staff recommends bringing fire permit review back to the City. Doing so would provide us greater oversight of the permitting process, keep our permit fees lower and be cost effective. Staff is in early discussions with the City of Bonney Lake to share fire permit review responsibilities. Partnering with Bonney Lake will provide the city additional staffing depth and be more cost effective.

**Emergency Management:**

The original ILA required EPFR to be the lead organization for emergency management response and planning. In 2013 the City informed EPFR that we would take that responsibility back. Any amended ILA should reflect that change.

**Fire Investigations:**

Fire investigations are currently covered under the fire prevention section of the ILA. The City and EPFR will need to discuss possible financial impacts of these services. These services may also be available through the Pierce County Fire Marshall's office.

**Commercial inspections:**

Many fire districts conduct annual or bi-annual commercial inspections relating to fire safety and fire response planning. EPFR has not had the staffing to conduct these inspections regularly. Conducting more regular inspections would have a positive impact on our insurance rating which would result in lower fire insurance premiums. The City and EPFR will need to discuss possible financial impacts.

**Kenworth Fire Engine:**

Consistent with the existing ILA the City would maintain ownership. The City is responsible for housing and maintaining it. EPFR has been storing the engine at the Sumner Station. They no longer have room and are proposing moving it to the Milton Station. The City will be planning for future storage as part of the Operations Facility. The City and EPFR will continue to coordinate use of the Engine for community events.<sup>2</sup>

**Other Apparatus:**

The original ILA listed several vehicles that were transferred to EPFR for their use. The ILA required EPFR to turn the vehicles back over to the City when they are no longer needed. The City would then have the sole discretion to surplus or dispose of the vehicles with no compensation to EPFR.<sup>3</sup>

All but two of the vehicles have already been surplus by EPFR after receiving approval from the City Council. The two remaining apparatus are the Simon Ladder Aerial Truck and the Pierce Dash Fire Engine. It is believed the original intent of this provision was for the city to maintain control over assets that it invested in in case the City decided to start a City fire department again. It is highly likely that it would not be economically feasible, nor advised, to reenter the fire service. The ladder truck and engine are reaching end of life and are being moved to training or backup fleet positions. They do have value (est. \$50,000), but they will continue to depreciate each year.

**Fire Station located at 800 Harrison St.**

As part of the original ILA, the City deeded the fire station building over to EPFR for as long as it is being used to deliver fire and medical services to the City. The deed includes a revisionary

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<sup>2</sup> ILA Section II(B)

<sup>3</sup> ILA Section II(C)

clause providing that if the building is no longer used for those services, it reverts to the City. There are no proposed changes to this section.<sup>4</sup>

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<sup>4</sup> ILA Section II(A)

**EAST PIERCE FIRE AND RESCUE**

**Resolution No. 883**

**A RESOLUTION TO THE BOARD OF FIRE COMMISSIONERS FOR EAST PIERCE FIRE & RESCUE ESTABLISHING FEES AND CHARGES FOR CALENDAR YEAR 2019 and 2020.**

**WHEREAS,** The Board of Fire Commissioners finds it in the best interest of the District and its citizens to provide a single, efficient, and convenient listing of all fees and charges billed by the District; and

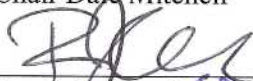
**WHEREAS,** such a listing will better facilitate the updating and uniform review of all such fees and charges on a periodic basis; and

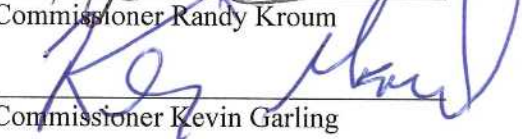
**WHEREAS,** previous Resolutions for fees and charges that require periodic review are hereafter amended;

**NOW THEREFORE BE IT RESOLVED,** by the Board of Commissioners of East Pierce Fire & Rescue that the following fees and charges are established:

ADOPTED at a regular meeting of the Board of Commissioners on August 20, 2019, the following Commissioners being present and voting:

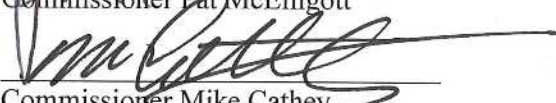
  
Chair Dale Mitchell

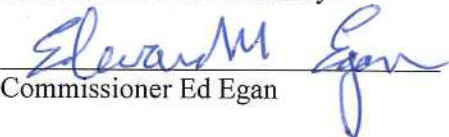
  
Commissioner Randy Kroum

  
Commissioner Kevin Garling

\_\_\_\_\_  
Commissioner Jon Napier

  
Commissioner Pat McElligott

  
Commissioner Mike Cathey

  
Commissioner Ed Egan

ATTEST:

  
Michelle Hollon, District Secretary

**Medical Transport Fees (supersedes resolution #774)**

|                |                  |
|----------------|------------------|
| BLS Transport  | \$850.00         |
| ALS1 Transport | \$1050.00        |
| ALS2 Transport | \$1150.00        |
| Mileage Rate   | \$22.00 per mile |

**Unit/Personnel Standby and Reimbursement (minimum of 4 hours, billed in 1 hours increments after 4 hours)**

|                                             |                                |
|---------------------------------------------|--------------------------------|
| Fire Engine (requires 3 personnel minimum)  | WA State Wage & Equipment Rate |
| Ladder Truck (requires 3 personnel minimum) | WA State Wage & Equipment Rate |
| Command Unit (requires 1 personnel minimum) | WA State Wage & Equipment Rate |
| Brush Engine (requires 2 personnel minimum) | WA State Wage & Equipment Rate |
| Tender (requires 2 personnel minimum)       | WA State Wage & Equipment Rate |
| Medic Unit (requires 2 personnel minimum)   | WA State Wage & Equipment Rate |
| Gator/UTV (requires 2 personnel minimum)    | WA State Wage & Equipment Rate |
|                                             |                                |
| Personnel                                   | Billed at actual cost          |

**Class Fees – individuals (supersedes resolution #639):**

|                                       |                                              |
|---------------------------------------|----------------------------------------------|
| CPR Only (District resident)          | \$20.00 per student                          |
| CPR Only (Non-District resident)      | \$35.00 per student                          |
| CPR/First Aid (District resident)     | \$40.00 per student                          |
| CPR/First Aid (Non-District resident) | \$70.00 per student                          |
| Hand Only CPR (not certificated)      | No Charge – Based on instructor availability |
| Safe Sitter class                     | \$40.00 per student                          |

**Class Fees - groups (supersedes resolution #639):**

|                                |            |
|--------------------------------|------------|
| CPR or First Aid (Non-Profit)  | \$625.00   |
| CPR or First Aid (For-Profit)  | \$800.00   |
| CPR and First Aid (Non-Profit) | \$1,000.00 |
| CPR and First Aid (For-Profit) | \$1,200.00 |

**Products:**

|              |                            |
|--------------|----------------------------|
| Bike Helmets | Managed by IAFF Local 3520 |
|--------------|----------------------------|

**Medical Record Request Fees (WAC 246-08-400):**

|                      |                 |
|----------------------|-----------------|
| Clerical Fee         | \$26.00         |
| *HITECH Clerical Fee | \$15.00         |
| First 30 pages       | \$1.17 per page |
| Additional pages     | \$0.88 per page |

\*HITECH Act, 42 U.S.C. § 17935 (e)(1) 45 C.F.R. § 164.524 (c)(4) (cost-based fee)

**Record Request Fee (WAC 42.56.120):**

|                  |                 |
|------------------|-----------------|
| First 10 pages   | No charge       |
| Additional pages | \$0.15 per page |

**Fire Marshal Fees (except where superseded by direct contract):**

|                                                                                                                                                                                                                                   |                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base hourly fee</b>                                                                                                                                                                                                            | \$146.37                                                                                                                                                                   |
| <b>*Investigations</b>                                                                                                                                                                                                            | 2-hour base hourly fee minimum                                                                                                                                             |
| <b>Fire Marshal plan review and construction inspections</b><br>Covers all scheduled project cost from permit application through final certificate of occupancy.<br><br>Does not cover re-inspection and after hour inspections. | 40% of the building permit fee<br><br>At no time will the fee result in an amount of less than those defined for fire sprinkler, fire alarm, and fire suppression systems. |
| <b>Other inspections, reviews, and fees (when no building permit is issued)</b>                                                                                                                                                   |                                                                                                                                                                            |
| *Fire alarm plan review & inspections – Multi-family, commercial, and industrial                                                                                                                                                  | 5-hour base hourly fee minimum                                                                                                                                             |
| *Fire alarm plan review & inspections – Residential                                                                                                                                                                               | 3-hour base hourly fee minimum                                                                                                                                             |
| *Sprinkler system plan review & inspections                                                                                                                                                                                       | 3-hour base hourly fee minimum                                                                                                                                             |
| *Other fire suppression systems plan review & inspections                                                                                                                                                                         | 3-hour base hourly fee minimum                                                                                                                                             |
| Site plan                                                                                                                                                                                                                         | 3-hour base hourly fee                                                                                                                                                     |
| Developer agreement                                                                                                                                                                                                               | 3-hour base hourly fee                                                                                                                                                     |
| Pre-application/construction                                                                                                                                                                                                      | 3-hour base hourly fee                                                                                                                                                     |
| Subdivision                                                                                                                                                                                                                       | 3-hour base hourly fee                                                                                                                                                     |
| Alteration/amendment of subdivision (5+ lots)                                                                                                                                                                                     | 3-hour base hourly fee                                                                                                                                                     |
| Short plat                                                                                                                                                                                                                        | 3-hour base hourly fee                                                                                                                                                     |
| Alteration/amendment of short plat (0-4 lots)                                                                                                                                                                                     | 2-hour base hourly fee                                                                                                                                                     |
| Temporary use inspection (tents, booths, etc.)                                                                                                                                                                                    | 2-hour base hourly fee                                                                                                                                                     |
| Vehicle gate inspection                                                                                                                                                                                                           | 2-hour base hourly fee                                                                                                                                                     |
| Commercial demolition                                                                                                                                                                                                             | 2-hour base hourly fee                                                                                                                                                     |
| Re-inspections fees                                                                                                                                                                                                               | 2-hour base hourly fee                                                                                                                                                     |
| *Inspections, reviews, and services not listed above                                                                                                                                                                              | 2-hour base hourly fee minimum                                                                                                                                             |

|                                                              |                                                                                              |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| After hours inspections                                      | 2-hour base hourly fee minimum times 1.5. Each additional hour at 1.5 times base hourly fee. |
| Large burn pile inspections (paid directly to Fire District) | 1-hour base hourly fee                                                                       |

\*Converts to base hourly fee after minimum time is completed

Any city administrative charges for collection, routing, and tracking of plans will be collected in addition to those fees listed above.

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**SUBJECT:** Permit and Development Activity

**CATEGORY:** Information Only

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

1. Permit Report-January 2021
  2. 2020 Permit Report-Averages
- 

**STAFF CONTACT:** Doug Beagle, Development Services Director

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**SUMMARY BACKGROUND:**

Permit activity report for building and development updated monthly and shows year-to-date activity and compares over the last 5 years.

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**COUNCIL COMMITTEE/STUDY SESSION:**

**MEETING/STUDY SESSION DATE:**

**COMMITTEE RECOMMENDATION: No**

**STAFF RECOMMENDATIONS/MOTION:**

2020 Permit Activity Report

Permit Activity Project Valuation

|                | January        | February        | March          | April           | May             | June           | July            | August           | September       | October         | November       | December        | Total           |
|----------------|----------------|-----------------|----------------|-----------------|-----------------|----------------|-----------------|------------------|-----------------|-----------------|----------------|-----------------|-----------------|
| 2012           | \$700,621.00   | \$2,418,750.00  | \$2,080,544.00 | \$2,888,266.60  | \$4,926,474.60  | \$902,550.00   | \$1,105,505.00  | \$38,202,143.92  | \$2,136,629.89  | \$19,970,079.55 | \$472,500.00   | \$1,816,940.00  | \$77,621,004.56 |
| 2013           | \$1,228,811.40 | \$226,720.00    | \$3,399,778.89 | \$3,995,901.73  | \$9,194,302.00  | \$800,117.36   | \$21,441,815.21 | \$50,480,510.74  | \$87,184.00     | \$2,190,253.45  | \$173,605.52   | \$625,078.37    | \$93,844,078.67 |
| 2014           | \$3,472,225.20 | \$1,054,978.59  | \$201,957.43   | \$1,707,665.03  | \$17,690,012.48 | \$155,471.36   | \$7,817,529.66  | \$7,450,686.61   | \$1,718,757.00  | \$17,530,352.38 | \$9,336,229.00 | \$18,180,023.43 | \$86,315,888.17 |
| 2015           | \$824,672.11   | \$5,873,120.44  | \$3,355,311.19 | \$4,335,906.76  | \$19,169,352.91 | \$749,139.65   | \$23,374,686.22 | \$9,140,988.69   | \$1,525,858.00  | \$3,396,236.71  | \$1,419,270.19 | \$2,314,414.55  | \$75,478,957.42 |
| 2016           | \$1,029,968.94 | \$819,174.20    | \$1,241,741.40 | \$17,903,036.46 | \$19,462,023.86 | \$1,418,601.70 | \$2,555,747.55  | \$1,862,736.72   | \$3,977,652.90  | \$618,088.74    | \$6,862,878.27 | \$841,071.49    | \$58,592,722.23 |
| 2017           | \$577,745.60   | \$8,898,037.30  | \$471,933.00   | \$1,981,281.30  | \$3,561,360.00  | \$2,375,842.88 | \$1,045,718.23  | \$2,692,102.82   | \$3,247,306.26  | \$573,069.07    | \$2,533,645.02 | \$2,844,878.33  | \$30,802,919.81 |
| 2018           | \$2,378,089.78 | \$2,424,748.11  | \$1,740,129.86 | \$20,807,025.24 | \$3,186,007.28  | \$2,505,065.75 | \$1,668,047.66  | \$11,553,593.80  | \$726,994.06    | \$23,719,437.59 | \$6,428,011.70 | \$447,988.00    | \$77,585,138.83 |
| 2019           | \$1,365,963.00 | \$3,417,112.14  | \$4,594,503.61 | \$24,767,900.66 | \$2,306,336.51  | \$7,318,835.56 | \$19,264,871.82 | \$3,239,907.43   | \$11,108,075.50 | \$4,265,279.27  | \$4,776,479.47 | \$10,908,252.49 | \$97,333,517.46 |
| 2020           | \$1,681,433.74 | \$17,222,209.06 | \$1,347,910.76 | \$2,000,218.50  | \$7,992,587.51  | \$2,453,091.77 | \$2,656,874.31  | \$15,556,090.94  | \$8,481,612.78  | \$3,303,997.86  | \$2,052,647.86 | \$2,288,261.72  | \$67,036,936.81 |
| Avg Past Years | \$1,473,281.20 | \$4,706,094.43  | \$2,048,201.13 | \$8,931,911.36  | \$9,720,939.68  | \$2,075,412.89 | \$8,992,310.63  | \$15,575,417.96  | \$3,667,785.60  | \$8,396,310.51  | \$3,783,918.56 | \$4,474,100.93  | \$73,845,684.88 |
| Difference     | -\$107,318.20  | -\$1,288,982.29 | \$2,546,302.48 | \$15,835,989.30 | -\$7,414,603.17 | \$5,243,422.67 | \$10,272,561.19 | -\$12,335,510.53 | \$7,440,289.90  | -\$4,131,031.24 | \$992,560.91   | \$6,434,151.56  | \$3,739,453.95  |

Permit Activity Number of Building Permits

|                | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|----------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|
| 2012           | 12      | 11       | 25    | 8     | 15  | 12   | 12   | 17     | 12        | 13      | 6        | 11       | 154   |
| 2013           | 8       | 5        | 77    | 10    | 15  | 10   | 12   | 29     | 4         | 16      | 3        | 35       | 224   |
| 2014           | 39      | 24       | 31    | 42    | 26  | 57   | 36   | 35     | 54        | 52      | 29       | 57       | 482   |
| 2015           | 45      | 33       | 47    | 54    | 53  | 57   | 66   | 63     | 60        | 54      | 54       | 51       | 637   |
| 2016           | 20      | 33       | 25    | 22    | 35  | 31   | 35   | 37     | 34        | 18      | 16       | 25       | 331   |
| 2017           | 21      | 29       | 31    | 30    | 39  | 37   | 18   | 19     | 44        | 22      | 28       | 26       | 344   |
| 2018           | 25      | 22       | 25    | 30    | 30  | 32   | 40   | 32     | 19        | 28      | 14       | 17       | 314   |
| 2019           | 24      | 27       | 29    | 33    | 33  | 32   | 42   | 24     | 51        | 33      | 25       | 36       | 389   |
| 2020           | 33      | 23       | 25    | 16    | 23  | 42   | 31   | 28     | 39        | 33      | 18       | 20       | 331   |
| Avg Past Years | 25      | 23       | 35    | 27    | 30  | 34   | 32   | 32     | 35        | 30      | 21       | 31       | 356   |
| Difference     | 8       | 0        | -10   | -11   | -7  | 8    | -1   | -4     | 4         | 3       | -3       | -11      | -25   |

Permit Activity Total Fees Collected

|                | January       | February       | March        | April          | May            | June           | July           | August         | September    | October        | November      | December     | Total          |
|----------------|---------------|----------------|--------------|----------------|----------------|----------------|----------------|----------------|--------------|----------------|---------------|--------------|----------------|
| 2012           | \$70,446.87   | \$200,979.08   | \$119,031.46 | \$103,512.89   | \$277,217.66   | \$106,972.78   | \$35,385.73    | \$776,108.30   | \$412,455.39 | \$312,759.18   | \$47,626.11   | \$159,290.23 | \$2,621,785.68 |
| 2013           | \$173,337.19  | \$8,280.37     | \$340,879.13 | \$301,823.46   | \$369,420.91   | \$1,838,613.25 | \$876,631.58   | \$2,152,182.20 | \$108,450.89 | \$323,399.17   | \$23,394.69   | \$85,870.64  | \$6,602,283.48 |
| 2014           | \$775,990.31  | \$133,988.38   | \$122,046.89 | \$165,096.50   | \$1,292,482.45 | \$97,096.65    | \$675,110.34   | \$288,978.48   | \$911,716.86 | \$527,423.47   | \$176,995.69  | \$384,951.63 | \$5,551,877.65 |
| 2015           | \$269,434.63  | \$400,050.74   | \$235,017.54 | \$368,418.56   | \$712,438.26   | \$193,965.24   | \$1,421,933.62 | \$519,960.51   | \$119,392.61 | \$101,506.85   | \$598,319.08  | \$262,572.42 | \$5,203,010.06 |
| 2016           | \$708,825.41  | \$84,850.14    | \$469,197.93 | \$204,309.56   | \$1,032,243.15 | \$237,519.17   | \$359,815.34   | \$162,430.87   | \$406,689.82 | \$524,335.87   | \$543,617.75  | \$318,532.13 | \$5,052,367.14 |
| 2017           | \$298,645.40  | \$1,082,308.72 | \$87,165.53  | \$191,187.08   | \$441,453.27   | \$426,102.82   | \$121,917.94   | \$158,679.01   | \$345,471.92 | \$52,486.88    | \$161,571.77  | \$436,431.76 | \$3,803,422.10 |
| 2018           | \$224,187.57  | \$123,533.29   | \$306,339.49 | \$639,121.93   | \$528,413.97   | \$67,101.05    | \$524,268.50   | \$1,013,568.80 | \$141,694.54 | \$514,173.10   | \$341,693.22  | \$51,698.27  | \$4,475,793.73 |
| 2019           | \$172,612.46  | \$181,997.48   | \$496,331.27 | \$2,068,882.94 | \$144,124.38   | \$1,753,248.83 | \$915,100.90   | \$663,119.26   | \$482,048.32 | \$1,510,787.18 | \$119,567.13  | \$244,192.79 | \$8,752,012.94 |
| 2020           | \$184,955.75  | \$572,693.09   | \$533,453.09 | \$57,315.94    | \$629,552.68   | \$3,263,074.99 | \$799,954.85   | \$1,050,524.67 | \$318,500.69 | \$219,397.67   | \$215,667.78  | \$151,849.67 | \$7,996,940.87 |
| Avg Past Years | \$319,826.18  | \$309,853.48   | \$301,051.37 | \$455,518.76   | \$603,038.53   | \$887,077.20   | \$636,679.87   | \$753,950.23   | \$360,713.45 | \$454,029.93   | \$247,605.91  | \$232,821.06 | \$5,562,165.96 |
| Difference     | -\$147,213.72 | -\$127,856.00  | \$195,279.90 | \$1,613,364.18 | -\$458,914.15  | \$866,171.63   | \$278,421.03   | -\$90,830.97   | \$121,334.87 | \$1,056,757.25 | -\$128,038.78 | \$11,371.73  | \$3,189,846.98 |

**DECEMBER 2020 BUILDING PERMITS**

| Permit number                   | Permit type name              | Permit Address          | Application date | Approved date | Issue date | Clocked Days       |
|---------------------------------|-------------------------------|-------------------------|------------------|---------------|------------|--------------------|
| BLD-2020-0323                   | COMMERCIAL MECHANICAL         | 1006 FRYAR AVE, SUITE D | 11/4/2020        | 12/2/2020     | 12/2/2020  | 26                 |
| BLD-2020-0324                   | COMMERCIAL MECHANICAL         | 16290 AUTO LANE         | 11/6/2020        | 12/9/2020     | 12/9/2020  | 33                 |
| BLD-2020-0328                   | COMMERCIAL MECHANICAL         | 13610 52ND ST E         | 11/10/2020       | 12/7/2020     | 12/7/2020  | 27                 |
| <b>MECH AVG</b>                 |                               |                         |                  |               |            | <b>28.66666667</b> |
| BLD-2020-0297                   | COMMERCIAL PLUMBING           | 4720 142ND AVE E        | 10/23/2020       | 12/16/2020    | 12/17/2020 | 54                 |
| BLD-2020-0357                   | COMMERCIAL PLUMBING           | 14217 STEWART RD        | 12/1/2020        | 12/14/2020    | 12/14/2020 | 13                 |
| <b>PLUMB AVG</b>                |                               |                         |                  |               |            | <b>33.5</b>        |
| BLD-2020-0333                   | COMMERCIAL TENANT IMPROVEMENT | 4610 TACOMA AVE         | 11/6/2020        | 12/15/2020    | 12/17/2020 | 39                 |
| <b>TI AVG</b>                   |                               |                         |                  |               |            | <b>39</b>          |
| BLD-2020-0306                   | RESIDENTIAL ADDITION          | 15707 67TH ST CT E      | 10/19/2020       | 11/10/2020    | 12/31/2020 | 17                 |
| BLD-2020-0311                   | RESIDENTIAL NEW SINGLE FAMILY | 15635 WASHINGTON ST     | 10/27/2020       | 11/23/2020    | 12/3/2020  | 27                 |
| BLD-2020-0313                   | RESIDENTIAL NEW SINGLE FAMILY | 5665 158TH AVE CT E     | 10/27/2020       | 11/23/2020    | 12/3/2020  | 27                 |
| BLD-2020-0314                   | RESIDENTIAL NEW SINGLE FAMILY | 5666 159TH AVE CT E     | 10/27/2020       | 11/23/2020    | 12/3/2020  | 27                 |
| BLD-2020-0252                   | RESIDENTIAL REMODEL           | 1719 WASHINGTON ST      | 8/19/2020        | 12/14/2020    | 12/22/2020 | 19                 |
| <b>RESIDENTIAL AVG</b>          |                               |                         |                  |               |            | <b>23.4</b>        |
| <b>BUILDING PERMIT AVERAGES</b> |                               |                         |                  |               |            | <b>31.14166667</b> |

| 2019 Average Permit Review Times Per Month (Days) |     |     |       |       |     |      |      |        |      |     |     |     |             |
|---------------------------------------------------|-----|-----|-------|-------|-----|------|------|--------|------|-----|-----|-----|-------------|
|                                                   | Jan | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec | Running Ave |
| Commercial                                        | 73  | 85  | N/A   | N/A   | 45  | 39   | 67   | 60     | 41   | 11  | 39  | N/A | 51          |
| TI                                                | 70  | 51  | 39    | 25    | 55  | 49   | 35   | 35     | 24   | 33  | 20  | 39  | 40          |
| Racks                                             | 83  | 83  | N/A   | 27    | 31  | 41   | N/A  | N/A    | 32   | N/A | 20  | N/A | 45          |
| Plumbing                                          | 14  | 13  | 15    | N/A   | 8   | 12   | N/A  | 39     | 13   | 15  | 12  | 34  | 17          |
| Mech                                              | 31  | 12  | 13    | 34    | 21  | 33   | 37   | 32     | 4    | 9   | 7   | 29  | 22          |
| All SFR                                           | 18  | 32  | 14    | 32    | 29  | 18   | 28   | 20     | 33   | 22  | 36  | 23  | 25          |

