CITY OF COVINGTON
SPECIAL MEETING DAY FOR ELECTIONS
CITY COUNCIL REGULAR MEETING AGENDA
www.covingtonwa.gov

Wednesday, November 9, 2016 | **City Council Chambers**
7:00 p.m. | **16720 SE 271st Street, Suite 100, Covington**

Note: A Study Session is scheduled from 5:30 to 7:00 p.m.

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION - NONE

PUBLIC COMMENT Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows. *

APPROVE CONSENT AGENDA

C-1. Minutes: October 25, 2016 Special Meeting – Joint Study Session with Arts Commission and October 25, 2016 Regular Meeting (Scott)
C-2. Vouchers (Hendrickson)
C-3. Adopt Resolution Amending Capital Assets Policies and Procedures (Hendrickson)
C-4. Acceptance of SE 256th Street Culvert Lining Project (CIP 1145A) (Vondran)
C-5. Adopt Resolution Establishing Accounts Receivable Policies and Procedures for Uncollectible Debt (Hendrickson)

PUBLIC HEARING

1. To Receive Public Testimony Regarding Proposed Fiscal Year 2017 Budget (Hendrickson)

NEW BUSINESS

2. Discuss Amendments to the Covington Municipal Code Relating to Low Impact Development (LID) to Comply with National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Stormwater Permit Requirements. (Lyons/Vondran)
3. Adopt Resolution for 2017 Administrative, Building and Land Use Fees (Thompson)

FUTURE AGENDA ITEMS

COUNCIL/STAFF COMMENTS

PUBLIC COMMENT *See Guidelines on Public Comments above in First Public Comment Section

EXECUTIVE SESSION

- To Discuss Potential Litigation Pursuant to RCW 42.30.110(1)(i)

ADJOURN

Americans with Disabilities Act – reasonable accommodations provided upon request a minimum of 24 hours in advance (253-480-2400).

Consent Agenda Item C-1

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: APPROVAL OF MINUTES: OCTOBER 25, 2016 CITY COUNCIL SPECIAL MEETING – JOINT STUDY SESSION WITH ARTS COMMISSION AND OCTOBER 25, 2016 CITY COUNCIL REGULAR MEETING MINUTES

RECOMMENDED BY: Sharon G. Scott, City Clerk

ATTACHMENT(S): Proposed Minutes

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

EXPLANATION:

ALTERNATIVES:

FISCAL IMPACT:

CITY COUNCIL ACTION: _____Ordinance _____ Resolution __X__ Motion _____ Other

Councilmember _____ moves, Councilmember _____ seconds, to approve the October 25, 2016 City Council Special Meeting – Joint Study Session with Arts Commission and October 25, 2016 City Council Regular Meeting Minutes

City of Covington
City Council Special Meeting
Joint Study Session with Arts Commission
Tuesday, October 25, 2016

The Special Meeting – Joint Study Session with the Arts Commission was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, October 25, 2016, at 6:02 p.m., with Mayor Wagner presiding.

COUNCILMEMBERS PRESENT:
Jeff Wagner, Joe Cimaomo, Margaret Harto, Fran Hollums, Marlla Mhoon, and Sean Smith.

COUNCILMEMBERS ABSENT:
Mark Lanza.

ARTS COMMISSIONERS PRESENT:
Lesli Cohan, Gini Cook, Jennifer Harjehausen, Emma McMeen, Leslie Spero, and Ed White.

STAFF PRESENT:
Regan Bolli, City Manager; Rob Hendrickson, Finance Director; Ethan Newton, Parks & Recreation Director; Pat Patterson, Recreation Manager; and Sharon Scott, City Clerk/Executive Assistant.

Mayor Wagner called the special meeting – joint study session to order.

APPROVAL OF AGENDA:
Council Action: Councilmember Cimaomo moved and Councilmember Mhoon seconded to approve the Agenda. Vote: 6-0. Motion carried.

ITEMS FOR DISCUSSION:
Arts Commission Chair Lesli Cohan opened the meeting, and Vice Chair Ed White presented the 2016 review. The presentation then moved into the Public Art Policy update status review and public art funding.

Chair Cohen asked if the Council feels that the commission is on the right track. Councilmember Harto expressed her excitement and asked how the commission saw 4 Culture fitting into the big picture. Chair Cohen replied that they hoped to get to best practices incorporated into the Public Art Policy. It was suggested that the skate park artist be invited back to be recognized by Council.

ADJOURNMENT:
There being no further business, the meeting was adjourned at 6:50 p.m.

Prepared by:	Submitted by:
_____	_____
Joan Michaud	Sharon Scott
Senior Deputy City Clerk	City Clerk

City of Covington
Regular City Council Meeting Minutes
Tuesday, October 25, 2016

The Regular Meeting of the City Council of the City of Covington was called to order in the City Council Chambers, 16720 SE 271st Street, Suite 100, Covington, Washington, Tuesday, October 25, 2016, at 7:05 p.m., with Mayor Wagner presiding.

COUNCILMEMBERS PRESENT:
Jeff Wagner, Joe Cimaomo, Margaret Harto, Fran Hollums, Marlla Mhoon, and Sean Smith.

COUNCILMEMBERS PRESENT:
Mark Lanza.

Council Action: Councilmember Mhoon moved and Mayor Pro Tem Smith seconded to excuse Councilmember Lanza who had previously given notice of his absence. Vote: 6-0. Motion carried.

STAFF PRESENT:
Regan Bolli, City Manager; Rob Hendrickson, Finance Director; Andrew McCurdy, Covington Police Chief; Richard Hart, Community Development Director; Ethan Newton, Parks & Recreation Director; Bob Lindskov, City Engineer; Sara Springer, City Attorney; and Sharon Scott, City Clerk.

Mayor Wagner opened the meeting with the Pledge of Allegiance.

APPROVAL OF AGENDA:
Council Action: Councilmember Mhoon moved and Councilmember Hollums seconded to approve the Agenda. Vote: 6-0. Motion carried.

PUBLIC COMMENT:
Mayor Wagner called for public comments.

Sheryl Ward, Covington resident, representing Multicare, advised Council that Multicare is supportive of four-year nursing programs and advanced degrees and has reached out to Green River college to change its programs from two-year to four-year.

Chris May, Covington resident, implored the Council to take a hard look at where it's going and how it's impacting residents of the community. Ms. May requested Council to not raise taxes, and expressed her concerns over the garbage rates, and property taxes, and housing costs.

Leslie Hamada, not a Covington resident, asked Council to keep affordable housing at the forefront of all plans.

There being no further comments, Mayor Wagner closed the public comment period.

APPROVE CONSENT AGENDA:

C-1. Minutes: September 13, 2016 City Council Special & Regular Meeting Minutes; September 27, 2016 City Council Regular Meeting Minutes; and October 11, 2016 City Council Regular Meeting Minutes.

C-2. Vouchers: Vouchers #34771-34838, including ACH payments and electronic fund transfers, in the amount of $517,236.77, dated October 14, 2016; and Paylocity Payroll Checks #1005933893-1005933910 inclusive, plus employee direct deposits, in the amount of $188,847.52, dated October 21, 2016.

C-3. Authorize Covington Mixed-Use Commercial Site Development (Inland Group) Statutory Warranty Deed for Dedication of Right-of-Way.

C-4. Authorize Lakeside Industries Easement Agreement for Use of a Portion of City-Owned Right-of-Way.

C-5. Approve Ordinance Amending Portions of CMC 16.10, 14.30 and 14.45 Relating to the State Environmental Policy Act (SEPA) Policies and Procedures for Permits and Appeals.

ORDINANCE NO. 17-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AMENDING SELECT SECTIONS OF CHAPTERS 16.10, 14.30, AND 14.45 OF THE COVINGTON MUNICIPAL CODE, RELATING TO THE STATE ENVIRONMENTAL POLICY ACT POLICIES AMD PROCEDURES FOR PERMITS AND APPEALS; PROVIDING FOR CORRECTIONS AND SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

C-6. Consider Ordinance to Repeal CMC Chapter 18.100, Property Specific Development Standards/Special Overlay Districts Regulations.

ORDINANCE NO. 20-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON REPEALING CHAPTER 18.100 OF THE COVINGTON MUNICIPAL CODE (CMC) RELATING TO PROPERTY SPECIFIC DEVELOPMENT STANDARDS AND SPECIAL OVERLAY DISTRICTS; PROVIDING FOR CORRECTIONS AND SEVERABILITY; AND ESTABLISHING AN EFFECTIVE

C-7. Approve Covington Community Park Phase 2 Design and Construction Grant Funding Project Agreement.

C-8. Approve Covington Water District System Extension Application and Agreement for Covington Community Park Phase 2.

Council Action: Councilmember Mhoon moved and Councilmember Cimaomo seconded to approve the Consent Agenda. Vote: 6-0. Motion carried.

REPORTS OF COMMISSIONS:
Human Services Commission – Chair Leslie Hamada reported on the October 13 meeting.
Parks & Recreation Commission – Vice Chair Bryan Higgins reported on the October 19 meeting.
Arts Commission – Chair Lesli Cohan reported on the August 11, September 8, and October 13 meetings.
Planning Commission – Chair Bill Judd reported on the October 6 and October 20 meetings.
Economic Development Council – City Manager Regan Bolli commented on the upcoming Open House scheduled for October 27.

PUBLIC HEARINGS:
1. Receive Testimony from the Public Regarding Proposed Fiscal Year 2017 Budget and Revenues Sources and Set the Property Tax Levy.

Finance Director Rob Hendrickson gave the staff report on this item.

Mayor Wagner called for public comments for the public hearing.

Chris May Covington resident, requested Council to keep the tax levy rate low, promote growth, and seek different revenue sources.

There being no further comments, Mayor Wagner closed the public comment period for this public hearing.

Mayor Pro Tem Smith asked a clarifying question, and Mr. Hendrickson provided a response.

2. Receive Testimony from the Public and Consider Ordinance Regarding Kent School District's Six-Year Capital Facilities Plan and School Impact Fees.

Community Development Director Richard Hart gave the staff report on this item.

Mayor Wagner called for public comments for the public hearing.

Chris May, Covington resident, stated her concerns regarding how levy heavy jurisdictions have become and requested Council to not approve the impact fees.

There being no further comments, Mayor Wagner closed the public comment period for this public hearing.

Councilmembers asked questions, and Mr. Hart provided responses. Lisa Tylor, Kent School District Fiscal Services, provided further information to Council. Councilmembers asked further questions, and Ms. Tylor provided responses.

ORDINANCE NO. 18-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ADOPTING THE KENT SCHOOL DISTRICT SIX-YEAR CAPITAL FACILITIES PLAN FOR 2017-2022 AMENDING THE CAPITAL FACILITIES AND UTILITIES ELEMENT, APPENDIX, AND EXISTING CONDITIONS REPORT OF THE COVINGTON COMPREHENSIVE PLAN TO INCLUDE THE SAME; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

Council Action: Councilmember Harto moved and Councilmember Mhoon seconded to pass Ordinance No. 18-2016, in substantial form as that included in the agenda packet, adopting the updated Kent School District Six-Year Capital Facilities Plan for 2017-2022, including the 2017 School Impact Fee Schedule, and amending the Capital Facilities & Utilities Element, Appendix, and Existing Conditions Report of the City's Comprehensive Plan to include the same. Vote: 6-0. Motion carried.

3. Receive Testimony from the Public and Consider Ordinance on Interim Zoning Regulations CMC Title 18.55 Regarding Temporary and Permanent Signs.

Community Development Director Richard Hart gave the staff report on this item.

Mayor Wagner called for public comments for the public hearing.

There being no comments, Mayor Wagner closed the public comment period for this public hearing.

Councilmembers asked questions, and Mr. Hart and City Attorney Sara Springer provided responses.

ORDINANCE NO. 19-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, RELATING TO TEMPORARY AND PERMANENT SIGNS; ESTABLISHING INTERIM ZONING REGULATIONS FOR TEMPORARY AND PERMANENT SIGNS; ADMINISTRATION AND PERMITTING, AND ENFORCEMENT IN THE COVINGTON

MUNICIPAL CODE (CMC) TITLE 18.55; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; DECLARING AN EMERGENCY; AND ESTABLISHING AN EFFECTIVE DATE.

Council Action: Councilmember Cimaomo moved and Councilmember Mhoon seconded to pass Ordinance No. 19-2016, in substantial form as that included in the agenda packet, to establish interim zoning regulations for temporary and permanent signs until May 2, 2017. Vote: 6-0. Motion carried.

CONTINUED BUSINESS:

4. Consider Resolution Establishing Youth Council.

City Manager Regan Bolli gave the staff report on this item.

Councilmembers provided comments and suggested an edit to the resolution, and Mr. Bolli provided a response.

Councilmember Harto sought confirmation that Kentlake High School was within the three- mile radius of city limits, and staff confirmed that it is within the three-mile radius.

RESOLUTION NO. 2016-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, ESTABLISHING A YOUTH COUNCIL

Council Action: Councilmember Harto moved and Councilmember Cimaomo seconded to adopt Resolution No. 2016-19, in substantial form as that included in the agenda packet, establishing a City of Covington Youth Council.

Council Action: Councilmember Mhoon moved and Councilmember Hollums seconded to amend the motion to strike second half of last sentence of 4.4. Vote: 6-0. Motion carried.

NEW BUSINESS:

5. Update on Covington Community Park Phase 2 – 90% Design and Cost Estimate.

Parks & Recreation Director Ethan Newton introduced Consultant Connie Reckord from MacLeod Reckord. Ms. Reckord gave the PowerPoint presentation to Council.

6. 2017 Legislative Agenda Presentation.

Lobbyist Briahna Murray, Gordon Thomas Honeywell Governmental Affairs, introduced new team member Chelsea Hager. City Manager Regan Bolli and Ms. Murray then gave the report on this item.

Councilmembers provided comments, suggested edits, and asked questions, and Ms. Murray and Mr. Bolli provided responses.

FUTURE AGENDA ITEMS:
Councilmembers reviewed future agenda items.

COUNCIL/STAFF COMMENTS:
Councilmembers and staff made comments.

PUBLIC COMMENT:
Mayor Wagner called for public comments.

Beth Porter, Covington resident, spoke regarding her concerns about a possible reduction in buffer between the LakePointe Urban Village and the existing neighborhood and her concerns that a hotel would be part of the project.

Sheryl Ward, Covington resident, agreed with Ms. Porter's concerns and asked for the opportunity to provide public comment.

Chris May, Covington resident, spoke regarding the pedestrian flags that City Engineer Bob Lindskov had reported on and noted she felt the flags are effective. Ms. May also noted that the middle schoolers tended to have more difficulty with the proper use of them. Ms. May requested Council to encourage more telecommunication companies to provide service to Covington so as to provide competition.

Richard provided comments to Council to address the concerns regarding the LakePointe Urban Village. Mr. Hart reported that no final decisions have been made and that a public hearing process will be coming.

There being no further comments, Mayor Wagner closed the public comment period.

ADJOURNMENT:
There being no further business, the meeting was adjourned at 9:17 p.m.

Prepared by:	Submitted by:
_____	_____
Joan Michaud Senior Deputy City Clerk	Sharon Scott City Clerk

Consent Agenda Item C-2

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: APPROVAL OF VOUCHERS

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S): Vouchers: Vouchers #34839-34904, including ACH payments and electronic fund transfers, in the amount of $1,384,730.03, dated October 28, 2016; and Paylocity Payroll Checks #1005994104-1005994116 inclusive, plus employee direct deposits, in the amount of $179,951.88, dated November 4, 2016.

PREPARED BY: Joan Michaud, Senior Deputy City Clerk

CITY COUNCIL ACTION: _____Ordinance _____ Resolution __X__ Motion _____Other

Councilmember _____ moves, Councilmember _____ seconds, to approve for payment Vouchers: Vouchers #34839-34904, including ACH payments and electronic fund transfers, in the amount of $1,384,730.03, dated October 28, 2016; and Paylocity Payroll Checks #1005994104-1005994116 inclusive, plus employee direct deposits, in the amount of $179,951.88, dated November 4, 2016.

October 28, 2016

City of Covington

City of Covington

City of Covington
Voucher/Check Register

Check #34839 through Check #34904, including ACH payments and electronic fund transfers

In the Amount of $1,384,730.03

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against the City of Covington, Washington, County of King, and that we are authorized to authenticate and certify said claims per the attached register.

Cassandra Parker Senior Accountant	Mark Lanza City Councilmember
Jeff Wagner Mayor	Marlla Mhoon City Councilmember

Council Meeting Date Approved _____

Accounts Payable

Checks by Date - Detail by Check Date

User: scles
Printed: 10/27/2016 3:49 PM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
ACH	0706	Covington Retail Associates	10/28/2016	
	4909	1st floor; operating expenses, November		9,895.60
	4909	1st floor; building lease, November		27,018.92
	4910	2nd floor; operating expenses, November		1,361.95
	4910	2nd floor; building lease, November		3,446.92
			Total for this ACH Check for Vendor 0706:	41,723.39
ACH	0780	DAWN	10/28/2016	
	0780-3Qtr	Joint funding, Community Advocacy; 3rd Qtr 20		6,312.50
	0780-3Qtr	Human services, Community Advocacy, 3rd Qtr		500.00
	0780-3Qtr-1	Joint funding, Housing; 3rd Qtr 2016		16,750.00
	0780-3Qtr-1	Human services, Housing; 3rd Qtr 2016		1,500.00
			Total for this ACH Check for Vendor 0780:	25,062.50
ACH	0819	Don Vondran	10/28/2016	
	0819-10	Vondran; APWA conference, per diem		32.00
	0819-10	Vondran; APWA conference, per diem		32.00
			Total for this ACH Check for Vendor 0819:	64.00
ACH	1091	Complete Office Solutions	10/28/2016	
	1422206-0	K. Bates; office chair		510.42
	1429218-0	Office supplies		60.82
	1441164-0	Paper		27.48
	1441164-0	Duster kit, refills		30.65
	C1429218-0	Credit; office supplies		-60.82
			Total for this ACH Check for Vendor 1091:	568.55
ACH	1103	Pat Patterson	10/28/2016	
	1103-10	Patterson; WRPA Summit, mileage		35.31
			Total for this ACH Check for Vendor 1103:	35.31
ACH	1408	Washington Workwear Stores Inc.	10/28/2016	
	13007	Kiselyov; jacket/shirt		111.31
	13007	Finazzo; jacket/shirt		111.32
	13007	Bahl; jacket/shirt		111.32
	13007	Dal Santo; jacket/shirt		55.65
	13007	Dal Santo; jacket/shirt		55.66
	2437R	Junkin; shirts		38.60
	2437R	Junkin; shirts		38.60
	2437R	Junkin; shirts		51.46
	2463	Junkin; gloves		13.02
	2463	Junkin; gloves		9.77
	2463	Junkin; gloves		9.77
	2471	Goranson; rain jacket		43.97
	2471	Goranson; rain jacket		29.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2477	Fealy; glasses		5.86
	2477	Fealy; jeans		23.45
	2477	Fealy; jeans		15.64
	2477	Fealy; glasses		3.90
			Total for this ACH Check for Vendor 1408:	728.62
ACH	1705	Alpine Products, Inc.	10/28/2016	
	TM-162912	Maint shop; shovels, brooms		174.96
	TM-162912	Maint shop; shovels, brooms		233.28
	TM-162912	Maint shop; shovels, brooms		174.96
			Total for this ACH Check for Vendor 1705:	583.20
ACH	1901	Modern Building Systems, Inc.	10/28/2016	
	0077088	Maint shop; building lease, 11/1-12/1/16		569.06
	0077088	Maint shop; building lease, 11/1-12/1/16		426.80
	0077088	Maint shop; building lease, 11/1-12/1/16		426.80
			Total for this ACH Check for Vendor 1901:	1,422.66
ACH	2461	Tri-Tec Communications, Inc.	10/28/2016	
	619732	Aquatics; set up hot desk		78.19
	619733	Telephone repair services		249.78
			Total for this ACH Check for Vendor 2461:	327.97
ACH	2500	Tetra Tech, Inc.	10/28/2016	
	51095248	CIP 1127; engineering, 7/23-8/26/16		2,584.65
			Total for this ACH Check for Vendor 2500:	2,584.65
ACH	3163	Herc Rentals Inc.	10/28/2016	
	28900377-001	Boom rental; Purple Lights banner, 10/3/16		515.85
			Total for this ACH Check for Vendor 3163:	515.85
82	0072	Dept of Labor & Industries	10/28/2016	
	939,296-00-3Qtr	Industrial Insurance, 3rd Quarter 2016		18.70
	939,296-00-3Qtr	Industrial Insurance, 3rd Quarter 2016		14,143.98
	939,296-00-3Qtr	Industrial Insurance, 3rd Quarter 2016		58.16
	939,296-00-3Qtr	Industrial Insurance, 3rd Quarter 2016		1,993.10
	939,296-00-3Qtr	Industrial Insurance, 3rd Quarter 2016		1,470.38
	939,296-00-3Qtr	Industrial Insurance, 3rd Quarter 2016		3,338.25
			Total for Check Number 82:	21,022.57
83	2032	First American Title Insurance Co	10/28/2016	
	NCS-645854-WA1	Purchase of Allmand property for SoCo park		1,002,667.36
			Total for Check Number 83:	1,002,667.36
34839	3043	ACCESS Fire Protection Services Inc.	10/28/2016	
	28965	City hall; fire extinguisher service		131.00
			Total for Check Number 34839:	131.00
34840	2940	Accord Contractors, LLC	10/28/2016	
	30331	Aquatics; toilet and hose bib fix		1,046.47
			Total for Check Number 34840:	1,046.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34841	0206	AFLAC	10/28/2016	
	421591	Insurance premiums; October		391.07
			Total for Check Number 34841:	391.07
34842	2140	Amicor Construction	10/28/2016	
	2140-10	Minor housing repair; #GROO-01-15		485.44
			Total for Check Number 34842:	485.44
34843	2033	Aquatic Specialty Services	10/28/2016	
	11773	Aquatics; battery pack		351.86
	12011	Return; battery pack		-351.86
	12037	Pool chemicals, overflow switch		701.02
			Total for Check Number 34843:	701.02
34844	0852	ASCE	10/28/2016	
	434451	Vondran; ASCE membership dues, 1/1/17-12/31,		137.50
	434451	Vondran; ASCE membership dues, 1/1/17-12/31,		137.50
			Total for Check Number 34844:	275.00
34845	2631	Auburn Youth Resources	10/28/2016	
	2631-3Qtr	Human services; 3rd Quarter 2016		1,250.00
			Total for Check Number 34845:	1,250.00
34846	0019	AWC Employee Benefits Trust	10/28/2016	
	100315L1120160	Medical Insurance Premiums, November		457.23
	100315L1120160	Medical Insurance Premiums, November		2,722.44
	100315L1120160	Medical Insurance Premiums, November		9,254.98
	100315L1120160	Medical Insurance Premiums, November		6,906.16
	100315L1120160	Medical Insurance Premiums, November		1,541.89
	100315L1120160	Medical Insurance Premiums, November		2,265.53
	100315L1120160	Medical Insurance Premiums, November		2,339.54
	100315L1120160	Medical Insurance Premiums, November		9,579.56
	100315L1120160	Medical Insurance Premiums, November		2,948.53
	100315L1120160	Medical Insurance Premiums, November		3,378.55
	100315L1120160	Medical Insurance Premiums, November		2,387.55
	100315L1120160	Medical Insurance Premiums, November		1,549.07
	100315L1120160	Medical Insurance Premiums, November		7,342.47
	100315L1120160	Medical Insurance Premiums, November		10,992.56
			Total for Check Number 34846:	63,666.06
34847	0637	Bill's Locksmith Service, Inc.	10/28/2016	
	113811	#2012; master keys		34.93
	113811	#3582; duplicate/program transponder key		87.55
			Total for Check Number 34847:	122.48
34848	0026	C&B Awards	10/28/2016	
	3478	Commissioner Chris Dupuis; name plate/badge		18.62
			Total for Check Number 34848:	18.62
34849	2270	CenturyLink	10/28/2016	
	6317966698B-10	City hall; telephone, 10/13-11/13/16		111.04
			Total for Check Number 34849:	111.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
34850	2366	CenturyLink Business Services	10/28/2016	
	1389306897	Aquatics; internet/loop, September		360.00
			Total for Check Number 34850:	360.00
34851	0366	City of Covington	10/28/2016	
	LU16-0022	CCP Phase 2; land use/SEPA review		1,880.00
			Total for Check Number 34851:	1,880.00
34852	1699	Communities in Schools of Kent	10/28/2016	
	1699-3Qtr	Human services; 3rd Quarter 2016		1,250.00
			Total for Check Number 34852:	1,250.00
34853	2809	Sean Conway	10/28/2016	
	2809-7	Reissued, Covington Days parade decorations		21.85
			Total for Check Number 34853:	21.85
34854	0184	Cordi & Bejarano	10/28/2016	
	0184-10	Public defender services; Jury trial shortage		350.00
	191	Public defender services; September		4,000.00
			Total for Check Number 34854:	4,350.00
34855	0223	Costco Wholesale Membership	10/28/2016	
	000111772232673	Executive business membership; annual renewal		165.00
			Total for Check Number 34855:	165.00
34856	1952	Covington Copy It...Mail It	10/28/2016	
	6600	CCP Phase 2, JARPA, postage		16.12
			Total for Check Number 34856:	16.12
34857	1983	De Lage Landen Financial Srvcs	10/28/2016	
	51822370	Aquatics copiers' lease, 10/1-10/31/16		109.64
			Total for Check Number 34857:	109.64
34858	3213	Department of Laor & Industries	10/28/2016	
	276174	Aquatics; boiler certification fee		107.50
			Total for Check Number 34858:	107.50
34859	0699	Department of Licensing	10/28/2016	
	0699-10	Drivers abstract		13.00
			Total for Check Number 34859:	13.00
34860	3212	Down Home Catering	10/28/2016	
	1341	Budget retreat; catering		657.03
			Total for Check Number 34860:	657.03
34861	3145	Electric Lightwave	10/28/2016	
	14196932	City hall; telephone, 10/8-11/7/16		734.82
	14196932	Aquatics; telephone, 10/8-11/7/16		91.09
	14196932	Maint shop; telephone, 10/8-11/7/16		187.64
	14196932	Maint shop; telephone, 10/8-11/7/16		140.74
	14196932	Maint shop; telephone, 10/8-11/7/16		140.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 34861:	1,295.03
34862	2851	Environmental Science Associates	10/28/2016	
	123727	CCP; Wetland Mitigation Monitoring - Year 3		1,657.50
			Total for Check Number 34862:	1,657.50
34863	1996	Facility Maintenance Contractors	10/28/2016	
	01465 161015	Maint shop; janitorial service		117.60
	01465 161015	Maint shop; janitorial service		88.20
	01465 161015	Maint shop; janitorial service		88.20
			Total for Check Number 34863:	294.00
34864	1875	FirstChoice	10/28/2016	
	154624	Coffee service		120.64
			Total for Check Number 34864:	120.64
34865	2078	Girard Resources & Recycling, LLC	10/28/2016	
	37434	Drain rock		127.61
	37434	Disposal fees		93.00
	37615	Crushed/drain rock		267.97
	37615	Disposal fees		75.00
			Total for Check Number 34865:	563.58
34866	1733	The Good Earth Works, Inc.	10/28/2016	
	138083	#3450; carburetor repair		26.55
	138083	#3450; carburetor repair		35.41
	138083	#3450; carburetor repair		26.55
	138233	Line trimmer parts		33.03
	138233	Line trimmer parts		24.78
	138233	Line trimmer parts		24.78
			Total for Check Number 34866:	171.10
34867	2959	Good To Go!	10/28/2016	
	TB-163585564	Toll charge; 10/3/16		2.75
			Total for Check Number 34867:	2.75
34868	0354	Grainger	10/28/2016	
	9249211203	CCP; hand sanitizer refills		228.06
			Total for Check Number 34868:	228.06
34869	0302	Gray & Osborne	10/28/2016	
	13599.00-23	Timberlane/Jenkins Park SW LID/Retro; 9/11-1(		1,461.12
	15447.00-1	Clements Drainage Impvs; 9/11-10/8/16		1,659.89
	15563.00-12	164th Avenue SE; 9/11-10/8/16		275.05
			Total for Check Number 34869:	3,396.06
34870	1799	Griffis Heating, Inc.	10/28/2016	
	S-20307	Minor housing repair; #DOYL-01-15		162.90
			Total for Check Number 34870:	162.90
34871	2168	H.D. Fowler Company, Inc.	10/28/2016	
	I4353768	Piping, frame & grates, jetset repair, concrete pa		1,292.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 34871:	1,292.43
34872	2648	Hart's Gymnastics	10/28/2016	
	2648-10	Instructor payment; Gymnastics, October		848.00
			Total for Check Number 34872:	848.00
34873	2706	Health Point	10/28/2016	
	2706-3Qtr	Joint Funding; Dental, 3rd Qtr 2016		13,557.00
	2706-3Qtr	Human services; Dental, 3rd Qtr 2016		1,250.00
	2706-3Qtr-1	Joint Funding; Medical, 3rd Qtr 2016		28,150.00
	2706-3Qtr-1	Human services; Medical, 3rd Qtr 2016		1,250.00
			Total for Check Number 34873:	44,207.00
34874	3046	Kent D Bruce Co, LLC	10/28/2016	
	1816	#3582; flasher lights		454.35
			Total for Check Number 34874:	454.35
34875	0271	Kent Youth & Family Services	10/28/2016	
	0271-3Qtr	Human services, Clinical; 3rd Qtr 2016		2,500.00
	0271-3Qtr-1	Human services, Early Childhood Education; 3rc		1,250.00
			Total for Check Number 34875:	3,750.00
34876	0143	King County Finance	10/28/2016	
	11005027	City hall; internet, September		375.00
	79482-79482	Street services; 9/19-9/20/16		868.39
	79487-79490	Street services; 8/31-9/21/16		1,959.76
	79521-79521	CIP 1028; overlay, 8/29-9/8/16		1,128.42
			Total for Check Number 34876:	4,331.57
34877	0641	King County Sheriff's Office	10/28/2016	
	16-0910	Covington Days; overtime		524.79
			Total for Check Number 34877:	524.79
34878	0400	Les Schwab	10/28/2016	
	38600327366	#2766; tire tube installation		30.43
			Total for Check Number 34878:	30.43
34879	1878	MacLeod Reckord	10/28/2016	
	7479	CCP Phase 2; design, 9/1-9/30/16		9,659.90
	7480	CCP Phase 2; storm drainage, 9/1-9/30/16		1,040.00
	7481	CCP Phase 2; engineering, 9/1-9/30/16		31,866.38
			Total for Check Number 34879:	42,566.28
34880	0333	Maple Valley Food Bank	10/28/2016	
	0333-3Qtr	Human services; 3rd Qtr 2016		3,750.00
			Total for Check Number 34880:	3,750.00
34881	1796	Robert Meyers	10/28/2016	
	1796-10	Meyers; 10 year service award		100.00
			Total for Check Number 34881:	100.00
34882	1928	Mayson Morrissey	10/28/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1928-10	Morrissey; ACCIS conference, per diem		56.10
			Total for Check Number 34882:	56.10
34883	3042	Nordvind Sewer Service, LLC	10/28/2016	
	1486	256th Culvert Liner Project		62,782.36
	1486R	256th Culvert Liner Project; retainage		-3,139.12
			Total for Check Number 34883:	59,643.24
34884	2495	NorMed	10/28/2016	
	42133-730869	First aid supplies		157.62
			Total for Check Number 34884:	157.62
34885	0004	Office Depot	10/28/2016	
	1991182452	Paper		9.01
	1993285484	Paper		26.98
	1994829645	Mailing tube		9.10
	869720391001	Office supplies		140.92
	869724348001	Batteries		22.90
	869724348001	File folders		97.73
	869724348001	Meyers; calendar desk pad		24.03
	870284238001	Return; supplies		-30.29
			Total for Check Number 34885:	300.38
34886	1249	Orca Pacific Inc.	10/28/2016	
	24212	Pool chemicals		338.83
			Total for Check Number 34886:	338.83
34887	2233	Pediatric Interim Care Center	10/28/2016	
	2233-3Qtr	Human services; 3rd Quarter 2016		750.00
			Total for Check Number 34887:	750.00
34888	0057	Petty Cash	10/28/2016	
	0057-10	Petty cash; HallowTeen dance		200.00
			Total for Check Number 34888:	200.00
34889	3211	Sharad Prasad	10/28/2016	
	1010767.001	Refund; swim classes		80.00
	1139684.002	Refund; administrative fee		10.00
			Total for Check Number 34889:	90.00
34890	0161	Puget Sound Energy	10/28/2016	
	200003987282-10	Streets; electricity, 9/3-10/4/16		58.54
	200003987464-10	Streets; electricity, 9/3-10/4/16		11.85
	200004045866-10	Streets; electricity, 9/3-10/4/16		64.79
	200022909689-10	Skate park; electricity, 9/3-10/4/16		13.05
	300000001770-10	Streets; electricity, 9/2-10/3/16		11.64
	300000001770-10	City tree; electricity, 9/2-10/3/16		10.84
	300000001788-10	Streets; electricity, 9/1-9/30/16		8,646.83
	300000001788-10	Streets; electricity, 9/1-9/30/16		74.92
	300000001804-10	Streets; electricity, 9/2-10/3/16		44.19
	300000001804-10	Streets; electricity, 8/31-9/29/16		54.09
	300000007934-10	City hall; natural gas, 9/2-10/3/16		39.28
	300000007934-10	City hall; electricity, 9/2-10/3/16		1,476.28
	300000011266-10	SR 516; electricity, 9/2-10/3/16		184.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	300000011266-10	Crystal view; electricity, 9/2-10/3/16		10.84
			Total for Check Number 34890:	10,701.51
34891	1197	Rainier Wood Recyclers	10/28/2016	
	00056374	Disposal fees		64.00
	00056429	Disposal fees		24.00
			Total for Check Number 34891:	88.00
34892	2474	SCORE	10/28/2016	
	2162	Jail costs; September		17,850.00
			Total for Check Number 34892:	17,850.00
34893	3134	Todd Shank	10/28/2016	
	3134-10	HallowTeen Dance; DJ services		275.00
			Total for Check Number 34893:	275.00
34894	1905	Sharp Electronics Corporation	10/28/2016	
	C865501-701	Police copier, usage, 9/16-10/18/16		33.80
	C865515-701	Aquatics copiers', usage, 9/13-10/17/16		83.70
			Total for Check Number 34894:	117.50
34895	1903	Sound Publishing, Inc.	10/28/2016	
	7715140	Weekly bulletins; 9/2, 9/9, 9/16		821.19
	7715140	Monthly full page ad		3,499.75
	7715140	Legal notice; rack server		217.70
			Total for Check Number 34895:	4,538.64
34896	2469	South King Council of HS	10/28/2016	
	2469-3Qtr	Human services; 3rd Quarter 2016		500.00
			Total for Check Number 34896:	500.00
34897	0409	The Storehouse	10/28/2016	
	0409-3Qtr	Human services; 3rd Quarter 2016		2,500.00
			Total for Check Number 34897:	2,500.00
34898	0376	United Rentals NW, Inc.	10/28/2016	
	136207667-008	Road plate; final rental charges		244.35
			Total for Check Number 34898:	244.35
34899	2556	United Site Services	10/28/2016	
	114-4531563	Gardner property; fence rental, 10/1-10/28/16		355.77
			Total for Check Number 34899:	355.77
34900	2103	US Bancorp Equip Finance Inc.	10/28/2016	
	314667742	Copier lease		86.88
	314667742	Copier lease		130.32
	315536409	Workroom copier; lease		639.10
			Total for Check Number 34900:	856.30
34901	0357	Valley Communications	10/28/2016	
	0017023	800 MHz access; October		75.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 34901:	75.00
34902	0119	WABO	10/28/2016	
	32997	Classified ad; Deputy Building Official		50.00
			Total for Check Number 34902:	50.00
34903	2230	Wilbur-Ellis Company	10/28/2016	
	10417266	Grass seed/fertilizer		413.14
	10417266	Maint shop; pesticide		66.66
	10417266	Maint shop; pesticide		66.66
	10417266	Maint shop; pesticide		88.89
			Total for Check Number 34903:	635.35
34904	0629	WSEMA	10/28/2016	
	0629-10	Bates; WSEMA membership, 10/1/16-9/30/27		75.00
	0629-10-1	Vondran; WSEMA membership, 10/1/16-9/30/27		75.00
	0629-10-2	Slate; WSEMA membership, 10/1/16-9/30/27		75.00
			Total for Check Number 34904:	225.00
			Total for 10/28/2016:	1,384,730.03
			Report Total (79 checks):	1,384,730.03

November 4, 2016

City of Covington

Payroll Approval

- Request Council approval for payment of Payroll dated 11/04/16 consisting of:

PAYLOCITY CHECK # 1005994104 through PAYLOCITY CHECK # 1005994116 inclusive, plus employee direct deposits

IN THE AMOUNT OF $179,951.88

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIMS ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE CITY OF COVINGTON, WASHINGTON, COUNTY OF KING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY SAID CLAIMS PER THE ATTACHED COUNCIL APPROVAL REPORT.

Cassandra Parker Senior Accountant	Mark Lanza City Councilmember
Jeff Wagner Mayor	Marlla Mhoon City Councilmember

Council Meeting Date Approved: _____

11/4/16 Payroll Voucher

Payroll Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
113617	Regular	11/4/2016	503	Bolli, Regan H	4,925.03
113618	Regular	11/4/2016	246	Kirshenbaum, Kathleen	401.49
113619	Regular	11/4/2016	243	Lyon, Valerie	1,509.36
113620	Regular	11/4/2016	234	Mhoon, Darren S	1,492.31
113621	Regular	11/4/2016	162	Michaud, Joan M	2,221.79
113622	Regular	11/4/2016	123	Scott, Sharon G	2,579.56
113623	Regular	11/4/2016	313	Slate, Karla J	2,545.78
113624	Regular	11/4/2016	275	Hart, Richard	2,933.48
113625	Regular	11/4/2016	368	Mueller, Ann M	1,741.32
113626	Regular	11/4/2016	487	Bykonen, Tyler B	185.37
113627	Regular	11/4/2016	180	Cles, Staci M	1,972.87
113628	Regular	11/4/2016	146	Hagen, Lindsay K	1,642.24
113629	Regular	11/4/2016	235	Hendrickson, Robert	3,857.18
113630	Regular	11/4/2016	105	Parker, Cassandra	2,650.24
113631	Regular	11/4/2016	568	Burton, Da'Ris V	414.06
113632	Regular	11/4/2016	353	Dalton, Jesse J	1,910.95
113633	Regular	11/4/2016	524	Denning, Jerald J	1,059.42
113634	Regular	11/4/2016	373	Fealy, William J	2,091.67
113635	Regular	11/4/2016	301	Gaudette, John J	2,049.45
113636	Regular	11/4/2016	511	Goranson, Gage W	1,432.84
113637	Regular	11/4/2016	186	Junkin, Ross D	2,968.64
113638	Regular	11/4/2016	559	Parker, Bryce R	758.75
113639	Regular	11/4/2016	457	Smith, Nathan H	1,182.23
113640	Regular	11/4/2016	408	Terwillegar, Jeremy A	1,750.13
113641	Regular	11/4/2016	377	Bates, Krista	1,340.78
113642	Regular	11/4/2016	268	Bykonen, Brian D	2,307.93
113643	Regular	11/4/2016	279	Christenson, Gregg R	3,034.43
113644	Regular	11/4/2016	270	Lyons, Salina K	2,370.50
113645	Regular	11/4/2016	269	Meyers, Robert L	3,442.08
113646	Regular	11/4/2016	284	Ogren, Nelson W	2,752.70
113647	Regular	11/4/2016	266	Thompson, Kelly	2,278.03
113648	Regular	11/4/2016	307	Morrissey, Mayson	3,099.26
113649	Regular	11/4/2016	199	Bahl, Rachel A	2,164.95
113650	Regular	11/4/2016	397	Ball, Jaquelyn I	1,588.61
113651	Regular	11/4/2016	451	Conway, Sean	1,612.21
113652	Regular	11/4/2016	574	Dal Santo, Shannon A	1,563.84
113653	Regular	11/4/2016	448	Finazzo, Dominic V	1,594.49
113654	Regular	11/4/2016	305	Kiselyov, Tatyana	1,742.67
113655	Regular	11/4/2016	194	Newton, Ethan A	3,363.80
113656	Regular	11/4/2016	195	Patterson, Clifford	2,521.74
113657	Regular	11/4/2016	106	Bates, Shellie L	2,215.20
113658	Regular	11/4/2016	349	Buck, Shawn M	1,851.59
113659	Regular	11/4/2016	273	French, Fred	240.68
113660	Regular	11/4/2016	436	Lindskov, Robert T	3,170.93
113661	Regular	11/4/2016	257	Parrish, Benjamin A	2,078.59
113662	Regular	11/4/2016	173	Vondran, Donald M	3,898.27
113663	Regular	11/4/2016	252	Wesley, Daniel A	2,260.06
113664	Regular	11/4/2016	388	Andrews, Kaitlyn E	69.35
113665	Regular	11/4/2016	481	Binder, Jordan M	299.49
113666	Regular	11/4/2016	534	Blakely, Gavin D	408.86
113667	Regular	11/4/2016	513	Bryant, Colin A	71.87
113668	Regular	11/4/2016	517	Burke, Austin W	220.32
113669	Regular	11/4/2016	514	Collins, Ashtyn E	203.13
113670	Regular	11/4/2016	258	Cox, Melissa	1,023.83
113671	Regular	11/4/2016	532	[illegible]belaar, Jan G	531.14

113672	Regular	11/4/2016	508	Halbert, Olivia M	83.84
113673	Regular	11/4/2016	430	Hanson, Sean C	703.98
113674	Regular	11/4/2016	316	Johansen, Andrea	69.45
113675	Regular	11/4/2016	410	Lanz, Avalon A.	923.33
113676	Regular	11/4/2016	435	Martin, Iain-Josiah	408.58
113677	Regular	11/4/2016	525	Mastroianni, Anthony J	241.84
113678	Regular	11/4/2016	483	Medel, Erick	573.54
113679	Regular	11/4/2016	516	Montero, Ivan P	159.90
113680	Regular	11/4/2016	550	Moriarty, Dylan M	124.34
113681	Regular	11/4/2016	312	Perko, Roxanne H	859.07
113682	Regular	11/4/2016	319	Praggastis, Alexander	73.60
113683	Regular	11/4/2016	387	Praggastis, Elena C	804.05
113684	Regular	11/4/2016	493	Sears, Andrew J	117.81
113685	Regular	11/4/2016	492	Spencer, Ethan R	207.12
113686	Regular	11/4/2016	392	Wardrip, Spencer A	403.29
113687	Regular	11/4/2016	480	Woods, Dylan J	371.41
113688	Regular	11/4/2016	533	Wruth, Hunter T	191.59
113689	Regular	11/4/2016	536	Harjehausen, Jack	108.27
113690	Regular	11/4/2016	573	Hopp, Savannah G	43.39
113691	Regular	11/4/2016	467	Lam, Brandon A	137.24
113692	Regular	11/4/2016	468	Lam, Matthew T	137.24
113693	Regular	11/4/2016	495	Tashiro-Townley, Joshua C	168.72
113694	Regular	11/4/2016	554	Underwood, Brady M	62.67
113695	Regular	11/4/2016	116	Beaufrere, Noreen	2,990.41
113696	Regular	11/4/2016	137	Throm, Victoria J	2,031.14
1005994104	Regular	11/4/2016	364	Newell, Nancy J	88.66
1005994105	Regular	11/4/2016	471	Shank, Maia M	468.72
1005994106	Regular	11/4/2016	527	Ainsworth, Nicholas D	412.44
1005994107	Regular	11/4/2016	509	Brannon, David J	176.94
1005994108	Regular	11/4/2016	564	Jackson-Kinney, Kyrsten S	382.61
1005994109	Regular	11/4/2016	489	Wold, Jared K	464.19
1005994110	Regular	11/4/2016	551	Bellmore, Alexander J	93.39
1005994111	Regular	11/4/2016	556	Bethune, Lauchlin A	372.70
1005994112	Regular	11/4/2016	470	Cekarmis, Dusan	92.05
1005994113	Regular	11/4/2016	519	Lopez, Joseph C	45.80
1005994114	Regular	11/4/2016	547	Miskar, Isaac O	19.29
1005994115	Regular	11/4/2016	474	Shank, Elijah J	57.85
Totals for Payroll Checks		**92 Items**			**116,267.95**

Third Party Checks for Account Paylocity Account

Check/Voucher	Check Type	Check Date	Employee Id	Employee Name	Net Amount
113697	AGENCY	11/4/2016	401SS	ICMA Retirement Trust	18,529.50
113698	AGENCY	11/4/2016	457Ex	Vantagepoint Transfer Agent-	375.80
113699	AGENCY	11/4/2016	CICOV	City of Covington	3,189.37
113700	AGENCY	11/4/2016	Emp	City of Covington Employee	86.00
113701	AGENCY	11/4/2016	IC401	ICMA Retirement Trust	4,532.34
113702	AGENCY	11/4/2016	IC457	ICMA Retirement Trust	2,596.18
113703	AGENCY	11/4/2016	ROTH	ICMA Retirement Trust	100.00
113704	AGENCY	11/4/2016	VEBA	HRA VEBA Trust Contributions	1,827.50
1005994116	AGENCY	11/4/2016	JG1	WASH CHILD SUPPORT	110.41
Totals for Third Party Checks		**9 Items**			**31,347.10**

ICMA Forfeiture Account	10,300.74
Tax Liabilities	21,795.25
Paylocity Fees	240.84
Grand Total	**179,951.88**

Consent Agenda Item C-3

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: CONSIDER RESOLUTION AMENDING RESOLUTION NO. 11-11, THE CITY'S CAPITAL ASSET POLICIES AND PROCEDURES, RELATING TO THE SMALL & ATTRACTIVE ASSET THRESHOLD AND WORK IN PROGRESS PROCEDURES.

RECOMMENDED BY: Rob Hendrickson, Finance Director

ATTACHMENT(S):

1. Proposed Resolution and Exhibit A (Amendments to Capital Asset Policies and Procedures)

EXPLANATION:

The city's capital asset policy includes a section on small and attractive assets. The amendment proposed in the attached resolution (Attachment 1) will increase the threshold for reporting small and attractive assets from $350 to $500. The proposed resolution also contains an additional amendment to add language on the procedure for handling work in progress on land that the city ultimately doesn't purchase. The amendment will give us the authority to remove those items from our capital asset list. Lastly, there is an amendment to give the Finance Director authority to amend this policy in the future if there is a change in accounting standards or best practices.

ALTERNATIVES:

Not amend the policy.

FISCAL IMPACT:

N/A

CITY COUNCIL ACTION: _____Ordinance __X___Resolution _____Motion ___Other

Council member _____ moves, Council member _____ seconds, to adopt a resolution in substantial form as that presented, amending Resolution No. 11-11, the city's Capital Asset Policies and Procedures, relating to the small & attractive asset threshold and work in progress procedures.

REVIEWED BY: City Manager; Finance Director, City Attorney

RESOLUTION NO. 2016-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AMENDING RESOLUTION NO. 11-11, THE CITY'S CAPITAL ASSET POLICIES AND PROCEDURES, RELATING TO THE SMALL & ATTRACTIVE ASSET THRESHOLD AND WORK IN PROGRESS PROCEDURES

WHEREAS, the City Council of the City of Covington "City Council" has determined that it is in the best interest of the city to adopt a policy for administering capital assets; and

WHEREAS, the City Council adopted Resolution No.11-11 at their regular council meeting on December 13, 2011, establishing the City's Capital Asset Policies and Procedures; and

WHEREAS, the City Council desires to amend the City's current small and attractive asset threshold and work in progress procedures within the Capital Asset Policies and Procedures, pursuant to the Exhibit A attached hereto;

NOW THEREFORE, be it resolved by the City Council of the City of Covington as follows:

Section 1. Capital Asset Policy Amended. Resolution No. 11-11, adopting the City of Covington Capital Asset Policies and Procedures, is hereby amended as set forth in Exhibit A attached hereto and incorporated by reference herein.

ADOPTED by the City Council of the City of Covington, Washington, in open and regular session this 9th day of November, 2016, and signed in authentication of its adoption.

_____
Mayor, Jeff Wagner

ATTESTED:

_____
Sharon Scott, City Clerk

APPROVED AS TO FORM ONLY:

_____
Sara Springer, City Attorney

EXHIBIT A

CITY OF COVINGTON
Capital Asset Policies and Procedures

II. Definitions:

"Asset Value" – The cost to acquire an asset and other charges necessary to place the asset in its intended location and condition for use.

"Building" – Permanent structure with an original cost of $5,000 or more and an estimated useful life or more than one year.

"Control" – Being in charge of, and having the authority to manage the asset. Having the custodial responsibility of the asset that includes, but is not limited to, the caring, keeping, safekeeping, and protecting the asset.

"Capital Assets" –

- Land of any value
- Buildings, improvements other than buildings, and machinery and equipment with an original cost of $5,000 or more each and an estimated life of more than one year
- Infrastructure with an original cost of $50,000 or more and an estimated life of more than one year
- Intangibles
- Work in progress

"Improvements Other Than Buildings (Land Improvements)" – Permanent (non-movable) improvements other than buildings that add value to land but do not have an indefinite useful life (i.e., fences, retaining walls, parking lots, and most landscaping).

"Infrastructure" – Long-lived capital asset that is normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets (i.e., roads, bridges, drainage systems, sidewalks, etc.)

"Intangible Asset" – A nonfinancial asset that lacks physical substance and with an initial useful life that extends beyond a single reporting period.

"Inventory" – The process of physically confirming the existence and location of assets.

"Machinery and Equipment" – Vehicles, furnishings, and similar movable items.

"Small and Attractive Assets" are those assets defined as follows:

- assets with a unit cost of more than $~~350~~500 but less than $5,000;
- weapons, firearms, signal guns and accessories, and artwork regardless of cost;
- a useful life of more than one year;
- the City considers the asset particularly vulnerable to loss;
- the asset would have a significant value or use outside the program, i.e., could easily be resold;
- the loss of the asset will impact the department/division's ability to provide services; and
- the cost associated with maintaining control of the asset does not exceed the replacement cost.

"Work in Progress" – Costs incurred to construct or develop a tangible or intangible asset before it is substantially ready to be placed into service.

III. Applicability and Responsibilities

This policy applies to all departments of the City of Covington. Each department is responsible for protecting and controlling the use of City assets assigned to them. Each Department Head must designate someone to be the property custodian for the department. The property custodian is responsible for maintaining and safeguarding the department's capital assets and small and attractive assets. Any time an asset is deleted or transferred, the property custodian will complete the appropriate form which will be submitted to the Finance Department with the related documentation.

The Finance Department will have oversight for the accounting of all capital asset transactions. The Public Works and Community Development Departments shall generate the GASB-34 infrastructure inventory information and provide it to the Finance Department for annual reports as required.

The Finance Director has the authority to amend this policy as accounting standards or best practices change and will inform the Council of changes as needed.

XI. Valuation of Capital Assets

Capital assets shall be valued at cost, including any ancillary charges necessary to place the asset in its intended location and condition for use. However, expenses which do not add to the utility of an asset shall not be capitalized. For example, an expenditure to repair a piece of equipment that was damaged during shipment should be expensed.

Values will be determined in the following manner:

A. Machinery and Equipment

The historical cost of the purchase including:

- taxes (sales tax or use tax)
- transportation or shipping charges
- installation costs
- extended maintenance/warranty contracts if the contract is purchased at the same time (or soon thereafter) as the capital asset
- any normal or necessary costs required to place the asset in its intended location and condition for use

If the historical cost is not practicably determinable, estimated cost will be used.

Furniture, fixtures, or other equipment should be classified as equipment. Since they are not an integral part of a building they are not considered capital improvements.

B. Land

The capitalized value of land includes the purchase price plus costs such as:

- Legal and title fees
- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.
- Surveying fees
- Appraisal and negotiation fees
- Damage payments
- Site preparation costs
- Cost related to demolition of unwanted structures
- Excavation costs incurred to put the land in condition for its intended use

The cost of the land also includes indefinite land use rights, such as easements, mineral, timber, and water rights, acquired with the purchase of the underlying land. Land use rights acquired separately from a land purchase and those with definite useful lives are classified as intangible assets.

Until a piece of land has been purchased, the ancillary costs listed above shall be tracked as work in progress.

C. Buildings

The capitalized value of a building includes both acquisition and capital improvement costs such as:

- Professional fees or architects, engineers, attorneys, appraisers, etc.
- Damage payments
- Costs of fixtures permanently attached to a building or structure (i.e., heating and air-conditioning equipment, refrigeration equipment, etc.)
- Insurance premiums, interest, and related costs incurred during construction
- Any other costs necessary to place a building or structure into its intended location and condition for use

D. Infrastructure

Capital assets defined as infrastructure (i.e., roads, bridges, drainage systems, sidewalks, etc.) are those purchased or constructed since January 1, 2003. These costs may include:

- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.
- Surveying fees
- Appraisal and negotiation fees
- Damage payments
- Site preparation costs
- Costs related to demolition of unwanted structures

E. Self-Constructed Assets

All direct costs associated with construction and management of a construction project will be capitalized.

F. Work in Progress

Work in progress will be closed out and the costs capitalized when a project is complete, accepted, and placed into service. For land purchases, if the property is not purchased the work in progress will be expensed and no longer capitalized. Depreciation will not be applied to work in progress.

If it is determined that a project will not be completed, then the accumulated work in progress will be removed from the asset inventory as a deletion.

G. Donated Assets

Donated assets will be recorded at the fair market value at the time of donation plus all appropriate ancillary costs. If the fair market value is not determinable due to lack of sufficient records, estimated cost will be used. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

H. Improvement, Repair, and/or Maintenance Expenditures

Routine repair and maintenance costs will be expensed as they are incurred. Extraordinary repairs, betterments, or improvements will be capitalized if they increase future benefits from an existing capital asset beyond its previously assessed standard of performance. Increased future benefits typically include an extension in the estimated

useful life of the asset or an increase in the capacity or efficiency of an existing capital asset.

I. Replacements

For buildings, improvements other than buildings, and equipment, the cost of outlays that replace a part of another capital asset will be capitalized when the cost of the replacement is $5,000 or more *and* at least 10% of the total replacement value of the asset.

> *Example: A $9,000 replacement of a heating boiler in a building having a replacement value of $120,000 would not be capitalized. In this case $9,000 is not at least 10% of the building's replacement value. Had the building's replacement value been less than $90,000, the $9,000 boiler replacement would have been capitalized.*

Exceptions to this policy are:

- Replacement roof coverings are not capitalized unless the replacement extends the useful life of the building.
- Replacement floor coverings and window coverings are not capitalized.
- Costs to remodel (convert) a building to a different use, where the remodeling does not extend the useful life of the structure itself, unless the conversion increases the capacity or efficiency of the existing asset, are not capitalized.

After replacing a part of another asset, the capitalized value and the associated and accumulated depreciation of the replaced item will be removed from the accounting records, and the costs of the replacement will be capitalized.

In the case of capital outlays that are partly replacements and partly enhancements or improvements, to the extent that the project replaces the "old" part of a capital asset, outlays will not be capitalized. To the extent that the project is an enhancement or improvement, outlays will be capitalized. When the distinction between replacement and enhancement/improvement is not easily determinable, the City will expense the entire cost of the project. When the cost of improvement is substantial or where there is a change in the estimated useful life of an asset, depreciation charges for future periods will be revised based on the new book value and the new estimated remaining useful life.

Consent Agenda Item C-4

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: ACCEPTANCE OF SE 256TH STREET CULVERT LINING PROJECT (CIP 1145A).

RECOMMENDED BY: Don Vondran, Public Works Director

ATTACHMENT(S):
1. Final Contract Voucher Certificate
2. Notice of Completion of Public Works Contract

PREPARED BY: Robert Lindskov, City Engineer

EXPLANATION:
At the March 22, 2016 city council meeting, staff informed the council of structural issues with the SE 256th Street Little Soos Creek culvert and the possible need for emergency repair. The city, with assistance from a consultant, devised a temporary solution to line the culvert pipe as a temporary reinforcement. City staff then advertised for bids to install a new culvert lining.

The Covington City Council awarded the SE 256th Street Culvert Lining project to Nordvind Sewer Service LLC on August 9, 2016. The budget for this project was $67,500, which included the Engineer's Estimate of $58,660 and a 15% contingency.

This project was fully funded with Surface Water Management Funds. The final construction bid was $62,026.49 and the final construction cost was $62,782.36.

Physical completion of the project work was completed on October 10, 2016. City staff deems the project work to have been satisfactorily completed and recommends for the council to approve final acceptance of the project.

FISCAL IMPACT:
The project was completed under budget. The breakdown of the Revenue and Expenditures are as follows:

Revenue:	
• SWM Funds Allocated for Construction	$67,500
Total Revenue	**$67,500**
Expenditures/Budget:	
• Construction Contract Costs	$62,782
Total Costs	**$62,782**
Under Budget	**$4,718**

CITY COUNCIL ACTION: ____ Ordinance _____ Resolution __X__ Motion _____ Other

Council member _____ moves, Council member _____ seconds, to authorize acceptance of the SE 256th Street Culvert Lining Project (CIP 1145A) as completed as of November 9, 2016.

REVIEWED BY: City Manager, City Attorney, Finance Director

City of Covington
16720 SE 271st St. Suite 100
Covington, WA 98042

City Hall – 253.480.2400
www.covingtonwa.gov

ATTACHMENT 1

October 20, 2016

Mr. Eric Peterson
Nordvind Sewer Service, LLC
25129 SE Green Valley Road
Auburn, WA 98092

Covington CIP # 1145
SE 256th Street Culvert Lining Project

SUBJECT: FINAL CONTRACT VOUCHER, SE 256TH STREET CULVERT PIPE LINING PROJECT
CITY OF COVINGTON, KING COUNTY, WASHINGTON
CIP 1145

Dear Mr. Peterson:

On October 10, 2016, the project was determined to be physically complete. Attached are the Final Progress Estimate and Final Contract Voucher, which needs to be signed by the Contractor and returned to the City of Covington. After receipt of the singed Final Contract Voucher, the project will be recommended to the City Council to be accepted as complete.

Sincerely,

Robert Lindskov, PE
City Engineer

cc: Mr. Ken Wilson, PE SE, Integrity Structural Engineering, PLLC
Mr. Dan Wesley, City Inspector, City of Covington

RECEIVED

OCT 27 2016

CITY OF COVINGTON

Final Contract Voucher Certificate

Contractor Nordvind Sewer Service LLC			
Street Address 25129 SE Green Valley Rd			
City Auburn	State WA	Zip 98092	Date October 13, 2016
Project Number (Owner) City of Covington			
Job Description (Title) SE 256th Street Culvert Lining Project			
Date Work Physically Completed 10/10/2016	Final Amount $62,782.36		

Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Covington (Owner) nor have I rented or purchased any equipment or materials from any employee of the City of Covington (Owner); I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Covington (Owner) for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Covington (Owner) from any and all claims of whatsoever nature which I may have, arising our of the performance of said contract, which are not set forth in said estimate.

Notary Public
State of Washington
KEITH CARROLL
My Appointment Expires Mar 25, 2019

X _____
Contractor Authorized Signature Required

ERIC PETERSON
Type Signature Name

Subscribed and sworn to before me this 21ST day of OCTOBER 20 16

X _____ Notary Public in and for the State of WASHINGTON

Residing at MAPLE VALLEY

City of Covington (Owner) Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date 10/24/16

X _____
Project Engineer

X _____
City of Covington (Owner)

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Covington (Owner) for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

FINAL PROGRESS ESTIMATE NO. 1
October 13, 2016

CITY OF COVINGTON
KING COUNTY
WASHINGTON

PROJECT:
CITY OF COVINGTON
SE 256th STREET CULVERT LINING PROJECT

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2016 TO OCTOBER 10, 2016

CONTRACTOR:
NORDVIND SEWER SERVICE LLC
25129 SE GREEN VALLEY RD
AUBURN, WA 98092

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A TRUE AND CORRECT STATEMENT OF THE WORK PERFORMED UNDER THIS CONTRACT.

CITY OF COVINGTON

Bob Lindskov, P.E.

I HEREBY CERIFY THAT THE WAGES HAVE BEEN PAID IN ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

NORDVIND SEWER SERVICE LLC

ERIC PETERSON

CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL EARNED PER PERIOD	SALES TAX RATE	SALES TAX AMOUNT	MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
1	SEPTEMBER 26, 2016 TO OCTOBER 10, 2016	$57,810.64	8.60%	$4,971.72	$0.00	$2,890.53	$59,891.82
	TOTAL:	$57,810.64		$4,971.72	$0.00	$2,890.53	$59,891.82

FINAL PROGRESS ESTIMATE NO. 1
October 13, 2016

CITY OF COVINGTON
KING COUNTY
WASHINGTON

PROJECT:
CITY OF COVINGTON
SE 256th STREET CULVERT LINING PROJECT

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2016 TO OCTOBER 10, 2016

CONTRACTOR:
NORDVIND SEWER SERVICE LLC
25129 SE GREEN VALLEY RD
AUBURN, WA 98092

BID ITEMS					QUANTITIES		PROJECT COSTS		
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	PERCENT OF CONTRACT QUANTITY
1	Mobilization	1	LS	$7,200.00	100.00%	100.00%	$7,200.00	$7,200.00	100%
2	Clearing and Grubbing	1	LS	$3,576.00	100.00%	100.00%	$3,576.00	$3,576.00	100%
3	30-In Diam. Culvert Pipe Liner	1	LS	$23,498.64	100.00%	100.00%	$23,498.64	$23,498.64	100%
4	Temporary Creek Diversion	1	LS	$5,520.00	100.00%	100.00%	$5,520.00	$5,520.00	100%
5	Silt Fencing	50	LF	$12.00	100	100	$1,200.00	$1,200.00	200%
6	Erosion/ Water Pollution Control	1	EST	$1,000.00	100.00%	100.00%	$1,000.00	$1,000.00	100%
7	High Visibility Fence	60	LF	$12.00	68	68	$816.00	$816.00	113%
8	Removing & Resetting Beam Guardrail	24	LF	$375.00	24	24	$9,000.00	$9,000.00	100%
9	Project Temporary Traffic Control	1	LS	$6,000.00	100.00%	100.00%	$6,000.00	$6,000.00	100%

		PROJECT COSTS	
		AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE		$57,810.64	$57,810.64
SALES TAX	8.60%	$4,971.72	$4,971.72
MATERIALS ON HAND		$0.00	$0.00
TOTAL WITH SALES TAX		$62,782.36	$62,782.36
LESS 5% RETAINED (BEFORE TAX)		$2,890.53	$2,890.53
TOTAL EARNED LESS RETAINAGE		$59,891.82	$59,891.82

LESS AMOUNTS PREVIOUSLY PAID

ORIGINAL CONTRACT AMOUNT	$62,026.49
CONTRACT AMOUNT	$62,782.36
CONTRANT PERCENTAGE TO DATE	101%

TOTAL PAYMENT NOW DUE $59,891.82

ATTACHMENT 2 ☑ Original ☐ Revised # _____

NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Date: 10/13/2016 **Contractor's UBI Number:** 603478768

Name & Mailing Address of Public Agency	Department Use Only
City of Covington 16720 SE 271st Street, Suite 100 Covington, WA 98042 **UBI Number:** 601 802 997	Assigned to: Date Assigned:

Notice is hereby given relative to the completion of contract or project described below

Project Name	Contract Number	Job Order Contracting
SE 256th Street Culvert Lining Project	2016-01	☐ Yes ☑ No

Description of Work Done/Include Jobsite Address(es)

Construct temporary creek diversion and installation of culvert lining for two existing 36-inch diameter concrete culverts.

Federally funded transportation project? ☐ Yes ☑ No **(if yes, provide Contract Bond Statement below)**

Contractor's Name	E-mail Address	Affidavit ID*
Nordvind Sewer Service LLC	nordvindsewer@outlook.com	666599

Contractor Address	Telephone #
25129 SE Green Valley Rd, Auburn, WA 98092	(360) 825-5704

If Retainage is not withheld, please select one of the following and List Surety's Name & Bond Number.

☐ Retainage Bond ☐ Contract/Payment bond (valid for federally funded transportation projects)

Name: RLI Insurance Company Bond Number: LSM0629536

Date Contract Awarded	Date Work Commenced	Date Work Completed	Date Work Accepted
8/9/2016	9/26/2016	10/10/16	

Were Subcontracters used on this project? If so, please complete Addendum A. ☐ Yes ☑ No

Affidavit ID* - No L&I release will be granted until all affidavits are listed.

Contract Amount	$ 57,114.64		
Additions (+)	$ 696.00	Liquidated Damages $	0.00
Reductions (-)	$ 0.00	Amount Disbursed $	59,891.83
Sub-Total	$ 57,810.64	Amount Retained $	2,890.53
Amount of Sales Tax 8.6			
(If various rates apply, please send a breakdown)	$ 4971.72		
TOTAL	$ 62,782.36	**TOTAL** $	62,782.36

NOTE: These two totals must be equal

Comments:

Note: The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract.
NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of all release certificates.
Submitting Form: Please submit the completed form by email to all three agencies below.

Contact Name: Bob Lindskov, PE Title: City Engineer

Email Address: blindskov@covingtonwa.gov Phone Number: 253-480-2467

Department of Revenue
Public Works Section
(360) 704-5650
PWC@dor.wa.gov

Washington State Department of
Labor & Industries
Contract Release
(855) 545-8163, option # 4
ContractRelease@LNI.WA.GOV

Employment Security Department
Registration, Inquiry, Standards & Coordination Unit
(360) 902-9450
publicworks@esd.wa.gov

REV 31 0020e (4/28/14) F215-038-000 04-2014

Reset This Form *Print This Form*

Addendum A: **Please List all Subcontractors and Sub-tiers Below**

This addendum can be submitted in other formats.

Provide known affidavits at this time. **No L&I release will be granted until all affidavits are listed.**

Subcontractor's Name:	UBI Number: (Required)	**Affidavid ID***

For tax assistance or to request this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.

REV 31 0020e Addendum (04/28/14) F215-038-000 04-2016

Consent Agenda Item C-5

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: CONSIDER ADOPTING RESOLUTION TO ESTABLISH ACCOUNTS RECEIVABLE POLICIES AND PROCEDURES FOR UNCOLLECTIBLE DEBT

ATTACHMENT(S):

1. Proposed Resolution and Exhibit A (Accounts Receivable Policies and Procedures for Uncollectible Debt)

RECOMMENDED BY: Rob Hendrickson, Finance Director

EXPLANATION:

The City does not currently have written policies or procedures regarding writing-off uncollectible accounts receivables. The proposed resolution (Attachment 1) is presented for the council to adopt the proposed accounts receivables policies and procedures for uncollectible debts (Exhibit A to the resolution). This policy will allow us to remove uncollectible debts from our financial statements, which will allow us to more accurately report our outstanding accounts receivables by fund.

ALTERNATIVES:

1) Not adopt the resolution and leave uncollectible accounts included in financial statements.

FISCAL IMPACT:

Will vary from year to year. The majority of uncollectible accounts range from $75-$150.

CITY COUNCIL ACTION: _____Ordinance __X__Resolution _____Motion _____Other

Councilmember _____ moves and Councilmember _____ seconds, to adopt a resolution, in substantial form as that attached, establishing Accounts Receivable Policies and Procedures for Uncollectible Debts.

REVIEWED BY: City Manager; City Attorney, Finance Director.

RESOLUTION NO. 2016-22

A RESOLUTION OF THE CITY OF COVINGTON, WASHINGTON, ESTABLISHING ACCOUNTS RECEIVABLE POLICIES AND PROCEDURES FOR UNCOLLECTIBLE DEBT

WHEREAS, the City Council of the City of Covington ("Council") has determined that it is in the best interest of the city to adopt a policy for administering uncollectible accounts receivable;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AS FOLLOWS:

Section 1. Accounts Receivable Policies and Procedures for Uncollectible Debt. The City Council of the City of Covington hereby adopts the Accounts Receivable Policies and Procedures for Uncollectible Debt as set forth in Exhibit A attached to this resolution and incorporated by this reference herein.

Section 2. Effective Date. This resolution shall take effect immediately upon adoption by the council.

ADOPTED in open and regular session of the City Council of the City of Covington, Washington on this 9th day of November, 2016, and signed in authentication thereof.

_____
Mayor Jeff Wagner

ATTEST:

_____
Sharon Scott, City Clerk

APPROVED AS TO FORM:

_____
Sara Springer, City Attorney

EXHIBIT A

CITY OF COVINGTON
Accounts Receivable Policy & Procedures for Uncollectible Debt (Collections)

1. Purpose:
   To establish a policy for handling uncollectible accounts receivable.

2. References:
   RCW 19.16.500, RCW 62A.3-515

3. Policy:
   3.1. The finance department is responsible for formulating, implementing, and conducting the city's collection efforts.

   3.2. It is a policy of the city that when accounts are determined to be uncollectible by the finance department, these accounts will be referred to the city's designated collection agent.

   3.3. This policy does not apply to property taxes and surface water management fees collected through King County or court ordered judgements.

4. Definitions:
   4.1 Debt: For the purpose of this policy, debt is defined as money owed to the city for any reason.

   4.2 Customer: Any person, organization, or business receiving any service, doing business within the city, or incurring a debt to the city for any reason.

   4.3 Uncollectible Debt: Debt which the city, or its collection agent, has attempted to collect, but has been unsuccessful at collecting for a period of at least three (3) years.

   4.4 Collection Agent: A collection agent is a licensed and bonded collection authority that has been retained to collect funds for the city.

5. Policy:
   5.1 All monies due the city will be considered a fair and owing debt to the city.

   5.2 All customers that have not paid a debt to the city in full within thirty (30) days of the original due date will be sent a statement of the past due amount.

   5.3 All customers that have not paid a debt to the city in full within sixty (60) days of the original due date will be sent a statement of the past due amount.

   5.4 All customers that have not paid a debt to the city in full within ninety (90) days of the original due date will be sent a final notice with a fifteen (15) day response deadline from the date of the final notice. If the customer fails to respond by the response deadline, a finance department employee will send the information on the debt to the city's collection agent.

5.5 All debt sent to the city's collection agent is subject to collection fees and interest as prescribed in RCW 19.16.500 and RCW 62A.3-515.

5.6 Any portion of a customer's debt that is not collected by the city's collection agent after three (3) years from the date sent to the collection agent will be declared as uncollectible debt and processed by the city as a debt write-off pursuant to Section 6 herein.

6. Procedure

6.1 The finance department is responsible for notifying customers of past due amounts owed the city. The finance department shall send notifications as outlined in Section 5.

6.2 When the city has followed each step outlined in Section 5 to collect past due debts and has failed, a finance department employee will organize all documentation on the debt (i.e. original invoice/backup, uncollectible negotiable items, etc.) and send the documentation to the city's collection agent.

6.3 The city's collection agent will attempt to collect the monies due the city for a period of three (3) years. If the collection agent fails to collect the full amount of the debt during this time, a finance department employee will prepare a list (see subsections 6.4 and 6.5) of the customers with uncollectible debts and submit that list to the finance director.

6.4 All customers with uncollectible debt of $7,500.00 or more will be compiled into one list (as outlined in subsection 6.3). Uncollectible debts over $7,500.00 may only be written-off through a resolution adopted by city council by majority vote. The city council may or may not write-off uncollectible debts at their discretion.

6.5 All customers with uncollectible debt under $7,500.00 will be complied into one list (as outlined in subsection 6.3) and may or may not be written-off by the finance director in his/her discretion.

6.6 Any uncollectible debt that is not written-off by either the city council or finance director pursuant to Subsections 6.4 and 6.5 herein shall remain included in the outstanding accounts receivables for the relevant fund to which the debt is owed.

6.7 Finance department employees shall follow all additional and applicable finance department procedures, accounting practices, and records retention policies when processing uncollectible debt written-off by either the city council or finance director.

Agenda Item 1

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: PUBLIC HEARING TO RECEIVE TESTIMONY FROM THE PUBLIC REGARDING PROPOSED FISCAL YEAR 2017 BUDGET **[FIRST OF TWO PUBLIC HEARINGS]**.

ATTACHMENT(S):

COUNCILMEMBERS AND STAFF: PLEASE REMEMBER TO BRING YOUR PRELIMINARY 2017 BUDGET WORKBOOK BINDERS TO THE MEETING. THANK YOU!

RECOMMENDED BY: Rob Hendrickson, Finance Director

EXPLANATION:
This is the first of two public hearings to receive testimony from the public on the 2017 proposed operating and capital budget. This hearing is required to be held by RCW 35.33.057. A second public hearing will be held at the council's November 22, 2016, regular meeting.

It is the policy of the city to follow applicable laws as they relate to the budget process.

ALTERNATIVES:
N/A

FISCAL IMPACT:
N/A

CITY COUNCIL ACTION: _____Ordinance _____Resolution _____Motion __X__Other

HOLD PUBLIC HEARING TO RECEIVE TESTIMONY ON THE 2017 PROPOSED OPERATING AND CAPITAL BUDGET.

Agenda Item 2

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: DISCUSS AMENDMENTS TO THE COVINGTON MUNICIPAL CODE RELATING TO LOW IMPACT DEVELOPMENT (LID) TO COMPLY WITH THE CITY'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES), WESTERN WASHINGTON PHASE II STORMWATER PERMIT REQUIREMENTS.

RECOMMENDED BY: Don Vondran, Public Works Director
Richard Hart, Director of Community Development

ATTACHMENT(S):
1. Staff memo to Planning Commission, dated October 13, 2016
2. CMC 13.25 Surface and Stormwater Amendments
3. CMC 12.60 Design and Construction Standards
4. Design and Construction Standards
5. General Chapter Updates

PREPARED BY: Salina Lyons, Principal Planner
Ben Parrish, Stormwater Program Coordinator
Nelson Ogren, Development Review Engineer & Site Inspector

EXPLANATION:

A. What is the Western Washington Phase II Stormwater (WWPIIS) Permit?

The National Pollutant Discharge Elimination System (NPDES) is a federal regulatory program under the Clean Water Act, administered by the Environmental Protection Agency (EPA), which regulates discharges from municipal separate storm sewer systems (MS4s). The EPA regulations establish two phases—Phase I for medium and large MS4s, and Phase II for smaller MS4s. The Washington State Department of Ecology (DOE) develops and administers coverage of NPDES municipal stormwater permits within the state. The Phase I Municipal Stormwater Permit issued by DOE regulates discharges from MS4s owned or operated by Clark, King, Pierce, and Snohomish Counties; and the cities of Seattle and Tacoma. The Phase II Municipal Stormwater Permit issued by DOE regulated discharges from "small" MS4s. DOE has issued two Phase II permits: one for Eastern Washington and one for Western Washington.

The City has operated under the Western Washington Phase II Stormwater (WWPIIS) Permit ("Permit") since it went into effect in 2007. The Permit was first modified in 2009. In 2012, DOE issued an updated Permit to be effective from August 1, 2013, through July 31, 2018. The updated Permit has built upon the requirements and programs developed under the original Permit. Most significantly, the updated Permit requires jurisdictions to revise their local development codes, rules, and standards, or other enforceable development documents, to incorporate and require Low Impact Development (LID) principles and LID Best Management Practices (BMPs) ("LID Updates"). These LID Updates must be implemented by December 31, 2016.

The Permit requires jurisdictions to establish enforceable programs to manage stormwater from new development, redevelopment, and construction activities. There are two parts to the enforceable program requirement. The first part of the program must describe the minimum technical requirements, thresholds, definitions, adjustments, and variance criteria to be used for new development, redevelopment, and construction sites. The second part of the program requirement, relevant to the LID Updates, requires Permittees to develop site planning requirements, BMP selection, design and infeasibility criteria, BMP limitations, and LID competing needs criteria that when used to implement the minimum technical requirements of Appendix 1 of the Permit, protect water quality, reduce the discharge of pollutants to the Maximum Extent Practicable (MEP), and satisfy the state requirement under chapter 90.48 RCW to apply AKART (all known, available, and reasonable methods of prevention, control, and treatment; AKART shall represent the most current methodology that can be reasonably required for preventing, controlling, or abating the pollutants associated with a discharge) prior to discharge.

The City complies with these objectives through adoption and implementation of DOE's Stormwater Management Manual for Western Washington (SWMMWW). The City most recently adopted the 2014 updates to the 2012 Stormwater Management Manual for Western Washington ("2014 Manual"). The City's Design and Construction Standards ("Design Standards"), provides technical specifications and guidance for implementing the 2014 Manual requirements, including those for LID BMPs, within the City.

B. LID Overview and Regulatory Gap Analysis.

Conventional stormwater management has led to large stormwater facilities in one location. Implementing the LID BMPs in the 2014 Manual will result in smaller, maintenance-friendly stormwater retention facilities, which are intended to function more like nature. Installation of bioretention and infiltration systems will take precedence over the use of conventional systems (e.g., concrete vaults and fenced wet detention facilities). Where the use of LID BMPs is not feasible, the proposed amendments will allow the City more control over the types and uses of gray infrastructure (e.g., sediment trap, filter vault, and infiltration gallery treatment train) for stormwater management.

The primary LID principles and BPMs incorporated in the CMC and Design Standards are:

(1) Measures to minimize impervious surfaces;

(2) Measures to minimize loss of native vegetation; and

(3) Other measures to minimize stormwater runoff.

As part of the LID Updates, Permittees are required to evaluate their existing regulations against the new Permit requirements to ensure that LID and BMP techniques may be implemented and enforced pursuant to the Permit. Specifically, the 2014 Manual requires all development projects to complete an LID feasibility analysis and implement LID BMPs to the extent feasible. **Attachment 1** is a staff memo provided to the Covington Planning Commission that includes a gap analysis of the CMC against the requirements of the updated Permit and LID BMPs under the 2014 Manual. As stated in the staff memo, when adopting new CMC provisions pursuant to the 2009 Permit modifications, the City proactively implemented policies that support the use of LID BMPs. While the requirement for LID was not mandatory at that time under the Permit,

staff and council supported adoption of such policies to ensure that LID and stormwater BMPs were included into the CMC, where feasible. Because a significant portion of the Permit and 2014 Manual LID BMPs have already been incorporated into the CMC and Design Standards, the current amendments to each, as proposed in **Attachments 2 and 3**, primarily serve to remove regulatory barriers to LID implementation pursuant to the 2014 Manual.

C. LID Implementation Overview

There are essentially four substantial changes to chapter 13.25 CMC that will govern how stormwater facilities utilizing LID BMPs are developed and managed in the city. A full overview of the proposed code amendments is provided in Attachment 1 and as follows:

1. LID Site Analysis Requirement. As part of the pre-application process, the developer will be required to submit a higher degree of site analysis to determine how LID can be designed into the proposed development.

2. Tier Approach to Stormwater Design. All development projects within the city will be required to ascribe to one of the following procedural tiers for PID compliance:

    a. LID approach to stormwater design is required and developer implements standard LID BMPs.

    b. LID is required, but developer would like to apply optional design. This option is permitted through a design deviation process. This process will allow the city to include additional conditions, if necessary, to ensure the alternative LID BMP and gray infrastructure will function satisfactorily.

    c. LID is required, but developer would like to construct conventional stormwater facilities. This option would require a variance, which is a Type 3 land use decision that requires a public hearing before the City's Hearing Examiner prior to issuance of a decision by the Hearing Examiner.

3. LID not Feasible. If it is determined by the city, based on the site analysis provided by the developer, that the site conditions are not conducive to LID and that no LID BMPs are feasible to implement on the site, then the developer will not be required to apply LID design techniques and BMPs. However, the developer will still apply the tiered approach to design with the goal of avoiding the use of vaults or fenced wet detention facilities. Other code provisions, such as clearing and grading, will drive integrated stormwater design.

4. Use of Underutilized Existing Stormwater Facilities. Staff is proposing a process by which development may utilize existing stormwater facilities, when feasible, for stormwater management. To use the stormwater facility, the developer will be required to retrofit the stormwater facility to LID standards under the 2014 Manual.

D. Public Notice/Public Hearing

A Determination of Non-Significance for the proposed amendments to chapter 13.25 CMC was issued by the City's SEPA Responsible Official on October 21, 2016, with a 14-day comment period that ends on November 4, 2016. A 60-day notice of the proposed change to the City's Zoning Code was sent to the Washington State Department of Commerce on October 20, 2016.

On October 7, 2016, public notice of the proposed code amendments and public hearing before the planning commission was published in the Covington Reporter, placed on the City's website, and posted at city hall. As of the date of this blue sheet, no citizen comments have been received.

E. Planning Commission Recommendation

On October 20, 2016, staff provided the planning commission an overview of the proposed code amendments and a slideshow presentation of the difference between conventional and LID stormwater design. At that same meeting, the planning commission also held a public hearing on the proposed amendments to chapter 13.25 CMC. No public testimony was given. The planning commission passed a 6-0 recommendation to the city council to adopt the amendments to chapter 13.25 CMC as presented by staff.

The planning commission asked staff to address CMC 13.25.156(2)(b), Civil Penalties, and the requirement that any penalty should not exceed $25,000. They were interested in where the fee was established and if we should consider raising the fee. The fee is established pursuant to RCW 80.50.150.

F. Next Steps

The proposed amendments to chapter 13.25 CMC and the City's Design Standards will bring the City into compliance with the current WWPIIS Permit and are required to be effective by December 31, 2016. The city council will receive a presentation from staff on the proposed amendments at the November 9, 2016 council meeting. Staff will review any comments and questions received from the council and make any necessary updates to the proposed amendments. At the November 23, 2016, council meeting, the council will receive the draft ordinance containing the final recommended CMC and Design Standards amendments for review and adoption. If the council has additional questions or comments that would delay consideration at the November 23, 2016 council meeting, the matter may be tabled and brought back at the December 13, 2016, regular city council meeting for adoption.

ALTERNATIVES:

1. Return the issue to city staff for further study and analysis.

FISCAL IMPACT:

None- Discussion Only

CITY COUNCIL ACTION: ____Ordinance ___Resolution ____Motion ____X_Other

DISCUSSION ITEM ONLY.

REVIEWED BY:

City Manager, Community Development Director, Finance Director, City Attorney.

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Memo

To: **Planning Commission**

From: **Salina Lyons, Principal Planner**
Ben Parrish, SWM Program Manager
Nelson Ogren, Development Review Engineer

Date: **October 10, 2016**

Re: **Public Hearing on Amendments to Chapter 13.25 Surface and Stormwater, Chapter 12.60 Street Standards and other associated Amendments to Titles 12, 13, 17 & 18 related to stormwater design and implementation.**

Background

The Washington State Department of Ecology (DOE) National Pollution Discharge Elimination System ("NPDES") Western Washington Phase II Stormwater (WWPIIS) Permit issued to the City of Covington requires cities to adopt the *2012 Stormwater Management Manual for Western Washington* ("2012 DOE Stormwater Manual"), and as amended in December 2014, and to amend appropriate sections of the Covington Municipal Code ("CMC") to require Low Impact Development ("LID") principles and Best Management Practices ("BMPs") to be the preferred and commonly-used approach to site development. The adoption of the new manual and provisions to require LID BMPs must be completed by December 31, 2016.

The proposed code amendments remove barriers to LID implementation within the CMC and standards and make them a requirement of design. Specifically, the 2014 Manual requires all projects to complete an LID feasibility analysis and implement LID BMPs to the extent feasible. The primary LID principles and BPMs to be incorporated are: (1) Measures to minimize impervious surfaces; (2) Measures to minimize loss of native vegetation; and (3) Other measures to minimize stormwater runoff. Conventional stormwater management has led to large storm facilities in one location. The 2014 Manual will result in numerous but smaller facilities, which may look more natural. Installation of bioretention and infiltration systems will take precedence over the use of conventional systems.

Gap Analysis- 2016 Stormwater Updates

1. Comprehensive Plan and Goals. The city's 2015-2035 Comprehensive Plan includes goals and policies on sustainability (Land Use), water resources (Natural Environment) and coordination and efficiency (Capital Facilities & Utilities) that support the implementation of LID BMPs for stormwater design.

2. 2012 Stormwater Management Manual for Western Washington. In 2009, the city hired Parametrix to perform a gap analysis of our stormwater code then and to propose code language that will bring us into compliance with Phase II of the NPDES permit. As a result of that analysis, the city adopted a new Stormwater Comprehensive Plan, adopted by reference in the City's Comprehensive Plan (adopted 2015). At that time, the city also adopted the Department of Ecology Stormwater Manual and associated technical guidelines for stormwater management. A full list of the technical documents adopted is provided in CMC 13.25.020 and collectively defined as "Stormwater Manuals." As written,

the current code the city adopts any "subsequent amendments" and therefore the city has been applying the 2012 DOE stormwater manual since it was released in 2014.

3. LID Design. The city has been implementing LID design in most development projects since the DOE manual was adopted in 2009, through the use of the LID Technical Guidance Manual, adopted by reference in CMC 13.25.020 and encouraged in CMC 13.25.050. Most developers have found the benefit in the reduction of infrastructure costs and integrated design, so we've been seeing better stormwater design in our subdivision developments. That said, because the use of LID has not been mandatory, the city has little enforcement ability to require a developer to utilize LID Stormwater Design.

   LID stormwater management has been a requirement for commercial development within the city since 2009 through the adoption of the city's Downtown Design Guidelines and Standards ("Design Standards") in CMC 18.31.

4. Stormwater and Site Development. The city has reviewed adopted codes to evaluate if additional amendments are necessary to support the relationship between stormwater and site development. The gap analysis in 2009 identified key codes that supported or needed further discussion. Over the last 5 years, the city has been working to implement those recommendations as follows:

   a. Grading: The city adopted a grading ordinance (CMC 14.60) that requires development to incorporate topographic site features and retain and incorporate natural design features.

   b. Native Vegetation: The city's Tree Preservation Ordinance (CMC 18.45) has requirements for developments to retain existing tree stock through the use of easements and tracts. Any replacement of trees and landscaping shall be native to the Pacific Northwest. The code allows a reduction in the percentage of tree tract requirement if the tree tracts are located adjacent to and integrated with a stormwater facility. This is a benefit to the developers, as it allows tree retention requirements to be counted as BMPs for stormwater management.

   c. Bulk and Dimension: The city's density and dimensions (CMC 18.30.030) identify the required lots sizes and setbacks within residential zones. The city has a minimum lot size of 2,500 sq. ft. which allows developers to cluster lots to minimize the footprint of the development and allow for the conservation of trees and vegetation.

      The city has a cottage housing ordinance (CMC 18.37), which also provides for clustering and alternative housing design. This ordinance has not been used by any developers since it was adopted in 2009; however, it is available and serves as tool, particularly for more critically encumbered lands.

      The city's downtown density and dimension standards (CMC 18.31.090) provide for flexible setbacks. Specific zones such as the Mixed Housing Office (MHO) zone have been identified as an area where LID BMPs shall be used. This requirement is an effort to protect and promote the health of Jenkins Creek.

   d. Parking: Downton parking standards (CMC 18.31.110) serve as a maximum as development cannot exceed more than 50% of the minimum parking standard. Establishing this standard of maximum parking ratios results in a reduction of pollution generating impervious surface and ensures that the develop is not providing more parking than needed, and that developers utilizes existing provisions for shared parking.

In addition to reduced parking ratios, the Design Standards require that parking lots be designed to diminish the amount of asphalt and allow for infiltration of run-off and offer shade to otherwise bare paved area.

e. Critical Areas and Shoreline Management: The city's critical area regulations (CMC 18.65) are currently being updated to account for LID techniques and the integration of stormwater design in the outer buffer areas of wetlands. These regulations are expected to be adopted next year. However, the current regulations in CMC 18.65 provides flexibility for the developer to propose integrating their stormwater facility with the upper portions of a wetland buffer ONLY if they utilize LID design techniques. The city has some extremely successful downtown developments that have utilized this flexibility and integration of design.

5. Stormwater Maintenance Program: In general, the city's Maintenance Department manages stormwater facilities associated with subdivisions and public areas, such as parks and streets. Commercial developments are responsible for maintaining their own stormwater facilities through individual stormwater covenants. (CMC 18.25.110 & 120)

A stormwater covenant is a document that is recorded against the property and notes responsibility of the property owner. The city is authorized to inspect the system to ensure it is functioning as designed. In cases where it the system is not functioning, the city will work with the property owner to correct the issued. If the property owner refuses to correct the system, the city is authorized to make the correction and bill the property owner accordingly. Authority to require a Stormwater Covenant is provided in CMC 18.25.120.

Proposed Code Amendments

These proposed code changes result in a clear compliance with the Ecology WWPIIS Permit. The code changes and reorganization will provide better consistency for staff and applicants that are subject to the requirements of the permit.

A. CMC 13.25 SURFACE AND STORMWATER AMENDMENTS **(Attachment 1)**

a. Require LID Site Analysis- CMC 13.25.045. An LID site analysis is an implementing recommendation from DOE. Developers currently perform some level of site feasibility prior to formal design. The LID site analysis will be required at the Pre-Application stage of a project and will require developers to consider LID stormwater design and techniques early in the design phase.

b. Requiring LID Design- CMC 13.25.045. The LID BMP's are listed that are permitted outright. These BMPs are were originally adopted in the 2009 ordinance as an alternative BMP for stormwater management. Under the new permit requirements, development shall utilize these LID BMPs in their designs.

c. Optional LID Design- CMC 13.25.040. Some LID features and facilities are not supported by staff as outlined in CMC 13.25.047. For example, pervious public roadways are not allowed due to a number of reasons including maintenance and safety issues. These optional LID BMPS can still be used by the developer; through the design deviation process which allows the city to provide additional conditions (maintenance, covenants, bonding) to ensure that the proposed BMPs preforms as designed.

d. Design Deviations and Design Variances- CMC 13.25.050. This section is updated to reference the adopted deviation and variance process, as outlined in the Design and Construction Standards Chapter 1. This section also requires that any developer that proposes conventional stormwater design features, unless their site analysis shows LID design is not feasible, will be required to obtain a Land Use Variance from the Hearing Examiner as a Type 3 decision.

e. Connection to Existing Stormwater Systems- CMC 13.25.121. When feasible, the city encourages developers to utilize existing underserved stormwater system off-site, in-lieu of constructing new facilities on-site. This may include a direct connection to the stormwater facility, or modifying the existing facility to accommodate additional stormwater. This provision provides a process by which the developer can request the use of a stormwater facility.

B. CMC 12.60 DESIGN AND CONSTRUCTION STANDARDS **(Attachment 2)**

a. General Amendments: The city's Design and Construction Standards, adopted by reference in CMC 12.60, provide additional criteria and details pertaining to street and stormwater design. In essence, the CMC provides the "shalls" and the Design and Construction Standards outline the implementation requirements.

This chapter was updated to include a purpose statement, clarify the name of the document as adopted (Design and Construction Standards) and the relationship between the Standards and the code.

C. DESIGN AND CONSTRUCTION STANDARDS (ADOPTED BY REFERENCE IN CMC 12.60) **(Attachment 3)**

a. The Design and Construction Standards are also proposed to be updated to further implement the requirement of the NPDES updates in the design of infrastructure.

i. Chapter 7- Drainage is amended and updated to be consistent with CMC 13.25

D. GENERAL CHAPTER UPDATES **(Attachment 4)**

a. Additional amendments to Titles 12, 13, 17 & 18 are for the purpose of consistency with the proposed amendments to Chapters 13.25 and 12.60.

SEPA and Public Notice

The DNS will be issued on October 21, 2016 with a 14-day comment period that ends on November 4, 2016. A 60-day notice of the proposed change to the Zoning Code will be sent to the Washington State Department of Commerce on October 20, 2016. On October 7, 2016, public notice of this proposed code amendment was published in the Covington Reporter, placed on the City website and posted at City Hall.

Public Hearing

The Planning Commission will hold a public hearing on the proposal to repeal CMC 18.100 regulations at its October 20, 2016 regularly scheduled meeting. At the public hearing the Planning Commission will hear any public testimony and then may discuss the proposed code amendment. After the Planning Commission discussion, they may direct staff to bring back items for further clarification and modification, make a final recommendation to the City Council, or continue review and discussion at a future meeting.

Recommendation

Recommended motion: Move to recommend to the City Council Amendments to Chapter 13.25 Surface and Stormwater, Chapter 12.60 Street Standards and other associated Amendments to Titles 12, 13, 17 & 18 related to stormwater design and implementation.

Alternative motion: Move to continue the Planning Commission's discussion and final recommendation to a future meeting date to allow staff to make recommended modifications for Planning Commission review.

Attachments:

1. CMC 13.25 Surface and Stormwater Amendments
2. CMC 12.60 Design and Construction Standards
3. Design and Construction Standards (Adopted by Reference In CMC 12.60)
4. General Chapter Updates

Chapter 13.25
SURFACE AND STORMWATER

13.25.010 Purpose.
13.25.020 Surface and stormwater management regulations and guidelines adopted – Modifications.
13.25.025 Definitions
13.25.030 Scope.
13.25.040 Drainage review – When required – Type.
13.25.045 Drainage Design and Low Impact Development – Required
13.25.047 Low Impact Development - Optional
13.25.050 Drainage review -- -Design Deviations and Design ~~– Requirements –~~Variances.
~~13.25.060 Repealed.~~
13.25.070 Engineering plans.
13.25.080 Construction timing and final approval.
~~13.25.090 Repealed.~~
13.25.100 Liability insurance and financial guarantee requirements.
13.25.110 Stormwater management facilities accepted by the City of Covington for maintenance.
13.25.120 Stormwater management facilities not accepted by the City of Covington for maintenance.
13.25.121 Connections or modifications to the existing stormwater system
13.25.122 Illicit connections prohibited.
13.25.123 Illicit discharges prohibited – Exceptions.
13.25.124 Nonstormwater discharges prohibited unless conditions met.
13.25.125 Allowable discharges.
13.25.126 Activities prohibited at stormwater management facilities.
13.25.127 Stormwater pollution prevention.
13.25.130 Critical drainage and/or erosion hazards.
13.25.140 Administration.
13.25.150 Enforcement.
13.25.155 Criminal penalty.
13.25.156 Civil penalties.
13.25.160 Liberal construction.
~~13.25.170 Repealed.~~

13.25.010 Purpose.
The purpose of this chapter is:

(1) To promote the public health, safety and welfare by providing for the comprehensive management of surface water and stormwater, and erosion control, especially that which preserves and utilizes the many values of the City's natural drainage system including open space, fish and wildlife habitat, recreation, education and urban separation;

(2) To reduce flooding, erosion, and sedimentation;

(3) To prevent and mitigate habitat loss;

(4) To enhance groundwater recharge;

(5) To prevent water quality degradation through the implementation of comprehensive and thorough permit review, construction inspection, enforcement, and maintenance;

(6) To protect the City's surface and groundwater quality by providing minimum requirements for reducing and controlling the discharge of contaminants;

(7) To avoid or reduce water quality degradation, prohibit the discharge of contaminants into surface, storm, and groundwater, and outline preventive measures to restrict contaminants from entering such waters;

(8) To minimize or eliminate water quality degradation;

(9) To preserve and enhance the suitability of waters for recreation, fishing, and other beneficial uses;

(10) To preserve and enhance the aesthetic quality and biotic integrity of the water;

(11) To comply with the National Pollution Discharge Elimination System permit program; and

(12) To maintain economic viability while providing necessary environmental protection.

13.25.020 Surface and stormwater management regulations and guidelines adopted – Modifications.
(1) The following State and local regulations and guidelines pertaining to surface and stormwater design and management, and any subsequent amendments thereto, are adopted by reference, and shall be collectively referred to throughout this title as the "stormwater manuals":

(a) Washington State Department of Ecology Stormwater Management Manual for Western Washington;

(b) Puget Sound Partnership Low Impact Development Technical Guidance Manual for Puget Sound;

(c) Washington State Department of Transportation Hydraulics Manual;

(d) City of Covington Design and Construction Standards, adopted by CMC 12.60; and

(e) The definitions, minimum requirements, adjustment, and variance criteria found in Appendix 1 of the ~~NPDES Phase II Permit~~Western Washington Phase II Municipal Stormwater Permit, except that the erosivity waiver is not adopted.

(2) Where there are differences between the Ecology stormwater manual and Appendix 1 of the Western Washington Phase II Municipal Stormwater Permit~~NPDES Phase II Permit~~, the most stringent criteria shall apply.

(3) The adopted regulations and guidelines may be modified for projects located within specific areas for which a basin plan has been prepared, and which has been approved by the City and the Washington State Department of Ecology.

(4) Any additional documents and/or manuals formally adopted by rule, which implement the policies promulgated in this chapter, are governed by the City of Covington Municipal Code.

(5) Any inconsistencies will be controlled by the City of Covington Municipal Code.

13.25.025 Definitions.

Certain words and phrases used in this chapter, unless otherwise clearly indicated by their context, mean as follows. Unless otherwise defined in Chapter 18.20 CMC, the terms defined in the Design and Construction Standards are applicable. If there is conflict, the definitions in the in the Design and Construction Standards shall govern.~~Unless otherwise defined in this chapter the definitions provided in Chapter 18.20 CMC shall be applicable.~~

(1) "AKART" means all known, available, and reasonable methods of prevention, control and treatment. AKART represents the most current methodology that can be reasonably required for preventing, controlling, or abating the pollutants associated with a discharge.

(2) "CFR" means the Code of Federal Regulations

(3) "Construct or modify" means to install a new drainage pipe or ditch or make improvements to an existing drainage pipe or ditch for purposes other than maintenance that either serves to concentrate previously unconcentrated surface and stormwater runoff or serves to increase, decrease or redirect the conveyance of surface and stormwater runoff. "Construct or modify" does not include installation or maintenance of a driveway culvert installed as part of a single-family residential building permit; provided, that such driveway culvert is located within City right-of-way.

(4) "Director" for the purpose of this chapter shall mean the Director of the Public Works Department or his/her designee unless otherwise explicitly designated.

(5) "Discharge" means to throw, drain, release, dump, spill, empty, emit or pour forth any matter, or cause or allow any matter to flow, run, or seep from land or be thrown, drained, released, dumped, spilled, emptied, emitted, or poured into any system regulated under this title.

(6) "Drainage" means the collection, conveyance, containment or discharge, or any combination thereof, of surface and stormwater runoff.

(7) "Flow control best management practice" means a method or design for dispersing, infiltrating or otherwise reducing or preventing development-related increases in surface or stormwater runoff at, or near, the sources of those increases, including those methods and designs specified in the stormwater manuals.

(8) "Groundwater" means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

(9) "Hazardous materials" means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

(10) "Hyperchlorinated" means water that contains more than 10 milligrams per liter of chlorine.

(11) Illicit connection" means any manmade conveyance that is connected to the stormwater system without a permit, excluding roof drains and other similar type connections. Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the stormwater system. Illicit connections for discharges to the sanitary sewer system are defined by the sewer district.

(12) "Illicit discharge" means any direct or indirect nonstormwater discharge to the stormwater drainage system that causes or contributes to a violation of State water quality, sediment quality, or groundwater quality standards including, but not limited to, sanitary sewer connections, industrial process water, interior floor drains, fuel islands, car washing, and gray water systems. Discharges from fire-fighting activities are not included in this definition. Illicit discharges for the sanitary sewer system are defined by the sewer district.

(13) "Minimum requirements" means the minimum requirements for stormwater management described in the NPDES Phase II Permit.

(14) "Native vegetated surface" means a surface in which the soil conditions, ground cover, and species of vegetation are like those of the original native condition for the site, as more specifically set forth in the stormwater manuals

(15) "New impervious surface" means the creation of a hard or compacted surface such as roofs, pavement, gravel or dirt or the addition of a more compacted surface such as the paving of existing dirt or gravel.

(16) "Nonstormwater discharge" means any discharge to the storm drain system that is not composed entirely of stormwater.

(17) "NPDES Phase II Permit" means the stormwater permit issued by the Washington State Department of Ecology in accordance with the National Pollution Discharge Elimination System as promulgated under the Clean Water Act.

(18) "Pervious surface" means a native vegetated surface converted to a nonnative pervious surface, including, but not limited to, pasture land, grassland, cultivated land, lawn, landscaping or bare soil or any alteration of existing nonnative pervious surface that results in increased surface and stormwater runoff as defined in the stormwater manuals.

(19) "Pollutant" means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform, and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

(20) "Pollution-generating impervious surface" means an impervious surface considered to be a significant source of pollutants in surface and stormwater runoff. Pollution-generating impervious surfaces include: (1) those surfaces subject to vehicular use or storage of erodible or leachable materials, wastes, or chemicals and that receive direct rainfall or the run-on or blow-in of rainfall; (2) covered parking areas if runoff from uphill could regularly run through them or if rainfall could regularly blow in and wet the pavement surface; and (3) metal roofs, unless they are treated to prevent leaching.

(21) "Pollution-generating pervious surface" means a nonimpervious surface considered to be a significant source of pollutants in surface and stormwater runoff. Pollution-generating pervious surfaces include surfaces subject to the use of pesticides and fertilizers, to the use or storage of erodible or leachable materials, wastes or chemicals or to the loss of soil. Examples of pollution-generating pervious surfaces include, but are not limited to, the lawn and landscaped areas of residential or commercial sites, golf courses, parks, sports fields, and grassed modular grid pavement installed in compliance with the stormwater manuals.

(22) "Redevelopment project" means a project that proposes one or more of the following modifications to a site that is already substantially developed (35 percent or more existing impervious surface coverage):

a. The creation or addition of impervious surfaces;
b. The expansion of a building footprint or addition or replacement of a structure;

c. Structural development including construction, installation, or expansion of a building or other structure;

d. Replacement of impervious surface that is not part of a routine maintenance activity;

e. Land development activity; or

f. Improvements to a previously developed site, regardless of existing impervious surface coverage, that cost $100,000 or more.

(23) "Replaced impervious surface" means: (1) for structures, the removal and replacement of any exterior impervious surfaces or foundations; and (2) for other impervious surfaces, the removal down to bare soil or base course and replacement.

(24) "Source control BMP" means a BMP intended to prevent contaminants from entering surface and stormwater or groundwater including the modification of processes to eliminate the production or use of contaminants. Source control BMPs may be either structural or nonstructural. Structural source control BMPs involve the construction of a physical structure on site or other type of physical modification to a site. An example of a structural source control BMP involves the modification or addition of managerial or behavioral practices. Nonstructural source control BMPs involve the modification of or addition of managerial or behavioral practices. An example of a nonstructural source control BMP is using less toxic alternatives to current products or sweeping parking lots. (Ord. 13-09 § 2 (Exh. 1))

(25) "Stormwater manuals" means the manuals, regulations, and standards adopted in CMC 13.25.020. (Ord. 13-09 § 2 (Exh. 1))

(26) "Stormwater Pollution Prevention Plan" or "SWPPP" means a document that describes the best management practices and activities to be implemented by the property owner to identify sources of pollution or contamination at a premises, and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

(27) "Subsurface fluid distribution system" means an assemblage of perforated pipes, drain tiles, or other similar mechanisms intended to distribute fluids below the surface of the ground. (Ord. 13-09 § 2 (Exh. 1))

(28) "Treatment BMP" means a BMP intended to remove contaminants once they are already contained in stormwater. Examples of treatment BMPs include but are not limited to oil/water separators, biofiltration swales, and wet settling facilities. (Ord. 13-09 § 2 (Exh. 1))

~~Low-impact development (LID) is a stormwater and land use management strategy that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design. and Tit"~~

13.25.030 Scope.

Compliance with the standards in this chapter and the stormwater manuals does not necessarily mitigate all probable and significant environmental impacts to aquatic biota. Fishery resources and other living components of aquatic systems are affected by a complex set of factors. While employing a specific flow control standard may prevent stream channel erosion or instability, other factors affecting fish and other biotic resources (such as increases in stream flow velocities) are not directly addressed by the stormwater manuals. Thus, compliance with this manual should not be construed as mitigating all probable and significant stormwater impacts, and additional mitigation may be required to protect aquatic biota in streams and wetlands.

13.25.040 Drainage review – When required – Type.
(1) Drainage review is required when any proposed project is subject to a City of Covington building or fill and grade permit, development permit or approval and:

(a) Would result in 2,000 square feet or more of new, replaced, or new plus replaced impervious surface; or

(b) Would involve 7,000 square feet or more of land-disturbing activity; or

(c) Would construct or modify a drainage pipe or ditch that is 12 inches or more in size or depth or receives surface and stormwater runoff from a drainage pipe or ditch that is 12 inches or more in size or depth; or

(d) Contains or is adjacent to a floodplain, stream, lake, wetland or closed depression, or a critical area as defined in Chapter 18.65 CMC excluding a volcanic hazard area; or

(e) Is located within a critical drainage area; or

(f) Is a redevelopment project proposing $100,000 or more of improvements to a previously developed site.

(2) ~~(2)~~ The drainage review for any proposed project will be scaled to the scope of the project's size, type of development and potential for impacts to the regional surface water system to facilitate preparation and review of project applications. If drainage review for a proposed project is required under subsection (1) of this section, the Department of Community Development will determine which drainage reviews apply as specified in the stormwater manuals and Design and Construction Standards adopted in CMC Title 12.

(3) The drainage review for any proposed project within the downtown zone, subject to zoning regulations in CMC 18.31, shall implement additional stormwater management requirements outlined in CMC 18.31 and the Downtown Design Guidelines and Standards in addition to the regulations in this chapter. If a conflict exists, the more restrictive provision controls.

(4~~3~~) Fees for drainage plan review~~review~~ shall be subject to the fees as set forth in the ~~specified in the~~ current fee resolution.

13.25.045 Drainage Design and Low Impact Development – Required

(1) All development proposals, shall conduct a Low Impact Development site analysis in accordance with the minimum requirements outlined in Chapter 7 of the Design and Construction Standards. Site assessment findings shall be a component of the project submittal requirements.

(2) Projects that exceed the thresholds provided in CMC 13.25.040 shall submit a drainage report together with the required calculations, plans, and details. The drainage report and supporting plan documents shall address the applicable minimum requirements and include the proposed BMPs to mitigate stormwater impacts.

(3) Projects that are below the threshold for submitting a drainage report but are above the threshold requiring stormwater review shall submit plans that document the proposed BMPs to mitigate stormwater impacts. The proposed BMPs shall address the applicable minimum requirements.

(4) Projects that propose $100,000 or more of improvements to a previously developed site are subject to the minimum requirements for redevelopment projects. The Director of Public Works will determine the minimum requirements applicable to the project that shall be addressed in the drainage report.

(5) Stormwater generated on-site from all new impervious surfaces shall be managed through a combination of LID BMPs, in accordance with this chapter and the Design and Construction Standards, or any other LID best management practices approved by the city through the design deviation process in CMC 13.25.050, unless site and soil conditions make LID infeasible as determined by the Public Works Director.

(6) The following low impact development stormwater management BMPs are permitted outright and shall be designed in accordance with the adopted stormwater manuals.

(a) Bioretention areas. All bioretention areas shall be designed and constructed in accordance with the LID Technical Guidance Manual for Puget Sound (current edition). Bioretention areas shall be used instead of a conventional stormwater vault, or wet pond or permanent pool ponds.

(b) Amending construction site soils in accordance with Chapter 14.60 CMC.

(c) Permeable pavements not subject to vehicular use. Pervious surfacing for areas of a site that are typically impervious, not subject to vehicular use, shall be designed and constructed in accordance with the LID Technical Guidance Manual for Puget Sound (current edition) and the manufacturer's recommendations.

(d). Disperse stormwater into a critical area, where outright permitted in accordance with Chapter 18.65 CMC. Stormwater dispersion shall comply with the design standards set forth in the LID Technical Guidance Manual for Puget Sound (current edition) and pursuant to city biologist approval.

13.25.047 Low Impact Development - Optional

(1) Projects that propose the following low impact development BMPs shall be subject to the design deviation process in accordance with CMC 13.25.050. Any approved Design Deviation for the following shall be designed in accordance with the adopted stormwater manuals.

(a) Permeable pavements subject to vehicular use;

(b) Vegetated roofs;

(c) Minimal excavation foundation systems;

(d) Roof rainwater collection systems that are within the minimum designation established by Washington State Department of Ecology;

(2) The city may require a three-year financial guarantee for performance for the use of optional low impact development stormwater facilities. The financial guarantee shall be posted in accordance with Chapter 14.105 CMC. This does not preclude the city from requiring the standard two-year maintenance financial guarantee in addition to the required performance financial guarantee.

13.25.050 Drainage review ~~– Requirements –~~Design Deviations ~~-~~and Design Variances.

~~(1) Every permit or approval application with drainage review must meet the design and submittal requirements of the adopted stormwater manuals.~~

~~(2) Projects that exceed the thresholds shall submit a drainage report together with the required calculations, plans, and details. The drainage report and supporting documents shall address the applicable minimum requirements and include the proposed BMPs to mitigate stormwater impacts.~~

~~(3) Projects that are below the threshold for submitting a drainage report but are above the threshold requiring stormwater review shall submit plans that document the proposed BMPs to mitigate stormwater impacts. The proposed BMPs shall address the applicable minimum requirements.~~

~~(4) Projects that propose $100,000 or more of improvements to a previously developed site are subject to the minimum requirements for redevelopment projects. The Director of Public Works will determine the minimum requirements applicable to the project that shall be addressed in the drainage report.~~

~~(5) The following low impact development stormwater management BMPs shall be designed in accordance with the adopted stormwater manuals and will not require a variance:~~

~~(a) Bioretention areas;~~

~~(b) Amending construction site soils; or~~

~~(c) Permeable pavements not subject to vehicular use.~~

(~~6~~1) Any applicant proposing to modify a design requirement outlined in this chapter shall be subject to the design deviation process as outlined in the Design and Construction Standards, as a Type 2 land use decision in accordance with Chapter 14.30 CMC.
~~A variance~~
~~is required for projects that propose the following low impact development BMPs. Design shall be in accordance with the adopted stormwater manuals.~~

~~(a) Permeable pavements subject to vehicular use;~~

~~(b) Vegetated roofs;~~

~~(c) Minimal excavation foundation systems;~~

~~(d) Roof rainwater collection systems that are within the de minimis designation established by Washington State Department of Ecology;~~

~~(e) Reverse slope sidewalks; or~~

~~(f) Reduced roadway widths.~~
(2) Any applicant requesting to waive any of the standards outlined in this chapter shall be subject to the variance process as outlined in the Design and Construction Standards, as a Type 2 land use decision in accordance with Chapter 14.30 CMC.

(3) Any request for the following stormwater facilities shall be subject to a Type 3 variance land use decision in accordance with CMC 18.125, unless the site analysis shows Low Impact Development is infeasible, in accordance with CMC 13.25.045.

(a) Conventional stormwater vault;
(b) Wet pond; or,
(c) Permanent pool ponds.

(~~7~~4) Applicants requesting a variance from the minimum requirements shall provide all necessary justification and supporting documentation in accordance with Appendix 1 of the NPDES Phase II Permit. Additional information shall be submitted if required by the Director. The permit applicant shall be responsible for all costs associated with analyses, documentation and additional review time of the variance, in accordance with the process established by the Director. A request for variance is a Type 2 decision pursuant to the process established by CMC 12.60.050.

(a) Requests for a variance from the minimum requirements may be considered for permits pending approval. The permit application review time will be extended by the City as required for the review.

(b) Requests for a variance from the minimum requirements may be considered for permits that have not yet expired; provided, that the variance request is submitted a minimum of 90 calendar days prior to the permit expiration date. The 90-day requirement may be increased by the Director depending on the complexity of the variance. The permit applicant is responsible for fully meeting the minimum requirements if the variance is not approved prior to the permit expiration.

(c) Requests for a variance from the minimum requirements will not be accepted within 90 days prior to the expiration date of the NPDES Phase II Permit.

~~**13.25.060 Critical drainage and/or erosion areas.**~~
~~Repealed by Ord. 13-09. (Amended at request of department 2/08; Ord. 37-02 § 2 (9.04.060))~~

13.25.070 Engineering plans.
(1) All engineering plans shall be submitted to the Department of Community Development for review in accordance with the stormwater manuals.

(2) All ~~master~~ drainage plans, if required, shall be submitted to the Department of Community Development for review in accordance with the stormwater manuals and in accordance with the underlying permit application requirements. ~~. The~~ A ~~master~~ drainage plan shall be submitted with any land use proposal that meets the thresholds in CMC 13.25.040. ~~process should commence at the same time as the State Environmental Policy Act (SEPA) process~~ review.

(3) The expiration time frames are as specified by the City for the permit application for which the plans were prepared.

(4) All plans shall be processed in accordance with the review procedures specified by the City for the permit application for which the plans were prepared.

13.25.080 Construction timing and final approval.
(1) No work related to permanent or temporary storm drainage control for a permitted development may proceed without the approval of the Director of Community Development.

(2) Erosion and sediment control measures associated with both the interim and permanent drainage systems shall be:

(a) Constructed in accordance with the approved plan prior to any grading or land clearing other than that associated with an approved erosion and sediment control plan; and

(b) Satisfactorily sequenced and maintained until all improvements, restoration, and landscaping associated with the permit and approvals for the project are completed and the potential for on-site erosion has passed.

(3) Prior to the construction of any improvements or buildings on the site, or to final recording of a plat or short plat, those portions of the drainage facilities necessary to accommodate the control of surface and stormwater runoff discharging from the site shall be constructed and in operation, but, after receipt of a written request, the Development Review Engineer may authorize recording to minimize impacts that may result from construction during inappropriate times of the year. (Ord. 13-09 § 10 (Exh. 2); Amended at request of department 2/08; Ord. 37-02 § 2 (9.04.090))

~~**13.25.090 Liability insurance required.**~~
~~Repealed by Ord. 13-09. (Amended at request of department 2/08; Ord. 37-02 § 2 (9.04.100))~~

13.25.100 Liability insurance and financial guarantee requirements.
The Department of Community Development is authorized to require all applicants issued permits or approvals under the provisions of this title to maintain liability insurance and post financial guarantees pursuant to the requirements of Chapter 14.105 CMC. Financial guarantees for drainage improvements pursuant to this chapter shall be sufficient to cover the time and cost of any:

(1) Monitoring required by approved plans and conditions;

(2) Department review of monitoring results and reports; and

(3) Corrective work on or off the project site which is necessary to provide drainage control consistent with approved plans and conditions, stabilize and restore disturbed areas and remove sources of any hazard associated with work which is in progress but is not completed.

13.25.110 Stormwater management facilities accepted by the City of Covington for maintenance.
(1) The City is responsible for the maintenance, including performance and operation, of stormwater management facilities which have formally been accepted for maintenance by the Director.

(2) The City may assume maintenance of privately maintained stormwater management facilities only if the following conditions have been met:

(a) All necessary easements or dedications entitling the City to properly maintain the drainage facility have been conveyed to the City;

(b) The Director has determined that the facility is in the dedicated public road right-of-way or that maintenance of the facility will contribute to protecting or improving the health, safety and welfare of the community based upon review of the existence of or potential for:

(i) Flooding;

(ii) Downstream erosion;

(iii) Property damage due to improper function of the facility;

(iv) Safety hazard associated with the facility;

(v) Degradation of water quality or in-stream resources; or

(vi) Degradation to the general welfare of the community; and

(c) The Director has declared in writing acceptance of maintenance responsibility by the City or subsequent service provider. Copies of this document will be kept on file in the Department or subsequent service provider.

(3) The Director may terminate the Department's assumption of maintenance responsibilities in writing after determining that continued maintenance will not significantly contribute to protecting or improving the health, safety and welfare of the community based upon review of the existence of or potential for:

(a) Flooding;

(b) Downstream erosion;

(c) Property damage due to improper function of the facility;

(d) Safety hazard associated with the facility;

(e) Degradation of water quality or in-stream resources; or

(f) Degradation to the general welfare of the community.

Copies of this document will be kept on file in the Department of Public Works.

(4) A stormwater management facility that does not meet the criteria of this section shall remain the responsibility of the applicant that is required to construct the facility and the persons holding title to the property for which the facility was required. (Ord. 13-09 § 10 (Exh. 2); Amended at request of department 2/08; Ord. 37-02 § 2 (9.04.115))

13.25.120 Stormwater management facilities not accepted by the City of Covington for maintenance.
(1) The person or persons holding title to the property and the applicant required to construct a stormwater management facility shall remain responsible for the facility's continual performance, operation and maintenance in accordance with the standards and requirements of the Department and shall remain responsible for any liability as a result of these duties. This responsibility includes maintenance of a stormwater management facility which is:

(a) Under a maintenance guarantee or defect guarantee;

(b) A private road conveyance system;

(c) Located within and serving only one single-family residential lot;

(d) Located within and serving a multifamily or commercial site unless the facility is part of an approved shared facility plan;

(e) Located within or associated with an administrative or formal subdivision which handles runoff from an area of which less than two-thirds is designated for detached or townhouse dwelling units located on individual lots unless the facility is part of an approved shared facility plan;

(f) Previously terminated for assumption of maintenance responsibilities by the Department;

(g) Not otherwise accepted by the City for maintenance.

(2) Prior to the issuance of any of the permits and/or for any multifamily or commercial project required to have a flow control or water quality treatment facility, the applicant shall record a declaration of covenant as specified by the Director. The restrictions set forth in such covenant shall include, but not be limited to, provisions for notice to the persons holding title to the property of a City of Covington determination that maintenance and/or repairs are necessary to the facility and a reasonable time limit in which such work is to be completed.

(a) In the event that the titleholders do not effect such maintenance and/or repairs, the City may perform such work upon due notice. The titleholders are required to reimburse the City of Covington for any such work. The restrictions set forth in such covenant shall be included in any instrument of conveyance of the subject property and shall be recorded with the King County Records Division.

(b) The City of Covington may enforce the restrictions set forth in the declaration of covenant as specified by the Director.

(3) Prior to the issuance of any of the permits and/or approvals for the project or the release of financial guarantees posted to guarantee satisfactory completion, the person or persons holding title to the subject property for which a stormwater management facility was required shall pay a fee established by the Director, or his or her designee, to reasonably compensate the City for costs relating to inspection of the facility to ensure that it has been constructed according to plan and applicable specifications and standards. Such fee shall be set forth in the current fee resolution.

(4) The duties specified in this section with regard to payment of inspection fees and reimbursement of maintenance costs shall be enforced against the person or persons holding title to the property for which the stormwater management facility was required.

(5) Where not specifically defined in this section, the responsibility for performance, operation and maintenance of stormwater management facilities and conveyance systems, both natural and constructed, shall be determined on a case-by-case basis. (Ord. 13-09 § 10 (Exh. 2); Ord. 20-07 § 47; Ord. 37-02 § 2 (9.04.120))

13.25.121 Connections or modifications to the existing stormwater system.
Connections to or modifications of the stormwater system, including but not limited to modifying existing stormwater discharge patterns or constructing or relocating facilities for the treatment, detention, or conveyance of stormwater, for the purpose of development, shall be allowed only if:

(1). Prior written approval has been received from the city. Prior to submitting a development proposal, the applicant shall submit a formal request for the use of an existing stormwater facility; and

(2). All applicable requirements of this chapter, including upgrading the system to meet current stormwater design standards, including LID BMP's, to the maximum extent feasible as determined by the Public Works Director shall be met or alternative standards have been approved by the city as substantially equal; and

(3). The applicant shall be responsible for the cost of any system upgrades, including, feasibility and design assessment and construction. Any stormwater system modification shall be subject to the maintenance and bonding requirements in this chapter.

13.25.122 Illicit connections prohibited.
(1) Any connection identified by the Director that could convey anything not composed entirely of surface and stormwater directly to surface and stormwater or groundwater is considered an illicit connection.

(2) The construction, use, maintenance, or continued existence of illicit connections to the storm drain system is prohibited.

(3) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applying or prevailing at the time of connection. (Ord. 13-09 § 10 (Exh. 2))

13.25.123 Illicit discharges prohibited – Exceptions.
(1) The discharge of any contaminants to stormwater drainage systems, natural conveyance systems, surface water or groundwater is considered an illicit discharge and is prohibited. Sites are subject to inspection for illicit discharges in accordance with the enforcement provisions of this chapter. Contaminants include but are not limited to the following:

(a) Trash or debris;

(b) Construction materials;

(c) Petroleum products, including but not limited to: oil, gasoline, grease, fuel oil, and heating oil;

(d) Antifreeze and other automotive products;

(e) Metals in either particulate or dissolved form;

(f) Flammable and explosive materials;

(g) Radioactive material;

(h) Batteries;

(i) Acids, alkalis, and bases;

(j) Paints, stains, resins, lacquers, and varnishes;

(k) Degreasers and solvents;

(l) Drain cleaners;

(m) Pesticides, herbicides, and fertilizers;

(n) Steam cleaning wastes;

(o) Soaps, detergents, and ammonia;

(p) Swimming pool backwash;

(q) Chlorine, bromine and other disinfectants;

(r) Heated water;

(s) Domestic animal wastes;

(t) Sewage;

(u) Recreational vehicle waste;

(v) Animal carcasses;

(w) Food wastes;

(x) Bark and other fibrous materials;

(y) Collected lawn clippings, leaves, and branches;

(z) Silt, sediment, and gravel;

(aa) Dyes, except as stated in subsection (2)(a) of this section;

(bb) Chemicals not normally found in uncontaminated water;

(cc) Any hazardous material or waste not listed above.

(2) Exceptions.

(a) Dye testing is allowable but requires verbal notification to the City of Covington Public Works Department at least one day prior to the date of test. The Health Department is exempt from this requirement.

(b) A person does not violate subsection (1) of this section if that person has an NPDES Permit for the site and has properly designed, constructed, implemented and is maintaining BMPs, and is carrying out AKART as required by this chapter, but contaminants continue to enter surface and stormwater or groundwater, or that person can demonstrate that there are no additional contaminants being discharged from the site above the background conditions of the water entering the site. A person who, under this subsection, is not in violation of subsection (1) of this section is liable for any prohibited discharges through illicit connections, dumping, spills, improper maintenance of BMPs, or other discharges that allow contaminants to enter surface and stormwater or groundwater.

(c) Emergency response activities or other actions that must be undertaken immediately or within a time too short to allow full compliance with this chapter, in order to avoid an imminent threat to public health or safety, shall be exempt from this section. The Director of Public Works may specify actions that qualify for this exception in City procedures. A person undertaking emergency response activities shall take steps to ensure that the discharges resulting from such activities are minimized. In addition, this person shall evaluate BMPs and the site plan, where applicable, to restrict recurrence. (Ord. 13-09 § 10 (Exh. 2))

13.25.124 Nonstormwater discharges prohibited unless conditions met.
Nonstormwater discharges into surface and stormwater or groundwater are prohibited, unless certain conditions are met as indicated. Nonstormwater discharges and conditions include, but are not limited to:

(1) Potable Water. Potable water discharges include water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Such discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the receiving stormwater facility.

(2) Lawn Watering and Irrigation Water. Runoff from lawn watering and irrigation shall be minimized.

(3) Swimming Pool Water. Swimming pool discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, and volumetrically and velocity controlled to prevent

resuspension of sediments in the receiving stormwater facility. Swimming pool cleaning wastewater and filter backwash shall be discharged to the sanitary sewer system.

(4) Wash Water/Dust Control Water. Such discharges include street and sidewalk wash water, external building wash down water that does not include detergents, and water used to control dust. Discharges shall be minimized, and street-sweeping shall be performed prior to street-washing at active construction sites.

(5) Nonstormwater Discharges Covered by Another NPDES Permit. Such discharges are prohibited unless the permittee is in full compliance with all permit requirements, waiver, or order, and other applicable laws and regulations and that written approval by the Director has been granted for the discharge.

(6) Other Nonstormwater Discharges. All other nonstormwater discharges not specifically listed in subsections (1) through (4) of this section shall comply with the requirements of the stormwater pollution prevention plan approved by the Director, which addresses control of construction site de-watering discharges by applying AKART to prevent contaminants from entering surface water or groundwaters. (Ord. 13-09 § 10 (Exh. 2))

13.25.125 Allowable discharges.
The following types of discharges shall not be considered prohibited discharges for the purpose of this chapter unless the Director of Public Works determines that the type of discharge, whether singly or in combination with other discharges, is causing significant contamination of surface and stormwater or groundwater:

(1) Discharges that contain stormwater only after said discharge has been routed through a treatment and/or flow control facility, where required in accordance with this title;

(2) Diverted stream flows;

(3) Rising groundwaters;

(4) Uncontaminated groundwater infiltration as defined at 40 CFR 35.2005(20);

(5) Uncontaminated pumped groundwater;

(6) Foundation or footing drains;

(7) Air conditioning condensation;

(8) Irrigation water from agricultural sources that is commingled with urban stormwater;

(9) Springs;

(10) Water from crawl space pumps;

(11) Flows from riparian habitats and wetlands;

(12) Nonstormwater discharges covered by another NPDES permit;

(13) Discharges from emergency fire fighting activities in accordance with Section S2 of the NPDES Phase II permit;

(14) Discharges that are not illicit discharges. (Ord. 13-09 § 10 (Exh. 2))

13.25.126 Activities prohibited at stormwater management facilities.
(1) Stormwater management facilities are required for compliance with stormwater management regulations in effect at the time of facility construction. In addition, stormwater management facilities may be publicly or privately owned. Activities that disturb such facilities may lead to violations of the NPDES permit or Federal or State water quality regulations, degradation to ground or surface waters, or other environmental or safety hazards. The following activities are prohibited within stormwater facilities and adjacent to such facilities where such activities may result in functional degradation of the facility:

(a) Damage to pipe, whether exposed or underground;

(b) Damage to ditches or swales;

(c) Damage to pond liners whether of natural or synthetic materials;

(d) Removal or damage of vegetation;

(e) Removal of or damage to any structural component, such as gates, fences, access lids, access grates, access steps, weirs, orifices, valves, debris barriers, or other components; and

(f) Operating a nonauthorized motor vehicle.

(2) Any activity that removes or disturbs existing stormwater facilities for the purposes of maintenance or replacement, which is authorized in writing by the City, is not in violation of subsection (1) of this section. (Ord. 13-09 § 10 (Exh. 2))

13.25.127 Stormwater pollution prevention.
(1) Compliance with this chapter shall be achieved through the use of the best management practices described in the stormwater manuals. In applying stormwater pollution prevention measures, the Director will first require the implementation of source control BMPs. If these are not sufficient to prevent contaminants from entering surface and stormwater or groundwater, the Director may require implementation of treatment BMPs as set forth in AKART. The Public Works Department will provide, upon reasonable request, available technical assistance materials and information, and information on outside financial assistance options to persons required to comply with this chapter.

(2) In applying stormwater pollution prevention measures to prohibited discharges from normal residential activities, the Director will use public education and warnings as the primary method of gaining compliance with this chapter and will not use citations, notice and orders, assessment of civil penalties and fines, or other compliance actions unless the Director determines:

(a) The discharge from a normal residential activity, whether singly or in combination with other discharges, is causing a significant contribution of contaminants to surface and stormwater or groundwater; or

(b) The discharge from a normal residential activity poses a hazard to the public health, safety or welfare, endangers any property or adversely affects the safety and operation of City rights-of-way, utilities or other City-owned or maintained property.

(3) Persons implementing BMPs through another Federal, State, or local program will not be required to implement the BMPs prescribed in the stormwater manuals, unless the Director determines the alternative BMPs to be ineffective at reducing the discharge or contaminants. If the other program requires the development of a best management practices plan, the person shall make the plan available to the City upon request. Persons who qualify for exemptions include, but are not limited to, persons:

(a) Required to obtain a general or individual NPDES permit for stormwater discharges from the Washington State Department of Ecology;

(b) Implementing and maintaining, as scheduled, a King County Conservation District approved farm management plan;

(c) Who have received a permit under a Washington State Department of Ecology NPDES general or individual permit for commercial dairy operations;

(d) Implementing BMPs in compliance with City of Covington Development and Design Standards and Specifications: Animals, Home Occupation, Home Industry (Chapter 18.80 CMC);

(e) Implementing BMPs in compliance with the management program of the City's municipal NPDES permit;

(f) Engaged in forest practices, with the exception of forest practices occurring on lands platted after January 1, 1960, or on lands being converted to another use, or when regulatory authority is otherwise provided to local government by RCW 76.09.240; or

(g) Identified by the Director of Public Works as being exempt from this section. (Ord. 13-09 § 10 (Exh. 2))

13.25.130 Critical drainage and/or erosion hazards.
(1) Special Drainage Requirements. Development in areas where the Department has determined that the existing flooding, drainage and/or erosion conditions present an imminent likelihood of harm to the welfare and safety of the surrounding community shall meet special drainage requirements set by the

Director until such time as the community hazard is alleviated. Such conditions may include the limitation of the volume of discharge from the subject property to predevelopment levels, preservation of wetlands or other natural drainage features, or other controls necessary to protect against community hazard.

(2) Variance. Where alternate facility designs or methods will produce a compensating or comparable result in the public interest and which will meet this section's objectives for special drainage requirements of safety, function, appearance, environmental protection and maintainability, based upon sound engineering judgment, a variance to the special drainage requirements in this section may be proposed; provided, that the resulting development shall be subject to all of the remaining terms and conditions of this chapter.

(3) Best Practicable Alternative. Where application of this section will deny all reasonable use of a property, and a facility or design that produces a compensating or comparable result cannot be obtained, then a best practicable alternative may be obtained, to be determined by the Director of Community Development according to the variance process defined by the Director.

(4) Remedy of Hazardous Situation. If the Director determines that a critical drainage and/or erosion hazard (a) poses a hazard to public health, safety, and welfare, (b) endangers any property, and/or (c) adversely affects the condition or capacity of other drainage facilities, the safety and operation of City right-of-way, utilities, and/or other property owned or maintained by the City, then the applicant/person to whom the permit was issued, the owner of the property within which the drainage facility is located, the applicant/person responsible for maintenance of the facility, and/or other person or agent in control of said property, upon receipt of notice in writing from the Director shall within the period specified therein repair or otherwise address the cause of the hazardous situation in conformance with the requirements of this chapter.

(5) Immediate Action to Protect Public Health. Notwithstanding any other provisions of this chapter, if the Director determines that conditions covered by this chapter exist requiring immediate action to protect the public health, safety, or welfare, the Director is authorized to enter at all times in or upon any such property, public or private, for the purpose of inspecting and investigating such conditions. The Director may without prior notice order the immediate discontinuance of any activity leading to the conditions. Failure to comply with such order shall constitute a misdemeanor as provided in Chapter 1.30 CMC.

(6) Liability for Costs. The owner of the property and/or the person responsible for the maintenance of the stormwater facility shall be obligated for the payment of all costs incurred. If costs are incurred and a financial guarantee pursuant to this chapter or other City requirement has been posted, the Director will have the authority to collect against the financial guarantee to cover costs incurred. (Ord. 13-09 § 10 (Exh. 2); Ord. 37-02 § 2 (9.04.130). Formerly 13.25.060)

13.25.140 Administration.
(1) Administration.

(a) The Director of Public Works is authorized to promulgate and adopt administrative rules under the procedures specified in Chapter 2.75 CMC, for the purpose of implementing and enforcing the provisions

of this chapter. Adopted administrative rules, including but not limited to the stormwater manuals, shall be made available to the public.

(b) The Director is authorized to develop procedures for applying adopted rules and regulations during the review of permit applications for the development of land.

(2) Inspections. The Director is authorized to make such inspections and take such actions as may be required to enforce the provisions of this chapter.

(3) Right of Entry. Whenever necessary to make an inspection to enforce any of the provisions of this chapter, monitor for proper function of drainage facilities or whenever the Director has reasonable cause to believe that violations of this chapter are present or operating on a subject property or portion thereof, the Director may enter such premises at all reasonable times to inspect the same or perform any duty imposed upon the Director by this chapter; provided, that if such premises or portion thereof is occupied, the Director will first make a reasonable effort to locate the owner or other person having charge or control of the premises or portion thereof and demand entry.

(4) Access. Proper ingress and egress shall be provided to the Director to inspect, monitor or perform any duty imposed upon the Director by this chapter. The Director will notify the responsible party in writing of failure to comply with this access requirement. Failing to obtain a response within seven days from the receipt of notification, the Director may order the work required completed or otherwise address the cause of improper access. The obligation for the payment of all costs that may be incurred or expended by the City in causing such work to be done will thereby be imposed on the person holding title to the subject property. (Ord. 13-09 § 10 (Exh. 2); Amended at request of department 2/08; Ord. 37-02 § 2 (9.04.140))

13.25.150 Enforcement.
(1) The Director of Public Works is authorized to enforce the provisions of this chapter, the ordinances and resolutions codified in it, and any rules and regulations promulgated thereunder, pursuant to the enforcement and penalty provisions of this section and Chapter 1.30 CMC.

(2) The Director will gain compliance with this chapter by requiring the implementation of BMPs and, when necessary, AKART. The Director will initially rely on education and informational assistance as much as possible to gain compliance with this chapter, unless the Director determines a violation is a result of a flagrant act that should be addressed through immediate penalties or poses a hazard as defined in this chapter.

(3) The Director, in consultation with other City Departments, will develop and implement additional enforcement procedures. These procedures shall indicate how the City will investigate and respond to reports or instances of noncompliance with this chapter and shall identify by title the official(s) responsible for implementing the enforcement procedures.

(4) The Director is authorized to make such inspections and take such actions as may be required to enforce the provisions of this chapter. Such inspections will be made as follows:

(a) The Director may observe best management practices or examine or sample surface and stormwater or groundwater as often as may be necessary to determine compliance with this chapter. Whenever an inspection of a property is made, the findings shall be recorded and a copy of the inspection findings shall be furnished to the owner or the person in charge of the property after the conclusion of the investigation and completion of the inspection findings.

(b) When the Director has made a determination under subsection (4)(a) of this section that any person is violating this chapter, the Director may require the violator to sample and analyze any discharge, surface and stormwater, groundwater, and/or sediment, in accordance with sampling and analytical procedures or requirements determined by the Director. If the violator is required to complete this sampling and analysis, a copy of the analysis shall be provided to the City of Covington Department of Public Works.

(5) In addition to any other penalty or method of enforcement, the prosecuting attorney may bring actions for injunctive or other relief to enforce this chapter. (Ord. 13-09 § 10 (Exh. 2); Ord. 37-02 § 2 (9.04.180))

13.25.155 Criminal penalty.
Any willful act of commission or omission that causes, aids, abets, or continues a violation of the provisions of this chapter, for which a criminal penalty is not prescribed by State law, is a misdemeanor. (Ord. 13-09 § 10 (Exh. 2))

13.25.156 Civil penalties.
These enforcement provisions are intended to encourage compliance with this chapter. To achieve this, violators shall be required to take corrective action and comply with the requirements of this chapter, and may be required to pay a civil penalty for the redress of ecological, recreational, and economic values lost or damaged due to their unlawful action.

(1) The provisions in this section are in addition to and not in lieu of any other penalty, sanction or right of action provided by law.

(2) Any person in violation of this chapter shall be subject to civil penalties assessed as follows:

(a) An amount reasonably determined by the Director to be equivalent to the economic benefit the violator derives from the violation as measured by the greater of the resulting increase in market value of the property or business value received by the violator, or savings of construction or retrofitting costs realized by the violator performing any act in violation of this chapter; and

(b) An amount, not to exceed $25,000, that is reasonably based upon the nature and gravity of the violation and the cost to the City of enforcing this chapter against the violator.

(3) Any person who, through an act of commission or omission, aids or abets in a violation, or continues a pre-existing violation, shall be considered to have committed the violation for the purposes of the civil penalty.

(4) Each violator is jointly and severally liable for a violation of this chapter. The Director may take enforcement action, in whole or in part, against any violator. The decisions whether to take enforcement action, what type of action to take, and which person to take action against are all entirely within the Director's discretion. Factors to be used in taking such enforcement actions shall be:

(a) Awareness of the violation;

(b) Ability to correct the violation;

(c) Cooperation with government agencies;

(d) Degree of impact or potential threat to water or sediment quality, human health, or the environment.

(5) In the event more than one person is determined to have violated the provisions of this chapter, all applicable civil penalties may be imposed against each person, and recoverable damages, costs, and expenses may be allocated among the persons on any equitable basis. Factors that may be considered in determining an equitable allocation include:

(a) Awareness of the violation;

(b) Ability to correct the violation;

(c) Ability to pay damages, costs, and expenses;

(d) Cooperation with government agencies;

(e) Degree of impact or potential threat to water or sediment quality, human health, or the environment.

(6) Penalties may be reduced based upon one or more of the following mitigating factors:

(a) The person responded to City attempts to contact the person and cooperated with efforts to correct the violation;

(b) The person showed due diligence and/or substantial progress in correcting the violation; or

(c) An unknown person was the primary cause of the violation. Payment of a monetary penalty pursuant to this chapter does not relieve the person of the duty to correct the violation.

(7) All civil penalties recovered during the enforcement of this chapter under subsection (2) of this section shall be deposited into a fund of the Department taking the enforcement action and shall be used for the protection of surface and stormwater or groundwater as set forth in this chapter, through education or enhanced implementation.

(8) Triple Penalties. Penalties may be trebled for:

(a) A repeat violation, which means an additional violation of a requirement of this chapter for which the responsible party has previously received a notice of violation and failed to correct the violation by the compliance date;

(b) A violation resulting in physical harm to persons or to private or public property;

(c) A knowing or deliberate violation; or

(d) A violation resulting from gross negligence or reckless conduct. (Ord. 13-09 § 10 (Exh. 2); Ord. 37-02 § 2 (9.04.180))

13.25.160 Liberal construction.
This chapter is enacted as an exercise of the City's power to protect and preserve the public health, safety and welfare. Its provision shall be exempted from the rule of strict construction and shall be liberally construed to give full effect to the objectives and purposes for which it was enacted. This chapter is not enacted to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this chapter. The primary obligation of compliance with this chapter is placed upon the person holding title to the property. Nothing contained in this chapter is intended to be or shall be construed to create or form a basis for liability for the City, Department, its officers, employees or agents for any injury or damage resulting from the failure of the person holding title to the property to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter by the City, Department, its officers, employees or agents. (Ord. 13-09 § 10 (Exh. 2); Ord. 37-02 § 2 (9.04.192))

~~**13.25.170 Agency rules.**~~
~~Repealed by Ord. 13-09. (Ord. 37-02 § 2 (9.04.196))~~

Chapter 12.60

CITY OF COVINGTON DESIGN AND CONSTRUCTION STANDARDS. ~~STREET STANDARDS*~~

Sections:

12.60.005 Purpose.

12.60.010 Adoption of Standards.

12.60.020 Hierarchy Terms.

12.60.030 Applicability.

12.60.040 Associated references.

~~12.60.040 Developments.~~

12.60.050 Design Deviations and Design Variances.

~~12.60.060 Penalties.~~

~~***Code reviser's note: The 2002 Design and Construction Standards and Specifications, as adopted by Ordinance 44-02, may be found on file at the City Clerk's Office.***~~

12.60.005 Purpose.

(1) The city has adopted the design and construction standards in this chapter:

(a) To set forth specific, consistent design elements for developers and other private parties constructing or modifying street or right-of-way and stormwater facilities;

(b) To establish uniform criteria to guide the city's construction or reconstruction of city streets and stormwater facilities.

(c) Support the city's goals of achieving affordable housing, providing adequate facilities for development in an efficient manner, and complying with stormwater management and critical area policies, and to balance these goals with the general safety and mobility needs of the traveling public.

(d) Encourage the standardization of street design elements where necessary for consistency and to assure so far as practical that motoring, bicycling, and pedestrian public safety needs are met. Considerations include safety, convenience, pleasant appearance, proper drainage, and economical maintenance.

(2) The Design and Construction standards cannot provide for all situations. They are intended to assist but not to substitute for competent work by design professionals. It is expected that land surveyors, engineers, and architects will bring to each project the best of skills from their respective disciplines. These standards are also not intended to limit unreasonably any innovative or creative effort which could result in better quality, better cost savings, or both. Any proposed departure from the standards will be judged, however, on the likelihood that such variance will produce a compensating or comparable result.

12.60.010 Adoption of Standards.

(1) ~~"City of Covington street standards" shall mean the "City of Covington Design and Construction Standards and Specifications," 2002 Edition, and subsequent updates incorporated therein as Attachment A are hereby approved and adopted as the City of Covington standards for facilities, both public and private, public and private street design and construction~~. All development within the city of Covington must comply with the City of Covington Design and Construction Standards, as adopted and amended, as it pertains to street design, stormwater design and general construction requirements. The "City of Covington Design and Construction Standards" shall also be known and referred to as the "Standards".

(2) Consistent with Council's direction and intent in adopting these standards the Department of Public Works is hereby authorized to develop public rules and make minor changes to the drawings and add drawings in order to better implement the standards and as needed to stay current with changing design and construction technology and methods. (Amended at request of department 2/08; Ord. 38-02 § 2 (12.42.010))

(3) As required by RCW 35A.12.140, one copy of the City of Covington Design and Construction Standards has been filed with the ordinance codified in this chapter in the office of the city clerk.

(4) If any part of the Design and Construction Standards is found invalid, all other parts shall remain in effect.

12.60.020 Hierarchy of Terms.

Unless otherwise defined in Chapter 18.20 CMC, the terms defined in the Design and Construction Standards are applicable. If there is conflict, the definitions in the in the Design and Construction Standards shall govern.

~~**12.60.020 Terms.**~~

~~**(1) "Standards" means the "City of Covington Design and Construction Standards and Specifications," 2002 Edition, and subsequent updates.**~~

~~(2) "Engineer" means City of Covington City Engineer (or Public Works Director if the organization does not provide for an Engineer), having authorities specified in Chapter 35.78 RCW, or his authorized representatives. (Amended at request of department 2/08; Ord. 38-02 § 2 (12.42.020))~~

12.60.030 Applicability.

(1) The standards apply to all newly constructed public and private ~~roadway~~ street and stormwater features or modifications of existing facilities which are within the scope of reconstructions or capital improvement projects when so required by City of Covington or to the extent they are expressly referred to in project plans and specifications.

(2) These standards are not intended to apply to "resurfacing, restoration, and rehabilitation" projects as those terms are defined in the Local Agency Guidelines, Washington State Department of Transportation, as amended. However, the Engineer may consider the standards as optional goals for resurfacing, restoration, and rehabilitation projects.

~~ilure to comply with these standards may result in denial of plan or development permit approval, revocation of prior approvals, and/or other penalties as provided by law.~~

(3). The Design and Construction Standards are intended to be consistent with the Covington Municipal Code, adopted Comprehensive Plan, and other planning, public works and parks related studies on file with the city.

(4) In case of inconsistency or conflict between the Covington Municipal Code and the Design and Construction Standards, the most restrictive provision shall apply, unless otherwise determined by the Public Works Director.

(5) Failure to comply with these standards may result in denial of plan or development permit approval, revocation of prior approvals, and/or other penalties as provided in Chapter 1.30 CMC.

~~(2) The standards shall apply to every new placement and every planned, nonemergency replacement of existing utility poles and other utility structures within the City of Covington right-of-way or on private property. (Ord. 38-02 § 2 (12.42.030))~~

~~12.60.040 Developments.~~

~~Any land development which is required to improve roads within, abutting, or serving the development shall do so in accordance with these standards. (Ord. 38-02 § 2 (12.42.040))~~

12.60.040 Associated References

The Design and Construction Standards as approved, supplemented and amended by the city engineer for specific design applications and in consultation with the city council on policy issues or broad citywide

implications and are consistent with and support the provisions of CMC Title 12, Title 13, Title 14, Title 15, Title 16, Title 17 and Title 18. A complete list of associated references to adopted standards and manuals is provided in Chapter 1 of the Design and Construction Standards.

12.60.050 Design Deviations and Design Variances.

(1) Design Deviation and Variances from the requirements in the Design and Construction Standards ~~Variances from these standards may~~ may be granted by the Public Works Director, or his assignee, ~~Engineer~~ pursuant to the process outlined in Chapter 1 of the Design and Construction Standards. ~~upon evidence that such variances are in the public interest, and that requirements for safety, function, fire protection, appearance, and maintainability based upon sound engineering judgment are fully met.~~ All requests for design deviation and variances are subject to ~~a~~ the fees as set forth in the current fee resolution.

(2) Design deviation and variances shall be approved prior to issuance of any construction permits for the project and reviewed as follows:

(a) A design deviation shall be processed as a Type 2 decision in accordance with Chapter 14.30 CMC.

(b) A design variance shall be processed as a Type 2 decision in accordance with Chapter 14.30 CMC.

(3) Appeals of a design deviation or variance shall be in accordance with Chapter 14.45 CMC. ~~Variances must be approved prior to construction. Any variances from these standards which do not meet the International Fire Code will require concurrence by the City of Covington Fire Marshal. (Ord. 20-07 § 27; Ord. 06-05 § 1; Ord. 23-04 § 1; Ord. 38-02 § 2 (12.42.060))~~

~~**12.60.060 Penalties.**~~

~~**(Ord. 38-02 § 2 (12.42.070))**~~

7.11 Low Impact Development

All land developed within the City of Covington shall incorporate Low Impact Development (LID) stormwater Best Management Practices (BMPs) to minimize impervious surfaces, native vegetation loss and stormwater runoff.

A. Projects incorporating LID stormwater BMPs shall document the design of the proposed BMPs in the design plans and Drainage Report. LID BMPs shall be in general accordance with the adopted Stormwater Manual in Title 13 of the Covington Municipal Code and the Low Impact Development Technical Guidance Manual for Puget Sound.

B. An LID Site Analysis, consisting of a geotechnical evaluation verifying the subsurface soils infiltrate at greater than 2 inches per hour and the groundwater does not rise to within 5 feet of the designed cell bottom, shall be submitted with the development application.

In areas with shallow groundwater or where existing soil conditions do not provide the minimum infiltration rate of 2 inches per hour, an underdrain system shall be designed to convey treated stormwater to a regional stormwater system or to an existing point of discharge.

Alternate systems which meet or exceed the contaminant removal levels prescribed in the adopted stormwater manual may be used, subject to design deviation approval of the City Engineer, in accordance with Section 1.08.

C. Preservation of LID BMPs, land use covenants and restrictions, and maintenance requirements shall be documented in the design plans and Drainage Report. LID BMPs and associated areas that are restricted for land modifications shall be shown on approved site plans.

C. Each surface drainage facility shall be located within a separate drainage tract, dedicated to the City of Covington or the Homeowners Association.

7.12 Stormwater Runoff Treatment

All land developed within the City of Covington shall incorporate stormwater runoff treatment facilities to mitigate the potential for surface and groundwater degradation. The required treatment mechanism is the infiltration of stormwater runoff through a flat-bottom grassed area, commonly known as a bioretention cell or bio-infiltration swale, in general accordance with Section 6.1 of the Low Impact Development Technical Guidance Manual for Puget Sound.

Bioretention cells are an integrated stormwater management facility that uses the chemical, biological and physical properties of grasses, soil microbes, mineral

aggregate and organic matter to transform, remove or retain pollutants from stormwater runoff.

Adequate design of a bioretention cell is necessary to insure that the various physical, chemical and biological processes, active within the root zone, have sufficient time to remove the pollutants. A bioretention cell may or may not have an under-drain, and are not designed as a conveyance system.

Standard design for bioretention cells:

A. Treatment capacity (volume) shall be based on a 1" rainfall event over the contributing Pollution Generating Impervious Surface (PGIS). The bioretention cell bottom area, water surface area at the overflow elevation and ponding depth shall be given to justify the designed treatment capacity.

B. Ponding depth shall be 6" minimum to 12" maximum.

C. Subsurface discharge (drywell, infiltration gallery, etc.) or overflow (sheetflow) to an existing drainage course shall be provided beyond the treatment capacity of the cell.

D. Sideslopes shall be 5:1.

E. A minimum 12" thick layer of Bioretention soil media, in accordance with Section 7.14, shall be placed below the final cell grade and shall extend up the sideslopes to the designed ponding depth. The depth of bioretention soil mix shall increase to 18" if the proposed development requires "Enhanced" treatment, in accordance with the adopted Stormwater Manual.

F. Bioretention grass seed mix, in accordance with Section 7.10, shall be hand sown covering the cell bottom and up the sideslopes to the designed ponding depth. Hydroseed with tackifier is not allowed.

G. Mower access shall be provided.

H. Bioretention signs shall be installed per standard Detail 609.

7.13 Underground Injection Control

A. Projects incorporating infiltration for stormwater management BMPs shall review WAC 173-218, Underground Injection Control program to determine if the facility meets the definition of a Class V injection well. The determination shall be documented in the Drainage Report.

B. Projects meeting the definition of a Class V injection well and which require registration shall register the facility with the Washington State Department of Ecology. The project proponent is responsible for registering the facility. Registration forms are available on the Department of Ecology's UIC website. A copy of the registration submitted to Ecology shall be submitted to the City.

C. Construction approval shall not be granted until proof of registration submittal is submitted to the City.

7.14 Bioretention Soil Media

Bioretention soil media is a combination of utility sand and compost, and provides the growing media necessary for treatment of stormwater runoff. Laboratory analysis of a proposed bioretention soil media shall be submitted to the city for review prior to installation, and shall show the material meets the following criteria:

A. The ratio of sand to compost shall be 60-65% to 35-40% by volume.

B. The cation exchange capacity of the final mixture shall be greater than 5 milliequivalents/100g of dry soil.

C. The sand gradation shall follow:

Sieve Size	Percent passing
3/8"	100
#4	95-100
#10	75-90
#40	25-40
#100	4-10
#200	2-5

D. The compost shall:

a. Meet the definition of "composted materials" in WAC 173-350, Section 220.

b. Originate a minimum of 65% by volume from recycled plant waste as defined in WAC 173-350-100 as "Type I Feedstocks," and a maximum of 35% by volume from other approved organic waste as defined in WAC 173-350-100 as "Type III." Type II and IV feedstocks shall not be used.

c. Be produced at a composting facility permitted by the Washington State Department of Ecology.

d. Be stable (low oxygen use and CO2 generation) and mature (capable of supporting plant growth).

e. Have a measured pH between 6.0 and 8.5.

f. Have an organic content of 40 to 60%.

g. Show no visible free water or dust when handling material.

h. Be tested in accordance with the US Composting Council "Testing Methods for the Examination of Compost and Composting" (TMECC) for:

    i. Fine compost gradation (TMECC 02.02-B)

    ii. Inert content less than 1% by weight (TMECC 03.08-A)

    iii. Soluable salt content less than 4.0 mmhos/cm (TMECC 04.10-A)

    iv. Maturity greater than 80% (TMECC 05.05-A)

    v. Stability of 7 or below (TMECC 05.08-B)

    vi. Carbon to nitrogen ratio less than 25:1 (TMECC 04.01 and 04.02-D)

Chapter 12.110
INTERSECTION STANDARDS

12.110.020 Definitions.

(1) "Highway capacity manual (HCM)" means the "2000 Highway Capacity Manual" published by the Transportation Research Board of the National Research Council.

(2) "Street standards" shall have the same meaning as the "City of Covington Design and Construction Standards ~~and Specification~~, as adopted in Chapter 12.60 CMC.~~," 2002 Edition and subsequent amendments, when used in this chapter. References and authorities cited in the "City of Covington Design and Construction Standards and Specification," 2002 Edition and subsequent amendments, shall also apply to this chapter.~~ (Ord. 38-02 § 2 (12.80.020))*

~~*Code reviser's note: The 2002 Design and Construction Standards and Specifications, as adopted by Ordinance 44-02, may be found on file at the City Clerk's Office.~~0

Chapter 13.05
DEFINITIONS

~~13.05.005 Scope.~~

~~The definitions in this chapter apply throughout this title unless the context clearly requires otherwise. Words, terms, expressions, abbreviations, and acronyms peculiar to the art or science of sewerage not herein defined shall have the respective meanings given in "Criteria for Sewage Works Design," published by the Washington State Department of Ecology. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.010 AKART.~~

~~"AKART" means all known, available, and reasonable methods of prevention, control and treatment. AKART represents the most current methodology that can be reasonably required for preventing, controlling, or abating the pollutants associated with a discharge.~~ (Ord. 13-09 § 2 (Exh. 1))

~~13.05.015 Applicant.~~

~~"Applicant" means a property owner or a public agency or public or private utility that owns a right-of-way or other easement or has been adjudicated the right to such an easement under RCW 8.12.090, or any person or entity designated or named in writing by the property or easement owner to be the applicant, in an application for a development proposal, permit or approval. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.020 Basin plan.~~

~~"Basin plan" means a plan and all implementing regulations and procedures including, but not limited to, capital projects, public education activities and land use management regulations adopted by ordinance for managing surface and stormwater within the basin.~~ (Ord. 13-09 § 2 (Exh. 1))

~~13.05.025 Best management practices.~~

~~"Best management practices" or "BMPs" means the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices, that when used singly or in combination prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.030 CFR.~~

~~"CFR" means the Code of Federal Regulations. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.035 Civil engineer.~~

~~"Civil engineer" means a person licensed and registered with the State of Washington as a professional engineer in civil engineering. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.040 Class V well.**~~

~~"Class V well" means a stormwater management facility that, under the UIC rule, is usually a shallow injection well that injects fluids above the uppermost groundwater aquifer. Class V wells must be registered by property owners with the Department of Ecology. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.045 Closed depression.**~~

~~"Closed depression" means an area that is low-lying, has no or such a limited surface water outlet that the area acts as a retention basin, has greater than 5,000 square feet at overflow elevation, and that the primary loss of water volume from which is through evapotranspiration and discharge into the ground rather than surface flow. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.050 Commercial.**~~

~~"Commercial" means premises used for or housing commercial or industrial concerns. For the purposes of this title, multifamily dwellings of two or more units, condominiums and manufactured home courts shall be included in this definition. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.055 Construct or modify.**~~

~~"Construct or modify" means to install a new drainage pipe or ditch or make improvements to an existing drainage pipe or ditch for purposes other than maintenance that either serves to concentrate previously unconcentrated surface and stormwater runoff or serves to increase, decrease or redirect the conveyance of surface and stormwater runoff. "Construct or modify" does not include installation or maintenance of a driveway culvert installed as part of a single-family residential building permit; provided, that such driveway culvert is located within City right-of-way. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.060 Conveyance system.**~~

~~"Conveyance system" means the drainage facilities and features, both natural and constructed, that collect, contain and provide for the flow of surface and stormwater from the highest points on the land down to receiving water. The natural elements of the conveyance system include swales and small drainage courses, streams, lakes and wetlands. The constructed elements of the conveyance system include gutters, ditches, pipes, channels, manholes, catchbasins, and flow control and water quality treatment facilities. (Ord. 13-09 § 2 (Exh. 1))~~

13.05.065 County sewerage system.

"County sewerage system" means any sewerage system consisting of sewerage facilities owned and/or operated by the County or utility district within the jurisdictional boundaries of the City of Covington. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.070 Department.**~~

~~"Department" means either the Department of Community Development or the Department of Public Works, as specified herein. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.075 Design standards.**~~

~~"Design standards" means the City of Covington Design and Construction Standards, and any subsequent amendments thereto~~. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.080 Developed parcel.**~~

~~"Developed parcel" means any parcel altered from the natural state by the construction, creation, or addition of impervious surfaces. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.085 Development.**~~

~~"Development" means any activity that requires a permit or approval, including, but not limited to, a building permit, grading permit, shoreline substantial development permit, conditional use permit, special use permit, zoning variance or reclassification, subdivision, short subdivision, urban planned development, binding site plan, site development permit or right-of-way use permit. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.090 Director.**~~

~~"Director" means either the Director of Community Development or the Director of Public Works, or his or her designee, as specified herein. (Ord. 13-09 § 2 (Exh. 1))~~

13.05.095 Director of Public Health.

"Director of Public Health" means the Director of the King County Department of Public Health, or his or her authorized designee. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.100 Discharge.**~~

~~"Discharge" means to throw, drain, release, dump, spill, empty, emit or pour forth any matter, or cause or allow any matter to flow, run, or seep from land or be thrown, drained, released, dumped, spilled, emptied, emitted, or poured into any system regulated under this title~~. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.105 Drainage.**~~

~~"Drainage" means the collection, conveyance, containment or discharge, or any combination thereof, of surface and stormwater runoff~~. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.110 Drainage basin.**~~

~~"Drainage basin" means a geographic and hydrologic subunit of a watershed. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.115 Drainage facility.**~~

~~"Drainage facility" means a constructed or engineered feature that collects, conveys, stores or treats surface and stormwater runoff. Such facilities include, but are not limited to, a constructed or engineered stream, pipeline, channel, ditch, gutter, lake, wetland, closed depression, flow control or water quality treatment facility, erosion and sediment control facility or other structures or appurtenances that provide for drainage. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.120 Drainage report.**~~

~~"Drainage report" or "stormwater site plan" means the comprehensive report containing all of the technical information and analysis necessary for the City to evaluate a proposed new development or redevelopment project for compliance with the minimum requirements. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.125 Drainage review.**~~

~~"Drainage review" means an evaluation by the City of a proposed project's compliance with the drainage requirements in the stormwater manuals.~~ (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.130 Erosion and sediment control.**~~

~~"Erosion and sediment control" means any temporary or permanent measures taken to reduce erosion, control siltation and sedimentation and ensure that sediment-laden water does not leave the site or enter into wetlands or aquatic areas. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.135 Farm management plan.**~~

~~"Farm management plan" means a comprehensive site-specific plan developed by a farm owner in cooperation with the King County Conservation District, taking into consideration the land owner's objectives while protecting water quality and related natural resources. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.140 Financial guarantee.**~~

~~"Financial guarantee" means a form of financial security posted to do one or more of the following: ensure timely and proper completion of improvements; ensure compliance with the City of Covington Municipal Code; or provide secured warranty of materials, workmanship of improvements and design.~~

~~Financial guarantees include assignments of funds, cash deposit, surety bonds or other forms of financial security acceptable to the Director of the Department of Community Development or the Director of the Department of Public Works. Performance guarantees, maintenance guarantees and defect guarantees are considered subcategories of financial guarantees. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.145 Flood hazard reduction plan.~~

~~"Flood hazard reduction plan" means a plan and all implementing programs, regulations and procedures including, but not limited to, capital projects, public education activities and enforcement programs for reduction of flood hazards and prepared in accordance with RCW 86.12.200. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.150 Flow control best management practice.~~

~~"Flow control best management practice" means a method or design for dispersing, infiltrating or otherwise reducing or preventing development-related increases in surface or stormwater runoff at, or near, the sources of those increases, including those methods and designs specified in the stormwater manuals. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.155 Flow control facility.~~

~~"Flow control facility" means a drainage facility designed to mitigate the impacts of increased surface and stormwater runoff generated by site development in accordance with the drainage requirements in this title. A flow control facility is designed either to hold water for a considerable length of time and then release it by evaporation, plant transpiration or infiltration into the ground or to hold runoff for a short period of time and then release it to the conveyance system. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.160 Forest practices.~~

~~"Forest practices" means any activity conducted on or directly pertaining to forest land and relating to growing, harvesting, or processing timber, as defined in Chapter 222-16 WAC. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.165 Fully dispersed runoff.~~

~~"Fully dispersed runoff" means runoff from an impervious surface that is dispersed, as specified in the stormwater manuals, through at least 100 feet of native vegetated surface on a slope of 15 percent or less before leaving the site or entering an existing on-site drainage feature, such as a pipe, ditch, stream, river, pond, lake or wetland, if:~~

~~(1) The amount of impervious surface being fully dispersed does not exceed 15 percent of the area of native vegetated surface, excluding areas of native vegetated surface occupied by and within 50 feet of a septic drain field and drain field reserve area; and~~

~~(2) The Department determines the dispersion of runoff does not create erosion or flooding impacts. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.170 Groundwater.**~~

~~"Groundwater" means water in a saturated zone or stratum beneath the surface of the land or below a surface water body. (Ord. 13-09 § 2 (Exh. 1))~~

13.05.175 Group A water system.

"Group A water system" means a public water system with 15 or more service connections, regardless of the number of people served, or a system serving an average of 25 or more people per day for 60 or more days within a calendar year, regardless of the number of service connections. (Ord. 13-09 § 2 (Exh. 1))

13.05.180 Group B water system.

"Group B water system" means a public water system which is not a Group A system, with less than 15 service connections and serving an average of less than 25 people for 60 or more days within a calendar year, or any number of people for less than 60 days within a calendar year. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.185 Hazardous materials.**~~

~~"Hazardous materials" means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.190 Hyperchlorinated.**~~

~~"Hyperchlorinated" means water that contains more than 10 milligrams per liter of chlorine. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.195 Hydraulically connected.**~~

~~"Hydraulically connected" means connected through surface flow or water features such as wetlands or lakes.~~

~~"Impacting impervious surface" means that portion of the actual impervious surface from which runoff:~~

~~(1) Is not fully dispersed:~~

~~(2) Is not fully infiltrated according to the infiltration standards in the stormwater manuals; or~~

~~(3) Is not managed in an alternative manner approved by the Department that effectively mitigates all of the following downstream hydrologic impacts of the impervious surface; increased runoff peaks; frequencies; volumes and flashiness and decreased groundwater recharge. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.200 Illicit connection.~~

~~"Illicit connection" means any manmade conveyance that is connected to the stormwater system without a permit, excluding roof drains and other similar type connections. Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the stormwater system. Illicit connections for discharges to the sanitary sewer system are defined by the sewer district. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.205 Illicit discharge.~~

~~"Illicit discharge" means any direct or indirect nonstormwater discharge to the stormwater drainage system that causes or contributes to a violation of State water quality, sediment quality, or groundwater quality standards including, but not limited to, sanitary sewer connections, industrial process water, interior floor drains, fuel islands, car washing, and gray water systems. Discharges from fire-fighting activities are not included in this definition. Illicit discharges for the sanitary sewer system are defined by the sewer district. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.210 Impervious surface.~~

~~"Impervious surface" means a hard surface area that: (1) prevents or greatly retards the entry of water into the soil mantle as under natural conditions prior to development; or (2) causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roofs, walkways, patios, driveways, parking lots, storage areas, concrete or asphalt-paved areas, or other surfaces that similarly impede the natural infiltration of surface and stormwater. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.215 Improvement.~~

~~"Improvement" means a permanent, manmade, physical change to land or real property including, but not limited to, buildings, streets, driveways, sidewalks, crosswalks, parking lots, water mains, sanitary and storm sewers, drainage facilities, and landscaping~~. ~~(Ord. 13-09 § 2 (Exh. 1))~~

13.05.220 Individual water system.

"Individual water system" means a water system serving only one single-family residence. (Ord. 13-09 § 2 (Exh. 1))

13.05.225 Industrial waste.

"Industrial waste" means any liquid, solid or gaseous substances, or combination thereof, resulting from any process of industry, manufacturing, commercial food processing, business, trade or research, including the development, recovery or processing of natural resources. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.230 Lake management plan.**~~

~~"Lake management plan" means a plan describing the lake management recommendations and requirements adopted by public rule for managing water quality within individual lake basins. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.235 Land-disturbing activity.**~~

~~"Land-disturbing activity" means an activity that results in a change in the existing soil cover, both vegetative and nonvegetative, or the existing soil topography. Land-disturbing activity includes, but is not limited to, demolition, construction, clearing, grading, filling, excavation and compaction. Land-disturbing activity does not include tilling conducted as part of agricultural practices, landscape maintenance or gardening. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.240 Low impact development.**~~

~~"Low impact development" or "LID" means a stormwater management and land development strategy applied at the parcel and subdivision scale that emphasizes conservation and the use of on-site natural features integrated with engineered, small-scale hydrologic controls to more closely mimic predevelopment hydrologic functions. Low impact development shall be in accordance with the standards set forth in the stormwater manuals. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.245 Low impact stormwater facilities.**~~

~~"Low impact stormwater facilities" means stormwater facilities approved and constructed in accordance with the stormwater manuals for low impact development projects. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.250 Maintenance.**~~

~~"Maintenance" means those usual activities taken to prevent a decline, lapse or cessation in the use of currently serviceable structures, facilities, equipment or systems, if there is no expansion of the structure, facilities, equipment or system and there are no significant hydrologic impacts. Maintenance includes the repair or replacement of nonfunctional facilities or the replacement of existing structures with different types of structures, if the repair or replacement is required by one or more environmental permits or to meet current engineering standards and the functioning characteristics of the original facility or structure are not changed. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.255 Master drainage plan.**~~

~~"Master drainage plan" means a comprehensive drainage control plan intended to prevent significant adverse impacts to the natural and constructed drainage system, both on- and off-site. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.260 Minimum requirements.~~

~~"Minimum requirements" means the minimum requirements for stormwater management described in the NPDES Phase II Permit. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.265 Native vegetated surface.~~

~~"Native vegetated surface" means a surface in which the soil conditions, ground cover, and species of vegetation are like those of the original native condition for the site, as more specifically set forth in the stormwater manuals. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.270 Natural discharge location.~~

~~"Natural discharge location" means the location where runoff leaves the project site under existing site conditions as defined in the stormwater manuals. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.275 New impervious surface.~~

~~"New impervious surface" means the creation of a hard or compacted surface such as roofs, pavement, gravel or dirt or the addition of a more compacted surface such as the paving of existing dirt or gravel. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.280 Nonstormwater discharge.~~

~~"Nonstormwater discharge" means any discharge to the storm drain system that is not composed entirely of stormwater. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.285 NPDES Phase II Permit.~~

~~"NPDES Phase II Permit" means the stormwater permit issued by the Washington State Department of Ecology in accordance with the National Pollution Discharge Elimination System as promulgated under the Clean Water Act. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.290 NRCS.~~

~~"NRCS" means the Natural Resource Conservation Service, formerly the Soil Conservation Service. The NRCS is a Federal agency within the United States Department of Agriculture. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.295 Open space.~~

~~"Open space" means a parcel, property, or portion thereof classified for current use taxation under, or for which the development rights have been sold to the City of Covington or King County. This definition includes lands which have been classified as open space, agricultural, or timberlands under criteria contained in the appropriate City or County code or Chapter 84.34 RCW. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.300 Parcel.~~

~~"Parcel" means the smallest separately segregated unit or plot of land having an identified owner, boundaries, and surface area which is documented for property tax purposes and given a tax lot number by the King County Assessor. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.305 Person.~~

~~"Person" means any individual, firm, association, co-partnership, corporation, governmental agency or political subdivision, whether acting by themselves or as a servant, agent or employee. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.310 Pervious surface.~~

~~"Pervious surface" means a native vegetated surface converted to a nonnative pervious surface, including, but not limited to, pasture land, grassland, cultivated land, lawn, landscaping or bare soil or any alteration of existing nonnative pervious surface that results in increased surface and stormwater runoff as defined in the stormwater manuals. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.315 Pollutant.~~

~~"Pollutant" means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform, and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.320 Pollution-generating impervious surface.~~

~~"Pollution-generating impervious surface" means an impervious surface considered to be a significant source of pollutants in surface and stormwater runoff. Pollution-generating impervious surfaces include: (1) those surfaces subject to vehicular use or storage of erodible or leachable materials, wastes, or chemicals and that receive direct rainfall or the run-on or blow-in of rainfall; (2) covered parking areas if runoff from uphill could regularly run through them or if rainfall could regularly blow in and wet the~~

~~pavement surface; and (3) metal roofs, unless they are treated to prevent leaching. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.325 Pollution-generating pervious surface.**~~

~~"Pollution-generating pervious surface" means a nonimpervious surface considered to be a significant source of pollutants in surface and stormwater runoff. Pollution-generating pervious surfaces include surfaces subject to the use of pesticides and fertilizers, to the use or storage of erodible or leachable materials, wastes or chemicals or to the loss of soil. Examples of pollution-generating pervious surfaces include, but are not limited to, the lawn and landscaped areas of residential or commercial sites, golf courses, parks, sports fields, and grassed modular grid pavement installed in compliance with the stormwater manuals. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.330 Preapplication.**~~

~~"Preapplication" means the meeting(s) or form(s) used by an applicant for a development permit to present initial project intentions to the Department of Community Development or its successor agency. "Preapplication" does not mean application. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.335 Premises.**~~

~~"Premises" means any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.340 Project.**~~

~~"Project" means any proposed action to alter or develop a site that may also require drainage review. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.345 Project site.**~~

~~"Project site" means the portion of a site and any off-site areas subject to proposed project activities, alterations and improvements including those required by this title. (Ord. 13-09 § 2 (Exh. 1))~~

13.05.350 Public sewer.

"Public sewer" means any sewer or appurtenant facility other than a side sewer, either owned or operated by or within the jurisdiction of the City of Covington. (Ord. 13-09 § 2 (Exh. 1))

13.05.355 Public water system.

"Public water system" means any water system except one serving only one single-family residence. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.360 Rate category.**~~

~~"Rate category" means the classification given to a parcel in the service area based upon the type of land use on the parcel and the percentage of impervious surface area contained on the parcel. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.365 Redevelopment project.**~~

~~"Redevelopment project" means a project that proposes one or more of the following modifications to a site that is already substantially developed (35 percent or more existing impervious surface coverage):~~

~~(1) The creation or addition of impervious surfaces;~~

~~(2) The expansion of a building footprint or addition or replacement of a structure;~~

~~(3) Structural development including construction, installation, or expansion of a building or other structure;~~

~~(4) Replacement of impervious surface that is not part of a routine maintenance activity;~~

~~(5) Land development activity; or~~

~~(6) Improvements to a previously developed site, regardless of existing impervious surface coverage, that cost $100,000 or more~~. ~~(Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.370 Replaced impervious surface.**~~

~~"Replaced impervious surface" means: (1) for structures, the removal and replacement of any exterior impervious surfaces or foundations; and (2) for other impervious surfaces, the removal down to bare soil or base course and replacement. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.375 Residence.**~~

~~"Residence" means a building designed and/or used to house a single family. The definition of "residence" shall include trailers on an individual lot and condominium units. (Ord. 13-09 § 2 (Exh. 1))~~

13.05.380 Residential customer equivalent.

"Residential customer equivalent (RCE)" means each 900 cubic feet of water used or metered sewage flow shall be considered as one residential customer equivalent. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.385 Residential parcel.**~~

~~"Residential parcel" means any parcel, which contains no more than three residences or three residential units, which are within a single structure, and is used primarily for residential purposes. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.390 Runoff.**~~

~~"Runoff" means that portion of water originating from rainfall and other precipitation that flows over the surface or just below the surface from where it fell and is found in drainage facilities, rivers, streams, springs, seeps, ponds, lakes and wetlands as well as shallow groundwater. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.395 Salmon conservation plan.**~~

~~"Salmon conservation plan" means a plan and all implementing regulations and procedures including, but not limited to, land use management adopted by ordinance, capital projects, public education activities and enforcement programs for conservation and recovery of salmon within a water resource inventory and are designated by the State under WAC 173-500-040. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.400 Service area.**~~

~~"Service area" means the incorporated areas of the City of Covington. (Ord. 13-09 § 2 (Exh. 1))~~

13.05.405 Sewage.

"Sewage" means water-carried waste discharged from the sanitary facilities of buildings occupied or used by people. (Ord. 13-09 § 2 (Exh. 1))

13.05.410 Side sewer.

"Side sewer" means any sewer line used or installed by any person to conduct waste from any property to a public sanitary sewer. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.415 Site.**~~

~~"Site" means a single parcel, or two or more contiguous parcels that are under common ownership or documented legal control, used as a single parcel for a proposed project for purposes of applying for authority from the City of Covington to carry out a proposed project. For projects located primarily within dedicated rights-of-way, "site" includes the entire width of right-of-way subject to improvements proposed by the project. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.420 Source control BMP.**~~

~~"Source control BMP" means a BMP intended to prevent contaminants from entering surface and stormwater or groundwater including the modification of processes to eliminate the production or use of~~

~~contaminants. Source control BMPs may be either structural or nonstructural. Structural source control BMPs involve the construction of a physical structure on site or other type of physical modification to a site. An example of a structural source control BMP involves the modification or addition of managerial or behavioral practices. Nonstructural source control BMPs involve the modification of or addition of managerial or behavioral practices. An example of a nonstructural source control BMP is using less toxic alternatives to current products or sweeping parking lots. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.425 Standard specifications.~~

~~"Standard specifications" means the Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction, current edition, and any subsequent amendments. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.430 State waste discharge permit.~~

~~"State waste discharge permit" means an authorization, license, or equivalent control document issued by the Washington State Department of Ecology in accordance with Chapter 173-216 WAC. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.435 Storm drainage system.~~

~~"Storm drainage system" means publicly owned facilities, including the City's municipal separate storm sewer system, by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and/or detention facilities, natural and human-made or altered drainage channels, reservoirs, or other drainage structures. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.440 Stormwater.~~

~~"Stormwater" means runoff during and following precipitation and snowmelt events, including surface runoff and drainage. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.445 Stormwater compliance plan.~~

~~"Stormwater compliance plan" means a plan or study and all regulations and procedures that have been adopted by the City to implement the plan or study, including, but not limited to, capital projects, public education activities, and enforcement programs for managing stormwater quantity and quality discharged from the City's municipal separate storm sewer system in compliance with the NPDES permit program. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.450 Stormwater management facilities.~~

~~"Stormwater management facilities" or "stormwater facilities" means constructed facilities that collect, convey, treat, detain, or retain stormwater. Stormwater management facilities may include such elements as catch basins, manholes, pipes, LID BMPs, detention ponds, retention ponds, or other elements. Stormwater management facilities may be located on private parcels or on public easements or rights-of-way. Stormwater management facilities also include conveyance systems and drainage facilities as defined in this chapter. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.455 Stormwater manuals.~~

~~"Stormwater manuals" means the manuals, regulations, and standards adopted in CMC 13.25.020. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.460 Stormwater Pollution Prevention Plan (SWPPP).~~

~~"Stormwater Pollution Prevention Plan" or "SWPPP" means a document that describes the best management practices and activities to be implemented by the property owner to identify sources of pollution or contamination at a premises, and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.465 Subbasin.~~

~~"Subbasin" means a geographic area that drains to a stream or water body named and noted on common maps, and that is contained within a basin of the stream or water body. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.470 Subsurface fluid distribution system.~~

~~"Subsurface fluid distribution system" means an assemblage of perforated pipes, drain tiles, or other similar mechanisms intended to distribute fluids below the surface of the ground. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.475 Surface and stormwater.~~

~~"Surface and stormwater" means water originating from rainfall and/or other precipitation or discharges from seeps or springs that is found on ground surfaces and in drainage facilities, rivers, streams, springs, seeps, ponds, lakes and wetlands as well as shallow groundwater. (Ord. 13-09 § 2 (Exh. 1))~~

~~13.05.480 Surface and stormwater management services.~~

~~"Surface and stormwater management services" means the services provided by the Public Works Department, including, but not limited to, basin planning, facilities maintenance, regulation, financial administration, public involvement, drainage investigation and enforcement, aquatic resource restoration, surface and stormwater quality and environmental monitoring, natural surface water drainage system planning, intergovernmental relations and facility design and construction. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.485 Surface and stormwater management system.**~~

~~"Surface and stormwater management system" means constructed stormwater facilities and any natural surface water drainage features that do any combination of collection, storing, controlling, treating or conveying surface and stormwater. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.490 Surface water.**~~

~~"Surface water" means all water naturally open to the atmosphere (rivers, lakes, reservoirs, streams, impoundments, seas, estuaries, etc.) and all springs, wells, or other collectors which are directly influenced by surface water. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.495 Treatment BMP.**~~

~~"Treatment BMP" means a BMP intended to remove contaminants once they are already contained in stormwater. Examples of treatment BMPs include but are not limited to oil/water separators, biofiltration swales, and wet settling facilities. (Ord. 13-09 § 2 (Exh. 1))~~

13.05.500 UIC rule.

"UIC rule" means the underground injection control rule promulgated by the Washington State Department of Ecology under Chapter 173-218 WAC, and any subsequent amendments thereto. (Ord. 13-09 § 2 (Exh. 1))

13.05.505 UIC well.

"UIC well" means one of the following: (1) a bored, drilled or driven shaft, or dug hole whose depth is greater than the largest surface dimension; (2) an improved sinkhole; or (3) a subsurface fluid distribution system. UIC wells must be registered by project owners with the Department of Ecology. (Ord. 13-09 § 2 (Exh. 1))

~~**13.05.510 Undeveloped parcel.**~~

~~"Undeveloped parcel" means any parcel which has not been altered from its natural state by the construction, creation or addition of impervious surface. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.515 Variance.**~~

~~"Variance" means a Department-approved adjustment in the application of the requirements of the stormwater manuals. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.520 Water quality treatment facility.**~~

~~"Water quality treatment facility" means a drainage facility designed to reduce pollutants once they are already contained in surface and stormwater runoff. A water quality treatment facility is the structural component of best management practices. When used singly or in combination, a water quality treatment facility reduces the potential for contamination of both surface and groundwater. (Ord. 13-09 § 2 (Exh. 1))~~

~~**13.05.525 Watershed.**~~

~~"Watershed" means a geographic region within which water drains into a particular river, stream, or body of water. (Ord. 13-09 § 2 (Exh. 1))~~

Chapter 13.30

SURFACE WATER MANAGEMENT PROGRAM

Sections:

13.30.010 Definitions.

Certain words and phrases used in this chapter, unless otherwise clearly indicated by their context, mean as follows. Unless otherwise defined in Chapter 18.20 CMC, the terms defined in the Design and Construction Standards are applicable. If there is conflict, the definitions in the in the Design and Construction Standards shall govern.

Formatte

(1) "Rate category" means the classification given to a parcel in the service area based upon the type of land use on the parcel and the percentage of impervious surface area contained on the parcel.

(2) "Surface and stormwater management services" means the services provided by the Public Works Department, including, but not limited to, basin planning, facilities maintenance, regulation, financial administration, public involvement, drainage investigation and enforcement, aquatic resource restoration, surface and stormwater quality and environmental monitoring, natural surface water drainage system planning, intergovernmental relations and facility design and construction.

(3) "Surface and stormwater management system" means constructed stormwater facilities and any natural surface water drainage features that do any combination of collection, storing, controlling, treating or conveying surface and stormwater.

Formatte

Chapter 17.15
ADMINISTRATION

17.15.160 Minimum subdivision and short subdivision improvements.

(1) Prior to final recording of a plat or short plat, the following minimum improvements shall be constructed consistent with the approved plans, except that the Director of Community Development may allow posting of a financial guarantee per this title and CMC Title 14, for that portion not completed, in the event that expiration of the plat or short plat is imminent or other extraordinary circumstances prevent the construction of such improvements.

(a) Drainage facilities and erosion control measures consistent with CMC Title 13.25~~, Division II~~;

(b) Water mains and hydrant installed and fire flow available, as required;

(c) ~~Roadways~~ Streets graded to all lots within the subdivision or short subdivision and capable of providing access per the City of Covington design and constructions standards adopted ~~-~~in Chapter 12.60 CMC~~and specifications , current edition;*~~

~~*Code reviser's note: The 2002 Design and Construction Standards and Specifications, as adopted by Ordinance 44-02, may be found on file at the City Clerk's Office.~~

Chapter 17.40
BOUNDARY LINE ADJUSTMENT/LOT CONSOLIDATION

17.40.020 Procedures and limitations of the boundary line adjustment process

Adjustment of boundary lines between adjacent lots shall be consistent with the following review procedures, limitations and requirements of CMC Title 12 and the design and construction standards adopted in Chapter 12.60 CMC~~and specifications of the City of Covington:*~~

~~*Code reviser's note: The 2002 Design and Construction Standards and Specifications, as adopted by Ordinance 44-02, may be found on file at the City Clerk's Office.~~

Chapter 18.20
TECHNICAL TERMS AND LAND USE DEFINITIONS

XXXXXXX Basin plan.

"Basin plan" means a plan and all implementing regulations and procedures including, but not limited to, capital projects, public education activities and land use management regulations adopted by ordinance for managing surface and stormwater within the basin.

XXXXXX Improvement.

"Improvement" means a permanent, manmade, physical change to land or real property including, but not limited to, buildings, streets, driveways, sidewalks, crosswalks, parking lots, water mains, sanitary and storm sewers, drainage facilities, and landscaping

18.20.732 Low impact development.

"Low impact development (LID)" is a stormwater management, site design and engineering approach that strives to mimic pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation, and transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed stormwater management practices that are integrated into a project design. Specific LID tools and standards are identified and referenced in Chapter 13.25 and Titles 12 and 18. ~~with a basic principle that is modeled after nature: manage rainfall at the source using uniformly distributed decentralized small-scale controls. LID's goal is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to its source. Specific LID tools and standards are identified in the Low Impact Development Technical Guidance Manual for Puget Sound, or other equivalent manual adopted by the City.~~

XXXXXX Parcel.

"Parcel" means the smallest separately segregated unit or plot of land having an identified owner, boundaries, and surface area which is documented for property tax purposes and given a tax lot number by the King County Assessor

XXXXXXX Person.

"Person" means any individual, firm, association, co-partnership, corporation, governmental agency or political subdivision, whether acting by themselves or as a servant, agent or employee.

XXXXX Preapplication.

"Preapplication" means the meeting(s) or form(s) used by an applicant for a development permit to present initial project intentions to the Department of Community Development or its successor agency. "Preapplication" does not mean application.

XXXXXX Premises.

"Premises" means any building, lot, parcel of land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips.

XXXXXX Residence.

"Residence" means a building designed and/or used to house a single family. The definition of "residence" shall include trailers on an individual lot and condominium units. (Ord. 13-09 § 2 (Exh. 1))

XXXXXX Service area.

"Service area" means the incorporated areas of the City of Covington. (Ord. 13-09 § 2 (Exh. 1))

18.20.~~975~~ 1232 ~~Regional storm~~ Stormwater management facility.**

"~~Regional s~~Storm-water management facility" means ~~a~~ constructed facilities that collect, convey, treat, detain or retain stormwater runoff. Stormwater Management facilities may include such elements as concrete gutters, catch basins, manholes, storm pipe, Low Impact Development Best Management Practices, detention or retention ponds as approved by the city's Stormwater Management Program. ~~surface water control structure installed in or adjacent to a stream or wetland of a basin or sub-basin by the Surface Water Management (SWM) Division or a project proponent. Such facilities protect downstream areas identified by SWM as having previously existing or predicted significant regional basin flooding or erosion problems.~~ (Ord. 42-02 § 2 (21A.06.975))

XXXXXXX Surface and Stormwater.

"Surface and stormwater" means water originating from rainfall and/or other precipitation or discharges from seeps or springs that is found on ground surfaces and in drainage facilities, rivers, streams, springs, seeps, ponds, lakes and wetlands as well as shallow groundwater

XXXXXXX Surface water.

"Surface water" means all water naturally open to the atmosphere (rivers, lakes, reservoirs, streams, impoundments, seas, estuaries, etc.) and all springs, wells, or other collectors which are directly influenced by surface water.

18.20.1013 Runoff.

"Runoff" "Runoff" means that portion of water originating from rainfall and other precipitation that flows over the surface or just below the surface from where it fell and is found in drainage facilities, rivers, streams, springs, seeps, ponds, lakes and wetlands as well as shallow groundwater. ~~means water not absorbed by the soil in the landscape area to which it is applied. (Ord. 42-02 § 2 (21A.06.1012))~~

XXXXXX Undeveloped parcel.

"Undeveloped parcel" means any parcel which has not been altered from its natural state by the construction, creation or addition of impervious surface.

XXXXXX Water quality treatment facility.

"Water quality treatment facility" means a drainage facility designed to reduce pollutants once they are already contained in surface and stormwater runoff. A water quality treatment facility is the structural component of best management practices. When used singly or in combination, a water quality treatment facility reduces the potential for contamination of both surface and groundwater. (Ord. 13-09 § 2 (Exh. 1))

Chapter 18.75
DEVELOPMENT STANDARDS – ADEQUACY OF PUBLIC FACILITIES AND SERVICES

18.75.050 Surface water management.

All new development shall be served by an adequate surface water management system as follows:

(1) The proposed system is adequate if the development proposal site is served by a surface water management system approved by the Department as being consistent with the design, operating and procedural requirements of the stormwater management manuals and CMC Title 13;

~~(2) For a subdivision, zone reclassification or urban planned development, the phased installation of required surface water management improvements shall be stated in the approving ordinance. Such phasing may require that a bond or similar security be deposited with the City of Covington; and~~

(~~3~~2) A design deviation or design variance request from the requirements of the stormwater manuals and CMC Title 13 shall be reviewed as set forth in CMC Title 13. ~~CMC 12.60.050 and does not require a variance from this title unless relief is requested from a building height, setback, landscaping or other development standard set forth in Chapters 18.30 through 18.80 CMC. (Ord. 13-09 § 37; Ord. 42-02 § 2 (21A.28.050))~~

18.75.060 Adequate streets.

(1) All new development shall be served by adequate ~~roads~~streets. Streets are adequate if the development's traffic impacts on surrounding public ~~roads~~ streets are acceptable under the level-of-service standards and the compliance procedures established in CMC Title 12.

(2) The ~~renewal of permits or the~~ issuance of a new permit for existing uses constitutes a new development proposal ~~only~~ if it will generate additional traffic above that currently generated by the use. Mitigation may be required under CMC Titles 12 and 19 to off-set level of service impacts as a result of additional traffic.

(3) A design deviation or design -variance request from the requirements ~~the road cross section or~~ CMC Title 12 and the Design and Construction ~~construction s~~Standards ~~established by CMC Title 12, Streets, Sidewalks and Bridges,~~ shall be reviewed as set forth in CMC ~~12.60.050~~ Chapter 12.60 CMC ~~and does not require a variance from this title unless relief is requested from a building height, setback, landscaping or other development standard set forth in Chapters 18.30 through 18.80 CMC.~~ (Ord. 42-02 § 2 (21A.28.060))

18.75.070 Adequate vehicular access.

All new development shall be served by adequate vehicular access as follows:

(1) The property upon which the development proposed is to be located has direct access to:

(a) A public ~~or private~~ street that meets City design and construction standards as adopted in Chapter 12.60 CMC- ~~and specifications or is formally declared acceptable by the City Engineer; or~~

(b) The property has access to such a street over a private driveway approved by the City;

(2) The proposed circulation system of ~~a proposed subdivision, short subdivision or binding site plan~~for a development proposal shall intersect with existing and anticipated streets abutting the site at safe and convenient locations, as determined by the Department and the City Engineer, and in accordance with the design and construction standards; and

(3) Every lot upon which one or more buildings are proposed to be erected or traffic-generating use is proposed to be established shall establish safe access as follows:

(a) Safe passage from the street right-of-way to building entrances for transit patrons and other pedestrians, in accordance with the City design and construction standards and specifications set forth in Chapter 18.31 CMC, as applicable and Chapter18.50 CMC;

(b) Direct access from the street right-of-way, fire lane or a parking space to any part of the property as needed to provide public services in accordance with adopted City design and construction

standards ~~and specifications~~ (e.g., fire protection, emergency medical service, mail delivery, ~~or~~ trash collection, etc.); and

(c) Direct access from the street right-of-way, driveway, alley or other means of ingress/egress approved by the City of Covington, to all required off-street parking spaces on the premises. (Ord. 42-02 § 2 (21A.28.120))~~*~~

~~*Code reviser's note: The 2002 Design and Construction Standards and Specifications, as adopted by Ordinance 44-02, may be found on file at the City Clerk's Office.~~

Chapter 18.110
COMMERCIAL SITE DEVELOPMENT PERMITS

18.110.050 Application of development standards.

(1) An application for site development permit shall be reviewed pursuant, but not limited, to this section, Chapter 43.21C RCW, SEPA, as implemented by Chapter 197-11 WAC; Chapter 13.25 CMC, Surface and Stormwater; Chapter 12.60 CMC, City of Covington Street
Standards; design and construction standards ~~and specifications~~, Chapter ~~15.05~~14.60 CMC, clearing and grading; Chapter 15.20 CMC, Fire Code; Chapter 16.10 CMC, state environmental policy act ~~procedures~~; CMC Title 18, Zoning; Chapter 16.05 CMC, Shoreline Management Plan; administrative rules; City tree ordinance; City approved utility plans; and compliance with Chapter 18.31 CMC.

(2) Lot-based standards, such as internal circulation, landscaping signage and setback requirements, are typically applied to each individual lot within the site. However, the Director may approve an application for commercial site development where such standards have been applied to the site as if it consisted of one parcel. Lot-based regulations shall not be waived altogether.

(3) The Director may modify lot-based or lot line requirements contained within the building, fire and other similar uniform codes adopted by the City, provided the site is being reviewed concurrently with a binding site plan application. (Ord. 10-10 § 3 (Exh. C); Ord. 20-07 § 133; Ord. 42-02 § 2 (21A.41.060))~~*~~

~~*Code reviser's note: The 2002 Design and Construction Standards and Specifications, as adopted by Ordinance 44-02, may be found on file at the City Clerk's Office.~~

Agenda Item 3

Covington City Council Meeting
Date: November 9, 2016

SUBJECT: CONSIDER A RESOLUTION AMENDING THE CITY'S FEE SCHEDULE FOR 2017.

RECOMMENDED BY: Richard Hart, Community Development Director

ATTACHMENT(S):

1. Resolution Amending Resolution No. 15-12 to Update the City's Fee Schedule for 2017.
    a. Exhibit A: Proposed 2017 Fee Schedule (Land Use, Development, Building Permit, Administrative, Transportation, and School Impact Fees Tables and Surface Water Management Rates)

PREPARED BY: Kelly Thompson, Sr. Permit Center Coordinator
Salina Lyons, Principal Planner

EXPLANATION:
This agenda item presents a proposed resolution (Attachment 1) with rate adjustments to the city's Fee schedule for 2017 (which includes land use, development, and building permit fees; administrative fees; and transportation impact fees). Annual adjustments to the city's Fee Schedule have historically been based on the Consumer Price Index of Seattle-Tacoma (CPI-W) on June to June of the previous year. Except for the specifically adjusted fees as outlined below, staff recommends that all fees in the current 2016 Fee Schedule be increased by 1.99% for 2017.

It is important to note that except for the hourly rate for city staff time, all other rates in the 2016 Fee Schedule were not increased by the CPI from June 2014- June 2015, which was 1.67%. Therefore, the 1.99% CPI increase for 2017 fee rates is being applied to the equivalent of 2015 fees.

Specifically Adjusted Development Fees
Staff has built upon on the 2008 Fee Study and staff time-tracking efforts to identify certain fee categories that need to be modified to align the fee with the actual costs of performing those review and inspection services. The fee categories outlined below have been adjusted based on an estimation of staff hours at the recommended 2017 hourly staff billable rate of $146. Some of the below fees have remained the same from 2016 and some have been increased.

1. Traffic Concurrency and Modeling (Schedule A): The fees shown in Schedule A were adopted in May 2012. Staff is recommending that Traffic Concurrency and Modeling Fees (Schedule A) not be included in the annual CPI adjustment and instead be amended at such time that the city's traffic engineering consultants, David Evans and Associates, proposes rate changes that affect how we cover our costs for traffic and concurrency modeling review (anticipated in 2017-2018).

2. Valuation Tables: The CPI was not applied to the valuation tables for clearing and grading, construction and maintenance inspections, building permits, plumbing permits, mechanical permits, and fire fees because the CPI will be reflected in the labor, materials, and contractor's time and profit (cost of the project), which is used to determine valuation.

3. Transportation Impact Fee: There is no proposed increase to the City's Transportation Impact Fees for 2017. Staff anticipates futures adjustments to traffic impact fees when staff evaluates the traffic concurrency program and associated transportation impact fees (2017-2018). Until then, staff is recommending no changes to the Transportation Impact Fees.

4. Technology Surcharge: No proposed change.

5. Business License Fee: No proposed change.

6. Surface Water Management Rates. Historically, the Surface Water Management rates were adopted through the annual fee resolution. In 2015, the fees were adopted by a separate resolution (Res. 14-18). At that time the council determined that the SWM rate would be increased by 5% annually and that fees would be reassessed in 6 years, or by 2021. SWM rates are incorporated in the 2017 Fee Resolution and show the 5% increase effective January 1, 2017.

7. School Impact Fees. The council adopted school impact fees via Ordinance 18-2016. These fees are adopted by reference in the 2017 Fee Resolution.

ALTERNATIVES:

1. Do not implement the standard inflation rate of 1.99% to the fees.
2. Adjust the Transportation Impact Fee average daily trip rate by 1.99% and adopt the fee resolution as proposed.
3. Direct staff to make any other changes.

FISCAL IMPACT:

The fees that have been adjusted upward by the standard CIP inflation factor and the associated fiscal impacts will vary based on the application type. The proposed individual fee changes as outlined above should have minimal cumulative fiscal impact on the overall development services budget.

CITY COUNCIL ACTION: ____Ordinance __X__Resolution ____Motion ___Other

Council member _____ moves, council member _____ seconds, to adopt a resolution, in substantial form as that attached hereto, amending Resolution No. 15-12 to update the City's Fee Schedule for 2017.

REVIEWED BY: Community Development Director
Finance Director
City Manager
City Attorney

RESOLUTION NO. 2016-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AMENDING RESOLUTION NO. 15-12 TO UPDATE THE CITY'S FEE SCHEDULE FOR 2017.

WHEREAS, certain sections of the Covington Municipal Code authorize the City of Covington ("City") to charge a fee for services; and

WHEREAS, the City Council of the City of Covington ("Council") desires to maintain administrative fees for certain products and services provided by City staff and established the City's Fee Schedule through Resolution No. 02-72 ("Fee Schedule"); and

WHERAS, since adoption, the City's Fee Schedule has been updated annually, and was last amended by Resolution No. 15-12 to adopt fees for 2016; and

WHEREAS, the Council has established a 100% cost recovery policy for land use, development, and building permits; and

WHEREAS, the Council desires to maintain transportation impact fees to fund capital improvements; and

WHEREAS, the Council desires to modify the City's Fee Schedule for 2017 to reflect the actual staff time and cost to the City for providing those services, as well as to make other minor changes; and

WHEREAS, except as provided for below, the Council desires to apply a 1.99% cost of living adjustment to the City's Fee Schedule for 2017, based on the CPI-W Seattle-Tacoma June to June Index published by the Bureau of Labor Statistics for the period 2015-2016 ("2017 CPI"); and

WHEREAS, the Council does not desire to apply the 2017 CPI to the City's fees for Integrated Traffic Concurrency Modeling and Traffic Analysis Report (Section I.A.1), Schedule A, as these fees will be amended upon completion of the City's traffic model program anticipated to be completed in 2017-2018; and

WHEREAS, the Council does not desire to apply the 2017 CPI to the valuation tables for clearing and grading, construction and maintenance inspections, building permits, plumbing permits, mechanical permits, and fire fees because the 2017 CPI will be reflected in the labor, materials, and contractor's overhead and profit (cost of the project), which is used to determine valuation; and

WHEREAS, the Council does not desire to apply the 2017 CPI to the Technology Surcharge or Business Licensing Fees; and

WHEREAS, Chapter 13.30 of the Covington Municipal Code (CMC) authorizes the Council to collect Surface Water Management fees; and

WHEREAS, pursuant to Resolution No. 14-18, the Council desires to increase Surface Water Management fees by five percent (5%) annually until 2021; and

WHEREAS, the Council passed Ordinance No. 18-16, which adopts the Kent School District Six-Year Capital Facilities Plan for 2017-2022 and authorizes collection of school impact fees at the rate identified therein for 2017, which fees may be adopted by reference in the City's Fee Schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. **Adoption of 2017 Fees.** The City of Covington's Fee Schedule, as originally adopted by Resolution No. 02-72 and last amended by Resolution No. 15-12, is hereby amended pursuant to Exhibit "A", attached hereto and incorporated fully herein by this reference as if fully set forth, to reflect the updated Fee Schedule for 2017.

Section 2. **Adoption of 2017 Surface Water Management Fees**. The City of Covington's Surface Water Management fees, as originally adopted by Resolution No. 14-18 and last amended by Resolution No. 15-12 as included in the City's Fee Schedule, are hereby amended pursuant to Exhibit "A", attached hereto and incorporated fully herein by this reference as if fully set forth, to reflect the updated Surface Water Management fees for 2017.

Section 3. **Fee Waiver.** The city manager shall have the right to waive all or part of any fee in the City's Fee Schedule if deemed in the best interest of the City.

Section 4. **Corrections.** Upon approval of the city attorney, the city clerk is authorized to make necessary corrections to this resolution, including the correction of clerical errors.

Section 5. Effective Date. The amendments adopted in Sections 1 and 2 of this resolution shall take effect on January 1, 2017.

ADOPTED in an open and regular session of the City Council of the City of Covington, Washington, on this 9th day of November 2016, and signed in authentication thereof.

_____

ATTESTED: MAYOR JEFF WAGNER

_____

Sharon Scott, City Clerk

APPROVED AS TO FORM ONLY:

_____

Sara Springer, City Attorney

EXHIBIT A

2017 CITY OF COVINGTON FEE NOTEBOOK

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DEVELOPMENT AND PERMIT CHARGES

I. DEVELOPMENT FEES

A. Integrated Traffic Concurrency Modeling and Reports

1. Integrated Traffic Concurrency Modeling and Traffic Analysis Reports	See Schedule A	2016 Fee	2017 Fee	101.000.345.83.00.05
2. Supplemental Traffic Review			Actual Cost	
3. Request for Extension of Concurrency and Traffic Report Approval		415.73	424	101.000.345.83.00.05
4. Request for an individually-determined transportation impact fee		421.94	430	101.000.345.83.00.05
5.Traffic Concurrency Appeal			584	
PLUS consultant costs	Billed separately			

B. Pre-application Conferences/Use Determinations

1. Pre-application conference	750.80	766	130.000.322.90.00.00
2. Downtown permitted use determination	700.13	714	130.000.345.81.01.00

C. Residential Land Development

1. Short Subdivisions			130.000.345.81.00.00
a. Preliminary application review fees	11,728.49	11,962	130.000.345.81.00.00
b. Request for extension	276.00	281	130.000.345.81.00.00
c. Final short plat	5,827.83	5,944	130.000.345.81.00.00
d. Alteration to recorded short plat	1,650.93	1,684	130.000.345.81.00.00
e. Vacation of short plat	769.83	785	130.000.345.81.00.00
f. Affidavit of correction	492.65	502	130.000.345.81.00.00
2. Subdivisions			130.000.345.81.00.00
a. Preliminary application review fees	26,496.84	27,024	130.000.345.81.00.00
PLUS per lot fee	303.48	310	130.000.345.81.00.00
b. Major revision to approved preliminary subdivision	6,927.44	7,065	130.000.345.81.00.00
c. Request for extension	276.17	282	130.000.345.81.00.00
d. Final subdivision			130.000.345.81.00.00
(i) Final subdivision fee	9,895.47	10,092	130.000.345.81.00.00
PLUS per lot fee	83.96	86	130.000.345.81.00.00
(ii) Subdivision alteration	2,199.22	2,243	130.000.345.81.00.00
e. Vacation of plat	769.83	785	130.000.345.81.00.00
f. Affidavit of correction	492.65	502	130.000.345.81.00.00

D. Commercial Development	2016 Fee	2017 Fee	
1. Commercial Site Development Permit (includes multifamily)	12,827.09	13,082	130.000.345.81.01.00
2. Binding Site Plan			
a. Binding site plan	13,438.09	13,706	130.000.345.81.01.00
b. Binding site plan, in conjunction with commercial site development permit	1,094.55	1,116	130.000.345.81.01.00
c. Alteration of binding site plan	13,438.09	13,706	130.000.345.81.01.00
d. Vacation of binding site plan	13,438.09	13,706	130.000.345.81.01.00
3. Condominium Survey Map Review	1,118.96	1,141	130.000.345.81.01.00

E. Boundary Line Adjustment			
Request for boundary line adjustment	918.53	937	130.000.345.81.00.02

F. Environmental Review			
1. State Environmental Policy Act (SEPA) Review			130.000.345.89.00.00
a. Environmental checklist & Threshold Determination	1,125.16	1,148	130.000.345.89.00.00
b. Determination of Significance (DS) Threshold determination	5,625.82	5,738	130.000.345.89.00.00
PLUS hourly fee to review EIS (Required when review exceeds 40 staff hours)	142.99	146	130.000.345.89.00.00
c. SEPA Threshold Determination Amendment	703.23	717	130.000.345.89.00.00
d. SEPA Determination of Consistency Review (Planned Actions)	2,116.16	2,158	130.000.345.89.00.00
e. Subarea Plan - Planned Action Ordinance	2,116.00	2,158	130.000.322.90.00.00
PLUS hourly fee when review exceeds 15 hours	143.00	146	130.000.322.90.00.00
2. Critical Area Review Fees			
a. Reviews associated with single-family residential building permits, shoreline permits, boundary line adjustments, right-of-way permits, variances, partial critical area exemptions, and individual grading permits.	939.02	958	130.000.322.90.00.00
b. Reviews associated with commercial and/or multifamily building permits, commercial site development, subdivisions, short subdivisions, rezones, and conditional use permits to be collected as follows:			130.000.322.90.00.00
(i) at time of application	2,185.18	2,229	130.000.322.90.00.00
(ii) at time of engineering review	1,092.07	1,114	130.000.322.90.00.00
(iii) at commencement of monitoring	2,093.14	2,135	130.000.322.90.00.00
c. If critical area review not covered under (a) or (b)	Same fees as (a) above		130.000.322.90.00.00
PLUS hourly fee	142.99	146	130.000.322.90.00.00
d. Critical area exceptions/reasonable use	2,607.11	2,659	130.000.322.90.00.00
3. Flood Damage Prevention Variance	1,118.96	1,141	130.000.322.90.00.00

G. Parking Demand/Trip Reduction	2016 Fee	2017 Fee	
1. Parking Management Plan Review Fee	280.26	286	130.000.345.81.01.00
2. Commute Trip Reduction			
a. Program review	142.99	146	130.000.345.81.01.00
b. Request for extension	142.99	146	130.000.345.81.01.00
c. Request for modification	142.99	146	130.000.345.81.01.00

H. Engineering Review			
1. Engineering Plan Review Fees			
a. Short subdivision			
(i) Base fee	6,348.48	6,475	130.000.345.83.00.01

(ii) Resubmittal or revision, each occurrence			
Base fee	142.99	146	130.000.345.83.00.01
PLUS hourly fee	142.99	146	130.000.345.83.00.01
b. Subdivision			
(i) Application plan review			
Base fee	8,281.54	8,446	130.000.345.83.00.01
PLUS per lot fee	65.15	66	130.000.345.83.00.01
(ii) Resubmittal or revision, each occurrence			
Base fee	142.99	146	130.000.345.83.00.01
PLUS hourly fee	142.99	146	130.000.345.83.00.01
c. Commercial/multifamily			
(i) Base fee	5,620.65	5,733	130.000.345.83.00.01
(ii) Resubmittal or revision, each occurrence			
Base fee	142.99	146	130.000.345.83.00.01
PLUS hourly fee	142.99	146	130.000.345.83.00.01
2. Engineering Design Review			
a. Design and Construction Standards design deviation (Type 1)	419.87	428	130.000.345.83.00.01
b. Design and Construction Standards design variance (Type 2)	700.13	714	130.000.345.83.00.01
3. Drainage Review Fees			
a. Drainage plan review	142.99	146	130.000.345.83.00.01
b. Storm water Manual design deviation (Type 1)	419.87	428	130.000.345.83.00.01
c. Storm water Manual design variance (Type 2)	820.09	836	130.000.345.83.00.01

I. Clearing and Grading

1. Clearing and Grading Permit Plan Review Fees

a. The Clearing and Grading fee shall be calculated by adding applicable amounts from Clearing and Grading Fee Tables. 130.000.345.83.00.01

Clearing Fee Table

Clearing Fee (ac)		Fee			Plus Per/1 ac over Min
Min	Max	Min			
-	1	$ 680.00			$ -
1	10	680.00			48.00
10	40	1,112.00			32.00
40	120	2,702.00			16.00
120	-	3,352.00			3.00

Grading Fee Table

Grading Volume (cv)		Fee			Plus Per/100 cv over Min
Min	Max	Min			
-	50	$ 408.00			$ -
50	100	408.00			48.00
100	1,000	432.00			32.00
1,000	10,000	720.00			16.00
10,000	100,000	2,160.00			3.00
100,000	-	4,860.00			0.30

	2016 Fee	2017 Fee	
b. Plan revision fee			
Base fee, each occurrence	416.77	425	130.000.345.83.00.01
PLUS hourly fee	142.99	146	130.000.345.83.00.01
2. Grading Permit Fee Reductions			
Grading fee reduction for projects reviewed in conjunction with building permits, subdivisions or short subdivisions	0.30		130.000.345.83.00.01
3. Grading Permit Extension Fee (180 days)		146	130.000.345.83.00.01
4. Tree Removal and Clearing Fees			
a. Minor tree removal	278.19	284	130.000.322.90.00.00
b. Major tree removal	835.60	852	130.000.322.90.00.00
c. Tree Departure/Modification		438	130.000.322.90.00.00

J. Construction Inspection

1. Construction and Maintenance Inspection Fee Table

Bond Quantity Worksheet		Fee			Plus Per/1,000 over BQW Min
Min	Max	Min			
$ -	$ 100,000.00	$ 5,168.00			$ 40.80
100,000.00	500,000.00	9,248.00			$ 34.00
500,000.00	1,000,000.00	22,848.00			$ 27.20
1,000,000.00	+	36,448.00			$ 27.40

	2016 Fee	2,017	
2. Landscape Installation Inspection	286.00	292	130.000.342.40.00.01
3. Bond Release	286.00	292	130.000.342.40.00.01
3. Request for Extension of Performance Guarantee	279.22	285	130.000.342.40.00.01
4. Inspection outside of business hours on weekdays	142.99	146	130.000.342.40.00.01
Billed at 2 hour minimum	143.00	146	130.000.342.40.00.01
5. Inspection on weekend/holidays			130.000.342.40.00.01
Billed at 4 hour minimum	143.00	146	130.000.342.40.00.01

K. Re-inspections and Missed Appointments (Construction, Planning, Engineering, Fire)

Re-inspection fees will be assessed at **$146 per occurrence** when an inspection has been requested or is required and (1) the previous inspection correction items are not complete, and/or (2) access to the site is not provided, and/or (3) approved plans are not on-site.

L. Latecomers' Agreements

	2016 Fee	2017 Fee	
1. Application Fee			
a. Latecomer's costs $20,000 or less	580.16	592	130.000.322.90.00.00
b. Latecomer's costs $21,001-$100,000	1,160.33	1,183	130.000.322.90.00.00
c. Latecomer's costs more than $100,000	2,320.65	2,367	130.000.322.90.00.00
2. Review by City Engineer; 4-hour deposit required	142.99	146	130.000.322.90.00.00
3. Processing fee	142.99	146	130.000.322.90.00.00
4. Segregation Processing Fee	142.99	146	130.000.322.90.00.00

M. Shoreline Management Fees

1. Substantial Development Permit — 130.000.322.90.00.00

a. **Total Cost of Proposed Development**

Total Cost of Proposed Development	Fee
$5,001 - 10,000	$ 1,652.00
$10,001 - 100,000	3,303.00
$100,001 - 500,000	8,254.00
$500,001 - 1,000,000	12,378.00
$1,000,000+	16,501.00

	2016 Fee	2017 Fee	
b. Single-family Joint-Use Dock	3,746.76	3,821	130.000.322.90.00.00
2. Shoreline Conditional Use Permit	13,113.13	13,374	130.000.322.90.00.00
3. Shoreline Variance			
Up to $10,000 project value	3,871.89	3,949	130.000.322.90.00.00
Over $10,000 project value	10,242.31	10,446	130.000.322.90.00.00
4. Shoreline Environment Redefinition			
Base fee	19,252.93	19,636	130.000.322.90.00.00
PLUS per shoreline lineal foot	39.30	40	130.000.322.90.00.00
Maximum charge	72,191.51	73,628	130.000.322.90.00.00
5. Shoreline Exemption	282.00	288	130.000.322.90.00.00
6. Supplemental Fees			
a. Request for extension, calculated as % of original permit	20%	20%	130.000.322.90.00.00
b. Revision, as % of original permit	20%	20%	130.000.322.90.00.00
c. Surcharge when public hearing required, as % of original permit	12%	12%	130.000.322.90.00.00
Minimum charge	3,995.99	4,076	130.000.322.90.00.00
d. Compliance investigation not to exceed cost of permit (including travel time)	142.99	146	130.000.322.90.00.00

N. Administrative Fees

1. Administrative fee for school impact fees, per residential unit	70.32	72	130.000.345.89.00.05
2. Administrative fee for development permits subject to transportation impact fees, per lot	70.32	72	130.000.345.89.00.05
3. Impact Fee Deferral Program Application		292	

O. Consultant Pass-Through Fees

In the review of a land-use permit application, including but not limited to environmental (SEPA) review, the City may determine that such review requires the review of the City Attorney. In addition to the above development fees that an applicant is required to submit, the applicant shall also be responsible for reimbursing the City for the cost of professional consultant services if the City determines that such services are necessary to complete its review of the application submittal. The City may also require the applicant to deposit an amount with the City which is estimated, at the discretion of the Community Development Director, to be sufficient to cover anticipated costs of retaining professional consultant services and ensure reimbursement to the City for such costs.

1. Consultant costs	Actual Cost
2. Administrative fee	10% of actual consultant costs

P. City Attorney Review

The City may determine that a land-use application requires the City Attorney's review. In addition to the development fees that an applicant is required to submit, the applicant shall also be responsible for reimbursing the City for the attorney’s billable hourly rate. The City may require the applicant to deposit an amount with the City which is estimated, at the discretion of the Community Development Director, to be sufficient to cover anticipated cost of attorney services and ensure reimbursement to the City for such costs.

1. Attorney's billable hourly rate	Actual Cost

Traffic Review Fee Table/ SCHEDULE A

Per Council Direction 1/10/2012

Formula 1 - SMALL Developments

Formula: Total Fee = Base Fee + Rate per Unit * DevelopmentUnits

If calculated fee is **MORE** than $10,563 use formula for Large Developments instead

Land Use Category	Typical examples or indicators	Development Unit	(a) Base Fee1	(b) Rate1 Per Unit	(c) Enter Development Size	(a)+(b)*(c) Calculate Total Fee	MAXIMUM No. of Units for this formula
RESIDENTIAL							
Residential - independent living	Single family, apartments, townhomes, condos	DU	$ 2,437.50	$ 81.25		$0	100
Assisted living facilities	Residents don't drive; caregivers are employed	***bed***	$ 2,437.50	$ 20.31		$0	400
RETAIL BUSINESS							
Small Retail < 10KSF	Restaurants, banks, mini-mart [1]	1000sf	$ 2,437.50	$812.50		$0	10
General Retail 10KSF-200KSF	Most stores, small shopping centers	1000sf	$ 2,437.50	$203.13		$0	40
Large Retail >200ksf	Most shopping centers, superstores				use other table	use other table	NA
Day care	Child-care facilities	1000sf	$ 2,437.50	$203.13		$0	40
Medical facilities - all	Clinic, hospital, dental, veterinary	1000sf	$ 2,437.50	$203.13		$0	40
Hotel, motel by size	All types of rooms for rent	1000sf	$ 2,437.50	$ 81.25		$0	100
Automotive services	Gas station, car wash, quick lube, tire store [1]	***vehicle servicing position***	$ 2,437.50	$203.13		$0	40
NONRETAIL BUSINESS							
Office	Workers at desks	1000sf	$ 2,437.50	$101.56		$0	80
Industrial	Workers on shop floor	1000sf	$ 2,437.50	$101.56		$0	80
Education	Schools, colleges	1000sf	$ 2,437.50	$101.56		$0	80
Warehouse	Storage with minimal employment	1000sf	$ 2,437.50	$ 20.31		$0	400
OTHER							
Church, theater	Large space used in off-hours	1000sf	$ 2,437.50	$ 61.10		$0	133
Recreation bldg	Health club, community center	1000sf	$ 2,437.50	$ 81.25		$0	100
Movie theater	single or multi-screen	1000sf	$ 2,437.50	$ 81.25		$0	100
Recreation land	Golf course, park	***acre***	$ 2,437.50	$ 20.31		$0	400
Marina	Moorage for boats	***slip***	$ 2,437.50	$ 12.19		$0	667
Park & Ride	Transit related car parking	***stall***	$ 2,437.50	$ 61.10		$0	133
SPECIAL CASES							
Not specified above	Use rate per peak hour trip	***pk hr trip***	$ 2,437.50	$ 81.25		$0	100

[1] *If vehicle servicing is secondary to convenience market or fast food business, use small retail rate above for building space only*

Fee schedule is based on typical trip generation rates, standardized across groups of similar land use categories

Formula 2 - LARGE Developments

Fee = Base Fee + Rate per Unit * DevelopmentUnits

If calculated fee is **LESS** than $10,563, use formula for Small Developments instead

Land Use Category	Typical examples or indicators	Development Unit	(a) Base Fee1	(b) Rate1 Per Unit	(c) Enter Development Size	(a)+(b)*(c) Calculate Total Fee	MINIMUM No. of Units for this formula
RESIDENTIAL							
Residential - independent living	Single family, apartments, townhomes, condos	DU	$ 6,500.00	$ 40.63		$0	100
Assisted living facilities	Residents don't drive; caregivers are employed	***bed***	$ 6,500.00	$ 10.16		$0	400
RETAIL BUSINESS							
Small Retail < 10KSF	Restaurants, banks, mini-mart [1]	1000sf	$ 6,500.00	$ 406.25	use other table	use other table	NA
General Retail 10KSF-200KSF	Most stores, small shopping centers	1000sf	$ 6,500.00	$101.57		$0	40
Large Retail >200ksf	Most shopping centers, superstores	1000sf	$ 6,500.00	$ 18.75		$0	200
Day care	Child-care facilities	1000sf	$ 6,500.00	$101.57		$0	40
Medical facilities - all	Clinic, hospital, dental, veterinary	1000sf	$ 6,500.00	$101.57		$0	40
Hotel, motel by size	All types of rooms for rent	1000sf	$ 6,500.00	$ 40.63		$0	100
Automotive services	Gas station, car wash, quick lube, tire store [1]	***vehicle servicing position***	$ 6,500.00	$101.57		$0	40
NONRETAIL BUSINESS							
Office	High density employment	1000sf	$ 6,500.00	$ 50.78		$0	80
Industrial	Low density employment	1000sf	$ 6,500.00	$ 50.78		$0	80
Education	Schools, colleges	1000sf	$ 6,500.00	$ 50.78		$0	80
Warehouse	Storage with minimal employment	1000sf	$ 6,500.00	$ 10.16		$0	400
OTHER							
Church, theater	Large space used in off-hours	1000sf	$ 6,500.00	$ 30.55		$0	133
Recreation bldg	Health club, community center	1000sf	$ 6,500.00	$ 40.63		$0	100
Movie theater	single or multi-screen	1000sf	$ 6,500.00	$ 40.63		$0	100
Recreation land	Golf course, park	***acre***	$ 6,500.00	$ 10.16		$0	400
Marina	Moorage for boats	***slip***	$ 6,500.00	$ 6.10		$0	667
Park & Ride	Transit related car parking	***stall***	$ 6,500.00	$ 30.55		$0	133
SPECIAL CASES							
Not specified above	Use rate per peak hour trip	***pk hr trip***	$ 6,500.00	$ 40.63		$0	100

[1] *If vehicle servicing is secondary to convenience market or fast food business, use small retail rate above for building space only*

Fee schedule is based on typical trip generation rates, standardized across groups of similar land use categories

ZONING AND LAND USE FEES

II. ZONING AND LAND USE FEES

A. Zoning Fees

		2016 Fee		2017 Fee	
1. Annexation Petitions and Election Requests[2]					
Base Fee		13,603.32	$	13,874	130.000.345.81.00.01
PLUS per acre		81.70	$	83	130.000.345.81.00.01
2. Comprehensive Plan Amendment		4,061.14	$	4,142	130.000.345.81.00.01
(includes $500 non-refundable docketing fee)					
PLUS consultant costs if accepted by Planning Commission	Billed separately				
3. Development Regulation Amendment		3,480.98	$	3,550	130.000.345.81.00.01
(includes $500 non-refundable docketing fee)					
PLUS consultant costs if accepted by Planning Commission	Billed separately				
4. Land Use Written Determination/Certification[1]					
Type 1 decision letter		439.52	$	448	130.000.322.90.00.00
5. Development Agreement Fee		4,232.32	$	4,317	130.000.322.90.00.00
Plus hourly fee exceeding 30 hours of staff time		143.00	$	146	130.000.322.90.00.00
6. Zoning Map Amendment/Re-zone		3,481.00	$	3,550	130.000.345.81.00.01
(includes $500 non-refundable docketing fee)					

1. Some written determinations may require additional consultant pass-through costs as authorized by the Covington Municipal Code.
2. Fee does not include any costs associated with development of Sub-Area Plans and development regulations.

B. Conditional Use Permits

	2016 Fee		2017 Fee	
1. Conditional Use Permit (CUP)				
a. CUP (stand alone permit)	10,515.58	$	10,725	130.000.322.90.00.00
b. CUP w/ Commercial Site Development	2,992.31	$	3,052	130.000.322.90.00.00
c. Amendment to CUP	3,677.17	$	3,750	130.000.322.90.00.00

C. Temporary Use/Re-use of a Facility

1. Temporary Use Permit	279.22	$	285	130.000.322.90.01.00
2. Re-use of Closed Public School Facilities	1,869.76	$	1,907	130.000.322.90.00.00

D. Zoning Variance/Downtown Design Departure/Appeals	2016 Fee		2017 Fee	
1. Zoning Variance (Type 3)	7,032.28	$	7,172	130.000.322.90.00.00
2. Design Departure from the City of Covington Design Guidelines and Standards	288.29	$	294	130.000.322.90.01.00
3. Appeals to Hearing Examiner	657.72	$	671	130.000.345.81.00.04

E. Sign Permits				
1. Sign Permits				
a. Freestanding sign, each	626.70	$	639	130.000.322.14.00.00
b. Wall-mounted sign (up to 3)	423.23	$	432	130.000.322.14.00.00
Additional per sign over 3 signs	142.99	$	146	130.000.322.14.00.00
c. Temporary sign permit	142.99	$	146	130.000.322.14.00.00
2. Sign Variance	7,032.28	$	7,172	130.000.322.14.00.00

F. Wireless Communications Facilities				
1. Wireless Communications Facilities (WCF)				
a. WCF - Type 1	420.90	$	429	130.000.322.15.00.00
b. WCF - Type 2 Administrative	1,541.93	$	1,573	130.000.322.15.00.00
c. WCF - Type 3 - New WCF Tower or Height Waiver	2,021.78	$	2,062	130.000.322.15.00.00

G. Multifamily Tax Exemption Fees				
1. Multifamily property tax exemption application	806.64	$	823	130.000.345.81.00.03
2. Amendment of approved contract	560.51	$	572	130.000.345.81.00.03
3. Extension time for the conditional tax exempt certificate	280.26	$	286	130.000.345.81.00.03
4. Application for final certificate of tax exemption	806.64	$	823	130.000.345.81.00.03

1. If approved, applicant is responsible for processing fee for filing with King County Department of Records and Elections.

H. General Land Use/Miscellaneous				
1. General Land Use (where otherwise not defined)				
Base fee		$	438	130.000.322.90.01.00
PLUS hourly fee		$	146	
2. Farm Conservation Plan		$	438	

I. Other Services (per hour fee)	142.99	$	146	130.000.322.90.01.00

III. RIGHT-OF-WAY FEES			
A. Right-of-Way Use Permit[1]	2016 Fee	2017 Fee	
Up to 300 lineal feet	451.94	461	130.000.322.40.00.00
Over 300 lineal feet	713.48	728	130.000.322.40.00.00
PLUS $2.00 per foot over 300 lineal feet			130.000.322.40.00.00
B. Right-of-Way Use Permit Extension			
Up to 300 lineal feet	451.94	461	130.000.322.40.00.00
Over 300 lineal feet	713.48	728	130.000.322.40.00.00
PLUS $2.00 per foot over 300 lineal feet			130.000.322.40.00.00
C. Right-of-Way Use - Non-Construction	143.00	146	130.000.322.40.00.00
(e.g. parade. Block party. Oversize load, etc.)			
D. Right-of-Way Construction Permit (Franchised Utility)			
Up to 300 lineal feet	451.94	461	130.000.322.40.00.00
Over 300 lineal feet	713.48	728	130.000.322.40.00.00
PLUS $2.00 per foot over 300 lineal feet			130.000.322.40.00.00
E. Right-of-Way Placement Permit (Non-franchised Utility)			
Up to 300 lineal feet	451.94	461	130.000.322.40.00.00
Over 300 lineal feet	713.48	728	130.000.322.40.00.00
PLUS $2.00 per foot over 300 lineal feet			130.000.322.40.00.00
F. Right-of-Way Use Permit - Aerial Work			
Base fee (non-construction)	143.00	146	130.000.322.40.00.00
Per pole fee	143.00	146	130.000.322.40.00.00
G. Right-of-Way Use Permit - Aerial & Pole Replacement			
Base fee (construction)	451.94	461	130.000.322.40.00.00
Per pole fee	282.46	288	130.000.322.40.00.00
H. Failure to Call in Job Start	143.00	146	130.000.322.40.00.00
I. Petition for Vacation of Right-of-Way	1,016.86	1,037	130.000.322.90.00.00
PLUS pass through consultant costs	Billed separately		
J. Limited Special Permit to Exceed Bridge Load Limit (hourly rate)	142.99	146	130.000.322.40.00.00

1. The fee is applicable to a request for the relocation of an existing driveway.

IV. BUILDING FEES

A. Building Permit Fees

130.000.322.10.00.00

1. Building Permit Fee Table

Project Value	Fee
$1 - $500	**$35**
$500 - $2,000	**$35** for first $500, plus **$7** per each additional $100 or fraction thereof up to and including $2,000
$2,001 - $25,000	**$140** for first $2,000, plus **$17** per each additional $1,000 or fraction thereof up to and including $25,000
$25,001 - $50,000	**$531** for first $25,000, plus **$14** per each additional $1,000 or fraction thereof up to and including $50,000
$50,001 - $100,000	**$881** for first $50,000, plus **$13** per each additional $1,000 or fraction thereof up to an including $100,000
$100,001 - $500,000	**$1,531** for first $100,000 plus **$13** per each additional $1,000 or fraction thereof up to and including $500,000
$500,001 - $1,000,000	**$6,731** for first $500,000, plus **$6** per each additional $1,000 or fraction thereof up to and including $1,000,000
$1,000,001+	**$9,731** for first $1,000,000, plus **$7** per each additional $1,000 or fraction thereof

		2016 Fee		2017 Fee	
2. Other Inspections and Fees					
a. Inspections outside of normal business hours					
Base fee		286.62	$	292	130.000.342.40.00.04
PLUS hourly rate beyond two hours		143.43	$	146	130.000.342.40.00.04
b. Reinspecton fees assessed per IBC 305.8		143.43	$	146	130.000.359.20.00.00
c. Other inspections		143.43	$	146	130.000.342.40.00.04
d. Additional plan review		143.43	$	146	130.000.345.83.00.00
e. Plan review and/or inspection by outside consultants	Actual costs				
f. Permit Extension Request		143.43	$	146	130.000.322.18.00.00
3. Building Permit Plan Review (due at time of application)	65% of building permit fee				130.000.345.83.00.00
4. Misc. Single-Family Residential Building Permit Fees					
a. Re-roofs		203.35	$	207	130.000.322.10.00.00
b. Manufactured home placement, per unit		423.23	$	432	130.000.322.10.00.00
c. Energy Code review					
i. New Residential		282.00	$	288	130.000.345.83.00.00
ii. New Commercial		564.00	$	575	130.000.345.83.00.00
iii. Residential or Commercial Remodel		1/2 hour	$	73	
d. Fences over 6 feet tall	Valuation-based				
e. Demolition, per site		423.23	$	432	130.000.322.16.00.00
5. Miscellaneous Commercial Building Permit Fees					
a. Phased Occupancy		3 hours	$	438	
b. Temporary Certificate of Occupancy		286.62	$	292	130.000.322.17.00.00

B. Mechanical Permit Fees

1. Commercial Mechanical Permit Fee Table 130.000.322.12.00.00

Project Value	Fee
$1 - $500	**$141**
$501 - $2,000	**$141** for first $501, plus **$3** per each additional $500 or fraction thereof up to and including $2,000
$2,001 - $25,000	**$186** for first $2,001, plus **$11** per each additional $1,000 or fraction thereof up to and including $25,000
$25,001 - $50,000	**$439** for first $25,001, plus **$10** per each additional $100 or fraction thereof, up to and including $100,000
$50,001 - $100,000	**$689** for first $50,001, plus **$8** per each additional $1,000 or fraction thereof, up to and including $100,000
$100,001 +	**$1089** for first $100,001, plus **$17** per each additional $1,000 or fraction thereof

2. Permit Issuance	$	51.12	$	52	130.000.322.12.00.00
3. Supplemental Permit Issuance	$	15.31	$	16	130.000.322.12.00.00
4. Mechanical Unit Fee Schedule					130.000.322.12.00.00
a. Furnace	$	22.17	$	23	
b. Furnace over 100,000 Btu/h (29.3 kw)	$	26.70	$	27	
c. Floor furnace	$	22.17	$	23	
d. Unit heater	$	22.17	$	23	
e. Appliance vent	$	11.82	$	12	
f. Boiler or compressor up to 3 hp, or	$	22.17	$	23	
g. Boiler or compressor over 3 up to 15 hp, or	$	36.32	$	37	
h. Boiler or compressor over 30 up to 50 hp, or	$	74.70	$	76	
i. Boiler or compressor over 50 hp or	$	122.69	$	125	
j. Air-handling unit up to 10,000 cfm	$	15.31	$	16	
k. Air-handling unit over 10,000 cfm	$	26.70	$	27	
l. Evaporative cooler	$	15.31	$	16	
m. Ventilation fan	$	11.82	$	12	
n. Mechanical hood	$	15.31	$	16	
o. Domestic-type incinerator	$	26.70	$	27	
p. Commercial or industrial-type incinerator	$	22.17	$	23	
q. Miscellaneous appliance	$	15.31	$	16	
r. Gas piping system					
1-5 outlets	$	9.74	$	10	
Each outlet over 5	$	5.84	$	6	
s. Hazardous process piping system (HPP),					
1-4 outlets	$	9.74	$	10	
5 or more outlets, each	$	5.84	$	6	
5. Residential New Single family	$	200.00	$	204	130.000.322.12.00.00
6. Commercial Mechanical Permit by Valuation					
7. Commercial Mechanical Permit Plan Review	65% of Mechanical Permit Fee				

C. Plumbing Permit Fees

1. Commercial Plumbing Permit Fee Table — 130.000.322.11.00.00

Project Value	Fee
$1 - $500	**$141**
$501 - $2,000	**$141** for first $501, plus **$3** per each additional $500 or fraction thereof up to and including $2,000
$2,001 - $25,000	**$186** for first $2,001, plus **$11** per each additional $1,000 or fraction thereof up to and including $25,000
$25,001 - $50,000	**$439** for first $25,001, plus **$10** per each additional $100 or fraction thereof, up to and including $100,000
$50,001 - $100,000	**$689** for first $50,001, plus **$8** per each additional $1,000 or fraction thereof, up to and including $100,000
$100,001 +	**$1089** for first $100,001, plus **$17** per each additional $1,000 or fraction thereof

	2016 Fee	2017 Fee	
2. Permit Issuance	$ 38.51	$ 39	130.000.322.11.00.00
3. Supplemental Permit Issuance	$ 15.31	$ 16	130.000.322.11.00.00
4. Plumbing Unit Fee Schedule			
a. One trap or set of fixtures on one trap	$ 12.27	$ 13	
b. Building sewer and each trailer park sewer	$ 23.51	$ 24	
c. Rainwater systems, per drain (inside building)	$ 12.27	$ 13	
d. Water heater and/or vent	$ 12.27	$ 13	
e. Gas-piping system, 1-5 outlets	$ 10.22	$ 10	
f. Additional outlet exceeding 5, each	$ 6.13	$ 6	
g. Industrial waste pretreatment interceptor including its trap and vent, except kitchen type grease interceptors functioning as fixture trap	$ 12.27	$ 13	
h. Installation or alteration of drainage or vent piping and/or water treating equipment, each	$ 12.27	$ 13	
i. Repair or alteration of drainage or vent piping, each fixture	$ 12.27	$ 13	
j. Lawn sprinkler system on any one meter including backflow protection devices	$ 12.27	$ 13	
k. Atmospheric-type vacuum breakers, 1-5	$ 10.22	$ 10	
l. Additional breakers exceeding 5, each	$ 6.13	$ 6	
m. Backflow device other than atmospheric-type vacuum breakers, 2-inch or smaller	$ 12.27	$ 13	
n. Backflow device other than atmospheric-type vacuum breakers, over 2 inches	$ 23.51	$ 24	
o. Initial installation and testing for reclaimed water system	$ 40.89	$ 42	
p. Annual cross-connection testing of reclaimed water system (excluding initial test)*	$ 40.89	$ 42	
q. Medical gas piping system serving 1-5 inlets/outlets for a specific gas	$ 69.52	$ 71	
r. Additional medical gas inlets/outlets, each	$ 10.22	$ 10	

*Additional hourly rate may apply to complex systems

5. Residential New Single family	$	250.00	$	255	130.000.322.11.00.00
6. Commercial Mechanical Permit by Valuation					
7. Commercial Plumbing Permit Plan Review	65% of Plumbing Permit Fee				

V. FIRE FEES

A. Fire Permit Fee Table

130.000.342.40.00.05

Project Value	Fee
Three (3) or less sprinkler heads or alarm devices are exempt from plan review. Issued over counter.	Flat rate of **$141** plus tech fee
$1 - $500	**$198**
$501 - $2,000	**$198** for first $501, plus **$7** per each additional $100 or fraction thereof up to and including $2,000
$2,001 - $25,000	**$303** for first $2,001, plus **$3** per each additional $1,000 or fraction thereof up to and including $25,000
$25,001 - $50,000	**$372** for first $25,001, plus **$8** per each additional $100 or fraction thereof, up to and including $100,000
$50,001 - $100,000	**$572** for first $50,001, plus **$6** per each additional $1,000 or fraction thereof, up to and including $100,000
$100,001 - $500,000	**$872** for first $100,001, plus **$4** per each additional $10,000 or fraction thereof, up to and including $500,000
$500,0001+	**$1,032** for first $500,001, plus **$4** per each additional $10,000 or fraction thereof

B. Fire Code Construction Permit

		2016 Fee	2017 Fee	
1. Plan Review Fee (due at application)	65% of fire permit fee			130.000.345.83.00.03
2. Permit Fee (due at issuance)	See fire permit fee table			130.000.342.40.00.05
3. Commercial Tanks				
a. First tank		$ 280.26	$ 286	130.000.345.83.00.03
b. Additional tanks		$ 280.26	$ 286	130.000.345.83.00.03
4. Residential Tanks				
a. First tank		$ 280.26	$ 286	130.000.345.83.00.03
b. Additional tanks		$ 140.65	$ 143	130.000.345.83.00.03
5. Residential tank removal/fill		$ 209.93	$ 214	130.000.345.83.00.03
6. Commercial tank removal/fill		$ 280.26	$ 286	130.000.345.83.00.03
7. Residential Emergency Generator		$ 280.26	$ 286	130.000.345.83.00.03
8. Commercial Emergency Generator		$ 560.51	$ 572	130.000.345.83.00.03
9. Hazardous Materials (per hour)		$ 142.99	$ 146	130.000.345.83.00.03
10. Permit extensions or approvals				
a. Single family residential		$ 167.53	$ 171	130.000.345.83.00.03
b. Final and correction inspections		$ 269.92	$ 275	130.000.345.83.00.03
c. Full fire inspection	20% of original permit fee			

C. Building and Land Use Plan Review						
1. Commercial Building Permit						
0 - 10,000 sq. ft.		$	560.51	$	572	130.000.345.83.00.02
10,001 - 50,000 sq. ft.		$	1,541.93	$	1,573	130.000.345.83.00.02
50,001 sq. ft. and up		$	2,102.44	$	2,144	130.000.345.83.00.02
2. Multi-Family Building Permit	5% of building permit fee					130.000.345.83.00.02
3. Single-family Permit	5% of building permit fee					130.000.345.83.00.02
D. Land Use Plan Review						
1. Subdivisions (at preliminary plat review)		$	700.13	$	714	130.000.345.83.00.02
2. Short subdivisions (at preliminary plat review)		$	629.80	$	642	130.000.345.83.00.02
3. Boundary line adjustments (case by case)		$	143.00	$	146	130.000.345.83.00.02
4. Commercial Site Development and Multi-Family						
0 - 10,000 sq. ft.		$	560.51	$	572	130.000.345.83.00.02
10,001 - 50,000 sq. ft.		$	1,121.03	$	1,143	130.000.345.83.00.02
50,001 sq. ft. and up		$	1,401.29	$	1,429	130.000.345.83.00.02
5. Binding site plan, in conjunction with commercial site development permit		$	209.93	$	214	130.000.345.83.00.02
E. Annual Fire Code Enforcement Inspection						
1. Fire Code Permitted Business (per hour)		$	142.99	$	146	130.000.342.40.00.02
2. General Business (per hour)		$	142.99	$	146	130.000.342.40.00.02
F. Fireworks						
1. Fireworks stands (rate set by state law)		$	100.00	$	100.00	130.000.345.83.00.02
2. Fireworks displays (rate set by state law)		$	100.00	$	100.00	130.000.345.83.00.02
G. Other						
1. Inspections outside of normal business hours						
Base fee		$	285.99	$	292	130.000.345.83.00.03
PLUS hourly rate beyond two hours (per hour)		$	142.99	$	146	130.000.345.83.00.03
2. Re-inspection (per hour)		$	142.99	$	146	130.000.345.83.00.03
3. Other inspections (per hour)		$	142.99	$	146	130.000.345.83.00.03
4. Additional plan review (per hour)		$	142.99	$	146	130.000.345.83.00.02
5. Request for a code modification (per hour)		$	142.99	$	146	130.000.345.83.00.02
6. Request for alternative material and method (per hour)		$	142.99	$	146	130.000.345.83.00.02
7. Plan review and/or inspection by outside consultants						

VI. TECHNOLOGY MANAGEMENT FEE	
A $40.00 technology surcharge is assessed for each of the following transactions: Building permit, plumbing permit, mechanical permit, fire permit, sign permit, demolition permit, right-of-way use permit, etc. The fee is collected at the time of issuance for the building specific permits and right-of-way use permits. A technology surcharge will be assessed for development projects at each step in the land-use process (Concurrency Review, Preliminary, Engineering, Notice to Proceed and Final approvals). Individual impact fees not paid with an associated building permit will be required to pay a separate technology surcharge fee at the time of payment.	001.000.369.91.00.02

ADMINISTRATIVE CHARGES

A. Business Licenses	2016 Fee	2017 Fee	
1. Business license fee, (New)	$ 60	$ 60	130.000.321.99.00.00
2. Business license for home occupation or home industry (New)	$ 60	$ 60	130.000.321.99.00.00
3. Business license renewal fee	$ 60	$ 60	130.000.321.99.00.01
4. Peddler's permit fee	$ 102.23	$ 104	130.000.321.60.00.00
PLUS technology surcharge	$ 40	$ 40	001.000.369.91.00.02
5. Special event license (3-day license)	$ 146.19	$ 149	130.000.321.99.00.00
PLUS technology surcharge	$ 40	$ 40	001.000.369.91.00.02

B. City Clerk's Office	
1. Agenda-only subscription (City Council and all commissions)	No charge
2. Verbatim transcripts, requires $400 deposit when ordered	Actual cost
3. Copy - CD ROM	Actual cost
4. Paper copies on copier (no charge first 5 pages), per page	$0.15

C. Finance Department	
1. Finance Documents - copies available at City Hall for viewing	
a. Final Budget	Actual Cost
b. Preliminary Budget	No charge
c. Financial Statement	Actual Cost
2. Returned item fee (i.e. NSF, chargeback, etc.)	Actual Cost

D. Miscellaneous Fees		2017 Fee
1. Maps larger than 11" x 17"	Actual Cost	
2. Community Room		
a. Reservation fees - Weekdays during normal City Hall business hours (8am to 5pm)	$28/hour	$30/hour
b. Reservation fees - Weekends, holidays, times other than normal City Hall business hours	$64/hour	$65/hour
c. Facility monitor hourly rate (set by Executive Department)	$12/hour	$12/hour
d. Facility monitor lock-up fee	$6	$6
e. Kitchen use fee (set by Executive Department)	$30	$30
f. Refundable damage/cleaning deposit	$250	$250
g. Processing fee for refunds for cancellations (set by Executive Department)	$10/per transaction	$10/per transaction
3. Promotional Items		
a. City of Covington hats, mugs, etc.	Actual Cost	Actual Cost
b. Covington historical books	Actual Cost	Actual Cost

Impact Fees / Other
Section A

Transportation Impact Fees (TIF)
CMC Chapter 12.105

Residential Subdivisions: The TIF is based on fees in effect at the time of building permit issuance. Fees are calculated on a per lot basis and are paid prior to (or at time of) building permit issuance.

Commercial Site Development (includes multi-family): The TIF is based on fees in effect at the time of the building permit issuance. Fees are paid prior to (or at time of) building permit issuance.

Fees are determined by the City on a project by project basis, same methodology set forth in the code section cited above.

Refer to the Traffic Impact Fee Rate Table and Calculation Sheet for specific fees.

Worksheet for Transportation Impact Fee of New Development

Pursuant to Ordinance No. 08-10 (Effective October 1, 2010)

Development Name:

Street Location:

City Case Number:

Size of Development:

Residential: Enter number of dwelling units: **(a)**

Other: Enter building square feet / 1000, or other unit if applicable. (see Table 1)

Total sq. ft. / units

Enter ITE Land Use Code (or word description) from Table 1 columns 1-2, for reference:

ITE L.U. Code:

Transportation Impact Fee Rate per Unit of Development:

Enter corresponding Fee per Land Use Unit from Table 1 last column: **(b)**

Note: Fee rate per Land Use Unit is based on adopted Fee per Vehicle-Mile of impact at top of Table 1.

Transportation Impact Fee:

Size of Development x Impact Fee Rate: **(a) x (b) =** **(c)**

Total Transportation Impact Fee Due for this Development: **(c)**

Appendix B. Traffic Impact Rate Table

PM Avg K-factor = 0.091 **Avg Daily Fee/Trip = $ 406**

This table uses ITE [3] driveway trip rates, with adjustments, to derive the net new impact per unit of development, in vehicle-miles-traveled (VMT). See ITE for details of land use categories. [9]

ITE LAND USE NAME	ITE LAND USE CODE	ITE LAND USE UNIT [11]	ITE Avg SIZE [9]	ITE GROSS TRIP RATE / UNIT [3] PM	ITE GROSS TRIP RATE / UNIT [3] DAILY	DISCOUNT PASS-BY TRIPS [4]	ITE Pk/Daily K-Factor	NET DAILY VMT IMPACT RATE / UNIT [5]	FEE PER LAND USE UNIT	
RESIDENTIAL	***Signature elements: places where people live with active lifestyles. Afternoon peak hour traffic is mainly inbound.***									
Single-Family (Detached) Housing	210	Dwelling	214	1.00	9.52	0%	10.5%	9.52	$ 4,461	
Duplex (Detached) Housing	use 210	Dwelling	same	1.00	9.52	0%	10.5%	9.52	$ 4,461	
Multifamily, 3+ Bedrooms	use 231	Dwelling	234	0.78	7.41	0%	10.5%	7.41	$ 3,479	
Multifamily, under 3 Bedrooms	blend 220, 221, 230	Dwelling	250	0.60	6.00	0%	10.0%	6.00	$ 2,676	
Mobile Home Park	240	Dwelling	168	0.59	4.99	0%	11.8%	4.99	$ 2,632	
Self-contained Retirement Community [7]	251	Dwelling	862	0.27	3.68	0%	7.3%	3.68	$ 1,204	
Senior Adult Housing-Attached	252	Dwelling	147	0.25	3.44	0%	7.3%	3.44	$ 1,115	
Congregate Care Facility, Nursing Home, Elderly Housing (Attached)	*please see Non-Retail, assisted living facilities*									
NON-RETAIL	***Signature elements: places where most traffic is generated by employees, rather than customers, patrons or residents. Includes some public facilities and some assisted-living types of residential facilities. Peak hour main direction varies.***									
Employment Centers										
Office Building (Single Building)	blend 710, 714, 715	1000 sq. ft.	150-300	1.50	11.42	0%	13.1%	11.42	$ 6,691	
Office Park (Multiple Buildings)	750	1000 sq. ft.	370	1.48	11.42	0%	13.0%	11.42	$ 6,602	
Business Park (Multiple Buildings)	770	1000 sq. ft.	379	1.26	12.44	0%	10.1%	12.44	$ 5,621	
Research & Development Center	760	1000 sq. ft.	306	1.07	8.11	0%	13.2%	8.11	$ 4,773	%T[10]
General Light Industrial	110	1000 sq. ft.	357	0.97	6.97	0%	13.9%	6.97	$ 4,327	%T[10]
Industrial Park	130	1000 sq. ft.	447	0.85	6.83	0%	12.4%	6.83	$ 3,792	%T[10]
Manufacturing	140	1000 sq. ft.	325	0.73	3.82	0%	19.1%	3.82	$ 3,256	%T[10]
General Heavy Industrial	120	1000 sq. ft.	1544	0.68	1.50	0%	45.3%	1.50	$ 3,033	%T[10]
Trucking and Storage Facilities										
1 Warehousing (Industrial)	150	1000 sq. ft.	354	0.32	3.56	0%	9.0%	3.56	$ 1,427	%T[10]
2 Mini-Warehouse (Self-Service Storage)	151	1000 sq. ft.	58	0.26	2.50	0%	10.4%	2.50	$ 1,160	
3 High-Cube Warehouse/Distribution Center	152	1000 sq. ft.	302	0.12	1.68	0%	7.1%	1.68	$ 535	%T[10]
4 Intermodal Truck Terminal	30	**Acres**	12	6.55	81.90	0%	8.0%	81.90	$ 29,218	%T[10]
Institutions										
Church, with Weekday Programs	560	1000 sq. ft.	17	2.00	30.00	20%	6.7%	24.00	$ 7,137	
High School	530	1000 sq. ft.	225	0.97	12.89	10%	7.5%	11.60	$ 3,894	
Elementary and Junior High School	520	1000 sq. ft.	55	0.20	14.49	20%	1.4%	11.59	$ 714	
Church, No Weekday Programs	560	1000 sq. ft.	17	0.40	6.00	0%	6.7%	6.00	$ 1,784	
Assisted Living Facilities										
Nursing Home	620	**Beds**	99	0.22	2.74	10%	8.0%	2.47	$ 883	
Congregate Care Facility, Elderly Housing (Attached)	253	**Living unit**	164	0.17	2.02	10%	8.4%	1.82	$ 682	

Notes:

(1) V.S.P. (Vehicle Servicing Position) = space provided for one vehicle to be fueled or washed; not necessarily "pumps" or "hoses"
(2) Use total rooms for hotel/motel; 15% vacancy factor is incorporated in gross trip rate. Excludes facilities with major restaurants and meeting places.
(3) ITE Trip Generation Manual, 9th edition. Some ITE rates are smoothed and averaged to eliminate statistically insignificant differences.
(4) Pass-by Reduction eliminates trips diverted from the stream of traffic "passing by" a retail site, which add no vehicle-miles of impact on the road system.
(5) Net New VMT Impact Trip Rate = ITE Gross Trip Rate * (1 - % Pass-by) .
(6) For shopping centers over 65,000 sq. ft., see ITE for logarithmic trip rate formula.
(7) A retirement community is "self-contained" only if it provides a full range of facilities on-site for medical care, recreation, shopping, dining, etc.
For "assisted living" retirement facilities serving the non-driving elderly with caregivers employed on-site, use Congregate Care Centers under NON-RETAIL.
(8) Average size of developments comprising the ITE database. May be useful to distinguish between otherwise similar-sounding classes.
(9) Trip rate for any land use not covered by this table shall be determined by the Director of Public Works.
(10) This land use generates heavy truck travel. Truck surcharge must be calculated.
(11) Units expressed as 1000 sq. ft. refer to habitable gross building area, not land area. Units expressed as "acres" refer to land area.

Appendix B. Traffic Impact Rate Table

PM Avg K-factor = 0.091 **Avg Daily Fee/Trip = $ 406**

This table uses ITE [3] driveway trip rates, with adjustments, to derive the net new impact per unit of development, in vehicle-miles-traveled (VMT). See ITE for details of land use categories. [9]

ITE LAND USE NAME	ITE LAND USE CODE	ITE LAND USE UNIT [11]	ITE Avg SIZE [9]	ITE GROSS TRIP RATE / UNIT [3] PM	ITE GROSS TRIP RATE / UNIT [3] DAILY	DISCOUNT PASS-BY TRIPS [4]	ITE Pk/Daily K-Factor	NET DAILY VMT IMPACT RATE / UNIT [5]	FEE PER LAND USE UNIT
RETAIL	***Signature elements: non-residential activity with traffic generated mainly by customers or patrons, not employees. Inbound and outbound are roughly equal most of the day. Some public facilities are thus "retail".***								
Automobile-related Sales									
Auto Parts Sales	843	1000 sq. ft.	8	5.98	61.91	50%	9.7%	30.96	$ 13,338
Auto Care Center (Multiple Stores)	942	1000 sq. ft.	12	3.11	38.87	20%	8.0%	31.10	$ 11,098
Car Sales, New and Used	841	1000 sq. ft.	30	2.62	32.30	10%	8.1%	29.07	$ 10,518
Automobile Servicing									
Gasoline/Service Station no Mini-Mart	944	***V.S.P.*** [1]	8	13.87	168.56	80%	8.2%	33.71	$ 12,374
Self-Service Car Wash	947	***V.S.P.*** [1]	7	5.54	75.00	50%	7.4%	37.50	$ 12,356
Gasoline/Service Station with Mini-Mart	945	***V.S.P.*** [1]	10	13.51	162.78	80%	8.3%	32.56	$ 12,053
Quick-Lube Vehicle Shop	941	***V.S.P.*** [1]	2	5.19	40.00	50%	13.0%	20.00	$ 11,576
Tire Store	848, 849	***V.S.P.*** [1]	8	3.32	32.00	50%	10.4%	16.00	$ 7,405
Social-Recreational Activities									
Coffee and Donut Shop w/o Drive-Throuth Window	936	1000 sq. ft.	4	40.75	503.09	80%	8.1%	100.62	$ 36,355
Fast-Food Restaurant with Drive-Through Window	934	1000 sq. ft.	4	32.65	496.12	80%	6.6%	99.22	$ 29,128
Library	590	1000 sq. ft.	16	7.30	56.24	10%	13.0%	50.62	$ 29,307
Quality Restaurant	931	1000 sq. ft.	9	7.49	89.95	20%	8.3%	71.96	$ 26,729
Sit-Down Restaurant	932	1000 sq. ft.	6	9.85	127.15	50%	7.7%	63.58	$ 21,969
Lodge/Fraternal Organization, with dining facilities	591	1000 sq. ft.	n/a	6.00	48.00	10%	12.5%	43.20	$ 24,088
Health/Fitness Club	492	1000 sq. ft.	36	3.53	32.93	10%	10.7%	29.64	$ 14,172
Bowling Alley	437	1000 sq. ft.	24	1.71	33.33	10%	5.1%	30.00	$ 6,865
Recreational Community Center	495	1000 sq. ft.	65	2.74	33.82	10%	8.1%	30.44	$ 11,000
Racquet/Tennis Club	491	1000 sq. ft.	48	0.84	14.03	10%	6.0%	12.63	$ 3,372

Notes:

(1) V.S.P. (Vehicle Servicing Position) = space provided for one vehicle to be fueled or washed; not necessarily "pumps" or "hoses"
(2) Use total rooms for hotel/motel; 15% vacancy factor is incorporated in gross trip rate. Excludes facilities with major restaurants and meeting places.
(3) ITE Trip Generation Manual, 9th edition. Some ITE rates are smoothed and averaged to eliminate statistically insignificant differences.
(4) Pass-by Reduction eliminates trips diverted from the stream of traffic "passing by" a retail site, which add no vehicle-miles of impact on the road system.
(5) Net New VMT Impact Trip Rate = ITE Gross Trip Rate * (1 - % Pass-by) .
(6) For shopping centers over 65,000 sq. ft., see ITE for logarithmic trip rate formula.
(7) A retirement community is "self-contained" only if it provides a full range of facilities on-site for medical care, recreation, shopping, dining, etc.
For "assisted living" retirement facilities serving the non-driving elderly with caregivers employed on-site, use Congregate Care Centers under NON-RETAIL.
(8) Average size of developments comprising the ITE database. May be useful to distinguish between otherwise similar-sounding classes.
(9) Trip rate for any land use not covered by this table shall be determined by the Director of Public Works.
(10) This land use generates heavy truck travel. Truck surcharge must be calculated.
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PM Avg K-factor = 0.091 **Avg Daily Fee/Trip = $ 406**

This table uses ITE [3] driveway trip rates, with adjustments, to derive the net new impact per unit of development, in vehicle-miles-traveled (VMT). See ITE for details of land use categories. [9]

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RETAIL	***Signature elements: non-residential activity with traffic generated mainly by customers or patrons, not employees. Inbound and outbound are roughly equal most of the day. Some public facilities are thus "retail".***								
Community Retail Focus									
Walk-in Bank	911	1000 sq. ft.	5	12.13	156.48	65%	7.8%	54.77	$ 18,938
Drive-in Bank	912	1000 sq. ft.	4	24.30	148.15	75%	16.4%	37.04	$ 27,099
Convenience Market	851 - 853	1000 sq. ft.	3	50.00	640.00	85%	7.8%	96.00	$ 33,455
DVD/Video Rental Store	896	1000 sq. ft.	7	13.60	140.00	55%	9.7%	63.00	$ 27,300
Pharmacy/Drug Store	880, 881	1000 sq. ft.	13	8.71	89.10	30%	9.8%	62.37	$ 27,203
Supermarket and Discount Supermarket	850, 854	1000 sq. ft.	62	10.45	102.24	45%	10.2%	56.23	$ 25,638
Hardware/Paint Store	816	1000 sq. ft.	21	4.84	51.29	25%	9.4%	38.47	$ 16,192
Building Materials & Lumber Store	812	1000 sq. ft.	11	4.49	45.16	20%	9.9%	36.13	$ 16,023
Apparel Store	876	1000 sq. ft.	5	3.83	66.40	20%	5.8%	53.12	$ 13,668
Shopping Center, under 65,000 sq. ft.[6]	820	1000 sq. ft.	50	3.71	42.70	50%	8.7%	21.35	$ 8,275
Specialty Retail Center (Strip Mall)	826	1000 sq. ft.	105	2.71	44.32	20%	6.1%	35.46	$ 9,671
Destination Retail Focus									
1 Free-Standing Discount Store	815	1000 sq. ft.	111	4.98	57.24	30%	8.7%	40.07	$ 15,550
2 Toy/Children's Superstore	864	1000 sq. ft.	46	4.99	60.00	30%	8.3%	42.00	$ 15,581
3 Discount Club (Membership Warehouse Store)	857	1000 sq. ft.	112	4.18	41.80	20%	10.0%	33.44	$ 14,917
4 Electronics Superstore	863	1000 sq. ft.	37	4.50	45.04	30%	10.0%	31.53	$ 14,051
5 Free-Standing Discount Superstore	813	1000 sq. ft.	154	4.35	50.75	20%	8.6%	40.60	$ 15,523
6 Factory Outlet Center	823	1000 sq. ft.	146	2.29	26.59	10%	8.6%	23.93	$ 9,194
7 Home Improvement Superstore	862	1000 sq. ft.	100	2.33	30.74	10%	7.6%	27.67	$ 9,354
8 Furniture Store	890	1000 sq. ft.	67	0.45	5.06	10%	8.9%	4.55	$ 1,807
11 Nursery (Garden Center)	817	**Acres**	4	8.06	108.10	10%	7.5%	97.29	$ 32,358
12 Nursery (Wholesale)	818	**Acres**	24	0.45	19.50	10%	2.3%	17.55	$ 1,807
SPECIAL CASES	***Signature Elements: Characteristics not matched with groups above***								
State Motor Vehicles Department/Licensing Agency	731	1000 sq. ft.	10	17.09	166.02	30%	10.3%	116.21	$ 53,364
US Post Office	732	1000 sq. ft.	31	11.22	108.19	60%	10.4%	43.28	$ 20,020
Medical/Dental Office or Clinic	630, 720	1000 sq. ft.	71	3.66	33.00	10%	11.1%	29.70	$ 14,694
Day Care Center	565	1000 sq. ft.	4	12.34	74.06	80%	16.7%	14.81	$ 11,009
Hospital	610	1000 sq. ft.	500	0.93	13.22	10%	7.0%	11.90	$ 3,734
Hotel/Motel - No Convention Facilities	310-312, 320	***Total Rooms [2]***	200	0.53	6.50	10%	8.2%	5.85	$ 2,128

Notes:

(1) V.S.P. (Vehicle Servicing Position) = space provided for one vehicle to be fueled or washed; not necessarily "pumps" or "hoses"
(2) Use total rooms for hotel/motel; 15% vacancy factor is incorporated in gross trip rate. Excludes facilities with major restaurants and meeting places.
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Impact Fees / Other
Section B

Park Impact Fee
CMC 14.92

Park Impact Fees have been authorized by City Council, but are not being collected at this time.

Impact Fees / Other
Section C

Fee-in-Lieu of Recreation Space
CMC 18.35.160

Most residential developments are required to provide on-site recreation space. The City may, at it's sole discretion, allow the applicant to meet some or all of the on-site recreational space requirements by paying a fee in lieu of recreation space. Fees are determined by the City on a project-by-project basis, using the methodology set forth in

Park Fee in Lieu	800.000.345.89.00.06
Administrative Fee	130.000.345.89.00.05

Impact Fees / Other
Section D

School Impact Fee
CMC Chapter 18.120

The School Impact Fee is collected for residential development projects or projects with a residential component.

For a Plat/Subdivision, 100% of the fees can be paid per the fee schedule that is in effect at the time of Final Plat approval. Alternately, the School Impact Fee for each individual single family residence can be paid prior to issuance of the building permit for that SF residence, based on the impact fees in effect at the time of application for that building permit.

For development of existing lots (including plats that were finaled without payment of school impact fees) 100% of the fees are to be paid per the schedule in effect at the time of building permit application, and are to be paid prior to building permit issuance (or at time of issuance).

The only exception to the above references of when fees are assessed and paid are: 1) lots covered under a Plat Condition of Approval with different requirements.

ORDINANCE NO. 18-2016 (Exhibit ____)

2017 Kent School District Impact Fee Schedule

Single-family, per dwelling unit	$ 5,100.00
Multi-family, per dwelling unit	$ 2,210.00

Impact Fees / Other
Section E

Storm and Surface Water M
CMC Chapter 13.30

Land use	Impervious Surface %		
Residential	NA	$ 203.34	parcel/yr.
Very Light	0 to 10%	$ 203.34	parcel/yr.
Light	>10% to 20%	$ 501.88	acre/yr.
Moderate	>20% to 45%	$ 1,065.75	acre/yr.
Moderately Heavy	>45% to 65%	$ 1,796.94	acre/yr.
Heavy	>65% to 85%	$ 2,476.20	acre/yr.
Very Heavy	>85% to 100%	$ 3,123.74	acre/yr.
City Roads	NA	NA	
State Highways	NA	NA	

Note: parcel/yr. = fee amount per parcel, per year. Acre/yr. = fee amount per Acre per year

CITY OF COVINGTON
Permit Services
16720 SE 271st Street, Suite 100
Covington, WA 98042

Phone: 253-480-2400
Fax: 253-480-2401
www.covingtonwa.gov

FEE-IN-LIEU OF OPEN SPACE CALCULATION SHEET

Plat Name: _____ Plat Number: _____

Zoning: _____ Date: _____

1. Valuation per Residential Acre $5.00 SF multiplied by required SF*
Valuation per Commercial Acre $18.00 SF multiplied by required SF**
Valuation of Improvements $6.00 SF multiplied by required SF***

2. Required Open Space:

_____sq. ft. x _____ = _____ sq. ft. (___acres)****
Open space per unit / lot x # of units / lots = required open space

3. Fee-in-Lieu of Open Space:

_____ + $_____ x _____ = $_____
Improvement Value** + Land Value x required open space = Fee DUE

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* Value based on Department estimates of land value, as amended annually; King County Office of Assessment data or average land cost in King County indicates a land value of $199,170 per acre in 1999. Covington area value ranges from $100,000 to $150,000 per acre.

** Value based on Department estimates of land value, as amended annually; Today's Real Estate, Inc. data on average commercial land cost in Covington area, year 2000 sales.

*** Improvement value is calculated by the Department based on an average cost for providing improvements ($6.00 per SF).

**** 43,560 sq. ft./acre

DISCUSSION OF FUTURE AGENDA TOPICS:

7:00 p.m. Tuesday, November 22, 2016 Regular Meeting

(Draft Agenda Attached)

Draft
as of 11/03/2016

CITY OF COVINGTON
CITY COUNCIL REGULAR MEETING AGENDA
www.covingtonwa.gov

Tuesday, November 22, 2016 | **City Council Chambers**
7:00 p.m. | **16720 SE 271st Street, Suite 100, Covington**

CALL CITY COUNCIL REGULAR MEETING TO ORDER

ROLL CALL/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMUNICATION - NONE

PUBLIC COMMENT Speakers will state their name, address, and organization. Comments are directed to the City Council, not the audience or staff. Comments are not intended for conversation or debate and are limited to no more than four minutes per speaker. Speakers may request additional time on a future agenda as time allows. *

APPROVE CONSENT AGENDA

C-1. Minutes: October 29, 2016 Special Meeting – Budget Workshop; November 9, 2016 Special Meeting – Study Session; and November 9, 2016 Special Meeting – Regular Meeting (Scott)
C-2. Vouchers (Hendrickson)
C-3. Approve Ordinance Dissolving Parks Fund & Transfer Balance to General Fund (Hendrickson)

REPORTS OF COMMISSIONS

- Human Services Chair Leslie Hamada: November 10 meeting.
- Parks & Recreation Chair Laura Morrissey: November 16 meeting.
- Arts Chair Lesli Cohan: November 10 meeting.
- Planning: Chair Bill Judd: November 17 meeting; November 3 meeting canceled.
- Economic Development Council Co-Chair/Member: October 27 open house and special meeting.

PUBLIC HEARINGS

1. Receive Public Testimony Regarding Proposed Fiscal Year 2017 Budget and;
   1a. Consider Ordinance Setting the 2016 Property Tax Levy for Collection in 2017
   1b. Consider Ordinance Authorizing a Property Tax Increase (Parker/Hendrickson)

CONTINUED BUSINESS

2. Consider Adopting Community-wide Strategic Plan (Bolli)
3. Discuss and Consider Ordinance Adopting CY2017 Operating and Capital Budget (Hendrickson)

NEW BUSINESS

4. Town Center Developer Partner Presentation, 5-10 minutes (Lorax/SEEfilm)
5. Discuss and Consider Adopting NPDES Regulation Changes (Vondran/Lyons)
6. Discuss Interim Ordinance Requiring Sewer for all Commercial Development (Hart)
7. Discuss Human Services Commission Recommendation for 2017/18 Funding (Throm)

8. Consider Adopting 2017 Legislative Agenda (Bolli)
9. 2016 Third Quarter Financial Report (Hendrickson)

FUTURE AGENDA ITEMS

COUNCIL/STAFF COMMENTS

PUBLIC COMMENT *See Guidelines on Public Comments above in First Public Comment Section

EXECUTIVE SESSION – if needed

ADJOURN

Americans with Disabilities Act – reasonable accommodations provided upon request a minimum of 24 hours in advance (253-480-2400).