



# MONROE PARK BOARD

Regular Meeting  
Thursday, July 21, 2022, 7:00 PM  
Hybrid: Zoom Online Meeting Platform & In-Person  
at City Hall

**Park Board Members:**  
Jessie Robinson, Chair  
Keith Dahlenburg, Member  
Amy Martin, Member  
Mariana Medina, Member  
Scot Noel, Member  
Ron Petrick, Member

## 1. CALL TO ORDER

Virtual Participation Information: The Park Board meeting will be held virtually via Zoom Meeting and in person at City of Monroe Council Chambers. If you wish to join via zoom, please see the online access details below:

Join Zoom Meeting

<https://us02web.zoom.us/j/7240999919?pwd=enJpb3AxVkhHWVRkVzBnb0ZaeFpZdz09>

Meeting ID: 724 099 9919

Password: 2022

One tap mobile

+12532158782 (Tacoma)

## 2. ROLL CALL

<input type="checkbox"/>	Jessie Robinson	Chairperson
<input type="checkbox"/>	Keith Dahlenburg	Board Member
<input type="checkbox"/>	Amy Martin	Board Member
<input type="checkbox"/>	Mariana Medina	Board Member
<input type="checkbox"/>	Scot Noel	Board Member
<input type="checkbox"/>	Ron Petrick	Board Member
<input type="checkbox"/>	Vacant	Board Member

## 3. ANNOUNCEMENTS/PRESENTATIONS

## 4. APPROVAL OF MINUTES

- 4.1. May 19, 2022 Meeting Minutes 3 - 5  
[Park Board - 19 May 2022 - Minutes - Pdf](#)

## 5. PUBLIC COMMENTS

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.  
For assistance, please contact the City Clerk's Office at 360-794-7400 in advance of the meeting.  
THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA

*(This time is set aside for members of the public to speak to the Park Board on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.)*

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking “raise hand” and staff will call on attendees to speak at the appropriate time. If you are joining by phone, dial \*9 to “raise hand.”

*Written comments can be emailed to [MOhlsen@MonroeWA.gov](mailto:MOhlsen@MonroeWA.gov), and must be received by 4:00 p.m. the day before the meeting. Pursuant to Monroe City Council Rules of Procedure, written comments will not be read into the record and will be forwarded to Boardmembers.*

## 6. NEW BUSINESS

## 7. STAFF/DEPARTMENT REPORTS

- |      |  |         |
|------|--|---------|
| 7.1. | Parks Department Report - <i>Ben Swanson</i><br><a href="#">ParksDeptUpdateJune22</a>                        | 6 - 10  |
| 7.2. | Community Development Department Report - <i>Ben Swanson</i><br><a href="#">CD April 2022 Monthly Report</a> | 11 - 36 |

## 8. ADJOURNMENT

- 8.1. Following adjournment of regular agenda items at approximately 7:45pm, Board Members will begin site visits to Blueberry Children's Park (18399 Blueberry Lane Monroe, WA 98272) and ending at Trombley Park (134th St SE and 191st Ave SE Monroe, WA 98272). The workshop will be a tour of the park facilities and plans for improvement & design.
- 8.2. The next Park Board Meeting is scheduled for **Thursday, August 18th, 2022 at 7:00pm**. The meeting will be hybrid, online via Zoom and in-person at Monroe City Hall Council Chambers.

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.

For assistance, please contact the City Clerk's Office at 360-794-7400 in advance of the meeting.

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA



# MONROE PARK BOARD

Park Board Meeting  
Thursday, May 19, 2022, 7:00 PM  
Zoom Online Meeting Platform

**Park Board Members**  
Jessie Robinson, Chair  
Keith Dahlenburg, Member  
Amy Martin, Member  
Mariana Medina, Member  
Ron Petrick, Member

## MINUTES

### 1. CALL TO ORDER

Chair Robinson called the Park Board Meeting to order at 7:01pm via Zoom online meeting platform.

### 2. ROLL CALL

<input checked="" type="checkbox"/> Jessie Robinson	Chairperson
<input checked="" type="checkbox"/> Amy Martin	Board Member
<input type="checkbox"/> Keith Dahlenburg	Board Member
<input checked="" type="checkbox"/> Ron Petrick	Board Member
<input checked="" type="checkbox"/> Mariana Medina	Board Member

Keith Dahlenburg was absent.

### 3. ANNOUNCEMENTS/PRESENTATIONS

#### 3.1. Recognition of Service - *Mike Farrell*

Mike announced Recognition of Service for Devlin Piplic and Daniel Enrico. Mike and board members shared some words of thanks.

#### 3.2. 2021 Annual Economic Development Report - *Deborah Knight*

Deborah presented the Annual Economic Development Report and shared how the Park Board Members can work together with the Economic Development Advisory Board to achieve the community's goals for the upcoming Comprehensive Plan Update.

### 4. APPROVAL OF MINUTES

4.1. Motion was made by Chair Robinson, seconded by Board Member Petrick, to approve the minutes from the April 21, 2022 Park Board Meeting. Motion carried 4-0.

**5. PUBLIC COMMENTS**

None.

**6. NEW BUSINESS**

6.1. Naming of North Hill Area Park - *Mike Farrell*

Mike presented the request of the sellers to honor the family name, "Trombley" in the naming of the new park. Motion was made by Chair Robinson, seconded by Board Member Petrick, to recommend to the Monroe City Council *Trombley Park* as a name for the City-owned 5-acre undeveloped park property located on southwest corner of 134th St SE & 191st Ave SE, Snohomish County Parcel #28063600105500. Motion carried 4-0.

6.2. Park Board Hybrid Meeting Format - *Ben Swanson*

Ben presented the Governor's rescission of Proclamation 20-28, effective June 1st. All meetings must be hybrid, which allows the participation of Board Members and the public via in-person or remotely. Physical attendance will be in City Hall (806 W Main St.). Hybrid meetings will begin for the Park Board for the next meeting, June 16th.

**7. STAFF/DEPARTMENT REPORTS**

7.1. Parks Department Report - *Ben Swanson*

Ben presented the activities in the Parks Department for the month of April. The Parks Crew has been busy cleaning up trails after months of rainy weather. Mike Thomas was hired as the Parks Supervisor. The North Hill Area Neighborhood Park's grant applications were submitted to the RCO, WWRP and LWCF. A few City events were held: Community Egg Hunt, Kid' Fishing Day, and the Arbor Day Celebration.

7.2. Community Development Department Report - *Ben Swanson*

Ben presented the Community Development Report for the month of March. Highlights included the request for UGA expansions and a new Storm Water project being proposed by Public Works.

**8. ADJOURNMENT**

Chair Robinson motioned to adjourn and Board Member Petrick seconded. Motioned carried 4-0 and meeting adjourned at 8:01pm.

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CAO

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Mayor



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## Mission

**Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space, and trails. Provide citizens of all age's positive recreational opportunities in clean, safe, and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.**

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## Department Update

### Operations

In the month of June, the Parks Operations staff have been busy maintaining the parks for daily users and events. June held baseball tournaments, Miracle League, Pride, and weekly reservations. The crew began working on cleaning up Trombley Park (formerly North Hill) and will continue to do more work throughout the summer. With the warmer temperatures, the crew is working hard to keep the irrigation systems running so plants stay healthy and beautiful throughout the City. The flowers on Main Street and Lewis Street are beginning to take off after a delayed start this year. Fingers crossed they grow to be as gorgeous as last year!



Alyssa maintaining Lake Tye facilities



Before and after at Trombley (formerly North Hill) Park

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## Monroe Park Board

The Monroe Park Board meeting scheduled for June 16<sup>th</sup> was cancelled. The next Park Board Meeting will be a workshop held at Blueberry Park and Trombley Park (formerly North Hill Park) on July 21<sup>st</sup>.

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## Trombley Park (formerly North Hill) Update

Staff submitted grant applications to the Recreation and Conservation Office (RCO), Washington Wildlife and Recreation Program (WWRP) Local Parks Program and Land and Water Conservation Fund (LWCF) for the Phase 1 development of the Trombley Neighborhood Park.

The goal of developing Phase 1 is to activate the park for residents with amenities including site preparation and the development of open space play areas, grading, utilities, pathways, parking area, viewing area, and the medium shelter. Completing Phase 1 establishes the infrastructure for the City to fund amenities, such as sports courts, identified in Phase 2. The parcel is located at the southwest intersection of 134th Street SE and 191st Avenue SE, in the City of Monroe.

The total estimated cost for building Phase 1 is approximately \$5,000,000 with full buildout of the project (Phase 1 and 2) estimated at \$10,000,000. The City is requesting the maximum grant amount from LWCF (\$2,000,000) and WWRP (\$500,000) totaling \$2,500,000. If awarded, the City would be responsible for a 50 percent (50%) match or \$2,500,000. The current Capital Improvement Plan (CIP) identifies \$4,000,000 for the development of Trombley Park in 2025.

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## June Events in Our Parks

**Monroe's 2<sup>nd</sup> Annual Pride Event** hosted by Monroe Equity Council on June 12<sup>th</sup> was a huge success, growing even larger than last year's estimated 700 attendees. Both the Monroe Police Department and the city hosted booths at the event. Attendees came together to celebrate and honor the LGBTQIA+ community and the event wrapped up with a dance party.



**Juneteenth Celebration at Sky River Park** was held on June 18<sup>th</sup> where members of our community came together to remember, celebrate, and learn about Juneteenth while enjoying a BBQ and music at Sky River Park. Mayor Geoffrey Thomas, along with Councilmembers Kinney and Scarborough attended the event and Mayor Thomas joined the line up to say a few words. Event organizer Junelle Lewis did an amazing job bringing together the community and local businesses as she strived to educate attendees. The event was featured in the Everett Herald in an article on June 19<sup>th</sup> titled ‘Rainy Juneteenth celebrations in Snohomish, Monroe mark progress’.



**City Presence at the Monroe Farmers Market** was kicked off by the Parks department at the beginning of the month. This weekly event happens Wednesday from 3-7pm into September. The city will host a booth each week ran by a different department. Parks will be there the first Wednesday of each month. In June, we saw a great turnout from the community. Our staff passed out almost all our event brochures and Parks Department swag, which the kids in our community always enjoy.



**Legends Baseball Kaci Edelbrock Memorial Tournament 2022** was held on June 18-19 at the city park ballfields at both Lake Tye and Skykomish River Parks. Parks staff worked very hard to make as many natural surface fields playable for the tournament, in spite of wet weather. The park’s synthetic turf fields at Rotary Field and lake Tye Park made a significant impact in the success of the tournament, which draws teams from outside our region. The Kaci Edelbrock Memorial Tournament is a Little League All Stars prep tournament, meant to honor her spirit. Her family has created the Big Hearts, Big Smile foundation <https://www.bigheartbigsmile.org/> to continue her memory and support our Monroe community and families in need. Their mission is to offer a safe place of joy and healing for children and their families who have experienced trauma.

**City Parks Unmarked Trails Inspections**

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2019 to the present. The following is a summary of data for the past month:

**Locations:**

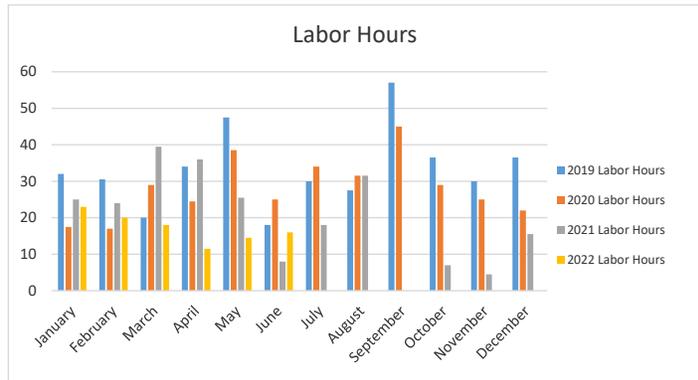
DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
6/14	6	6	
6/28	10	13	
<b>Avg.</b>	<b>8</b>	<b>9.5</b>	
			See attached Parks Homeless Response Data 2019- 2022

**Volunteer Opportunities**

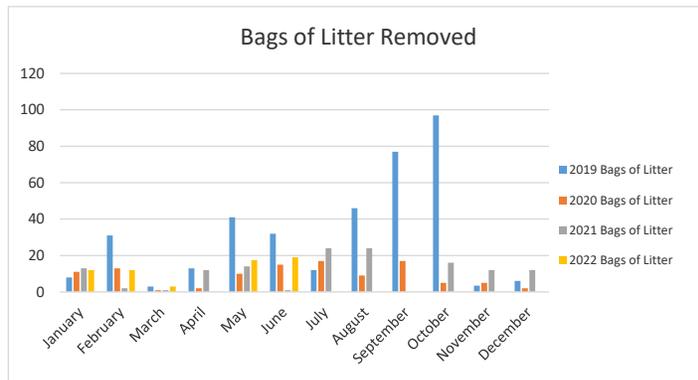
If you are interested in volunteering for the City of Monroe, please contact Makenna Ohlsen at (360) 863-4559. Visit the City website [www.monroewa.gov](http://www.monroewa.gov) for information on upcoming programs and events.

## 2019-2022 Park Homelessness Response

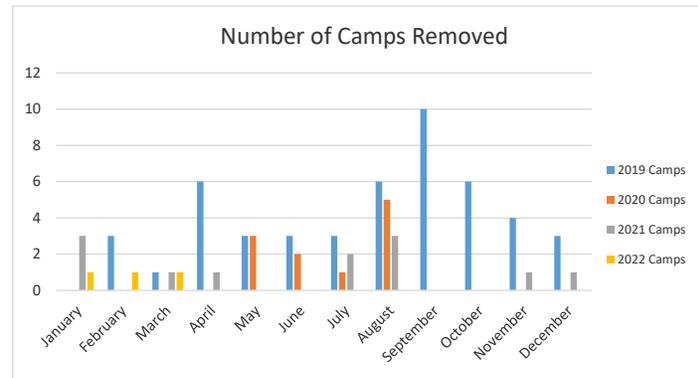
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-22	23	12	1
Feb-22	20	12	1
Mar-22	18	3	1
Apr-22	11.5	0	0
May-22	14.5	17.5	0
Jun-22	16	19	0
Jul-22			
Aug-22			
Sep-22			
Oct-22			
Nov-22			
Dec-22			
<b>Total 2022</b>	<b>103</b>	<b>63.5</b>	<b>3</b>



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-21	25	13	3
Feb-21	24	2	0
Mar-21	39.5	1	1
Apr-21	36	12	1
May-21	25.5	14	0
Jun-21	8	1	0
Jul-21	18	24	2
Aug-21	31.5	24	3
Sep-21	0	0	0
Oct-21	7	16	0
Nov-21	4.5	12	1
Dec-21	15.5	12	1
<b>Total 2021</b>	<b>234.5</b>	<b>131</b>	<b>12</b>



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	17.5	11	0
Feb-20	17	13	0
Mar-20	29	1	0
Apr-20	24.5	2	0
May-20	38.5	10	3
Jun-20	25	15	2
Jul-20	34	17	1
Aug-20	31.5	9	5
Sep-20	45	17	0
Oct-20	29	5	0
Nov-20	25	5	0
Dec-20	22	2	0
<b>Total 2020</b>	<b>338</b>	<b>107</b>	<b>11</b>



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	32	8	0
Feb-19	30.5	31	3
Mar-19	20	3	1
Apr-19	34	13	6
May-19	47.5	41	3
Jun-19	18	32	3
Jul-19	30	12	3
Aug-19	27.5	46	6
Sep-19	57	77	10
Oct-19	36.5	97	6
Nov-19	30	3.5	4
Dec-19	36.5	6	3
<b>Total 2019</b>	<b>399.5</b>	<b>369.5</b>	<b>48</b>

**April  
HIGHLIGHTS**

**PROJECT REVIEW**

CD staff is working on city wide projects to improve the contracts process and updated the website.

**BUILDING PERMITS**

6 Single Family Building Permits were issued in April

**BUILDING INSPECTIONS**

190 Inspections in April

**CODE ENFORCEMENT**

April  
42 Cases were opened  
49 Cases were closed

**BUSINESS LICENSES**

April  
100 Renewals  
63 New Licenses

**Pre-Application Review**

There were (4) pre-application meetings for the month of **April**.

1. New Accessory Dwelling Unit – Jim Copperroll - 15306 Plainview Place  
Proposal to build a detached ADU unit on an existing single-family lot  
*Staff contact – Kate Tourtellot*
2. Rotary Club Hearts– Rotary Club of Monroe – Main & Lewis St  
Proposal to install hearts along Main and Lewis Streets during the month of February 2023.  
*Staff contact – Amy Bright*
3. New Accessory Dwelling Unit – Abel Mouser – 15312 174<sup>th</sup> Ave SE  
Proposal to build a detached ADU unit on an existing single-family lot  
*Staff contact – Leigh Anne Barr*
4. Redevelopment of Lot 23 B Fryelands Blvd. – Terra Vall-Spinosa – 13960 Fryelands Blvd.  
Redevelopment of a 2.66-acre site for industrial uses - will add a right in right out driveway on the south end of the site.  
*Staff contact – Anita Marrero*

**Project Highlight**

Flood Hazard Area Regulations Code Amendment  
*Staff contact – Anita Marrero*

- Currently residents in the Special Flood Hazard Areas receive a 25% discount on flood insurance premiums.
- Staff is currently working towards City Council passing a code amendment by August 2022 to avoid a reduction in discount from 25% to 5%.
- Only affects properties located in the floodplain

4/5/22, 3:07 PM

City of Monroe Floodplain Map

**City of Monroe Floodplain Map**



Map showing FEMA flood plain data in the city of Monroe, WA



# COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for April 2022

## Preliminary Plat Review

Ballinger Preliminary Short Plat, 13582 Chain Lake Road Chain Lake Road  
Project: 3-lot short subdivision in the R4 zoning district.  
Status: Waiting on Applicant  
Staff contact – Anita Marrero

Safe Harbor 9-lot Short Plat – 16096 174th Drive SE  
Project: 9 lot short plat within the R15 zone.  
Status: Approved  
Staff contact – Amy Bright

Eaglemont 8 7-lot Short Plat – 13325 133<sup>rd</sup> St SE  
Project: 7 lot short plat within the R4 zone.  
Status: Waiting on Applicant  
Staff contact – Amy Bright

## Final Plat Review

Woods Creek Highlands, 13327 Chain Lake Road  
Project: 24-lot PRD/subdivision within the R4 zoning district.  
Status: Approved/Recorded  
Staff contact – Anita Marrero

## Civil Design Review

Cooper Ridge Preliminary Plat, 19785 137<sup>th</sup> St SE  
Project: 33-lot subdivision in the R4 zoning district.  
Staff contact – Amy Bright

Garibaldi Preliminary Plat/PRD – 13624, 13424, 13704, and 13802 Chain Lake Road Chain Lake Road  
Project: 90-lot subdivision in the R4 zoning district.  
Status: Approved  
Staff contact – Anita Marrero

New Commercial Bldg. – Adventure Motorsports  
Project: New commercial building  
Staff contact – Amy Bright

Tsuark Townhomes – 15025 179<sup>th</sup> Ave SE  
Project: Construction of 8 attached townhome units.  
Status: Waiting on applicant  
Staff contact – Anita Marrero

Sky Valley Food Bank – 233 Sky River Parkway  
Project: Parking lot and drainage improvements  
Status: Approved  
Staff contact – Anita Marrero

The Lakeview Building – 13800 Fryelands Blvd.  
Project: Civil & landscape improvements for a new warehouse building  
Staff contact – Anita Marrero

## Critical Areas Permit/SEPA

US 2 Shared Path – near 14330 Cascade View Drive  
Project: Construction of a 1,200-foot long shared-use path parallel to US 2.  
Status: Approved  
Staff contact – Anita Marrero

## Land Use Model Homes

Foxborough Subdivision – 17417 W Main St  
Project: Attached 3 units building for model homes  
Staff contact – Leigh Anne Barr

Woods Creek Highlands – 13327 Chain Lake Rd  
Project: 5 SFR for model homes  
Staff contact – Anita Marrero

## Site Plan Review

New Commercial Bldg. – Adventure Motorsports  
Project: New commercial building  
Status: Approved  
Staff contact – Amy Bright

Monroe Gateway, 16306 West Main Street  
Project: Site Plan review for the construction of a 3,500 square foot RV showroom and sales lot on approximately 6.0 acres in the General Commercial (GC) zoning district.  
Status: Under Review  
Staff contact – Anita Marrero

## Civil Construction

Kestrel Ridge, 13217 & 13305 Chain Lake Road  
Project: 46 lot subdivision within the R4 zone.  
Staff contact – Amy Bright

Stanton Station, 149<sup>th</sup> St SE & 179<sup>th</sup> Ave SE  
Project: 19 lot subdivision for townhomes.  
Staff contact – Amy Bright

## Boundary Line Adjustment

Tjok BLA, 17821 W Main St  
Project: Consolidate 2 lots into a single lot  
Staff contact – Leigh Anne Barr



# COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for April 2022

## Building Construction

### Eaglemont Division IV Plat and PRD – 115 Lots

Project: 115 lot plat within the R4 Zone  
Staff contact – Amy Bright

### Main Brook Townhomes Plat, XXXX W Main Street

Project: 19-lot subdivision in MUC zoning district.  
Staff contact – Anita Marrero

### Foxborough - 17417 W Main St

Project: 18 lot subdivision for townhomes.  
Staff contact – Amy Bright

### Skycroft/Raspberry Hill PRD/Subdivision

Project: 26-lot PRD/subdivision in the R4 zoning district.

### 3 Unit Bldg. – 347 N Kelsey St

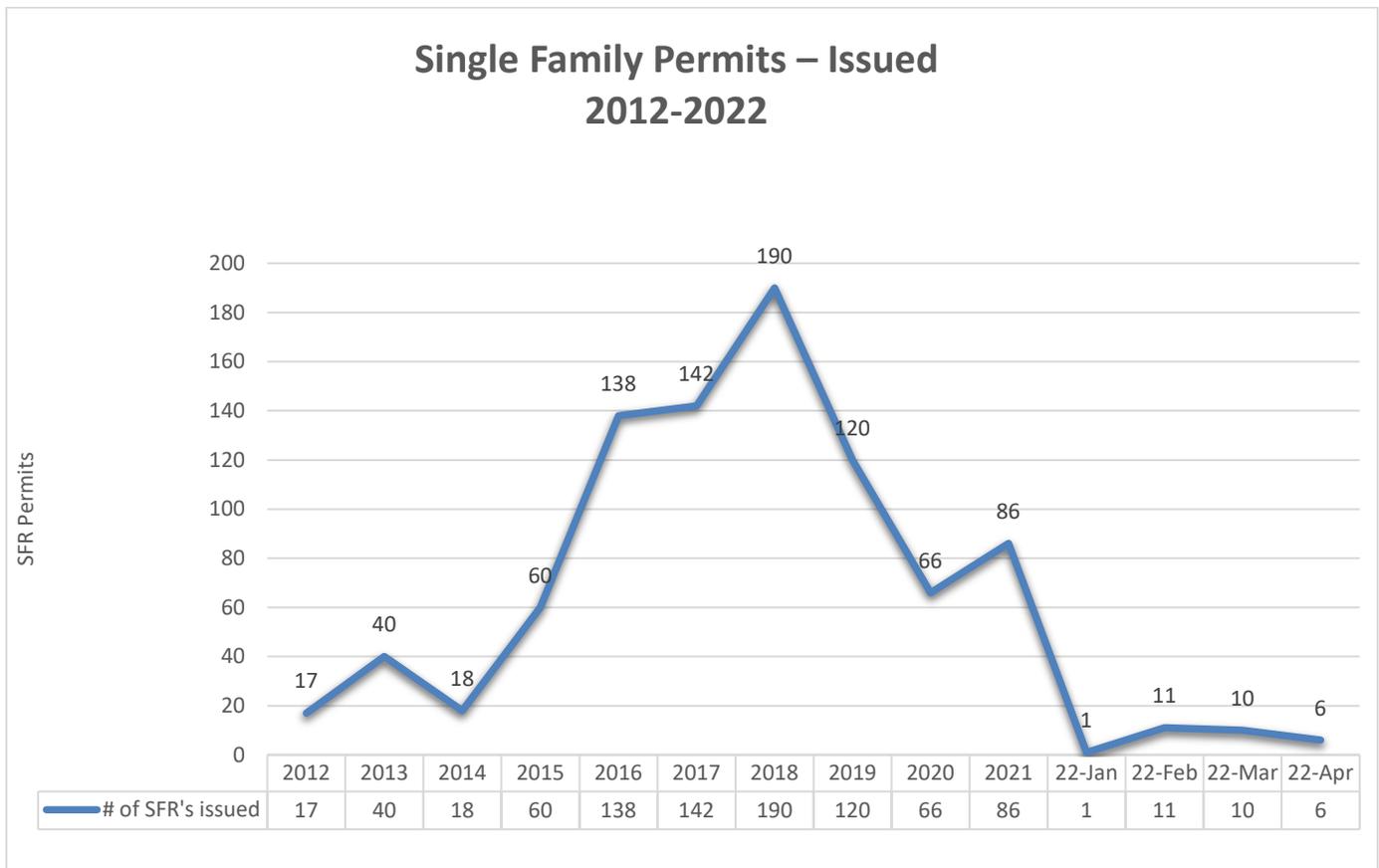
Project: New multifamily building  
Staff contact – Amy Bright

### Sunnyside Gardens Townhomes - 17510 W Main St

Project: 47-unit townhome development  
Staff contact – Anita Marrero

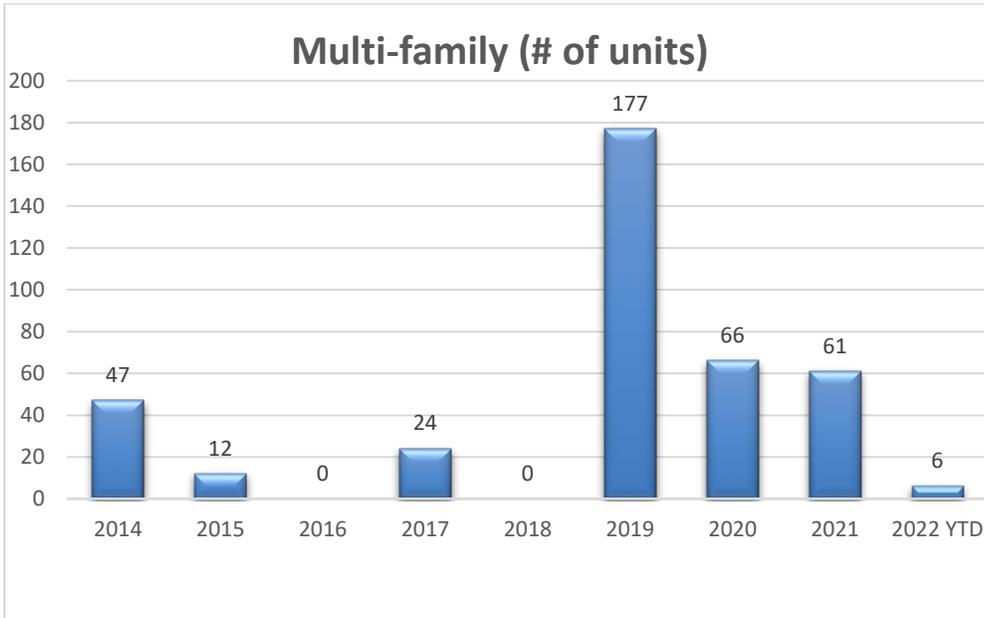
## BUILDING PERMITS REVIEWED

There were 6 single-family building permits issued in April 2022. In contrast, 20 single-family building permits had been issued in April 2021. The building department conducted 190 inspections in the month of April 2022.





**COMMUNITY DEVELOPMENT  
DEPARTMENT  
Monthly Report for April 2022**



*Staff contact – Jessica Lether*

- City staff worked with other jurisdictions to create a “What is a Building Official” document which is attached to the end of this report. This is a great report that better explains what we do and how we work together to ensure safety of our communities.

**Code Enforcement**

**Code Enforcement Cases month by month for 2022**

Month	Opened Cases		Resolved
January	35		35
February	43		40
March	80		76
April	42		49
<b>Totals:</b>	200		200

- With Spring upon us, trees and vegetation cases will be going up.
- We are in the process of searching for a new code enforcement officer.



# COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for April 2022

## Business Licenses

- There were 63 new business license applications and 100 business license renewals received in April.  
*Staff contact – Leigh Anne Barr*

### New Business Applications

BRAND NEW RESTORATION, LLC	17510 W MAIN ST UNIT I101 MONROE WA 98272-1999
GSR PARTY RENTALS	450 RAILROAD AVE MONROE WA 98272-2330
PUGET'S PREMIER PRESSURE WASHING	19217 123RD AVE SE SNOHOMISH WA 98296-8105
MORBID HEART DESIGNS	21213 CALHOUN RD MONROE WA 98272-8736
THAT'S SO ANDREW	102 E MAIN ST STE 10 MONROE WA 98272-1538
DAPPER JOE'S	314 ELIZABETH ST MONROE WA 98272-1401
REPIN WELDING & RAIL LLC	17461 147TH ST SE STE 18A MONROE WA 98272-2735
BREEZE ESTHETICS LLC	125 E MAIN ST STE 203 MONROE WA 98272-1543
CLUTCH TOWING LLC	404 RAILROAD AVE APT 17 MONROE WA 98272-2344
BUNGE, DALE CLARENCE	20250 HORIZON WAY SE MONROE WA 98272-9619
BUILDERS SUPPLY	18543 CASCADE VIEW DR SE MONROE WA 98272-1147
M.C CONCRETE LLC	15315 KILLARNEY CIR APT A MONROE WA 98272-1225
SNOHOMISH CAPITAL LLC	13506 185TH DR SE MONROE WA 98272-8428
NJC INC.	10320 NE BEATON RD STE 5 MONROE WA 98272
KAIMONIQ	17281 157TH ST SE MONROE WA 98272-1627
THE MAIL STATION	19916 OLD OWEN RD MONROE WA 98272-9778
KAMO LIMO LLC	22817 150TH ST SE MONROE WA 98272-7793
PNW_SUBLIFE	16941 ALLISON ST SE MONROE WA 98272-2670
BOUJEE BOUTIQUE/ BOUJEE BOUTIQUE STORE	1060 JOHNSON ST SE MONROE WA 98272-8506
AQUEOUS, LLC	14090 FRYELANDS BLVD SE STE 234 MONROE WA 98272-2763
LEGACY TRUCKING LLC	17183 149TH PL SE MONROE WA 98272-1069
AMEZCUA SOCIAL SERVICES LLC	18643 BLUEBERRY LN APT S103 MONROE WA 98272
YOFORIT FROZEN YOGURT	19030 LENTON PL SE, MONROE WA 98272
BMB LANDSCAPING LLC	654 NORTH ST APT 2 MONROE WA 98272-1349
S & S WOODWORKS	19511 141ST PL SE MONROE WA 98272-8895
VIXEN HAIR STUDIO LLC	209 N BLAKELEY ST BLDG 102SUITE MONROE WA 98272-1409
BODY WITH MIND	640 W MAIN ST MONROE WA 98272-2102
LIGHTNING JUNK LLC	216 S BLAKELEY ST MONROE WA 98272-2203
GABRIELA VIGIL RUIZ	101 E MAIN ST STE 102 MONROE WA 98272-1519
HYTECH MACHINE COMPANY LTD.	19798 135TH ST SE BLDG 19798 MONROE WA 98272-9816
PHOTOGRAPHY BY CASEY LOUISE	20628 HORIZON WAY SE MONROE WA 98272-9692
JIBRO	14253 169TH DR SE BLDG 455 STE 455 MONROE WA 98272-2919
MAU LOA BEAUTY	20012 US-2 UNIT A/C MONROE WA 98272
JOHANNA'S CLEANING	500 E FREMONT ST APT D205 MONROE WA 98272-2371
LINDSEY SCHWARTZ	15194 WOODS CREEK RD MONROE WA 98272-1511
DARLING SOLUTIONS LLC	13306 WAGNER RD MONROE WA 98272-7788
CRYSTAL HOUSE CLEANING	17236 149TH PL SE # A MONROE WA 98272-1000



**COMMUNITY DEVELOPMENT  
DEPARTMENT  
Monthly Report for April 2022**

MDR CONSTRUCTION LLC	14841 VAN AVE SE MONROE WA 98272-2615
ALASKANS ART-N-AROUND	5990 SUNSET ST JUNEAU AK 99801-9725
CLARITY COMMUNICATION ADVISORS, INC.	2 CORPORATE DR STE 250 SOUTHFIELD MI 48076-3716
MOON CONSTRUCTION CO	19624 76TH AVE W STE B LYNNWOOD WA 98036-5873
CAC CONSTRUCTION LLC	812 W BAKERVIEW RD APT 308 BELLINGHAM WA 98226-9336
LOCUS TELECOMMUNICATIONS, LLC	2200 FLETCHER AVE STE 600 FORT LEE NJ 07024-5016
BRIXTON & WINDSOR ROOFING LLC	22817 42ND DR SE BOTHELL WA 98021-9093
RED POCKET INC.	2060D E AVENIDA DE LOS ARBOLES STE 288 THOUSAND OAKS CA 91362-1376
SPECIAL PAINTING	4203 216TH ST SW MOUNTLAKE TERRACE WA 98043-3564
PROPANE NORTHWEST	1906 MARC AVE TACOMA WA 98421-2932
STUDIO TOP HAT	2315 165TH PL SE BOTHELL WA 98012-6049
PROPANE NORTHWEST	31510 COMMERCIAL AVE NE KINGSTON WA 98346-7667
HIRE QUEST	5704 EVERGREEN WAY STE E EVERETT WA 98203-6028
PODS ENTERPRISES, INC.	5585 RIO VISTA DR CLEARWATER FL 33760-3114
MONROE CEMENT CO LLC	27949 NE 147TH CIR DUVALL WA 98019-6318
NORTHWESTERN HANDYMAN SERVICES LLC	18805 86TH DR NW STANWOOD WA 98292-6167
MALLET ARCHITECTURE & DESIGN, LLC	2700 4TH AVE S STE D SEATTLE WA 98134-1942
ANNIE'S FIX-IT GUY	725 FIR AVE SULTAN WA 98294-9701
GUSTO CATERING AND SERVICES LLC	9210 MARKET PL UNIT H103 LAKE STEVENS WA 98258-3354
MOON ELECTRIC CO.	17804 SIMON RD SNOHOMISH WA 98290-6343
JENNINGS ELECTRIC, INC	9119 189TH AVENUE CT E BONNEY LAKE WA 98391-6304
FIRE SYSTEMS WEST	206 FRONTAGE RD N STE C PACIFIC WA 98047-1051
JODIE NICHOLS, SPEECH LANGUAGE PATHOLOGIST, LLC	3430 166TH ST SW LYNNWOOD WA 98037-3261
CPM	1509 BONNEVILLE AVE STE A STE A SNOHOMISH WA 98290-1700
WESTCOAST PAINTING, LLC	274 SW 43RD ST RENTON WA 98057-4936
M&K ELECTRICAL SERVICES	15028 HIGHWAY 99 LYNNWOOD WA 98087-2318

**Comprehensive Plan**

2022-2023 Comprehensive Plan Docket Cycle

An opportunity for the public to submit proposed amendments to the City's Comprehensive Plan will be open from May through July 2023.

*Staff contact – Amy Bright*



**COMMUNITY DEVELOPMENT  
DEPARTMENT  
Monthly Report for April 2022**

**Code Amendments**

Flood Hazard Area Regulations Code Amendment

Staff was contacted by FEMA regarding the recently adopted Flood Hazard Area Regulations, MMC Chapter 14.01. Minor amendments are necessary to maintain the 25% discount on flood insurance premiums, afforded through the Community Rating System (CRS) program. The required amendments are limited to the base elevations described in the General Standards, MMC Subsections 14.01.130(A)(2)(c) and (B)(3)(c). The Planning Commission will hold a public hearing on May 23, 2022 and forward a recommendation to the City Council.

*Staff contact – Anita Marrero*

**Monroe – Duvall Shuttle**

Month	ROUTE	Days	Total	Adult	Youth	Senior	Disabled
January, 2022	SVTM	14	10	-	-	6	4
February, 2022	SVTM	0	0	0	0	0	0
March, 2022	SVTM	0	0	0	0	0	0
April, 2022	SVTM	0	0	0	0	0	0
<b>Total</b>		14	10	0	0	6	4

\*The Duvall Monroe Shuttle is temporarily suspended due to staffing shortages, and unfortunately there is no anticipated date to restart at this time.

**Miscellaneous**

Monroe Woodlands Annexation

On March 16, 2021, the City’s consultant, LDC, gathered signatures from residents of the Monroe Woodlands for the 60% annexation petition. Per “no-protest” agreements signed prior to the annexation initiative, the Mayor’s designee signed for residents for whom a signature could not be obtained. The annexation packet for the Woodlands was resubmitted to the County on March 30, 2021. The petition was determined by the County to be sufficient in June 2021. The annexation packet is awaiting feedback from the Boundary Line Review Board. The Monroe Woodlands Annexation was approved by council and became effective on February 16, 2022.

*Staff contact – Anita Marrero*

Conner Property

Mr. Conner submitted application to annex the Conner property. The triangular shaped parcel is located along Tester Road, west of the Monroe High School, just south of the SR-522 off-ramp onto Main Street.

*Staff contact – Amy Bright*

Community Transit – 2024 Network Design

Community Transit hosted a meeting with the Cities of Snohomish, Monroe, Sultan, and Gold Bar to discuss the proposed 2024 Bus Network changes. The agency will shorten all commuter routes that use the I-5 corridor between Snohomish and King Counties in 2024 when Sound Transit opens Lynnwood Link. At the same time, the agency plans to re-allocate the commuter route service hours for better bus service within Snohomish County. Here’s a link to Community Transit’s project page - <https://transit2024.participate.online/>. Comments are being accepted through May 31, 2022.

*Staff contact – Kate Tourtellot & Lance Bailey*



# WHAT IS A BUILDING OFFICIAL?



[www.WABO.org](http://www.WABO.org)

## WHAT IS A **BUILDING OFFICIAL**

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# INTRODUCTION

## Washington **Association** of Building Officials

Supported by WABO's Mission Statement "Leading the way to excellence in building and life safety," WABO's role is to promote excellence in the industry through education and creating a collaborative culture. We participate in conversations with other stakeholders in the construction industry, and support the membership by providing professional development to help them meet the challenges of our changing industry

## About the Building Officials **Handbook**

WABO members created this guide to provide Building Officials, Plans Examiners, Building Inspectors, Permit Technicians, and other city staff an overview of the duties and responsibilities. We value our role and responsibility to help provide a safe built community in which Washingtonians live, work and play. The team that collaborated to create this document represents committed to supporting the development of safe structures that serve the communities and investments for the communities we serve.

The construction industry is evolving as each sector of the trades struggles with replacing and training the next generation of professionals. WABO leaders recognize the challenge as a call to collectively share wisdom while participating in conversations around this importantly vital reference. An idea shared with the membership was embraced by the chairperson of the Outreach Committee, Stacy Criswell. With Stacy's embrace of the potential value to the membership and with the support of others to his realize his vision, this reference tool was created.

## **Future** of the Building Official Handbook

WABO envisions this guide as a living document to evolve proving a tool for Washington Building Code professionals throughout the State of Washington. Please get involved with WABO, and let's continue to share the vision by including your ideas and your knowledge to ensure the mission of WABO is continued and thrives with the next generation of Building Code Officials.

## Chapter 1: **What Is A Building Official?**

The Building Official is the lead person when it comes to building, plumbing and mechanical permits. Jurisdiction size, location, political make up, and coverage area greatly alter the roles and responsibilities of the Building Official.

A Building Official for a smaller jurisdiction may be the only person to ensure things are permitted, built, and maintained in a safe manner. However, a larger jurisdiction may have dedicated staff to handle permit intake, plans examining, code interpretation and inspections, making the Building Official's role managerial.

In either jurisdiction, the Building Official is the lead person responsible for enforcing the state adopted building codes. This includes providing interpretations, setting policies, updating codes, handling questions or complaints from the public and working with different departments ensuring projects meet all requirements (not just building) prior to occupancy.

## Chapter 2: **History of Building Officials and Codes**

Historically, the first known written building code was enacted by King Hammurabi of Babylon in 1758 B.C. Harsh penalties of this code, written in stone, established that people who designed and built for others were to be held accountable for the results of their work. Although this code provided no direction on how to build, it simply stated, "If a builder has built a house for a man and his work is not strong, and if the house he has built falls in and kills the householder, that builder shall be slain." Such penalties surely kept most builders honest without licensing, detailed codes, permits or Building Officials.

As a result of the great fires in London in 1666 and Chicago in 1871, building codes began to address risks any given building posed to neighboring buildings and the public in general. Hazards associated with densely developed cities including tall buildings, gave rise to regulations for the installation of protected common walls between buildings and outlawed dangerous practices such as wooden chimneys. Life and death problems experienced over time in existing buildings spawned codes for light and ventilation, fire escapes, water supply, toilets and sanitary drains, stairs and railings, all typically enforced by local Building Officials.

A United States insurance group, the National Board of Fire Underwriters, created the National Building Code in 1905 aimed to minimize risks to property and building occupants. The existence of this code ultimately led to the formation of three regional organizations of Building Officials, founded in 1915, 1922 and 1940 respectively, each with its own building code. In 1994, these organizations and their codes were consolidated into the International Code Council (ICC), a nonprofit organization dedicated to developing a single set of comprehensive and coordinated national model construction codes, and the first set of "I-Codes" was published in 2000.

Even though the I-Codes are becoming the most widely adopted building codes across the United States, some jurisdictions still enforce older codes, have their own unique codes, or have no code enforcement at all. In contrast, the State of Washington adopted and amended the Uniform Building Code as a Statewide building code for many years before transitioning to the model I-Codes as the primary codes in 2004. As part of this legislated transition, Washington State retained the Uniform Plumbing Code as an exception. As Washington is a “home rule” state, local jurisdictions are charged with the enforcement of these codes by their designated Building Official and have the authority to amend the State Building Code with some limitations. Typically, your local Building Official is also tasked with managing the adoption of local code amendments for and by local government elected officials.

### Chapter 3: **Duties** of the Building Official

The International Code Council (ICC) defines the **Building Official** as:

*“The officer or other designated authority charged with administration and enforcement of this code or a duly authorized representative.”*

The Building Official is charged with the interpretation and application of the legally adopted building codes and regulations within their jurisdiction. Codes typically include building, plumbing, mechanical, energy conservation, and electrical systems\*.<sup>1</sup>

The Building Official’s primary duties include overseeing the day-to-day operations of the building department from where, the processing of permit applications, plan reviews, and building inspections are coordinated and conducted. Some Building Officials also conduct plan review or inspections depending on staffing levels.

Additionally, the Building Official’s duties include creating supporting documentation and supplemental code requirements to better suit the conditions of their jurisdiction. This can vary from preparing departmental operating policies and writing code interpretations to developing code amendments for adoption by the jurisdiction’s elected officials.

The Building Official drafts ordinances for the updating and adoption of the model building codes, which occurs on a 3-year cycle in accordance with the laws of Washington state. Developing ordinances for the adoption of the local amendments and/or state building codes typically requires the Building Official to present their proposals at public hearings for the City or County Council and members of the public before those codes may can be adopted.

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<sup>1</sup> \*City and town [municipal jurisdictions may opt to preform electrical inspections in accordance with Washington State Department of Labor & Industries regulate electrical installations](#) in RCW 19.28.010.

Many of the life-safety requirements of building and fire codes overlap with one another, requiring the Building Official to collaborate with the Fire Code Official to coordinate oversight and approvals of new and existing building construction. It is important that the Building Official coordinate with the Fire Code Official to maintain a successful working relationship. Building Officials participate in local outreach and educational programs often in partnership with other agencies or private business. The goal of these programs is to increase awareness of the importance of building and fire codes, educate the public on permit requirements for construction or alterations, and to further highlight services that building departments provide. This outreach is typically done at local events, schools, job fairs, and through online programs within their jurisdiction.

These are just a few of the primary duties that most Building Officials perform daily and all with the same objective; To ensure the safety and enjoyment of homes, buildings, businesses, recreational facilities, and much more.

## **Chapter 4: Legal Responsibilities of the Building Official**

### **Laws and Regulations**

The state of Washington is a Home Rule form of government, granting local jurisdictions authority for building code enforcement. The Building Official must abide by the laws and regulations enacted by Legislature or signed by the Governor, which include the RCWs and WAC codes. The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. The Washington Administrative Code (WAC) codifies the regulations from the RCWs and arranges them by subject or agency. The State of Washington develops a state building code and local jurisdictions must adopt and enforce the code but are allowed to adopt local provisions provided they are not less restrictive than the state code.

### **Ethics, Open government, and Fairness for the Building Official**

As an officer enforcing the laws of the state, the Building Official must show equal treatment and fairness in performance of their duties. Their decisions must always be ethical without granting any special privileges, accepting gifts/rewards, or threatening to withhold services for their performance of duties. An obligation of the Building Official is recusal or disclosure related to decisions on matters which they may have a financial interest. This could apply to home ownership, business interests, and local associations. Although there is open government and all documents are subject to public disclosure, the Building Official must not disclose confidential information in their capacity or threaten to disclose such information.

### **Code Administration and Enforcement**

The Building Official is responsible for many tasks related to a building permit and the proper performance of these tasks is essential for when there are legal implications from investigations and enforcement of code violations. Specifically, the tasks are:

- Permit Application – It is important to define the specific requirements of a permit application, including whether plans, structural calculations, etc. are required. The Building Official should also perform screening to reject an application if it does not meet the requirements of the application.
- Plans Examination – This is an important function of the Building Official. To perform the function of plan review, staff must be a qualified in the area, or contract for a qualified firm. It is essential that the Building Official do a quality plan review and require revisions if the construction documents do not conform to the building code requirements.
- Plans Examination – When it is determined that plan review is required based on the scope of work, a qualified plan reviewer will go through the plans to ensure they meet Federal, State and local requirements. This process may take several attempts.
- Permit Issuance – The issuance of a permit is an important step in the enforcement and administration of the building codes. Owner information and contractor licensure numbers should be required for permit issuance. Once a permit is granted and construction has begun on a building site, it becomes difficult to revoke the issued permit, even if there is a mistake on the permit. A builder may establish legal rights to build once the permit has been issued. Revocation of a permit should rarely be considered when all other efforts to address the issue have been exhausted..
- Inspection – Inspections are the most important part of the Building Officials duties. Inspections are the connection to the permit issuance, plan review, code compliance and construction projects. Once construction starts on a building, the building code requires that it be inspected and approved by the Building Official. The construction or work shall remain accessible and exposed for inspection purposes until approved. Detailed inspection records are an essential part of the records that must be documented during inspections and kept in the permit record. Building inspector work under the authority of the Building Official, this is considered a ministerial act; in other words, it is performed under the authority, policies, and procedures of a supervisor, and it does not involve discretion.
- Handling Complaints – Handling complaints are a necessary function of the Building Official. It is important to establish a standard procedure for handling complaints, and document as much information as possible, as the complaint may end up with legal action if the owner does not resolve the complaint.
- Enforcement of Violations – Once a violation has been found, some action must be taken to enforce the code. Once the construction has been completed, prosecution of the city courts becomes the final method of enforcement. Notice of violation is the first step in the process and must include name of person/entity being charged, section number and name of violation(s), description of the violation, date/time of the offense, and signature of the inspector. Injunctive relief such as temporary restraining order, temporary injunction, or permanent injunction may be required if

legal remedies are required to prevent significant harm to the public before the violation could be remedied by the owner.

### **Ministerial vs. Discretionary Duties**

Decisions made by the building official are either ministerial or discretionary acts. A ministerial act is a decision performed in a prescribed manner and in obedience to a legal authority, without regard to one's own judgment or discretion. Decisions made by the Building Official that follow the prescriptive requirements in the building codes are considered ministerial acts. Discretionary acts are decisions where judgment or deliberation is required when Building Official approves or disapproves a particular activity. This is different from ministerial functions, in which the Building Official merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations. The distinction between ministerial acts and discretionary acts is often important to determine whether a public official is shielded by [qualified immunity](#). Generally, discretionary acts are immune from liability, while ministerial acts are not.

### **Expert Witness Testimony**

The Building Official may be required to service as a witness at some point in either their official capacity as a Building Official or as an expert witness. The jurisdictional attorney will help to prepare the Building Official as a witness for trial.

As a "Fact Witness", they will be asked to describe the circumstances that they have observed firsthand. Generally, cases that involve the Building Official will either be those that are brought to enforce a particular code section or those brought as a defense to actions for damages against the Building Official. In either case, the fact witness has been called in order to relate to the judge and/or jury the substance of what the Building Official observed in the course of enforcing the code. In the majority of enforcement actions, the Building Official initiates the legal action.

The Building Official may also be called as an expert witness. An expert witness is different from a fact witness, and the Building Official testifying as a fact witness may not have any connection with the facts of the case until requested to review and comment on them. Instead, they have some high level of expertise, knowledge or specialized training in a particular field beyond that held by an ordinary person.

## **Chapter 5: **Where** is the Building Official's place in the jurisdiction's organization?**

The Building Official's role is a dynamic one and is easily adapted to most jurisdictional and county structures. Sometimes the jurisdiction's or county's code or charter dictates where the Building Official resides within an organization. Most of the time however, the placement of the Building Official within an organization is a matter of the jurisdiction's best judgement in

response to the character of the community it serves. Some departments are strictly dedicated to building or construction. In other places, the Building Official and supporting staff have been organized in the same department with Planning staff, Engineering or Code Enforcement. In many smaller jurisdictions, it is common for the Building Official to have multiple roles including planner, city engineer and code enforcement officer.

The Building Official and supporting staff have natural synergistic relationships with other staff and departments. Most departments have a vested interest in fire and life safety in the built environment for its citizens and visitors. Use issues naturally require coordination with Planning Departments regarding the type of occupancy. Fire flow, access, right-of-way, sanitation, water supply and erosion and sediment control issues require coordination with Public Works/Engineering and Fire Departments. Unpermitted construction, dangerous buildings and nuisances often require the collaboration with Code Enforcement staff, Fire Department, Police and Legal staff.

## **Chapter 6: Qualities of a Good Building Official**

Robert E O'Bannon author of "Building Department Administration" revised version in 1989, dedicated an entire chapter to the Building Official covering at length the role, duties, functions, and responsibilities of the Building Official. He also outlines some qualities and skills required to function effectively in this role. The following are key characteristics of an effective and responsible Building Official.

- Circumspection – Ability to consider all sides and consequences.
- Objectivity – Considering the facts without preconceived judgment or opinion.
- Patience - Demonstrating forbearance over provocation.
- Veracity – Sticking to the truth.
- Empathy – Understanding the other side when your position hurts/harms them.
- Integrity – Doing what is right, even if no one is watching.
- Candor – Being forthright, telling it like it is.

No person will likely possess all the above traits at the beginning of their tenure as a building official, nor are they comprehensive. Many need to be developed over time. Equally important as the above traits are "knowing one's own shortcomings". If a Building Official is lacking in areas, it is important for them to recognize where they are lacking and to desire to develop and expand those abilities in which they are deficient.

Administrative and managerial skills are vital as department size increases. The "many hats" scenario is very real when it comes to department management and administration. Planning, organizing, supervision, coordination, and reporting are primary functions for the Building Official. Although the duties of building department administrator are similar to other jurisdiction's departments, the responsibilities and knowledge required are very different. The effective administration and enforcement of the jurisdiction's building, and life safety codes require a constant effort of study, research, training, code development, and teaching. All this is

accomplished while the Building Official is conducting or managing plan reviews and inspections. The Building Official must be a highly motivated individual and possess/acquire the skills and aptitude to function independently within their department especially when it comes to the technical side of code administration.

The following are additional personal attributes that are beneficial for a Building Official to possess.

- Industrious – Personal energy, drive, solid work habits and productive.
- Good Judgment – Identify problems when they do exist, foresee upcoming problems, and head them off, be ready with solutions and control any impulsiveness. Good judgment also involves knowing when to be flexible, when to hold the line.
- Even Temperament – maintain a calm demeanor when under pressure (one of the toughest for a lot of people).
- Ability to communicate – express yourself and ideas verbally and in written format in a clear, concise and a persuasive manner

Finally.... A Building Official should always look and act professional.

## **Chapter 7: When do you need a Building Official?**

For the purposes of this chapter, the Building Official is described not as an individual but as a team of specialists, including the building code official, permit technicians, plan reviewers, inspectors and in some cases code compliance enforcement officers. All these personnel, who are managed by the Building Official, are acting with the authority of the building official.

[Construction and Building Inspectors: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/occupational-outlook-handbook/)

### **When the public needs a building official.**

The community needs the Building Official to administer the building codes in the most efficient and strategic manner possible cooperating with contractors, design professionals and other authorities within the jurisdiction to protect the overall community. You need the Building Official to partner with all and be aligned to none.

### **When you need a permit.**

The Building Official administers the process of a building permit. Building permits are an integral part of the construction process. The obligation of the Building Official is to review plans for code compliance, inspect the projects for compliance with the construction documents and monitor the stages of construction at key points for code compliance.

**When you didn't get a permit.**

Building officials are tasked with the enforcement of situations created by property owners who proceed with work without the minimum pre-emptive review, issuance, and inspections for projects, by skipping the permit process. Building Officials have an obligation to enforce the building code. The obligation for code compliance is with the building owner and technical professionals hired to design, supply, and construct buildings and structures. It is imperative that Building Officials are able to enforce codes within the community.

**What you may not have thought of when needing a Building Official.**

When you think of Building Officials, do you think beyond the codes?

Building officials are the front line of key issues related to the built environment, working to set a level playing field for all. The minimum construction standards, mechanical systems, energy conservation, and ventilation air quality code all contribute to the health, welfare, and investment within the community.

The science and impact of indoor air quality is a fundamental and essential need in our built environment. Equating the minimum standards of indoor air quality to improvement in public health is a foundation of these prescriptive code standards. Inspection of the adequate structural support for housing, business, community centers and the rest of the built environment is an essential need of the community to be provided both a minimum standard of safety but also preservation of the investment. The Building Official is needed to work as a partner with the community to ensure the fundamental needs of the community are met by enforcing the minimum code standards.

**What you may not know when needing a Building Official.**

The community needs the building official to work preemptively in all aspects of public life safety elements. While many of those in community service such as police and fire spend most of the time working reactively to the needs of the community, most of the Building Official's work is preemptive.

The Building Official also responds to community disasters, hazards, and building construction conditions created by the lack of maintenance, disrepair and/or unsafe occupancy. The Building Official is obligated to act to secure the public safety, notify the property owner, and require restoration to applicable codes. The Building Official is required to keep records of permits and provide them as stated by the building codes and state laws for public review.

In thinking of permits, often not considered is the autonomy that the Building Official brings to the project construction process. The Building Official is free from contracts, financial incentive, financial risk; their only duty is to community. The construction industry has many well indented competent contractors and design professionals; the industry also has contractors/design professionals that provide substandard or fraudulent work that is mitigated by the Building Official through the permitting process.

### **When you don't need a Building Official.**

Most of the time Building Officials, permit technicians and inspectors work in unison with other jurisdiction's employees. Citizens often aren't aware of the distinction between the Building Official, engineering, and planning. Management of storm water is likely not a Building Official task unless a structural hazard is created. Building Officials must avoid involvement in civil disputes including property lines and similar non-building code issues. Work that does not require permits is generally not under the authority of the building official unless a public safety danger is created. Another example is workmanship. Building Officials need to avoid being involved in workmanship issues unless the issue is code related. An example of workmanship issues is concrete finishing that may look bad but does not create a code compliance issue.

### **When jurisdiction's staff needs a Building Official.**

The Building Official is a resource to staff, providing the tone and experience to direct and inspire staff to both meet the customer services standards and the code enforcement duties. All relevant tasks completed by the Building Official rest in the visual inspection of the work in progress with a foundation in plan review. The support of staff is needed to provide thorough and responsive services. Staff need the support of the Building Official to navigate and evolve along with the cultural and workplace changes some of which are related to social environments.

## **Chapter 8: What are the Challenges of the Building Official?**

### **Time Management.**

Building Officials deal with many deadlines, imposed by Department Heads to City Council or Board of County Commissioners. Producing reports and final documents for meetings are a priority.

Staff have questions, other managers need the Building Official's input and there are always challenging inspections to follow-up on. The use of electronic calendars with meeting reminders is essential in the managing of the Building Official's time.

### **Defusing Problems with the Public**

Many types of issues may arise from the public that need resolution by the Building Official. Enforcing the codes creates opportunities requiring the Building Official to make administrative determinations. Common issues relate to substantiating a correction Notice, evaluating permit status for a permit has expired without a Final Inspection, an angry Contractor is at the counter regarding a permit issuance delay, or someone is threatening a lawsuit about a structural deficiency.

### **Public Relations: Board, Council, or Newspaper**

Whether in a Wildland-Urban Interface zone and where wildfires could threaten structures in the jurisdiction, or that the code has raised the earthquake hazard to a more hazardous designation, there are always code issues that the public should be made aware of.

- What is the Building Department doing because of these code changes, or will permit submittals be increasing?
- What is being done to get ahead of these events?
- What preparation is being done for any changes, and are handouts being created, or websites being updated to keep people abreast?
- Does a presentation need to be made to the Advisory Board, or the Council/Commissioners to convey upcoming changes?
- Can the budget handle the increased demand for Plan Reviewers?
- Has staff been made aware, and has everyone discussed expectations?

### **Fairness and Clarity**

Examples of problems where solutions need to be documented are:

- A contractor has argued that they were charged Incorrect Permit Fees.
- An Architect has plans that were not approved by staff, because their engineering was delayed, and the new Code went into effect with their plans referencing the previous code edition (permit submittals were incomplete).
- A contractor was in a hurry and poured their concrete without their Building Permit Issued being issued, but their Engineer of Record did see the rebar and witnessed the pour.

Staff needs to understand the decision-making process, to feel supported and understand policies resulting from the Building Official's decision. Applicants need to know they are being treated fairly, too--that their concerns have been listened to, even if they don't get the answer they wanted. Goes back to the level playing field, and balancing consistency with flexibility.

### **Documenting, Reprimands and Personnel Issues**

Personnel issues are time consuming and important issues that a manager must address. The records are cumbersome, there can be an emotional nightmare ahead for the employee and their family. Personnel issues will happen during a Building Official's career. All personnel issues can be unpleasant, difficult, and ugly. The Building Official needs to know the policy and laws that affect personnel and Union contracts.

Building Department staff are public employees, in the field and in the office. When it comes to addressing the use vulgar language, inappropriate jokes, and other offensive behaviors the Building Official need to be proactive in addressing these issues. Reviewing City policy would be a good best practice.

Unions, bargaining unit members in the office, and after-hour meetings on Cost-of-Living adjustments, may all affect morale the next day. A respected Building Official will ask how things went and will leave on a positive note, changing the subject if necessary.

## Human Resources Policies

There may be a binder, or an online version of the HR policy. Effort in proactively seeking current versions of policy may be required. Bargaining unit/Union contracts may conflict with some HR policies, so it is important to review both.

Family Medical Leave Act will be listed in the HR rules, but the Union contract, or yet another version at the Federal level may supersede all of the local regulations. Medical Leave, Maternity Leave, Drug (Substance) Use and others are protected, and there may be forms to sign. It will be important to network with HR staff to coordinate these differences.

## Networking

A Building Official should develop and foster relationships with Department Heads. If for example the Fire Department relationship may have been strained, the Building Official should reach out to the Fire Chief in a face-to-face meeting *in their office*. Make the effort to hear their concerns. Strive to work to mend fences with them, or keep the same people in place if everything is running smoothly.

- How are the day-to-day operations working?
- Is the communication adequate?
- Do we need additional coordination?

## Budget Preparation and Revenue Estimates

The Building Official oversees their department's budget projecting estimates for revenue and finalizing all expenses. Other department heads should be consulted to find out how they *successfully* made requests for additional positions.

## Politics and Outside Pressures

Elected officials all answer to the public, so inquiries about permit progress, or rumors of a future Home Depot expansion, are all a part of being transparent. It isn't because they are a Democrat or a Republican, it is because they are getting emails or phone calls, and they are simply wanting answers. A Building Official should be clear and concise in conveying information in these scenarios.

## Chapter 9: The **Future** of Building Officials

The Building Official plays a vital role in the safety of our communities by enforcing the provisions of the latest adopted National, State, and local codes. These codes are constantly being updated or revised based on new information that comes in from users of the codes. Building Officials from around the country vote on proposed changes. The Building Official must quickly get up to speed with new requirements and be adaptable to changing technology in the permitting, plan review and inspection environment.

## Why Codes Change

Changing codes can sometimes be daunting to the building community. For designers, they may need to update many design details and programs used for calculations. Builders may need to

change the techniques and/or materials they use to build and there may be increased costs that affect profitability. Nonetheless, Building Officials are required by State law to enforce the new provisions of the code.

Changes to the code can occur for a variety of reasons, from deaths attributable to a building condition, a need to adapt to changing environment, more detailed data to support a change, or perhaps to reverse a previous code change that caused unintended consequences. An example of changes to the code to prevent future deaths due to a building condition allowed in the code is the tragedy of the Station nightclub fire in Rhode Island that resulted in the death of 100 people and injuring more than 200. Overcrowding in a night club music event caused the accidental deaths due to inadequate fire safety measures for the occupant load. This event prompted specific code language to address nightclubs (A-2 occupancy) to be protected with automatic sprinkler systems. Modern building codes are also changing to allow new and innovative building materials and technology such as mass timber construction, recycled materials, or technology that reduces the carbon footprint. This is in response to both depletion of natural resources, changing climate conditions, and the need to be more sustainable in the future.

### **The Building Official's Other Players**

In the built environment, there are other officials and departments that the Building Official must work with. This may include the local Fire Marshal, Planning Department, Public Works, Health Department, Electrical, Natural Gas, local clean air agency, and telecommunications departments. When a permit application has been submitted for review to their local jurisdiction these departments typically work concurrently as they perform their reviews of the submitted construction documents. The goal of the review process is to verifying substantial compliance code compliance which includes the safest built environment possible, accessible routes for pedestrians, energy resilient features are in place, fire and life safety measures are in place, carefully planned streets and sidewalks for the community to enjoy, and environmentally friendly community planning.

The future Building Official will likely interact other departments in the permitting and plan review process, including those looking at alternative energy options like wind and solar, sustainable construction like LEED or Built Right, etc., or other future technologies and materials that haven't yet been invented. In addition, with the depletion of natural resources, there are new materials and techniques for building that the Building Official will encounter. The Building Official will need to learn about the new technologies and, where necessary, bring in additional resources and expertise to ensure that the new methods and materials are constructed in conformance with the new code requirements.

### **Adapting to New Technologies for Permitting and Plan Review**

In the wake of the Covid-19 pandemic shutdown, many jurisdictions were forced to convert permitting operations online to still serve the needs of the public. For jurisdictions that were previously a paper-based in-person operation, they had to quickly find a way to allow electronic submittals and move office staff into a home-based operation. This was an easy transition for

the jurisdictions that had already converted to a paperless permit process, but more difficult for the smaller jurisdictions that were still using paper. Electronic plan review and paperless permitting processes greatly benefited both the applicants and jurisdictions despite the difficulty some may have had quickly adapting to the completely paperless process. For instance, with an electronic submittal, jurisdictions can use plan review software that allow all Departments to review and see the mark ups from other Departments in real time, thus speeding up the review process compared to a tandem paper-based routing system. Electronic submittals also allow review staff to work in the office or remotely if circumstances require. This makes the departmental review a much quicker process by allowing the applicants to be working on their projects much sooner, and the review comments (or redline comments) are clearly typewritten (this makes it much easier to read and follow for the people conducting the work in the field).

### **Adapting to New Inspection Processes and Technologies**

The Covid-19 pandemic also impacted how jurisdictions inspect projects. When it was unsafe for inspectors to visit jobsites, regulating agencies were required to reinvent their inspection processes. For simple inspections or re-inspections, some jurisdictions allowed submittal of a photo or photos for inspection review. One of the most widely accepted and implemented form of inspection used during the pandemic was performing virtual inspection. Inspectors can use their computer or smartphone to perform a video inspection with the applicant (or applicant's representative), thereby allowing the inspector on a video call to verbally direct the applicant (who is on-site) to the areas of interest. As requested by the inspector, the applicant can hold up a tape measure to clearly indicate the measurement of sensitive installations.

### **Challenges to the future of the Building Official**

With so many advances in technology, our built environment may change drastically in the future, and the Building Official will need to quickly adapt. With advancements in robotics and related fields, there may be different considerations with regards to building occupants and ability to egress a building. Future climate change may also significantly affect the way we construct our buildings and how natural resources like water, natural gas, and building materials are allowed to be used. Some change will be slow and gradual, but other changes will be rapid, and the Building Official must quickly get up to speed and adapt the jurisdictions response to those changes. It is important for the Building Official to be involved in organizations that promote updates to the building codes and provide support like technical literature and training to support the smooth transition to the new requirements. The Building Official represents an important role in the future of the building codes and should be at the forefront of promoting a building department that not only adapts to but celebrates a changing future.

## **Chapter 10: What is WABO?**

**Mission Statement: Leading the way to excellence in building and life safety.**

The Washington Association of Building Officials is a nonprofit, professional association of state,

county, city, and town officials in Washington State engaged in the development, enforcement and administration of building construction codes and ordinances. Members (both governmental and associate) are building officials and inspectors, plans examiners, architects, structural engineers, and others interested in providing safe buildings for our communities. The vision of the Association is for WABO to help lead Washington State to be known as the best place for citizens to live and businesses to thrive in a built environment that is safe and resilient.

WABO was incorporated in 1977, and according to the Articles of Incorporation, for the purposes of:

1. Development of uniform performance standards and requirements for construction and construction materials, consistent with nationally recognized standards of engineering, fire, health, and life safety throughout the state.
2. To promote and conduct regional workshops and educational seminars on construction related codes, enforcement of said codes and all other areas of building and construction-related codes.
3. To review and act as advisor to the state legislature and the State Building Code Council on proposed changes to construction related codes.
4. To assist and advise local building officials in the applicability of construction-related codes, including but not limited to, plans examination, departmental procedures, inspection programs and methods.

Management of the Association is conducted by a Board of Directors and Officers of WABO working closely with the association's management firm. In addition, a professional lobbyist is employed to keep the membership apprised of legislative activities, and technical consultants are employed as independent contractors to provide advice and services to the technical code development committee and the certification and registration programs.

WABO provides a variety of services to its members and the public. Those services include a welder certification, special inspector certification, educational seminars, code official accreditation program, emergency responder network, a retail store selling code books, and quarterly business meetings for networking and training. In addition, the Association's service menu includes providing a technical code development program; advisory services to the State Building Code Council and legislature; and outreach services bringing building officials, the public and building industry professionals together to promote safety in the built environment.

## **Chapter 11: WABO's Legislative Positions**

Why is WABO involved in politics? It may seem strange at first that WABO spends a significant amount of time and resources to influence legislation; however, if WABO chooses to not get involved then no one is there to offer a Building Officials perspective on proposed legislation. Below are a few legislative positions that WABO has and examples of how WABO has used that position to determine if WABO will support, seek to modify or oppose proposed legislation.

- **Protect Local Authority:** WABO supports protecting local authority to amend, adopt and administer construction codes.

SSB 5380, Building permit approval, was submitted in the 2021 Legislative cycle. The bill sought to require a building department to automatically approve a permit upon three submittals or three requests for additional information. With WABO's position being that local authorities should have the ability to administer construction codes as they deem appropriate for their communities WABO opposed the bill and the bill never made it out of committee.

- **Unfunded Mandates:** WABO recognizes that jurisdictions have limited fiscal capacity and opposes unfunded and under-funded mandates.

SB 5280, Concerning smoke detection devices, was submitted in the 2019 legislative cycle. The bill's intent was to make sure every home sold in Washington had at least one smoke detector. While WABO did not disagree with the importance of having smoke detectors in a home, the bill had placed the responsibility of who verifies the smoke detector on the local Fire Department / Fire District. This resulted in an unfunded mandate. WABO worked with the Bill sponsor to see the bill amended to place the sole responsibility on the seller of the home to provide the smoke detector.

- **Funding for State Building Code Council:** The Washington State Building Code Council (SBCC) is mandated by state law to develop the construction codes used in Washington and that effort requires adequate funding to accomplish their mission. WABO supports continued adequate funding for the SBCC and clarification for consistent fee application by local jurisdictions.

HB 1622, modifying the fees for the State Building Code Council, was submitted in the 2018 legislative cycle. With the State Building Code Council being funded through fees collected at the time of permit issuance the SBCC hadn't seen an increase since 1989. WABO supported this increase to see the SBCC successful in their mission to adopt and maintain the codes.

These are just a few examples of the importance of WABO to be involved in the legislative process. WABO will continue to provide a voice for the building officials across the State of Washington and serve as a vehicle to educate law makers on the impacts of their choices on the local building departments across the state.

# GET IN TOUCH



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