	<p align="center"> <b>City Council Meeting</b>  <b>November 19, 2018 - 7:00 PM</b>  <b>City Hall Council Chambers</b>  <b>AGENDA</b>  <b>Watch the meeting LIVE!</b> </p> <p align="center"> <b>Watch the meeting video</b>  Meeting videos are not available until 72 hours after the meeting has concluded. </p>
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**I. CALL TO ORDER**

- A. **Pledge of Allegiance**
- B. **Roll Call**

**II. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

- A. Proclamation - DECA Month (Auburn High School)  
Mayor Backus to proclaim November 2018 as "DECA Month" in the city of Auburn.
- B. Proclamation - Global Entrepreneurship Week (Auburn High School)  
Mayor Backus to proclaim November 11-17, 2018 as "Global Entrepreneurship Week" in the city of Auburn.
- C. Proclamation - Entrepreneurship Week (Auburn Mountainview High School)  
Mayor Backus to proclaim November 19 - 23, 2018 as "Entrepreneurship Week" in the city of Auburn.
- D. Proclamation - Small Business Saturday  
Mayor Backus to proclaim Saturday, November 24, 2018 as "Small Business Saturday" in the city of Auburn.

**III. APPOINTMENTS**

**IV. AGENDA MODIFICATIONS**

**V. CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE**

- A. **Public Hearings - (No public hearing is scheduled for this evening.)**
- B. **Audience Participation**

*This is the place on the agenda where the public is invited to speak to the City Council on any issue. Those wishing to speak are reminded to sign in on the form provided.*

- C. **Correspondence - (There is no correspondence for Council review.)**

**VI. COUNCIL AD HOC COMMITTEE REPORTS**

**Council Ad Hoc Committee Chairs may report on the status of their ad hoc Council Committees' progress on assigned tasks and may give their recommendation to the City Council, if any.**

**VII. CONSENT AGENDA**

*All matters listed on the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion in the form listed.*

- A. Minutes of the February 13, 2017, February 27, 2017, March 27, 2017 and October 22, 2018 Council Study Session
- B. Minutes of the November 5, 2018 Regular Council Meeting
- C. Claims Vouchers (Coleman)  
Claims voucher 451442 through 451601 in the amount of \$6,463,378.57 and four wire transfers in the amount of \$1,138,505.47 and dated November 19, 2018.
- D. Payroll Vouchers (Coleman)  
Payroll check numbers 538163 through 538180 in the amount of \$232,981.48, electronic deposit transmissions in the amount of \$1,966,587.99 for a grand total of \$2,199,569.47 for the period covering November 1, 2018 to November 14, 2018.
- E. Artwork Donation (Faber)  
Council consideration of artwork to be donated to the City of Auburn's Public Art Collection
- F. Call for Public Hearing on 2019-2020 Preliminary Biennial Budget (Coleman)
- G. Public Works Project No. CP1521 (Gaub)  
City Council to approve Change Order No. 01 in the amount not to exceed \$575,000.00 to Contract No. 18-03 for work on Project No. CP1521, 15th Street NE/NW Preservation

***(RECOMMENDED ACTION: Move to approve the Consent Agenda.)***

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. ORDINANCES**

- A. Ordinance No. 6688 (Tate)  
An Ordinance of the City Council of the City of Auburn, Washington related to land use regulation, creating a new definition for youth community support facilities, as a permitted use in the C-1, Light Commercial Zoning District, adding an additional specific land use standard for the siting of youth community support facilities, and amending Chapter 18.04, Table 18.23.030, and Section 18.23.030, and Section 18.57.040, of the City Code

***(RECOMMENDED ACTION: Move to adopt Ordinance No. 6688.)***

B. Ordinance No. 6701 (Tate)

An Ordinance of the City Council of the City of Auburn, Washington, approving the rezone of Parcel No. 1921059037 from R-7, Residential Zone – seven dwelling units per acre to P-1, Public Use District

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6701.)**

C. Ordinance No. 6702 (Coleman)

An Ordinance of the City Council of the City Of Auburn, Washington, establishing the levy for regular property taxes by the City of Auburn for collection in 2019 for general City operational purposes in the amount of \$22,007,247.00

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6702.)**

D. Ordinance No. 6704 (Gaub)

City of Auburn, Washington, amending Sections 13.20.010, 13.20.040, 13.20.080, 13.20.090, 13.20.095, 13.20.120, 13.20.182, 13.20.200 And 13.20.230 of the Auburn City Code relating to maintenance and repair responsibilities for public and private portions of the sewage collection system; and removing inapplicable code requirements

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6704.)**

E. Ordinance No. 6705 (Gaub)

An Ordinance of the City Council of the City of Auburn, Washington amending Chapter 12.64A of the Auburn City Code related to Public Right-Of-Way Improvements

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6705.)**

F. Ordinance No. 6706 (Gross)

An Ordinance of the City Council of the City of Auburn, Washington related to insufficient check fees; making those fees consistent with the City's adopted fee schedule and amending sections 6.01.210, 13.06.511, and 13.52.040 of the Auburn City Code

**(RECOMMENDED ACTION: Move to adopt Ordinance No. 6706.)**

## XI. RESOLUTIONS

A. Resolution No. 5388 (Gross)

A Resolution of the City Council of the City of Auburn, Washington, amending the City of Auburn fee schedule to adjust for 2019 fees

**(RECOMMENDED ACTION: Move to adopt Resolution No. 5388.)**

## XII. MAYOR AND COUNCILMEMBER REPORTS

*At this time the Mayor and City Council may report on significant items associated with their appointed positions on federal, state, regional and local organizations.*

A. **From the Council**

B. **From the Mayor**

**XIII. ADJOURNMENT**

*Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.*





## AGENDA BILL APPROVAL FORM

Agenda Subject:

Minutes of the February 13, 2017, February 27, 2017, March 27, 2017 and October 22, 2018 Council Study Session

Date:

November 8, 2018

Department:

Administration

**Attachments:**

[02-13-2017 Study Session Minutes](#)

[02-27-2017 Study Session Minutes](#)

[03-27-2017 Study Session Minutes](#)

[10-22-2018 Study Session Minutes](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Background Summary:

Reviewed by Council Committees:

Councilmember:

Meeting Date: November 19, 2018

Staff:

Item Number: CA.A



**City Council Study Session**  
February 13, 2017 - 5:30 PM  
Auburn City Hall  
MINUTES

**I. CALL TO ORDER**

Deputy Mayor Wales called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

**A. Roll Call**

Councilmembers present: Deputy Mayor Largo Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel, and Rich Wagner.

Mayor Nancy Backus and the following department directors and staff members were present: City Attorney Daniel B. Heid, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Storm Drainage Engineer Tim Carlaw, Water Quality Program Coordinator Chris Thorn, Utilities Engineering Manager Lisa Tobin, Director of Community Development and Public Works Kevin Snyder, Innovation and Technology Director Paul Haugan, Human Resources and Risk Management Director Rob Roscoe, Parks, Arts and Recreation Director Daryl Faber, Chief of Police Bob Lee, Finance Director Shelley Coleman; Assistant Director of Community Development Services Jeff Tate, Assistant City Attorney Doug Ruth, and City Clerk Danielle Daskam.

**B. Announcements**

There was no announcement.

**C. Agenda Modifications**

An item relating to Downtown Permit Parking Lots was added to the agenda as Item I.

**II. CONSENT AGENDA**

There was no Consent Agenda item.

**III. DISCUSSION ITEMS**

**A. 2016 NPDES Annual Report and 2017 Stormwater Management Program Plan (10 Minutes) (Snyder)**

Storm Drainage Engineer Carlaw and Water Quality Program Coordinator Thorn presented the 2016 Annual Report and 2017 Stormwater Management Program Plan.

The National Pollutant Discharge Elimination System (NPDES) permit is a five year permit issued by the State Department of Ecology. The permit authorizes discharges of stormwater to surface waters and ground waters of the state.

The 2016 Annual Report highlights include: updated the city code and adopted the 2012 Ecology storm water management manual to implement low impact development storm drainage management; hired two full-time GIS inventory technicians to work on storm asset inventory, and implemented new inspection software to streamline private system inspections.

The 2017 Stormwater Management Program Plan contains the following significant actions: low impact development storm water management outreach and education to the public and staff, complete inspection of all public catch basins by August 1, implement low impact development maintenance standards, levels of service and inspection.

Council reviewed the schedule for the Stormwater Management Program Plan. A public hearing on the plan is scheduled for March 6, 2017, a resolution adopting the Plan is scheduled for March 20, 2017, and the deadline for submitting the Plan to Ecology with the 2016 Annual Report is March 31, 2017.

Councilmembers also discussed public education and outreach, illicit discharges, the Environmental Park, and pervious pavement.

Councilmember Peloza inquired about hot line calls and asked for an example. Coordinator Thorn explained many of the hot line calls and discharges are from automobile accidents and some result from discharges from construction sites.

Coordinator Thorn also described methods for outreach, including the natural yard care program, water festival for 4th and 5th grade classes, articles in the Auburn magazine and flyers, targeted neighborhood mailings, and use of Channel 21.

Engineer Carlaw noted the City has over 10,000 catch basins. The last NPDES permit allowed cleaning catch basins every four years. The latest permit requires cleaning every two years.

B. Ordinance No. 6636 (10 Minutes) (Coleman)

An Ordinance of the City Council of the City of Auburn, Washington, establishing the Local Sales and Use Tax rate for local revitalization financing for 2017

Finance Director Coleman presented Ordinance No. 6636. The ordinance levies a .0207 percent sales tax credit against the state sales tax for local revitalization financing. The City first applied for the use of local revitalization financing in August 2009. The City's application was approved by the State authorizing up to \$250,000 per year for the local revitalization program for the Promenade capital improvements. The tax credit is available to the City for up to 25 years. In order for the City to continue receiving the tax credit, the City must request it each year. This is the eighth year the City has requested the tax credit.

Finance Director Coleman explained that the local revitalization funding pays for about half of the debt service on the \$7.24 million in 2010 Bonds used for funding the capital improvements for the Promenade. Funds from EDA grants, combined with REET2 funds and interest earnings are used to pay for the annual debt service costs.

The ordinance will appear on the next regular meeting agenda for approval.

C. Resolution No. 5278 (10 Minutes) (Coleman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the City of Auburn to impose a Sales and Use Tax as authorized by RCW 82.14.415 as a credit against State Sales and Use Tax, relating to annexations

Finance Director Coleman presented Resolution No. 5278, which levies the 0.1 percent sales tax credit against the state sales tax for annexation of the Lea Hill area. The tax credit began July 1, 2008 and will sunset June 30, 2018. It is anticipated the sales tax credit will generate \$2 million this year.

The resolution will appear on the next regular Council agenda for adoption.

D. Ordinance No. 6638 (5 Minutes) (Snyder)

An Ordinance of the City Council of the City of Auburn, Washington, amending the City of Auburn Downtown Urban Center Design Standards Pedestrian Street Map adopted by Section 18.29.070 of the City Code

Assistant Director of Community Development Services Tate presented Ordinance No. 6638 and the recommendation from the Planning Commission to approve Zoning Amendment Application ZAA16-006. ZAA16-006 was submitted by Auburn Professional Plaza LLC for a modification to the pedestrian street designation that is located on a portion of the west side of Auburn Avenue between Main Street and 1st Street NE. The existing designation is Pedestrian I, and the request is to change the designation to Pedestrian II.

Ground floor commercial uses located along Pedestrian I streets are limited to retail, restaurant or personal service uses. Ground floor commercial uses located along Pedestrian II streets allow the same uses as Pedestrian I plus office and residential uses. The effect of granting the requested change is to allow ground floor office uses on the property where the vacant Key Bank building is located across the street from the Auburn Avenue Theater.

The Planning Commission held a hearing on the request on February 8, 2017, and recommended approval of the map change.

The ordinance will appear before the Council on February 21, 2017, for consideration.

E. Resolution No. 5270 (5 Minutes) (Snyder)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute a contract between the City of Auburn and the City of Algona for decant facilities usage and street sweeping services

Assistant Director of Engineering Services/City Engineer Gaub presented Resolution No. 5270, approving a new contract with the City of Algona for use of City of Auburn's decant facilities and street sweeping services. The new three-year contract can be renewed for an additional three-year term.

Council discussed the City's street sweeping service schedule and capacity of the decant facility.

F. Council Rules of Procedure (30 Minutes) (Heid)

City Attorney Heid presented Resolution No. 5283, adopting the amendments to the City Council Rules of Procedures that would incorporate the Special Focus Areas and Council travel policy discussed at previous study sessions.

City Attorney Heid stated the amendments also make the presiding officer more generic throughout the document and identify the responsibilities of the special focus areas.

Councilmember Wagner suggested making it clearer that public comment is only allowed at regular City Council meetings.

Councilmembers suggested striking items 4 and 5 on page 23 of the document, which would have limited agendas to five agenda items and 30-40 minutes per item maximum.

Councilmembers discussed the changes to Section 18, Travel Authorization. It was recommended that under Receipts and Travel Documentation the words "10 business" be inserted to require that Councilmembers submit their travel receipts and documentation within 10 business days upon return from travel.

Councilmember Holman suggested Council receive quarterly reports on travel costs.

G. Council Involvement in Regional, State and Local Committees (20 Minutes)

Deputy Mayor Wales presented a chart of Council representation on regional, state, local and other organizations, which was started a couple years ago. She asked Councilmembers to review and identify areas of involvement by priority.

Upon further discussion, it was determined that the Mayor makes most of the appointments depending on interest and subject matter. Mayor Backus offered to complete the chart and distribute it back to Council for review.

Deputy Mayor Wales stated the chart will come back to another study session for further discussion.

H. Council Harassment Training (15 Minutes)

Deputy Mayor Wales acknowledged that Councilmembers recently attended the employee training on harassment in the workplace. Deputy Mayor Wales brought forth the question of what steps each Councilmember should take when they believe they are being harassed.

At 7:29 p.m. Deputy Mayor Wales recessed the meeting for a 10 minute intermission. The meeting was reconvened at 7:36.

Deputy Mayor Wales questioned the procedure for when harassment is focused at the Council.

Human Resources and Risk Management Director Roscoe stated the laws are designed to protect employees. The employer is required to provide a hostile free workplace for its employees.

Even though the policies are not written to protect Councilmembers, Director Roscoe recommended that if a Councilmember has a problem with an employee, the Councilmember should contact Human Resources. If a Councilmember has a problem with another Councilmember or other source, he recommended the Councilmember inform the City Attorney. City Attorney Heid agreed.

I. Downtown Permit Parking

Director of Community Development and Public Works Snyder presented a handout providing visuals for new permit parking locations.

Director Snyder stated the City will be offering additional permit parking spaces in the downtown area. The first area is near Gustaves Manor and is currently three hour parking but will be converted to permit parking available to Auburn residents and businesses. The second area is adjacent to the old public health building on Auburn Avenue and consists of 19 spaces that will be converted to permit parking with two spaces reserved for employee parking.

Director Snyder reviewed the current fee structure for permit parking. The fee structure offers reduction in price for low income and also discounts for six month and 12 month purchases.

Director Snyder briefly reviewed the history of the City's downtown permit parking program.

IV. EXECUTIVE SESSION

At 8:00 p.m., Deputy Mayor Wales recessed the meeting to executive session to discuss pending/potential litigation pursuant to RCW 42.30.110(1)(i). City Attorney Heid, Finance Director Coleman, and Assistant City Attorney Ruth attended the executive session. No action was anticipated following the executive session.

The meeting reconvened at 8:11 p.m.

V. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:11 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

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BOB BAGGETT, DEPUTY MAYOR

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Shawn Campbell, City Clerk



**City Council Study Session**  
February 27, 2017 - 5:30 PM  
Auburn City Hall  
MINUTES

**I. CALL TO ORDER**

Deputy Mayor Wales called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

**A. Roll Call**

Councilmembers present: Deputy Mayor Largo Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza, and Yolanda Trout-Manuel. Councilmember Rich Wagner arrived at 5:58 p.m. during discussion of the Arts and Culture Center.

Department directors and staff members present included: City Attorney Daniel B. Heid, Parks, Arts and Recreation Director Daryl Faber, Arts and Events Manager Julie Krueger, Director of Community Development and Public Works Kevin Snyder, Planning Services Manager Jeff Dixon, Director of Administration Dana Hinman, and Deputy City Clerk Shawn Campbell.

**B. Announcements**

There was no announcement.

**C. Agenda Modifications**

Deputy Mayor Wales added the following items to the agenda: City Slogan, IT Modification for Council Reports, and City Committee and Board Appointments.

**II. CONSENT AGENDA**

There was no Consent Agenda item for Council review.

**III. DISCUSSION ITEMS**

**A. Arts & Culture Center Update (30 Minutes) (Faber)**

Parks, Arts and Recreation Director Faber provided a briefing on the community engagement, funding strategies and opportunities, project timelines, initial design schematics and next steps for the Arts and Culture Center at the old post office/ public health building.

The City purchased the Auburn historic post office building in August 2016. City staff reached out to the community for public input related to transitioning the building to an Arts and Culture Center. The City has been actively working with PARC Resources and Johnston Architects on cost estimates, fundraising strategies, and initial design schematics for the Arts and Culture Center to accompany grant writing and fundraising activities.

The public outreach included information sharing via social media, the City's website, press releases, newspaper articles, Auburn magazine, outreach video and email. Also, a series of open houses and group conversations at the Arts and Culture Center, an online survey, and community presentations were held.

The City engaged PARC Resources and Johnston Architects for a consultant study. The study provides an outline for funding opportunities and strategies, initial cost estimates and phasing options,

initial design schematics, and all pieces required for future grant applications.

Ray Johnston, Principal with Johnston Architects PLLC, reviewed the two phases of the project. Phase one is the remodeling of the first floor and includes lobby and gathering area, gallery spaces, classroom space, visiting artist studio, cafe/concession, bathroom, office area, and building-wide mechanical/electrical systems. The estimate cost for phase one is \$1,523,284. Phase two is the remodeling of the basement and includes flexible space for art-making activities, rehearsal space and classroom areas. The estimated cost of phase two is \$1,420,931. The total funding goal is \$3 million.

Stan Foster, President of PARC Resources, noted the building has very good structure.

Funding opportunities include grants from government, large and small foundations, corporate funding, and energy incentives. Other funding includes: City funding, direct appropriations, and in-kind donations.

Director Faber shared possible programming options: gallery exhibitions, public programming and studio space, visiting artist studio, gift shop/store, venue rental, organizational partnerships, food/beverage vendors, support for Auburn Avenue Theater, and alleyway connection.

#### B. Human Services Overview (Hinman)

Director of Administration Hinman and Human Services Manager Azcueta presented the Human Services funding overview.

Director Hinman reviewed the funding the City provides for human services via General Fund, Community Development Block Grant funding, and other indirect human services funding.

Director Hinman stated human services is not a centralized function, and many departments within the City provide human service activities.

Deputy Mayor Wales inquired about funding for the food bank. Deputy Mayor Wales noted \$200,000 set aside for the salad bar and the YMCA. Director Hinman stated it has been past practice to fund the salad bar and the YMCA, but she welcomed the Council re-examine the programs. Director Hinman directed the Council to Finance Director Coleman on how the one percent for human services funding is calculated.

Councilmember Peloza requested more data to determine how a program is performing.

Deputy Mayor Wales suggested the Council review the parameters for human services funding in the next cycle. She recommended creating an ad hoc committee to look at the parameters and focus for human services funding.

In response to Councilmember comments, Director Hinman agreed to restructure the chart to reflect hard costs for human services funding versus soft costs or indirect costs.

There was also discussion on how to realistically measure the number of residents served versus funding levels.

Deputy Mayor Wales asked for volunteers to serve on an ad hoc committee to examine the human services funding parameters.

Councilmember Holman stated he believes the discussion should take place in an open Council study session.



Councilmember DaCorsi suggested the new special focus group for Human Services look at the issue first.

Councilmember Baggett warned against redoing the work of the Human Services Committee.

C. Ordinance No. 6639 - Rezone REZ15-0001 (5 Minutes) (Snyder)

An Ordinance of the City Council of the City of Auburn, Washington, approving the request of Kana B, LLC for rezoning of four parcels totaling approximately 5.87 acres located east of East Valley Highway from C1, Light Commercial and C3, Heavy Commercial, to M1, Light Industrial to implement the Comprehensive Plan and amending the City's zoning maps

Planning Services Manager Dixon presented Ordinance No. 6639, which would approve the Kana B, LLC zoning map amendment (REZ15-0001) as recommended by the Hearing Examiner.

The ordinance would rezone four parcels, two parcels totaling approximately 3.65 acres from C1, Light Commercial, to M1, Light Industrial and rezoning of two parcels totaling approximately 2.22 acres from C3, Heavy Commercial, to M1, Light Industrial. The proposal consists of parcels on the east side of East Valley Highway (A Street SE) in the 5400 to 5600 block (between Lakeland Hills Boulevard and Lake Tapps Parkway East.

The applicant has indicated the rezoning is requested for the purposes of allowing greater flexibility for the relocation and expansion of Lakeridge Paving Company, to relocate from their current facility in Maple Valley, WA. The expansion will include development of new office facilities, paving, storage and shop buildings.

Manager Dixon reported the Hearing Examiner recommendation is to approve with three requirements: landscape screening, signage, and assurance that stormwater and utility requirements are met for the type of development. The rezone will make the zoning designation consistent with the Comprehensive Plan.

Councilmember Wagner noted the property to the east is zoned residential. Manager Dixon stated it is a very steep hillside leading up to Lakeland and will likely not be developed due to the steepness and its environmental sensitivity.

City Attorney Heid briefly reviewed the decision making process for rezones. Rezones require an ordinance adopted by the City Council. The Hearing Examiner makes a recommendation to the Council.

Manager Dixon explained there is a separate SEPA action related to the site development. The applicant does not manufacture paving materials on site.

The ordinance will appear on the next regular Council agenda for approval.

D. Ordinance No. 6640 - Rezone REZ14-0001 (5 Minutes) (Snyder)

An Ordinance of the City Council of the City of Auburn, Washington, approving the request of Romart Investments, LLC for rezoning of one parcel totaling approximately 2.27 acres located at the northwest corner of 182nd Ave E and Lake Tapps Parkway E from R5, Residential to C1, Light Commercial to implement the Comprehensive Plan and amending the City's zoning maps

Planning Services Manager Dixon presented Ordinance No. 6640, which would approve the Romart Investments LLC zoning map amendment (REZ14-0001) as recommended by the Hearing Examiner.

The ordinance would rezone one parcel totaling about 2.27 acres from R5, Residential, five

dwelling units per acre to C1, Light Commercial. The vacant site is located at the northwest corner of 182nd Avenue East and Lake Tapps Parkway East. The proposed rezone is consistent with the Comprehensive Plan.

The Hearing Examiner recommended approval with a condition related to the driveway.

There are no development plans at this time.

E. Ordinance No. 6641 - Rezone REZ16-0002 (5 Minutes) (Snyder)

An Ordinance of the City Council of the City of Auburn, Washington, approving the request of City of Auburn, Community Development and Public Works for rezoning of three parcels totaling approximately 137.38 acres located west of C Street southwest from M1, Light Industrial and M2, Heavy Industrial to C3, Heavy Commercial to implement the Comprehensive Plan and amending the City's zoning maps

Planning Services Manager Dixon presented Ordinance No. 6641, which would approve the City-initiated zoning map amendment (REZ16-0002) as recommended by the Hearing Examiner without conditions.

The ordinance would rezone three parcels totaling approximately 137.38 acres from M1, Light Industrial, and M2, Heavy Industrial, to C3, Heavy Commercial. The property is known as the General Services Administration property along C Street SW south of 15th Street SW.

The ordinance will appear before the Council at its next regular meeting for approval.

F. City Slogan

Deputy Mayor Wales brought up discussion of the City tag line "More Than You Imagined."

Councilmember Wagner suggested the tag line "Auburn, the City That Works."

Deputy Mayor Wales suggested retaining the use of "More Than You Imagined" for the Parks, Arts and Recreation Department activities and publications.

Deputy Mayor Wales stated her opposition to spending any money on changing branding.

City Attorney Heid suggested staff check on what other slogans are being used so there is no conflict.

Deputy Mayor Wales agreed to discuss the matter with Mayor Backus before proceeding further.

G. Modifications to the Council Reports Software

Deputy Mayor Wales stated she would like to add some tools as to the use of the template/document that Council uses when reporting on attendance at regional, state and local boards and organizations. Councilmember DaCorsi stated there appears to be no way to save the work or perform spell check. He hopes that IT can add some features to the form.

H. City Boards and Commission Appointments

Deputy Mayor Wales brought forward discussion of City Boards and Commission. She has asked City Attorney Heid to identify which board and commission members must be appointed by the Mayor and which are appointed by Council. She also requested a review of the membership for each.

Deputy Mayor Wales stated she has added discussion of this item for the March 27th study

session agenda.

I. Ad Hoc Committee Matrix

Councilmember Peloza requested staff create an ad hoc committee matrix.

IV. ADJOURNMENT

There being no further discussion, the meeting adjourned at 7:38 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

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BOB BAGGETT, DEPUTY MAYOR

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Shawn Campbell, City Clerk



**CITY COUNCIL STUDY SESSION AND  
SPECIAL FOCUS AREA  
MARCH 27, 2017 – 5:30 PM  
Auburn City Hall  
MINUTES**

**I. CALL TO ORDER**

Deputy Mayor Wales called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall located at 25 West Main Street in Auburn.

**A. Roll Call**

Councilmembers present: Deputy Mayor Largo Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza and Yolanda Trout-Manuel. Councilmember Rich Wagner arrived at 5:31 p.m.

Mayor Nancy Backus and the following department directors and staff members were present during the meeting: Innovation and Technology Director Paul Haugan, Parks, Arts and Recreation Director Daryl Faber, Economic Development Manager Doug Lein, Human Resources and Risk Management Director Rob Roscoe, Assistant City Attorney Doug Ruth, Chief of Police Bob Lee, City Attorney Daniel B. Heid, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Assistant Director of Community Development Services Jeff Tate, Planning Services Manager Jeff Dixon, Finance Director Shelley Coleman, Director of Community Development and Public Works Kevin Snyder, and Deputy City Clerk Shawn Campbell.

**II. ANNOUNCEMENT, REPORTS AND PRESENTATIONS**

There was no announcement, report or presentation.

**III. AGENDA ITEMS FOR COUNCIL DISCUSSION**

**A. Junior City Council Goals**

Deputy Mayor Wales reviewed the Junior City Council goals for the upcoming year. Junior Council members are planning to request to increase the number of their meetings, development of a mission statement, and a presentation on what they view to be the effect of

homelessness on students. They also want to make a suggestion to their curriculum staff at the school district.

Deputy Mayor Wales stated Junior City Councilmembers also asked to be involved in some of the City Boards and Committees.

Councilmembers Wagner and Pelosa requested the Junior City Council minutes. They could not find any on line.

Councilmember Holman expressed support for the idea that the Junior City Councilmembers are getting more involved and support their initiatives. Councilmember Holman hoped to see feedback from them on the City Council's goals and priorities from a youth perspective.

The Junior Councilmembers were given the opportunity to apply for a \$1,000 leadership scholarship. Councilmember Holman brought up the idea for a privately funded Council scholarship for a Junior City Councilmember.

**B. City Slogan**

Councilmember Baggett reported to the Council on his research on the use of City slogans. He stated there are many varied City slogans. The cost for a new slogan could be around \$100,000d or more.

Deputy Mayor Wales stated it may not be worth having a slogan.

Economic Development Manager Lein reported the economic development plan consultant recommended against using a slogan or changing the current one if Council feels there is a need for a slogan. Manager Lein also stated the tourism consultant recommended against a city-wide slogan and stated the trend now is to associate an action slogan to a project or single initiative.

Councilmember Wagner stated his analysis revealed only five percent of cities have slogans.

Councilmember DaCorsi questioned the cost of removing the slogan from City signs and stationery. Councilmember DaCorsi expressed support for using a slogan for a single campaign.

Parks, Arts and Recreation Faber reported the Parks Department uses the current slogan for particular projects or activities. They

have used a method of personalizing it for particular project or activity.

Councilmembers spoke about phasing out the current slogan and not spending any additional funds on a slogan.

**C. City Committee and Board Appointments**

Deputy Mayor Wales stated City Boards and Commissions were discussed at the last study session, particularly responsibility for appointment and membership.

City Attorney Heid reported he went through and looked at the different boards and commissions residency requirements and the appointment process. City Attorney Heid distributed an updated handout on appointment and qualification provisions. He also pointed out his memo in the agenda packet asking two questions: whether an ex-officio member from the Council is needed for the Arts Commission (a unique provision to the Arts Commission) and whether the Council rule designating the Deputy Mayor as an ex-officio member of all ad hoc committees should be retained. He cautioned that to include the Deputy Mayor as an ex-officio member of all ad hoc committees could create a Council quorum, which would fall within the requirements of the Open Public Meetings Act.

Councilmember Wagner questioned the new provision on a limitation for serving on more than one board or commission for more than six months. City Attorney Heid stated the provision stemmed from the Council's last discussion. The time frame allows for an overlap until a new member could be appointed to fill a vacancy.

Councilmember Pelosa stated he is not opposed to a volunteer serving on more than one committee if there are no other interested and qualified volunteers.

Councilmember Holman spoke in favor of a diverse and broad representation on City boards and commissions.

Mayor Backus requested that if the rule is implemented, that for any current member serving on more than one board or commission, their term should be allowed to expire.

In response to questions from Councilmember Trout-Manuel, Mayor Backus stated members of boards and commissions sign conflict of interest declarations.

Councilmember Pelosa suggested a new provision that any board or commission member who is voting on a recommendation for a grant to an organization that they may be associated with should be recused or prevented from voting on the recommendation.

Deputy Mayor Wales questioned the need for a Council liaison on boards and commissions.

Councilmember Wagner stated he believes having a liaison is counter-productive. He served as the Arts Commission liaison and feels it inhibits the members. Councilmembers Holman and DaCorsi agreed.

Upon further discussion, City Attorney Heid agreed to bring forward a proposed ordinance that would make the provisions for all boards and commission consistent.

**D. Ordinance No. 6645 – Final Plat Application No. PLT16-0008, Wyncrest Division III**

Planning Services Manager Dixon presented Ordinance No. 6645, approving the final plat of Wyncrest Division III.

Schneider Homes Inc. has made application or final plat of Wyncrest Division III (previously known as “Frederick Allen”) located on the western terminus of South 298<sup>th</sup> Place, approximately 650 feet east of 64<sup>th</sup> Avenue South in the “West Hill” area of Auburn. The plat was applied for while in King County and before annexed to the City of Auburn and was vested under King County standards.

The final plat is the subdivision of approximately 4.99 acres into 12 single-family residential lots, one tract for access and utilities, one tract for private open space, and dedication of public right-of-way. Stormwater from the plat will be sent to the existing pond in Wyncrest Division I. The preliminary plat was approved by the Hearing Examiner on August 2, 2010 (PLT08-0018) with 21 conditions.

A Certificate of Improvement was issued by the City Engineer accepting completion of the plat improvements with the exception

of the following items, which the developer has bonded for: final lift of asphalt, installation of permanent monuments, and raising of utilities to grade.

Staff recommends approval of the final plat. The ordinance will appear before the Council at its next regular meeting.

**E. Ordinance No. 6647 - Abatement of Public Nuisances**

Assistant City Attorney Doug Ruth presented Ordinance No. 6647, relating to the abatement of public nuisances.

Assistant City Attorney Ruth explained that within the City's system for code enforcement, there are provisions for recovering from violators unpaid penalties and abatement costs. Currently, methods of cost recovery include use of collection agencies, property liens, and special tax assessments. Ordinance No. 6647 will clarify the manner of using these cost recover options.

The ordinance organizes the cost recovery provisions in code providing a clearer outline of the City's tools, the provisions for each collection method are separated and detailed.

Deputy Mayor Wales recessed the meeting at 7:15 for approximately five minutes for a brief intermission.

The meeting was reconvened at 7:25 p.m.

**F. Les Gove Park 911 Phones**

Parks, Arts and Recreation Director Faber and Innovation and Technology Director Haugan updated the Council about the potential use of 911 blue light style security phones at Les Gove Park Campus.

Director Faber reported there is a stakeholder group that meets every two months for the Les Gove Park Campus working on security and other issues affecting the campus area. Director Faber spoke about security measures they have taken: designated police parking stall, additional bike officer, removed some picnic tables, and limbed up trees for better lines of sight. He reported Arcadia House is able to stay open until 10:00 a.m. rather than releasing youth at 7:00 a.m.

Director Haugan spoke about the potential installation of blue light 911 emergency phones and the usage of the phones.



Director Faber and Director Haugan also spoke about the use of new 360-degree surveillance cameras in the campus area.

The phone tower, without wireless and the camera, is approximately \$4,000. Director Faber stated the expense is already budgeted.

#### **IV. FINANCE AND ECONOMIC DEVELOPMENT DISCUSSION ITEMS**

At this time, Councilmember Baggett, chair of the Finance and Economic Development Special Focus area presided over the meeting.

##### **A. 4th Quarter 2016 Financial Report**

Finance Director Coleman presented the fourth quarter 2016 Finance Report. She provided an overview of the City's overall financial position for the fiscal period ending December 31, 2016.

She reported General Fund revenues totaled \$64.2 million compared to a budget of \$60.2 million and were \$3.2 million more than revenues collected in 2015.

All expenditures were within budget.

Councilmembers discussed revenues from property taxes, sales taxes, gambling taxes, utility taxes, building permits, business licenses, pet licensing, recreation fees, and development service fees.

Finance Director Coleman and Community Development and Public Works Director Snyder responded to questions from Council regarding pet licensing and a proposal from Auburn Valley Humane Society to perform the pet licensing collection.

Finance Director Coleman reported utility taxes came in higher than anticipated. The telephone tax continues to decrease.

Director Coleman reviewed the street funds, proprietary funds, utility funds, and ending fund balance.

##### **B. Ordinance No. 6646 - Budget Amendment No. 1**

Finance Director Coleman presented Ordinance No. 6646, representing Budget Amendment No. 1 for the 2017-2018 Biennial Budget.

The main purpose of the first budget amendment of the year is to carry forward remaining 2016 budget authority for identified programs and projects that were budgeted in 2016 but not completed. The requested unspent budget authority from 2016 to be carried forward into the 2017 budget year for all funds is \$15,352,289.

Additional items included in the amendment are recognition of new revenue, either grants or transfers in from other supporting funds, requests to change budget authority for projects, and requests for funding for projects and other costs not anticipated in the 2017 Budget.

The budget amendment also includes new requests for a transfer from the General Fund to the Cumulative Reserve Fund, transfers to replenish the Insurance Fund, corrections to the Police budgets, funding for public arts, costs for a utility rate study, IT security software, additional funding for replacement vehicles, temporary help, badge security, police grants, parks grants, and new funding for Police recruiting and onboarding.

#### **C. Economic Development Update**

Economic Development Manager Lein presented an economic development update using a PowerPoint handout and slides. He noted a correction to the number of business licenses issued in 2016 as 291.

Manager Lein reviewed construction valuations for 2016 compared to 2015. Even though the constructions valuations were unchanged. he noted there is positive growth measured in sales tax growth.

Manager Lein stated staff are moving forward with the ten-year economic development strategic plan and will see the first draft of the plan soon.

Manager Lein reviewed the 2017 demographic report from The Retail Coach.

Manager Lein reviewed the new projects underway in the downtown area, including the Aub-Dev LLC mixed use seven-story project and the Teutsch Partners LLC mixed use seven-story project.

Manager Lein provided an update to the North Auburn Logistics industrial mixed-use project, the US General Services Administration property development, and the Valley Drive-in property project.

Manager Lein reviewed efforts to support existing businesses.

**V. OTHER DISCUSSION**

There was no other discussion.

**VI. NEW BUSINESS**

Deputy Mayor Wales asked that an update on the Auburn Avenue Theater be scheduled for an upcoming study session.

**VII. MATRIX**

Councilmember Holman noted the Public Works and Community Development Special Focus Area is scheduled for the April 10<sup>th</sup> study session. There was no other discussion of the matrix.

**VIII. ADJOURNMENT**

There being no further discussion, the meeting adjourned at 9:25 p.m.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

\_\_\_\_\_  
BOB BAGGETT, DEPUTY MAYOR

\_\_\_\_\_  
Shawn Campbell, City Clerk





**City Council Study Session PWCD SFA  
October 22, 2018 - 5:30 PM  
Council Chambers - City Hall  
MINUTES**

**📺 Watch the meeting LIVE!**

**📺 Watch the meeting video**

Meeting videos are not available until 72 hours after the meeting has concluded.

**I. CALL TO ORDER**

Deputy Mayor Bob Baggett called the meeting to order at 5:30 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

**A. Roll Call**

Councilmembers present: Deputy Mayor Bob Baggett, Larry Brown, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel and Largo Wales.

Mayor Nancy Backus and the following department directors and staff members were present: Assistant City Attorney Doug Ruth, Director of Administration Dana Hinman, Director of Human Resources & Risk Management Candis Martinson, Commander David Colglazier, Economic Community Development Manager Doug Lien, Human Services Manager Joy Scott, Budget & Business Manager Darcie Hanson, Director of Public Works Ingrid Gaub, Assistant Director of Engineering Jacob Sweeting, Engineering Manager Lisa Tobin, Senior Traffic Engineer James Webb, Director of Community Development Jeff Tate, Code Compliance Officer Chris Barrack, and Deputy City Clerk Teresa Mattingly.

**II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

**A. Affordable Housing South King Housing & Homelessness Partners (Hinman) (20 Minutes)**

Marty Kooistra from the Housing Development Consortium and John Howell from Cedar River Group provided Council with a presentation on (SKHHP) South King Housing and Homelessness Partners, the benefits of creating a draft interlocal agreement between South King County cities and King County, the struggle with housing costs, the SKHHP pilot program achievements, future collaboration goals, an example work plan, draft budget and current status of the program.

Council discussed who would service on the advisory board and what their roles will be, the need for affordable housing, the preservation of existing affordable housing and how important it is for cities to come together as one voice.

Mayor Backus and Councilmember Holman thanked Marty Kooistra, John Howell and Manager Scott for all the work they have done and for taking care of South King County.

### III. AGENDA ITEMS FOR COUNCIL DISCUSSION

#### A. Ordinance No. 6697 (Gross) (5 Minutes)

An Ordinance of the City Council of the City of Auburn, Washington relating to criminal offenses, amending Section 9.22.010 of the Auburn City Code

Assistant City Attorney Ruth presented Ordinance No. 6697 to amend Ordinance No. 6689 to include language regarding permissible possession of marijuana under Chapters 69.50 and 69.41.

There was no other discussion.

### IV. PUBLIC WORKS AND COMMUNITY DEVELOPMENT DISCUSSION ITEMS

#### A. Vacant Housing Update (Tate) (10 Minutes)

Overview of City's approach to vacant homes in Auburn

Director Tate and Code Compliance Officer Barack provided an update on Vacant Housing and discussed the Vacant Property registration process, property requirements, the benefits to the community with the new registration in place, and how the Code Compliance team will conduct routine inspections to ensure they remain violation free.

Council discussed whether or not banks are helpful in providing information and managing their vacant properties, who hires preservation companies, how to find out who the property owner is and what happens to funds collection on code violations.

Code Compliance Officer Barack advised Council that the banks are not helpful in managing their properties, that people can search for property information on the King County Department of Assessments website and confirmed that money collected from violations goes into the general fund.

#### B. Affordable Housing Stock (Tate) (20 Minutes)

Overview of the City's Comprehensive Plan Housing Element and data associated with affordable housing in Auburn

Executive Director of King County Housing Authority Steven Norman provided Council with an overview on what the King County Housing Authority does, and presented information on the number of homeless school children in South King County, homeless veterans, the negative impact this has on students and schools, the increase in rental prices versus household income, how many households are supported by King County Housing Authority (KCHA), number of applications received,

current subsidized housing programs, the difficulty with keeping up with the demand for housing, weatherization programs to reduce energy costs, continued recapitalization of existing inventory, and partnership opportunities for continuing education and training programs.

Councilmember Trout-Manuel left the meeting at 6:42 p.m.

Council discussed that homeless residents get preference to be on the wait list for assistance, how the City can partner with different agencies to provide training and continuing education programs to help decrease homelessness.

Director Tate discussed Affordable Housing Stock, current inventory, homeowners committing to keeping affordable housing, new projects and their affordability components, the importance of housing preservation and maintaining existing stock, rental business license standards and training to help owners keep their properties maintained.

Councilmember Wales asked about rental inspections regarding rodent control and other health and safety issues due to the percentage of school age children living in the area and the implications of living conditions have on health, safety and school attendance.

Director Tate advised Council of the Safe Auburn for Every Resident Program and how multi-family property owners get rewarded for doing good things to their property by being enrolled in this program.

Councilmember DaCorsi called for a 10 minute recess at 7:10 p.m. the meeting reconvened at 7:20 pm

C. Amendments to Title 5 Business Licensing (Tate) (10 Minutes)

Overview of draft amendments intended to comply with State legislation that defines what it means to engage in business

Director Tate and Manager Hanson presented information on draft Ordinance No. 6692 to implement the requirements that were established through HB2005 to create a uniform definition of what it means to engage in business in any jurisdiction that has a business license program and the option of moving business licensing under the prevue of the State Department of Revenue to streamline business licensing in Washington State by having a single portal to apply, renew and pay for a business license, which would eliminate the need to learn dozens of ways to apply for a business license.

D. Payback Code Revisions (Ordinance No. 6696) (Gaub) (15 Minutes)

Manager Tobin presented information on the proposed revisions to the Auburn City Code regarding Payback Agreements and how the revisions will benefit property owners by providing a mechanism to reimburse an eligible applicant and/or city for costs associated with the construction of

public streets or public utility system improvements. Proposed changes include notifying owners before construction starts, modernizing city code language and adding a processing fee to the Payback Agreement so the City can recoup costs when the City takes these payments from the property owners and forwards to the developers.

Councilmember Wales asked if the City currently has a fee. Manager Tobin stated that the City does not have a fee to recoup costs, that there is a flat rate application fee.

E. Auburn City Code Chapter 12.64A Half Street Improvement Requirements (Gaub) (20 Minutes)

Director Gaub and Assistant Director Sweeting presented information on the Half Street Code, recapped previous discussions, current code requirements, required public improvements, types of half street improvements, how the required improvements are determined, what improvements would be exempt, proposed changes to the Fee In Lieu Program, and elimination of the valuation criteria.

Council discussed what triggers half street improvements, the impact on small business owners, lot sizes, appeal and deferral process and the cost to the City versus the owner and/or builder when doing these improvements.

Council's consensus is to move forward with this program.

F. Traffic Impact Fee Update (Gaub) (10 Minutes)

Engineer Webb presented Council with an update on the proposed changes to the Traffic Impact Fee which includes; changes to the project list, the scope and cost estimates, updated funding needs, number of growth trips, how the fees are calculated based on new development and how the proposed changes compare with other jurisdictions.

Council discussed what the Traffic Impact Fees are at Lakeland Hills and if 4th Street was on the list to be worked on. Engineer Webb confirmed that the proposed changes do not cover preservation of existing streets and is not included in this update.

V. OTHER DISCUSSION ITEMS

There was no other discussion.

VI. NEW BUSINESS

There was no new business.

VII. MATRIX

A. Matrix



Councilmembers discussed the matrix, no changes were made.

#### VIII. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:14 p.m.

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BOB BAGGETT, DEPUTY MAYOR      Teresa Mattingly, Deputy City Clerk

*Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.*



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Minutes of the November 5, 2018 Regular Council Meeting

**Department:**

Administration

**Attachments:**

[November 5, 2018 Minutes](#)

**Date:**

November 13, 2018

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

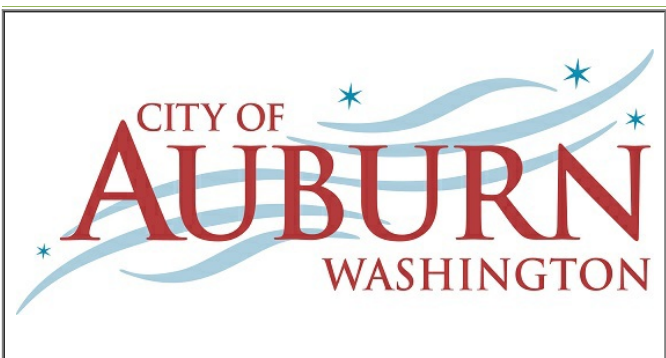
Revised Budget: \$0

**Administrative Recommendation:****Background Summary:****Reviewed by Council Committees:****Councilmember:**

**Meeting Date:** November 19, 2018

**Staff:**

**Item Number:** CA.B

	<p style="text-align: center;"><b>City Council Meeting</b>  <b>November 5, 2018 - 7:00 PM</b>  <b>City Hall Council Chambers</b>  <b>MINUTES</b>  <b>Watch the meeting LIVE!</b></p> <p style="text-align: center;"><b>Watch the meeting video</b>  Meeting videos are not available until 72  hours after the meeting has concluded.</p>
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## I. CALL TO ORDER

### A. Pledge of Allegiance

Mayor Nancy Backus called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn City Hall, 25 West Main Street in Auburn.

### B. Roll Call

Councilmembers present: Deputy Mayor Bob Baggett, Larry Brown, Claude DaCorsi, John Holman, Yolanda Trout-Manuel, Bill Pelosa and Largo Wales.

Department directors and staff members present included: City Attorney Steven Gross, Finance Director Shelley Coleman, Police Commander Steve Stocker, Director of Public Works Ingrid Gaub, Parks, Arts and Recreation Director Daryl Faber, Innovation and Technology Director David Travis, Assistant Innovation and Technology Director Ashley Riggs, Parks, Art and Recreation Director Daryl Faber, Community Development Director Jeff Tate, Human Resources Director Candis Martinson, Director of Administration Dana Hinman, Economic Development Manager Doug Lein Real Property Analyst Josh Arndt and City Clerk Shawn Campbell.

## II. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

### A. Presentation - Yes Vets

Director Martinson introduced Cliff Gocha and Kimberly Tickner from the Auburn Worksource office. Mr. Gocha stated the City of Auburn is a great partner with Worksource and presented Mayor Backus with the YesVets award for the City of Auburn being a "Veteran Friendly Organization".

Mayor Backus thanked Worksource for the award and all they do to help veterans in the City. Mayor Backus noted the City has 53 full time employees that are veterans.

### B. Proclamation - 2018 Tree Steward

Mayor Backus to proclaim the Auburn Parks Department as our "2018 Tree Steward" in the city of Auburn.

Mayor Backus read and proclaimed the Auburn Parks Department as the "2018 Tree Steward" in the city of Auburn.

Director Faber stated the City annually recognizes a tree in the City as a significant tree. He thanked the Mayor and Council for their support and recognition of the work by the Urban Tree Board and staff.

C. Proclamation - GIS Day

Mayor Backus to proclaim November 14, 2018 as "GIS Day" in the city of Auburn.

Mayor Backus read and proclaimed November 14th as GIS day in the city of Auburn.

Assistant Director Riggs thanked the Mayor and Council for recognizing the City's GIS team for their hard work.

D. Proclamation - Filipino and American World War II Veterans Recognition Day

Mayor Backus to proclaim November 11, 2018 as "United States Congressional Gold Medal for Filipino and American World War II Veterans Recognition Day" in the city of Auburn.

Mayor Backus read and proclaimed November 11th as "United States Congressional Gold Medal for Filipino and American World War II Veterans Recognition Day" in the city of Auburn.

Mr. Pascus thanked the Mayor and Council for recognizing the Filipino community for their participation in World War II.

III. **APPOINTMENTS**

There were no appointments.

IV. **AGENDA MODIFICATIONS**

There was no modification to the Agenda.

V. **CITIZEN INPUT, PUBLIC HEARINGS AND CORRESPONDENCE**

A. **Public Hearings**

1. Public Hearing on 2019-2020 Preliminary Biennial Budget

City Council to conduct a public hearing to receive public comments, proposals and suggestions on the 2019-2020 Preliminary Biennial Budget.

Mayor Backus opened the public hearing at 7:18 p.m. No one came forward to speak she closed the hearing.

2. Public Hearing for 2019-2024 Transportation Improvement Plan Modification

City Council to conduct a public hearing to receive public comments and suggestions regarding the 2019-2024 Six-Year Transportation Improvement

Program, Resolution No. 5386.

Mayor Backus opened the public hearing at 7:19 p.m. No one came forward to speak she closed the hearing.

3. Public Hearing for the 2019 Community Development Block Grant (CDBG) Annual Action Plan

City Council to conduct a public hearing to receive public comments and suggestions with regards to the 2019 Annual Action Plan as required by the U.S. Department of Housing and Urban Development (HUD)

Mayor Backus opened the public hearing at 7:19 p.m. No one came forward to speak she closed the hearing.

**B. Audience Participation**

*This is the place on the agenda where the public is invited to speak to the City Council on any issue. Those wishing to speak are reminded to sign in on the form provided.*

Bob Zimmerman, 33029 46th Place South, Auburn  
Mr. Zimmerman expressed his frustration with building code violations.

Waylon Minzia, 719 R ST NE, Auburn  
Mr. Minzia stated he would like to get more involved in the community. He thanked the Mayor and Council for their hard work and support.

Virginia Haugan, 2503 R Street SE, Auburn  
Ms. Haugan stated she has not attended a meeting in awhile and wanted to stop in.

**C. Correspondence**

There was no correspondence for Council to review.

**VI. COUNCIL AD HOC COMMITTEE REPORTS**

**Council Ad Hoc Committee Chairs may report on the status of their ad hoc Council Committees' progress on assigned tasks and may give their recommendation to the City Council, if any.**

Councilmember Brown, chair of the Finance ad hoc committee, reported he and Councilmember Holman have reviewed the claims and payroll vouchers described on the Consent Agenda this evening and recommended their approval.

Councilmember DaCorsi, chair of the Road Projects ad hoc committee reported the Roads committee has completed their work.

**VII. CONSENT AGENDA**

*All matters listed on the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion in the form listed.*

- A. Minutes of the October 24, 2016, November 28, 2016, January 23, 2017, January 30, 2017 and October 8, 2018 Study Session
- B. Minutes of the October 15, 2018 Regular Council Meeting
- C. Claim Vouchers (Coleman)  
Claims vouchers 451160 through 451441 in the amount of \$2,765,879.55 and seven wire transfers in the amount of \$245,684.34 and dated November 5, 2018.
- D. Payroll Vouchers (Coleman)  
Payroll check numbers 538143 through 538162 in the amount of \$515,906.61, electronic deposit transmissions in the amount of \$1,895,495.12 for a grand total of \$2,411,401.73 for the period covering October 11, 2018 to October 31, 2018.
- E. Parks Project No. CP1820 (Faber)  
City Council to award small works contract to Waters and Woods for Project No. CP1820 Replacing a Picnic Shelter at Isaac Evans Park
- F. Public Works Project No. CP1709 (Gaub)  
City Council to award Contract No. 18-07, to R.L. Alia Company on their low bid of \$370,722.00 plus Washington State sales tax of \$37,072.20 for a total contract price of \$407,794.20 for Project No. CP1709, Reservoir No. 1 Seismic Control Valve

Deputy Mayor Baggett moved and Councilmember Brown seconded to approve the consent agenda.

Council discussed the new structure at Isaac Evans Park and the funding for CP1709.

MOTION CARRIED UNANIMOUSLY. 7-0

#### **VIII. UNFINISHED BUSINESS**

There was no unfinished business.

#### **IX. NEW BUSINESS**

There was no new business.

#### **X. ORDINANCES**

- A. Ordinance No. 6692 (Tate)  
An Ordinance of the City Council Of the City of Auburn, Washington related to Business Licenses, amending definitions, and amending Chapter 5.10 of the Auburn City Code

Councilmember Holman moved and Deputy Mayor Baggett seconded to approve Ordinance No. 6692.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Ordinance No. 6696 (Gaub)

An Ordinance of the City Council of the City of Auburn, Washington related to infrastructure payback agreements, amending Chapter 3.25 of the Auburn City Code

Councilmember DaCorsi moved and Councilmember Trout-Manuel seconded to approve Ordinance No. 6996.

MOTION CARRIED UNANIMOUSLY. 7-0

C. Ordinance No. 6697 (Gross)

An Ordinance of the City Council of the City of Auburn, Washington relating to criminal offenses, amending Section 9.22.010 of the Auburn City Code

Councilmember Pelosa moved and Councilmember Holman seconded to approve Ordinance No. 6697.

MOTION CARRIED UNANIMOUSLY. 7-0

**XI. RESOLUTIONS**

A. Resolution No. 5386 (Gaub)

A Resolution of the City Council of the City of Auburn, Washington, amending the 2019-2024 Six-Year Transportation Improvement Program of the City of Auburn pursuant to Chapter 35.77 of the revised Code of Washington

Councilmember DaCorsi moved and Councilmember Brown seconded to approved Resolution No. 5386.

MOTION CARRIED UNANIMOUSLY. 7-0

B. Resolution No. 5387 (Hinman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute a real estate easement agreement between the City of Auburn and Puget Sound Energy for conveyance of a utility easement

Analyst Arndt provided Council with the request from Puget Sound Energy to acquire an easement to upgrade their facilities.

Councilmember DaCorsi moved and Councilmember Trout-Manuel seconded to adopt Resolution No. 5387.

MOTION CARRIED UNANIMOUSLY. 7-0

**XII. MAYOR AND COUNCILMEMBER REPORTS**

*At this time the Mayor and City Council may report on significant items associated with their appointed positions on federal, state, regional and local organizations.*

**A. From the Council**

Deputy Mayor Baggett reported he attended the 25th Annual Harvest Fundraising Breakfast, the Mayor's Blue Ribbon Committee meeting and the Micronesia Community event.

Councilmember DaCorsi reported he attended the King County Regional Transit Authority meeting.

Councilmember Brown reported he participated in a Police Ride Along, he reported the Martin Luther King County Labor Council and the Machinist Union have formed a veterans committee and will be participating in the Veterans parade.

Councilmember Holman reported he attended the Puget Sound Regional Council Growth Management Board meeting. He also shared an article he wrote will be in a National League of Cities publication, the 53rd annual Veterans Day Parade and the 242nd Birthday of the Marine Corps is on November 10th.

Councilmember Wales reported she attended the Kiwanis Day of Service event.

Councilmember Trout-Manuel reported she attended the Kiwanis Day of Service event, the Mayor's Blue Ribbon Committee and the Micronesia Community event.

Councilmember Pelozo reported he attended the Green River College Scholarship Recognition Banquet.

**B. From the Mayor**

Mayor Backus noted the November 13th City Council Study Session will begin at 7:00 p.m.

Mayor Backus reported she attended the Back the Blue 5k run, the Leadership Institute of South Puget Sound Kick Off, the Cities and Schools quarterly meeting and the 25th Annual Harvest Breakfast. She announced that November 6th is the Veterans Day lunch at Auburn Senior Center and she encouraged everyone to vote.

**XIII. ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 8:06 p.m.

Approved this 19th day of November, 2018.

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NANCY BACKUS, MAYOR

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Shawn Campbell, City Clerk



*Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.*



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Claims Vouchers (Coleman)

**Date:**

November 8, 2018

**Department:**

Finance

**Attachments:**

No Attachments Available

**Budget Impact:****Administrative Recommendation:**

Approve Claims Vouchers.

**Background Summary:**

Claims voucher 451442 through 451601 in the amount of \$6,463,378.57 and four wire transfers in the amount of \$1,138,505.47 and dated November 19, 2018.

**Reviewed by Council Committees:****Councilmember:****Staff:**

Coleman

**Meeting Date:** November 19, 2018

**Item Number:**

CA.C



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Payroll Vouchers (Coleman)

Date:  
November 8, 2018

Department:  
Finance

**Attachments:**  
No Attachments Available

Budget Impact:

Administrative Recommendation:

Approve Payroll vouchers.

Background Summary:

Payroll check numbers 538163 through 538180 in the amount of \$232,981.48, electronic deposit transmissions in the amount of \$1,966,587.99 for a grand total of \$2,199,569.47 for the period covering November 1, 2018 to November 14, 2018.

Reviewed by Council Committees:

Councilmember:

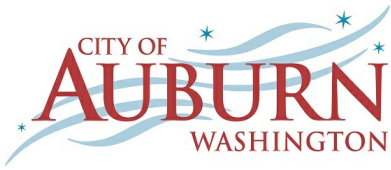
Staff:

Coleman

Meeting Date: November 19, 2018

Item Number:

CA.D



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Artwork Donation (Faber)

**Date:**

November 8, 2018

**Department:**

Parks/Art and Recreation

**Attachments:**

[LinkedDonation Council Info](#)

**Budget Impact:****Administrative Recommendation:**

City Council accept donation of artwork.

**Background Summary:**

Artist Jesse Swickard has offered to donate his artwork, *Linked*, to the City of Auburn. Swickard's artwork was part of the 2017-2018 Outdoor Sculpture Gallery and the piece was located adjacent to the Trek building in downtown Auburn. Following the Art in Public Places policy for donated artwork, the Arts Commission considered the proposed donation of artwork at their meeting on September 3, 2018. The commission voted to recommend to the City Council that the artwork be accessioned into the City of Auburn's public art collection. The piece has been appraised with a value \$4,500.

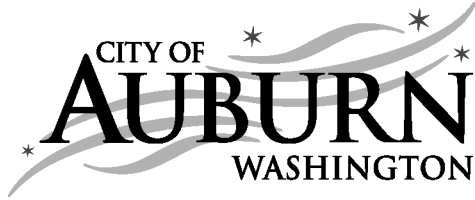
**Reviewed by Council Committees:****Councilmember:****Staff:**

Faber

**Meeting Date:** November 19, 2018

Item Number:

CA.E



## Interoffice Memorandum

**To:** Mayor Nancy Backus  
Auburn City Councilmembers

**From:** Daryl Faber, Parks, Arts & Recreation Director

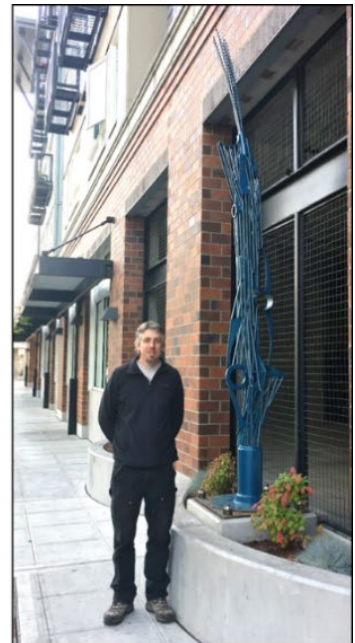
**Date:** October 15, 2018

**Re:** Potential Public Art Donation

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Artist Jesse Swickard has offered to donate his artwork, *Linked*, to the City of Auburn. Swickard's artwork was part of the 2017-2018 Outdoor Sculpture Gallery and the piece was located adjacent to the Trek building in downtown Auburn.

The Arts Commission, serving as the review panel, considered the proposed donation of artwork at their meeting on September 3, 2018. The commission voted to recommend to the City Council that the artwork be accessioned into the City of Auburn's public art collection.



As per the Art in Public Places policy, following is the process for artwork donations (Section 4.7):

**4.7 A donor may make a proposal of a gift of art to the City to include in its Art in Public Places Program.** Acceptance of the artwork into the program will, as with all artworks, be determined through the established Accession of Artwork and Selection Policy and Procedure.

**4.7.1** Donors must submit a Letter of Intent to Donate Artwork to the City of Auburn with the artist name, biography or resume, title of the artwork, medium, size/dimensions, date of creation/fabrication and estimated value. Donors are encouraged to include a statement as to why they wish the artwork to be included in the Art in Public Places Program. **(Letter of Artist Intent attached).**

**4.7.2** Donor may suggest a preferred site for the proposed gift, but artworks cannot be accepted under the condition of guaranteed and/or permanent siting of the artwork, should it be accepted into the Art in Public Place Program. Such requests will be taken only under recommendation for consideration.

**4.7.3** If the proposed gift is to be a memorial it must first go through Parks Board review process for Memorials before review for Accession of Artwork.

**4.7.4** The Cultural Arts Staff and Arts Commission will acknowledge receipt of Intent to Donate Artwork and include an outline of Art Accession and Selection Policy and an estimate of a date of acceptance or rejection, and other conditions for consideration that might be applicable.

**4.7.5** The City and/or Staff and/or Commission may ask to view the actual artwork. If it is not feasible or possible to view the artwork, the City may recommend not considering the gift.

**4.7.6** A review panel will be convened to determine acceptance of the artwork and Cultural Arts Staff will determine available funds for site preparation and/or installation requirements.

**4.7.7** If the artwork is recommended to Council for Accession, Cultural Arts Staff and/or Arts Commission must include a proposed site for the artwork, maintenance plan, installation requirements and any funding required in order to meet all requirements of Accession of Artwork. **(See below)**

**4.7.7.1** A professional appraisal shall be conducted by a qualified conservator of public artworks. **(See attached)**

**4.7.7.2** Artworks accepted must have install preparation conducted by Cultural Arts Staff, including proper mounting apparatus or archival framing.

**4.7.8** If the gift of artwork is rejected, the Arts Commission must prepare a letter to the Donor and City Council outlining the specific reasons why the artwork does not meet one or any of the requirements outlined in the Art in Public Places Program or Art Accession criteria.

**Artist:** Jesse Swickard  
**Title:** Linked  
**Size:** 11' tall x 22" base  
**Medium:** Painted steel

**Artist Purchase Price:** \$8,500  
**Appraised Value:** \$4,500

**Proposed site for display:** Site to be determined (potentially a larger grassy park where the piece can be seen from a distance or in a roundabout or median near one of the entrances of the city based on input from Public Works).

**Maintenance Plan:** A standard maintenance plan for public art would be used for this artwork, including: annual or biannual evaluation for occasional cleaning, repairs or repainting as needed.

**Installation Requirement:** Installation requirements would include: selection of site, pouring of custom pedestal, cost of signage, labor involved with transportation of artwork, installation of artwork and signage at site.

**Expected Funding Required for siting of work:** \$1,600+ for custom pedestal plus labor in installation and transportation, available in current Arts Division budget.

**Jesse Swickard Past Commissions:**

- "Fly With The Sun" McMinnville OR 2010
- "Bus Shelters" Wilsonville OR 2010
- "Life Tree" Wilsonville OR 2009
- "Humped Back Whale", Wenatchee, WA, 2007
- Korean War Memorial Sculpture, Wilsonville, Oregon, 2007
- "Osprey" stainless steel, Warrenton, Oregon, 2007
- Western Rivers Conservancy, Salmon Commission 2007
- "Angle" Deb Blesser Memorial, Wilsonville, Oregon 2006
- Bench Commission St. Helen's, Oregon 2006
- Wilsonville Library Private Collection, Interior Commission, 2005
- NW Private Collection, Horse Commission and "Nature's Peace", 2005
- Burien, Washington Commissioner purchase, "Dolphin", 2004

August 28, 2018

Dear Auburn Arts Commission,

My name is Jesse Swickard and I have loaned my artwork titled "Linked" to the City of Auburn for the 2017-18 Downtown Sculpture Gallery. I would like to offer to donate the offer to the City's collection.

I feel the sculpture Linked is perfect for the city abstract expression of value of community , Linked a phrase to bring together explore , I feel the sculpture fits really well in its spot and see others enjoying it in its place. The color and lines play with the building around it well. Do to a few recent health problems I will not be able to pick up the sculpture so a donation makes the most sense at this time , plus it fits so nice in the city. thanks for your time in this event.

Artwork Details:

Artist: Jesse Swickard

Title: Linked

Media: Painted Steel

Date created: 2014

Dimensions: 10'x2'x3'

Value: \$6500

Thank you for your time and consideration.

Sincerely,

Jesse Swickard

[jesseswickard@hotmail.com](mailto:jesseswickard@hotmail.com)



## Cover Letter: Explanation of Appraisal Document

October 23, 2018

City of Auburn  
Care of Allison Hyde  
910 Ninth St. SE  
Auburn, WA 98002

Dear Ms. Hyde,

As you requested, on October 4, 2018 I conducted an appraisal inspection of the item you and the city of Auburn are consider accepting as a donation into the city's collection, and which was located at the intersection of 29th St. SE and R St. SW in Auburn, WA. The purpose of this appraisal is to estimate **fair market value** of the item to determine whether the City of Auburn would like to accept this item as a **charitable contribution** into their permanent collection. You stated that the donated property is owned by the artist, Jesse Swickard, and will be donated dependent on the value. Value has been assigned as of the date of inspection, October 4, 2018. This appraisal is to be used only for the function of helping to determine fair market value, and may be used for a Federal income tax deduction for the artist in the future. Any other use of this appraisal renders it null and void. This appraisal report is intended for use only by you, my client, and the City of Auburn. Use of this report by others is not intended.

In summary, the fair market value of the donated items is **\$4,500.00**.

Fair market value is defined in Treasury Regulation §1.170A-1(c)(2) as, "The price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of relevant facts." Treasury Regulation §20.2031-1(b) expands upon this definition, "The fair market value... is not to be determined by a forced sale nor is the fair market value of an item to be determined by a sale within a marketplace other than that in which the item would be most commonly sold to the public, taking into consideration the location of the item wherever appropriate."

In this appraisal, value has been established by the sales comparison approach. This method of valuation involves comparison of the property with similar items which have sold within the market that I considered most common for each item. In my opinion, the most common market for works of art of this type is the market consisting of sales to members of the public through art shows, and international auction houses sales results. Markets analyzed appeared normal, i.e. there was neither a buyer's market nor was there a seller's market for the property considered.

In general, the condition of the items examined was excellent. Any alterations from original condition or damage beyond that usual and common for items of similar age are so noted in the appraisal report. Details of my condition findings are to be found in the section of this appraisal where each item is described and discussed.

To arrive at values for the objects here appraised I used dealers, galleries, and artists whose information was available on the internet. I also looked at comparable works that are available

in galleries and museums. The resources used to arrive at values are kept in my work file and can be accessed at any time.

Research Resources:

Consultation with the artist.

jesseswickard.com

pnwsculptors.org

Unless stated elsewhere, this appraisal is based only on the readily apparent identity of the items appraised, and no further opinion nor guarantee of authenticity, genuineness, attribution or authorship is made.

The appraised values are based upon the whole interest and possessory interest of the client, undiminished by any liens, fractional interests or any other form of encumbrance or alienation. However, this appraisal is not an indication or certificate of title of ownership. The identification of the interest of the client has been represented to me by my client and no inquiry or investigation will be made nor is any opinion to be given as to the truth of such representation.

The value conclusions expressed herein are based on the appraiser's best judgment and opinion and are not a representation or warranty that the items will realize those values if offered for sale at auction or otherwise. The values expressed are based on current information on the date the appraisal was made. No opinion is expressed as to any past value, nor, unless otherwise expressly stated, as to any future value.

Where this appraisal is based not only on the items, but also on factual data or documentation supplied therewith, this appraisal report shall so state my making reference thereto and, where appropriate, attaching copies thereto.

I certify that to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analysis, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, impartial, and unbiased professional analysis, opinions, and conclusions.
3. I have no present or perspective interest in the property that is the subject of this report and no personal interest with respect to the parties involved. I have no involvement in the transaction or appraisal of the property within the past three years.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. My compensation for this appraisal is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. I have personally inspected the listed property that is the subject of this report.
8. Unless noted elsewhere, no one provided significant professional assistance to the person signing this report.

9. This appraisal has been prepared in conformity with and is subject to the current version of the International Society of Appraisers Appraisal Report Writing Standard and Code of Ethics. In addition, my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the 2018-2019 versions of The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP).

With the exception of my client, possession of this report or its copy does not carry with it the right of publication, nor may this report be used for any purpose by anyone other than my client or authorized users without my previous written consent. If this report is reproduced, copied or otherwise used, it must be done so in the report's entirety including the cover document and all attachments. Furthermore, no change to any item in this appraisal shall be made by anyone other than myself.

Should, in conjunction with this appraisal, additional services of the appraiser be requested by the client, his agent or attorney, or the courts (such as for added time researching for other value purposes, pretrial conferences, court appearances, court preparations, etc.), compensation for same shall be at the customary hourly rate charged by the appraiser at that time and shall be paid by the client at the time of work presentation.

I regard all information concerning this appraisal as confidential. I retain a copy of this document along with my original notes, and I will not allow others to have access to these records without your written permission unless so ordered by a court of law.

This appraisal conforms with the requirements of Internal Revenue Regulation Section 1.170A-13©3 and with the requirements of IRS Revenue Procedure 65-19 and 66-49. For no cash charitable donations in excess of \$5,000.00 dollars IRS Form 8283, Section B, must be completed and attached to the taxpayer's federal income tax return. For no cash charitable donations over \$500.00 but not in excess of \$5,000.00 dollars, IRS Form 8283, Section A, must be completed and attached to your federal income tax return.

Photographs of the donated items are found following the documentation of the facts related to the item appraised. The appraiser's Professional Profile demonstrating my qualifications to conduct this appraisal can be found at the end of this report.

Sincerely,

Erin G. Fossum, MA (University of Washington)  
McAllister/Fossum Appraisal Services  
*International Society of Appraisers, Accredited Member*

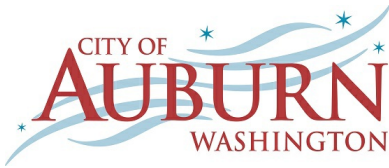
## Personal Property Appraisal for City of Auburn

Swickard, Jesse (American)

*Linked*

<i>Date:</i>	2013
<i>Medium:</i>	Painted steel
<i>Signature:</i>	Jesse Swickard 2013 (stamped, body of sculpture)
<i>Dimensions:</i>	120" high x 18-1/2" wide x 12-1/2" deep
<i>Description:</i>	This is a painted steel sculpture by Jesse Swickard titled <i>Linked</i> . This sculpture is vertically oriented and is constructed of a number of steel pieces welded together, including rings, plates, and pieces of rebar. These pieces are welded together and painted in blue paint. The sculpture sits on a circular base.
<i>Condition:</i>	Good, normal light wear with being displayed outside.
<i>Provenance:</i>	Came directly from the artist. There are no previous owners.
<i>Comments:</i>	None
<i>Acquisition Information:</i>	Pending gift to the City of Auburn from the artist.
<i>Value Conclusion:</i>	<b>\$4,500.00</b>
<i>Comparable Research:</i>	In order to determine fair market value of this sculpture, the most common market where this type of work would be sold needs to be established first. Swickard is a working artist who sells his work directly through his website. He does not have gallery representation and there is no established secondary market such as auction sales. Because there is only one market for Swickard's work, private sales directly from the artist, these must be used to determine fair market value. Swickard has sold six sculptures in the past year that range from \$3,000 to \$35,000. The best comparable sale puts the value of this sculpture at \$4,500.





## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Call for Public Hearing on 2019-2020 Preliminary Biennial Budget (Coleman)

**Date:**

November 14, 2018

**Department:**

Finance

**Attachments:**

No Attachments Available

**Budget Impact:****Administrative Recommendation:**

City Council to call for a public hearing to be held December 3, 2018 to receive public comments and suggestions with regard to development of the preliminary 2019-2020 Biennial Budget.

**Background Summary:**

This is the third and final public hearing held concerning the preliminary 2019-2020 Biennial Budget. All persons interested are encouraged to participate in this public hearing by making comments, proposals, and suggestions to the City Council and Mayor to consider prior to adoption of the City of Auburn's 2019-2020 Biennial Budget.

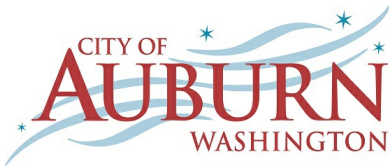
**Reviewed by Council Committees:****Councilmember:****Staff:**

Coleman

**Meeting Date:** November 19, 2018

**Item Number:**

CA.F



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Public Works Project No. CP1521 (Gaub)

**Date:**

November 8, 2018

**Department:**

Public Works

**Attachments:**

[Budget Status Sheet](#)

[Vicinity Map](#)

**Budget Impact:**

\$575,000.00

**Administrative Recommendation:**

City Council approve Change Order No. 01 in the amount not to exceed \$575,000.00 to Contract No. 18-03 for work on Project No. CP1521, 15th Street NE/NW Preservation.

**Background Summary:**

The purpose of the project is to rehabilitate and preserve the existing pavement in the 15<sup>th</sup> Street NW/NE and Harvey Road SE corridor between State Route 167 and 8th Street NE. The project is completing a grind and overlay of 15th Street NW/NE from State Route 167 to Auburn Way N; and a grind and overlay of Harvey Road NE from Auburn Way N to 8th Street NE, including completing pavement repairs along the roadway corridor, where necessary. Once complete, the project will have restored 7.57 lane miles of pavement, upgraded pedestrian signal system facilities and reconstructed approximately 30 curb ramps to meet ADA standards, and relocated traffic signal poles that are prone to damages at their existing locations.

Change Order No. 1 will allocate additional contract funds to address discrepancies between the quantities estimated during design and the actual quantities realized in the field. Quantity overruns have been realized for payment items related to traffic control labor, police officer flagging, asphalt, and cement concrete. Some of the quantity overruns can be attributed to large areas of pavement that were not originally anticipated to require repair, but failed during construction, and required replacement. Most of the quantity overruns can be attributed to the Union Strike that occurred in late summer and the recent natural gas explosion in British Columbia, Canada, that caused the construction work to be shut down for several weeks.

During these events, multiple traffic control laborers were required to maintain, adjust, and modify traffic control signage in order to maintain a safe and operable roadway. Once the strike ended and natural gas was available again, multiple locations were under construction requiring traffic control and construction crews to complete the remaining work ahead of the rainy season. If the work had not been completed, the roadway would have been left incomplete through the winter until late spring 2019, which could have resulted in safety issues and additional on-going maintenance costs.

A budget adjustment of \$575,000.00 from the 105 Arterial Street Preservation Fund is requested in Budget Amendment No. 7 to fund this change order.

A project budget contingency of \$20,342.00 remains in the 461 Sewer Fund.

**Reviewed by Council Committees:**

**Councilmember:**

**Staff:**

Gaub

**Meeting Date:** November 19, 2018

Item Number:

CA.G



## BUDGET STATUS SHEET

**Project No:** CP1521 **Project Title:** 15th Street NE/NW Preservation

**Project Manager:** Kim Truong

Initiation Date: \_\_5/6/16\_\_  
 Advertisement Date: \_\_3/29/18\_\_  
 Award Date: \_\_5/7/18\_\_

- ☐ Advertisement
- ☐ Permission to Advertise
- ☐ Contract Award
- ☒ Change Order No. 1
- ☐ Contract Final Acceptance

Date:  
Nov. 13, 2018

### Funds Budgeted (Funds Available)

Funding	2016 (actual)	2017 (actual)	2018	Total
105 Fund - Arterial Street Preservation	46,656	63,165	1,415,166	1,524,987
105 Fund - Federal Grant	43,793	22,207	749,000	815,000
328 Fund - Capital Improvement			50,000	50,000
001 Fund - Engineering Repairs and Maintenance			86,560	86,560
461 Fund - Sewer			50,000	50,000
462 Fund - Storm			65,000	65,000
<b>Total</b>	<b>90,449</b>	<b>85,372</b>	<b>2,415,726</b>	<b>2,591,547</b>

### Estimated Cost (Funds Needed)

Activity	2016 (actual)	2017 (actual)	2018	Total
Design Engineering - City Costs	63,759	72,548	45,454	181,761
Design Engineering - Survey Consultant Costs	26,306			26,306
Design Engineering - Design Consultant Costs		12,824	15,051	27,875
Construction Contract			2,124,739	2,124,739
Change Order No. 1			575,000	575,000
Authorized Construction Contract Contingency Remaining			106,237	106,237
Other - Permitting, Misc.	384		6,615	6,999
Construction Engineering - City Costs			82,918	82,918
Construction Engineering - Consultant Material Testing			9,371	9,371
Construction Engineering - Consultant Costs			5,000	5,000
<b>Total</b>	<b>90,449</b>	<b>85,372.31</b>	<b>2,970,384</b>	<b>3,146,205</b>

### 105 Budget Status

	2016 (actual)	2017 (actual)	2018	Total
*105 Funds Budgeted ( )	(90,449)	(85,372)	(2,164,166)	(2,339,987)
105 Funds Needed	90,449	85,372	2,739,166	2,914,987
<b>*105 Fund Project Contingency ( )</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>105 Funds Required</b>	<b>0</b>	<b>0</b>	<b>575,000</b>	<b>575,000</b>

### 328 & 001 Budget Status

	2016 (actual)	2017 (actual)	2018	Total
*328, 001 Funds Budgeted ( )	0	0	(136,560)	(136,560)
328, 001 Funds Needed	0	0	136,560	136,560
<b>*328, 001 Fund Project Contingency ( )</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>328, 001 Funds Required</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 462 Storm Budget Status

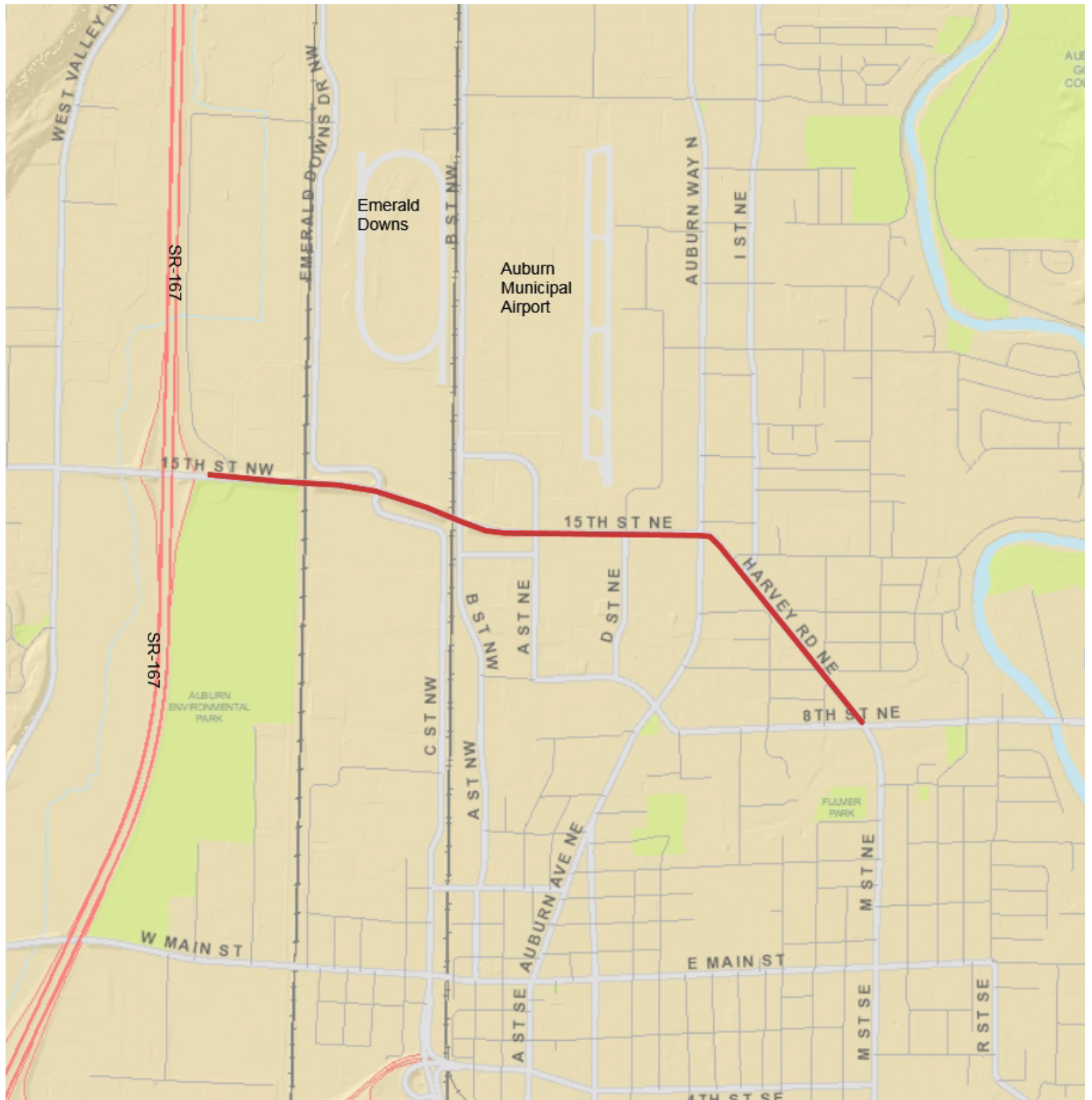
	2016 (actual)	2017 (actual)	2018	Total
*462 Funds Budgeted ( )	0	0	(65,000)	(65,000)
462 Funds Needed	0	0	65,000	65,000
<b>*462 Fund Project Contingency ( )</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
<b>462 Funds Required</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>


### 461 Sewer Budget Status

	2016 (actual)	2017 (actual)	2018	Total
*461 Funds Budgeted ( )	0	0	(50,000)	(50,000)
461 Funds Needed	0	0	29,658	29,658
<b>*461 Fund Project Contingency ( )</b>	<b>0</b>	<b>0</b>	<b>(20,342)</b>	<b>(20,342)</b>
<b>461 Funds Required</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*( # ) in the Budget Status Sections indicates Money the City has available.

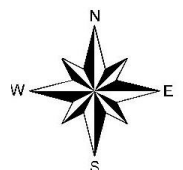
# CP1521 15th Street NE/NW Preservation

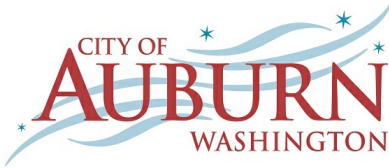


 15th Street NE/NW  
Preservation Project

Printed Date: 5/6/2014  
Map Created by City of Auburn eGIS

Information shown is for general reference purposes only and does not necessarily represent exact geographic or cartographic data as mapped. The City of Auburn makes no warranty as to its accuracy.





## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Ordinance No. 6688 (Tate)

**Department:**

Community Development

**Attachments:**

[Ordinance No. 6688](#)

**Date:**

November 14, 2018

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

City Council to adopt Ordinance No. 6688.

**Background Summary:**

At the October 8, 2018 Study Session Staff presented to the City Council a proposed new zoning code definition, as requested by Nexus Youth & Families (Nexus) (formerly Auburn Youth Resources). The Council had a brief discussion and requested Staff to modify the definition to remove the age restrictions. No other direction was provided during the discussion; therefore, Staff proceeded under the assumption that Council made this request as to not place an age limit for providing homeless services within the City.

**Staff's Analysis:** Staff interpreted the Council's direction as not wanting to restrict the definition and instead to expand the definition to include other potential homeless service providers. As Staff proceeded with making the changes requested by Council, it became apparent that the modification might not be necessary since the Zoning Code already allows for the provision of homeless services under other terms and processes. For example, one of the main providers in Auburn is Valley Cities Behavioral Health Care, which currently operates in the city on property that is zoned R-20 (multi-family residential) and had approvals under prior version(s) of the Zoning Code with Conditional Use Permits for "group residency", "professional office" and "supportive housing", and a Temporary Use Permit for the Valley Cities day and night services (nighttime shelter, social services, and human services).

Nexus has found that their clientele (youth and young families) have a much lower likelihood of transitioning into permanent housing if they receive the same treatment approach as adults. To expand on this, Nexus has found that the concept of "rapid rehousing" (which as the title explains is a program to house families or individuals experiencing homelessness as quickly as possible) is not successful with their clients, as they require time to develop life skills by working with the on-site case managers and therapists over a longer period.

Nexus applied for the zoning definition to ensure their unique set of uses would be recognized as allowed outright. Nexus' properties are zoned C-1, Light Commercial, where a "Community Support Facility" are proposed to be a permitted use. The stated purpose of the C-1 zone is "...intended for lower intensity commercial adjacent to residential neighborhoods"

(ACC 18.23.020); in the case for Nexus their properties are located both next to single-family residences (to the north) and Les Gove Community Campus (Les Gove)(to the east). The close proximity to residences and any perceived safety concerns are addressed by Nexus providing 24-hour on-site security by provided on-site managers and monitored security system. The proximity to Les Gove is beneficial to Nexus clientele by providing activities such as the gymnasium and Makerspace within walking distance. The more targeted definition is also more consistent with the purely commercial purpose of the zoning district.

In summary, Staff believes that there are existing zoning definitions and use regulations that allow for the provision of general homeless services, and therefore a broader definition is not necessary and a specific definition geared towards serving youth and young families is justified. It is also important to note that the need / request for this new zoning definition was not originated by Staff, but by Nexus. Also, to be procedurally correct, the proposed expansion of the definition would require that the revised definition be remanded back to the Planning Commission with specific direction on why the decision should be modified in order for the Planning Commission to conduct a hearing prior to City Council action.

**Modification to New Definition:** As discussed above, Staff's interpretation of the City Council request to remove any age restrictions in the definition in order to avoid limiting the provision of homeless services. However, this appears unnecessary. If the City Council's direction was based on wanting to ensure that the proposed land use term and its definition are more consistent, the word: "youth" could be added to the term, and "youth" would then be defined in the definition itself. This would make the intent of the definition more clear to users when looking through the list of uses allowed in the different zoning districts (ACC Table 18.23.030).

The definition would then read as follows (highlighted text is added from the previous agenda item text):

““**Youth** Community Support Facility” means a building, or a group of buildings within a campus setting, owned and operated by a nonprofit corporation or government entity that provides supportive services to children and young adults (under the age of 26) and families (with a child or young adult under the age of 26), who are homeless, at risk of homelessness, at risk of exploitation, experiencing a disability that presents barriers to employment and housing stability; or generally require structured supportive services to be successful living in the community; by providing counseling and case management, transitional housing (housing for no more than two years), temporary housing (i.e. limited to overnight stay), and daytime drop-in services (e.g. meals, showers, counseling, etc.). This definition does not include facilities providing housing for criminal justice, parole, or probation programs. Community Support Facilities are not stand-alone “supportive housing” or “communal residences”.”

This use would then be listed as an outright Permitted use in the C-1, Light Commercial zone along with a requirement that any “Community Support Facility” (or “Youth Community Support Facility”) would be located within 500 ft. of a transit stop.

At the November 13, 2018 City Council Study Session the Council approved the ordinance to move forward for adoption at the November 19, 2018 regular meeting.

**Reviewed by Council Committees:**

Other: Planning, Legal

**Councilmember:**

**Staff:**

Tate

**Meeting Date:** November 19, 2018

Item Number:

ORD.A

**ORDINANCE NO. 6 6 8 8**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON RELATED TO LAND USE REGULATION, CREATING A NEW DEFINITION FOR YOUTH COMMUNITY SUPPORT FACILITIES, ADDING YOUTH COMMUNITY SUPPORT FACILITIES AS A PERMITTED USE IN THE C-1, LIGHT COMMERCIAL ZONING DISTRICT, ADDING AN ADDITIONAL SPECIFIC LAND USE STANDARD FOR THE SITING OF YOUTH COMMUNITY SUPPORT FACILITIES, AND AMENDING CHAPTER 18.04, TABLE 18.23.030, AND SECTION 18.57.040, OF THE CITY CODE

WHEREAS, Nexus Youth & Families, a non-profit organization, has submitted a Zoning Code Text Amendment request for a new definition titled “Youth Community Support Facility” that would fully encompass their current and future planned land uses; and,

WHEREAS, Nexus Youth & Families currently owns six parcels totaling approximately 2.31 acres and has right of first refusal on one additional 0.24-acre property that is surrounded on three sides by their current holdings; and,

WHEREAS, the seven parcels mentioned are currently zoned C-1, Light Commercial; and,

WHEREAS, Nexus Youth & Families provides supportive services to children, young adults, and young families who are homeless, at risk of homelessness, at risk of exploitation, experiencing a disability that presents barriers to employment and housing stability; or generally require structured supportive services to be successful living in the community; and,

WHEREAS, Nexus Youth & Families provides these services in South King County, where homelessness is a continuously growing concern; and,

WHEREAS, the new definition of Youth Community Support Facilities would apply City-wide to properties which are zoned C-1, Light Commercial; and,

WHEREAS, Youth Community Support Facilities would be limited to being owned and operated by non-profit organizations or government entities; and,

WHEREAS, this new definition was requested by a private party (Nexus Youth & Families), however, could also be utilized by other entities meeting the applicable requirements; and,

WHEREAS, the Planning Commission had an initial discussion on the new definition and requested additional information from Staff at the June 5, 2018 Planning Commission meeting; and,

WHEREAS, the Planning Commission had a second discussion on the new definition at the July 17, 2018 Planning Commission meeting and directed Staff to advertise for a future Public Hearing; and,

WHEREAS, a Notice of Application, Notice of Public Hearing, and Determination of Non-significance (DNS) was issued on July 23, 2018; with no comments received or appeal filed; and,

WHEREAS, the Planning Commission held a public hearing on the proposed Zoning Code Text Amendment at the August 21, 2018 Planning Commission meeting, and made a recommendation of approval to the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN,  
WASHINGTON, DO ORDAIN as follows:

**Section 1. Revision of City Code.** Table 18.23.030 and Section 18.57.040 of the Auburn City Code are amended, and a new section, 18.04.954, is created to read as shown on Exhibit 1 to this Ordinance.

**Section 2. Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

**Section 3. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of this ordinance to any person or circumstance will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 4. Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
NANCY BACKUS, MAYOR



ATTEST:

\_\_\_\_\_  
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Gross, City Attorney

Published: \_\_\_\_\_

## **Exhibit 1**

### **Section A – add a new definition to Chapter 18.04 ACC ‘Definitions’ as follows:**

18.04.954 Youth community support facility.

“Youth community support facility” means a building, or a group of buildings within a campus setting, owned and operated by a nonprofit corporation or government entity that provides supportive services to children and young adults (under the age of 26) and families (with a child or young adult under the age of 26), who are homeless, at risk of homelessness, at risk of exploitation, experiencing a disability that presents barriers to employment and housing stability; or generally require structured supportive services to be successful living in the community; by providing counseling and case management, transitional housing (housing for no more than two years), temporary housing (i.e. limited to overnight stay), and daytime drop-in services (e.g. meals, showers, counseling, etc.). This definition does not include facilities providing housing for criminal justice, parole, or probation programs. Youth community support facilities are not stand-alone “supportive housing” or “communal residences”.

**Section B – ACC Table 18.23.030, uses allowed in commercial and industrial zones to be amended as follows:**

**Table 18.23.030 Permitted, Administrative, Conditional and Prohibited Uses by Zone**

<b>PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE</b>									P – Permitted C – Conditional A – Administrative X – Prohibited
<b>LAND USE</b>	<b>Zoning Designation</b>								<b>Standards for Specific Land Uses</b>
	<b>C-N</b>	<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>C-4</b>	<b>M-1</b>	<b>EP</b>	<b>M-2</b>	

**INDUSTRIAL, MANUFACTURING AND PROCESSING, WHOLESALING** (*list not included – not applicable to this agenda item*)

**RECREATION, EDUCATION AND PUBLIC ASSEMBLY USES** (*list not included – not applicable to this agenda item*)

**RESIDENTIAL** (*list not included – not applicable to this agenda item*)

**RETAIL** (*list not included – not applicable to this agenda item*)

**SERVICES**

Animal daycare (excluding kennels and animal boarding)	A	A	A	P	A	P	X	P	ACC 18.57.040(A)
Animal sales and services (excluding kennels and veterinary clinics)	P	P	P	P	P	P	X	P	ACC 18.57.040(B)
Banking and related financial institutions, excluding drive-through facilities	P	P	P	P	P	P	P	P	
Catering service	P	P	P	P	A	P	A	P	
Daycare, including mini daycare, daycare center, preschools or nursery schools	A	P	P	P	P	P	P	X	
Dry cleaning and laundry service (personal)	P	P	P	P	P	P	P	P	
Equipment rental and leasing	X	X	X	P	X	P	X	P	
Kennel, animal boarding	X	X	X	A	X	A	X	A	ACC 18.57.040(C)
Government facilities; this excludes offices and related uses that are permitted outright	A	A	A	A	A	A	A	A	
Hospital	X	P	P	P	X	P	X	P	
Lodging – Hotel or motel	X	P	P	P	P	A	P	A	
Medical – Dental clinic	P	P	P	P	P	P	X	X	

**Table 18.23.030 Permitted, Administrative, Conditional and Prohibited Uses by Zone**

<b>PERMITTED, ADMINISTRATIVE, CONDITIONAL AND PROHIBITED USES BY ZONE</b>									P – Permitted C – Conditional A – Administrative X – Prohibited
<b>LAND USE</b>	<b>Zoning Designation</b>								<b>Standards for Specific Land Uses</b>
	<b>C-N</b>	<b>C-1</b>	<b>C-2</b>	<b>C-3</b>	<b>C-4</b>	<b>M-1</b>	<b>EP</b>	<b>M-2</b>	
Mortuary, funeral home, crematorium	A	P	X	P	X	P	X	X	
Personal service shops	P	P	P	P	P	P	X	X	
Pharmacies	P	P	P	P	P	X	X	X	
Print and copy shop	P	P	P	P	P	P	X	X	
Printing and publishing (of books, newspaper and other printed matter)	X	A	P	P	P	P	P	P	
Professional offices	P	P	P	P	P	P	P	P	
Repair service – Equipment, appliances	X	A	P	P	P	P	X	P	ACC 18.57.040(D)
Veterinary clinic, animal hospital	A	P	P	P	P	P	X	X	
<u>Youth Community Support Facility</u>	<u>X</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>ACC 18.57.04(E)</u>

**TRANSPORTATION, COMMUNICATIONS AND INFRASTRUCTURE** (*list not included – not applicable to this agenda item*)

**VEHICLE SALES AND SERVICES** (*list not included – not applicable to this agenda item*)

**OTHER**

Any commercial use abutting a residential zone which has hours of operation outside of the following: Sunday: 9:00 a.m. to 10:00 p.m. or Monday – Saturday: 7:00 a.m. to 10:00 p.m.	A	A	A	A	A	A	A	A	
Other uses may be permitted by the planning director or designee if the use is determined to be consistent with the intent of the zone and is of the same general character of the uses permitted. See ACC 18.02.120(C)(6), Unclassified Uses.	P	P	P	P	P	P	P	P	

**Section C – ACC 18.57.040, Standards for Specific Land Uses to be amended as follows:**

**18.57.040 Services**

**A. Animal Daycare.**

**1. All Zones Where Permitted.**

- a. All pets shall be properly licensed.
- b. For any dog that has been designated as a “dangerous dog” or “potentially dangerous dog” as defined by the Auburn City Code (ACC), the operator shall verify that the owner has complied with the regulations (on noticing, licensing, certificate of registration, restraining, etc.) contained in Chapter 6.35 ACC, Dangerous Dogs. The owner shall ensure the facility meets the requirements for a “proper enclosure” as set forth in ACC 6.01.010(A)(27).
- c. All fenced exercise areas must be at least 50 feet from a habitable residential structure.
- d. Adequate screening shall be required when abutting any residential use.
- e. General care of pets must be confined to inside of building and under supervision.
- f. Pets are permitted to be walked or exercised outside of building only under supervision and in accordance with all other applicable ordinances and laws.
- g. The exterior appearance of an animal daycare building must be compatible with the appearance of neighboring properties.

**B. Animal Sales and Services.**

**1. All Zones Where Permitted.**

- a. All sales and services shall be for household pets only.
- b. Overnight boarding is allowed within a completely enclosed building; however, animal services or sales uses over 20,000 square feet in gross floor area that use a majority of their gross floor area for retail sales shall have no more than 15 percent of their gross floor area devoted to overnight boarding.
- c. Animal sales and services use must be completely enclosed except that outdoor animal runs or other areas in which dogs will be allowed outside of

an enclosed structure off leash (hereinafter “outdoor run”) are allowed subject to compliance with the following conditions:

- i. Outdoor runs shall not be permitted within 50 feet of a habitable residential structure.
- ii. The outdoor run may operate only between the hours of 8:00 a.m. and 6:00 p.m.
- iii. The facilities shall be constructed, maintained and operated so that neither the sound nor smell of any animals boarded or kept on the premises during the time that full enclosure is required can be discerned on other lots.

#### C. Kennels, Animal Boarding.

##### 1. All Zones Where Permitted.

- a. All pens shall be enclosed in an enclosed building.
- b. The property on which the kennel is to be located shall be no closer than 100 feet to any residential zone.
- c. Limited outdoor exercise runs or facilities shall be permitted so long as their hours of use are restricted to the hours between 8:00 a.m. and 6:00 p.m.
- d. The facility must be air conditioned.
- e. Exercise runs or facilities shall be a minimum of four feet by 10 feet.
- f. The facility shall maintain a minimum total of 25 square feet of kennel area per animal. This area may be comprised of cage area, runs, or exercise facilities.
- g. Any outdoor areas used for animal containment or exercise shall be maintained by removing animal waste on a daily basis for proper disposal as solid waste.
- h. Any runoff, wash-down water, or waste from any animal pen, kennel, containment, or exercise area shall be collected and disposed of in the sanitary sewer after straining of solids and hair and shall not be allowed to enter the stormwater drainage or surface water disposal system.

- i. Strained solids and hair shall be properly disposed of as solid waste.

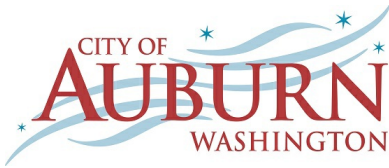
D. Repair Service – Equipment, Appliances.

1. C-1, C-2, and C-4 Zones.

- a. Any repairing done on the premises shall be incidental only, and limited to custom repairing of the types of merchandise sold on the premises at retail. The floor area devoted to such repairing shall not exceed 30 percent of the total floor area occupied by the particular enterprises.

E. Youth Community Support Facility.

1. Youth Community Support Facilities shall be located within 500 feet (walking distance) of a transit stop; and connected via sidewalks or an approved pedestrian facility.



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Ordinance No. 6701 (Tate)

**Date:**

November 14, 2018

**Department:**

Community Development

**Attachments:**

[Ordinance No. 6701](#)

[Exhibit A to Ordinance No. 6701 - Excerpt Rezone](#)

[Map](#)

[Exhibit B to Ordinance No. 6701 - Hearing](#)

[Examiner Decision](#)

[Exhibit C - Staff Report to Hearing Examiner](#)

[\(with Exhibits\)](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

City Council to adopt Ordinance No. 6701

**Background Summary:**

On October 17, 2018, the Hearing Examiner held a public meeting, listened to staff's recommendation, accepted public comment from the Auburn School District in support of the rezone and closed the record upon staff's submittal of corrected materials (reference Exhibit C). Following the public hearing, the Hearing Examiner issued a recommendation of approval (Exhibit B) of the rezone to the City Council.

The staff report provided to the Hearing Examiner and included as Exhibit C of this agenda bill provides the detailed background that led to the Hearing Examiner's recommendation of approval. Of particular note are the following items:

1. At the end of 2015, through passage of Ordinance No. 6584, the City of Auburn adopted a new Comprehensive Plan and revised Comprehensive Plan Map. The re-designation of this parcel from "Single Family" to "Institutional" was included in the revision to the Comprehensive Plan Map.
2. The Applicant has requested a rezone to the P-1, Public Use zoning district to match the same zoning classification that exists for the adjacent school (Pioneer Elementary). Changing the parcel to P-1, Public Use District will help ensure developmental and permitting predictability.
3. While no longer specified as an implementing zone in the City's Comprehensive Plan, the P-1, Public Use District remains in effect on the City's official Zoning Map and in the City's Zoning Ordinance (Title 18).
4. In a future amendment to the Zoning Map, the City anticipates undertaking a city-wide rezone to change all P-1 zoned properties to I, Institutional. The P-1, Public Use District remains an appropriate implementing zone for the Institutional Land Use Designation,



as identified on Page LU-14 of the Land Use Element.

5. As indicated by the Applicant in the narrative submitted with the application, the site is currently owned by the Auburn School District, and occupied by a religious institution (church). The church is proposed to be demolished at a future date to allow for the redevelopment of the site as part of the future replacement of the adjacent Pioneer Elementary School.

6. There are no significant adverse impacts associated with the proposed change. No development or redevelopment of the site is proposed at this time.

At the November 13, 2018 City Council Study Session the Council approved the ordinance to move forward for adoption at the November 19, 2018 regular meeting.

**Reviewed by Council Committees:**

Other: Legal, Planning

**Councilmember:**

**Staff:**

Tate

**Meeting Date:** November 19, 2018

Item Number:

ORD.B

**ORDINANCE NO. 6701**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
AUBURN, WASHINGTON, APPROVING THE REZONE OF  
PARCEL NO. 1921059037 FROM R-7, RESIDENTIAL ZONE –  
SEVEN DWELLING UNITS PER ACRE TO P-1, PUBLIC USE  
DISTRICT

WHEREAS, by Ordinance No. 6584, on December 14, 2015 the City of Auburn adopted a revised Comprehensive Plan Map that changed the designation of parcel no. 1921059037 (“subject parcel”) from “Single Family” to “Institutional”; and

WHEREAS, the Auburn School District requested the rezone of the subject parcel from R-7, Residential Zone – Seven Dwelling Units Per Acre to P-1, Public Use District; and

WHEREAS, the P-1, Public Use District designation remains in effect on the City’s official Zoning Map and in the City’s Zoning Code (Title 18); and

WHEREAS, a combined Notice of Application (NOA), Notice of Public Hearing (NOPH), and Determination of Non-Significance (DNS) was issued on September 6, 2018 a minimum of 10 days prior to the public hearing as required by ACC 18.68.040(B)(1)(a). The notices were also posted at the site, mailed to adjacent property owners within 300 ft. of the site, and published in The Seattle Times newspaper, consistent with the noticing requirements of ACC 14.07.040; and

WHEREAS, the public comment period ended September 21, 2018 and the appeal period ended October 5, 2018 and no comments or appeals were received; and

WHEREAS, on October 17, 2018 the Hearing Examiner conducted a public hearing, listened to staff’s recommendation, accepted public comment from the Auburn

School District in support of the rezone and closed the record upon staff's submittal of corrected materials ; and

WHEREAS, following the public hearing, the Hearing Examiner issued a recommendation of approval for consideration by the City Council; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

**Section 1. Amendment to City Code.** The proposed change in zoning (File No. REZ 18-0005) from R7 Residential Zone to P-1 Public Use District for Parcel 1921059037 is approved, with no conditions, and the City Zoning Map is amended as set forth in Exhibit "A".

**Section 2. Findings of Fact.** The Council adopts the City of Auburn Hearing Examiner's Findings of Fact, Conclusions of Law, and Recommendation for File No. REZ 18-0005, as set forth in Exhibit "B".

**Section 3. Filing and Recording.** The rezone application and all related documents shall be filed along with this Ordinance with the Auburn City Clerk and the Clerk shall cause this Ordinance to be recorded in the office of the King County Recorder.

**Section 4. Implementation.** The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

**Section 5. Severability.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application thereof to any person or

circumstance shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 6. Effective Date.** This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

Introduced: \_\_\_\_\_

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

**CITY OF AUBURN**

\_\_\_\_\_  
NANCY BACKUS, MAYOR

ATTEST:

\_\_\_\_\_  
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

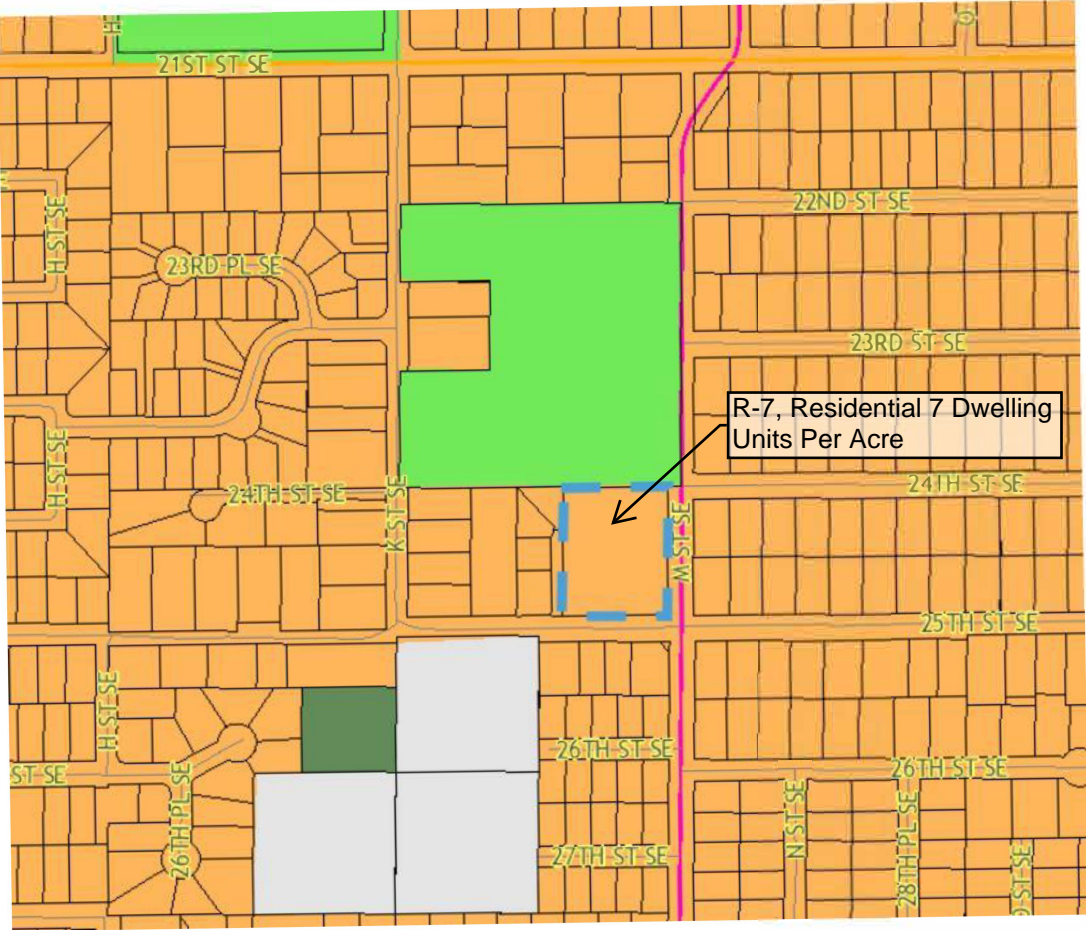
\_\_\_\_\_  
Steven L. Gross, City Attorney

PUBLISHED: \_\_\_\_\_

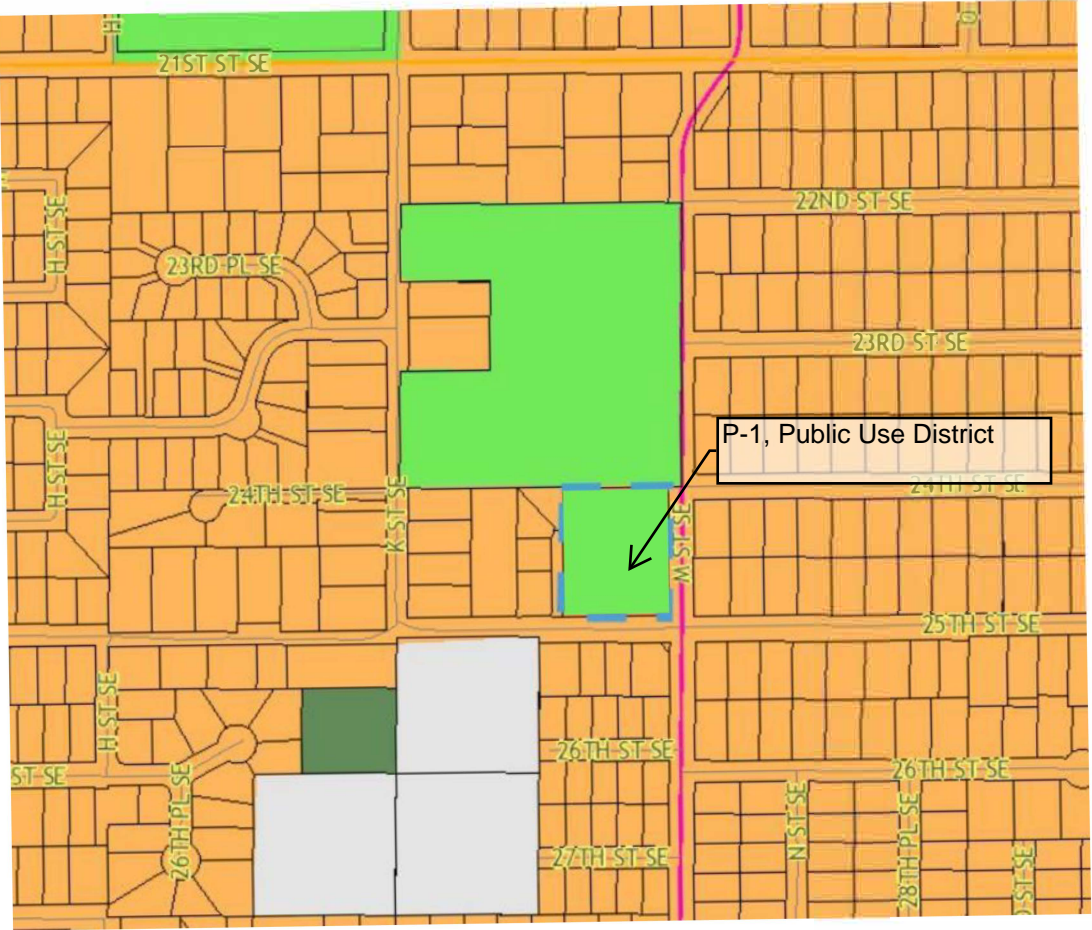
ORDINANCE NO. 6701 - "EXCERPT REZONE MAP"

Parcel no. 1921059037

EXISTING ZONING



PROPOSED ZONING



**BEFORE THE HEARING EXAMINER FOR THE CITY OF AUBURN**

Emily Terrell, Hearing Examiner

RE: Auburn School District Rezone  REZ18-0005	<b>FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION</b>
--------------------------------------------------------	--------------------------------------------------------------------

**INTRODUCTION**

The Applicant has requested a rezone of a 73,358sf parcel from R7, Residential Zone to P-1, Public Use District. The parcel is located at 2407 M Street SE Street. The rezone is necessary to make the Zoning Map designation consistent with the underlying Institutional Comprehensive Plan Land Use Map designation for the parcel. Approval of the rezone is recommended to provide for consistency between the Comprehensive Plan Land Use Map and the Zoning Map.

**TESTIMONY**

Alexandria Teague, Planner II, summarized the proposal. In response to the examiner, Ms. Teague noted the church located on the subject property is owned by the School District but is currently in use as a church. Ms. Teague also entered Ex 6, an excerpt of the Land Use Element of the Comprehensive Plan for the Institutional Land Use Designation.

Jeff Gross, the Executive Director for Capitol Projects for the Auburn School District, stated the District has reviewed the staff report and concurs with the City's analysis. The motivation behind the rezone is allowing the District to increase the size of the site prior to commencing renovations of the existing school under a separate project. They will eventually be able to remove many of the existing portables on the school campus. Also, the expansion will allow more on-site parking which should reduce parking impacts in the neighborhood.

## EXHIBITS

Exhibits 1-4 identified in the Exhibit List at page 8 of the October 4, 2018 staff report, were admitted into the record during the October 17, 2018 public hearing. Additional exhibits entered into the record during the hearing were as follows:

Exhibit 5	Staff PowerPoint
Exhibit 6	Excerpt of the Comprehensive Plan Land Use Element
Exhibit 7	Corrected Staff Report (October 4, 2018)
Exhibit 8	Corrected Staff PowerPoint

## FINDINGS OF FACT

### Procedural:

1. Applicant. The Applicant is Auburn School District No. 408, 915 Fourth Street NE, Auburn, WA 98002.
2. Hearing. A hearing on the application was held on October 17, 2018 at 5:30 p.m. at the City Council chambers at Auburn City Hall.

### Substantive:

3. Site/Proposal Description. The Applicant has requested a rezone of a 73,358sf parcel from R7, Residential Zone to P-1, Public Use District. The parcel is located at 2407 M Street SE. The project site is currently used as a church, though it is owned by the School District. As indicated by the Applicant at hearing, the church will eventually be removed. The District plans to expand the adjacent school campus on to the subject parcel which will allow them to create more on-site parking and remove several existing portables from the school campus. Schools are allowed in the P-1 zone. The Comprehensive Plan Land Use Designation for the parcel is Institutional. The P-1 zone is an implementing zone under the Institutional Comprehensive Plan Land Use Designation.

The site is rectangular in shape, approximately 294 feet in width and 301 feet in depth. There are no critical areas or slopes on the subject property. Churches are not permitted in the P-1 district. The rezoning will reclassify the existing church as a legal, non-conforming use until such time as the District removes the church and converts the use to school.

4. Characteristics of the Area: The neighborhood is characterized by predominantly single-family homes to the south, east and west. The District's school is located directly north of the subject site.

5. Adverse Impacts. There are no significant adverse impacts associated with the proposal. Compatibility with adjoining land uses is the only issue of concern at this stage of project review. Properties immediately adjacent to the subject on the south, east and west are zoned R7 residential and are developed as single-family homes. However, the existing school is directly north of the subject parcel. The school is zoned Public Use (P-1). Rezoning the subject will allow the existing school use to expand and reduce the impact on the neighborhood by providing on-site parking. The Comprehensive Plan Land Use Designation is Institutional. P-1 is an implementing zone for this designation. No compatibility problems are reasonably apparent from the administrative record.

## CONCLUSIONS OF LAW

### Procedural:

1. Authority of Hearing Examiner. ACC 18.68.030(B)(1)(a) grants the Hearing Examiner with the authority to review and make a recommendation on rezone requests to the City Council if the Planning Director determines that the rezone requests are consistent with the Comprehensive Plan. The Planning Director has determined that the rezone request is consistent with the Comprehensive Plan.

### Substantive:

2. Comprehensive Plan Land Use Map Designation. The Comprehensive Plan Land Use Map designation for the proposed rezone area is Institutional.

3. Case Law Review Criteria and Application. Once it is concluded that a rezone is necessary for consistency with a Comprehensive Plan Land use map designation, approval of the rezone is essentially legally mandated except in extraordinary circumstances such as perhaps gross inconsistencies with other parts of the comprehensive plan. None of those circumstances are present here. The Auburn City Code does not include any criteria for rezone applications. Washington appellate courts have imposed some rezone criteria, requiring that the proponents of a rezone must establish that conditions have substantially changed since the original showing and that the rezone must bear a substantial relationship to the public health, safety, morals or welfare. *See Ahmann-Yamane, LLC v. Tabler*, 105 Wn. App. 103, 111 (2001). If a rezone implements the Comprehensive Plan, a showing that a change of circumstances has occurred is not required. *Id.* at 112.

The proposed rezone clearly meets the judicial criteria for a rezone. There is no question that the proposal is necessary to implement the Comprehensive Plan, as the Comprehensive Plan Land Use Map designation for the property is currently Institutional and the current R7 Residential zoning is inconsistent with that designation. In point of fact, approval of a rezone to an implementing zone is mandated by RCW 36.70A.120 and ACC 14.22.050, which requires the City's zoning regulations to be consistent with its comprehensive plan. The requested rezone is to the Public Use



District (P-1), the implementing zone for this Comprehensive Plan Land Use Designation.

The rezone bears a substantial relationship to the public health, safety, morals and welfare because it will not result in any significant adverse impacts as determined in Finding of Fact No. 5 while providing a significant opportunity to reduce the impact of the existing school parking on the surrounding neighborhood.

### **RECOMMENDATION**

The Hearing Examiner recommends approval of REZ18-0005 without conditions.

DATED this 31<sup>st</sup> day of October 2018.



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Emily Terrell  
City of Auburn  
Hearing Examiner Pro Tem

## REZONE

### Auburn School District – Rezone south of Pioneer Elementary REZ18-0005

#### I. GENERAL INFORMATION:

**Application Date:** July 27, 2018

**Applicant:** Camie Anderson  
Shockey Planning Group, Inc.  
2716 Colby Avenue  
Everett, WA 98201

**Property Owner:** Jeff Grose  
Auburn School District No. 408  
915 Fourth Street NE  
Auburn, WA 98002

**Proposal:** Rezone a 73,358 sq. ft. parcel from R-7, Residential Zone (Seven Dwelling Units per Acre) to P-1, Public Use District to allow for the future redevelopment of the site associated with the adjacent Pioneer Elementary School.

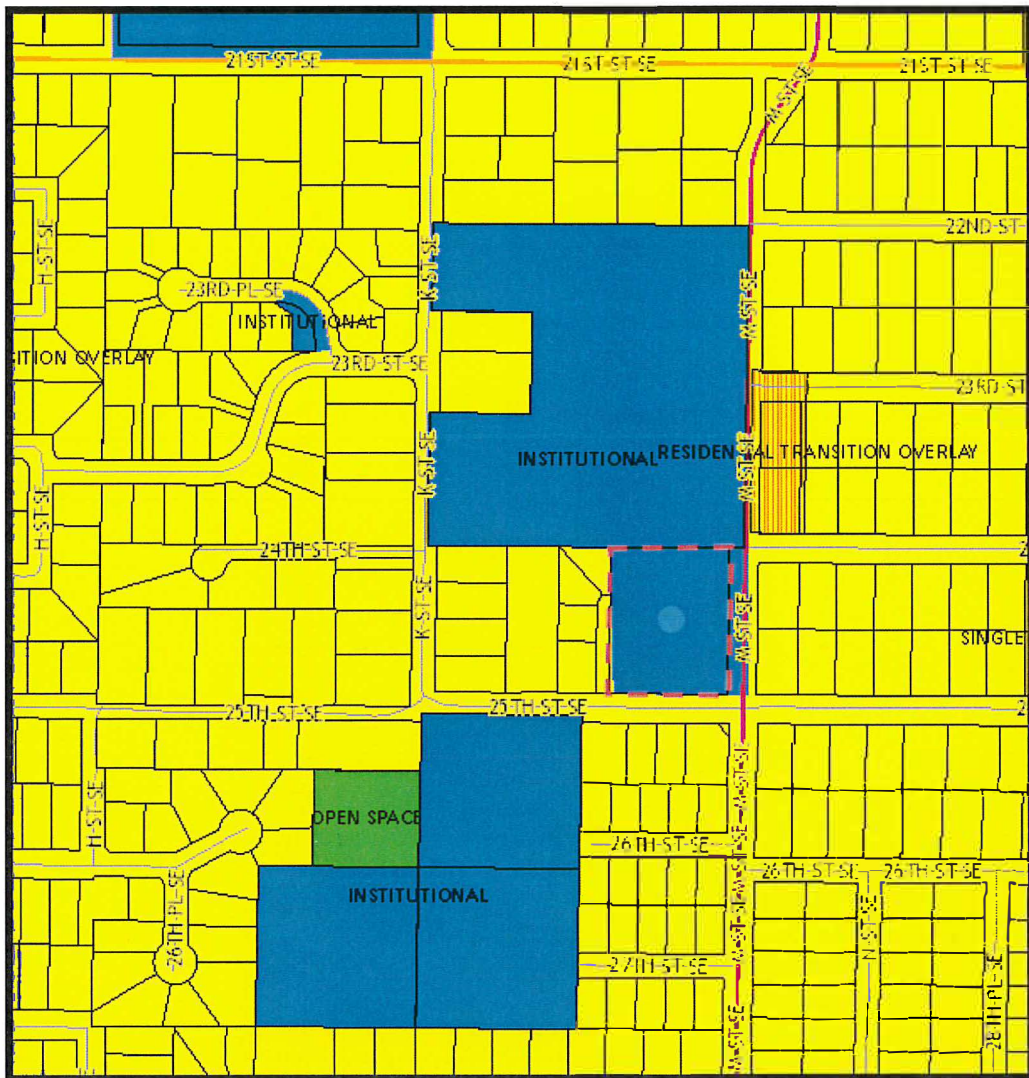
**Proposed Location:** The project site is located at 2407 M St SE, at the intersection of M St SE and 25th St SE, within SE ¼ of Section 19, Township 21, Range 5.

**Parcel Number:** King County Assessor Parcel No. 1921059037.

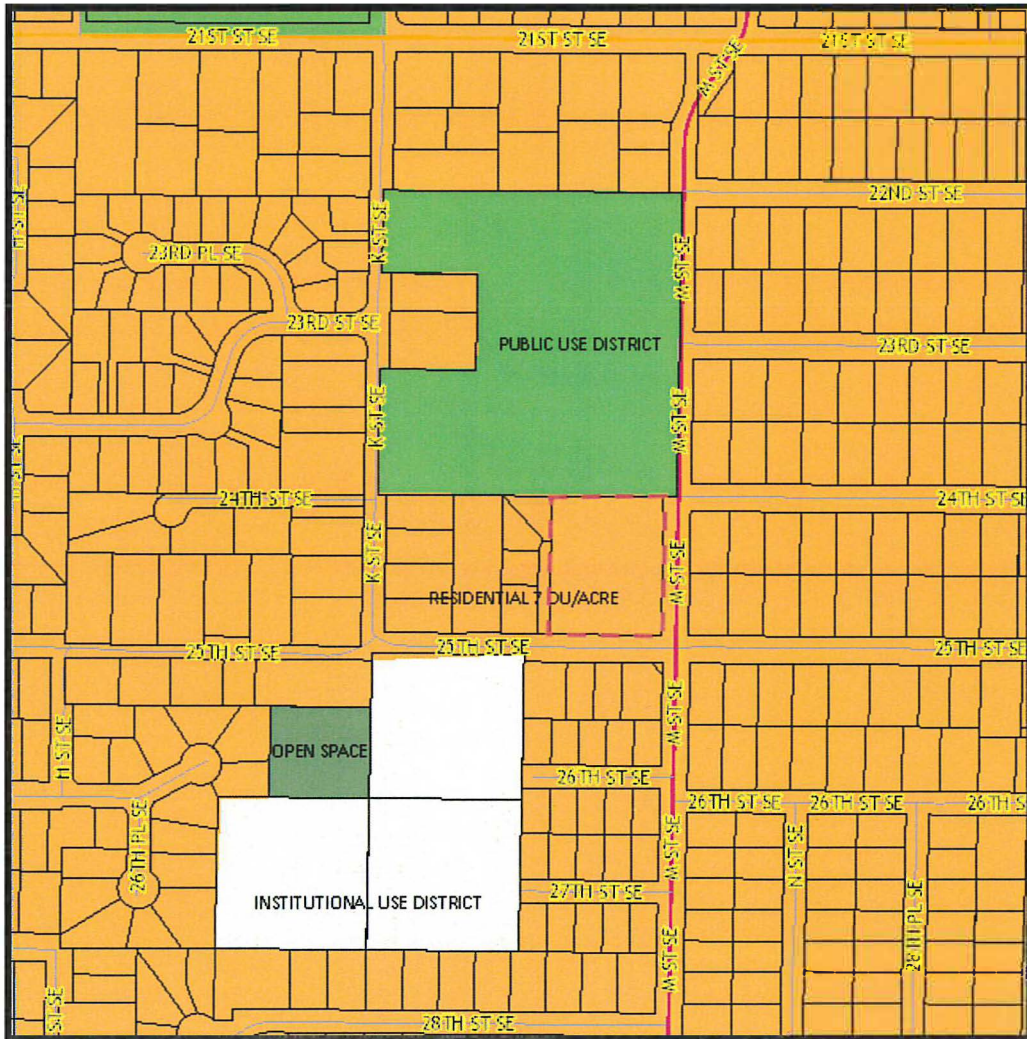
#### **Subject Property and Adjacent Property Comprehensive Plan Designation, Zoning Classification and Current Land Use:**

	Comprehensive Plan Designation	Zoning Classification	Current Land Use
Project Site	Institutional	R-7 Residential	Religious Institution
North	Institutional	P-1, Public Use	School
South	Single Family	R-7 Residential	25 St SE, Single Family Residences
East	Single Family	R-7 Residential	M St SE, Single Family Residences
West	Single Family	R-7 Residential	Access Tract, Single Family Residences

**Excerpted Comprehensive Plan Map:**



## Excerpted Zoning Map:



## II. SEPA STATUS:

A Determination of Non-Significance (DNS) was issued under City File No. SEP18-0005 on September 6, 2018, see Exhibit 4. The comment period ended September 21, 2018 and the appeal period will end October 5, 2018. No comments have been received.

## III. FINDINGS OF FACT:

1. Camie Anderson, of Shockey Planning Group, Inc., Applicant, on behalf of Jeff Grose, of the Auburn School District No. 408, submitted a Rezone application and associated SEPA



application on July 27, 2018 to rezone a 73,358 sq. ft. lot from R-7 Residential, which allows between 5 and 7 dwelling units per acre, to P-1, Public Use District ("Rezone").

2. The subject property is located at 2407 M St SE, Auburn, WA and is located at the corner of M St SE and 25<sup>th</sup> St SE. The site is within the City of Auburn's corporate limits, and referenced by King County Assessor Parcel No. 1921059037 ("Subject Property").
3. The subject property is rectangular in shape, approximately 294 ft. in width (east to west) and 300.6 ft. in length (north to south) with no slope or other environmental issues.
4. The subject property, located directly south of Pioneer Elementary school and east of Cedar Lanes (a City of Auburn owned park), is within neighborhood that is predominantly single-family residential.
5. As indicated by the Applicant in the narrative submitted with the application, the site is currently occupied by a religious institution (a church). Per King County Department of Assessment's website, the church was constructed in 1974. The church is to be demolished at a future date to allow for the redevelopment of the site as part of replacement of the adjacent Pioneer Elementary School.
6. The subject property was previously zoned R2, Single Family Residential District. Under Ordinance No. 6245 (adopted 2009) the property was rezoned, as part of a city-wide change to R-7, Residential, 7 dwelling units per acre.
7. Per Chapter 18.07 of the Auburn City Code ("ACC"), public schools (K-12) and related facilities are not a permitted use in the R-7, Residential zoning district.
8. Per Chapter 18.68 ACC, public schools (K-12) and related facilities are permitted outright.
9. Per Chapter 18.68 ACC religious institutions (on lots less than *and* greater than one acre) are not permitted within the P-1 zoning district. The church, which will be removed at a later date, will become a "non-conforming use" subject to Chapter 18.54 ACC.
10. At the end of 2015, through passage of Ordinance No. 6584, the City of Auburn adopted a new Comprehensive Plan and a revised Comprehensive Plan Map. The re-designation of this parcel from "Single Family" to "Institutional" was included in the revision to the Comprehensive Plan Map.

#### Adverse Impacts

11. There are no significant adverse impacts associated with the proposed change. The proposal was reviewed by the City's Building, Traffic, Utilities Division, and the Valley Regional Fire Authority and did not express any concerns regarding the rezoning of the subject property.

No development or redevelopment of the site is proposed at this time. The existing development, the church, is currently served by Auburn sewer and water located in M St SE. Access to the existing development is currently provided by a driveway located on M St SE.

As it is expected that the subject property will be integrated into the redevelopment of Pioneer Elementary School. A SEPA Checklist application and threshold determination must accompany the future permit application (civil or building) as the redevelopment of Pioneer Elementary School will exceed exempt levels for minor new construction provided in ACC 16.06.055 "Categorical Exemptions".

At the time of redevelopment project-specific impacts and improvements, including but not limited to: traffic impacts such as operations at intersections, access, and loading and queuing, zoning development standards such as lot coverage, setbacks, landscaping, and on-site lighting, building and fire requirements, utilities, and stormwater management, will be evaluated.

12. Per ACC 14.22.050, the City's zoning regulations ..."shall be consistent with and implement the intent of the comprehensive plan..."

13. Per ACC 18.02.030(A), the intent of Title 18 ACC, "Zoning", is to:

*"...to implement the City's Comprehensive Plan. This title will be used to further the growth and development of the City consistent with the adopted Comprehensive Plan and its implementing elements. This title will also further the purpose of promoting the health, safety, morals, convenience, comfort, prosperity, and general welfare of the city's population and to prevent and abate public nuisances."*

14. The Applicant has requested a rezone to the P-1, Public Use zoning district to match the same zoning classification as exists for the adjacent school. While no longer specified as an implementing zone in the City's Comprehensive Plan, the P-1, Public Use District remains in effect on the City's official Zoning Map and in the City's Zoning Ordinance (Title 18). Since it is no longer identified as an implementing zone, the city anticipates undertaking a city-wide rezone to change all P-1 zoned properties to I, Intuitonal in the near future. The P-1, Public Use District remains an appropriate implementing zone for the Institutional Land Use Designation, as identified on Page LU-14 of the Land Use Element.

15. Per ACC 18.35.020, the Institutional zone is intended to:

*"The I zone is intended to provide an area wherein educational, governmental, theological, recreational, cultural and other public and quasi-public uses may be allowed to develop. It is further intended these areas be significant in scope which will allow a combination of uses which may not be permitted outright within other zones. This district is not intended to include those smaller or singular public uses which are consistent with and permitted in other zones."*

16. Per ACC 18.35.020, the intent of the P-1 Public Use Zone is

*"...to provide for the appropriate location and development of public uses that serve the cultural, educational, recreational, and public service needs of the community."*

While not explicitly called out in the current Comprehensive Plan, the P-1 Public Use Zone is most consistent, in intent and zoning development standards, with the "Institutional" Comprehensive Plan designation.

17. A combined Notice of Application (NOA), Notice of Public Hearing (NOPH), and Determination of Non-Significance (DNS) was issued on September 6, 2018 (Exhibit 6) a minimum of 10 days prior to the public hearing as required by ACC 18.68.040(B)(1)(a). The notices were also posted at the Site, mailed to adjacent property owners within 300 ft. of the Site, and published in The Seattle Times newspaper, consistent with the noticing requirements of ACC 14.07.040.

18. While the combined NOA, NOPH, and DNS reference the request is to be rezoned to Institutional, the acknowledges that at a future date the site will be rezoned to Institutional through a City-initiated area-wide rezone. As the main site of Pioneer Element School is currently zoned P-1, the current request to rezone the property to P-1 will help ensure predictability and consistency in zoning, architectural, and design standards and permitting at the time of redevelopment.
19. Per ACC 18.68.030(B), site-specific rezone requests by an applicant other than the City, that are consistent with the Comprehensive Plan, shall have a public hearing before the City Hearing Examiner who then makes a recommendation on the application to City Council. Staff finds that:
- a. The Applicant, Camie Anderson, on behalf of Jeff Grose, of the Auburn School District No. 408, initiated the requested rezone of a single property;
  - b. The Rezone is consistent with the adopted Comprehensive Plan, as discussed in 'Conclusions' section below;
  - c. Site-specific rezones must be adopted by Ordinance by the City Council after a recommendation by the City Hearing Examiner. The City Council may affirm, modify, or disaffirm the Hearing Examiner's recommendation.

#### IV. CONCLUSIONS:

Chapter 18.68 ACC contains the intent and process for zoning code amendments, in this case a site-specific zoning map amendment has been requested and shall be processed as outlined in Item No. 15 under 'Findings of Fact', above. Auburn City Code does not contain any specific rezone criteria for City Staff to review; however, Case Law offers some rezone criteria:

*Ahmann-Yamane, LLC v. Tabler*, 105 Wn. App. 103, 111 (2001): proponents of a rezone must establish that conditions have substantially changed since the original showing and that the rezone must bear a substantial relationship to the public health, safety, morals or welfare; provided, that a showing of a change of circumstances has occurred is not required if a rezone implements the Comprehensive Plan.

Past decisions by the City Hearing Examiner have also used this criteria. Staff therefore provides the following analysis on the Rezone (criteria being analyzed is underlined):

1. Criterion that the rezone is in response to changes in conditions since original adoption, or implements the Comprehensive Plan.

The Rezone request implements the Comprehensive Plan, and therefore the proponent (the Applicant) does not need to show a change in conditions or circumstances. Staff provides the following analysis on how the Rezone request implements the Comprehensive Plan:

- On December 14, 2015 the City Council adopted Ordinance No. 6584, Adopting a new Comprehensive Plan Map and changing the Land Use designation of the subject property from "Single-Family" to "Institutional", reference 'Findings of Fact' No. 9, above for background.
- The Rezone request is to change from R-7, Residential to P-1, Public Use, therefore the change implements the intent of the Comprehensive Plan Land Use Designation of

Institutional. Changing the parcel to P-1, Public Use District will help ensure developmental and permitting predictability and consistency until the city-wide rezone can be completed.

2. Criterion that the rezone request bears a substantial relationship to the public health, safety, morals and welfare.

- As provided in 'Findings of Fact' No. 11, future development on the site will be required to provide adequate public and private facilities and utilities such as water, sewer, and electricity, and will therefore not be detrimental to the public health.
- The Rezone itself will not allow any uses or acts that would pose any detrimental effects on the morals or welfare of the public. No development or redevelopment of the site is proposed at this time. Rezoning of the site will result in the existing use of the site (a religious institution) into a nonconforming use.

**V. STAFF RECOMMENDATION:**

Based upon the application, accompanying materials, Findings of Fact, and Conclusions of this Staff Report, Staff recommends that the Hearing Examiner recommend **approval** of rezoning the property from R-7, Residential to P-1, Public Use District to the City Council.

**VI. CONDITIONS OF APPROVAL:**

(None)

**VII. EXHIBIT LIST:**

- Exhibit 1 Staff Report
- Exhibit 2 Vicinity Map & Proposed Rezone Map
- Exhibit 3 Rezone / SEPA Application Form, Checklist, and Written Statement From Applicant, received July 27, 2018
- Exhibit 4 Notice of Application, Notice of Public Hearing, and Determination of Non-Significance, SEPA Checklist Final Staff Evaluation

**STAFF:**

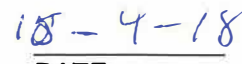
Prepared by:

  
Alexandria Teague, Planner II  
Department of Community Development

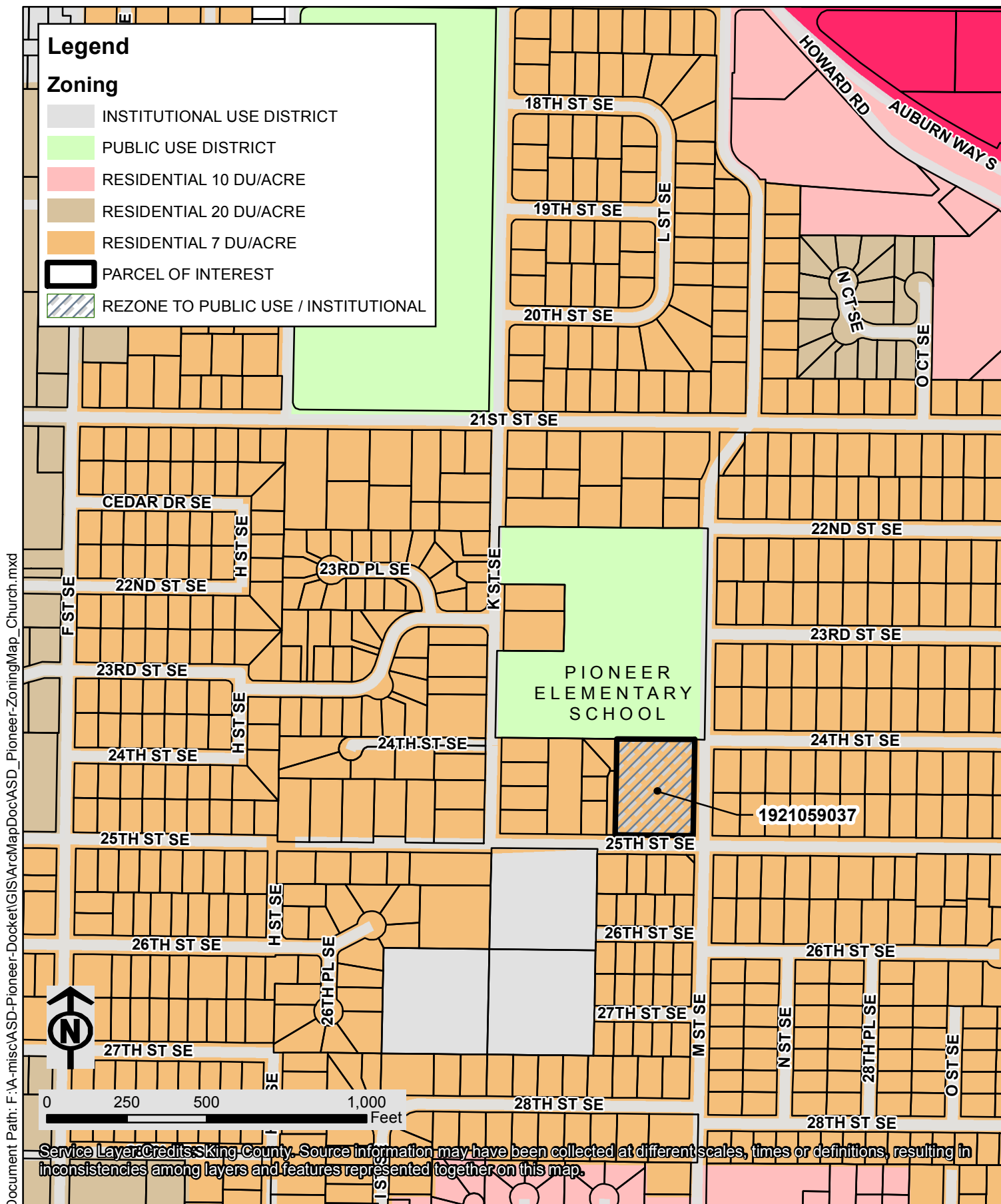
  
DATE

Reviewed by:

  
Jeff Dixon, Planning Services Manager  
Department of Community Development

  
DATE





**SHOCKEY**  
PLANNING GROUP, Inc.

Proposed Rezone

**AUBURN SCHOOL  
DISTRICT  
REZONE SOUTH OF  
PIONEER ELEMENTARY  
REZ18-0005  
HEARING EXAMINER  
PUBLIC HEARING  
OCTOBER 17, 2018**

Department of Community Development

Engineering Services • Administrative Services • Environmental Services  
Community Development Services • Maintenance & Operations Services

AUBURN  
VALUES

S E R V I C E

E N V I R O N M E N T

E C O N O M Y

C H A R A C T E R

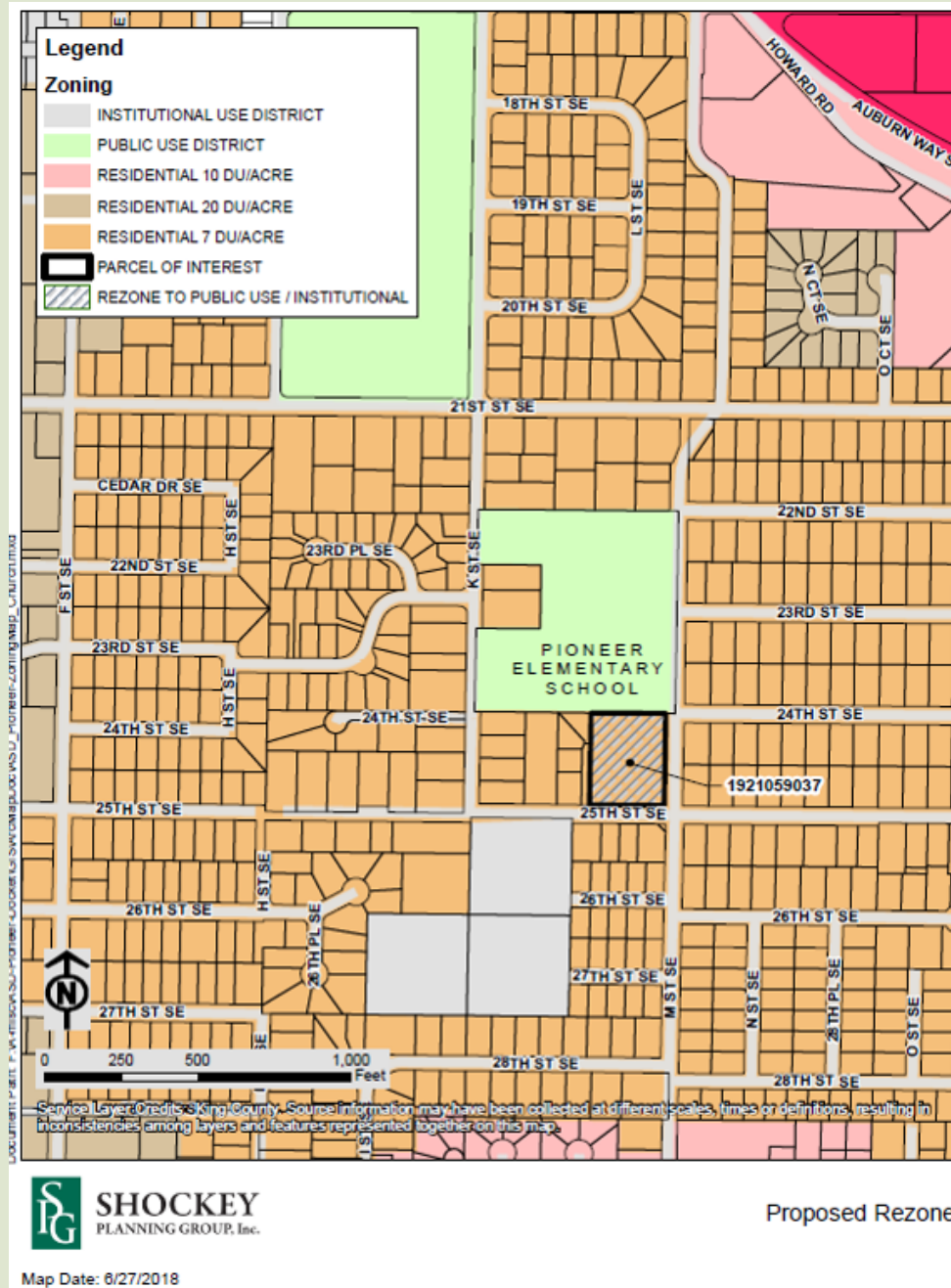
S U S T A I N A B I L I T Y

W E L L N E S S

C E L E B R A T I O N

# PROJECT PROPOSAL + SITE PLAN

The Auburn School District (ASD) requests the rezone of a 73,358 sq. ft. parcel from R-7, Residential Zone (Seven Dwelling Units per Acre) to P-1, Public Use District to allow for the future redevelopment of the site associated with Pioneer Elementary school.



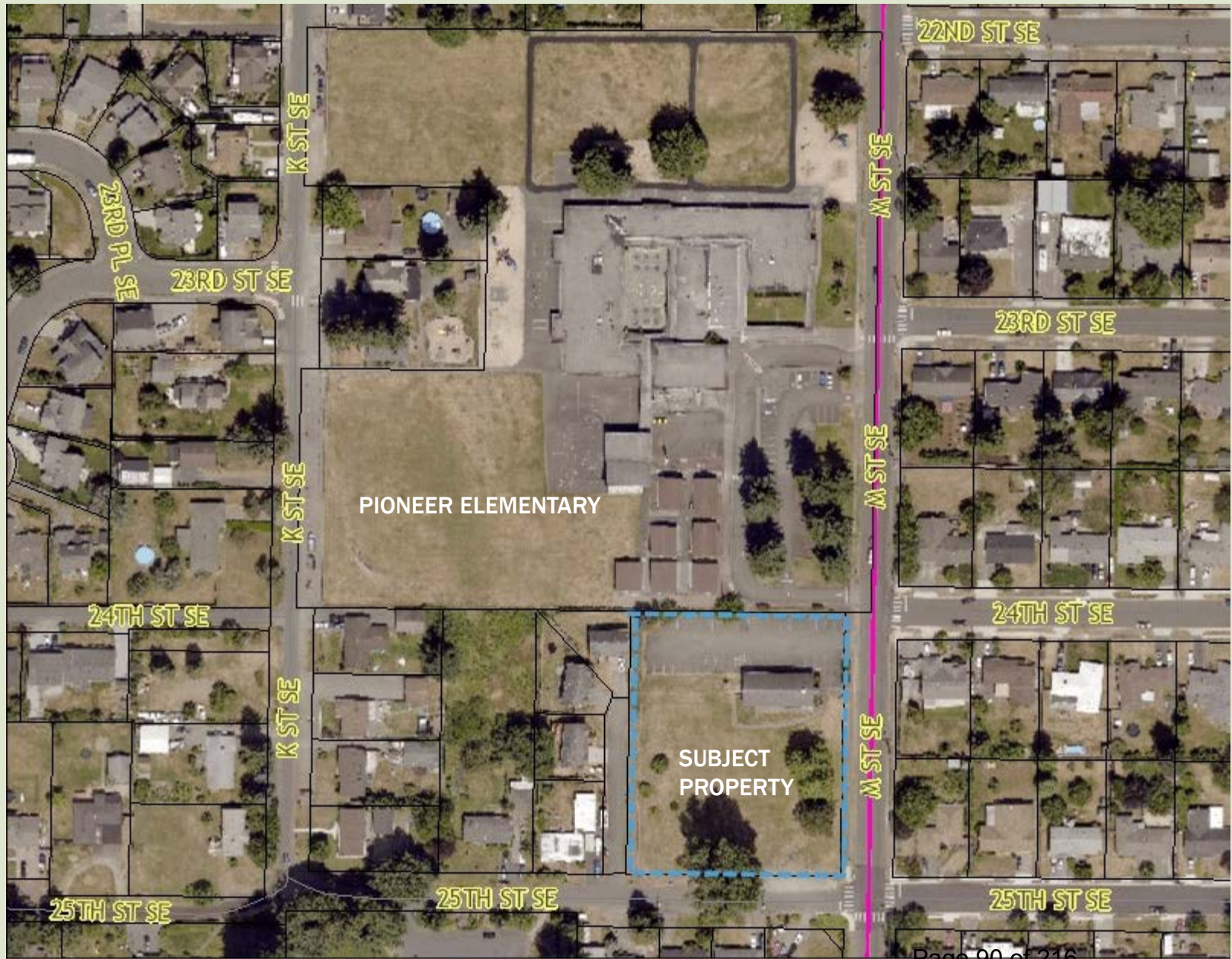
# NOA/NOPH + SEPA DETERMINATION

- Combined Notice of Application (NOA), Notice of Public Hearing (NOPH), and Determination of Non-Significance (DNS) issued under COA File No. SEP18-0005 on **September 6, 2018** (**Exhibit 4**)
- Comment period ended **September 21, 2018**; no comments received
- Appeal period ended October 5, 2018

# FINDINGS OF FACT

- **The subject property is:**
  - **Located at 2407 M St SE, at the intersection of M St SE and 25th St SE; directly south Pioneer Elementary school and east of Cedar Lanes**
  - **Within neighborhood that is predominantly single-family residential**
  - **Rectangular in shape, approximately 294 ft. in width (east to west) and 300 ft. in length (north-south)**
  - **Occupied by a religious institution**





# FINDINGS OF FACT

## ■ No Adverse Impacts:

- There are no significant adverse impacts associated with the proposal
- No development or redevelopment of the site is proposed at this time
- The existing development is currently served by Auburn sewer and water
- Access is currently provided by a driveway located on M St SE
- A SEPA Checklist and application must accompany the future permit application associated with the redevelopment of Pioneer Elementary School
- At the time of redevelopment, project-specific impacts and improvements will be evaluated

# FINDINGS OF FACT

- **Comprehensive Plan Land Use Designation for the subject property is Institutional**
- **Under Ordinance No. 6584, the City of Auburn adopted a new Comprehensive Plan and a revised Comprehensive Plan Map**
- **The P-1, Public Use District remains in effect on the City's official Zoning Map and in the City's Zoning Ordinance**
- **The P-1, Public Use District ALSO remains an appropriate implementing zone for the Institutional Land Use Designation**



# CONCLUSIONS – CHAPTER 18.68 ACC

- Chapter 18.68 ACC contains the intent and process for zoning code amendments
- ACC does not contain any specific rezone criteria for City Staff to review; however, Case Law offers some rezone criteria:
  - *Ahmann-Yamane, LLC v. Tabler, 105 Wn. App. 103, 111 (2001):* *proponents of a rezone must establish that conditions have substantially changed since the original showing and that the rezone must bear a substantial relationship to the public health, safety, morals or welfare; provided, that a showing of a change of circumstances has occurred is not required if a rezone implements the Comprehensive Plan.*

# CONCLUSIONS

**#1. The rezone is in response to changes in conditions since original adoption, or implements the Comprehensive Plan.**

- **The Rezone request implements the Comprehensive Plan:**
  - **Land Use Designation of the subject parcel is Institutional and the proposed rezone, implements the intent of the Comprehensive Plan Land Use Designation of Institutional; and**
  - **The proposed rezone request implements the intent of the Comprehensive Plan Land Use Designation of Institutional.**

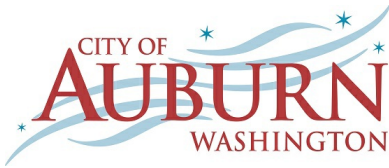
# CONCLUSIONS

**#2. The rezone request bears a substantial relationship to the public health, safety, morals and welfare.**

- **Future development on the site will be required to provide adequate public and private facilities and utilities; and**
- **The Rezone itself will not allow any uses or acts that would pose any detrimental effects on the morals or welfare of the public.**

# RECOMMENDATION

- Based application and accompanying materials, Findings of Fact, and Conclusions of this Staff Report, Staff recommends **approval of the Rezone.**



## AGENDA BILL APPROVAL FORM

**Agenda Subject:**

Ordinance No. 6702 (Coleman)

**Date:**

November 14, 2018

**Department:**

Finance

**Attachments:**

[Transmittal Memo](#)

[Ordinance No. 6702](#)

**Budget Impact:****Administrative Recommendation:**

City Council to introduce and adopt Ordinance No. 6702, establishing the Property Tax levy for calendar year 2019.

**Background Summary:**

Proposed Ordinance No. 6702 establishes the 2019 Property Tax Levy based upon preliminary information from King County. It represents an increase over the 2018 levy of \$214,405 plus the increase due to new construction and refund levy. King County will not finalize the City's assessed valuation (AV), new construction, and refund levies until December. Therefore the levy is based upon preliminary information as it is scheduled for Council adoption on November 19, 2018. The following table summarizes the 2019 Property Tax levy:

Table 1. 2019 Property Tax Levy Calculations	
2018 property tax levy	\$ 21,440,472
1.000% increase	214,405
Estimated new construction	302,370
Estimated refund levy	50,000
Total Estimated property tax levy	\$ 22,007,247

As of this date the County has preliminarily established the 2019 assessed valuation (including estimated new construction) for the City of Auburn at \$11.370 billion which is a 7.7% increase over the 2018 level of \$10.559 billion. The total 2019 Property Tax Levy will be distributed to the General Fund to support general governmental operations.

**Reviewed by Council Committees:****Councilmember:****Staff:**

Coleman

**Meeting Date:** November 19, 2018

Item Number:

ORD.C





## Interoffice Memorandum

**To:** City Council

**From:** Shelley Coleman, Finance Director

**CC:** Nancy Backus, Mayor

**Date:** November 14, 2018

**Re:** 2019 Property Tax Ordinance No. 6702

Attached is proposed Ordinance No. 6702, establishing the 2019 Property Tax Levy. The 2019 Property Tax Levy is based upon preliminary information from King County as of November 5, 2018, and represents an increase over the 2018 levy of \$214,405, not including new construction and the refund levy.

The estimated increase on new construction is \$302,370 and the refund levy is \$50,000. King County will not finalize the City's assessed valuation (AV) and new construction until December therefore the levy will be based upon preliminary information as it is scheduled for Council adoption on November 19, 2018. The following table summarizes the 2019 Property Tax levy:

**Table 1. 2019 Property Tax Levy Calculations**

2018 property tax levy	\$ 21,440,472
1.000% increase	214,405
Estimated new construction	302,370
Estimated refund levy	50,000
Estimated Property Tax Levy	\$ 22,007,247

As of this date the County has preliminarily established the 2019 assessed valuation (including estimated new construction) for the City of Auburn at \$11,370,039,221 which is a 7.7% increase over the 2018 level of \$10,559,150,907.

The total 2019 Property Tax Levy will be distributed to the General Fund to support general governmental operations.

**Attachments:**

- ❖ 1. Ordinance No. 6702

**ORDINANCE NO. 6 7 0 2**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
AUBURN, WASHINGTON, ESTABLISHING THE LEVY FOR  
REGULAR PROPERTY TAXES BY THE CITY OF AUBURN  
FOR COLLECTION IN 2019 FOR GENERAL CITY  
OPERATIONAL PURPOSES IN THE AMOUNT OF  
\$22,007,247.00

WHEREAS, the City Council of the City of Auburn has met and considered  
its budget for the calendar year 2019; and

WHEREAS, pursuant to RCW 84.55.120 the City Council held public  
hearings on November 26, 2018 and December 3, 2018, after proper notice was  
given, to consider the City of Auburn's 2019 budget and the regular property tax  
levy to support it; and

WHEREAS, the City Council of the City of Auburn, after public hearing,  
and after duly considering all relevant evidence and testimony presented, has  
determined that the City of Auburn requires property tax revenue and any  
increase of new construction and improvements to property, any increase in the  
value of state-assessed property, annexations, and any refund levies in order to  
discharge the expected expenses and obligations of the City and in its best  
interest; and

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

**Section 1.** Regular property taxes for collection in the City of Auburn  
for the year 2019 are authorized in the amount of \$22,007,247.00. Not including



the addition of new construction and improvements to property, any increases related to the value of state assessed property, and any refund levies available, the regular property tax levy for 2019 collection represents an increase from regular property taxes levied for collection in 2017 of \$214,405 which is a 1.0% increase in revenue from the previous year.

**Section 2. Implementation.** The Mayor is hereby authorized to implement those administrative procedures necessary to carry out the directions of this legislation.

**Section 3. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance, or the invalidity of the application of it to any person or circumstance will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 4. Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
NANCY BACKUS  
MAYOR

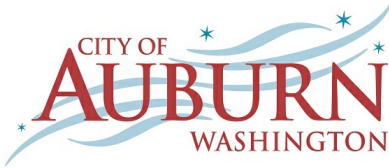
ATTEST:

\_\_\_\_\_  
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Gross, City Attorney

Published: \_\_\_\_\_



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Ordinance No. 6704 (Gaub)

**Date:**

November 8, 2018

**Department:**

Public Works

**Attachments:**

[Ordinance No. 6704](#)

[Exhibits A through I](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

City Council introduce and adopt Ordinance No. 6704.

**Background Summary:**

Auburn City Code (ACC) 13.20 contains the regulations for the public sewer utility and the private side sewers that serve private property. The regulations need to be modified to distinguish when and where the maintenance and repair responsibility belongs to the City, and when and where they belong to the property owner.

Ordinance No. 6704 authorizes modifications to ACC 13.20:

- to clarify that the City is responsible for maintenance and repair of the portion of the private side sewers in the public right-of-way, and the property owner is responsible for maintenance and repair of the portion of the private side sewer on private property,
- to clarify who is responsible when tree roots cause a problem in a sewer line,
- to require a Construction Permit (for construction in the right-of-way) for a property owner's contractor to install a new side sewer when the work is in the right-of-way,
- to revise the requirement that abandoning a septic system always requires connection to the public sewer system, and
- to clarify various definitions.

**Reviewed by Council Committees:****Councilmember:****Staff:**

Gaub

**Meeting Date:** November 19, 2018

**Item Number:**

ORD.D

**ORDINANCE NO. 6 7 0 4**

CITY OF AUBURN, WASHINGTON, AMENDING  
SECTIONS 13.20.010, 13.20.040, 13.20.080,  
13.20.090, 13.20.095, 13.20.120, 13.20.182,  
13.20.200 AND 13.20.230 OF THE AUBURN CITY  
CODE RELATING TO MAINTENANCE AND REPAIR  
RESPONSIBILITIES FOR PUBLIC AND PRIVATE  
PORTIONS OF THE SEWAGE COLLECTION  
SYSTEM; AND REMOVING INAPPLICABLE CODE  
REQUIREMENTS

WHEREAS, the City Council wishes to clearly define the responsibilities of both the City and property owners regarding the installation, maintenance, repair, and replacement of sewers serving those properties; and

WHEREAS, the City Council finds that it is in the City's best interest to assume responsibility for repairing damaged side sewers located within the public right-of-way; and

WHEREAS, the City Council finds property owners should assume responsibility for maintenance, operation, and if necessary, repair of damaged private side sewers located on the property served by the side sewer or within public or private easements on other properties; and

WHEREAS, the City Council wishes to clarify the definitions relating to public and private sewers to more clearly differentiate between public sewers, private side sewers connecting to the public sewer system, and private sewage disposal systems; and

WHEREAS, the City Council understands that there may be occasions where a private sewage disposal system is removed from service and the

property should not be obligated to connect to the public sewer within 30 days;  
and

WHEREAS, the City Council wishes to clarify the responsibility of property owners when trees or shrubs on their property or discharges from their property cause an obstruction within public or private sewers; and

WHEREAS, the City Council wishes to clarify that private construction or repair of sewer lines within city right-of-way is subject to city right-of-way permit requirements: and

WHEREAS, the City Council wishes to correct the definitions of Polar and Nonpolar FOG.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

**Section 1. Amendment to City Code.** That section 13.20.010 of the Auburn City Code is amended to read as shown in Exhibit A.

**Section 2. Amendment to City Code.** That section 13.20.040 of the Auburn City Code is amended to read as shown in Exhibit B.

**Section 3. Amendment to City Code.** That section 13.20.080 of the Auburn City Code is amended to read as shown in Exhibit C.

**Section 4. Amendment to City Code.** That section 13.20.090 of the Auburn City Code is amended to read as shown in Exhibit D.

**Section 5. Amendment to City Code.** That section 13.20.095 of the Auburn City Code is amended to read as shown in Exhibit E.

**Section 6. Amendment to City Code.** That section 13.20.120 of the Auburn City Code is amended to read as shown in Exhibit F.

**Section 7. Amendment to City Code.** That section 13.20.182 of the Auburn City Code is amended to read as shown in Exhibit G.

**Section 8. Amendment to City Code.** That section 13.20.200 of the Auburn City Code is amended to read as shown in Exhibit H.

**Section 9. Amendment to City Code.** That section 13.20.230 of the Auburn City Code is amended to read as shown in Exhibit I.

**Section 10. Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directions of this legislation.

**Section 11. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the ordinance to any person or circumstance, shall not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 4. Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
NANCY BACKUS, MAYOR

ATTEST:

\_\_\_\_\_  
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Gross, City Attorney

Published: \_\_\_\_\_

## EXHIBIT A

### 13.20.010 Definitions.

Unless the context specifically indicates otherwise, the meaning of the terms used in this chapter shall be as follows:

- A. "Assessment" means a financial burden placed upon a property for benefits received, directly or indirectly. An assessment is typically applied to property through a local improvement district and is collected by the city finance department; however, it can be established for collection upon use of the defined benefit.
- B. "BOD" (denoting biochemical oxygen demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees centigrade expressed in parts per million by weight.
- C. "Building sewer" means that part of the lowest horizontal piping of the building sewer system which receives the discharge from wastewater pipes inside the building footprint and conveys it to the side sewer at-up to five feet outside of the building footprint. Building sewers are private sewers and are not part of the public system.
- D. "Charge in lieu of assessment" means a charge made by the city on property which has not previously participated in the cost of a public sewer line directly serving the property.
- E. "City of Auburn design and construction standards" means the requirements adopted under Chapter 12.04 ACC for storm drainage, sanitary sewer, street, and water design and construction.
- F. "Commercial" means, for the purposes of this chapter, multiple dwelling units (as defined hereinafter) or businesses engaged in the manufacturing and/or sale of a commodity or commodities, or rendering of a service such as, but not limited to, hotels, motels, hospitals, industrial complexes, schools and colleges, convalescent homes, nursing homes, and retirement homes.
- G. "Deduct meter" means an approved city water meter that is located upon a private water service serving a non-single-family residential development for the purpose of monitoring water consumption that does not enter into the sanitary sewer system. A deduct meter is not an irrigation meter, and shall not be used as such.
- H. "Dwelling unit" means one or more rooms designed for or occupied by one family for living or sleeping purposes and containing kitchen facilities for use solely by one family.
- I. "F.O.G. (FOG)" means fats, oils, and grease.
- J. "FOG control plan" means a document, signed by the business owner, outlining FOG issues within the facility and how they are to be addressed.



K. "Grease trap" means an indoor hydromechanical grease interceptor, typically with a holding capacity of 55 gallons or less, designed for the purpose of removing and preventing fats, oils, and grease from entering the sanitary sewer system. Such traps are typically compact under-the-sink units that are near food preparation areas.

L. "Grease interceptor" means an outdoor gravity grease interceptor, typically with a holding capacity of 500 gallons or more, designed for the purpose of removing and preventing fats, oils, and grease from entering the sanitary sewer collection system. These devices are often below-ground units in outside areas and are built as two- or three-chamber baffled tanks.

M. "Irrigation meter" means an approved city water meter connected to a public water service to determine the amount of water being used for landscape watering.

N. "LID" or "local improvement district" means a method of assisting benefiting properties in financing needed capital improvements through formation of special assessment districts.

O. "Multiple dwelling units" means, for this chapter, two or more residential units connected to a single water service.

P. "Natural outlet" means any outlet (conveyance) into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

Q. "Nonpolar FOG" means FOG of mineral origin.~~of animal or vegetable origin.~~

R. "Oil/water separator" means a pretreatment device, either coalescing plate or API separator, that prevents oil from being discharged into the sewer system.

S. "pH" means the measurement of acidity or alkalinity of sewage and is measured as the logarithm of the reciprocal of the weight of hydrogen-ion concentration in gram atoms per liter of solution.

T. "Polar FOG" means FOG of animal or vegetable origin.~~mineral origin.~~

U. "Premises" means property, including improvements, utilized under one ownership and/or under a single entity control with respect to the use of sewer services and the responsibility for payment thereof.

V. "Private sewage disposal system" means an integrated arrangement of components for premises not connected to the public sewer which conveys, stores, treats, or provides subsurface soil treatment and disposal of residential sewage on the property where it originates; including piping, treatment devices, other accessories, and the soil underlying the disposal component of the initial and reserve areas.

W "Private sewer" means a sewage conveyance facilitiesy which is are owned, operated, maintained and controlled by the property owner served by that system.

X "Private side sewer" means the extension from the building sewer to the connector (tee or wye) on the public sewer mainline.

~~WY.~~ “Public sewer” means any sewage conveyance facility which is owned, operated, maintained and controlled by a public authority.

~~Z.~~ “Public sewer mainline” means that portion of the public sewage conveyance system which includes manholes and pipe between manholes, which is owned, operated, and controlled by a public authority.

~~XAA.~~ “Residential customer equivalent (RCE)” means the term used by King County’s department of natural resources, wastewater treatment division, to define the capacity that is required by new development within the sanitary sewer system. Single-family homes are established as one RCE. RCEs for non-single-family homes and multifamily dwellings shall be calculated using King County guidelines. Multifamily residential units with individual water meters shall be classified as one RCE per family unit.

~~YAB.~~ “Sanitary sewer” means a wastewater conveyance facility to which storm, surface, and groundwater are excluded.

~~ZAC.~~ “Septage” means the mixture of solid wastes, scum, sludge, and liquids pumped from the septic tanks, pump chambers, holding tanks, and other on-site sewer system components.

~~AAAD.~~ “Sewage” means residential, business, industrial, and institutional wastewater.

~~ABAE.~~ “Sewer” means a facility for conveying sewage.

~~ACAF.~~ “Sewerage” means all facilities for collecting, transporting, pumping, treating, and disposing of sewage.

~~ADAG.~~ “Sewer meter” is a city-approved device used to measure sewage that enters the sanitary sewer system.

~~AE.~~ ~~“Side sewer” means the extension from the building sewer to the connector on the public sewer mainline. Side sewer may be a public or private sewer.~~

~~AFAH.~~ “Single-family residential” means, for this chapter, any isolated/detached building designed exclusively for occupancy of one family.

~~AGAI.~~ “Storm drain” means a wastewater conveyance facility for storm, surface, and groundwater.

~~AHAJ.~~ “Suspended solids” means solids that float on the surface of, or are in suspension in, water, sewage, or other liquids, and which are removable by laboratory filtering.

~~AIAK.~~ “UPC” means the Uniform Plumbing Code, including amendments, as adopted by the city.

~~AJAL.~~ “Utility” means, for this chapter, the city of Auburn sewer utility or sewer division.

~~AKAM.~~ “Watercourse” means a channel, either natural or manmade, in which a flow of water occurs, either continuously or intermittently. (Ord. 6152 § 1, 2008; Ord. 5934 § 1, 2005; Ord. 5852 § 1, 2004; Ord. 5381 § 1, 2000; Ord. 5302 § 1, 1999; Ord. 5222 § 1 (Exh. B), 1999; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.)

## EXHIBIT B

### 13.20.040 Sewer system responsibility.

Once sewer facilities have been constructed and approved by the city, the city shall be responsible for the maintenance, and operation, repair, and replacement of the public sewer system and the portions of private side sewers located within public rights-of-way and easements. The owner of the property served by the side sewer is responsible for the maintenance, operation, and repair of the side sewer on the property and within public or private easements on other properties. The responsibility for the maintenance and operation of the nonpublic sewer system within private property shall be the property owner's. (Ord. 5852 § 1, 2004; Ord. 5381 § 1, 2000; Ord. 5222 § 1 (Exh. B), 1999; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.)

## EXHIBIT C

13.20.080 Private system – Allowed when.

A ~~private sewage disposal system~~~~private sewer system or sewage disposal system~~ may be installed as allowed by and in accordance with the provisions of the county health authority. The allowance of private sewage disposal system ~~a private sewage disposal system~~ will take into consideration city water resource protection efforts and possible impacts to city drinking water sources. (Ord. 5852 § 1, 2004; Ord. 5302 § 1, 1999; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.))

## EXHIBIT D

### 13.20.090 Private system – Requirements.

The type, capacity, location, layout, and design of a private sewage disposal system~~private sewage system~~, if required, ~~shall~~will comply with the recommendations and regulations of the county health authority. Each private sewage disposal system~~private sewage system shall~~will be designed by a registered professional civil engineer or certified sewage system designer. No sewage ~~shall~~will be permitted to discharge to any natural outlet or to the ground surface. The property owner ~~shall~~will operate and maintain the private sewage disposal system~~private sewage disposal facilities~~ in a sanitary manner at all times and at no expense to the city. (Ord. 5852 § 1, 2004; Ord. 5302 § 1, 1999; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.)

## EXHIBIT E

13.20.095 Private system – Abandonment upon public system availability.

A. Any party permanently removing a septic tank, seepage pit, cesspool, wastewater tank or other on-site sewage system from service ~~shall will within 30 days connect to the public sewer system; and:~~

1. Have the septage removed by a hauler approved by the county health authority; and
2. Remove or destroy the lid; and
3. Fill the void created with compacted soil; and
4. Report the abandonment to the county health authority on a form obtained from the appropriate health officer. A copy of the abandonment form shall also be distributed to the city prior to close out of the required side sewer connection permit.

B. Whenever a public sewer becomes available to a lot/parcel served by a private ~~sewer-sewage~~ disposal system not in compliance with ACC 13.20.090, a direct connection ~~shall will~~ be made to the public sewer in compliance with this chapter. ~~-, and Any any private sewage disposal system private sewage facilities not approved for connection to the public system shall will~~ be abandoned ~~as noted inconsistent with~~ subsection A of this section. (Ord. 5852 § 1, 2004; Ord. 5302 § 1, 1999; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.)

## EXHIBIT F

13.20.120 Trees or shrubs obstructing sewers ~~prohibited~~.  
~~It is unlawful to~~ The owners of private property will not allow ~~to grow~~ any tree or shrub to grow so that its ~~whose~~ roots obstruct public or private sewers. Wherever such plantings ~~are shown to be obstructing~~ obstruct a public sewers, ~~they shall be the owner will removed~~ remove the plantings or will otherwise ~~remedied from obstructing~~ remedy the said sewer obstruction, any of which will be at the expense of the owner of the property on which the planting grows. If the property owner fails to correct the obstruction in a timely manner, the city may take corrective action and the property owner will be financially responsible to reimburse the city for any corrective actions taken. (Ord. 5852 § 1, 2004; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.)

## EXHIBIT G

13.20.182 Property owner responsible for damages.

If ~~the city determines that the actions of a property owner, or~~ discharges from a ~~building-private side~~ sewer result in damage to or partial or complete blockage within the public right-of-way or of a city-owned public sewer, or if such action or ~~discharge the building sewer, side sewer, or adversely affects transmission capabilities of the public sewer, or requires excessive maintenance \_corrective action~~ by the city ~~as determined by the city engineer~~, the ~~discharger responsible~~ property owner ~~shall~~ will be liable for said damage, blockage, and/or maintenance and will be financially responsible for any and all necessary repairs or other corrective actions necessary to restore the public sewer system to full and normal operation. (Ord. 5852 § 1, 2004.)



## EXHIBIT H

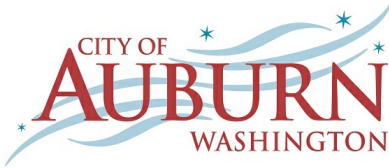
### 13.20.200 Permits – Application – Inspection – Fee.

An application for any side sewer permit shall be made with the city, which the applicant shall supplement with plans, specifications or other information as deemed necessary by the city. A permit application and inspection fee shall be charged in accordance with the city of Auburn fee schedule. Any work undertaken within a public right-of-way is subject to Chapter 12.66 ACC for work within the City or subject to other applicable permit requirements as specified by the City or County with jurisdiction where the work is being performed. (Ord. 5852 § 1, 2004; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.)

## EXHIBIT I

13.20.230 Side sewer repair or replacement – Permit required.

It is unlawful for any person to repair, replace, or reconnect to the public sewer mainline any side sewer without first obtaining a permit to do so from the city. The fee for such permit shall be charged in accordance with the city of Auburn fee schedule. Any work undertaken within a public right-of-way is subject to Chapter 12.66 ACC for work within the City or subject to other applicable permit requirements as specified by the City or County with jurisdiction where the work is being performed. (Ord. 5852 § 1, 2004; Ord. 5381 § 1, 2000; Ord. 5212 § 1 (Exh. I), 1999; Ord. 4241 § 2, 1987.)



## AGENDA BILL APPROVAL FORM

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**Agenda Subject:**

Ordinance No. 6705 (Gaub)

**Date:**

November 8, 2018

**Department:**

Public Works

**Attachments:**

[Ordinance No. 6705](#)

[Exhibit A](#)

**Budget Impact:**

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

**Administrative Recommendation:**

City Council introduce and adopt Ordinance No. 6705.

**Background Summary:**

Ordinance No. 6705 revises City Code Chapter 12.64A to change when public improvements are triggered by development activities and clarify what public improvements are required.

This ordinance was reviewed and discussed at the Council Study Session on November 13, 2018.

**Reviewed by Council Committees:****Councilmember:****Staff:**

Gaub

**Meeting Date:** November 19, 2018

Item Number:

ORD.E

## **ORDINANCE NO. 6 7 0 5**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON AMENDING CHAPTER 12.64A OF THE AUBURN CITY CODE RELATED TO PUBLIC RIGHT-OF-WAY IMPROVEMENTS

WHEREAS, Chapter 12.64A of the Auburn City Code requires applicants for development to construct public improvements; and

WHEREAS, the City Council finds that to apply the requirements of Chapter 12.64A to proposed developments in a fair and equitable way requires clarification of the code; and

WHEREAS, the City Council wishes to clarify the guidelines used by the City Engineer in determining whether a development makes a given public improvement necessary.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

**Section 1. Amendment to City Code.** Chapter 12.64A of the Auburn City Code is amended to read as shown in Exhibit A.

**Section 2. Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

**Section 3. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application

of this ordinance to any person or circumstance will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 4.** **Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
NANCY BACKUS, MAYOR

ATTEST:

\_\_\_\_\_  
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Gross, City Attorney

Published: \_\_\_\_\_

## Chapter 12.64A REQUIRED PUBLIC IMPROVEMENTS

### Sections:

- 12.64A.010 Purpose.
- 12.64A.020 Applicability of chapter.
- 12.64A.030 Requirements.
- 12.64A.040 Construction.
- 12.64A.050 Deferral and fee in lieu of improvements.
- 12.64A.060 Appeal and enforcement.

### **12.64A.010 Purpose.**

The purpose of this chapter is to:

- A. Establish the city's authority to require an applicant for a building, grading and/or special permit to make reasonable public street improvements ~~and/or~~ defer said improvements through an agreement process ~~and/or~~ pay a fee in lieu of ~~said-those~~ improvements;
- B. Establish procedures to determine when applicants for building, grading and/or special permit applicants ~~shall~~will be required to provide public improvements;
- C. Establish criteria to be used to determine the nature, extent and location of required public improvements;
- D. Promote the development of the city's transportation infrastructure in conformance with the city's comprehensive plan and design standards, in ~~such manner as~~order to avoid public harm or the creation of nuisance situations. (Ord. 6083 § 2, 2007.)

### **12.64A.020 Applicability of chapter.**

~~It shall be a condition of A~~any building, grading ~~and/or~~ special permit meeting one or more of the following criteria ~~that the applicant shall will include a requirement that the permittee~~ construct or otherwise provide public right-of-way improvements as ~~set forth~~required in ACC 12.64A.030.

- A. Four residential dwelling units or less, and ~~the estimated value of~~ the proposed ~~structural~~ improvements ~~add 1 or more units exceed 50 percent of the King or Pierce County assessor's value of the existing structure(s)~~ on the subject property. For the purposes of this condition, an auxiliary dwelling unit (ADU) is not considered a unit; or

B. Commercial development, industrial development, or residential development with more than four dwelling units, and when the estimated value of the proposed structural improvements add 1 or more units and increase the net building square footage exceeds 25 percent of the King or Pierce County assessor's value of the existing structure(s) on the subject property; or

C. Commercial development, industrial development, or residential development with more than four dwelling units, where no additional units are being added and when the proposed improvements increase net building square footage on the subject property by 10% or 1000 square feet, whichever is lower; or

D. Drive-through service is added on the subject property; or

E. A standalone parking lot is added on the subject property. For the purposes of this condition, a standalone parking lot is a parking lot that is not designated to meet parking requirements of a building or other improvement located on the same parcel; or

C. New or additional residential, commercial, or industrial units will be created; or

FD. A change in use on the subject property that results in an increase in the required number of parking stalls by five or more new parking stalls on the subject property will be created; or

E. Vehicular or non-motorized access from the subject property to a public right-of-way, either directly or through a private road, easement, or tract, is created, modified, or relocated. This requirement does not apply to a relocation or modification of an access used for only a single-family residence if the access change connects to the same public right-of-way. The City Engineer may waive this requirement in circumstances where the City Engineer determines that the access is being modified to address safety deficiencies associated with the existing access. A new access point to a public street will be created. (Ord. 6083 § 2, 2007.)

### **12.64A.030 Requirements.**

The permitted actions set forth in ACC 12.64.A.020 trigger the requirement of the following public improvements to each public street frontage with vehicular or non-motorized access:

A. paved roadway

B. sidewalks

C. curb and gutter

D. street landscaping

E. street lighting and conduit

F. storm drainage

G. dedication of public right of way

H. conduit for City communication systems

The city engineer will determine whether one or more of the following public right-of-way improvements are needed to mitigate the impacts of a permitted action set forth in ACC 12.64.A.020:

A. Additional street lighting

B. Additional storm drainage systems

C. Traffic control and other safety systems including, but not limited to, roadway channelization, signage, non-motorized safety , and traffic calming

D. Dedication of public right-of-way on public street frontages without vehicular or non-motorized access

~~The city engineer shall determine in consultation with police, parks, arts, and recreation; planning and development department; information services; and the local fire authority whether one or more of the following public right-of-way improvements are necessary to mitigate the impacts of a permitted action set forth in ACC 12.64A.020, which improvements shall, after construction and installation, be dedicated to and owned by the city. Construction or provision of those improvements in the manner specified by the city engineer shall be a condition of granting said permit:~~

~~A. Paved roadway on the same side of the street as the subject property;~~

~~B. Street lighting;~~

~~C. Sidewalks on the same side of the street as the subject property;~~

~~D. Concrete curbs and gutters on the same side of the street as the subject property;~~

~~E. Storm drainage systems;~~

~~F. Street landscaping and appurtenances on the same side of the street as the subject property;~~

~~G. Traffic control and other safety devices including, but not limited to, provisions for channelization, pavement markings, signage, pedestrian safety, and traffic calming;~~

~~H. Dedication of public right-of-way on the same side of the street as the subject property;~~



~~I. Conduit at least three inches in diameter in any street/public right-of-way being improved under this chapter.  
(Ord. 6414 § 1, 2012; Ord. 6287 § 2, 2010; Ord. 6112 § 1, 2007; Ord. 6083 § 2, 2007.)~~

## **12.64A.040 Construction.**

Unless a deferral ~~and/or~~ fee in lieu of improvements is granted ~~per under~~ ACC 12.64A.050, applicants for a building, grading, ~~and/or~~ special permit ~~shall will~~ construct said improvements in conformance with the public facility extension requirements of Chapter 13.40 ACC. (Ord. 6083 § 2, 2007.)

## **12.64A.050 Deferral and fee in lieu of improvements.**

A. The city engineer may grant a deferral ~~and/or~~ payment of fee in lieu of improvements for some or all of the improvements required ~~pursuant under to~~ this chapter ~~upon~~ receipt of a written request from the applicant, or may require a deferral ~~and/or~~ payment of fee in lieu of improvements for some or all of the required improvements. ~~provided, d~~ Dedication of necessary right-of-way may not be deferred or satisfied through payment of a fee in lieu. The city engineer's decision regarding deferral or payment of a fee in lieu ~~shall will~~ take into account ~~the best interests of the city and~~, among other considerations, the following criteria:

1. Proximity to or lack of similar improvements, ~~or lack thereof,~~ within the roadway corridor;
2. Continuity of infrastructure improvements within the public right-of-way;
3. Pending projects programmed within the corridor that may impact the street frontage of the subject property;
4. Safety considerations;
5. Traffic volumes and travel patterns;
6. Storm drainage needs;
7. Input from the police; parks, arts, and recreation; ~~planning and~~ community development department; information services; and the local fire authority.

B. For those improvements either deferred or for which a fee in lieu is paid, the applicant ~~shall will~~ be required to:

1. Execute and record an agreement not to protest the formation of a future local improvement district (LID) formed for the construction of ~~such those~~ improvements; and

2. Execute and record an agreement to defer the completion of the required improvements by the applicant until ~~such time as~~ the city determines the improvements are needed; or

3. Pay a fee in lieu of improvements based on the city's estimated costs to complete the required improvements. The city ~~shall~~ will have the discretion to require payment of a fee in lieu of improvements ~~rather than~~ instead of the execution and recording of deferral agreements ~~when; provided, that~~ the street improvements are part of an identified project in the city's six-year transportation improvement program or other documentation, and the funds can immediately be ~~utilized~~ used for design ~~and/or~~ construction efforts, or to leverage additional grant funding for the project; or

4. Execute a combination of a deferral and payment of a fee in lieu of improvements; ~~provided, as long as~~ the applicant's combined obligation does not exceed the extent of the total requirements for ~~such~~ those improvements.

C. The applicant has the right under state law to protest the applicant's assessment for any ~~such~~ LID at the time of the final assessment roll public hearing.

D. For those improvements that are deferred, the design standards and construction standards in place at the time of improvements ~~shall~~ will be applied. (Ord. 6287 § 2, 2010; Ord. 6112 § 2, 2007; Ord. 6083 § 2, 2007.)

#### **12.64A.060 Appeal and enforcement.**

A. Appeals of determinations by the city engineer made pursuant to this chapter ~~shall~~ must be filed with the city's public works director within 20 working days after the final city engineer decision is issued. The public works director ~~shall~~ will have 15 working days to review the appeal, decide whether to uphold or modify the city engineer's decision, and notify the applicant of such decision.

B. Appeals of decisions of the public works director made pursuant to this chapter ~~shall~~ will be filed with the public works department within 20 working days after the date of the notice of the public works director's decision. Appeals ~~shall~~ will be heard by the city's hearing examiner pursuant to Chapter 2.46 ACC. Decisions of the hearing examiner ~~shall~~ will be based on whether the decision being appealed was consistent with applicable state law and city codes. ~~The hearing examiner's determination shall be final unless appealed as provided herein.~~

C. Appeals of decisions of the hearing examiner under this chapter ~~shall~~ will be final unless appealed to the superior court of the county in which the proposed public improvements are located within the city of Auburn.

~~The, which~~ appeals ~~shall be in accordance must be filed under with~~ the procedures in RCW 34.05.510 through 34.05.598. ~~; provided, that t~~he notice of appeal of the hearing examiner's decision ~~shall will~~ be filed with the city clerk within 30 days after issuance of the decision of the hearing examiner.

D. When appealing a determination under this chapter, at any stage of appeal, the applicant/appellant must indicate if the appeal pertains to:

1. The determination of the required improvements in the public right-of-way;
2. The determination to require or deny a deferral of said improvements; and/or
3. The determination to require the payment of a fee in lieu for a deferral instead of an executed and recorded agreement.

E. The associated building, grading or special permit ~~shall will~~ not be issued until all appeals are concluded.  
(Ord. 6442 § 7, 2012; Ord. 6182 § 2, 2008; Ord. 6083 § 2, 2007.)



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Ordinance No. 6706 (Gross)

Date:  
November 13, 2018

Department:  
City Attorney

**Attachments:**  
[Ordinance No. 6706](#)

Budget Impact:

### Administrative Recommendation:

Consistent with Councils practice, staff recommends amending the code so that it refers to the Fee Schedule. This will help keep this type of fee consistent across the code.

### Background Summary:

This matter was presented to Council at its November 13, 2018 City Council Study Session. Staff is presenting its recommended changes to the City's Fee Schedule in Resolution 5388. While drafting those changes, staff noticed that there were contradictory fees related to checks returned for insufficient funds that were still in parts of the Auburn City Code. Specifically, the provisions for animal licenses, certain water permits, and the amount a landlord could charge a tenant when "splitting" a master utility bill.

Reviewed by Council Committees:

Councilmember:

Staff:

Gross

Meeting Date: November 19, 2018

Item Number:

ORD.F

**ORDINANCE NO. 6 7 0 6**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON RELATED TO INSUFFICIENT CHECK FEES; MAKING THOSE FEES CONSISTENT WITH THE CITY'S ADOPTED FEE SCHEDULE AND AMENDING SECTIONS 6.01.210, 13.06.511, AND 13.52.040 OF THE AUBURN CITY CODE.

WHEREAS, Sections 6.01.210 and 13.06.511 establish a fee to be paid when persons pay a City charge with a check that is not honored by the payee's bank; and,

WHEREAS, Section 13.52.040 places a limit on the amount a landlord may charge a tenant who pays the landlord for utilities and that check is not honored by the tenant's bank; and,

WHEREAS, the City's fee schedule also establishes a fee for the same purpose; and,

WHEREAS, staff recommends that all of these fees be consistent, and that the fees be established in the fee schedule so that amendments to the fee is more easily managed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

**Section 1. Amendment to City Code.** Section 6.01.210 of the Auburn City Code is amended to read as shown in Exhibit A.

**Section 2. Amendment to City Code.** Section 13.06.511 of the Auburn City Code is amended to read as shown in Exhibit B.

**Section 3. Amendment to City Code.** Section 13.52.040 of the Auburn City Code is amended to read as shown in Exhibit C.

**Section 4. Implementation.** The Mayor is authorized to implement those administrative procedures necessary to carry out the directions of this legislation.

**Section 5. Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

**Section 6. Effective date.** This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: \_\_\_\_\_

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
NANCY BACKUS, MAYOR

ATTEST:

\_\_\_\_\_  
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Gross, City Attorney

Published: \_\_\_\_\_

**6.01.210 Penalties for violation.**

A. Unless specifically designated in this title as a gross misdemeanor or misdemeanor or is specified to be enforced pursuant to other law, including, but not limited to, other chapters or titles of this code, any violation of this title shall constitute a Class 1 infraction, with a penalty not to exceed \$250.00, not including statutory assessments. Such penalty is in addition to any other remedies or penalties specifically provided by law. For each act herein prohibited of a continuing nature, each day shall be considered a separate offense. For all infractions with graduated penalties for subsequent offenses, the offenses are measured on a “rolling” basis, i.e., within the most recent 12 months.

B. Unless specified otherwise in the Auburn City Code, the penalties for violation of this title are:

Code Provision	Violation	Penalty
6.01.060	Interference with impounding an animal	Maximum \$5,000.00, 364 days (GM)
6.01.130	Duties upon injury or death to an animal	Maximum \$1,000.00, 90 days (M)
6.01.140	Cruelty to animals (adopting Chapter 16.52 RCW)	Maximum \$5,000.00, 364 days (GM)
6.01.150	Crimes related to animals (adopting Chapter 9.08 RCW)	Mandatory \$500.00 fine (GM)
6.01.160	Interfering with dog guide or service animal (adopting RCW 9.91.170)	Maximum \$5,000.00, 364 days (GM)
6.01.170	Interfering with search and rescue dog (adopting RCW 9.91.175)	Maximum \$5,000.00, 364 days (GM)
6.01.180	Unlawful traps (adopting RCW 77.15.194 and 77.15.196)	Maximum \$5,000.00, 364 days (GM)
6.01.200	Poisoning animals (adopting RCW 16.52.190)	Maximum \$5,000.00, 364 days (GM)
6.02.010(A)	Animal at large	1st offense \$50.00 2nd offense \$100.00 3rd offense \$200.00 4th and subsequent offense \$250.00 (I) <sup>1</sup>
6.02.020	Failure to confine dog or cat in heat	1st offense \$50.00 2nd offense \$100.00 3rd offense \$200.00

# Exhibit A

Code Provision	Violation	Penalty
		4th and subsequent offense \$250.00 (I)
6.02.030	Possession of a rooster	1st offense \$50.00 2nd offense \$100.00 3rd offense \$200.00 4th and subsequent offense \$250.00 (I)
6.02.040	Dog off leash	1st offense \$50.00 2nd offense \$100.00 3rd offense \$200.00 4th and subsequent offense \$250.00 (I)
6.02.050	Dog chasing vehicle on public road	1st offense \$50.00 2nd offense \$100.00 3rd offense \$200.00 4th and subsequent offense \$250.00 (I)
6.02.080	Dog jumping or threatening pedestrian	1st offense \$50.00 2nd offense \$100.00 3rd offense \$200.00 4th and subsequent offense \$250.00 (I)
6.02.090	Animal injuring human, domestic animal, or livestock	\$250.00 (GM)
6.02.100	Directing dog to attack or harass	Maximum \$5,000.00, 364 days (GM)
6.02.110	Directing dog to attack or harass public officer	Maximum \$5,000.00, 364 days Minimum of \$500.00, 5 days in jail (GM)
6.02.120	Use of dog in illegal activity	\$500.00 (GM)
6.02.130	Animal injuring private and public property	If value of damage to the property is less than \$750.00, the penalty shall be up to \$250.00 (I) If value of the damage to the property is equal to or greater than \$750.00, the



## Exhibit A

Code Provision	Violation	Penalty
		maximum penalty shall be \$1,000.00, and 90 days (M)
6.02.132(A)	Failure to remove animal waste	\$25.00 (I)
6.02.132(B)	Failure to possess equipment to remove animal waste	\$25.00 (I)
6.02.140	Animal noise <sup>2</sup>	\$50.00 (I)
6.02.150	Unlicensed transfer of animals in public place	\$50.00 (I)
6.04.010	Failure to license dog or cat	\$50.00 (I)
6.04.015	Failure to get rabies vaccination	\$50.00 (I)
6.04.020(A)	Failure to display license or allow to scan for microchip	\$50.00 (I)
6.04.020(B)	Failure to provide proof of licensing	\$50.00 (I)
6.04.040	Violation of maximum number of dogs/cats <sup>3</sup>	\$50.00 (I)
6.04.060	Sale or gift of unaltered pet in public	\$50.00 (I)
6.04.090	Sale or transfer of unlicensed pet	\$50.00 (I)
6.04.130	Insufficient check/stop payment for check used to purchase license	<del>\$50.00</del> <a href="#">As established in the City's Fee Schedule</a> (I)
6.04.170(A)	Transfer of puppies of dog not licensed as unaltered	\$50.00 (I)
6.04.170(B)	Transfer of kittens of cat not licensed as unaltered	\$50.00 (I)
6.04.170(D)	Failure to list license number on advertisement	\$50.00 (I)

(GM) = Gross Misdemeanor, (M) = Misdemeanor, (I) = Infraction

<sup>1</sup> For all infractions with graduated penalties, the offenses are measured on a “rolling” basis; i.e., within the most recent 12 months.

<sup>2</sup> Note: This is also a violation of ACC 8.28.010(C). However, the penalties for that are civil fines that must be imposed as part of code enforcement.

<sup>3</sup> Note: This is also a violation of ACC 18.31.230, and may be processed by code enforcement. (Ord. 6457 § 5, 2013; Ord. 6424 § 1, 2012.)

## Exhibit B

### 13.06.511 Fees, service charges, fines, penalties and damage.

A. Service Charge. Hydrant meter assembly deposits and fees for fire protection service line permits, hydrant permits, purity tests, and meter tests shall be as shown in the city of Auburn fee schedule.

Service	Charge
Convenience shut off	\$25.00
Delinquent shut off	\$25.00
Late charge	1% per month of outstanding bill or \$15.00 minimum, whichever is greater
Unauthorized turn on/off	\$60.00
Delinquent meter pull	\$65.00
Unauthorized fire line or water hook up	\$100.00 a day fine from date of discovery
Returned checks each	<del>\$20.00</del> As <a href="#">established in the City's Fee Schedule</a>
Refusal of access per day	\$30.00
Closing final read	\$30.00
New account setup	\$25.00
Bill tenant	\$25.00
After-hours water turn on/off	\$30.00
Escrow estimates	\$25.00

B. Service Installation Fees. Water service installation fees shall be as shown in the city of Auburn fee schedule as adopted by Ordinance 5707, and any amendments thereto.

C. Damage to City Appurtenances. Damage to city appurtenances will be billed to the account at actual cost to repair or replace, including labor, material, administrative, overhead and other associated costs.

The finance director is authorized to waive enforcement of the above fees, fines, charges and penalties in extenuating circumstances.

## Exhibit B

D. Hydrant Meter Assessments. Use of water from a city hydrant requires a city permit. Type A permits allow withdrawal of water from dedicated hydrants. Type B permits allow withdrawal of water from nondedicated hydrants by customers using a city supplied hydrant meter with RPBA assembly.

In addition to any other penalties, fees or costs enforceable for any of the below-listed violations, the following assessments shall be imposed:

Permit Type	Violation	Penalty
A	Hydrant meter wrench loss or damage	\$30.00
B	Hydrant meter with RPBA assembly loss or damage	\$1,385.00 maximum penalty
A	Failure to record “Start” read properly	\$250.00 maximum penalty, per day, location, violator and incident
A	Failure to record “Finish” read properly	\$250.00 maximum penalty, per day, location, violator and incident
A	Failure to submit monthly water consumption report to the city	\$10.00 per calendar day
A and B	Nonpayment of bill within 10 calendar days of reminder notice	\$10.00 per calendar day
B	Nonreturn of hydrant meter with RPBA assembly after request for return	\$10.00 per calendar day
A and B	Using a hydrant without hydrant operator training documentation on hand	\$50.00 per day, location, violator and incident

## Exhibit B

Permit Type	Violation	Penalty
A and B	Using a hydrant without operator training documentation	\$250.00 maximum penalty, per day, location, violator and incident
A and B	Using a hydrant without permit documentation on hand	\$50.00 per day, location, violator and incident
A and B	Using a hydrant without permit documentation	\$250.00 maximum penalty, per day, location, violator and incident
B	Loaning out a hydrant meter with RPBA assembly to an unauthorized party	\$250.00 maximum penalty, per day, location, violator and incident
A and B	Using a tool other than the city supplied hydrant wrench to operate a hydrant	\$50.00 per day, location, violator and incident
A and B	Damage to hydrant or infrastructure	Complete reimbursement to the city for repair or replacement
A and B	Nonresponse to revocation of permit or trained hydrant operator certificate	\$10.00 per calendar day
A and B	Disassembly or tampering of hydrant, hydrant meter assembly or hydrant meter with RPBA assembly	\$250.00 maximum penalty, per day, location, violator and incident

(Ord. 6236 § 1, 2009; Ord. 6098 § 3, 2007; Ord. 5889 § 2, 2005; Ord. 5849 § 1, 2004; Ord. 5819 § 1, 2004; Ord. 5216 § 1, 1999.)

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<sup>1</sup>For statutory provisions authorizing cities to operate waterworks, see RCW 35.92.010; for provisions authorizing cities to charge for connection to the city water system, see RCW

## Exhibit B

35.92.025; for provisions making Ch. 35.92 RCW applicable to code cities, see RCW 35A.80.010.

<sup>2</sup>Code reviser's note: See RCW 35.21.217, 35.21.290, 35.21.300, 60.80.010 through 60.80.020, and Union Enterprise, Inc. v. Seattle, 77 Wn.2d 190 (1969). See also RCW 35.67.200 and 36.94.150.

## Exhibit C

### **13.52.040 Billing requirements.**

A. A landlord may, itself or through a third party billing agent, bill tenants for master metered or other unmetered utility services, including electric service provided to tenants of multi-unit buildings; provided, that the following requirements are met:

1. Notice. Billing practices may be adopted only upon advance written notice to a tenant as part of a new or renewed rental agreement. Tenants must receive such written notice at least 90 days before expiration of their rental agreements, or, in the case of month-to-month tenancies, at least 90 days before any such billing practices may become effective. Notwithstanding the foregoing two sentences, if billing practices are already in place at the time the ordinance codified in this chapter becomes effective, written notice must be given within 30 days of the effective date of the ordinance codified in this chapter.

2. Methodology. The notice required under subsection (A)(1) of this section must include a copy of this chapter and a detailed written disclosure of the methodology used by the billing agent to allocate the charges to each tenant, including the methodology used to allocate utility services for common areas of the building, along with all other terms and conditions of the billing arrangement. If submetering is used, the notice required under subsection (A)(1) of this section shall also include descriptions of the location of the submeter and of the access requirements, if any, required by the landlord for access to tenant units for submeter installation, reading, repair, maintenance, or inspections, including removal of the submeter for testing, consistent with the provisions of RCW 59.18.150 of the RLTA. An additional written notice must also be given at least 30 days prior to the due date of the next rental payment in order to implement a change in billing agents, apportionment methodology, fees, or other terms and conditions of the billing arrangement.

3. Posting of Information.

a. In addition to the written notification required by subsection (A)(2) of this section, any landlord employing billing practices shall post in a conspicuous public space in the interior of the building copies of the three most current utility bills for master metered or other unmetered utility services provided to the building as a whole that are included in the bill sent to the tenant, together with a written description of the methodology used to allocate each such utility service and a copy of this chapter. The landlord shall also post the provisions of this chapter in a conspicuous public space in the interior of the building.

b. Where such postings are physically impracticable due to the absence of a suitable conspicuous public space, a landlord may satisfy the posting requirements by hand-delivering or mailing to each of the tenants a paper copy of the written notification required by subsection (A)(2) of this section, together with a written description of the methodology used to allocate each such utility service and a copy of the provisions of this chapter. In lieu of posting the three most

## Exhibit C

current utility bills for master metered or other unmetered utility services provided to the building as a whole that are included in the bill sent to the tenant, the landlord must make such utility bills available upon request within five business days and must inform tenants in the written notification required by subsection (A)(2) of this section of the method by which they may request such utility bills.

c. Landlords shall keep bills for master metered or other unmetered utility services on file in the building for at least two years and shall make such bills available to tenants for inspection and copying upon request. Where it is physically impracticable to keep such bills on file due to the absence of a suitable office or other storage space, a landlord may store the bills in another location and must make such bills available within five business days of receiving a request from a tenant.

4. Limitations on Charges. The total of all charges for any utility service included in the bills sent to all units cumulatively shall not exceed the amount of the bill sent by the utility itself for the building as a whole, less any late charges, interest or other penalties owed by the landlord, with the exception of the following, which may be included in each bill covering an independent unit within the multi-unit building:

a. A service charge of no more than \$2.00 per utility per month, not to exceed a cumulative service charge of \$5.00 per month for all the utilities included in any bill.

b. Late payment charges of no more than \$5.00 per month plus interest at a rate not to exceed one percent per month, which late payment charge shall not accrue until at least 30 days after the tenant receives the bill.

c. Insufficient funds check charges for dishonored checks, not to exceed ~~\$25.00 per dishonored check~~the amount established in the City's fee schedule for dishonored checks presented to the City.

5. Licensing of Third Party Billing Agents. Any third party billing agent must be properly registered and licensed to do business in the state of Washington and city of Auburn and must be in compliance with all applicable Washington State and Auburn laws and regulations, and all applicable Washington and Auburn license identification numbers, if any, must be disclosed upon request.

6. Content of Bills. Each billing statement sent to a tenant by a billing entity must disclose all required information in a clear and conspicuous manner and at minimum must:

a. Include the name, business address and telephone number of the billing entity;

b. Identify and show the basis for each separate charge, including service charges and late charges, if any, as a line item, and show the total amount of the bill;

## Exhibit C

- c. If the building units are submetered, include the current and previous meter readings, the current read date, and the amount consumed (or estimated to have been consumed if Auburn has provided the landlord with an estimated bill);
- d. Specify the due date, the date upon which the bill becomes overdue, the amount of any late charges or penalties that may apply, and the date upon which such late charges or penalties may be imposed;
- e. Identify any past due dollar amounts;
- f. Identify a mailing address and telephone number for billing inquiries and disputes, identify the entity responsible for resolving billing inquiries and disputes and its business hours and days of availability, and describe the process used to resolve disputes related to bills as set forth in this chapter; and
- g. Include a statement to the effect that “this bill is from [landlord name] and not from Auburn Public Utilities.”

### 7. Protection of Personally Identifiable Information.

- a. A third party billing agent who, prior to the effective date of the ordinance codified in this chapter, has obtained a tenant’s personally identifiable information shall take such actions as are necessary to protect such personally identifiable information and to prevent its use or disclosure except as expressly permitted in this chapter.
- b. A third party billing agent who, prior to the effective date of the ordinance codified in this chapter, has obtained a tenant’s personally identifiable information may disclose such personally identifiable information only to the extent necessary to render its billing services.
- c. To the extent required by federal, state, or local law, a billing entity may disclose personally identifiable information in its possession (i) pursuant to a subpoena or valid court order authorizing such disclosure, or (ii) to a governmental entity.

8. Estimated Billing. If Auburn has billed the landlord using an estimate of utility service consumed, the billing agent may estimate the charges to be billed to tenants until billing based on actual consumption resumes. Upon receipt of a corrected bill showing that the estimated bill overstated charges, the landlord must refund the difference to tenants. Upon receipt of a corrected bill showing that the estimated bill understated charges, the landlord may attempt to recover the underpayment from the tenants that actually incurred the charges during the billing period, but shall not attempt to recover an underpayment from a tenant who did not reside in the unit during the billing period in which the charges were incurred.



## Exhibit C

9. Submetering. Submetering is permitted as a way of allocating master metered utility services to tenants provided the following conditions are met:

- a. The submeters must be read prior to each billing.
- b. A landlord may not enter a unit without, and a tenant may not unreasonably withhold, consent to enter the unit in order to perform sub-meter installation, reading, repair, maintenance, and inspection, including removal of the submeter for testing; provided, however, that a landlord may enter a unit without a tenant's consent in the case of a submeter leak or emergency related to that unit's submeter.
- c. If a tenant contests the accuracy of the submeter, the tenant shall have the option of demanding an independent test of the meter by a certified testing company. If the meter reads within a five percent range of accuracy, the tenant requesting the test shall pay the cost of the meter test. If the meter reads outside a five percent range of accuracy, the landlord shall pay for the cost of the meter test and within 30 days refund any overpayments for the past three months based on a recalculation of the past year's billings by correcting for the inaccuracy of the submeter. Submetering thereafter shall only be permitted with a repaired submeter.

B. Nothing in this section shall be construed to prevent a landlord from addressing billing of master metered or other unmetered utility services in a written addendum to a lease. A lease addendum may be used to give the notice required under subsection (A)(1) of this section, so long as the lease addendum is provided to the tenant with the notice required under that subsection, and so long as all other requirements of this chapter are satisfied. (Ord. 6084 § 1, 2007.)



## AGENDA BILL APPROVAL FORM

Agenda Subject:  
Resolution No. 5388 (Gross)

Date:  
November 13, 2018

Department:  
City Attorney

**Attachments:**  
[Resolution No. 5388](#)  
[2019 Master Fee Schedule](#)  
[2019 Master Fee Schedule](#)

Budget Impact:  
Current Budget: \$0  
Proposed Revision: \$0  
Revised Budget: \$0

### Administrative Recommendation:

Staff recommends that Council adopt the revisions to the fee schedule, including an increase in the 2019 SDCs of 7.4%

### Background Summary:

This matter was presented to Council at its November 13, 2018 City Council Study Session. Consistent with the city's process of reviewing, setting, and identifying fees associated with city services, a review of the current fees has been completed with the intention of identifying the amounts of such fees as consistent with the cost of the city (so that the fees cover city expenses).

Amendments of the fee schedule have, thus, then included in the attachment to Resolution number 5319, to be effective in 2018. Each of the departments within the city, which has fees for which the department is responsible has participated in the evaluation of fee levels and recommendations set forth in the resolution.

In accordance with Auburn Municipal Code ACC 13.41.030 (C), the City Council reviews the System Development Charges (SDCs) annually as part of the fee schedule update. In 2015, the City Council directed that future annual SDC changes will, at a minimum, reflect changes in the Engineering News Record Construction Cost Index (ENR-CCI) for Seattle, WA, but not be less than 0%. In 2018, the ENR-CCI for Seattle increased by 7.4%, which reflects the higher cost of constructing public works projects in the Puget Sound area compared to the national average CCI increase of 3.1%. Therefore, staff is recommending an increase in the 2019 SDCs of 7.4%.

### Reviewed by Council Committees:

Councilmember:

Staff:

Gross

Meeting Date: November 19, 2018

Item Number:

RES.A

**RESOLUTION NO. 5388**

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF AUBURN, WASHINGTON, AMENDING  
THE CITY OF AUBURN FEE SCHEDULE TO  
ADJUST FOR 2018 FEES

WHEREAS, in connection with the municipal functions and operations of the City of Auburn, the City provides various services, a number of which entail fees; and

WHEREAS, the City Council provided for the adoption of a Fee Schedule with the passage of Ordinance 5707; and

WHEREAS, it is appropriate to review and amend the fees and charges for City applications and activities for which fees are charged to adjust for changes to be effective January 2019.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, HEREBY RESOLVES as follows:

Section 1. The City of Auburn Fee Schedule is hereby amended as set forth in the attached "Exhibit A."

Section 2. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. This Resolution shall take effect and be in full force on passage and signatures hereon, and on January 1, 2019.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF AUBURN

\_\_\_\_\_  
NANCY BACKUS, MAYOR

ATTEST:

\_\_\_\_\_  
Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven L. Gross, City Attorney

# CITY OF AUBURN FEE SCHEDULE

## FEES FOR CITY PERMITS, LICENSES, PUBLICATIONS, AND ACTIONS

Effective January 1, ~~2018~~2019

**A. PLANNING FEES** (Per Ordinance No. 5707, Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4070, Resolution No. 4117, Resolution No. 4143, Ordinance No. 6077, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Ordinance No. 6295, Resolution No. 4868, Resolution No. 4880, Resolution 4964, Ordinance 6477, Resolution No. 5016, Resolution 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5228, Resolution No. 5255, Resolution No. 5312, ~~and~~ Resolution No. 5319, ~~and~~ Resolution No. 5388.)

<b>1. Application Fees:</b> Applications for any action identified below shall not be accepted for filing, unless otherwise noted, until the fees per the below schedule have been paid to the City. <sup>1</sup>	
Additional Meeting Fee (beyond the specified number)	\$ <del>275</del> 283.00 per meeting
Additional Re-submittal Fee (applied after 3 city reviews of the application)	\$ <del>67</del> 69.00 per re-submittal
Administrative Use Permits (covers 1 meeting with staff after which additional meeting fees apply)	\$ <del>933</del> 961.00
Appeal of Administrative Decisions issued under Chapter 1.25, Title 15, Title 16, Title 17 or Title 18 to Hearing Examiner <sup>1</sup> . Hearing Examiner costs are included within the appeal fee and are therefore not billed separately.	\$ <del>1,061</del> 1,093.00
Binding Site Plan <sup>2</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$ <del>1,208</del> 1,244.00 + \$66.00/lot
Boundary Line Adjustment <sup>1</sup> :	
Residential	\$ <del>550</del> 567.00
Non-Residential (includes mixed use projects)	\$ <del>906</del> 933.00
Boundary Line Elimination <sup>1</sup>	\$ <del>530</del> 546.00
Comprehensive Plan Map Amendments <sup>3</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$ <del>2,196</del> 2,622.00 (includes rezone application fee)
Comprehensive Plan Text Amendments <sup>3</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$ <del>1,061</del> 1,093.00
Conditional Use Permits <sup>1, 6</sup> (covers 2 meetings with staff after which additional meeting fees apply)	
Residential	\$ <del>1,061</del> 1,093.00 + Hearing Examiner expenses.
All Other (includes mixed use projects)	\$ <del>2,122</del> 2,186.00 + Hearing Examiner expenses.

<sup>1</sup> Please note that the City of Auburn may collect a review fee on behalf of the Valley Regional Fire Authority for certain land use and/or environmental reviews which fee is collected in addition to the City's required fees.

<sup>2</sup> Per Auburn City Code, a modification to an approved binding site plan shall be processed in the same manner as the original binding site plan approval. Therefore, the specified fee shall apply to a new or modified binding site plan approval request.

<sup>3</sup> Fees for amendments to text or maps of the Comprehensive Plan apply only where an applicant seeks an amendment affecting specific properties rather than the City generally or property within the City generally.

Conditional Use Permits <sup>4</sup> – Minor Adjustment (covers 1 meeting with staff after which additional meeting fees apply)	
Residential	\$ <del>439</del> 452.00
All Other (includes mixed use projects)	\$ <del>588</del> 606.00
Critical Areas Review:	
Required on-site mitigation, monitoring & reporting <sup>5</sup>	\$ <del>318</del> 328.00 + actual costs for inspection and report preparation by contracted professional.
	\$ <del>275</del> 283.00
Critical Areas Reasonable Use Determination	
City review of environmental studies, plans or reports (whether submitted with another city application or not and includes one re-submittal)	\$ <del>275</del> 283.00/study, plan or report
	\$ <del>275</del> 283.00
Critical Areas Variance – administrative	
Critical Areas Variance – hearing examiner <sup>1, 6</sup>	\$ <del>1,030</del> 1,061.00 + total hourly charge for Hearing Examiner + associated expenses to be paid by applicant prior to issuance of final decision.
Current Use Taxation (covers 1 meeting with staff after which additional meeting fees apply)	\$ <del>849</del> 874.00
Development Agreement – Amendment	\$ <del>2,334</del> 2,404.00 + \$64.00/lot or dwelling unit
Downtown Urban Center Design Review and/or Major Modifications to Already Issued Design Review Decisions (covers 1 meeting with staff after which additional meeting fees apply)	\$ <del>1,208</del> 1,244.00
Downtown Urban Center Design Review Minor Modification (applies to already issued design review decisions)	\$ <del>496</del> 202.00
Environmental Review (covers 1 meeting with staff after which additional meeting fees apply)	
SEPA Checklist review <sup>1</sup> (includes City issuance of DNS, _____ MDNS, _____ or DS as appropriate)	\$ <del>851</del> 1,152.00 + \$ <del>275</del> 283.00 /required study
Revised or Supplemental SEPA Checklist review <sup>1</sup> (includes _____ City _____ issuance of Addendum, if appropriate)	\$ <del>374</del> 382.00 + \$ <del>275</del> 283.00 /required study
SEPA 3 <sup>rd</sup> Party Review	Actual costs
Environmental Impact Statement	\$ <del>851</del> 1,152.00 + actual costs for preparation of draft & final statements including labor, materials, mailing & other

<sup>4</sup> Per Auburn City Code, a major adjustment to an approved conditional use permit shall be processed in the same manner as the original conditional use permit approval. Therefore, the specified fee shall apply to a new request for conditional use permit approval or a request for a major adjustment to a previously approved conditional use permit approval.

<sup>5</sup> For monitoring required over multiple years, the total monitoring fee for the required monitoring period shall be paid prior to final plat approval or issuance of Certificate of Occupancy or release of required financial security.

	actual costs relating to the drafting & circulating of the EIS.
Final Plats – Subdivisions (covers 2 meetings with staff after which additional meeting fees apply and 1 re-submittal)	<del>\$1,611</del> <u>1,659</u> .00 + \$56.00/lot
Final Plats – Short Plats (covers 1 meeting with staff after which additional meeting fees apply and 1 re-submittal)	<del>\$796</del> <u>820</u> .00 + \$27.00/lot
Flexible Development Alternatives Application Review (covers 1 meeting with staff after which additional meeting fees apply and 1 re-submittal)	<del>\$1,208</del> <u>1,244</u> .00
Hearing Examiner – Conduct of Hearing and Preparation of Decision <sup>6</sup>	Total hourly charge for hearing examiner plus associated expenses to be paid by applicant prior to issuance of final decision
Floodplain Development Permit: Level One	<del>\$275</del> <u>283</u> .00
Floodplain Development Permit: Level Two – Habitat impact Assessment	<del>\$540</del> <u>556</u> .00
Floodplain Development Permit: Level Three – Habitat Impact Assessment & Hydraulic Analysis (Hydraulic Analysis to be Conducted by Outside Third Party Consultant)	<del>\$540</del> <u>556</u> .00 + Third Party Review Fees
Mitigation Plan Review Associated with a Floodplain Development Permit	<del>\$275</del> <u>283</u> .00
City Acknowledgement Review of FEMA Flood Map Revision Application	<del>\$406</del> <u>109</u> .00
<u>Landscape Plan Revision after initial implementation and after city acceptance of initial maintenance period.</u>	<u>\$109.00</u>
Mining Permits (covers 3 meetings with staff after which additional meeting fees apply)	<del>\$3,844</del> <u>3,959</u> .00
Miscellaneous Administrative Decisions (i.e.g. sign area deviation, written <u>code</u> interpretations, etc.)	<del>\$530</del> <u>546</u> .00
Multi-Family/Mixed Use Design Standards Compliance Review (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,208</del> <u>1,373</u> .00
Plat Alteration or Vacation <sup>6</sup> (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,060</del> <u>1,092</u> .00/request + Hearing Examiner expenses.
Plat Modification (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,060</del> <u>1,092</u> .00/request
Preliminary Plats – Subdivisions <sup>1, 6</sup> (application covers 3 meetings with staff after which additional fees apply)	<del>\$3,183</del> <u>6,121</u> .00 + \$128.00/lot + Hearing Examiner expenses.
Preliminary Plats – Short Plats <sup>1</sup> (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,537</del> <u>1,583</u> .00 + \$64.00/lot
Preliminary Site Plan Review (non-PUD) (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,098</del> <u>1,131</u> .00

<sup>6</sup> The total expense cost for the Hearing Examiner is the responsibility of the applicant and is in addition to the relevant application fee for applications requiring a public hearing before the Hearing Examiner (e.g. conditional use permit). The ~~applicant will be billed expense separately~~ for Hearing Examiner ~~services fees will be determined~~ after the Hearing Examiner has provided an invoice to the City that itemizes expenses incurred and this will be entered in the electronic permit tracking system as a payment due the city from the Applicant prior to final project approval as a result of their services.

Pre-application Meeting (application covers 1 meeting with staff after which additional fees apply)	\$ <del>275</del> <u>283</u> .00 – fee will be applied towards any related application made within one year of the date the pre-application meeting was held
PUD – Major Adjustment <sup>7</sup> (application covers 2 meetings with staff after which additional fees apply)	\$ <del>2,714</del> <u>2,795</u> .00
Public Notice Boards: 2' x 4' public notice board 4' x 4' public notice board	<del>\$858</del> .00 <del>\$144</del> <u>148</u> .00
Rezone – zoning map amendment (application covers 2 meetings with staff after which additional fees apply)	\$ <del>1,867</del> <u>2,334</u> .00
School Impact Fee Collection: <sup>8</sup> Per Single Family Dwelling Unit Per Multi-Family Dwelling Unit	<del>\$565</del> .00 <del>\$282</del> <u>9</u> .00
<u>SEPA – see <i>Environmental Review</i></u>	
Shoreline (application covers 1 meeting with staff after which additional fees apply): Shoreline Exemption Determination  Shoreline Conditional Use Permit <sup>6</sup>  Shoreline Substantial Development Permit <sup>6</sup>  Shoreline Variance <sup>6</sup>	<del>\$228</del> <u>235</u> .00  <del>\$1,208</del> <u>1,243</u> .00 + Hearing Examiner expenses.  <del>\$1,208</del> <u>1,243</u> .00 + Hearing Examiner expenses.  <del>\$1,208</del> <u>1,243</u> .00 + Hearing Examiner expenses.
Short Plat Modification (application covers 1 meeting with staff after which additional fees apply)	<del>\$275</del> <u>283</u> .00/requested modification
Site Plan Approval – PUD, Residential <sup>9</sup> (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,208</del> <u>1,244</u> .00 + \$66.00/lot or unit
Site Plan Approval - PUD, Non-residential <sup>9</sup> (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,208</del> <u>1,244</u> .00 + \$66.00/lot or unit
<u>Special Exception</u> <sup>16</sup> <u>Single Family Residential; for a single lot request (to Hearing Examiner)</u> <u>All Other Instances</u>	<del>\$283.00 + Hearing Examiner expenses</del> <del>\$1,061.00 + Hearing Examiner expenses</del>
Special Home Occupation Permits	<del>\$275</del> <u>283</u> .00
Third Party Review of Reports	<del>\$472</del> <u>177</u> .00 + Actual Costs of Consultant
Three-Party Outside Utility Extension Agreement - Site Specific Review (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,098</del> <u>1,131</u> .00 + plus the City's actual costs in performing under the terms of the agreement as negotiated between the parties

<sup>7</sup> A prior City Code amendment eliminated Planned Unit Developments (PUD). The PUD fees included herein are applicable only to the existing previously approved PUDs.

<sup>8</sup> The City collects an application fee to cover the reasonable cost of administration of the school impact fee program.



Type I Temporary Use Permit <sup>1</sup>	<del>\$402</del> <u>105</u> .00+ \$52.00 per extension request
Type II Temporary Use Permit <sup>1</sup>	<del>\$453</del> <u>158</u> .00+ \$52.00 per extension request
<b>Variance<sup>1</sup> (inclusive of Special Exceptions):</b> <del>— Per each residence on a single family lot</del> <del>— Administrative</del> <del>— Variance before Hearing Examiner</del> <b>Variance<sup>1</sup></b> <del>— Administrative</del> <del>— Single Family Residential for a single lot request (to Hearing Examiner)</del> <del>— All other instances (includes mixed use residential)(to Hearing Examiner)</del>	<del>\$275</del> <u>283</u> .00 <del>\$610</del> <u>628</u> .00 <del>\$1,030</del> <u>1,061</u> .00 <del>\$628.00</del> <del>\$283.00+ Hearing Examiner expenses</del> <del>\$1,061.00 + Hearing Examiner expenses</del>
Water/Sewer Certificate <sup>1</sup> (outside of city limits for other than one single-family residence)	<del>\$330</del> <u>340</u> .00
Zoning Certification Letter:	
Residential	<del>\$56</del> <u>58</u> .00
Non-Residential (includes mixed use development)	<del>\$140</del> <u>115</u> .00
Zoning Code Text Amendment (application covers 1 meeting with staff after which additional fees apply)	<del>\$1,098</del> <u>1,131</u> .00
<b>2. BOOKS, MAPS, MATERIALS:</b> <sup>9</sup> (pursuant to Resolution No. 3953)	
Comprehensive Plan	Cost of Production
Downtown Plan	Cost of Production
Downtown Plan Appendices	Cost of Production
Copies of Codes and Ordinances	Cost of Production
Maps	Cost of Production
<b>3. LAND CLEARING, GRADING AND FILLING FEES</b> (Per Ordinance No. 6146, Resolution No. 4272 Resolution No. 4424, Resolution No. 5255, <del>and</del> Resolution No. 5319, <del>and</del> Resolution No. 5388.)	
Land Clearing:	
Base Fee (for up to 1 acre)	<del>\$330</del> <u>340</u> .00
1 to 5 acres	Base Fee + \$121.00/acre
Over 5 acres	Base Fee + \$89.00/acre
Grading and Filling Fees:	
Base Fee without FAC (for up to 500 cubic yards)	<del>\$552</del> <u>2,509</u> .00
Base Fee with FAC (for up to 500 cubic yards)	<del>\$330</del> <u>340</u> .00
500 to 250,000 cubic yards	Base Fee + \$0. <del>423</del> <u>8</u> /cubic yard
Over 250,000 cubic yards	Base Fee + \$0. <del>020</del> <u>7</u> /cubic yard

<sup>9</sup> Prices for printed materials do not include any taxes.

**4. BUILDING FEES** (per Ordinance 5715, Ordinance 5819, Resolution No. 3773, Resolution No. 3797, Resolution No. 3818, Resolution No. 3953, Resolution No. 4143, Ordinance No. 6146, Resolution No. 4272, Resolution No. 4424, Resolution No. 5134, Resolution No. 5255, ~~and~~ Resolution No. 5319, and Resolution No. 5388.)

- a. Building Permit Fees:** Building permit fees are based upon a project's construction valuation as set forth by the International Code Council (ICC). ICC's construction valuation table is hereby incorporated into the City of Auburn's fees schedule. Construction valuations will be updated on January 1<sup>st</sup> of each year. The fee for each International Building Code, International Residential Code, Washington State Energy Code or Washington State Indoor Air Quality Code building permit shall be as set forth in Table 1-A, below.<sup>10</sup>

**Table 1-A BUILDING PERMIT FEES**

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$32.00
\$500.01 to \$2,000.00	\$32.00 for the first \$500.00 plus \$6.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,000.01 to \$25,000.00	\$122.00 for the first \$2,000.00 plus \$18.60 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,000.01 to \$50,000.00	\$549.80 for the first \$25,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,000.01 to \$100,000.00	\$899.80 for the first \$50,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,000.01 to \$500,000.00	\$1,399.80 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,000.01 to \$1,000,000.00	\$4,999.80 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.01 and up	\$8,999.80 for the first \$1,000,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof
<b>Other Inspections and Fees:</b> 1. Inspections outside of normal business hours..... \$6567.00 per hour <sup>1</sup> (minimum charge – two hours) 2. Reinspection fees assessed under provisions of Section 109.4.13 ..... \$6567.00 per hour <sup>1</sup> 3. Inspections for which no fee is specifically indicated ..... \$6567.00 per hour <sup>1</sup> (minimum charge – one-half hour) 4. Additional plan review required by changes, additions or revisions to plans ..... \$6567.00 per hour <sup>1</sup> (minimum charge – one-half hour) 5. For use of outside consultants for plan checking and inspections, or both ..... Actual costs <sup>2</sup>	
<b>FOOTNOTES:</b> <sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. <sup>2</sup> Actual costs include administrative and overhead costs.	

<sup>10</sup> Please note that the City of Auburn may collect a review fee for the Valley Regional Fire Authority for certain permit applications that is collected in addition to the City's required fees.

**b. Mechanical Permit Fees:** The fee for each permit issued under provisions of the International Mechanical Code, International Fuel Gas Code, NFPA 54 (National Fuel Gas Code), NFPA 58 (Liquefied Petroleum Gas Code), or the mechanical device provisions of the International Residential Code shall be as set forth in Table 2-A, below. For new single-family dwellings a flat rate permit fee of \$~~196~~85.00 may be charged in lieu of fees as prescribed in Table 2-A. For new multi-family dwellings, a flat rate permit fee of \$~~133~~29.00 may be charged in lieu of fees prescribed in Table 2-A.

**Table 2-A MECHANICAL PERMIT FEES**

**Permit Issuance and Heaters:**

- |                                                                                                          |                                |
|----------------------------------------------------------------------------------------------------------|--------------------------------|
| 1. For the issuance of each mechanical permit.....                                                       | \$ <del>262</del> <u>7</u> .00 |
| 2. In addition to the base mechanical permit fee, each mechanical fixture shall include a charge of..... | \$ <del>121</del> <u>3</u> .00 |

**Other Inspections and Fees:**

- |                                                                                                                                                                                   |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. Inspections outside of normal business hours, per hour (minimum charge -- two hours) .....                                                                                     | \$ <del>656</del> <u>7</u> .00      |
| 2. Reinspection fees assessed under provisions of Section 109.4.13 .....                                                                                                          | \$ <del>61-00</del> <u>367</u> .00. |
| 3. Inspections for which no fee is specifically indicated, per hour (minimum charge -- one-half hour) .....                                                                       | \$ <del>656</del> <u>7</u> .00      |
| 4. Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge -- one-half hour) ..... | \$ <del>656</del> <u>7</u> .00      |

\* Or the total cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**c. Plumbing Code Permit Fees:** For new single-family dwellings a flat rate permit fee of \$~~494~~196.00 may be charged in lieu of fees as prescribed in Table 3-A. For new multi-family dwellings, a flat rate permit fee of \$~~425~~133~~29~~.00 may be charged in lieu of fees prescribed in Table 3-A.

**Table 3-A PLUMBING PERMIT FEES**

**Permit Issuance:**

- |                                                                                                          |                                |
|----------------------------------------------------------------------------------------------------------|--------------------------------|
| 1. For issuing each permit .....                                                                         | \$ <del>262</del> <u>7</u> .00 |
| 2. In addition to the base mechanical permit fee, each mechanical fixture shall include a charge of..... | \$ <del>103</del> <u>0</u> .00 |

**Other Inspections and Fees:**

- |                                                                                                                                |                                |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1. Inspections outside of normal business hours .....                                                                          | \$ <del>656</del> <u>7</u> .00 |
| 2. Reinspection fee .....                                                                                                      | \$ <del>656</del> <u>7</u> .00 |
| 3. Inspections for which no fee is specifically indicated .....                                                                | \$ <del>656</del> <u>7</u> .00 |
| 4. Additional plan review required by changes, additions or revisions to approved plans (minimum charge - one-half hour) ..... | \$ <del>656</del> <u>7</u> .00 |

\*Per hour for each hour worked or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of all the employees involved.

**d. Demolition Permit Fees:** Demolition permits shall be charged a base fee of \$~~430~~134.00.

**Fees:** Permit fees shall be assessed in accordance with this section. Fees specified shall be adjusted for inflation each year based upon the Seattle Consumer Price Index. Fees shall be rounded down to nearest whole dollar.

**Appeal Fees:** The fee for appeals of codes adopted pursuant to ACC Chapter 15 shall be \$~~113~~116.00 plus total hearing examiner costs.

**Plan Review Fees:** When submitted documents are required by Section 106.3 of the Construction Administrative Code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A. The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

**Temporary Certificate of Occupancy Fees:** There shall be a fee equal to \$~~260~~268.00 for issuance of a temporary certificate of occupancy and a fee of \$~~430~~134.00 for any subsequent extensions requested.

<b>5. FIRE IMPACT FEES.</b> Impact Fees By Land Use – Revenue Credit = 20% (Per Ordinance No. 5977, Resolution 3953, and Resolution No. 4022)			
Land Use	Total Fire & EMS Cost per Unit of Development	Adjustment (Revenue Credit) at 20%	Fire and EMS Impact Fee per Unit of Development
<b>Residential – All calculations below are per dwelling unit – Total x Number of Units</b>			
Single Family, Duplex, Mobile Home	\$362.66	\$72.53	\$290.13
Multi-Family	\$383.09	\$76.62	\$306.47
<b>Non-Residential – All calculations below are per square foot - Total x Square Feet</b>			
Hotel/Motel	\$0.53	\$0.11	\$0.42
Hospital/Clinic	\$1.05	\$0.21	\$0.84
Group Living	\$2.63	\$0.53	\$2.10
Office	\$0.29	\$0.06	\$0.23
Retail	\$0.62	\$0.12	\$0.50
Restaurant/Bar/Lounge	\$1.62	\$0.32	\$1.30
Industrial/Manufacturing	\$0.11	\$0.02	\$0.09
Leisure/Outdoors	\$1.08	\$0.22	\$0.86
Agriculture	\$0.71	\$0.14	\$0.57
Church	\$0.38	\$0.08	\$0.30
Schools/Colleges	\$1.07	\$0.21	\$0.86
Government/Public Buildings	\$1.81	\$0.36	\$0.86
Casino	\$3.78	\$0.77	\$3.01
Jails	\$21.99	\$4.40	\$17.59
<b>6. ADMINISTRATIVE PROCEDURES AND MISCELLANEOUS INSPECTIONS:</b> In addition to any other fees specified in this chapter, there shall be a fee schedule for certain administrative procedures not otherwise included as set forth in the following schedule of fees:			
Adult Family Home Inspection	\$ <del>165</del> 170.00		
Demolition, permit and inspections	Per Table 1-A		
Relocation (pre-inspection)	Per Table 1-A		
Housing Inspection	Actual City Cost, minimum \$21.00		
Change of Use	<del>Per Table 1-A</del> \$195.00		
Sign Permits	Unless except by Ch. 18.56 ACC, the fee shall accompany each application for a sign permit. The amount of the fee shall be based upon the value of the sign pursuant to Table 1-A.		

<b>7. BUSINESS LICENSE FEES</b>	
a. <u>The annual fee for a General Business License as defined in Chapter 5.10 of the Auburn City Code.</u>	<del>\$50</del> <u>100</u> .00
b. <u>Contractors who are based outside of Auburn but that are performing work inside of Auburn.</u>	<u>\$50.00</u>
a.c. <u>Replacement fee for commercial vehicle parking permit issued in accordance with ACC 10.36.190.B</u>	<u>\$10.00</u>
<b>68. RENTAL HOUSING BUSINESS LICENSE FEES</b> (Per Resolution No. 4601, Ordinance No. 5882, Resolution No. 4272, Resolution No. 4424 and Ordinance 6477):	
a. The fee for a license to operate rental housing businesses in the City, as defined in Chapter 5.22 of the Auburn City Code (ACC) shall be based on the total number of units as follows: One to four dwelling units Five to 24 dwelling units Twenty-five or more dwelling units Communal residence	 \$53.00/year \$106.00/year \$212.00/year \$150.00/year
b. The fee for a license to operate rental housing businesses in the city shall be for the license year from January 1 to December 31, and each applicant must pay the full fee for the current license year or any portion thereof during which the applicant has engaged in the operation of rental housing businesses.	
c. The rental housing business license fee required by this chapter is in lieu of, and not in addition to, the general business license fee required by Chapters 5.05 and 5.10 of the Auburn City Code (ACC); provided, however, that any person required to obtain a rental housing business license must also obtain a general business license, at no cost, pursuant to Chapters 5.05 and 5.10 of the Auburn City Code (ACC).	
d. Notwithstanding the provisions of sub-section (1) of this section, the fee for operating rental housing facilities for any single individual, partnership, corporation or entity shall not exceed \$424.00 per license period.	
Rental housing business license renewals shall be for the period January 1 through December 31 of each year.	

## B. ENGINEERING AND PUBLIC WORKS FEES

**1. Transportation Impact Fee Rate Schedule:** (Per Ordinance No. 5763 as amended by Resolution No. 3953, Ordinance No. 6005, Resolution No. 4103, Resolution No. 4424, Resolution 4964, Resolution No. 5114, Resolution No. 5181, Resolution No. 5255, ~~and~~ Resolution No. 5319, and Resolution No. 5388.)

Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
<b>Industrial</b>					
General Light Industrial	110	sf/gfa	<del>0.970.</del> <u>63</u>	<del>\$8.02</del> <u>\$5.68</u>	-
<del>General Heavy Industrial</del>	<del>120</del>	<del>sf/gfa</del>	<del>0.68</del>	<del>\$6.30</del>	-
Industrial Park	130	sf/gfa	<del>0.850.</del> <u>40</u>	<del>\$7.03</del> <u>\$3.60</u>	-
Manufacturing	140	sf/gfa	<del>0.730.</del> <u>67</u>	<del>\$3.62</del> <u>\$2.72</u>	-
Warehousing	150	sf/gfa	<del>0.320.</del> <u>19</u>	<del>\$3.70</del> <u>\$2.65</u>	-
Mini-Warehouse/Storage	151	sf/gfa	<del>0.260.</del> <u>17</u>	<del>\$1.98</del> <u>\$1.41</u>	-
<b>Residential</b>					
Single-Family (detached)	210	du	<del>0.994.</del> <u>00</u>	<del>\$4,895.23</del> <u>\$4,537.89</u>	<del>\$3,965.14</del> <u>\$3,675.69</u>
<u>Accessory Dwelling Unit</u>	<u>N/A</u>	<u>du</u>	<u>0.51</u>	<u>\$2,545.52</u>	<u>\$2,061.87</u>
Multi-Family <u>without commercial</u>	<del>220-</del> <u>233221</u>	du	<del>0.620.</del> <u>50</u>	<del>\$2,613.62</del> <u>\$2,974.26</u>	<del>\$2,117.03</del> <u>\$2,409.45</u>
<u>Multi-Family with commercial</u>	<u>231</u>	<u>du</u>	<u>0.36</u>	<u>\$1,881.80</u>	<u>\$1,524.26</u>
Mobile Home	240	du	<del>0.460.</del> <u>59</u>	<del>\$1,819.64</del> <u>\$2,141.88</u>	-
Senior Housing	251, 252	du	<del>0.280.</del> <u>27</u>	<del>\$1,107.61</del> <u>\$980.48</u>	<del>\$897.16</del> <u>\$793.95</u>
<u>Congregate Care Facility</u>	<u>253</u>	<u>du</u>	<u>0.17</u>	<u>\$672.78</u>	<u>\$544.71</u>
<b>Lodging</b>					
Hotel	310	room	0.60	<del>\$3,390.64</del> <u>\$3,111.69</u>	<del>\$2,746.42</del> <u>\$2,520.47</u>
Motel	320	room	<del>0.470.</del> <u>38</u>	<del>\$2,147.40</del> <u>\$2,437.49</u>	-
<b>Recreational</b>					
Movie Theater	444, 445	seat	0.08	<del>\$220.96</del> <u>\$202.78</u>	<del>\$163.51</del> <u>\$150.06</u>
Health Club	492, 493	sf/gfa	<del>3.534.</del> <u>87</u>	<del>\$16.00</del> <u>\$10.64</u>	<del>\$11.84</del> <u>\$7.88</u>
<b>Institutional</b>					
Elementary School	520	student	<del>0.170</del> <u>.45</u>	<del>\$326.63</del> <u>\$264.49</u>	<del>\$241.71</del> <u>\$195.73</u>

Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
Middle School/Jr. High	522	student	<u>0.170</u> -16	<u>\$518.77</u> <del>\$448.08</del>	<u>\$383.89</u> <del>\$331.58</del>
High School	530	student	<u>0.140</u> -13	<u>\$585.45</u> <del>\$498.94</del>	<u>\$433.23</u> <del>\$369.19</del>
Church	560	sf/gfa	<u>0.490</u> -55	<u>\$2.56</u> <del>\$2.64</del>	<u>\$1.90</u> <del>\$1.95</del>
Day Care Center	565	sf/gfa	<u>11.12</u> 12.34	<u>\$31.42</u> <del>\$24.00</del>	<u>\$23.25</u> <del>\$17.76</del>
Library	590	sf/gfa	<u>8.167</u> -30	<u>\$14.70</u> <del>\$12.07</del>	<u>\$10.88</u> <del>\$8.93</del>
<b>Medical</b>					
Hospital	610	sf/gfa	<u>0.970</u> -93	<u>\$5.48</u> <del>\$4.82</del>	<u>\$4.44</u> <del>\$3.94</del>
Asst. Living, Nursing Home	254, 620	bed	<u>0.240</u> -22	<u>\$949.38</u> <del>\$798.67</del>	-
<b>Office</b>					
General Office	710, 715, 750	sf/gfa	<u>4.491</u> -24	<u>\$8.04</u> <del>\$8.87</del>	<u>\$5.47</u> <del>\$6.03</del>
<b>Small Office</b>	<b>712</b>	<b>sf/gfa</b>	<b>2.45</b>	<b>\$15.89</b>	<b>\$10.80</b>
Medical Office	720	sf/gfa	<u>3.573</u> -46	<u>\$17.60</u> <del>\$16.66</del>	<u>\$11.97</u> <del>\$11.33</del>
Post Office	732	sf/gfa	<u>11.22</u> 11.21	<u>\$20.19</u> <del>\$18.55</del>	<u>\$13.73</u> <del>\$12.64</del>
<b>Retail</b>					
Free Standing Discount Superstore	813	sf/gla	<u>4.334</u> -35	<u>\$9.12</u> <del>\$8.53</del>	<u>\$6.75</u> <del>\$6.34</del>
Free Standing Discount Store	815	sf/gla	<u>4.834</u> -98	<u>\$11.89</u> <del>\$11.26</del>	<u>\$8.80</u> <del>\$8.33</del>
Hardware/Paint Store	816	sf/gla	<u>2.684</u> -84	<u>\$4.76</u> <del>\$7.90</del>	<u>\$3.53</u> <del>\$5.84</del>
Shopping Center	820	sf/gla	<u>3.813</u> -74	<u>\$7.46</u> <del>\$6.67</del>	<u>\$5.52</u> <del>\$4.93</del>
Car Sales – New	<del>841</del> <u>840</u>	sf/gla	<u>5.132</u> -59	<u>\$26.67</u> <del>\$12.36</del>	<u>\$19.74</u> <del>\$9.14</del>
Car Sales – Used	<del>N/A</del> <u>841</u>	<del>Spaces</del> <u>sf/gla</u>	<u>3.750</u> -28	<u>\$19.50</u> <del>\$1,355.95</del>	<u>\$14.43</u> <del>\$988.64</del>
Automobile Parts Sales	843	sf/gla	<u>4.915</u> -98	<u>\$6.72</u> <del>\$7.54</del>	<u>\$4.97</u> <del>\$5.56</del>
Tire Store	848	sf/gla	<u>3.984</u> -15	<u>\$8.91</u> <del>\$8.52</del>	<u>\$6.59</u> <del>\$6.34</del>
Supermarket	850	sf/gla	<u>10.94</u> 9.48	<u>\$20.77</u> <del>\$16.52</del>	<u>\$15.37</u> <del>\$12.22</del>
Convenience Market	851	sf/gla	<u>49.11</u> 52.41	<u>\$44.20</u> <del>\$34.45</del>	<u>\$32.71</u> <del>\$25.49</del>
Home Improvement Store	862	sf/gla	2.33	<u>\$4.01</u> <del>\$3.30</del>	<u>\$2.97</u> <del>\$2.44</del>



Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
Drugstore w/o Drive-Through	880	sf/gla	<u>8.51</u> <del>8.40</del>	<u>\$9.61</u> <del>\$8.70</del>	<u>\$7.11</u> <del>\$6.44</del>
Drugstore w/ Drive-Through	881	sf/gla	<u>10.29</u> <del>9.91</del>	<u>\$12.60</u> <del>\$11.14</del>	<u>\$9.33</u> <del>\$8.24</del>
<u>Marijuana Dispensary</u>	<u>882</u>	<u>sf/gla</u>	<u>21.83</u>	<u>\$113.49</u>	<u>\$83.99</u>
Furniture Store	890	sf/gla	<u>0.52</u> <del>.45</del>	<u>\$0.59</u> <del>\$0.47</del>	<u>\$0.43</u> <del>\$0.35</del>
<b>Services</b>					
Drive-in Bank	912	sf/gfa	<u>20.45</u> <del>4.30</del>	<u>\$28.17</u> <del>\$25.05</del>	<u>\$20.85</u> <del>\$18.54</del>
Quality Restaurant	931	sf/gfa	<u>7.80</u> <del>.49</del>	<u>\$20.98</u> <del>\$18.49</del>	<u>\$15.53</u> <del>\$13.68</del>
High Turnover Restaurant	932	sf/gfa	<u>9.77</u> <del>.85</del>	<u>\$18.10</u> <del>\$16.74</del>	<u>\$13.39</u> <del>\$12.39</del>
Fast Food Restaurant w/o Drive-Through	933	sf/gfa	<u>28.34</u> <del>6.15</del>	<u>\$40.84</u> <del>\$34.58</del>	<u>\$30.22</u> <del>\$25.59</del>
Fast Food Restaurant w/ Drive-Through	934	sf/gfa	<u>32.67</u> <del>2.65</del>	<u>\$46.16</u> <del>\$43.18</del>	<u>\$34.16</u> <del>\$31.95</del>
Espresso Stand w/ Drive-Through	938	sf/gfa	<u>83.33</u> <del>5.00</del>	<u>\$40.03</u> <del>\$33.06</del>	<u>\$29.62</u> <del>\$24.47</del>
Auto Care Center	942	sf/gfa	<u>3.11</u> <del>.41</del>	<u>\$6.77</u> <del>\$6.24</del>	<u>\$5.01</u> <del>\$4.60</del>
Service Station	944	vfp	<u>14.03</u> <del>3.87</del>	<u>\$19,543.60</u> <del>\$17,734.23</del>	<u>\$14,462.26</u> <del>\$13,121.11</del>
Service Station w/ Mini-Mart	945	vfp	<u>13.99</u> <del>3.51</del>	<u>\$14,793.91</u> <del>\$13,102.15</del>	<u>\$10,940.09</u> <del>\$9,695.59</del>
<b>Lakeland PUD (Per Ordinance No. 4867 as amended by Resolution No. 2955, Ordinance No. 6176, <del>and</del> Resolution No. 5181, and Resolution No. 5388.)</b>					
Detached Single-Family Residential Unit	N/A	du	n/a	<u>\$1,352.83</u> <del>\$1,307.06</del>	-
Attached Single-Family/Multi-Family Unit	N/A	du	n/a	<u>\$878.08</u> <del>\$848.37</del>	-
Senior-Family Unit	N/A	du	n/a	<u>\$301.74</u> <del>\$291.53</del>	-
Commercial/Retail Units	N/A	sf/gfa	n/a	<u>\$3.51</u> <del>\$3.39</del>	-
Administrative Fee for Independent Fee Calculation					<u>\$200</u> <del>\$205</del> .00
<b>Notes:</b> A. Basic trip rates are based on the ITE Trip Generation Manual, <u>910</u> th Edition. B. Impact fee rate calculation is based upon the following methodology: – Basic Trip Rate = PM Peak Hour Trip Generation (per unit of measure) – Basic Trip Rate x Percent of New Trips x Trip Length Adjustment x Per Trip Fee/(divide by) 1,000 for rate per square foot (where applicable) = Impact Fee Rate (per unit of measure) C. For land uses not specifically identified here, trip generation rates could be derived from ITE or a special study by the applicant.					



- D. sf/GFA= Square feet Gross Floor Area; sf/GLA= Square Feet Gross Leasable Area; VFP=Vehicle Fueling Position.
- E. Projects eligible for the Downtown Fee Rate are those located entirely within the boundary identified on Figure 1.

**2. Truck-~~Dependant~~Dependent Land Use Supplementary Transportation Impact Fee Rate Schedule:** (Per Resolution No. 4122, Resolution No. 4424, Resolution No. 5181, ~~and~~ Resolution No. 5319, ~~and~~ Resolution No. 5388.)

Land Use	ITE Land Use Code	Independent Variable	Truck Trip Rate	Impact Fee Rate (per sf)
<b>Industrial</b>				
Light Industry/Manufacturing	110, 130, 140	sf/gfa	0.06	\$0.12
<del>Heavy Industry</del>	<del>120</del>	<del>sf/gfa</del>	<del>0.04</del>	<del>\$0.07</del>
<b>Retail</b>				
Shopping Center	820	sf/gla	0.01	\$0.02
Car Sales	<del>841</del> <del>840</del>	sf/gfa	0.09	\$0.14
Supermarket	850	sf/gfa	0.33	<del>\$0.62</del> <del>64</del>
Free-Standing Discount Store	813, 815, 861, 863, 864	sf/gfa	0.10	<del>\$0.49</del> <del>20</del>
Home Improvement Store	862	sf/gfa	0.37	<del>\$0.70</del> <del>73</del>
<b>Services</b>				
Restaurant	931, 932	sf/gfa	0.63	<del>\$1.48</del> <del>23</del>
Fast Food Restaurant	933, 934	sf/gfa	2.87	<del>\$5.41</del> <del>60</del>

**Notes:**

- A. ITE Land Use Code based on ITE Trip Generation, ~~9th~~-10th Edition
- B. Impact fee rate calculation is based upon the following methodology:
- Truck Trip Rate = Daily Truck Trip Generation (per unit of measure)
  - Truck Trip Rate x Per Trip Fee = Impact Fee Rate (per unit of measure)
- C. For land uses not specifically identified in the table, trip generation rates could be derived from a special study by the applicant.
- D. sf /gfa=square feet of gross floor area

**3. Facility Extension Fees:** (Per Ordinance No. 5791 and amended by Ordinance No. 5819, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5114, Resolution No. 5319, ~~and~~ Resolution 5380, ~~and~~ Resolution No. 5388.)

The Facility Extension Application Fee is ~~\$715~~~~569~~.00, plus ~~\$215~~~~472~~.00 for each Facility (~~w~~Water, ~~s~~Sanitary ~~s~~Sewer, ~~s~~Storm ~~d~~Drainage, ~~s~~Street, private street and private storm systems within private streets).

Facility Extension Fees are the summation of the following categories (a+b+c+d), or ~~\$21,174~~~~410~~.00, whichever is greater.

- a. For the combined linear footage of water, sewer, storm drainage and private storm drainage within private streets:

The first 0 lineal feet (LF) to 1000 LF is charged at ~~\$75.25~~~~70~~ per LF plus,  
The next 1001 LF to 2500 LF is charged at ~~\$32.75~~~~90~~ per LF plus,  
Any additional over 2500 LF is charged at ~~\$24.25~~~~70~~ per LF.

- b. For the linear footage of streets and private streets:

The first 0 LF to 500 LF will be charged at ~~\$97.040~~ per LF plus,  
The next 501 LF to 1000 LF will be charged at ~~\$54.250~~ per LF plus,  
Any additional over 1000 LF will be charged at ~~\$1.540~~ per LF.

- c. For non-linear extensions such as pump stations or traffic signals, the extension fee will be determined by the City Engineer based on an estimate of the City's labor Cost associated with the plan review, inspection, and administration of the application.
- d. For that portion of the water or sewer facility located outside City Limits, but within existing County (King or Pierce) right-of-way, an additional fee of ~~\$575457.00~~ plus ~~\$65.540~~ per LF of the combined water and sewer extension located in the existing County right-of-way applies.

**Facility Extension Fees will be paid as follows:**

- a. Forty percent (40%) of the estimated fee will be paid when the applicant applies for second review or, if no second review is needed, before the City issues a notice of plan approval.
- b. The remaining balance will be paid by the applicant before the City signs the facility extension agreement. (After plan approval, but before the start of construction.)

**Additional Review:**

Each additional plan review beyond a 3<sup>rd</sup> review prior to plan approval will require an additional fee of ~~\$53627.00~~ be paid at the time of the additional review submittal. If the review requires more than 8 hours of staff time to complete an additional fee of ~~\$676.00~~ per hour will be charged and must be paid prior to plan approval.

Additional plan review required by changes, additions or revisions to plans during construction will require an additional fee of ~~\$2684.00~~ be paid at the time the additional review is submitted and prior to any review being completed. If the review requires more than 4 hours of staff time to complete, an additional fee of ~~\$676.00~~ per hour will be charged and must be paid prior to plan approval.

For each deviation, deferral, or appeal submitted for review, the applicant will be charged a \$268.00 fee, regardless of the City's approval or rejection of the request. If the review of the request requires more than 4 hours of staff time to complete, an additional fee of \$67.00 per hour will be charged and must be paid prior to plan approval.

**Additional Inspection:**

Fees to inspect work beyond the Authorized Construction Period, re-inspect previously inspected work that was found to be incomplete or deficient, and inspection of non-linear extension work are \$67.00 per hour during normal business hours and \$100.00 per hour during non-business hours (weeknights, weekends, and holidays).

**4. Right-of Way Use Permit Fees: (Per Ordinance No. 6125, Resolution No. 5255, *and* Resolution No. 5319, *and* Resolution No. 5388.)**

Type A – Banner	\$ <del>542.00</del>
Type B – Short Term	\$ <del>642.00</del>
Type C – Long Term	\$ <del>26558.00</del> for the 1 <sup>st</sup> year (or any term longer than 30 days and less than 1 year)/ \$ <del>1063.00</del> for each additional year (or portion thereof) up to 5 years

Type D – Hauling	\$10 <del>63</del> .00 + estimated staff time @ \$5 <del>42</del> .00 per hour
Street Closure – Type B or C	\$9 <del>63</del> .00
Sidewalk Closure – Type B or C	\$6 <del>42</del> .00
Parking Closure – Type B or C	\$6 <del>42</del> .00
<b>5. Franchise Agreements:</b> (Per Ordinance No. 6546, Resolution No. 5114, Resolution No. 5255, <del>and</del> Resolution No. 5319, <del>and</del> Resolution No. 5388.)	
Application/Renewal/Amendment Application Fee (ACC 13.36.040, ACC 20.06.120, ACC 20.06.130)	\$5, <del>300</del> <del>450</del> .00 Nonrefundable Initial Fee + plus the City's actual costs incurred in excess of \$5, <del>300</del> <del>450</del> .00. Initial Fee is due at time of application any additional costs beyond the initial fee is due prior to the effective date of the agreement.
Annual Administration Fee (ACC 20.04.170)	Actual City Costs
Annual CATV Franchise Fee (ACC 13.36.230)	5% of Gross Revenue for the prior three months.
Other Annual Franchise Fee (ACC 20.06.100)	Statutorily Permissible Percent of Gross Revenue
<b>6. Public Way Agreements:</b> (Per Ordinance No. 6546, Resolution No. 5114, <del>and</del> Resolution No. 5319, <del>and</del> Resolution No. 5388.)	
Application/Renewal Application Fee (ACC 20.04.020, ACC 20.04.120)	\$5, <del>450</del> <del>300</del> .00 nonrefundable Initial Fee + plus the City's actual costs incurred in excess of \$5, <del>300</del> <del>450</del> .00. Initial Fee is due at time of application any additional costs beyond the initial fee is due prior to the effective date of the agreement.
Annual Fee (ACC 20.04.170)	Actual City Costs
<b>7. Right-of-Way Vacations:</b> (Per Resolution No. 4143, Resolution No. 5114, <del>and</del> Resolution No. 5319, <del>and</del> Resolution No. 5388.)	
Application Fee	\$1, <del>600</del> <del>545</del> .00
Land Value Compensation	Per ACC 12.48.085

**8. Utility System Development Fees:** (Per Ordinance No. 5819 and amended by Resolution No. 3797, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5114, Resolution No. 5134, Resolution No. 5181, Resolution No. 5255, ~~and~~ Resolution No. 5319, and Resolution No. 5388.) For all utilities, a charge in lieu of assessment or payback charges may be applicable for the proportional share of the utility line being connected to.

**a. Water Utility:** Connection fees are comprised of a Permit Fee and the System Development Charge as follows:

Meter Size (In Inches)	Water Service Installation Permit Fee			System Development Charge (SDC)
	Existing Water Service & Meter Box <sup>(1)</sup>	Water Service & Meter Box Installed by City <sup>(2,3)</sup>		
		Paved Street	Unpaved Street	
¾ or less	<del>\$375.00</del> 390.00	<del>\$4,212.00</del> 3,700.00 <sup>(3)</sup>	<del>\$2,150.00</del> 2,712.00	<del>\$6,630.00</del> 7,121.00
1	<del>\$430.00</del> 445.00	<del>\$3,750.00</del> 4,266.00 <sup>(3)</sup>	<del>\$2,200.00</del> 2,766.00	<del>\$6,630.00</del> 7,121.00
1-1/2	<del>\$1,010.00</del> 1,020.00	<del>\$5,300.00</del> 7,383.00 <sup>(3)</sup>	<del>\$3,800.00</del> 5,883.00	<del>\$22,077.00</del> 23,711.00
2	<del>\$1,080.00</del> 1,090.00	<del>\$5,750.00</del> 7,454.00 <sup>(3)</sup>	<del>\$4,200.00</del> 5,954.00	<del>\$35,336.00</del> 37,951.00
3	Actual Cost	By Applicant	By Applicant	<del>\$70,738.00</del> 75,973.00
4	Actual Cost	By Applicant	By Applicant	<del>\$110,516.00</del> 118,694.00
6	Actual Cost	By Applicant	By Applicant	<del>\$220,968.00</del> 237,320.00
8	Actual Cost	By Applicant	By Applicant	<del>\$353,562.00</del> 379,726.00
10	Actual Cost	By Applicant	By Applicant	<del>\$508,298.00</del> 545,912.00

<sup>(1)</sup>Installation of a water meter done by the City and the service either already exists or has been installed by the Applicant.

<sup>(2)</sup>Installation of the entire water service is done by the City.

<sup>(3)</sup>If meter installation or retrofit involves installation of a fire sprinkler line, fee is Actual Cost.

**b. Sanitary Sewer Utility:** Connection fees are comprised of a Permit Fee and the System Development Charge as follows:

Type	Permit Fee	System Development Charge (SDC)*
New Connection <sup>(4)</sup>	<del>\$190.00</del> 200.00	<del>\$2,460.00</del> 2,642.00 Per per RCE <sup>(5)</sup>
Grinder Pump (New Connection) <sup>(4)</sup>	<del>\$265.00</del> 275.00	<del>\$2460.00</del> 2,642.00 per RCE <sup>(5)</sup>
Tenant Improvement <sup>(4)</sup>	<del>\$60.00</del> 65.00	<del>\$2,460.00</del> 2,642.00 Per per net increase in RCE's <sup>(5)</sup>

<sup>(4)</sup>All construction is the responsibility of the Applicant. If a new connection or repair requires work within City right-of-way, a Construction Permit (EXC - see Section 11) is required in addition to the Sewer Permit.

<sup>(5)</sup>RCE, Residential Customer Equivalent - An RCE shall be as defined by the King County Department of Natural Resources.

**NOTE:** In addition to City sanitary sewer connection fees, King County will impose a sanitary sewer connection fee (King County Capacity Charge) for improvements in King County's regional sewer system, in accordance with King County Code 28.84.050. King County will bill customers directly for this charge once the sewer work is complete. This charge is not to be paid to the City.

**c. Storm Drainage Utility:** (Per Resolution No. 4566 and amended by Resolution No. 5181, Resolution No. 5255, ~~and~~ Resolution No. 5319, and Resolution No. 5388.)

Connection fees are comprised of a Permit Fee and the System Development Charge as follows:

Type	Permit Fee <sup>(6)</sup>		System Development Charge (SDC)
Single Family Residence & Duplexes (on Individual Parcels)	Level 1	<del>\$215.00</del> <u>220.00</u>	<del>\$1,229.00</del> <u>1,320.00</u> per ESU <sup>(8)</sup>
	Level 2	<del>\$415.00</del> <u>430.00</u>	
	Level 3 <sup>(7)</sup>	Base Fee = <del>\$1,485.00</del> <u>1,530.00</u> for up to 10,000 SF of disturbed area Cumulative Additional Fee #1 = Base Fee + <del>\$415.00</del> <u>430.00</u> for 10,001 SF up to 43,560 SF (1 Acre) of disturbed area Cumulative Additional Fee #2 = Cumulative Additional Fee #1 + <del>\$105.00</del> <u>110.00</u> per whole or partial Acre disturbed over 1 Acre	
Other Parcels	Level 1	<del>\$215.00</del> <u>220.00</u>	<del>\$1,229.00</del> <u>1,320.00</u> per ESU <sup>(8)</sup>
	Level 2	<del>\$415.00</del> <u>430.00</u>	
	Level 3 <sup>(7)</sup>	Base Fee = <del>\$1,485.00</del> <u>1,530.00</u> for up to 10,000 SF of disturbed area Cumulative Additional Fee #1 = Base Fee + <del>\$415.00</del> <u>430.00</u> for 10,001 SF up to 43,560 SF (1 Acre) of disturbed area Cumulative Additional Fee #2 = Cumulative Additional Fee #1 + <del>\$105.00</del> <u>110.00</u> per whole or partial Acre disturbed over 1 Acre	

<sup>(6)</sup>Permit levels are determined as follows:

- Level 1 permits are for all projects that are not located in a Critical Area and add or replace less than 2,000 square feet of hard surface area; and/or disturb less than 7,000 square feet of land.  
Note: Single-family residential projects disturbing 500 square feet or less may not require a permit.
- Level 2 permits are for all projects that add or replace 2,000 to 4,999 square feet of hard surface area; or disturb 7,000 square feet or more of land.
- Level 3 permits are for all projects that add 5,000 square feet or more of hard surface area, or convert  $\frac{3}{4}$  acres or more of native vegetation to lawn/landscaped area, or convert 2.5 acres or more of native vegetation to pasture, or the new plus replaced hard surface area is 5,000 square feet or more and the value of improvements exceeds 50% of the assessed value of existing improvements.

<sup>(7)</sup>Level 3 permit is calculated as the Base Fee plus the Cumulative Additional Fees described herein.

<sup>(8)</sup>ESU, Equivalent Service Unit - A configuration of development of hard surfaces (which include impervious surfaces, permeable pavements, and vegetated roofs) estimated to contribute an amount of runoff to the City's storm drainage system which is approximately equal to that created by the average single family residential parcel. Although gravel surfaces are considered a hard surface under ACC 13.48.010, existing gravel surfaces are not included in the calculation of the SDCs. One ESU is considered equal to 2,600 square feet of parcel coverage by hard surfaces. Per ACC 13.48.010.

When calculating the total SDC, a credit will be applied for the existing hard surface area except existing gravel surfaces ~~(e.g., new total SDC minus calculated SDC for existing hard surface area using the definition of hard surface as given in ACC 13.48.010).~~

<b>9. Other Utility Fees: (Per Ordinance No. 5819, Ordinance No. 5944, Resolution No. 3797, Resolution No. 3953, Resolution No. 4424, Resolution No. 5114, Resolution No. 5134, Resolution No. 5255, <del>and</del> Resolution No. 5319, <del>and</del> Resolution No. 5388.)</b>	
Fireline Connection Permit	<del>\$140.00</del> 145.00
Hydrant <u>Installation</u> Permit and Inspection Fee	<del>\$245.00</del> 250.00
Hydrant <u>Meter Use</u> Monthly Rate ( <u>applies to Type A and B permits</u> ): <u>3-inch water meter monthly rate, plus</u> <u>Actual usage at Commercial water rate</u>	<del>\$48.04</del> Per Current Utility Rate Schedule
Fire Hydrant Meter Wrench Fee (Type A Permit) — <del>Refundable Deposit</del> <sup>(1)</sup>	<del>\$40.00</del> 45.00
Hydrant Meter with RPBA, Valve, and Wrench ( <u>Type B Permit</u> ) – Refundable Deposit <sup>(1)(2)</sup>	<del>\$2,045.00</del> 2,110.00
<u>Water Use Charge for Unreturned</u> Hydrant Meter <del>Water Use Charge</del> (if equipment not returned for final reading)	<del>\$700.00</del> 720.00
Water Meter Test Fee, 2" or less	<del>\$225.00</del> 230.00
Water Meter Test Fee, greater than 2"	At Actual Cost
Water Meter Removal Fee (3/4" to 1") – (service line remains)	<del>\$310.00</del> 320.00
Water Meter Removal Fee (1-1/2" to 2") – (service line remains)	<del>\$925.00</del> 640.00
Water Meter Removal Fee (3" and larger) – (service line remains)	At Actual Cost
Water Service Abandonment Permit (City abandons at main, removes meter and box)	<del>\$2,990.00</del> 3,080.00
Water Meter Relocation Permit by City	Same as Water Service Installation Permit Fee, see <del>98</del> .a.
Meter Damage/Tamper Repair Permit	\$500.00 plus Meter Cost, if applicable
Water Service Alteration/Repair Permit on Private Property (by Applicant)	<del>\$80.00</del> 85.00
Backflow Permit for Premises Isolation (internal or external)	<del>\$80.00</del> 85.00
<u>Hydraulic Modeling</u>	<u>At Actual Cost,</u> <u>\$3,000.00 Deposit</u>
<u>King County Right-of-Way Permit</u>	<u>At Actual Cost,</u> <u>\$1,000.00 Deposit</u>
<u>Hourly Rate</u> for Negotiation, Development, Administration, and Execution of <u>Special Agreements for Utility Service</u> (Franchise Agreements, Service Area Agreements)	<del>\$100.00</del>
Re-Locate Fee (if <45 days from initial locates)	<del>\$200.00</del> 210.00
Side Sewer Repair Permit on Private Property	<del>\$80.00</del> 85.00
Side Sewer Repair Permit in Right-of-Way <sup>(3)</sup>	<del>\$160.00</del> 165.00
Demolition Cap Permit (cap side sewer before building demolition)	<del>\$80.00</del> 85.00
Side Sewer Relocation/Replacement Permit	<del>\$130.00</del> 135.00
Oil/Water Separator Permit	<del>\$205.00</del> 210.00
Grease Interceptor Permit <sup>(3)</sup>	<del>\$205.00</del> 210.00
Storm Drainage Repair Permit – Existing Private System on Private Property	<del>\$80.00</del> 85.00
Storm Drainage Repair Permit – Existing System in Public Right-of-Way/Easement <sup>(3)</sup>	<del>\$160.00</del> 165.00
<u>Utilities</u> Payback Administration Fees: ( <del>per Ordinance No. 5954</del> ) Application Fee <sup>(4)</sup> : <u>Base Fee (BF)</u> <u>Per Benefited Parcel (BP)</u> <u>Application Fee Calculation = BF + (BP x Number of Benefited Parcels)</u>	<del>\$515.00</del> <del>\$1,030.00</del> <del>\$2,100.00</del> <del>\$515.00</del> 50.00



<del>Payment Processing Fee (per parcel)<sup>(5)</sup></del> <del>Area of Special Benefit Analysis</del> <del>Transaction/Collection Fee</del> <del>Recording Fee</del> <del>Outside Professional Services, including Area of Special Benefit Analysis</del>	<del>\$340.00</del> <del>100.00</del> <del>\$84.00</del> Time & Materials
Convenience shut off	\$25.00
Delinquent shut off	\$25.00
Late charge	1% per month of outstanding bill or \$15.00 minimum, whichever is greater
Unauthorized turn on/off	\$60.00
Delinquent meter pull	\$65.00
Unauthorized fire line or water hook up	\$100.00 a day fine from date of discovery
<del>Returned checks each</del>	<del>20.00</del>
Refusal of access per day	\$30.00
Closing final read	\$30.00
New account setup	\$25.00
Bill tenant	\$25.00
After-hours water turn on/off	\$30.00
Escrow estimates	\$25.00
<p>(1)<del>Non-refundable fee. Wrench is only for withdrawing water at City-designated hydrant fill stations. Applicant will be charged the Hydrant Use Monthly Rate and all monthly reported water use at Commercial water rates until applicant notifies City that applicant is no longer using water from City-designated hydrants. If the equipment is not returned or is returned in a damaged condition, the deposit amount shall be forfeited.</del></p> <p>(2)<del>Each year, the hydrant meter with RPBA, Valve, and Wrench must be returned to City for annual maintenance and testing no later than the date specified by the City at the time of application. The deposit amount will be forfeited if the equipment is not returned to the City by the deadline. If needed, the City will re-issue a hydrant meter to the applicant under the same permitDecember 1 for maintenance and final annual meter reading. In that instance, the applicant will be billed for any damages to the returned meter; the deposit will be applied to the re-issued hydrant meter. The deposit amount shall be forfeited if the equipment is not returned to the City by the deadline.Upon final return of the equipment to the City, the cost of repairing any damages will be deducted from the deposit.</del></p> <p>(3)<del>If repair or new construction requires work within City right-of-way, including a new connection to the City's system, a Construction Permit (EXC - see Section 11) is required in addition to the permit.</del></p> <p>(4)<del>Per Payback Agreement included in the application. Payback Agreement Application Fee includes recording and mailing costs.</del></p> <p>(5)<del>Per Payback amount received during the term of the Payback Agreement. Fee Amount to be deducted from the amount due to the developer when payback is collected for a parcel.</del></p>	

<b>10. Construction Permits:</b> (Per Ordinance No. 5817, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, <del>and Resolution No. 5319</del> , <del>and Resolution No. 5388</del> .)		
Basic Fee (BF) <u>Basic fee covers permit intake, admin, limited review and inspection time.</u>		\$1504.050
Hourly Daily Review, and Inspection Rate (DIRHIR): Normal Business DaysHours Non-Business DaysAfter Hours (includes weeknights, weekends, and holidays)) and will be charged at the after hours HIR x the duration of the work		\$40054.00 \$60083.00
For Excavation Type Work: Length of Excavation (feet) 31—100 feet of excavation length 101—250 feet of excavation length 251—500 feet of excavation length 501—750 feet of excavation length 751—1000 feet of excavation length		Additional Fee (AF) \$54.00 \$160.00 \$267.00 \$373.00 \$480.00
Fee Calculation:  Permit Fee = BF + (DIR x Estimated Days In Right of Way)*AF (for the appropriate length of excavation)  If the excavation exceeds 1,000 linear feet  Permit Fee = BF + \$480.00 + (HIR x (length of excavation — 1000/100))		
For Non-Excavation Type Work: This work includes any work in the public right of way that is not covered by any other permits and includes such things as overhead utility work, geotechnical borings, horizontal directional drilling and vault installation.  Permit Fee = BF + (HIR x Permit Duration in Days)		
*In Lieu of Fee: In lieu of the above standard rates, the city engineer or his/her designee may calculate the fee based upon current labor rates for administrative and inspection staff after developing an estimate of staff effort involved. For projects that are expected to involve significant review and inspection time, after hours work, or ly more than 1,000 feet of street excavation or when the review and inspection scope or duration requirements cannot be accurately estimated, the city engineer may establish a deposit account to manage permittee deposits in advance of permit issuance for reimbursing actual labor costs of administering the permit. Such deposit accounts will not be interest bearing and will be closed at the end of the permitted work when a final accounting of the permit administration cost shall be calculated and a final bill or credit issued to the permittee.		
<b>11. Memorial Sign Program:</b> (Per Ordinance No. 6137, Ordinance No. 6149, <del>and Resolution No. 5319</del> , <del>and Resolution No. 5388</del> )		
Memorial Sign		\$155160.00
<b>12. Special Permits:</b> (Per Ordinance No. 5817 and amended by Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, <del>and Resolution No. 5319</del> , <del>and Resolution No. 5388</del> .)		
Permit Type	Base Fee	Additional Per Linear Foot
Sidewalk	\$57.506.00	\$1.159/foot for each foot over 25 linear feet
Residential Driveway	\$57.506.00	\$1.759/foot for each foot over 20 linear feet*
Commercial Driveway	\$113.5040.00	\$2.259/foot for each foot over 48 linear feet*
*Driveway widths are based on the width of the driveway apron in the right-of-way.		



**13. Street Payback Agreements:** (Per Ordinance No. 6319, Resolution No. 4624, ~~and~~ Resolution No. 5319, ~~and~~ Resolution No. 5388.)

<u>Street Payback Administration Fees:</u>	
<u>Application Fee<sup>(1)</sup>:</u>	
<u>Base Fee (BF)</u>	<u>\$2100.00</u>
<u>Per Benefited Parcel (BP)</u>	<u>\$50.00</u>
<u>Application Fee Calculation = BF + (BP x Number of Benefited Parcels)</u>	
<u>Payment Processing Fee (per parcel)<sup>(2)</sup></u>	<u>\$100.00</u>
<u>Outside Professional Services, including Area of Special Benefit Analysis</u>	<u>Time &amp; Materials</u>
<b>Application Fee</b>	<b>\$515.00</b>

<sup>(1)</sup> Payback Agreement Application Fee includes recording and mailing costs.

<sup>(2)</sup> Fee to be deducted from the amount due to the developer when payback is collected for a parcel.

<sup>(1)</sup> <del>Per Payback Agreement included in the application. Payback Agreement Application Fee includes recording and mailing costs.</del>	\$1,030.00
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<sup>(2)</sup> <del>Per Payback amount received during the term of the Payback Agreement. Amount to be deducted from the amount due to the developer.</del>	
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~~Processing Fee~~

<del>Assessment Reimbursement Area Analysis</del>	<del>\$1,030.00</del>
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<del>Transaction/Collection Fee</del>	<del>\$310.00</del>
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<del>Recording Fee</del>	<del>\$84.00</del>
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<del>Outside Professional Services (when needed)</del>	<del>Time and Materials</del>
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**14. Mitigation and Impact Fees for Exempt Wells:** (Per Resolution No. 5352 and ESSB 6091.)

Mitigation and Impact fees for properties that will be served by new exempt wells drilled on or after January 19, 2018.*	\$500.00
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\*\$350.00 of the \$500.00 fee shall be sent to the Washington State Department of Ecology for mitigation enhancements in the well's drainage basin, with the remaining \$150.00 to be retained by the City to cover its administrative costs.

**C. ANIMAL LICENSING FEES AND PENALTIES** *(Per Resolution No. 4868):*

1. Animal License Fees		
Type	Comments	Cost
Juvenile	8 weeks to 6 months of age	\$15.00
Altered	Proof of spay/neuter required	\$30.00
Unaltered		\$60.00
Senior	Proof that pet is altered and proof that owner is 62 years of age or older consistent with ACC 13.24 is required.	\$15.00
Disabled	Proof that pet is altered and proof of disability required	\$15.00
Service Animal	With a signed statement, on the City Form, indicating that the owner of the animal has a disability and that the animal is a service animal, no license fee shall be charged by the City.	\$0
Replacement Tag		\$5.00
2. Late Payment Penalty		
Days Past Expiration	Type	Additional Cost
45-90	Late Fee	\$15.00
91-135	Late Fee	\$20.00
136-364	Late Fee	\$30.00
365 or more	Late Fee	\$30.00 + prior year's license fee

**D. AUBURN MUNICIPAL AIRPORT FEES** (Per Ordinance No. 5707, amended by Ordinance No. 5715 and Ordinance No. 5819, and amended by Resolution No. 3784, Resolution 3797, Resolution No. 3841, Resolution No. 3953, Resolution No. 4117, Resolution No. 4270, Resolution No. 4414, Resolution 4734, Resolution No. 4880, Resolution No. 5016, Resolution No. 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5255, ~~and~~ Resolution No. 5319, and Resolution No. 5388.)

#### 1. Lease Fees

Lease Type:

Open G-D	<del>\$210.00</del> <u>217.00</u>
Open C	<del>\$250.00</del> <u>258.00</u>
Closed J	<del>\$372.00</del> <u>389.00</u>
Closed H	<del>\$401.00</del> <u>414.00</u>
Closed Y & Z	<del>\$465.00</del> <u>480.00</u>
Closed Y1 & Z22	<del>\$599.00</del> <u>618.00</u>
Outside Tiedowns	<del>\$80.00</del> <u>83.00</u>
Storage Rows H-D	<del>\$135.00</del> <u>139.00</u>
Storage Units (185 sq. ft. – Buildings Y&Z)	<del>\$119.00</del> <u>123.00</u>
Storage Units (298 sq. ft.)	<del>\$144.00</del> <u>149.00</u>
Storage Units (380 sq. ft. – Buildings Y&Z)	<del>\$182.00</del> <u>188.00</u>

A security surcharge of \$10.00 per month is charged, in addition to the base monthly rental fees provided in this section, for each tie-down, each hangar door and each storage rental area, which security surcharge fees are to be used for the provision of increased security at the Auburn Municipal Airport (approved by Ordinance No. 5500 on January 16, 2001). For the purposes hereof, each tie-down consists of the structures/facilities necessary to accommodate one (1) regular sized light aircraft. Furthermore, the hangar doors to which the security surcharge applies includes all hangars located at the Auburn Municipal Airport, including those hangars built on land owned by the City but leased to private parties, and those hangars owned in a condominium type ownership.

The above lease and security surcharge amounts are subject to applicable leasehold taxes, which shall be paid by the tenant. The total charges, including the above lease rates plus lease hold tax and surcharge shall be reflected in monthly billing rates. Tenants shall be given notice as required by Ordinance or lease agreements. The Airport Lease rates shall be effective January 1, ~~2018~~2019.

**Payments.** Payments are due on the first of each month, past due as of the 5<sup>th</sup> and late as of the 15<sup>th</sup>. Payments not received by the 15<sup>th</sup> incur a \$25.00 late fee. Payments not received after 30 days from the due date incur an additional \$25.00 delinquency fee each month payment is delinquent.

**Automatic gate electronic cards.** One automatic gate electronic card will be issued to each City rental tenant free of charge. Any additional electronic cards requested by a tenant are subject to a \$25.00 fee. A \$15.00 fee refund applies to all serviceable returned cards. An additional \$25.00 replacement fee will be assessed against the tenant for all lost or damaged electronic cards. All electronic cards must be returned to the airport at the time of lease expiration.

Each lease shall include an initial payment of first and last months' rent plus a damage deposit in the amount of two times the monthly base rate. Each lease agreement shall also include terms that authorize the city to apply the damage deposit to outstanding charges on termination.

## 2. Daily Transient Parking (overnight)

Tie Down	\$5.00
Open "T"	\$25.00
Enclosed Hangar	\$35.00

## 3. Base Parking Fee – Designated Spaces

A base vehicle parking fee of ~~\$61.00~~\$63.00 per month per designated space is charged. There are ten designated spaces available on a first come basis for pilots to park or store a vehicle for an extended period of time. All airport rules and regulations apply. A Vehicle Storage Permit must be completed and appropriate fees paid. The storage of vehicles is for convenience for the users of the Auburn Airport and is month-to-month.

## 4. Additional Airport Fees

Gate Cards (each lease gets one card at no charge. Additional cards cost \$25.00. A \$15.00 refund applies to all serviceable returned cards.) Limit 2 Cards per space.	\$25.00
Annual Aeronautical Business License <del>(includes listing of your business on airport signs and airport webpage.)</del>	\$250.00
Hangar Waitlist Fee	\$50.00

## 5. Waiver of Fees for Governmental Entities or Governmental Affiliated Entities

The Mayor is authorized to waive a portion or all of any (otherwise) required fees for hangar space rental - if space is available - for governmental entities or government affiliated entities that provide community service(s) and public benefit(s) to residents, citizens and businesses of Auburn.

**E. POLICE DEPARTMENT FEES** *(Per Ordinance No. 5715 amended by Ordinance No. 6216, 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4117, Resolution No. 4272, Resolution No. 4424, Ordinance 6216, Ordinance 6276, Resolution No. 4552, Resolution No. 5016, Resolution No. 5114, and Resolution No. 5255. False Alarm fees per Ordinance No. 6216 amended by Ordinance Nos. 6252 and 6345.)*

Type	Fees
Police Report/Collision Report (fee not charged where requested by victim or party involved)	\$13.25
Visa Letter	\$10.00
Fingerprinting Fees (fee not charged where taking of fingerprints is required by city)	as set by the FBI
Laminated Concealed Pistol License	\$3.50
Annual Alarm Registration Fees:	
Residential	\$24.00
Commercial	\$24.00
Residential Low Income Senior Citizen/Disabled Citizen	\$12.00
Late Registration Fee	\$25.00
Auburn Security Alarm License	\$10.00/each registered alarm user to a maximum of \$100.00 annually
Late License Fee	\$25.00
Reinstatement Fee	\$100.00 plus \$10.00/permitted user
False Alarm Service Fees	
Burglar False Alarm Service Fee*	\$100.00
Robbery, Panic and Burglary Crime in Progress False Alarm Fee*	\$200.00
Supplemental Fee for Non-permitted Alarm System, each alarm	\$200.00
Fee for false alarm caused by Monitoring Company or Alarm Installation Company employee	\$100.00
First Dispatch Report during time of suspension	
Each dispatch thereafter	\$25.00
Late Fee	\$25.00
Appeals	\$25.00

\*The alarm administrator will waive the first false alarm fee following the installation of an alarm system at a particular address.

**F. CITY CLERK FEES** *(Per Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 4244, Resolution No. 5016, Resolution No. 5114 and Resolution No. 5312.)*

Type	Fees
<b>Fees for public records – collection</b>	
Non-certified photocopies of public records, printed copies of electronic public records when requested by the person requesting records	\$0.15 per page plus postage
Certified copies of public records	\$5.00 per document plus copying fees
Scanned public records into an electronic format	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery	\$0.05 per each 4 electronic files
Transmission of public records in an electronic format	\$0.10 per gigabyte
Digital Storage Media or Device; Container or Envelope Used to Mail Copies to Requestor, and Postage	Actual Cost
<b>Fees for Auburn City Code book and supplements</b>	
Copy of Auburn City Code book (with latest supplement)	\$100.00 per code book
Supplements to the Auburn City Code book	\$11.00 per copy



### Marker Services

Flat Grass:	<del>\$265.00</del> <u>\$300.00</u> + tax
Inscription	\$295.00 + tax
Setting Fee	\$150.00 + tax
Resetting Fee	\$175.00
New Inspection Fee for outside sales	
Upright	\$475.00 + tax
Setting Fee	<del>\$390.00</del> <u>\$425.00</u> + tax
Inscription	\$325.00
Resetting Fee	\$45.00 + tax
Vase Setting Fee	\$100.00
Recording Fee	\$175.00
Overtime Charge – per hour	
Saturday Service Fee	<del>\$795.00</del> <u>\$850.00</u>
Full Interment	\$450.00
Cremation	

### Materials

#### Flower Vases: (prices include vase setting fee)

Standard	<del>\$150.00</del> <u>\$200.00</u>
Deluxe Cast Zinc (gray or bronze zinc)	<del>\$250.00</del> <u>\$275.00</u>
Deluxe Wall (brass)	\$250.00
Liners: Concrete Liner	\$795.00 + tax
Mountain View Vault	\$1,695.00 + tax
Vault Installation	\$595.00 + tax
Double Depth	\$995.00 + tax
Urn Encasement	<del>\$300.00</del> <u>\$350.00</u> + tax

#### Forestwalk Informal Cremation Garden

Phase I: Single 3' Single Ground Plot	\$1,495.00
Phase I: Double 4' Plots	\$2,295.00
Phase II: Double 4' Double Ground Plot	\$2,295.00- \$3,995.00

#### Wishing Well Scattering

\$295.00

#### Granite Memorials Start At

~~\$395.00~~\$595.00 + tax



**H. PARKS, ARTS AND RECREATION** (Per Resolution No. 3797 and amended by Resolution No. 3953, Resolution No. 4117, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Resolution No. 4880, Resolution No. 5016, Resolution No. 5181, Resolution No. 5228, Resolution No. 5255, ~~and~~ Resolution No. 5319, and Resolution No. 5388.)

<b>LES GOVE MULTI-PURPOSE BUILDING</b>	<b>Resident</b>	<b>Non-Resident</b>		
Monday – Sunday	\$60.00/ Per 3 hr block	\$75.00/ Per 3 hr block		
<b>LES GOVE GYMNASIUM</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Auburn Non-Profit</b>	<b>Other Non-Profit</b>
Gymnasium (athletics practice, birthday parties, etc.)	\$45.00/hour	\$55.00/hour	\$35.00/hour	\$45.00/hour
Gymnasium (tournaments, trade shows, fairs, etc.)	\$75.00/hour	\$90.00/hour	\$60.00/hour	\$75.00/hour
Damage Deposit	\$300.00	\$300.00	\$300	\$300
Optional Cleaning Fee	\$275.00	\$275.00	\$275	\$275
<b>SENIOR ACTIVITY CENTER</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Auburn Non-Profit</b>	<b>Other Non-Profit</b>
Millennium Room (includes basic kitchen use) Available Friday evenings, Saturday and Sunday.	\$80.00/hour	\$100.00/hour	\$60.00/hour	\$80.00/hour
Full Facility Rental Package Friday night & Saturday: 4 hours Friday and up to 12 hours of use on Saturday	\$1,200.00	\$1,500.00	\$900.00	\$1,200.00
Full Facility Rental Package Full Day Saturday or Full Day Sunday: up to 12 hours of use on either day	\$1,000.00	\$1,300.00	\$750.00	\$1,000.00
1/3 Millennium Room	\$45.00/hour	\$55.00/hour	\$35.00/hour	\$45.00/hour
Lions Room	\$35.00/hour	\$45.00/hour	\$25.00/hour	\$35.00/hour

Monday – Friday				
*Additional Cleanup time available 11:00 p.m. – midnight	\$80.00	\$100.00	\$60.00	\$80.00
Damage & Cleaning Deposit (for Full Facility and Millennium room rentals) without alcohol	\$300.00	\$300.00	\$300.00	\$300.00
Damage & Cleaning Deposit (for Full Facility and Millennium room rentals) with alcohol (\$1,000,000.00 excess liability insurance required)	\$500.00	\$500.00	\$500.00	\$500.00
Optional cleaning fee (fee required with use of alcohol in facility)	\$275.00	\$275.00	\$275.00	\$275.00
Kitchen with room rental.	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)
Kitchen – Private and Commercial Use	\$20.00/hour	\$25.00/hour	\$20.00/hour	\$25.00/hour
<b>AUBURN COMMUNITY &amp; EVENT CENTER</b>	<b>Resident</b>	<b>Non-Resident</b>	<b><u>Auburn Non-Profit</u></b>	<b><u>Other Non-Profit</u></b>
Full Community Room	\$120.00/hour	\$150.00/hour	\$90.00/hour	\$120.00/hour
2/3 Rooms of Full Community Room	\$90.00/hour	\$120.00/hour	\$70.00/hour	\$90.00/hour
1/3 Room of Full Community Room	\$60.00/hour	\$80.00/hour	\$45.00/hour	\$60.00/hour
Full Community Room (up to 12 hours)	\$1,200.00	\$1,500.00	\$900.00	\$1,200.00
Classroom	\$20.00/hour	\$25.00/hour	\$15.00/hour	\$20.00/hour
Kitchen with room rental.	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)
Kitchen – Private and Commercial Use	\$20.00/hour	\$25/hour	\$20.00/hour	\$25.00/hour
Damage & Cleaning Deposit for Full Facility without alcohol	\$300.00	\$300.00	\$300.00	\$300.00
Damage & Cleaning Deposit for Full Facility with alcohol (\$1,000,000.00 excess liability insurance required)	\$500.00	\$500.00	\$500.00	\$500.00
Optional cleaning fee (fee required with use of alcohol in facility)	\$275.00	\$275.00	\$275.00	\$275.00
<b>THE REC</b>				
Full Facility (Includes Rec Room & Lobby)	\$90.00/hour	\$120.00/ hour	\$70.00/ hour	\$90.00/ hour
Rec Room	\$60.00/hour	\$75.00/hour	\$45.00/hour	\$60.00/hour

WILLIAM C. WARREN BUILDING	Resident	Non-Resident		
	\$40.00/hour	\$50.00/hour		
BACKYARD IDEA GARDEN	\$60.00/Half Day	\$75.00/Half Day		
	\$100.00/Full Day	\$125.00/Full Day		
GRASS FIELDS	Resident	Non-Resident		
Youth	\$7.00/hour	\$10.00/hour		
Adult	\$15.00/hour	\$20.00/hour		
Field Lights	\$20.00/hour	\$20.00/hour		
Field Maintenance	\$30.00 per field	\$30.00 per field		
BASEBALL/SOFTBALL/ FASTPITCH TOURNAMENTS	1 Day	2 Day		
Youth	\$700.00	\$1,000.00		
Adult	\$900.00	\$1,300.00		
Field Lights	\$20.00/hour	\$20.00/hour		
SYNTHETIC TURF FIELDS	Resident	Non-Resident		
Youth	\$30.00/hour	\$40.00/hour		
Adult	\$40.00/hour	\$50.00/hour		
Field Lights	\$20.00/hour	\$20.00/hour		
GAME FARM WILDERNESS PARK CAMPGROUNDS	Resident	Non-Resident		
	\$ <del>25</del> 35.00/night	\$ <del>25</del> 35.00/night		
GAME FARM WILDERNESS PARK DAY CAMP	Resident/ Non-Resident	Non-Profit		
	\$75.00/day	\$50.00/day		
PICNIC SHELTERS	Resident	Non-Resident		
GAME FARM PARK	Half Day*	Full Day*	Half Day*	Full Day*
Single quadrant (max: 25)				
Monday – Friday	\$30.00	\$50.00	\$40.00	\$65.00
Saturday - Sunday	N/A	N/A	N/A	N/A
Full day				
Mon-Sun (Full Shelter) 1-99	\$120.00	\$200.00	\$150.00	\$250.00
Mon-Sun (Full Shelter) 100-199	\$180.00	\$300.00	\$225.00	\$375.00
Mon-Sun (Full Shelter) 200+ (must also rent amphitheater)	N/A	\$375.00	N/A	\$475.00
Amphitheater	\$75.00	\$125.00	\$100.00	\$175.00
ISAAC EVANS PARK	\$60.00	\$100.00	\$75.00	\$125.00
LEA HILL PARK	\$60.00	\$100.00	\$75.00	\$125.00
ROEGNER PARK	\$60.00	\$100.00	\$75.00	\$125.00
GAME FARM WILDERNESS PARK	\$60.00	\$100.00	\$75.00	\$125.00
LES GOVE PARK	\$60.00	\$100.00	\$75.00	\$125.00

<b>SUNSET PARK</b>				
<b>Mon-Sun Single Quadrant (max: 25)</b>	\$30.00	\$50.00	\$40.00	\$65.00
<b>Mon-Sun (Full Shelter) 1-99</b>	\$120.00	\$200.00	\$150.00	\$250.00
<b>Mon-Sun (Full Shelter) 100-199</b>	\$180.00	\$300.00	\$225.00	\$375.00
<b>Mon-Sun (Full Shelter) 200+</b>	NA	\$375.00	NA	\$475.00
<b>PLAZA PARK *</b>	<b>Resident Group</b>		<b>Non-Resident Group</b>	
Hourly rate	\$60.00		\$75.00	
Full day rate	\$360.00		\$450.00	
* Additional hourly fees may be applied based on event/staffing needs				
<b>AUBURN AVE THEATER</b>	<b>Resident</b>		<b>Non-Resident</b>	
Weekdays Mon-Thur	\$170.00		\$215.00	
Weekend Days (Fri., Sat., and Sun.)	\$270.00		\$340.00	
Rate Schedule considers one day to be an 8 hour block of time.				
Damage deposit. The terms and conditions for full or partial refund of deposit apply to approval of Check-Out List, including theater, equipment plot restoration.	\$300.00		\$300.00	
<b>Hourly commercial rate for meetings</b> 2 hour min. for “4-wal” only of lobby, auditorium, and stage	\$35.00/hour		\$45.00/hour	
Equipment not included: Use of any theatrical equipment additional charge	\$35.00/hour		\$45.00/hour	
\$1,000,000 excess liability insurance required	Upon request		Upon request	
Custodial Fee	\$130.00		\$130.00	
Sound & Light Technician	\$30.00/hour		\$30.00/hour	
Stage Hand	\$15.00/hour		\$15.00/hour	
<u>Theater House Manager</u>	<u>\$25.00/hour</u>		<u>\$25.00/hour</u>	
<b>Rental Rate Schedule for Commercial Filming</b>	<b>Resident</b>		<b>Non-Resident</b>	
Permit Fee	\$50.00			
Still Photography/Training and Industrial Films, etc	\$50.00 per 1/2 day		\$100.00 per day	
Broadcast, Film, TV, Commercial, etc.	\$75.00 per 1/2 day		\$150.00 per day	
Electricity/Water Access, Park Maintenance Staff, Vehicle Access	Hourly staff cost			
Damage Deposit	\$100.00			
<b>Impact Fees:</b>				
Park Impact Fees	\$3,500.00 per residential dwelling unit			

**I. MULTIMEDIA DUPLICATION** *(Per Resolution No. 3953 and Resolution No. 4552.)*

Product	Cost
DVD Copy	\$10.00 per disk
CD Copy	\$5.00 per disk

**J. INFORMATION SERVICES AND GIS<sup>11</sup>** (*Per Resolution No. 4272, Ordinance 6276, Resolution No. 4552, and Resolution No. 4593 .*) Much of the City's geographic data is available for sale per the prices below plus Washington State sales tax. A signed public records request form is required. Most public records requests can be completed within seven to ten business days and will be delivered in ESRI Shapefile format without Metadata.

Product	Cost
Maps	
Existing Map	\$5.00 + tax
Custom Maps (any non-existing map)	\$50.00 per hour <sup>12</sup> + tax
Data	
Digital Data Requests	\$50.00 per hour <sup>13</sup> + tax
Miscellaneous	
CD-Rom	\$5.00 + tax
All other requests for data or information not specifically listed	\$50.00 per hour + tax

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<sup>11</sup> Hourly charge to complete any of the below (one hour minimum charge).

<sup>12</sup> Hourly charge includes the cost of processing and providing custom map requests.

<sup>13</sup> Hourly charge includes the cost of processing and providing digital data requests.

K. ECONOMIC DEVELOPMENT FEES (per Resolution No. 5388)

**COMMERCIAL PARKING LOT FEES**

<b><u>LOT</u></b>	<b><u>NON-PROFIT ORGANIZATION</u></b> <u>(must submit IRS status with application)</u>	<b><u>OTHER ORGANIZATION</u></b>
<i><u>*\$250 minimum flat fee + additional per space / daily fee</u></i>		
<u>Lot 1 – Kiss &amp; Ride</u> <u>(21 stalls)</u>	<u>\$0 / per space / per day</u>	<u>\$2.50 / per space / per day</u>
<u>Lot 2 – 11 A St NW</u> <u>(47 stalls)</u>	<u>\$0 / per space / per day</u>	<u>\$2.50 / per space / per day</u>
<u>Lot 3 – Mel's Lot</u> <u>(120 stalls)</u>	<u>\$0 / per space / per day</u>	<u>\$2.50 / per space / per day</u>
<u>Lot 4 – B St</u> <u>(60 stalls)</u>	<u>\$0 / per space / per day</u>	<u>\$1.50 / per space / per day</u>
<u>Lot 5 – Safeway</u> <u>(122 stalls)</u>	<u>\$0 / per space / per day</u>	<u>\$1.50 / per space / per day</u>
<u>Lot 6 – D St</u> <u>(20 stalls)</u>	<u>\$0 / per space / per day</u>	<u>\$1.00 / per space / per day</u>

**KL. RETURNED CHECK FEE**

Any instance where a check is tendered for payment and non-sufficient funds exist to settle the transaction, a \$35.00 fee shall apply.



**M. WAIVER OF FEES** (*Per Resolution No. 5181*).

1. The Mayor is authorized to waive any fees for permits, licenses, publications and actions as authorized by Sections 2.03.030, 5.10.030 and 12.60.020 of the City Code.

2. The Mayor is also authorized to reduce, and is vested with to discretion to reduce in compelling cases, by up to 50% any fees for permits, publications and actions where the applicant – the party responsible for payment of such fees – is an organization exempt from taxation under 26 US 501(c)(3), and where the permit(s), publication(s) and/or action(s) relate directly to the provision of charitable services to residents of the City of Auburn. Charitable services are defined as events or services provided to the residents of Auburn free of charge and where the City is a sponsor of the specific event or service. For the purposes hereof, “compelling cases” mean instances where there is an extraordinary need (greatly beyond current and ordinary need) for the charitable services that would be able to be provided. The intent of this authorization is to empower the Mayor with sole discretion to waive some fees in unique situations where there is a greatly increased need for new charitable services to be provided, and where the reduction of fees to the City will not detrimentally impact the City’s ability to provide municipal services. This waiver does not include Impact Fees, System Development Charges, any fees related to Franchise or Public Way Agreements, Right-of-way Vacations, Right-of-Way Use Permits, Facility Extensions, Police Department Fees, Animal Licensing Fees and Penalties, Banner Permit Fees, or Cemetery or Parks fees.

**CITY OF AUBURN FEE SCHEDULE**  
**FEES FOR CITY PERMITS, LICENSES, PUBLICATIONS, AND ACTIONS**  
Effective January 1, 2019

**A. PLANNING FEES** *(Per Ordinance No. 5707, Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4070, Resolution No. 4117, Resolution No. 4143, Ordinance No. 6077, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Ordinance No. 6295, Resolution No. 4868, Resolution No. 4880, Resolution 4964, Ordinance 6477, Resolution No. 5016, Resolution 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5228, Resolution No. 5255, Resolution No. 5312, Resolution No. 5319, and Resolution No. 5388.)*

<b>1. Application Fees:</b> Applications for any action identified below shall not be accepted for filing, unless otherwise noted, until the fees per the below schedule have been paid to the City. <sup>1</sup>	
Additional Meeting Fee (beyond the specified number)	\$283.00 per meeting
Additional Re-submittal Fee (applied after 3 city reviews of the application)	\$69.00 per re-submittal
Administrative Use Permits (covers 1 meeting with staff after which additional meeting fees apply)	\$961.00
Appeal of Administrative Decisions issued under Chapter 1.25, Title 15, Title 16, Title 17 or Title 18 to Hearing Examiner <sup>1</sup> . Hearing Examiner costs are included within the appeal fee and are therefore not billed separately.	\$1,093.00
Binding Site Plan <sup>2</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$1,244.00 + \$66.00/lot
Boundary Line Adjustment <sup>1</sup> :	
Residential	\$567.00
Non-Residential (includes mixed use projects)	\$933.00
Boundary Line Elimination <sup>1</sup>	\$546.00
Comprehensive Plan Map Amendments <sup>3</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$2,622.00 (includes rezone application fee)
Comprehensive Plan Text Amendments <sup>3</sup> (covers 2 meetings with staff after which additional meeting fees apply)	\$1,093.00
Conditional Use Permits <sup>1, 6</sup> (covers 2 meetings with staff after which additional meeting fees apply)	
Residential	\$1,093.00 + Hearing Examiner expenses.
All Other (includes mixed use projects)	\$2,186.00 + Hearing Examiner expenses.

<sup>1</sup> Please note that the City of Auburn may collect a review fee on behalf of the Valley Regional Fire Authority for certain land use and/or environmental reviews which fee is collected in addition to the City's required fees.

<sup>2</sup> Per Auburn City Code, a modification to an approved binding site plan shall be processed in the same manner as the original binding site plan approval. Therefore, the specified fee shall apply to a new or modified binding site plan approval request.

<sup>3</sup> Fees for amendments to text or maps of the Comprehensive Plan apply only where an applicant seeks an amendment affecting specific properties rather than the City generally or property within the City generally.

Conditional Use Permits <sup>4</sup> – Minor Adjustment (covers 1 meeting with staff after which additional meeting fees apply)	
Residential	\$452.00
All Other (includes mixed use projects)	\$606.00
Critical Areas Review:	
Required on-site mitigation, monitoring & reporting <sup>5</sup>	\$328.00 + actual costs for inspection and report preparation by contracted professional.
Critical Areas Reasonable Use Determination	\$283.00
City review of environmental studies, plans or reports (whether submitted with another city application or not and includes one re-submittal)	\$283.00/study, plan or report
Critical Areas Variance – administrative	\$283.00
Critical Areas Variance – hearing examiner <sup>1, 6</sup>	\$1,061.00 + total hourly charge for Hearing Examiner + associated expenses to be paid by applicant prior to issuance of final decision.
Current Use Taxation (covers 1 meeting with staff after which additional meeting fees apply)	\$874.00
Development Agreement – Amendment	\$2,404.00 + \$64.00/lot or dwelling unit
Downtown Urban Center Design Review and/or Major Modifications to Already Issued Design Review Decisions (covers 1 meeting with staff after which additional meeting fees apply)	\$1,244.00
Downtown Urban Center Design Review Minor Modification (applies to already issued design review decisions)	\$202.00
Environmental Review (covers 1 meeting with staff after which additional meeting fees apply)	
SEPA Checklist review <sup>1</sup> (includes City issuance of DNS, MDNS, or DS as appropriate)	\$1,152.00 + \$283.00 /required study
Revised or Supplemental SEPA Checklist review <sup>1</sup> (includes City issuance of Addendum, if appropriate)	\$382.00 + \$283.00 /required study
SEPA 3 <sup>rd</sup> Party Review	Actual costs
Environmental Impact Statement	\$1,152.00 + actual costs for preparation of draft & final statements including labor,

<sup>4</sup> Per Auburn City Code, a major adjustment to an approved conditional use permit shall be processed in the same manner as the original conditional use permit approval. Therefore, the specified fee shall apply to a new request for conditional use permit approval or a request for a major adjustment to a previously approved conditional use permit approval.

<sup>5</sup> For monitoring required over multiple years, the total monitoring fee for the required monitoring period shall be paid prior to final plat approval or issuance of Certificate of Occupancy or release of required financial security.

	materials, mailing & other actual costs relating to the drafting & circulating of the EIS.
Final Plats – Subdivisions (covers 2 meetings with staff after which additional meeting fees apply and 1 re-submittal)	\$1,659.00 + \$56.00/lot
Final Plats – Short Plats (covers 1 meeting with staff after which additional meeting fees apply and 1 re-submittal)	\$820.00 + \$27.00/lot
Flexible Development Alternatives Application Review (covers 1 meeting with staff after which additional meeting fees apply and 1 re-submittal)	\$1,244.00
Hearing Examiner – Conduct of Hearing and Preparation of Decision <sup>6</sup>	Total hourly charge for hearing examiner plus associated expenses to be paid by applicant prior to issuance of final decision
Floodplain Development Permit: Level One	\$283.00
Floodplain Development Permit: Level Two – Habitat impact Assessment	\$556.00
Floodplain Development Permit: Level Three – Habitat Impact Assessment & Hydraulic Analysis (Hydraulic Analysis to be Conducted by Outside Third Party Consultant)	\$556.00 + Third Party Review Fees
Mitigation Plan Review Associated with a Floodplain Development Permit	\$283.00
City Acknowledgement Review of FEMA Flood Map Revision Application	\$109.00
Landscape Plan Revision after initial implementation and after city acceptance of initial maintenance period.	\$109.00
Mining Permits (covers 3 meetings with staff after which additional meeting fees apply)	\$3,959.00
Miscellaneous Administrative Decisions (i.e. sign area deviation, written code interpretations, etc.)	\$546.00
Multi-Family/Mixed Use Design Standards Compliance Review (application covers 1 meeting with staff after which additional fees apply)	\$1,373.00
Plat Alteration or Vacation <sup>6</sup> (application covers 1 meeting with staff after which additional fees apply)	\$1,092.00/request + Hearing Examiner expenses.
Plat Modification (application covers 1 meeting with staff after which additional fees apply)	\$1,092.00/request
Preliminary Plats – Subdivisions <sup>1, 6</sup> (application covers 3 meetings with staff after which additional fees apply)	\$6,121.00 + \$128.00/lot + Hearing Examiner expenses.
Preliminary Plats – Short Plats <sup>1</sup> (application covers 1 meeting with staff after which additional fees apply)	\$1,583.00 + \$64.00/lot
Preliminary Site Plan Review (non-PUD) (application covers 1 meeting with staff after which additional fees apply)	\$1,131.00

<sup>6</sup> The total expense for the Hearing Examiner is the responsibility of the applicant and is in addition to the relevant application fee for applications requiring a public hearing before the Hearing Examiner (e.g. conditional use permit). The expense for Hearing Examiner services will be determined after the Hearing Examiner has provided an invoice to the City that itemizes expenses incurred and this will be entered in the electronic permit tracking system as a payment due the city from the Applicant prior to final project approval.

Pre-application Meeting (application covers 1 meeting with staff after which additional fees apply)	\$283.00 – fee will be applied towards any related application made within one year of the date the pre-application meeting was held
PUD – Major Adjustment <sup>7</sup> (application covers 2 meetings with staff after which additional fees apply)	\$2,795.00
Public Notice Boards: 2' x 4' public notice board 4' x 4' public notice board	\$88.00 \$148.00
Rezone – zoning map amendment (application covers 2 meetings with staff after which additional fees apply)	\$2,334.00
School Impact Fee Collection: <sup>8</sup> Per Single Family Dwelling Unit Per Multi-Family Dwelling Unit	\$58.00 \$29.00
SEPA – <i>see Environmental Review</i>	
Shoreline (application covers 1 meeting with staff after which additional fees apply): Shoreline Exemption Determination  Shoreline Conditional Use Permit <sup>6</sup>  Shoreline Substantial Development Permit <sup>6</sup>  Shoreline Variance <sup>6</sup>	\$235.00  \$1,243.00 + Hearing Examiner expenses.  \$1,243.00 + Hearing Examiner expenses.  \$1,243.00 + Hearing Examiner expenses.
Short Plat Modification (application covers 1 meeting with staff after which additional fees apply)	\$283.00/requested modification
Site Plan Approval – PUD, Residential <sup>9</sup> (application covers 1 meeting with staff after which additional fees apply)	\$1,244.00 + \$66.00/lot or unit
Site Plan Approval - PUD, Non-residential <sup>9</sup> (application covers 1 meeting with staff after which additional fees apply)	\$1,244.00 + \$66.00/lot or unit
Special Exception <sup>16</sup> Single Family Residential; for a single lot request (to Hearing Examiner)  All Other Instances	\$283.00 + Hearing Examiner expenses  \$1,061.00 + Hearing Examiner expenses
Special Home Occupation Permits	\$283.00
Third Party Review of Reports	\$177.00 + Actual Costs of Consultant
Three-Party Outside Utility Extension Agreement - Site Specific Review (application covers 1 meeting with staff after which additional fees apply)	\$1,131.00 + plus the City's actual costs in performing under the terms of the agreement as negotiated between the parties

<sup>7</sup> A prior City Code amendment eliminated Planned Unit Developments (PUD). The PUD fees included herein are applicable only to the existing previously approved PUDs.

<sup>8</sup> The City collects an application fee to cover the reasonable cost of administration of the school impact fee program.

Type I Temporary Use Permit <sup>1</sup>	\$105.00 \$52.00 per extension request
Type II Temporary Use Permit <sup>1</sup>	\$158.00 \$52.00 per extension request
Variance <sup>1</sup> Administrative Single Family Residential for a single lot request (to Hearing Examiner) All other instances (includes mixed use residential)(to Hearing Examiner)	\$628.00 \$283.00+ Hearing Examiner expenses \$1,061.00 + Hearing Examiner expenses
Water/Sewer Certificate <sup>1</sup> (outside of city limits for other than one single-family residence)	\$340.00
Zoning Certification Letter: Residential Non-Residential (includes mixed use development)	\$58.00 \$115.00
Zoning Code Text Amendment (application covers 1 meeting with staff after which additional fees apply)	\$1,131.00
<b>2. BOOKS, MAPS, MATERIALS:</b> <sup>9</sup> (pursuant to Resolution No. 3953)	
Comprehensive Plan	Cost of Production
Downtown Plan	Cost of Production
Downtown Plan Appendices	Cost of Production
Copies of Codes and Ordinances	Cost of Production
Maps	Cost of Production
<b>3. LAND CLEARING, GRADING AND FILLING FEES</b> (Per Ordinance No. 6146, Resolution No. 4272 Resolution No. 4424, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)	
Land Clearing: Base Fee (for up to 1 acre) 1 to 5 acres Over 5 acres	\$340.00 Base Fee + \$121.00/acre Base Fee + \$89.00/acre
Grading and Filling Fees: Base Fee without FAC (for up to 500 cubic yards) Base Fee with FAC (for up to 500 cubic yards) 500 to 250,000 cubic yards Over 250,000 cubic yards	\$2,509.00 \$340.00 Base Fee + \$0.38/cubic yard Base Fee + \$0.07/cubic yard

<sup>9</sup> Prices for printed materials do not include any taxes.

**4. BUILDING FEES** (per Ordinance 5715, Ordinance 5819, Resolution No. 3773, Resolution No. 3797, Resolution No. 3818, Resolution No. 3953, Resolution No. 4143, Ordinance No. 6146, Resolution No. 4272, Resolution No. 4424, Resolution No. 5134, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)

- a. Building Permit Fees:** Building permit fees are based upon a project's construction valuation as set forth by the International Code Council (ICC). ICC's construction valuation table is hereby incorporated into the City of Auburn's fees schedule. Construction valuations will be updated on January 1<sup>st</sup> of each year. The fee for each International Building Code, International Residential Code, Washington State Energy Code or Washington State Indoor Air Quality Code building permit shall be as set forth in Table 1-A, below.<sup>10</sup>

**Table 1-A BUILDING PERMIT FEES**

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$32.00
\$500.01 to \$2,000.00	\$32.00 for the first \$500.00 plus \$6.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,000.01 to \$25,000.00	\$122.00 for the first \$2,000.00 plus \$18.60 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,000.01 to \$50,000.00	\$549.80 for the first \$25,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,000.01 to \$100,000.00	\$899.80 for the first \$50,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,000.01 to \$500,000.00	\$1,399.80 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,000.01 to \$1,000,000.00	\$4,999.80 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.01 and up	\$8,999.80 for the first \$1,000,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof
<b>Other Inspections and Fees:</b> 1. Inspections outside of normal business hours..... \$67.00 per hour <sup>1</sup> (minimum charge – two hours) 2. Reinspection fees assessed under provisions of Section 109.4.13 ..... \$67.00 per hour <sup>1</sup> 3. Inspections for which no fee is specifically indicated ..... \$67.00 per hour <sup>1</sup> (minimum charge – one hour) 4. Additional plan review required by changes, additions or revisions to plans ..... \$67.00 per hour <sup>1</sup> (minimum charge – one hour) 5. For use of outside consultants for plan checking and inspections, or both ..... Actual costs <sup>2</sup>	
<b>FOOTNOTES:</b> <sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. <sup>2</sup> Actual costs include administrative and overhead costs.	

<sup>10</sup> Please note that the City of Auburn may collect a review fee for the Valley Regional Fire Authority for certain permit applications that is collected in addition to the City's required fees.

**b. Mechanical Permit Fees:** The fee for each permit issued under provisions of the International Mechanical Code, International Fuel Gas Code, NFPA 54 (National Fuel Gas Code), NFPA 58 (Liquefied Petroleum Gas Code), or the mechanical device provisions of the International Residential Code shall be as set forth in Table 2-A, below. For new single-family dwellings a flat rate permit fee of \$196.00 may be charged in lieu of fees as prescribed in Table 2-A. For new multi-family dwellings, a flat rate permit fee of \$133.00 may be charged in lieu of fees prescribed in Table 2-A.

**Table 2-A MECHANICAL PERMIT FEES**

**Permit Issuance and Heaters:**

- |                                                                                                          |         |
|----------------------------------------------------------------------------------------------------------|---------|
| 1. For the issuance of each mechanical permit.....                                                       | \$27.00 |
| 2. In addition to the base mechanical permit fee, each mechanical fixture shall include a charge of..... | \$13.00 |

**Other Inspections and Fees:**

- |                                                                                                                                                                              |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Inspections outside of normal business hours, per hour (minimum charge -- two hours) .....                                                                                | \$67.00 |
| 2. Reinspection fees assessed under provisions of Section 109.4.13 .....                                                                                                     | \$67.00 |
| 3. Inspections for which no fee is specifically indicated, per hour (minimum charge -- one hour) .....                                                                       | \$67.00 |
| 4. Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge -- one hour) ..... | \$67.00 |

\* Or the total cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**c. Plumbing Code Permit Fees:** For new single-family dwellings a flat rate permit fee of \$196.00 may be charged in lieu of fees as prescribed in Table 3-A. For new multi-family dwellings, a flat rate permit fee of \$133.00 may be charged in lieu of fees prescribed in Table 3-A.

**Table 3-A PLUMBING PERMIT FEES**

**Permit Issuance:**

- |                                                                                                          |         |
|----------------------------------------------------------------------------------------------------------|---------|
| 1. For issuing each permit .....                                                                         | \$27.00 |
| 2. In addition to the base mechanical permit fee, each mechanical fixture shall include a charge of..... | \$13.00 |

**Other Inspections and Fees:**

- |                                                                                                                           |         |
|---------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Inspections outside of normal business hours .....                                                                     | \$67.00 |
| 2. Reinspection fee .....                                                                                                 | \$67.00 |
| 3. Inspections for which no fee is specifically indicated .....                                                           | \$67.00 |
| 4. Additional plan review required by changes, additions or revisions to approved plans (minimum charge - one hour) ..... | \$67.00 |

\*Per hour for each hour worked or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of all the employees involved.

**d. Demolition Permit Fees:** Demolition permits shall be charged a base fee of \$134.00.

**Fees:** Permit fees shall be assessed in accordance with this section. Fees specified shall be adjusted for inflation each year based upon the Seattle Consumer Price Index. Fees shall be rounded down to nearest whole dollar.

**Appeal Fees:** The fee for appeals of codes adopted pursuant to ACC Chapter 15 shall be \$116.00 plus total hearing examiner costs.

**Plan Review Fees:** When submitted documents are required by Section 106.3 of the Construction Administrative Code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A. The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

**Temporary Certificate of Occupancy Fees:** There shall be a fee equal to \$268.00 for issuance of a temporary certificate of occupancy and a fee of \$134.00 for any subsequent extensions requested.



<b>5. FIRE IMPACT FEES. Impact Fees By Land Use – Revenue Credit = 20% (Per Ordinance No. 5977, Resolution 3953, and Resolution No. 4022)</b>			
<b>Land Use</b>	<b>Total Fire &amp; EMS Cost per Unit of Development</b>	<b>Adjustment (Revenue Credit) at 20%</b>	<b>Fire and EMS Impact Fee per Unit of Development</b>
<b><i>Residential – All calculations below are per dwelling unit – Total x Number of Units</i></b>			
Single Family, Duplex, Mobile Home	\$362.66	\$72.53	\$290.13
Multi-Family	\$383.09	\$76.62	\$306.47
<b><i>Non-Residential – All calculations below are per square foot - Total x Square Feet</i></b>			
Hotel/Motel	\$0.53	\$0.11	\$0.42
Hospital/Clinic	\$1.05	\$0.21	\$0.84
Group Living	\$2.63	\$0.53	\$2.10
Office	\$0.29	\$0.06	\$0.23
Retail	\$0.62	\$0.12	\$0.50
Restaurant/Bar/Lounge	\$1.62	\$0.32	\$1.30
Industrial/Manufacturing	\$0.11	\$0.02	\$0.09
Leisure/Outdoors	\$1.08	\$0.22	\$0.86
Agriculture	\$0.71	\$0.14	\$0.57
Church	\$0.38	\$0.08	\$0.30
Schools/Colleges	\$1.07	\$0.21	\$0.86
Government/Public Buildings	\$1.81	\$0.36	\$0.86
Casino	\$3.78	\$0.77	\$3.01
Jails	\$21.99	\$4.40	\$17.59
<b>6. ADMINISTRATIVE PROCEDURES AND MISCELLANEOUS INSPECTIONS:</b> In addition to any other fees specified in this chapter, there shall be a fee schedule for certain administrative procedures not otherwise included as set forth in the following schedule of fees:			
Adult Family Home Inspection	\$170.00		
Demolition, permit and inspections	Per Table 1-A		
Relocation (pre-inspection)	Per Table 1-A		
Housing Inspection	Actual City Cost, minimum \$21.00		
Change of Use	\$195.00		
Sign Permits	Unless except by Ch. 18.56 ACC, the fee shall accompany each application for a sign permit. The amount of the fee shall be based upon the value of the sign pursuant to Table 1-A.		

<b>7. BUSINESS LICENSE FEES</b>	
a. The annual fee for a General Business License as defined in Chapter 5.10 of the Auburn City Code.	\$100.00
b. Contractors who are based outside of Auburn but that are performing work inside of Auburn.	\$50.00
c. Replacement fee for commercial vehicle parking permit issued in accordance with ACC 10.36.190.B	\$10.00
<b>8. RENTAL HOUSING BUSINESS LICENSE FEES</b> <i>(Per Resolution No. 4601, Ordinance No. 5882, Resolution No. 4272, Resolution No. 4424, and Ordinance 6477):</i>	
a. The fee for a license to operate rental housing businesses in the City, as defined in Chapter 5.22 of the Auburn City Code (ACC) shall be based on the total number of units as follows: One to four dwelling units Five to 24 dwelling units Twenty-five or more dwelling units Communal residence	 \$53.00/year \$106.00/year \$212.00/year \$150.00/year
b. The fee for a license to operate rental housing businesses in the city shall be for the license year from January 1 to December 31, and each applicant must pay the full fee for the current license year or any portion thereof during which the applicant has engaged in the operation of rental housing businesses.	
c. The rental housing business license fee required by this chapter is in lieu of, and not in addition to, the general business license fee required by Chapters 5.05 and 5.10 of the Auburn City Code (ACC); provided, however, that any person required to obtain a rental housing business license must also obtain a general business license, at no cost, pursuant to Chapters 5.05 and 5.10 of the Auburn City Code (ACC).	
d. Notwithstanding the provisions of sub-section (1) of this section, the fee for operating rental housing facilities for any single individual, partnership, corporation or entity shall not exceed \$424.00 per license period.	
Rental housing business license renewals shall be for the period January 1 through December 31 of each year.	

## B. ENGINEERING AND PUBLIC WORKS FEES

<b>1. Transportation Impact Fee Rate Schedule:</b> <i>(Per Ordinance No. 5763 as amended by Resolution No. 3953, Ordinance No. 6005, Resolution No. 4103, Resolution No. 4424, Resolution 4964, Resolution No. 5114, Resolution No. 5181, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)</i>					
<b>Land Use</b>	<b>ITE Land Use Code</b>	<b>Independent Variable</b>	<b>Trip Rate</b>	<b>Non-Downtown Fee Rate</b>	<b>Downtown Fee Rate</b>
<b><i>Industrial</i></b>					
General Light Industrial	110	sf/gfa	0.63	\$5.68	-
Industrial Park	130	sf/gfa	0.40	\$3.60	-
Manufacturing	140	sf/gfa	0.67	\$2.72	-
Warehousing	150	sf/gfa	0.19	\$2.65	-
Mini-Warehouse/Storage	151	sf/gfa	0.17	\$1.41	-
<b><i>Residential</i></b>					
Single-Family (detached)	210	du	0.99	\$4,895.23	\$3,965.14
Accessory Dwelling Unit	N/A	du	0.51	\$2,545.52	\$2,061.87
Multi-Family without commercial	220-221	du	0.50	\$2,613.62	\$2,117.03
Multi-Family with commercial	231	du	0.36	\$1,881.80	\$1,524.26
Mobile Home	240	du	0.46	\$1,819.64	-
Senior Housing	251, 252	du	0.28	\$1,107.61	\$897.16
Congregate Care Facility	253	du	0.17	\$672.78	\$544.71
<b><i>Lodging</i></b>					
Hotel	310	room	0.60	\$3,390.64	\$2,746.42
Motel	320	room	0.38	\$2,147.40	-
<b><i>Recreational</i></b>					
Movie Theater	444, 445	seat	0.08	\$220.96	\$163.51
Health Club	492, 493	sf/gfa	4.87	\$16.00	\$11.84
<b><i>Institutional</i></b>					
Elementary School	520	student	0.17	\$326.63	\$241.71
Middle School/Jr. High	522	student	0.17	\$518.77	\$383.89
High School	530	student	0.14	\$585.45	\$433.23
Church	560	sf/gfa	0.49	\$2.56	\$1.90
Day Care Center	565	sf/gfa	11.12	\$31.42	\$23.25
Library	590	sf/gfa	8.16	\$14.70	\$10.88
<b><i>Medical</i></b>					
Hospital	610	sf/gfa	0.97	\$5.48	\$4.44
Asst. Living, Nursing Home	254, 620	bed	0.24	\$949.38	-
<b><i>Office</i></b>					

Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
General Office	710, 715, 750	sf/gfa	1.24	\$8.04	\$5.47
Small Office	712	sf/gfa	2.45	\$15.89	\$10.80
Medical Office	720	sf/gfa	3.46	\$17.60	\$11.97
Post Office	732	sf/gfa	11.21	\$20.19	\$13.73
<b>Retail</b>					
Free Standing Discount Superstore	813	sf/gla	4.33	\$9.12	\$6.75
Free Standing Discount Store	815	sf/gla	4.83	\$11.89	\$8.80
Hardware/Paint Store	816	sf/gla	2.68	\$4.76	\$3.53
Shopping Center	820	sf/gla	3.81	\$7.46	\$5.52
Car Sales – New	840	sf/gla	5.13	\$26.67	\$19.74
Car Sales – Used	841	sf/gla	3.75	\$19.50	\$14.43
Automobile Parts Sales	843	sf/gla	4.91	\$6.72	\$4.97
Tire Store	848	sf/gla	3.98	\$8.91	\$6.59
Supermarket	850	sf/gla	10.94	\$20.77	\$15.37
Convenience Market	851	sf/gla	49.11	\$44.20	\$32.71
Home Improvement Store	862	sf/gla	2.33	\$4.01	\$2.97
Drugstore w/o Drive-Through	880	sf/gla	8.51	\$9.61	\$7.11
Drugstore w/ Drive-Through	881	sf/gla	10.29	\$12.60	\$9.33
Marijuana Dispensary	882	sf/gla	21.83	\$113.49	\$83.99
Furniture Store	890	sf/gla	0.52	\$0.59	\$0.43
<b>Services</b>					
Drive-in Bank	912	sf/gfa	20.45	\$28.17	\$20.85
Quality Restaurant	931	sf/gfa	7.80	\$20.98	\$15.53
High Turnover Restaurant	932	sf/gfa	9.77	\$18.10	\$13.39
Fast Food Restaurant w/o Drive-Through	933	sf/gfa	28.34	\$40.84	\$30.22
Fast Food Restaurant w/ Drive-Through	934	sf/gfa	32.67	\$46.16	\$34.16
Espresso Stand w/ Drive-Through	938	sf/gfa	83.33	\$40.03	\$29.62
Auto Care Center	942	sf/gfa	3.11	\$6.77	\$5.01
Service Station	944	vfp	14.03	\$19,543.60	\$14,462.26
Service Station w/ Mini-Mart	945	vfp	13.99	\$14,793.91	\$10,940.09
<b>Lakeland PUD (Per Ordinance No. 4867 as amended by Resolution No. 2955, Ordinance No. 6176, Resolution No. 5181, and Resolution No. 5388.)</b>					

Land Use	ITE Land Use Code	Independent Variable	Trip Rate	Non-Downtown Fee Rate	Downtown Fee Rate
Detached Single-Family Residential Unit	N/A	du	n/a	\$1,352.83	-
Attached Single-Family/Multi-Family Unit	N/A	du	n/a	\$878.08	-
Senior-Family Unit	N/A	du	n/a	\$301.74	-
Commercial/Retail Units	N/A	sf/gfa	n/a	\$3.51	-

Administrative Fee for Independent Fee Calculation

\$205.00

**Notes:**

- A. Basic trip rates are based on the ITE Trip Generation Manual, 10th Edition.
- B. Impact fee rate calculation is based upon the following methodology:
  - Basic Trip Rate = PM Peak Hour Trip Generation (per unit of measure)
  - Basic Trip Rate x Percent of New Trips x Trip Length Adjustment x Per Trip Fee/(divide by) 1,000 for rate per square foot (where applicable) = Impact Fee Rate (per unit of measure)
- C. For land uses not specifically identified here, trip generation rates could be derived from ITE or a special study by the applicant.
- D. sf/GFA= Square feet Gross Floor Area; sf/GLA= Square Feet Gross Leasable Area; VFP=Vehicle Fueling Position.
- E. Projects eligible for the Downtown Fee Rate are those located entirely within the boundary identified on Figure 1.

**2. Truck-Dependent Land Use Supplementary Transportation Impact Fee Rate Schedule:**  
(Per Resolution No. 4122, Resolution No. 4424, Resolution No. 5181, Resolution No. 5319, and Resolution No. 5388.)

Land Use	ITE Land Use Code	Independent Variable	Truck Trip Rate	Impact Fee Rate (per sf)
<b>Industrial</b>				
Light Industry/Manufacturing	110, 130, 140	sf/gfa	0.06	\$0.12
<b>Retail</b>				
Shopping Center	820	sf/gla	0.01	\$0.02
Car Sales	840, 841	sf/gfa	0.09	\$0.14
Supermarket	850	sf/gfa	0.33	\$0.64
Free-Standing Discount Store	813, 815, 861, 863, 864	sf/gfa	0.10	\$0.20
Home Improvement Store	862	sf/gfa	0.37	\$0.73
<b>Services</b>				
Restaurant	931, 932	sf/gfa	0.63	\$1.23
Fast Food Restaurant	933, 934	sf/gfa	2.87	\$5.60

**Notes:**

- A. ITE Land Use Code based on ITE Trip Generation, 10th Edition
- B. Impact fee rate calculation is based upon the following methodology:
  - Truck Trip Rate = Daily Truck Trip Generation (per unit of measure)
  - Truck Trip Rate x Per Trip Fee = Impact Fee Rate (per unit of measure)

<p>C. For land uses not specifically identified in the table, trip generation rates could be derived from a special study by the applicant.</p> <p>D. sf /gfa=square feet of gross floor area</p>
<p><b>3. Facility Extension Fees:</b> <i>(Per Ordinance No. 5791 and amended by Ordinance No. 5819, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5114, Resolution No. 5319, Resolution 5380, and Resolution No. 5388.)</i></p> <p>The Facility Extension Application Fee is \$715.00, plus \$215.00 for each Facility (water, sanitary sewer, storm drainage, street, private street and private storm systems within private streets).</p> <p>Facility Extension Fees are the summation of the following categories (a+b+c+d), or \$2,140.00, whichever is greater.</p> <p>a. For the combined linear footage of water, sewer, storm drainage and private storm drainage within private streets:</p> <p style="padding-left: 40px;">The first 0 lineal feet (LF) to 1000 LF is charged at \$7.25 per LF plus, The next 1001 LF to 2500 LF is charged at \$3.75 per LF plus, Any additional over 2500 LF is charged at \$2.25 per LF.</p> <p>b. For the linear footage of streets and private streets:</p> <p style="padding-left: 40px;">The first 0 LF to 500 LF will be charged at \$9.00 per LF plus, The next 501 LF to 1000 LF will be charged at \$5.25 per LF plus, Any additional over 1000 LF will be charged at \$1.50 per LF.</p> <p>c. For non-linear extensions such as pump stations or traffic signals, the extension fee will be determined by the City Engineer based on an estimate of the City's labor Cost associated with the plan review, inspection, and administration of the application.</p> <p>d. For that portion of the water or sewer facility located outside City Limits, but within existing County (King or Pierce) right-of-way, an additional fee of \$575.00 plus \$6.50 per LF of the combined water and sewer extension located in the existing County right-of-way applies.</p>
<p><b>Facility Extension Fees will be paid as follows:</b></p> <p>a. Forty percent (40%) of the estimated fee will be paid when the applicant applies for second review or, if no second review is needed, before the City issues a notice of plan approval.</p> <p>b. The remaining balance will be paid by the applicant before the City signs the facility extension agreement. (After plan approval, but before the start of construction.)</p>
<p><b>Additional Review:</b></p> <p><b>Each additional plan review beyond a 3<sup>rd</sup> review prior to plan approval will require an additional fee of \$536.00 be paid at the time of the additional review submittal. If the review requires more than 8 hours of staff time to complete an additional fee of \$67.00 per hour will be charged and must be paid prior to plan approval.</b></p> <p><b>Additional plan review required by changes, additions or revisions to plans during construction will require an additional fee of \$268.00 be paid at the time the additional review is submitted and prior to any review being completed. If the review requires more than 4 hours of staff time to complete, an additional fee of \$67.00 per hour will be charged and must be paid prior to plan approval.</b></p> <p><b>For each deviation, deferral, or appeal submitted for review, the applicant will be charged a \$268.00 fee, regardless of the City's approval or rejection of the request. If the review of</b></p>

the request requires more than 4 hours of staff time to complete, an additional fee of \$67.00 per hour will be charged and must be paid prior to plan approval.	
<b>Additional Inspection:</b> Fees to inspect work beyond the Authorized Construction Period, re-inspect previously inspected work that was found to be incomplete or deficient, and inspection of non-linear extension work are \$67.00 per hour during normal business hours and \$100.00 per hour during non-business hours (weeknights, weekends, and holidays).	
<b>4. Right-of Way Use Permit Fees:</b> (Per Ordinance No. 6125, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)	
Type A – Banner	\$54.00
Type B – Short Term	\$64.00
Type C – Long Term	\$265.00 for the 1 <sup>st</sup> year (or any term longer than 30 days and less than 1 year)/ \$106.00 for each additional year (or portion thereof) up to 5 years
Type D – Hauling	\$106.00 + estimated staff time @ \$54.00 per hour
Street Closure – Type B or C	\$96.00
Sidewalk Closure – Type B or C	\$64.00
Parking Closure – Type B or C	\$64.00
<b>5. Franchise Agreements:</b> (Per Ordinance No. 6546, Resolution No. 5114, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)	
Application/Renewal/Amendment Application Fee (ACC 13.36.040, ACC 20.06.120, ACC 20.06.130)	\$5,300.00 Nonrefundable Initial Fee + plus the City's actual costs incurred in excess of \$5,300.00. Initial Fee is due at time of application any additional costs beyond the initial fee is due prior to the effective date of the agreement.
Annual Administration Fee (ACC 20.04.170)	Actual City Costs
Annual CATV Franchise Fee (ACC 13.36.230)	5% of Gross Revenue for the prior three months.
Other Annual Franchise Fee (ACC 20.06.100)	Statutorily Permissible Percent of Gross Revenue
<b>6. Public Way Agreements:</b> (Per Ordinance No. 6546, Resolution No. 5114, Resolution No. 5319, and Resolution No. 5388.)	
Application/Renewal Application Fee (ACC 20.04.020, ACC 20.04.120)	\$5,300.00 nonrefundable Initial Fee + plus the City's actual costs incurred in excess of \$5,300.00. Initial Fee is due at time of application any additional costs beyond the initial fee is due prior to the effective date of the agreement.
Annual Fee (ACC 20.04.170)	Actual City Costs
<b>7. Right-of-Way Vacations:</b> (Per Resolution No. 4143, Resolution No. 5114, Resolution No. 5319, and Resolution No. 5388.)	
Application Fee	\$1,600.00
Land Value Compensation	Per ACC 12.48.085

**8. Utility System Development Fees:** (Per Ordinance No. 5819 and amended by Resolution No. 3797, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5114, Resolution No. 5134, Resolution No. 5181, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)

For all utilities, a charge in lieu of assessment or payback charges may be applicable for the proportional share of the utility line being connected to.

**a. Water Utility:** Connection fees are comprised of a Permit Fee and the System Development Charge as follows:

Meter Size (In Inches)	Water Service Installation Permit Fee			System Development Charge (SDC)
	Existing Water Service & Meter Box <sup>(1)</sup>	Water Service & Meter Box Installed by City <sup>(2, 3)</sup>		
		Paved Street	Unpaved Street	
¾ or less	\$390.00	\$4,212.00	\$2,712.00	\$7,121.00
1	\$445.00	\$4,266.00	\$2,766.00	\$7,121.00
1-1/2	\$1,020.00	\$ 7,383.00	\$5,883.00	\$23,711.00
2	\$1,090.00	\$7,454.00	\$5,954.00	\$37,951.00
3	Actual Cost	By Applicant	By Applicant	\$75,973.00
4	Actual Cost	By Applicant	By Applicant	\$118,694.00
6	Actual Cost	By Applicant	By Applicant	\$237,320.00
8	Actual Cost	By Applicant	By Applicant	\$379,726.00
10	Actual Cost	By Applicant	By Applicant	\$545,912.00

<sup>(1)</sup>Installation of a water meter done by the City and the service either already exists or has been installed by the Applicant.

<sup>(2)</sup>Installation of the entire water service is done by the City.

<sup>(3)</sup>If meter installation or retrofit involves installation of a fire sprinkler line, fee is Actual Cost.

**b. Sanitary Sewer Utility:** Connection fees are comprised of a Permit Fee and the System Development Charge as follows:

Type	Permit Fee	System Development Charge (SDC)
New Connection <sup>(4)</sup>	\$200.00	\$2,642.00 per RCE <sup>(5)</sup>
Grinder Pump (New Connection) <sup>(4)</sup>	\$275.00	\$2,642.00 per RCE <sup>(5)</sup>
Tenant Improvement <sup>(4)</sup>	\$65.00	\$2,642.00 per net increase in RCE's <sup>(5)</sup>

<sup>(4)</sup>All construction is the responsibility of the Applicant. If a new connection or repair requires work within City right-of-way, a Construction Permit (EXC - see Section 11) is required in addition to the Sewer Permit.

<sup>(5)</sup>RCE, Residential Customer Equivalent - An RCE shall be as defined by the King County Department of Natural Resources.

**NOTE:** In addition to City sanitary sewer connection fees, King County will impose a sanitary sewer connection fee (King County Capacity Charge) for improvements in King County's regional sewer system, in accordance with King County Code 28.84.050. King County will bill customers directly for this charge once the sewer work is complete. This charge is not to be paid to the City.

**c. Storm Drainage Utility:** (Per Resolution No. 4566 and amended by Resolution No. 5181, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)

Connection fees are comprised of a Permit Fee and the System Development Charge as follows:



Type	Permit Fee <sup>(6)</sup>		System Development Charge (SDC)
Single Family Residence & Duplexes (on Individual Parcels)	Level 1	\$220.00	\$1,320.00 per ESU <sup>(8)</sup>
	Level 2	\$430.00	
	Level 3 <sup>(7)</sup>	Base Fee = \$1,530.00 for up to 10,000 SF of disturbed area Cumulative Additional Fee #1 = Base Fee + \$430.00 for 10,001 SF up to 43,560 SF (1 Acre) of disturbed area Cumulative Additional Fee #2 = Cumulative Additional Fee #1 + \$110.00 per whole or partial Acre disturbed over 1 Acre	
Other Parcels	Level 1	\$220.00	\$1,320.00 per ESU <sup>(8)</sup>
	Level 2	\$430.00	
	Level 3 <sup>(7)</sup>	Base Fee = \$1,530.00 for up to 10,000 SF of disturbed area Cumulative Additional Fee #1 = Base Fee + \$430.00 for 10,001 SF up to 43,560 SF (1 Acre) of disturbed area Cumulative Additional Fee #2 = Cumulative Additional Fee #1 + \$110.00 per whole or partial Acre disturbed over 1 Acre	

<sup>(6)</sup>Permit levels are determined as follows:

- Level 1 permits are for all projects that are not located in a Critical Area and add or replace less than 2,000 square feet of hard surface area; and/or disturb less than 7,000 square feet of land.

Note: Single-family residential projects disturbing 500 square feet or less may not require a permit.

- Level 2 permits are for all projects that add or replace 2,000 to 4,999 square feet of hard surface area; or disturb 7,000 square feet or more of land.
- Level 3 permits are for all projects that add 5,000 square feet or more of hard surface area, or convert  $\frac{3}{4}$  acres or more of native vegetation to lawn/landscaped area, or convert 2.5 acres or more of native vegetation to pasture, or the new plus replaced hard surface area is 5,000 square feet or more and the value of improvements exceeds 50% of the assessed value of existing improvements.

<sup>(7)</sup>Level 3 permit is calculated as the Base Fee plus the Cumulative Additional Fees described herein.

<sup>(8)</sup>ESU, Equivalent Service Unit - A configuration of development of hard surfaces (which include impervious surfaces, permeable pavements, and vegetated roofs) estimated to contribute an amount of runoff to the City's storm drainage system which is approximately equal to that created by the average single family residential parcel. Although gravel surfaces are considered a hard surface under ACC 13.48.010, existing gravel surfaces are not included in the calculation of the SDCs. One ESU is considered equal to 2,600 square feet of parcel coverage by hard surfaces. Per ACC 13.48.010.

When calculating the total SDC, a credit will be applied for the existing hard surface area except existing gravel surfaces.

<b>9. Other Utility Fees: (Per Ordinance No. 5819, Ordinance No. 5944, Resolution No. 3797, Resolution No. 3953, Resolution No. 4424, Resolution No. 5114, Resolution No. 5134, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)</b>	
Fireline Connection Permit	\$145.00
Hydrant Installation Permit and Inspection Fee	\$250.00
Hydrant Use Monthly Rate (applies to Type A and B permits): 3-inch water meter monthly rate, plus Actual usage at Commercial water rate	Per Current Utility Rate Schedule
Fire Hydrant Meter Wrench Fee (Type A Permit) <sup>(1)</sup>	\$45.00
Hydrant Meter with RPBA, Valve, and Wrench (Type B Permit) – Refundable Deposit <sup>(2)</sup>	\$2,110.00
Water Use Charge for Unreturned Hydrant Meter (if equipment not returned for final reading)	\$720.00
Water Meter Test Fee, 2" or less	\$230.00
Water Meter Test Fee, greater than 2"	At Actual Cost
Water Meter Removal Fee (3/4" to 1") – (service line remains)	\$320.00
Water Meter Removal Fee (1-1/2" to 2") – (service line remains)	\$640.00
Water Meter Removal Fee (3" and larger) – (service line remains)	At Actual Cost
Water Service Abandonment Permit (City abandons at main, removes meter and box)	\$3,080.00
Water Meter Relocation Permit by City	Same as Water Service Installation Permit Fee, see 8.a.
Meter Damage/Tamper Repair Permit	\$500.00 plus Meter Cost, if applicable
Water Service Alteration/Repair Permit on Private Property (by Applicant)	\$85.00
Backflow Permit for Premises Isolation (internal or external)	\$85.00
Hydraulic Modeling	At Actual Cost, \$3,000.00 Deposit
King County Right-of-Way Permit	At Actual Cost, \$1,000.00 Deposit
Hourly Rate for Negotiation, Development, Administration, and Execution of Special Agreements for Utility Service (Franchise Agreements, Service Area Agreements)	\$100.00
Re-Locate Fee (if <45 days from initial locates)	\$210.00
Side Sewer Repair Permit on Private Property	\$85.00
Side Sewer Repair Permit in Right-of-Way <sup>(3)</sup>	\$165.00
Demolition Cap Permit (cap side sewer before building demolition)	\$85.00
Side Sewer Relocation/Replacement Permit	\$135.00
Oil/Water Separator Permit	\$210.00
Grease Interceptor Permit <sup>(3)</sup>	\$210.00
Storm Drainage Repair Permit – Existing Private System on Private Property	\$85.00
Storm Drainage Repair Permit – Existing System in Public Right-of-Way/Easement <sup>(3)</sup>	\$165.00
Utilities Payback Administration Fees: Application Fee <sup>(4)</sup> : Base Fee (BF) Per Benefited Parcel (BP) <i>Application Fee Calculation = BF + (BP x Number of Benefited Parcels)</i>	\$2,100.00 \$50.00

Payment Processing Fee (per parcel) <sup>(5)</sup>	\$100.00
Outside Professional Services, including Area of Special Benefit Analysis	Time & Materials
Convenience shut off	\$25.00
Delinquent shut off	\$25.00
Late charge	1% per month of outstanding bill or \$15.00 minimum, whichever is greater
Unauthorized turn on/off	\$60.00
Delinquent meter pull	\$65.00
Unauthorized fire line or water hook up	\$100.00 a day fine from date of discovery
Refusal of access per day	\$30.00
Closing final read	\$30.00
New account setup	\$25.00
Bill tenant	\$25.00
After-hours water turn on/off	\$30.00
Escrow estimates	\$25.00
<p><sup>(1)</sup>Non-refundable fee. Wrench is only for withdrawing water at City-designated hydrant fill stations. Applicant will be charged the Hydrant Use Monthly Rate and all monthly reported water use at Commercial water rates until applicant notifies City that applicant is no longer using water from City-designated hydrants.</p> <p><sup>(2)</sup>Each year, the hydrant meter with RPBA, Valve, and Wrench must be returned to City for annual maintenance and testing no later than the date specified by the City at the time of application. <b>The deposit amount will be forfeited if the equipment is not returned to the City by the deadline.</b> If needed, the City will re-issue a hydrant meter to the applicant under the same permit. In that instance, the applicant will be billed for any damages to the returned meter; the deposit will be applied to the re-issued hydrant meter. Upon final return of the equipment to the City, the cost of repairing any damages will be deducted from the deposit.</p> <p><sup>(3)</sup>If repair or new construction requires work within City right-of-way, including a new connection to the City's system, a Construction Permit (EXC - see Section 11) is required in addition to the permit.</p> <p><sup>(4)</sup>Payback Agreement Application Fee includes recording and mailing costs.</p> <p><sup>(5)</sup> Fee to be deducted from the amount due to the developer when payback is collected for a parcel.</p>	

<b>10. Construction Permits:</b> (Per Ordinance No. 5817, Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5319, and Resolution No. 5388.)		
Basic Fee (BF) Basic fee covers permit intake, admin, limited review and inspection time.		\$150.00
Daily Review and Inspection Rate (DIR) Normal Business Days		\$400.00
Non-Business Days (includes weeknights, weekends, and holidays))		\$600.00
Fee Calculation:  Permit Fee = BF + (DIR x Estimated Days In Right of Way)*		
*For projects that are expected to involve significant review and inspection time, after hours work, or the review and inspection scope or duration requirements cannot be accurately estimated, the city engineer may establish a deposit account to manage permittee deposits in advance of permit issuance for reimbursing actual labor costs of administering the permit. Such deposit accounts will not be interest bearing and will be closed at the end of the permitted work when a final accounting of the permit administration cost shall be calculated and a final bill or credit issued to the permittee.		
<b>11. Memorial Sign Program:</b> (Per Ordinance No. 6137, Ordinance No. 6149, Resolution No. 5319, and Resolution No. 5388)		
Memorial Sign		\$160.00
<b>12. Special Permits:</b> (Per Ordinance No. 5817 and amended by Resolution No. 3953, Resolution No. 4272, Resolution No. 4424, Resolution No. 5319, and Resolution No. 5388.)		
<b>Permit Type</b>	<b>Base Fee</b>	<b>Additional Per Linear Foot</b>
Sidewalk	\$57.50	\$1.15/foot for each foot over 25 linear feet
Residential Driveway	\$57.50	\$1.75/foot for each foot over 20 linear feet*
Commercial Driveway	\$113.50	\$2.25/foot for each foot over 48 linear feet*
*Driveway widths are based on the width of the driveway apron in the right-of-way.		
<b>13. Street Payback Agreements:</b> (Per Ordinance No. 6319, Resolution No. 4624, Resolution No. 5319, and Resolution No. 5388.)		
Street Payback Administration Fees:		
Application Fee <sup>(1)</sup> :		
Base Fee (BF)		\$2100.00
Per Benefited Parcel (BP)		\$50.00
Application Fee Calculation = BF + (BP x Number of Benefited Parcels)		
Payment Processing Fee (per parcel) <sup>(2)</sup>		\$100.00
Outside Professional Services, including Area of Special Benefit Analysis		Time & Materials
<sup>(1)</sup> Payback Agreement Application Fee includes recording and mailing costs.		
<sup>(2)</sup> Fee to be deducted from the amount due to the developer when payback is collected for a parcel.		
<b>14. Mitigation and Impact Fees for Exempt Wells:</b> (Per Resolution No. 5352 and ESSB 6091.)		
Mitigation and Impact fees for properties that will be served by new exempt wells drilled on or after January 19, 2018.*		\$500.00
*\$350.00 of the \$500.00 fee shall be sent to the Washington State Department of Ecology for mitigation enhancements in the well's drainage basin, with the remaining \$150.00 to be retained by the City to cover its administrative costs.		

**C. ANIMAL LICENSING FEES AND PENALTIES** *(Per Resolution No. 4868):*

1. Animal License Fees		
Type	Comments	Cost
Juvenile	8 weeks to 6 months of age	\$15.00
Altered	Proof of spay/neuter required	\$30.00
Unaltered		\$60.00
Senior	Proof that pet is altered and proof that owner is 62 years of age or older consistent with ACC 13.24 is required.	\$15.00
Disabled	Proof that pet is altered and proof of disability required	\$15.00
Service Animal	With a signed statement, on the City Form, indicating that the owner of the animal has a disability and that the animal is a service animal, no license fee shall be charged by the City.	\$0
Replacement Tag		\$5.00
2. Late Payment Penalty		
Days Past Expiration	Type	Additional Cost
45-90	Late Fee	\$15.00
91-135	Late Fee	\$20.00
136-364	Late Fee	\$30.00
365 or more	Late Fee	\$30.00 + prior year's license fee

**D. AUBURN MUNICIPAL AIRPORT FEES** *(Per Ordinance No. 5707, amended by Ordinance No. 5715 and Ordinance No. 5819, and amended by Resolution No. 3784, Resolution 3797, Resolution No. 3841, Resolution No. 3953, Resolution No. 4117, Resolution No. 4270, Resolution No. 4414, Resolution 4734, Resolution No. 4880, Resolution No. 5016, Resolution No. 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)*

#### **1. Lease Fees**

Lease Type:

Open G-D	\$217.00
Open C	\$258.00
Closed J	\$389.00
Closed H	\$414.00
Closed Y & Z	\$480.00
Closed Y1 & Z22	\$618.00
Outside Tiedowns	\$83.00
Storage Rows H-D	\$139.00
Storage Units (185 sq. ft. – Buildings Y&Z)	\$123.00
Storage Units (298 sq. ft.)	\$149.00
Storage Units (380 sq. ft. – Buildings Y&Z)	\$188.00

A security surcharge of \$10.00 per month is charged, in addition to the base monthly rental fees provided in this section, for each tie-down, each hangar door and each storage rental area, which security surcharge fees are to be used for the provision of increased security at the Auburn Municipal Airport (approved by Ordinance No. 5500 on January 16, 2001). For the purposes hereof, each tie-down consists of the structures/facilities necessary to accommodate one (1) regular sized light aircraft. Furthermore, the hangar doors to which the security surcharge applies includes all hangars located at the Auburn Municipal Airport, including those hangars built on land owned by the City but leased to private parties, and those hangars owned in a condominium type ownership.

The above lease and security surcharge amounts are subject to applicable leasehold taxes, which shall be paid by the tenant. The total charges, including the above lease rates plus lease hold tax and surcharge shall be reflected in monthly billing rates. Tenants shall be given notice as required by Ordinance or lease agreements. The Airport Lease rates shall be effective January 1, 2019.

**Payments.** Payments are due on the first of each month, past due as of the 5<sup>th</sup> and late as of the 15<sup>th</sup>. Payments not received by the 15<sup>th</sup> incur a \$25.00 late fee. Payments not received after 30 days from the due date incur an additional \$25.00 delinquency fee each month payment is delinquent.

**Automatic gate electronic cards.** One automatic gate electronic card will be issued to each City rental tenant free of charge. Any additional electronic cards requested by a tenant are subject to a \$25.00 fee. A \$15.00 fee refund applies to all serviceable returned cards. An additional \$25.00 replacement fee will be assessed against the tenant for all lost or damaged electronic cards. All electronic cards must be returned to the airport at the time of lease expiration.

Each lease shall include an initial payment of first and last months' rent plus a damage deposit in the amount of two times the monthly base rate. Each lease agreement shall also include terms that authorize the city to apply the damage deposit to outstanding charges on termination.

## **2. Daily Transient Parking (overnight)**

Tie Down	\$5.00
Open "T"	\$25.00
Enclosed Hangar	\$35.00

## **3. Base Parking Fee – Designated Spaces**

A base vehicle parking fee of \$63.00 per month per designated space is charged. There are ten designated spaces available on a first come basis for pilots to park or store a vehicle for an extended period of time. All airport rules and regulations apply. A Vehicle Storage Permit must be completed and appropriate fees paid. The storage of vehicles is for convenience for the users of the Auburn Airport and is month-to-month.

## **4. Additional Airport Fees**

Gate Cards (each lease gets one card at no charge. Additional cards cost \$25.00. A \$15.00 refund applies to all serviceable returned cards.) Limit 2 Cards per space.	\$25.00
Annual Aeronautical Business License	\$250.00
Hangar Waitlist Fee	\$50.00

## **5. Waiver of Fees for Governmental Entities or Governmental Affiliated Entities**

The Mayor is authorized to waive a portion or all of any (otherwise) required fees for hangar space rental - if space is available - for governmental entities or government affiliated entities that provide community service(s) and public benefit(s) to residents, citizens and businesses of Auburn.

**E. POLICE DEPARTMENT FEES** *(Per Ordinance No. 5715 amended by Ordinance No. 6216, 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4117, Resolution No. 4272, Resolution No. 4424, Ordinance 6216, Ordinance 6276, Resolution No. 4552, Resolution No. 5016, Resolution No. 5114, and Resolution No. 5255. False Alarm fees per Ordinance No. 6216 amended by Ordinance Nos. 6252 and 6345.)*

Type	Fees
Police Report/Collision Report (fee not charged where requested by victim or party involved)	\$13.25
Visa Letter	\$10.00
Fingerprinting Fees (fee not charged where taking of fingerprints is required by city)	as set by the FBI
Laminated Concealed Pistol License	\$3.50
Annual Alarm Registration Fees:	
Residential	\$24.00
Commercial	\$24.00
Residential Low Income Senior Citizen/Disabled Citizen	\$12.00
Late Registration Fee	\$25.00
Auburn Security Alarm License	\$10.00/each registered alarm user to a maximum of \$100.00 annually
Late License Fee	\$25.00
Reinstatement Fee	\$100.00 plus \$10.00/permitted user
False Alarm Service Fees	
Burglar False Alarm Service Fee*	\$100.00
Robbery, Panic and Burglary Crime in Progress False Alarm Fee*	\$200.00
Supplemental Fee for Non-permitted Alarm System, each alarm	\$200.00
Fee for false alarm caused by Monitoring Company or Alarm Installation Company employee	\$100.00
First Dispatch Report during time of suspension	
Each dispatch thereafter	\$25.00
Late Fee	\$25.00
Appeals	\$25.00

\*The alarm administrator will waive the first false alarm fee following the installation of an alarm system at a particular address.



**F. CITY CLERK FEES** *(Per Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 4244, Resolution No. 5016, Resolution No. 5114 and Resolution No. 5312.)*

Type	Fees
<b>Fees for public records – collection</b>	
Non-certified photocopies of public records, printed copies of electronic public records when requested by the person requesting records	\$0.15 per page plus postage
Certified copies of public records	\$5.00 per document plus copying fees
Scanned public records into an electronic format	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery	\$0.05 per each 4 electronic files
Transmission of public records in an electronic format	\$0.10 per gigabyte
Digital Storage Media or Device; Container or Envelope Used to Mail Copies to Requestor, and Postage	Actual Cost
<b>Fees for Auburn City Code book and supplements</b>	
Copy of Auburn City Code book (with latest supplement)	\$100.00 per code book
Supplements to the Auburn City Code book	\$11.00 per copy

**G. CITY CEMETERY FEES** (Per Ordinance 5715, Resolution No. 3797, Resolution No. 3953, Resolution No. 4027, Resolution No. 4103, Resolution No. 4117, Resolution No. 4272 Resolution No. 4424, Resolution No. 4552, Resolution No. 4675, Resolution 4778, Resolution No. 4880, Resolution 5114, Resolution No. 5134, Resolution No. 5181, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)

Type	Fees
Graves	
Section 9A and 9B	\$2,795.00
All other adult graves	\$2,395.00
Child's Place	\$300.00
Double Depth (includes 2 burial spaces / 2 liners)	\$4,890.00
Section 9A and 9B (Quads and Upright monument plots)	\$6,995.00 each
Section 9B (Plaza Estates)	\$9,995.00 each
Ground Cremation Plots	
Centennial Um Garden (single)	\$995.00
Centennial Um Garden (double)	\$1,895.00
Section 9 Upright Section Um Plots (up to 4 urns)	\$3,195.00
Niches	
Mausoleum (top rows available only) – single	\$Sold Out
Centennial Columbarium II (1 or 2 urns) – Row 2	\$2,295.00
Centennial Columbarium II (1 or 2 urns) – Row 1	\$1,995.00
Chapel of Memories – Interior Niches*                      Range From	
12 x 12 Single	\$2,695.00 - \$3,995.00
12 x 18 Double	\$3,695.00 - \$6,495.00
12 x 24 Family (up to 3 urns)	\$6,995.00 - \$8,695.00
*The above niche prices include one bud vase per niche.	
Inurnment will be \$695.00 per occasion. See guidelines for additional pertinent information. A single inscription on the glass front is \$240 plus tax. Urn's to be purchased separately.	
Chapel of Memories – Exterior Niches*	
Rows 4, 5, & 6	\$2,695.00
Rows 2 & 3	\$2,295.00
Rows 1, 7, & 8	\$1,995.00
*If the niche (external) is to be used as a double niche, the inurnment, inscription and tax will be due when a second urn is placed. (Row 1 is the bottom row)	
OVERTIME WILL BE CHARGED AT \$175.00 PER HOUR AFTER 4:30 P.M., MONDAY THROUGH FRIDAY. THE SATURDAY SERVICE CHARGE IS \$795.00 FOR FULL INTERMENT AND \$425.00 FOR CREMATION SERVICES.	
Extended Land Use	\$595.00
Memorial Plaque - \$175 additional for inscription + tax	\$295.00
Services	
"Chapel of Memories" rental for services	\$350.00
Opening and Closing – Ground Burials	
Liner/Vault	\$1,495.00
Children's Place	\$490.00
Opening and Closing – Cremation	
ForestWalk	
Cremation Plot	\$795.00
Niche	\$695.00
Opening and Closing – Entombment	\$1,295.00

Marker Services	
Flat Grass:	\$300.00 + tax
Inscription	\$295.00 + tax
Setting Fee	\$150.00 + tax
Resetting Fee	\$175.00
New Inspection Fee for outside sales	
Upright	
Setting Fee	\$475.00 + tax
Inscription	\$425.00 + tax
Resetting Fee	\$325.00
Vase Setting Fee	\$45.00 + tax
Recording Fee	\$100.00
Overtime Charge – per hour	\$175.00
Saturday Service Fee	
Full Interment	\$850.00
Cremation	\$450.00
Materials	
Flower Vases: (prices include vase setting fee)	
Standard	\$200.00
Deluxe Cast Zinc (gray or bronze zinc)	\$275.00
Deluxe Wall (brass)	\$250.00
Liners: Concrete Liner	\$795.00 + tax
Mountain View Vault	\$1,695.00 + tax
Vault Installation	\$595.00 + tax
Double Depth	\$995.00 + tax
Urn Encasement	\$350.00 + tax
Forestwalk Informal Cremation Garden	
Phase I: Single 3' Single Ground Plot	\$1,495.00
Phase I: Double 4' Plots	\$2,295.00
Phase II: Double 4' Double Ground Plot	\$2,295.00- \$3,995.00
Wishing Well Scattering	\$295.00
Granite Memorials Start At	\$595.00 + tax

**H. PARKS, ARTS AND RECREATION** (Per Resolution No. 3797 and amended by Resolution No. 3953, Resolution No. 4117, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Resolution No. 4880, Resolution No. 5016, Resolution No. 5181, Resolution No. 5228, Resolution No. 5255, Resolution No. 5319, and Resolution No. 5388.)

<b>LES GOVE MULTI-PURPOSE BUILDING</b>	<b>Resident</b>	<b>Non-Resident</b>		
Monday – Sunday	\$60.00/ Per 3 hr block	\$75.00/ Per 3 hr block		
<b>LES GOVE GYMNASIUM</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Auburn Non-Profit</b>	<b>Other Non-Profit</b>
Gymnasium (athletics practice, birthday parties, etc.)	\$45.00/hour	\$55.00/hour	\$35.00/hour	\$45.00/hour
Gymnasium (tournaments, trade shows, fairs, etc.)	\$75.00/hour	\$90.00/hour	\$60.00/hour	\$75.00/hour
Damage Deposit	\$300.00	\$300.00	\$300	\$300
Optional Cleaning Fee	\$275.00	\$275.00	\$275	\$275
<b>SENIOR ACTIVITY CENTER</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Auburn Non-Profit</b>	<b>Other Non-Profit</b>
Millennium Room (includes basic kitchen use) Available Friday evenings, Saturday and Sunday.	\$80.00/hour	\$100.00/hour	\$60.00/hour	\$80.00/hour
Full Facility Rental Package Friday night & Saturday: 4 hours Friday and up to 12 hours of use on Saturday	\$1,200.00	\$1,500.00	\$900.00	\$1,200.00
Full Facility Rental Package Full Day Saturday or Full Day Sunday: up to 12 hours of use on either day	\$1,000.00	\$1,300.00	\$750.00	\$1,000.00
1/3 Millennium Room	\$45.00/hour	\$55.00/hour	\$35.00/hour	\$45.00/hour
Lions Room	\$35.00/hour	\$45.00/hour	\$25.00/hour	\$35.00/hour

Monday – Friday				
*Additional Cleanup time available 11:00 p.m. – midnight	\$80.00	\$100.00	\$60.00	\$80.00
Damage & Cleaning Deposit (for Full Facility and Millennium room rentals) without alcohol	\$300.00	\$300.00	\$300.00	\$300.00
Damage & Cleaning Deposit (for Full Facility and Millennium room rentals) with alcohol (\$1,000,000.00 excess liability insurance required)	\$500.00	\$500.00	\$500.00	\$500.00
Optional cleaning fee (fee required with use of alcohol in facility)	\$275.00	\$275.00	\$275.00	\$275.00
Kitchen with room rental.	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)
Kitchen – Private and Commercial Use	\$20.00/hour	\$25.00/hour	\$20.00/hour	\$25.00/hour
<b>AUBURN COMMUNITY &amp; EVENT CENTER</b>	<b>Resident</b>	<b>Non-Resident</b>	<b><u>Auburn Non-Profit</u></b>	<b><u>Other Non-Profit</u></b>
Full Community Room	\$120.00/hour	\$150.00/hour	\$90.00/hour	\$120.00/hour
2/3 Rooms of Full Community Room	\$90.00/hour	\$120.00/hour	\$70.00/hour	\$90.00/hour
1/3 Room of Full Community Room	\$60.00/hour	\$80.00/hour	\$45.00/hour	\$60.00/hour
Full Community Room (up to 12 hours)	\$1,200.00	\$1,500.00	\$900.00	\$1,200.00
Classroom	\$20.00/hour	\$25.00/hour	\$15.00/hour	\$20.00/hour
Kitchen with room rental.	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)	\$20.00 (1-4 hours) \$80.00 (5-12 hours)
Kitchen – Private and Commercial Use	\$20.00/hour	\$25/hour	\$20.00/hour	\$25.00/hour
Damage & Cleaning Deposit for Full Facility without alcohol	\$300.00	\$300.00	\$300.00	\$300.00
Damage & Cleaning Deposit for Full Facility with alcohol (\$1,000,000.00 excess liability insurance required)	\$500.00	\$500.00	\$500.00	\$500.00
Optional cleaning fee (fee required with use of alcohol in facility)	\$275.00	\$275.00	\$275.00	\$275.00
<b>THE REC</b>				
Full Facility (Includes Rec Room & Lobby)	\$90.00/hour	\$120.00/ hour	\$70.00/ hour	\$90.00/ hour
Rec Room	\$60.00/hour	\$75.00/hour	\$45.00/hour	\$60.00/hour

WILLIAM C. WARREN BUILDING	Resident	Non-Resident		
	\$40.00/hour	\$50.00/hour		
BACKYARD IDEA GARDEN	\$60.00/Half Day	\$75.00/Half Day		
	\$100.00/Full Day	\$125.00/Full Day		
GRASS FIELDS	Resident	Non-Resident		
Youth	\$7.00/hour	\$10.00/hour		
Adult	\$15.00/hour	\$20.00/hour		
Field Lights	\$20.00/hour	\$20.00/hour		
Field Maintenance	\$30.00 per field	\$30.00 per field		
BASEBALL/SOFTBALL/ FASTPITCH TOURNAMENTS	1 Day	2 Day		
Youth	\$700.00	\$1,000.00		
Adult	\$900.00	\$1,300.00		
Field Lights	\$20.00/hour	\$20.00/hour		
SYNTHETIC TURF FIELDS	Resident	Non-Resident		
Youth	\$30.00/hour	\$40.00/hour		
Adult	\$40.00/hour	\$50.00/hour		
Field Lights	\$20.00/hour	\$20.00/hour		
GAME FARM WILDERNESS PARK CAMPGROUNDS	Resident	Non-Resident		
	\$35.00/night	\$3500/night		
GAME FARM WILDERNESS PARK DAY CAMP	Resident/ Non-Resident	Non-Profit		
	\$75.00/day	\$50.00/day		
PICNIC SHELTERS	Resident	Non-Resident		
GAME FARM PARK	Half Day*	Full Day*	Half Day*	Full Day*
Single quadrant (max: 25)				
Monday – Friday	\$30.00	\$50.00	\$40.00	\$65.00
Saturday - Sunday	N/A	N/A	N/A	N/A
Full day				
Mon-Sun (Full Shelter) 1-99	\$120.00	\$200.00	\$150.00	\$250.00
Mon-Sun (Full Shelter) 100-199	\$180.00	\$300.00	\$225.00	\$375.00
Mon-Sun (Full Shelter) 200+ (must also rent amphitheater)	N/A	\$375.00	N/A	\$475.00
Amphitheater	\$75.00	\$125.00	\$100.00	\$175.00
ISAAC EVANS PARK	\$60.00	\$100.00	\$75.00	\$125.00
LEA HILL PARK	\$60.00	\$100.00	\$75.00	\$125.00
ROEGNER PARK	\$60.00	\$100.00	\$75.00	\$125.00
GAME FARM WILDERNESS PARK	\$60.00	\$100.00	\$75.00	\$125.00
LES GOVE PARK	\$60.00	\$100.00	\$75.00	\$125.00

<b>SUNSET PARK</b>				
<b>Mon-Sun Single Quadrant (max: 25)</b>	\$30.00	\$50.00	\$40.00	\$65.00
<b>Mon-Sun (Full Shelter) 1-99</b>	\$120.00	\$200.00	\$150.00	\$250.00
<b>Mon-Sun (Full Shelter) 100-199</b>	\$180.00	\$300.00	\$225.00	\$375.00
<b>Mon-Sun (Full Shelter) 200+</b>	NA	\$375.00	NA	\$475.00
<b>PLAZA PARK *</b>	<b>Resident Group</b>		<b>Non-Resident Group</b>	
Hourly rate	\$60.00		\$75.00	
Full day rate	\$360.00		\$450.00	
* Additional hourly fees may be applied based on event/staffing needs				
<b>AUBURN AVE THEATER</b>	<b>Resident</b>		<b>Non-Resident</b>	
Weekdays Mon-Thur	\$170.00		\$215.00	
Weekend Days (Fri., Sat., and Sun.)	\$270.00		\$340.00	
Rate Schedule considers one day to be an 8 hour block of time.				
Damage deposit. The terms and conditions for full or partial refund of deposit apply to approval of Check-Out List, including theater, equipment plot restoration.	\$300.00		\$300.00	
<b>Hourly commercial rate for meetings</b> 2 hour min. for “4-wal” only of lobby, auditorium, and stage	\$35.00/hour		\$45.00/hour	
Equipment not included: Use of any theatrical equipment additional charge	\$35.00/hour		\$45.00/hour	
\$1,000,000 excess liability insurance required	Upon request		Upon request	
Custodial Fee	\$130.00		\$130.00	
Sound & Light Technician	\$30.00/hour		\$30.00/hour	
Stage Hand	\$15.00/hour		\$15.00/hour	
Theater House Manager	\$25.00/hour		\$25.00/hour	
<b>Rental Rate Schedule for Commercial Filming</b>	<b>Resident</b>		<b>Non-Resident</b>	
Permit Fee	\$50.00			
Still Photography/Training and Industrial Films, etc	\$50.00 per 1/2 day		\$100.00 per day	
Broadcast, Film, TV, Commercial, etc.	\$75.00 per 1/2 day		\$150.00 per day	
Electricity/Water Access, Park Maintenance Staff, Vehicle Access	Hourly staff cost			
Damage Deposit	\$100.00			
<b>Impact Fees:</b>				
Park Impact Fees	\$3,500.00 per residential dwelling unit			

**I. MULTIMEDIA DUPLICATION** *(Per Resolution No. 3953 and Resolution No. 4552.)*

<b>Product</b>	<b>Cost</b>
DVD Copy	\$10.00 per disk
CD Copy	\$5.00 per disk



**J. INFORMATION SERVICES AND GIS<sup>11</sup>** *(Per Resolution No. 4272, Ordinance 6276, Resolution No. 4552, and Resolution No. 4593 .)* Much of the City's geographic data is available for sale per the prices below plus Washington State sales tax. A signed public records request form is required. Most public records requests can be completed within seven to ten business days and will be delivered in ESRI Shapefile format without Metadata.

Product	Cost
Maps	
Existing Map	\$5.00 + tax
Custom Maps (any non-existing map)	\$50.00 per hour <sup>12</sup> + tax
Data	
Digital Data Requests	\$50.00 per hour <sup>13</sup> + tax
Miscellaneous	
CD-Rom	\$5.00 + tax
All other requests for data or information not specifically listed	\$50.00 per hour + tax

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<sup>11</sup> Hourly charge to complete any of the below (one hour minimum charge).

<sup>12</sup> Hourly charge includes the cost of processing and providing custom map requests.

<sup>13</sup> Hourly charge includes the cost of processing and providing digital data requests.

K. ECONOMIC DEVELOPMENT FEES (*per Resolution No. 5388*)

**COMMERCIAL PARKING LOT FEES**

<b><u>LOT</u></b>	<b><u>NON-PROFIT ORGANIZATION</u></b> (must submit IRS status with application)	<b><u>OTHER ORGANIZATION</u></b>
<i>*\$250 minimum flat fee + additional per space / daily fee</i>		
Lot 1 – Kiss & Ride (21 stalls)	\$0 / per space / per day	\$2.50 / per space / per day
Lot 2 – 11 A St NW (47 stalls)	\$0 / per space / per day	\$2.50 / per space / per day
Lot 3 – Mel's Lot (120 stalls)	\$0 / per space / per day	\$2.50 / per space / per day
Lot 4 – B St (60 stalls)	\$0 / per space / per day	\$1.50 / per space / per day
Lot 5 – Safeway (122 stalls)	\$0 / per space / per day	\$1.50 / per space / per day
Lot 6 – D St (20 stalls)	\$0 / per space / per day	\$1.00 / per space / per day

**L.      RETURNED CHECK FEE**

Any instance where a check is tendered for payment and non-sufficient funds exist to settle the transaction, a \$35.00 fee shall apply.

M. **WAIVER OF FEES** (*Per Resolution No. 5181*).

1. The Mayor is authorized to waive any fees for permits, licenses, publications and actions as authorized by Sections 2.03.030, 5.10.030 and 12.60.020 of the City Code.

2. The Mayor is also authorized to reduce, and is vested with to discretion to reduce in compelling cases, by up to 50% any fees for permits, publications and actions where the applicant – the party responsible for payment of such fees – is an organization exempt from taxation under 26 US 501(c)(3), and where the permit(s), publication(s) and/or action(s) relate directly to the provision of charitable services to residents of the City of Auburn. Charitable services are defined as events or services provided to the residents of Auburn free of charge and where the City is a sponsor of the specific event or service. For the purposes hereof, “compelling cases” mean instances where there is an extraordinary need (greatly beyond current and ordinary need) for the charitable services that would be able to be provided. The intent of this authorization is to empower the Mayor with sole discretion to waive some fees in unique situations where there is a greatly increased need for new charitable services to be provided, and where the reduction of fees to the City will not detrimentally impact the City’s ability to provide municipal services. This waiver does not include Impact Fees, System Development Charges, any fees related to Franchise or Public Way Agreements, Right-of-way Vacations, Right-of-Way Use Permits, Facility Extensions, Police Department Fees, Animal Licensing Fees and Penalties, Banner Permit Fees, or Cemetery or Parks fees.