



AGENDA

1. Call to Order – Flag Salute – Roll Call
2. Late Changes to Agenda
3. General Public Comment
4. Consent Agenda
 - a. Payment of Claims
 - b. Meeting Minutes
5. Proclamation for National Public Works Week
6. Presentation by Sno-Isle Libraries on Program and Service Updates
7. Review and Vote on Resolution Amending Community Development Fee Schedules
8. City Manager’s Report
9. Council Liaison Reports
10. New Business
11. Adjournment

To listen to the meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 810 1113 9518 and click “join.” No passcode needed.

To provide public comment or testimony remotely (via Zoom or telephone), please refer to the Public Comment and Public Hearing Testimony Protocol on the city website <https://www.cityofmlt.com/129/Agendas-and-Minutes>.

To submit written public comment or hearing testimony, mail to/drop off at City Hall (23204 58th Avenue W., Mountlake Terrace, WA 98043) or email remarks to Jennifer Joki, jjoki@mltwa.gov, no later than 4 p.m. on the public hearing date.

No person shall make personal attacks or threatening remarks while addressing the Council which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. All hate speech will be construed as threatening remarks.



STAFF REPORT

To: Mountlake Terrace City Council

From:

Meeting Date: May 21, 2026

Subject: Meeting Minutes

Required Reviews:

Jennifer Joki

Jeff Niten

Sirke Salminen

Hillary Evans

Created -

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-

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Council Goal(s):

Legislative History:

Subject Summary:

Financial/Budget Impacts:

Budget Amendment Required? _____

Budget and Sources:	
Expenditure:	
New Appropriation Required + Sources:	

Additional Financial Information:

Community Notifications:

If "Other," please specify:

Board/Commission Recommendation:

Staff Recommendation:

Council Motion:

Attachments:

None

CITY OF MOUNTLAKE TERRACE

PROCLAMATION

National Public Works Week Proclamation

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association with the theme of “Rooted in Service, Powered by Community”; and

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the City of Mountlake Terrace; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our city and nation’s transportation, water supply, wastewater, stormwater and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Mountlake Terrace to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, all citizens are encouraged to pay tribute to our public works professionals to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

NOW THEREFORE, I, Steve Woodard, on behalf of the Mountlake Terrace City Council, do hereby proclaim the week of May 17-23 as National Public Works Week.

PROCLAIMED BY THE CITY COUNCIL ON MAY 21, 2026.

MAYOR: _____
Steve Woodard

ATTEST: _____
City Clerk

Sno-Isle Libraries Update

Eric Howard

Executive Director

Kristin Piepho

*Mountlake Terrace Community Library
Manager*

May 21, 2026 | Mountlake Terrace Community Council



Libraries are for Everyone.

We are committed to:

- Early learning (Storytimes).
- Workforce readiness.
- Digital access.
- Lifelong learning and community connection.
- Events and resources that spark curiosity and joy.



2026 Overview



Strategic Planning



Community Resilience



Library Levy Lid Lift





STAFF REPORT

To: Mountlake Terrace City Council

From: Matthew Gisle, Building Official, Brooke Eidem, Community Development Director

Meeting Date: May 21, 2026

Subject: Review and Vote on Resolution Amending Community Development Fee Schedules

Required Reviews:

Jennifer Joki	Created/Initiated - 05/13/2026
Sirke Salminen	Approved - 05/14/2026
Hillary Evans	Approved - 05/14/2026
Carolyn Hope	Final Approval - 05/15/2026
Jeff Niten	-

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

This item was discussed by the City Council at the April 23, 2026 work session after being presented with the recommendations from the Fiscal Sustainability Taskforce (FST) and alternative options for proposed budget packages. The City Council reviewed fee-based revenues in April, and voted to move forward with an option to increase certain limited Community Development permit fees at the regular meeting on May 7, 2026. The current permit fee schedule was adopted by resolution in November 2025. Minor amendments to the permit fee schedule are being brought back before the City Council for consideration.

Subject Summary:

The intent of the proposed fee update is to apply a moderate, equitable increase to the published valuation tables that are used to determine fees for permits, plan checks, and inspections for building, electrical, plumbing, mechanical, and fire protection, to increase revenues consistent with the City Council's direction while staying in line with industry standards. The fee is based on the value of work as determined by local valuation data published by the International Code Council. The valuation tables account for different building types and construction materials used. The same valuation tables are used throughout the state (adjusted for local factors), which provides a consistent and predictable permit fee. These fees generally cover the cost of staff services.

This resolution will adjust the fees by approximately 9%. Additionally, Section 3 of the

Resolution corrects an error resulting from the previous adoption last November, which excluded a portion of the text related to the investigative fee.

Financial/Budget Impacts:

Budget Amendment Required? No

Budget and Sources:	N/A
Expenditure:	N/A
New Appropriation Required + Sources:	N/A

Additional Financial Information:

It is anticipated the proposed fee adjustment will generate an additional \$200,000 in revenues per year.

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council vote to adopt the resolution adjusting the fees as presented.

Council Motion:

I move to adopt the resolution adjusting the Community Development Fee Schedule as presented.

Attachments:

1. Resolution Building Electrical Fire Fee Schedule (Draft)

CITY OF MOUNTLAKE TERRACE

RESOLUTION NO. XXX

**A RESOLUTION OF THE CITY OF MOUNTLAKE TERRACE
ESTABLISHING FEES FOR PERMITS, PLAN CHECKS, INSPECTIONS
AND OTHER RELATED FEES FOR BUILDING, ELECTRICAL,
PLUMBING, MECHANICAL, AND FIRE PROTECTION; AND
REPEALING RESOLUTION NO. 919**

WHEREAS, the City has determined to set forth a schedule of fees to cover the costs of development services, including building construction and fire protection permits; and

WHEREAS, Chapter 3.150 MTMC authorizes fee schedules to be adopted by resolution; and

WHEREAS, the City studied the cost of development services and the City Council considered adjusting the permit fee schedule work sessions on April 23, 2026 and May 7, 2026 and, on May 21, 2026, voted to approve the permit fee schedule at a duly noticed public meeting; and

WHEREAS, the City Council believes it is in the best interest of the City to adopt the proposed fees;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adopting Building Permit Fees. All building permit fees consist of the following:

- a. Permit Fee is based on fair market project value determined by the applicable building valuation schedule.
- b. Plan Review Fee is 65% of the permit fee, except for expedited reviews (see Section 5 for Expedited Review) and except as otherwise provided under Section 4, in addition to any other fees required.
- c. Other permits related to building permits are subject to separate applications and fees (electrical, mechanical, plumbing, fire, backflow assemblies, shoring, retaining walls, etc.).
- d. New Construction - Valuation rates and fees are based on the International Code Council Building Valuation Data. New construction includes additions. For new mixed-use commercial shell space valuation, square foot construction cost valuations will be based on A-2 Assembly, restaurants, bars, banquet halls (25%), B Business (50%), and M Mercantile (25%).
- e. All Other Construction - Valuation is based on the valuation table below with value verified by the Building Official.
- f. The Building Official may, at their discretion, accept valuation from other sources.
- g. Washington State Building Code Council Surcharge Fee shall be assessed in the amount of \$6.50 for each residential building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.
- h. For Commercial building permits, a \$25.00 fee is added for each building permit, plus an

additional surcharge of \$2.00 for each residential unit after the first unit.

**2026 Hourly Rate: \$218 Technology
Fee: 5% of Total Fees**

Permit Fee Based on Valuation of New or Added Construction Value

Total Valuation	Fee Amount
\$1 to \$1,400	½-hour minimum
\$1,401.01 to \$2,000	½-hour minimum for the first \$1,400 plus \$4.65 for each additional \$100, or fraction thereof, up to and including \$2,000
\$2,000.01 to \$25,000	¾-hour minimum for the first \$2,000 plus \$19.00 for each additional \$1,000, or fraction thereof, up to and including \$25,000
\$25,000.01 to \$50,000	3 ¼-hour minimum for the first \$25,000 plus \$13.65 for each additional \$1,000, or fraction thereof, up to and including \$50,000
\$50,000.01 to \$100,000	5 ¼-hour minimum for the first \$50,000 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$100,000
\$100,000.01 to \$500,000	8 ½-hour minimum for the first \$100,000 plus \$7.90 for each additional \$1,000, or fraction thereof, up to and including \$500,000
\$500,000.01 to \$1,000,000	27 ¾-hour minimum for the first \$500,000 plus \$6.80 for each additional \$1,000, or fraction thereof, up to and including \$1,000,000
\$1,000,000.01 and greater	48 ½-hour minimum for the first \$1,000,000 plus \$5.75 for each additional \$1,000, or fraction thereof

Administration, credit card processing, and technology fees are nonrefundable in all cases.

Section 2. Adopting Electrical, Mechanical and Plumbing Permit Fees (Single- Family Residential). Electrical, Mechanical and Plumbing Permit Fees (Residential and Commercial) are approved, adopted and established as follows:

A. Fixture Count Fees for Mechanical and Plumbing:

Fixture Count Fee (Mechanical and Plumbing)

Unit Fee Schedule: For the installation, alteration, repair, addition, or relocation of mechanical and plumbing fixtures: \$218 (including 4 fixtures), \$13.00 per fixture over 4.

B. Residential Electrical:

Electrical Permit Fees Remodel/Addition to Single Unit Dwelling – includes minor repair and replacement (2 inspections)	2.25 hour minimum
Remodel/Addition with Service Change/Panel Changes to Single Dwelling Unit – includes minor repair and replacement (3 inspections)	3.25 hour minimum
New Single Dwelling Unit (3 inspections)	3.25 hour minimum
Service Change/Panel Change/Temporary Service/Low Voltage (1 inspection)	1.25 hour minimum

Service Change with Added Circuit (2 inspections)	2.25 hour minimum
Add or Change a Circuits – Up to 3 Circuits	1.25 hour minimum
Inspections, additional	1 hour each

C. Non-Residential, Commercial, and Multi-Family:

Non-Residential, Commercial, and Multi-Family

All electrical, mechanical and plumbing permit fees consist of the following:

- a. Permit Fee is based on the project value determined by the applicable building valuation schedule.
- b. Plan Review Fee is 65% of permit fee, except for expedited reviews.
- c. All residential electrical, mechanical and plumbing permits are charged at a commercial rate.
- d. Plan review for commercial electrical low voltage not needed, except for industrial, hospitals, and schools.

D. Cost of Permit Fee Valuation Table:

Permit Fee Based on Valuation of Construction*

Total Valuation	Fee Amount
\$500 or less	1 hour minimum
\$500.01 to \$1000	1 hour minimum + 7.90% of total valuation excess over \$500
\$1000.01 to \$5000	1 ¼-hour minimum + 5.15% of total valuation excess over \$1000
\$5000.01 to \$10,000	2 ⅓-hour minimum + 2.43% of total valuation excess over \$5,000
\$10,000.01 to \$25,000	3 ⅓-hour minimum + 1.38% of total valuation excess over \$10,000
\$25,000.01 to \$50,000	4 ½-hour minimum + 0.90% of total valuation excess over \$25,000
\$50,000.01 and over	6 hour minimum + 0.65% of total valuation excess over \$50,000

*Low Voltage Permits are 50% cost of above fee schedule

Section 3. Adopting Investigation Fees. Investigation fees are approved, adopted and established as herein set forth. Whenever any work for which a permit is required by Chapter 15.05 MTMC has been commenced without first obtaining said permit, a special investigation can occur prior to permit issuance for such work. An investigation fee, in addition to the permit fee, may be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this resolution, unless the Building Official determines specific circumstances warrant a reduced fee.

Section 4. Costs Adopted for Outside Consultants and Applicant Requested Expedited Review. Costs for use of outside consultants are approved, adopted and established as herein set forth. For use of outside consultants for plan checking, inspections or both, the cost shall be the actual cost to the City, in addition to the permit fees required by this resolution.

Section 5. Adopting Other Types of Permits and Inspection Fees. Other inspections and fees are approved, adopted and established as herein set forth. All inspections and other services not explicitly mentioned, and which are provided by City staff, shall be charged at the current hourly rate, with the following minimum charges:

Certificate of Occupancy, Commercial	2 hours
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Temporary Certificate of Occupancy, Commercial	\$3,000.00 \$1,500 for 180 day extension
Certificate of Occupancy, Residential (Included with Building Permit for New Construction)	N/A
Minor Kitchen and/or Bathroom Remodels shall not include going beyond drywall removal (framing, changes, and modifications not permitted)	\$505 per space (max 3)
Deferred Submittals	2 hour minimum
Expedited Plan Review (Fees are in Addition to Normal Permit Fees) <ul style="list-style-type: none"> • In-house • Consultant 	4 hour min. + actual time 4 hour min. + City's actual cost for outside consultant
Fence, Residential <ul style="list-style-type: none"> • Fences under 6 feet in rear yard • Fences under 4 feet in front yard 	N/AN/ A N/A
Fence, Commercial and Multi-Family	3 hour minimum
Commercial Demolition, Single-Family Residential	3 hour minimum
Demolition, Garages, Sheds, etc.	2 hour minimum
Demolition Interior - Residential	3 hour minimum
Demolition Interior - Commercial	6 hour minimum
House Moving	3 hour minimum
Inspections, Additional	1 hour each
Inspections – For Which no Fee is Specifically Indicated	2 hour minimum
Inspection – Outside of Normal Business Hours	2 hour minimum
Re-inspection Fees	1 hour minimum
Residential Rental Unit Inspection <ul style="list-style-type: none"> • Single-family • Multi-family • Reinspections 	\$62.50 \$62.50 + \$5.00 each unit \$100 each
Investigation Fees	See Investigation Fees, Section 3
Plan Review (Additional), Required by Changes, Additions or Revisions to Plans	2 hour minimum
Site Plan Review for Modular Structures	2 hours minimum
Unusual, Phased or Permit not Individually Listed	2 hour minimum
Valuation Inspection Fee	2 hour minimum
Work Without a Permit	Investigation Fee + Permit fee
Reinstatement Fees (Commercial)	4 hours or ½ the permit price (the lesser of the two)
Reinstatement Fees (Residential)	2 hours or ½ the permit price (the lesser of the two)

<p>Covering or concealing installations prior to inspection</p>	<p>First offense: \$250.00 Second offense: \$1,000.00 Each offense thereafter: \$2,000.00</p>
<p>Failure to make corrections within fifteen days of notification by the Electrical Inspector <i>Exception:</i> Where an extension has been requested and granted, this penalty applies to corrections not completed within the extended time period.</p>	<p>First offense: \$250.00 Second offense: \$1,000.00 Each offense thereafter: \$2,000.00</p>
<p>Failure to get an inspection within 5 days of completion or to obtain a permit <i>Exception:</i> In cases of emergency repairs, for owners, to existing systems, this penalty will not be charged if the permit is obtained and posted no later than the business day following beginning work on the emergency repair.</p>	<p>First offense: \$250.00 Second offense: \$1,000.00 Each offense thereafter: \$2,000.00</p>

Section 6. Adopting Fire Code and Fire Protection System Permit Fees. Fire Code Permit Fees and Fire Protection System Fees are approved, adopted, and established herein set forth. Permit fee is based on the hourly rate of \$185.00 and includes one inspection.

<p>Plan Review</p> <ul style="list-style-type: none"> • Not Associated with a Building Permit • Associated with a Building Permit • Other 	<p>1 hour minimum 25% of the building permit fee 1 hour minimum</p>
<p>Inspection Fee</p> <ul style="list-style-type: none"> • Inspection • Reinspection – Work concealed without inspection or work not ready at the time of inspection will be charged a reinspection fee • Inspection, Overtime-Weekday Call Back • Inspection, Overtime-Weekend/Holiday 	<p>1 hour minimum 1st Reinspection: \$185 2nd Reinspection: \$185 3rd Reinspection +: \$385 2 hour minimum 4 hour minimum</p>
<p>Permit Fees</p> <ul style="list-style-type: none"> • Alternative Automatic Fire Extinguishing Systems • Fire Alarm System 5 or less devices, communicator (Flat Fee) • Fire Alarm System, New and Greater than 25 devices, (Flat Fee) • Fire Alarm System, Each Additional Device Over 25 	<p>\$536 \$298 \$991 \$8 \$214</p>

<ul style="list-style-type: none"> • Fire Sprinkler Systems, NFPA 13-D (One/Two Family and Townhomes) 	\$298
<ul style="list-style-type: none"> • Fire Sprinkler Systems, NFPA 13 or 13R, Tenant Improvements • 5 or Less Heads (Flat Fee) 	\$905
<p>Fire Sprinkler Systems, New and Greater than 6 Head</p>	
<p>Modifications to Permit Fees</p> <ul style="list-style-type: none"> • Sprinkler Head (per unit) • Standpipe (per unit) • Fire Pump (per unit) • Underground Storage Tank Decommissioning, Commercial • Underground Storage Tank Decommissioning, Residential (per tank) • Operational Permits 	<p>\$8</p> <p>\$536</p> <p>\$571</p> <p>\$536</p> <p>\$238</p> <p>\$370</p>
<p>Service and Other Charges</p> <ul style="list-style-type: none"> • Appeal, Hearing Examiner (Deposit) • Preventable Alarms, After 3 Alarms Within 180 Days 	<p>\$1,500</p> <p>\$1,000</p>

Section 7. Effective June 1, 2026– Hourly Rate. Effective June 1, 2026, the hourly rate on the fee schedule shall be \$218.

Section 8. Fees – Nonrefundable. All fees shall be non-refundable, except as specifically authorized under the Mountlake Terrace Municipal Code.

Section 9. Repealer – Resolution. Resolution No. 919 of the City of Mountlake Terrace is hereby repealed.

Section 10. Authority to make necessary corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance and attachments including, but not limited to, the correction of scrivener’s clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 11. Effective Date – Resolution. The fee schedules herein shall take effect and be in force on and after Midnight, June 1, 2026, and shall remain in effect until amended, revised or repealed and replaced by a subsequent fee schedule(s).

PASSED by the City Council of the City of Mountlake Terrace this 21st day of May, 2026, and signed in authentication of its passage this ____ day of May, 2026.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary Evans, City Attorney