

Community Development Committee Meeting

March 3, 2026
4:30 PM



<http://www.bonneylake.gov/>

AGENDA

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

The public is invited to attend Community Development Committee Meetings. Options for attending are provided below.

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

By phone: 1-323-792-6234 (Meeting ID: 576 517 451#)

By internet: Chrome- [TEAMS Meeting Link](#) (Meeting ID: 272 334 403 013 80)

All public online cameras and microphones will be disabled except during citizen comments. Only staff and presenters will be visible and unmuted during the entire meeting.

I. Call to Order

II. Community Development Committee Roll Call

Councilmember Fullerton, Councilmember McClimans, and Councilmember Rock.

III. Approval of Minutes

A. **Approval of Minutes:** February 17, 2026 Community Development Committee Meeting

IV. Department Reports/Presentations

V. Items for Discussion/Action

VI. Open Committee Discussion

A. 2025 Permit Summary

VII. Public Comments

Public comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. All who comment will be asked to state their name for the meeting record.

VIII. Adjournment

Anything submitted at the Meeting 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 [email the City Clerk's Office](#) or call at 253-862-8062 (TTY 711) at least 5 business days before the event; later requests will be honored when feasible.

Community Development Committee Meeting

February 17, 2026
4:30 PM



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Minutes

I. Call to Order

Councilmember Brittany Rock, called the meeting to order at 4:30 p.m.

II. Community Development Committee Roll Call

Elected officials attending were, Acting Chair Councilmember Brittany Rock, and Councilmember Aaron Davis (Filling in for Councilmember Gwendolyn Fullerton). Councilmember Fullerton, and Councilmember Kelli McClimans were not in attendance.

By consensus of the Councilmembers excused Councilmember Fullerton, and Councilmember McCimans from the meeting.

Staff members in attendance at the physical location were Chief Financial Officer Cherie Reiersen, Public Services Director Jason Sullivan, Assistant to the City Administrator Leslie Harris, Development Services Manager Lauren Balisky, and Administrative Specialist II Debbie McDonald.

III. Approval of Minutes

A. November 18, 2025, and January 6, 2026, Community Development Committee Meeting Minutes

Minutes from the November 18, 2025, and January 6, 2026, Meetings were approved.

IV. Department Reports/Presentations

None.

V. Items for Discussion/Action

A. **AB26-16** - A Resolution of the City Council of the City of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Contract With Witherspoon Brajcich Mcphee, PLLC, To Provide Hearing Examiner Services And Reappointing The Hearing Examiner.

Introduced by Development Services Manager Balisky who gave an overview of why the City should sign a contract with the current Hearing Examiner.

The Committee discussed and shared their concerns, including:

- How long has he been a Hearing Examiner.
- What happen to the last Hearing Examiner.

There was Committee consensus to place the item for action on the next Council agenda under the Consent Agenda.

- B. **AB26-18** - A Resolution of the City Council of the City Of Bonney Lake, Pierce County, Washington, renaming Downtown Park to Veterans Memorial Park and directing staff to work with the Greater Bonney Lake Veterans Memorial Committee to update the 2012 Memorandum of Understanding.
Introduced by Public Services Director Sullivan he gave an overview of the Resolution to rename the future Downtown Park to Veterans Memorial Park.

The Committee discussed and shared their concerns, including:

- What is the process.
- Will this be the first stage of the park.

There was Committee consensus to place the item for action on the next Council agenda under Full Council Issues.

- C. **AB26-20** - A Resolution of the City Council of the City of Bonney Lake, Pierce County, Washington, to Approve the Professional Services Agreement with RH2 Engineering, Inc. to Complete the American Water Infrastructure Act Risk and Resilience Assessment and Emergency Response Plan Update.
Introduced by Assistant City Engineer Fonda who gave an overview of the professional services agreement with RH2 Engineering to complete the American Water Infrastructure Act Risk and Resilience Assessment and Emergency Response Plan Update.

The Committee discussed and shared their concerns, including:

- What are the two dates.
- Already in the budget.
- What else comes with the Risk and Resilience Assessment.

There was Committee consensus to place the item for action on the next Council agenda under the Consent Agenda.

- D. **AB26-23** - AB26-23 - An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Regarding Accessory Dwelling Units, Amending Section 18.22.090.C Of The Bonney Lake Municipal Code To Provide Standards And Procedures For The Legalization Of Unpermitted Accessory Dwelling Units; Providing For Severability And Corrections; And Establishing An Effective Date.
Introduced by Development Service Manager Balisky who gave an overview of AB26-23 amending Bonney Lake Municipal Code to provide standards and

procedures for the legalization of Unpermitted Accessory Dwelling Units (ADUs).

The Committee, discussed and shared their concerns, including:

- Lines can just be capped.
- City can go back as far as 1997.
- Cost of putting it on the title.
- What if an ADU is before 1997.
- What does it look like today to get an ADU permit.

Public Services Director Sullivan stated the issue will need to go back to Planning Commission for the Public Hearing and then to City Council.

VI. Open Committee Discussion

A. Reroof Permits

Introduced by Councilmember Rock, Public Services Director Sullivan gave an overview of reroof permit.

The Committee discussed and shared their concerns, including:

- Pounds per square feet.
- What about tile roofs?
- Citizens should be responsible for their reroofing.

Consensus of the Committee is to have the issue placed on Workshop Discussion agenda.

B. Bulkhead Repair and Replacement

Introduced by Councilmember Rock, Public Services Director Sullivan gave an overview of bulkhead repair and replacement.

The Committee discussed and shared their concerns, including:

- Repair or replacement.
- Matrix located.
- Revised Version.

Public Services Director Sullivan stated this issue will need to go on the work plan. Once revised will come back to Community Development Committee.

C. Annual Shoreline Letter

Introduced by Development Services Manager Balisky, who gave an overview of the Annual Shoreline Letter.

The Committee discussed and shared their concerns, including:

- Only for Shoreline properties.
- Green space by the flume.
- Does Pierce County send out a letter.

- Like the example letters.

Staff will update and send out Shorline letter.

Councilmember Davis

Murrey's Contract: Councilmember Davis inquired if there was anyway for the City to get out of the Murrey's contract and if the City could do their own trash pick-up.

Public Services Director Sullivan stated there would need to be a valid reason for the contract to be broken. It would cost the City to mush to run their own garbage pick-up service.

VII. Public Comments

None.

VIII. Adjournment

At 5:44 p.m. the Meeting was adjourned by Councilmember Rock with the common consent of the Committee.

Debbie McDonald, Administrative
Specialist II

Councilmember Brittany Rock,

City of Bonney Lake, Washington
Community Development Committee Agenda Bill (AB)

Agenda Bill Number:

Agenda Item Type: None

Presenter: Lauren Balisky, Development Services Manager

City Strategic Goal Category: Growth Vision
Economic Development Vision

Department/Division Submitting: Public Services Staff

Impacted Departments That Received Notification: None

Full Title/Motion: 2025 Permit Summary

Short Background Summary:

PURPOSE

The purpose of this item is to provide a summary of permit activity, challenges, and improvements in 2025, as well as planned upcoming improvements in 2026-2027.

PERMIT ACTIVITY

The summary data below reflects all permit applications that were submitted, approved, issued, and/or that obtained final approval in 2025.

- Total permits: 1,566
 - Commercial, Multifamily, Industrial, and Other Permits: 263 (16.8%)
 - East Pierce Fire & Rescue Station 111 Headquarters
 - Mountain View Marketplace Lot 3E - Panera, Kally Threading, Aspen Dental, and Xfinity
 - Mountain View Marketplace Lot 9 - PSI Storage
 - Peak410 Building 5 - GoodRoots NW, East Pierce Fire & Rescue Logistics, Starlight Quilts, Teeter
 - Allan Yorke Park ADA Accessible Play Equipment
 - Public Works Center Salt Brine Facility
 - 13 Tenant Improvements obtained final approval
 - Residential Permits: 1,041 (66.5%)
 - 30 New Single-Family Dwellings obtained final approval
 - 18 Additions/Remodels obtained final approval
 - Capital Improvement / City Permits: 27 (1.7%)
 - Other Utility-Only Permits
 - Franchise Permits: 84 (5.4%)
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- Permits for Work Located in Pierce County: 142 (9.1%)

MAJOR CHALLENGES

- Staffing was temporarily reduced to one permit team member for six months.
- The current permit system is labor-intensive, causing delays and increasing the opportunity for error.
- Phone system outages caused significant frustration for customers.
- Gaps in the Bonney Lake Municipal Code related to procedures or requirements.

MAJOR IMPROVEMENTS

- Staff consolidated all permit files into a single set of review folders accessible to all review staff. This improvement ensures all review and permit staff can see the full scope of each project and helps ensure minimum compliance requirements are not being missed over the life of a project.
- Staff completed and launched a public-facing interactive map (<https://grco.de/CBLGIS>). This map includes future land use, zoning, environmental, transportation, park, and utility information in one place. This improvement allows customers to find information that was previously only available by request and ensures customers and staff are working from the same set of information when preparing and reviewing permit applications.
- Implemented shared mailboxes for the permit, planning, code enforcement, and engineering teams. This improvement ensures that multiple staff are able to see and respond to customer requests and improves awareness of permit status within and across review teams.
- The division contracted to complete the scanning of most remaining paper permit files, primarily non-residential projects. This improvement reduces the amount of time spent searching for records related to application review and records requests.
- Eliminated the requirement for custom public notice signs as part of the comprehensive plan periodic update. This improvement reduces the delay in review time by approximately 1.5 weeks per public notice.
- Invested in a series of trainings on technical writing, ADA / Website Content Accessibility Guidelines, and time management. These trainings were to prepare staff for upcoming work on updating all checklists and handouts, work to update the City website, and the upcoming work on the Enterprise Permits & Licenses (EP&L) permit system replacement.

PLANNED IMPROVEMENTS IN 2026-2027

- Complete work associated with the scanned records, including logging and destruction of the physical files, and moving all digital files to their respective digital address files (approximately 12 to 18 months).
 - Complete the update of all checklists and handouts to reflect current requirements (due
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by March 31, 2027).

- Complete updates to the City website (currently due by March 31, 2026; then ongoing).
- Complete a mandatory update to the construction codes in the BLMC (currently superseded for the 2021 construction code cycle; the 2024 code cycle will either go into effect in November 2026 or May 2027).
- Complete the setup, testing, training, and launch of the EP&L permit system (approximately 18 months).

Budget Explanation:

N/A

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting:

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing
