



## LAKEWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, November 8, 2021

7:00 P.M.

City of Lakewood

**Due to COVID-19, Lakewood City Council meetings will be conducted remotely and NOT IN PERSON at this time.**

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel:

<https://www.youtube.com/user/cityoflakewoodwa>

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### CALL TO ORDER

### ITEMS FOR DISCUSSION:

- (4) 1. Joint Community Services Advisory Board meeting. – (Workplan)
- (5) 2. Review of 2022 Human Service funding recommendations. – (Memorandum)
- (9) 3. Review of 2022 Lodging Tax funding allocations. – (Memorandum)
- (22) 4. Review of 2022 Fee Schedule amendments. – (Memorandum)
- (69) 5. Review of 2021 Accounts Receivable Write-Offs. – (Memorandum)
- (70) 6. Lakewood 2044 Growth Targets Update. – (Memorandum)

### ITEMS TENTATIVELY SCHEDULED FOR THE NOVEMBER 15, 2021 REGULAR CITY COUNCIL MEETING:

- 1. Proclamation declaring November as Native American Heritage month.  
– *Nisqually Tribal Council*
- 2. Presentation of the 2022 Stormwater Outreach Calendar.  
– *Evergreen Elementary School*
- 3. Business Showcase. – *Craft Theory*
- 4. Sound Transit Access Improvement Update. – *Ms. Katie Drewel, Government and Community Relations Office and Mr. Zachary Eskenazi*

*Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.*

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5. Awarding a bid for the Steilacoom Boulevard SW – Weller Road to Phillips Road project. – (Motion – Consent Agenda)
6. Authorizing the execution of an amendment to the agreement with Olson Bros. Pro-Vac, LLC relating to surface water infrastructure cleaning and inspection services. – (Motion – Consent Agenda)
7. Approving the 2022 Human Services funding recommendations. – (Motion – Consent Agenda)
8. Approving the 2022 Lodging Tax funding recommendations. – (Motion – Consent Agenda)
9. Approving the 2021 Accounts Receivable Write-Offs. – (Motion – Consent Agenda)
10. Accepting a donation from Amazon to support the South Sound Military and Community Partnership and parks programs. – (Motion – Consent Agenda)
11. Adopting the 2021-2022 Biennial Budget Adjustment. – (Ordinance – Regular Agenda)
12. Adopting the American Rescue Plan Act (ARPA) Program Budget. – (Ordinance – Regular Agenda)
13. Relating to ad valorem property taxes; establishing the amount to be raised in 2022 by taxation on the assessed valuation of the property of the City; and setting the property tax levy rate for 2022. – (Ordinance – Regular Agenda)
14. Establishing a Special Revenue Fund “ARPA Fund” in the City’s budget. – (Ordinance – Regular Agenda)
15. Establishing an “Economic Development Opportunity Fund” within the General Fund Ending Fund Balance Reserves. – (Ordinance – Regular Agenda)
16. Establishing a Capital Project Fund “Real Estate Excise Tax” in the City’s budget. – (Ordinance – Regular Agenda)
17. Setting the 2022 Fee Schedule. – (Resolution – Regular Agenda)
18. Approving the 2022 Comprehensive Plan amendment docket. – (Resolution – Regular Agenda)

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19. Authorizing the execution of an agreement with BERK Consulting for the Tree Preservation Plan. – (New Business – Regular Agenda)
20. Review of interlocal agreement for design of the Lakewood Drive project. – (Reports by the City Manager)
21. Colonial Plaza Public Art Update. – (Reports by the City Manager)

## **REPORTS BY THE CITY MANAGER**

## **CITY COUNCIL COMMENTS**

## **ADJOURNMENT**

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# COMMUNITY SERVICES ADVISORY BOARD

## 2021 WORK ACCOMPLISHED

### Members:

Chair: Sarah Yamamoto

Vice-Chair: Edith Owen-Wallace

Dirk Wooten

Elisapeta Scanlan

Laurie Maus

Michael Lacadie

### City Council Liaison:

Councilmember: Linda Farmer

### Youth Council Liaisons:

Yajaira Gonzalez

Triccie Elizaga

Gloria Araula Ruiz

Stephanie Sandoval Salazar

### City Staff Support:

Brian Humphreys, Human Services Coordinator (HSC)

Jeff Gumm, CDBG/HOME Program Manager

Martha Larkin, CDBG/HOME Program Coordinator

### Meeting Schedule:

Third Wednesday of the Month, 5:30pm, American Lake Conference Room

### Work Accomplished

Date	Topic(s)
1/20	• Elected new Chair and Vice-Chair
2/17	• No Meeting
3/17	• CDBG – Reviewed draft Consolidated Plan and 2021 Action Plan
4/21	• Conducted a joint session with the Planning Commission to discuss housing
5/19	• Crafted a recommendation for the City Council to offer second-year contracts to existing human services providers with two conditions • Reviewed Q1 human services contract performance
6/7	• Presented initial 2022 human services recommendations to City Council
6/16	• Discussed community needs and possible ARPA human services investments
9/6	• Reviewed Q2 human services contract and site visits performance • Prepared 2022 human services recommendations for City Council
9/27	• Presented 2022 human services recommendations to City Council
10/27	• Conducted public meeting for needs related to CDBG and HOME
11/8	• Present final 2022 human services recommendations, ARPA recommendations, and work accomplished to City Council
11/17	• Review Q3 contract performance and review outputs for 2022 contracts • Review feedback from City Council
12/15	• Review 2022 annual work plan


### Work Plan:

1.	Joint meetings with Planning Commission regarding City affordable housing needs
2.	Approve 5-year Consolidated Plan, Annual Action Plan, and Fair Housing Analysis
3.	2020 human services contract performance
4.	2021-22 human services allocations process and funding recommendations
5.	Approve FY 2019 CAPER
6.	Public hearing on community development, housing and services needs
7.	FY 2021 CDBG/HOME funding strategies



To: Mayor and City Councilmembers

From: Brian Humphreys, Human Services Coordinator

Through: John J. Caulfield, City Manager 

Date: November 8, 2021

Subject: 2022 Human Services General Funding and ARPA Recommendations

Attachments: A. 2022 Human Services General Funds Recommendation  
B. 2021 Q2 Human Services Contract Performance

### Summary

The Community Services Advisory Board is updating its two recommendations to the City Council originally presented on September 27<sup>th</sup>:

1. Approve the attached funding recommendations for the 2022 general fund human services contracts
2. Approve investing the 1% of the ARPA stimulus funding for human services to support the Lakewood's Promise strategic initiatives: Lakewood Thrives Workforce Development and Youth Mental Health with Clover Park School District

### FIRST RECOMMENDATION – 2022 Human Services Funding Allocation

In 2020 the City Council approved five updated funding strategies for determining use of the 1% of the general fund budget allocated for human services, as well as two strategic initiatives through Lakewood's Promise. These were recommended by both the Community Services Advisory Board (CSAB) and Lakewood's Promise Advisory Board (LPAB) after reviewing census data, feedback from the Community Collaboration, and a community listening process.

#### 2021 Human Services Funding Strategies:

- Emotional Supports and Youth Programming
- Housing Assistance and Homelessness Prevention
- Crisis Stabilization and Advocacy
- Access to Health and Behavioral Healthcare
- Access to Food

#### 2021 Lakewood's Promise Strategic Initiatives:

- Workforce Development
- Youth Mental Health

Since 2015, Council has approved two-year funding for human services contracts because the rigorous process of reviewing, rating, and deliberating applications to make recommendations is time consuming for CSAB members and the City Council. However, because it was unclear whether community needs would change due to COVID-19, it was decided the 2021 human services contracts would be for only one year and the City would reassess whether to continue funding current contracts, determine if new strategies were needed or if Council wanted to implement another grant application and review process.

In June 2021, CSAB recommend to the City Council that, because existing human services needs have been exacerbated by the pandemic rather than new ones emerging, the 2021 human services contracts be extended for the same amounts for 2022 on two conditions:

1. Contractors complete their site visits with “Good” ratings in each of the four review categories.
2. Programs are on pace to meet contract deliverables.

All contractors have now met both conditions. In September there were two exceptions: Making a Difference Foundation and Asian Pacific Cultural Center. Since then both site visits have been completed and both organizations are on track to meet or exceed contract outputs.

The human services funding will also increase by \$10,000 to \$390,000 for 2022. CSAB members discussed how important the issue of youth mental health is, and how much all the contractors identified this need during the site visits. Many human services contractors address this issue directly or indirectly, but the five Emotional Programming for Youth partners are the City’s primary investments in youth mental health. Therefore, CSAB recommends dividing the additional \$10,000 equally between the four contractors currently in good standing (Boys and Girls Club, YMCA, Oasis Youth Center, and Communities in Schools). This recommended increase is reflected in Attachment A.

With all existing human services contractors in good standing, CSAB recommends allocating the 2022 human services funding the same as 2021 (detailed in Attachment A below).

## **SECOND RECOMMENDATION – ARPA Human Services Allocation**

The City Council will allocate 1% of the ARPA stimulus funding (\$68,830 per year) to human services needs for 2022 and 2023. CSAB members concur with the Lakewood’s Promise Advisory Board that the two human services strategic initiatives (workforce development and youth mental health) are critical investments to address challenges that have been exacerbated by COVID.

Therefore, CSAB recommends allocating half of the 1% allocation to the Lakewood Thrives workforce development initiative that is now being run by Career TEAM, and half to provide .5 FTE of a counselor through Clover Park School District to be available in the schools.

Many organizations are discussing the issue of youth mental health, but the school district has experienced a significant increase in the number of students self-reporting wanting to end their own lives compared to last school year. In response, the district is planning to hire a licensed counselor to spend time in each of the schools. The district is still forming that plan and job description, but it is seeking approximately \$35,000 to match their investment to be able to fully fund the position. If approved the City will work with the District on contract documents to include a detailed scope of work and outcomes and how the position and support will be sustained in future years.

## ATTACHMENT A: 2022 Human Services Funding Recommendations

2022 City of Lakewood Human Services Funding Recommendations		<b>\$ 390,000.00</b>
<b>EMOTIONAL SUPPORTS AND YOUTH PROGRAMMING</b>		<b>\$ 135,000.00</b>
Asian Pacific Cultural Center	Promised Leaders of Tomorrow	\$ 20,000.00
Boys & Girls Club	LIFT: Support for Youth	\$ 22,500.00
Communities in Schools of Lakewood	Integrated Student Supports	\$ 27,500.00
Oasis Youth Center	Support for Lakewood LGBTQ Youth	\$ 17,500.00
YMCA	Teen Outreach Initiative	\$ 22,500.00
Lakewood's Promise	Thriving Families and Youth Mental	\$ 25,000.00
<b>HOUSING ASSISTANCE AND HOMELESSNESS PREVENTION</b>		<b>\$ 40,000.00</b>
Catholic Community Services	Family Housing Network	\$ 14,000.00
Rebuilding Together South Sound	House Rehabilitation and Volunteer Day	\$ 14,000.00
Tacoma Rescue Mission	Shelter Services	\$ 12,000.00
<b>CRISIS STABILIZATION AND ADVOCACY</b>		<b>\$ 68,000.00</b>
Greater Lakes Mental Healthcare	LPD Behavioral Health Contact Team	\$ 25,000.00
Rebuilding Hope: Sexual Assault	Advocacy & Therapy	\$ 12,500.00
YWCA	Domestic Violence Services	\$ 18,000.00
Springbrook Connections	Direct Services & Resource Connections	\$ 12,500.00
<b>ACCESS TO HEALTH AND BEHAVIORAL</b>		<b>\$ 41,500.00</b>
Community Health Care	Behavioral Health Services	\$ 14,000.00
Lindquist Dental Clinic for Children	Uncompensated Care Fund	\$ 15,000.00
Pierce County Project Access	Donated Care	\$ 12,500.00
<b>ACCESS TO FOOD</b>		<b>\$ 105,500.00</b>
Emergency Food Network	Co-op Food Purchasing Program	\$ 25,000.00
St. Leo Food Connection	Mobile Food and Backpack Programs	\$ 25,000.00
Nourish Pierce County	Nutritious Food for Families in Need	\$ 25,000.00
Tillicum Community Center	Emergency Services - Food	\$ 15,000.00
Making a Difference Foundation	Eloise's Cooking Pot Food Delivery	\$ 15,500.00



## ATTACHMENT B: 2021 Q2 Human Services Contract Performance

City of Lakewood 2021 Human Services Funded Programs Q2						
Agency	Program	Contract Outputs LR = Lakewood Residents	2021 Goal	2021 Outputs	%	Site Visit Results (Good, Fair, Poor)
Asian Pacific Cultural Center	Promised Leaders of Tomorrow	LR Served	50	50	100%	Good
		Tutoring/Mentoring hours	Tracking	950	N/A	
Boys & Girls Club	Lakewood Teen Program	LR Served	60	36	60%	Good
		Average attendance	2500	1757	70%	
YMCA	Y on the Fly	LR Served	150	116	77%	Good
		Mentoring/Coaching hours	5000	1543	31%	
PC AIDS Foundation	Oasis Center for LGBTQ Youth	LR Served	27	16	59%	Good
		Program days offered	225	70	31%	
Communities in Schools of Lakewood	School-wide supports	LR Served	300	180	104%	Good
		Students receiving case management	300	180	60%	
		Bags of food delivered/distributed	6000	5643	94%	
EMOTIONAL SUPPORTS TOTAL		TOTAL LR SERVED		398		
Emergency Food Network	Co-op Food Purchasing	LR Served	20,000	7,121	36%	Good
		Visits at Lakewood locations	160,000	47,779	30%	
		Lbs of food distributed	1,600,000	1,042,487	65%	
Making a Difference Foundation	Lakewood Food Delivery Program	LR Served	1,800	1,350	75%	Good
		Meals delivered	1,800	965	54%	
Tillicum Community Center	Food Bank	LR Served	3,552	1,178	33%	Good
		LR reporting increased food security	Tracking	118	N/A	
Nourish PC	Nutritious food for families	LR Served	8,000	2,712	34%	Good
		Meals provided to LR	300,000	238,779	80%	
St. Leo Food Connection	Children's Program	LR Served	2,900	777	27%	Good
	Springbrook Mobile	Meals provided to LR	166,700	32,841	20%	
FOOD TOTAL		TOTAL LR SERVED		13,138		
Lindquist Dental	Uncompensated Care	LR Served	153	66	43%	Good
		Cost of care per visit	Tracking	\$88.67	N/A	
Community Health Care	Lakewood Prompt Care	LR Served	450	2,347	522%	Good
		Prompt care visits	300	13,474	4491%	
PC Project Access	Donated Care	LR Served	75	89	119%	Good
		Value of care	\$450,000	\$302,575	67%	
HEALTH & BEHAVIORAL HEALTH TOTAL		TOTAL LR SERVED		2,502		
The Rescue Mission	Shelter Services	LR Served	180	181	101%	Good
		LR departing into housing or job	210	46	22%	
		LR enrolled in Coordinated Entry	Tracking	42	N/A	
Catholic Community Services	Family Housing Network	LR Served	200	225	113%	Good
		Bed nights provided	15,000	19,454	130%	
Rebuilding Together	Rebuilding Day/Year-round Services	LR Served	8	2	25%	Good
		Home repair projects	5	2	40%	
		Value of repair projects	\$24,000	\$5,774	24%	
HOUSING ASSISTANCE TOTAL		TOTAL LR SERVED		408		
Greater Lakes Mental Health	Behavioral Health Contact Team	LR Served	300	111	37%	Good
		Calls for service	450	106	24%	
		Referrals to community services	75	43	57%	
YWCA	Domestic Violence Survivor Services	LR Served	Tracking	40	N/A	Good
		Advocacy and Legal Hours	Tracking	473	N/A	
Springbrook Connections	Direct Services & Resource Connections	LR Served	200	84	42%	Good
		Support services provided	650	172	26%	
REBUILDING HOPE	Advocacy and Therapy Program	LR Served	39	47	121%	Good
		Advocacy and Therapy hours	269	234	87%	
STABILIZATION TOTAL		TOTAL LR SERVED		282		
Total Requests		TOTAL LR SERVED		16,728		





To: Mayor and City Councilmembers  
From: Tho Kraus, Deputy City Manager  
Through: John J. Caulfield, City Manager  
Date: November 8, 2021  
Subject: Review of 2022 Lodging Tax Funding Allocations

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### **Overview**

As authorized under state law, the City of Lakewood has enacted a lodging tax. The City receives a 7% share of the taxes collected by Washington State from lodging-related businesses located within the City.

The 7% breaks down into 4% which can be used for tourism promotion, or the acquisition of tourism-related facilities, or operation of tourism-related facilities. The additional 3% is restricted to the acquisition, construction, expansion, marketing, management, and financing of convention facilities, and facilities necessary to support major tourism destination attractions that serve a minimum of one million visitors per year.

The memorandum discusses the City's Lodging Tax Advisory Committee (LTAC), the estimated funds available, how the funds may be used, grant requests and recommendations.

### **Lodging Tax Advisory Committee**

If a city collects lodging tax, state law requires the formation of a lodging tax advisory committee. The committee must have at least five members who must be appointed by the city council. At least two of the members must represent businesses required to collect the tax, and at least two of the members of the committee must represent entities who are involved in activities authorized to be funded by the tax. The fifth member must be an elected official of the city, who shall serve as chair of the committee. There is no maximum number of participants on the lodging tax advisory committee.

One role of the LTAC is to consider requests for use of lodging tax funds. LTAC considers these requests through a public process, which is intended to generate comments and funding recommendations. These are forwarded to the Lakewood City Council who, in turn, reviews all of LTAC's proposals and votes yes or no to each one. The City Council cannot modify the recommended amounts or vendors provided to them by LTAC.

## 2021 Estimated Funds Available for 2022 Grant Awards

	Restrictions on Use		Total Estimated Funding Available for 2022 Grant Awards
	4%	3%	
	Reserved for tourism, promotion, acquisition of tourism related facilities, or operation of tourism related facilities.	Reserved for acquisition, construction, expansion, marketing, and management of convention facilities.	
Estimated Ending Balance, 12/31/2021	\$1,120,257	\$726,986	\$1,847,243
Less: Required CPTC McGavick Center Allocation	\$0	(\$101,850)	(\$101,850)
<b>Available Balance for 2022 Allocation</b>	<b>\$1,120,257</b>	<b>\$625,136</b>	<b>\$1,745,393</b>

## Grant Requests

In August 2, 2021, the City solicited for and received 18 proposals requesting \$737,150. Additionally, the City had previously committed to make annual payments of \$101,850, beginning in 2007, for 20 years to Clover Park Technical College for the construction of the Sharon McGavick Student/Conference Center.

## 2022 Grant Award Recommendations

The LTAC was provided completed applications on September 13, 2021 for review. On September 23, 2021 the LTAC met for a full day to hear presentations by each of the applicants. The members of the committee carefully considered each request based on the following criteria:

- Funds available
- Past performance
- Ability to attract tourism, particularly from outside the 50 mile radius
- Strength of the applications
- City of Lakewood's desire to retain dollars for future capital project(s)

Below are the Lodging Tax Advisory Committee's recommendations:

2021 Requests for 2022 LTAC Grant Funds Applicant	Funding Request		Recommended Funding	
	Non-Capital	Capital	Non-Capital (4%)	Capital (3%)
	Available		\$ 441,607	\$ 726,986
Lakewood Historical Society	\$ 35,000	\$ -	\$ 35,000	\$ -
Lakewold Gardens	85,000	-	85,000	-
Historic Fort Steilacoom Association	15,000	-	15,000	-
Asian Pacific Cultural Center	15,000	-	15,000	-
Travel Tacoma - Mt Rainier Sports	100,000	-	100,000	-
LSCA - International Festival	5,500	-	5,500	-
LSCA - Gimhae Delegation	20,550	-	20,550	-
Lakewood Arts Festival Association	20,500	-	20,500	-
Lakewood Playhouse	25,000	-	25,000	-
Chamber of Commerce - Nights of Lights	25,000	-	25,000	-
Chamber of Commerce - Tourism	100,000	-	100,000	-
Rise Against Racism	28,500	-	0	-
CoL – SummerFEST	80,000	-	80,000	-
CoL – Farmers Market	35,000	-	35,000	-
CoL – Summer Concert Series	20,000	-	20,000	-
CoL – Media Communications	50,000	-	50,000	-
CoL - Love Lakewood Festival Series, First Saturdays	60,000	-	30,000	
CoL - Lakewood Film Festival, REEL Life 96	17,100	-	17,100	
	\$ 737,150	\$ -	\$ 678,650	\$ -
	Subtotal	\$ 737,150	Subtotal	\$ 678,650
CPTC McGavic Center (Committee, Annual Payment)	\$ -	\$ 101,850	\$ -	\$ 101,850
	\$ 737,150	\$ 101,850	\$ 678,650	\$ 101,850
	Total	\$ 839,000	Total	\$ 780,500

### Next Step

On November 15, 2021, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2022.

### Attachments

- Draft LTAC Minutes from September 23, 2021 Retreat



**LODGING TAX ADVISORY COMMITTEE (LTAC)**  
**September 23, 2021 - Thursday – 8:30 A.M.**  
**Council Chambers (and via Zoom)**

**CALL TO ORDER**

Chair Mayor Don Anderson called the meeting to order at 8:45 a.m.

**ROLL CALL** (Committee members announced their presence)

Members present: **In person:** Lakewood Mayor Don Anderson, Chair; Chelene Potvin-Bird, President/CEO - Travel Tacoma; Phillip Raschke, Board member - Lakewood Playhouse; Linda Smith, President/CEO - Lakewood Chamber of Commerce. **Remote:** Jarnail Singh - Comfort Inn & Suites.

Members Absent: Asuka Ludden - Best Western Lakewood Motor Inn; Jessica Christensen - Holiday Inn

City staff present: Tho Kraus, Deputy City Manager; Manny Cristobal, Finance Supervisor; Briana Schumacher, Clerk of the Council, (part-time tech assistance).

Councilmember Belle was in the audience as observer.

**PUBLIC COMMENTS** - None.

**MEETING MINUTES APPROVAL** - The motion to approve the 2020 meeting minutes passed unanimously.

**2021 GRANTS STATUS & FUND BALANCE** – Tho Kraus, Deputy City Manager.

Ms. Kraus gave an overview of the City of Lakewood's (the City) 7% share of the Washington State's lodging taxes paid by lodging businesses in the City. She stated that the 7% share of lodging tax breaks down to 4% that is restricted for tourism promotion or operation of tourism-related facilities, and 3% is restricted for tourism-related capital facilities acquisition, construction or expansion. She announced that \$1,745,393 is available for allocation in 2022 (net of McGavick lease debt service requirement). Ms. Kraus explained that of the amount available, \$1,120,257 came from the 4%, which is the unrestricted portion that can also be used for capital, and \$625,136 is from the 3% that is restricted for capital purposes only. She also commented that lodging taxes have been growing in 2021 but added that bookings may be slowing down again due the renewed health restrictions caused by the pandemic resurgence, and thus revenue estimates were lowered from the prior year - \$1.00M down from \$1.16M. Chair Mayor Anderson asked to confirm that the estimates Ms. Kraus used were not too overly optimistic to which Ms. Kraus replied in agreement and added that it was also neither too pessimistic that the City misses out on opportunities.

**2022 GRANT PROPOSAL PRESENTATIONS**

Chair Mayor Anderson briefly summarized the rules for: (a) the lodging tax awards process conducted by LTAC, (b) allowable use of funds for operating and capital, (c) the public meeting forum for determining awards, and (d) the Council's role after the awards are submitted.

**Lakewold Gardens (LG)** – Susan Warner, Executive Director, Cassandra de Kanter, Grants and Resource Specialist.

Ms. Warner thanked LTAC for their support and introduced Ms. De Kanter, their grant writer. Ms. Warner then presented a pie chart of LG's planned spending allocation if awarded funds in 2022 which shows "Winter Solstice Lights" getting the bulk of the funding, followed by mission-related activities such as the nationally recognized "Music from Home." She also presented recent data on (a) number of visitors to LG by point of origin, where 78% comes from outside the City; (b) data on website traffic which shows most viewers come from Seattle, Tacoma and Lakewood, and (c) data on social media followers with most coming from Tacoma. She pointed out that the data shows the efficacy of their mission-driven programs as well as their traditional offerings like weddings. She explained that they are only allowed to hold 15 commercial wedding rentals due to their nonprofit status but can do 50 other rentals each year. She heralded their "Here Comes the Guide" publication which creates the most wedding bookings. She mentioned that LG will participate in the Flower and Garden Show this year. Ms. Warner expressed that LG is more than a venue as they generate their own programming, among them, (a) Veterans Arts Center; (b) group painting session for vets; (c) the aforementioned Music from Home, (d) local music concerts, live and virtual; (e) Harmony in Nature, this year, presents piano music linked to the wolf tree where lights change with the music; (f) in 2022, a high-tech garden lights exhibit and (g) All Hallows Eve presents the Haunting of LG; and (h) Fairyfest, which they've expanded to a multi-cultural focus. Ms. Warner stated that they are expanding their presence in social media, like Yelp and Google, and publishing their programming in Peach Jar flyer distribution and Washington Home School platforms to reach new audiences. Finally, she proudly mentioned that their goal is to make LG the center for art, music and nature in the area and is making a big difference.

Chair Mayor Anderson asked Ms. Warner to remind them on how much they were requesting and how they will use it. Ms. Warner responded that the amount of their request is \$85K. Ms. De Kanter reiterated that the funds will be used to expand online marketing on the various programs that were highlighted by Ms. Warner in the presentation.

Member Potvin-Bird asked about their attendance and how they fared during the pandemic. Ms. Warner mentioned that they were closed in 2020 for only 2.5 months and that when the Garden was opened they had significant attendance in person as well as great virtual participation especially with their YouTube programming.

**Historic Fort Steilacoom Association (HFSA)** – Joseph Lewis, Secretary

Mr. Lewis began by describing the new online activities they have deployed, such as, (a) enhancing their website, (b) using targeted emails, (c) adding social media to their communication strategy, (d) subscribing to Eventbrite for selling tickets online, (e) making a digital version of their Newsletter, and (f) using Zoom for virtual programming which helped during the COVID environment. He stated that they are requesting \$15,000 for 2022, \$3,000 more than the previous year, as they plan on hiring a videographer to do a major update of their 20-year-old orientation video to add new elements and perspectives. He added that their new president has helped them in networking, by partnering with other influential local organizations. He also announced that their biggest change came from increasing their number of board members and officers to 15 by October, which will include 6 women and 2 tribal members. Mr. Lewis thanked the board for their previous support, although they were not able to spend most of the 2020 award due to COVID closures, but they are planning on using most of the 2021 funds and he implored LTAC to provide them with the requested funds for 2022 to continue their initiatives.

Member Potvin-Bird asked how many people attend Fort Steilacoom each year. Mr. Lewis responded that the number of visitors is around the 250-level. Member Raschke followed up about potential changes in

their relationship with Western State Hospital and DSHS, to which Mr. Lewis replied that they have a good relationship with DSHS, their landlord, and remarked that we all are waiting for future developments about the recent restructuring talks.

**Lakewood Sister Cities Association – International Festival** - Kathleen Hoban, Vice President (proxy for Connie Coleman-Lacadie, President)

Ms. Hoban introduced herself as presenting in place of Connie Coleman-Lacadie who is out of town. She related how the pandemic has influenced them greatly with Summerfest, their major venue being cancelled. She mentioned that it was helpful to be granted the flexibility to schedule events at different times and venues and that this year they will hold it at the 25<sup>th</sup> Anniversary celebration next Saturday. She stated that they were able to use the 2021 funds to pay stipends of the international entertainment group and that they hope to get the opportunity next year to continue their mission to provide diversity through international dance, music and culture. She reiterated their request for \$5,500 for the event.

**Lakewood Sister Cities Association – Gimhae Delegation** – Kathleen Hoban, Vice President

Ms. Hoban next talked about their project to host the Mayor of Gimhae and delegation which they last hosted in 2019 to prepare the groundwork to become sister cities. She mentioned that due to pandemic the celebration of the memorandum of understanding to become sister cities scheduled for 2020 has been postponed to 2022. She ended by remarking that Gimhae has proven to be a staunch ally to the City of Lakewood as demonstrated by their donation of thousands of PPE and other safety equipment to the City, and also their support of the 25<sup>th</sup> Anniversary Arts Contest.

Chair Mayor Anderson noted the Gimhae donation of about \$20,000 worth of safety equipment which included good quality PPEs. He extended great appreciation to the City of Gimhae's gesture.

**Asia Pacific Cultural Center (APCC)** - Faaluaina Pritchard, Executive Director

Ms. Pritchard described their experience this year as amazingly successful. She said this is the first time they did the event in the Clover Park stadium parking lot where it was well-attended. She reminded that the City's Asia-Pacific population has kept growing, now at 17%, primarily due to the presence of JBLM which has significant Asia-Pacific Islanders representation. She also informed that a lot of businesses in Lakewood are Asian-owned. She recounted that this year's event was held at different places with good participation by Asian-Pacific residents of the City. She stated that they are requesting \$15K to help put up the annual Samoan Cultural Day for next year, which will be their 12<sup>th</sup> year of holding the event. She said that they will continue streaming their activities to increase their reach and promote the City. She expressed gratitude to the LTAC for this year's award which helped them do a lot more activities.

Member Potvin-Bird asked if APCC tracks how many people attend their events to which Ms. Pritchard remarked that there are always over 300 attendees each year including visitors from Oregon, California and Samoa. Member Potvin-Bird asked if they face competition from other events in other places to which Ms. Pritchard remarked that no one else does what they do. Ms. Pritchard said that they pivoted to a food festival theme this year due to the pandemic, but because of its success they will consider incorporating it again in future celebrations.

Chair Mayor Anderson commented that he always enjoyed the APCC events. Ms. Pritchard acknowledged and added that she is thankful to Councilmember Brandstetter and State Representative Leavitt who participated at this year's event.



**Travel Tacoma Mt. Rainier Tourism & Sports (TT) - Dean Burke, President/CEO**

Mr. Burke started by stating basically as they go into 2022, they will be doing a reset of 2021 as conditions improve and that their 2022 target is to generate 63,500 room nights. He mentioned last year they've adopted the largest tracking platform; and, that their technology partner on this have on boarded MGM and Dollywood as new destinations. He showed the trend of annual daily visitors as impacted by the Delta variant. He also mentioned that in 2022, they are improving the geo-fence zoning for Lakewood to refine the City's actual ranking as measured in terms of POI visits. He spotlighted planned 2022 events, such as, PGA Canada tour; cross country, Glass Art Society global conference, and NCAA D2 Festival. He summarized the key things that will help everyone to navigate through the pandemic which include flexibility and adaptability and capital investments in safety.

Chair Mayor Anderson asked for more information about the planned NCAA events. Mr. Burke replied that one cross country event is planned in Pierce County. The group asked about increased capacity for hotels. Ms. Potvin-Bird, as TT representative, replied that the Marriott is now in downtown Tacoma adding to room capacity to accommodate any convention traffic increase.

**Lakewood Chamber of Commerce – Tourism - Linda Smith, President/CEO**

Ms. Smith began by commenting on the very challenging year and a half for the hospitality industry and that the Chamber wants to continue to be lead marketing organization for the City. She mentioned the modified travel campaign they started last year will continue through 2022. She also revealed that Lakewood and smaller cities have the advantage as visitors feel safer in them than in highly urbanized areas. She stated that their focus market continues to be Seattle- north, Eastern Washington, Idaho and Portland south. She informed that even with COVID they will continue to maintain their Visitor Information Center, which is open 7 days a week, as visitors still prefer printed materials for obtaining tourism information but also maintain a robust online presence through their website and social media. She said that they will keep producing travel videos including "Best Kept Secrets" to air online and in cable networks; and, expand their drive tour itineraries. She also plans on partnering with other tourism umbrella organizations, such as Travel Tacoma, to expand their reach. Ms. Smith then showed their website and highlighted the major sections and offerings.

Chair Mayor Anderson asked if the Chamber has any plans for collective marketing of mom-and-pop restaurants suffering from the pandemic. Ms. Smith pointed out that currently no well-known named restaurants are marketed in traditional Chamber promotions, but they focus more on the low-budget local family-operated restaurants such as those featured in their destination drive-tour videos. She agreed that there is opportunity there to identify other small restaurants and promote them.

Member Potvin-Bird asked if the Chamber generates a dining guide to which Ms. Smith replied yes, but that not all restaurants in the City participate. Ms. Potvin-Bird remarked that is beneficial to maintain an online listing which include the smaller ethnic restaurants because it's the uniqueness that makes the destination more robust.

**Lakewood Chamber of Commerce – Nights of Blue Lights**

Ms. Smith mentioned that this event is the way to brand the community for the holiday season. She then narrated the history of the origins of the blue Lights which started with decorating the Colonial Plaza theatre and that the exhibit was brought back by the Chamber in 2019 and has received popular recognition. She propose that Lakewood be branded as City of Blue lights this holiday season. She also mentioned that last year veteran roofers were involved in installing the blue lights. This year the event will be kicked off by an outdoor community event at Colonial Plaza with fireworks added to the finale.

Chair Mayor Anderson asked how many businesses participated last year. Ms. Smith answered 23 businesses worked with the Chamber for installing blue lights on their buildings but many more put their own lights up. Chair Mayor Anderson follow by asking if there are sources of blue lights available to businesses and the general public. Ms. Smith replied that they have a limited inventory but the current world-wide supply chain crunch has made supplies difficult to obtain but they are ready to help out businesses that reach out to them.

**Lakewood Historical Society (LHS)** - Phil Raschke, Board member; Sue Scott, President; Glenn Spieth, Board member

Mr. Raschke introduced Ms. Scott, LHS President and Mr. Speith, Board member. He started by providing a brief history of the museum. He then reflected on the prior year experience of being closed most of the year but announced that they are back on track. He highlighted their move to their new location in Colonial Plaza which they renovated using their own resources. He mentioned that LHS is run primarily by volunteers a paid consultant. He added that their total annual operating cost is \$61K supported by \$6K from membership, \$12K in donations, \$8K in grants and special events but expect a \$35K shortfall which they expect to be covered by their requested funds. He informed that their goal is to conduct 10 historical events, and that they've already done 2, this year. He mentioned they are now employing technology in their operations, such as, motion-activated exhibits and use of QR codes to provide supplemental exhibit information. He informed that they are open 2 days a week, noon to 4 but that right now it's hard to draw "docents" in due to COVID. Mr. Raschke mentioned that they publish the Prairie Gazette which continually highlights the history of the City of Lakewood. He added that they installed window designs that highlight historical events. He mentioned that renovation also added a great sound system that can be used for multiple events. He recounted their July 17 opening ceremony this year which was well attended. He mentioned the showing of a classic movie in August which was sold out. He then continued to announce upcoming programs expected to be popular. Finally, he heralded the museum's motto: preserving yesterday, educating tomorrow, and how important the museum is to the City.

Chair Mayor Anderson commented on the latest Prairie Gazette issue. Mr. Raschke pointed out that of all the Gazette issues, this one captures the history of Lakewood.

**City of Lakewood Communications – Imaging Promotions 2022** –Becky Newton, Economic Development Manager and Jim Kopriva, Communications Manager

Ms. Newton reflected on their 2020 program were they had to pivot due to the pandemic and was not able to use all the funding. She highlighted their new "Nearcation" project that was born from the prior year experience, with the new focus on golf, food, amenities and history. She demo'ed their website and walked through some of its features.

Mr. Kopriva discussed their approach to marketing for 2021 and future years. He emphasized that continued funding will support raising the level of awareness of Lakewood and its attractions, create economic activity in terms of retail sales, and increase events attendance and hotel-motel overnight stays. He stated that the key metric is cost per mille (per thousand impressions) and showed current CPM numbers on popular Lakewood events. He stressed that the requested funds for 2022 will be spent on creating impressions to attract attention and increase tourism, building on and promoting previous investments in content. Finally, Mr. Kopriva characterized their goal for this request as SMART (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**imely)

Ms. Potvin-Bird commented that they, in Travel-Tacoma, face the same challenge of proving that their marketing campaign is delivering an ROI and she appreciates the mention that other indirect measures of engagement, attendance, and information by zip codes are important to determine reach.

Chair Mayor Anderson noted the increasing number of impressions needed to effect a desired result.

**Lakewood Playhouse - James Venturini – Interim Managing Artistic Director**

Mr. Venturini stated that the Playhouse has been operating for 83 years and have received LTAC marketing support for a long time. He showed their 2021-22 brochure which will be distributed in kiosks throughout the Puget Sound area supplemented by weekly ads in Tacoma News Tribune, ads on Facebook and other social media, email newsletters, and posters,. He stated that their current website promotes their 83<sup>rd</sup> season as well as the City. He described their journey back from the COVID pause and emphasized that they did not want to do anything different, but rather return to previous normal. He recounted that they worked hard to keep playhouse open despite the pandemic and how they've gotten support from Feds, State, Pierce County Arts Commission, Tacoma Community Foundation, Seattle ARTS fund, other organizations and individual contributions helped them stay afloat through the pandemic. He stressed that marketing support is much needed now to attract back audiences and keep them going. He declared that since they are just opening now, they will not be able to use up all the funds awarded in 2021. He mentioned that they are requesting \$25K to be used on online ads, display ads and video production in 2022.

Member Raschke inquired about their Youth theater operations during the previous year under COVID. Mr. Venturini explained that they did maintain an active youth theater online with minimum production offerings. He described the difficulty of getting productions on Zoom, but it was important as far as it kept the LPH name in the public's attention. He said that now they are ready to show what they do with their first full production show scheduled to open tomorrow. He mentioned that they typically have 7 full production shows, and some special events per year.

Chair Mayor Anderson clarified the amount the LPH is requesting. Mr. Venturini confirmed that they are requesting \$25,000 for 2022. (A typo on the amount requested schedule was subsequently corrected).

**Lakewood Arts Festival Association - Robert Lawrence, Chairman**

Mr. Lawrence, also president of the LPH Board, opened by recognizing Mr. Venturini for his effective handling of the Playhouse's HR issue and financial difficulties in 2020. He then thanked the LTAC for considering the Arts Festival Association's grant application. He mentioned that this year is their 9<sup>th</sup> annual production and they are doing film, art and books in a 3-day event and the combination of all 3 makes it unique. He stated that the festival now goes by the acronym FAB (for film, arts and books) and they have copyrighted their new logo. He added that they plan on showing 7 films and having an art contest. He alerted, however, that the Association is still facing headwinds due to the health emergency with people being required to sign in and have proof of vaccination, but noted that people are starting to come back to their events. He also stated that they partnered with TNT Center and put out 37K emails and 35K posts to social media. He emphasized their goal to create an artistic festival in Lakewood, attracting visitors from the State as well as nationwide, and that this is attainable because of easy access to I-5, close to international airport, affordable lodging, great restaurants and free parking.

Chair Mayor Anderson asked about their anticipated attendance. Mr. Lawrence recalled that they had 1,200 in 2019 but only expect 800-900 this year due to the COVID resurgence, and 2022 will depend on the health situation. He stressed that what's positive is the synergy between the FAB, Playhouse and Historical Society which contributes to mutual success.

**City of Lakewood PRCS – Farmers Market - Sally Martinez, Parks and Recreation Coordinator**

Ms. Martinez opened by describing the “amazing journey” that they had despite the pandemic. She narrated that they moved the venue to Fort Steilacoom Park which afforded increased social distancing, Vendor sales this year reached close to \$50K double that in 2020 and quadruple that of 2019. Thousands more people attended. Strategy of making it a one-stop shop. Noted that this is due to shopping outside being safer than inside. She stated that she brought games for kids, so parents can shop while kids play, dogs were allowed and entertainment provided. The market added had 22 new crafters and food vendors this year. She emphasized the numerous women and veteran owned vendors. She also presented survey results which showed that visitors appreciated the vendors, location, food, time, community and the staff, majority of attendees are women age 31-60, 13% are from outside the 50 mile radius and from out of state, 46% stated that it was their first time visiting the market and that 62% said the Farmers Market is their primary reason for being in the area on Fridays.

**City of Lakewood PRCS – SummerFEST - Sally Martinez, Parks and Recreation Coordinator.**

Ms. Martinez started by reporting that this year’s festival was cancelled as in the prior year but that the 2022 event has been penciled for 7/23/22 to be held at Fort Steilacoom Park. She presented a deck showing the 2019 event and described their strategy for 2022 of retelling their story to successfully make a comeback from the pandemic closures. She stressed their need for resources for paid advertising in JBLM guides and programs, school newsletters, and Connections magazine. She also mentioned that they have secured new sponsorships, including a new radio sponsor, and currently have received pledges of over \$30k. She stressed that these sponsors advertise to their constituents and exponentially increase the awareness of the event.

**City of Lakewood PRCS – Summer Concert Series - Sally Martinez, Parks and Recreation Coordinator**

Ms. Martinez reported that the Summer Concert was cancelled due to COVID although they did the planning activities this year. She mentioned that they were able to invite and schedule seven bands in different music genres before the cancellation. She stated that they are looking forward to the 2021 event and that their venue, the Pavilion at Fort Steilacoom Park, will allow them to comply with COVID restrictions. She shared a slideshow from last year which showed the activities that they created for their guests and stated that these events are needed by the community especially at this time. She reminded the committee that these concerts are free to the community; old to younger, all cultures and with all abilities. She next mentioned that they engage with Asia Pacific Cultural Center to provide entertainment and bring in food trucks. She closed by stating that they are constantly exploring ideas on how they can pivot in terms of event offerings under this environment.

**City of Lakewood PRCS – Saturday Streets Festival – Sally Martinez, Parks and Recreation Coordinator**

Ms. Martinez opened by stating that this is a first time event series with plans for having six Saturday events during the months of May-October at the Motor Ave/Colonial Plaza outdoor event space. She described that each event will be differently themed but will have the same core elements of food, dance, music, cultural element, art element, and teen element. She expressed delight in highlighting the beautiful Colonial plaza and creating a new event series that is in line with the City Councils' Goals of "celebrating, valuing and supporting the cultural diversity of the community through ... events." And to "continue to improve the quality of life for all residents, businesses and visitors."

**City of Lakewood PRCS – Reel Life 96 – Linda Mcdermott, Chair - Lakewood Arts Commission**

Ms. Mcdermott presented their project, Reel Life 96, a short film contest that has been an important part of the Lakewood Independent Film Expo. She described it as a short film competition that brings together storytellers of every generation and ethnicity to write, shoot and edit a 4-minute film of their own making in the time of 96 hours. She stated that “Reel Life 96” celebrates and supports the uniqueness and diversity of storytellers through the creative medium of film. She announced that the screening gala and awards

will be held at the McGavick Center. She also heralded the project's fostering of community engagement with various local arts and other tourism organizations.

**Rise Against Racism** – The organization pre-announced that they will have no presenters in attendance.  
**GRANT FUNDING DECISIONS**

(LTAC deliberations commenced to determine the amount of grants to be awards).

#### **Basis for Awards and Other Recommendations**

- Lakewood Historical Society – The committee granted the full amount requested of \$35,000.
- Lakewold Gardens – Members noted the increase in activity and the boost to tourism of LGs new offerings. They decided to grant the full amount requested of \$85,000.
- Historic Fort Steilacoom Association - The members talked about the issues that the organization faced last year and appreciated their move to more online ads and programming to improve attendance. They awarded the full amount requested of \$15,000.
- Asia Pacific Cultural Center – Members noted that the activity is important to the City as far as encouraging diversity in the community. They decided to grant the full amount requested of \$15,000.
- Travel Tacoma (TT) – LTAC acknowledged the importance of TTs visitor tracking application and its benefits to other organizations. Member Potvin-Bird remarked that at some point a measurement of the ROI of the program would be nice to have for future decisions. The committee awarded the full amount requested of \$100,000.
- Lakewood Sister Cities: International Festival – The committee approved the full amount requested of \$5,500.
- Lakewood Sister Cities: Gimhae Delegation – LTAC noted last year's cancellation of the delegation visit and the donation of PPE by the City of Gimhae. The committee granted the full amount requested of \$20,550.
- Lakewood Arts Festival – LTAC noted their strategy of combining film, arts and books. They granted the full amount requested of \$20,500.
- Lakewood Playhouse – LTAC noted the Playhouse's difficulties in the previous two years. They granted the full amount requested of \$25,000.
- Chamber of Commerce - Night of Lights – LTAC noted the increase in participation of the event and the lighting equipment supplies issue. The committee approved the full requested amount of \$25,000.
- Chamber of Commerce (CC) - Tourism – LTAC member Raschke stressed the important role of the CC with its involvement with the City. The committee approved the full requested amount of \$100,000.
- Rise Against Racism – LTAC reviewed the application and noted missing requirements, such as, a balance sheet, organizational budget and E-verify acknowledgment. They also noted the absence of a

presenter to discuss the project and answer questions about the event. The decision was made not to grant an award.

- Summerfest – LTAC noted the 2-year closure of the event and the prospects for the return of the popular event in 2022. The committee approved the full amount requested of \$80,000.
- Farmer’s Market – LTAC commended the success of the event despite the pandemic conditions. They decided to award the full amount requested of \$35,000.
- Summer Concert Series – LTAC noted the popularity of the event and the successful return this year. They awarded the full amount requested of \$20,000.
- Media Communications – LTAC appreciated the marketing approach of the City and the use of online technology. Member Potvin-Bird commented that a measure of ROI will be necessary at some point to assess future requests. The committee granted the full amount requested of \$50,000.
- Lakewood Saturday Festival Series (Streets Festival) – LTAC noted that this is a start-up project and deliberated on the size of the request in that context. Members talked about what measure can be used to estimate the attendance. Chair Mayor Anderson asked about alternatives if they don’t get the requested amount. Members pointed out that they will likely supplement through more sponsorships. The LTAC decided to award the reduced amount of \$30,000.
- Lakewood Film Festival (Reel Life 96) – LTAC noted the historical popularity of the event. The committee granted the full requested amount of \$17,100.



A summary of the award determinations is given below.

#### LAKEWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2021 Requests for 2022 LTAC Grant Funds Applicant	Funding Request		Recommended Funding	
	Non-Capital	Capital	Non-Capital (4%)	Capital (3%)
	<b>Available</b>		<b>\$ 441,607</b>	<b>\$ 726,986</b>
Lakewood Historical Society	\$ 35,000	\$ -	<b>\$ 35,000</b>	\$ -
Lakewood Gardens	85,000	-	<b>85,000</b>	-
Historic Fort Steilacoom Association	15,000	-	<b>15,000</b>	-
Asian Pacific Cultural Center	15,000	-	<b>15,000</b>	-
Travel Tacoma- Mt Rainier Sports	100,000	-	<b>100,000</b>	-
LSCA- International Festival	5,500	-	<b>5,500</b>	-
LSCA- Gimhae Delegation	20,550	-	<b>20,550</b>	-
Lakewood Arts Festival Association	20,500	-	<b>20,500</b>	-
Lakewood Playhouse	25,000	-	<b>25,000</b>	-
Chamber of Commerce - Nights of Lights	25,000	-	<b>25,000</b>	-
Chamber of Commerce - Tourism	100,000	-	<b>100,000</b>	-
Rise Against Racism	28,500	-	<b>0</b>	-
CoL – SummerFEST	80,000	-	<b>80,000</b>	-
CoL – Farmers Market	35,000	-	<b>35,000</b>	-
CoL – Summer Concert Series	20,000	-	<b>20,000</b>	-
CoL – Media Communications	50,000	-	<b>50,000</b>	-
CoL - Love Lakewood Festival Series, First Saturdays	60,000	-	<b>30,000</b>	
CoL - Lakewood Film Festival, REEL Life96	17,100	-	<b>17,100</b>	
	<b>\$ 737,150</b>	<b>\$ -</b>	<b>\$ 678,650</b>	<b>\$ -</b>
	<b>Subtotal</b>	<b>\$ 737,150</b>	<b>Subtotal</b>	<b>\$ 678,650</b>
CPTC McGavic Center (Committee, Annual Payment)	\$ -	\$ 101,850	\$ -	\$ 101,850
	<b>\$ 737,150</b>	<b>\$ 101,850</b>	<b>\$ 678,650</b>	<b>\$ 101,850</b>
	<b>Total</b>	<b>\$ 839,000</b>	<b>Total</b>	<b>\$ 780,500</b>

It was moved and seconded that the final allocation be approved.

With no further discussions, the motion to approve the recommended amounts was passed unanimously.

**ADJOURNMENT** - Chair Mayor Anderson adjourned the meeting at 4:00 p.m.

Minutes:

\_\_\_\_\_  
Manny Cristobal, Finance Supervisor (Preparer)

\_\_\_\_\_  
Mayor Don Anderson, Chair



To: Mayor and City Councilmembers  
 From: Tho Kraus, Deputy City Manager  
 Through: John J. Caulfield, City Manager  
 Date: November 8, 2021  
 Subject: Review of 2022 Fee Schedule Amendments

## BACKGROUND

On an annual basis, the proposed fee schedule for the upcoming year is presented to the City Council for consideration and approval.

## NEXT STEPS

Adopt 2022 Fee Schedule Amendments – November 15, 2021.

## ATTACHMENTS

- 2022 Proposed Fee Schedule – Changes Tracked
- 2022 Draft Fee Resolution
- 2022 Proposed Fee Schedule – Clean Version

## PROPOSED CHANGES

Changes to the proposed 2022 fee schedules are presented by in red, by section, with background/basis for the proposed change.

### 1) Amendments to Part C. Planning and Development Fees – Plat/Subdivision Fees

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES</b>		
<b>Administrative Fee</b>		
Technology Fee		2% of the total planning permit cost
<b>Plat/Subdivision Fees</b>		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
	Minor	\$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus <del>\$1,000</del> <b>\$2,500</b> hearing examiner deposit <sup>(1)</sup>

#### Basis/Background:

Increase hearing examiner deposit to \$2,500 consistent with all other hearing deposits.

## 2) Amendments to Part L. Animal Control Licensing Fees

Fee Type	Fee Amount
<b>L. ANIMAL CONTROL LICENSING FEES</b>	
<b>Police</b>	
The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
- Dogs (altered)	<del>\$20.00</del> \$30.00
- Dogs (unaltered)	<del>\$55.00</del> \$65.00
- Cats (altered)	<del>\$12.00</del> \$20.00
- Cats (unaltered)	<del>\$55.00</del> \$65.00
Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
- Dogs (altered)	\$10.00
- Dogs (unaltered)	\$30.00
- Cats (altered)	<del>\$4.00</del> \$5.00
- Cats (unaltered)	\$30.00
Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	

### Basis/Background:

In October 2020, the City Council approved a new Humane Society contract. A brief analysis of the City's current pet license fees compared to nearby cities and what an increased would look like for Lakewood was also included as part of the presentation.

The City retains a portion of pet licensing fees submitted through the City's 3<sup>rd</sup> party vendor, PetData, which equated to \$38,909 in 2020. Applying the proposed fee increase, the City would retain \$56,896. The resulting revenue increase would help offset the increase cost of the Human Society contract.

Lakewood's current fees are on the lower end of the range compared to other local jurisdictions:

Jurisdiction	Altered Fee	
	Dog	Cat
Lakewood	\$20.00	\$12.00
Pierce County	\$20.00	\$12.00
Tacoma	\$30.00	\$20.00
University Place	\$23.00	\$13.80
Fircrest	\$14.00	\$8.00
METRO	\$14.00	\$10.00

A change in fees could generate approximately \$18,000 more per year, offsetting the increased cost of the Humane Society contract (2021 estimate \$150,534 / 2022 estimate \$161,824).

	Current Fee	2020 Revenues	Proposed Fee	Potential Annual Revenue
Dog (altered)	\$20.00	\$22,568	\$30.00	\$33,990
Cat (altered)	\$12.00	\$6,729	\$20.00	\$11,160
Senior Rate for Dog (altered)	\$10.00	\$9,387	\$10.00	\$9,387
Senior Rate for Cat (altered)	\$4.00	\$1,451	\$5.00	\$1,645
Unaltered Pets	\$55.00	\$13,310	\$65.00	\$15,210
Total Fees		\$53,445		\$71,392
Less PetData Fees		(\$14,536)		(\$14,536)
Net Lakewood Revenue		\$38,909		\$58,856

The following is a summary of operating revenues and expenditures for the City's Animal Control program.

Animal Control Year-to-date through June						
Operating Revenues & Expenditures	2019 Annual Actual	2020 Annual Actual	2021		Over / (Under)	
			Annual Est	YTD Actual	2021 Actual vs 2020 Actual	
					\$	%
<b>Operating Revenue:</b>						
Animal License	\$ 38,838	\$ 36,376	\$ 36,000	\$ 30,676	\$ (1,121)	-3.5%
Animal Services - City of Dupont	33,252	33,917	34,514	17,298	339	2.0%
Animal Services - Town of Steilacoom	18,012	15,630	16,601	7,436	1,776	31.4%
<b>Total Operating Revenues</b>	<b>\$ 90,101</b>	<b>\$ 85,923</b>	<b>\$ 87,115</b>	<b>\$ 55,410</b>	<b>\$ 994</b>	<b>1.8%</b>
<b>Operating Expenditures:</b>						
Personnel	190,591	196,614	201,175	106,821	5,844	5.8%
Operating Supplies	500	569	2,220	500	(69)	-12.1%
Minor Equipment	1,355	-	2,120	-	-	n/a
Humane Society	132,365	121,795	150,534	75,851	3,478	4.8%
Other Services & Charges	-	151	1,200	-	-	n/a
<b>Total Operating Expenditures</b>	<b>\$ 324,812</b>	<b>\$ 319,129</b>	<b>\$ 357,249</b>	<b>\$ 183,173</b>	<b>\$ 9,254</b>	<b>5.3%</b>
<b>Net Program Cost</b>	<b>\$ (234,711)</b>	<b>\$ (233,206)</b>	<b>\$ (270,134)</b>	<b>\$ (127,763)</b>	<b>\$ (8,260)</b>	<b>6.9%</b>

Note - operating expenditures do not include internal service allocations (such as vehicle repairs & maintenance, vehicle replacement reserves, etc.) as all police internal service charges are accounted for under Command Section.

2020 animal license revenue of \$36,376 in this table is different than the previous table due to timing of revenues received.

**2021 2022 FEE SCHEDULE**

**Resolution 2020-2021-xxx Adopted by City Council on November 16, 2020 15, 2021**

Fee Type		Fee Amount
<b>All</b>		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
<b>A.</b>	<b>Copies/Duplication</b>	
	<b>Legal/City Clerk</b>	
	Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
	<b>Various Departments</b>	
	<b>Public Records:</b>	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	<b>Note:</b> - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$25.00
	<b>Public Works</b>	
	Engineering Standards Manual	Cost plus 15%
<b>B.</b>	<b>City Hall Rental Fees - Two-hour minimum reservation required for facility use</b>	
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES</b>		
<b>Administrative Fee</b>		
Technology Fee		2% of the total planning permit cost
<b>Plat/Subdivision Fees</b>		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit <sup>(1)</sup>
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
	Minor	\$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus <del>\$1,000</del> \$2,500 hearing examiner deposit <sup>(1)</sup>
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
<b>Discretionary Land Use Permits</b>		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Master Facilities Plan		\$2,200.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Major Variances		\$1,200.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Major Variances for single family dwelling (where project valuation does not exceed \$12,000)		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$1500.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$2,300.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Shoreline Conditional Use Permit/Shoreline Variance		\$2,300.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)		\$150.00
<b>Appeals &amp; Reconsiderations</b>		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus \$2,500.00 hearing examiner cost deposit <sup>(1)</sup>
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00
<b>Amendments to Plans &amp; Regulations</b>		
Amendments to the Comprehensive Plan & other related policy documents		\$2,100.00
Amendments to Development Regulations		\$2,600.00
Amendments to the Shoreline Master Program		\$3,200.00
Site-Specific Rezone		\$3,100.00



**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
C.	PLANNING AND DEVELOPMENT FEES (continued)	
Zoning Certification/Site Plan Review		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
Construction Value:		
\$0 - \$74,999		\$50.00
\$75,000 - \$124,999		\$100.00
\$125,000 - \$224,999		\$150.00
Over \$225,000		\$300.00
Other Developments: All new buildings or exterior tenant improvements in commerical or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
Construction Value	CED Zoning Certification Fee	Compliance check w/ permit conditions
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES - continued</b>		
<b>Miscellaneous Planning Fees</b>		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
		Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
<sup>(1)</sup> Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
<b>Other Fees</b>		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development Services		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES - continued</b>		
<b>SEPA &amp; Wetland Fees</b>		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
<b>Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)</b>		
Conditional Certificate Application		\$800.00
Extension of Conditional Certificate of Application		\$500.00
Final Certificate of Application		\$500.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00
<b>Tree Removal/Replacement Permit Fees</b>		
Significant Tree Removal Permit		No Fees
Off-Site Tree Replacement Permit (when trees are not being replaced onsite)		\$400.00 for each replacement tree

~~2021~~ 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
D.	<b>GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS</b>	
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	<b>Valuation</b>	<b>Corresponding Permit Fee</b>
	\$0 - \$500	\$30.00
	\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
	\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued</b>		
<b>Plan Review Fees</b>		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
<b>Other Fees</b>		
	<b>Demolition Fees</b>	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
<b>General Comments</b>		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation	
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>D.</b>	<b>GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued</b>	
	<b>Mechanical Permit Fees</b>	
	New Single Family Residences and Duplex (per unit) Flat Fee	\$175.00
	Residential (Prescriptive Design)	\$175.00
	Commercial and Non-Prescriptive Residential	Per Valuation w/ Minimum \$175.00
	New Commerical Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
	<b>Project Valuation</b>	<b>Fee</b>
	Up to \$5,000	\$85.00
	\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	> \$100,000	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
	<b>Mechanical Review Fees</b>	
	When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
	Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:	
	<b>Equipment Unit Schedule Description</b>	<b>Fee</b>
	Permit Issuance	\$34.00
	Issuing supplemental permits	\$12.00
	Furnaces up to and including 100,000 BTU	\$22.00
	Furnaces over 100,000 BTU	\$29.00
	Appliance vents	\$12.00
	Repair or additions to A/C systems	\$22.00
	Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00
	Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00
	Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00
	Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00
	Boilers, compressors and absorption systems over 50 horsepower	\$123.00
	Air handlers up to and including 25 tons	\$18.00
	Air handlers over 25 tons	\$29.00
	Evaporative coolers	\$41.00
	Ventilation and exhaust (fans and hoods)	\$18.00
	Incinerators, domestic type	\$29.00
	Incinerators, international type	\$41.00
	Each gas piping from 1 to 5 outlets	\$12.00
	- Additional outlets per outlet	\$3.00
	Miscellaneous	\$18.00



**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>D.</b>	<b>GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued</b>	
	<b>PLUMBING PERMIT FEES</b>	
	New Single Family Residences and Duplex (per unit) flat fee	\$225.00
	New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
	<b>Project Valuation</b>	<b>Fee</b>
	Up to \$5,000	\$85.00
	\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
	<b>PLUMBING REVIEW FEES</b>	
	When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
	Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	
	<b>Equipment Unit Schedule</b>	<b>Fixture Fee</b>
	Permit Issuance	\$34.00
	Issuing supplemental permits	\$12.00
	Furnaces up to and including 100,000 BTU	\$22.00
	Each plumbing fixture with one trap	\$12.00
	Each building sewer	\$22.00
	Each drain for indoors rainwater system	\$12.00
	Each cesspool	\$35.00
	Each private sewage disposal system	\$59.00
	Each water heater and vent	\$12.00
	Each gas piping from 1 to 5 outlets	\$12.00
	- Additional outlets per outlet	\$3.00
	Each waste incinerator	\$12.00
	Water piping or water treating system	\$12.00
	Repair or alteration of drainage or vent	\$12.00
	Backflow device for lawn sprinklers	\$12.00
	Vacuum breakers from 1 to 5	\$12.00
	- Additional units over 5 per each	\$3.00
	Backflow device for other systems over 2 inches in diameters	\$24.00
	Cross connection of reclaimed water system	\$47.00
	Each graywater system	\$59.00
	Medical gas system from 1 to 5 outlets	\$71.00
	- Additional outlets over 5 per each	\$12.00

~~2021~~ 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>E. GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES</b>		
<b>Geographical Information Systems (GIS)</b>		
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:		
<b>Standard Mapping Products</b>		
Photo Quality Paper (11 X 17)		\$15.00 each
Wall Map (22 X 34)		\$20.00 each
Wall Map (33 X 44)		\$25.00 each
<b>ELECTRONIC MEDIA: CD-ROM</b>		\$15.00
<b>Administrative Services</b>		
Extra Duty Contracts - Administrative Fee		\$2.00 per hour
Extra Duty Contracts - Processing Fee		\$10.00 per invoice
Lien Filing Fee		\$50.00 plus all recording fees
<b>F. PUBLIC WORKS PERMIT FEES</b>		
<b>Administrative Fee</b>		
Technology Fee		2% of the total public works permit cost
<b>Permits</b>		
<b>Site Development Permit</b> (covers site work, including erosion control, clearing, grading and drainage)		
	<b>Project Value</b>	<b>Permit Fee</b>
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>		
<b>Right-of-Way Permit</b> (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
<b>Annual Right-of-Way Permit</b> (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$500.00
<b>Pavement Degradation Fee</b> : (recovers loss in pavement serviceability due to pavement cuts):		
	<b>Road Material, Type, PCI Score</b>	<b>PDF Fee</b>
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>F.</b>	<b>PUBLIC WORKS PERMIT FEES - continued</b>	
	<b>Right-of-Way Vacation Permit</b> ( <i>"Sale" or vacation of city right-of-way to abutting property owners</i> )	\$1,840.00
	<b>Street Opening Permit</b> ( <i>Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.</i> )	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	<b>Oversize Load Permit</b> ( <i>all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets</i> )	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	<b>Reinspection Fee</b> ( <i>to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit</i> )	\$92.00
	<b>General Inspection Fee</b> ( <i>for inspection not otherwise listed</i> )	\$92.00 per hour
	<b>Miscellaneous Permits</b> ( <i>any Public Works permit not covered by the fee schedule, if performed by an employee</i> )	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	<b>Professional Services Contracts</b> ( <i>any private or public professional service contract needed</i> )	Rate will be billed 100%, plus 10% administrative charges

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>G.</b>	<b>PARKS AND RECREATION PROGRAMS (Facility/Use)</b>	
	<b>Parks, Recreation &amp; Community Services</b>	
	<b>Special Use Permit*</b>	
	Events	\$200.00 - \$500.00
	Colonial Plaza and Major events	\$1,000.00
	Event Deposit	\$250.00 - \$500.00 per event
	Additional event fees and services (plus 15% of gross private event revenue)	Market rate + 15%
	<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>	
	<b>Alcohol Permit Fee ** (must be purchased in addition to a special use permit)</b>	
	Small events	\$200.00
	Large events	\$500.00
	Major events	\$1,000.00
	** Special conditions apply	
	<b>Facility Use Cancellation Fees</b>	
	- Recreation Administrative Fee	\$10.00 (non-refundable)
	- Special Use Permit - less than 30 days prior to	(0%) 100% retained by City
	- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
	- Special Use - more than 61 days prior to use	(75% refunded) 25% retained by City
	<b>Lakewood Senior Activity Center (two hour minimum)</b>	
	Rainier Room - Full activity room	\$65.00 per hour
	Classroom	\$30.00 per hour
	Artroom	\$30.00 per hour
	Kitchen (only if available if renting full activity room)	\$15.00 per hour
	Facility Deposit	\$150.00
	Cleaning Fee	\$150.00
	Additional Staffing Fee	\$25.00 per hour
	<b>Cancellation Fees</b>	
	- Facility Deposit/Fees (less than 30 days)	(0%) 100% retained by City
	- Facility Deposit/Fees (31-60 days prior)	(50% refunded) 50% retained by City
	- Facility Deposit/Fees (more than 61 days prior)	(75% refunded) 25% retained by City
	<b>Boat Launch</b>	
	Per launch (Credit/Debit Cards Only)	\$15.00
	Resident Season Pass	\$125.00 plus tax
	Non-Resident Season Pass	\$150.00 plus tax
	Overnight Pass	\$50.00
	Commercial Pass	\$250.00
	<b>Outdoor Market Vendors</b>	<b>Daily Rate</b>
	Regular Stall 10x10	\$25.00
	Regular Stall 10x 20 or Food Trucks	\$50.00
	Please note that this fee structure does not apply to the City's annual SummerFEST event. Fees for SummerFEST vendors, sporting event coordinators, specialty activities, food trucks and other event elements may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services and other conditions.	
	<b>Neighborhood Parks</b>	
	Field Preparation Fees	\$25.00
	Fields use	\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

**~~2021~~ 2022 FEE SCHEDULE** - continued

Fee Type		Fee Amount
<b>G.</b>	<b>PARKS AND RECREATION PROGRAMS (Facility/Use) - continued</b>	
	<b>Fort Steilacoom Park</b>	
	<b>Large Picnic Shelter - Full day only May-Sep</b>	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$100.00
	- Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	<b>Small Picnic Shelters - Full day only May - Sep</b>	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$50.00
	- Full Day (10:00 a.m. - 7:00 p.m.)	\$75.00
	<b>Pavilion</b>	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$500.00
	- Full Day (10:00 a.m. - 7:00 p.m.)	\$1,000.00
	Hourly Rate (2 hour minimum)	\$150.00
	Deposit	\$250.00 - \$500.00
	Cleaning Fee	\$50.00 - \$70.00
	<b>Sport Field Use Fees</b>	
		<b>With one field preparation, per field, per day</b>
	- 1 Field	\$200.00
	- 2 Fields	\$275.00
	- 3 Fields	\$350.00
	- 4 Fields	\$425.00
	- 5 Fields	\$500.00
		<b>Without field preparation, per day</b>
	- 1 Field	\$150.00
	- 2 Fields	\$200.00
	- 3 Fields	\$250.00
	- 4 Fields	\$300.00
	- 5 Fields	\$350.00
	Baseball Field #5 at Fort Steilacoom Park	\$25.00 per game or \$50.00 per day
	<b>Single Sports Field (no preparation)</b>	\$40.00 per 60 minutes
	<b>Tournament Deposit and Cancellation Fee ( A full refund or credit less</b>	
	- Nonrefundable tournament reservation fee (does not go towards tournament fees)	\$100.00
	- Tournament Deposit Fee (will go towards tournament fees)	\$100.00 per field
	- Tournament cancelled less than 30 days prior	50% of deposit refunded
	- Tournament cancelled 31-60 days prior	75% of deposit refunded
	Youth soccer teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.	
	- Age 10 years and under	\$100.00 per team
	- Age 11 - 18 years	\$125.00 per team
	- Adult, age over 18 years	regular field use rates apply
	Youth baseball teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.	\$50.00 per game fee (2.5 hours and one prep per day)
	Field preparation (all sports)	\$50.00 per prep \$75 per mid day mound change

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>G.</b>	<b>PARKS AND RECREATION PROGRAMS (Facility/Use) - continued</b>	
	<b>Other Fees</b>	
	Open Space:	
	Half Day (10:00 a.m. - 2:00 p.m.) or (3:00 p.m. - 7:00 p.m.)	\$100.00
	Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	\$25.00 per hour
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	<b>Neighborhood Shelters - Full day only May-Sep</b>	
	- Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00	\$40.00 / \$50.00
	- Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m.	\$60.00 / \$75.00
	<b>McGavick Center Facility Use/Rental</b>	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>H.</b>	<b>FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES</b>	
	<b>Community &amp; Economic Development</b>	
	<b>Site Development Plan Review</b> (plats, short plats, commercial projects, residential infill's etc.)	
	Basic review fee	\$250.00
	- Additional review (over two hours)	\$125.00 per hour
	Vehicle Gates (includes plan review, inspection and testing)	\$125.00 per hour
	<b>Construction Plan Review</b> - A plan review fee will be charged for fire department review of requirements for construction and inspection of the IFC requirements for buildings classified as Group A, B, E, F, H, I, M, R, S and U. The plan review fee shall be:	15% of the plan review fee established for Building Permit Plan Review with a minimum fee of \$125.00
	<b>Fireworks Fees</b>	
	1) Fees for temporary fireworks stand permit	\$100.00
	2) Fees for a public display permit	\$245.00
	3) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
	4) A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00
	<b>Fire Alarm Systems</b>	
	<b>Tenant Improvements</b> (1st four zones)	\$215.00 plus \$6.00 (per
	- Additional zones	\$54.00 (each)
	<b>Residential</b> (one and two-family dwellings)	\$215.00 plus \$6.00 (per
	<b>Commercial and Multi-Family</b> (1st four zones)	\$325 plus \$6.00 (per device)
	- Additional zones	\$54.00 (each)
	- Sprinkler supervision only	\$270.00
	<b>Fire Alarm Permit Fee</b> for upgrading of an existing system	50 percent (50%) of the fee
	<b>Fire Alarm Plan Review Fee</b>	25 percent (25%) of the
	<b>Underground Sprinkler Supply</b> (includes plan review,	\$325.00
	<b>New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):</b>	
	- 1 to 5 nozzles	\$200.00
	- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5 nozzles
	- Bottle(s)	\$30.00 per bottle

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>H. FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES - continued</b>		
<b>Above Ground Fire Sprinkler Systems</b>		
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.		
<b>Plan Review Fee</b> <i>(for the fire sprinkler systems are in addition to the permit fee)</i>		25 percent (25%) of the permit fee, with a minimum of \$125.00.
<b>Tenant Improvements</b> <i>(relocation and addition to existing system)</i>		valuation 20 percent (20%)
<b>System</b>		\$270.00
<b>Standpipes</b> (includes review, inspection and testing fees)		
Temporary Standpipe		\$162.00
Class I		\$184.00
Class II		\$297.00
Class III		\$318.00
<b>Other Fees</b>		
- Additional inspection fees may be imposed		\$50.00 for each additional inspection
- After hours inspections		\$75.00 hour (1-hour minimum)
Fire Pump Installations (includes review, inspection and testing fees)		\$540.00
Commercial Power Generator Installations (includes review, inspection and testing fees)		\$350.00
Battery Systems - Capacity over 50 Gallons		\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon		\$200.00
Crogenic Fluids - Install or Modify		\$200.00
Emergency Responder Radio Coverage System - Install or Modify		\$200.00
Flammable and Combustible Liquids		
Installation of Modification of Commercial Tank, Piping or Distribution System		\$250.00
Installation of Modification to Pipeline System		\$125.00
Removal of Abandoned Tank in Place of Residential Tank		No Fee
Removal or Abandoned in Place of Residential Tank		\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility		\$125.00
Industrial Ovens - Installation		\$125.00
LP Gas - Installation of Storage and/or Distribution System		\$200.00
Solar/Polarvoltaic Power Systems (Commercial) - Intallation and Modification		\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank		\$200.00
<b>False Fire Alarms</b>		
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:		
- First and Second False Alarms		No Fee
- Third False Alarm		\$100.00
- Fourth and Additional False Alarms		\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.		\$270.00 for each occurrence



**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>H.</b>	<b>FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES - continued</b>	
	<b>Fire Code Permit Fees</b>	
	The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.	
	Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
	<b>Permit Type</b>	<b>Fee</b>
	Aerosol products	\$110.00
	Aircraft Refueling Vehicle	\$110.00
	Amusement Buildings	\$110.00
	- Haunted House - Commercial (Limited)	\$110.00
	- Bizaars, Boutiques, Booths or Displays	\$110.00
	- Flee Markets	\$110.00
	Aviation Facilities	\$110.00
	Carnivals and Fairs	
	- Commercial	\$110.00
	- Fairs, Bazaars, Famers Market, Etc.	\$110.00
	- Special Events - Outdoors	\$110.00
	Cellulose Nitrate Film	\$110.00
	Combustible Dust Producing Operations	\$110.00
	Combustible Fiber Storage	\$110.00
	Compressed Gases	\$110.00
	Covered and Open Mall Buildings	\$110.00
	- Kiosks, Concessions, Booths, Etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use of Open Flame (Limited)	\$110.00
	- Display of Flammable Liquid or Gas Filled	\$110.00
	Cryogenic Fluid	\$110.00
	Cutting and Welding	\$110.00
	Dry Cleaning	\$110.00
	Dust Producing Operations	\$110.00
	Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00
	Fireworks Stand, Limited	\$110.00
	Flammable/Combustible Liquids	\$110.00
	Fruit and Crop Ripening	\$110.00
	Fumigation and/or Insecticidal Fogging	\$110.00
	Hazardous Material - Store, Transport, Dispense, Use of Handle	\$110.00
	HPM Facilities	\$110.00
	High Pile Storage	\$110.00
	Hot Work Operations	\$110.00
	Industrial Ovens	\$110.00
	Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00
	Lumber Yards and Woodworking Plants	\$110.00
	Magnesium	\$110.00

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>H.</b>	<b>FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES - continued</b>	
	<b>Fire Code Permit Fees - continued</b>	
	<b>Permit Type (continued)</b>	<b>Fee</b>
	Mall (Covered)	\$110.00
	- Kiosks, Concessions, Booths, etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use Open Flame, etc. (Limited)	\$110.00
	- Display Flammable Liquid or Gas Filled	\$110.00
	Motor Vehicle Fuel Dispensing Station	\$110.00
	Organic Coatings	\$110.00
	Ovens- Industrial	\$110.00
	Parade Floats (limited)	\$110.00
	Place of Assembly	\$110.00
	Haunted House - Commercial (limited)	\$110.00
	Bazaars, Boutiques, Booths or Displays	\$110.00
	Flea Markets	\$250.00
	Other Special Events (Limited)	\$110.00
	Pyrotechnical Special Effects Material	\$110.00
	Radioactive Material	\$110.00
	Refrigeration Equipment (Commercial)	\$110.00
	Repair Garages	\$110.00
	Spraying and Dipping	\$110.00
	Tents and Canopies	\$110.00
	Tire and Storage	\$110.00
	Welding and Cutting	\$110.00
	<b>Tax Incentive Urban Use Center Fees</b>	
	- Application Fee	\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
	- Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)	\$100.00
	- Extension to Conditional Certificate	\$50.00

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>I.</b>	<b>BUSINESS LICENSE FEE SCHEDULE</b>	
	<b>Community &amp; Economic Development</b>	
	General Business License (GBL)	\$60.00
	Renewal of GBL	\$60.00
	Temporary Business License	\$60.00
	Temporary Business License Renewal	\$60.00
	Pawnbroker Pawnshops	\$750.00
	Second-hand and/or salvage dealers	\$150.00
	Junk and/or salvage dealers	\$300.00
	Transient Trader in second-hand property	\$53.00
	Private Sales	No Fee
	Flea Markets	\$750.00
	Adult Cabaret Manager and Entertainer	\$150.00
	Adult Entertainment Establishment	\$1,125.00
	Panoram Premises License	\$1,125.00
	Panoram Device License	\$75.00 per device
	Panoram Owner License	\$1,125.00
	Panoram Manager License	\$113.00
	Carnivals and Circuses	\$150.00 per day
	- Five or less machines or devices	\$75.00 per week*
	- Five or more	\$15.00 per week per device*
	* Alternative to device fees	\$150.00 annual fee
	Wrecker License	\$150.00
	Public Dances, Cabarets, Dance Halls and Teenager Dances	
	- Cabaret	\$750.00
	- Public Dance Hall	\$150.00
	- Public Dances (per night)	\$53.00
	- Public Dances (annually)	\$150.00 (maximum of four
	- Teenager Dances	Same as Public Dances
	Massage Businesses	
	- Massage Business License	\$75.00
	- Massage Manager	\$75.00
	Bathhouses	
	- Public Bathhouse	\$750.00
	- Bathhouse Attendant	\$113.00
	- Bathhouse Manager	\$113.00
	Outdoor Public Music Festivals	\$1,125.00 per day of festival
	Bondsmen	\$750.00
	Theaters	\$150.00 per screen per year
	<i>Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)</i>	No fee
	Commercial Kennel/Cattery (6-50 dogs/cats)	\$100.00 plus \$2.00 per dog/cat
	Commercial Kennel/Cattery (over 50 dogs/cats)	\$100.00 plus \$200.00
	Solicitors and Peddlers	\$75.00 per solicitor or peddler

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>J.</b>	<b>RENTAL HOUSING SAFETY PROGRAM</b>	
	<b>Community &amp; Economic Development</b>	
	Detached Single Family Rental Flat Fee Per Unit	\$12.00
	Multi-Family Rental Flat Fee Per Unit	\$12.00
	Late Fee for Rental Housing Registration (up to one month past due):	
	Any applicant or licensee who fails to make application for a Rental Housing license or renewal, within 30 days after expiration of their rental license or of the commencement of business in the case of a new rental business, shall be subject to a late application fee, computed at 100 percent of the cost of the applicable license fee.	
	Certificate of Compliance	No Charge
	Certificate of Compliance Transfer to New Owner	No Charge
	Initial Safety Inspection	No Charge
	Reinspection	\$125.00
	Rental Housing Inspector's Initial Registration	\$0.00
	Rental Housing Inspector's Annual Renewal	\$10.00
<b>K.</b>	<b>SMALL WIRELESS FACILITIES</b>	
	<b>Community &amp; Economic Development</b>	
	Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.	\$5,000.00
	Small Wireless Facility Permit Fee (per facility)	\$100.00
	Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)	\$270.00
	Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.	\$276.75
	Small Wireless Facility Pole Replacement Fee (per replaced pole)	\$1,000.00

**2021 2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>L.</b>	<b>ANIMAL CONTROL LICENSING FEES</b>	
	<b>Police</b>	
	The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
	- Dogs (altered)	<del>\$20.00</del> \$30.00
	- Dogs (unaltered)	<del>\$55.00</del> \$65.00
	- Cats (altered)	<del>\$12.00</del> \$20.00
	- Cats (unaltered)	<del>\$55.00</del> \$65.00
	Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$30.00
	- Cats (altered)	<del>\$4.00</del> \$5.00
	- Cats (unaltered)	\$30.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
	In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
<b>M.</b>	<b>BURGLAR/SECURITY ALARM PERMIT FEES</b>	
	<b>Police</b>	
	The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent

RESOLUTION NO. 2021-XX

A RESOLUTION of the City Council of the City of Lakewood, Washington, setting the City of Lakewood 2022 Fee Schedule.

WHEREAS, in connection with the municipal functions and operations of the City of Lakewood, the City requires certain fees; and

WHEREAS, it is appropriate to review such fees and make adjustments to appropriately address costs; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs associated with various City functions and facilities;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. That the Fee Schedule of the City of Lakewood is amended as set forth in Exhibit A.

Section 2. Severability. If any sections, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution or its application to any other person, property or circumstance.

Section 3. This Resolution shall be in full force and effect January 1, 2022.

PASSED by the City Council this 15<sup>th</sup> day of November, 2021.

CITY OF LAKEWOOD

\_\_\_\_\_  
Don Anderson, Mayor

Attest:

\_\_\_\_\_  
Briana Schumacher, City Clerk

Approved as to Form:

\_\_\_\_\_  
Heidi A. Wachter City Attorney

**2022 FEE SCHEDULE**  
**Resolution 2021-xxx Adopted by City Council on November 15, 2021**

Fee Type		Fee Amount
<b>All</b>		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
<b>A.</b>	<b>Copies/Duplication</b>	
	<b>Legal/City Clerk</b>	
	Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
	<b>Various Departments</b>	
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$25.00
	<b>Public Works</b>	
	Engineering Standards Manual	Cost plus 15%
<b>B.</b>	<b>City Hall Rental Fees - Two-hour minimum reservation required for facility use</b>	
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	



## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES</b>		
<b>Administrative Fee</b>		
Technology Fee		2% of the total planning permit cost
<b>Plat/Subdivision Fees</b>		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit <sup>(1)</sup>
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
	Minor	\$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus \$2,500 hearing examiner deposit <sup>(1)</sup>
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
<b>Discretionary Land Use Permits</b>		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Master Facilities Plan		\$2,200.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Major Variances		\$1,200.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Major Variances for single family dwelling (where project valuation does not exceed \$12,000)		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$1500.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$2,300.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Shoreline Conditional Use Permit/Shoreline Variance		\$2,300.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)		\$150.00
<b>Appeals &amp; Reconsiderations</b>		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus \$2,500.00 hearing examiner cost deposit <sup>(1)</sup>
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00
<b>Amendments to Plans &amp; Regulations</b>		
Amendments to the Comprehensive Plan & other related policy documents		\$2,100.00
Amendments to Development Regulations		\$2,600.00
Amendments to the Shoreline Master Program		\$3,200.00
Site-Specific Rezone		\$3,100.00

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
Construction Value:		
\$0 - \$74,999		\$50.00
\$75,000 - \$124,999		\$100.00
\$125,000 - \$224,999		\$150.00
Over \$225,000		\$300.00
Other Developments: All new buildings or exterior tenant improvements in commerical or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
Construction Value	CED Zoning Certification Fee	Compliance check w/ permit conditions
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES - continued</b>		
<b>Miscellaneous Planning Fees</b>		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
		Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
<sup>(1)</sup> Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
<b>Other Fees</b>		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development Services		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>C. PLANNING AND DEVELOPMENT FEES - continued</b>		
<b>SEPA &amp; Wetland Fees</b>		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit <sup>(1)</sup>
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
<b>Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)</b>		
Conditional Certificate Application		\$800.00
Extension of Conditional Certificate of Application		\$500.00
Final Certificate of Application		\$500.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00
<b>Tree Removal/Replacement Permit Fees</b>		
Significant Tree Removal Permit		No Fees
Off-Site Tree Replacement Permit (when trees are not being replaced onsite)		\$400.00 for each replacement tree

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>D.</b>	<b>GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS</b>	
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	<b>Valuation</b>	<b>Corresponding Permit Fee</b>
	\$0 - \$500	\$30.00
	\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
	\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued</b>		
<b>Plan Review Fees</b>		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
<b>Other Fees</b>		
	<b>Demolition Fees</b>	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
<b>General Comments</b>		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation	
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued</b>		
<b>Mechanical Permit Fees</b>		
New Single Family Residences and Duplex (per unit) Flat Fee		\$175.00
Residential (Prescriptive Design)		\$175.00
Commercial and Non-Prescriptive Residential		Per Valuation w/ Minimum \$175.00
New Commerical Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
<b>Project Valuation</b>		<b>Fee</b>
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
> \$100,000		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
<b>Mechanical Review Fees</b>		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:		
<b>Equipment Unit Schedule Description</b>		<b>Fee</b>
Permit Issuance		\$34.00
Issuing supplemental permits		\$12.00
Furnaces up to and including 100,000 BTU		\$22.00
Furnaces over 100,000 BTU		\$29.00
Appliance vents		\$12.00
Repair or additions to A/C systems		\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower		\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower		\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower		\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower		\$100.00
Boilers, compressors and absorption systems over 50 horsepower		\$123.00
Air handlers up to and including 25 tons		\$18.00
Air handlers over 25 tons		\$29.00
Evaporative coolers		\$41.00
Ventilation and exhaust (fans and hoods)		\$18.00
Incinerators, domestic type		\$29.00
Incinerators, international type		\$41.00
Each gas piping from 1 to 5 outlets		\$12.00
- Additional outlets per outlet		\$3.00
Miscellaneous		\$18.00

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>D.</b>	<b>GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued</b>	
	<b>PLUMBING PERMIT FEES</b>	
	New Single Family Residences and Duplex (per unit) flat fee	\$225.00
	New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
	<b>Project Valuation</b>	<b>Fee</b>
	Up to \$5,000	\$85.00
	\$5,000 - \$100,000	\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,000 and up	\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
	<b>PLUMBING REVIEW FEES</b>	
	When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	
	Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.	
	<b>Equipment Unit Schedule</b>	<b>Fixture Fee</b>
	Permit Issuance	\$34.00
	Issuing supplemental permits	\$12.00
	Furnaces up to and including 100,000 BTU	\$22.00
	Each plumbing fixture with one trap	\$12.00
	Each building sewer	\$22.00
	Each drain for indoors rainwater system	\$12.00
	Each cesspool	\$35.00
	Each private sewage disposal system	\$59.00
	Each water heater and vent	\$12.00
	Each gas piping from 1 to 5 outlets	\$12.00
	- Additional outlets per outlet	\$3.00
	Each waste incinerator	\$12.00
	Water piping or water treating system	\$12.00
	Repair or alteration of drainage or vent	\$12.00
	Backflow device for lawn sprinklers	\$12.00
	Vacuum breakers from 1 to 5	\$12.00
	- Additional units over 5 per each	\$3.00
	Backflow device for other systems over 2 inches in diameters	\$24.00
	Cross connection of reclaimed water system	\$47.00
	Each graywater system	\$59.00
	Medical gas system from 1 to 5 outlets	\$71.00
	- Additional outlets over 5 per each	\$12.00



## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>E.</b>	<b>GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES</b>	
	<b>Geographical Information Systems (GIS)</b>	
	LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:	
	<b>Standard Mapping Products</b>	
	Photo Quality Paper (11 X 17)	\$15.00 each
	Wall Map (22 X 34)	\$20.00 each
	Wall Map (33 X 44)	\$25.00 each
	<b>ELECTRONIC MEDIA: CD-ROM</b>	\$15.00
	<b>Administrative Services</b>	
	Extra Duty Contracts - Administrative Fee	\$2.00 per hour
	Extra Duty Contracts - Processing Fee	\$10.00 per invoice
	Lien Filing Fee	\$50.00 plus all recording fees
<b>F.</b>	<b>PUBLIC WORKS PERMIT FEES</b>	
	<b>Administrative Fee</b>	
	Technology Fee	2% of the total public works permit cost
	<b>Permits</b>	
	<b>Site Development Permit</b> (covers site work, including erosion control, clearing, grading and drainage)	
	<b>Project Value</b>	<b>Permit Fee</b>
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
	<i>Project Value is defined as the value of all improvements outside the building footprint.</i>	
	<b>Right-of-Way Permit</b> (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	\$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
	<b>Annual Right-of-Way Permit</b> (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)	\$500.00
	<b>Pavement Degradation Fee</b> : (recovers loss in pavement serviceability due to pavement cuts):	
	<b>Road Material, Type, PCI Score</b>	<b>PDF Fee</b>
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>F.</b>	<b>PUBLIC WORKS PERMIT FEES - continued</b>	
	<b>Right-of-Way Vacation Permit</b> ( <i>"Sale" or vacation of city right-of-way to abutting property owners</i> )	\$1,840.00
	<b>Street Opening Permit</b> ( <i>Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.</i> )	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	<b>Oversize Load Permit</b> ( <i>all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets</i> )	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	<b>Reinspection Fee</b> ( <i>to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit</i> )	\$92.00
	<b>General Inspection Fee</b> ( <i>for inspection not otherwise listed</i> )	\$92.00 per hour
	<b>Miscellaneous Permits</b> ( <i>any Public Works permit not covered by the fee schedule, if performed by an employee</i> )	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	<b>Professional Services Contracts</b> ( <i>any private or public professional service contract needed</i> )	Rate will be billed 100%, plus 10% administrative charges

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>G. PARKS AND RECREATION PROGRAMS (Facility/Use)</b>		
<b>Parks, Recreation &amp; Community Services</b>		
<b>Special Use Permit*</b>		
Events		\$200.00 - \$500.00
Colonial Plaza and Major events		\$1,000.00
Event Deposit		\$250.00 - \$500.00 per event
Additional event fees and services (plus 15% of gross private event revenue)		Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>		
<b>Alcohol Permit Fee ** (must be purchased in addition to a special use permit)</b>		
Small events		\$200.00
Large events		\$500.00
Major events		\$1,000.00
** Special conditions apply		
<b>Facility Use Cancellation Fees</b>		
- Recreation Administrative Fee		\$10.00 (non-refundable)
- Special Use Permit - less than 30 days prior to		(0%) 100% retained by City
- Special Use - 31-60 days prior to use		(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use		(75% refunded) 25% retained by City
<b>Lakewood Senior Activity Center (two hour minimum)</b>		
Rainier Room - Full activity room		\$65.00 per hour
Classroom		\$30.00 per hour
Artroom		\$30.00 per hour
Kitchen (only if available if renting full activity room)		\$15.00 per hour
Facility Deposit		\$150.00
Cleaning Fee		\$150.00
Additional Staffing Fee		\$25.00 per hour
<b>Cancellation Fees</b>		
- Facility Deposit/Fees (less than 30 days)		(0%) 100% retained by City
- Facility Deposit/Fees (31-60 days prior)		(50% refunded) 50% retained by City
- Facility Deposit/Fees (more than 61 days prior)		(75% refunded) 25% retained by City
<b>Boat Launch</b>		
Per launch (Credit/Debit Cards Only)		\$15.00
Resident Season Pass		\$125.00 plus tax
Non-Resident Season Pass		\$150.00 plus tax
Overnight Pass		\$50.00
Commercial Pass		\$250.00
<b>Outdoor Market Vendors</b>		<b>Daily Rate</b>
Regular Stall 10x10		\$25.00
Regular Stall 10x 20 or Food Trucks		\$50.00
Please note that this fee structure does not apply to the City's annual SummerFEST event. Fees for SummerFEST vendors, sporting event coordinators, specialty activities, food trucks and other event elements may vary based on activity, logistics, location, anticipated guests, number of days or hours of operation, sponsorship, in-kind services and other conditions.		
<b>Neighborhood Parks</b>		
Field Preparation Fees		\$25.00
Fields use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

**2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>G.</b>	<b>PARKS AND RECREATION PROGRAMS (Facility/Use) - continued</b>	
	<b>Fort Steilacoom Park</b>	
	<b>Large Picnic Shelter - Full day only May-Sep</b>	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$100.00
	- Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	<b>Small Picnic Shelters - Full day only May - Sep</b>	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$50.00
	- Full Day (10:00 a.m. - 7:00 p.m.)	\$75.00
	<b>Pavilion</b>	
	- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.	\$500.00
	- Full Day (10:00 a.m. - 7:00 p.m.)	\$1,000.00
	Hourly Rate (2 hour minimum)	\$150.00
	Deposit	\$250.00 - \$500.00
	Cleaning Fee	\$50.00 - \$70.00
	<b>Sport Field Use Fees</b>	
		<b>With one field preparation, per field, per day</b>
	- 1 Field	\$200.00
	- 2 Fields	\$275.00
	- 3 Fields	\$350.00
	- 4 Fields	\$425.00
	- 5 Fields	\$500.00
		<b>Without field preparation, per day</b>
	- 1 Field	\$150.00
	- 2 Fields	\$200.00
	- 3 Fields	\$250.00
	- 4 Fields	\$300.00
	- 5 Fields	\$350.00
	Baseball Field #5 at Fort Steilacoom Park	\$25.00 per game or \$50.00 per day
	<b>Single Sports Field (no preparation)</b>	\$40.00 per 60 minutes
	<b>Tournament Deposit and Cancellation Fee ( A full refund or credit less</b>	
	- Nonrefundable tournament reservation fee (does not go towards tournament fees)	\$100.00
	- Tournament Deposit Fee (will go towards tournament fees)	\$100.00 per field
	- Tournament cancelled less than 30 days prior	50% of deposit refunded
	- Tournament cancelled 31-60 days prior	75% of deposit refunded
	Youth soccer teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.	
	- Age 10 years and under	\$100.00 per team
	- Age 11 - 18 years	\$125.00 per team
	- Adult, age over 18 years	regular field use rates apply
	Youth baseball teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.	\$50.00 per game fee (2.5 hours and one prep per day)
	Field preparation (all sports)	\$50.00 per prep \$75 per mid day mound change

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>G.</b>	<b>PARKS AND RECREATION PROGRAMS (Facility/Use) - continued</b>	
	<b>Other Fees</b>	
	Open Space:	
	Half Day (10:00 a.m. - 2:00 p.m.) or (3:00 p.m. - 7:00 p.m.)	\$100.00
	Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	\$25.00 per hour
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	<b>Neighborhood Shelters - Full day only May-Sep</b>	
	- Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00	\$40.00 / \$50.00
	- Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m.	\$60.00 / \$75.00
	<b>McGavick Center Facility Use/Rental</b>	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>H.</b>	<b>FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES</b>	
	<b>Community &amp; Economic Development</b>	
	<b>Site Development Plan Review</b> (plats, short plats, commercial projects, residential infill's etc.)	
	Basic review fee	\$250.00
	- Additional review (over two hours)	\$125.00 per hour
	Vehicle Gates (includes plan review, inspection and testing)	\$125.00 per hour
	<b>Construction Plan Review</b> - A plan review fee will be charged for fire department review of requirements for construction and inspection of the IFC requirements for buildings classified as Group A, B, E, F, H, I, M, R, S and U. The plan review fee shall be:	15% of the plan review fee established for Building Permit Plan Review with a minimum fee of \$125.00
	<b>Fireworks Fees</b>	
	1) Fees for temporary fireworks stand permit	\$100.00
	2) Fees for a public display permit	\$245.00
	3) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
	4) A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00
	<b>Fire Alarm Systems</b>	
	<b>Tenant Improvements</b> (1st four zones)	\$215.00 plus \$6.00 (per
	- Additional zones	\$54.00 (each)
	<b>Residential</b> (one and two-family dwellings)	\$215.00 plus \$6.00 (per
	<b>Commercial and Multi-Family</b> (1st four zones)	\$325 plus \$6.00 (per device)
	- Additional zones	\$54.00 (each)
	- Sprinkler supervision only	\$270.00
	<b>Fire Alarm Permit Fee</b> for upgrading of an existing system	50 percent (50%) of the fee
	<b>Fire Alarm Plan Review Fee</b>	25 percent (25%) of the
	<b>Underground Sprinkler Supply</b> (includes plan review,	\$325.00
	<b>New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):</b>	
	- 1 to 5 nozzles	\$200.00
	- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5 nozzles
	- Bottle(s)	\$30.00 per bottle

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>H. FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES - continued</b>		
<b>Above Ground Fire Sprinkler Systems</b>		
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.		
<b>Plan Review Fee</b> <i>(for the fire sprinkler systems are in addition to the permit fee)</i>		25 percent (25%) of the permit fee, with a minimum of \$125.00.
<b>Tenant Improvements</b> <i>(relocation and addition to existing system)</i>		valuation 20 percent (20%)
<b>System</b>		\$270.00
<b>Standpipes</b> (includes review, inspection and testing fees)		
Temporary Standpipe		\$162.00
Class I		\$184.00
Class II		\$297.00
Class III		\$318.00
<b>Other Fees</b>		
- Additional inspection fees may be imposed		\$50.00 for each additional inspection
- After hours inspections		\$75.00 hour (1-hour minimum)
Fire Pump Installations (includes review, inspection and testing fees)		\$540.00
Commercial Power Generator Installations (includes review, inspection and testing fees)		\$350.00
Battery Systems - Capacity over 50 Gallons		\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon		\$200.00
Crogenic Fluids - Install or Modify		\$200.00
Emergency Responder Radio Coverage System - Install or Modify		\$200.00
Flammable and Combustible Liquids		
	Installation of Modification of Commercial Tank, Piping or Distribution System	\$250.00
	Installation of Modification to Pipeline System	\$125.00
	Removal of Abandoned Tank in Place of Residential Tank	No Fee
	Removal or Abandoned in Place of Residential Tank	\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility		\$125.00
Industrial Ovens - Installation		\$125.00
LP Gas - Installation of Storage and/or Distribution System		\$200.00
Solar/Polarvoltaic Power Systems (Commercial) - Installation and Modification		\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank		\$200.00
<b>False Fire Alarms</b>		
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:		
- First and Second False Alarms		No Fee
- Third False Alarm		\$100.00
- Fourth and Additional False Alarms		\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.		\$270.00 for each occurrence

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
H.	<b>FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES - continued</b>	
	<b>Fire Code Permit Fees</b>	
	The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.	
	Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.	
	<b>Permit Type</b>	<b>Fee</b>
	Aerosol products	\$110.00
	Aircraft Refueling Vehicle	\$110.00
	Amusement Buildings	\$110.00
	- Haunted House - Commercial (Limited)	\$110.00
	- Bizaars, Boutiques, Booths or Displays	\$110.00
	- Flee Markets	\$110.00
	Aviation Facilities	\$110.00
	Carnivals and Fairs	
	- Commercial	\$110.00
	- Fairs, Bazaars, Famers Market, Etc.	\$110.00
	- Special Events - Outdoors	\$110.00
	Cellulose Nitrate Film	\$110.00
	Combustible Dust Producing Operations	\$110.00
	Combustible Fiber Storage	\$110.00
	Compressed Gases	\$110.00
	Covered and Open Mall Buildings	\$110.00
	- Kiosks, Concessions, Booths, Etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use of Open Flame (Limited)	\$110.00
	- Display of Flammable Liquid or Gas Filled	\$110.00
	Cryogenic Fluid	\$110.00
	Cutting and Welding	\$110.00
	Dry Cleaning	\$110.00
	Dust Producing Operations	\$110.00
	Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00
	Fireworks Stand, Limited	\$110.00
	Flammable/Combustible Liquids	\$110.00
	Fruit and Crop Ripening	\$110.00
	Fumigation and/or Insecticidal Fogging	\$110.00
	Hazardous Material - Store, Transport, Dispense, Use of Handle	\$110.00
	HPM Facilities	\$110.00
	High Pile Storage	\$110.00
	Hot Work Operations	\$110.00
	Industrial Ovens	\$110.00
	Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00
	Lumber Yards and Woodworking Plants	\$110.00
	Magnesium	\$110.00



**2022 FEE SCHEDULE - continued**

Fee Type		Fee Amount
<b>H.</b>	<b>FIRE CODE OFFICIAL &amp; INTERNATIONAL FIRE CODE (IFC) FEES - continued</b>	
	<b>Fire Code Permit Fees - continued</b>	
	<b>Permit Type (continued)</b>	<b>Fee</b>
	Mall (Covered)	\$110.00
	- Kiosks, Concessions, Booths, etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use Open Flame, etc. (Limited)	\$110.00
	- Display Flammable Liquid or Gas Filled	\$110.00
	Motor Vehicle Fuel Dispensing Station	\$110.00
	Organic Coatings	\$110.00
	Ovens- Industrial	\$110.00
	Parade Floats (limited)	\$110.00
	Place of Assembly	\$110.00
	Haunted House - Commercial (limited)	\$110.00
	Bazaars, Boutiques, Booths or Displays	\$110.00
	Flea Markets	\$250.00
	Other Special Events (Limited)	\$110.00
	Pyrotechnical Special Effects Material	\$110.00
	Radioactive Material	\$110.00
	Refrigeration Equipment (Commercial)	\$110.00
	Repair Garages	\$110.00
	Spraying and Dipping	\$110.00
	Tents and Canopies	\$110.00
	Tire and Storage	\$110.00
	Welding and Cutting	\$110.00
	<b>Tax Incentive Urban Use Center Fees</b>	
	- Application Fee	\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
	- Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)	\$100.00
	- Extension to Conditional Certificate	\$50.00

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
I.	<b>BUSINESS LICENSE FEE SCHEDULE</b>	
	<b>Community &amp; Economic Development</b>	
	General Business License (GBL)	\$60.00
	Renewal of GBL	\$60.00
	Temporary Business License	\$60.00
	Temporary Business License Renewal	\$60.00
	Pawnbroker Pawnshops	\$750.00
	Second-hand and/or salvage dealers	\$150.00
	Junk and/or salvage dealers	\$300.00
	Transient Trader in second-hand property	\$53.00
	Private Sales	No Fee
	Flea Markets	\$750.00
	Adult Cabaret Manager and Entertainer	\$150.00
	Adult Entertainment Establishment	\$1,125.00
	Panoram Premises License	\$1,125.00
	Panoram Device License	\$75.00 per device
	Panoram Owner License	\$1,125.00
	Panoram Manager License	\$113.00
	Carnivals and Circuses	\$150.00 per day
	- Five or less machines or devices	\$75.00 per week*
	- Five or more	\$15.00 per week per device*
	* Alternative to device fees	\$150.00 annual fee
	Wrecker License	\$150.00
	Public Dances, Cabarets, Dance Halls and Teenager Dances	
	- Cabaret	\$750.00
	- Public Dance Hall	\$150.00
	- Public Dances (per night)	\$53.00
	- Public Dances (annually)	\$150.00 (maximum of four
	- Teenager Dances	Same as Public Dances
	Massage Businesses	
	- Massage Business License	\$75.00
	- Massage Manager	\$75.00
	Bathhouses	
	- Public Bathhouse	\$750.00
	- Bathhouse Attendant	\$113.00
	- Bathhouse Manager	\$113.00
	Outdoor Public Music Festivals	\$1,125.00 per day of festival
	Bondsmen	\$750.00
	Theaters	\$150.00 per screen per year
	<i>Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)</i>	No fee
	Commercial Kennel/Cattery (6-50 dogs/cats)	\$100.00 plus \$2.00 per dog/cat
	Commercial Kennel/Cattery (over 50 dogs/cats)	\$100.00 plus \$200.00
	Solicitors and Peddlers	\$75.00 per solicitor or peddler

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>J.</b>	<b>RENTAL HOUSING SAFETY PROGRAM</b>	
	<b>Community &amp; Economic Development</b>	
	Detached Single Family Rental Flat Fee Per Unit	\$12.00
	Multi-Family Rental Flat Fee Per Unit	\$12.00
	Late Fee for Rental Housing Registration (up to one month past due):	
	Any applicant or licensee who fails to make application for a Rental Housing license or renewal, within 30 days after expiration of their rental license or of the commencement of business in the case of a new rental business, shall be subject to a late application fee, computed at 100 percent of the cost of the applicable license fee.	
	Certificate of Compliance	No Charge
	Certificate of Compliance Transfer to New Owner	No Charge
	Initial Safety Inspection	No Charge
	Reinspection	\$125.00
	Rental Housing Inspector's Initial Registration	\$0.00
	Rental Housing Inspector's Annual Renewal	\$10.00
<b>K.</b>	<b>SMALL WIRELESS FACILITIES</b>	
	<b>Community &amp; Economic Development</b>	
	Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.	\$5,000.00
	Small Wireless Facility Permit Fee (per facility)	\$100.00
	Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)	\$270.00
	Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.	\$276.75
	Small Wireless Facility Pole Replacement Fee (per replaced pole)	\$1,000.00

## 2022 FEE SCHEDULE - continued

Fee Type		Fee Amount
<b>L.</b>	<b>ANIMAL CONTROL LICENSING FEES</b>	
	<b>Police</b>	
	The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
	- Dogs (altered)	\$30.00
	- Dogs (unaltered)	\$65.00
	- Cats (altered)	\$20.00
	- Cats (unaltered)	\$65.00
	Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$30.00
	- Cats (altered)	\$5.00
	- Cats (unaltered)	\$30.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
	In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
<b>M.</b>	<b>BURGLAR/SECURITY ALARM PERMIT FEES</b>	
	<b>Police</b>	
	The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent



To: Mayor and City Councilmembers  
From: Tho Kraus, Deputy City Manager  
Through: John J. Caulfield, City Manager  
Date: November 8, 2021  
Subject: Review of 2021 Accounts Receivable Write-Offs

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## BACKGROUND

Per the Lakewood Municipal Code 03.22.02 Write-Off: The City shall make reasonable attempts to collect all money owing in compliance with city policy and procedures. If such attempts fail and at least 120 days have passed since the original due date, the receivable will be sent to the collection agency. No less than 24 months after the original due date, if the receivable remains uncollected, the City may write-off the debt, provided the amount of the receivable is less than \$250.00 and both the City Manager and Assistant City Manager/Administrative Services authorize the write-off. Any decisions regarding write-off are discretionary with the City and may consider any variety of factors, including but not limited to resources of the City for purposes of attempting collection and aggregate impact of receivables at the time.

## PROPOSED WRITE-OFFS

In reviewing the account receivable that is owed to the City, the following are requested to be written off:

- **Elizabeth Gomez \$13,282.43**  
Subrogation for City property damage claim #2018-0101, date of loss 10/23/2018, location was at Interlaaken and Lake Steilacoom Drive (Bridge damage). A 30 day to pay letter was sent on 09/30/19. When no payment was received, turned over to collection on 11/07/19 to Dynamic Collectors.
- **Kiyon Vailencour \$1,251.41**  
NSF Check and fee for purchase of scrap metal from the Lakewood Police Station firing range. 30 day Collection letter sent 6/5/2019. When no payment received turned over to collections on 8/20/19 to Dynamic Collectors


## NEXT STEPS

- November 15, 2021 Regular Council Meeting  
Consent Agenda - Approve 2021 Accounts Receivable Write-Offs



TO: City Council

FROM: Tiffany Speir, Long Range & Strategic Planning Manager and Dave Bugher, Community and Economic Development Director

THROUGH: John Caulfield, City Manager 

DATE: November 8, 2021

SUBJECT: Lakewood 2044 Growth Targets Update

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### BACKGROUND

Lakewood is part of the “Core City” category in VISION 2050, the multi-county planning policies that cover the King, Pierce, Snohomish, and Kitsap County region. The VISION 2050 Regional Growth Strategy calls for the 16 Core Cities to collectively accommodate 28% of the region’s projected population growth (85,000 people) and 35% of its employment growth (44,000 jobs) by the year 2050.

In 2020, Pierce County hired AHBL as the consultant to coordinate and provide analytical support in the development of 2044 population, housing, and employment targets. AHBL developed two initial possible population targets for Lakewood based on two different calculation theories: 88,758 and 80,488.

Based on historical growth trends and limits on land available to develop or redevelop, the City initially forecasted a population growth total of 7,970 persons by 2044, which would result in a population of 68,000 that year.

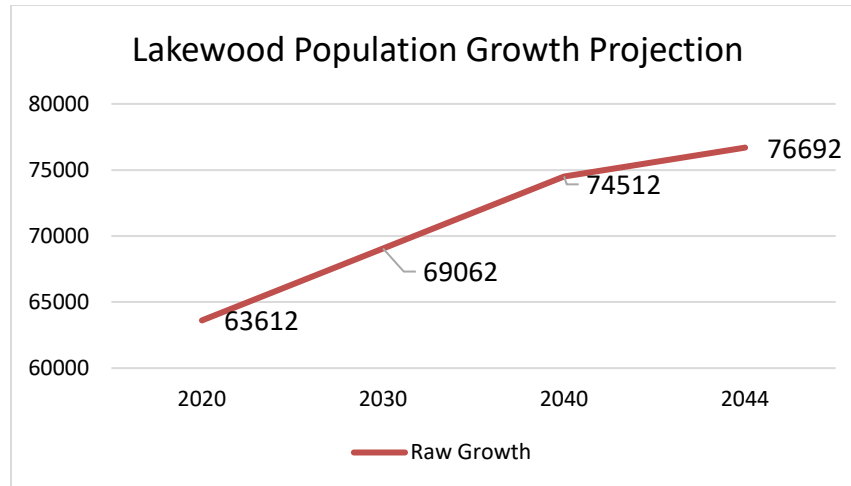
### DISCUSSION

The 2020 Census set Lakewood’s 2020 population at 63,612, roughly 3,000 more than was previously estimated.



Jurisdiction	2010 Pop. Census	2020 Pop. Census
Pierce County	795,225	921,130
Lakewood	58,163	63,612

As a result, the City recalculated its proposed 2044 population target. Assuming the same 545 person annual population increase between 2021 and 2044 (a period of 24 years) that actually occurred between 2010 and 2020, **Lakewood’s updated proposed 2044 population target is 76,692.**



Pierce County's updated draft target for Lakewood, accounting for the 2020 Census population, proposes a 2044 population of 80,274, or 3,582 more people (roughly 1,558 more housing units) than Lakewood's updated number.

### Potential to Meet Draft Updated County Population Target for Lakewood

If Lakewood estimates that redevelopment within the Downtown and Lakewood Station District Subareas will be built out at the maximum densities allowed by zone (higher than those assumed when the Plans were adopted), the City's population could come every close to meeting the County's updated draft target of 80,274 - even without accounting for additional growth in other parts of the City.

Downtown Subarea Plan (DSAP): the Subarea's capacity analysis assumed 85 units per acre in the Downtown's Central Business District Zone (see Final EIS Exhibit 1.7-1, Development Density), less than the maximum of 100 du/ac for mixed use developments, 125 du/ac with affordable housing bonuses, and 80 du/ac for stand-alone multifamily.

DSAP Central Business District (CDB) Zone	Assumed Average Density in CDB	Maximum Density allowed in CDB w/out bonus	# of additional units at max density w/out bonus
	54 du/ac	100 du/ac	806

Station District Subarea Plan (LSDS): The LSDS SEPA Checklist Growth Assumptions used an average density of 35 du/ac for the MF3 zone, less than the 54 maximum (see SEPA Checklist page 5.) The maximum densities in the NC2 and TOC zones were used.

LSDS	Capacity Assumed in LSDS	Maximum Density allowed	# of additional units at max density
Multifamily 3	35 du/ac	54 du/ac	492
Neighborhood Commercial 2	35 du/ac	35 du/ac	-
Transit Oriented Commercial	54 du/ac	54 du/ac	-

Assuming build out at maximum allowed densities in the subareas, the 806 additional units from the Downtown Subarea plus the 492 from the Lakewood Station District Subarea total

1,298 additional units - just 260 units less than the County's updated draft 2044 target for Lakewood. If an additional 11 housing units per year were built elsewhere in Lakewood, the City would meet the updated draft County target.

### **Next Steps**

Lakewood will have - and should take - the opportunity to communicate its position at the staff and elected leader levels over the next few months regarding the 2044 population and employment growth targets that the Pierce County Council will ultimately adopt by Ordinance next year.

*Note:* Lakewood's proposed 2044 population target of 76,692, and the current draft Pierce County target of 80,274, still leave Pierce County's Core Cities (Auburn, Lakewood, Puyallup and University Place) collectively not planning for the total target identified in VISION 2050. However, these two City of Lakewood targets are based on Lakewood's historical growth rate and potential build-outs in planned subareas, and can be reasonably justified at the PCRC and PSRC levels.