

# CITY OF LYNDEN

## PLANNING DEPARTMENT

Heidi Gudde – Planning Director

(360) 354-5532



### Community Development Committee Meeting Agenda

City Hall - 300 Fourth Street

4:00 PM August 23, 2023

#### **Roll Call**

#### **Approval of Minutes**

- [1.](#) CDC Meeting Minutes of 7/19/23

#### **Discussion Items**

- [2.](#) LMC Text Amendment re Special Events
- [3.](#) 2024 Budget Outlook

#### **Informational Items**

- [4.](#) Development Reports and Project Updates
- [5.](#) Bldg Division Fee Schedule Comparison

**Next Meeting:** September 20, 2023

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b><u>Meeting Date:</u></b>	August 23, 2023
<b><u>Name of Agenda Item:</u></b>	CDC Meeting Minutes of 7/19/23
<b><u>Section of Agenda:</u></b>	Approval of Minutes
<b><u>Department:</u></b>	Community Development Department
<b><u>Attachments:</u></b>	
CDC Meeting Minutes of 7/19/23	
<b><u>Summary Statement:</u></b>	
CDC Meeting Minutes attached for committee review.	
<b><u>Recommended Action:</u></b>	
Review and correct as needed.	

# CITY OF LYNDEN

PLANNING DEPARTMENT  
Heidi Gudde – Planning Director  
(360) 354 - 5532



## COMMUNITY DEVELOPMENT COMMITTEE

### AGENDA

4:00 PM July 19, 2023

2<sup>nd</sup> Floor Conference Room, City Hall

1. ROLL CALL

Council Members: Gary Bode, Brent Lenssen, Kyle Strengtholt

Staff: John Williams, Heidi Gudde

Guests: Terri Treat (Inn at Lynden)

2. APPROVAL OF MINUTES - Community Development Committee Meeting  
Minutes of 6/21/23 approved as presented.

3. INTRODUCTIONS of attendees.

4. Discussion Item – Downtown Parking

Terri Treat joined the group from The Inn in Lynden hotel. She came to the meeting to express an interest in managed parking for the downtown area. Treat has an existing agreement with the City for the hotel to use the City's lot at the Community Center for another 8 years. Hotel is hoping to add meeting rooms to the facility and they anticipate that the need for nearby parking will only increase. Treat expressed a desire to be part of the downtown success and that includes providing all types of parking including EV parking and ADA parking.

Treat noted that the DBA is starting to meet again and may be a resource to educate employees to park a farther from the Front Street corridor to make it available for customers. She feels that there is parking available in the downtown core but needs to be better managed to provide parking opportunities for customers / visitors.

Terri expressed her willingness to take a proactive approach. She is looking for support from the City in, perhaps a list of property owners nearby that she might be able to approach for parking agreements.

The group discussed some parking lots nearby that may be underutilized and available for employee parking.

Gudde noted that Planning Staff could assist in a review of nearby property and associated contact information.

**Conclusions:** Planning staff to review the area to provide Teri with some information and make connections with property owners.

#### 5. Discussion Item - Recap Supplemental Information on Patio Screening / Enclosing

The Committee discussed the way the current code is written. Gudde noted that it already allows for 84-inch screening. This is measured from the lowest grade. This screen option has been part of the code for some time and was written before patios were allowed to have roofs – which made a free-standing screen more understandable.

The group also discussed the potential of editing the code to keep two sides open rather than three. Group discussion focused primarily on options for ridged screening for wind and privacy but with the understanding that there would be free air-flow through the patio and it would not be enclosed / sealed with walls, doors, or windows. Allowing for screened in patios, which also allow for air flow, also seemed to be acceptable to the group. Options should consider wind shear and need to leave spaces between the floor and the posts gaps to reduce concerns related to ventilation and the conversion of the space into living quarters.

Gudde requested that the issue be remanded to staff for an edit to the code which would address the desire for ridged screening options.

**Conclusions:** CDC asked staff to revisit the clarification of the code after researching ridged screening such wind walls and open louver designs. Item to be returned to CDC in August or September.

#### 6. Informational Item - 2024 Budget Outlook

Gudde presented a summary of the 2024 budget outlook. Major projects will include work on the Comprehensive Planning Update and integration of permitting software if it is approved in the budget.

Gudde noted that the software will be used heavily by the Planning & Community Development Department but expects it to also be integrated into permitting and review processes used by Public Works, City Administration, Police and Fire. Cost estimates are currently being collected with a broad range of pricing. Most software appears to have an initial cost of \$50,000 – 100,000 with ongoing costs of \$22,000 - \$80,000 annually. Grant money has been made available to city's



that are converting to a digital process and staff expects that Lynden will be a good candidate for this funding. To date the Dept of Commerce does not have that application process ready to begin but anticipates we will be able to apply for funds in 2024.

Comprehensive Plan update will focus heavily on housing and the mandates of the State to address all types of housing as well as housing need at various income levels. The State is also focusing on climate resilience and a section related to resilience will be added to the City's comp plan in response. Recently the City was notified that it will be awarded \$125,000 over the next two years to assist in this comp plan update. Some of these funds, approximately \$22,000, will go toward a consultant shared with Whatcom County and other small cities in Whatcom County to cover joint efforts in the comp plan updates. Updates are due to the Department of Commerce by June 30, 2025.

The group discussed staffing levels in the department and changes in staff members related to recent additions and retirements.

**Next Meeting Date: August 23, 2022**

# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b>Meeting Date:</b>	August 23, 2023
<b>Name of Agenda Item:</b>	LMC Text Amendment re Special Events
<b>Section of Agenda:</b>	Discussion
<b>Department:</b>	Community Development Department
<b>Attachments:</b>	
Table Comparison of Other Cities, Draft of revised code with changes redlined	
<b>Summary Statement:</b>	
<p>The Community Development Committee considered the City's code on Special Events at their June meeting. Issues discussed included fees, type of events, closing streets, garbage collection, and insurance for events occurring on City property. Conclusions which came from the discussion:</p> <ul style="list-style-type: none"> <li>• The committee discussed a threshold, such as 60 people, to trigger the requirement for a security plan when the application comes through.</li> <li>• Arterial streets closed only for regional / community events (Farmers Day Parade) with approval of Council. Most collector /minor streets can be closed administratively for commercial events or block parties. However, administrative closures in the HBD are limited to 4<sup>th</sup> between Front and Grover. Other street closures in the HBD and all arterials must go to Council for approval.</li> <li>• Insurance requirements will be added to code with current rates. These currently appear on the application but are not mentioned in code. The group concluded that the Cit's insurance carrier could likely recommend an amount.</li> <li>• No damage deposits supported by the Committee.</li> <li>• No fee currently collected or supported by the Committee.</li> <li>• Violations related to special event permits to be added to our civil penalties.</li> <li>• Keep animal prohibition except true support animals.</li> <li>• One application should collect all events for a given year from a single entity but no roll-over from year to year is supported. Annual application for a permit is required.</li> <li>• Keep dance permit.</li> </ul> <p>Planning staff has reviewed this feedback and provided the attached edits to the existing code. A comparison table of other cities in WA is also included for reference.</p>	
<b>Recommended Action:</b>	
Review and provide feedback for continued edits.	

## Chapter 5.30 PARADES AND SPECIAL EVENTS

### Sections:

#### 5.30.010 Definitions.

In this chapter, unless a different meaning plainly is required, the following definitions shall apply:

- A. "Chief of police" means the chief of police of the city of Lynden.
- B. "City" means the city of Lynden.
- C. "Parade" means a large group of persons with or without animals or vehicles moving in a public procession or march in or upon any street, sidewalk, park, or other public place. A large group of persons means a group of more than fifteen persons.
- D. "Special events permit" means a permit as required by this chapter.
- E. "Special event" means an event organized by any person or which will generate or invite considerable public participation and/or spectators, for a particular and limited purpose and time, including, but not limited to concerts, fun runs, [roadway foot races](#), fundraising walks, bike-a-thons, carnivals, shows, exhibitions, ~~circuses~~ [festivals, block parties, and certain community events, and fairs](#). Special events are not limited to those events conducted on the public streets but may occur on private property. [This code does not include public dances as specified under LMC 5.32.](#)
- F. "Person" means any person, firm, partnership, association, corporation, company, or organization of any kind.
- G. "Street" or "Streets" means any public highway, sidewalk, alley, or portions thereof in the city of Lynden dedicated to the public use.
- G-H. ["Substantial impact" means creating an increase in the amount, scope or level of need for city-provided emergency or protective services such as police, fire or medical aid and/or necessitating special traffic control measures such as barricades, traffic direction by police, or similar measures above those that would normally be required without the event and that results in actual, documented costs to the city due to the event.](#)

(Ord. 1141 § A (part), 2002).

#### 5.30.020 Permit—Required—Exceptions.

- 1) Permit Required: No person shall engage in, participate in, aid, form or start a special event or parade unless a permit has been obtained. Applications for permits must be obtained from the city administration office, completed by the applicant, and returned to the city administration office.
- 2) Special Event Permit Tiers:
  - a) Tier 1: Permit required, application fee waived, no insurance or indemnification agreement required, administrative approval.

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- i) A private event, on private property, more than 75 participants, and no substantial impact on public property, public streets, public services, neighbors, or other community members.
  - ii) Political or religious activity primarily intended for the communication or expression of ideas presumed to be protected by the First and Fourteenth Amendments of the United States Constitution.
- b) Tier 2: Permit required, application fee required, administrative approval.
  - i) A private or public event, on private property, more than 75 participants, with substantial impact on local traffic, noise, and the neighborhood, but does not require public services.
- c) Tier 3: Permit required, application fee required, public services fee may be determined, administrative approval.
  - i) A private or public event that uses private and/or public property (this may include non-arterial street closures and 4<sup>th</sup> St between Front and Grover), more than 75 participants, and may result in substantial impact to public services (Police, Public Works, etc).
- d) Tier 4: Permit required, application fee required, public services fee may be determined, City Council approval.
  - i) A private or public event that uses private and/or public property (specifically which includes arterial street closures and streets besides 4<sup>th</sup> St in the HBD), more than 75 participants, and a substantial impact to public services (Police, Public Works, etc).
- 3) Permit Exemptions: The permit requirement does not apply to the following:
  - a) Funeral and wedding processions.
  - b) A private event on private property, involving less than 75 participants, and which has no substantial impact on the neighborhood or public services.
  - c) Groups of students involved in a school sponsored, school supervised event.
  - d) Events conducted in a facility designed for that purpose such as churches, event centers, theaters, auditoriums, etc.
  - e) Events separately approved by the Lynden Parks Department for use at a park property.
  - 4)f) The Northwest Washington Fair.
- 2)4) Indemnification Agreement: In addition, the applicant must file an "Indemnification Agreement" in order to obtain a permit. An "Indemnification Agreement" section is included on the Special Event Application. This section must be completed (with appropriate signatures) with the application prior to issuance of the permit. forms must be obtained from the city administration office, completed and signed by the applicant and returned to the city administration office. In order for a permit to issue, the "Indemnification Agreement" must be signed on behalf of the city by the mayor or his or her designee.
- 5) Insurance Requirements: General Requirements:

The following insurance shall be required for special event permit approval:

—\$1,000,000 commercial general liability insurance per occurrence combined single limits.

**Commented [DT1]:** Not at all tied to this number (75). 75 seems like its pretty close to where there starts being an unique event but I'm not sure what that right number is.

**Commented [DT2R1]:** I see the in the June CDC minutes the number discussed was 60? I'm fine changing this to 60.

**Commented [DT3]:** This one could be moved to the "Exemption" section, but it may be nice to still require the permit just so the City knows it is happening.

In this format, a permit would still need to be filed with the city, but no fee, no restrictions could be placed, and the City really can't deny it.

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**Commented [DT4]:** In my interpretation of this one, this would also include the Mt Baker Rotary building.

**Commented [DT5]:** Probably not necessary to list this due to Exemption d)

**Commented [DT6R5]:** Also, how do we want to approach other events (not the fair) that are held at the fairgrounds at other times of the year?

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\$2,000,000 aggregate unless waived by City Administrator.

A Certificate of Insurance, listing the City as an endorsement, shall be submitted with the Special Event Application.

3)6) Liability: \$1,000,000, etc.

4) Permit Exemptions: This chapter shall not apply to the following:

1. Funeral and wedding processions;
2. Funeral and wedding processions; Students going to and from school classes or participating in educational activities, providing such conduct is under the immediate direction and supervision of the proper school authorities;
3. A governmental agency including military units of the State of Washington and the United States acting within the scope of its functions.
4. Groups required by law to be so assembled;
5. Groups which are permitted by the U.S. Constitution and/or Washington State Constitution to be so assembled without the necessity of obtaining a permit as a condition precedent; or
6. The Northwest Washington Fair.

7) Permit renewal: for recurring annual events.

a) Annual events are required to submit an application every year the event occurs. The application shall be submitted no less than 60 days prior to the event. Any changes to the event, and ongoing requests for public services shall be indicated in the application.

5) The city administrator shall have the authority to renew permits for regularly recurring events without requiring the applicant to submit a new application for subsequent editions of the recurring event. Permits issued for recurring events shall be known as "annual permits." In order to obtain a renewal of an annual permit, the applicant must notify the city administrator in writing no less than sixty days prior to the event. In addition to the date upon which the event will be held, the applicant seeking a renewal must inform the city administrator of any changes between the most recent previous edition of the event and the edition contemplated by the renewal. If the city administrator denies the renewal, he or she must do so no later than twenty-five days prior to the date upon which the event is scheduled to occur. The applicant may appeal from a denial of a request for renewal of an annual permit as provided in this chapter.

(Ord. 1141 § A (part), 2002).

8) Fees for Public Services Required:

a) Upon approval of an application for a permit for a special event, the administrator should provide the applicant with a statement of the estimated cost of providing public services (personnel and equipment) to support the event. The applicant/sponsor of the event should be required to prepay these estimated costs for city services and equipment ten (10) days prior to the special events. City services and equipment may include the use of police officers and public employees for traffic and crowd control, pickup and delivery of traffic control devices, picnic tables, extraordinary street

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**Commented [DT7]:** This section included for discussion - language taken from a different WA city.

I am fine deleting if this is not something we'd like to administer. C) allows us to not collect a fee for public services but having this section in Code does allow a fee if deemed appropriate. Are there any events currently that would warrant a fee due to public incurred expenses?

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sweeping, and any other needed, requested or required city service and the cost of operating the equipment to provide such services.

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b. If the actual cost for city services and equipment on the date(s) of the event is less than the estimated cost, the applicant/sponsor will be refunded the difference by the city in a timely manner. If the actual cost for city services and equipment on the date(s) of the event is greater than the estimated cost, the applicant/sponsor will be billed for the difference.

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c. Permit fees and fees for the use of public services and equipment may be waived in part or in full by the City, if in review of the application it is found that the event is of sufficient public benefit to warrant the expenditure of city funds without reimbursement by the applicant/sponsor and would not result in the private financial gain of any individual or "for profit" entity.

### 5.30.030 Permit—Application and contents.

- A. A person seeking issuance of a special event permit shall file an application with the city administration office on forms provided by the city.
- B. Filing period. An application for a special event permit shall be filed with the city administration office not less than sixty days before the date on which it is proposed to conduct the parade or special event.
- C. Contents. The application for a parade or special event permit shall set forth the following information:

1. The name, address and telephone number of the contact person seeking to conduct such special event;
2. If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization;
- ~~3. The name, address and telephone number of the person who will be the parade chair and who will be responsible for its conduct;~~
- ~~4.3. The date when the event is to be conducted, the hours when the event will begin and finish,~~ and a detailed description of the event to be held;
- ~~5.4. The location event will be held or (for parades) the route to be traveled, the starting point and the termination point;~~
- ~~6.5. The number of persons who it is anticipated will participate in said event and the numbers and types of animals and vehicles that will be used in said event;~~
- ~~7. The hours when such event will start and terminate;~~

**Commented [DT8]:** This section should be finalized once full chapter edits are determined. This section should reflect chapter updates and the application itself will need to be appropriately updated.

~~8. For any requested street closures, a description of which streets, how much of the street will be used, a plan for any necessary traffic control, street barricades requested, any officer presence needed, and a plan for cleanup and reopening after the event. A statement as to whether the event will occupy all or only a portion of the width of any streets proposed to be traversed;~~

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~~a. A description of any temporary street assembly areas shall be included in this request.~~

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- ~~9. The location by streets of any assembly areas for such event;~~
- ~~6. The time at which units of the event will begin to assemble at any such assembly area or areas;~~
- ~~7. A detailed request for Public Services needed to support the event:~~
- ~~a. Equipment such as street barricades, utility needs, street sweeper, etc~~
- ~~b. Staffing such as Public Works staff, Police and/or Fire personnel and equipment.~~
- ~~8. Detailed description and the proposed location of any private support services, such as waste management, portable toilets, food vendors, etc. that may be placed to support the special event.~~
- ~~9. Indemnification Agreement~~
10. Insurance requirements
11. Agent authorization. If the special event is designed to be held by and on behalf of or for any person other than the applicant, the applicant for such permit shall file with the city administration office a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the permit on his or her behalf.

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(Ord. 1141 § A (part), 2002).

#### **5.30.040 Permit—Issuance standards.**

The city administrator or his or her designee shall issue a permit as provided for under this chapter, when, from a consideration of the application and from such other information as may otherwise be obtained, he or she finds that the following conditions exist:

- A. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its location;
- B. The conduct of the special event will not require the diversion of so great a number of police officers of the city to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the city;
- C. The conduct of such parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the proposed line of march and areas contiguous thereto;
- D. The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to such assembly areas;
- E. The conduct of such special event will not interfere with the movement of fire fighting equipment en route to a fire;
- F. The special event or parade is scheduled to move from its point of origin to a point of termination expeditiously and without unreasonable delays en route;
- G. The special event is not to be held for the sole purpose of advertising any product, goods or other event, and is not designed to be held purely for private profit;

- H. That the indemnification agreement required to have been submitted with the application for a permit is in proper order and has been countersigned by the Mayor or his or her designee as required in LMC 9.32.020(A).

**Commented [DT9]:** Administrator?

(Ord. 1141 § A (part), 2002).

#### **5.30.050 Permit—Rejection—Notice.**

The city administrator or his or her designee shall act upon the application for a special event permit as promptly as is administratively feasible and shall notify the applicant of their decision no later than twenty-five days prior to the date upon which the event is proposed to be held. If the city administrator disapproves the application, they shall notify the applicant of their reasons for the denial of the permit.

(Ord. 1141 § A (part), 2002).

#### **5.30.060 Permit—Rejection—Appeal.**

Any person aggrieved shall have the right to appeal the denial of the permit to the city council. The appeal shall be taken within three days after notice. The city council shall act upon the appeal at its next regular or special meeting after receiving notice of appeal.

(Ord. 1141 § A (part), 2002).

#### **5.30.070 Permit—Alternate.**

The city administrator, in denying an application for a special event permit, shall be empowered to authorize the conduct of the event on a date, at a time, at a location or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within three days after notice of the action of the city administrator, file a written notice of acceptance with the city administrator. An alternate permit shall conform to the requirements of and shall have the effect of a special event permit under this chapter.

(Ord. 1141 § A (part), 2002).

#### **5.30.080 Permit—Notice to officials—Contents.**

- A. Immediately upon receiving a completed application for a special event permit, the city administrator or their designee shall forward the application to the following personnel for their review prior to issuing the permit:

1. The chief of police;
2. The fire chief;
3. The public works director;
4. If the application proposes to use city park facilities, the parks director.

4. B. Any requirements determined by the reviewing personnel shall be indicated on the permit approval documents. If the applicant is not able to meet the requirements, the application shall be denied.

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- ~~B. If the event is a parade, each permit shall state the following information:~~

**Commented [DT10]:** This section is redundant? Application contents section.



- ~~1. Starting and terminating time;~~
- ~~2. The portions of the streets to be traversed that may be occupied by the parade;~~
- ~~3. Such other information as the chief of police and fire chief shall find necessary to the enforcement of this chapter;~~
- ~~4. The number of participating vehicles;~~
- ~~5. The number of participating pedestrians.~~

(Ord. 1141 § A (part), 2002).

(Ord. No. 1586, § 1, 6-17-19)

#### **5.30.085 Animal prohibition.**

- A. General Authority. At the request of the chief of police, the parks director if the special event will use city park facilities, or on his or her own initiative, the city administrator may condition the approval of a special event permit on the limitation or prohibition of animals from the event area during the hours of the special event. Such a condition on a special event permit approval shall require a written finding by the city administrator that the presence of animals would present an undue risk to the health and safety of persons or animals attending the event.
- B. Specific Special Event Prohibitions. Animals are prohibited from all event areas of the following event in the city: annual Raspberry Festival.
- C. Signage. Permittees for any special event for which animals are restricted or prohibited pursuant to subsections (A) or (B) herein shall post conspicuous signage in and around the event area. Said signage must clearly describe the event area from which animals are restricted or prohibited. Sign locations and content shall be approved in advance by the city administrator or his or her designee.
- D. Exemptions. This section does not apply to:
  1. Service animals as defined in the Americans with Disabilities Act, 42 USC § 12101 et seq. or the Washington Law Against Discrimination, Chapter 49.60 RCW; or
  2. Animals being used by a public officer in the performance of official duties.

(Ord. No. 1586, § 2, 6-17-19)

#### **5.30.090 Permit—Compliance with directions—Display.**

- A. A permittee under this chapter shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- B. The chair of the event, or other person heading or leading such activity shall carry the special event permit upon their person throughout the entire duration of the event.
- C. The chair of the event, or other person heading or leading such activity shall be responsible for dissemination to every person responsible for each component of a special event and/or any entry in a parade, of the pertinent law and safety regulations for participation in such activity as set forth in the special event permit.
- D. Any violations of the requirements set forth in the special event permit will be grounds for immediate revocation of the permit and termination of the event.

(Ord. 1141 § A (part), 2002).

**5.30.100 Public conduct.**

- A. No person shall unreasonably hamper, obstruct, impede or interfere with any parade or event assembly or with any person, vehicle or animal participating or used in an event.
- B. No driver of a vehicle shall drive between the vehicle or persons comprising a special event or parade when such vehicles or persons are in motion.
- C. The chief of police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a special event or parade. The city shall post signs to such effect, and it is unlawful for any person to park or leave unattended any vehicle in violation thereof and the same may be impounded for safekeeping by the city police. No person shall be liable for parking on an unposted street.
- D. Whenever animals have been limited or prohibited from an event area pursuant to Section 9.32.085(A) or (B), no person having custody of an animal may knowingly cause or allow the animal to be in the area designated for the event during event hours, except as specified in Section 9.32.085(D).

(Ord. 1141 § A (part), 2002).

(Ord. No. 1586, § 3, 6-17-19)

**5.30.110 Violation—Penalty.**

Any person found guilty of a violation of the provisions of 5.30.100 shall be deemed guilty of a misdemeanor.

(Ord. 1141 § A (part), 2002).

<u>City</u>	<u>Approval Authority</u>	<u>App Timeline</u>	<u>Insurance</u>	<u>Damage Deposit</u>	<u>Appeal Process</u>	<u>Violation</u>	<u>Other Notes</u>
Lynden	City Administrator: code requires review by PD, Fire, PW, and parks (if needed). In practice, council has had to approve street closures, but this is not in code	60 days prior to event	No insurance requirement listed in code. Application requires insurance. Indemnification agreement required.	None	Within 3 days after denial. Appeals heard by City Council at next meeting (or special meeting)	Misdemeanor / no fine listed	Includes "Animal Prohibition" section, and "Public Conduct" section
Anacortes	Council approves, PW issues unless it is in a park	90 days – if require street closures 60 days - otherwise	Indemnification agreement and liability (1 mil general / 2 mil aggregate)	Yes, and fees for use of city services	None given	Misdemeanor / \$500 fine	Code includes grounds for denial. No insurance if protected by constitution
Bainbridge	Chief of Police	30 days	Indemnification agreement and 1 mil general and 2 million liability	Clean up deposit	Written notice within 10 days, Council hears appeal unless no time, then City Manager	Misdemeanor / \$500 fine	
Battle Ground	Special Events Programs Manager	60 days prior to event	Liability \$2,000,000	Yes, if on public property	City manager appoints Park Hearings Officer to hear appeal accd to Code	Misdemeanor / up to \$5,000 fine and more	Must post notice of ROW closures within 48 hrs, one exemption is if on private property and no determined impact to public
Bellevue	Special Events Comte – one from Police, Fire, Parks, Planning, and Transportation, and 10 specific members of the public !	Notice of Intent 90 days prior. Annual events must be noticed by Jan 15 of each year.	Hold harmless agreement and general liability naming the city	None	None given	Civil infraction	Approvals include conditions. Code includes fee schedule. Also have a separate Temporary Special events code and license – for vendors / home shows, etc

Coupeville	Mayor – for small events that don't close streets, etc Council for larger events	None given	Indemnification and 1 mil general or 2 mil aggregate	Yes, clean up deposit	Written notice within 3 days. Council hears the appeal unless no time then hearing by mayor or administrator	Misdemeanor / \$500 fine	Code specifies exclusion for constitutional protected events
Ellensburg	City Manager or designee Street or ROW closures require Mayor approval – with concurrence by Police Chief.	60 days – no more than 1 yr	General liability		Appeal heard by City Manager. Written appeal within 5 business days of decision.	Misdemeanor / \$500 fine	Street closures also require concurrence with 75% of businesses on that street. Council approves events with alcohol and those that use ROW.
Gig Harbor	City Administrator approves. Police Chief may determine traffic control, and can approve street closures	60 days – no more than 1 yr	Liability – 1 million aggregate	City can bill for clean up costs incurred	May appeal to council at their next scheduled meeting	Civil infraction - \$1,000 fine	Code specifies certain roads that may not be closed and rules for specific parks
Issaquah	City Administrator – after review by PD, PW, and fire	None listed	None given	None given	Appeal to City Council	Misdemeanor / Fine up to \$5,000 and more	Code is very sparse
Kirkland	Special Events Coordinator	45 days	General liability – 1 million	City can charge for costs incurred	Written appeal to Coordinator within 7 days. City Manager hears appeal	Misdemeanor / \$500 fine +	City website has a bunch of info on special events. The city helps promote the events.
Oak Harbor	Administrator approves after review by PW, PD, building official, and Fire.	60 days prior to event	Indemnification and Commercial general liability	Clean up deposit and can charge for services needed	Hearing Examiner	Class 1 civil infraction	Code (Cht 5.55) is very straightforward

# CITY OF LYNDEN



## PLANNING DEPARTMENT

Heidi Gudde, Planning Director  
(360) 354 - 5532

### Department Budget Memo

To: Community Development Committee

From: Heidi Gudde, Director

Date: August 23, 2023

As we approach budget planning for the 2024 year the Planning and Community Development Department is looking ahead to some of our biggest projects and expenses which are shown in overview here and additionally described in the following memo.

Project / Expense	Notes re Associated Expenses	Outside Funding Available
Tracking Software	Initial integration \$45,000-\$180,000. Recurring maintenance \$24,000-\$75,000 annually Likely utilized by multiple departments at the city.	Yes – grants from the Dept of Commerce
Comp Plan Periodic Update	Coordination with Whatcom County \$20,000 – \$23,000 Costs associated with County can be covered by our grant allocation.	Yes - \$125,000 already set aside from the State for Lynden
Public Interface	Staff time is the biggest component to improving public interface re ongoing development projects. These tasks are included in the new Admin Assistant position funded in 2023. This position is currently filled by a temp until new Permit Tech completes 'try-on' period.	No – but potentially a feature of the new software
Staffing and Training	2024 request will likely be significantly increased from previous years as renewed focus on training opportunities after COVID restrictions lifted. Also, new staff and new software will require training. \$10,000 between both Planning and Building divisions.	None identified at this time
Relocation of Code Compliance	Budget year for this is unidentified and expenses are undetermined at this time, but it would include modifications to City Hall to create office space and replacement vehicle. Code compliance will be a significant user of the new software.	No – if the role shifts from the PD some associated expenses will also shift.

**Permitting Software.** Over the course of the last 7 months the Department along with staff from Public Works and Fire and IT have been reviewing a number of software options for the tracking of applications, permits, and inspections. This software is expected to also provide an applicant portal for application submittal and fee payment. Although the Community Development Department is taking the lead on software research and implementation, we anticipate that the software will assist multiple departments in the following services:

Planning 15% user	Land use applications, critical area monitoring; tracking of the Community Residential Facility Registry; ADU tracking; web updates of applications / project status
Building 40% user	Building, mechanical, fence permits; fill and grade permits; building inspection records; inspection scheduling
Code Compliance 10% user	Violation documentation; case tracking
Public Works 20% user	Civil and stormwater review; site inspection records; street obstruction and tree planting/removal permits; addressing requests; bonding; stormwater/discharge violations
Fire 10% user	Annual inspections; recreation burn permits; firework sales and display permits; (potentially) inventory tracking
City Admin / Police 5% user	Special event permits; dog licensing

Costs associated with this investment include initial setup and annual maintenance costs. To date, the front runners include CivicGov, SmartGov, OpenGov, and Citizen Serve. Initial estimates collected from three of these providers, based on the same general scope of services, have been wide ranging with initial startup costs estimated at \$45,000 to \$200,000 and maintenance costs estimated at \$24,000 to \$75,000 annually. In August we will review the last of the front runners. After that we hope to quickly narrow down the selection and fine-tune the 2024 budget request.

The city will be able reduce our Caselle costs when we discontinue the Comm Dev module by approximately \$3,500 annually. Unfortunately, Planning and Building have found the Caselle module to be poorly suited for permit management and it does not offer a public portal option.

Online interface options for submitting or simply viewing permit activity will be available. In switching to a software that was created for the purpose of municipal permit tracking the City will realize a greater efficiency in routing and tracking and the opportunity to create an online interface for those who are submitting permits or even simply allowing the general public to see recent permit activity. These options will be available to all departments so that individuals can apply online not just for building permit but for other applications such as dog licenses, burn permits, or special events. Once submitted an application is sent to the appropriate person in the organization to be reviewed for completeness and payment and then routed simultaneously to reviewers in various departments as needed.

Bridging between software systems for payments will be required. Any new software we select will be bridged to Caselle to update payments. We anticipate these will be batched daily much like the Parks Department is currently implementing with Forte.

Grant funding is available. Recent Washington legislation is geared specifically toward assisting municipalities in the implementation of electronic plan submittal and permit tracking. The goal of this assistance is to increase efficiency and reduce builders' carrying costs associated with long permitting timelines. If grant funding is awarded, the city must commit to specific timeframes for building permit review and we will be obligated to provide monthly reports of the average turnover time for permit review. Planning and Building staff are confident that the turnaround goals set by the State can be met in Lynden. Additional details of this grant are expected later this summer from the Department of Commerce. Funds will not be awarded until after the 2024 budget is approved so this request will come forward without assuming grant funds.

**Comprehensive Plan Periodic Update.** Due on June 30<sup>th</sup>, 2025, initial work related to the City of Lynden Comprehensive Plan Periodic Update has begun. To date this has included resolutions related to the schedule for Urban Growth Area review and the city's public participation plan.

The State of Washington has mandated a significant number of updates related to housing and climate change under the Growth Management Act. Thankfully, funding has been allocated to cities to provide support in these efforts. At the end of June, we were notified that the Department of Commerce (DOC) has set aside a Periodic Update Grant in the amount of \$125,000 for the City of Lynden. This funding is dispersed by the Department of Commerce based on specific deliverables. Half of the funding may be used between July 1, 2023, and June 30, 2024 the other half between July 1, 2024 and June 30, 2025.

The city will be coordinating with Whatcom County and other jurisdictions within the county to coordinate regional planning efforts. Staff anticipates that the city's share in this work will likely be approximately \$20,000 - \$23,000.

Grant funding can be utilized to recoup staff time or consultant costs. The Community Development Department is currently reviewing the task checklists provided by the DOC which will assist in identifying elements absent or needing update.

**Public Interface – Web Presence.** The Community Development Department has a goal of providing a more robust web presence. Specifically, this includes updates to the Department’s webpage that will display the status of ongoing land use and development projects within the city. These updates will be a resource to residents and businesses within the city and will facilitate a more transparent permitting process. Additional 2024 costs associated with this update except for when / if assistance is needed from CivicPlus our website provider / designer and the larger cost of the permit tracking software and the portal it can provide. The primary cost outside of the permit tracking software will be staff training and time. This responsibility is one that is included in the Administrative Assistant position that was created at the start of 2023 and is expected be permanently staffed in 2024 after the employee

Current <b>Planning</b> Positions	Full Time Equivalents	Current <b>Building Division</b> Positions	Full Time Equivalents
Director	1.00	Building Official	1.0
Planner – Current	0.87	Building Inspector	0.5
Planner – Long-Range	1.00	Building Permit Tech	1.0
Administrative Assistant	0.50	Administrative Assistant	0.5
Total	3.37	Total	3.0

in that position was promoted to Permit Tech.

**Staffing and Training.** The Community Development Department is currently staffed by 3.37 full time equivalent (FTE) in Planning and 3 FTE positions in the Building Division (appearing in the Budget as “Housing and Community Development”).

As the City continues to grow, the Department anticipates that a greater code compliance effort will be needed. Additional code enforcement efforts within the Planning and Community Development Department may be a logical step toward maintenance of an established community standard and provide for greater staff efficiencies. Cost associated with shifting this position to Community Development will include physical reorganization / addition of office space and a mobile and desktop workstation setup.



**Looking Forward – Planning & Community Development Department:**

State legislative mandates that affect City’s Comprehensive Plan and Land Development Code will occupy a significant amount of planning staff’s time in the next two years. Consultant assistance to complete the impending 2025 Comprehensive Plan Update will be needed but costs will be covered by grant money from the State.

Other future goals for improvement and growth in the Planning and Community Development Department include an economic development role to support local businesses, an urban tree program, a stronger critical area monitoring program to support the updated critical areas code, a continued planning role in the City’s expanding park and trail network, a wetland banking or advanced mitigation program, and continued review and update of the development code.

A synopsis of potential projects and their timeframe are listed below:

City Planning Future Projects	Building Division Future Projects
2024 Permit tracking software implementation.  2022 – 2025 Comprehensive Plan Update (consultant assisted) with the potential to include Sub-Area Plan for West Lynden Gateway  2024 Critical Areas Monitoring Program (included as an aspect of the permit tracking software).  2024 Urban Tree Program (a green infrastructure component of PW’s stormwater management plan)  2024-2025 Advanced Wetland Mitigation Program (in house, legal counsel, consultant if needed).  2024-2027 Code enforcement moved to Comm Dev	2023 Major projects: Cobblestone Hotel, PeaceHealth Facility, Alliance Freeze Dry, Premier Packing Freezer projects.  2024 Permit tracking software implementation  2024 Website updates that include digital permit submittal, permit payment, and permit tracking.

## Monthly Development Report for June 2023

### Building Permit Activity: Permits Issued

	June-22	June-23	Percent Change
Number of SFR Permits Issued	11	4	-63.6%
Number of Accessory Dwelling Units	1	1	0.0%
Total SFR Construction Cost	\$6,081,162	\$1,065,700	-82.5%
Number of MF Units	41	4	-90.2%
Total MF Construction Cost	\$3,000,000	\$600,000	-80.0%
Total Residential Units (Includes SF, MF & ADU)	53	9	-83.0%
Number of CS/ID Permit Issued	3	1	-200.0%
Total CS/ID Construction Cost	\$200,200	\$1,500,000	86.7%
Total Building Permits Issued	50	55	10.0%
Total Permit Construction Value	\$9,970,570	\$3,453,294	-65.4%
Total permits incl: (fence, mech, shed)			

### Development Permit Activity: Applications Filed

Annexation	
Administrative Appeals	
Comprehensive Plan Amendment	1
Conditional Use Permit	
Design Review	6
Long Plats	
Lot Line Adjustment	2
SEPA	
Short Plats	
Shoreline Substantial Development	1
Development Standards Variance	
Rezone	1
Variance (Hearings Examiner)	
Zoning Text Amendment	
Home Occupation Permit	
Vacate	

### Complaints and Zoning Violations:

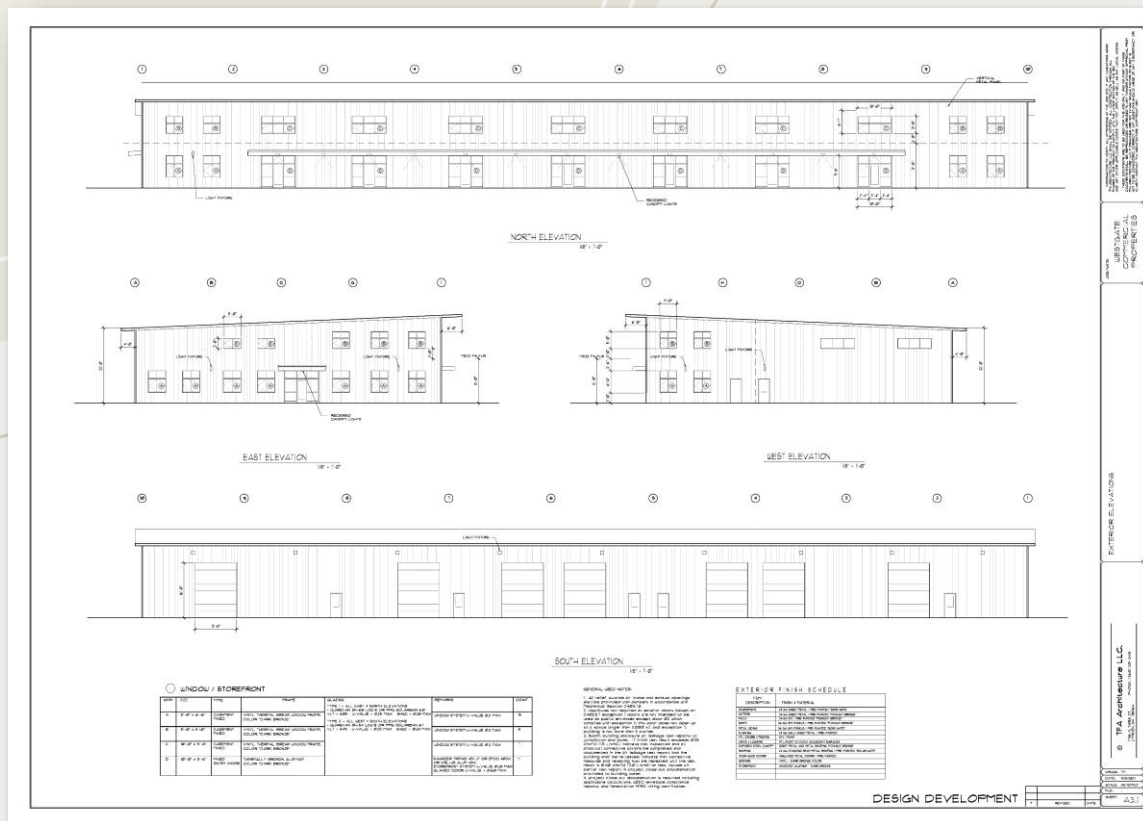
Type	Jun-23
Industrial Odor	1



# Lynden Projects

From Planning and  
Community Development





2059 Main St

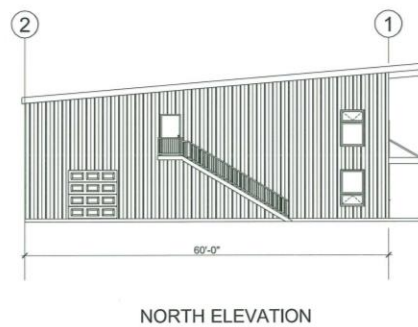
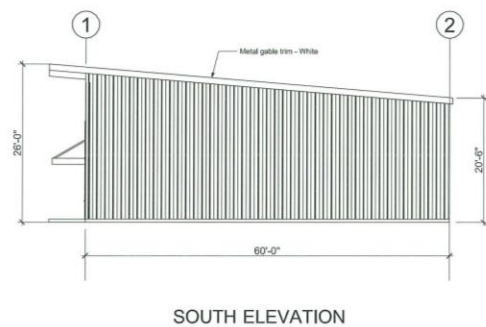
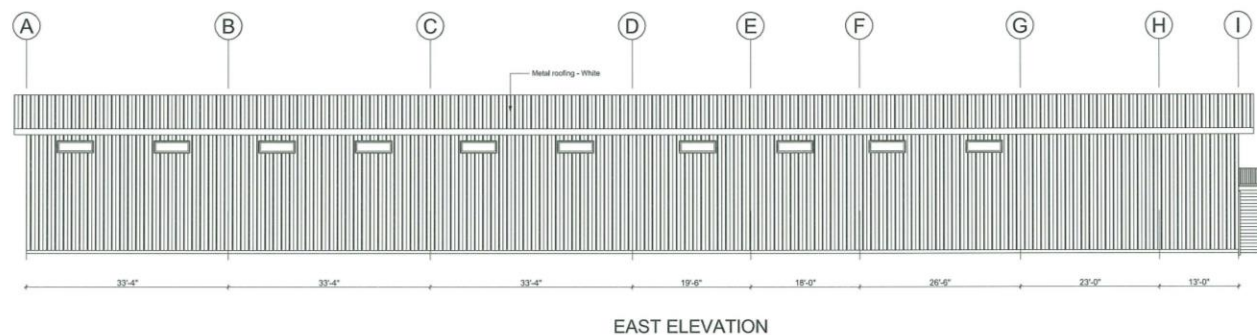
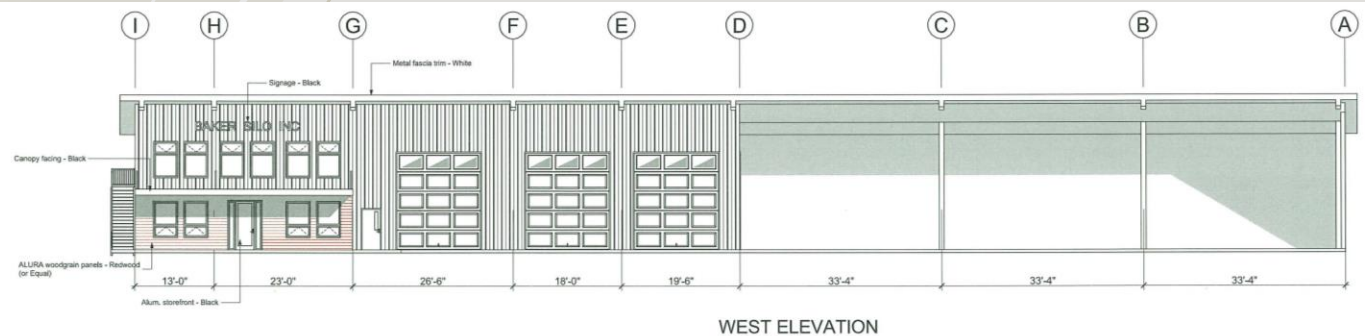
# Westgate

- Recently completed
- Financial services
- Cabinet shop
- Batting cages



# Baker Silo

- Start: Summer 2023
- Office space
- Fabrication



# Rustler's

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- Starting soon!
- Indoor restaurant with outdoor patio seating



# Taco Bell

- Start: Summer 2023
- Est. Completion: Spring 2025



8169 Guide Meridian



# Canature Foods

- Start: Spring 2023
- Est. Completion: Fall 2025
- Freeze dried pet food



Main st & Berthusen



# PSE Substation

Conditional Use Permit 22-01

PSE Substation, E. Front Street: **Proposed Expansion**



- 131 E Front St
- Start: Summer 2023

# Peace Health

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- Start: Fall 2022
- Est. Completion: Spring 2024
- Multi-specialty medical clinic

8844 Benson Rd





# Bouma Apartments



- Proposed to start soon!
- 2 buildings
- 8 total townhouses



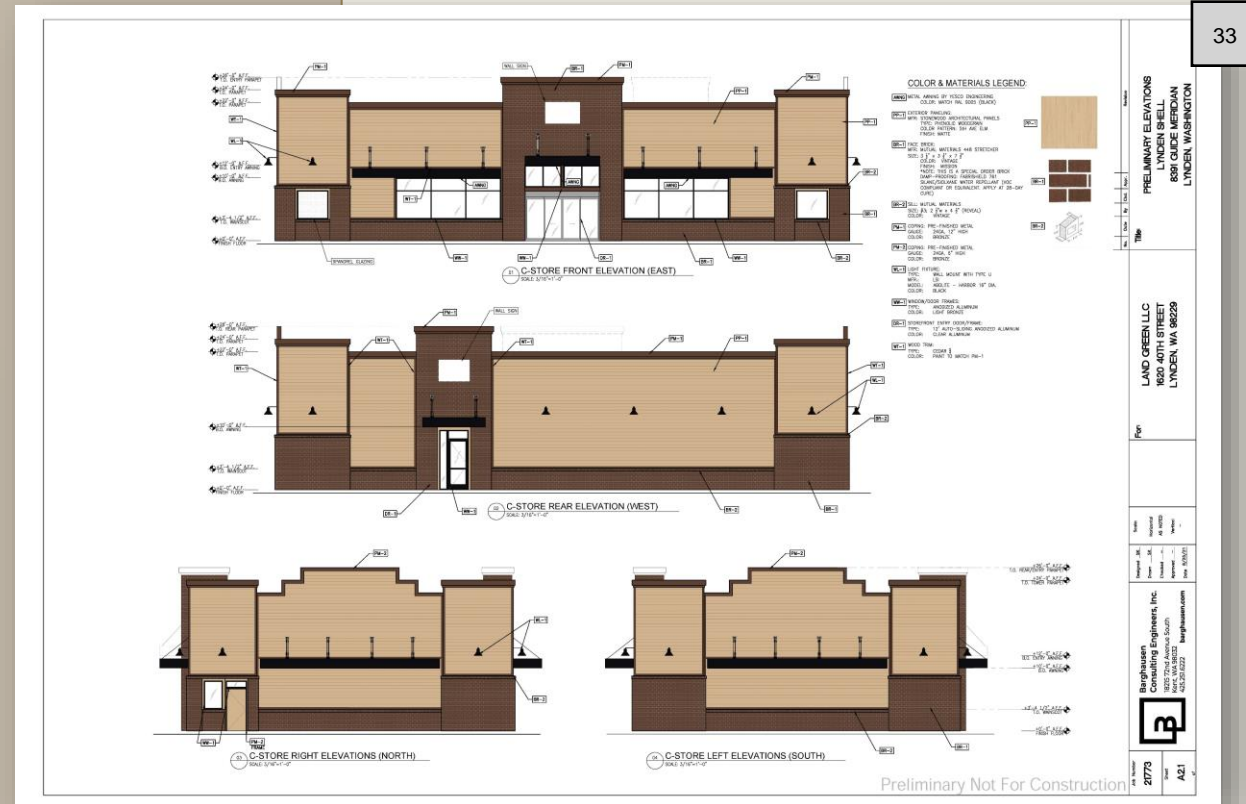
1986 Main St



# Shell Gas Station



8391 Guide Meridian



- Proposed start: Fall 2023
- Convenience store
- Diesel and gas
- Semi fueling station

# Riverwalk

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- Start: Fall 2022
- Housing development
- Multiple styles of homes





# Riverwalk House Designs

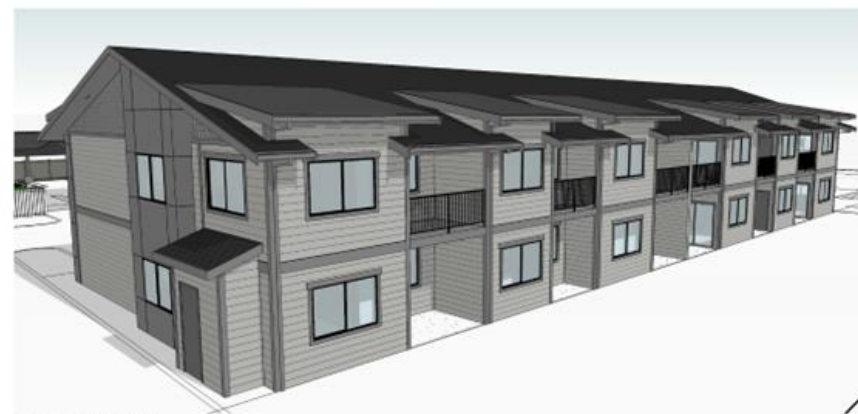


# Cascade Flats

- Start: Fall 2022
- Est. Completion: Fall 2023
- 18 units
- 12 2Bdrm/2Bath
- 6 1Bdrm/1Bath
- Features patios and decks



3D VIEW



3D VIEW

TMI HOLDING, LLC  
01/09/22 CASCADE FLATS





# Cascade Flats

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# Badger/Depot Apartments



NORTH ELEVATION



WEST ELEVATION





# Badger Depot Apartments

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- Start: Spring 2023
- Est. Completion: Spring 2024
- 3 story 18 unit apartment building
- 6 2bdrm/2bath
- 12 1bdrm/1bath



# Citygate

- Set to start soon!
- Bottom floor retail
- Top floors multi-family housing



# Cobblestone Hotel

- Start: Spring 2023
- Est. Completion: Spring 2025
- 68 rooms
- Restaurant, pool and gym



8155 Guide Meridian, Lynden, WA

# Cobblestone Hotel

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# Lynden Commons

Plus additional retail space!



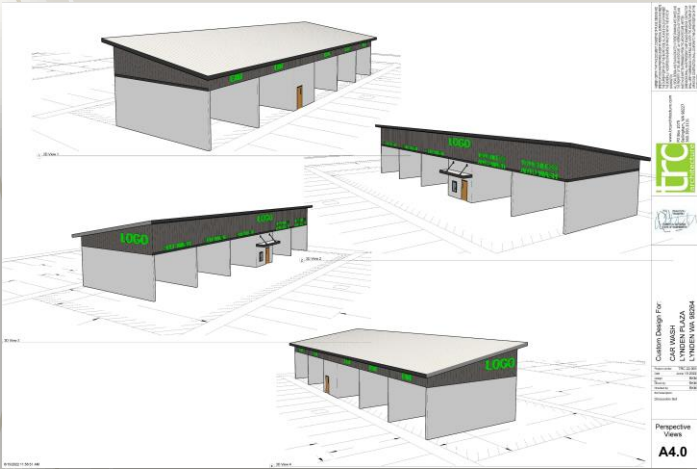
Taco Bell



Wissota Chophouse



NW Autowash



MOD Pizza

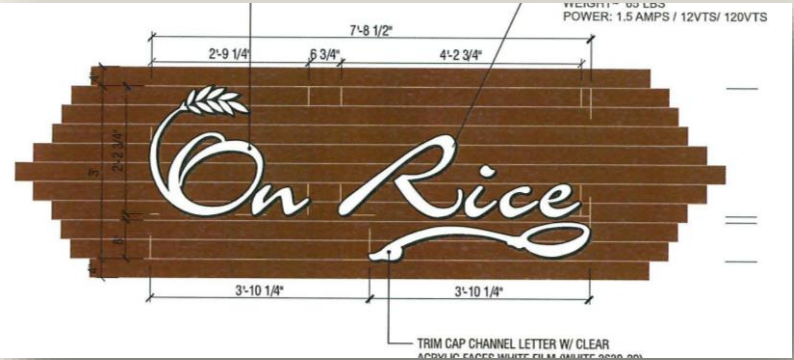


# Lynden Commons Sign

- Cobblestone Hotel
- Wissota Chophouse
- Taco Bell
- MOD Pizza
- NW Auto Wash



# New Businesses around the community



# CITY OF LYNDEN

## EXECUTIVE SUMMARY



<b><u>Meeting Date:</u></b>	August 23, 2023
<b><u>Name of Agenda Item:</u></b>	Bldg Division Fee Schedule Comparison
<b><u>Section of Agenda:</u></b>	Informational
<b><u>Department:</u></b>	Community Development Department
<b><u>Attachments:</u></b>	
Table Comparison of Other Cities Building Permit Fees	
<b><u>Summary Statement:</u></b>	
<p>As the Community Development Department prepared for the 2024 budget we will be reviewing fees associated with building and land use permits.</p> <p>For the Committee's information and review a fee comparison table for building division applications is attached.</p>	
<b><u>Recommended Action:</u></b>	
Review and provide feedback in preparation for the 2024 Budget – Unified Fee Schedule	

City of Lynden Fee Schedule Comparison								
Fee Type	Fee Description	LYNDEN	FERNDALE	BATTLE GROUND	SUNNYSIDE	WASHOUGAL	BURLINGTON	BLAINE
Building permit	Remodel, Addition, Alteration	Based on owner construction cost						
Building permit	COVERED Porches, Decks, Patios	\$15.00/sq ft						
Building permit	OPEN Porches, Decks, Patios	\$10.00/sq ft						\$100 (up to 100sq ft), \$150 (over 100sq ft) + state surcharge
Building permit	Garage, shed, accessory, etc	\$44.63/sq ft			\$56.17/sq ft			\$50 + state surcharge
Building permit	Residential Foundation	\$2.00/sq ft (\$50 min)						
Building permit	Comm Foundation	\$3.00/sq ft (\$100 min)						
Building permit	Plan Check Fee/Building plan review	65% of permit fee	65% of permit fee	65% of permit fee	65% of permit fee	65% of permit fee		65% of permit fee
Building permit	State building code fee	\$4.50 + \$2.00/additional unit		\$6.50 (residential) \$20.00 (commercial)		\$4.50 + \$2.00/additional unit		
Building permit	Mobile home -single wide	\$ 150.00			\$ 300.00	\$100/unit	\$ 600.00	\$ 400.00
Building permit	Mobile home -double wide	\$ 200.00			\$ 400.00	\$100/unit	\$ 600.00	\$ 400.00
Building permit	Mobile home - triple wide	\$ 250.00			\$ 500.00	\$100/unit	\$ 600.00	\$ 400.00
Building permit	Solar Panel	\$ 120.00						\$ 100.00
Building permit	Demolition	\$ 50.00			\$ 150.00	\$ 25.00	\$75-\$225	\$75-\$150
Building permit	Reroofing - single family residence (commercial based on valuation)	\$ 114.00		\$ 114.00	\$ 125.00		\$ 75.00	
Building permit	Fence Permit	\$ 25.00						\$ 50.00
Valuation	\$1.00 - \$500.00	\$ 23.50	\$ 23.50	\$ 69.00	\$ 23.50	\$ 23.50	\$ 23.50	\$75 (min fee for all valuation)
Valuation	\$501 - \$2,000	\$23.50 first \$500 + \$3.05 per \$100	\$23.50 first \$500 + \$3.05 per \$100	\$69 first \$500 + \$4.45 per \$100	\$23.50 first \$500 + \$3.05 per \$100	\$23.50 first \$500 + \$3.05 per \$100	\$23.50 first \$500 + \$3.05 per \$100	\$23.50 first \$500 + \$3.05 per \$100
Valuation	\$2,001 - \$25,000	\$69.25 first \$2,000 + \$14.00 per \$1,000	\$69.25 first \$2,000 + \$14.00 per \$1,000	\$122 first \$2,000 + \$18.23 per \$1,000	\$69.25 first \$2,000 + \$14.00 per \$1,000	\$69.25 first \$2,000 + \$14.00 per \$1,000	\$69.25 first \$2,000 + \$14.00 per \$1,000	\$69.25 first \$2,000 + \$14.00 per \$1,000
Valuation	\$25,001 - \$50,000	\$391.25 first \$25,000 + \$10.10 per \$1,000	\$391.25 first \$25,000 + \$10.10 per \$1,000	\$501 first \$25,000 + \$13.88 per \$1,000	\$391.25 first \$25,000 + \$10.10 per \$1,000	\$391.25 first \$25,000 + \$10.10 per \$1,000	\$391.75 first \$25,000 + \$10.10 per \$1,000	\$391.25 first \$25,000 + \$10.10 per \$1,000
Valuation	\$50,001 - \$100,000	\$643.75 first \$50,000 + \$7.00 per \$1,000	\$643.75 first \$50,000 + \$7.00 per \$1,000	\$802 first \$50,000 + \$10.56 per \$1,000	\$643.75 first \$50,000 + \$7.00 per \$1,000	\$643.75 first \$50,000 + \$7.00 per \$1,000	\$643.75 first \$50,000 + \$7.00 per \$1,000	\$643.75 first \$50,000 + \$7.00 per \$1,000
Valuation	\$100,001 - \$500,000	\$993.75 first \$100,000 + \$5.60 per \$1,000	\$993.75 first \$100,000 + \$5.60 per \$1,000	\$1209 first \$100,000 + \$8.29 per \$1,000	\$993.75 first \$100,000 + \$5.60 per \$1,000	\$993.75 first \$100,000 + \$5.60 per \$1,000	\$993.75 first \$100,000 + \$5.60 per \$1,000	\$993.75 first \$100,000 + \$5.60 per \$1,000
Valuation	\$500,001 - \$1,000,000	\$3,233.75 first \$500,000 + \$4.75 per \$1,000	\$3,233.75 first \$500,000 + \$4.75 per \$1,000	\$3,851 first \$500,000 + \$7.25 per \$1,000	\$3,233.75 first \$500,000 + \$4.75 per \$1,000	\$3,233.75 first \$500,000 + \$4.75 per \$1,000	\$3,233.75 first \$500,000 + \$4.75 per \$1,000	\$3,233.75 first \$500,000 + \$4.75 per \$1,000
Valuation	\$1,000,001 +	\$5,608.75 first \$1,000,000 + \$3.65 per \$1,000	\$5,608.75 first \$1,000,000 + \$3.65 per \$1,000	\$6,649 first \$1,000,000 + \$4.45 per \$1,000	\$5,608.75 first \$1,000,000 + \$3.65 per \$1,000	\$5,608.75 first \$1,000,000 + \$3.15 per \$1,000	\$5,608.75 first \$1,000,000 + \$3.65 per \$1,000	\$5,608.75 first \$1,000,000 + \$3.65 per \$1,000
Inspections (1 hr min)	Inspection outside normal business hours	\$75/hour	200% typical rate	\$75/hour (2hr min)	\$81.43/hour	\$47/hour		\$100/hour
Inspections (1 hr min)	Re-Inspection	\$60/hour	\$125/hour	\$75/hour	\$81.43/hour	\$47/hour		\$ 100.00
Inspections (1 hr min)	Inspection w/ no specified fee	\$60/hour	\$125/hour	\$75/hour	\$81.43/hour	\$47/hour		\$100/hour
Inspections (1 hr min)	Additional Plan Review	\$60/hour	\$125/hour	\$75/hour	\$81.43/hour	\$47/hour		
Inspections	Outside consultants and/or inspections	Admin+Overhead costs		\$75/hour		Actual Cost		Actual Cost
Inspections	Building plan review and Inspection Services - Pass thru option	Consultant cost + 10%						
Mechanical	Base permit fee (+ fixture fee)	\$ 30.00	\$50 + \$10 per supplemental (+\$12 for plumbing)	\$70 + \$16 per supplemental	\$35 + \$10 per supplemental	Plumbing: \$25.40 + \$12.70\$23.50 + \$7.25 per supplemental	Plumbing: \$25, \$23.50 + \$10 per supplemental	Min permit fee: \$75
Mechanical	A/C Air/Handling Units HP	\$ 11.00	\$94.00 - \$185.00	\$16-\$24	\$10.65-\$18.10	\$10.65-\$18.10	\$40-\$52	\$ 75.00
	Evaporative Coolers		\$ 14.00	\$ 16.00	\$ 10.65	\$ 10.65	\$ 15.00	

Mechanical	Gas water heater	\$ 15.00					\$ 15.00	\$ 75.00
Mechanical	Gas fireplace, heat pump, dryer, heater	\$ 15.00					\$ 15.00	\$ 75.00
Mechanical	Range hood/exhaust fan	\$ 11.00		\$ 16.00		\$ 10.65	\$10-\$15	
Mechanical	Furnace < 100,000 BTU	\$ 15.00	\$ 28.00	\$ 20.00	\$ 14.80	\$ 14.80	\$ 25.00	\$ 75.00
Mechanical	Furnace > 100,000 BTU	\$ 19.00	\$ 36.00	\$ 24.00	\$ 18.50	\$ 18.20	\$ 40.00	\$ 75.00
Mechanical	Floor Furnace installation	\$ 15.00	\$ 28.00	\$ 20.00	\$ 14.80	\$ 14.80		\$ 75.00
Mechanical	Suspended heater, recessed wall heater, floor mounted unit	\$ 15.00	\$ 27.00	\$ 20.00	\$ 14.80	\$ 14.80	\$ 25.00	\$ 75.00
Mechanical	Incinerator (residential)		\$ 27.00	\$ 24.00	\$ 18.20	\$ 18.20		
Mechanical	Incinerator (commercial)	\$ 15.00	\$ 114.00	\$ 20.00	\$ 14.50	\$ 14.50		
Mechanical	Appliance Vents	\$ 8.00	\$10.00-\$14.00	\$ 12.00	\$ 7.25	\$ 7.25	\$ 15.00	
Mechanical	Boiler/Compressor	\$ 15.00	based on time - \$66-\$133 min	\$20-\$114	\$14.10-\$92.65	\$14.70-\$92.65	\$25-\$100	
Mechanical	Gas-piping system (1-4 outlets)	\$10.00/outlet	\$7/outlet 1-5		\$5/outlets 1-5	\$6.35/outlet (1-5)	\$10/outlet (1-5)	
Mechanical	Gas-piping system (4+ outlets)	\$2.00/outlet	\$1.00/outlet		\$1.00/outlet	\$1.27/outlet	\$2.00/outlet	
	Repairs and Additions		\$ 18.00	\$ 19.00	\$ 13.70			
Mechanical	Miscellaneous fixtures	\$ 15.00	\$ 14.00	\$ 16.00	\$ 10.65	\$ 10.65	\$ 15.00	
Plumbing	Bathtubs, sinks, showers, dishwasher, clothes washer, toilet, urinal, drinking fountain, drain/floor drain, hot tub	\$ 7.00	\$ 9.00				\$ 10.00	
Plumbing	Electric water heater	\$ 7.00	\$ 9.00		\$ 7.00	\$ 8.89	\$ 10.00	\$ 75.00
Plumbing	Backflow protective device	\$ 10.00	\$9.00-\$20.00		\$ 15.00	\$ 8.89		
Plumbing	Sprinkler system	\$ 10.00	\$ 9.00		\$ 7.00	\$ 8.89		\$ 75.00
Plumbing	Roof drains (commercial)	\$ 7.00					\$ 10.00	
Plumbing	Vacuum breakers	\$ 5.00	\$7.00/breaker (1-5), \$1/breaker additional		\$1.00 - \$5.00	\$6.35/breaker (1-5), \$1.27/breaker additional		
Plumbing	Grease traps	\$ 15.00			\$ 7.00		\$ 25.00	
Plumbing	Medical gas piping	\$ 50.00	\$70/outlet (1-5), \$1.00/additional outlet		\$50/outlets 1-5, \$1.00/additional outlets	\$\$63.50/outlet (1-5), \$6.35/additional outlet	\$60/outlet (1-5), \$5.00/additional outlet	
	Installation/alteration/repair		\$ 9.00			\$ 8.89	\$ 10.00	\$ 75.00
Plumbing	Miscellaneous fixtures	\$ 7.00					\$ 10.00	