



STUDY SESSION
City Hall – 1104 Maple Street
May 10, 2021 6:00 PM

City Hall remains closed during Governor Inslee’s “Healthy Washington - Recovery Roadmap” order, a consequence of the Covid-19 pandemic. The public is invited to attend the meeting virtually by using the ZOOM Meeting access information below -

Please click the link below to join the webinar:

<https://sumnerwa-gov.zoom.us/j/85621359085>

Or One tap mobile :

US: +12532158782,,85621359085# or +16699006833,,85621359085#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 669 900 6833 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592
or +1 312 626 6799

Webinar ID: 856 2135 9085

CALL TO ORDER

Roll Call: Bitetto, Brown, Hamilton, Hayden, Hochstatter, Neuman and Reed

REGULAR BUSINESS

1. Sumner Main Street Association Director Update
2. Permit Process Update

CITY ADMINISTRATOR REPORT

AGENDA SETTING

1. Council Meeting Agenda Calendar
2. Council Committee Meeting Calendar

EXECUTIVE SESSION

ADJOURNMENT

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.

SUBJECT: Sumner Main Street Association Director Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. SMSA City Council Presentation

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

Jill Starks, Director of the Sumner Main Street Association, will be giving an update on their organization including newly elected president and board members, planned events for 2021, and other ways that SMSA is creating value and promoting the success of Sumner businesses.

COUNCIL COMMITTEE/STUDY SESSION: N/A

MEETING/STUDY SESSION DATE: 5/10/2021

COMMITTEE RECOMMENDATION: N/A

STAFF RECOMMENDATIONS/MOTION:

N/A

SUMNER MAIN STREET ASSOCIATION

MAIN STREET IMPACT

Sumner City Council Presentation

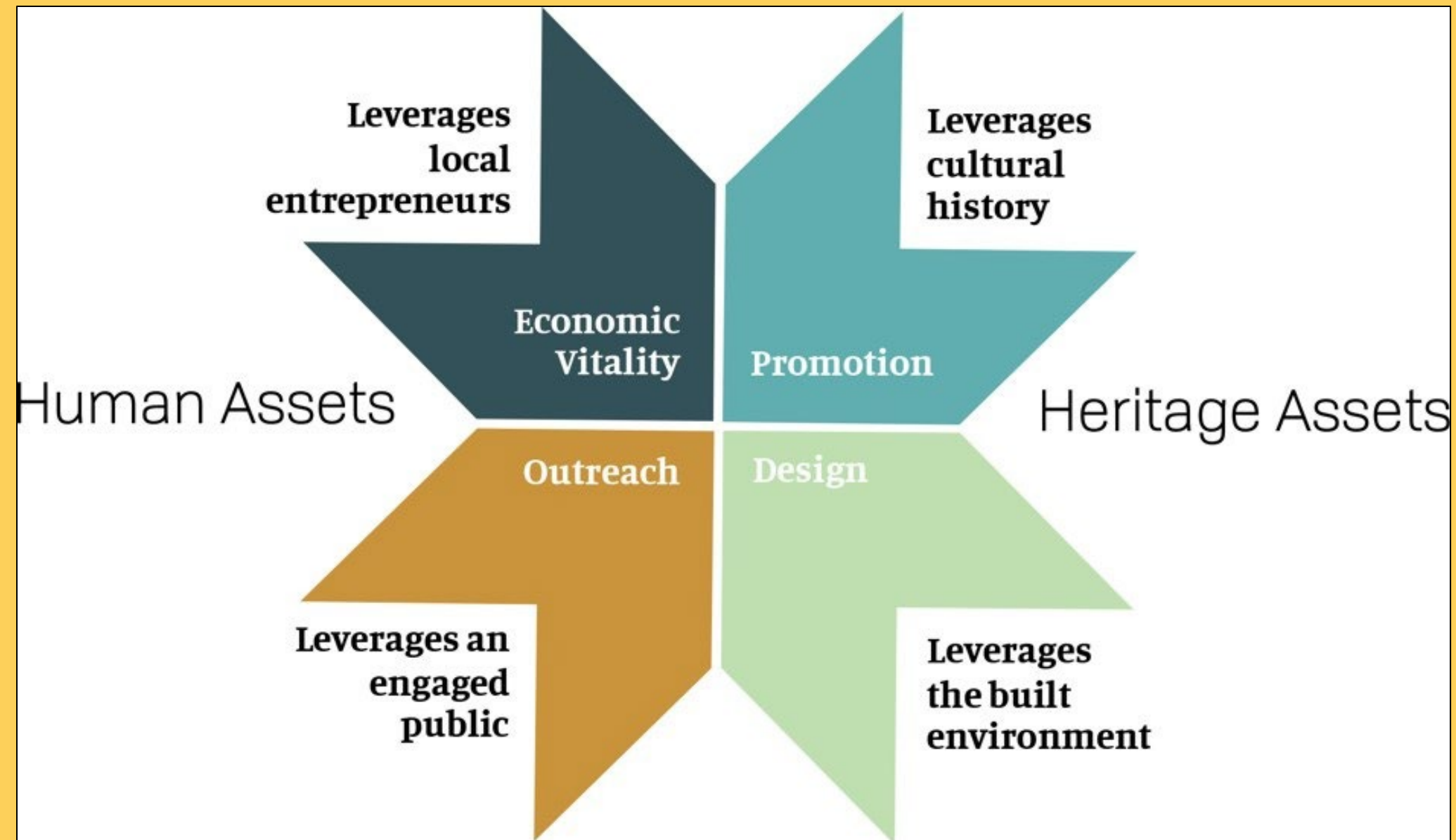
May 10, 2021



WHY MAIN STREET?

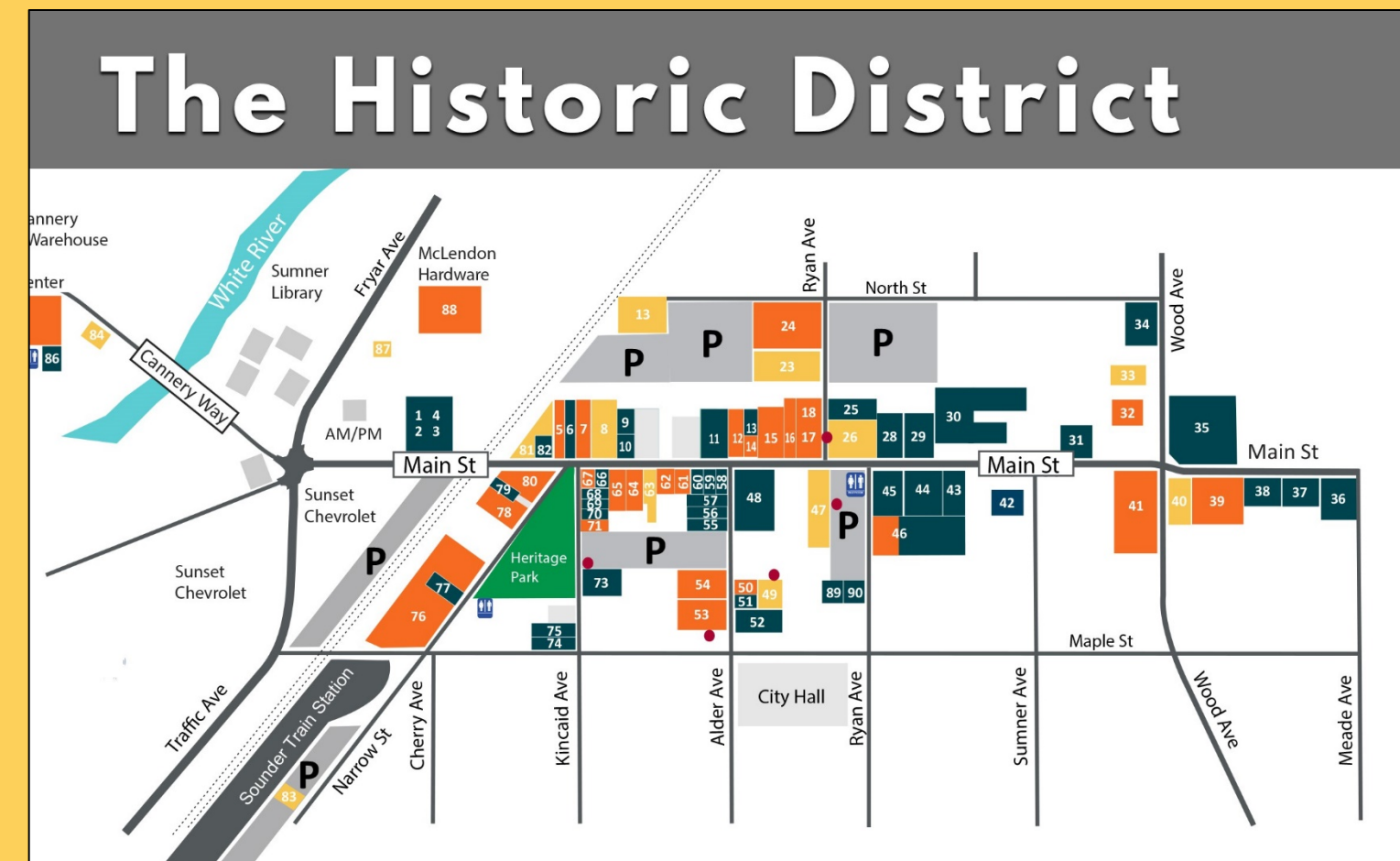
Built on a 40-year history of cultivating a comprehensive approach to community and economic development, Main Street programs excel at supporting small businesses, enhancing quality of life for residents, and restoring vitality to historic commercial districts.

The Main Street Approach



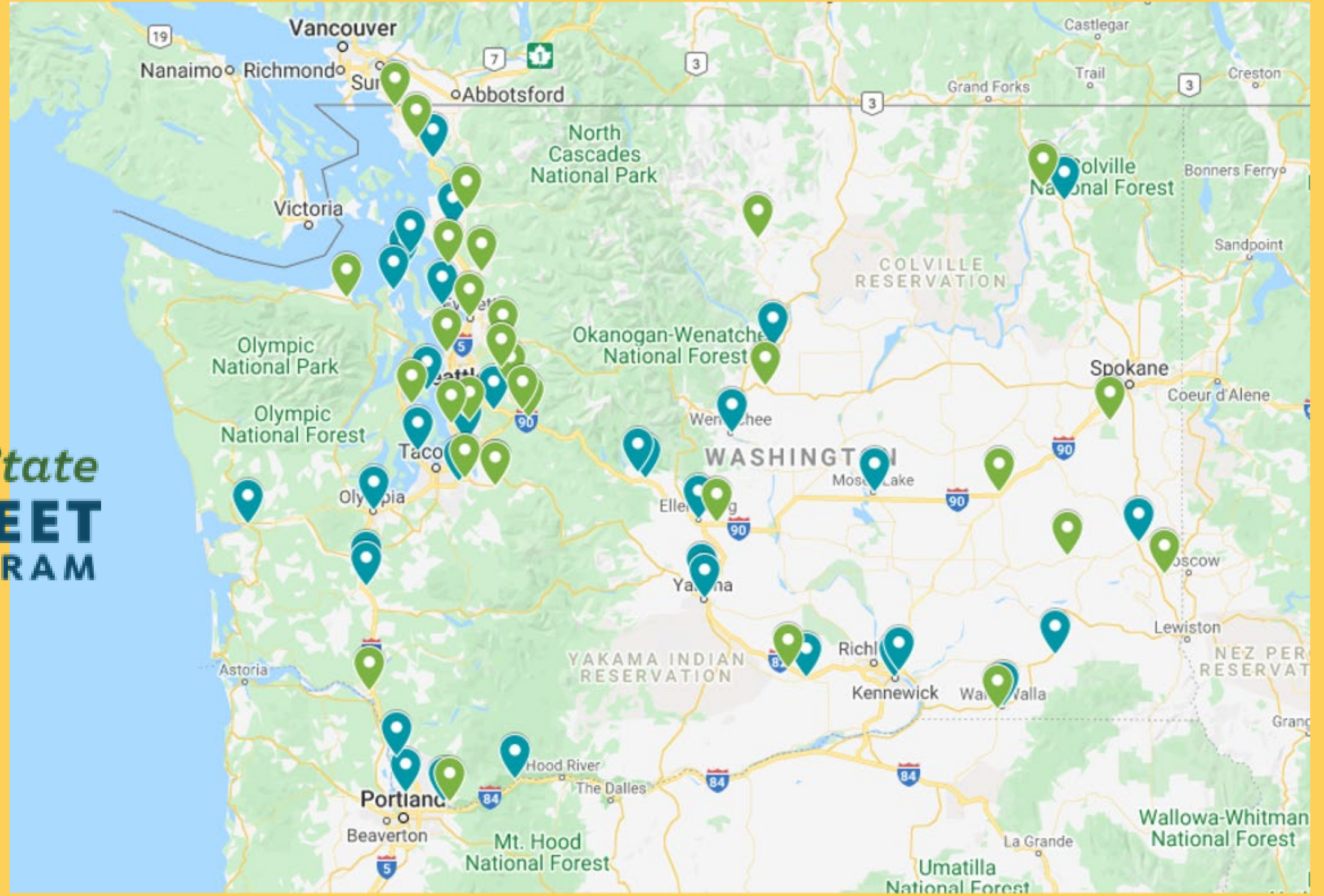
Community Main Streets are a defined downtown district

- Main Streets are about a districts, not necessarily about individual members, businesses.
- The whole is greater than the individual parts.





Washington State
**MAIN STREET
PROGRAM**



Cities As *Partners*

Cities contribute to Main Street programs primarily through three ways:

- Contracts for services
- Main Street Tax Credit Incentive Program
- LTAC

Cities As *Partners*

Current range of contribution for cities in the 10,000 - 25,000 population range tends to be between \$25,000 - \$50,000 annually.

Only three Washington Main Street Communities report that their city government does not contribute financially to their organization.

Cities As *Beneficiaries*

- Increased tax base
- More tourism
- Increased property values
- Increased number of jobs
- Better goals and vision
- Healthy economy
- Better services available
- Positive perception of downtown and community
- Better relations between city hall and private sector
- Increased volunteer base
- Industrial recruitment
- Impetus for public improvement

Where SMSA has Been:

- Producers of top-notch retail and community events
- Excellent promoters of downtown's historic charm
- Supporters of a strong retail shopping district

Where SMSA is Going:

- Creating partnerships within the community
- Working collaboratively with the city on creative placekeeping
- Developing out the entrepreneurial ecosystems, business incubator and co-working spaces concepts

First Quarter 2021



BOARD OF DIRECTORS

- Hosted virtual annual meeting with 40 attendees; raised nearly \$2000 in virtual auction
- Applied for 501(c)3 status
- Elected Curtiss Johnson as President
- Met our 2021 B & O goal!



OUTREACH

- Reached 55 business members and 7 individual members
- Highlighted 13 members in a weekly social media post
- Sent out 1,755 emails to downtown businesses over 3 months
- Volunteers served 259 hours



ECONOMIC VITALITY

- Held a Gift Card Drawing that brought in 711 entries
- Hosted two ribbon cuttings
- Promoted American Express's Dine Small Campaign racking up 431 impressions
- Partnered with local chambers for an education forum



DESIGN

- Launched the Love Sumner Project, gathering 138 hearts that were displayed in downtown windows
- Partnered with the City as a member of the "Main Street Visioning" Project with the UW Tacoma
- Working with the city on new wayfinding signage



PROMOTIONS

- Created "Shop, Snack & Stroll" - a modified wine walk. 125 passports were returned
- Partnered with the city to reimagine 2021 events



SECOND QUARTER GOALS:

- Increase volunteer pool
- Host "Sumner Sweeps"
- Kick off Historic Centennial Celebration
- Get creative with Craft Beverage Event
- Participate in discussions on leveraging the economic impact of ARP funds on our downtown

REACH OUT



MAILING ADDRESS

923 Kincaid Avenue
Sumner, WA 98390



WEBSITE ADDRESS

www.sumnermainstreet.com



PHONE NUMBER

253-891-4260



SUBJECT: Permit Process Update

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. City of Sumner Permitting

STAFF CONTACT: Scott Waller, Assistant Planner

SUMMARY BACKGROUND:

Tonight's presentation will review the Development Services and their department function. The team of seven is responsible for permitting, review and code enforcement. The over all goal of the department is to assist in facilitating planned growth and development in Sumner.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:



City of Sumner Permitting

DEVELOPMENT
SERVICES

Development Services Goals

Sumner will set the standard of excellence for permit issuance.

This is accomplished through ***timely*** reviews with ***predictable outcomes*** that ***help*** projects get permitted

Development Services

Development Services assists in facilitating planned growth and development in Sumner through timely and consolidated permitting.

Review team consists of 7 members who perform the following tasks:

- Permit Intake, correspondence, fee processing, permit issuance, inspection scheduling and Certificate of Occupancy
- Planning review and inspections
- Building code review and inspections
- Engineering review
- Fire code review and inspections
- Code enforcement

Permitting Activity

	Q1	Q2	Q3	Q4	Total
2019	248	228	254	207	937
2020	239	197	211	221	868
2021	209				209

Permit review time averages to approximately 27 Calendar days for building permits.

Permit Process and Types

New Construction

- Starts with vacant, undeveloped or underdeveloped property
- Includes site/ground-work, utilities, paving, etc.
- Building construction (shell or specific)

Tenant Improvement (TI)

- Starts with a pre-existing building
- Typically, only includes interior remodel work

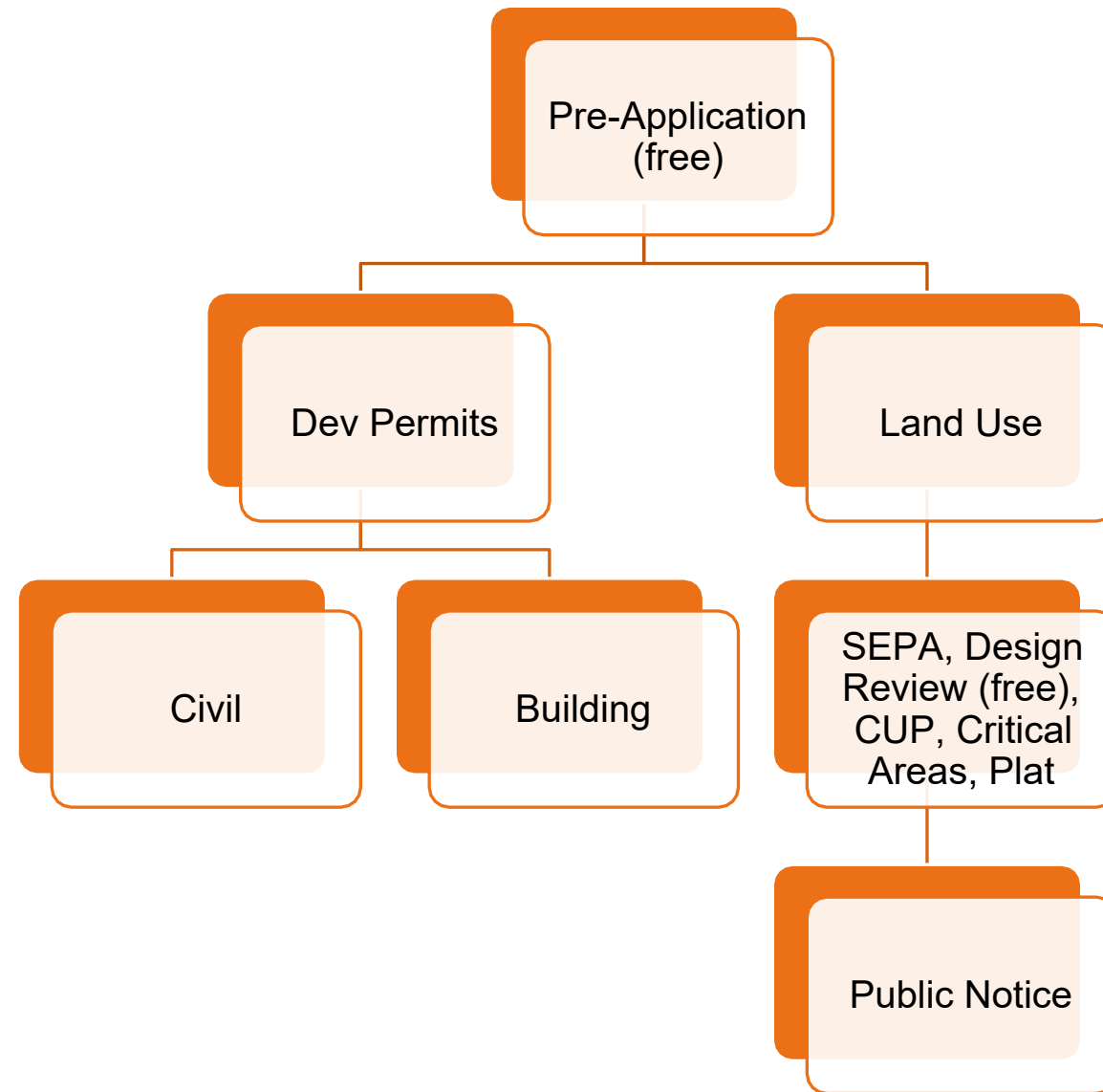
Single Family Residential

- One permit can cover everything from remodel, a garage, to new house

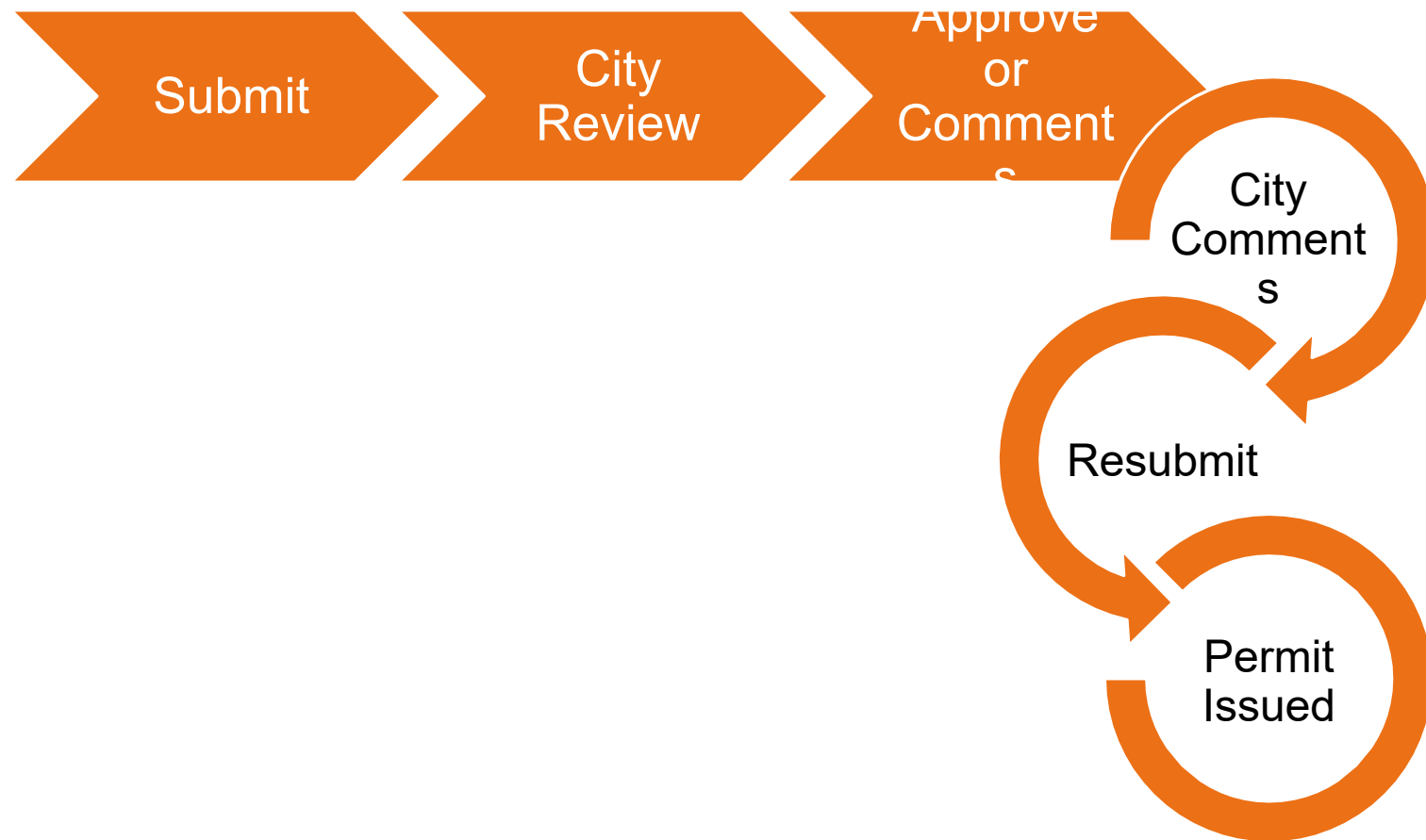
New Construction

Permits Involved:

1. Pre-application
2. Land Use
3. Civil
4. Building



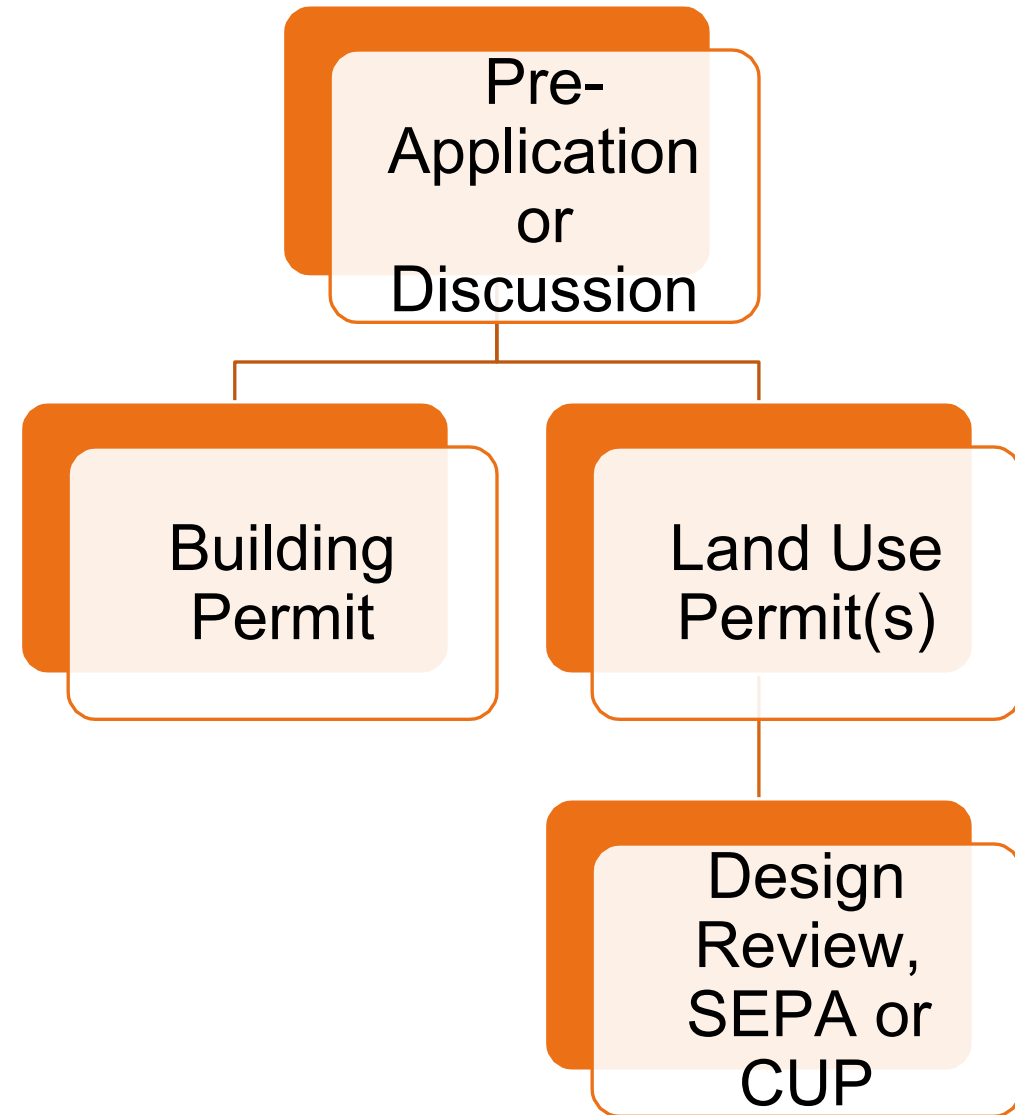
Individual Permit Process



Tenant Improvement

Permits Involved:

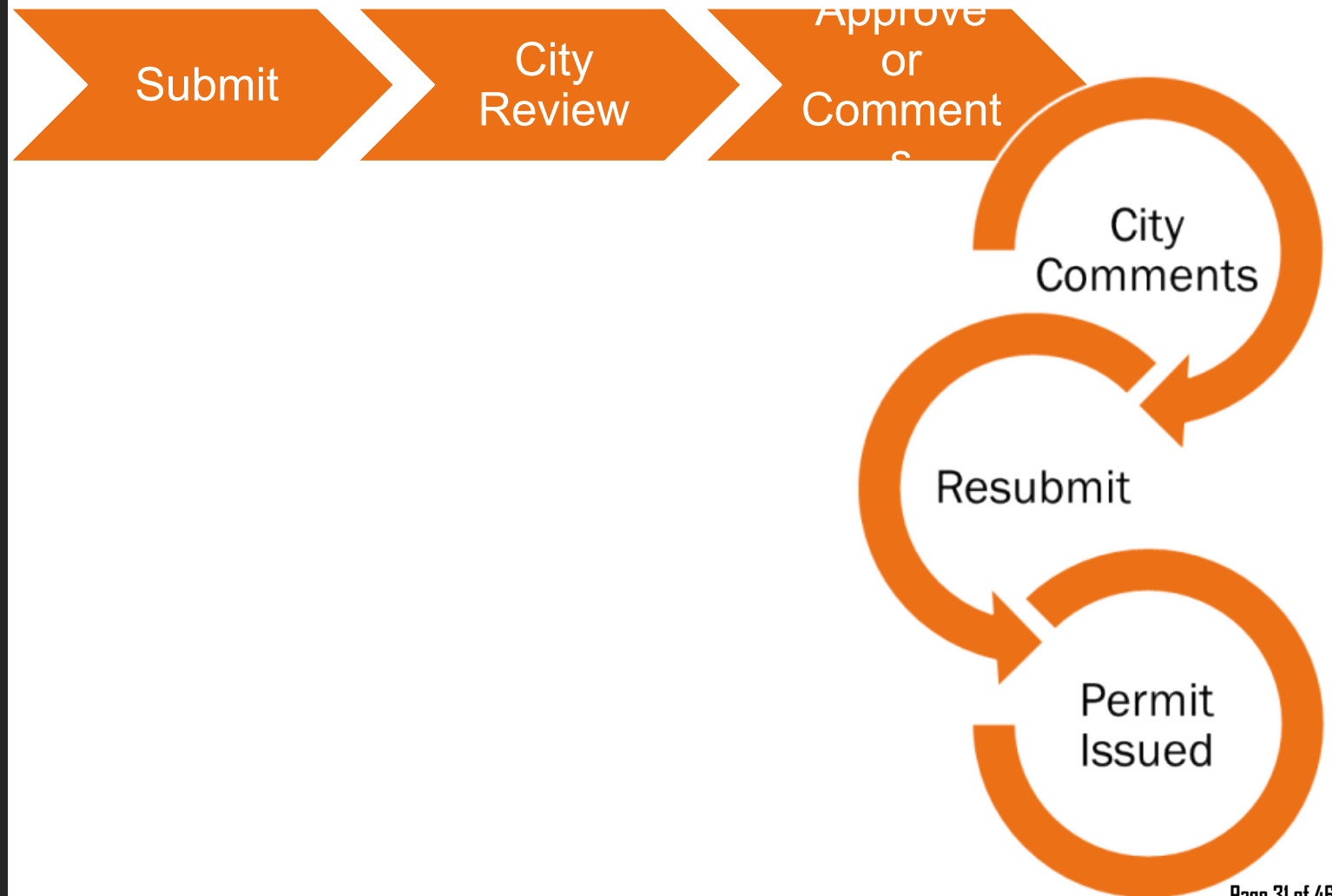
1. Pre-application or discussion
2. Land Use (typically not needed)
3. Building permit/Change of Use



Tenant Improvement

Permits Involved:

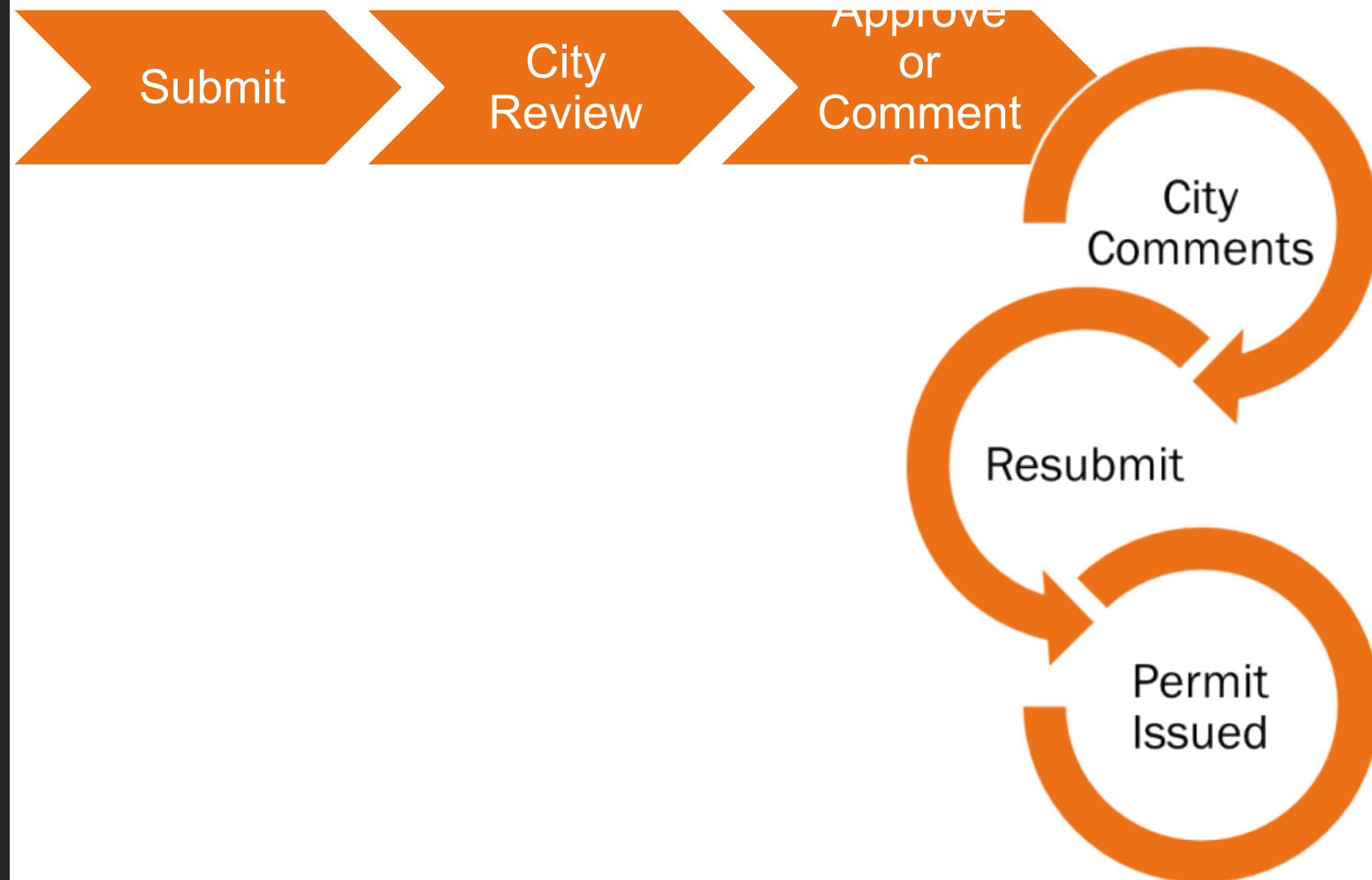
1. Pre-application or discussion
2. Land Use (typically not needed)
3. Building permit/Change of Use



Single Family Residential

Permit Involves:

1. One application for any scope of work



Process Improvements

- Washington State Auditors Office Lean Review
- Energov Permit Software
- Department of Commerce Manufacturing Regulatory Roadmap
- Public Noticing
- Third Party Review
- Fire Review
- Economic Development

Washington State Auditor

- Lean process review and improvement audit
- Included comprehensive walkthrough and review of permit process
- Completed 2019-2020



Energov

- Provide seamless permitting process
- Electronic Permit submittals and reviews
- Applicants and Owners can track progress
- Consistent messaging to applicants
- Electronic Inspections
- Code Enforcement



Regulatory Road Map

- Partnership with Washington State Department of Commerce
 - Created an interactive process map for incoming manufacturing business
 - Completed 2019-2020
-
- <https://fortress.wa.gov/com/roadmap/#/start/sumner>



Third Party Review

- Development services signed contracts with third party review consultants
- Assists Development Services during influx in permits
- Aims to maintain level of service despite overall permit numbers



Public Noticing

- Easier for the public to understand
- Centralized documents—plain language
- New signage
- Large planning projects have dedicated engagement pages

PROPOSED: NEW BUILDING

PROJECT NAME: SAMPLE SIGN ONLY PROJECT

PERMIT NUMBER:
PLN 20XX-XXXX

WHO APPLIED:
APPLICANT NAME

PROJECT ADDRESS:
XXXX MAIN STREET

QUICK STATS:

XX' HEIGHT

XX UNITS

XX PARKING SPACES

X STORIES

X.XX ACRES

PUBLIC HEARING:
DATE & TIME

WHAT IS BEING PROPOSED:
One-sentence description here.

Building Rendering Here



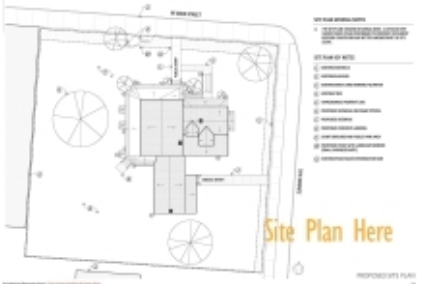
Learn more and tell us what you think!

COMMENT BY
DATE

CONTACT
STAFF NAME
STAFF PHONE
STAFF EMAIL

SCAN
WITH PHONE'S CAMERA
TO CONNECT INSTANTLY





Site Plan Here

<https://sumnerwa.gov/triad-machinery-conditional-use-permit/>

<https://connects.sumnerwa.gov/east-sumner-neighborhood-plan>

Fire Permit Review

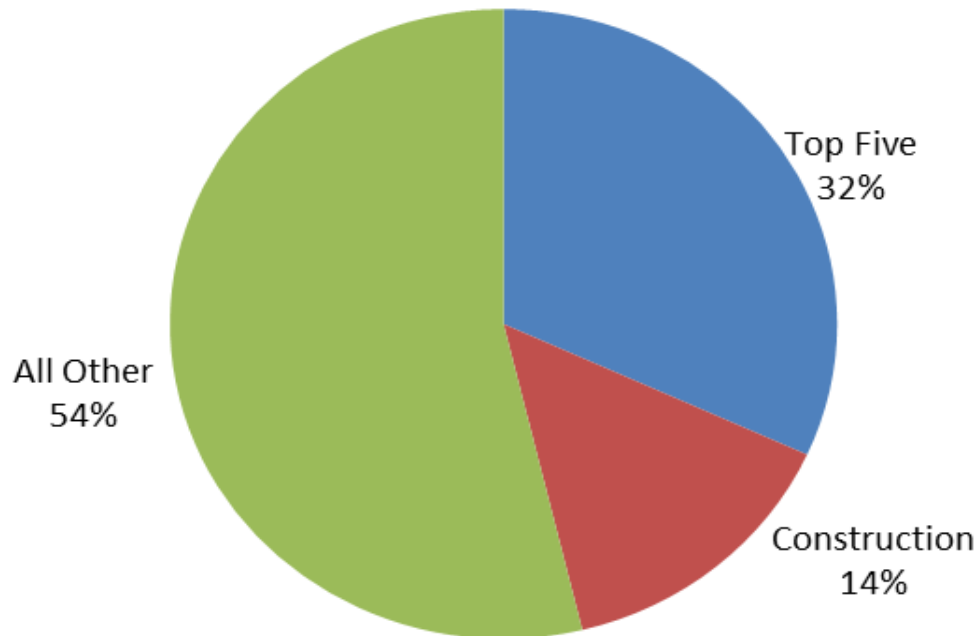
- Moving Fire Permit Review back to the City
 - Split position with the City of Bonney Lake
 - Effective July 1, 2021
- Greater control over review process
- Cost savings to the City



Economic Development

Sales Tax Remitters

February 2021 Receipts / December 2020 Transactions



- Reorganization made Economic Development a priority
 - Diversifying the pie
 - Reality of large retail
 - Covid-19 Impacts
- Attract and retain businesses
- Economic Development is creating a welcoming and inclusive community
 - Roads, safety, events, schools, walkable etc.

• <https://sumnerwa.gov/comeonin/>

Projects in Sumner

- Peterbilt Trucking
- Triad Machinery
- 1228 Riverfront
- Red Apple
- Nemeth Mixed Use
- Seaport Industrial
- Duke Reality 1510 Puyallup
- Filbert Acres Subdivision
- Steppingstone Subdivision
- Creekside Townhomes
- Sumner High School

<https://sumnerwa.gov/development-in-sumner/>

Development Services Staff Contacts

- Doug Beagle – Development Services Director dougb@sumnerwa.gov 253-299-5715
- Joe Fessler – Associate City Engineer joef@sumnerwa.gov 253-299-5704
- Scott Waller – Associate Planner scottw@sumnerwa.gov 253-299-5527
- Chrissanda Walker – Assistant Planner chrissandaw@sumnerwa.gov 253-299-5528
- Allison Judge – Development Service Specialist Allisonj@sumnerwa.gov 253-299-5530
- Bonnie Knox – Development Service Specialist bonniek@sumnerwa.gov 253-299-5533
- Rick Kelley – Building Official rickk@sumnerwa.gov 253-299-5522
- Keven Radmecher – Fire Marshall KRADEMACHER@eastpiercefire.org 253- 447-3532

The background of the slide is a high-angle, close-up photograph of architectural blueprints. A large, white, cylindrical object, possibly a rolled-up tube or a container, lies diagonally across the center. The blueprints are filled with technical drawings, including lines, circles, and various numerical dimensions such as 115.2, 1485, 1895, 760, 810, and 900. A drafting compass and a pen are visible in the lower foreground, resting on the blueprints. A dark, semi-transparent rectangular box is overlaid on the right side of the image, containing the word 'Questions' in white text.

Questions

CITY COUNCIL AGENDA CALENDAR**Updated May 4, 2021**

CA – CONSENT AGENDA ES – EXECUTIVE SESSION NB – NEW BUSINESS
UB – UNFINISHED BUSINESS P – PRESENTATION PH – PUBLIC HEARING PR - PROCLAMATION

8/18 – All Staff Meeting

MAY 17 (RCM)

CA White River Restoration – Consultant Contract Amendment
 CA Property Acquisition - Purchase and Sale Agreement with Donald Bushore
 UB Ordinance No. XXXXs (4) - 2020 Comprehensive Plan Update
 NB Parks Master Plan Consultant Services Agreement
 NB Ordinance No. XXXX – Public Facilities and Parks Rules Update

MAY 24 (SS)

- SBLSD Presentation Sumner High School Modernization Project Development Agreement
- Legislative Session Update

JUNE 7 (RCM)

PH SBLSD –Sumner High School Modernization Project Development Agreement
 NB Ordinance XXX Amending SMC 6.10 and 6.04
 NB Ordinance No. XXXX – Municipal Code Updates re: East Pierce Fire & Rescue
 NB Ordinance No. XXXX - Emergency Management Code Update
 CA Resolution No. XXXX – Amending ILA with SBLSD for SRO Program

JUNE 14 (SS)

- Library Update

JUNE 21 (RCM)

CA FHWA Grant Acceptance 166th Avenue Widening Project
 UB Sumner High School Modernization Development Agreement

JUNE 28 (SS)

Main Street Visioning Final Presentation

JULY 6 (RCM)**JULY 12 (SS)****JULY 19 (RCM)****JULY 26 (SS)**

Pending

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
ROW Vacation Code Amendment	Library Property Surplus	PH - Surplus Utility Property South of 24 th Street East
LEOFF 1 Policies	Contract Approval Code Amendment	UB - Resolution No. XXXX - Surplus Utility Property South of 24 th St E
PH / Ordinance ROW Vacations SBLSD (6)	Temporary Use Permit – Food Trucks	PSA Golf Course Extension
Sign Code Update	SSHAP agreement	BNSF Agreement
Raffle Repeal SMC 904	Update electronic signatures code	CWA Agreement

CTR Ordinance Update	Director Authority clean up	CA - Water Rights Cost Reimbursement Agreement
Development Agreement Code updates		

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3	4	5	6	7	8
6:00PM Regular Council Meeting (Virtual)	4:00 PM Public Works Committee (Virtual)		CANCELLED 6:00PM Planning Commission (Virtual)		
10	11	12	13	14	15
6:00PM Study Session (Virtual)		5:30PM Finance Committee (Virtual) 6:30PM - CANCELLED Design Commission (Virtual)	4:30PM Forestry/Parks Commission (Virtual)		
17	18	19	20	21	22
6:00PM Regular Council Meeting (Virtual)		5:00PM Public Safety (Virtual)			
24	25	26	27	28	
6:00PM Study Session (Virtual)		5:00PM CD Committee (Virtual)	5:30PM Arts Commission (Virtual)		
31					
Recognized Holiday City Hall Closed					

Meeting dates and times may change. Please contact City Hall to confirm this information prior to any meeting you plan to attend. **These meetings are accessible to persons with disabilities.** For individuals who require special accommodations, please contact City Hall at (253) 299-5500, 24 hours in advance.

Name: Michelle Converse, CMC
Title: City Clerk

City of Sumner www.sumnerwa.gov
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Sumner, Washington 98390
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