

Tuesday, November 18, 2025
College Place Planning Commission - (Hybrid: In-Person & Electronic)

7:00 P.M.

427th Regular Planning Commission Meeting

In-Person at City Hall - 625 S College Avenue, College Place WA 99324

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DMUTJF779798>

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Zoom Attendee Link: <https://us06web.zoom.us/j/83904339759>

Or you may call this number to listen: 1-669-900-9128 ID#839 0433 9759

Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. OPENING ITEMS

Subject :	1.01 Call To Order 427th Regular Planning Commission Meeting
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Position 1 - Nic Ivy - term exp. 12-31-2027

Position 2 - Felix Tan - term exp. 12-31-25

Position 3 - Claudia Santellano - term exp. 12-31-2028

Position 4 - Victor Valerio - term exp. 12-31-2028

Position 5 -Angie Peter, Chair - term exp. 12-31-2025

Position 6 - Brandon Stepper - term exp. 12-31-2028

Position 7 - Todd A. Reiswig, Vice Chair -term exp. 12-31-2027

Staff

Jon Rickard -Director

Michael Maret - Senior Planner

Rhett Beardemphl - Deputy City Clerk

Subject :	1.03 Appearance of Fairness Doctrine
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Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact.

The doctrine requires that adjudicatory or quasi-judicial public hearings meet two requirements:

- They must be procedurally fair.
- They must appear to be conducted by impartial decision-makers.

By following Appearance of Fairness requirements, local governments have a method for disqualifying decision-makers from quasi-judicial hearings who have prejudged the issues, who have a bias in favor of one side in the proceeding, who have a conflict of interest, or who cannot otherwise be impartial. "Ex parte" communications between a decision-maker and a proponent or opponent of the matter being decided are prohibited ([RCW 42.36.060](#)).

For more information, click this link: [MRSC - Appearance of Fairness Doctrine](#)

-and/or-

watch this video: [Short Course on Planning Appearance and Fairness Doctrine - YouTube](#)

Subject :	1.04 Public Comment
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information

Public Content

Planning Commission meetings are primarily structured to permit Commission members to make recommendations to the City Council regarding decisions necessary to govern the City.

Public Comment is the time set aside for Citizens to address the Planning Commission regarding items of concern/interest either not appearing on this agenda, or on the consent agenda. *If you wish to speak on any such item, this is the time to come forward when the Chair asks for public comments.*

Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in writing(If typewritten, no less than 11 pt font). Submit to Clerk@cpwa.us no later than 4:30PM on the meeting date to be included in the record.

Public Comments in person may be made by telephone or virtually during the meeting:

- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raising your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment -Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for November 18, 2025
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject :	2.02 Approve Minutes from June 17, 2025
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

File Attachments

[2025-6-17 Planning Minutes.pdf \(690 KB\)](#)

Consent

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Subject :	2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda items 2.01 through 2.03

Consent

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3. REGULAR AGENDA

Subject :	3.01 Comprehensive Plan - Periodic Update Workshop
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	3. REGULAR AGENDA
Access :	Public
Type :	

Public Content

Workshop to discuss Comprehensive Plan Goals and Policies.
Existing Comp Plan documents are located here:https://www.cpwa.us/departments/planning/comprehensive_plan.php

See attached 2018 Goals:

Which of these goals best captures who we are today?

Which goals no longer feel achievable or relevant?

Are there emerging challenges that are not being addressed?

How do these goals guide trade-offs between preservation and progress?

File Attachments

[2018 Goals & Themes.pdf \(153 KB\)](#)

[Final_COCP Comp Plan PC_11.18.25.pdf \(2,449 KB\)](#)

Subject :	3.02 Fee Resolution Update
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	I move to recommend that the City Council approve the proposed Fee Ordinance as presented.

Public Content

Fee update to correlate to changes made in TylerEnterprise Permitting & Licensing Software.

File Attachments

[Resolution No 25-XXX - 2025 Fees Resolution_11.XX.25 EPL Update.pdf \(973 KB\)](#)

4. REPORTS

Subject :	4.01 Comprehensive Plan Amendment Applications for Urban Growth Area (UGA) Expansions
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	4. REPORTS
Access :	Public
Type :	

Public Content

Applications for Comprehensive Plan amendments for Urban Growth Area (UGA) expansions were accepted by Walla Walla Walla County on July 1, 2025.

Director Rickard and Michael Maret will provide an update regarding College Place's options for Comprehensive Plan amendments for Urban Growth Area (UGA) expansions.

Subject :	4.02 TylerTech Enterprise Permitting & Licensing Software
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	4. REPORTS
Access :	Public
Type :	

Public Content

Over the past year, we've devoted time and energy to setting up our TylerTech software. This will allow us to interface with the public to accept, process, and issue building and public works permits as well as planning applications.

<https://www.tylertech.com/products/enterprise-permitting-licensing>

Go Live Training will be the first week of December. We will have a technician on site with us the second week of December for the official Go Live of the software rollout.

5. OTHER BUSINESS

6. CLOSING ITEMS

Subject :	6.01 Conclude - Next regularly scheduled meeting is December 16, 2025
Meeting :	Nov 18, 2025 - College Place Planning Commission - (Hybrid: In-Person & Electronic)
Category :	6. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Planning Commission- (Hybrid: In-Person & Electronic) (Tuesday, June 17, 2025)*Generated by Kristi Scherger on Thursday, April 25, 2025***1. OPENING ITEMS**

1.01 Call To Order 426th Regular Planning Commission Meeting

Chair Peters called the meeting to order at 7:00 PM.

1.02 Roll Call

PRESENT:

Commission
MembersAngie Peters - Chair
Todd Reiswig - Vice-Chair
Felix Tan
Brandon Stepper
Victor ValerioEXCUSED
ABSENCE:Commission
MemberClaudia Santellano
Nic Ivy

Staff

Jon Rickard - Director
Michael Maret - Senior Planner
Rhett Beardemphl - Deputy Clerk

1.03 Appearance of Fairness Doctrine

Information: 1.04 Public Comment
None.**2. CONSENT AGENDA**

Action (Consent): 2.01 Approve Agenda for June 17, 2025

Action (Consent): 2.02 Approve Minutes from April 15, 2025

Action (Consent): 2.03 Excuse the Absence of Commission Members Ivy & Santellano

Action (Consent): 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.

Commissioner Reiswig made a motion to approve the consent agenda items 2.01 through 2.03. Second by Commissioner Tan and the motion passed 5-0.

3. REGULAR AGENDA

3.01 Comprehensive Plan - Periodic Update

Director Rickard and Michael Maret will provide an update regarding College Place's options for Comprehensive Plan amendments for Urban Growth Area (UGA) expansions.

4. REPORTS**5. OTHER BUSINESS****6. CLOSING ITEMS**

6.01 Conclude - Next regularly scheduled meeting is May 20, 2025

Commissioner Stepper made a motion to conclude the meeting. Second by Commissioner Reiswig and the motion passed 5-0.

Chairman Peters concluded the meeting at 7:45 PM.

Approved:

Angie Peters
Chairman

Attest:

Jon Rickard
Community Development
Director

The foregoing minutes are the official record of the June 17, 2025, Planning Commission meeting. Further detail may be obtained by reviewing the actual audio recording made during this session.

Planning Commission

November 18, 2025

EXISTING COMPREHENSIVE PLAN GOALS

Community Character & Identity

- **Purpose:** Protect and celebrate the small-town charm, history, and livability that define College Place.

These goals express who the City is — its look, feel, and shared values.

See Goals 1, 13, 16, 30, 31, & 32

- **Goal 1:** Preserve the small-town character of the community. This includes, but is not limited to the following attributes
 - Family oriented;
 - Friendly;
 - Safe;
 - Well maintained properties;
 - Relatively quiet; and
 - Fiscally sound
- **Goal 13:** Honor the history of the community
- **Goal 16:** Infuse the City's built environment with creative expression and design that results in vibrant public spaces where people want to be.
- **Goal 30:** Protect College Place's valuable historic assets and allow for College Place to leverage its historic city for both commercial and community activity.
- **Goal 31:** Promote a livable community with a strong sense of history.
- **Goal 32:** Encourage a sustainable community by supporting preservation efforts.



Governance & Civic Life

- **Purpose:** Foster inclusive, transparent governance and strong partnerships with local institutions.

These goals speak to how the City leads and collaborates — governance, engagement, and community participation.

See Goals 2, 6, 7, 12, 18, & 19

- **Goal 2:** Actively involve all residents, business, and property owners in the governance of our community.
- **Goal 6:** Establish and maintain a shared vision with the College Place School District as well as Walla Walla Valley Academy/Rogers School for serving the College Place community.
- **Goal 7:** Establish and maintain a shared vision for development activities on and near the campus of Walla Walla University.
- **Goal 12:** Research and place on the ballot a measure for public vote on whether to establish a library and community facility in the City of College Place
- **Goal 18:** City services are provided at a level consistent with industry standards for a community our size and consistent with the values of the citizens.
- **Goal 19:** Support a healthy community in which each individual has access to community resources and services.



Economic Vitality & Workforce

- **Purpose:** Strengthen and diversify the local economy through targeted development, business support, and workforce growth.

These goals emphasize economic resilience, job creation, and local opportunity.

See Goals 3, 20, 21, 22, 24, 27, 28, & 29

- **Goal 3:** Establish and implement a comprehensive economic development strategy for the City that supports the creation of jobs, promotes private investment, and increases the local tax base.
- **Goal 20:** Strengthen City partnerships and resources to support economic opportunities.
- **Goal 21:** Improve the business climate in College Place.
- **Goal 22:** Stimulate and diversify College Place's economy.
- **Goal 24:** Develop a diverse portfolio of sites ready for business that provide College Place a competitive advantage because infrastructure is in place and owners are willing to sell/lease.
- **Goal 27:** Grow and sustain a qualified workforce.
- **Goal 28:** Embrace tourism as an economic development tool.
- **Goal 29:** Support programs, projects, and development efforts that enhance the job market and promote community pride.



Housing & Neighborhoods

- **Purpose:** Ensure all residents have access to quality, diverse, and affordable housing options.

These goals center on housing diversity, affordability, and neighborhood livability.

See Goal 8

- **Goal 8:** Encourage the availability of affordable housing to all economic segments of the community, promote a variety of densities and housing types, and encourage the maintenance and preservation of the existing housing stock.

Infrastructure & Services

- **Purpose:** Maintain and enhance the city's infrastructure, transportation network, and utilities to support growth and quality of life.

These goals guide how the City grows and serves its residents physically and functionally.

See Goals 5, 9, 10, 11, 17 & 23

- **Goal 5:** Establish and maintain an Urban Growth Area that enables the City to sustain its economic and social well-being.
- **Goal 9:** To provide a safe and efficient transportation and circulation system for use by vehicles, transit, pedestrians, and bicycles that promotes and supports the desired land use pattern and economic development priorities.
- **Goal 10:** Support the continued operation of Martin Airfield as a unique community asset.
- **Goal 11:** Maintain and improve existing utilities and services while planning for new growth and development.
- **Goal 17:** Provide reliable, effective, and efficient utility services at the lowest reasonable cost, consistent with the City's aims of environmental stewardship, social equity, economic development, and the protection of public health.
- **Goal 23:** Maintain the city's infrastructure so that it meets the needs of existing employers and targeted industries.

Sustainability & Environment

- **Purpose:** Shape a sustainable, connected, and vibrant physical environment that supports people and place.

These goals link land use, environmental stewardship, and downtown design.

See Goals 4, 14, 15, 25, & 26

- **Goal 4:** Develop a commercial district reminiscent of a small town “main street” with a mix of uses including commercial, offices, banking, public facilities, and other specialty retail uses, with residences above, consistent with a pleasant pedestrian environment.
- **Goal 14:** Provide for a broad public and private park and recreation plan and system meeting the needs of all age and income groups within the community.
- **Goal 15:** Protect, improve, and sustain environmental quality through best management practices and the use of best available science.
- **Goal 25:** Support the development and redevelopment of a walkable College Avenue from Rose Street to 13th Street as a Mixed-Use Downtown District that serves as an attractive location for diverse small businesses, tourism, arts and culture, entertainment, community events, and residents.
- **Goal 26:** Support the development of the Myra Road and State Route 125 corridors for big box stores and chain restaurants.

Key Questions on Our Goals

- Which of these goals best captures who we are today?
- Which goals no longer feel achievable or relevant?
- Are there emerging challenges that aren’t addressed?
- How do these goals guide tradeoffs between preservation and progress?





City of College Place Comprehensive Plan Update Project Update

Planning Commission
November 18, 2025



Purpose

- Provide a summary of recent public involvement activities.
- Gather feedback on the City's existing Comprehensive Plan Goals—how they might be refined, updated, or expanded to better guide future planning efforts.

Agenda

1. Public Involvement Summary
2. Existing Goals
3. Next Steps

Project Timeline



Public Involvement

Public Involvement Strategy

The goal of public involvement is to identify and understand the needs and perspectives of key stakeholders and the community to inform the planning process and produce recommendations that are appropriate for the area.

Public Involvement Plan



Situation Assessment



Community Development & Values



Infrastructure



Tourism



Public Safety



Community Engagement



Perspective: Local and professional knowledge



Review: Draft materials



Feedback: Give input to the City and Consultant



Communication: Community Network

Technical Advisory Group (TAG) Role

Meetings:

- ✓ **September 10th, 2025** | Project Baseline
- **Winter 2026** | Findings Review (Public Involvement and Analysis)
- **Spring 2026** | Draft Plan Review

Public Survey

- 76 responses total (English + Spanish)
- Open Sept. 25-Nov. 1
- Promoted multiple ways
 - Coasters at local businesses
 - Farmers Market
 - Flier
 - Social media
 - Website

We want to hear from you!

Take the Comprehensive Plan public survey and help shape the future of College Place!

For more information visit:
bit.ly/3KpQvKB

SCAN THIS TO TAKE THE SURVEY!




NO DERRAMES TUS PENSAMIENTOS

Compártelos en la Encuesta




DON'T LET YOUR VOICE GET LOST IN THE CONDENSATION.

Take The Survey!




College Place Comprehensive Plan

Introduction Frequently Asked Questions Project Timeline Get Involved Translate (Español)

Comprehensive Plan Update

Welcome to the City of College Place Comprehensive Plan Update Project Website!

This project is still in the early stages. We will continue to provide project status updates on this site throughout the planning process. Check back in Summer 2025, when we begin the public outreach efforts, and stay tuned for more information!

Click here to take the survey

Help shape the future of College Place!

Survey open September 25 - November 1.

¡VEN A VISITARNOS!

JORNADA DE PUERTAS ABIERTAS SOBRE EL PLAN INTEGRAL DE LA CIUDAD DE COLLEGE PLACE

¡SE SERVIRÁ COMIDA!

¡ESPACIO PARA NIÑOS CON ACTIVIDADES!

¡PARTICIPA EN LA ENCUESTA!



Martes 28 de octubre 4:00-6:30 pm (Ven cuando puedas) Ayuntamiento de la ciudad de College Place



CITY OF COLLEGE PLACE COMPREHENSIVE PLAN UPDATE

IT'S TIME FOR A NEW COMPREHENSIVE PLAN!

The City of College Place is updating its Comprehensive Plan, to outline a 20-year vision for College Place and its residents.

WHAT IS A COMPREHENSIVE PLAN?

- A Comprehensive Plan is a high-level guiding document and is intended to provide a fundamental basis for short-term and long-term planning decisions.
- The Plan will reflect the voice of residents and be the guiding document for shaping the City.
- This vision will be put into action by setting goals and identifying strategies on how to attain those goals.

WHY IS THE COMPREHENSIVE PLAN BEING UPDATED NOW?

- It is standard practice to update comprehensive plans regularly
- Updating the Plan ensures that it is accurately reflecting the factors affecting future community planning interests
- Mandated Washington State Legislative Requirements enacted in 2022

WHAT WILL THE COMPREHENSIVE PLAN EVALUATE?

- Land Use
- Housing
- Capital Facilities Plan
- Utilities
- Transportation
- Economic Development
- Parks and Recreation
- Climate Change and Resiliency

PROJECT TIMELINE

Creating a comprehensive plan takes time, and the planning process will include a wide variety of community outreach methods and collaboration between City leaders and community members.

PHASE 1: SUMMER 2025	PHASE 2: FALL 2025 - SPRING 2026	PHASE 3: SPRING - SUMMER 2026	PHASE 4: FALL 2026
EXISTING CONDITIONS ASSESSMENT	DATA COLLECTION & REFINING FINDINGS	PLAN DEVELOPMENT	FINAL PLAN IS PRESENTED
- Collect and review existing planning documents, maps and data - Evaluate Urban Growth Boundary	- Define Vision, Goals, and Implementation - Conduct public outreach - Public Online Survey - Public Open House - Community Event - Prepare updated maps and data	- Prepare Draft Plan - Planning Commission Review - Incorporate community feedback	Present the Plan to the Planning Commission and City Council for review and proposed adoption.

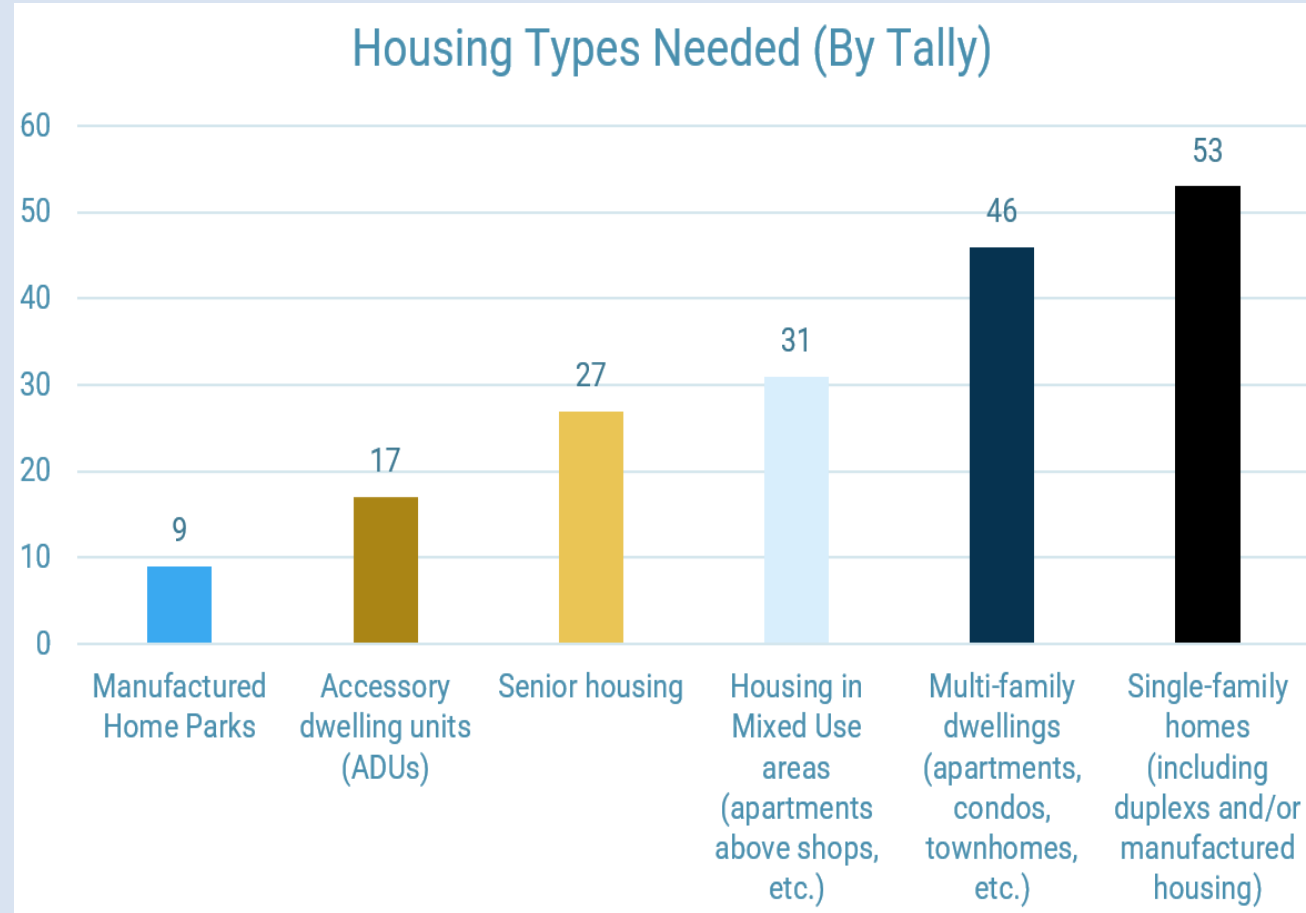
WE NEED YOUR HELP! Stay up to date, and join in the opportunities to share your thoughts with the project team by regularly visiting the project website at bit.ly/CollegePlaceCompPlan

QUESTIONS? Contact Angela Singleton at asingleton@langdongroupinc.com or by calling 509-975-2047.

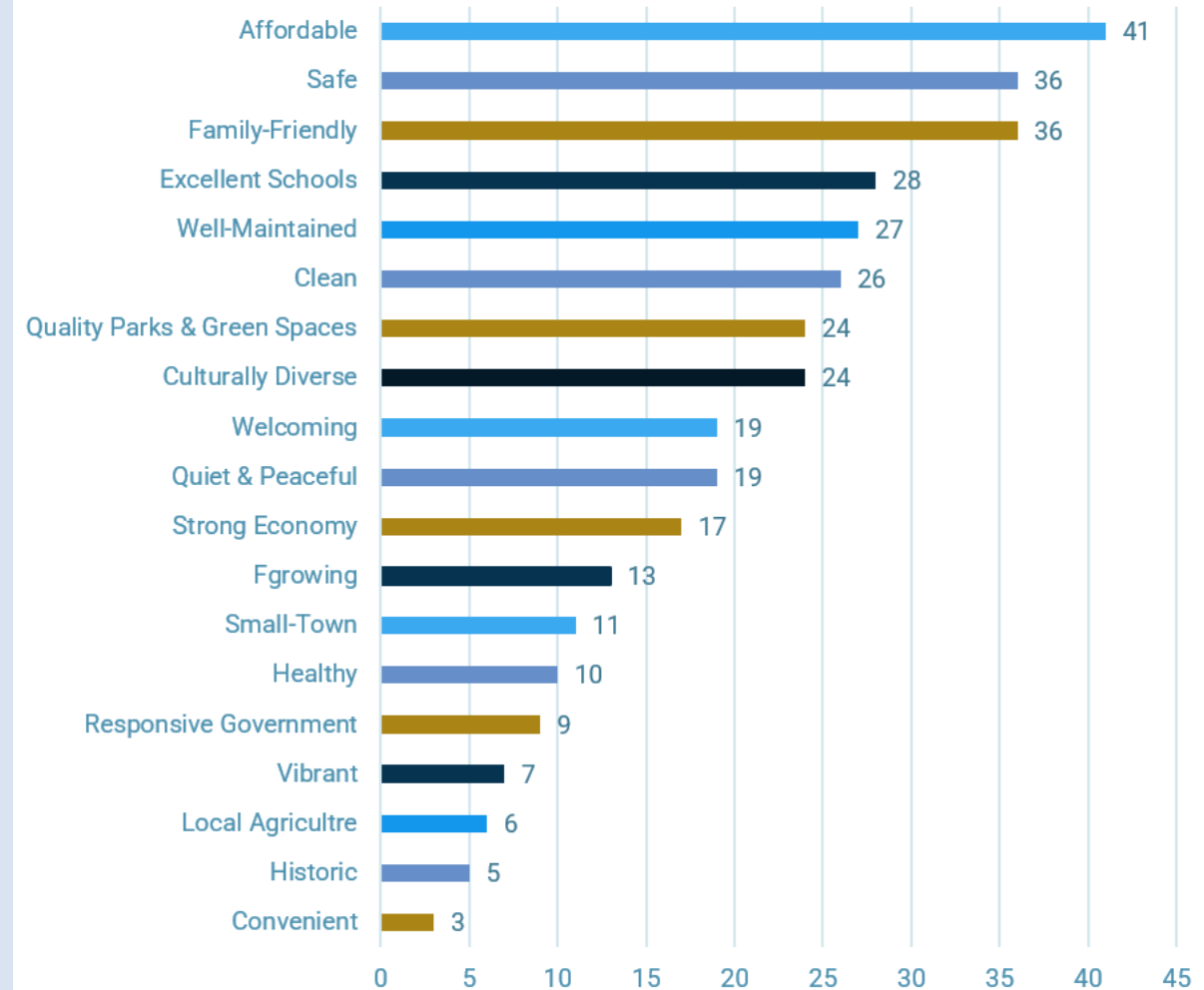



Public Survey Results

Housing Types Needed (By Tally)

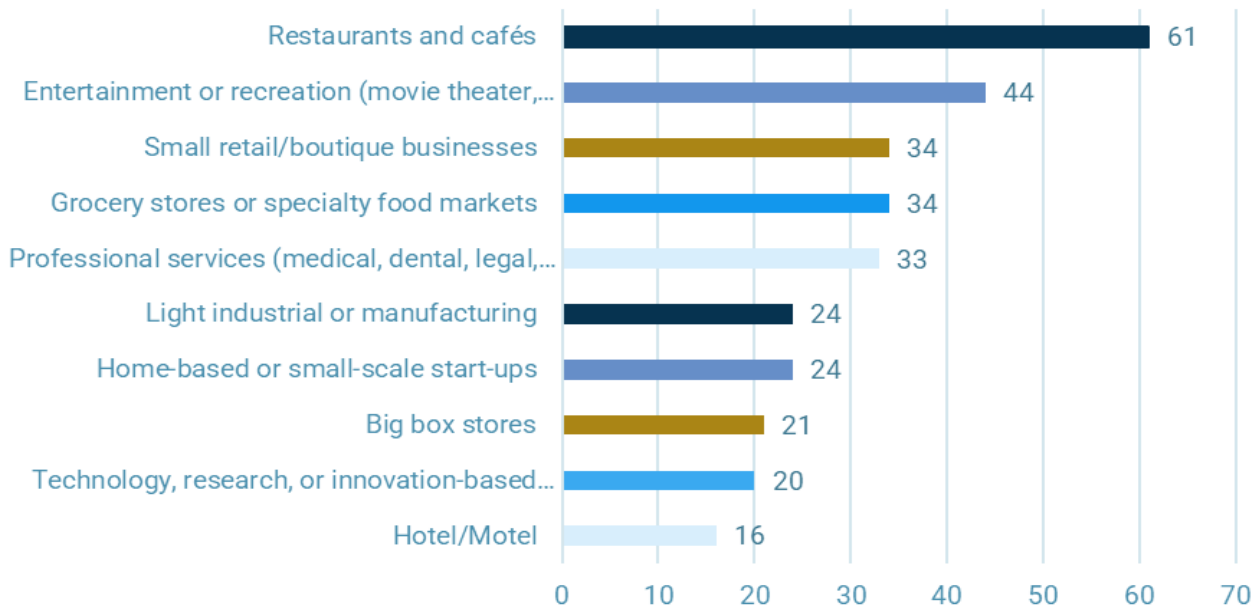


Words used to describe an ideal future College Place (By Tally)

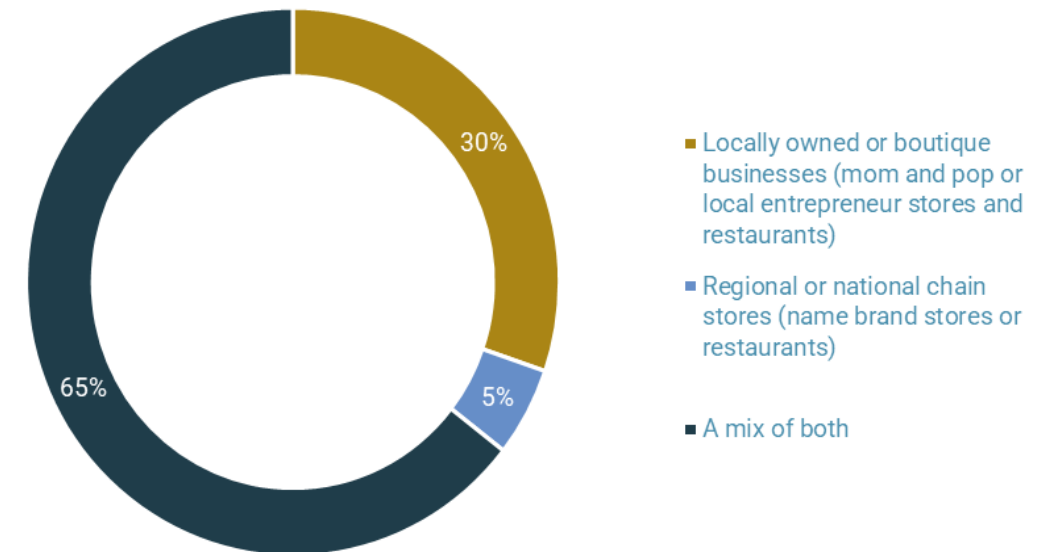


Public Survey Results– Economic Development

Future business types desired (By Tally)

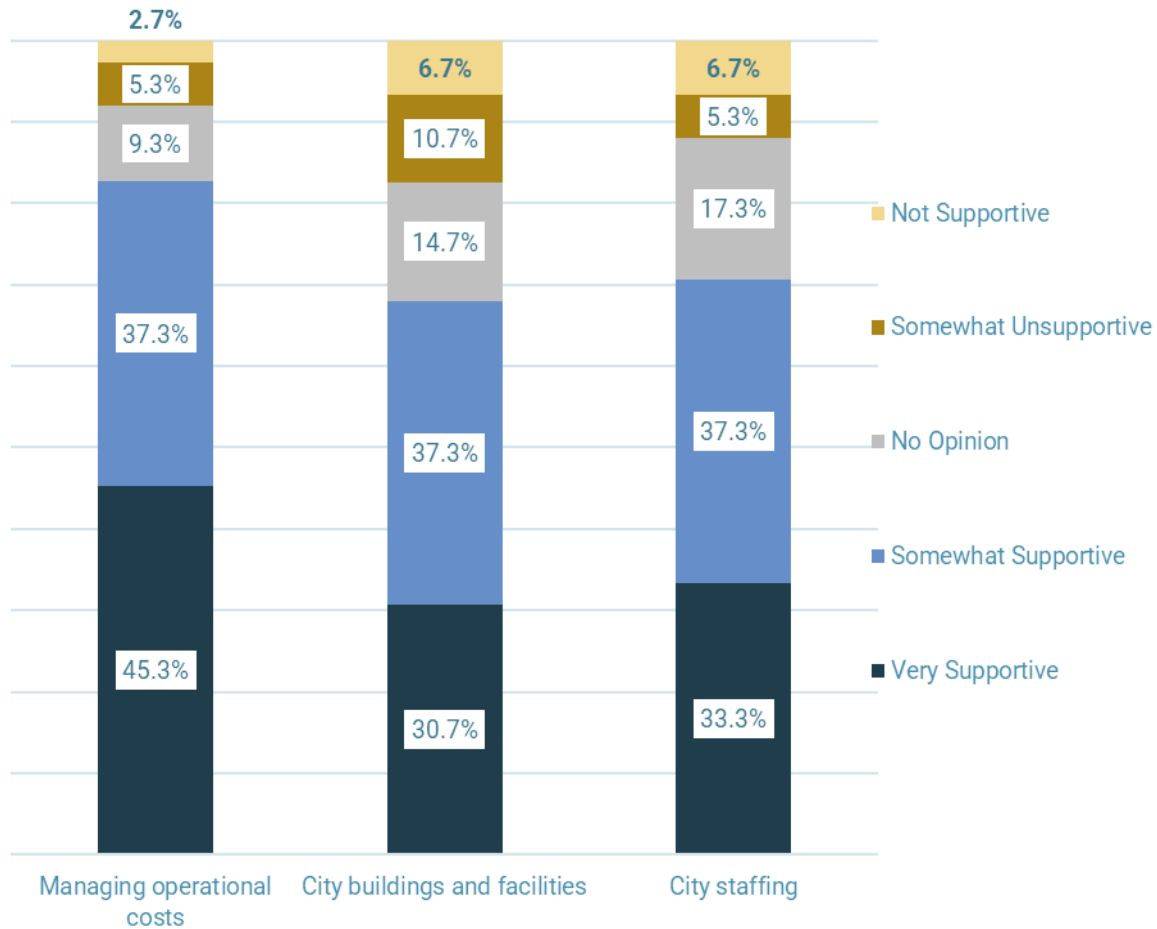


Business types preferred for development

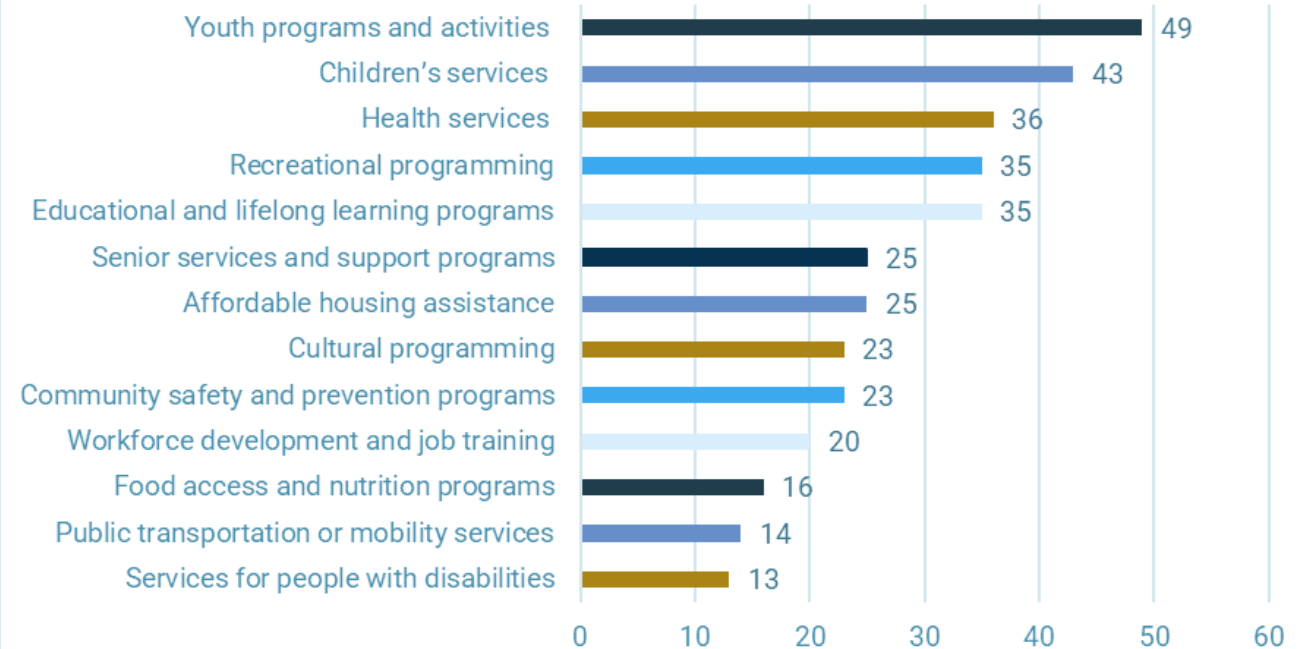


Public Survey Results

Support for City Management Improvements



Desired Community Services (By Tally)



In Conclusion...

College Place is clean and safe

- Youth and family services/programs – sports fields
- Housing availability and affordability – Single and multiple family house and density
- Balance development of business types and size (local vs. regional) and tourism
- Environmental stewardship, water preservation, curbside recycling, and more public green space
- Reasonable upgrades to public facilities (Police, City Hall, Public Facilities)



Open House – Oct. 28th 4–6:30

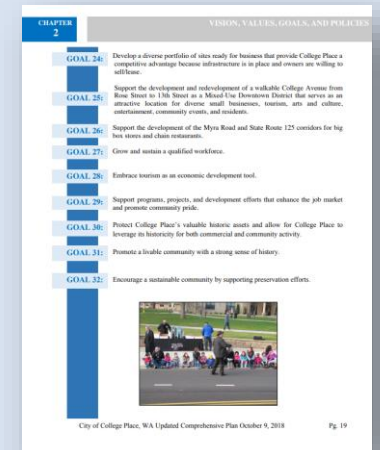
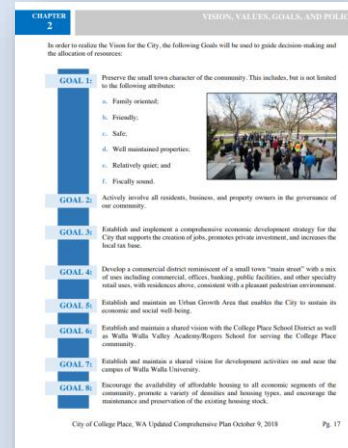
- 40 total attendees
- Overview Information
 - Background+ Planning Process
 - Population/demographics
 - Housing
 - Employment
- Dot voting activity
- Interactive maps (water system, transportation, land use)
- Pizza! 🍕
- Kids corner + activities



Existing Goals

Purpose

- Turn the City's **Vision** into action
- Guide **future decision-making** and priorities
- Direct how **resources and investments** are allocated



Vision

The City Council adopted this Vision Statement as part of the 2025-2035 Strategic Plan to describe the future we want for College Place. It guides the Council's work and forms the foundation of this Comprehensive Plan.

→ Vision

College Place is a welcoming, vibrant, diverse, safe and walkable city with a flourishing downtown. It is rich in academics, community events, engagement, acceptance and respect. Residents and visitors enjoy a community of connectedness, collaboration, recreation and service. It boasts available housing, robust commercial growth, sustainable financial stewardship, and thoughtful planning for all generations.

Goals Themes



Community Character & Identity



Governance & Civic Life



Economic Vitality & Workforce



Housing & Neighborhoods



Infrastructure & Services



Sustainability & Environment



Community Character & Identity

- **Purpose:** Protect and celebrate the small-town charm, history, and livability that define College Place.

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See Goals 1, 13, 16, 30, 31, & 32



Governance & Civic Life

- **Purpose:** Foster inclusive, transparent governance and strong partnerships with local institutions.

These goals speak to how the City leads and collaborates — governance, engagement, and community participation.

See Goals 2, 6, 7, 12, 18, & 19



Economic Vitality & Workforce

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These goals emphasize economic resilience, job creation, and local opportunity.

See Goals 3, 20, 21, 22, 24, 27, 28, & 29

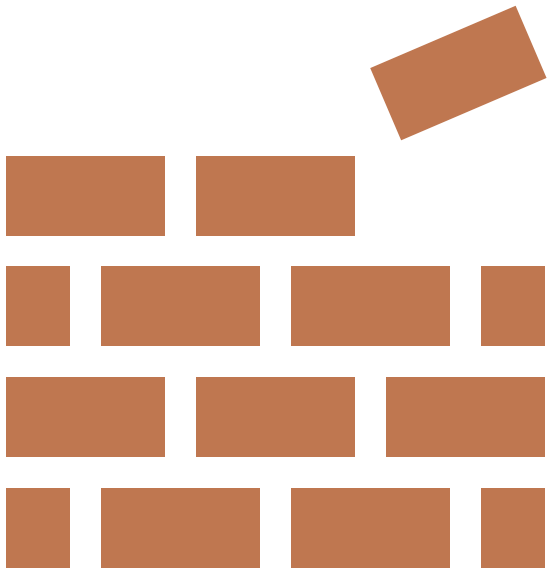


Housing & Neighborhoods

- **Purpose:** Ensure all residents have access to quality, diverse, and affordable housing options.

These goals center on housing diversity, affordability, and neighborhood livability.

See Goal 8



Infrastructure & Services

- **Purpose:** Maintain and enhance the City's infrastructure, transportation network, and utilities to support growth and quality of life.

These goals guide how the City grows and serves its residents physically and functionally.

See Goals 5, 9, 10, 11, 17 & 23



Sustainability & Environment

- **Purpose:** Shape a sustainable, connected, and vibrant physical environment that supports people and place.

These goals link land use, environmental stewardship, and downtown design.

See Goals 4, 14, 15, 25, & 26

Key Questions on our Goals

Which of these goals
best captures who
we are today?

Which goals no
longer feel
achievable or
relevant?

Are there emerging
challenges that aren't
addressed?

How do these goals
guide tradeoffs
between preservation
and progress?

Project Timeline



Thank you!

City of College Place, Washington
RESOLUTION NO. 25-XXX

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE RELATING TO
ADMINISTRATIVE FEES OF THE COLLEGE PLACE MUNICIPAL CODE**

WHEREAS, the City adopted Resolution ~~2425-083-051~~ on ~~December 10~~September 9th, ~~2024~~2025; and

WHEREAS, there is an imminent need to update and revise fees for 2025; and

WHEREAS, the City intends to re-affirm all previously adopted administrative fees;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of College Place that the following fees and charges shall henceforth be charged:

SECTION 1: ALL FEES ARE MANDATORY AND NON-REFUNDABLE UNLESS OTHERWISE ALLOWED BY COLLEGE PLACE MUNICIPAL CODE, RESOLUTION OF CITY OF COLLEGE PLACE CITY COUNCIL, OR APPLICABLE FEDERAL OR STATE LAW. ALL ACTUAL COSTS ARE SUBJECT TO AN ADDITIONAL 20% ADMINISTRATIVE FEE; ALL STAFF COSTS ARE BASED UPON SALARY ORDINANCE IN EFFECT AT TIME OF WORK AND ARE SUBJECT TO AN ADDITIONAL 20% ADMINISTRATIVE FEE; NOTE: CITY HAS AUTHORITY TO REQUEST A DEPOSIT BEFORE PERFORMING ANY WORK OR MAKING ANY EXPENDITURES; NOTE: MULTIPLE FEES MAY APPLY

SECTION 2: General Administrative Fees

- A. Copy / Duplication / Delivery (Charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.)
- | | |
|---|-----------------|
| 1. General paper copies per page (b/w or color) | \$0.15 |
| 2. Scanned copies per page | \$0.10 |
| 3. Electronic files per 4 files | \$0.05 |
| 4. Large electronic documents per 1GB | \$0.10 |
| 5. Certification of copies per page | \$3.00 |
| 6. USB thumb drive | \$4.74 |
| 7. DVD/CD | \$0.17 |
| 8. DVD/CD paper sleeve | \$0.06 |
| 9. DVD/CD jewel case | \$0.31 |
| 10. Envelope 6x9 | \$0.10 |
| 11. Envelope 9x12 | \$0.17 |
| 12. Envelope 10x13 | \$0.18 |
| 13. Envelope #10 | \$0.04 |
| 14. Address label | \$0.07 |
| 15. Postage or other delivery cost | Actual cost |
| 16. Staff time to copy and/or send files – per minute, 2 minute minimum | \$0.41 |
| 17. Redaction of Body Camera Footage – per minute | \$0.69 |
| 18. Copy/Duplication fee deposit for large copy/duplication requests | 10% of estimate |

- B. Other General Administrative Fees – request for *information* or *data* (versus records)
 1. Requests for **information** requiring significant research: Hourly charge based upon current salary ordinance; actual cost for third party work + 20%
 2. Requests for data or data reports which are not in a relatively easily accessible or reportable form: Hourly charged based upon current salary ordinance; actual cost for third party work + 20%; actual cost for IT product +20%
 3. Third-party expenditures: Actual cost + 20%
 4. All other chargeable expenses: Hourly charge based upon current salary ordinance

SECTION 3: General Code Enforcement CPMC 1.20.040

- | | |
|-----------------------|------------|
| A. Civil Infraction 1 | \$250.00 |
| B. Civil Infraction 2 | \$500.00 |
| C. Civil Infraction 3 | \$1,000.00 |

SECTION 4: Community Development Inspection and Permitting Fees

- | | |
|--|---------|
| A. Adult Family Home Inspection: Per site visit | \$66.00 |
| B. Assisted Living Facilities Inspection: Per site visit | \$66.00 |
| C. Construction Permit: | |
| 1. Building Permit & <u>Grading Site Development (Grading)</u> Permit Fees Per Table 1-A | |

TABLE 1-A - COLLEGE PLACE PERMIT FEES	
Total Valuation	Fee
\$1.00 to \$500.00	\$25.85
\$501.00 to \$2,000.00	\$25.85 for the first \$500 plus \$3.35 for each additional \$100.00, or fraction hereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.10 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$430.30 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$708.05 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,093.05 for the first \$100,000.00 plus \$6.15 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,553.05 for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.01 and up	\$6,178.05 for the first \$1,000,000.00 plus \$3.50 for each additional \$1,000.00, or fraction thereof.

2. Building and Project Valuation shall be determined by using the design professional's (Architect/Engineers) Project Cost or the most recent Building Valuation Data (BVD) Sheet. The BVD is adjusted/updated at six-month intervals. Projects not identified in the Data Sheet will be valued by using the total project cost provided by the Applicant, Contractor's estimate/bid, or Design

Professional's estimate as approved by the Community Development Director.

3. ~~3.~~ Fees for repair, alteration, or remodel are based on the total Project Cost provided by the Applicant, Contractor's estimate/bid, or Design Professional's estimate as approved by the Community Development Director of work to be performed as submitted by the applicant.
4. Improvements including and within the building shall be assessed as a Building Permit Fee. Site and utility-related improvements outside of the building shall be assessed as a Grading-Site Development (Grading) Permit Fee.
5. Project Cost provided by the Applicant shall include labor. If labor costs are not provided, the Project Cost will be increased by multiplying the project material (included sales tax) by 50%
6. A State Building Code Council (SBCC) fee will be assessed on all building permits.
 - a. Residential Building Permits
 - i. Each building permit \$6.50
 - ii. Surcharge for each residential unit after the first unit \$2.00
 - b. Commercial Building Permits
 - i. Each building permit \$25.00
 - ii. Surcharge for each residential unit after the first unit \$2.00

D. Construction Permit Review Fees

1. Internal Review: 65% of the building permit fee assessed.
2. Internal Review: 65% of the site development (grading) permit fee assessed.
3. Third Party Review: Actual cost + 20%

~~D-E.~~ Fences over 7 feet high – Valuation Based, see Construction Permit Table 1-A above.

~~E-F.~~ Fence Placement Permit – see *Section 8: Public Works*

~~F-G.~~ Mechanical Permit – Equivalent Appliance Replacement:

1. Residential – per appliance/unit \$66.00
2. Commercial – per appliance/unit \$100.00

~~G-H.~~ Mechanical Permit – Commercial alteration or expansion to an existing system: Project value, permit fee per Table 1-A of this resolution. Valuation Based, see Table 1-A.

~~H-I.~~ Mechanical Permit – New Construction or Remodel 15% of building permit fee

~~I-J.~~ Plumbing – Over the Counter Permit:

- ~~1. Backflow Device~~ \$66.00
- ~~2.1.~~ Water Heater \$66.00
- ~~3. Building Sewer~~ \$66.00
- ~~4.2.~~ Moving or Adding Fixture \$66.00

~~J-K.~~ Plumbing Permit – New Construction or Remodel 15% of building permit fee

~~K-L.~~ Demolition Permit:

1. Plan Review \$66.00
- ~~1-2.~~ Per Building \$66.00
- ~~2-3.~~ Additional fee for primary structures older than 60 years of age \$100.00

~~L-M.~~ Licensed Childcare Provider Facilities Inspection: Per site visit \$66.00

~~M-N.~~ Manufactured Home Placement Permit \$250.00

1. Plan Review \$66.00
2. Placement Permit \$250.00

~~N-O.~~ Miscellaneous Inspections not otherwise listed in fee schedule: Per site \$66.00

visit/ inspection	
O. Plan Check Fees	
1. Internal Review: 65% of the buildings permit fee assessed.	
2. Third Party Review:	Actual cost + 20%
P. Planning Review Fee	
1. Residential	\$66.00
2. Commercial	\$350.00
3. Sign	\$66.00
P-Q. _____ Re-inspection Fee (fee must be paid prior to requested inspection)	\$66.00
Q-R. _____ Roofing Permit:	
1. Residential:	\$132.00
2. Commercial: <u>Valuation Based, see Table 1-A.</u>	Based on project value
R-S. Signs	
1. Building mounted sign	\$100.00
2. Additional building mounted sign	\$50.00
3. Pole and/or monument sign: <u>Valuation Based, see Table 1-A.</u>	\$50 site plan review fee + fee based on project valuation (Table 1-A)
S-T. Solar Panel Permit	
1. Residential	\$95.00
a. <u>Plan Review</u>	\$66.00
b. <u>Permit</u>	\$95.00
2. Commercial: <u>Valuation Based, see Table 1-A.</u>	Fee based on project valuation (Table 1-A)
U. Swimming Pool Permit: Valuation Based, see Table 1-A.	
T-V. Third-Party expenditures	Actual cost +20%
A. Work commencing before permit issuance: <u>Double (2x) Permit fees.</u>	Permit fees shall double

SECTION 5: Community Development Fees (cont.) – Planning Process/Actions fees

A. Advertising/Publication Cost	Actual Cost +20%
B. Annexation/De-Annexation	\$250.00
C. Appeals (Requires a \$1,500 deposit)	Actual Cost + 20%
D. Binding Site Plan	\$750.00
1. <u>Preliminary</u>	\$750.00
2. <u>Final</u>	\$500.00
E. Boundary Line Adjustment	\$100.00
F. Comprehensive Plan, Land Use, & Title 14 Unified Development Code Amendment	\$1,000.00
1. <u>Proposed by a 501(c)(3) organization</u>	<u>Waived</u>
G. Comprehensive Plan, Land Use, & Title 14 Unified Development Code Amendment proposed by a 501(c)(3) organization	Waived
H-G. _____ Comprehensive Plan Urban Growth Area Amendment	\$2,000.00
I-H. Conditional Use Permit (CUP)	\$500.00
J. Critical Areas Review	\$400.00
K-I. Critical Areas Permit Project value	\$100.00

Permit fee based on project valuation (Table 1-A)	
L.J. Development Agreement, Renewal, Amendment, or Assignment	\$2,000.00
M. Environmental Impact Statement (EIS)	Actual Cost + 20%
K. Hearing Examiner Services	Actual Cost + 20%
N.L. Master Planned Development	\$2,000.00
O.M. Mobile Vendor/Food Cart/Food Cart Pod	See Special Use Permit
P.N. Multi-family Housing Tax Exemption (\$25.00 Per Dwelling Unit)	\$150.00
1. Application	\$150.00
2. Price per dwelling unit	\$25.00
Q. Hearing Examiner Services	Actual Cost + 20%
O. Plats (10+ lots)	
1. Preliminary	\$900.00
2. Final	\$800.00
R. Preliminary Plat	\$900.00
S.P. Plats, Final Amendments / Replat	\$250.00 \$350.00
Q. Preapplication Meeting	\$100.00
T. Plats, Short	\$400.00
1. Roundtable Meeting	No Charge
U. Plats, Final Short	\$250.00
V. Plat Amendments / Replat	\$250.00
R. Preliminary Site Plan	\$500.00
S. Reasonable Use Exception	\$500.00
W.T. SEPA Checklist	\$250.00
U. SEPA Environmental Impact Statement (EIS)	Actual Cost + 20%
V. Short Plats (2-9 lots)	\$150.00
1. Preliminary	\$400.00
2. Final	\$250.00
X.W. Special Use Permit	\$150.00
1. Annual renewal fee	\$50.00
2. Late annual renewal	\$150.00
Y. Site Plan Application: Commercial	\$900.00
Z. Site Plan Review Type 1	\$66.00
X. Technology Fee	(3%)
AA.Y. Third Party Services	Actual Cost + 20%
BB.Z. Variance / Non-Conforming Use	\$500 \$600.00
CC.AA. Vacation Rental – Short Term Application (Per Dwelling Unit)	See Special Use Permit
DD.BB. Zoning Amendments (Rezone)	\$500.00
EE.CC. Zoning & Land Use Compliance Letter	\$6970.00
FF.DD. Wireless Communication Facilities Fees	See Conditional Use Permit

SECTION 6: Engineering Site Plan / Development Support Review Fees

A. Third Party Professional Services	Actual Cost + 20%
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SECTION 7: Fire Department Fees

A. CPR & First Aid Classes	Actual Cost
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A. Commercial Cooking Hood (New installations) Plan Review	\$100.00
B. EMS Basic Life Support (BLS) Transportation Services	
1. Walla Walla County Resident Rates:	
a. BLS Non-Emergency Rate	\$550.00
b. BLS Emergency Rate	\$650.00
c. Mileage Rate	\$12.00/mile
2. Non-Walla Walla County Resident Rates:	
a. BLS Non-Emergency Rates	\$750.00
b. BLS Emergency Rate	\$850.00
c. Mileage Rate	\$12.00/mile
C. Extinguisher Classes	Actual Cost+20%
D. False Alarm Fees:	
1. Alarm system malfunction (1st call)	No Charge
1-2. Alarm system malfunction 5 or more days after notification of need for servicing (1 st call)	\$25.00
2-3. Alarm system malfunction 5 or more days after notification of need for servicing (2 nd call)	\$100.00
2-4. Alarm system malfunction 5 or more days after notification of need for servicing (after 2 nd call)	\$250.00
3-5. Accidental alarm activation (1 st call)	No Charge
3-6. Accidental alarm activation five days or more after notification of need for protection of alarm activation device	\$100.00
4-7. Malicious alarm activation	\$500.00
4-8. Malicious discharge of extinguisher	\$500.00
5-9. Malicious damage to fire alarm system	\$500.00
E. <u>Fire Alarm Permit (per panel on new installation)</u>	<u>\$100.00</u>
B-F. Fire Detection Systems (New Installation) Plan Review / Inspection	\$100.00
G. <u>Fire Extinguishing Systems Permit (per system)</u>	<u>\$100.00</u>
C-H. Fire Hydrants (each) Determination of Placement / Inspection	\$100.00
D-I. Fire Sprinkler Systems (per riser on new installation) Plan Review	\$200.00
E-J. Fireworks Permits for Sales <u>– Per State Mandated Rate</u>	<u>\$100.00</u> State mandated rate
F-K. Fireworks Use / Display Permit – Per State Mandated Rate	\$100.00
L. <u>Fireworks Stand Clean Up Bond</u>	<u>\$50.00</u>
G-M. Haz Mat Fee: In accordance with the Washington State Association of Fire Chiefs	
H-N. Hydrant Flow Tests (By Request)	\$50.00
I-O. Nuisance Abatement Notice Fee	\$50.00
J-P. Nuisance Abatement Arranged by the Fire Department	Actual cost + 20%
K-Q. Plan Review Fee – Initial Review	\$45.00 per hour
L-R. Plan Review Fee – For Revisions	\$45.00 per hour
M-S. Plan Review Fee by Outside Agency / Vendor	Actual cost + 20%
N-T. Re-inspection Fee for Non-Compliance	\$100.00
O-U. Reports:	
1. Copy of EMS Report	See Section 1
2. Copy of Fire Report	See Section 1

3. Other Reports	See Section 1
P-V. Requests for Code Alternate/Variance	\$100.00
Q-W. Special Inspection/Review/Permit	\$100.00
R-X. Salvage Fees for Insurance Companies:	
1. Maximum charge for single-family dwelling salvage	\$1,000.00
2. Maximum charge for commercial salvage	\$2,000.00
3. Debris removal (per cubic yard)	\$30.00
4. Boarding of windows and doors (per window or door)	\$30.00
5. Furniture salvage (per room)	\$40.00
6. Water removal (per sq. ft.)	\$2.50
7. Sump pump (flat fee plus \$15.00 per hour)	\$120.00
<u>Y. Technology Fee</u>	<u>(3%)</u>

SECTION 8: Public Works Fees

A. Brush, Debris, & Leaf Collection/removal Fee Between December 31–September 1. Charged hourly based upon current salary ordinance and actual costs + 20%	
B. Banners Attached to City Property	
1. Application Fee Per Installation	\$69.00
2. Per Banner Installation/removal Fee	\$37.50
C. Commercial Cross Connection Site Inspection Fee	\$25.00
D. Dye Test	\$25.00
E. Equipment Rental Fees	As determined by the PW Director for each piece of equipment used
F. Equipment Charge Fees	As determined by the PW Director for each project/repair/service
G. Fence Placement Permit	\$66.00
H. Fences over 7 feet high	See Section 4 – Community Development
I. Fire Hydrant Meter & Backflow Fees:	
1. Deposit	\$500.00
2. Rental Fee: Per day	\$7.00
3. Install Fee	\$30.00
4. Removal Fee	\$30.00
5. Actual cost of water used (per 1,000 gallons)	See Section 10
J. Franchise Application; Franchise Renewal; Franchisee Transfer	\$5,000.00
<u>K. Irrigation & Backflow Permit</u>	<u>\$66.00</u>
K-L. Labor – During Business Hours: Based upon current salary ordinance	\$57.15 <u>70.49</u> per hour
L-M. Labor – After Business Hours/Holidays: Based upon current salary ordinance	\$85.72 <u>105.74</u> per hour
M-N. Parts, Materials, Supplies provided by Public Works	Actual Cost + 20%
<u>O. Re-inspection Fee (fee must be paid prior to requested inspection)</u>	<u>\$66.00</u>
N-P. Right-of-way Permit	\$100 <u>150.00</u>
Q-Q. Right-of-way Permit with street cut	\$200 <u>300.00</u>
P-R. Sewer Lateral Locate	\$50.00
Q-S. Street Repair	Hourly charge based upon current salary ordinance, and actual costs +20%

T. Technology Fee

(3%)

R-U. Third-party expenditures

Actual cost + 20%

SECTION 9: Police Department Fees

A. Animal Fees

1. For each dog designated as dangerous or potentially dangerous, annual certificate of registration (CPMC 6.12.030) \$50.00
2. For each dog with written proof of spayed or neutered \$15.00
3. For each dog not spayed or neutered or without written proof \$30.00
4. For each Service Animal and/or lettered Emotional Support Animal No charge
5. Chicken/Rabbit/Bees Permit Fee (Annual) \$15.00
6. Replacement tag \$1.00
7. Late registration fee (per animal, except a Service/ESA Animal) \$10.00
8. Animal Impound fee: Refer to Blue Mountain Humane Society Fee Schedule for reimbursement cost Reimbursement + 20%
9. Animal at large fee:
 - a. 1st offense \$250.00
 - b. 2nd offense within 12 months \$500.00
 - c. 3rd and subsequent within 12 months \$1,000.00
10. Failure to license animal \$150.00
11. Failure to obtain rabies vaccination/provide proof of rabies vax \$150.00
12. Dangerous Dog – Chapter 6.32 CPMC violation \$250.00
13. Exotic animal violation \$250.00
14. Chicken/Bees/Rabbits Violation – Chapter 6.42 \$150.00

B. Civil Penalties/Infractions (Traffic and non-traffic, unless otherwise specified) \$150.00

C. Bike License Fees:

1. Lifetime license for registering owner \$7.00
2. Replacement license \$1.00

D. Code Enforcement:

1. Infraction 1 \$250.00
2. Infraction 2 \$500.00
3. Infraction 3 \$1,000.00
4. Failure to secure/maintain residential rental housing license \$250.00

E. Concealed Pistol License:

1. Original/Initial \$36.00
2. Original/Initial FBI Fee (subject to change by FBI) \$13.25
3. Renewal \$32.00
4. Late Renewal \$42.00
5. Replacement Fee \$10.00

F. Fingerprinting (per card) \$10.00

G. Impound Hearing Administrative Fee \$41.00

H. Media Fee (per incident)	\$10.00
I. Parking Infraction:	
1. First parking violation	\$25.00
2. Second parking violation within a three-month period	\$50.00
3. Third and subsequent parking violations within a six-month period	\$250.00
J. Peddler/Solicitor License (Nonrefundable): Per person, per year	\$50.00
K. Public Record Request for Police Reports (per page):	See Section 1
L. Special Events Application Fee	\$55.00
M. VISA Clearance Letter	\$10.00
N. Video Redaction Fee (Per minute of staff time)	See Section 1

SECTION 10: Water System Charges: CPMC Title 13.04

A. 13.04.050(A) Water System Connection Charges: Per unit charge	
1. Single family dwelling: P (including duplex — per dwelling unit.) — \$3,500 per dwelling unit.	<u>\$3500.00</u>
2. Accessory dwelling unit: Per dwelling unit with no charge to service. Accessory dwelling unit, duplex, cottage housing, studio and one-bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge: Per dwelling unit.	\$500.00 <u>No charge</u>
a. <u>Code required increase in service size.</u> <u>(Difference between existing and required)</u>	<u>Prorated</u>
3. <u>Duplex dwelling: Per dwelling unit.</u>	<u>\$ 3,500.00</u>
3-4. Multiple family dwelling: Per dwelling unit. Per dwelling and/or rental unit.	\$3,500.00
5. <u>Dwelling units, duplex, cottage housing, studio and one-bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge.</u>	<u>\$500.00</u>

Reduced system connection per unit
charge: Per dwelling unit.

<u>4-6.</u> Business/commercial, or public entities will be charged as per the following schedule:	
a. For one inch or smaller service	\$3,500.00
b. For a two-inch service	\$18,700.00
c. For a three-inch service	\$37,400.00
d. For a four-inch service	\$58,400.00
e. For a six-inch service	\$116,700.00
f. Service connections larger than six inches in size will be negotiated with the city, considering the demand on the existing system and a determination of any necessary system improvements.	
<u>5-7.</u> Mobile, manufactured and modular homes: Per unit	\$3,500.00
<u>6-8.</u> Gardens, lawn and agricultural use: Per connection	\$3,500.00
<u>7-9.</u> Fire service connections: Per connection	\$4,200.00
B. 13.04.050(C) Front Footage Charge: When applicable	
1. Per assessed front foot of the lot	\$60.00
C. 13.04.200(A) Account Names – New Account / Transfer Fee	
1. New account establishment fee: Per account	\$9.00
2. Request for transfer of service: Per account	\$9.00
D. 13.04.210 Payment of Bills – Delinquency Charges:	
1. Delinquent charges shall be: 8% per annum or a \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00	
2. The charge for hanging a red tag shut-off warning notice	\$20.00
E. 13.04.250 Discontinuance of Service – Customer’s Request – Fee	
1. Per request to turn the service back on.	\$15.00
F. 13.04.260 Discontinuance – Nonpayment of Bill	
1. When water service has been shut off for failure to pay water charges, the reconnection charges shall be as follows:	
a. Reconnection requested to be made during normal business	\$20.00
b. Reconnection requested to be made outside normal business	\$50.00
G. 13.04.290 Unauthorized Turn On	
1. Charge per incident.	\$50.00
H. 13.04.400(A) Water Charges:	
1. Monthly residential base charge per unit	\$44.05
2. Monthly business base charge per unit	\$61.88
3. Consumption charge per 1,000 gallons	\$1.81
I. <u>Technology Fee</u>	<u>(3%)</u>

SECTION 11: Wastewater System Charges: CPMC Title 13.08

A. 13.08.525(A) Connection and Modification Fees: Per Unit Charge	
1. <u>Single family dwelling: Per dwelling unit.</u> Single family dwelling (including duplex – per dwelling unit)	\$3500.00 <u>\$3,500.00</u>
2. <u>Accessory dwelling unit: Per dwelling unit with no change to service.</u> Accessory dwelling unit, duplex, cottage housing, studio and one-	<u>No charge</u>

bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge: Per dwelling unit.		\$500.00
3. Duplex dwelling: Per dwelling unit.		\$ 3,500.00
3.4. Multiple family dwelling: Per dwelling unit. Multiple family dwelling: Per dwelling and/or rental unit		\$3,500.00
5. Dwelling units, duplex, cottage housing, studio and one-bedroom apartments, not exceeding 600 square feet (excluding any covered porches, garages, carports, or loft space) shall be assessed a reduced system connection per unit charge (monthly residential base charges per unit are applicable). Dwelling units exceeding 600 square feet shall be assessed the applicable single-family dwelling or multiple family dwelling per unit charge. Reduced system connection per unit charge: Per dwelling unit.		\$500.00
4.6. Business/commercial: Per unit		\$3,500.00
5.7. Public entities: Per site		\$3,500.00
B. 13.08.525(B) Front Footage Charge: When applicable		
1. Per assessed front foot of the lot		\$40.00
2. 13.08.525(C) Wastewater Inspection Fee: Per Inspection.		\$30.00
C. 13.08.485(B, E) Wastewater Base Charges: Per Unit Charge		
1. Monthly residential base charge per unit		\$53.45
2. Monthly small flow nonresidential base charge		\$53.45
3. Monthly unmetered account base charge per unit		\$53.45
D. 13.08.485(B,E) Wastewater Consumption Charge: Per 1,000 gallons of consumption over 3,000 gallons consumed per month. (Large flow nonresidential customers are not given an unpaid consumption allowance.)		
1. Monthly residential consumption charge per 1,000 gallons		\$5.11
2. Monthly small flow nonresidential consumption charge per 1,000 gallons		\$5.11
3. Monthly large flow nonresidential consumption charge per 1,000 gallons		\$9.28
4. Monthly unmetered account consumption charge: For each calculated average of 1,000 gallons of consumption in accordance with 13.08.485(E)		\$5.11
E. 13.08.490(A) Account Transfer Charge:		
1. New account establishment fee: Per account		\$9.00
2. Request for transfer of service: Per account		\$9.00
F. 13.08.490(C) Billing Cycle and Due Date:		
1. Delinquent charges shall be: 8% per annum or a \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.		
G. 13.08.495(B) Special Considerations: Vacancy Allowance		
1. Base charge per dwelling and/or rental unit		\$53.45
H. 13.08.500(5) ———Rate Reduction: Condemned/Unlivable		

- Premises
- I. Debt service charge per dwelling and/or rental unit (maximum one year) \$11.40
- J. Southwest Sewer (Lift Station No. 7) Connection Assessments
 - 1. Single Family/Multi-Family Residential
 - a. Assessment per acre \$5,438.00
 - b. Cost per ERU (Equivalent residential unit) \$906.00
 - 2. Commercial
 - a. Assessment per acre \$5,438.00
- K. Technology Fee (3%)**

SECTION 12: Stormwater System Charges: CPMC Title 13.15

- A. 13.15.070(C) Storm and Surface Water Charges
 - 1. Monthly residential charge per account \$10.56
 - 2. Monthly non-residential charge per ESU \$10.56
 - 3. Monthly charge with credit per ESU \$7.53
- B. 13.15.070(D) Equivalent Service Unit Definition: One Equivalent Service Unit (ESU) is established at 3,500 square feet of impervious surface area. For the purpose of computation of service charges, the number of Equivalent Service Units shall be rounded to the nearest tenth (0.10).
- C. 13.15.072 Liability for payment of bill.
 - 1. New account establishment fee: Per account. \$9.00
 - 2. Request for transfer of service: Per account. \$9.00
- D. 13.15.075 Payment of bills – Delinquent charges
 - 1. Delinquent Charges – 8% per annum or \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00.

SECTION 13: Ambulance Utility Charges: CPMC Title 13.16

- A. 13.16.070(B) Utility Fee: Classifications
 - 1. Single Family Residential (including single unit mobile home): Per unit \$6.84
 - 2. Multiple Family (including duplex, triplex, etc.): Per unit \$8.17
 - 3. Commercial/Retail/Industrial (based on calculation method in Section 13.16.070(C): Per ERU \$7.64
 - 4. Assisted Living/Nursing Home (based on calculation method in Section 13.16.070(C): Per ERU \$56.02
 - 5. Public/College/Schools (based on calculation method in Section 13.16.070(C): Per ERU \$7.27
- B. 13.16.070(C) Rates Formula: One Equivalent Residential Unit (ERU) is established at 1,985 square feet. For the purpose of computation of service charges, the number of Equivalent Residential Units shall be rounded to the nearest tenth (0.10).
- C. 13.16.080 Collection of Utility Fees.
 - 1. New account establishment fee: Per account \$9.00
 - 2. Request for transfer of service: Per account \$9.00
 - 3. Delinquency Charges - 8% per annum or \$6.00 late fee, whichever is greater, for accounts with a balance due of greater than \$10.00

SECTION 14: Miscellaneous Fees & Charge

- A. Web Check Electronic Services Fee \$20.00
- B. NSF Fee \$20.00

C. Stop Payment Fee	\$25.00
D. Business Licenses	\$50.00
1. Annual renewal	\$45.00

SECTION 15: Community Events

A. Farmers Market	
1. Market Membership Fees	
a. Annual Membership Registration Fee – January 1 – June 30th	\$50.00
b. Late Application Fee – After April 30 th	\$15.00
2. Electricity Fees Per Day	
a. Member – standard outlet (2 plugs)	\$5.00
b. Member – 50 or 30 Amp (limited availability)	\$7.00
c. Non-Member – standard outlet (2 plugs)	\$7.00
d. Non-Member – 50 or 30 Amp (limited availability)	\$10.00
B. Other City Events	
1. Daily Fees	
a. Member Daily Fee Standard Booth (10'x10')	\$10.00
b. Member Daily Fee Oversize Booth (10'x20')	\$15.00
c. Non-Member Daily Fee Standard Booth (10'x10')	\$20.00
d. Non-Member Daily Fee Oversize Booth (10'x20')	\$30.00
e. Non-Profit Daily Fee	\$5.00
f. Youth Vendor Fee	\$5.00
C. Parks	
1. Reservations	
a. First come/first served	No charge
b. Restrict site access per hour – City resident	\$10.00
c. Restrict site access per hour – Non-resident	\$15.00
2. Park setup/cleanup	
a. Hourly (resident)	Staff cost +10%
b. Hourly (non-resident)	Staff cost +20%
D. Special Events	
1. Application Fee	Varies by event

SECTION 16: Vacant/Abandoned Property

A. Vacant Property Registration and Maintenance	
1. Registration Fee	\$200.00
2. Annual fee for property that remains vacant through December 31	\$150.00
3. Late Fee	Additional 20%
B. Abandoned Property	
1. Fee for property declared abandoned- non-construction site	\$500.00
2. Additional annual fee after Jan 1 st where the property remains abandoned	\$250.00
3. Fee for property declared abandoned – under construction/construction stopped before completion fee due on Jan 1 or July 1 whichever date is	

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| soonest after 45 days has passed after property under construction declared abandoned and no notable and consistent construction has occurred | \$1,000.00 |
| 4. Additional biannual fee for each 6month period the property remains abandoned and under construction/construction stopped before completion | \$500.00 |
| 5. Late Fee | Additional 20% |

SECTION 17: Legal fees:

- | | |
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| A. Hourly charge based upon current salary ordinance | Actual costs +20% |
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SECTION 18: Information Technology fees:

- | | |
|--|-------------------|
| A. Hourly charge based upon current salary ordinance | Actual costs +20% |
|--|-------------------|

Effective Date: Rates, fees, and other charges shall be effective ~~September~~ November/December XX1, 2025; after passage and approval as provided by law.

Clerical Corrections: The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED by the City Council of the City of College Place, Washington, on the ~~9th~~ XXth day of ~~November/December~~ September 2025.

APPROVED:

ATTEST:

Norma Hernández– Mayor

Maryelizabeth Garcia – City Clerk