



City of Tukwila
***Planning and Community
Development Committee***

- ◆ **Hannah Hedrick, Chair**
- ◆ **Joe Torres Camacho**
- ◆ **Jane Ho**

Distribution:

H. Hedrick
J. Camacho
J. Ho

Mayor McLeod
M. Wine
A. Youn
L. Humphrey

AGENDA

MONDAY, DECEMBER 8, 2025 – 5:30 PM

ON-SITE PRESENCE:

**TUKWILA CITY HALL
CITY COUNCIL CONFERENCE ROOM
6200 SOUTHCENTER BOULEVARD**

REMOTE PARTICIPATION FOR THE PUBLIC:

1-253-292-9750, ACCESS CODE: 866559860#
Click here to: [Join Microsoft Teams Meeting](#)
For Technical Support: 1-206-433-7155

Item	Recommended Action	Page
1. BUSINESS AGENDA		
a. Resolution for 2026 Fire Permit Review Fees <i>Jon Napier, Puget Sound Fire Marshal</i>	a. Forward to 12/15 Regular Meeting	Pg.1
b. Lodging Tax Advisory Committee Funding Requests: City of Tukwila & PacNW Tournament Rebate <i>Brandon Miles, Director of Strategic Initiatives & Government Relations</i>	b. Forward to 12/15 Regular Meeting Consent Agenda	Pg.7
c. Resolution for 2026 Rental Housing Fees <i>Nick Waggood, Building Official</i>	c. Forward to 12/15 Regular Meeting Consent Agenda	Pg.21
2. MISCELLANEOUS		



The City of Tukwila strives to accommodate individuals with disabilities.
Please contact the City Clerk's Office at **206-433-1800** (TukwilaCityClerk@TukwilaWA.gov) for assistance.



INFORMATIONAL MEMORANDUM

TO: **Planning and Community Development**
FROM: **Nora Gierloff, DCD Director**
BY: **Jon Napier – PSRFA Fire Marshal**
Max Baker – DCD Development Supervisor
CC: **Thomas McLeod**
DATE: **December 8, 2025**
SUBJECT: **Revised Fire Department Fee Schedule**

ISSUE

The City's current Fire Department Fee Schedule, adopted under Resolution No. 2056, no longer reflects the actual cost of services provided by the Puget Sound Regional Fire Authority (PSRFA). The City seeks to adopt a revised fee schedule to ensure full cost recovery for fire permits, inspections, and related services, effective January 1, 2026.

BACKGROUND

The City of Tukwila periodically reviews its fee schedules to ensure they are aligned with the cost of service delivery and consistent with regional practices. Fire prevention services, including plan review, inspections, and operational permitting, are provided through an interlocal agreement with PSRFA.

As part of this review cycle, PSRFA staff evaluated the current Fire Department Fee Schedule and identified the need for updates to better reflect actual service costs and improve cost recovery. The proposed resolution includes a revised fee structure that supports the City's financial sustainability goals and ensures that users of fire services are paying equitably for those services.

The full resolution and updated fee schedule will be attached for Council review.

ANALYSIS

The revised Fire Department Fee Schedule introduces several structural and rate changes intended to align fees with the actual cost of service delivery. Fire construction permit fees will now be based on total project valuation, using a tiered formula similar to building permit models. Fire Plan Review fees are set at 65% of the Fire Permit fee, while Single-Family and Commercial Fire Reviews are calculated as a percentage of the Building Permit fee.

Specialty permits, such as those for fireworks displays, tank installations or removals, and hazardous materials storage, have been updated to reflect current service demands and staffing costs. The schedule also introduces clearer rates for alternative materials and methods reviews, resubmittals, and after-hours services.

Operational permits and life safety inspections have been standardized, and administrative fees, including technology and credit card processing charges, have been clarified and applied consistently. Reinspection and appeal fees have also been updated to ensure they reflect the staff time and resources required.

The Department of Community Development's full fee schedule is set to be reviewed in Fall 2026 to evaluate whether the City is achieving its goal of 100% cost recovery.

FINANCIAL IMPACT

The updated fee schedule is expected to more fully cover the costs of PSRFA's fire permit review fee services as part of development review. This change supports the City's broader financial sustainability and cost recovery objectives.

RECOMMENDATION

Staff recommends that the City Council adopt the resolution to repeal Resolution No. 2056 and approve the revised Fire Department Fee Schedule, effective January 1, 2026. This action will align fire service fees with actual costs, improve transparency, and support long-term fiscal health.

The Council is being asked to adopt the resolution at the December 15, 2025 Regular Meeting.

ATTACHMENTS

Proposed Fire Permit Fee Resolution

DRAFT

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF TUKWILA, WASHINGTON, ADOPTING
A REVISED FIRE DEPARTMENT FEE
SCHEDULE; AND REPEALING RESOLUTION
NO. 2065.**

WHEREAS, the City has analyzed current Fire Department fees for various services provided including, but not limited to, permits, plan review and re-inspections; and

WHEREAS, the City Council wishes to fully recover the City's costs for processing of permit applications, plan reviews, re-inspections, and other services provided by the Puget Sound Regional Fire Authority; and

WHEREAS, the Fire Department Fee Schedule will be evaluated in the Fall of 2026 to ensure the expected revenues are achieving the City's goal of 100% cost recovery.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Repealer. Resolution No. 2065 is hereby repealed.

Section 2. Tukwila Fire Permit Fee Schedule. Tukwila Fire Permit fees will be charged according to the following schedule, which shall supersede any previously adopted fire permit fee, plan review fee or re-inspection fee.

TUKWILA FIRE PERMIT FEE SCHEDULE

FIRE CONSTRUCTION PERMITS	
Development Review	Fee
Fire Plan Review	65% of Fire Permit Fee
Fire Permit	See Total Valuation Table (below)
Single Family Review	42% of Building Permit Fee
Commercial Review	58% Building Permit Fee
Fireworks (pyrotechnic) – Sales or Display Permit	\$350.00 <u>\$395.00</u> per event. Additional Fire Department standby costs may be required – Contact Puget Sound Regional Fire Authority .
Fireworks (pyrotechnic) Sales	\$100.00 per location per RCW 70.77.555
Tank – Removal, Abandonment, or Installation Permit	\$400.00 <u>\$451.00</u> per tank
Total Valuation	Permit Fee Calculator
\$1.00 to \$500.00	\$148.50 <u>\$167.36</u>
\$501.00 to \$2,000.00	\$148.50 <u>\$167.36</u> for the first \$500.00, plus \$19.80 <u>\$22.31</u> for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$445.50 <u>\$502.08</u> for the first \$2,000.00, plus \$88.00 <u>\$99.18</u> for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$2,469.50 <u>\$2,783.13</u> for the first \$25,000.00, plus \$66.00 <u>\$74.38</u> for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$4,119.50 <u>\$4,642.68</u> for the first \$50,000.00, plus \$44.00 <u>\$49.59</u> for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$6,319.50 <u>\$7,122.08</u> for the first \$100,000.00, plus \$35.20 <u>\$39.67</u> for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$20,399.50 <u>\$22,990.24</u> for the first \$500,000.00, plus \$33.00 <u>\$37.19</u> for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$36,899.50 <u>\$41,585.74</u>
OTHER FIRE SERVICES	
After-Hours Expedited Fire Plan Review	Contact Puget Sound Regional Fire Authority for rate.

After-Hours Expedited Fire Inspection	Contact Puget Sound Regional Fire Authority for rate
Fire Review -- Alternative Materials and Methods: Residential	\$275.00 <u>\$310.00</u>
Fire Review -- Alternative Materials and Methods: Commercial	\$550.00 <u>\$620.00</u>
Other Review – Resubmittals, Changes, Deferred Submittals, Additions, or Revisions to Plans. Fees will be assessed after first re-submittal.	\$225.00 <u>\$254.00</u> per hour

LIFE SAFETY INSPECTIONS AND OPERATIONAL PERMITS	
Operational Fire Permits regulated by the International Fire Code: <ul style="list-style-type: none"> • High Pile Storage • Hazardous Materials 	\$387.20 <u>\$417.00</u> each
All other Operational Fire Permits regulated by the International Fire Code, and as amended in TMC Chapter 16.16, that do not have a separate listing in the fee schedule	\$193.60 <u>\$209.00</u> each
*Optional Fire Permits may be prorated	
"Mobile" Operational Fire Permits	\$193.60 per vehicle if inspected in Tukwila — \$96.80 per vehicle if inspected by another fire agency
New Business Life Safety Inspection	\$75.00 <u>\$81.00</u>
Annual Life Safety Inspection	\$75.00 <u>\$81.00</u>
ADMINISTRATIVE FEES	
Fire Protection System Confidence Testing Compliance Services	\$15.00 <u>\$17.00</u> per system
Starting work before a permit issuance shall be subject to an investigation fee equal to 100% of applicable permit fees.	
<i>A 5% Technology Fee will be added to all Fire fees unless the Technology Fee is already being charged by another City department.</i>	
A 3% processing fee will be added if payment is made by credit card for Fire fees.	
Recovery of Hazardous Incident Response Costs ——— TMC Chapter 6.14	Minimum fee for incident response costs = \$275.00, — plus any "extraordinary costs" as defined per TMC Chapter 6.14.

REINSPECTION FEES: For Construction Permits, Operational Permits, life safety inspections or spot inspections. <i>TMC 16.16.030</i>	\$200.00 <u>\$226.00</u> per re-inspection
APPEAL FEE <i>TMC 16.16.030</i>	\$550.00 <u>\$620.00</u>
Special Event Permit <i>TMC 16.16.030</i>	\$450.00 <u>\$508.00</u>

Section 3. Effective Date. This resolution and the fee schedule contained herein shall be effective January 1, 2026.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON at the Regular Meeting thereof this _____ day of _____, 2025.

ATTEST/AUTHENTICATED:

Andy Youn-Barnett, CMC, City Clerk

Tosh Sharp, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____
Passed by the City Council: _____
Resolution Number: _____

Office of the City Attorney



INFORMATIONAL MEMORANDUM

TO: **Tukwila City Council**

FROM: **Brandon Miles, Director, Strategic Initiatives**

CC: **Mayor McLeod**

DATE: **November 24, 2025**

SUBJECT: **Lodging Tax Funding Request**

ISSUE

Review of lodging tax funding requests from Explore Seattle Southside acting on behalf of PacNW Soccer.

BACKGROUND

The City collects a 1% lodging tax on certain qualifying overnight stays in paid accommodations (hotels/motels/Airbnb) in the City. State law limits the use of these funds to tourism promotion¹.

The City's Lodging Tax Advisory Committee (LTAC) reviews all requests for use of lodging tax funds. LTAC then forwards a list of recommended applications to the City Council for its review and consideration. If LTAC does not recommend an application be funded, that application is not forwarded to the City Council. The City Council may approve or deny any of the applications recommended by the LTAC. The City Council may also approve an application and increase or decrease the dollar amount awarded².

The City accepts applications on a rolling basis, with the LTAC reviewing requests monthly.

Pending Applications

At its November 14, 2025, meeting, the LTAC recommended approval of two funding requests from Explore Seattle Southside, which were submitted on behalf of PacNW Soccer.

¹ RCW 67.28.080 (6) defines "tourism promotion" as "...activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

² On August 17, 2016, the Washington State Attorney General's Office issued an informal opinion regarding whether a municipality could change the dollar amounts recommended by the local lodging tax advisory committee. Specifically, the informal opinion states:

"When awarding lodging tax revenues pursuant to RCW 67.28.1816(2)(b)(ii), a municipality may award amounts different from the local lodging tax advisory committee's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2), according to which the municipality must submit its proposed change to the advisory committee for review and comment at least forty-five days before final action on the proposal."

1. **Explore Seattle Southside (PacNW), Not to Exceed (2026: \$20,0000 and 2027: \$20,000)**

PacNW Winter Classic soccer tournament is held annually over two successive weekends in January at Starfire Sports in Tukwila. Over 500 amateur teams from throughout the Western US were registered for the 2026 tournament.

Prior to the 2024 tournament, a strategic effort was implemented to relocate room nights from Renton, Seattle, Bellevue and Federal Way to Tukwila hotels. An LTAC application was submitted in May of 2023 to provide a commission to the tournament organization to encourage team hotel bookings in Tukwila hotels for the January 2024 tournament. Through this funding request the City pays a \$10 room rebate for each room night booked in the City through Event Connect, which is operated by Explore Seattle Southside. The City has seen a drastic increase in Tukwila for hotel rooms, both in 2024 and 2025 through this program. It's expected that the City will see a significant number of room nights in both 2026 and 2027.

Two separate applications were submitted to the City, one for 2026 and another for 2027.

LTAC Recommendation on Application: Approval.

Staff Recommendation on Application: Approval.

FINANCIAL IMPACT

The total request for the lodging tax application will not exceed \$40,000 to support the two funding requests. No general funds dollars will be used for these funding allocations. The funding allocations are consistent with the six-year financial plan for the lodging tax fund and the City's adopted budget. Any unused funds will remain within the lodging tax fund.

RECOMMENDATION

Staff recommends that the City Council approve the two lodging tax applications as presented. Staff suggests this be placed on the December 15 consent agenda.

ATTACHMENTS

1. 2026 Lodging Tax Funding Application, Explore Seattle Southside
2. 2027 Lodging Tax Funding Application, Explore Seattle Southside
3. Staff Report to Lodging Tax Advisory Committee

Application to the City of Tukwila for Use of 2026 Lodging Tax Funds

Event or Activity Name (if applicable):	PacNW Winter Classic
Amount of Lodging Tax Requested:	\$20,000 for 2026
Applicant Organization:	City of Tukwila, Office of Economic Development
Federal Tax ID Number:	20-8611780
Mailing Address:	100 Andover Parkway W, Suite 150, Tukwila WA 98188
Primary Contact Name:	Pacific Northwest Soccer, Todd Johnson, Ex Dir
Primary Contact Phone:	(425) 765-4468
Primary Contact Email Address:	execdir@pacnwsc.org

Check all the service categories that apply to this application:

Tourism promotion or marketing.

X Operation of a special event or festival designed to attract tourists.

Operation of a tourism-related facility owned or operated by a non-profit organization.

Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

X Non-Profit (Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)

Municipality

For Profit Corporation

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am offering a tourism-related service for 2026 and 2027. If awarded, my organization intends to enter a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.
- My organization will be required to submit a report documenting economic impact results in a format determined by the City.

On Behalf of PacNW Winter Classic:

Signature:



Date:



Mark Everton, CEO

Seattle Southside Regional Tourism Authority

1) Describe your tourism-related activity or event.

PacNW Winter Classic soccer tournament is held annually over two successive weekends in January (Jan 9-11 & Jan 16-19, 2026) at Starfire Sports. 2027 dates have not been selected but it is highly likely to be the same consecutive weekend pattern. The 2025 tournament brought over 600 amateur teams from 6 different states and a record number of teams from Canada.

In 2025, 1,004 room nights were generated for weekend 1, with 83% of the total room nights in Tukwila hotels and 1,291 for weekend 2 (with 58% of the total room nights in Tukwila hotels. Pac NW employed a strategic effort to relocate room nights from Renton, Seattle, Bellevue and Federal Way and to Tukwila. This was a shift of 33% more room nights booked in Tukwila compared to 2023*.

The goal is to maintain the shift in room nights set in place in 2024 & 2025, of relocating room nights from Renton, Seattle, Bellevue and Federal Way to Tukwila hotels.

***Comparison is to 2023 numbers is due to incomplete 2024 data due to Weekend 2, in 2024, being cancelled but based on Weekend 1, more hotels rooms were booked in Tukwila. As a result of the effort by PacNW to promote Tukwila hotels, the capture rate for Tukwila hotels was 75% of total room nights booked were in Tukwila hotels, compared to 2023 capture rate of 49%.**

1) If an event, list the event name, date(s), and projected overall attendance.

PacNW Winter Classic soccer tournament. Jan 9-11 & Jan 16-19, 2026. 24,000+ attendees

2) Is your event/activity/facility focusing on attracting overnight tourists, day tourists, or both?

Soccer tournament that generates overnight weekend stays from visiting teams

3) Describe why visitors will travel to Tukwila to attend your event/activity/facility.

Proximity to Starfire Sports

4) Describe the geographic target of the visitors you hope to attract (locally, regionally, nationally, and/or internationally).

Teams from Eastern WA, Canada, Idaho, Oregon, California, Nevada, Montana, Colorado and Alaska participate.

5) Describe the prior success of your event/activity/facility in attracting tourists.

See # 1 above

- 6) If this your first time holding the event/activity/facility provide background on why you think it will be successful.

This event has been held for many years at Starfire.

- 7) Describe how you will promote lodging establishments, restaurants, retailers, and entertainment establishments in the City of Tukwila.

PacNW controls which hotels bid on providing housing. The organizer can select greater numbers of Tukwila hotels, if the hotels have capacity.

- 8) Describe how you will use the name, "Tukwila" in publications, promotions, and for your event?

Tukwila is prominently displayed on all correspondence as it is the 'home' field and the organization's home.

- 9) Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)

As a direct result of your proposed tourism-related service, provide an estimate of:	
a. Overall attendance at your proposed event/activity/facility.	24,000
b. Number of people who will travel fewer than 50 miles for your event/activity.	16,000
c. Number of people who will travel more than 50 miles for your event/activity.	8,000
d. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.	4,000
e. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	6,000
f. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	6,000

g. Number of paid lodging room nights resulting from your proposed event/ activity/facility (for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)	2,000
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10) What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc?

Historical (2023-2025) data

11) What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?

The request is to commission PacNW for 'generating' additional Tukwila room nights. In 2023, 1,291 room nights were actualized.

In 2024, 815 room nights were actualized from weekend 1, while weekend 2 was cancelled due to an ice storm. Weekend 2 was projecting 2,015 room nights prior to its cancellation.

In 2025, 2,295 rooms were actualized.

This proposal is for 2 years, 2026 & 2027 budgeted not to exceed \$20,000 per year.

The commission request payable to PacNW is for \$10/room night actualized, capped at \$20,000 (2,000 room nights). There is no minimum room night requirement to receive the \$10/room night. All room nights must be booked through Event Connect and all actualized room nights will be verified by Event Connect. No commission will be paid to PacNW on room nights booked around the Event Connect platform.

Applications are considered on a rolling basis. Please contact staff to discuss the process for having the application reviewed by the City's Lodging Tax Advisory Committee.

Completed applications should be submitted to:

Lodging Tax Advisory Committee
c/o Brandon Miles
City of Tukwila
6200 Southcenter Blvd
Tukwila, WA 98188

Or,

Brandon.Miles@Tukwilawa.gov

Questions?

LTAC Contact:

Brandon J. Miles

(206) 431-3684

Brandon.Miles@Tukwilawa.gov.

Updated: December 29, 2022

Application to the City of Tukwila for Use of 2027 Lodging Tax Funds

Event or Activity Name (if applicable):	PacNW Winter Classic
Amount of Lodging Tax Requested:	\$20,000 for 2027
Applicant Organization:	City of Tukwila, Office of Economic Development
Federal Tax ID Number:	20-8611780
Mailing Address:	100 Andover Parkway W, Suite 150, Tukwila WA 98188
Primary Contact Name:	Pacific Northwest Soccer, Todd Johnson, Ex Dir
Primary Contact Phone:	(425) 765-4468
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Check all the service categories that apply to this application:

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X Operation of a special event or festival designed to attract tourists.

Operation of a tourism-related facility owned or operated by a non-profit organization.

Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

X Non-Profit (Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)

Municipality

For Profit Corporation

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am offering a tourism-related service for 2026 and 2027. If awarded, my organization intends to enter a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.
- My organization will be required to submit a report documenting economic impact results in a format determined by the City.

On Behalf of PacNW Winter Classic:

Signature:



Mark Everton, CEO

Seattle Southside Regional Tourism Authority

Date:



1) Describe your tourism-related activity or event.

PacNW Winter Classic soccer tournament is held annually over two successive weekends in January (Jan 9-11 & Jan 16-19, 2026) at Starfire Sports. 2027 dates have not been selected but it is highly likely to be the same consecutive weekend pattern. The 2025 tournament brought over 600 amateur teams from 6 different states and a record number of teams from Canada.

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The goal is to maintain the shift in room nights set in place in 2024 & 2025, of relocating room nights from Renton, Seattle, Bellevue and Federal Way to Tukwila hotels.

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PacNW Winter Classic soccer tournament. 2 consecutive weekends in Jan, 2027. 24,000+ attendees

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Soccer tournament that generates overnight weekend stays from visiting teams

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Proximity to Starfire Sports

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Tukwila is prominently displayed on all correspondence as it is the 'home' field and the organization's home.

- 9) Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)

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g. Number of paid lodging room nights resulting from your proposed event/ activity/facility <i>(for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)</i>	2,000
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10) What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc?
Historical (2023-2025) data

11) What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?

The request is to commission PacNW for ‘generating’ additional Tukwila room nights. In 2023, 1,291 room nights were actualized.

In 2024, 815 room nights were actualized from weekend 1, while weekend 2 was cancelled due to an ice storm. Weekend 2 was projecting 2,015 room nights prior to its cancellation.

In 2025, 2,295 rooms were actualized.

This proposal is for 2 years, 2026 & 2027 budgeted not to exceed \$20,000 per year.

The commission request payable to PacNW is for \$10/room night actualized, capped at \$20,000 (2,000 room nights). There is no minimum room night requirement to receive the \$10/room night. All room nights must be booked through Event Connect and all actualized room nights will be verified by Event Connect. No commission will be paid to PacNW on room nights booked around the Event Connect platform.

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Or,

Brandon.Miles@Tukwilawa.gov

Questions?

LTAC Contact:

Brandon J. Miles

(206) 431-3684

Brandon.Miles@Tukwilawa.gov.

Updated: December 29, 2022

Staff Memorandum

Lodging Tax Advisory Committee Funding Request

Name of Applicant:

Seattle Southside Tourism Authority (dba Explore Seattle Southside) on behalf of PacNW Soccer.

Address:

100 Andover Parkway W, Suite 150,
Tukwila WA 98188

Total Funds Requested:

Not to exceed \$20,000 in 2026

Not to exceed \$20,000 in 2027

About the Applicant:

Explore Seattle Southside has submitted a lodging tax application on behalf of PacNW Soccer for their Winter Classic Soccer tournament.

Funds Previously Awarded:

\$28,170 was awarded for 2024; however, the 2nd weekend was cancelled and only \$8,150 was paid at a rate of \$10 per actual room night. For 2025 the City awarded \$12,910 in funds on the same per room basis as 2024.

Funding Request Narrative:

PacNW Winter Classic soccer tournament is held annually over two successive weekends in January (January 9-11 & 16-19, 2026 and 2027 dates are TBA) at Starfire Sports in Tukwila. The tournament generated over 2,000 combined room nights for the two weekend tournament.

Starting in 2024 the City and Explore Seattle Southside begin to work with the event organizers to shift hotel usage away from Renton, Seattle, Bellevue and other cities to the City of Tukwila. The room rebate program has been successful. In 2025 over 80% of the rooms nights generated during the first weekend of the tournament were in Tukwila and over 55% of the room nights for the second weekend were in Tukwila, compared to just 33% in 2023.

Staff Comments:

The City will pay a commission of \$10 per room night for both weekends in 2026 and 2027. All room nights must be booked through Event Connect and all actualized room nights will be verified by Event Connect. No commission will be paid on any room nights booked around the Event Connect platform. Explore Seattle Southside will be required to validate the numbers provided by PacNW. This is a not to exceed program, so if the room nights are not created, the City will not pay.

Consistency with Six Year Financial Model:

For 2026 and 2027 the Six Year Financial Plan shows the City spending \$175,000 for sponsorship per year, such as this.

2026 Tourism Six-Year Financial Plan Allocation	
Sponsorships:	\$175,000
Experience Tukwila (Anticipated Request):	(\$15,000)
Seattle Seawolves (Approved)	(\$90,000)
PacNW Pending Request (Pending):	(\$20,000)
General Operations Sponsorship (Approved):	(\$15,000)
Remaining Sponsorship Funds:	\$35,000
2027 Tourism Six-Year Financial Plan Allocation	
Sponsorships:	\$175,000
Experience Tukwila (Anticipated Request):	(\$15,000)
Seattle Seawolves (Anticipated)	(\$90,000)
PacNW Pending Request:	(\$20,000)
General Operations Sponsorship (Anticipated):	(\$15,000)
Remaining Sponsorship Funds:	\$35,000

City of Tukwila Staff

Recommendation to LTAC: Approval



INFORMATIONAL MEMORANDUM

TO: **Planning and Community Development Committee**
FROM: **Nora Gierloff, Community Development Director**
BY: **Nick Waggood, Building Official**
CC: **Mayor Thomas McLeod**
DATE: **November 12th, 2025**
SUBJECT: **Updated Rental Housing Fee Resolution**

ISSUE

Establish a new fee schedule for the Residential Rental Business License and Inspection program, consisting of a 5 percent increase applied each year, with results rounded to whole dollars, plus flat fee increases to fines and penalties to better align revenue with the actual administrative and enforcement costs.

BACKGROUND

The City established the Residential Rental Business License and Inspection Program in 2010 after discovering severely deteriorated conditions at an apartment building that required all units to be vacated and rehabbed. The goal was to take proactive action to protect the public health, safety, and welfare by ensuring the proper maintenance of such housing, identifying and requiring correction of substandard housing conditions, and preventing conditions of deterioration and blight that could adversely impact the quality of life for the majority of our residents who live in rental housing.

Each unit is required to be inspected once every 4 years. During the first inspection cycle (2010-2014) we had many units fail. This number was reduced after subsequent inspections were performed during the next cycle, demonstrating steady improvement in overall housing quality. In 2020 and 2021 inspections were paused due to the pandemic. In 2022 when we began scheduling rental inspections, again we found that many property owners had deferred maintenance, causing units to deteriorate and therefore fail rental inspections. This shows that the program has been effective in improving overall rental housing quality in the city. It is clear that without regular inspections rental housing conditions, and our residents, will suffer.

DISCUSSION

The current adopted fee table for the City's Residential Rental Business License and Inspection program is established through 2025. Annual fee adjustments are necessary to maintain cost recovery for inspection, licensing, and enforcement activities. As inspection staffing needs and enforcement workloads have increased, modest and predictable fee increases are preferable to large, infrequent adjustments. A five percent annual increase aligns with recent practice and provides a simple, consistent structure for both

landlords and staff, while rounding to whole dollars simplifies billing. In addition, fines and late fees are proposed as flat increases rather than percentage-based adjustments to better reflect the fixed administrative cost associated with processing and enforcing violations.

In order to target our resources toward less well-maintained properties staff proposes to develop code changes to allow properties that pass two inspection cycles with no significant findings to skip an inspection cycle. Staff will return in 2026 with options for the Council’s review.

There are a total of **585** rental licenses for 4,921 units in the City. As of November 4, 2025, 3 properties have yet to renew their 2025 rental license. Not including new rental licenses, 26 licenses are still due for inspection in 2025; 96 licenses/506 units are due for inspection in 2026.

FINANCIAL IMPACT

The proposed fee increases will help offset the programs’ staffing costs while continuing to provide these necessary services.

RECOMMENDATION

The Council is being asked to approve the resolution for 2026-2028 fees and forward this item to the consent agenda at the December 15, 2025 Regular Meeting.

ATTACHMENTS

Attachment A. Draft Residential Rental Licensing Fee Resolution

Attachment B. Rental Housing – Inspection Checklist

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING A RESIDENTIAL RENTAL BUSINESS LICENSE AND INSPECTION PROGRAM FEE SCHEDULE; AND REPEALING RESOLUTION NO. 2054.

WHEREAS, the City has adopted a Residential Rental Business License and Inspection Program, pursuant to Tukwila Municipal Code Chapter 5.06; and

WHEREAS, the program has significantly improved the condition of the City's rental housing stock over the past 16 years; and

WHEREAS, the City is authorized to impose fees for services rendered; and

WHEREAS, the fees for this program are intended to offset most of the cost of providing this service; and

WHEREAS, the continued renewal of Residential Rental Business Licenses and up-to-date rental inspections are critical to maintaining safe and healthy rental housing;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Residential Rental Business License and Inspection Program fees will be charged according to the following schedule:

RESIDENTIAL RENTAL BUSINESS LICENSE AND INSPECTION FEES

DESCRIPTION	2025 LICENSE	2026 LICENSE	2027 LICENSE	2028 LICENSE
Annual Residential Rental Business License:				
Property with one, two, three or four units	\$ 88.00	\$ 93.00	\$ 98.00	\$103.00
Property with 5 to 20 units	\$229.00	\$241.00	\$254.00	\$267.00

Property with 21 to 50 units	\$287.00	\$302.00	\$318.00	\$334.00
Property with 51 or more units	\$357.00	\$375.00	\$394.00	\$414.00
<u>License fees for units rented for the first time on or after July 1st of each year are reduced by 50%.</u>				
Late fee per month if existing license is not renewed before March 1	\$ 10.00	\$ 15.00	\$ 20.00	\$ 25.00
Penalty fee if a new unit is leased before a license and inspection is obtained	\$ 50.00	\$ 65.00	\$ 75.00	\$ 85.00
Rental Inspection Fees (City Inspector):				
Inspection fee per unit, first 4 units	\$ 83.00	\$ 88.00	\$ 93.00	\$ 98.00
Additional unit inspections up to 12 units	\$ 39.00	\$ 41.00	\$ 44.00	\$ 47.00
Re-inspection fee per unit	\$ 39.00	\$ 41.00	\$ 44.00	\$ 47.00
Late fee per unit, per month, if Inspection Checklist is not submitted by September 30 of the year it is due	\$ 10.00	\$ 15.00	\$ 20.00	\$ 25.00
<u>Hearing Examiner Appeal Fee (Set by Resolution 2105):</u>				
Hearing Examiner appeal fee	\$823.62	\$858.21	\$ -	\$ -

Section 2. Repealer. Resolution No. 2054 is hereby repealed in its entirety as of 11:59 p.m. on December 31, 2025.

Section 3. Effective Date. This resolution and the fee schedule contained herein shall be effective as of 12:00 a.m. on January 1, 2026.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2025.

ATTEST/AUTHENTICATED:

Andy Youn-Barnett, CMC, City Clerk

Tosh Sharp, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____
Passed by the City Council: _____
Resolution Number: _____

Office of the City Attorney

Attachment B
Rental Housing – Inspection Checklist



CITY OF
TUKWILA

Rental Housing Program - Inspection Report and Checklist

UNIT DOES NOT PASS IF INSPECTION RESULTS EQUAL 25 POINTS OR MORE

Property Owner:	_____	Dwelling Type	FILE #	_____
Rental Address:	_____	Unit #: _____	Zone: _____	Inspection Results
Property Name:	_____	Bedrooms: _____	Bathrooms: _____	Final Inspection Score

<input checked="" type="radio"/> Single-family	<input type="radio"/> Fourplex
<input type="radio"/> Condominium	<input type="radio"/> Apartment w/5+ units
<input type="radio"/> Duplex	<input type="radio"/> Accessory Dwelling Unit
<input type="radio"/> Triplex	<input type="radio"/> Studio/Efficiency Unit

DATE OF INSPECTION: _____	INSPECTOR NAME (PRINTED): _____
REINSPECTION REQUIRED? _____	NEXT INSPECTION DUE BY: _____
INSPECTOR SIGNATURE _____	

POST INSPECTION COMMENTS / REQUIRED CORRECTIVE ACTIONS

HAZARDS - Check all hazards that apply.		✓	NC-PTS	COMMENTS
Plumbing system hazards found - IPMC 504.3			25	
Mechanical equipment improperly installed and maintained - IPMC 603.1			25	
Un-Permitted construction work-TMC 16.04.020			25	
Unsafe condition/structure - IPMC 304.1			25	
Combustion air supply is inadequate for fuel burning equipment - IPMC 603.5			25	
Unit does NOT have electrical service provided by utility - IPMC 604.1			25	
Electrical system hazards found - IPMC 604.3			25	
Other hazards found - IPMC 108			25	
Describe hazard:				
Fire doors are blocked, obstructed, or inoperable - IPMC 703.2			25	
Inadequate emergency egress from one or more habitable spaces - IPMC 702.4			25	
Doors, bars, grilles, grates over emergency escape openings are NOT readily operable from inside, without keys or special knowledge - IPMC 702.3 & 702.4			25	
Missing/inoperable Smoke detector(s): Detectors required for each story; each bedroom; immediately outside each sleeping area - IPMC 704			25	
Missing or inoperable Carbon monoxide detector(s): Detectors required for each story; immediately outside each sleeping area - RCW 19.27.530			25	
One or more bedroom under 70 sq ft - IPMC 404.4.1			25	
				For each hazard present add 25 points to Final Inspection Score

RENTAL HOUSING INSPECTION CHECKLIST

DIRECTIONS: If code standard is not met the inspector will mark the applicable section with the appropriate point value based on the severity of the violation. Severity levels are defined as minor, moderate, or severe (except where only a single score option is provided). The inspector will mark NA if not applicable and will add inspection notes to support ratings. Sections left blank indicate compliance with the referenced standards. Total score shall be calculated based on assigned non-compliance point values assigned to each violation and severity level.
An inspection does not pass if there is a total of 25 or more non-compliance points (NC-PTS).

INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC) STANDARD	INTERIOR CONDITIONS													SCORE		
	entry	living rm	dining rm	kitchen	utility	bathroom (1)	bathroom (2)	bathroom (3)	bedroom (1)	bedroom (2)	bedroom (3)	other (4)	NC-PTS	minor	moderate	severe
Windows and frames in good repair - IPMC 305.3													1	2	3	0
Floor surface in good repair - IPMC 305.4													1	2	3	0
Wall surface in good repair - IPMC 305.3													1	2	3	0
No visible mold, mildew, or signs of moisture or leaks - IPMC 504.1													1	5	25	0
Adequate source of heat - IPMC 602.3 & 602.5															25	0
No evidence of insect or rodent infestation/harborage - IPMC 302.5 & 309													3	10	25	0
Functional lighting fixtures - IPMC 402.2 & 402.3													1	2	3	0
Two separate & remote electrical outlets per room - IPMC 605.2													2			0
Minimum of 1 openable, approved-size window facing directly to the outdoors - IPMC 402.1 & 403.1													1	5	25	0
Stove vent properly connected and functional - IPMC 302.6 & 403.4													1			0
Has a clear path of not less than 3' clearance between counterfronts and appliances or walls - IPMC 404.2													1	5	25	0
Has kitchen sink, cooking stove, refrigerator, and counter space - IPMC 404.7 & 502.1															25	0
1 grounded-type receptacle or GFCI: laundry, kitchen, garage, basement - IPMC 605.2													1			0
Hot and cold water to all plumbed fixtures - IPMC 505.1															25	0
Clothes dryer exhaust vented properly to exterior - IPMC 403.5													1			0
Water heater correctly installed - IPMC 505.4															25	0
Door for privacy, in good repair, securely attached - IPMC 503.1													2	10	25	0
Separate bathroom with toilet, sink, & tub/shower - IPMC 404.4.3													3	10	25	0
Bathroom/toilet room properly ventilated (openable screened window or functional mechanical fan) - IPMC 403.2													1	2	3	0
Has at least one electrical receptacle - IPMC 605.2															25	0
													2			0
													1			0

INSPECTION NOTES:

INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC) STANDARD

	ext. structure		ext. property		NCPTS			SCORE		
					1	2	3	1	2	3
Surfaces in good repair - IPMC 304.2										0
Address numbers 4" tall & visible from the street - IPMC 304.3					1					0
Structural members in good repair - IPMC 304.4					3	10	25			0
Foundation walls in good repair - IPMC 304.5					3	10	25			0
Exterior walls in good repair - IPMC 304.6					3	10	25			0
Roof and drainage in good repair - IPMC 304.7					2	10	25			0
Decorative features in good repair - IPMC 304.8					1					0
Overhang extensions in good repair - IPMC 304.9					2	10	25			0
Stairways, decks, porches, balconies in good repair - IPMC 304.10					3	10	25			0
Handrails and guardrails firmly fastened - IPMC 304.12					2	10	25			0
Chimneys and towers in good repair - IPMC 304.11					3	10	25			0
Exterior doors in good repair; deadbolt locks operable by knob; deadbolt throw not less than 1 inch - IPMC 304.15					2	10	25			0
Clean, safe & sanitary/no uncontained debris - IPMC 302.1					1	5	10			0
Approved waste containers w/tight fitting lids - IPMC 308					1	5	10			0
Sidewalks/driveways free of hazards - IPMC 302.3					1	3	5			0
No weeds in excess of 12 inches - IPMC 302.4					1	3	10			0
No evidence of insect or rodent infestation/harborage - IPMC 302.5 & 309					3	10	25			0
Accessory structures in good repair - IPMC 302.7					3	10	25			0
No junk vehicles/repair outside garage - IPMC 302.8					1	5	10			0
Free from graffiti - IPMC 302.9					1	3	5			0
No standing water or erosion - IPMC 302.2					2					0
Swimming Pools, Spas & Hot Tubs - Clean, sanitary, in good repair - IPMC 303.1					1	5	10			0
Swimming Pools, Spas & Hot Tubs - Enclosure 60" high, w/self-closing latch - IPMC 303.2					3	10	25			0

INSPECTION NOTES

space for additional inspection notes on back

ADDITIONAL INSPECTION NOTES