

CITY COUNCIL WORKSHOP

November 04, 2025
6:00 P.M.



www.ci.bonney-lake.wa.us

AGENDA

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

The public is invited to attend Council Meetings and Workshops. Options for attending are provided below.

In-Person: Bonney Lake Justice & Municipal Center at 9002 Main Street East in Bonney Lake

By phone: 323-792-6234 (Meeting ID: 384 308 606#)

By internet: Chrome- [TEAMS Meeting Link](#) (Meeting ID: 222 580 150 033)

All public online cameras and microphones will be disabled. Only staff and presenters will be visible and unmuted.

The City Council may act on items listed on this agenda, or by consensus give direction for future action, also add and take action on other items not listed on this agenda.

I. **CALL TO ORDER:** Mayor Terry Carter

A. Pledge of Allegiance.

II. **ROLL CALL:** Mayor Terry Carter, Deputy Mayor Dan Swatman, Councilmember Angela Baldwin, Councilmember Aaron Davis, Councilmember Gwendolyn Fullerton, Councilmember Kerri Hubler, Councilmember J. Kelly McClimans, and Councilmember Brittany Rock.

III. **AGENDA ITEMS:**

A. **Appointment:**

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1. **AB25-87 – Motion M25-87** - A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayors Appointment Of Anneke Berry As Municipal Court Judge.

B. **Public Hearing:**

Citizen comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. Public mics and video will be enabled-you will need to personally turn them on-during this section only. All who comment will be asked to state their name and if you would like, your address for the meeting record. If you are attending virtually, we ask that you please email clerk@bonneylake.gov to give the last 4 of your phone number or screen name so we can ensure your mic and video will be seen/heard.

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1. **AB25-17– Ordinance D25-17** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending The Biennial Budget For Calendar Years 2025-2026.

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2. **AB25-44 – Ordinance D25-44** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Setting The Amount Of The Annual Ad Valorem Tax Levy Necessary For The Fiscal Year 2026 For The Purposes Set Forth Below; Providing For Severability And Corrections; And Establishing An Effective Date.

C. Council Open Discussion:

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- D. **Review Of Council Minutes:** October 21, 2025, City Council Workshop, And October 28, 2025, City Council Meeting.

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- E. **Discussion: AB25-80 – Ordinance D25-80** - An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Regarding Implementing Actions Associated With The 2024 Comprehensive Plan Periodic Update; Amending The Official Zoning District For Real Property Commonly Known As Parcel Numbers 2925000210 And 2925000220; Amending The Official Zoning Map; Amending The Bonney Lake Municipal Code For Consistency With The Comprehensive Plan And State Law; Providing For Severability And Corrections; And Establishing An Effective Date.

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- F. **Discussion: AB25-81 – Resolution R25-81** - A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing An Interlocal Agreement With The Tacoma Pierce County Health Department To Perform Source Control Inspections In Bonney Lake.

IV. EXECUTIVE/CLOSED SESSION: None.

V. ADJOURNMENT

Anything submitted at the Council Workshop will be added to the end of the packet the next day.

The City of Bonney Lake does not discriminate on the basis of disability, race, color, or national origin in its programs, services, or activities. If you need language assistance, translation, or an auxiliary aid, service, or policy modification to fully participate, please contact the City Clerk's Office at 253-862-8062 (TTY 711) or info@bonneylake.gov at least five (5) business days before the event; later requests will be honored when feasible.

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Agenda Item Type: Motion	Agenda Bill Number & Ordinance/Resolution/Motion Number: AB25-87/M25-87	
Department/Division Submitting: Executive Administration	Presenter: Mayor Carter	City Strategic Goal Category: None

Agenda Subject: Confirmation Of Municipal Court Judge Appointment.

Full Title/Motion: A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayors Appointment Of Anneke Berry As Municipal Court Judge.

Administrative Recommendation: Approve.

Short Background Summary: Bonney Lake And Sumner Have Recently Adopted An Interlocal Agreement For Municipal Court Services Which Provides, In Part For Single Judge Serving Both Courts. Judge Daniels Term Is Set To Expire On December 31, 2025. The City Advertised For The Position Of Municipal Court Judge And Received Thirteen (13) Applications, Five (5) Of Whom Were Interviewed. The Interview Panel Consisted Of The Chair Of The Bonney Lake Public Safety Committee, Police Chief, And Administrative Services Department Director. Sumner Was Represented By Their Deputy Mayor, Assistant Police Chief, And Assistant City Administrator. The Top Candidate, Anneke Berry Was Interviewed By The Mayor And City Administrator. After Consideration Of The Panel's Comments, Review Of The Application Materials, And Meeting With The Candidate, The Mayor Has Chosen To Appoint Anneke Berry As Municipal Court Judge For A Four-Year Term Commencing On January 1, 2026.

Attachments: Cover Letter And Resume.

BUDGET INFORMATION

Budgeted Amount: **Current Balance:** **Expenditure Amount Needed:** **Budgeted Balance Difference:**

Budget Explanation: The Municipal Court Judge Is A Budgeted Position In The 2025/26 Biennial Budget.

COMMITTEE, BOARD & COMMISSION REVIEW

Public Hearing Date: **Name Of Committee/Commission Public Hearing Was Done At:**

Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes

Hearing Examiner Review:

Preparer sent affected Department Director(s) copy of AB

☐ Administrative Services ☐ Court ☐ Executive
☐ Finance ☐ Police ☐ Public Services

COUNCIL ACTION

Workshop Date(s): 11/04/2025

Public Hearing Date(s):

Meeting Date(s):

Tabled To:

APPROVALS

Department Director:
JPV

Mayor:
Terry Carter

Date Reviewed By City Attorney (if applicable):
NA

Judge Anneke Berry

September 12, 2025

ATTN: Human Resources Department; Brian Sandler
Cc: Mayor Carter and Mayor Hayden
9002 Main ST E, STE 300
Bonney Lake, WA 98391

To Mayor Carter, Mayor Hayden and Mr. Sandler,

With the support of several judicial colleagues and attorneys, I am eagerly seeking appointment to the position of Presiding Judge of the Bonney Lake and Sumner Municipal Courts. My extensive judicial experience ensures that I would excel in this role. I am seeking this position because my judicial philosophy aligns with the respective mission statements of your cities. Bonney Lake and Sumner strive to provide the highest level of public service while protecting their communities. These cities deserve a judge with sound legal experience that will uphold the integrity of the judicial system, and I will ensure access, accountability and respect for anyone involved in our system.

I would be an immediate asset to the Bonney Lake and Sumner Municipal Courts. As the current Presiding Judge of Buckley, Presiding Judge Pro Tem of Bonney Lake and Judge Pro Tem of Sumner, your court staff and stakeholders are familiar with my reputation for integrity and consistency in making well-reasoned decisions. The Tacoma Pierce County Bar Association previously evaluated me with the highest rating of "Exceptionally Well Qualified." I aspire to foster public trust in the legal system through consistent ethical conduct, the pursuit of meaningful access to justice and by ensuring that legal proceedings are conducted efficiently and respectfully, safeguarding the rights of every individual who comes before the court.

I was honored with the appointment as Presiding Judge of Buckley in January 2022. Throughout my tenure I have gained invaluable experience with the management and administration of the Court's business. From guiding and supporting staff to consistent stakeholder communication with the executive and legislative branches of government, I actively engage with many departments as well as city officials. I believe that working closely with the other branches of government instills public trust and increases confidence in local government.

For 29 years I have served in municipal and district courts as a prosecuting attorney. I have served for 20 years as a Judge Pro Tem for 13 cities over 3 counties, and one term as the Presiding Judge of Buckley. As a testament to my abilities, four (4) Presiding Judges have honored me with an appointment in their court as the Predesignated Presiding Judge Pro Tem. The Presiding Judges for Bonney Lake, Lakewood, Enumclaw and Black Diamond have each entrusted me with court leadership in their absence. This speaks to their confidence in my knowledge, efficiency and efficacy in the administration of the Presiding Judge duties

Thirty years ago, I found early success in the prosecutor's office with a position in a domestic violence-focused collaboration between law enforcement, prosecution and D.V. advocates. Since this early collaboration, I have continued to prioritize the importance of successful interactions between different agencies throughout my career. These early experiences also matured my desire to consistently offer service to my local communities. From teaching law in the classroom or Kiwanis, to coaching soccer, there is a need for reliable support and an increased understanding about local community needs.

If you would like additional information or have any questions, please do not hesitate to reach out to my references or contact me directly at [REDACTED] or [REDACTED] I look forward to hearing from you!

Sincerely,

W. Anneke Berry
Enclosure(s)

Judge Anneke Berry

Judicial Candidate

Judicial Experience

Presiding Judge Buckley Municipal Court, 1/2022 – present

- Supervise the daily operations of the court and all personnel to perform court functions including work conditions, hiring, discipline, and termination.
- Lead the management and administration of the court's business including court budget and allocation of resources.
- Collaborate with the Executive and Legislative branches of government to promote transparency and communication.
- Seek out stakeholders to promote access to justice and effectiveness through legal updates, safety assessments, and examination with evaluation of existing policies and procedures.
- Train and supervise Judges Pro Tem.
- Oversee court budget, projected expenditures and presentation to Public Safety committee.
- Manage and present statistical and caseload data annually to the City Council and Executive branch through the State of the Court Address.
- Implemented post-pandemic accessibility strategies.
- Established redress of payment timelines to increase timely collection of legal financial obligations.
- Create and publish local court rules.
- Review and authorize search warrants for the Buckley Police Department.
- Preside over all stages of criminal and infraction matters including arraignments, pretrial, motions, probation review, civil traffic infractions, bench/jury trials, jail/in-custody, probable cause weekend reviews, and warrant recalls.
- Provide on call weekend/holiday review of arrests; probable cause and bai determination for new arrests and warrants.
- Review treatment reports, community service and other requirements of probation to determine compliance.

Presiding Judge Pro Tempore, 9/2022 – present

- Predesignated Presiding Judge Pro Tem for Bonney Lake, Enumclaw, Black Diamond, and Lakewood.
- Appointed to fulfill judicial duties in case of unavailability due to illness, incapacity, resignation, or death of Presiding Judge.
- Preside over all stages of criminal and civil matters including arraignments, pretrial, motions, probation review, civil traffic infractions, bench/jury trials, jail/in-custody, probable cause/bail reviews, and warrant recalls as well as on call for weekend matters.
- Collaborate with Community Court and Veteran's Court stakeholders.
- Handle all conflict/affidavit matters in which the presiding judge is unavailable.

- Effectively communicate with court administrators and court staff for updates on policies, conflicts, and procedures.
- Meet with stakeholders for improved communication and policy redress.

Judge Pro Tem, 9/2004 – present

- Serve as a Judge Pro Tem for the cities of Enumclaw, Olympia, Ruston, Fife, Fircrest, Ruston, Sumner, Milton, Bonney Lake, Black Diamond, Lakewood, and Puyallup.
- Preside over all stages of criminal and civil matters including arraignments, pretrial, motions, probation review, civil traffic infractions, bench/jury trials, jail/in-custody, probable cause weekend reviews, and warrant recalls.

Legal Experience

Contract Prosecutor, 1/2003 – present

- Prosecute misdemeanor and gross misdemeanor crimes for the cities of Puyallup, Olympia, Des Moines, Ruston, Sumner, and Roy.
- Handle all aspects of prosecution including arraignments, pretrial, motions, probation review, bench/jury trials, jail/in-custody, probable cause, and warrant reviews.
- Experience in criminal trials with approximately 50 bench/jury trials.
- Serve as the Prosecutor for Community Court and Veteran's Court therapeutic court diversion.
- Train police officers on law, policy and procedure, report writing, evidence gathering, and victimless prosecution.

Assistant/Associate City Attorney, City of Lakewood, 1998-2003

- Represented the City of Lakewood at every stage of criminal proceedings including: arraignments, pretrial, motions, probation review, bench/jury trials, jail/in-custody, probable cause, warrant reviews, civil traffic infractions, and RALJ appeal.
- Train police officers on law, policy and procedure, report writing, evidence gathering, and victimless prosecution.

Deputy Prosecuting Attorney, City of Spokane, 1997-1998

- Specialized prosecution for the Spokane Regional Domestic Violence Team.
- Developed and instituted Vertical Prosecution model.
- Cross-deputized to represent both the county on felony bail hearings and the municipality for arraignment, pretrial, motion, probation reviews, civil traffic infractions, bench/jury trials, jail/in-custody, probable cause, warrant recall, no contact order recall.
- Responsible for routine follow up with detectives, victim advocate and felony prosecutor for vertical prosecution.
- Train police on updates to domestic violence laws, inform on the definition of primary aggressor and policies regarding mutual aggressors and mandatory arrest law.
- Train police on proper report writing and evidence gathering, and the intricacies of victimless prosecution.

Non-profit Experience **Director Emotional Support Services, TEARS Foundation, Puyallup, 2009-2014**

- Keynote speaker for Walk fundraisers in South Carolina, New Jersey, Florida, Washington, and Kansas.
- Subject matter expert in grief, compassion fatigue, and emotional support for families.

- Developed and published initial TEARS informational flyer.
- Developed Chapter Leaders nationwide training and oversight measures.
- Travelled nationwide presenting training for support group leaders, parent to parent outreach, and chapter leaders.
- Developed grief support manual based on compassionate care model.
- Trainer for Compassion Fatigue workshops of chapter leaders and support group leaders.
- Trainer and session facilitator for National Conference for chapter leaders.

Leadership and

Community Service

Kiwanis

Living Access Shelter Association (L.A.S.A.)

Lakewood Partnership Against Domestic Violence (co-chair and facilitator)

MOPS International (steering committee member and past president)

TEARS Foundation – Facilitator and Parent outreach

King Cobra Athletic Club

Lakewood Racquet and Sport Club (board member and past president)

United States Tennis Association – Captain, Co- Captain and Sectionals

Heritage Christian School Parent Association (board member and past president)

Rotary Presenter

Law Day Presenter

Citizens Academy Presenter

Courtroom 101 Presenter

Grief and Loss Subject Matter Expert Presenter

Bring Your Child to Work Day Presenter

Lunch and Learn Presenter

Future Ready - Presenter

DV & Dating: Lincoln High School, Clover Park High School, Lakes High School

CPSD Presenter: Park Lodge Elementary, Lake Louise Elementary, Mann Middle School,

First Responder Trainer: Domestic Violence and Victim communication

Roll Call Police Trainer: Spokane, Lakewood, and Roy Police Departments

Public Access Television KTBW, Public Report: Judicial System Q and A

Public Access Television KTBW, Public Report: Understanding Infant Loss and Grief

Facilitator - Silent Witness Exhibit

“We the People” Judicial Panel

Moot Court Judge

Soccer Coach: Heritage Christian School, Lakewood Steilacoom Dupont Soccer Club

Education

Gonzaga School of Law, Juris Doctorate, 5/1997

Moot Court Regional Winner: Outstanding Oralist, Aix-en-Provence Fac de Droit

Pacific Lutheran University, Bachelor of Arts, 5/1993

Major in French, Université de Nantes (FRANCE), Minor in Chinese

References

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Agenda Item Type: Ordinance	Agenda Bill Number & Ordinance/Resolution/Motion Number: AB25-17 & D25-17	
Department/Division Submitting: Finance	Presenter: Cherie Reiersen, CPA	City Strategic Goal Category: Choose an item.

Agenda Subject: Biennial Budget Amendment 2025-2026.

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending The Biennial Budget For Calendar Years 2025-2026.

Administrative Recommendation: Approve.

Short Background Summary (Use a memo to write a full history): Revised Code Of Washington (RCW) 35A.34 Provides Procedures For Adopting, Managing And Amending A Biennial Budget. Pursuant To This Guidance, Staff Finds It Necessary To Make Certain Revisions To The 2025-2026 Biennial Budget That Was Adopted Via Ordinance #1726 All Requests Are On Exhibit B With The Request And Explanation. Attached To The Ordinance Are Exhibits A & B. The Budget Was Previously Adopted At Fund Level To Include Fund Balances. It Is Anticipated That Expenditures For The General Fund Will Exceed Revenues By \$6,119,944 For The Biennium With The Adoption Of The Budget Amendment. The Original Budget Authorized \$5,570,700 From Ending Fund Balance. This Means That The Budget Amendment Will Authorize Spending An Additional \$549,244 From The General Fund Ending Balance. Most Of The Requests Were Previously Approved By Council And The Resolution Has Been Included. Not Previously Approved Are The Following General Fund Increases: Attorney Fees Due To Usage; Increase In Credit Cards Fees But Expense Is Offset By 3% Cc Charge Authorized By Council; SWAT Overtime Missed In Original Budget. The Remaining Funds Had Some Contract Carryovers That Were Not Accounted For In The Budget Process.

Attachments: Exhibit A, Exhibit B, FTE Chart, Ordinance, Amendment Back Up Documents.

BUDGET INFORMATION

Budgeted Amount: **Current Balance:** **Expenditure Amount Needed:** **Budgeted Balance Difference:**
Budget Explanation:

COMMITTEE, BOARD & COMMISSION REVIEW

Public Hearing Date: **Name Of Committee/Commission Public Hearing Was Done At:**

Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues
Date: 10/28/2025 Name: Finance Committee	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes

Hearing Examiner Review:

Preparer sent affected Department Director(s) copy of AB	☒ Administrative Services ☒ Court ☒ Executive ☒ Finance ☒ Police ☒ Public Services
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COUNCIL ACTION

Workshop Date(s): 11/18/25 Meeting Date(s):	Public Hearing Date(s): 11/04/2025 Tabled To:
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APPROVALS

Department Director: <i>Cherie Reiersen, CPA</i>	Mayor: <i>Terry Carter</i>	Date Reviewed By City Attorney (if applicable):
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ORDINANCE NO. D25-17

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ADOPTING THE MID-BIENNIAL BUDGET AMENDMENT FOR BUDGET YEARS 2025 AND 2026.

WHEREAS, the City Council approved Ordinance No. 1726 which adopted a biennial budget for fiscal years 2025-2026; and

WHEREAS, Ch. 35A.34 RCW provides procedures for adopting, managing, and amending a biennial budget.

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

Section 1. The biennial budget for the City of Bonney Lake for the period January 1, 2025, through December 31, 2026 as contained in the adopted 2025-2026 Biennial Budget for total revenues/sources and expenditures/uses as approved by the City Council, is hereby amended to include Total Revenues and Expenditures for each fund as shown on the attached Exhibit “A” 2023-2024 Biennium Budget Total including Fund Balance.

Section 2. The changes to biennial expenditures as shown on the attached Exhibit “B” are hereby adopted.

Section 3. The City Clerk is directed to transmit a certified copy of the City of Bonney Lake adopted 2025-2026 Mid-Biennial Budget Amendment (Ordinance No. 25-17 and Exhibits “A”, and “B”) to the Office of the State Auditor and to the Association of Washington Cities.

Section 4. This Ordinance shall be effective five (5) days after its publication as provided by law.

ADOPTED by the City Council of the City of Bonney Lake and attested by the City Clerk in authentication of such passage on this 4 day of November 2025.

APPROVED by the Mayor this 4 day of November 2025.

Terry Carter, Mayor

AUTHENTICATED:

Sadie A. Schaneman, MMC, City Clerk

AB ____
Passed:
Valid:
Published:
Effective Date:
This Ordinance totals ____ page(s)

EXHIBIT "A"

2025- 2026 BUDGET AMENDMENT

FUND	TITLE	REVENUES	EXPENDITURES
001	General Fund	72,225,054	72,225,054
120	Drug Investigation Fund	79,460	79,460
121	Fed Drug Inv Fund	184,254	184,254
125	Cumulative Res. Fund	5,473,695	5,473,695
126	Contingency Fund	1,477,621	1,477,621
130	Affordable Housing Fund	305,058	305,058
131	ARPA Fund	2,021,349	2,021,349
202	Debt Service	5,123,839	5,123,839
301	Street CIP	12,300,996	12,300,996
302	Parks CIP	6,827,354	6,827,354
320	General Govt CIP Fund	4,938,819	4,938,819
401	Water Fund	54,588,823	54,588,823
402	Sewer Fund	46,360,274	46,360,274
415	Stormwater Fund	11,544,699	11,544,699
501	ERR Fund	12,794,666	12,794,666
	TOTAL	\$ 236,245,961	\$ 236,245,961

EXHIBIT B	2025	2026	2025/2026 Additional	Original	Budgeted	Total
GENERAL FUND (001)	Budget	Budget	request	25-26 Budget	Ending Fund	Request
LEGISLATIVE	151,175	138,175		289,350		289,350
MUNICIPAL COURT/ PROB.	1,449,613	1,504,293	70,000	2,953,906		3,023,906
EXECUTIVE & LEGAL	1,124,142	1,129,551	100,000	2,253,693		2,353,693
EMERGENCY MANAGEMENT	289,349	269,231		558,580		558,580
FINANCE	1,934,661	1,991,138	290,000	3,925,799		4,215,799
PROSECUTOR	659,846	687,412		1,347,258		1,347,258
INFORMATION SYSTEMS	1,710,346	1,295,106	63,800	3,005,452		3,069,252
ADMINISTRATIVE SERVICES	641,141	659,485		1,300,626		1,300,626
HUMAN RESOURCES	406,717	449,578		856,295		856,295
POLICE	10,913,708	10,962,733	456,600	21,876,441		22,333,041
ENGINEER/PW ADMIN/STREET	1,692,741	1,762,334	161,494	3,455,075		3,616,569
SENIOR CENTER	667,022	684,946		1,351,968		1,351,968
COMMUNITY SERVICE	12,150	12,150		24,300		24,300
BEAUTIFICATION PROGRAM	21,715	21,715		43,430		43,430
COMMUNITY FOREST	75,421	76,432		151,853		151,853
COMMUNITY EVENTS	74,350	75,350		149,700		149,700
PLANNING & COMM. DEVELOP.	1,500,847	1,558,663		3,059,510		3,059,510
FACILITIES	1,192,358	1,169,902		2,362,260		2,362,260
RECREATION PROGRAM	828,655	848,883		1,677,538		1,677,538
PARK FACILITIES	794,290	771,983		1,566,273		1,566,273
NON DEPARTMENTAL	5,506,515	1,339,606		6,846,121		6,846,121
TOTAL GENERAL FUND	29,596,762	25,358,666	1,141,894		16,127,732	72,225,054
Budgeted Revenue	25,085,081	24,862,297				
Department	Additional request justification					
Court	\$40K increase grant funding 2025; increase Judge from .85 to 1.00 FTE \$30K (offset by court rev)					
Executive	\$50K increase in attorney fees 2025, 2026 total usage closer to \$350K/yr					
Finance	\$145K additional credit card fees not budgeted 2025, 2026 (offset by revenue 08/2025)					
Information Services	Res 3281 website \$41,200 2025, \$22600 2026					
Police	Res 25-73 axon increase \$35.8K 25 & 26; Res 3276 radio replace \$375K; \$10K Swat OT 2026					
Streets	Salt brine and production machine was approved as a 2024 expense and not budgeted into 2025.					

	2025	2026		Original Budget	Budgeted	Total
FUND	Budget	Budget	Additional request	2025-2026	Ending Fund	Request
DRUG INV. FUND (120)	10,000	10,000		20,000	59,460	79,460
FED. DRUG INV FUND (121)	15,000	15,000			154,254	184,254
RESERVE FUND (125)	681,278	101,278	375,000		4,316,139	5,473,695
CONTINGENCY FUND (126)				-	1,477,621	1,477,621
AFFORD.HOUSING TAX(130)					305,058	305,058
ARPA FUND (131)	1,740,348	245,000		432,400	36,001	2,021,349
DEBT SERVICE FUND (202)	4,567,221	362,207		4,929,428	194,411	5,123,839
STREET CIP FUND (301)	2,867,500	2,275,000	127,500	5,142,500	7,030,996	12,300,996
PARKS CIP FUND (302)	4,740,000	915,000	201,660	5,655,000	970,694	6,827,354
GEN GOVT CIP FUND (320)	1,408,000	-	851,100	1,408,000	2,679,719	4,938,819
WATER FUND (401)	21,806,989	21,922,324		43,729,313	10,859,510	54,588,823
SEWER FUND (402)	18,547,155	18,703,140	117,825	37,250,295	8,992,154	46,360,274
STORM FUND (415)	3,885,725	3,562,421	289,800	7,448,146	3,806,753	11,544,699
EQUIP REPL FUND (501)	1,605,709	2,080,828	336,000	3,686,537	8,772,129	12,794,666

Fund	Additional request justification
Reserve Fund	Res 3276- \$375K PD radios repl 2025
Street CIP	Res 3235 Safety Action Plan \$77.5K 2025; Safety improvements \$50K 2026 (council discussion)
Park CIP	M25-29 AYP retainage \$170,360, Snack Shack replacements \$31,300- 2025 Mayor approval
Gen Govt CIP	2024 Demo Carryover \$101,100 PW bldg; \$750K Public Safety improvements
Sewer	Res 3261 Bubbler 2024 carryover \$117,825
Storm Fund	Res 3261 contract carryover 2024 \$151K; NPDES carryover 2024 \$21K; Res 3225 \$117.8K ARPA Carryover
ERR Fund	Res 3288 PD Car \$95K; Res 3269 PD Cars \$196K; Res 3290 Fleet software \$27.5K 2025, 17.5K 2026

***Note this is a biennial budget. As such some of the planned expenditures for 2025 may not happen until 2026 for some of the projects. All to be approved by City Administrator and Chief Financial Officer**

City of Bonney Lake POSITION SUMMARY	Year	2019	2020	2021	2022	2023	2024	2025	2026
		Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Amended F.T.E.	Budget F.T.E.	Amended F.T.E.
CITY COUNCIL									
Councilmember (Part-Time)		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
TOTAL CITY COUNCIL		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
EXECUTIVE									
Mayor (Part-Time)		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Administrator		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst to the City Administrator (title change eff 2024; was Exec Asst)		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist II									
Facilities, Special Events, and Projects Manager		1.00	1.00	1.00					
Recreation & Special Events Manager		1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Special Events Coordinator									1.00
Recreation Supervisor		1.00	1.00	1.00	1.00	1.00	1.00	1.00	*
Recreation Coordinator		3.00	3.00	3.00	3.00	3.00	2.00	2.00	*
Before/After School Site Director		6.80	7.65	6.80	6.80	6.80	6.80		
Facilities Maintenance Worker II		1.00	1.00	1.00	*				
Emergency Management Manager					1.00	1.00	1.00	1.00	1.00
TOTAL EXECUTIVE		16.80	17.65	16.80	15.80	15.80	14.80	8.00	5.00
*moved to Public Services									
LEGAL									
Deputy City Attorney/Prosecutor		1.00	1.00	1.00	1.00	1.00	1.00	1.00	*
Prosecutor					1.00	1.00	1.00	1.00	*
Limited Term Legal Specialist					1.00	1.00	1.00	1.00	1.00
Legal Specialist I/II							1.00	1.00	1.00
Administrative Specialist II/III		1.00	1.00	1.00	1.00	1.00			
TOTAL LEGAL		2.00	2.00	2.00	4.00	4.00	4.00	4.00	2.00
*Contract services out									
COURT									
Municipal Judge		0.85	0.85	0.85	0.85	0.85	0.85	0.85	1.00
Judicial Branch Manager (title change eff 2024; was Court Admin)		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Bailiff				0.65					
Judicial Specialists I/II		4.00	4.00	4.00	4.50	4.50	4.50	4.00	4.00
Judicial Specialists III		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Limited Term Case Manager							1.00	1.00	1.00
Court Svc Case Manager (title change eff 2024; was Probation Officer)		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL COURT		7.85	7.85	8.50	8.35	8.35	9.35	8.85	9.00
FINANCE									
Chief Financial Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant		1.00	1.00	1.00					
Payroll Accountant									1.00
Finance and Operations Manager									1.00
Finance and Payroll Accountant					1.00	1.00	1.00	1.00	
Accountant		1.00	1.00						
Accounting Specialist Cashier I/II		5.00	5.00	5.00	4.00	4.00	4.00	4.00	4.00
Accounting Specialist III		1.00	1.00	1.00	2.00	2.00	1.00	1.00	1.00
Accounting Specialist IV							1.00	1.00	1.00
Customer Service Manager (Utility)					1.00	1.00	1.00	1.00	
Financial Operations Supervisor		1.00	1.00	1.00					
TOTAL FINANCE		10.00	10.00	9.00	9.00	9.00	9.00	9.00	9.00

City of Bonney Lake POSITION SUMMARY	Year	2019	2020	2021	2022	2023	2024	2025	2026
	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Amended F.T.E.	Budget F.T.E.	Budget F.T.E.	
CITY CLERK & ADMINISTRATIVE SERVICES									
Administrative Services Director/IS Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk				1.00	1.00		1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00						
Administrative Specialist I/II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Records and Disclosure Specialist					1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Generalist	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00					
PC/Network Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cook	0.80	0.80	0.80	0.80	0.80	0.80			
Kitchen Asst	0.70	0.70	0.70	0.70	0.70	0.70			
Kitchen Aide	0.30	0.30	0.30	0.30	0.30	0.30	1.22	1.22	1.22
Limited term (grant) Senior Aide			0.75	0.75	0.75	0.75	0.75	0.75	0.75
Dishwasher		0.38	0.38	0.38	0.38	0.38	0.60	0.60	0.60
Senior Center Aide/Van Driver	2.20	2.20	2.20	2.20	2.20	2.20	3.00	3.00	3.00
TOTAL CITY CLERK & ADMINISTRATIVE SERVICES	12.75	13.13	13.88	13.88	14.13	14.13	14.57	14.57	
POLICE									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Executive Asst to the Chief (title change 2024; was Admin. Assistant)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Department Assistant									
Records Clerk	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Police Sergeant	5.00	5.00	5.00	5.00	7.00	7.00	7.00	7.00	7.00
Patrol Officers	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00
School Resource Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CJTC Officer			1.00						
Community Services Officer	2.50	2.50	2.50	3.00	3.00	3.00	3.00	3.00	3.00
Bailiff	0.45	0.45							
Child Passenger Safety Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL POLICE	37.95	38.95	39.50	39.00	41.00	41.00	41.00	41.00	
PUBLIC SERVICES									
Department of Public Services Director	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Admin. Support Team									
Permit Center Lead									
Administrative Supervisor	1.0	1.0	1.0			1.0	1.0	1.0	1.0
Administrative Specialist III	1.0	1.0	1.0	1.0	1.0	2.0	2.0	3.0	
GIS Assistant	1.0								
Contract Administrator	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Recreation									
Recreation Supervisor									1.00
Recreation Coordinator									2.00
	5.00	4.00	4.00	3.00	3.00	5.00	5.00	9.00	

City of Bonney Lake
POSITION SUMMARY

Year	2019	2020	2021	2022	2023	2024	2025	2026
	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Amended F.T.E.	Budget F.T.E.	Budget F.T.E.

PUBLIC SERVICES

Infrastructure Development Team								
City Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant City Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Development Review Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Engineering Assistant						1.0	1.0	1.0
GIS Analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Project Manager								
Construction Inspector	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Development Services Team								
Development Services Manager						1.0	1.0	1.0
Planning and Building Supervisor	1.0	1.0	1.0	1.0	1.0			
Plans Examiner/BO	1.0	1.0	1.0					
Senior Building Inspector/Plans Examiner				1.0	1.0	1.0	1.0	1.0
Building Inspector I	1.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0
Plans Examiner				1.0				
Permit Coordinator				1.0	1.0	1.0	1.0	1.0
Permit Technician I/II	1.0	2.0	2.0	2.0	2.0	2.0	1.0	1.0
Associate/Assistant Planner	2.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant/Senior Planner					1.0	1.0	1.0	1.0
Assistant Planner/Code Enforcement	1.0	1.0	1.0					
Code Enforcement				1.0	1.0	1.0	2.0	2.0
Public Works Team								
Superintendent of Public Works	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Supervisor	1.0	1.0	1.0	1.0	1.0			
Administrative Specialist IV								
Administrative Specialist I/II	2.0	2.0	2.0	1.0	1.0			
Administrative Specialist III				1.0	1.0			
Public Works Operations Engineer								
Assistant City Engineer	1.0	1.0	1.0	1.0	1.0			
Electrician	1.0	1.0	1.0	1.0	1.0			
Assistant Superintendent of Public Works	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Lead Worker***	5.0	5.0	5.0	5.0	5.0	5.0	6.0	6.0
Facility Maintenance Worker III				1.0	1.0	1.0		
Maintenance Worker III*	5.0	7.0	7.0	7.0	8.0	8.0	8.0	8.0
Limited Term MW/II - Parks						2.0	2.0	2.0
Maintenance Worker I/II**	22.0	21.0	21.0	21.0	20.0	20.0	21.0	20.0
Meter Reader/ Meter Reader II	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Custodian					2.0	2.0	2.0	2.0
Fleet Manager						1.0	1.0	1.0
Mechanic I/II	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Public Services Department	61.0	62.0	63.0	64.0	66.0	67.0	68.0	71.0

TOTAL STAFFING (excludes Councilmembers)	148.35	151.58	152.68	154.03	158.28	159.28	153.42	151.57
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* MWIII breakdown Water-3, Sewer-2, Parks-1, Street/Storm-2

**MW I/II breakdown Water-8, Sewer-4, Streets/Storm-7, Facilities-1

***Lead breakdown Water-2, Sewer-1, Parks-1, Street/Storm-1, Facilities-1

Summary of Interfund Transfers

2025

Transfer Out: General Fund \$4,567,000

Transfer In: Debt Service Fund \$4,567,000

For general obligation debt including paying off 2015 bond issuance of \$4.2M

Transfer Out: General Fund \$71,000

Transfer In: Cumulative Reserve Fund \$71,000

Current year savings for computer replacement (\$26,000) and police laptop replacement (\$45,000)

Transfer Out: Cumulative Reserve Fund \$101,278

Transfer In: General Fund \$101,278

Radio replacement over the next five years (2025-2029); \$506,394 saved in Cumulative Reserve Fund

Transfer Out: Cumulative Reserve Fund \$280,000

Transfer In: General Fund \$280,000

Laptop replacement (PD/City) saved in Cumulative Reserve Fund

Transfer Out: Cumulative Reserve Fund \$300,000

Transfer In: General Fund \$300,000

Eden software upgrade saved in Cumulative Reserve Fund

2025 AMENDED:

Transfer Out: Cumulative Reserve Fund \$375,000

Transfer In: General Fund \$375,000

Radio replacement all purchased in 2025; \$375,000 saved in Cumulative Reserve Fund

2026

Transfer Out: General Fund \$362,500

Transfer In: Debt Service Fund \$362,500

For general obligation debt

Transfer Out: General Fund \$71,000

Transfer In: Cumulative Reserve Fund \$71,000

Current year savings for computer repl (\$26,000) and police laptop repl (\$45,000)

~~Transfer Out: Cumulative Reserve Fund \$101,278~~

~~Transfer In: General Fund \$101,278~~

Radio replacement over the next four years (2026-2029); \$405,116 saved in Cumulative Reserve Fund

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Agenda Item Type: Ordinance	Agenda Bill Number & Ordinance/Resolution/Motion Number: AB25-44/ D25-44	
Department/Division Submitting: Finance	Presenter: Cherie Reiersen	City Strategic Goal Category: None

Agenda Subject: 2026 Annual Ad Valorem Tax Levy.

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Setting The Amount Of The Annual Ad Valorem Tax Levy Necessary For The Fiscal Year 2026 For The Purposes Set Forth Below; Providing For Severability And Corrections; And Establishing An Effective Date.

Administrative Recommendation: Approve.

Short Background Summary: Pursuant To Revised Code Of WA (RCW) 84.52.020 The Mayor Of The City Of Bonney Lake Must Certify To The Pierce County Assessor-Treasurer And The Pierce County Council That The Bonney Lake City Council Requests The Following Levy Amounts Be Collected In Year 2026. The Regular Levy Limit Is \$3,740,922 Which Consists Of The Lawful Regular Tax Levy Multiplied By The 1% Limit Factor Plus The Current Years Assessed Value Of New Construction And Improvements And Relevy And Refunds. The Following Are Key Details To The 2026 Proposed Levy: (A) The Tax Levy Rate For 2025 Per \$1,000 Property Value Was \$0.70732 (Rounded); The Proposed Rate For 2026 Is \$0.69415 (Rounded). (B) The Total City Assessed Value For 2026 Is \$5,383,835,660. (C) The Total Tax Levy In 2025 Was \$3,672,435; (D) The Total Increase To The Levy Is \$34,080.

Attachments:

BUDGET INFORMATION

Budgeted Amount: **Current Balance:** **Expenditure Amount Needed:** **Budgeted Balance Difference:**

Budget Explanation: Adopt Annual Ad Valorem Property Tax To Be Collected In 2026.

COMMITTEE, BOARD & COMMISSION REVIEW

Public Hearing Date: **Name Of Committee/Commission Public Hearing Was Done At:**

Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes

Hearing Examiner Review:

Preparer sent affected Department Director(s) copy of AB

☐ Administrative Services ☐ Court ☐ Executive
☐ Finance ☐ Police ☐ Public Services

COUNCIL ACTION

Workshop Date(s): 11/18/2025

Public Hearing Date(s): 11/04/2025

Meeting Date(s): 11/25/2025

Tabled To:

APPROVALS

Department Director:
Cherie Reiersen, CPA

Mayor:
Terry Carter

Date Reviewed By City Attorney (if applicable):

ORDINANCE NO. D25-44

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, SETTING THE AMOUNT OF THE ANNUAL AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2026 FOR THE PURPOSES SET FORTH BELOW; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bonney Lake is meeting and discussing the biennial budget for the fiscal years 2025 and 2026; and

WHEREAS, the City Council held a public hearing on November 4, 2025, to discuss the feasibility of an increase in property tax revenues for collection in year 2026; and

WHEREAS, the City Council of the City of Bonney Lake after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Bonney Lake requires a regular levy in the amount of \$3,740,922, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest.

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

Section 1. The City Council of the City of Bonney Lake, Washington, does hereby resolve the city's actual levy amount from the previous year was \$3,672,435; and, the population is more than 10,000; and now therefore, that an increase in the regular property tax levy is authorized for the levy to be collected in the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$34,080.10 which is a percentage increase of 0.928% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. That the taxes to be collected from the levies hereby fixed and made, together with the estimated revenues from sources other than taxation, which constitutes the appropriation of the City of Bonney Lake for the fiscal year 2026, are hereby approved.

Section 3. A certified copy of this Ordinance and original Ad Valorem Levy Certification shall be transmitted on or before November 30th of the year preceding the

year in which the levy amounts are to be collected to the Pierce County Assessor-Treasurer (Attn: Levy Department; 2401 S. 35th St. Rm. 142; Tacoma, WA 98409); and, the Pierce County Council (Attn: Clerk, Rm. 1046; County City Building; 930 Tacoma Ave. S.; Tacoma, WA 98402); and, any other governmental office as provided by law.

Section 4. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 6. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 7. Effective Date. This Ordinance shall be effective five days after publication as provided by law.

ADOPTED by the City Council of the City of Bonney Lake and attested by the City Clerk in authentication of such passage on this 4th day of November 2025.

APPROVED by the Mayor this 4th day of November 2025.

Terry Carter, Mayor

AUTHENTICATED:

Sadie A. Schaneman, MMC, City Clerk

AB _____
Passed:
Valid:
Published:
Effective Date:
This Ordinance totals _____ page(s)

CITY COUNCIL WORKSHOP

October 21, 2025

6:00 P.M.

DRAFT MINUTES



www.ci.bonney-lake.wa.us

Location: The physical location of the Council Meeting was at the Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington. The public was also given the option to call in or attend virtually the Council Meeting

Audio starts at: 06:00 **I. CALL TO ORDER** – Mayor Terry Carter, called the workshop to order at 6:00 p.m.

A. Pledge of Allegiance

Audio starts at: 06:01 **II. ROLL CALL:** City Clerk Sadie Schaneman called the roll. In addition to Mayor Terry Carter, elected officials attending were Deputy Mayor Dan Swatman, Councilmember Angela Baldwin, Councilmember Aaron Davis, Councilmember Gwendolyn Fullerton, Councilmember Kerri Hubler, Councilmember J. Kelly McClimans, and Councilmember Brittany Rock.

Staff members in attendance at the physical location were City Administrator John P. Vodopich, Chief Finance Officer Cherie Reiersen, Administrative Services Director Chuck McEwen, Public Services Director Jason Sullivan, Assistant Police Chief Ryan Boyle, City Clerk Sadie Schaneman, Development Services Manager Lauren Balisky, Administrative Specialist II Debbie McDonald.

Staff member in virtual attendance were Police Chief Mark Berry and City Attorney Jennifer Robertson.

III. AGENDA ITEMS:

Audio starts at: 6:01 A. **Council Open Discussion:** None.

Audio starts at: 6:01 B. **Review of Minutes:** - October 7, 2025, City Council Workshop, And October 14, 2025, City Council Meeting.

The draft minutes were forwarded with corrections to the October 28, 2025, meeting for approval.

Audio starts at: 6:03 C. **Discussion: AB25-77 – Ordinance D25-77** – An Ordinance Of The City Of Bonney Lake, Pierce County, Washington, Relating To Watercraft Regulations; Specifying Exceptions To Adopted Pierce County Code Chapter 8.88; Establishing Local Regulations For Speed Limits, Personal Watercraft Operation, And Regulatory Buoys; Providing For Severability And Corrections; And Establishing An Effective Date.

Police Chief Berry provided the background history on the ordinance and how long it has been in the works. This would take away the 5 MPH zone and turn it into a no wake zone which will be easier to enforce. Citizens will be educated about the changes. Enforcement will begin as education and after two weeks tickets will be handed out.

Council discussed and shared their concerns, including:

- Enforcement
- Culture needing to be changed.
- Increase of safety and decrease in property damage.
- State law on retaining walls.

There was Council consensus to place this item on the next upcoming full council agenda.

Audio starts at:
6:27

- D. **Discussion:** AB25-80 – Ordinance D25-80 – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Regarding Implementing Actions Associated With The 2024 Comprehensive Plan Periodic Update; Amending The Official Zoning District For Real Property Commonly Known As Parcel Numbers 2925000210 And 2925000220; Amending The Official Zoning Map; Amending The Bonney Lake Municipal Code For Consistency With The Comprehensive Plan And State Law; Providing For Severability And Corrections; And Establishing An Effective Date.

Development Services Manager Balisky explained the changes and the need for the changes to conform with State policies. This will insure the building processs is clear and concise.

Council discussed and shared their concerns, including:

- The definition of co-living.
- Breaking down into smaller pieces, so it is easier to understand.

There was Council consensus to place this item on the next two workshops for further discussion. With the material being broken down into smaller pieces.

Audio starts at:
7:00

- E. **Discussion:** AB25-84 – Motion M25-84 – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign The Lease With GoodRoots NW To Install A Food Locker At Cedarview Park.

Public Services Director Sullivan and Stacey Crnich, with GoodRoots NW, explained the need for another food locker and why Cedarview would make a good location. GoodRoots NW would take care of all permits.

Council discussed and shared their concerns, including:

- The pros and cons of having a locker at this location.
- Attracting overnight campers.

- How the food lockers work.
- The turnover for the orders.

There was Council consensus to place this item on the next upcoming consent agenda.

Audio starts at:
7:15

- F. **Discussion:** AB25-85 – Motion M25-85 – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign The Lease With GoodRoots NW To Install A Grocery POD On Property Owned By The City At 8720 Main Street E.

Public Service Director Sullivan and Stacey Crnich, with GoodRoots NW, explained what a grocery pod does. This would allow citizens 24-hour access to food. They still need to go through the website to get a code to use the grocery pod.

Council discussed and shared their concerns, including:

- Other uses.
- Has the private sector been asked to have one installed.

There was Council consensus to place this item on the next upcoming consent agenda.

Audio starts at:
7:24

- G. **Discussion:** 2026 Budget Amendment Decision Card Public Services.

Public Service Director Sullivan discussed the need to add another Contract Administrator to help with water and sewer contracts. More Capital Improvement Plans are scheduled for next year and the City will need help administering the contracts for the projects.

Council discussed and shared their concerns, including:

- The Impact on sewer and water rates.
- Longevity of hiring a new employee.
- Can it be contracted out.

There was Council consensus to Chief Finance Officer Reiersen at the Finance Meeting on October 28, 2025 if this needs to be added to the budget amendment.

Audio starts at:
7:57

- H. **Discussion:** 2026 Budget Amendment Decision Card Public Safety Building.

Police Chief Berry explained the need for these improvements to the Public Safety Building. All improvements are health and safety related.

Council discussed and shared their concerns, including:

- How dilapidated the building is.
- Building anew building vs. doing updates.

- Go out for a bond to build a new Police Station.

There was Council consensus to add this as a budget amendment.

Audio starts at:
8:10

I. Discussion: 2026 Budget Amendment Decision Card Next Request

City Clerk Schaneman discussed the proposed changes by the State Legislature to Public Disclosure Act. These changes will make filling the request more time consuming for staff. The program modular being proposed would help save on staff time and efficiency instead of having to hire an additional staff member.

Council discussed and shared their concerns, including:

- What will the new modular help with.
- How will it save on staff time.
- Contract Length.
- Can it search for the records.
- This would be another line of defense.

There was Council consensus to inform Chief Financial Officer Reiersen at the Finance Meeting on October 28, 2025 if this needs to be added to the budget amendment.

IV. EXECUTIVE/CLOSED SESSION: None.

Audio starts at:
8:30

V. ADJOURNMENT:

At 8:30 p.m. the Meeting was adjourned by Mayor Carter with the common consent of the City Council.

Sadie A. Schaneman, MMC, City Clerk

Terry Carter, Mayor

Items presented to Council at the October 21, 2025, Workshop:

(1) Next Request Proposal – City Clerk Schaneman.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.

CITY COUNCIL MEETING

October 28, 2025

6:00 P.M.

DRAFT MINUTES



www.ci.bonney-lake.wa.us

Location: The physical location of the Council Meeting was at the Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington. The public was also given the option to call in or attend virtually the Council Meeting.

Audio starts at:
06:00:00

I. CALL TO ORDER – Mayor Terry Carter, called the meeting to order at 6:00 p.m.

- A. Pledge of Allegiance: Mayor Carter led the audience in the Pledge of Allegiance.
- B. Roll Call: City Clerk Sadie Schaneman called the roll. In addition to Mayor Carter, elected officials attending were Deputy Mayor Dan Swatman, Councilmember Angela Baldwin, Councilmember Aaron Davis, Councilmember Gwendolyn Fullerton, Councilmember Kerri Hubler, Councilmember J. Kelly McClimans and Councilmember Brittany Rock.

Staff members in attendance at the physical location were Police Chief Mark Berry, Administrative Services Director Chuck McEwen, Public Services Director Jason Sullivan, City Clerk Sadie Schaneman, and Records and Disclosure Coordinator Kandice Besaw.

Staff members in virtual attendance were City Administrator John P. Vodopich, Chief Financial Officer Cherie Reiersen and City Attorney Jennifer Robertson.

Audio starts at:
06:01:43

- C. Agenda Modifications: None.
- D. Announcements, Appointments and Presentations:

1. **Proclamation:** First Responders Appreciation Day.

Mayor Carter read the Proclamation and thanked all the first responders for serving the community.

2. **Proclamation:** National Arts Month.

Mayor Carter read the Proclamation and thanked all for serving the arts community.

3. **Presentation:** Easttown – Teeter – Chris Leier.

Mr. Leier gave an overview of the project's history, detailing its initial goals, challenges, and successes, along with a transparent look at its pros and cons.

He outlined the path forward, emphasizing that due to the current economy, the team will need the Council's support and advice. He noted that amendments may be necessary to ensure the project's success.

Councilmember McClimans expressed his support in amending the developer's agreement to help keep the project moving forward.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

A. Public Hearings: None.

B. Citizen Comments:

Kurt Thun: Addressed several community concerns, specifically highlighting the issues of speeding on Angeline Road, homelessness, and the ongoing drug problem. He concluded his remarks by offering several specific suggestions aimed at tackling each of these issues.

Nanci Lien: Expressed her gratitude to the group for the establishment of the no wake zone ordinance and requested the Council's continued support and cooperation in maintaining its effectiveness.

Jeff Lincoln: Commended Mr. Leier for his dedicated work regarding Eastown, acknowledging the positive impact of his efforts. He also extended his thanks to all parties involved for the successful work related to the no wake zone ordinance.

Dave Morell: He joined the commendation of Mr. Leier for his hard work and also extended his praise to the entire Council for their diligent efforts in helping developers to continue projects during this economy.

C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

A. Finance Committee: Deputy Mayor Swatman reported the Finance Committee met in person and virtually today at 5:00 p.m. The Committee went through personnel updates, discussed AB25-17 and approved their minutes.

B. Community Development Committee: Councilmember Fullerton reported the Community Development Committee met in person and virtually on October 21, 2025, The Committee discussed and forwarded AB25-82 to tonight's Consent, discussed the method for calculating sewer residential equivalent units, Angeline Road and Veteran Memorial Drive East Design Contract and approved their minutes.

- C. Public Safety Committee: Councilmember Baldwin reported the Public Safety Committee did not meet and is expected to have their next meeting virtually at 3:45 p.m. on December 9, 2025.

D. Other Reports:

Regional & Community Activities: Councilmember Hubler reported on her attendance at the Pierce County Regional Council (PCRC) meeting, noting updates were received from three key organizations: the Pacific Northwest Vets Outreach, Operation Green Light, and South Sound Housing.

Regarding local events, Councilmember Hubler thanked all participants for the successful Homecoming Parade. She also informed the Council of the following upcoming community activities:

- Bonney Lake High School Holiday Bazaar (Date/time to be confirmed)
- November 6th: Panther Pasta Party
- December 12th-13th: Joint Toy Drive between Sumner and Bonney Lake.

Veterans Parade: Councilmember Baldwin reminded the group that the 60th Annual Veterans Day Parade in Auburn, WA, one of the nation's largest, will take place on November 8, 2025. Councilmember Fullerton added that a breakfast will be held at the Senior Center the same morning.

Audio starts at:
07:04:28

IV. CONSENT AGENDA:

- A. **Approval of Corrected Minutes**: September 16, 2025, City Council Workshop, And September 23, 2025, City Council Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**: Accounts Payable Wire Transfer #20250911 For P-Card Transactions In The Amount Of \$53,967.78 Accounts Payable Check/Vouchers #100050 To #100124, And Wire Transfers #20250917, #48543903, #4813556, #2025090201, And #2025090801 In The Amount Of \$466,841.49 Accounts Payable Check/Vouchers #100125 To #100139 In The Amount Of \$1,632.06 Accounts Payable Check/Vouchers #100140 To #100211, And Wire Transfer #20251002 In The Amount Of \$589,234.26 **Voids**: None.
- C. **Approval of Payroll**: Sept 1-15, 2025, For Checks #35270 – 35277 Including Direct Deposits And Electronic Transfers Totaling \$872,598.96. **Void**: None. Sept 16-30, 2025, For Checks #35278 – 35288 Including Direct Deposits And Electronic Transfers Totaling \$937,741.36. **Void**: None.
- D. **AB25-76 – Motion M25-76** - A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Reducing The Number Of Sewer Maintenance

Workers I/II's By One And Increasing The Number Of Administrative Assistance III's By One In The Public Services Department.

- E. **AB25-78 – Motion M25-78** - A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Directing Staff To Submit The October 2025 Version Of The Capital Facilities & Services Element To The Department Of Commerce And To Include It In The Final Draft Version Of The Comprehensive Plan.
- F. **AB25-83 – Motion M25-83** - A Motion Of The City Council Of The City Of Bonney Lake, Pierce County Washington, Designating Two Official City Representatives To The Alliance For Sustainable Climate Action Board Of Directors.

Councilmember Baldwin moved to approve the Consent Agenda. Deputy Mayor Swatman seconded the motion.

Consent Agenda approved 7 – 0.

V. FULL COUNCIL ISSUES:

- A. **AB25-77 – Ordinance D25-77** - An Ordinance Of The City Of Bonney Lake, Pierce County, Washington, Relating To Watercraft Regulations; Specifying Exceptions To Adopted Pierce County Code Chapter 8.88; Establishing Local Regulations For Speed Limits, Personal Watercraft Operation, And Regulatory Buoys; Providing For Severability And Corrections; And Establishing An Effective Date.

Councilmember Fullerton moved to approve AB25-77 – Ordinance D25-77. Councilmember Davis seconded the motion.

Council discussed and shared their concerns, including:

- Enforcement.
- Culture needing to be changed.
- Increase of safety and decrease in property damage.

Ordinance D25-77 approved 7 – 0.

VI. EXECUTIVE SESSION: None.

VII. ADJOURNMENT:

At 7:05 p.m. the Meeting was adjourned by Mayor Carter with the common consent of the City Council.

Sadie A. Schaneman, MMC, City Clerk

Terry Carter, Mayor

Items presented to Council at the October 28, 2025, Meeting for the record: None

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Agenda Item Type: Ordinance	Agenda Bill Number & Ordinance/Resolution/Motion Number: AB25-80 – Ordinance D25-80	
Department/Division Submitting: Development Services	Presenter: Lauren Balisky, Development Services Manager	City Strategic Goal Category: Growth Vision

Agenda Subject: 2024 Development Code Periodic Update Amendments

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Regarding Implementing Actions Associated With The 2024 Comprehensive Plan Periodic Update; Amending The Official Zoning District For Real Property Commonly Known As Parcel Numbers 2925000210 And 2925000220; Amending The Official Zoning Map; Amending The Bonney Lake Municipal Code For Consistency With The Comprehensive Plan And State Law; Providing For Severability And Corrections; And Establishing An Effective Date.

Administrative Recommendation: None.

Short Background Summary (Use a memo to write a full history): The City Of Bonney Lake Is Required To Review And Update Its Comprehensive Plan And Development Regulations To Ensure Compliance With The Washington State Growth Management Act (GMA), Chapters 36.70A And 36.70B RCW. The GMA Does Not Exempt Any Portion Of The City's Comprehensive Plan Or Development Regulation From Being Subject To Review And Evaluation As Part Of The Required Period Update. Staff Has Completed Drafting The Amendments To The Zoning Map And Development Regulations Necessary To Implement *Envision Bonney Lake*. Review By The City Attorney Is Reflected In This Draft. Review By The Finance Department, Planning Commission, And Commerce Are Also In Progress.

Attachments: Briefing Memorandum, Draft Ordinance D25-80 - 2024 Development Code Periodic Update Amendments (**Only Includes Sections Related To Land Divisions**, Missing Or Partially Blank Pages Contained Information That Will Be Discussed At The November 18 And December 2 City Council Workshops. This Document Does Not Include The Attachments To The Ordinance Itself).

BUDGET INFORMATION

Budgeted Amount: N/A **Current Balance:** **Expenditure Amount Needed:** **Budgeted Balance Difference:**
Budget Explanation: N/A

COMMITTEE, BOARD & COMMISSION REVIEW

Public Hearing Date: **Name Of Committee/Commission Public Hearing Was Done At:**

Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Hearing Examiner Review:				
Preparer sent affected Department Director(s) copy of AB		☐ Administrative Services ☐ Court ☐ Executive ☒ Finance ☐ Police ☒ Public Services		

COUNCIL ACTION

Workshop Date(s): 10/21/2025, 11/04/2025 **Public Hearing Date(s):**
Meeting Date(s): ~~10/28/2025~~ **Tabled To:**

APPROVALS

Department Director: *Jason Sullivan* **Mayor:** *Terry Carter* **Date Reviewed By City Attorney (if applicable):**



Public Services Briefing Memorandum

Meeting Date: November 4, 2025

Memo Date: October 29, 2025

Staff Contact: Lauren Balisky – Development Services Manager

Prepared By: Lauren Balisky – Development Services Manager

Action Type: Discussion

Agenda Title: AB25-80 – Ordinance D25-80 2024 – Development Code Periodic Update Amendments

PURPOSE:

The purpose of this item is to brief the City Council on the draft updates to the Bonney Lake Municipal Code required as part of the 2024 Comprehensive Plan Periodic Update process. **This workshop is specific to amendments related to land divisions (subdivisions, short subdivisions, administrative lot splits, and unit lot subdivisions). All other sections of the draft ordinance have been removed for review at workshops on November 18 (housing) and December 2 (SB 5290 permit processing procedures and other clarifications).**

EXECUTIVE SUMMARY:

The City of Bonney Lake is required to review and update its comprehensive plan and development regulations to ensure compliance with the Washington State Growth Management Act (GMA), Chapters 36.70A and 36.70B RCW. Staff has completed drafting the amendments to the development regulations necessary to implement *Envision Bonney Lake*.

DISCUSSION:

Background

Washington's Growth Management Act (GMA) adopted as Chapter 36.70A RCW mandates that the City adopt and regularly update a comprehensive plan. The City's comprehensive plan is intended to serve as the policy framework to effectively manage growth and development within the City, protect the property rights of the City's residents, facilitate economic development, and guide land use decisions and infrastructure investments.

As part of the major periodic update to the comprehensive plan, the city must also ensure that the zoning map and development regulations implement and are consistent with the comprehensive plan (RCW 36.70A.040(3), WAC 365-196-800 and WAC 365-196-810). The GMA does not

exempt any portion of the City's comprehensive plan or development regulation from being subject to review and evaluation as part of the required period update.

Staff has completed drafting the amendments to the development regulations necessary to implement the final draft version of *Envision Bonney Lake*, consistent with Preferred Growth Alternative 2 – Bend the Trend (City Council Motion M24-33, passed April 23, 2024).

About Land Divisions

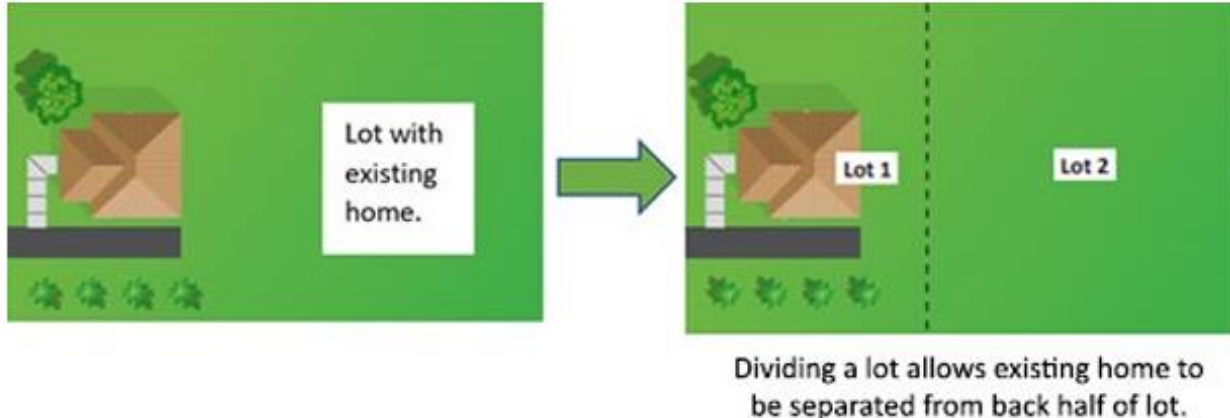
The City is required under Chapter 58.17 RCW to have procedures for various types of land divisions. The draft ordinance proposes amendments as follows:

- **MINOR CLARIFICATIONS PROPOSED**

- Full subdivisions – division of property into ten or more fee simple lots
- Short subdivisions – division of property into two to nine fee simple lots

- **NEW**

- Administrative lot splits – quick division of property into two fee simple lots
 - Under this process, there is no guarantee of whether the lot is buildable. Improvements are not required to be installed as part of this process. The process can only be used one time for the original or resulting lot and cannot be used for commercial subdivisions or short subdivisions.
 - Visual example:



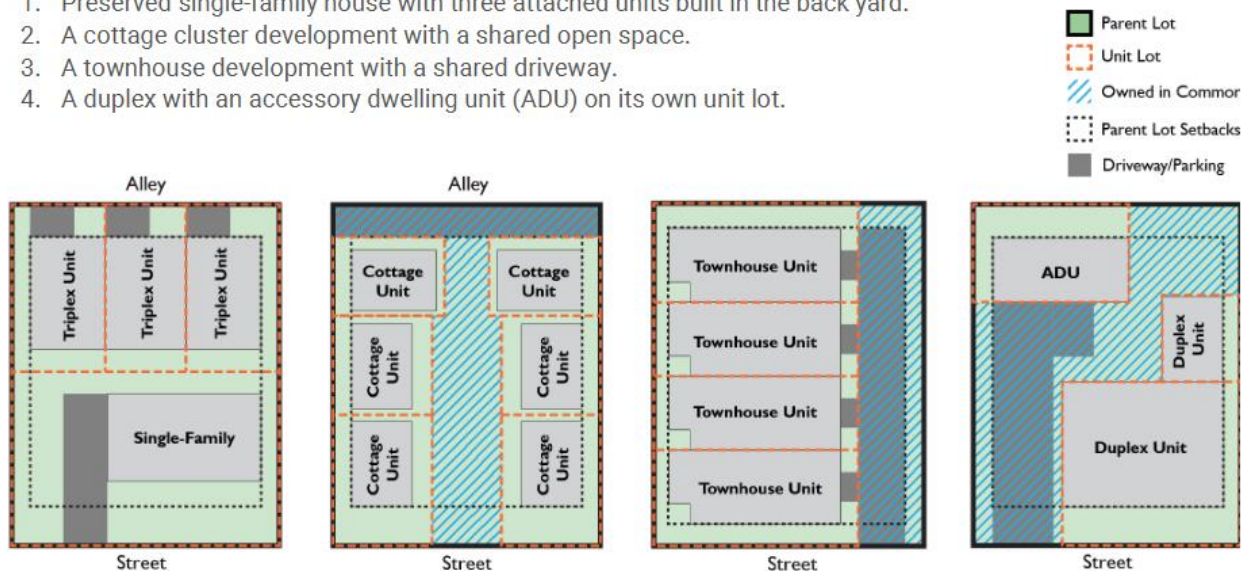
Courtesy of MBAKS, Credit Kimley-Horn

- Additional information is available in the Master Builders Association of King and Snohomish Counties (MBAKS) *Creating More Housing Through Lot Splitting: A Tool for Increasing Homeownership Opportunities* (https://www.mbaks.com/docs/default-source/documents/advocacy/issue-briefs/creating-more-housing-through-lot-splitting_mbaks.pdf?sfvrsn=c3ce234f_5)

- Unit Lot Subdivision – division of a “parent” lot into two or more “child” lots with common space.
 - Under this process, the entire parent lot is reviewed for consistency with setbacks, impervious surface coverage, and other design standards. The individual child lots do not need to comply the standards so long as the parent lot complies. This means that all lots are tied together for the life of the development, like a traditional condominium.
 - Visual example:

The following examples illustrate how setbacks apply to a parent lot and unit lots.

1. Preserved single-family house with three attached units built in the back yard.
2. A cottage cluster development with a shared open space.
3. A townhouse development with a shared driveway.
4. A duplex with an accessory dwelling unit (ADU) on its own unit lot.



Courtesy of Washington State Department of Commerce

- Additional information is available in the Washington State Department of Commerce *Unit Lot Subdivisions Fact Sheet (July 2025)* (<https://deptofcommerce.app.box.com/s/ozi8jpvtmsfa7p9pfqv77k3xajnsn0w>)

- **NO CHANGES PROPOSED**

- Boundary line adjustments – adjustment of boundary between two or more fee simple lots
- Lot combination – combination of two or more fee simple lots

FORMATTING:

- The draft ordinance is presented in sequential order in the existing Bonney Lake Municipal Code (BLMC), with comments noting the reason for each change, and a link to applicable state legislation:

Section 24. Amendment. Section 14.10.070 of the Bonney Lake Municipal Code is amended to read as follows: <u>14.10.070 One-hundred-twenty-day time limit—Exceptions. Calculation of review time for permit applications.</u> The following time periods shall not count toward the maximum of 120 days which can expire between the determination of completeness and the notice of decision. The number of calendar days an application is in review shall be calculated from the day completeness is determined under BLMC 14.40.030 to the date a final decision is issued under 14.40.080 on the permit application. The	Lauren Balisky Updated to be consistent with the time periods in in SSSB 5290, Laws of 2023, Section 7(1). Reply
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- Removed text within an existing section of the BLMC is shown with ~~strikethrough~~.
- Added text within an existing section of the BLMC is shown with underline.
- New sections are noted as new, and presented without strikethrough or underline formatting:

Section 8. New Section. Section 12.04.025 of the Bonney Lake Municipal Code is hereby added to read as follows:	
---	--

- Repealed sections are noted as follows:

Section 104. Repealed. Chapter 18.16 of the Bonney Lake Municipal Code, R-2 Medium-Density Residential Districts, is hereby repealed in its entirety.	Lauren Balisky Amended to comply with FSSHB 1220, Laws of
--	--

ADDITIONAL REVIEW:

Review by the City Attorney, Finance Department, Planning Commission, and the Washington State Department of Commerce are also in progress.

The public will be invited to participate as part of the public hearing process. Properties where a change to the zoning district is proposed will be mailed directly, in addition to the normal public notice procedures.

ANTICIPATED SCHEDULE:

Below is the anticipated schedule for review by Planning Commission and City Council. Staff is available to bring this item back for additional discussion at City Council workshops in November 2025, if desired.

- **October 21:** City Council Discussion on Implementing Development Regulations
- ~~**October 28:** City Council Discussion / Direction on Implementing Development Regulations~~ REMOVED FROM AGENDA
- **November 4:** City Council Discussion on Implementing Development Regulations – Land Division Amendments
- **November 5:** Planning Commission Discussion on Implementing Development Regulations

- **November 18:** City Council Discussion on Implementing Development Regulations – Housing Amendments
- **November 19:** Planning Commission Public Hearing on full Comprehensive Plan and Development Regulations
- **December 2:** City Council Workshop on full Comprehensive Plan and Implementing Development Regulations – Permit Processing and Consistency Amendments
- **December 9:** City Council Decision on full Comprehensive Plan and Implementing Development Regulations

ATTACHMENTS:

- A. Draft Ordinance D25-80, with annotations, without attachments – **sections related to land divisions only.**

Sections and pages have been intentionally removed to facilitate focused review by City Council. Topics will be discussed on the following dates:

November 4, 2025 - Review of draft land division amendments

November 18, 2025 - Review of draft housing amendments

December 2, 2025 - Review of draft permit processing and consistency amendments

Section 7. **Amendment.** Subsections “B” and “F.1” of Section 12.04.005 of the Bonney Lake Municipal Code is amended to read as follows:

12.04.005 Underground distribution utilities required.

Commented [LB5]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

... B. New Wiring Systems to Be Placed Underground. Any construction activities related to development of all subdivisions, short plats and divisions, as defined in 17.10.030 BLMC, multifamily construction, public facilities, or commercial construction shall place all existing and new utilities underground for internal development as well as along the existing and new street frontage adjacent to the project.

...

F. ...

1. All residential short ~~plats~~ subdivisions of four lots or less, unit lot subdivisions of four unit lots or less, administrative lots splits, and duplexes, triplexes, and fourplexes where new public roads are not built, unless the property owner voluntarily places the above-ground utilities underground; or

Section 9. Amendment. Section 12.04.030 of the Bonney Lake Municipal Code is amended to read as follows:

12.04.030 Definitions.

A. “Director” means the Public Services Director or designee.

Commented [LB7]: Added to clarify role of director in relation to this chapter.

B. ~~A.~~ “Frontage” or “street frontage” is defined as that portion of the property that abuts city right-of-way.

C. ~~B.~~ “Frontage improvement charge” or “FIC” means the amount the developer may elect to pay in lieu of physical improvements.

D. ~~C.~~ “New development” is defined is defined as the construction of a nonresidential project which requires permits from the city, the construction of a duplex, or multifamily building as defined in BLMC 18.04.130, short subdivision, or subdivision or a land division, as defined in 17.10.030 BLMC.

Commented [LB8]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 10. Amendment. Subsection “A.1” of Section 12.04.040 of the Bonney Lake Municipal Code is amended to read as follows:

12.04.040 Frontage improvement exemption.

...

A. ...

Commented [LB9]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

1. Frontage improvement charges shall be paid prior to the time when the ~~plat~~land division is finalized.

....

Section 11. Amendment. Section 12.28.020 of the Bonney Lake Municipal Code is amended to read as follows:

12.28.020 Installation of street lights as a condition of subdivision, unit lot subdivision, or short subdivision.

Installation of street lights as a condition of ~~subdivision of property~~ a land division is required and governed by BLMC 17.50.080.

Commented [LB10]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 12. Amendment. Subsection “C” of Section 12.28.030 of the Bonney Lake Municipal Code is amended to read as follows:

12.28.030 City installation of street lights.

...

- C. Should the city, in its discretion, approve installation of street lighting in response to a request for additional street lighting on existing public residential streets not associated with a ~~subdivision~~ land division application, the installation of such lighting will follow the location standards set forth in this section but will be consistent with the existing pole and light head standard of the ~~subdivision~~ for a land division unless otherwise approved by the ~~public works~~ director.

....

Commented [LB11]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 16. **Amendment.** Subsections “C.2” – “C.7”, Subsection “L”, and Subsection “N” of Section 13.12.010 of the Bonney Lake Municipal Code are amended to read as follows:

13.12.010 Definitions.

...

L. "L."

1. "Land division" means "land division" as defined in BLMC 17.10.030.

2. ~~1.~~ "Lateral" ...

3. ~~2.~~ "Lot" ...

...

N. "N."

1. "New development" means the construction of a nonresidential project which requires permits from the city, the construction of a duplex, multifamily building as defined in BLMC 18.04.130, or single-family residence, ~~short subdivision, or subdivision or a land division as defined in BLMC 17.10.030.~~

2. "Natural outlet" means any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.

....

Commented [LB17]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 19. Amendment. Subsections “A”, “D.1”, and “D.3” of Section 13.12.130 of the Bonney Lake Municipal Code are amended to read as follows:

13.12.130 Sewer connections mandatory.

...

- A. Residential Development. A private wastewater disposal system may be installed in conjunction with the construction of an individual detached single-family dwelling unit, duplex, triplex, fourplex, co-living housing with up to four co-living units, or attached or detached accessory dwelling unit, when the following are met:

...

- D. ~~Short Plats Land divisions.~~ ~~Shorts plats~~ Land divisions of four or fewer lots may install new private wastewater disposal systems on each individual lot; provided, that the Tacoma-Pierce County health department issues a permit for all private wastewater disposal systems and complies with the following:

Commented [LB20]: Added to clarify when on-site wastewater disposal is available to co-living, consistent with a similar number of dwelling units and [ESHB 1998, Laws of 2024](#).

Commented [LB21]: Updated to land divisions so that unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3) and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) are treated consistent with other land divisions.

1. The applicant shall prepare civil plans, which must be approved by the city, for the sewer extension that would have been required to serve the ~~short plat~~, land division; provided that:
 - a. The applicant shall and install dry lines consistent with the approved civil plans within and along the frontage of said short ~~plat~~ subdivision or unit lot subdivision prior to obtaining final ~~short plat~~ approval. For an administrative lot split, the applicant may choose one of the options in BLMC 17.20.050.D.
 - b. This provision does not require an applicant to prepare plans for any required regional lift stations.
- ...
3. Place the following notices on the face of the administrative lots split, final short ~~plat~~ subdivision, or final unit lot subdivision:

....

Section 20. Amendment. Subsection “E” of Section 13.16.060 of the Bonney Lake Municipal Code is amended to read as follows:

13.16.060 Process for latecomer agreements and assessment of reimbursement areas.

... **E.** Any developments or ~~short plats~~ land divisions that are connecting to a utility where a latecomer agreement applies shall pay the latecomer fees at final ~~plat~~ approval. Latecomer fees paid at final ~~plat~~ approval will be exempt from administration fees. All lots of record identified in the latecomer agreement will pay the applicable latecomer fee when their building permit is issued or, for existing buildings, when the utility connection is made.

Commented [LB22]: Updated to land divisions to treat unit lot subdivisions ([ESSB 5258, Laws of 2023](#)), Section 11(3) and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 55. Amendment. Subsections “B” and “D” of Section 15.28.070 of the Bonney Lake Municipal Code are amended to read as follows:

15.28.070 Signs in residential districts.

...

- B. One permanent, non-internally illuminated sign per neighborhood, subdivision land division with 10 or more lots or unit lots, development, apartment, or condominium complex per main entrance not to exceed 32 square feet in sign area per face and six feet in height. Such sign may be indirectly lighted.

...

- D. Home occupations, authorized under ~~BLMC 18.22.010~~ Chapter 5.08 BLMC, may have the following signage:

....

Section 56. Amendment. Subsection “E” of Section 15.36.020 of the Bonney Lake Municipal Code is amended to read as follows:

15.36.020 Definitions.

...

- E. “Development” means any manmade change to improved or unimproved real estate including, but not limited to, buildings or other structures, utilities, placement of manufactured home/mobile home, mining, dredging, clearing, filling, grading, paving, excavation, drilling operations, or subdivision, short subdivision, unit lot subdivision, or administrative lot split of property.

....

Section 57. Amendment. Subsections “H” and “I of Section 15.36.040 of the Bonney Lake Municipal Code are amended to read as follows:

15.36.040 Applicable civil improvements.

...

Commented [LB84]: Updated to reflect relocation of home occupation regulations in Ordinance No. 1739.

Commented [LB85]: Added to treat unit lot subdivisions with ten or more unit lots consistent with subdivisions, consistent with [ESSSB 5258, Laws of 2023](#), as amended by [ESB 5559, Laws of 2025](#).

Commented [LB86]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), administrative lot splits ([ESSHB 1096, Laws of 2025](#)), and short plats (already required to obtain a civil permit but not listed) consistent with subdivisions.

H. Short plat subdivision, unit lot subdivision, or administrative lot split, one through three lots (Chapters 12.04, 17.20 and 17.50 BLMC);

...

I. Short plat subdivision or unit lot subdivision, four through nine lots (Chapters 17.20 and 17.50 BLMC);

....

Commented [LB87]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 60. Amendment. Subsections “F.3” and “K” of Section 16.20.130 of the Bonney Lake Municipal Code are amended to read as follows:

16.20.130 Substantive requirements.

...

F. ...

3. Noted on the face of any ~~plat~~ subdivision, short subdivision, unit lot subdivision, administrative lot split survey, or recorded drawing; and

...

- K. Lots created through subdivisions ~~or short plats~~ subdivisions, unit lot subdivisions, or administrative lot splits shall not contain undevelopable critical areas and associated buffers. Subdivisions, ~~and short plats~~ subdivisions, unit lot subdivisions, and administrative lot splits shall show any applicable critical area limitations.

....

Section 61. Amendment. Subsection “E.3” of Section 16.64.070 of the Bonney Lake Municipal Code is amended to read as follows:

16.64.070 Tree retention.

...

E. ...

3. Noted on the face of any ~~plat, short plat~~ subdivision, short subdivision, unit lot subdivision, or administrative lot split or recorded drawing; and

....

Commented [LB90]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Commented [LB91]: Updated to add unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 65. Amendment. New Subsections “A(8)”, “A(9)”, “A(10)”, “C(7)” and “C(8)” are added to Section 17.10.030 of the Bonney Lake Municipal Code, and Subsections “C(1)”, “C(4)” and “C(5)” of Section 17.10.030 of the Bonney Lake Municipal Code are amended to read as follows:

17.10.030 Definitions.

- A. Definitions for the following terms are adopted by reference from RCW 58.17.020 as presently constituted or as may be subsequently amended:

...

8. Parent lot.

Commented [LB99]: Added to comply with [ESSHB 1096, Laws of 2025](#), Section 2(15)(d).

9. Unit lot.

10. Unit lot subdivision.

Commented [LB100]: Added to comply with [ESB 5559, Laws of 2025](#), Sections 1(17) and (18).

- ... C. As used in this title, the following terms and phrases shall have the following meanings:

1. “Divisions of land” or “land division” means ~~both a subdivision, and short subdivision, unit lot subdivision, and an administrative lot split.~~

...

4. “Short subdivision” means ~~a short plat where the lot is divided the division of land~~ into nine or less lots, tracts, parcels, or other divisions of land for the purpose of sale, ~~or lease, or transfer of ownership.~~

5. “Subdivision” means a plat where the lot is divided ~~the division of land~~ into 10 or more lots, tracts, parcels, or other divisions of land for the purpose of sale, lease, ~~development~~ or transfer of ownership.

Commented [LB101]: Updated for consistency.

...

7. “Lot split” or “administrative lot split” means the administrative process of dividing one existing lot into two lots for the purpose of sale, lease, or transfer of ownership.

Commented [LB102]: Added to comply with [ESSHB 1096, Laws of 2025](#), Section 2(15)(a).

8. “Lot split survey” or “administrative lot split survey” means the final survey prepared for filing for record with the Pierce County auditor and containing all elements and requirements for a lot split under Title 17 BLMC and RCW 58.17.145.

Commented [LB103]: Added to comply with [ESSHB 1096, Laws of 2025](#), Section 2(15)(b).

Section 66. Amendment. Subsections “B”, “C”, and “D” of Section 17.20.020 of the Bonney Lake Municipal Code are amended to read as follows:

17.20.020 Preliminary approval of subdivisions and short subdivisions.

... B. The applications procedures for ~~all divisions of land~~ subdivisions and short subdivisions are provided in BLMC Title 14.

C. The city shall not approve a preliminary ~~plat subdivision~~ or preliminary short ~~plat subdivision~~ unless the city approving authority makes written findings that:

...

D. Preliminary approval authorizes for the applicant to develop the required facilities and improvements, after review, approval, and issuance of construction permits by the director. All development shall be subject to any conditions imposed by the city on the preliminary approval.

Commented [LB104]: Updated to be consistent with existing definitions in BLMC 17.10.030 and add clarification about process for short subdivisions and full subdivisions (preliminary approval, civil improvement design, civil improvement construction, final approval, building construction).

Section 67. Amendment. The title of Section 17.20.030 of the Bonney Lake Municipal Code is amended to read as follows:

17.20.030 Installation of improvements for all divisions of land.

....

Commented [LB105]: Update of this section name to clearly apply to all types of land division.

Section 68. Amendment. Section 17.20.040 of the Bonney Lake Municipal Code is amended to read as follows:

17.20.040 Final approval of subdivisions and short subdivisions.

A. Any person, having received preliminary ~~plat subdivision~~ or preliminary short ~~plat subdivision~~ approval, shall obtain final ~~plat subdivision~~ or short ~~plat subdivision~~ approval within the time frames specified in BLMC 14.10.100.

B. The applicant shall submit for final ~~plat subdivision~~ or final short ~~plat subdivision~~ using forms provided by the director. The director shall prepare a submittal checklist providing a list of the application materials that shall be considered the minimum necessary to constitute a complete application.

Commented [LB106]: Updated to be consistent with existing definitions in BLMC 17.10.030.

- C. The final subdivision or final short subdivision shall be approved, denied, or returned to the applicant within 30 days of filing a complete application, unless the applicant consents in writing to an extension. The city shall not approve a final ~~plat~~-subdivision or final short ~~plat~~-subdivision unless:
1. The final ~~plat~~-subdivision or short ~~plat~~-subdivision is consistent with approved preliminary ~~plat~~-subdivision, or preliminary short ~~plat~~ subdivision, to include any conditions attached to the decision issued by the city; and
 2. The construction of all improvements required by the city has been completed and accepted by the director; provided, that:
 - a. The city may accept as a condition of final ~~plat~~-subdivision or final short ~~plat~~-subdivision approval a surety equal to 200 percent of the estimated cost of improvement(s) required by the city; provided, that the city will not accept a surety for water mains, hydrants, sewer mains, storm drains, or street paving. The surety shall be released upon completion of all required improvements and acceptance by the city.
 - b. If the director determines that installation of improvements required for a short subdivision for commercial uses within a commercial zone is not needed at the time of the approval of the final short ~~plat~~ subdivision, the improvements shall be installed in conjunction with the construction of the building(s) located on the property. This condition shall be stated on the final short ~~plat~~-subdivision, and shall be binding on all later owners of lots created by the short ~~plat~~ subdivision.
 3. The final subdivision or final short subdivision shall conform to the requirements for notes on the face of the document in Chapter 58.17 RCW and the recording standards of the Pierce County auditor.
- D. The director and city engineer shall sign the final ~~plat~~-subdivision or short ~~plat~~ subdivision documents indicating the city's approval of the final ~~plat~~ subdivision or short ~~plat~~-subdivision.
- E. The final subdivision or short subdivision shall not be recorded until after the appeal period has lapsed.
- F. ~~E.~~ Upon recording of a final subdivision or short subdivision, all easements and utilities as shown on the final ~~plat~~-subdivision or final short ~~plat~~ subdivision shall be deemed dedicated to the public.
- G. ~~F.~~ It shall be the responsibility of the applicant to execute and record any private easements or agreements identifying the rights and responsibilities of

Commented [LB107]: Updated due to applicants not providing plans that conform to state law or auditor's requirements.

Commented [LB108]: Moved from BLMC 14.40.080.A.4.

property owners and/or a homeowners' association for use and maintenance of common areas, facilities, utilities, interior or exterior building components, and other similar features with the Pierce County auditor. Any such private easements may be shown on the face of the proposed final subdivision or final short subdivision for courtesy review prior to final approval.

H. G.—It shall be the responsibility of the applicant to file the approved final plat subdivision or short plat subdivision, bearing on its face all required signatures and certifications, with the county auditor and to complete the platting process and provide an approved copy of the signed and recorded document to the city.

Section 69. **New Section.** A new Section 17.20.050 is hereby added to the Bonney Lake Municipal Code to read as follows:

17.20.050 Procedures for administrative lot splits.

Commented [LB109]: Added to comply with [ESSHB 1096, Laws of 2025](#), Sections 1 and 2.

- A. Purpose. The purpose of an administrative lot split is to provide current property owners with the opportunity to maintain homeownership in changing life circumstances while facilitating development of additional housing to provide homebuyers, including first-time homebuyers, with more affordable ownership opportunities.
- B. Applicability.
 - 1. A maximum of one new lot can be created with an administrative lot split. Any lot that is not buildable according to the development code including, but not limited to, critical areas, shorelines, stormwater, setbacks, impervious surface areas, and building coverage standards, are not eligible for an administrative lot split under this section.
 - 2. An administrative lot split may be combined with concurrent review of a residential building permit application to create a new buildings with six or fewer dwelling units.
- C. Application procedure.
 - 1. The applicant shall submit for an administrative lot split using forms provided by the director.
 - a. The director shall prepare a submittal checklist providing a list of the application materials that shall be considered the minimum necessary to constitute a complete application.
 - b. A certificate of water availability and a certificate of sewer availability from the applicable utility for the newly created lot and dwelling unit(s) shall be included as part of any complete application.

- c. If the proposed administrative lot split would require demolition or alteration of any existing housing that would displace a renter, the applicant must recommend a displacement mitigation strategy as part of any complete application. The strategy may include, but is not limited to, relocation assistance.
- 2. An application for an administrative lot split shall be processed as a Type 1 permit pursuant to Title 14 BLMC; provided, an administrative lot split is not eligible for administrative appeal to the Hearing Examiner under Chapter 14.120 BLMC pursuant to RCW 58.17.145.
- 3. The city shall not approve an administrative lot split unless:
 - a. The director makes written findings that:
 - i. The proposal is eligible for an administrative lot split pursuant to this section;
 - ii. The proposal is located in the RC-5, R-1, R-3, C-2, DC, or DM zoning district;
 - iii. Both the original lot and the proposed lot meet the minimum lot size and bulk and setback regulations under applicable development regulations;
 - iv. The proposal meets the minimum and maximum density requirements for the underlying zoning district;
 - v. The proposal creates no more than one new lot;
 - vi. The original lot was not created through the splitting of a residential lot, as authorized by this section and RCW 58.17.145; and
 - vii. The proposal is consistent with the design standards in Chapter 17.50 BLMC and requirements of RCW 58.17.145.
 - b. All improvements required by the city have been:
 - i. Completed and accepted by the director. Installation of improvements shall comply with BLMC 17.20.030.; or
 - ii. The improvements may be installed in conjunction with the construction of the building(s) located on the property. If the applicant chooses to delay completion of required improvements,

the requirement to complete improvements shall be stated on the final lot split survey, and shall be binding on all future owners, successors, and assigns of the administrative lot split; or

- iii. A surety equal to 200 percent of the estimated cost of improvement(s) required by the city; provided, that the city will not accept a surety for water mains, hydrants, sewer mains, storm drains, or street paving. The surety shall be released upon completion of all required improvements and acceptance by the city.

D. Recording.

1. The final lot split survey shall conform to the requirements for notes on the face of the document in Chapter 58.17 RCW and the recording standards of the Pierce County auditor, including but not limited to the informational notes required in RCW 58.17.060, as existing or as amended:
 - a. A condition that further lot splits of the original lot or the newly created lot are not authorized;
 - b. A note that if a lot split results in a lot of a size that would allow for further land division, the lot is not eligible for a lot split but may be divided under other applicable land subdivision processes in the Bonney Lake Municipal or Chapter 58.17 RCW; and
 - c. A note that all future construction is subject to all applicable state and local laws, including the requirements for approval of residential building permits in the Bonney Lake Municipal Code and Chapter 19.27 RCW.
 - d. A note that the City of Bonney Lake is immune from any liability, loss, or other damage suffered by another that is related to the city's approval of a lot split under Chapter 301, Laws of 2025, including if the lot split creates a lot that is later determined to not be buildable.
2. The director shall sign the final lot split survey indicating the city's approval of the final lot split survey. The applicant shall file the final lot split survey with the Pierce County auditor to become the lawful plat of the property.
3. The final lot split survey shall not be recorded until after the appeal period has lapsed.

4. Upon recording of a final lot split survey, all easements and utilities as shown on the final lot split survey shall be deemed dedicated to the public.
5. All streets, stormwater, and utility tracts shall be deeded to the city by either a statutory warranty deed or quit claim deed.
6. Access and utility rights are granted or conveyed as necessary on or before recording of the lot split survey to provide access for the maximum number of dwelling units that could be developed on the newly created lot, provided such access rights may be reduced consistent with a city's adopted codes, regulations, or design standards as applicable through review of a subsequent application for a building permit, short subdivision, unit lot subdivision, subdivision application, or short subdivision if less than the maximum number of dwelling units are built on the newly created lot.
7. It shall be the responsibility of the applicant to execute and record any private easements or agreements identifying the rights and responsibilities of property owners and/or a homeowners' association for use and maintenance of common areas, facilities, utilities, interior or exterior building components, and other similar features with the Pierce County auditor. Any such private easements may be shown on the face of the proposed administrative lot split for courtesy review prior to approval.
8. It shall be the responsibility of the applicant to file the approved final lot split survey, bearing on its face all required signatures and certifications, with the county auditor and to complete the administrative lot split process and provide an approved copy of the signed and recorded document to the city.

Section 70. New Section. A new Section 17.20.060 is hereby added to the Bonney Lake Municipal Code to read as follows:

17.20.060 Procedures for unit lot subdivisions.

- A. Purpose. The purpose of a unit lot subdivision is to allow for the more flexible creation of lots of varying sizes and types, including for attached and detached housing, and similar developments with multiple dwelling units on a parent lot, while applying only those site development standards applicable to the parent lot as a whole, rather than to individual unit lots resulting from the unit lot subdivision.
- B. Applicability. A unit lot subdivision creates a relationship between the parent site and each lot created, referred to as a "child" lot.

Commented [LB110]: Added to comply with [ESSSB 5258, Laws of 2023](#), as amended by [ESB 5559, Laws of 2025](#).

1. Unit lot subdivisions are allowed for residential development on parent lots of two acres or less in the R-1, R-3, C-2, DC, and DM zoning districts. Land division for commercial, mixed-use, or other non-residential uses must be approved through the subdivision or short subdivision procedures in this title.
2. A unit lot subdivision may be used for any development with two or more dwelling units meeting the standards of this section.
3. A unit lot subdivision may also be used to subdivide an existing or planned accessory dwelling unit from the principal structure, subject to the additional standards in subsection G.

C. Application.

1. The applicant shall submit for a unit lot subdivision using forms provided by the director.
 - a. The director shall prepare a submittal checklist providing a list of the application materials that shall be considered the minimum necessary to constitute a complete application.
 - b. A certificate of water availability and a certificate of sewer availability from the applicable utility for the newly created unit lots and dwelling unit(s) shall be included as part of any complete application.
2. An application for a unit lot subdivision with nine or fewer lots shall be processed as a Type 3 permit and an application for a unit lot subdivision with ten or more lots shall be processed as a Type 4 permit, pursuant to Title 14 BLMC.

D. Preliminary approval.

1. The city shall not approve a preliminary unit lot subdivision unless the director makes written findings that:
 - i. The proposal is eligible for a unit lot subdivision pursuant to this section;
 - ii. The proposal is consistent with the goals and policies of the city's comprehensive plan;
 - iii. The proposal is found to be consistent with the development code; and

- iv. The proposal is consistent with the design standards in Chapter 17.50 BLMC and requirements of RCW 58.17.060.
- 2. Preliminary approval authorizes for the applicant to develop the required facilities and improvements, after review, approval, and issuance of construction permits by the director. All development shall be subject to any conditions imposed by the city on the preliminary approval.
- E. Installation of improvements shall comply with BLMC 17.20.030.
- F. Final approval.
 - 1. Any person, having received preliminary unit lot subdivision approval, shall obtain final unit lot subdivision approval within the time frames specified in BLMC 14.10.100.A, if the unit lot subdivision is for nine or fewer lots, or in BLMC 14.10.100.B, if the unit lot subdivision is for ten or more lots.
 - 2. The applicant shall submit for final unit lot subdivision using forms provided by the director. The director shall prepare a submittal checklist providing a list of the application materials that shall be considered the minimum necessary to constitute a complete application.
 - 3. The final unit lot subdivision shall be approved, denied, or returned to the applicant within 30 days of filing a complete application, unless the applicant consents in writing to an extension. The city shall not approve a final unit lot subdivision unless:
 - a. The final unit lot subdivision is consistent with the approved preliminary unit lot subdivision, to include any conditions attached to the decision issued by the city; and
 - b. The construction of all improvements required by the city have been completed and accepted by the director; provided, that the city may accept as a condition of final unit lot subdivision approval a surety equal to 200 percent of the estimated cost of improvement(s) required by the city; provided, that the city will not accept a surety for water mains, hydrants, sewer mains, storm drains, or street paving. The surety shall be released upon completion of all required improvements and acceptance by the city.
 - 4. The final unit lot subdivision shall conform to the requirements for notes on the face of the document in Chapter 58.17 RCW and the recording standards of the Pierce County auditor, including but not limited to the informational notes required in RCW 58.17.060(3)(a), as existing or as amended:

- a. The name of the unit lot subdivision shall include the phrase “Unit Lot Subdivision”.
 - b. Approval of the design and layout of the unit lot subdivision was granted based on detailed review of the parent lot, as a whole, under City of Bonney Lake File No. _____.
 - c. Access easements, common garage, parking and vehicle access areas; on-site recreation; landscaping; utilities; common open space; exterior building facades and roofs; and other similar features shall be shown on the face of the final unit lot subdivision.
 - d. A note that subsequent subdivision actions, additions, or modifications to the unit lot subdivision, including all structures, may not create or increase any nonconformity of the parent lot as a whole, and shall conform to the approved unit lot housing development project or to the land use and development standards.
 - e. A note that if a structure or portion of a structure within the unit lot subdivision has been damaged or destroyed, any repair, reconstruction, or replacement of any structure shall conform to the approved unit lot subdivision or to the land use and development standards in effect at the time the proposed repair, reconstruction, or replacement project's permit application becomes vested.
 - f. A note that additional development or redevelopment of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
5. The director shall sign the final unit lot subdivision indicating the city's approval of the final unit lot subdivision.

G. Recording.

1. The unit lot subdivision shall not be recorded until after the appeal period has lapsed.
2. Upon recording, all easements and utilities as shown on the final unit lot subdivision shall be deemed dedicated to the public.
3. All streets, stormwater, and utility tracts shall be deeded to the city by either a statutory warranty deed or quit claim deed.
4. It shall be the responsibility of the applicant to execute and record any private easements or agreements identifying the rights and responsibilities

of property owners and/or a homeowners' association for use and maintenance of common areas, facilities, utilities, interior or exterior building components, and other similar features with the Pierce County auditor. Any such private easements may be shown on the face of the proposed final unit lot subdivision for courtesy review prior to final approval.

5. It shall be the responsibility of the applicant to file the approved final unit lot subdivision, bearing on its face all required signatures and certifications, with the county auditor and to complete the unit lot subdivision process and provide an approved copy of the signed and recorded document to the city.

Section 71. Amendment. Section 17.40.010 of the Bonney Lake Municipal Code is amended to read as follows:

17.40.010 Plat Subdivision, short subdivision, and unit lot subdivision alterations.

- A. When any person is interested in the alteration of any subdivision, unit lot subdivision, short subdivision, or the altering of any portion thereof, except as provided in Chapter 17.30 BLMC, that person shall submit:
 1. An an application, on forms provided by the city and accompanied by any additional materials necessary for review, ~~to the city~~.
 2. For subdivisions or short subdivisions, said ~~Said~~ application shall contain the signatures of the majority of those persons having ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or short subdivision, or portion to be altered.
 3. For unit lot subdivisions, said application shall contain the signatures of all persons having ownership interest of lots, tracts, parcels, sites, or divisions in the subject unit lot subdivision to be altered. ~~The alteration of a unit lot subdivision thereof shall not result in a nonconforming parent lot.~~
 4. If the subdivision, unit lot subdivision, or short subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, unit lot subdivision, or short subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision, unit lot subdivision, short subdivision, or portion thereof.
- B. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, unit lot subdivision, short

Commented [LB111]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), consistent with other land divisions.

Commented [LB112]: Must be signed by all persons because the entire unit lot subdivision is evaluated together.

subdivision, such land may be altered and divided equitably between the adjacent properties.

- C. The subdivision, unit lot subdivision, or short subdivision alteration shall be processed in accordance with Title 14 BLMC; provided, that notice shall be provided pursuant to RCW 58.17.215. After approval of the alteration, the applicant shall produce a revised drawing produced by a licensed surveyor of the approved alteration of the final plat or short plat which, after approval by the council signified by the signature of the mayor, shall be filed with the Pierce County auditor to become the lawful plat of the property.
- D. The director and city engineer shall sign the approved alteration of the final subdivision, final unit lot subdivision, or final short subdivision documents indicating the city's approval.
- E. The approved alteration of the final subdivision, final unit lot subdivision, or final short subdivision shall not be recorded until after the appeal period has lapsed.
- F. ~~D.~~ It shall be the responsibility of the subdivider applicant to file the approved final plat or short plat alteration of the final subdivision, final unit lot subdivision, or final short subdivision, bearing on its face all required signatures and certifications, with the Pierce County county auditor and to complete the platting alteration process and provide an approved copy of the signed and recorded plat document to the city.

Section 72. Amendment. Section 17.40.020 of the Bonney Lake Municipal Code is amended to read as follows:

17.40.020 Plat Subdivision, short subdivision, and unit lot subdivision vacations.

- A. Whenever any person is interested in the vacation of any subdivision, unit lot subdivision, short subdivision, or portion thereof, or any area designated or dedicated for public use, that person shall submit:
 - 1. An application, on forms provided by the city and accompanied by any additional materials necessary for review. file an application for vacation with the city. The application shall be made on forms provided by the city, and accompanied by any supporting materials that the city deems necessary for adequate review.
 - 2. For subdivisions or short subdivisions, said The application shall bear the signature(s) contain the signatures of all parties having an ownership interest in that portion of the subdivision or short subdivision subject to vacation.

Commented [LB113]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), consistent with other land divisions.

Commented [LB114]: Updated to be consistent with alterations.

3. For unit lot subdivisions, said application shall contain the signatures of all persons having ownership interest of lots, tracts, parcels, sites, or divisions in the unit lot subdivision or portion to be vacated. The vacation of a unit lot subdivision or any portion thereof shall not result in a nonconforming parent lot.

Commented [LB115]: Must be signed by all persons because the entire unit lot subdivision is evaluated together.

4. If the subdivision, unit lot subdivision, or short subdivision is subject to restrictive covenants which were filed at the time of subdivision, unit lot subdivision, or short subdivision approval, and the application for vacation would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the vacation.

B. The subdivision, unit lot subdivision, or short subdivision alteration shall be processed in accordance with Title 14 BLMC. After approval of the vacation, the applicant shall produce a revised drawing produced by a licensed surveyor of the approved vacation of the final plat or short plat which, after approval by the council signified by the signature of the mayor, shall be filed with the Pierce County auditor to become the lawful plat of the property.

C. The director and city engineer shall sign the approved vacation of the final subdivision, final unit lot subdivision, or final short subdivision documents indicating the city's approval.

D. The approved vacation of the final subdivision, final unit lot subdivision, or final short subdivision shall not be recorded until after the appeal period has lapsed.

E. C. It shall be the responsibility of the subdivider-applicant to file the approved final plat or short plat final subdivision, final unit lot subdivision, or final short subdivision reflecting the vacation, bearing on its face all required signatures and certifications, with the Pierce County county auditor and to complete the platting-vacation process and provide an approved copy of the signed and recorded plat document to the city.

Section 73. Amendment. Section 17.50.010 of the Bonney Lake Municipal Code is amended to read as follows:

17.50.010 Applicability.

This chapter shall apply to all administrative lot splits, preliminary subdivisions, and preliminary short subdivisions, and preliminary unit lot subdivisions.

Commented [LB116]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 74. Amendment. Subsections "A" and "B" of Section 17.50.020 of the Bonney Lake Municipal Code are amended and a new Subsection "G" is hereby added to Section 17.50.020 of the Bonney Lake Municipal Code to read as follows:

17.50.020 Lot layout standards.

A. Setback and bulk regulations.

1. Each lot resulting from the subdivision, ~~or short subdivision, or~~ administrative lot split shall conform to the applicable provisions of BLMC Title 18; provided, that corner lots shall be 10 feet wider than required by the provisions of BLMC Title 18.
2. For a unit lot subdivision, development as a whole on the parent lot, rather than individual unit lots, shall comply with the applicable density, setback, and bulk regulations of the underlying zoning district as adopted in BLMC Title 18. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.

- B. The entire original tract (except adjacent platted or short platted land) shall be included within the preliminary land division ~~subdivision or short subdivision~~ application.

...

- G. For a unit lot subdivision, portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.

Section 75. Amendment. The title of Section 17.50.030 of the Bonney Lake Municipal Code is amended to read as follows:

17.50.030 17.50.070 Utilities.

....

Section 76. Amendment. Subsection "B" of Section 17.50.040 of the Bonney Lake Municipal Code is amended to read as follows:

17.50.040 Critical areas.

...

- B.** All undevelopable critical areas shall be placed in a separate tract owned in common by the lots within the ~~subdivision or short plat~~ land division. An easement shall be provided that provides permanent access to the city for the purpose of monitoring the preservation of the critical area.

Commented [LB117]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Commented [LB118]: Corrects numbering error in Ordinance No. 1580.

Commented [LB119]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 77. Amendment. Subsections “A”, “D.3” and “D.4” of Section 17.50.040 of the Bonney Lake Municipal Code are amended to read as follows:

17.50.040 17.50.080 Street lighting.

As a condition to subdividing property into four or more lots or unit lots, the applicant shall be responsible for the cost of installation of street lights within the subdivision consistent with the following requirements:

- A. Upon final ~~plat~~ approval, all residential street illumination systems shall be conveyed to the city. City will not accept dedication of street lights until at least 50 percent of housing units in a new development are occupied.
- ... D. A street lighting plan indicating the placement, type, power source, and number of street lights must be approved by the city as a condition to preliminary ~~plat~~ approval. In residential development, street lights shall be:
 3. ~~Located~~ located at entrances to new ~~subdivisions~~ land divisions, as directed, at all interior intersections, cul-de-sacs, dead-end streets serving more than three homes.
 4. ~~and Located~~ no closer than 500 feet to other street lights along tangent road sections. ~~Any disagreement between the applicant and the public works director regarding the street lighting plan shall be resolved by the hearing examiner as part of the preliminary plat approval process.~~

Section 78. Amendment. Subsection “A” of Section 17.50.050 of the Bonney Lake Municipal Code is amended to read as follows:

17.50.050 17.50.090 Playgrounds and open space.

- A. ~~In~~ order to ensure appropriate provisions are made for playgrounds all new ~~subdivisions~~ land divisions that result in 10 or more lots or unit lots shall provide a minimum of 193 square feet of playground space, as defined in BLMC 18.04.160, per residential unit; provided, that division of lands within one-quarter mile of a public park that are connected to the public park via an improved pedestrian path and/or sidewalk shall be exempt from this requirement. All playground areas shall be placed in a separate tract owned in common by the lots or unit lots within the ~~subdivision~~ land division.

....

Section 79. Amendment. Subsection “B.4” of Section 17.50.060 of the Bonney Lake Municipal Code is amended to read as follows:

17.50.060 Transportation facilities.

Commented [LB120]: Corrects numbering error in Ordinance No. 1580.

Commented [LB121]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Commented [LB122]: Corrects numbering error in Ordinance No. 1580.

Commented [LB123]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), consistent with other land divisions.

Commented [LB124]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)).

... B. All lots proposed for development shall adjoin a public street; provided, that a ~~short subdivision~~ land division of six or fewer lots or unit lots may be allowed to provide access by a private street that meets the following:

... 4. The private street shall be placed in a separate tract owned in common by the lots within the land division ~~subdivision or short plat~~.

Section 80. Amendment. Section 17.50.060 of the Bonney Lake Municipal Code is renumbered to Section 17.50.100 and Subsection “A” of Section 17.50.060 (as renumbered to 17.50.100) is hereby repealed::

17.50.060 17.50.100 Parks and recreation.

... A. All divisions of land along the Fennel Creek Trail corridor shall dedicate trail right of way and develop the portions of the trail adjacent to the ~~subdivision or short subdivision~~. *Repealed.*

Commented [LB125]: Corrects numbering error in Ordinance No. 1580.

Commented [LB126]: Provision no longer needed; trail is constructed.

Section 81. Amendment. Section 17.50.070 of the Bonney Lake Municipal Code is renumbered to Section 17.50.110 as follows:

17.50.070 17.50.110 Schools.

....

Commented [LB127]: Corrects numbering error in Ordinance No. 1580.

Section 82. New Section. A new Section 17.50.120 is hereby added to the Bonney Lake Municipal Code to read as follows:

17.50.120 Design standards for administrative lot splits.

Administrative lot splits shall comply with all design criteria in this chapter applicable to a short subdivision that results in two lots.

Commented [LB128]: Added to comply with [ESSHB 1096, Laws of 2025](#), Sections 2(1).

Section 83. New Section. A new Section 17.50.130 is hereby added to the Bonney Lake Municipal Code to read as follows:

17.50.130 Design standards for unit lot subdivisions.

A. The parent lot as a whole shall meet all applicable development standards, including but not limited to:

1. Density;
2. Setbacks;
3. Impervious surface;
4. The tree retention requirements of BLMC Title 16, Division IV, Urban Forestry Code; and

Commented [LB129]: Added to comply with [ESSSB 5258, Laws of 2023](#), as amended by [ESB 5559, Laws of 2025](#).

5. The design criteria in this chapter applicable to the number of lots proposed.
- B. So long as the parent lot complies with the applicable standards, each child lot may deviate from the following development standards:
 1. Setbacks;
 2. Impervious surface;
 3. The tree retention requirements of BLMC Title 16, Division IV, Urban Forestry Code.
 - C. Each child lot's area and width for purposes of a unit lot subdivision may be as small as the footprint of the dwelling unit situated upon it, subject to the requirements of Chapter 15.04 BLMC;
 - D. The parent lot and each child lot shall make adequate provisions for ingress, egress, and utility access to and from each unit lot.
 - E. Separation requirements for utilities shall be met.

Section 124. Amendment. Subsections “F” and “N” of Section 19.02.030 of the Bonney Lake Municipal Code are amended to read as follows:

19.02.030 Definitions.

...

- F. “Director” means the ~~director of community development department of the city or the director's designee~~ Public Services Director or designee.

...

Commented [LB242]: Updated to make applicable to unit lot subdivisions ([ESSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

N. “Development permit” means building permit application (including remodel or tenant improvement), ~~planned unit development application~~, preliminary short ~~plat~~-subdivision application, preliminary ~~plat~~-subdivision application, preliminary unit lot subdivision application, administrative lot split application, and project rezone application.

....

Section 125. Amendment. Subsection “G” of Section 19.02.090 of the Bonney Lake Municipal Code is amended to read as follows:

19.02.090 Certificate of concurrency.

...

G. Upon subdivision, ~~short subdivision~~, unit lot subdivision, or administrative lot split of a parcel that has obtained a certificate of concurrency, the director shall replace the certificate of concurrency by issuing a separate certificate of concurrency to each subdivided parcel, assigning to each a pro rata portion of the concurrency capacity rights of the original certificate. The director may modify such assignment upon petition of the owner, or may reject such petition. Any change of use of such subdivided parcels shall require a new determination of concurrency.

....

Commented [LB243]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

Section 127. Amendment. Subsection “A(8)” of Section 19.08.040 of the Bonney Lake Municipal Code is amended to read as follows:

19.08.040 Exemptions.

A. ...

8. Any development activity for which school impacts have been mitigated pursuant to a condition of ~~plat-subdivision~~, short subdivision, unit lot subdivision, or administrative lot split ~~or PUD~~-approval to pay fees, dedicate land or construct or improve school facilities, unless the

Commented [LB244]: Updated to make applicable to unit lot subdivisions ([ESSSB 5258, Laws of 2023](#)), Section 11(3), and administrative lot splits ([ESSHB 1096, Laws of 2025](#)) consistent with other land divisions.

condition of the ~~plat-subdivision~~, short subdivision, unit lot subdivision, or administrative lot split ~~or PUD~~-approval provides otherwise; provided, that the condition of the ~~plat-subdivision, short subdivision, unit lot subdivision, or administrative lot split~~ ~~or PUD~~-approval predates the effective date of fee imposition; or

....

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Agenda Item Type: Resolution	Agenda Bill Number & Ordinance/Resolution/Motion Number: AB25-81 & R25-81	
Department/Division Submitting: Public Services	Presenter: Andrew Fonda	City Strategic Goal Category: None

Agenda Subject: Tacoma Pierce County Health Department Interlocal Agreement.

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing An Interlocal Agreement With The Tacoma Pierce County Health Department To Perform Source Control Inspections In Bonney Lake.

Administrative Recommendation: Approve

Short Background Summary (Use A Memo To Write A Full History): The City Of Bonney Lake's Western Washington Phase II Municipal Stormwater Permit (NPDES Permit) Is A Permit Issued By The Washington State Department Of Ecology That Regulates Stormwater Discharges To Waters Of The State Of Washington. One Of The Permit Components Is To Implement A Source Control Program, Which Includes Performing Source Control Inspections At Businesses In The City. To Complete The Source Control Inspections For 2025 And 2026 City Staff Is Requesting Assistance From The Tacoma Pierce County Health Department (TPCHD) And Wish To Sign An Interlocal Agreement (ILA) To Perform The Source Control Inspections In Bonney Lake.

Attachments: Resolution R25-81, Interlocal Agreement, TPCHD Presentation.

BUDGET INFORMATION

Budgeted Amount: \$50,000	Current Balance: \$50,000	Expenditure Amount Needed: \$43,000	Budgeted Balance Difference: \$7,000
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Budget Explanation: 415.048.038.594.39.65.01 - NPDES (National Pollutant Discharge Elimination System) Compliance.

COMMITTEE, BOARD & COMMISSION REVIEW

Public Hearing Date: **Name Of Committee/Commission Public Hearing Was Done At:**

Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues
Date: 21 October 2025 Name: Community Development Committee	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes
Date: Name:	☐ Yes	☐ Yes	☐ Yes	☐ Yes

Hearing Examiner Review:

Preparer sent affected Department Director(s) copy of AB	☐ Administrative Services	☐ Court	☐ Executive
	☐ Finance	☐ Police	☐ Public Services

COUNCIL ACTION

Workshop Date(s): 11/04/2025

Public Hearing Date(s):

Meeting Date(s):

Tabled To:

APPROVALS

Department Director:
Jason Sullivan

Mayor:
Terry Carter

Date Reviewed By City Attorney (if applicable):
October 1, 2025

RESOLUTION NO. R25-81

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING AN INTERLOCAL AGREEMENT WITH THE TACOMA PIERCE COUNTY HEALTH DEPARTMENT TO PERFORM SOURCE CONTROL INSPECTIONS IN BONNEY LAKE.

WHEREAS, the City of Bonney Lake's Western Washington Phase II Municipal Stormwater Permit (NPDES Permit) regulates stormwater discharges to waters of the State of Washington; and

WHEREAS, an NPDES Permit requirement is to implement a Source Control Program which includes performing source control inspections at businesses in the City of Bonney Lake; and

WHEREAS, to complete the source control inspections for 2025 and 2026 City staff is requesting assistance from the Tacoma Pierce County Health Department (TPCHD); and

WHEREAS, the City received a project cost from the TPCHD to perform source control inspections in Bonney Lake; and

WHEREAS, this Interlocal Agreement will authorize the TPCHD to perform source control inspections per NPDES Permit requirements.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Bonney Lake does hereby authorize the Mayor to sign the attached Interlocal Agreement with the Tacoma Pierce County Health Department to perform source control inspections in Bonney Lake in the amount of \$43,000.

PASSED by the City Council this 4th day of November 2025.

Terry Carter, Mayor

AUTHENTICATED:

Sadie A. Schaneman, MMC, City Clerk

1. Parties

This interlocal agreement (“Agreement”) is entered into by and between the City of Bonney Lake (“City”) and the Tacoma-Pierce County Health Department (“Health Department”) under authority of the Interlocal Cooperation Act (Chapter 39.34 RCW).

2. Purpose

The City and the Health Department wish to formalize their mutually beneficial interagency cooperation to improve stormwater quality in the City. The City seeks to reduce stormwater pollutants as directed by the Western Washington Phase II Municipal Stormwater Permit (the “Stormwater Permit”). The Health Department shares an interest in reducing pollutant discharges to the environment, minimizing potential impacts to surface water resources and wants to protect and improve the health of Pierce County communities. The Health Department has expertise in pollution prevention activities consistent with the City’s Stormwater Permit.

3. Objectives

The City’s Stormwater Permit requires the City to implement a program to prevent and reduce pollutants in runoff from areas of existing development that discharge to the municipal separate storm sewer system (“MS4”), including application of source control BMPs, development of a source control inventory, and source control inspections. The Health Department will work with the City to implement such a program.

3.1. Source Control Inventory.

The Health Department will work with the City to maintain and update the City’s business and property inventory based on the presence of pollutant-generating activities. The Health Department will also work with the City to create an updatable inventory and mechanism to add and remove businesses from the list and update the list of businesses and their pollutant generating activities.

3.2. Source Control inspection program.

The Health Department will provide technical assistance inspections to businesses within the City to prevent and reduce pollutants from discharging to the stormwater system. A City staff member will accompany the Health Department during the business inspections and receive training by the Health Department on performing source control inspections. The Health Department will inspect a minimum of 20% of all businesses and properties listed in the inventory in 2026. The Health Department will refer any non-compliant facilities to the City for enforcement.

4. Term

This Agreement is effective January 1, 2026 and will expire on December 31, 2026 (“Initial Term”).

5. Outputs

5.1. Source Control Program Inventory

The Health Department will maintain and update the City's source control inventory which identifies publicly and privately owned institutional, commercial and industrial sites with potential to generate pollutants to the Municipal Separate Storm Sewer System (MS4 system (S5.C.8.b)). The City will provide an updated list of such institutional, commercial and industrial sites to the Health Department.

The inventory shall include:

- Businesses and/or properties identified based on pollutant generating activities.
- Complaint-based response to identify other pollutant generating sources (i.e., mobile or home-based businesses and multi-family properties).

Health Department staff will update the inventory during inspections, complaint investigations, and from new business licenses.

5.2. Source Control Program Inspection Program

The Health Department will inspect sites identified in the inventory or through complaint investigations. During inspections, Health Department staff will provide information on activities that may generate pollutants and the source control requirements applicable to those activities. Health Department staff will conduct inspections equal to 20% of the businesses and/or sites listed in the City's source control inventory in 2026. The Health Department shall inspect 100% of sites identified through credible complaints. Complaints, follow-up inspections and incomplete inspections (i.e., property owner denies inspection) will be counted toward the 20% inspection rate (Stormwater Permit S5.C.8.c.).

Projected inspections:

2026: 34

If the Health Department determines a site fails to implement required BMPs, follow-up actions will be taken. If the facility does not comply after follow-ups, the Health Department will refer the business to the City for enforcement. Health Department staff will immediately report any observed illicit discharges to the City for follow-up according to the Stormwater Permit, Illicit Discharge and Elimination component, Section S5.C.5. Health Department staff will provide visit summaries to the City quarterly.

Performance Reporting

Quarterly progress reports will accompany all invoices. The Health Department will provide annual reports to the City in a format consistent with the City's Stormwater Permit reporting requirements (Appendices 3 and 8).

Project Cost and Billing

For services described, the City shall pay the Health Department a total of **\$30,000**. The Health Department shall bill not more frequently than monthly or less frequently than quarterly. Payment shall be made within 30 days of invoice receipt from the Health Department. Invoices from the Health Department shall be accompanied by progress reports describing activities and results for that billing period.

2026	Total
Jan. - Dec.	12 months
Total	\$30,000

Project Contacts

City of Bonney Lake

Andrew Fonda

Assistant City Engineer

(253) 447-3270

fondaa@cobl.us

Tacoma-Pierce County Health Department

Esther Beaumier

Program Manager

(253) 649-1838

ebeaumier@tpchd.org

Ken Howes

Environmental Health Specialist

(253) 254-3418

khowes@tpchd.org

Miscellaneous

Indemnification

The Health Department agrees to indemnify and hold the City, its elected officials, officers, employees, agents and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation their respective agents, licensees, or representatives arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the Health Department, its elected officials, officers, employees, agents, and volunteers or by the Health Department's breach of this Agreement.

The City agrees to indemnify and hold the Health Department, its elected officials, officers, employees, agents and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation their respective agents, licensees, or representatives arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the City, its elected officials, officers, employees, agents, and volunteers or by the City's breach of this Agreement.

Contract Administration

The parties do not by this Agreement create any separate legal or administrative entity. The mayor is the chief administrative officer for the City, and he or his designee shall be responsible for working with the Health Department, through its director, or his designee, to administer the terms of this Agreement. The parties do not intend to jointly own any real or personal property as part of this undertaking. The Parties will cooperatively work together to further the intent and purpose of this Agreement.

Severability

If any term or condition of this Agreement or the application thereof to any persons(s) or circumstances is held to be unconstitutional or invalid, such invalidity shall not affect the validity of the remaining portion of this Agreement and the remainder shall remain in full force and effect. The terms and conditions of this Agreement are declared severable.

Captions

The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof.

No Waiver

Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

Entire Agreement

This written Agreement represents the entire agreement between the parties and supersedes any prior oral statements, discussions, or understanding between the parties.

Counterpart Originals

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

City of Bonney Lake

Tacoma-Pierce County Health Department

Terry Carter DATE
Mayor

Chantell Harmon Reed DATE
Director of Public Health

Approved as to form:

Jennifer S. Robertson DATE
City Attorney

Why partner with the Health Department?

- We have:
 - Over 15 years of experience in pollution prevention business inspections.
 - Partnered with Ecology for their Pollution Prevention Assistance Program (formerly Local Source Control) since 2009.
 - Performed more than 4,000 inspections in Pierce County.
 - Well trained staff that receive on-going training to ensure they're up to date on regulations and best practices.
 - Expertise in stormwater, wastewater, solid waste, hazardous and dangerous waste and general pollution prevention.
 - Developed and provided mentorship and training to partners across the state, including 5 within the last year.
 - A proven history of achieving voluntary compliance through education and outreach.



Tacoma-Pierce County

Health Department

Healthy People in Healthy Communities

Collaborative Relationship & Inspection Approach

- The Health Department:
 - Conducts business inspections with a solution-based approach to implement Best Management Practices (BMPs).
 - Conducts follow-up inspections to ensure compliance at businesses with significant or persistent issues.
 - Provides some incentives to businesses through Ecology's Pollution Prevention Assistance Program.
 - If unable to achieve voluntary compliance, refers non-compliant businesses to the City for enforcement.
 - Provides mentorship and training to City staff on inspections.
 - Provides reporting consistent with Stormwater Permit requirements.
- City of Bonney Lake:
 - Provides an inventory of all potential pollution generating businesses.
 - Leads enforcement efforts when voluntary compliance doesn't work.
 - Assists the Health Department in determining where to focus inspection efforts.
 - Completes joint inspections as needed.



Questions?

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(253) 649-1838

EBeaumier@tpchd.org

Ken Howes, Environmental Health Specialist

(253) 254-3418

KHowes@tpchd.org



Tacoma-Pierce County

Health Department

Healthy People in Healthy Communities