City of South Bend Council Meeting
@ 5:30pm
Monday November 9, 2026

1. Call to Order
2. Pledge of Allegiance
3. **Items from the Public**
4. Approval of Agenda and Consent Agenda
   Approval of Minutes: *Regular Meeting October 26, 2026*
5. Correspondence: Johna Cochran – "Rejection of Standard Bureaucracy – Foreseeable Infrastructure Failures vs Acts of God" / The City of South Bend's Reply: Dennis Houk – "Pre-Disaster Mitigation Concerns – Impending King Tides and Drainage Infrastructure"
6. PROCLAMATION: Mayor Barnard's Proclamation Honoring Veterans on Veteran's Day, November 11th. [ACTION]
7. MEMORANDUM: Comprehensive Update and Standardization of the City Fee Schedule
8. RESOLUTION 2026-02: A Resolution of the City Council of the City of South Bend, Washington, Adopting a Comprehensive Fee Schedule for Land Use, Zoning, Environmental Reviews, Building Permits, Fire Safety, Utility Connections, Public Works, and General Administrative Services; and Repeal Counterpart Provisions of Prior Fee Resolutions. [ACTION]
9. Department Head Reports:
   i) Police Chief Stigall
   ii) City Supervisor Houk
   iii) Fire Chief Madrid
   iv) Clerk/Treasurer Johnson
10. Mayor's Report
11. Public Comments – Current Agenda Items
12. Council Comments
13. Future Agenda Topics
14. Adjournment

Unable to attend? Would you like to attend via Zoom?

https://us02web.zoom.us/j/86990968197?pwd=WJRdqKYgETogjK1jammWoUNt1aTOsP.1

Meeting ID: 869 9096 8197 Passcode: 719406 Dial-In Phone Number: 1-253-215-8782

If you would like to be added to our "Speakers List" your request must be received by 4:00 pm on November 9, 2026. Your request must include the following: meeting date, your first and last name, city of residence, agenda item(s) that you would like to provide comment on, and the telephone number you will be calling from. Please email this information to david.johnson@southbend-wa.gov. *Please note that the information you provide may be subject to disclosure pursuant to Washington State's Public Record Act, chapter 42.56 RCW.

The City of South Bend strives to provide access and services to all members of the public. Please notify the city at least 48 hours prior to an event if reasonable accommodation is needed.

***NOTICE** – All proceedings of this meeting are sound recorded Except Executive Sessions.*

Next Regular Meeting Monday November 23, 2026 @ 5:30 PM in the South Bend Council Chambers unless otherwise notified.

South Bend Council Meeting

Monday November 9th, 2026

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #50768 thru Check #50789 - *$99,734.78* Including EFT Pa

2. Approval of Payroll Checks

Payroll – Check #25346 thru Check #25352 - *$180,160.93* Including Direct

Benefits, and Payroll Taxes

11/9/2026

	VENDOR		AMOUNT	
50768	A&M Auto Body	$	786.01	Repair Maintenance Equipment / Water $393.00, Sewer $393.01
50769	Barry's Steve Pool Service	$	12,456.15	Professional Services - Repair Equipment / Water $6228.08, Sewer $6228.07
50770	Borden's Auto Parts, Inc.	$	583.08	Maintenance - Repair Equipment / Water $76.99, Sewer $76.99, Fire $429.10
50771	Bud's Lumber & Electric	$	1,034.59	Streets $140.91, Parks $53.10, Water $731.04, Sewer $109.54
50772	Cascade Columbia Distribution	$	2,002.07	Chemicals / Water
50773	City of Raymond	$	20,462.92	RWWTP November 2026 $19470.67, Intertie October $992.25
EFT Pay	*Comcast - EFT Pay*	$	1,585.54	Communications / All Depts
50774	DB Company	$	6,492.00	Asphalt - Misc Professional Services / Streets $2164.00, Water $2164.00, Sewer $2164.00
50775	Department of Licensing	$	54.00	CWP State Fee
EFT Pay	*Dept of Revenue - EFT Pay*	$	9,733.61	October 2026 Excise Tax on Water/Sewer
50776	Gray & Osborne Inc	$	2,876.29	Miscellaneous Professional Services / Sewer
50777	Grays Harbor County Dept of Public Services	$	163.00	Sample Testing / Water
50778	Hach Company	$	1,862.29	Chemicals / Water
50779	Honey Bucket	$	607.50	Portable Restroom Pumping / Docks
50780	Midnight Frog Studio	$	216.40	Website Management
50781	Petro Card	$	3,451.05	Fuel / Fire $280.69, PW $1939.97, Police $1230.39
50782	Primo Brands	$	181.10	Materials - Supplies / Water
50783	PUD #2	$	7,875.46	Electric All Depts
50784	Sierra Santa Fe Corp	$	23,900.00	Asphalt - Misc Professional Services / Streets $11950.00, Sewer $11950.00
50785	South Bend Pharmacy	$	34.05	Miscellaneous Professional Services / Water
50786	Steve's Front End & Brake Inc	$	347.77	Equipment Repair / Water $173.89, Sewer $173.89
EFT Pay	*VC3 - EFT Pay*	$	62.45	Dues - Subscriptions / Financial, Water, Sewer
EFT Pay	*VISA - EFT Pay*	$	2,450.92	City Hall $423.94, Police $1997.08, Water $29.90
50787	Walter Nelson	$	226.73	Operating Supplies / Parks
50788	Criminal Justice Training Commission	$	244.80	Training - Travel / Police
50789	Washington State Patrol	$	45.00	CWP State Fee
	TOTAL	**$**	**99,734.78**	

CITY OF SOUTH BEND 10/26/2026
Meeting # 885 2060 7407

1-2. CALL TO ORDER

The council meeting was called to order by Mayor Barnard at 5:30 pm. Members present, Councilor Kuiken, Councilor Manlow, Councilor Pearson, Councilor Davis, City Supervisor Houk, Police Chief Stigall, and Clerk/Treasurer Johnson. Fire Chief Madrid and Councilor Olsen were absent. (Excused)

3. ITEMS FROM THE PUBLIC - None

4. APPROVAL – Agenda, Consent Agenda, and Prior Meeting Minutes

A motion was made by Councilor Pearson to approve the agenda and the Consent Agenda. Motion carried. **Vote: Ayes-4, Noes-1.**

Vendors – Check #50741 thru Check #50767 - *$105,235.12* Including EFT Payments

5. CORRESPONDENCE –

A letter to the Mayor from Andrea Heisel, Interim Executive Director of Timberland Regional Library, reaffirming their commitment of funds to help re-establish the Library in South Bend.

6. PUBLIC HEARING: 2027 Revenue & Property Tax Levy

The Hearing was opened at 5:33 pm and closed at 5:34 pm with no public comment.

7. ORDINANCE 1620: An Ordinance for the City of South Bend, Washington, Levying a Tax on Real and Personal Property in the City of South Bend, Washington, for the Fiscal Year of 2027. (First Reading))

A motion was made by Councilor Pearson to move the Ordinance forward to a second reading. Motion carried. **Vote: Ayes-4, Noes-1.**

8. DISCUSSION: Proposed Budget Information for 2027: Fund Summary, Revenue and Expenditures.

The matter was discussed thoroughly. No action was taken.

9. DEPARTMENT HEAD REPORTS

Chief Stigall reported that police officers will provide a patrol presence during the City-wide Business Trick-or-Treat event on Friday. He further announced that a Trunk-or-Treat event will be held at the Port on Saturday. He noted that last week's Homecoming celebration was monitored by police and concluded without incident. Supervisor Houk reported that the Public Works crew was working on repairing and replacing water pipes in Ecklund Park, as well as replacing storm drainage infrastructure on Adams Street.

10. MAYOR'S REPORT

The Mayor reported that she and the department heads participated in successful contract negotiations with union representatives, resulting in a ratified contract for Non-Comissioned Employees. She also met with the Judge, Court Clerk, and Prosecuting Attorney to discuss matters related to court operations. Additionally, she is working with Jenny Penoyar to research and pursue grant opportunities to support the restoration and reopening of the City Library.

DRAFT

11. PUBLIC COMMENT – CURRENT AGENDA ITEMS - None

10. COUNCIL COMMENTS - None

11. FUTURE AGENDA TOPICS - None

The meeting was adjourned at 5:51 PM to meet again on Monday November 9, 2026, for a regular council meeting at South Bend City Hall.

Bethany Barnard - Mayor

ATTEST: David Johnson – Clerk / Treasurer

DRAFT

Outlook

Fwd: Rejection of Standard Bureaucracy – Foreseeable Infrastructure Failures vs. "Acts of God"

From Bethany Barnard <bethany.barnard@southbend-wa.gov>
Date Mon 11/2/2026 10:53 AM
To David Johnson <david.johnson@southbend-wa.gov>; Dennis Houk <dennis.houk@southbend-wa.gov>; Lucas Stigall <lucas.stigall@southbend-wa.gov>

Dear David:
Can you please add this to the Council packet as correspondence?
I appreciate your time and assistance.
Respectfully,
-Bethany Barnard

Begin forwarded message:

From: Johna Cochran <johnacochran10@gmail.com>
Date: November 1, 2026 at 12:51:37 PM PST
To: abennett@co.pacific.wa.us, Bethany Barnard <bethany.barnard@southbend-wa.gov>, lolsen@co.pacific.wa.us, jdoyle@co.pacific.wa.us
Subject: Rejection of Standard Bureaucracy – Foreseeable Infrastructure Failures vs. "Acts of God"

Dear City Supervisor, Public Works Department, Mayor Barnard, Amanda Bennett, Pacific County Commissioners, and Pacific County Emergency Management,

This is my final correspondence to all parties before the impending weather and King Tide event. I am writing to establish a definitive baseline regarding the city and county's operational accountability, and to pre-emptively reject the standard bureaucratic deflections that are typically issued following these events.
Do not send replies citing "acts of God" or "unpredictable natural events." There is nothing unpredictable about this. This flooding is a recurring, entirely foreseeable, and statistically predictable event. The tidal charts are public, the weather forecasts are clear, and the structural vulnerabilities of our local drainage infrastructure are thoroughly documented in your files. When a known high-water event meets un-cleared drainage grates and failing culverts, the resulting property damage is a failure of municipal maintenance, not a natural miracle.
Furthermore, do not reply by stating that "sandbags are available for pickup." Offering sandbags is a failure of systemic mitigation, not a solution. Telling residents to haul their own defense ignores the complete lack of physical accommodations provided. There are no tools available at the site for filling sandbags, and absolutely no accommodations or assistance for disabled individuals or seniors to fill and load them. For a citizen dealing with physical constraints, the process of traveling to a pile of raw material, lifting, shovel-filling, hauling, and deploying heavy sandbags is an impossible, challenging battle.

Even the evaluation walk required to survey property boundaries, check the crawl space, and assess the rising water line is a difficult, physically exhausting task. Compounding this risk, the designated local evacuation routes are entirely terrible and inaccessible for those who are disabled or seniors, providing no safe, realistic pathway out when infrastructure fails. The burden of defending private property and surviving systemic failures should not be offloaded onto the residents—especially when the local government has been given ample, formal advance notice.
I expect the city and county to execute their public trust by actively maintaining the drainage corridors and addressing emergency accessibility before the surge arrives. This notice is now part of the permanent administrative record for this event.

Please enter my email in to public records
Sincerely,
Your nefarious citizen
Johna

Outlook

Subject: RE: Urgent: Pre-Disaster Mitigation Concerns – Impending King Tides and Drainage Infrastructure

From Dennis Houk <dennis.houk@southbend-wa.gov>
Date Tue 11/3/2026 8:46 AM
To johnacochran10@gmail.com <johnacochran10@gmail.com>
Cc David Johnson <david.johnson@southbend-wa.gov>; Lucas Stigall <lucas.stigall@southbend-wa.gov>; Bethany Barnard <bethany.barnard@southbend-wa.gov>; Scott McDougall <smcdougall@co.pacific.wa.us>

Dear Ms. Cochran,

Thank you for reaching out and sharing your detailed concerns regarding the upcoming **November 24–27, 2026** *(Peaking Nov 25–26)* King Tides, severe weather forecasts, and local stormwater drainage management. We understand the physical and financial toll that high-water events take on residents, and we take our community's safety and flood readiness very seriously.

Below is a point-by-point formal update addressing each of your inquiries, including our operational procedures, sandbag initiatives, and emergency alert protocols:

1. Daily Infrastructure Inspections & Pump Station Maintenance
City Public Works crews maintain a routine inspection schedule across all municipal stormwater assets. Ahead of and during severe weather and tidal events:

- **System Clearing:** Crews systematically inspect, clear, and clean all drainage grates, culverts, catch basins, and conveyance channels to ensure maximum runoff capacity.
- **Pump Station Operations:** Public Works actively monitors and maintains stormwater pumps deployed throughout the distribution system to ensure optimal pump function during high-water flow.

2. Outfall Tide Gate Management & Sandbag Assistance
To prevent flooding in low-lying coastal areas subject to severe tidal surge, the City executes standard coastal flood zone preventative maintenance and direct property-owner support:

- **Tide Gate Maintenance:** City crews routinely inspect and service all outfall tide gates. Proper seating of these gates prevents tidal backflow from entering and surging upstream into the stormwater conveyance system.
- **System Infrastructure Updates:** The City performs ongoing channel ditching, dredging, and the replacement and resizing of aging drainage pipes to handle higher overall runoff volume.
- **Sandbag Availability & filling Initiatives:** The City provides sand and sandbag materials for private property owners to safeguard vulnerable structures. Additionally, the City is currently coordinating an initiative to engage local volunteer participants to help pre-fill sandbags.
- **Elderly & Disabled Delivery Assistance:** For elderly or disabled residents who are unable to fill or transport sandbags, please call City Hall directly at **(360) 875-5571**. City staff will evaluate available resources to arrange for delivery where possible.

3. Emergency Alert & Public Notification Protocol
In emergent situations or when localized flooding threatens safety or creates severe infrastructure overtopping, the City follows established protocols through **Pacific County Emergency Management Agency (PCEMA)**:

- **Reverse 911 / Mass Emergency Alerts:** During active, high-hazard events, the City coordinates directly with PCEMA to initiate an immediate Reverse 911 notification. This broadcast alerts residents in real-time via automated phone calls, text messages, and emails.
- **PCEMA Alert Registration:** Residents are strongly encouraged to register their phone numbers and email addresses with the regional emergency notification system. You can sign up directly online on their website. Link https://pcema.info/
- **Real-Time Monitoring:** Official road closures, hazard updates, and emergency directives will also be posted through local emergency management channels and official City communications as conditions warrant.

This correspondence has been documented as a formal record of notice regarding your neighborhood's specific vulnerabilities. City crews will remain on active duty throughout the week to monitor outfalls, inspect pumps, and maintain system flow during the upcoming tidal cycle.

Sincerely,

L. Dennis Houk
City Supervisor/Building Official
1102 W. First Street
PO Box Drawer 9
(360)875.5571
dennis.houk@southbend-wa.gov

Notice: All emails sent to and from this address will be received by the South Bend email system and may be subject to public disclosure under RCW 42.56.010(3) and to archiving and/or review.

Office of the Mayor
P.O. Drawer 9
South Bend, WA 98586
Phone: 360-875-5571
FAX: 360-875-4009
TDD: 1-800-833-6388
E-mail: bethany.barnard@southbend-wa.gov
Website: www.southbend-wa.gov

PROCLAMATION

Veterans Day – November 11, 2026

WHEREAS, our veterans are brave and selfless individuals who have answered the call to serve our nation with courage, honor, and unwavering dedication; and

WHEREAS, their sacrifices, contributions, commitment, and service have been vital in maintaining our freedoms and way of life and liberties we cherish; and

WHEREAS, we recognize not only those who served in times of conflict, but all who have worn the uniform and stood ready to defend our nation; and

WHEREAS, we owe our veterans and their families our deepest gratitude and lasting appreciation for the sacrifices they have made in service to our country;

NOW, THEREFORE, let us proudly recognize and honor all veterans for their service, sacrifice, and patriotism. May we never take their contributions for granted, and may we demonstrate our gratitude not only through our words, but through our actions.

IN WITNESS WHEREOF, we, the City of South Bend, proudly proclaim November 11, 2026, as Veterans Day and encourage all to pause, reflect, and honor those who have served our nation.

With gratitude, respect, and honor, we thank our veterans signed

this _____ day of _____ 2026.

CITY OF SOUTH BEND

_____
Bethany Barnard, Mayor

MEMORANDUM

TO: City Council Members
FROM: City Administration
DATE: November 5, 2026

SUBJECT: Comprehensive Update and Standardization of the City Fee Schedule

Executive Summary

City staff has completed a comprehensive update to the City of South Bend's fee schedule to modernize our administrative processes, align with regional standards, and ensure proper cost recovery for city-provided services.

Over time, our previous structure had become outdated, leading to gaps between our codified regulations and administrative practices, as well as unrecovered operational costs. The proposed updates address these issues while improving clarity for staff, applicants, and developers.

Key Reasons for the Fee Schedule Update

1. **Alignment with Municipal Code & Expanded Fee Coverage**

Numerous permit requirements and administrative fees already mandated within the South Bend Municipal Code were absent from the previous fee schedule. This update systematically incorporates those missing fees and permits, ensuring full consistency between our codified laws and daily billing practices.

2. **Regional Comparability & Market Alignment**

To ensure South Bend's fee structure remains fair, competitive, and reasonable, staff conducted a comparative analysis against neighboring local jurisdictions, including the City of Raymond and Pacific County. The revised rates reflect regional norms while remaining tailored to South Bend's local context.

3. **Transition to Direct Cost Recovery (Developer-Paid Expenses)**

Previously, the City absorbed significant direct costs associated with specialized reviews, engineering, legal, and administrative processing for development projects. Under the updated schedule, these direct expenses are shifted to the

developer. This change ensures that development-related costs are borne by the applicant rather than subsidized by local taxpayers.

4. **Improved Administrative Efficiency (Exhibit A)**

To streamline operations and eliminate ambiguity, all updated rates have been consolidated into a single user-friendly table designated as **Exhibit A**. This centralized reference allows city staff to quickly and accurately identify appropriate charges for permits, applications, and services, improving customer service and administrative consistency.

Recommendation

Staff recommends the adoption of the updated fee schedule and associated Exhibit A to establish a transparent, modern, and financially responsible framework for city services.

CITY OF SOUTH BEND, WASHINGTON

RESOLUTION NO. 2026-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH BEND, WASHINGTON, ADOPTING A COMPREHENSIVE FEE SCHEDULE FOR LAND USE, ZONING, ENVIRONMENTAL REVIEWS, BUILDING PERMITS, FIRE SAFETY, UTILITY CONNECTIONS, PUBLIC WORKS, AND GENERAL ADMINISTRATIVE SERVICES; AND REPEAL COUNTERPART PROVISIONS OF PRIOR FEE RESOLUTIONS.

WHEREAS, the City Council of the City of South Bend, Washington, possesses the authority under state law and the South Bend Municipal Code (SBMC) to establish rates, fees, and charges for municipal reviews, permits, utility connections, and administrative processing; and

WHEREAS, the City of South Bend incurs administrative, operational, legal, engineering, and planning costs when reviewing development proposals, inspecting construction activities, maintaining public infrastructure, and rendering specialized municipal services; and

WHEREAS, standardizing and consolidating municipal fees into a single, comprehensive fee schedule provides transparency for citizens, developers, and municipal staff, ensuring that processing fees remain aligned with reasonable service costs; and

WHEREAS, the City Council periodically reviews municipal fee structures to ensure cost-recovery parity with regional standards, including Pacific County and neighboring jurisdictions.

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

SECTION 1. ADOPTION OF COMPREHENSIVE FEE SCHEDULE

The City Council hereby adopts "Exhibit A: City of South Bend Comprehensive Fee Schedule" attached hereto and incorporated herein by reference as the official fee schedule for municipal services, land use processing, building permits, utility connections, and administrative functions.

SECTION 2. REPEALER

All prior fee schedules, resolutions, or portions thereof that are in direct conflict with the provisions of this Resolution are hereby repealed and superseded as of the effective date hereof.

SECTION 3. SEVERABILITY

If any section, sentence, clause, or phrase of this Resolution or Exhibit A is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity or enforceability of any other section, sentence, clause, or phrase.

SECTION 4. EFFECTIVE DATE

This Resolution and the schedule of fees set forth in Exhibit A shall take effect immediately upon passage and signature by the Mayor.

PASSED AND APPROVED by the City Council of the City of South Bend, Washington, at a regular open public meeting thereof this 9th day of November, 2026.

_____

Bethany Barnard, Mayor

ATTEST:

_____

David Johnson, City Clerk/ Treasurer

EXHIBIT A (ATTACHED)

EXHIBIT A - CITY OF SOUTH BEND DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH THE SOUTH BEND MUNICIPAL CODE.

SECTION 1 — LAND DIVISION FEES (SBMC 15.62)	
Preliminary Short Subdivision (4 or fewer lots)	
Fee Type	**Amount**
Base Fee	$500
Per Lot Fee	$100 per lot
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
SEPA Review (if required)	$300
Preliminary Subdivision (5 or more lots)	
Fee Type	**Amount**
Base Fee	$1,500
Per Lot Fee	$150 per lot
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
SEPA Review	$500
Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
Final Short Subdivision	
Fee Type	**Amount**
Flat Fee	$450
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
Recording Fees	Actual Auditor cost
Final Subdivision	
Fee Type	**Amount**
Flat Fee	$750
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
Survey/Monumentation Review	Actual cost
Recording Fees	Actual Auditor cost
Boundary Line Adjustment	
Fee Type	**Amount**
Base Fee	$375
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
SEPA Review	$500

Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
Cluster Subdivision	
Fee Type	**Amount**
Fee	Same as underlying subdivision
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
Subdivision Vacation	
Flat Fee	$1,000
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
Legal Review	Actual cost
Street Vacation (SBMC 12.10 / RCW 35.79)	
Fee Type	**Amount**
Base Fee	$500
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
Compensation for Right of Way	As required by RCW 35.79
SECTION 2 — ZONING & LAND USE FEES (SBMC DIVISION III)	
Conditional Use Permit (CUP)	
Fee Type	**Amount**
Base Fee	$750
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
SEPA Review	$500
Variance	
Fee Type	**Amount**
Administrative Variance	$250
Full Variance	$600
Planning Consultant Review	Actual cost

EXHIBIT A - CITY OF SOUTH BEND DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH THE SOUTH BEND MUNICIPAL CODE.

Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
Zoning Map Amendment (Rezone)	
Fee Type	**Amount**
Base Fee	$1,000
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
SEPA Review	$500
Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
Zoning Text Amendment	
Fee Type	**Amount**
Base Fee	$1,000
Planning Consultant Review	Actual cost
Legal Review	Actual cost
Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
Site Plan Review	
Fee Type	**Amount**
Base Fee	$500
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
SEPA Review	$300
Administrative Site Plan Review	
Fee Type	**Amount**
Flat Fee	$150
Planning Consultant Review	Actual cost
Home Occupation Permit	
Fee Type	**Amount**
Flat Fee	$100
Planning Consultant Review	Actual cost
Temporary Use Permit	
Fee Type	**Amount**
Flat Fee	$150
Planning Consultant Review	Actual cost
Nonconforming Use Determination	
Fee Type	**Amount**

EXHIBIT A - CITY OF SOUTH BEND DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH THE SOUTH BEND MUNICIPAL CODE.

Determination	$150
Expansion Review	$300
Planning Consultant Review	Actual cost
Design Review	
Fee Type	**Amount**
Minor	$150
Major	$500
Planning Consultant Review	Actual cost
Sign Permit (Zoning Review Only)	
Fee Type	**Amount**
Flat Fee	$50 per sign
Planning Consultant Review	Actual cost
Wireless Facility Review	
Fee Type	**Amount**
Minor (collocation)	$500
Major (new tower)	$1,500
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
SEPA Review	$500
SECTION 3 — ENVIRONMENTAL FEES (TITLE 14)	
SEPA Checklist Review	
Fee Type	**Amount**
Flat Fee	$300
Planning Consultant Review	Actual cost
SEPA EIS	
Fee Type	**Amount**
Scoping	Actual cost
EIS Preparation	Actual cost
City Review	Actual cost
Critical Areas Review	
Base Fee	$250
Planning Consultant Review	Actual cost
Third Party Peer Review	Actual cost
Development Permit	
Fee Type	**Amount**
Flat Fee (required prior to any land alteration activity)	$260

EXHIBIT A - CITY OF SOUTH BEND DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH THE SOUTH BEND MUNICIPAL CODE.

Floodplain Development Permit	
Fee Type	**Amount**
Flat Fee	$260
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
Shoreline Substantial Development Permit	
Fee Type	**Amount**
Base Fee	$1,000
Planning Consultant Review	Actual cost
Engineering Review	Actual cost
SEPA Review	$500
Public Hearing Notice Fee	Actual cost + Admin. Processing Fee ($75)
SECTION 4 — BUILDING PERMIT & PLAN REVIEW FEES	
Building Permit Fees (Based on Project Valuation) – Current International Code Council (ICC) Building Valuation Data (BVD) Standards	
Valuation Range	**Fee**
$0–$500	$25
$501–$2,000	$25 + $3.50 per $100 over $500
$2,001–$25,000	$77.50 + $3.00 per $1,000 over $2,000
$25,001–$50,000	$146.50 + $11.00 per $1,000 over $25,000
$50,001–$100,000	$421.50 + $8.00 per $1,000 over $50,000
$100,001–$500,000	$821.50 + $6.00 per $1,000 over $100,000
$500,001–$1,000,000	$3,221.50 + $5.00 per $1,000 over $500,000
Over $1,000,000	$5,721.50 + $4.00 per $1,000 over $1,000,000
Plan Review Fees	
Standard Plan Review	65% of building permit fee
Additional Review (revisions, resubmittals)	$75 per hour
Fire Code Plan Review	Actual cost (if required)

EXHIBIT A - CITY OF SOUTH BEND DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH THE SOUTH BEND MUNICIPAL CODE.

Miscellaneous Building Fees	
State Building Code Fee	As required by RCW
Demolition Permit	$100
Re-inspection Fee	$75 per visit
Work Without Permit Penalty	2× permit fee
SECTION 5 — MECHANICAL PERMIT FEES	
Mechanical Permit	
Item	**Fee**
Minor Residential (wood stove, heat pump, propane)	$160
Commercial (per ICC Building Valuation Data)	Valuation-Based
SECTION 6 — PLUMBING PERMIT FEES	
Plumbing Permit	
Item	**Fee**
Commercial (per ICC Building Valuation Data)	Valuation-Based
Minor Residential (plumbing, re-piping, fixtures, sewer and water line replacement)	$160
SECTION 7 — FIRE CODE & FIRE DEPARTMENT FEES	
Fire & Life Safety Permits	
Permit Type	**Fee**
Fire Alarm System Review	$150 + actual cost
Fire Sprinkler System Review	$150 + actual cost
Commercial Hood Suppression Review	$150 + actual cost
Fireworks Stand Permit	$100
Burn Permit	$20
Fire & Life Safety Inspection (annual)	$200 > 2,000 sq ft $125 < 2,000 sq ft
Fire & Life Safety Inspection (limited)	$100
Re-inspection Fee	$75
Commercial Sprinkler (consultant/Fire Marshall)	Actual cost
Operational Permit (hazardous materials, temp. structures/membranes	$160

Construction Permit (fire sprinkler systems, fire alarm systems, emergency lighting)	$160
SECTION 8 — UTILITY CONNECTION & SERVICE FEES	
Water System Fees	
Fee Type	**Amount**
Water Connection Fee Inside City Limits Outside City Limits	$1,646.40 $2,469.60
Larger Services	Actual cost
Water Meter Replacement	Actual cost
Water Shut-off / Turn-on	$25.75
Right-of-entry fee plus direct costs for all labor, materials and equipment rental used in connecting said new service from the city main to the customer's property line and restoring city right-of-way to its original condition.	Actual cost
Sewer System Fees	
Fee Type	**Amount**
Sewer Connection Fee	$4,939.20
Grinder Pump System	Actual cost
Sewer Main Tap	Actual cost
Sewer Inspection Fee	$75
New connections of side sewers shall pay all costs associated with the actual connection to the nearest sewer main: pipes, fittings, labor, etc.	Actual cost
Stormwater Fees	
Fee Type	**Amount**
Stormwater Review	$150
Stormwater Facility Inspection	$75
Illicit Discharge Investigation	Actual cost
SECTION 9 — ADMINISTRATIVE FEES (SBMC 15.08 + GENERAL CITY FEES)	
Pre-Application & Administrative Processing	
Fee Type	**Amount**

EXHIBIT A - CITY OF SOUTH BEND DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH THE SOUTH BEND MUNICIPAL CODE.

Application Processing Fee (charged on all applications, licenses, etc.	$75 + State Building Fee (Residential) (Commercial)
Technology Fee (charged on all applications, licenses, renewals, revisions, etc.)	$15
App. Fee and Tech Fee Exemption	Permits Less than $50
Pre-Application Meeting	$150 + actual consultant cost
Public Notice (standard)	$150
Additional Publication	Actual cost
Additional Mailing	Actual cost
Administrative Interpretation	$150 + actual consultant cost
Appeals	$300 + actual consultant cost
Time Extension Request	$150
Minor Modification	$75 + actual consultant cost
Major Modification	50% of original fee + actual consultant cost
Re-Submittal Fee	$100 after second review
Records Requests	Actual cost
Re-Application Meeting	$150 + actual consultant cost
Public Notice (standard)	Actual cost + Admin. Processing Fee ($75)
General Administrative Fees	
Fee Type	**Amount**
Public Records (per RCW)	Actual cost
Copies	$0.15 per page
Electronic Records	RCW 42.56.120
NSF Check Fee	$35
Notary Service	$15 first document $5 per additional stamp
Research / Staff Time	$75 per hour
Land Use Administrative Fees	

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Fee Type	Amount
Pre-Application Meeting	$150
Development Agreement Review	Actual cost
Legal Review	Actual cost
City Licensing & Public Safety Fees	
Auction License	
License Type	**Amount**
Auction License	$125 per 24-hour period
Dog Licenses	
License Type	**Amount**
Altered	$15
Unaltered	$25
Potentially Dangerous	$100
Dangerous	$500
Adopted Impounded Animal	$15
Concealed Pistol License (CPL)	
CPL Type	**Amount**
Original	$51
Renewal	$32
Late Renewal	$42
Replacement	$10
Fingerprinting	
Applicant Type	**Amount**
Resident	$25
Non-Resident	$35
SECTION 10 — PUBLIC WORKS & RIGHT-OF-WAY FEES	
Right-of-Way Permits	
Permit Type	**Fee**
Right-of-Way Use Permit	$150
Grade and Fill Permit	$150
Street Cut Permit	$150
Utility Installation Permit	$150
Overweight Vehicle Permit	$125 1st 10 loads exempt > 25 Loads = $25 per/load

EXHIBIT A - CITY OF SOUTH BEND DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH THE SOUTH BEND MUNICIPAL CODE.

Inspections	
Inspection Type	**Fee**
Standard Inspection	$75
After-Hours Inspection	$150
Re-inspection Fee	$75
Public Works Services	
Service	**Fee**
Equipment & Labor	Actual cost
Traffic Control	Actual cost
Materials	Actual cost