



**Meeting Location:**  
216 Prospect Street  
Port Orchard, WA 98366

**Contact us:**  
Phone (360) 876-4407  
Email [cityhall@portorchardwa.gov](mailto:cityhall@portorchardwa.gov)  
[www.portorchardwa.gov](http://www.portorchardwa.gov)

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**City Council  
Work Study Session  
Tuesday, April 21, 2026  
6:30 PM**

Pursuant to the Open Public Meetings Act, Chapter 42.30 RCW, the City Council is conducting its public meeting in a hybrid format with options for in-person attendance in the Council Chambers at City Hall or remote viewing and participation via Zoom (link below). The meeting is streamed live on the City's YouTube channel, click [here](#).

**Remote Access**

Link: <https://us02web.zoom.us/j/81994912407>

**Zoom Meeting ID:** 819 9491 2407

**Zoom Call-In:** 1 253 215 8782

- 1. Call to Order**
  - A. Pledge of Allegiance
  
- 2. Discussion Items**

(No Action to Be Taken.)

  - A. Utilities Low-Income and Leak Credit (Crocker)
  - B. Budget Amendment (Crocker)
  - C. Amendments to POMC 20.22, 20.80, 20.90 and 20.98 – Final Plat Processing (Bond)
  - D. City of Port Orchard Building Refacing Grant Program (Bond)
  
- 3. Good of the Order**
  
- 4. Adjournment**

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**ADA Requirements**

In compliance with the American with Disabilities Act, if you need accommodations to participate in this meeting, please contact the City Clerk's office at (360) 876-4407. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

**Reminder:** Please silence all electronic devices while City Council is in session.

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## **Summary Proposal for 2026 Budget Amendment**

### **Capital Projects**

- Transfer for Cash Flow needs for Capital Construction Fund 302
- WSDOT SR16 Water Main Project
- Well 7 (Pump & Design)
- Water CIP No. 2C PRV 390 to 260
- Community Event Center- Update to Current Approved Contract (Amendments 15-20)
- TIF 1.4 Anderson Hill Funded from Bay Side Developer Fund
- Re-allocating Bond Proceeds to fund for Melcher, Water Intertie and Water CIP 2C
- Increase 2025 Water Operating Revenues for fund balance
- Storm Drainage Funding for PA#69 Annapolis Creek Culvert
- Sroufe Water Main Retainage Release
- Public Works 1333 Lloyd Parkway Building Purchase
- Public Works 1535 Building Re-Alignment
- Debt Service Payments for 1333 Lloyd Parkway
- Debt Prefund for 1333 Lloyd Parkway Building

### **Personnel Requests**

- Update Salary Table Per Union Contract
- Public Works-1 FTE Engineer (5 total)
- Compliance Program Manager
- Parking Enforcement to report to Public Works

Personnel Position Listing Effective x/x/xxxx			
Elected Officials		Positions	Wages
Mayor	1	Annual	132,092.78
Council (Seats 1,4,5)	3	Bi-Weekly	500.00
Council (Seats 2,3,6)	3	Bi-Weekly	533.01
Council (At Large)	1	Bi-Weekly	533.01
<b>Total Elected</b>	<b>8.00</b>		
Personnel Positions		FTE	Minimum Maximum
City Clerk	1	53.47	61.99
Community Development Director	1	75.86	87.98
Finance Director	1	77.34	89.69
Human Resources Director	1	64.44	74.73
Chief of Police	1	81.77	94.84
Public Works Director	1	78.96	91.57
<b>Total Mayoral Direct Reports</b>	<b>6.00</b>		
Deputy City Clerk	1	39.98	46.36
Communications Specialist	1	39.98	46.36
Human Resources Analyst	1	44.61	51.73
<b>Total Administration</b>	<b>3.00</b>		
Deputy Finance Director	1	59.06	68.48
Accounting Assistant III / IT Specialist	1	42.92	49.77
Accounting Assistant III	3	41.47	48.08
Accounting Assistant II	4	34.07	39.51
Accounting Assistant I	1	30.54	35.41
Information Technology Manager	1	62.45	72.42
IT Support Specialist	1	40.49	46.95
<b>Total Finance/IT</b>	<b>12.00</b>		
Deputy Director Community Development	1	57.87	67.12
Permit Center Manager	1	41.93	48.63
Permit Technician	2	34.13	39.57
Permit Clerk	2	31.49	36.54
Permit Center Assistant	1	27.75	32.19
Principal Planner	1	57.86	67.11
Senior Planner	1	49.57	57.47
Associate Planner*	2	42.81	49.63
Assistant Planner*	1	37.76	43.79
Plans Examiner/Building Inspector III	1	50.30	58.33
Plans Examiner/Building Inspector II	1	42.71	49.54
Building Inspector I	1	38.48	44.62
Code Enforcement Officer II	1	41.40	48.01
Code Enforcement Officer I	1	32.66	37.91
<del>Parking Enforcement Officer (2 PT)</del>	<del>1.40</del>	<del>30.91</del>	<del>35.85</del>
<b>Total Community Development</b>	<b>17.00</b>		
Municipal Court Judge	0.50	Annual	111,602.55
Municipal Court Administrator	1	53.48	62.01
<del>Lead Clerk</del>	<del>4</del>	<del>33.08</del>	<del>39.53</del>
<del>Court Clerk</del>	<del>4</del>	<del>27.95</del>	<del>33.37</del>
<del>Lead Clerk</del>	<del>1</del>	<del>35.09</del>	<del>41.90</del>
<del>Court Clerk</del>	<del>1</del>	<del>29.62</del>	<del>35.37</del>
<b>Total Judicial</b>	<b>3.50</b>		

Personnel Position Listing Effective x/x/xxxx			
Personnel Positions	FTE	Minimum	Maximum
Deputy Police Chief	2	74.34	86.21
Police Services Coordinator	1	37.21	44.45
Police Services Specialist	3.70	27.82	33.21
Sergeant	5	58.66	64.95
Police Officer	20	43.66	54.03
<b>Total Police Department</b>	<b>31.70</b>		
City Engineer	1	66.97	77.66
Assistant City Engineer	1	60.41	70.06
Operations and Utility Manager	1	58.31	67.63
Operations Supervisor	1	47.17	54.70
Utility Supervisor	1	47.17	54.70
Utilities Compliance Specialist	1	39.81	46.13
Civil Engineer II *	4	52.20	60.53
Civil Engineer I *	2	49.36	57.26
Civil Engineer II *	2	52.20	60.53
Civil Engineer I *	1	49.36	57.26
GIS/Asset Management Coordinator	1	44.66	51.81
Asset Management Technician	1	32.66	37.91
Senior Project Coordinator/Inspector	1	47.17	54.70
Project Coordinator/Inspector	2	43.46	50.41
Public Works Procurement Specialist	1	41.52	48.15
<del>Public Works Administrative Specialist</del>	<del>4</del>	<del>34.13</del>	<del>39.57</del>
<del>Compliance Program Manager</del>	<del>1</del>	<del>41.93</del>	<del>48.63</del>
<del>Public Works Administrative Specialist</del>	<del>0</del>	<del>34.13</del>	<del>39.57</del>
Office Assistant II	1	31.63	36.68
Office Assistant I	1	27.75	32.19
<del>Parking Enforcement Officer (2 PT)</del>	<del>1.40</del>	<del>30.91</del>	<del>35.85</del>
<del>Lead Mechanic</del>	<del>4</del>	<del>37.05</del>	<del>44.24</del>
<del>Mechanic</del>	<del>4</del>	<del>34.52</del>	<del>41.23</del>
<del>Electrician</del>	<del>4</del>	<del>36.62</del>	<del>43.73</del>
<del>Public Works Lead</del>	<del>5</del>	<del>37.05</del>	<del>44.24</del>
<del>Maintenance Technician II</del>	<del>20</del>	<del>33.48</del>	<del>39.97</del>
<del>Maintenance Technician I</del>	<del>2</del>	<del>24.93</del>	<del>29.78</del>
<del>Lead Mechanic</del>	<del>1</del>	<del>41.13</del>	<del>49.11</del>
<del>Mechanic</del>	<del>1</del>	<del>37.29</del>	<del>44.53</del>
<del>Electrician</del>	<del>1</del>	<del>40.29</del>	<del>48.10</del>
<del>Public Works Lead</del>	<del>5</del>	<del>41.13</del>	<del>49.11</del>
<del>Maintenance Technician II</del>	<del>20</del>	<del>35.48</del>	<del>42.37</del>
<del>Maintenance Technician I</del>	<del>2</del>	<del>26.94</del>	<del>32.16</del>
<b>Total Public Works</b>	<b>49.40</b>		
Seasonal Public Works	Hourly	23.37	24.84
Intern	Hourly	21.59	23.99
Temporary Employee	Hourly	21.59	23.99
<b>Grand Totals</b>	<b>122.60</b>		

\*Only 2 FTE's are funded in the 2025-2026 budget. However, 3 FTE's are listed above to provide for potential promotions or coverage.

**FTE counts are subject to modification pursuant to City Policy No. 3.17**

Personnel Position Listing Effective x/x/xxxx			
Elected Officials	Positions	Wages	
Mayor	1	Annual	132,092.78
Council (Seats 1,4,5)	3	Bi-Weekly	500.00
Council (Seats 2,3,6)	3	Bi-Weekly	533.01
Council (At Large)	1	Bi-Weekly	533.01
<b>Total Elected</b>	<b>8.00</b>		
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Permit Center Assistant	1	27.75	32.19
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Senior Planner	1	49.57	57.47
Associate Planner*	2	42.81	49.63
Assistant Planner*	1	37.76	43.79
Plans Examiner/Building Inspector III	1	50.30	58.33
Plans Examiner/Building Inspector II	1	42.71	49.54
Building Inspector I	1	38.48	44.62
Code Enforcement Officer II	1	41.40	48.01
Code Enforcement Officer I	1	32.66	37.91
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Assistant City Engineer	1	60.41	70.06
Operations and Utility Manager	1	58.31	67.63
Operations Supervisor	1	47.17	54.70
Utility Supervisor	1	47.17	54.70
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Project Coordinator/Inspector	2	43.46	50.41
Public Works Procurement Specialist	1	41.52	48.15
Compliance Program Manager	1	41.93	48.63
Public Works Administrative Specialist	0	34.13	39.57
Office Assistant II	1	31.63	36.68
Office Assistant I	1	27.75	32.19
Parking Enforcement Officer (2 PT)	1.40	30.91	35.85
Lead Mechanic	1	41.13	49.11
Mechanic	1	37.29	44.53
Electrician	1	40.29	48.10
Public Works Lead	5	41.13	49.11
Maintenance Technician II	20	35.48	42.37
Maintenance Technician I	2	26.94	32.16
<b>Total Public Works</b>	<b>49.40</b>		
Seasonal Public Works	Hourly	23.37	24.84
Intern	Hourly	21.59	23.99
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**City of Port Orchard**  
216 Prospect Street, Port Orchard, WA 98366  
(360) 876-4407 • FAX (360) 895-9029

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## **Agenda Staff Report**

**Discussion Item:** 2.C. Amendments to POMC 20.22, 20.80, 20.90 and 20.98 – Final Plat Processing (Bond)

**Meeting Date:** April 21, 2026

**Presenter:** Nick Bond, Community Development Director

### **Summary and Background:**

The City of Port Orchard is advancing a set of amendments to its subdivision regulations that would establish an administrative approval process for final plats and update related bonding provisions. This work is intended to align local procedures with state law, streamline the final stages of subdivision review, and eliminate duplicative public hearings that occur after all preliminary plat conditions have already been met.

Since the beginning of the year, staff has reviewed the City's existing final plat procedures in POMC Chapters 20.22, 20.80, and 20.90. That review found that the current Type IV process requires public notice, a public hearing, and a recommendation to the City Council, even though preliminary plats already undergo a full public hearing before the Hearing Examiner. By the time a final plat is submitted, all conditions of preliminary approval have been addressed through construction and Land Disturbing Activity Permit review. Because state law treats final plat review as a ministerial process, limited to confirming compliance with previously established conditions. A second public hearing adds time and uncertainty without providing additional public benefit.

Staff presented these findings to the Planning Commission and the City Council's Land Use Committee in February and March. Both the Planning Commission and Land Use Committee supported exploring an administrative pathway, and staff prepared draft amendments accordingly. During this work, it became clear that the City's bonding provisions also needed refinement to support an administrative process, particularly in situations where minor improvements remain incomplete but can be secured through bonding. As a result, the proposed ordinance updates POMC 20.98 to clarify when bonding may be accepted and how it may be reviewed and approved administratively, ensuring that bonding authority and final plat procedures function cohesively.

Since the Planning Commission's March discussion, the draft ordinance has been completed, reviewed by the City Attorney, and transmitted to the Washington State Department of Commerce. At the time of transmittal, the City issued a SEPA Determination of Non-

Significance, and Commerce subsequently approved expedited review. A public hearing is scheduled for the Planning Commission's May 5, 2026 meeting, where the Commission will take testimony, deliberate, and forward a recommendation to the City Council. Staff anticipates bringing the Commission's recommendation and the adopting ordinance to the City Council for action on May 12, 2026.

Tonight's Work Study session is informational only. Staff will provide an overview of the proposed administrative process, describe the key elements of the ordinance, and answer questions in advance of the Planning Commission's public hearing.

**Relationship to Comprehensive Plan:** N/A

- 2 - Land Use
- 3 - Housing

**Recommendation:** Discussion on proposed amendments to Port Orchard Municipal Code 20.22, 20.80, 20.90 and 20.98 creating and administrative approval process for Final Plats.

**Motion for Consideration:**

**Has item been presented to Committee/Work Study?** No  
**If so, which one:**

**Fiscal Impact:**

**Alternatives:**

**Attachments:**

1. 01\_-\_ORD\_-\_FINAL\_PLAT\_PROCESSING\_-\_ATTY\_MARKUP\_4-15-2026\_11225689.2\_\_CLEAN
2. Final Plat Processing

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON, REGARDING SUBDIVISIONS, AMENDING PORT ORCHARD MUNICIPAL CODE CHAPTERS 20.22, 20.80, 20.90, AND 20.98 TO UPDATE PROCEDURES FOR SUBDIVISION OF LAND, CREATING AN ADMINISTRATIVE PROCESS FOR FINAL PLAT APPROVAL AND MAKING CONSISTENCY EDITS FOR THE SAME, AMENDING THE FOLLOWING SECTIONS OF THE PORT ORCHARD MUNICIPAL CODE: 20.22.020 (TABLE), 20.22.040, 20.80.020, 20.80.060, 20.90.010, 20.90.040, 20.90.050, 20.90.060, AND 20.98.030, PROVIDING FOR SEVERABILITY, CORRECTIONS, AND PUBLICATION; AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Port Orchard has undertaken a comprehensive review of its subdivision and final plat procedures contained in Port Orchard Municipal Code (POMC) Chapters 20.22, 20.80, 20.90, and 20.98 to ensure consistency with state law and to identify opportunities to streamline final plat processing; and

**WHEREAS**, in late 2025 City staff initiated an evaluation of the City's existing subdivision procedures and identified that the current final plat review process may be duplicative, procedurally burdensome, and not fully aligned with the ministerial nature of final plat approval under state law; and

**WHEREAS**, staff presented preliminary findings to the Planning Commission in February 2026, outlining concerns that the City's Type IV final plat process, requiring public notice, a public hearing, and a recommendation to the City Council, results in a second public hearing even though all required improvements and conditions of preliminary plat approval have already been satisfied; and

**WHEREAS**, preliminary subdivisions are processed as Type III permits and already undergo a full public hearing before the Hearing Examiner, whose decision includes binding Conditions of Approval that address applicable code requirements and public comments, thereby providing applicants with clear and predictable standards for subsequent construction and review; and

**WHEREAS**, requiring an additional public hearing at the final plat stage, after all conditions have been met, is redundant and may introduce unnecessary uncertainty into what state law defines as a ministerial compliance review, and may create confusion and false expectations of the public in relation to issuance of final plat approval; and

**WHEREAS**, RCW 58.17.100 authorizes a legislative body to delegate final plat approval authority to a planning commission or administrative staff, provided that approval is granted

once the applicant has demonstrated compliance with the conditions of preliminary plat approval and applicable regulations; and

**WHEREAS**, staff and the Planning Commission have determined that establishing an administrative approval pathway for final plats would streamline the review process, reduce unnecessary procedural steps, and better reflect the ministerial nature of final plat review; and

**WHEREAS**, staff also identified the need to update POMC 20.98 to provide an administrative mechanism for the acceptance and approval of performance bonds for minor incomplete improvements, ensuring that bonding procedures support and integrate with the administrative final plat approval process; and

**WHEREAS**, amendments have been prepared to clarify procedural steps, responsibilities, and bonding provisions within POMC Chapters 20.22, 20.80, 20.90, and 20.98, ensuring consistency with state law and supporting an efficient, predictable, and legally compliant final plat review framework; and

**WHEREAS**, on February 18, 2026 and March 18, 2026 the Land Use Committee reviewed and discussed the proposed amendments; and

**WHEREAS**, on May 5, 2026 the Planning Commission held a properly noticed public hearing on the proposed amendments, take testimony, deliberate, and forward a recommendation of (approval/denial) to the City Council in accordance with POMC procedures; and

**WHEREAS**, the City Council finds that the proposed amendments promote efficient administration, reduce unnecessary procedural duplication, and align the City's subdivision regulations with state law requirements for ministerial final plat review; now, therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council hereby adopts the above recitals as findings in support of this Ordinance.

**SECTION 2.** Section Table 20.22.020 "Permit Review Classifications" of the Port Orchard Municipal Code is hereby amended to read as follows:

**Table 20.22.020 – Permit Review Classifications.**

Table 20.22.020 – Permit Review Type Classifications

Type I Director Decision Judicial Appeal	Type II Director Decision HE Appeal	Type III HE Decision Judicial Appeal	Type IV City Council Decision Judicial Appeal	Type V City Council Decision GMHB Appeal
Building Permit <sup>1</sup> (Subtitle X of this title)	Short Plat, Unit Lot Subdivisions, Preliminary, Alteration of Preliminary, Alteration of Final, Vacation of Final (Chapters 20.86 and 20.96 POMC)	Preliminary Plat, Preliminary Plat Major Modifications, Alteration of Final, Vacation of Final (Chapters 20.88 and 20.96 POMC)	<del>Final Plat (Chapter 20.90 POMC)</del>	Development Agreement (Chapter 20.26 POMC)
Binding Site Plan, Final (Chapter 20.94 POMC)	Temporary Use Permit (Chapter 20.58 POMC)	Variance (Chapter 20.28 POMC)	Site-Specific Rezone without Comprehensive Plan Amendment (Chapter 20.42 POMC)	Comprehensive Plan Amendment – Land Use Map Amendment, Text Amendment (Chapter 20.04 POMC)
Preliminary Plat – Minor Modifications (Chapter 20.88 POMC)	Binding Site Plan – Preliminary, Alteration of Preliminary, Alteration of Final, Vacation of Final (Chapter 20.94 POMC)	Conditional Use Permit (Chapter 20.50 POMC)		Legislative Zoning Map Amendment (Chapter 20.06 POMC)
Minor Land Disturbing Activity Permit (Chapter 20.140 POMC and POMC § 20.150.100)	Stormwater Drainage Permit (Chapter 20.150 POMC)	Shoreline Substantial Development Permit, Conditional Use Permit, and Nonadministrative Variance (Chapter 20.164 POMC)		POMC Title 20 Code Amendment (Chapter 20.06 POMC)
Boundary Line Adjustment (Chapter 20.84 POMC)	Sign Permit (if SEPA required) (Chapter 20.132 POMC)	Planned Residential Developments		Annexations <sup>2</sup>
Code Interpretation (Chapter 20.10 POMC)	Shoreline Substantial Development Permit, Administrative (Chapter 20.164 POMC)	Final Plat – Alteration or Vacation (Chapter 20.96 POMC)		
Legal Nonconforming Permit (Chapter 20.54 POMC)	Sign Variance (Chapter 20.132 POMC)	View Protection Overlay District (VPOD) Variance (POMC § 20.38.860)		
Short Plat, Final (Chapter 20.86 POMC)	Major Land Disturbing Activity Permit (Chapter 20.140 POMC and POMC § 20.150.100)	Flood Damage Prevention Variance (Chapter 20.170 POMC)		
Sign Permit (if SEPA not required) (Chapter 20.132 POMC)	Variance – Administrative (Chapter 20.28 POMC)	Flood Damage Prevention Appeal (Chapter 20.170 POMC)		
Master Sign Plan	<u>Final Plat (Chapter 20.90 POMC)</u>			
Shoreline Permit Exemption (Chapter 20.164 POMC)				
Temporary Use Permit, Extension (Chapter 20.58 POMC)				

**SECTION 3.** Section 20.22.040 of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.22.040. Type II (administrative decision, hearing examiner appeal).**

- (1) General. Type II applications are defined pursuant to POMC § 20.22.020. All Type II applications must meet all applicable requirements of the POMC in addition to the requirements specified below.
- (2) Preapplication Conference. Type II actions are required to participate in a preapplication conference pursuant to POMC § 20.24.010. A limited preapplication conference may be allowed for projects that do not require substantial review by other departments such as variances and design review without SEPA or street improvement requirements.
- (3) Notice of Application. Type II applications require a notice of application pursuant to Chapter 20.25 POMC.
- (4) Review of Application.
  - (a) The director shall commence permit review pursuant to Chapter 20.24 POMC. The director shall determine which city departments are responsible for reviewing or commenting on an application and shall ensure the affected departments receive a copy of the application, or appropriate parts of the application.
  - (b) Following a determination of technical completeness and determination of consistency pursuant to POMC § 20.24.090, the director shall approve, approve with conditions, or deny all Type II applications. Conditions may be imposed directly on the plans (red-lining), through other documentation reflected on the plans, or in a written staff report or other decision document, to ensure the requirements of city codes and regulations are met without going through another correction cycle before permit issuance.
- (5) Public Hearing. No public hearing is required for Type II decisions.
- (6) Decision. Type II decisions are subject to the maximum 100-day timeline requirement pursuant to POMC § 20.24.110. A decision for a Type II action shall be made in writing by the director and shall include the following information:
  - (a) A description of the proposal and a listing of permits or approvals included in the application;
  - (b) A statement of the applicable criteria and standards in this code and other applicable law;

- 
- (c) A statement of background information and facts relied upon by the department which show the application does or does not comply with the approval criteria;
- (d) A summary of public comment received and how the department or applicant responded to the public comments or concerns; and
- (e) The decision to deny or approve the application and, if approved, any conditions of approval necessary to ensure the proposed development will comply with applicable law.
- (7) Notice of Decision. Public notice of a Type II decision shall be provided pursuant to POMC § 20.24.100. Notice of a short plat or binding site plan shall be provided in the same manner as notice of application as set forth in Chapter 20.25 POMC.
- (8) Administrative Appeal. A Type II decision, except for shoreline substantial development permits and shoreline variances, may be appealed to the hearing examiner within 14 calendar days of the notice of decision. A decision on a shoreline substantial development permit or shoreline variance may be appealed to the State Shorelines Hearings Board pursuant to Chapter 20.164 POMC. Shoreline appeal procedures and information are available from the department or from the State Department of Ecology. Administrative appeals of director decisions to the hearing examiner are to be made on forms provided by the city and shall include the following information:
- (a) A brief statement regarding how the appellant is significantly affected by or interested in the matter appealed;
- (b) A specific clear and comprehensible statement of the appellant's issues on appeal, noting appellant's specific exceptions and objections to the decision or action being appealed;
- (c) The specific relief requested, such as reversal or modification; and
- (d) Signature, address, and phone and fax number of the appellant, and name and address of appellant's designated representative, if any.
- (9) Judicial Appeal. The decision of the hearing examiner on a Type II appeal may be appealed to superior court.
- (9)(10) For Final Plats, no notice of application or public hearing is required. Decisions are ministerial and may be appealed to the Hearing Examiner within 14 days.

**SECTION 4.** Section 20.80.020 “Authority” of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.80.020. Authority.**

This subtitle is adopted pursuant to the provisions of Chapter 58.17 RCW and the general police powers granted to the city pursuant to Chapters 35A.13 and 35A.63 RCW and other applicable laws. Pursuant to RCW 58.17.100, City Council delegates final plat approval authority to the Director as an administrative decision under Chapter 20.22 POMC.

**SECTION 5.** Section 20.80.060 “Document forms” of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.80.060. Document forms.**

All short plats, final plats, unit lot subdivisions, replats or binding site plans shall contain the elements listed in RCW 58.17.160. In addition, the legal description of the subdivision, unit lot subdivision, binding site plan, or boundary line adjustment, and easements, dedications, acknowledgements, and other statements, shall appear substantially in the form as follows, based on the type of land division to be recorded:

(1) Easements (Sample Utility Easement).

An easement is reserved for and granted to (the names of all the utilities, public and private, serving the area) and their respective successors and assigns under and upon the exterior ten (10) feet of front boundary lines of all lots and tracts, in which to install, lay, construct, renew, operate, maintain and remove utility systems, lines, fixtures and appurtenances attached thereto, for the purpose of providing utility services to the subdivision and other property, together with the right to enter upon the lots and tracts at all times for the purposes stated, with the understanding that any grantee shall be responsible for all unnecessary damage it causes to any real property owner in the subdivision by exercise of rights and privileges herein granted.

(2) Dedication. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered to all intents and purposes as a quitclaim deed to the said donee or donees, grantee or grantees, for their use for the purpose intended by the grantors or donors.

Know All Persons by these Presents that we, the undersigned owners in the fee simple or contract purchaser and mortgage holder of the land hereby platted, hereby declare this plat and dedicate to the use of the public forever all streets and avenues shown thereon and use thereof for all public

purposes not inconsistent with the use thereof for public highway purposes; also the right to make all necessary slopes for cuts and fills upon the lots and blocks shown on this plat in the original reasonable grading of the streets and avenues shown hereon. The undersigned owners hereby waive all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road. This subdivision has been made with our fee consent and in accordance with our desires.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_ day of \_\_\_\_\_

[Signature blocks and Notary Certificate to follow.]

- (3) Acknowledgements or Notary Certificate. The forms for notary certificates are set forth in RCW 42.44.100.
- (4) Surveyor's Certificate.

I hereby certify that the plat of \_\_\_\_\_ is based upon a complete and actual survey and subdivision of Section\_, Township\_, Range\_, East W.M.; that the courses and distances are shown correctly thereon, that the monuments have been set and the lot and block corners staked correctly on the ground; that this is a true and correct representation of the lands actually surveyed and that I have fully complied with the provisions of the statutes and platting regulations.

\_\_\_\_\_  
Certificate: \_\_\_\_\_

Expiration: \_\_\_\_\_

Date: \_\_\_\_\_

- (5) City Engineer's Approval.

I hereby certify that this final/short plat/unit lot subdivision, is consistent with all applicable Town/City improvement standards and requirements in force on the date of preliminary/short plat approval. I have approved this final/short plat/ unit lot subdivision as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures. Examined and approved by me this \_\_day of \_\_, 20\_\_.

\_\_\_\_\_

City Engineer.

(6) Community Development Director's Approval.

I hereby certify that this final/short plat/unit lot subdivision is consistent with all applicable Town/City improvement standards and requirements in force on the date of preliminary/short plat approval. I have approved this final/short plat/ unit lot subdivision, as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures. Examined and approved by me this \_\_\_day of \_\_, 20\_\_.

\_\_\_\_\_

Community Development Director.

(7) ~~City Council~~ Final Plat Approval.

SURVEYOR'S CERTIFICATE

I hereby certify that this plat is based upon a complete and actual survey and subdivision of Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, East W.M.; that the courses and distances are shown correctly thereon; that the monuments have been set and the lot and block corners staked correctly on the ground; that this is a true and correct representation of the lands actually surveyed and that I have fully complied with the provisions of the statutes and platting regulations.

\_\_\_\_\_

Registered Land Surveyor

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

CITY ENGINEER'S APPROVAL

I hereby certify that this final plat is consistent with all applicable City improvement standards and requirements in force on the date of preliminary plat approval. I have approved this final plat as to layout of streets, alleys, rights-of-way, design of bridges, sewage and water systems, and other structures.

\_\_\_\_\_

City Engineer Date: \_\_\_\_\_

COMMUNITY DEVELOPMENT DIRECTOR'S APPROVAL

Pursuant to RCW 58.17.100 and delegated authority under POMC, I hereby approve this final plat, finding that it conforms to the terms of preliminary plat approval and applicable City and State law.

\_\_\_\_\_  
Community Development Director Date: \_\_\_\_\_

HEALTH/WATER-SEWER RECOMMENDATION

Recommendation for approval provided by:

\_\_\_\_\_  
Local Health Department / Water-Sewer Utility Date: \_\_\_\_\_

CITY FINANCE DIRECTOR CERTIFICATION

I hereby certify that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied, or discharged.

\_\_\_\_\_  
City Finance Director Date: \_\_\_\_\_

COUNTY TREASURER CERTIFICATION

This is to certify that all taxes heretofore levied and which have become a lien upon the lands herein described have been fully paid and discharged according to the records of my office.

\_\_\_\_\_  
County Treasurer Date: \_\_\_\_\_

COUNTY AUDITOR RECORDING

Filed at the request of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and recorded in Volume \_\_\_\_\_ of Plats, Page(s) \_\_\_\_\_, Records of \_\_\_\_\_ County, Washington.

\_\_\_\_\_  
County Auditor Approved by the City Council of the City of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_

~~Mayor~~

ATTEST:

\_\_\_\_\_

~~City Clerk~~

(8) City Finance Director Approval.

I hereby certify that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.

Executed this \_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_

Finance Director

(9) County Treasurer Approval.

This is to certify that all taxes heretofore levied and which has become a lien upon the lands herein described, have been fully paid and discharged, according to the records of my office, up to and including the year \_\_.

Executed this \_\_ day of \_\_, 20\_\_.

County Treasurer

\_\_\_\_\_

(10) County Auditor.

Filed at the request of \_\_\_\_\_, this day of \_\_\_\_\_, 20\_\_, and recorded in Volume \_\_\_\_\_ of Plats, page(s) \_\_\_\_\_, Records of \_\_\_\_\_ County, Washington.

\_\_\_\_\_

County Auditor

**SECTION 6.** Section 20.90.010 “Decision type – Review procedure” of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.90.010. Decision type – Review procedure.**

A final plat is a Type ~~IV~~II land use decision and shall be subject to the requirements of and processed in accordance with the procedures for such applications and decisions as set forth in Chapter 20.22 POMC. However, Final Plats do not require a public hearing or notice of application. A Final Plat Decision shall be issued by the Director consistent with POMC 20.90.040 and may be appealed to the Hearing Examiner.

**SECTION 7.** Section 20.90.040 “Criteria for approval” of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.90.040. Criteria for approval.**

The Director shall verify and document all of the following before granting final plat approval:~~A final plat application shall be approved if the subdivision proposed for approval:~~

- (1) That the final plat m~~Meets~~ all general requirements for plat approval as set forth in POMC § 20.88.040; ~~and~~
- (2) That the final plat s~~Substantially~~ conforms to all terms of the preliminary plat approval; ~~and~~
- (3) That the final plat m~~Meets~~ the requirements of Chapter 58.17 RCW, other applicable state laws, this chapter, and any other applicable city ordinances which were in effect at the time of preliminary plat approval;~~;~~
- (4) Confirmation that the engineering elements of the final plat meet all applicable city standards and requirements;
- (5) That a w~~Written~~ recommendation for approval has been received from the local health department or the agency furnishing water and sewer services;
- (6) Verification t~~That~~ performance and/or maintenance bonds have been provided consistent with the requirements of POMC 20.98.030 to guarantee completion of required public improvements;
- (7) A survey has been prepared and certified by a licensed land surveyor in compliance with RCW 58.09 and RCW 58.17.250; and
- ~~(3)~~(8) Certification that all taxes and delinquent assessments for the property have been paid.

**SECTION 8.** Section 20.90.050 “Time limitation for approval” of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.90.050. Time limitation for approval.**

The final decision to approve or deny a final plat shall be made within 30 calendar days after the final plat application ~~was is determined complete~~ filed, unless the applicant consents to an extension of such time period.

**SECTION 9.** Section 20.90.060 “Recording – Expiration” of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.90.060. Recording – Expiration.**

- (1) All final subdivisions shall be filed for record with the office of the Kitsap County auditor. The applicant shall furnish one copy of the recorded document to the department and one copy shall be filed with the office of the Kitsap County assessor.
- (2) Approvals of final subdivisions shall automatically expire if the plans are not recorded within one year of the written approval date.
- ~~(2)~~(3) Lots may not be sold until final plat is approved and recorded with County Auditor.

**SECTION 10.** Section 20.98.030 “Bonds” of the Port Orchard Municipal Code is hereby amended to read as follows:

**20.98.030. Bonds.**

- (1) Performance Bond May Be Posted in Lieu of Construction. The city, in its sole discretion, may waive the requirement that the public facilities or other improvements and dedications required under this chapter be completed/satisfied prior to the recording of the short plat or approval of the final plat, final unit lot subdivision, or final binding site plan, as long as the applicant posts a bond in accordance with this section. The city's decision to allow the applicant to post a bond allows the applicant to apply for building permits for lots in the plat, unit lot subdivision, or binding site plan before the dedications have been made or the improvements constructed.
- (2) When Performance Bond Is Appropriate. The city may consider a number of factors in the determination whether to allow a bond to be posted by an applicant, including, but not limited to:
  - (a) The date of the applicant's request to post a bond in light of the deadline for

recording of the short plat, or the deadline for submission of final plat, final unit lot subdivision, or final binding site plan applications, and the applicant's progress to date toward the completion of the public facilities;

- (b) The consequences that could result from the applicant's construction of the homes or other development contemplated by the proposed approval, before the necessary public facilities are completed/installed; and
  - (c) Any other issues that may affect the public health and safety.
- (3) **Acceptable Bonds.** No bond shall be accepted by the city unless it is submitted on the form approved in advance by the city attorney and from a bonding company licensed to do business in the state of Washington. The city engineer shall determine the amount of the bond, which shall be no less than 150 percent of the estimated cost of the public facilities or improvements. The city engineer shall make a recommendation as to the length of the bond, which shall be no longer than two years after the final approval.
- (4) Warranty Bond. Once the public facilities have been constructed, the dedications made and city has inspected and approved the public facilities, the applicant shall provide the city with a warranty bond meeting all the requirements of this section to ensure the successful operation of the public facilities, for a period of two years after such inspection and approval.
- (5) Delegation of Authority for Bond Acceptance. The Community Development Director is delegated the authority to accept performance and/or maintenance bonds associated with final plat approvals, consistent with this section and POMC 20.90. Such bonds may only be accepted for improvements or dedications that, if deferred, will not create an adverse impact on the public's health, safety, or general welfare.
- (4)(6) Limitation on Delegated Authority. If a proposed bond would cover improvements that are necessary to protect the public's health, safety, or general welfare, the authority to accept such bond remains with the City Council. In such cases, the Director shall prepare a recommendation and forward the bond agreement to the City Council for consideration and approval.

**SECTION 11. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**SECTION 12. Corrections.** Upon the approval of the city attorney the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance

numbering, section/subsection numbers, and any reference thereto.

**SECTION 13. Publication.** This Ordinance shall be published by an approved summary consisting of the title.

**SECTION 14. Effective Date.** This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Robert Putaansuu, Mayor

ATTEST:

SPONSOR:

\_\_\_\_\_  
Brandy Wallace, MMC, City Clerk

\_\_\_\_\_  
, Councilmember

APPROVED AS TO FORM:

\_\_\_\_\_  
Charlotte A. Archer, City Attorney

PUBLISHED:

EFFECTIVE DATE:

# Proposed Code Amendments • Final Plat Processing

POMC 20.22 • 20.80 • 20.90 • 20.98

Establishing an Administrative Approval Pathway & Modernizing Bonding Procedures

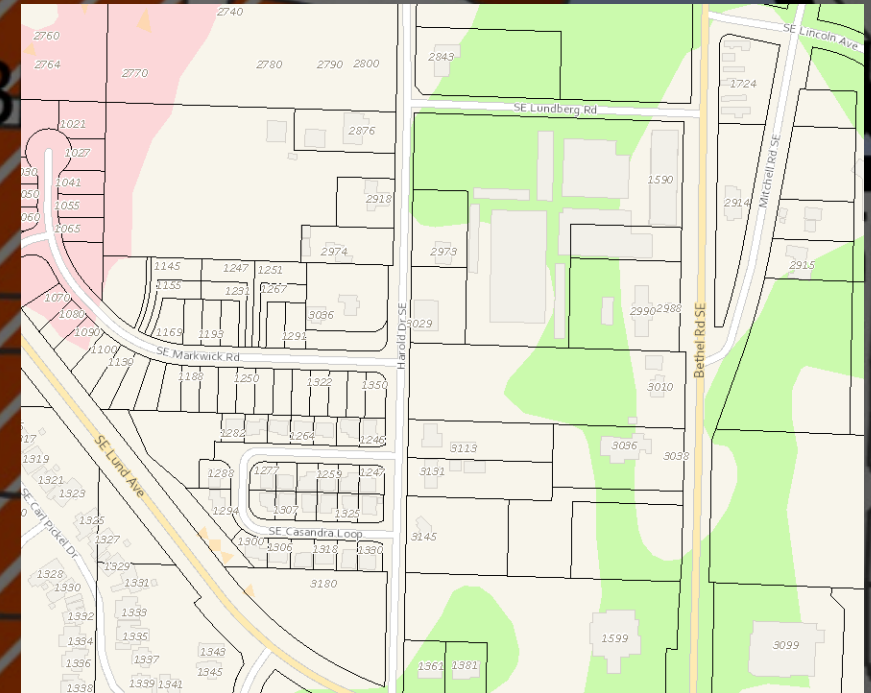
City of Port Orchard

April 21, 2026

# Introduction

- Purpose of tonight's presentation
- Overview of the subdivision process from start to finish
- Why final plat procedures are being updated
- How the amendments improve efficiency and align with state law

- Determine zoning designation
- Zoning establishes:
  - Minimum lot size
  - Minimum lot width
  - Dimensional standards
- Identify critical areas and site constraints
- Confirm feasibility before preparing a preliminary plat



# Site Identification & Zoning

# Permit Types (POMC 20.22)



Type I – Administrative, no notice



Type II – Administrative with notice



Type III – Hearing Examiner decision after public hearing



Type IV – Recommendation & City Council decision

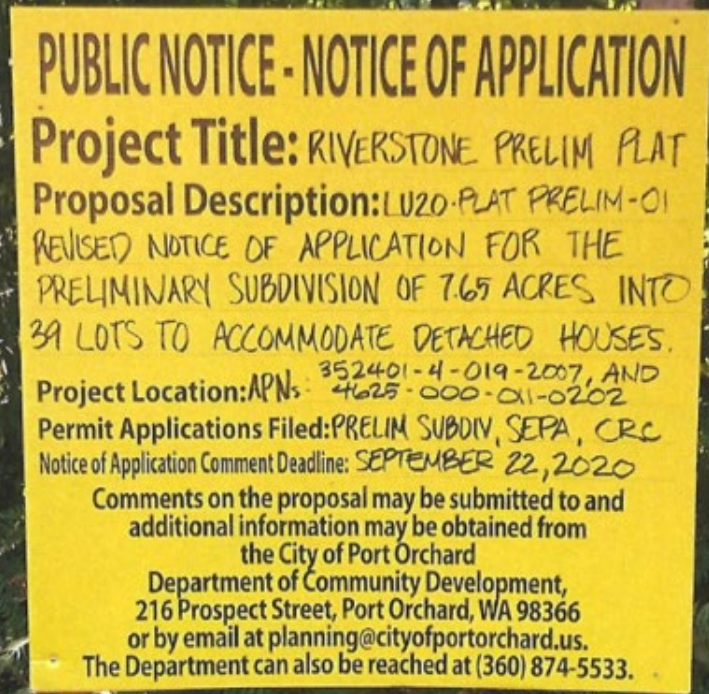


Type V – Legislative actions (code amendments, comp plan updates)



*Preliminary plats = Type III; Final plats currently = Type IV.*





# Public Notification

- Notice of Application (NOA)
  - Mailed to 300 ft, published, posted
- SEPA Determinations
  - Mailed to 300 ft, published, posted
- Notice of Hearing
  - Mailed to 300 ft & all prior commenters
  - Published in newspaper of record

*Each notice invites public comment.*

# Hearing Examiner Review



Open-record public hearing



Staff presents full record: application, technical reports, public comments



Opportunity for public testimony



Hearing Examiner issues a Decision with Conditions of Approval



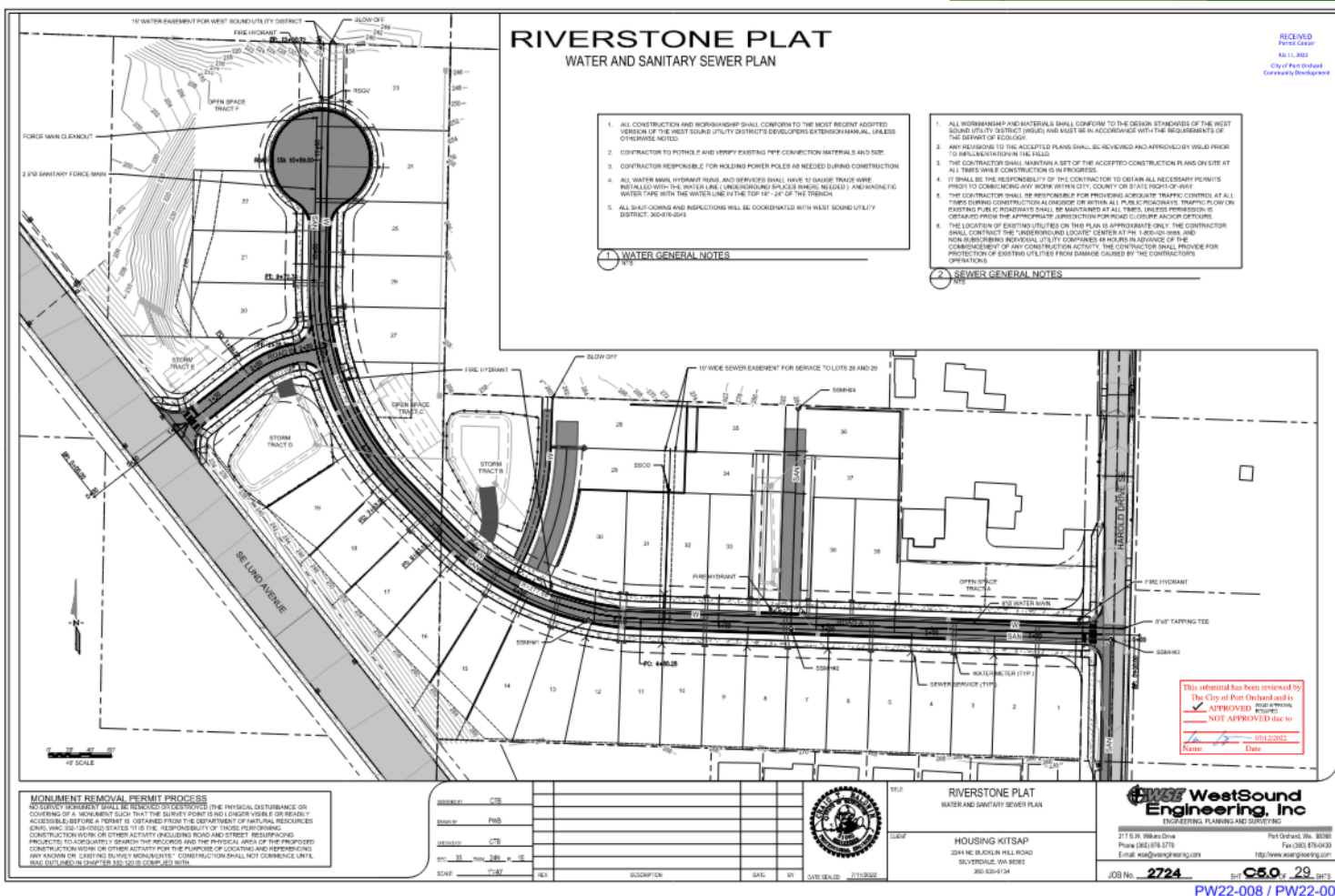
The Decision guides detailed engineering in the LDAP



Appeal opportunity for parties of record

# Land Disturbing Activity Permit (Type II)

- Applicant submits detailed engineering plans
- Staff verifies compliance with:
  - Public Works Standards and Specifications (PWSS)
  - Preliminary plat conditions
  - Utility and stormwater standards
- Public notice issued (no hearing)
- Notice of Decision issued with appeal period
- Construction begins after approval
- Continuous inspections throughout development



# Construction of Improvements

Applicant constructs all required infrastructure:

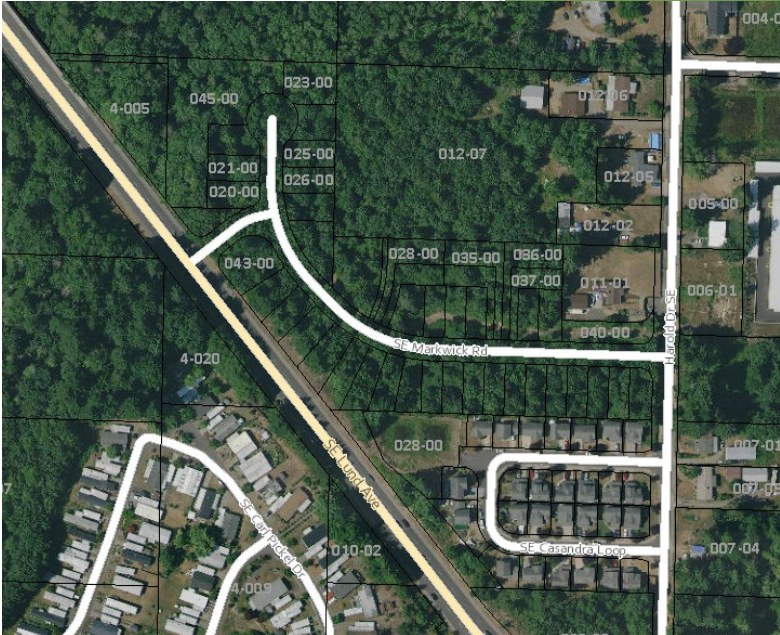
Roads	Utilities	Stormwater facilities	Open space and frontage improvements (may also include off-site improvements)
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City conducts ongoing inspections



Minor incomplete items may be bonded (per POMC 20.98)



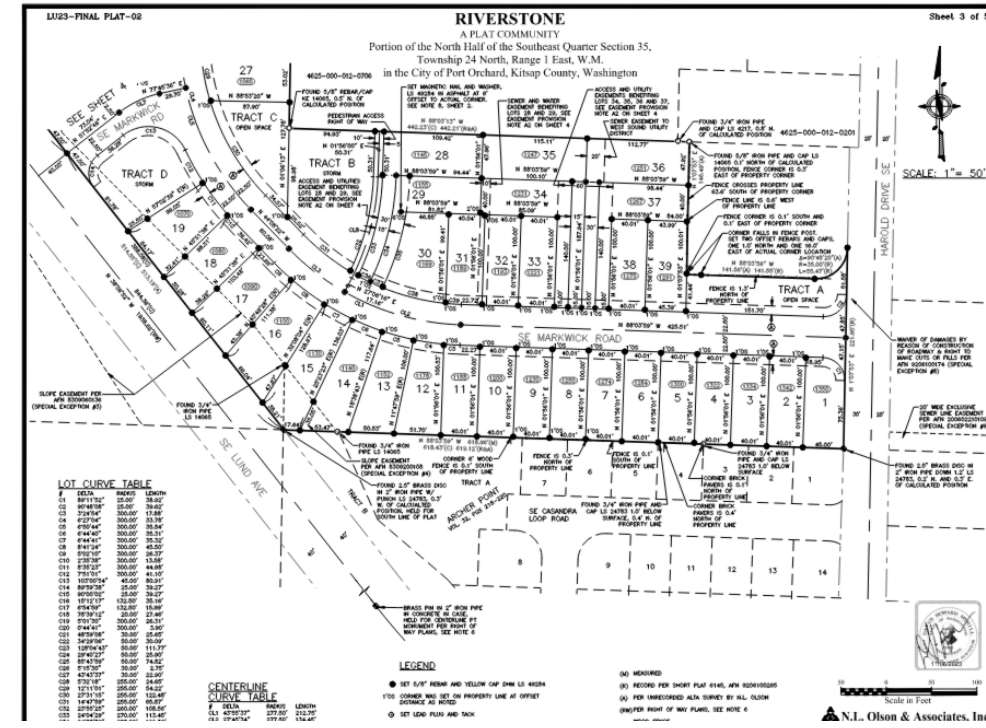
2021



2023

# Final Plat Application (Current Process)

- Submitted when construction is substantially complete
- Must demonstrate:
  - All preliminary plat conditions satisfied
  - LDAP improvements constructed or bonded
- Processed as Type IV
  - Public notice
  - Public hearing
  - Recommendation to City Council
  - City Council approval required
- Council has no discretion if requirements are met



**RIVERSTONE**  
A PLAT COMMUNITY  
Portion of the North Half of the Southeast Quarter Section 35,  
Township 24 North, Range 1 East, W.M.  
in the City of Port Orchard, Kitsap County, Washington

**DEDICATION**  
THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THAT THIS MAP AND DECLARATION DEDICATE TO THE CITY OF PORT ORCHARD FOR THE USE OF THE PUBLIC THE STREETS AND RIGHTS OF WAY SHOWN HEREON AND USE THEREOF FOR ALL PUBLIC PURPOSES NOT RECONCILE WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES; ALSO THE RIGHT TO MAKE ALL NECESSARY CUTS AND FILL UPON THE LOTS AND BLOCKS SHOWN ON THIS MAP IN THE CONVEYING, REASONABLE GRADING, THE STREETS AND RIGHTS OF WAY HEREBY DEDICATED TO THE UNDERSIGNED OWNER OR OWNERS HEREIN ALL CLAIMS FOR EMBANKMENT RIGHTS GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID ROADS.

**ACKNOWLEDGMENTS**  
I, \_\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be a member of the City of Port Orchard, Washington, who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

**SURVEYOR'S CERTIFICATE**  
THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEYING ACT AND THE REQUIREMENTS OF THE CITY OF PORT ORCHARD. I HEREBY CERTIFY THAT THIS MAP WAS MADE FROM A FINAL SURVEY, A FINAL COMMUNITY IS BASED UPON AN ACTUAL SURVEY OF THE PROPERTY HEREBY DEDICATED; THAT THE BOUNDARIES AND DISTANCES ARE CORRECTLY SHOWN; THAT ALL NECESSARY CUTS AND FILL UPON THE LOTS AND BLOCKS SHOWN ON THIS MAP IN THE CONVEYING, REASONABLE GRADING, THE STREETS AND RIGHTS OF WAY HEREBY DEDICATED TO THE UNDERSIGNED OWNER OR OWNERS HEREIN ALL CLAIMS FOR EMBANKMENT RIGHTS GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID ROADS.

**RECORDING CERTIFICATE**  
FILED FOR RECORD AT THE REQUEST OF \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ AND RECORDED IN VOLUME \_\_\_\_\_ OF PLAT \_\_\_\_\_ RECORDS OF KITSAP COUNTY, WASHINGTON.

# Issues With Current Final Plat Process

- Duplicates public hearing already held at preliminary plat stage
- Adds time and uncertainty for applicants
- Implies City Council can modify a fully built project
- Final plat review is **ministerial** under state law
- State law allows delegation to staff or Planning Commission
- Public hearing **not required** for final plats



# Summary of Proposed Amendments

Amendments to POMC 20.22, 20.80, 20.90, and 20.98 would:

- Establish **administrative approval** for final plats
- Remove the Type IV hearing and City Council approval step
- Clarify procedural steps and staff responsibilities
- Update bonding provisions to allow:
  - Administrative acceptance of bonds
  - Clear criteria for minor incomplete improvements
  - Alignment with state law
- Ensure bonding and final plat processes function cohesively
- Streamline review while maintaining public involvement at the preliminary stage



**City of Port Orchard**  
216 Prospect Street, Port Orchard, WA 98366  
(360) 876-4407 • FAX (360) 895-9029

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## **Agenda Staff Report**

**Discussion Item:** 2.D. City of Port Orchard Building Refacing Grant Program (Bond)

**Meeting Date:** April 21, 2026

**Presenter:** Nick Bond, Community Development Director

### **Summary and Background:**

The City Council has been exploring ways to enhance the downtown commercial core, including ways to revitalize Bay Street by improving the appearance, durability, and long-term value of existing commercial buildings. Council previously provided direction to develop a grant program, consistent with the City of Auburn's Façade Improvement Grant program, which has been in operation since 2016, to provide façade improvement grants to facilitate exterior building improvements for properties with street frontage on Bay Street between Fredrick Avenue and Harrison Avenue, which are highly visible and a key portion of historic downtown. These property upgrades will improve the area's overall visual appearance and as a result, attract business, visitors and residents.

In response to direction from Council, staff developed a policy for the program, setting forward eligibility criteria, matching requirements, and the scope of a required contract for grant recipients. Implementation of the program would be delegated to the Department of Community Development, in conjunction with the Finance and Public Works Departments.

Staff seeks further direction from Council regarding the Policy. Once Council feedback is coalesced, the Policy can be brought to Council for adoption via a Resolution.

**Relationship to Comprehensive Plan:** N/A

**Recommendation:** Discuss proposed policy and provide direction to Staff for future action.

**Motion for Consideration:**

**Has item been presented to Committee/Work Study?** No

**If so, which one:**

**Fiscal Impact:**

**Alternatives:**

**Attachments:**

1. Downtown\_Building\_Refacing\_Grant\_Program\_-\_Policy\_\_11226881.1\_
2. Facade\_Improvement\_Guidelines
3. Description\_of\_Work\_EXAMPLE

## **City of Port Orchard Building Refacing Grant Program**

### **Purpose:**

The City of Port Orchard has historic and unique buildings, as well as many unique and thriving businesses. The Downtown Building Refacing Grant Program is intended to revitalize Bay Street by improving the appearance, durability, and long-term value of existing commercial buildings. This program provides a structured, incentive-based approach to encourage façade improvements while preserving the historic character of downtown. This program serves multiple public purposes, including downtown revitalization, economic development, improved pedestrian experience, and enhancement of the visual character of the community.

The Downtown Revitalization Grant Program seeks to preserve and enhance the charm of the City's downtown, waterfront commercial area through strategic physical improvements to buildings. This program is designed to create immediate, visible improvements to downtown Port Orchard while minimizing financial barriers. The goal is to encourage investment in the community and enhance the Bay Street experience.

This program is modeled after the City of Auburn's Façade Improvement Grant program, which has been in operation since 2016.

### **Program Details:**

Through the Downtown Building Refacing Grant Program, the City will provide façade improvement grants to facilitate exterior building (façade) improvements for properties within a designated Business Improvement Area (BIA) in 2026. This BIA is defined to include buildings with street frontage Bay Street between Fredrick Avenue and Harrison Avenue, which are highly visible and a key portion of historic downtown. These property upgrades will improve the area's overall visual appearance and as a result, attract business, visitors and residents. The primary goal of the grants will be to improve the appearance of the City's commercial core.

#### **1. ELIGIBILITY CRITERIA**

##### **Eligibility Requirements:**

Eligible applicants are limited by the following parameters:

- Commercial or mixed-use buildings, and the applicant shall be the Property owner(s) or Business lessee with written authorization of the property owner;
- Propose a refacing project that shall meet code requirements, follow all local and state laws, and follow all current design standards;

- Project site must be within the Business Improvement Area, located within the Downtown Bay Street area (along Bay Street between Fredrick Avenue and Harrison Avenue);
- No existing legal restrictions on property;
- Qualifying facades must be visible from Bay Street, and improvements utilizing grant fundings are limited to primary street-facing elevations;
- Work must begin within 30 days of permit issuance and work must be completed within 60 days

Applicants as follows are ineligible for grant program:

- Business with more than 25 full-time employees
- Buildings with ground-floor residential uses
- Government office and agency (non-governmental tenants are eligible)
- Newly constructed building (constructed after the adoption of this program)

**Types of Improvements Eligible for Grant Funding:**

Eligible grant applications shall be limited to those seeking to perform eligible work, using eligible materials, as follows:

- Brick and Stone Masonry - Structural repairs, cleaning, repointing, and resurfacing
- Architectural Metals - Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin
- Doors and Windows - Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows in conjunction with other significant façade improvements
- Exterior Carpentry - Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding
- Storefronts - Removal of coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting
- Painting - Surface preparation, cleaning and painting
- Awnings - Maintenance, installation, repair, or replacement of awnings. Awnings to be replaced must show considerable wear as determined by the City Building Official.
- Exterior Lighting – Installation, retrofitting, replacement
- Handicapped Access Projects - Ramps, thresholds, entrances (only in conjunction with other design improvements)
- Murals Or Other Permanent, Affixed Art Work – based on review and approval

- Approved Materials must be consistent with the requirement of Port Orchard Municipal Code 20.127.450. Examples of Approved Materials (with emphasis for durability amid waterfront environmental conditions):
  - Hardie Board Siding (or comparable fiber cement siding)
    - Durable and long-lasting
    - Low maintenance
    - Structurally stable
  - Masonry Stone Veneer
    - Highly durable and weather-resistant
    - Strong visual enhancement
    - Cost-effective design impact
    - Supports long-term return on investment
  - Exterior Paint
    - Approved for façade enhancement and finishing
    - Must be high-quality, weather-resistant coatings
    - Encouraged to use historic coastal color palettes consistent with port communities – see Port Townsend Historic District palette recommended as inspiration
    - Typical palette includes muted earth tones, coastal blues/greens, creams, ivories, and soft whites
    - Coordinated color schemes encouraged
  - Shutters (Vinyl, Composite, PVC)
    - Approved as architectural accents
    - Composite and PVC preferred for durability and low maintenance

**Ineligible work that cannot be proposed for grant funding is as follows:**

- New building construction
- Additions to existing structures
- Proprietary signage and billboards
- Any interior work or decoration
- Non-fabric awnings
- Non-permanent fixtures (i.e. freestanding planters, stands, holders)
- On-site or off-site paving
- Public sidewalk repair/restoration/replacement
- Payment for the applicant’s own labor and performance for improvements
- Purchase of furnishings, equipment, or other personal property

- Repair or creation of features not compatible with the original architecture or that are artificial in appearance
- Roof repairs/replacements
- Structural foundations
- Shipping costs

**Project Categories and Associated Grant Matching:**

To ensure shared investment and maximize the public benefit of Program funds, all grants shall require a matching contribution from the applicant, structured in proportion to the scope, impact, and cost of the proposed project, as follows:

- **Small-Scale Projects.** For projects with a total eligible project cost of up to \$5,000, the applicant shall not require a matching. Most of these projects should not require stamped construction documents provided by an independent architect or engineer. These projects focus on immediate, eye-catching changes, such as painting, decorative lighting, or trim.
- **Mid-Scale Projects.** For projects with a total eligible project cost between \$5,001 and \$25,000, the applicant shall provide a minimum match of thirty (30) percent of total project costs. Improvements in this category are likely to require professional design services (architectural or engineering), and will require graduated matching contributions (cash, loan, and in-kind contributions) from the property and/or business owner(s). These improvements include window, door, or storefront upgrades; masonry work; façade material upgrade or change (could include framing); and significant lighting upgrades; significant carpentry/molding/trim improvements.
- **Large-Scale Projects.** For projects with a total eligible project cost greater than \$25,001, the applicant shall provide a minimum match of at least seventy-five (75) percent of total project costs. Improvements in this category are likely to require professional design services (architectural or engineering), and will require graduated matching contributions (cash, loan, and in-kind contributions) from the property and/or business owner(s). These improvements include facade restoration; significant structural or electrical work (needed to execute a façade design); significant historic restoration; and complete façade re-design/re-construction.

**Form of Match.** The applicant match may consist of loan, cash expenditures or documented in-kind contributions directly related to the approved project, as defined in Program guidelines, provided that in-kind contributions shall not exceed seventy-five (75) percent of the total required match.

- Evidence of the loan must be provided to complete the application.
- Cash must be paid either up front or on a pre-established schedule concurrent with construction and agreed upon by the City and contractor. These monies must be paid in advance of City funding, unless the City agrees to pay for materials in advance of construction.
- In-kind contributions, such as labor or materials contributed by the business owner, property owner, or an agent of either party may be proposed and are subject to review. These contributions should correspond to an item on the quote/budget submitted to the City and must not require professional-level skill or expertise (some demolition, power-washing, etc. may be considered). Under no circumstances will a property or business owner be paid directly for labor costs.

Graduated Matching For Mid- and Large-Scale Projects: These projects will work under a graduated scale; as the budget increases, the matching contribution responsibility gently shifts toward the business or property owner. The match can be in the form of a loan, cash, or in-kind contribution.

Verification: All matching contributions must be documented to the satisfaction of the City prior to reimbursement of grant funds.

Adjustment Authority: The Director may adjust match requirements on a case-by-case basis, consistent with Program guidelines, to advance Program objectives, including support for small businesses, historically underserved applicants, or projects with exceptional public benefit.

## **2. APPLICATION AND DOCUMENTATION PROCESS**

Application and Design Process:

1. Contact Department of Community Development expressing interest in program;
2. Schedule informational visit and preliminary assessment;
3. Download forms from XXXXX;
4. Based on initial assessment, applicant shall:
  - Develop Cost Estimate
  - Procure Architect with own resources
  - Work with design professional(s) and technical assistance to prepare application materials
5. Submit application to Department of Community Development

6. After determining completeness, application will be reviewed by committee
7. Final approval will be given by City Council, and a letter will be sent to applicant
8. Grant recipient will execute associated agreements consistent with the program.

#### Construction Process

1. Owners and Contractors must sign contracts with the City; at the time of contract execution, all files will be reviewed for compliance with legal, licensing, and liability concerns
2. Notice to proceed will be issued
3. Contractor and/or business owner must apply for permits
4. Materials may be purchased prior to construction
5. Construction may begin after permits are issued
6. Final inspection by Public Works and/or Building Divisions
7. Payment will be issued upon submittal of invoices, with final payment available after satisfactory completion of project

#### **Required Grant Agreement for Recipients:**

As a condition of receiving grant funds, each recipient shall enter into a written agreement with the City of Port Orchard to document the public services to be performed by the grant recipient as a result of the grant funding, in a form approved by the City Attorney, which shall:

1. **Public Purpose.** Identify the public purpose served by the funded improvement(s), including but not limited to downtown revitalization, economic development, improved pedestrian experience, and enhancement of the visual character of the community;
2. **Scope of Work.** Describe the approved improvements and require that funds be used solely for eligible expenses consistent with Program requirements;
3. **Performance Requirements.** Establish deadlines for completion and require compliance with all applicable laws, codes, permits, and design standards, including but not limited to:
  - **Permits and Compliance:** Right-of-way permit required for work impacting sidewalks, streets, or pedestrian areas; Electrical work requires Washington

State L&I permit; sidewalk closure or protection may be required for overhead work (with proper permitting, including State of Washington

- Inspections and Oversight: Pre-construction meeting required to review scope and permits; final inspection required; and City sign-off required prior to reimbursement
  - Contractor Responsibilities: Shall be licensed and bonded; shall Identify and document necessary repairs prior to construction; and Ensure compliance with codes and program standards
4. Reimbursement and Documentation. Provide that grant funds are disbursed on a reimbursement basis (unless otherwise authorized) upon submission of invoices, proof of payment, and verification of completed work;
  5. Maintenance and Use. Require the recipient to maintain the improvements in good condition for a specified period of time and to use the property in a manner consistent with the Program's public purpose;
  6. Repayment/Clawback. Requiring partial or full repayment of grant funds if the recipient fails to complete the project, violates the terms of the agreement, or ceases to use or maintain the improvements consistent with the public purpose within a defined period;
  7. Permitting, Access and Inspection. Comply with all applicable permit requirements, and allow the City reasonable access to the property for inspection and verification of compliance; and
  8. Other Terms. Include such other terms and conditions as the City deems necessary to ensure that the expenditure of public funds complies with Washington law.

#### Program Administration.

The Program shall be administered by the Department of Community Development or their designee, who is authorized to:

- Develop application materials and administrative guidelines;
- Establish evaluation criteria and scoring procedures;
- Review and approve grant applications;
- Execute grant agreements; and
- Ensure compliance with applicable laws and Program requirements.

Projects will be reviewed by City staff for eligibility, compliance, and consistency with downtown character. Final approval is required prior to project start.

# CITY OF AUBURN DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

## PROGRAM GUIDELINES

### Guideline

About the Program	1
Eligibility	1
Project Categories	2
Matching Funds	2-3
Application Process	4
Construction Process	5
Eligible Improvements	5
Ineligible Improvements	6

### Please submit applications to:

*In Person*

Permit Center

Auburn City Hall Annex

1 East Main Street (2nd Floor)

*Email*

planning@auburnwa.gov

### Questions

For assistance please email:

planning@auburnwa.gov

The City of Auburn business practices comply with State and Federal equal employment opportunity and non-discrimination laws, guidelines, and regulations. All departments of the City of Auburn adhere to the above. Contractors, subcontractors, and suppliers conducting business with the City of Auburn shall affirm and subscribe to the Fair Practices and non-discrimination policies.

### ABOUT THE PROGRAM

The City of Auburn has historic and unique buildings, as well as many wonderful family-owned and compelling businesses. The Downtown Façade Improvement Grant Program seeks to preserve and enhance the charm of our Downtown commercial area through strategic physical improvements to buildings.

The City is awarding façade improvement grants to facilitate exterior building (façade) improvements for businesses within the designated Business Improvement Area (BIA) during 2015 and 2016. These property upgrades will improve the area's overall visual appearance and as a result, attract business, visitors and residents. The primary goal of the grants will be to improve the appearance and "feel" of the City's commercial, pedestrian-oriented core.

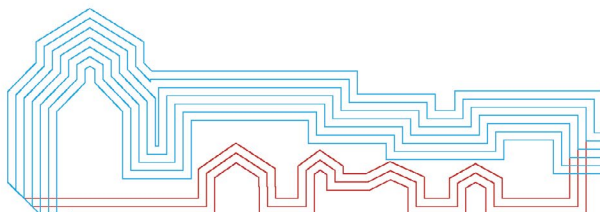
### ELIGIBILITY REQUIREMENTS

#### MUST BE A:

- Commercial property owners or Business lessee with written authorization of the property owner
- Project must meet code requirements, follow all local and state laws, and follow all current design standards
- Site must be within the Business Improvement Area (BIA) and dues must be current (see attached map)
- No restrictions to site and no current code violations

#### CANNOT BE A:

- Business with more than 25 full time employees;
- Building that is primarily residential;
- Building in excess of 25,000 square feet of ground floor area
- Government office and agency (non-governmental tenants are eligible)
- Newly constructed building



## **PROJECT CATEGORY (BY COST AND SCOPE)**

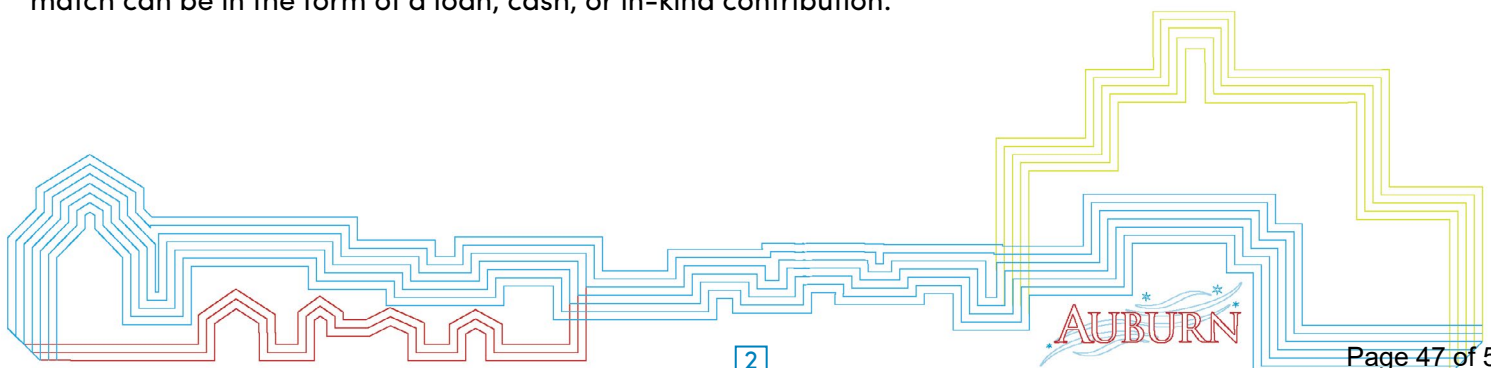
The focus on the improvements will vary based on the category of the improvement.

- **Category I** - Improvements that can be done for \$5,000 or less. Most of these projects should not require stamped construction documents provided by an independent architect or engineer. These projects focus on immediate, eye-catching changes, such as:
  - Painting
  - Decorative lighting
  - Signage (wall mounted signs do require an engineer's stamp)
  - Awnings (awnings do require an engineer's stamp)
  - Permanent, affixed building decorative elements
  - Enhancements or changes to trim materials of the building
  - Other uses may be suggested
- **Category II** - Improvements that are above \$5,000 and are likely to require professional design services (architectural or engineering), and will require graduated matching contributions (cash, loan, and in-kind contributions) from the property and/or business owner(s). These improvements are not to exceed a total budget of \$50,000. Improvements in this category could include anything in Category I, as well as the following:
  - Window, door, or storefront upgrades
  - Masonry work
  - Façade material upgrade or change (could include framing)
  - Significant Lighting upgrades
  - Significant carpentry/molding/trim improvements
  - Other uses may be suggested
- **Category III** - Improvements will be above \$50,000. These projects will require professional design services and extensive restoration and/or reconstruction. In addition to a more involved design process, the projects in this category may also require technical assistance addressing tenancing and interior improvement strategies.
  - Facade Restoration
  - Significant structural or electrical work (needed to execute a façade design)
  - Significant historic restoration
  - Complete façade re-design/re-construction

## **HOW DOES MATCHING WORK?**

**Category I** – Projects at or under \$5,000 (inclusive of design, material, and labor) do not require any matching funds or in-kind contributions.

**Category II & III** – Graduated matching: These projects will work under a graduated scale; as the budget increases, the matching contribution responsibility gently shifts toward the business or property owner. The match can be in the form of a loan, cash, or in-kind contribution.



a. \$1 - \$5,000 – no matching contribution required

b. \$5,001-\$15,000 Total Budget

First \$5,000 requires No Match

Tier 1 Match Add'l \$1-\$10,000 (\$5,001-\$15,000 TB) = 30% (Applicant) / 70% (City) Match

c. \$15,001-\$25,000 Total Budget

First \$5,000 requires No Match

Tier 1 Match Add'l \$1-\$10,000 = 30% (Applicant) / 70% (City) Match

Tier 2 Match Add'l \$1-\$10,000 (\$15,001 - 25,000 TB) = 40% (Applicant) / 60% (City) Match

d. \$25,001-\$50,000 Total Budget

First \$5,000 requires No Match

Tier 1 Match Add'l \$1-\$10,000 = 30% (Applicant) / 70% (City) Match

Tier 2 Match Add'l \$1-\$10,000 = 40% (Applicant) / 60% (City) Match

Tier 3 Match Add'l \$1 - \$25,000 (\$25,001 - \$50,000 TB) = 50% (Applicant) / 50% (City) Match

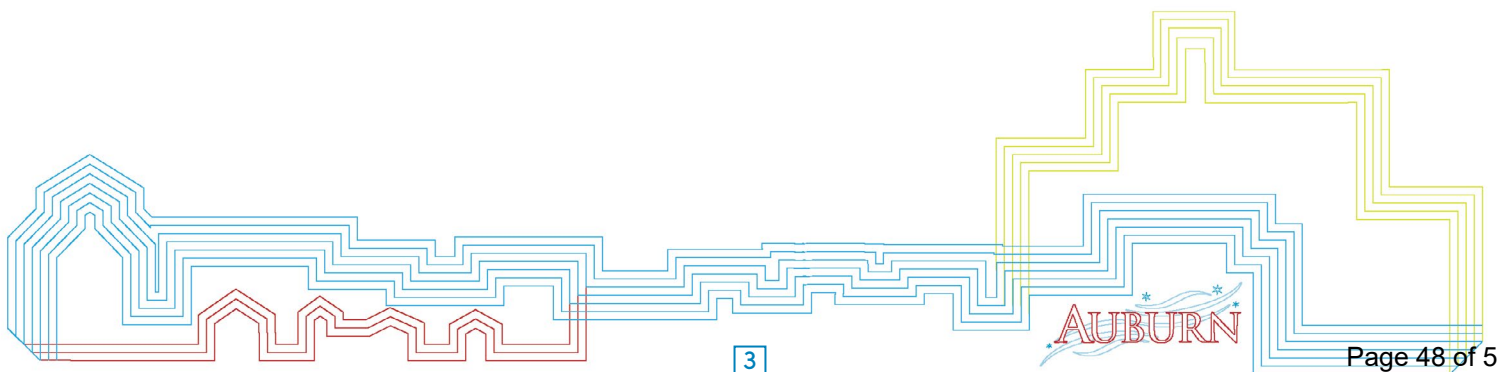
PROJECT BUDGET				
	\$1 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$25,000	\$25,001 - \$50,000
<b>0%/100%</b>	No Match	No Match	No Match	No Match
<b>30%/70%</b>	N/A	Maximum \$3,000	Maximum \$3,000	Maximum \$3,000
<b>40%/60%</b>	N/A	N/A	Maximum \$4,000	Maximum \$4,000
<b>50%/50%</b>	N/A	N/A	N/A	Maximum \$12,500
<b>TOTAL</b>	<b>No Match</b>	<b>Up to \$3,000</b>	<b>Up to \$7,000</b>	<b>Up to \$19,500</b>

**EXAMPLES**

The following shows examples of financial responsibility based on overall project budget.

TOTAL PROJECT COST \$20,000				
	\$1 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$20,000	TOTAL
<b>CITY</b>	\$5,000	\$7,000	\$3,000	<b>\$15,000</b>
<b>APPLICANT</b>	\$0	\$3,000	\$2,000	<b>\$5,000</b>

TOTAL PROJECT COST \$50,000					
	\$1 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$25,000	\$25,001 - \$50,000	TOTAL
<b>CITY</b>	\$5,000	\$7,000	\$6,000	\$12,500	<b>\$30,500</b>
<b>APPLICANT</b>	\$0	\$3,000	\$4,000	\$12,500	<b>\$19,500</b>



**Category III** – The matching contribution for these projects, given the immense scale of the projected scope and financial outlay, will be determined on a case-by-case basis.

## **HOW DO I MATCH FUNDS?**

The matching contribution can be either loan, cash, or in-kind contribution.

- Evidence of the loan must be provided to complete the application.
- Cash must be paid either up front or on a pre-established schedule concurrent with construction and agreed upon by the City and contractor. These monies must be paid in advance of City funding, unless the City agrees to pay for materials in advance of construction.
- In-kind contributions, such as labor or materials contributed by the business owner, property owner, or an agent of either party may be proposed and are subject to review. These contributions should correspond to an item on the quote/budget submitted to the City and must not require professional-level skill or expertise (some demolition, power-washing, etc. may be considered). Under no circumstances will a property or business owner be paid directly for labor costs.

## **MAXIMUM AMOUNT OF CITY GRANT**

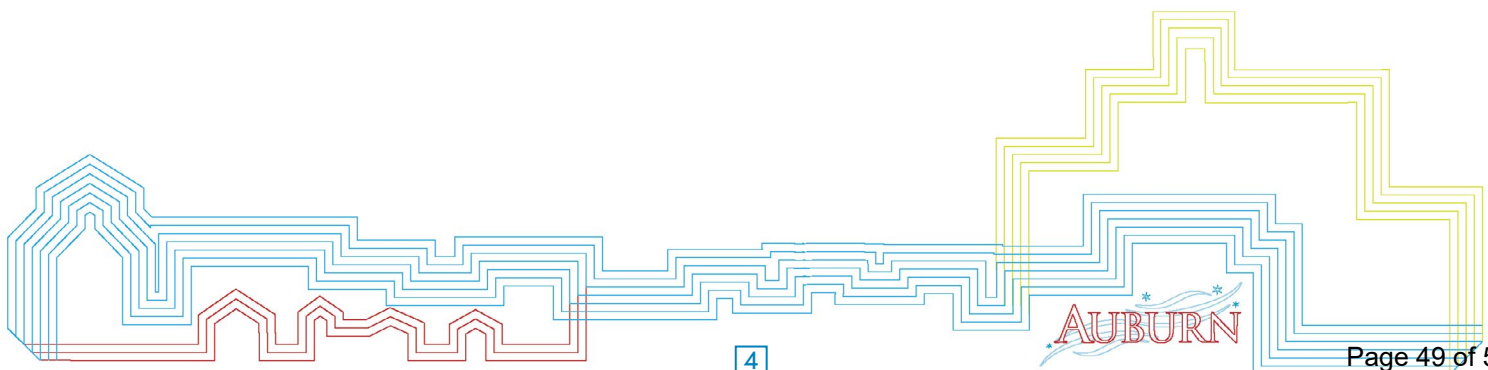
**Category I** - \$5,000

**Category II** - \$30,500

**Category III** – Determined on a case-by-case basis

## **APPLICATION PROCESS**

1. Contact Planning or Economic Development expressing interest in program
2. Schedule informational visit with Assistance Team
3. Download forms from <http://www.auburnwa.gov/downtown> or pick up form from City Permit Center (1 E. Main Street)
4. Schedule preliminary assessment with City of Auburn Department of Community Development and Public Works (Contact: Dustin Lawrence )
5. Based on Assessment, Either:
  - f. Develop Cost Estimate
  - g. Procure Architect with own resources
  - h. Apply to ADA for Design Services
  - i. Apply to City of Auburn for Design Services
6. Work with design professional(s) and technical assistance to prepare application materials
7. Submit application to City Of Auburn Department Of Community Development And Public Works (Contact: Dustin Lawrence)
8. After determining completeness, application will be reviewed by committee
9. Final approval will be given by Mayor and a letter will be sent to applicant



## **CONSTRUCTION PROCESS**

1. Owners and Contractors must sign contracts with the City; at the time of contract execution, all files will be reviewed for compliance with legal, licensing, and liability concerns
2. Notice to proceed will be issued
3. Contractor and/or business owner must apply for permits
4. If agreed upon, materials may be purchased prior to construction
5. Construction will begin after permits are issued
6. Final inspection by Planning, Economic Development and/or Building Divisions
7. Final payment will be issued after satisfactory completion of project

## **DEALING WITH CONTRACTORS AND DISBURSEMENT OF FUNDS**

The façade improvement funds will substantially be paid by the City through purchase orders with pre-approved designers and contractors. The payment terms will be established before work commences and agreed to in a contract. All invoices and payments must include Washington State sales tax. Payment to the contractor will occur after successful completion and inspection of work.

If the business or property owner decides to use an unapproved architect or contractor, the architect or contractor must apply to be a part of the roster and satisfy all conditions associated with application. After their approval, the architect and/or contractor will be engaged and paid like previously approved roster applicants.

If the business or property owner is responsible for matching funds, they must pay their portion of the matching contribution to the contractor up front and provide an invoice showing payment to a pre-approved consultant prior to any disbursement of City funds.

## **TYPES OF IMPROVEMENTS**

### ELIGIBLE WORK:

- Brick And Stone Masonry - Structural repairs, cleaning, repointing, and resurfacing
- Architectural Metals - Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin
- Doors And Upper Windows - Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows in conjunction with other significant façade improvements
- Exterior Carpentry - Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding
- Storefronts - Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting
- Signage - Maintenance, repair, removal, and/or replacement; lighting
- Painting - Surface preparation, cleaning and painting

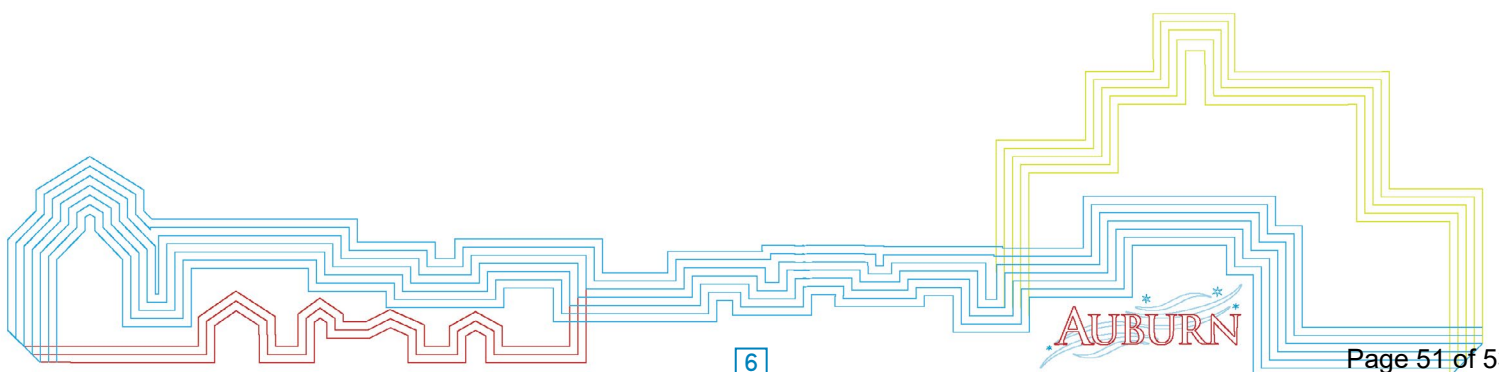
- Awnings – Maintenance, installation, repair, or replacement of fabric awnings. Awnings to be replaced must show considerable wear as determined by the City Building Official.
- Lighting – Installation, retrofitting, replacement
- Handicapped Access Projects – Ramps, thresholds, entrances (only in conjunction with other design improvements)
- Removal Of Features – Removal of “modernization” efforts and/or inappropriate non-historic alterations/additions
- Murals Or Other Permanent, Affixed Art Work – based on review and approval

**INELIGIBLE WORK:**

- New building construction
- Additions to existing structures
- Billboards
- Any interior work or decoration
- Internally-lit signs
- Non-fabric awnings
- Non-permanent fixtures (i.e. freestanding planters, stands, holders)
- On-site or off-site paving
- Sidewalk repair/restoration/replacement
- Payment for the applicant’s own labor and performance for improvements
- Purchase of furnishings, equipment, or other personal property
- Repair or creation of features not compatible with the original architecture or that are artificial in appearance
- Roof repairs/replacements.
- Structural foundations

**TERMS OF GRANT**

Property must be regularly upkept and maintained to maintain the value of the improvements, The City is not liable for costs in excess of the quote submitted at the time of application; construction or design fee overruns will be paid by property or business owner

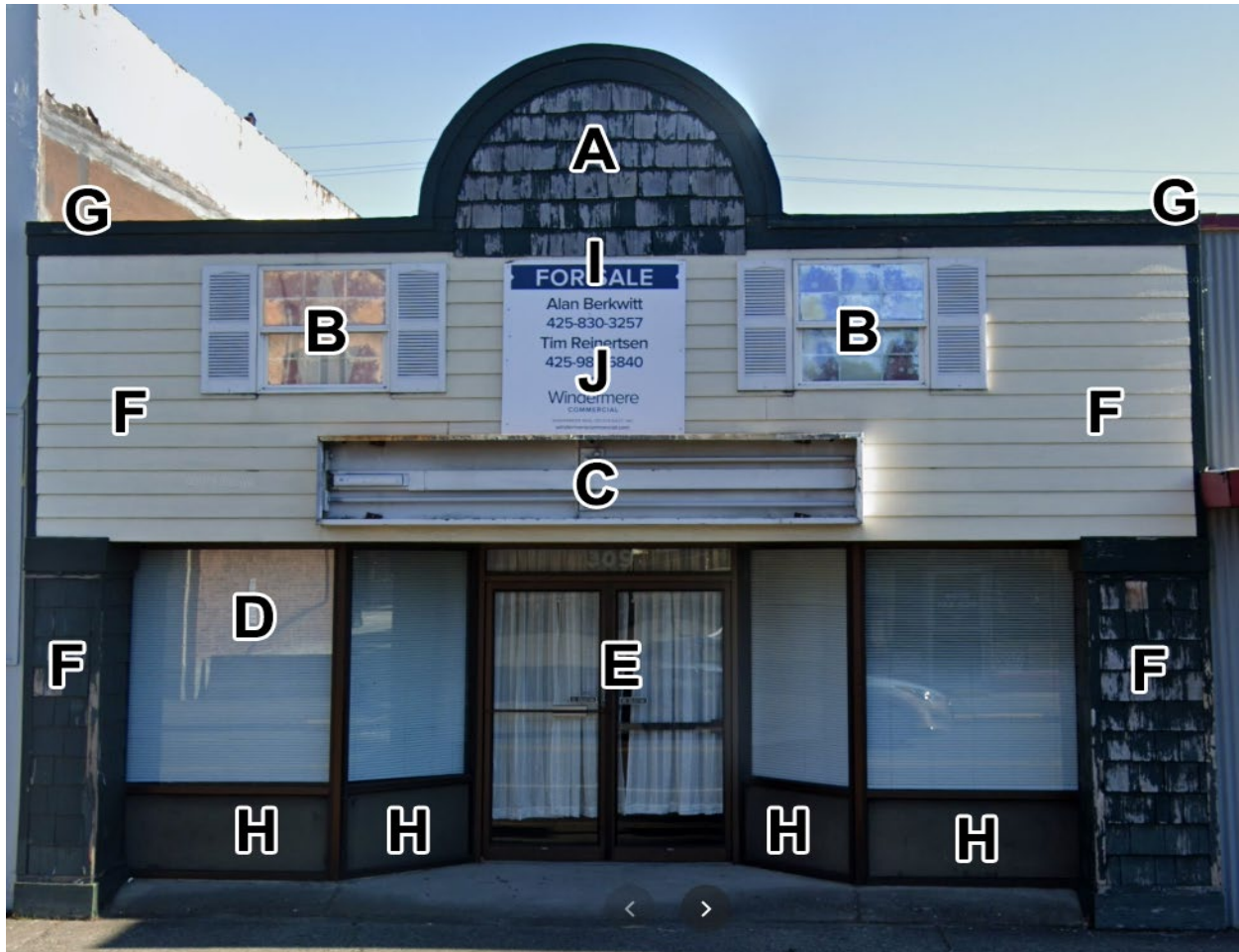


## CITY OF AUBURN DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

309 E Main St

### PROPOSED FAÇADE IMPROVEMENTS

- A. Removal of half-moon arch in center building on roof.
- B. Removal of 2 faux windows on the front of the building.
- C. Sign removal and disposal.
- D. Replace (1) 41.5" x 68" front window. Current window has bullet hole.
- E. Remove and dispose of existing double storefront entrance package, frame and transom. Replace with Single 36" x 84" door swinging out with sidelites on either side.
- F. Install 4x8 SMOOTH Hardie Panels, Hardie Panel Flashing, Paint siding with two (2) COATS of Sherwin Williams SUPER PAINT. Color: [Iron Ore \(SW 7069\)](#). Cornice removal.
- G. Install new roof Cedar Railing in place of arch. Install Hardie Fascia across the entire front under the roof line.
- H. Install 1" x 4" tongue & groove cumaru hardwood planks on panels under windows and the ceiling of entrance awning.
- I. Install (4) Gooseneck lights above sign.
- J. Install white acrylic sign above entrance.



Proposed



SW 7069  
**Iron Ore**  
Interior / Exterior  
Location Number: 251-C7

\*\*\* Project timeline pending on contractor scheduling and availability \*\*\*