

City of McCleary

STAFF REPORT



To:	Mayor and Council
From:	Dalyn Beaulieu
Date:	September 1 st , 2026
Department:	Building/Conservation/Code Enforcement/IT

Good evening, Mayor and Council,

Building/Planning Department:

Staff recommends approval of the iWorQ Community Development Software Agreement. Funding for the software will be supported by the recently adopted building permit fee schedule, specifically the 2% technology fee applied to all permits. Staff recommends that the City Council approve **Phase 2 of the Professional Services Agreement** with PNW Community Development Consultants and authorize the City Administrator to direct the work associated with this phase, including updates to **Title 15** and **Title 18** of the McCleary Municipal Code as part of the City's Growth Management Act compliance efforts. The Phase 2 scope of work is budgeted at **\$24,000**.

Upon successful completion of the Phase 2 work, the City is expected to receive approximately **\$9,826 in grant reimbursement funding** in June of next year, reducing the City's net cost to approximately **\$14,174**. This investment will help ensure compliance with Growth Management Act requirements, modernize development regulations, improve consistency within the municipal code, reduce future legal and administrative risks, and support a more predictable and efficient development review process for residents, businesses, and developers.

Planning Commission Recommendation:

At its meeting October 5, 2026, the Planning Commission recommended approval of the PNW Community Development Consultant contract to assist with updates to the City's municipal code and development standards. The Commission believes these updates are necessary to provide clear and consistent development regulations, improve code administration, and better prepare the City for future growth.

Complaints:

Code Enforcement matters include: **10.20.010 (C)(D)(E) 8.16.20 (1)(3)(6)(7abc)(8)**

Proactive actions continue to be taken to communicate vegetation concerns with courtesy door tags/phone calls. Resolution has been established for case 26-0005. Recognition of PNW Built for their generous donation of time, labor, and equipment to assist the city in resolving nuisance case 26-0005. Their volunteer efforts reflect a strong commitment to community service and are sincerely appreciated by the City of McCleary.

ACTIVITY	TOTAL	Notes
Customer Service	21	
Permits Issued	7	
Plan Reviews	2	
Inspections Performed	3	
Complaints Received	1	
Code Violations Identified	2	Code10.20.010 (C)(D) (E) 8.16.020(1)(3)(6) (7abc) (8)
Communications	3	

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Nuisance Letters	0	
Thank you, Compliance Letters	3	
Lemay's Garbage Letters Sent	0	

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid to Date
Sept.	2	2	\$1,654.00	\$27,294.33